

2017/2018 Undergraduate Course Handbook

BSc (Hons) Learning & Leadership Development

Leeds Business School

BSLLD

Accredited to the CIPD Level 5 Diploma in Learning and Development



Approved centre



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1 Welcome to the Course

1.1 Message from the Dean of School



Welcome to Leeds Business School, a diverse, inclusive and vibrant community dedicated to student experience, to education, to impactful research and to developing all of its members to their utmost potential.

On behalf of all our staff I would like to say how proud we are to have you with us, and how excited we are to engage with you throughout every stage of your learning journey.

Leeds Business School is an active choice, a choice to participate, to experience, to grow and to contribute – in a state-of-the-art, inspiring and connected environment.

Our mission is to bring you closer to business, to industry and to the professions – through the way we teach, the flexibility of our offer, the courses we champion and the business leaders we showcase. It's about being work-ready and life-ready, with the enthusiasm, the competitive edge and the practical tools to thrive.

Welcome to business co-creation, not just business education. Welcome to Leeds Business School.

Dr George Lodorfos
Dean, Leeds Business School

1.2 Message from your Course Director



Dr Nick Beech TD

"Management is doing things right; leadership is doing the right things."

Peter Drucker

I'm delighted to welcome you to the BSc (Hons) in Learning and Leadership Development. The programme is fully accredited to the Chartered Institute of Personnel and Development (CIPD) Level 5 Diploma in Learning and Development and organisation who we have been working with for several decades. The CIPD is incorporated under Royal Charter and the only professional body in the world that can confer individual Chartered status on HR and L&D professionals and therefore gaining such additional professional recognition is distinctly life enhancing and sets you in the right direction to have a successful career.

You will find that we welcome students from a wide range of backgrounds and this adds a really interesting diversity to classroom discussions. We ask you to fully engage with the programme and immerse yourself in to our learning community, you will see that we incorporate a diverse range of content, perspectives, and approaches into the curriculum, with the aim to strengthen a collaborative scholarship and prepare you for engagement with today's complex world.

This handbook provides you with information that you will need to succeed 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 Nick Beech
Course Director

BSc (Hons) in Learning and Leadership Development

1.3 Academic Calendar and Timetable

Our standard student academic calendar is summarised below:

Week Commencing Monday	Student Calendar
21.08.17	
28.08.17	Bank Holiday 28.08.17
04.09.17	
11.09.17	
18.09.17	Student Welcome and Induction Week
25.09.17	Semester 1 Teaching Starts
02.10.17	
09.10.17	
16.10.17	
23.10.17	
30.10.17	
06.11.17	
13.11.17	
20.11.17	
27.11.17	
04.12.17	
11.12.17	
18.12.17 - 05.01.18	Christmas Break
08.01.18	Formal Examinations Period
15.01.18	Formal Examinations Period
22.01.18	Student Welcome and Induction Week
29.01.18	Semester 2 Teaching Starts
05.02.18	
12.02.18	
19.02.18	
26.02.18	
05.03.18	
12.03.18	
19.03.18	
26.03.18 – 06.04.18	Easter Break
09.04.18	
16.04.18	
23.04.18	
30.04.18	
07.05.18	Formal Examinations Period & Bank Holiday
14.05.18	Formal Examinations Period
21.05.18	
28.05.18	Bank Holiday
04.06.18	
11.06.18	
18.06.18	
25.06.18	
02.07.18	
09.07.18	
16.07.18	
23.07.18	
30.07.18	
06.08.18	
13.08.18	

The world of work is changing fast and having an immense impact on learning. New working practices, emerging technologies, flexible working patterns, dispersed locations and multi-generational teams are directly influencing the design and delivery of learning.

In this changing world of work, learning as a capability has to evolve and it has to be accessible, agile and flexible. Many interventions are now best delivered in the flow of work activity, not in a classroom. Digital technologies enable learning to be available anytime and anywhere with many also choosing to learn in their own time and often from their own sources of learning and knowledge. With the proliferation of rich, readily available online content, learning design is shifting from not just creation but to curation as well.



Peter Cheese,
CEO of CIPD

Year 2:

Taught Content Delivery Date	Subject	Assessment Submission
18-20 th Oct 17	Global Management Practice	3 rd Jan 18
3rd-5 th Jan 18	Leadership and Talent Development	28 th Feb 18
28 th Feb – 2 nd Mar 18	The Essentials of Coaching and Mentoring	14 th May 18
	Professional Practice in Learning and Development	
	On-line and Blended Learning	
	Learning and Development Context and Business Cases	

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

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

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

www.leedsbeckett.ac.uk/studenthub/timetabling

1.4 Key Contacts

While at University you may on occasion need to access some form of support. The aim is to provide academic guidance and pastoral support at university, faculty, and course level in order for students to develop intellectually and individually during their course of study and

enhance the student experience allowing students to use their talents to the full. This will be provided through the Student Hub and other support services and mechanisms.

Course Director

The Course Director provides additional support and guidance (particularly on the operation of the course and regulations) and manages the Quality processes of the course so will be very interested in any feedback you may have on the design or delivery of the course. Nick Beech is the Course Director and can be contacted on n.beech@leedsbeckett.ac.uk. Christine will be happy to meet with you or call you on the phone to discuss any aspect of the course but please email initially to arrange a mutually convenient time.

Personal Tutor/Academic Advisor

We operate a Year Tutor Scheme on the course to ensure that confidential help and support is made available to students. The year tutor will provide academic counselling and pastoral care in the academic sense as it affects your learning capabilities. This will enable reasons for academic difficulties to be identified, and support offered at an early stage.

Your Year Tutor is primarily concerned with academic progress and helping to remove any barriers to academic success. They will ensure, in consultation with your Administration Team and other academic staff, that you receive adequate academic guidance and counselling and provide direction on academic matters and issues such as electives, changing courses, regulations, university policies and practice etc.

Your Year Tutor also provides a point of contact within the faculty with whom you may discuss non-academic problems and difficulties. Whilst not expert counsellors your personal tutor may provide advice, sympathy and common sense, details of the network of support systems within Leeds Beckett University and the assistance offered by other agencies within the university. For issues outside the remit of the Year Tutor you will be referred to relevant sources of information and advice.

Nick Beech is the Course Tutor – contact via:

✉ n.beech@leedsbeckett.ac.uk

 0113 812 1744

Course Representative

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

Course Administrator

Your administration team can advise on any issues directly relating to your course throughout your time at Leeds Beckett University. Team members will be able to aid you with a range of issues, or simply to talk about any problems you might be experiencing.

Rose Bowl, Room 304

Leadership, HR and International Business:

0113 812 9030 (or 29030 if calling internally)

Leadershipadmin@leedsbeckett.ac.uk

Academic Librarian

Each course has a specific Academic Librarian who has detailed knowledge about your chosen subject. He or she will buy all the resources for your subject in the library, and will teach you how to make the most of the information available to you during your course. You will meet your Academic Librarian at your induction. Further help is available at the Help and Information Point in each Library. They can be contacted on 0113 812 1000 (21000 if calling internally).

1.5 Keeping in Touch

Academic and administrative staff at our University use your student email address to contact you. It is important that you check this account regularly. You can forward emails from your student email address to a preferred personal email address, however,

quarantine and spam filters needed by our University mean that emails sent from external email addresses may be delayed, blocked or deleted. **It is therefore important that your student email address is the only email address that you use to contact University staff.**

We will inform you of class activities and course notifications, including any cancellations, via text and on MyBeckett. For each module, the Module Handbook will include the preferred method of communicating general information about that module to you.

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

MyBeckett

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

1.6 Working in Partnership

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

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

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

1.7 Course Representatives

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

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

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

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



2 Studying on this Course

The CIPD L&D qualification helps you to develop relevant and essential knowledge and skills, and thereby provides you with a route into professional membership of the CIPD.

The course aims to develop critical, competent and reflective practitioners who can perform effectively within a range of business contexts and demonstrate the capabilities required for professionals in the field of Human Resource and Learning and Development. It seeks to facilitate the knowledge and understanding of a broad range of HRD, managerial and business principles and practices, as well as the development of related skills and competencies. The aims of the course reflect the requirements of the CIPD Professional Standards and HR Profession Map and are consistent with the overarching aims of the FBL Postgraduate Scheme.

2.1 Course Specification

The Course Specification is a concise description of your course's aims and objectives and how you will be taught and assessed. The Course Specification is accessed via our online

prospectus. Just search for your course title here: www.leedsbeckett.ac.uk/#findacourse then click the 'Modules and Learning' tab on your course page to access the Course Specification.

Course Structure

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

Course Learning Outcomes

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

Module Information

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

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

2.2 Course Resources

Libraries and the Learning Environment

Libraries and Learning Innovation (LLI) plays a key role in the student and staff experience, supporting teaching, learning and research needs. The service has a total staff of just over a 100 (full time equivalent) and total expenditure of approximately £5 million. Integrated library, computing and media facilities are provided in libraries based on each of the University's campuses at City Campus and Headingley.

LLI holds the Customer Service Excellence Standard and is committed to the development of a quality service for its customers and to a close partnership with the faculties in supporting students' learning.

LLI aims to maximise choice and flexibility in the way in which students and staff learn by providing a range of study environments, off-campus support, online access and dispersed facilities. The Library opens 24/7 every day of the year providing over 2100 study places of which approximately 800 offer access to computing or multi-media facilities with the latest operating software. A "PC Availability" service which can be downloaded to mobile devices or viewed on plasma screens enables students to easily identify unoccupied computers. Wireless networking is available throughout both libraries and wireless enabled laptop PCs are available for loan.

The Library purchases a range of quality electronic and print resources to support the curriculum, generally numbering over almost 400,000 items, in addition to guiding users to high quality free content, for example journals published on an open access basis. Information and learning resources are acquired in electronic format in preference to print, wherever possible, enabling simultaneous multi-user access 24/7 from both on and off campus.

An Interlibrary Loan service is available to facilitate access to information resources not held by The Library and support is given to students and staff to use the nearby British Library Document Supply Centre at Boston Spa.

The University's reprographics service, The Print Room, is part of LLI and supports students with their printing, photocopying and document finishing requirements. Students are able to load credit onto their Campus Cards to pay for their printing and photocopying, either by Kiosk within each Library or online.

Technologies for Learning

As an integral part of Libraries and Learning Innovation, Technologies for Learning supports a number of student facing learning and information services, providing administration, user support and training. These services include:

The University Virtual Learning Environment supports the University's Learning and Teaching Strategy providing a range of online facilities and tools to support students in the provision of flexible online learning and communication. The VLE also provides portal access to integrated announcement, email and group communication tools to facilitate communication within the course. All students have an email account and calendar facilities provided by Google in partnership with the University which are also available via mobile devices.

The Library Management System provided by Sirsi Dynix, provides catalogue access for users to a wide range of print and electronic materials including books, journals, multimedia, electronic books and journals held in The Library's physical and electronic collections.

The Resource Discovery Tool, "Discover" supplied by EBSCO, which provides single search access for users to the whole range of information sources available through the University Library services and beyond.

Library Online, an in house online system providing access to information and resources available through The Library alongside information about services, help and support and academic liaison.

The Leeds Beckett Repository, supplied by Intrallect, providing access to research papers produced by staff of the University and to a range of open educational resources for use in learning and teaching allied with a Current Research and Information System supplied by Symplectic providing for organisation and analysis of research content within the University.

The Copyright Clearance Service provides not only advice and expertise on copyright legislation but also a digitisation service to support staff in making online readings available to students.

Help, Support and Skills Development

Alongside the provision of library, information and IT help services in person (including roving IT Help throughout The Library), LLI works in partnership with colleagues in other

universities to provide help by telephone 24 hours a day, 365 days a year alongside a single email address.

Subject resources for this course can be found here:

http://libraryonline.leedsbeckett.ac.uk/pages/resources/for_your_subject/business_and_management

The Library specifically supports the Faculty of Business & Law Postgraduate Scheme

Postgraduate Scheme via:

A) **Two dedicated Academic Librarians** – one of these is dedicated to the area of Business which includes HRM. These roles include academic liaison, budget, the encouraging and enabling of students in using the Library. A number of librarians have split roles, whereby alongside their standard library duties they are assigned to specific Faculties and Clusters.

B) **XpertHR database** – this is a recently acquired database which the university bought last year and has proved exceptionally useful for students as it is the same software used by most employers. Students can follow law cases as they actually happen and can find case examples of good practice and survey results of current developments.

C) **Journals (print + many in e-format)** - a significant collection of relevant journals are available. This is on par with all major universities. Online Journal databases for this topic area are available on and off-site: e.g. *Emerald, JSTOR, Ingenta Connect and Science Direct*. *Reports are also available on databases e.g.; Mintel, Key Note, Business Insights, Market Line.*

D) **The professional CIPD journal, People Management**, is available through the library without students having to pay the subscription. This is particularly attractive to international students who may want to delay paying membership until they finish the course.

E) **Books (print)** - a collection of relevant texts and other offline materials exist and are new editions are regularly purchased. The library buys according to requests from module leaders.

F) **Newspapers** - as well as general newspapers the university also spends money on Premium level access to the Financial Times and spending on the NEXIS e-newspaper collection.

The needs of international students are addressed by a specialist team whilst students registered with Leeds Beckett Disability Services can benefit from the specialist help of a Learning Support Officer based at each campus library. Students can book one-to-one appointments or take advantage of informal drop in sessions. There is a Disability Resource Area in each Library containing adaptive software and hardware which will assist users with disabilities.

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. Academic Librarians provide tailored information and literature searching sessions to students as part of their courses and also offer a programme of drop in information workshops for students. One-to-one skills sessions are also available for both students and staff. The Library has a strong commitment to teaching digital and information literacy skills and the encouragement and development of truly independent learners and is increasingly embedding information skills teaching within the curriculum. Online learning objects allow students to independently learn and practice their information skills and test their progress.

Skills for Learning

Skills for Learning provides online resources, services and publications to enable students to develop their academic skills. It actively promotes the graduate attributes of digital literacy, enterprise skills, and a global outlook.

The Skills for Learning website offers a wide range of generic learning and teaching resources on topics which include: academic writing, group skills, research, maths, critical awareness and reflective skills. Students can use the website independently; academic staff also use it in teaching sessions and VLE modules. All the website resources have been produced by Leeds Beckett University.

Skills for Learning also provides drop-in workshops, customised classes, and group and one-to-one tutorial support in academic communication, maths and IT. In addition, 'Skills for Learning' publishes a series of student guides on essential academic skills and regular podcasts on key topics.

2.3 Skills you will Gain during the Course

Skills Developed

The course prepares students to undertake a career in Human Resource Development be it at a practitioner level or research-led. It is mapped against the CIPD's Intermediate level qualifications, which are set at UK level 5 (QCF) (undergraduate level) and aim to develop critical thinking and understanding of organisations and their changing external context, that support the development and implementation of creative and strategic HR solutions to drive sustained organisational performance.

All modules include a focus on current practice and research in the field and the Skills for Individual and Organisational Effectiveness modules contain a particular employability focus. The Skills module is designed to encourage students to develop skills in line with the CIPD Professional Map to support their future employability and career 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.

2.4 Graduate Attributes

There are three Graduate Attributes for Leeds Beckett University and these are tailored to suit your course. They will provide you with capabilities which are essential for your employability and wider life as you move on from your studies here. You will be formally assessed on them in some of your modules at each academic level in each year of your course. The tasks and assessments you do for the modules at each level increase in

complexity. For more information on graduate attributes please visit
skillsforlearning.leedsbeckett.ac.uk/local/graduate_attributes/category_homepage.shtml

Our university has a Taxonomy which is used to design your course. Information on your assessment is included in your module handbook.

The modules at each level for each attribute are listed below and examples of the assessment and some of the module activities will clarify how we build the Graduate Attributes through your course.

DIGITAL LITERACY

The Government's 'Networked Nation' manifesto (Warman, 2010) aims to get every working person in the UK online by 2015 and showed that more than 90% of all new jobs require internet skills. The changing nature of workplace means that growing numbers of our graduates are employed in digital industries or professions that require them to be digitally literate. Often, digital literacy skills are subject and employer specific but have been summarised by the European Commission as being "the confident and critical use of ICT for work, leisure, learning and communication. Throughout the programme you will be given the opportunity to hone your digital skills so as to enable you to learn and grow your capability so that you succeed in the business world.

ENTERPRISE

A breadth of enterprising skills (not just pure business skills) are essential to prepare you for a world where you will need to plan, be future focussed, and seek opportunities for personal growth, education and employment. Enterprise, in its broadest sense, involves creative thinking, problem solving, collaboration, communication and entrepreneurial skills. In addition, being enterprising includes understanding the responsibilities for seeking to work in ways which safeguard environmental, social and economic wellbeing for both present and future generations. Our programme highlights these competencies throughout the delivery of the curriculum helping you to be equipped to prepare for life and work.

GLOBAL OUTLOOK

Your futures is likely to be increasingly shaped by global employment markets, interconnectivity, border-crossing, sustainability priorities and shifting geo-political activities. The global outlook attributes focus, set within the programme, enables our you to identify how your lives inter-relate to those of diverse others in local and global contexts, and to frame your own actions and responsibilities in the light of this. The programmes embed matters of global social justice and environmental sustainability and therefore relates strongly to the world of work, where employers have identified a lack of global thinking as a significant weakness in graduating students – this programme helps to address this by not only enriching your learning but also supporting you in developing your practice to support others.

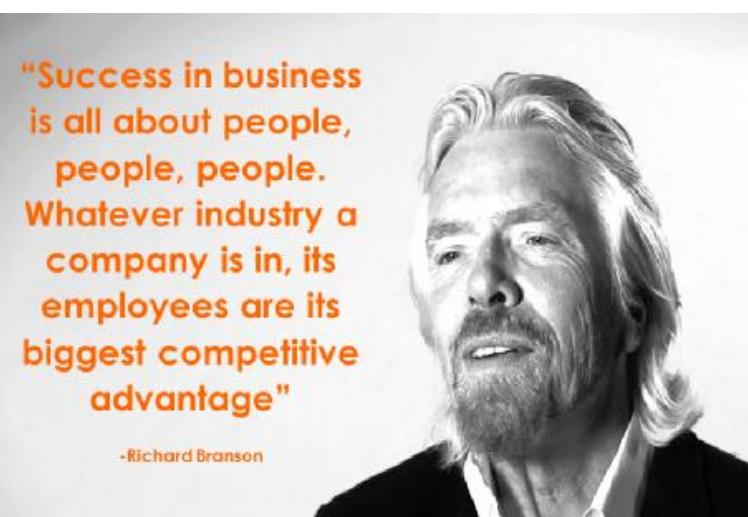
2.5 Work-Related Activities and Employability

The Course Specification outlines what work-related activities are associated with this course. In particular, the following skills are developed: team-working, research, critical thinking and evaluation, presentation, independent learning, employability, coaching and this is why with have gained recognition from the CIPD.

Completing the diploma at Intermediate level qualifies you to become a professional member of the CIPD (Assoc CIPD).

People Management is about...

Making sure the business objectives are met through people whilst also making sure workers are ethically treated, looked after and engaged.



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

- Hilary Drew
- University of the West of England

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



*Completing the diploma at Intermediate level
qualifies you to become a professional
member of the CIPD (Assoc CIPD).*

The CIPD L&D qualification helps you to develop relevant and essential knowledge and skills, and thereby provides you with a route into professional membership of the CIPD.

The course aims to develop critical, competent and reflective practitioners who can perform effectively within a range of business contexts and demonstrate the capabilities required for professionals in the field of Human Resource and Learning and Development. It seeks to facilitate the knowledge and understanding of a broad range of HRD, managerial and business principles and practices, as well as the development of related skills and competencies. The aims of the course reflect the requirements of the CIPD Professional Standards and HR Profession Map and are consistent with the overarching aims of the FBL Postgraduate Scheme.

3 Assessment and Feedback

3.1 Assessment

Assessment Strategy

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

University Assessment Regulations

Our University's assessment regulations are contained within the University Regulations. Regulations on progression, award eligibility and honours degree classifications are available at: www.leedsbeckett.ac.uk/public-information/student-regulations.

Course-Specific Assessment Regulations and Professional Body Requirements

Students must pass all level 5 modules (120 credits) in order to achieve the requirements for professional membership with the CIPD.

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

The examination schedule will be published on the Student Portal. Please keep checking for updates.

Coursework

Where a module is wholly or partly assessed by coursework, the submission date will be clearly stated on the assessment brief when it is circulated to students.

Assessment Support

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

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

Submitting Assignments

You will be notified of the submission requirements on the assessment sheet and/or you will be advised by your module tutor, normally via MyBeckett.

Each assignment must have an Assignment Cover Sheet attached. These can be obtained from the reception desk at Rose Bowl Room 304.

Each Assignment Form must be fully completed and securely attached to the assignment (e.g. stapled or within a plastic wallet).

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.

Submitting all assignments is a requirement of your course. Should you experience extenuating circumstances which prevent you from submitting on time, please make yourself aware of section 3.4 of this handbook. Without any form of extenuating circumstances, standard penalties apply for late submission of assessed work.

Full details of the penalties for late submission of course work are available at www.leedsbeckett.ac.uk/public-information/academic-regulations.

Turnitin

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 against 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 check whether you have attributed this to the source. Turnitin can only help you if you submit drafts of your work a reasonable length of time before the submission deadline.

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

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

Further information on Turnitin is available here:

<http://libguides.leedsbeckett.ac.uk/mybeckett/turnitin>

3.2 Getting Feedback on your Assessed Work

Assessed work will normally be returned with appropriate feedback within four weeks of your submission. Each Module Handbook will provide you with specific guidelines on how and when you will receive this. The Course Specification explains how feedback will be provided on both formative and summative assessments.

In general, formative feedback will be integrated to delivery and summative feedback will be provided on the VLE. Each module will integrate opportunities for formative feedback and explain these to students at the start of the module and individual Module Handbooks will provide specific guidelines on formative and summative feedback for that Module.

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.

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 acceptable evidence to support a claim for extenuating circumstances:

- *Medical Appointment Letter*
- *Doctor's Note*
- *E-mail from tutor*
- *Death Certificate*
- *Funeral Order of Service*
- *Crime report and number (this should also be accompanied by evidence of the work you had been preparing such as notes, work plan, draft assignment)*

The following will not be accepted as evidence:

- *Note from a friend*
- *Wedding invitation*
- *Corrupt USB stick*
- *Bank Statements*

If you have consulted the University Student Wellbeing Service in relation to your circumstances, you may submit a statement of attendance as supporting evidence. It is expected that you would also have some other form of evidence of your circumstances to verify your request.

Examples of acceptable extenuating circumstances include:

- *Bereavement*
- *Illness*
- *Hospitalisation*
- *Victim of crime*
- *Transport cancellation, where this can be evidenced*
- *Court attendance*
- *Traumatic incident*
- *Serious family illness where the impact on the students' ability to undertake assessment may be demonstrated*
- *Accident*

The following are not acceptable extenuating circumstances:

- *Holidays*
- *Weddings*
- *Family celebrations*
- *Printing problems*
- *Computer failure, corrupt USB sticks*
- *Financial problems*
- *Work-related problems*
- *Pressure or anxiety associated with assessment preparation or exams*
- *Accommodation issues*
- *Mild illness (less than 7 days) would not normally warrant mitigation. The Faculty Mitigation Co-ordinator will determine whether a mild illness warrants an extension to the assessment deadline should an extension be requested*
- *Mis-reading assessment arrangements*

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.

3.5 Re-assessment

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

You will be advised via *Results Online* of your options for re-assessment. You are advised to contact your Course Director, Course Administrator or Personal Tutor for any necessary clarification.

3.6 Student Appeals

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

After your results are available on Results Online you have 15 working days to submit a request for an appeal hearing. You will find the information you need, including grounds for

appeal, when and how to appeal and frequently asked questions at:

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

You are strongly advised to seek guidance from the 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

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

Any attempt to gain an unfair advantage, whether intentional or unintentional, is a matter of academic judgement and may be considered to be unfair practice. 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 unfair practice can be found in our Academic Regulations: Academic Misconduct:

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/Personal Tutors

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

Your academic advisor/personal tutor has an important role to play in supporting you in academic and personal matters while you are studying on this course. The meetings will include discussion about career aspirations, your course, your progress, and your academic results. You may want to set objectives for academic and life goals which you can store on your e-portfolio. Academic advisor/personal tutors are not trained counsellors and cannot give you professional advice regarding a range of student support issues and will signpost you to other University services if they can't help you. These services may, for example, be the Students' Union, the [Wellbeing Service](#) or [Student Engagement Team at the Hubs](#).

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

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

4.2 Student Hub

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

There is a Student Hub on the ground floor of the Rose Bowl at City Campus and one also in Campus Central at Headingley. Their telephone number is 0113 812 3000 and their e-mail address is StudentHub@leedsbeckett.ac.uk. They work closely with the course team, the

Students' Union, all University Services and external organisations to make sure that if they don't have the answer to your question they will know who will.

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

4.3 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.

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

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

4.4 Library Help

The Library

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

Academic Librarian

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

Help and Information Points

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

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

Skills for Learning

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

4.5 Students' Union Advice Service

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

We will listen to your problem and outline what options are available to you, so you can make an informed decision on what to do.

Hopefully you will never need us but just remember we are here for you if you do.

Email: suadvice@leedsbeckett.ac.uk

Tel: 0113 812 8400

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

5 What to do if you...

5.1 ...are absent for more than one day

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

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

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.

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].

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

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

If you are considering withdrawing, permanently or temporarily, you must complete a withdrawal form, which you can obtain from your Course Administrator. This form must be submitted as soon as possible to your school office as withdrawals cannot normally be backdated. For further details see the Student Regulations at:

www.leedsbeckett.ac.uk/public-information/student-regulations.

6 Relevant Policies

6.1 Safety, Health and Wellbeing

Policy Statement

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

Smoking

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

Use of Laptops within our University

If you need to charge your laptop battery, please make sure that the battery charger/lead are undamaged, and only plug it into a designated power socket – if you are unsure of

where these are, please ask a member of staff. Please make sure your battery charger cables do not create a trip hazard.

Fire Safety Procedures

Fire information is present on Fire Action Notices displayed in all 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 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.

6.2 Regulations

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

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

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

6.3 University Regulations

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

The following sections are of particular relevance to your course:

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

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

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

6.4 Student Contract

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

Leeds Beckett University Student Charter

Working together for success

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

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

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

We will

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

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

We will

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

We foster inclusive academic, cultural, social, emotional and creative development for all.

We will

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

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

We will

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

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

We will

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

Our Student Entitlements

As a full-time or part-time campus-based student you are entitled to:

1. *Access online learning materials and resources for every module through a virtual learning environment and have access to the resources and information of an up to date library.*
2. *Opportunities for on-going feedback on your work and progress towards your assessments in every year of your course.*
3. *Participate in a course induction, which will be provided at the beginning of each year of your course.*
4. *A meeting with your personal tutor once per semester. [All new and first year students will be invited to a meeting with their personal tutor within four weeks of the start of their studies].*
5. *A course that has been informed in its development by external stakeholders (e.g. employers, professional bodies).*
6. *Participate in Personal Development Planning within the context of your course.*
7. *Have the opportunity to engage in embedded activities within your course which develop and enhance your graduate employability and lifelong learning.*
8. *Receive clear dates at the beginning of each module about your assessment, submission dates, when and how you receive formative feedback on assessment during every module, and how you will receive feedback on marked assessments within the 4-week feedback period.*
9. *Receive clear and easy to understand information about your course and the services available to you.*
10. *Be engaged, via your course student representative, in your course review, evaluation and development processes.*
11. *Have your questions to our University's services responded to within the advertised timescales in our corporate service standards.*
12. *Normally be given your course timetable no later than four weeks before the beginning of each semester.*

Attendance Statement

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

We monitor your attendance at the University as regular attendance and academic achievement are closely linked. Moreover, by monitoring your attendance we can identify students who may need our guidance or support at an early stage to help them progress in

their studies. This is part of our commitment to ensuring an excellent education and experience and supporting your success at Leeds Beckett.

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

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

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

Our most important aim is to support your studies, but we are also required to report attendance to various external bodies such as the Student Loan Company and the Home Office. There are measures in place for students who seek to falsely register either their own or fellow students' attendance.

If you have yet to download the Leeds Beckett app, please follow the instructions at

<http://www.leedsbeckett.ac.uk/studenthub/student-app/>

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