

Programme Handbook 2019/20

**Programme Name: BSc (Hons) Nursing (Adult Nursing)
Graduate Diploma Nursing (Adult Nursing)**

Programme Leader: Dr Debbie Cross.

Co-programme Leader: Richard Stock

Campus and Cohort: Glenside and Gloucester Campuses 2019

Aims of the Handbook

The handbook is designed to provide information relevant to the programme. The information in the handbook may also be provided in a number of other electronic or paper sources and this document provides links to the definitive data sources wherever possible.

<https://my.uwe.ac.uk>

This handbook should also be read in conjunction with the Student Placement Information Guide (SPIG).

Please note that the electronic version of the handbook will be kept up to date and you will be notified of any significant changes. If you have taken a hard copy of any information, please remember to refer back to the electronic version to ensure that you are working with the most up to date information.

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1. Programme team information

Programme Manager: Dr Debbie Cross
Co-programme Leader: Richard Stock

Programme Team: - There are many people who will support your learning over the three years. Please look in your respective module handbooks for their names and contact details.

The Adult nursing **programme management team** are listed below

Dr Debbie Cross – Programme Leader
Rooms 2C06 Glenside Campus
0117 3287523 Debbie.Cross@uwe.ac.uk

Richard Stock – Co-programme leader (Gloucester based students)
Room AW105 Alexandra Warehouse Campus
0117 3284293 Richard.Stock@uwe.ac.uk

Dr Susan Clompus – Year 2 lead
Room 2C06 Glenside Campus
0117 328 8918 Susan.Clompus@uwe.ac.uk

Nicola Mason – Year 3 lead
Room 2C06 Glenside Campus
0117 328 7219 Nicola2.Mason@uwe.ac.uk

Chief external examiners from other institutions are appointed to a suite of programmes to act independently and work with the Faculty in the management of threshold academic standards, ensuring parity of approach to assessment across all awards available.

2. Key Faculty Staff

Pro-Vice Chancellor and Executive Dean – Professor Steven Neill

Head of Department (Nursing and Midwifery) – Helen Cox

Academic Director (Adult Nursing) – Rachel Sales

Associate Head(s) of Department (Adult Nursing) – Lucy Watkins, Dom McCutcheon, Carole Irwin, Maxine Pryce-Miller

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Roles within the Department of Nursing and Midwifery

Head of Nursing and Midwifery: The Head of Nursing and Midwifery has ultimate responsibility for all course curricula within the Department. She is required to keep abreast of strategic and political developments within the health sector, and encourage academics to thread these changes through their curricula. She works in close partnership with practice colleagues to deliver a high quality educational experience. She also maintains an overview on key performance indicators and supports academic staff to deliver the vision of UWE, Bristol.

Academic Director (adult): The Academic Director is responsible for overseeing the overall design, delivery and quality of the adult nursing curriculum.

Associate Heads of Department: Each field of Nursing and Midwifery has an Associate Head of Department who acts as a link between the Head of Department and the academic team, supporting both to deliver high quality education. Associate Heads also have responsibility for overseeing specific portfolios / areas of responsibility / projects within the department which enhance learning and teaching and develop the curriculum.

Programme Leader: Each field of nursing practice at UWE, Bristol will have one or more programme leaders as core members of the team. They are responsible for overseeing the quality of the relevant courses. They will work closely with academics and practice colleagues to achieve this. An important role of the programme leader is to support their team to design and deliver innovative and creative curriculums. This can be achieved in a number of ways, including the use of technology and with service users and family carers. Programme leaders take an active role in the approval process ensuring that students are fit to practice upon qualification. Programme leaders will also work in close collaboration with year leads, academic personal tutors and academics in practice and practice partner colleagues to ensure that students are being supported, and receive appropriate guidance their nurse education programme.

Year Leads: The Programme Management team is made of a Programme Leader, Co Programme Leader plus a Year Leader for each academic year, who oversees students in each Level of study.

Academic Personal Tutor (APT): All UWE Bristol students will be allocated to a personal tutor at the start of their programme. The tutor is an academic member of the team. The student will be given opportunities to meet with their academic personal tutor during the course of their studies. There will be opportunities to discuss academic and pastoral support needs. The tutor will be able to sign-post the student to additional support needs, should this be needed. The academic support tutor will be keen to support the student to achieve their maximum potential whilst studying at UWE.

Academics in Practice (AiP): These lecturers spend a proportion of their time in clinical practice supporting the development of good learning environments. They may offer support to

students and mentors when needed and also support students who are not achieving and have been referred or failed in practice. AIPs can support the student and mentor with development of action plans, and how students can achieve formulated goals. If students have additional health needs, AIPs can also provide advice, support and referral to appropriate support systems at UWE.

3. Programme specific information

Student Timetable and annual leave

The academic year dates for the BSc (Hons) Nursing programme differ to the standard university year dates published on the University website. If placement weeks contain Bank Holidays you are expected to work them within the placement hours. You are required to have achieved **2300** hours practice experience by the end of the 3 years of the programme. Whilst this 3 year timetable is subject to alteration we would always strive to **not change** annual leave week. You should refer to the master student timetable on the relevant Blackboard folder in your cohort area. As a professional course validated by the Nursing and Midwifery Council (NMC) the programme is a 40 week a year course (average over 3 years) and although there is annual leave at Christmas, Easter and during the summer, does not necessarily reflect the standard leave dates advertised on the UWE webpages. **Please note Annual Leave dates are pre-planned and non-negotiable and CANNOT be changed.**

You are asked to pay particular attention to assessment dates and ensure you check with your academic team if you are unsure when assessments are due. Students are expected to be available during these periods and absence from scheduled assessments may have a significant impact on your studies. Please take care to avoid these dates when planning any holidays.

Individual timetables - You should log on and download you own individual timetable. Remember to regularly update it / recheck it as timetables can be subject to change.

The curriculum structure is based on a model of nursing that puts care and compassionate practice, person centred care, service users and their carer's at the centre. The structure also reflects and recognises the development of roles and responsibilities experienced by students in placement learning as they progress through the programme, identifying these as **participator** (year 1), **implementer** (year 2) and **manager** (year 3) of care. The BSc (Hons) / Graduate Diploma Nursing (Adult Nursing) programme structure is designed to ensure that theory underpins practice. The curriculum takes into account relevant changes in Government health and social policy for service organisation and delivery and also the Equality Act 2010.

Attendance during the programme

Attendance is a requirement of both the NMC and the University and is monitored. Where nonattendance is giving concern students will, in the first instance, be requested to discuss the nature of such absence with their Academic Personal Tutor and thereafter with the Programme Management Team and / or the Academic Director or Head / Associate Head of Department.

Theory – All sessions require you to SWIPE in for electronic registration. Failure to swipe into mandatory sessions may impact on permission to attend your placement. Also paper registers may be taken at any time during each session and absences are reported to the programme leader for action. Completion of online tasks is also monitored and all tasks should be completed in time as per academic staff instructions.

Placements – All placements are compulsory and students are required to complete a minimum of 2,300 hours of clinical practice to meet with NMC requirements for registration. Students are required to complete a weekly record of attendance whilst on placement. This must be signed by their placement mentor/supervisor as an accurate record of placement experience and submitted with the Ongoing Achievement Record or as indicated in module handbooks.

In addition it is the responsibility of each student to notify the placement area and the **Professional Practice Absence line on 0117 32 83283** of any absence from placement. Also students must inform the module leader of absence from theory sessions (details in module handbooks) and it is also important to inform your Academic Personal Tutor of any prolonged absence (1 week or more).

Students who do not advise the faculty of the reason for their absence and / or fail to submit medical certificates when appropriate, may be subject to the Professional Suitability Policy, and may be required to withdraw from the programme.

Monitoring Of Absence - Monitoring Of Absence

Where non-attendance is giving concern students will, in the first instance, be requested to discuss the nature of such absence with their Academic Personal Tutor and thereafter with the Programme Lead and/or the Associate Head of Nursing.

Students who do not advise the faculty of the reason for their absence and / or fail to submit medical certificates when appropriate, may be subject to Professional Suitability Panel, and be required to withdraw from the programme.

Failure to meet the attendance criteria for both theory and practice elements of the course may result in registration delay or being unable to register as qualified Practitioners.

Being a Nurse – professional regulation and behaviour

During the programme, students are required to behave professionally at all times. You will study professionalism throughout your course. The Nursing and Midwifery Council (NMC) makes it clear what these standards mean in documents such as The Code (NMC 2018). You will be expected to read this document and are required to practice within it at all times.

The NMC (2018) guidance is concerned with safeguarding the public from harm. Your programme places the safety and wellbeing of service users/patients, carers and the public at the heart of all activities. The interests and wishes of individuals who receive care is explored in depth from the first year of the programme. The learning outcomes of the programme place great emphasis on the need to develop and exercise the qualities of kindness, compassion and sensitivity. As well as a thorough introduction to the NMC Code you will also learn the underpinning theory of consent, ethical practice, dignity and communication in a diverse world, prior to your first practice placement. The learning outcomes and skills for practice place the strongest emphasis on the way that students participate in practice, placing the needs and wishes of service users/patients at the centre of all that they do. The University and our practice partners have robust systems in place to report and promptly respond should students, tutors or mentors have concerns about the well-

being or safety of service users, patients or student conduct in practice settings. Examples include: The Practice Support Line, Your Academic Personal Tutor, and the Academic in Practice.

Being a professional nurse requires more than just following the Code while on duty. The Code (NMC 2018) makes it clear that nurses must obey the law, and uphold the reputation of the profession at all times, in both professional and private life, including your professional behaviour at UWE.

You have been required to submit a Disclosure Barring Service (DBS) check before you started the course, this must be cleared within 30 days of commencing the course or professional suitability processes will be instigated. In addition to this, students are required to make an annual declaration of good health and good character on-line. This is a requirement of the Nursing and Midwifery Council. What does good health and good character mean? See box below for examples. For more information and the full document, please go to <http://www.nmc.org.uk/education/becoming-a-nurse-or-midwife/when-studying-to-be-a-nurse-or-midwife/>

Good health is necessary to undertake practice as a nurse or a midwife. Good health means that a person must be capable of safe practice.

Good character is also important as nurses and midwives must be honest and trustworthy. Good character is based on a person's conduct, behaviour and attitude. It also takes account of any convictions and cautions that are not considered to be compatible with professional registration and that might bring the profession into disrepute. A person's character must be sufficiently good for them to be capable of safe and effective practice without supervision.

Fitness to practise means having the skills, knowledge, good health and good character to do your job safely and effectively. Your fitness to practise as a student will be assessed throughout your pre-registration programme and, if there are ever concerns, these will be investigated and addressed by the university.

Please note. A false declaration to the above, subsequently discovered, in itself may lead to a student being investigated through UWE Professional Suitability and Professional Conduct Policy. ***This could, in turn, lead to discontinuation from the programme.***

Please also note that the on-line declaration form for Good Health and Good Character is contained within the ARC (placements) system. Any student who does **not** complete their declaration will subsequently **not** be allowed to access their placement details through ARC. As a result the student will therefore **not** be allowed to attend placement.

When you have successfully completed your programme, UWE, Bristol will inform the NMC that you have met the NMC education and practice standards, are of good health and good character and are deemed fit to practice. Fitness to practice is defined by the NMC as requiring "a nurse or midwife to have the skills, knowledge, good health and good character to do their job safely and

effectively." (NMC, 2018). If you are deemed fit to practise, you will then be eligible to apply to join the NMC register.

It’s not just your professional life which is important, but your personal life also

The Guidance on Professional Conduct for Nursing and Midwifery Students (NMC, 2015) also stresses that your professional and personal behaviour and conduct, including on any social networks you are part of, such as Facebook or Twitter, may have an impact on:

- your fitness to practise
- your ability to complete your programme
- the willingness of your university to sign the declaration of good health and good character for you to become a registered nurse or midwife.

The NMC gives the following as examples of behaviours that would be considered unprofessional and you are required to inform UWE immediately if you carry out or witness the behaviours. This may lead to UWE investigating the occurrence under the Professional Suitability and Professional Conduct Policy available at <http://www1.uwe.ac.uk/aboutus/policies>.

<p>Aggressive, violent or threatening behaviour</p> <ul style="list-style-type: none"> • verbal, physical or mental abuse • assault • bullying • physical violence 	<p>Cheating or plagiarising</p> <ul style="list-style-type: none"> • cheating in examinations, coursework, clinical assessment or record books • forging a mentor or tutor’s name or signature on clinical assessments or record books • passing off other people’s work as your own
<p>Criminal conviction or caution</p> <ul style="list-style-type: none"> • child abuse or any other abuse • child pornography • fraud • physical violence • possession of illegal substances • theft 	<p>Health concerns</p> <ul style="list-style-type: none"> • failure to seek medical treatment or other support where there is a risk of harm to other people • failure to recognise limits and abilities, or lack of insight into health concerns that may put other people at risk
<p>Dishonesty</p> <ul style="list-style-type: none"> • fraudulent CVs, application forms or other documents • misrepresentation of qualifications 	<p>Drug or alcohol misuse</p> <ul style="list-style-type: none"> • alcohol consumption that affects work • dealing, possessing or misusing drugs • drink driving

<p>Persistent inappropriate attitude or behaviour</p> <ul style="list-style-type: none"> • failure to accept and follow advice from your university or clinical placement provider • non-attendance – clinical and academic • poor application and failure to submit work • poor communication skills 	<p>Unprofessional behaviour</p> <ul style="list-style-type: none"> • breach of confidentiality • misuse of the internet and social networking sites • failure to keep appropriate professional or sexual boundaries • persistent rudeness to people, colleagues or others • unlawful discrimination
<p>Criminal offences</p> <p>You have a duty to report to the university immediately if you have been cautioned, charged or found guilty of a criminal offence at any time before commencing or during your programme. Criminal offences, particularly those involving dishonesty, or the use of drugs or alcohol, are likely to raise questions about your fitness to practise.</p>	

As indicated previously, the NMC requires that students self - declare their good character and health annually.

In order for this to be accomplished, all nursing and midwifery students must therefore complete the following declaration at the start of year two and three of the programme and annually if you return to the programme after any intermission from study:

- I have read and understood understand the NMC guidance available here [Good Health and Good Character for student nurses and midwives](#).
- I understand that I must notify the University and the Programme Lead of any criminal warnings, cautions, reprimands or a warning recorded on police central records, which includes both 'spent' and 'unspent' convictions since the last Disclosure Barring Service (DBS) check (formerly Criminal Records Bureau CRB) or declaration and complete a DBS self-assessment form available through this link. <http://hsc.uwe.ac.uk/net/student/disclosure-barring-service-dbs.aspx>
- I have not received any criminal warnings, cautions, reprimands or a warning recorded on police central records, since the last DBS check (formerly Criminal Records Bureau CRB) or self-declaration. (Do not include motoring offences where you receive a fixed penalty unless it lead to your disqualification)
- I declare that my health and character are sufficiently good to enable me to practise safely and effectively and that all of the above information is a true and accurate record
- I will practice in accordance with the [NMC Guidance on professional conduct for nursing and midwifery students.pdf](#)
- I have read and agree to abide by the principles contained within the Faculty of Health and Applied Sciences [UWE student conduct policy](#)

Appropriate use of Social Media

The NMC have produced information on social media use and social networking in their *Guidance on Using Social Media Responsibly* (NMC, 2018) which can be read in full via <http://www.nmc.org.uk/standards/guidance/social-networking-guidance/>

Students may jeopardise their ability to join the register if they act in any way that is unprofessional or unlawful on social media, including, (but not limited to):

- Sharing confidential information inappropriately
- Posting pictures of patients and people receiving care without their consent
- Posting inappropriate comments about patients, staff or organisations
- Bullying, intimidating or exploiting people
- Building or pursuing relationships with patients or service users
- Stealing personal information or using someone else's identity
- Encouraging violence or self-harm
- Inciting hatred or discrimination

The Department of Nursing and Midwifery investigates cases of irresponsible social media use through its Professional Suitability and Professional Conduct Policy <http://www1.uwe.ac.uk/aboutus/policies> The majority of these cases come to the departments attention via students who recognised their duty to raise concerns about another students behaviour (see Raising Concerns below).

How to use social media responsibly

Be informed – know how individual social media applications work and be clear about their advantages and disadvantages.

Think before you post – it is important to recognise that even the strictest privacy settings have limitations. Once something is online, it can be copied and redistributed, e.g. screenshot.

Protect your professionalism and your reputation – if you are unsure whether something you post online could compromise your professionalism or reputation, think about what the information means to you in practice and how it affects your responsibility to keep the Code. It's important to consider who and what you associate with on social media.

Acknowledging someone else's post can imply you endorse or support their point of view. It's also important to consider what you have posted in the past.

Raising Concerns – As a student nurse, you have a professional duty to report any concerns from your placement or university which put the safety of the people in your care, or the public, at risk. *The Code* (NMC, 2018) states you must

“act without delay if you believe that there is a risk to patient safety or public protection”.

For information on what might constitute a concern, please see *Raising Concerns: Guidance for Nurses and Midwives* (NMC,2015) available at <http://www.nmc.org.uk/standards/guidance/raising-concerns-guidance-for-nurses-andmidwives/>

To help you raise a concern, the Department of Nursing and Midwifery at UWE, Bristol has developed a flow diagram with the title **Nursing Students – Raising and Escalating Concerns in Practice**. This is available from <http://www1.uwe.ac.uk/students/practicesupportnet/policiesandprocedures.aspx>

Faculty Academic and Professional Standards and Behaviour

As you might expect the Faculty of Health and Applied Sciences also has expectations of students. These are contained within the Academic and Professional Standards and Behaviour – a guide to students on health and social care programmes

As a student on a health and social care programme you agree to demonstrate:

Respect for others by:

- Showing courtesy and being respectful to colleagues, staff and the public at all times
Maintaining the dignity and privacy of individuals in all care situations.
- Valuing and respecting the views, beliefs, and rights of all individuals.
- Embracing difference and valuing diversity; taking steps to promote, tolerance, respect, dignity and equality for all.
- Promoting a work and learning environment free of bullying, harassment and discrimination.
- Promoting an environment conducive to learning by contributing actively and equitably to learning and teaching activities, whilst minimising the risk of unnecessary disruptions.

Professional responsibility by

- Engaging in actions that benefit others and minimises the risk of harm.
- Acting in the best interest of individual service users and carers.
- Demonstrating reliability and punctuality in attendance and adhering to agreed procedure for reporting of non-attendance.
- Adhering to appropriate dress/uniform code, including, maintaining appropriate hygiene; taking pride in personal appearance.
- Working collaboratively and harmoniously, as a member of a multi-disciplinary team; respecting the views, expertise and contributions of others.

Social responsibility by

- Respecting and making appropriate use of University, Faculty and practice placement facilities and services; including use of books, computer, and other teaching/learning resources.
- Ensuring own actions and behaviour enhance the profession's reputation and the public's confidence.
- Maintaining high personal standards in all settings; refraining from actions that can be construed as dishonest, fraudulent and unprofessional.

Professional integrity by

- Maintaining honesty and openness in all encounters with service users, academic and service staff, and student colleagues.
- Refraining from accessing and sharing information in practice and academic settings without appropriate authorisation.

- Accepting responsibility and accountability for own actions.
- Ensuring that confidentiality and security of information are maintained at all times.
- Taking appropriate action to report situations and incidents that may harm the safety and wellbeing of others.

Professional competence by

- Practicing safely at all times by meeting required standards of competence.
- Responding appropriately to individuals' needs and providing safe and competent care.
- Accepting responsibility for own learning and responding appropriately to constructive criticisms.
- Acknowledging limitations in own knowledge, skills and competence; seeking help and guidance as and when necessary.

Academic integrity by

- Ensuring academic honesty in all course work; including examinations, research activities, and assessment of clinical competence.
- Ensuring academic work submitted reflects own effort with credit given to the work of others.

Failure to meet the professional or academic standards may mean that you will be required to withdraw from (leave) the programme.

You should also familiarise yourself with the Professional Suitability and Professional Conduct Policy available at <http://www1.uwe.ac.uk/aboutus/policies>

Teaching and Learning - Brief overview of the modules contributing to the programme

Reading Lists

Readinglists.uwe.ac.uk is a web-based resource for academics to create dynamic and up-to-date resource lists. Lists are embedded within Blackboard and provide students with access to a range of resources, including digital media.

The service is now available for all students and training is available to support you. Please get in contact with your subject librarian for more information.

The general reading list for adult nursing can be found here:

<https://uwe.rl.talis.com/lists/038EFCFB-77DD-8DE7-BB99-F360954FF113.html>

Reading lists for specific modules will be available throughout your course.

Modules

The BSc (Hons) Nursing Programme consists of a number of different types of modules with a total of 15 modules taken in the 3 year programme: -

- Professional Pathway modules (Uni-Professional-Theory and Practice). These are modules that focus on your specific field of nursing where you will develop the core skills, knowledge and attitudes required of nurses registered in your chosen field. These are practice and theoretical modules.
- Inter-professional module. These are modules where, all health and social care programmes study together to develop knowledge skills and attitudes that actively promote inter-professional and interagency collaboration. There is an Inter-professional module in years 2.
- Shared learning modules. These are modules where you share the same knowledge base as all nurses and midwives. For all fields of nursing shared learning modules are undertaken during years 1, 2 and 3.

The programme is full time over three years and must be completed within 6 years. There is no part time route available but those students who have transferred to a part-time arrangement must complete the programme within the agreed time in their individualised plan.

Level 1	<p>Compulsory modules</p> <ul style="list-style-type: none"> • Communication in a Diverse World UZZSMV-15-1 (15 credits) • Appreciating Evidence for Practice UZWSN3-15-1 (15 credits) • Physiology and Pharmacology for Nursing Practice- UZWSMW-30-1 (30 credits) • Understanding Adult Nursing –UZTSMX-30-1 (30 credits) • Participating in the Practice of Adult Nursing – UZTSMY-30-1 (30 credits) 	<p>Interim Awards:</p> <p>Cert HE Health & Social Studies</p> <ul style="list-style-type: none"> • <u>Credit requirements:</u> 120 credits of which not less than 100 credits are at level 1 or above. This award does not entitle you to registration as a nurse with the NMC <p>Dip HE Health & Social Studies</p> <ul style="list-style-type: none"> • <u>Credit requirements:</u> 240 credits of which not less than 220 credits are at level 1 or above and not less than 100 credits are at level 2 or
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Level 2	<p>Compulsory modules</p> <ul style="list-style-type: none"> • Service Improvement - a collaborative approach - UZYSNA-15-2 (15 credits) • Evidence Based Practice for Nursing and Midwifery - UZWSNB-15-2 (15 credits) • Caring for adults with long term health needs – UZTSQV-30-2 (30 credits) • Implementing the Practice of Adult Nursing – UZTSND-45-2 (30 credits) • Decision and Assessment Making Skills in Adult Nursing UZTSJ6-30-2 (30 Credits)) 	<p>above. This award does not entitle you to registration as a nurse with the NMC</p> <p>•</p> <p>BSc Health and Social Studies</p> <ul style="list-style-type: none"> • <u>Credit requirements:</u> 300 credits of which not less than 280 credits are at level 1 or above, not less than 60 are at level 2 or above and not less than 60 are at level 3 or above. This award does not entitle you to registration as a nurse with the NMC
Level 3	<p>Compulsory modules</p> <ul style="list-style-type: none"> • Nursing and Midwifery Dissertation UZWSNL-30-3 – (30 credits) • Choice module – (15 credits) Please choose one 15 credit module in negotiation with the Programme Leader (details to be provided at the end of Year 2) • Leadership in Adult Nursing – UZTSNM-30-3 (30 credits) • • Managing the Practice of Adult Nursing – UZTSNN-45-3 (30 credits) • • Teaching and Learning in Adult nursing UZTSQX-15-3 (15 credits) 	<p>Target/highest Award:</p> <p>BSc (Hons) Nursing</p> <ul style="list-style-type: none"> • <u>Credit requirements:</u> 360 credits of which not less than 340 credits are at level 1 or above, not less than 200 credits are at level 2 or above and not less than 100 credits are at level 3 or above. This award does not entitle you to registration as a nurse with the NMC <p>Exceptional Default Award</p> <p>BSc Nursing</p> <ul style="list-style-type: none"> • <u>Credit requirements:</u> Achievement of all modules with the exception of the dissertation. This award does allow for registration as a nurse with the NMC if all of the requirements for registration have been completed.

BSc(Hons)	120 credits level 1
	120 credits level 2
	120 credits level 3

(Please note the Graduate Diploma Nursing Programme is negotiated on an individual basis, hence not presented as standard structure above. Please see field specific Programme Lead for details)

You will undertake 15 modules during the three-year programme consisting of the equivalent of 3 professional practice and 12 theoretical modules. Some of the modules are 15 credits, some are 30. In each year, the total module credits total is 120 credits. This has been designed to enable you to develop clinical skills in a steady and accumulative manner. The theoretical modules are designed to inform and enhance the professional practice experience of that semester.

Clinical skills are taught initially within UWE and then further developed within the clinical areas. Clinical skills sessions require compulsory attendance prior to your clinical placement such as, Manual Handling, Infection Control and Basic Life Support. Previous course attendance on other courses such as Health Care Assistant schemes cannot be recognised within the nursing programme so full attendance is mandatory. Failure to attend may prevent students from entering clinical practice and result in being put back within the programme and possible loss of bursary.

All students must attend clinical skills sessions in full uniform and footwear for the skill being undertaken. The skills training team will let you know what is expected; normally full uniform. This is particularly important for Manual Handling, Positive Behavioural Support and Basic Life Support sessions, as we are responsible for your Health and Safety during these sessions. Students who arrive more than 10 minutes late or dressed inappropriately will be asked to leave.

Non-attendance will affect your ability to go into placement.

Placement Information

Much of the information you will require for working in the practice setting is available via the Student Practice Information Guide (SPIG) and the Practice Support Net

<http://www1.uwe.ac.uk/students/practicesupportnet> It is important that you refer to this prior to practice.

Brief description of practice allocations.

Throughout the three years, you will be provided with practice placements that facilitate your development of nursing core skills and the achievement of the learning outcomes as outlined in each year of the Student On-going Achievement Record (OAR).

It is recognised that more health care is being delivered in the Community and in Primary Care settings. As well as undertaking specialist and generic placements you will also have the opportunity to deliver nursing care in the home, clinic, treatment centre or elsewhere. A varied number of learning opportunities will be possible during these allocations to meet the required learning outcomes within different care settings. In order to provide you with this variation,

nursing students at UWE, may be expected to travel to placements areas across the region. Due to the nature of the programme, it is not possible to guarantee placements near to where you live. Students allocated a placement for which travel or accommodation may be necessary are advised to make an appointment with a student advisor to discuss their eligibility for claiming travel and accommodation costs.

Students will be introduced to ARC. ARC is a Management Information System designed to cover all aspects of Student Placement Management. This web-based system provides access for nursing students to their placement and absence details with the ability to update their contact information online. This is also where the annual good health and good character forms are held and signed electronically.

All placements have to meet the NMC standards for placement learning. They are audited and students evaluate each placement. Students often ask about having a placement in an area that is not audited. If you know of an area that could make a good learning placement let the AiP/programme Team know so they can visit and see if we can develop the area as a future placement.

You are required to work the full rota experiencing both early shifts, late shifts and office hours' shifts, including night duty, in order to meet the NMC criteria. If a Bank holiday falls in a placement that is open on these days you are expected to work and the hours will be factored into the NMC requirements for 2300 hours practice.

Working part-time whilst studying

The faculty policy allows for your Academic Personal Tutor to give a reference to your prospective employer if you choose to do agency/bank nursing or any other type of part-time work to supplement your income. However, you need to make sure you are working hours that do not conflict with attendance at clinical and practice/theory modules.

If you work when you should have been attending theory modules or clinical practice OR whilst you are off sick, disciplinary action will be taken and you may be asked to withdraw from the programme.

International and National Opportunities

The Travel Opportunities for Nursing and Midwifery Group (TONMG) support Electives and Erasmus experience. Information about these opportunities can be found at https://blackboard.uwe.ac.uk/webapps/blackboard/content/listContent.jsp?course_id=234705_1&content_id=4074720_1&mode=reset

Electives

Details about the elective experience and how to apply are available from the Travel Opportunities for Nursing and Midwifery Group (TONMG)

https://blackboard.uwe.ac.uk/webapps/blackboard/content/listContent.jsp?course_id=234705_1&content_id=4074720_1&mode=reset

This is an opportunity for you to extend your nursing practice experience in the UK outside of your placement zone, or internationally through organisations such as work the World travel to experience nursing in a different culture such as Africa. Further details of this will be available at the start of year 2.

Croatia

Students can also undertake an opportunity to work in Croatia in the Service for people with Autism. For more information on these opportunities including submission dates for application visit the website

https://blackboard.uwe.ac.uk/webapps/blackboard/content/listContent.jsp?course_id=234705_1&content_id=4074720_1&mode=reset

Erasmus Opportunities

There are also Erasmus opportunities to practice and study in Europe, where you will have the chance to live, study and practice as part of your degree at another European University. This opportunity offers a unique chance for you to gain new perspectives and valuable clinical and social experience, helps to develop your confidence and cultural awareness, and enhances your employability as a Registered Nurse. The Erasmus opportunity is available at the start of the 3rd year when you will enrol as a student for 3 months at one of our partner Universities. As an Erasmus student, you will receive guidance and support both to prepare for your experience and during your visit, and importantly you will receive a grant to assist with your finances for the duration of your Erasmus visit.

The partner University will host you during your visit and offer University accommodation. In addition you can apply to learn the local language in the host country through intensive language courses. As part of the Erasmus opportunity, students pay no fees. You need to apply for this opportunity early and there is plenty of information available on Erasmus through the internet and in Student Net on the Faculty website. Here you will find information about Erasmus, our partner Universities, and how to apply.

Your TONMG Erasmus coordinator is Clive Warn

https://blackboard.uwe.ac.uk/webapps/blackboard/content/listContent.jsp?course_id=234705_1&content_id=4074720_1&mode=reset

Supervision of Learning Days (SoLD)

Supervision of Learning Days are an opportunity for you to receive academic supervision of theory and practice learning whilst on placement. These days will include structured opportunities for reflective learning, tutorials / seminars, directed and self-directed study. The capacity to reflect in action (while doing something) and on action (following an experience) is not new to nursing education. In the clinical environment, reflective activity takes place with the mentor as a catalyst. The nursing team at UWE believes that the students' capacity for reflection can be enhanced through the employment of Supervision of Learning Days (SoLD). These study days will link directly to practice but also provide the students with the time and space to think through experiences in order to develop their understanding, self-awareness and critical skills.

The philosophy that underpins the curriculum not only recognises the importance of a programme of preparation that is practice centred but also acknowledges the need to promote the integration of theory and practice for the achievement of professional competence and confidence as well as developing critical and creative thought.

SoLD aims at strengthening this theory – practice integration in a number of ways by:

- Expanding the opportunity for you to develop independence, autonomy, flexibility and reflective thinking.

- Using varied approaches to facilitate cohort activities. ○ Using real life scenarios to facilitate your learning.
- Accessing sources of information to support nursing practice as it is delivered.
- Involving practitioners and specialists as appropriate in the exploration of nursing issues/studies.

During a placement you will meet back in the university approximately once every two weeks. Please note it is an essential requirement that you participate in these days as SoLD hours contribute to the overall practice hours required by the NMC. This includes full participation in online SoLD days. Non participation will result in the hours being deducted from your placements hours on ARC.

Uniform

Most practice placements will require you to wear uniform. Uniforms will be provided for those placements and should be worn appropriately. Please refer therefore to the appropriate Uniform Policy (which includes direction regarding the wearing of uniform to and from placement).

<http://hsc.uwe.ac.uk/practicesupport/Data/Sites/1/uniformpolicydresscode2012.pdf>

Remember that as a professional, your dress should reflect a professional image.

Seek guidance from your mentor about what is appropriate dress for that area if uniform is not worn.

Remember that what you wear gives out a message and so try to be aware of what message others may receive.

Avoid necklaces, dangly earrings and long hair that is not tied up – these may be pulled on.

Wear shoes that are sensible, i.e. no high heels, no sling backs. They should be lace-up.

In short; be comfortable, be professional and be aware of how others may view you.

Use of Information technology within the programme

By the time you are qualified, the NHS will require all employees to be IT literate. To help you meet this requirement the Faculty's e-learning strategy provides a flexible framework for students to engage in the use of new technologies and e-learning approaches to Support Learning. Therefore this programme is committed to developing student's skills in using information and communication technologies to retrieve, organise and present information.

The Programme is supported by the use of on-line information technologies such as Blackboard available from the University home page (<http://uwe.ac.uk>) within MyUWE. There will be support for all modules giving a flexible approach to learning and hopefully encourage you in becoming an enthusiastic and independent learner.

We will run sessions aiming to connect you to our systems within the first few days of arriving at UWE.

If at any time you experience any problems with using our IT systems please first see if there is a server problem by looking on the UWE website before contacting individual staff. Information can be found at <http://www1.uwe.ac.uk/its/> where there is also links to BlackBoard Support. The IT support Centre at Glenside in 1H40 is helpful (for students at both Glenside and Gloucester sites) and we have found students who cannot access some systems actually have issues with their own hardware and software. The technicians can help you identify these problems. If you are not attached to the correct module BlackBoard please email the appropriate Module Leader and Student Administration Team (SAT) to see if you have been attached. The programme leader(s) do not have access to all your BlackBoard modules, so it is important you speak to module leaders first.

You also need to make yourself aware of Trust and UWE standards and abide within policy regarding your use of social networks such as Facebook or Twitter and your professional responsibilities.

The NMC supports the use of social networking by registered nurses and students alike, but please recognise that there are pitfalls with social media (see p14-15).

Practical advice for student nurses and midwives using social networking sites (NMC 2015) can be found here:

<http://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/social-media-guidance-30-march2015-final.pdf>

We urge you read the complete document to fully understand the principles as applied to your practice and personal life.

Assessment and progression:

Assessment Schedule

Assessment details for modules in Year 1, 2 and 3 can be found in the relevant module handbooks and you should consult with these handbooks at the beginning of each module. You will be attached to each module site on blackboard.

There are a range of assessment strategies that include essays, exams, Objective structured clinical examination (OSCE's), Multiple Choice Questions (MCQ's), Numeracy tests and presentations used through the programme.

Besides the formal role of **summative assessment** within the programme, students are often given **formative assessment** activities; these are an integral element of the assessment strategy and **must be completed**. Formative assessment is not discretionary. Students also have a role in developing their own skills of self-assessment to enable you to develop both professionally and personally. You will be provided with opportunities to receive formative feedback regarding your progress and will be encouraged to accept responsibility for personal learning and achievement in modules and in APT meetings.

The Faculty has special arrangements for students with a disability. More information about this is available from our student advisors who can be accessed from

<http://www.uwe.ac.uk/advice/faculty/hls.shtml>

Details of assessment procedures can be found at:

<http://www1.uwe.ac.uk/students/academicadvice/assessments.aspx>

Identifying, Accessing and Providing Feedback during the Programme:

Feedback is a prominent component of the adult nursing programme. It is both positive and developmental, recognising achievements and areas for improvement. You will receive feedback from academic and practice staff in a variety of ways. You are encouraged and expected to use this feedback in your professional and academic development throughout the course. Feedback can take the form of conversations and reviews with your academic personal tutor, your academic supervisors, module tutors, SoLD facilitators, module leaders, student advisors, library staff and clinical skills facilitators. You can also receive feedback from the academic skills facilitators, PALS coaches, leads and from your peers within the programme. You will also receive feedback from patients and service users, academics in practice, practice education facilitators, clinical mentors, associated health professionals, assistant practitioners.

Feedback can be face to face, as in the conversations you have with people and also can be delivered more formally, for example when you receive written feedback on pieces of work as you develop them and submit them to your academic supervisor (formative feedback) and on the work you submit for academic credit to the course (summative feedback). You are encouraged to include your feedback in your portfolio of evidence and use this as the basis of discussion regarding your progress and development with your academic personal tutor regularly throughout your course.

The programme team recognise the importance students place on the feedback they receive and, as a programme team, we value feedback from you. Similar to the feedback you value, we also value positive and developmental feedback so that we can continuously improve your experience and maintain the quality of your programme. There are various ways in which you can feedback to the programme team formally and informally. Further information will be given regarding the nomination of students to represent your intake (set reps.) Representatives will be asked to attend informal **regular** student engagement meetings and also more formal Programme Management Committee meetings (PMC), which meet at least **three times per year**. You are encouraged to ensure that your student rep is informed about your views as individuals and groups on all aspects of the programme. You will also be invited to evaluate the modules and clinical learning experiences (by each module team) at specific points throughout the year. You may also comment on the programme with your academic personal tutor, module tutors and leaders as well as the programme management team.

Assessment of Professional Practice Modules

Each year of study contains a practice module in which the student undertakes practice placements. Students are issued with an On-going Achievement Record document (OAR) at the start of the programme which details all practice assessments over the 3 years.

A component of assessment of professional competencies in a practice setting is assessed by a mentor in practice as pass/fail only. In year 2 of the Adult nursing programme part of the assessment for practice is passing the professional competencies, formative grading, and a skills

exam (OSCE). This means the practice module also has a percentage mark awarded to it and unlike year 1 is not just a pass / fail module. In year 3, students who pass the practice module are also assigned a grade that counts towards their overall degree classification. Manual Handling, Basic Life Support and Numeracy tests are all linked to passing the practice module and are all therefore compulsory.

Reassessment of Professional Practice Modules:

Reassessment of practice modules is subject to the discretion of the relevant Award Board. **There is no automatic right to a further enrolment.**

Notification of Results (Provisional and Ratified)

Provisional Results

The Module Leader(s) will hold the **provisional** marks for assessment for their module. The relevant module handbook will – via the module handbook - give you a date when your provisional marks and feedback for your work will be available for you to view via Blackboard. This will be within the Faculty standard of 20 **working** days (not including week-ends bank holidays etc.) from the date of submission.

Confirmed Results

Following external examiner review and input, all results are then confirmed (**ratified**) by an Award Board. Students can view their ratified results via myUWE 5 working days after the award board has sat.

Academic Appeals

Please note that at UWE (the same as all other universities) there is no right of appeal if you think your assignment has not received the grade you think it warrants – so please do not ask the module leader to have the work remarked - it won't be remarked and the module leader will (politely) refuse. The academic judgement of the marking team is seen as final. There is a right of appeal if students feel that the conduct of the assessment has been unfair, or if they feel they have been mis-led in the assignment instructions and have been assessed on a different subject to that which they were expecting.

The Portfolio

A portfolio is evidence showing how you are continuing to build your 'skills, knowledge, attitudes, understanding and achievement' (Brown, 1992) and the maintenance of such a portfolio is an NMC requirement pre and post qualification. All pre-registration nursing students will therefore keep a portfolio that includes a record of achievement of assessment in theory and practice. The responsibility for maintaining the portfolio belongs to you as a student and the process will help to develop the skills to accumulate a record of development and experience throughout your career.

Your portfolio of Learning Achievement will be utilised during your nursing programme to enhance both your personal and professional development. It is your responsibility to maintain your portfolio as your portfolio development will form the basis of discussions with your Academic Personal Tutor when you meet throughout the course. In Adult nursing mentors may also expect to see your portfolio and will certainly expect to see evidence of meeting the NMC criteria as detailed in the OAR. It is your responsibility to bring your portfolio to meetings with your Academic

Personal Tutor and your practice mentor. Sign off mentors in your last placement will take particular interest in your portfolio. Your Academic Personal Tutor will review your portfolio at least once per academic year and you are required to ensure they sign it after your first placement in each year. Elements of your portfolio will contribute towards your year 3 theory module assessment so it is important that you start developing this during your first placement.

On-line numeracy test

Numeracy and calculations are a vital part of a nurse's day to day practice regardless of their speciality. The Nursing and Midwifery directive (NMC, 2012) requires all students in a programme of nursing to demonstrate competency in numerical assessment to support the achievement of the 'Administration of Medicines' competency for entry to the NMC register.

For this reason the Nursing and Midwifery Council (NMC) stipulate that all nursing students must undertake and pass, an applied on-line numeracy test in each year of the programme. At UWE Bristol, the numeracy test is taken each year under supervision during the practice module. The date of the on-line supervised numeracy test will be indicated on your timetable. In year 1, students need to obtain a pass mark of 75% to be successful in the on-line supervised numeracy test. Students will have up to four attempts to pass the on-line supervised numeracy test. Failure to achieve following the fourth attempt will lead to a failure in the practice module and the student will be subject to an award board decision as to whether they are allowed a further attempt. Failure to achieve a pass in the on-line supervised numeracy test could result in withdrawal from the course.

Before the test

Make sure you gain as much numeracy practice as possible. There are several nursing calculation textbooks available in the library as well as two university resources. On your cohort page in Blackboard, click on the maths test link where you will find some additional resources. There is also a practice test which is a mock of the actual test you will sit. This can be accessed from the Mandatory Training page in Blackboard. You should ensure you use this practice test to familiarise yourself with the question layout and the types of numeracy questions you will be asked. Questions are randomly generated and you may take the practice test as many times as you wish.

You can also gain additional numeracy support from *espressoMaths*, a face-to-face numeracy support service— information on *espressoMaths* can be found at

<http://www1.uwe.ac.uk/students/studysupport/studyskills/mathematicsandstatistics.aspx>

In addition, the 'Numerical Assessment in Practice' booklet is designed to support your achievement of numerical skills and Safe Administration of Medicines throughout the 3 years of your programme. You will receive further details of your numeracy test, number of questions and length of time nearer to the date of your actual test.

In order to support the achievement of the clinical skill of drug calculation, within the Ongoing Achievement Record, you are required to provide evidence of a pass to your mentor, to assist in the achievement of a pass grade for practice. This can be done by printing out your test results. Students who attempt to present false evidence to their mentors will be investigated under the Professional Suitability and professional Conduct policy <http://www1.uwe.ac.uk/aboutus/policies>

Progression Points and the "12 week rule".

Progression Points (NMC, 2010)

The NMC (2010) has set minimum requirements that must be met by the first and second progression points for pre-qualifying nursing and midwifery education, which states that all outcomes within a progression point period must be achieved and confirmed within 12 weeks of entering the next part of the programme. Progression points occur at the end of Level 1 (Year One) and at the end of Level 2 (Year Two). This applies to all theory and practice modules.

First Progression Point

This progression point stipulates that if you do not pass ALL Level 1 (Year One) modules within 12 weeks of entering Level 2 (Year Two) you will be required to 'step off' (intermit from) your programme until you have passed the outstanding modules. Once you have passed all Level 1 (Year One) modules you will be allowed to re-join the programme in a subsequent cohort, when a place becomes available.

Second Progression Point

This progression point stipulates that if you do not pass ALL Level 2 (Year Two) modules within 12 weeks of entering Level 3 (Year Three) you will be required to 'step off' (intermit from) your programme until you have passed the outstanding modules. Once you have passed all Level 2 (Year Two) modules you will be allowed to re-join the programme in a subsequent cohort, when a place becomes available.

Students who commenced the programme prior to August 2017 and are in receipt of a bursary please note; whilst you are intermitted from the programme it is extremely unlikely that you will be eligible for bursary payments.

Stepping Off / Intermitting

If you are required to 'step off'; your enrolment on any modules that you have commenced at the next academic level will be terminated immediately until you are eligible to progress to that academic year. You will not be permitted to submit to any modules at the next level once stepped off whilst you have outstanding modules from the previous level.

If any module submission dates from the next academic year have occurred prior to you being required to step off the programme and you achieve a pass in that module the pass will stand. If you have not achieved a pass you will not be permitted to resubmit and your enrolment on that module will be terminated until you have passed all outstanding modules from the previous year. If you are required to 'step off' then any preparatory work you have undertaken for the next level of your course should not be perceived as wasted but should be valuable in assisting you with understanding what the requirements will be for when you re-join your programme.

Suspension of Studies and withdrawal from the programme:

Students requesting to suspend their studies or withdraw from the programme, for any reason, will be asked to formally confirm this in writing to the appropriate year Lead. They may need to meet prior to this to discuss the possible implications / options available. In the case of suspension of studies, an anticipated return date will be discussed but the return will be dependent on there being suitable capacity with a following intake. It is the student's responsibility to confirm their request to return at least 16 weeks before the intended start date. The year Lead will liaise with the Professional Practice Office with regards to placement availability.

Pregnancy, Maternity, Adoption and Partner Leave

Please inform your Academic Personal Tutor and year or programme Lead as soon as you have confirmation of your pregnancy. If you are in clinical practice, it is your responsibility to inform your mentor and in turn, they will complete a local risk assessment. Where a student is deemed to be unable to continue in practice, she may be suspended from studies and resume the programme at an appropriate time after the pregnancy. Students are entitled to maternity leave. The normal length of time taken is a year, but this can vary, depending on student wishes and individual circumstances. Students will be expected to resume full time studies on return to the programme, unless a part-time route is available. Reasonable adjustments to enable you to return are normally possible on a short term basis.

Trust sponsored students need to inform their line manager and Personnel department in addition to following the same procedure as per non sponsored students when pregnancy is confirmed. Entitlement to financial support during pregnancy will need to be discussed with your Personnel department.

For paternity and adoption leave please refer to the Student Pregnancy, Maternity, Adoption and Partner Leave Policy and Procedures document at <http://www1.uwe.ac.uk/aboutus/policies>

4. Additional Information

The academic year dates are published on the University website, see: <http://www1.uwe.ac.uk/aboutus/termdates.aspx> but please refer to your intake 3 year planner for specific programme details.

How your degree will be calculated

Due to variations between the total credit requirements for different degree with honours awards, a single University-wide formula, which uses the same number of credits for all students, is used to calculate degree classifications. This is unless a professional or statutory body requires the use of a different method. Your Programme Leader will be able to advise you if this is the case for your award. The key features of the formula are:

- Only the marks for 100 credits at level 3 and 100 credits at level 2 (or other level 3 credits) are included.
- Marks for the 100 level 3 credits are weighted three times those at level 2.
- Marks used are the best overall module marks a student has achieved.

Please see the UWE website for more information: <http://www1.uwe.ac.uk/students/academicadvice/degreeclassification>

Non-standard calculations

If the total credit value of the best module marks at level 3 add up to more than 100, only part of the credit for the module with the lowest mark will be used in the level 3 calculation. The remaining credit will be carried over to the level 2 set of marks and treated as a level 2 module.

The partial module credit and the mark may then be included in the best overall marks if it falls into the best 100 credits at level 2.

For example:

A student has 5 x 30 credit modules at Level 3 and 3 x 30 credit modules at Level 2.

Level 3 marks (ranked in order – highest first)	Credit size	Running total (100 max)
69%	Module A – 30 credits	30 credits
58.1%	Module B 30 credits	60 credits
56%	Module C – 30 credits	90 credits
52.2%	Module D – 30 credits	100 credits (10 of the 30 credits are used in the level 3 calculation)
48.8%	Module E – 30 credits	Not included in the calculation as this is the lowest mark
Level 2 marks (ranked in order – highest first)	Credit size	Running total (100 max)
65%	Module F – 30 credits	30
60.9%	Module G – 30 credits	60
55.3%	Module H – 30 credits	90

52.2% (level 3 module, moved down to level 2)	Module D – 30 credits	100 (10 of the 30 credits are used in the level 2 calculation)
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In exceptional circumstances for example, where some of module marks are not expressed as percentages, or where the credit total includes modules awarded as Accredited Learning, the total credits counting towards the classification at one or both levels may be lower than 100 credits. In these circumstances the degree will be calculated on the basis of all available marks at each level.

5. Communication

The main communication channel used by the University and the Faculty is the UWE student portal, myUWE. The myUWE link appears at the top of the University staff and student intranet home page alongside that of the library and gives you access to the portal, where much of the information relevant to you will appear, including important announcements. MyUWE gives you access to a wide range of course information, including links to Blackboard for modules you are currently studying. Blackboard provides the main communication channel for module specific information and should be checked regularly for new content and announcements.

Also from myUWE you can access your UWE student email account, which you are expected to check regularly (at least twice a week) as this is the email address that the Programme Team/APT and module leads will use to contact you. If you do not activate this account, or chose to automatically forward emails to a different email account, then the University will not be responsible if you miss important information such as details about classes, assessments, examinations, fees, registration etc.

Please see <http://info.uwe.ac.uk/myUWE/guidance/> for further information on all aspects of your myUWE portal.

Changes to your Programme

We strive, and are expected, to continually enhance our Programmes by responding to feedback from students and other Stakeholders, ensuring the curriculum is kept up to date and our graduates are equipped with the knowledge and skills they need. We may make any such changes to our Programmes without consulting you if the changes will not involve a Material Change.

There may be circumstances where we have to make a Material Change to the Material Information. In these circumstances, we will give you advance notice of the change and inform you about how this change will impact on your Programme and work with you to ensure you understand the reasons for, and the effect of, the change.

A Material change would be a change to the programme from the information we provided to you when we made you an offer of a place on your Programme, which includes:

- the published details of your Programme, including: Programme title; entry requirements; what you will study (for example core modules);
- method of study (for example, lectures, seminars, work placements); expected workload including number of contact hours and expected self-study;
- the overall assessment strategy for your Programme (not a change to the balance of assessment within individual modules);
- the award you will receive on successful completion of your Programme;
- location of study or possible locations;
- length of your Programme;
- whether your Programme is accredited by a professional, statutory and regulatory body (PSRB).

Examples of reasons for making a Material Change to your Programme may include:

- a commissioning or accrediting body requires us to add new course content to your Programme;
- in response to feedback from stakeholders or our students;
- where there is an insufficient number of students applying to the Programme/module of a Programme to make running the Programme or module impractical to provide a suitable student experience and/or financially viable;
- to reflect the introduction of new technologies;
- where staff have taken extended leave or left the University;
- following changes to the funding we receive or that students may be eligible for;
- Government legislation

Where we wish to make a material change your rights are defined within the University's [Terms and Conditions](#)

6. Regulations/Policies

The University regulations are designed to ensure consistency and equity for students and to provide clarity in how they will be treated by the University in any given situation;

<http://www1.uwe.ac.uk/students/academicadvice/assessments/regulationsandprocedures.aspx>

Marking criteria:

Marking criteria will be available from each module leader and should be clearly expressed in module handbooks or in the module within BlackBoard. All modules use what is known as the HAS marking criteria. The marking criteria are used by markers to give you feedback and show you why your work has attracted the mark it has been given. If you are not given this ask the module leader for it.

Feedback:

Feedback can be formative or summative and details of feedback opportunities and dates when you can expect to receive summative feedback will be in your module handbook.

Assessment Offences

In order to ensure that all students are assessed fairly and equitably, it is important that markers are able to be sure it is your own work which is being assessed and that all your assessed work is done within the University rules and regulations. If a marker or invigilator believes that you have committed an assessment offence this will be reported and the allegation will have to be investigated. The University take the committing of assessment offences very seriously. Action is always taken to investigate and follow through any such cases that are reported. The process and consequences can be found within the UWE Assessment Offences policy.

<http://www1.uwe.ac.uk/students/academicadvice/assessments/assessmentoffences.aspx> An assessment offence is defined by the University as 'any action which has the potential to give a student an unfair advantage in an assessment.' Plagiarism and collusion are examples of the use of unfair means of presenting work for assessment or of aiding another student to do so.

Plagiarism – Demonstrating that you have read a wide range of material (books, journals or other sources) in writing a piece of coursework is essential, but so is ensuring that you acknowledge that work properly through correct referencing i.e. the naming of authors/sources and the use of paraphrasing, quotation marks or indented paragraphs.

Collusion – You may be asked to work with other students on a project, in class or analysing data, it is essential that any work you hand in for assessment purposes is written up by you on an individual basis. The text and diagrams / pictures etc. you use must be your own. You must be particularly careful if you are sharing a computer with another student or passing information between yourself and others in an electronic format such as email that you do not use someone else's words – or that they use your words.

Non-compliance – it is important that you follow the instructions given to you by staff and adhere to the regulations of the University. For example, non-compliance could include taking unauthorised papers or items into an examination room.

Regulations

In addition to the academic regulations, students should pay particular attention to the **IT Acceptable Use Policy** as this defines what you can or cannot do for the protection of systems and of individual users.

Word count policy

<http://www1.uwe.ac.uk/aboutus/policies>

Referencing guide

Referencing is the technique used to direct readers of a piece of written work to the sources of information that have been used in the preparation of the written work.

If you wish to refer to something you have read you MUST give a reference for this material.

The University Library provides advice on managing references, see:

<http://www1.uwe.ac.uk/students/studysupport/studyskills/referencing.aspx>

Health and Safety:

Health and safety is everyone's responsibility. If you notice a potential hazard on one of the UWE Bristol campuses, or when on placement which may impact on the health and safety of yourself and others, you have a responsibility to report it. The university health and safety policy can be found at <http://www1.uwe.ac.uk/aboutus/policies>

When on placement, you should refer to the health and safety policy for that area.

Confidentiality:

Confidentiality is important not only when working in practice but within the group, SOLD days and in written assignment. Please ensure you read the Confidentiality document available from <https://simita.uwe.ac.uk/HAS/students/MaintainingConfidentiality.pdf>

Professional Suitability and Professional Conduct:

Programmes which lead to professional registration and/or a licence to practice in a professional context require a student to demonstrate professional suitability and conduct. Concerns about a student's professional suitability to undertake a professional programme of study or concerns about their professional conduct are assessed and monitored under the university's professional suitability and professional conduct policy and procedure. For information on this policy, see <http://www1.uwe.ac.uk/aboutus/policies>

7. Advice and Support

Academic Support is provided through a number of roles and students should seek advice from academic staff on specific matters relating to teaching and learning.

Programme Leader – programme related issues, issues impacting on a number of modules within the programme, programme specific activities happening outside modules

Module Leader – module related issues, issues that affect that module only

Academic Personal Tutor – broader issues relating to teaching and learning at the University
<http://www1.uwe.ac.uk/students/studysupport/academicpersonaltutor>

Online resources and learning support, together with advice from Library Services on managing references and improving your learning, writing and research skills are available, see:

<http://www1.uwe.ac.uk/students/studysupport/studyskills.aspx>

If you need help with a particular mathematical or statistical problem, then just pop along to an espressoMaths session, sit down at the espressoMaths table, and have a chat with one of the staff on duty; this person will be able to provide you with free user-friendly advice concerning your problem see:

<http://www1.uwe.ac.uk/students/studysupport/studyskills/mathematicsandstatistics.aspx>

The University also provides **support to students** relating to a range of matters through the Information Points see:

<http://www1.uwe.ac.uk/students/informationpoints.aspx> and specialist advisers.

Advice on **study-related issues** including assessments can be found at

<http://www1.uwe.ac.uk/students/academicadvice/assessments.aspx> and

<http://www1.uwe.ac.uk/students/academicadvice/additionalassessmentsupport.aspx> if there are circumstances affecting your ability to study.

Advice on **transferring courses**, taking time out or withdrawing from study can be found at

<http://www1.uwe.ac.uk/students/academicadvice/suspendtransferorwithdraw.aspx>

Preparing for your **final year**? Information can be found at

<http://www1.uwe.ac.uk/students/inyourfinalyear.aspx>

Prepare for **life after university** with advice and support from UWE.

<http://www1.uwe.ac.uk/students/careersandemployability.aspx> **Careers advice** and guidance before, during and after your studies.

Preparing to go on **placement** whilst at UWE:

<http://www1.uwe.ac.uk/students/careersandemployability/placements/findingaplacement.aspx> -

Advice on opportunities for placements or finding placements.

Explore and practice **faith and spirituality** at UWE

<http://www1.uwe.ac.uk/students/healthandwellbeing/faithandspirituality.aspx>

Tuition fees and information on **funding and scholarships**.

<http://www1.uwe.ac.uk/students/feesandfunding.aspx>

Residents' guides and **accommodation options**.

<http://www1.uwe.ac.uk/students/accommodation.aspx>

Wellbeing advice, from **staying healthy** to counselling.

<http://www1.uwe.ac.uk/students/healthandwellbeing.aspx>

Advice and guidance for **international students** at UWE.

<http://www1.uwe.ac.uk/comingtouw/internationalstudents/internationalstudentsupport.aspx>

Information on **student feedback and surveys**.

<http://www1.uwe.ac.uk/students/studentexperience.aspx>

Link for information for the **Students Union** and how to become a student representative.
<http://www.uwesu.org/representation/>

Equality and Diversity

<http://www.uwe.ac.uk/groups/equalityanddiversity/>

8. Insurance Guidelines

The University has a range of insurance policies which provide cover to both the University, it's employees and to students. The following guidelines provide summary information on the operation of key policies in the context of University activities. If you required further information please contact J Elliott, Insurance and Data Protection Compliance Officer in Financial Services.

Students on University Premises

Indemnification of the University

The University has arranged insurance which provides indemnity in respect of the University's legal liabilities, which it may incur as a result of injury to students on its premises. There is no cover for accidents that are nobody's fault.

Personal accident

Although an element of Personal Accident insurance is included in the University's Overseas Travel policy the University does not provide general Personal Accident Insurance for students.

It is the student's responsibility to arrange their own cover should they wish to do so.

However, Personal Accident Insurance is available for students belonging to the various Students' Union sports clubs. For further details please contact the Students' Unions Finance Manager.

Fixed Trips

Travel insurance is provided for students undertaking overseas field trips, which are an integral part of their course. An element of Personal Accident insurance cover is included in this policy. However, students undertaking field trips in the UK or overseas may wish to obtain a more comprehensive cover themselves for the duration of the trip.

Sandwich Courses

Students enrolled on sandwich courses normally complete the work placement as employees of the host firm. It is expected that the student will be covered by the employer's insurances as they apply to its employees.

Secondment and work experience schemes

Where students are seconded to firms (except for periods of industrial training in connection with sandwich courses) public authorities or other establishments for the purpose of practical training or industrial experience, the insurance arranged indemnifies the University in connection with:

- legal liability incurred as a result of accidental injury to the students themselves
- legal liability incurred as a result of accidental injury/damage to third party persons or property arising out of any University activities.

Special arrangements may be necessary depending on the nature of the work experience. Receiving organisations should be asked to deem students to be employees for the purpose of Employers' Liability and Third Party Liability cover.

Student Overseas Travel

General

The University has automatic travel insurance cover for employees and students. This policy provides cover for employees travelling overseas on official University business and students who travel overseas as part of their UWE course. Employees are defined as persons with a contract of employment with the University. Our Insurers have confirmed that the cover will also apply to external examiners if travelling on University business and being paid by the University for their services. However it will not apply to other persons who are sub-contracting their services to the University.

No cover applies for holidays or other personal travel. Staff/students should make alternative insurance arrangements for that part of their travel which is not University business.

How to arrange cover

Overseas visits or study periods

Travel insurance cover is provided for students who are required to travel overseas for part of their course.

Claims

Details of any occurrence from which a claim may result must be sent immediately to John Elliott, Insurance and Data Protection Compliance Officer who must be kept fully informed of all developments.