**Faculty of** **Health and Applied Sciences**

Version1

September 2013



**Programme Handbook**

The Programme Handbook provides you with a reference point throughout your studies at UWE

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| **BSc(Hons) Nursing (Mental Health)** |

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| **Programme Manager: Lucy Watkins**  **Deputy Programme Manager: Rachel Hadland** |

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| **Campus and Cohort:** Glenside and Gloucester Campus – September 2013 |

**Academic Year: 2013/14**

**Aim 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>

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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# Programme team contact information

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# Programme specific information

The academic year dates for the BSc (Hons) Nursing programme differ to the standard university year dates published on the University website. You are therefore advised to follow the dates in your programme handbook.

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.

**Programme specific regulations and professional standards**

During the programme, students are required to behave professionally at all times. You will study the many aspects of professionalism throughout your course. The Nursing and Midwifery Council (NMC) makes it clear what these standards are in documents such as The Code: Standards of conduct, performance and ethics for nurses and midwives (NMC 2008).The NMC has produced a student version of this documentGuidance on Professional Conduct for Nursing and Midwifery Students (NMC 2011)which can be accessed via <http://www.nmc-uk.org/Students/Guidance-for-students/>You will be expected to read this document and are required to practice within it at all times.

The NMC (2011) 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 patients at the centre of all that you 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 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 student guidance and the professional Code while on duty. The Code 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, and this includes your professional behaviour at the university.

You will have been required to submit a Disclosure Barring Service (DBS) check before you started the course, and in addition to this, students are now 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? The following is taken from the Guidance on Professional Conduct for Nursing and Midwifery Students (NMC 2011)

**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.

When you have successfully completed your programme, UWE, will inform the NMC that you have met the education and practice standards, and are of good health and good character. 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 2011)also stresses thatyour 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 examples as common areas of concern when it comes to fitness to practise.

|  |  |
| --- | --- |
| **Aggressive, violent or threatening behaviour**   * verbal, physical or mental abuse * assault * bullying * physical violence | **Cheating or plagiarising**   * 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 |
| **Criminal conviction or caution**   * child abuse or any other abuse * child pornography * fraud * physical violence * possession of illegal substances * theft | **Health concerns**   * 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 |
| **Dishonesty**   * fraudulent CVs, application forms or other documents * misrepresentation of qualifications | **Drug or alcohol misuse**   * alcohol consumption that affects work * dealing, possessing or misusing drugs * drink driving |
| **Persistent inappropriate attitude or behaviour**   * 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 | **Unprofessional behaviour**   * 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 |
| **Criminal offences**  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. | |

**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:

□ I have read and understood understand the NMC guidance available here [Good Health and Good Character for student nurses and midwives](http://www.nmc-uk.org/Students/Good-Health-and-Good-Character-for-students-nurses-and-midwives/).

□ I understand that I must notify the University and the Programme Manager 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](https://owa.uwe.ac.uk/OWA/redir.aspx?C=UkQcjfvVZ0Kf917y1pNNOhNJ_ViYgdBIEGoCP_oEcpv32gnwvyqWS8yw9dT4mzF5QIJTzisVjXk.&URL=http%3a%2f%2fhsc.uwe.ac.uk%2fnet%2fstudent%2fdisclosure-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

* 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. It is important that you are aware that your behaviour and conduct, both during your programme and in your personal life, including on any social networks you are part of such as Facebook, may have an impact on:
* your fitness to practise
* your ability to complete your programme
* the willingness of the university to sign the declaration of good health and good character for you to become a registered nurse or midwife.

□ I will practice in accordance with the [NMC Guidance on professional conduct for nursing and midwifery students.pdf](http://www.nmc-uk.org/Documents/NMC-Publications/NMC-Guidance-on-professional-conduct.pdf)

□ I have read and agree to abide by the principles contained within the Faculty of Health and Applied Sciences [UWE student conduct policy](http://www1.uwe.ac.uk/students/academicadvice/studentconductpolicy.aspx)

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](http://www1.uwe.ac.uk/aboutus/policies.aspx). This could, in turn, lead to discontinuation from the relevant programme**.**

**Please note that the on-line declaration form for Good Health and Good Character is contained within the ARC 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.**

**The Faculty academic standards are:**

Faculty of Health and Applied Sciences Academic and Professional Standards and Behaviour – a guide to students on health and social care programmes

As a student on health and social care programme I 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 minimise 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 will mean that you will be required to withdraw from (leave) the programme.**

You should also familiarise yourself with the professional suitability policy and student conduct policy which are available via <http://www1.uwe.ac.uk/aboutus/policies>

**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 Manager 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) |

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.

Foundation Degree

A Foundation degree contributes 240 credits towards the total of 360 for an honours degree, and students take the remaining 120 credits in year 3. The classification for students who progress from a Foundation Degree to the final year of an honours degree will be calculated based only on the marks achieved in that year.

In the Calculation, the best overall module marks for 100 credits achieved at level 3 are weighted there times those of the remaining 20 credits.

# Additional Information

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **September**  **2013/2014** |  | Mental Health | **14/15** |  |  | **15/16** |  |  | |
|  |  |  |  |  |  | 01-Sept | 6 | Placement or Elective | |
| 09-Sep | 7 |  | 08-Sep | 7 | Shared Modules | 07-Sep | 7 | Placement or Elective | |
| 16-Sep | 8 | Induction | 15-Sep | 8 |  | 14-Sep | 8 | Placement or Elective | |
| 23-Sep | 9 | CIDW & Study Skills | 22-Sep | 9 |  | 21-Sep | 9 | Placement or Elective | |
| 30-Sep | 10 |  | 29-Sep | 10 |  | 28-Sep | 10 | Placement | |
| 07-Oct | 11 |  | 06-Oct | 11 | Mental Health Modules | 05-Oct | 11 |  | |
| 14-Oct | 12 |  | 13-Oct | 12 |  | 12-Oct | 12 |  | |
| 21-Oct | 13 | Intro to Mental Health | 20-Oct | 13 |  | 19-Oct | 13 |  | |
| 28-Oct | 14 | Shared Modules | 27-Oct | 14 |  | 26-Oct | 14 |  | |
| 04- Nov | 15 |  | 03-Nov | 15 |  | 02-Nov | 15 |  | |
| 11-Nov | 16 |  | 10-Nov | 16 |  | 09-Nov | 16 |  | |
| 18-Nov | 17 |  | 17-Nov | 17 | Placement – 10 wks | 16-Nov | 17 | Dissertation | Choice |
| 25-Nov | 18 |  | 24-nov | 18 |  | 23-Nov | 18 |  |  |
| 02-Dec | 19 | Mental Health Modules | 01-Dec | 19 |  | 30-Nov | 19 |  |  |
| 09-Dec | 20 |  | 08-Dec | 20 |  | 07-Dec | 20 |  |  |
| 16-Dec | 21 |  | 15-Dec | 21 |  | 14-Dec | 21 |  |  |
| 23-Dec | 22 | **A/L** | 22-Dec | 22 | **A/L** | 21-Dec | 22 | **A/L** | |
| 30-Dec | 23 | **A/L** | 29-Dec | 23 | **A/L** | 28-Dec | 23 | **A/L** | |
| 06-Jan | 24 | Shared &/or MH Modules | 05-Jan | 24 | Placement cont | 04-Jan | 24 | Mental Health Modules | |
| 13-Jan | 25 | Mental Health Modules | 12-Jan | 25 |  | 11-Jan | 25 |  | |
| 20-Jan | 26 | Placement – 9 wks | 19-Jan | 26 |  | 18-Jan | 26 |  | |
| 27-Jan | 27 |  | 26-Jan | 27 |  | 25-Jan | 27 |  | |
| 03- Feb | 28 |  | 02-Feb | 28 |  | 01-Feb | 28 |  | |
| 10-Feb | 29 |  | 9-Feb | 29 | Mental Health Modules | 08-Feb | 29 |  | |
| 17-Feb | 30 |  | 16-Feb | 30 |  | 15-Feb | 30 |  | |
| 24-Feb | 31 |  | 23-Feb | 31 |  | 22-Feb | 31 |  | |
| 03-Mar | 32 |  | 02-Mar | 32 |  | 29-Feb | 32 | Placement – 12 wks | |
| 10-Mar | 33 |  | 09-Mar | 33 |  | 07-Mar | 33 |  | |
| 17-Mar | 34 |  | 16-Mar | 34 |  | 14- Mar | 34 |  | |
| 24-Mar | 35 | Shared &/or MH Modules | 23-Mar | 35 |  | 21- Mar | 35 |  | |
| 31-Mar | 36 | Shared &/or MH Modules | 30Mar | 36 | **A/L** | 28- Mar | 36 | **A/L - flexible** | |
| 07-Apr | 37 | Shared &/or MH Modules | 06-Apr | 37 | **A/L** | 04-Apr | 37 | Placement cont | |
| 14-Apr | 38 | **A/L** | 13-Apr | 38 | Placement – 10 wks | 11-Apr | 38 |  | |
| 21-Apr | 39 | **A/L** | 20-Apr | 39 |  | 18-Apr | 39 |  | |
| 28-Apr | 40 | Shared &/or MH Modules | 27-Apr | 40 |  | 25-Apr | 40 |  | |
| 05-May | 41 | Mental Health Modules | Uni-Prof | 41 |  | 02-May | 41 |  | |
| 12-May | 42 | Simulation Week | 11-May | 42 |  | 09-May | 42 |  | |
| 19-May | 43 | Simulation Week | 18-May | 43 |  | 16-May | 43 |  | |
| 26-May | 44 | Placement 9 Weeks | 25-May | 44 | Simulation Week | 23-May | 44 | Submit OAR | |
| 02-Jun | 45 |  | 01-Jun | 45 |  | 30-May | 45 | Mental Health Modules | |
| 09-Jun | 46 |  | 08-Jun | 46 |  | 06-Jun | 46 |  | |
| 16-Jun | 47 |  | 15-Jun | 47 |  | 13-Jun | 47 |  | |
| 23-Jun | 48 |  | 22-Jun | 48 | Mental Health Modules | 20-Jun | 48 |  | |
| 30-Jun | 49 |  | 29Jun | 49 |  | 27-Jun | 49 |  | |
| 07-Jul | 50 |  | 06-Jul | 50 |  | 04-Jul | 50 |  | |
| 14-Jul | 51 |  | 13-Jul | 51 | **A/L** | 11-Jul | 51 | **A/L** | |
| 21-Jul | 52 | Submit OAR | 20-Jul | 52 | **A/L** | 18-Jul | 52 | **A/L** | |
| 28-Jul | 1 | **A/L** | 27-Jul | 1 | **A/L** |  |  |  | |
| 04-Aug | 2 | **A/L** | 03-Aug | 2 | **A/L** |  |  |
| 11-Aug | 3 | **A/L** | 10-Aug | 3 | **A/L** |  |  |
| 18-Aug | 4 | **A/L** | 17-Aug | 4 | **A/L** |  |  |
| 25-Aug | 5 | **A/L** | 24-Aug | 5 | **A/L** |  |  |
| 01-Sep | 6 | **A/L** |  | | | | |

**KEY:**

Induction = Placements = Mental Health Modules =

Shared Modules = Annual Leave =

**Academic Calendar**

The curriculum structure is based on a model of nursing that puts service users and their carers at the centre of practice and education. 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 Programme structure is designed to ensure that theory underpins practice.

The curriculum takes into account changes in government health and social policy for service organisation and delivery and the Equality Act 2010.

The full time BSc (Hons) and Graduate Diploma Nursing Programmes last for three years. The academic year is 40 weeks (averaged over the course) and there is annual leave at Christmas, Easter and during the summer months. Annual leave is pre-planned and non-negotiable. For course structure and dates see Blackboard.

***Brief overview of the modules contributing to the programme***

**Modules**

The BSc (Hons) Nursing Programme consists of a number of different types of modules: -

* 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.
* Interprofessional module. These are modules where, all health and social care programmes study together to develop knowledge skills and attitudes that actively promote interprofessional and interagency collaboration. There is an Interprofessional module in years 2.
* Shared learning modules. These are modules where you share the same knowledge base as all nurses and midwives and therefore learn together. For all fields Nursing Programmes, shared learning modules are undertaken with the other Nursing Programmes during Years 1, 2 and 3.

The programme is full time over three years and must be completed within 5 years. There is no part time route available but those students who have transferred to a part-time arrangement must complete the programme within 7 years of the course commencement date (NMC, 2004).

|  |  |  |
| --- | --- | --- |
| Level 1 | **Compulsory modules**   * Communication in a Diverse World   UZZSMV-15-1   * Appreciating Evidence for Practice   UZWSN3-15-1   * Physiology and Pharmacology for Nursing Practice   UZWSMW-30-1   * Foundations of Mental Health - 30 credits * Making a Difference 1 - 30 credits | **Interim Awards:**  **Cert HE Health & Social Studies**   * Credit requirements   120 credits of which not less than 100 credits are at level 1 or above  **Dip HE Health & Social Studies**   * Credit requirements   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 above  **BSc Health and Social Studies**   * Credit requirements:   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.  ***Default Award:***  ***BSc Nursing***   * Credit requirements:   Achievement of all modules with the exception of  **Target/highest Award:**  **BSc (Hons) Nursing**   * Credit requirements   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  ***BSc Nursing and BSc (Hons) Nursing awards provide eligibility to apply for Nursing and Midwifery registration providing all NMC requirements are met.*** |
| Level 2 | **Compulsory modules**   * Service Improvement - a collaborative approach UZYSNA-15-2 * Evidence Based Practice for Nursing and Midwifery   UZWSNB-15-2   * Working in Partnership – 45 credits * Making a Difference 2 – 45 credits |
| Level 3 | **Compulsory modules**   * Nursing and Midwifery Dissertation UZWSNL-30-3 * Choice module – 15 credits * Promoting Recovery – 30 credits * Making a Difference 3 – 45 credits |
| *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 Manager for details) | | |

You will undertake 13 modules during the three-year programme consisting of the equivalent of 3 professional practice and 10 theoretical modules. Some of the modules are 15 credits, some are 30 and others are 45 credits. 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. Failure to attend may prevent students from entering clinical practice and result in being put back within the programme and possible loss of bursary.

The last 4 weeks of the programme are considered ‘transition time’ to help you consolidate your clinical skills and confidence in the period immediately prior to registration and help you in the transition from student to qualified practitioner.

There are two progression points that divide the pre-registration nursing programme into three equal parts. These are situated at the end of Year 1 and the end of Year 2. Students cannot move from one part to the next until they have met all the requirements for the current part. Should you be unsuccessful at the end of Year 1, the NMC allows a 12 week grace period in which you can achieve and continue with Year 2. The same principle applies to Year 2 moving into Year 3. If it is not possible for you to achieve within that 12 week timeframe, then the NMC requires that you step off the programme and return with the following cohort once you have completed all modules required for that progression point. All modules are compulsory.

**Assessment Schedule**

The assessment strategy is designed to ensure that the development of appropriate knowledge, skills and attitudes and their application to practice is progressive and increases in complexity during the course. The University’s Assessment Regulations and Procedures are followed to monitor and evaluate the progression through each year. These can be found at: <http://www1.uwe.ac.uk/students/academicadvice/assessments/regulationsandprocedures.aspx> .

Additional information about the assessment process, marking, submissions, extenuating circumstances etc. can also be found at: <http://www1.uwe.ac.uk/students/academicadvice>. You are strongly advised to refer to the UWE intranet and your module handbooks for further information regarding assessment.

Besides the formal role of summative assessment within the programme, students 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.

Students on the BSc (Hons) Nursing Programme will experience a range of assessment methods according to the stage of the course, length of the module and subject being assessed. Further details of the assessment will be given in the module handbooks and reiterated by module teams.

**Year 1 Assessment Schedule**

**Module title Assessment format**

Communication in a Diverse World Presentation and

500 word action plan

Physiology and Pharmacology for Nursing Practice Exam (1.5 hours)

2000 word assignment

Appreciating Evidence for Practice 2000 word assignment

Field specific Theory module See module handbook

Assessment details for modules in Year 2 and 3 will be given during the course.

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>

**Use of Information technology within the programme**

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.

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.

You 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 recognise that there are pitfalls with social media. The NMC has issued the following practical advice which you should be aware of and adhere to.

The code states that nurses and midwives must "uphold the reputation of your profession at all times" (NMC, 2008, p7), while students must "uphold the reputation of your chosen profession at all times" (NMC, 2011, p15).This means that conduct online and conduct in the real world should be judged in the same way, and should be at a similar high standard. Likewise, the NMC Student guidance states that you should “Ensure that you are familiar with and follow our information on the use of social networking sites (available from our website [www.nmc-uk.org](http://www.nmc-uk.org))” (NMC, 2011, p14). Nurses and midwives will put their registration at risk, and students may jeopardise their ability to joinour register, if they:

• Share confidential information online.

• Post inappropriate comments about colleagues or patients.

• Use social networking sites to bully or intimidate colleagues.

• Pursue personal relationships with patients or service users.

• Distribute sexually explicit material.

• Use social networking sites in any way which is unlawful.

**Practical advice for students nurses and midwives using social networking** **sites (NMC 2013)**

The standard of your conduct as a student, nurse or midwife, both online and offline, is important. The way you act online can jeopardise your ability to join and stay on our register. Make sure you read and understand the code, our guidance for students, and this information on social networking sites. Royal Colleges and other bodies have also produced helpful information on this subject. You should think through what this information means for you in practice, and if needed, take steps to change the way you use social networking sites.

• If you identify yourself as a nurse or midwife on Facebook, you should act responsibly at all times and uphold the reputation of your profession. Even if you do not identify yourself as a nurse or midwife, be aware that your conduct online could still jeopardise your registration if it calls your fitness to practise into question.

• Do not use social networks to build or pursue relationships with patients and service users, even if they are no longer in your care. If you receive a friendship request from a current or former patient, Facebook allows you to ignore this request without the person being informed, avoiding the need to give unnecessary offence.

• Do not discuss work-related issues online, including conversations about patients or complaints about colleagues. Even when anonymised, these are likely to be inappropriate.

• Never post pictures of patients or service users, even if they ask you to do this. Our guidance on record keeping states clearly, "you should not take or keep photographs of any person, or their family, that are not clinically relevant" (NMC 2009b page 6). If your mobile phone has a camera, you should not use it in the workplace.

• Social networking sites should not be used for raising and escalating concerns (commonly referred to as whistleblowing). Our guidance on raising and escalating concerns (NMC 2010) sets out your professional duty to report any concerns which put the safety of people in your care or the public at risk, and the steps you should take to do this.

• Protect your own privacy. Think through what kinds of information you want shared and with whom, and adjust your privacy settings. On Facebook, you can adjust your privacy settings at group level to share different levels of information with different kinds of friends. Remember that the more your personal life is exposed through social networking sites, the more likely it is that this could have a negative impact.

• Remember that everything you post online is public, even with the strictest privacy settings. Once something is online, it can be copied and redistributed, and it is easy to lose control of it. Presume that everything you post online will be permanent and will be shared.

**•** You can take action if you find yourself the target of complaints or abuse on social networking sites. You can remove someone from your friend list and block them from interacting with you, and most sites will include mechanisms to report abusive activity and provide support for users who are subject to abuse by others. If you are very concerned about someone else's behaviour online, you should take steps to raise your concern, including if necessary with their university or employer. In the most serious circumstances, for example if someone's use of a social networking site is unlawful, you should also report the incident to the police.

**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 Ongoing 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 3, students who pass the practice module are also assigned a grade which is converted into a percentage and counts towards their overall degree classification.

**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 Results**

The Module Leader will hold the provisional marks. The relevant module handbook will give you a date when provisional marks and work are available for you to view via Blackboard.

**Confirmed Results**

All results are confirmed by an Award Board. Students can view their confirmed results via myUWE 5 working days after the award board has sat.

**Progression Criteria**

The NMC has set minimum requirements that must be met by the first and second progression points as detailed in the On-going Achievement Record. The BSc (Hons) Nursing programme has identified additional outcomes that must be achieved by each progression point; these are based on local need, programme design and organisation of learning in practice and will be assessed in theory and practice assessments and in accordance with the university regulations. You will not be able to progress through the programme unless/until you have achieved these minimum requirements.

**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. 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 available to you and 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. It is your responsibility to bring your portfolio to meetings with your Academic personal Tutor. Your Academic Personal Tutor will review your portfolio at least once per academic year.

**Placement Information**

Much of the information you will require for working in the practice setting is available via the Student Practice Information Document (SPID) and the Practice Support Net <http://hsc.uwe.ac.uk/net/student/Default.aspx?pageid=327> 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, are expected to travel to placements areas across the region. Due to the nature of the programme, it is not be 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.

**International and National Opportunities**

The Nursing and Midwifery Elective Group, support Electives and Erasmus experience. Information about these opportunities can be found at: <http://hsc.uwe.ac.uk/net/student/Default.aspx?pageid=147>

**Electives**

Details about the elective experience and how to apply are available from: <http://hsc.uwe.ac.uk/net/student/Default.aspx?pageid=147>. 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 (<http://hsc.uwe.ac.uk/net/student/Default.aspx?pageid=147>)

**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 Erasmus coordinator is Clive Warn.

<http://hsc.uwe.ac.uk/net/student/Default.aspx?pageid=147>

**Supervision of Learning Days (SoLD)**

Supervision of Learning Days is an opportunity for you to receive academic supervision of theory and practice learning whist on placement. These days will include structured opportunities for reflective learning, tutorials 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. It can be argued, however, that for reflection to be really effective, another person is required to ask the questions that encourage thought processes that are not enshrined purely in introspection, but ensure that meaningful learning takes place. In the clinical environment, reflective activity takes place with the sign-off 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 real life scenarios to facilitate your learning.

• Using skilled facilitators to encourage student led discussion and learning

• Accessing sources of information to support nursing practice as it is delivered.

• Involving practitioners and specialists in the exploration of nursing issues/studies.

You will meet either face-to-face or online with designated lecturers for SoLD during your practice module as timetabled in year 1, 2 and 3. 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.

**Clinical Skills Sessions**

All students must attend clinical skills sessions in appropriate dress and footwear for the skill being undertaken. This is particularly important for Manual Handling 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.**

**Attendance during the programme**

**Placement**

All placements are compulsory and students are required to complete a minimum of 2,300 hours of clinical practice to meet with NMC requirements. Students are required to complete a weekly record of attendance whilst on placement. This should be signed by their placement mentor as an accurate record of placement experience and submitted with the On-going Achievement Record.

In addition it is the responsibility of each student to notify the placement area and the Professional Practice Office of absence from placement. It is also important to inform your Academic Personal Tutor of any prolonged absence from a placement. Continued absence of more than 60 days will require you to step of the programme and return when your health has improved.

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.

**Theory**

Attendance at timetabled clinical skills sessions is essential. If you do not attend these sessions you may not be able to move into your next practice placement. A high level of attendance is also expected for lecturers, seminars and other taught sessions.

Supervision of Learning Days are an integral part of the practice module. None attendance/participation online is recorded as placement absence, therefore students’ attendance will be monitored.

**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 Manager 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 have their bursary suspended, and be discontinued 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.

**Intermission & withdrawal from the programme**

Students requesting to intermit or withdraw from the programme, for any reason, will be asked to formally confirm this in writing to the programme manager. They may need to meet prior to this to discuss the possible options. In the case of intermission an anticipated return date will be discussed. It is the student’s responsibility to confirm their request to return at least 16 weeks before the intended start date. The programme manager will liaise with the Professional Practice Office in regard to placements.

**Uniform policy**

Some practice placements will require you to wear uniform. Uniforms will be provided for those placements and should be worn appropriately. Please refer to the Uniform Policy:

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

In non-uniform areas there are certain guidelines that you should follow:

•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.

•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.

•Wear shoes that are sensible, i.e. no high heels, no sling backs.

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

**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.**

**Concerns Regarding Care Delivery**

Students on placements have a responsibility to ensure that they adhere to the principles of the NMC Code of Conduct (2008). Therefore students have a duty of care to individuals who they believe may be receiving poor care or treatment. In the first instance, you should discuss your concerns with your mentor in clinical practice. If this is not appropriate or possible, you will need to contact the available support systems at UWE, for example: the Practice Support Line, Practice Module Leader or your Academic Personal Tutor.

**Pregnancy**

Please inform your Academic Personal Tutor and programme manager as soon as you have confirmation of your pregnancy. If you are in clinical practice, it is your responsibility to inform your mentor in and in turn, they will complete a risk assessment. Where a student is deemed to be unable to continue in practice, she may be intermitted from the programme 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.

Please see the programme manager about entitlement to bursary during pregnancy.

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.

**Paternity Leave**

Students are entitled to 4 weeks paternity leave with paid bursary. Please see the programme manager.

**Online Numeracy Test – Student information**

Numeracy and calculations are a vital part of a nurse’s day to day practice regardless of their speciality. For this reason the Nursing and Midwifery Council (NMC) stipulate that all nursing students must undertake, and pass, an applied numeracy test before progressing from the Common Foundation Programme to the Branch programme with a further test to support registration. The numeracy test will be taken each year under supervision at the university.

**Where do I find the practice test?**

The practice test can be found by clicking on the link below; this will take you to the numeracy study skills web resource for each year 1, 2 and 3. You will need to log in using the ‘log in’ option at the top right hand corner of the page – you will then be able to click and enter the practice test via the left hand menu on the new view which opens – until you log in you will not be able to see the numeracy test option year 1 . It is strongly advised that you work through the study skills pages before taking the practice test. You do not need to be using a university computer to take the practice test; you can access and take the practice test on a remote or home computer. You will need your UWE email account details and password to log in.

<http://learntech.uwe.ac.uk/numeracy/>

**What will I be expected to do?**

**Year 1**

In order to support the achievement of the clinical skill of drug calculation, Administration of Medicines, within the On-going Achievement Record, you are required to take (under supervision) and provide evidence of a pass to your mentor and to submit with your OAR document for the year 1 numeracy test. This will assist in the achievement of Green (pass).

The test is made up of 25 randomised multiple choice questions and to pass you have to answer 19 or more questions correctly to attain the 75% pass mark. When taking the test it is acceptable for you to use a calculator although in the practice setting you may also be expected to demonstrate manual calculation and numeracy skills (i.e. without the aid of a calculator).

You will be allowed 4 practice attempts and 2 supervised attempts and you will have 2 hours in which to answer all 25 questions within the test. After this time the test will stop and you will not be able to proceed any further nor will you be able to view the questions you have answered. If you run out of time during the practice or the supervised attempt, this will count as one attempt and you will need to re-take the test. Likewise if you answer less than 19 questions correctly you will need to retake the test. Once you have made an answer selection and moved onto the next question there is no way of going back to amend your work.

**Please note:** The test site does not have the capacity to display how long you have left during the test; neither will it warn you when your time is nearly up so it is very important to monitor your own time during the test by having a stop watch or clock nearby. When taking the test do not at any time press the back key at this will result in all of your work being ‘lost’.

On completing the supervised test you will be able to view the questions you did not answer correctly, your overall score will then be displayed on the sites results page. If you complete the test successfully you will be prompted to print two copies of the results page which you will need to sign to confirm that you passed the test through your own unaided work.

**What should I do when I achieve a pass for the online numeracy test**

Print off 2 copies of your result:

1. One copy will be retained by you as evidence for your mentor to support the achievement of the clinical skill of drug calculations within administration of medicines in your On-going Achievement Record.

2. The second copy should be retained and kept in your Portfolio of Achievement to contribute to your mid-point assessment and your end of year review, with your Academic Personal Tutor.

**When should I take the test?**

Please note you are strongly advised to seek support if you do not achieve a pass after 2 practice attempts.

Information on the results page also informs you how to view the questions you answered incorrectly, If you need to retake the test, it is then advisable that you to practise the type of questions you found difficult by referring back to the numeracy study skills web pages, gaining support from your Academic Personal Tutor and additional support from EspressoMaths.

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 need to do the second supervised test as per your programme timetables. You may not reattempt the test on the same day as your first test but seek support as detailed above.

# Key Faculty Staff

Pro-Vice Chancellor and Executive Dean - Helen Langton

Head of Department - Sarah Green [Sarah.Green@uwe.ac.uk](mailto:Sarah.Green@uwe.ac.uk)

Field specific AHoD – Neil Summers

Field Specific Programme Manager – Lucy Watkins

Field specific Deputy Programme Manager – Rachel Hadland

Practice Placement Office field specific allocation officer – Beverley Mead

**Roles within the Department of Nursing and Midwifery**

**Head of Nursing and Midwifery:**

The Head of Nursing and Midwifery has ultimate responsibility for the course curriculum. They are required to keep abreast of strategic and political developments within the health sector, and encourage academics to thread these changes through the curriculum. They work in close partnership with practice colleagues to deliver a high quality educational experience. They maintain an overview on key performance indicators. They support academic staff to deliver the vision of UWE.

**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 projects within the department which enhance learning and teaching and develop the curriculum.

**Programme Manager:**

Each field of nursing practice at UWE will have a programme manager as a core member of the team. They are responsible for overseeing the quality of the relevant courses. They will work closely with academics and practice colleague to achieve this. An important role of the programme manager 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 service users. Programme managers take an active role in the revalidation process ensuring that students are fit to practice upon qualification. Programme managers will also work in close collaboration with academic personal tutors to ensure that students are being supported, and receive guidance with their training.

**Academic Personal Tutor (APT):**

All UWE 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 (AiPs):**

These lecturers spend a proportion of their time in clinical practice supporting students and mentors. AIP’S support students who are not achieving and have been referred or failed in practice. AIP’s can support the student and mentor with development of action plans, and how students can achieve formulated goals. If students have additional health needs, AIP’s can provide advice, support and referral.

# 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 University 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.

# 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;

**Regulations:**

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

**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 Academic Regulations.

An assessment offence is defined by the University as ‘Passing off the work of others as one’s own including copying (reproducing or imitating), cheating, collusion (agreement to deceive, using words or ideas of colleagues or other students and passing them off as your own), plagiarism (stealing someone’s words or ideas and passing them off as your own) and other breaches of assessment or other examination regulations or procedures. Cheating, collusion and plagiarism are 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 by disc or 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 or falsely claiming extenuating circumstances or late work.

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

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>

Marking criteria

Marking criteria will be available from each module leader and should be in module handbooks or on the module BlackBoard. If you are not given this, ask the module leader for it.

Feedback

As discussed previously 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.

# 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 Manager – 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://www.cems.uwe.ac.uk/mslc/>

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/academicappeals.aspx> and

<http://www1.uwe.ac.uk/students/academicadvice/assessments/extenuatingcircumstances.aspx> 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/changingdirection.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 **bursaries 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/comingtouwe/internationalstudents/internationalstudentsupport.aspx>

Information on **student feedback and surveys.**

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

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

**Equality and Diversity** <http://www.uwe.ac.uk/groups/equalityanddiversity/>

# 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 information on the operation of the 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, or click on the following link for the University’s Insurance Guidelines:

<http://www.uwe.ac.uk/finance/sec/insurance/intranet/docs/InsGuide.pdf>

**Student 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 which are nobody’s fault.

**Assistance in emergencies to students with a disability**

A Student will be indemnified against the University’s legal liability when assisting a student with a disability during emergency evacuations, or drills for them, in the following circumstances:

1. Where he/she has acted under the supervision of, or following instructions given by a member of the University’s staff.
2. Where he/she has acted in a voluntary capacity and in a reasonable manner in the absence of instructions from authorised persons.

**Extra mural activities**

Insurance protection is in place where an accident occurs during the course of an event **and** where the University is legally liable. In the case of events such as those organised by the Students’ Union or by outside bodies where an accident occurs as a result of negligence on the part of the organisers, any claim would normally be brought against them as it would be unlikely that the University would be held legally liable.

**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.

**Students visits to outside organisations**

When visits are made to exhibitions and places open to the general public, no application for insurance should be made. Many firms, particularly the larger ones, encourage visits by the public in organised parties and although the premises may include workshops and laboratories the majority of host organisations will not require to be indemnified.

Should firms require a written indemnity they should be asked to indicate precisely what they wish to be indemnified against. The Administrative/Advisory Officer must then be asked to provide the appropriate statement of indemnity.

**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**

Cover is automatic for UWE staff and students who travel overseas on designated University activities. There is no requirement to complete a proposal form or pay a premium. Summary of insurance cover and pre travel advice, please click on the following link: <http://www.uwe.ac.uk/finance/sec/insurance/intranet/docs/btravel2.pdf>

**How to make claims**

Claim forms can be accessed via the Financial Services (insurance) web page <http://www.uwe.ac.uk/finance/sec/insurance/>. Students will be expected to settle their own claims directly with Insurers. However, you may contact the Administrative/Advisory Officer on ext. 82607 for advice. The contact number for the Insurers, U.M. Association Ltd. Is 0207 847 8681.

**The Global Security Centre Security & Incident Management Support Service**

This support service is provided as part of the travel cover to assist travellers caught up in any security or other major incidents whilst overseas on University business. The Global Security Centre also provides online destination advice, e.g. Country Risk Forecasts and City Briefs, to travellers prior to starting their journey. Please see the summary of cover for details of this service by clicking on the following link:

<http://www.uwe.ac.uk/finance/sec/insurance/intranet/docs/btravel2.pdf>

**Students travelling by private, public or University transport**

Where students drive private cars or are passengers in private cares, whether they are travelling to or from the University for the purpose of attending classes, or from the University in connection with visits arranged by teaching staff, the University has no insurance responsibility. Any motor claims would be processed under the insurance policy covering the motor vehicle. Similarly, where students travel in a party by coach or train, claims would be dealt with through the carrier’s insurance. Students are not regarded as being in the University’s employment so their cars do not need to be insured for business use. Any passengers will be covered by the normal third party insurance (part of the Motor policy) effected by the student. Where students are passengers in a car driven by a member of staff and are on University business, they should check that the driver’s insurance permits the use of the car on the employer’s business. In practice, insurance companies prefer to extend cover to include business use and this may have been done on a standard basis but, if this is not the case, the driver may not be covered by insurance while carrying students.

**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. This is particularly important concerning possible liability claims (e.g. following accidents on UWE premises). Any intimation of claim or other correspondence must be forwarded to John Elliott, Insurance and Data Protection Compliance Officer immediately and without acknowledgement to the other party. An appropriate acknowledgement will be sent by him.