

Edge Hill University

FACULTY OF HEALTH & SOCIAL CARE

Continuing Professional Development

Undergraduate Handbook

September 2011

Note:

This Handbook is prepared in advance of the semester. Every effort is made to ensure that the information in the Handbook is accurate at the time of going to press. However, over time circumstances may change and Edge Hill reserves the right to change or amend the information provided in this document. Edge Hill does not accept any liability arising out of, or in connection with, any such changes.

Please note: The Edge Hill University Student Handbook 2011/12 is also available via the Edge Hill website.

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Introduction to Faculty of Health and Social Care, Edge Hill University

The Continuing Professional Development (CPD) team would like to take this opportunity to welcome you as a student to the Faculty of Health and Social Care. The aim of this undergraduate programme handbook is to guide and assist you throughout your studies and should be read in conjunction with the module handbook particularly if you are on a programme of study. Once you have completed registration you will be able to access a module handbook through 'Blackboard' which is a Virtual Learning Environment (VLE) designed to support your learning. The module handbook contains information relevant to the particular module you undertake, outlining the aims, learning outcomes, content, assessment and timetable details.

Section One: Introducing some members of the Continuing Professional Development (CPD) Team at the Faculty of Health & Social Care

Programme Administrator

The Programme Administrator is usually an initial key contact who liaises with you and the academic staff. The Administrator will provide support in the following ways;

- setting up advisory meetings with pathway leaders
- typing up student pathways and providing personal copies for each student
- Providing annual pathway status to all students undertaking diploma and degree programmes
- updating and modifying pathway records as required, following instructions from the pathway leaders

Programme Administrator : Stephen Wilson
Email: wilsonst@edgehill.ac.uk.

Programme Leader

For each programme there is an identified person who co-ordinates all the modules located within it.

- DipHE/ BSc (Hons) Clinical and Professional Practice
Programme Lead: Margaret Woods
Email: woodsma@edgehill.ac.uk
- DipHE/ BSc (Hons) Behavioural Analysis and Intervention
Programme Lead : Joann Kiernan
Email: kiernanj@edgehill.ac.uk
- BSc (Hons) Leadership and Management In Organisations
Programme Lead : Trish Prescott
Email: prescott@edgehill.ac.uk
- BSC (Hons) Public and Community Health
Programme Lead: Sue English
Email: englishs@edgehill.ac.uk
- BSc (Hons) International Nursing Studies
Programme Lead : Jeannette Ellis
Email: ellisj@edgehill.ac.uk
- BSc (Hons) International Midwifery Studies
Programme Lead: Carol Mashhadi
Email : maschhadc@edgehill.ac.uk
- DipHE Paramedic Studies
Programme Lead: Gareth Moran
Email : Morrang@edgehill.ac.uk
- DipHE Health Studies
Programme Lead : Kevin Wright
Email: Kevin.wright@edgehill.ac.uk

- University Certificate in Cognitive Behaviour Therapy
Programme Lead: Paul Keenan
Email : Keenanp@edgehill.ac.uk
- University Certificate Substance Misuse
Programme Lead: Steve Jones
Email : joness@edgehill.ac.uk

Associate Head

Kate O'Brien is the Associate Head for The CPD Undergraduate Portfolio who can be contacted via email Obrienk@edgehill.ac.uk.

The Associate Head is responsible for the curriculum development and operational management of the undergraduate provision and works closely with Programme and Module Leaders.

Pathway Co-ordinators

The Pathway Co-ordinators work alongside Programme Leaders and are responsible for advising you regarding your individual programme of study to ensure that it is suitable for your needs and also that it forms a coherent pattern of study. You will need to approach your pathway leader to approve your choice of study, including options, for the following academic year (as appropriate).

The Pathway Co-ordinators are:

Donna Dobson
Chris Jones
Dave Owens
Kevin Wright

Pathways

A variety of pathways exist at both diploma and degree level. The Faculty of Health offers a dynamic portfolio with modules reflecting current health and social care provision and therefore the availability of those modules and pathways are subject to change.

Please contact the Pathway Administrator Stephen Wilson via email wilsonst@edgehill.ac.uk for further information or to make an appointment or visit the CPD pages on the Faculty of Health website.

Module Leader

The Module Leader has the responsibility for the “day to day” running of the module and will provide you with the assessment guidelines, offer you tutorial support and is your first point of contact should you experience personal or professional difficulties. The assistance that the module leader may offer you will be detailed throughout this handbook.

External Examiner

The main function of External Examiners is to ensure that the modules and the awards offered are of comparable standard with those of other universities in the United Kingdom

(U.K.). External Examiners are therefore experts in particular fields of study and are drawn from other higher education institutions in the U.K. Their duties are:

- to scrutinise all examination papers to ensure quality and fairness, identifying possible areas of overlap or ambiguity
- to scrutinise a sample of assignments or examination answer scripts
- to ensure an appropriate standard of marking
- to make a report on the modules and their methods of assessment

Student Representatives

The role of the student representative is greatly valued by the University. The student representative voices students' views and suggestions regarding your learning experience and are invited to attend meetings in the Faculty. Becoming a student representative is an ideal opportunity to develop your professional profile.. The Faculty recognises that you are busy in practice and therefore a payment for attendance at all meetings is available. The student representative can also provide feedback to you on any issues raised. Please inform your module or pathway leader if you are interested in becoming a student representative.

If you would like to become a student representative please contact Donna Dobson: dobsond@edgehill.ac.uk.

Section Two: CPD Courses and Academic Credits

A single unit of study (e.g. 10, 20, 30, 40 or 60 credits) is known as a module.

The term programme or pathway is used to denote the journey you undertake towards a final award, which is either a diploma or a degree. Named awards refer to particular modules undertaken to enable you to complete a degree programme in a specialist area for example BSc (Hons) Clinical and Professional Paramedic Practice

Academic Credit

Each module is assigned a credit rating, e.g. 10, 20, 30 credits. The number of credits gained depends upon the length of the module and the assignments undertaken. Each module is also assigned a particular academic level; Level 5 for Diploma modules and Level 6 for Degree modules. In order to obtain a Diploma of Higher Education or a degree a number of credits are required, which is summarised below.

Academic Level	Award	Credits
6	BSc (Hons)	120
6	University Advanced Certificate	60
5	Diploma Higher Education	120
4	Certificate Higher Education	120
4	University Certificate	60

Stand Alone Modules and Credit Transfer

You might be interested in only accessing one module, which is known as accessing a module on a 'stand-alone' basis. However, you may study more than one module and find that you have now accumulated a number of credits. A maximum of 60 credits taken on a stand-alone basis may be transferred into both the diploma and degree programmes depending on whether the credits are compatible with the award you wish to gain. Talking to a pathway leader about what options are available to you will help you to see how you can most effectively use your credits towards achieving a recognised qualification. The transference of academic credits from another institution will require you to seek either AP(E)L or equivalency (see below).

What is accreditation of prior learning and what should you do if you have already studied a subject or have learnt through practice?

Accreditation of Prior Learning

Accreditation is an umbrella term used to describe formal recognition of previous learning by a particular institution. There are two categories within accreditation:

Accreditation of prior certificated learning (APL - accreditation)

Accreditation of prior experiential learning (AP(E)L)

APL is learning which has taken place, normally in a recognised educational institution, where a certificate has been awarded on successful completion of a formal assessment.

AP(E)L is the process by which credit can be awarded by the institution for knowledge and skills gained through informal learning i.e. learning from practice or non-assessed study at work. AP(E)L acknowledges that valuable learning occurs outside a formal educational setting and is therefore not formally assessed. Such learning can occur as part of activities and experiences in the workplace or outside work in a variety of settings such as a caring role. However, it is important to emphasise that it is not experience itself that will earn academic credit but the evidence of learning derived from experience.

The level and amount of credit approved is based on the evidence presented. In some cases modules that have not previously been given a credit rating may be considered. Certificated learning, which took place more than five years ago, should be supported by evidence of recent learning related to the module content. Accreditation of prior experiential learning is based upon an account of how experiential learning has been applied to practice.

If you wish to make a claim for credits via accreditation and equivalency, it is important to begin your claim before commencing a programme of study whenever possible.

To find out more about accreditation/equivalency or to make an appointment, please contact Jacqui Hitchen, AP(E)L co-ordinator on 01695 657 027 or via email on: hitchenj@edgehill.ac.uk

Personal Development Planning (PDP)

Edge Hill University regards Personal Planning Development, the continuing process of review, reflection and action-planning as an integral part of each learner's development. The primary objective for PDP is to improve the capacity of individual learners to understand what and how they are learning, and to review, plan and take responsibility for their learning, helping them:

- Become more effective, independent and confident self-directed learners
- Understand how they are learning and relate their learning to a wider context
- Improve their general skills for study and career management
- Articulate personal goals and evaluate progress towards their achievement and encourage a positive attitude to learning throughout life.

With appropriate support, students will be able to:

- Create records containing information on the qualities and skills they can evidence and use for purposes such as applying for a job or a further course of study
- Reflect upon, review, act upon and where appropriate record, their personal and academic development and related action plans

Each programme will tailor its PDP provision to the individual requirements of students.

Section Three: Deciding What to Study

The Faculty of Health and Social Care offers a wide range of undergraduate courses that enable you to develop professionally and contribute to enhancing excellence in client care. The philosophy of the programmes is to provide practice-led education that has been developed in partnership with practitioners, managers and students in order to address relevant and focused healthcare issues. For full details of all of our courses please ask for a prospectus or access the Faculty of Health and Social Care pages on the [Edge Hill University Website](#). Follow the links from the home page to Departments – Academic – Faculty of Health and Social Care. You can also access information about the whole of the CPD provision through a dedicated email address: cpdenquiries@edgehill.ac.uk or telephone 01695 650718.

The pathway you choose will depend on your own requirements. You may choose to aim for a certificated award which will comprise 60 credits. You may seek a 'generic' degree which will require 120 credits. Or you may aim for a specialist's award which will require 120 credits which are composed of 60 credits in specialist subjects and 60 credits in other modules. For further details and to arrange an appointment with a Pathway Co-ordinator please contact the Pathway Administrator on 01695 65 0726 or email wilsonst@edgehill.ac.uk. For enquiries about Respiratory Education UK email info@respiratoryeduk.com or telephone 0151 529 2598.

Useful general information regarding the Faculty of Health and Social Care campus sites can be accessed on the following links from the [EHU Student Handbook](#)

'Top up' Awards

A Degree requires a student to obtain all of the following:

- 120 credits at level 4 (certificate) = Year 1
- 120 credits at level 5 (diploma) = Year 2
- 120 credits at level 6 (degree). = year 3

A 'Top up' Award allows those students who already have credits (or the equivalent) at level 4 and/or level 5 to accrue the additional credits to complete their diploma or degree award. APL and AP(E)L are generally used to establish the number of credits already accumulated and assess the number of credits required to 'Top-up' to your chosen award status.

Degree Programmes

In order to undertake a degree programme, you must either be in possession of a diploma or demonstrate equivalency i.e. provision of evidence of prior learning to the equivalent of diploma level study. Students who have obtained required diploma level modules may in certain circumstances be considered for degree pathways. The pathway co-ordinator will advise on how this 'fast track' approach to degree level study might be accessed.

University Advanced Certificates

To gain a University Advanced Certificate Award, you need to obtain 60 credits at Level 6. You are not required to have 120 credits at level 5 to complete this award, however, should you wish to use these credits to progress to a degree award you would still be required to meet the degree criteria. Many students who wish to progress directly to Masters level study use this award to prove they have the necessary academic skills and abilities to progress.

Named awards are available in:

- Clinical Assessment and Treatment Management
- Peri-operative Practice

Diploma (HE) Programmes

To achieve the Diploma of Higher Education (Dip HE) you must obtain 120 Level 5 credits. You will negotiate your individual pathway with the pathway leader, who ensures that it meets the programme outcomes and contains any specified compulsory modules. Following this meeting you will then be able to choose when you access the modules within your pathway.

Certificate (HE) Programmes

To achieve the Certificate of Higher Education (Cert HE) you must obtain 120 level 4 credits. Many professional awards are considered to be equivalent to this level of study for example: RGN Qualification, Paramedic Qualification, ODP qualification.

University Certificate Programmes

To gain a University Certificate Award you need to obtain 60 credits at level 4.

Named Awards are available in:

- Substance Misuse
- Cognitive Behaviour Therapy

For further details please contact cpdenquiries@edgehill.ac.uk or telephone 01695 65 0718

Professionally approved programmes

Non-medical Prescribing

Non-medical prescribing provides an exciting and challenging opportunity for Nurses, pharmacists, Midwives, Health Visitors and relevant Allied Health Professionals to expand their roles to meet the needs of their patients. This module is designed to provide you with the knowledge and skills to prescribe safely and appropriately within your area of practice and current non-medical prescribing legislation.

For further information please contact the administrator on 01695 650 726 or 01695 65 0723

Return to Professional Practice

Practitioners in receipt of a lapsed registration may need to access an approved Return to Professional Practice programme prior to applying for re registration with their professional body. Additionally, practitioners who have been absent from the practice setting for a substantial period of time may believe themselves to be in need of a refresher programme prior to applying for vacancies within the practice setting. Furthermore, Return to Professional Practice programmes are accepted by the NMC as a conduit for practitioners who originally obtained their registration from accession countries and who are now wishing to practice in the UK. The Faculty of Health & Social Care provides the opportunity for practitioners to undertake such a programme with a curriculum that is designed to facilitate Return to Professional Practice for the following four branches of nursing, Adult, Child, Mental Health or Learning Disabilities and is also suitable for professions who are allied to medicine. The programme is facilitated on a part time basis over 15 weeks, providing students with the opportunity to enhance self confidence, gain current knowledge which reflects the NHS modernisation agenda and develop clinical skills in order to competently return to the practice arena.

For further information please contact the Return to Practice administrator on 01695 65 0742

Section Four: Making a Start (Registration)

What the University Expects From You

The smooth running of the modules and programmes we offer depends upon you being aware of and observing the Codes of Practice and the Rules and Regulations of the University which may be accessed via the [Edge Hill website](#). Registering on a module/programme is vitally important. Please ensure that you complete all of the necessary documentation and return it to the Faculty Administration Department as soon as possible. If you fail to register you will not be eligible to utilise library information resources or access Blackboard facilities.

You will be invited to attend one of two semester Registration days and will be offered sessions on academic writing; using the VLE Blackboard and how to make the most of the various learning facilities.

Student Number

When you register you will be allocated a Student Number, which you retain for your studies at the University. This number will operate as your Edge Hill email account username.

Your student number will also serve as your login ID when accessing the Go Portal and Blackboard area. Please always use your number as a reference in any correspondence.

Student Identification (Library Card)

When you register at the University Library you will be provided with your library card. This will carry your photograph and act as a combined identity and library card. The card should be kept with you at all times when you are in the University and will be required if you wish to borrow any books or are sitting an examination. If you have an examination for your module it is essential to bring this card with you.

If you are undertaking a module on-line, access to the online library resources will be allocated to you once you have registered.

Attendance Registers

An attendance register for each module will be kept by the module leader(s). You must sign the register on all study days. This is imperative for health and safety reasons. Additionally if your employer or another organisation funds the module then information regarding your attendance will be made available to them. You need to be aware that your signature on the registration form demonstrates that you have agreed to this process. If you are accessing a module which has flexible attendance, and if it is funded by the Strategic Health Authority under the Post Qualifying Framework (PQF), information about your on line activity may also be reported.

Please be reassured that use of the information provided will be according to the provisions of the Data Protection Act (1998) and the University's policy regarding the security of information.

Sickness

If your doctor has signed you off from work, it may still be possible for you to attend the University; however a doctor's letter confirming your fitness may be required. This includes students commencing maternity leave.

Change of Address or Name and Change of Circumstances

It is your responsibility to provide us with up to date information regarding your contact details. Do not forget to inform the Faculty Administration Department if you change your name, address, contact details or employment. Please note there may be instances when documentary evidence is requested e.g. marriage certificate for verification purposes.

Funding

Funding, or partial funding, may be available for a number of modules. One such source of funding is the Post Qualification Framework (PQF). You may contact the CPD Administration Team on 01695 650 723 or 01695 650 726 or 01695 65 0729 for clarification and details of the Post Qualifying (PQF) Contract can be accessed on http://info.edgehill.ac.uk/EHU_eprospectus/Health/

Payment of Fees

Module fees must be paid for before completion of the module. Where the module fee is outstanding this may lead to your assignment results not being ratified at an Assessment Board. If you have any queries regarding funding, or methods of payment please contact the CPD Administration Team on 01695 650 723 or 01695 650 726 or 01695 65 0729 for clarification.

Section Five: We are here to help you (Student Support)

Teaching and Learning

There are a number of approaches in which a module may be delivered. This includes face to face (classroom based), online or a combination of both. Prior to registration it is important that you determine the mode of delivery and ensure you have the appropriate time and resources to support your learning needs.

Blackboard Portal

All online teaching materials are delivered via Blackboard. Therefore it is important that you check that your username and password are in working order as soon as you have registered. The blackboard area will also provide you with information required for your module/programme for example, learning resources, module and programme leader contact details and Turnitin software to support and submit your academic work.

If you are experiencing problems with accessing Blackboard please contact IT Services for assistance:

Email: ITServiceDesk@edgehill.ac.uk

Tel: 01695 650444 or ext : 7444

The IT Acceptable Use Policy can be accessed via the Student Services webpage in the Student Regulations and Handbook 2011/12.

Email communication with Edge Hill Personnel

Personal email addresses are often seen as SPAM and re-directed to a quarantine area. To ensure that your email reaches it's intended destination you are required to use your Edge Hill Email Account.

Academic Supervision and Personal Tutor Support

Module leaders are happy to offer academic guidance, support and advice regarding module content and assignment preparation. They can be contacted via email or you can make an appointment to meet in person. All undergraduate modules timetable tutorial sessions to promote this opportunity.

A two tier system is provided for personal tutor support:

Level 1 : The personal tutor role is incorporated into the duty of the Programme Leader. Their role is to support your progression while you study for your programme award. This support includes academic and pastoral advice, career guidance and a line of communication regarding any changes to the programme curricula and Institutional policy.

Level 2: The personal tutor role is also fulfilled by the Module Leader who provides short term support for both academic and pastoral needs. Please be aware that a communication between the two roles will occur if your support needs extend past the Module Leader's remit.

Academic Supervision and Personal Tutor Support for International Students

Edge Hill has a dedicated International Tutor, based within the Centre for International Education, to support international students' academic abilities. For further information please contact the Centre for International Education: International@edgehill.ac.uk

An orientation programme will be facilitated by the Centre for International Education to all campus based international students. This will provide you with practical advice on how to adjust to the cultural and social changes that you may encounter in the United Kingdom and signpost you to the various support services available on campus

Academic and personal tutor support for international students will be shared between the Programme and Module leads and the International Office for Education.

Pastoral support for international students is primarily provided by staff within the Faculty of Health & Social Care. However all international students on campus can seek advice from the international student support team at the Centre for International Education.

Learning Services

Academic Skills Support

In addition to your personal tutor, Learning Services provides support for students to develop academic skills. Support is provided at Armstrong House, Aintree (Liverpool) and Ormskirk and includes workshops and individual or group support for all students on a range of skills such as essay writing, exam technique, referencing, seminar presentations.

One to One Study Skills

These sessions are tailored to your requirements. Availability may be limited so please ring and book a session. Sessions and appointments are available at all three health sites, students should get in touch with Inclusive Services who are based in the University Library at Ormskirk to make an informal inquiry or book an appointment.

Ormskirk campus, 1st floor University Library

- Telephone: 01695 584372
- E-mail: inclusiveservices@edgehill.ac.uk

Inclusive Services

It is Edge Hill's aim to make our services and provision accessible to all our users. If you need us to present our training/ resources/ information in a different format (eg. electronic copy, large print), or need any other modifications, please contact your Personal Tutor and we will do our best to accommodate your requirements.

If you have a disability or a specific learning difficulty (such as Dyslexia or Dyspraxia), EHU will be able to support you better if you let us know about it. If you feel your ability to study, read, write or concentrate is affected by a disability, mental health need or a specific learning difficulty Edge Hill can offer learning support and guidance tailored to your individual requirements. You can arrange an appointment for a confidential chat to explore your learning requirements and help you make informed choices regarding support. Please contact your personal tutor for more guidance or contact Inclusive Services

Email: inclusiveservices@edgehill.ac.uk

Web: www.edgehill.ac.uk/inclusiveservices

The Inclusive Services Team aims to provide:

- A holistic service to students with a wide range of learning and additional needs arising from physical or sensory impairments, mental health or complex needs
- Confidential advice, guidance and support to applicants and students with disabilities, mental health needs, visual or hearing impairments
- Support and advice regarding applications for disabled Students Allowance (DSA)
- Support in organising a Needs Assessment
- Individual academic and learning support
- Advice and guidance, awareness and training tailored to meet the needs of individuals and groups of staff regarding individual student needs, inclusion, equality and diversity issues
- **For further information or assistance or a confidential chat, please call in and see us in the Student Information Centre (SIC) or 1st Floor of the University Library.**
- **contact 01695 584554 or 01695 584372**

You could also talk to your personal tutor or another member of staff within your department, who will signpost you to support services as appropriate.

Learning Services Resource Centres Hours of Opening

Aintree Library and Information Resource Centre (LIRC) - 0151 529 5851

Monday to Thursday 08.30-20.00

Friday 08.30-17.00

Saturday 10.00-14.00

Ormskirk University Library - 01695 584286

During semester opening times will be:

Monday – Friday 08.30 – 21.00

Saturday and Sunday 11.00 – 18.00

Outside semesters please contact LIRC for opening schedule

Financial Advice

The Student Financial Support Team is based at the Student Information Centre at the Ormskirk campus at Edge Hill. They offer advice and support on a range of financial issues and can be contacted on 01695 584452 or email financialadviceteam@edgehill.ac.uk

Students' Union

Every student is entitled to become a member of the Students' Union although membership is optional. Your Student Union card will entitle you to discounts at cinemas and shops throughout the country, just take a passport sized photograph to Administration where you will be registered. For further details please refer to the Edge Hill web site at www.edgehill.ac.uk or the [Student Union webpages](#) at or phone 01695 584255

Section Six: Rules and Regulations

A copy of the University Regulations can be found on the Edge Hill University Web pages. You are required to observe all appropriate provisions and obligations of University Policy Statements on the following:

Student Code of Conduct

The Institution has formulated a Student Charter that clearly identifies both the standards Edge Hill strives to achieve for all students and the commitments we seek from students. The Disciplinary Procedures, Student Charter and Complaints procedure can be found at the Edge Hill Student Service Webpage in the Student Handbook and regulations (www.edgehill.ac.uk/about/vision/univeristystrategies/policies).

Health and Safety Policy

Copies of the Health and Safety Policy may be found in the Student Handbook and Regulations 10/11 accessed via the [Edge Hill Student Services website](#),

Equality and Diversity Policy

Edge Hill University has a comprehensive Equality and Diversity Policy. Further details may be obtained from [the University website](#).

Making Contact

Students and staff are encouraged to make any concerns known to members of the Equal Opportunities & Student Support Committee (EOSSC). These are members of staff who have expertise in, or who are committed to equality and diversity. The first point of contact is the Student Information Desk in the Student Information Centre on the Ormskirk campus. The Student Information Officer will refer you on to an individual member of staff as appropriate.

A full copy of the Single Equality Scheme can be obtained from the [Students Services \i Information](#) Centre Helpdesk or from Edge Hill's web site.

Further information can be accessed via the Edge Hill Website in the Student Handbook and Regulations 2011/12, available via the [Student Services website](#)

Harassment and Bullying

In conjunction with the [Harassment and Bullying Policy](#) within the University, we also recognise the damaging effects harassment can have on both the individual and the organisation and are therefore committed to preventing it in all forms within the Institution. To this end, we have produced the Anti Harassment and Bullying Policy (updated September 2008), and provide support systems for staff or students who may be experiencing harassment.

Leaflets can be downloaded from the [Edge Hill Student Services webpage](#) which provides guidance and advice if you feel you are experiencing harassment and/or equal opportunity problems.

Complaints Procedure

Edge Hill University is committed to providing services and provision of the highest quality as outlined in the Charter. However, we recognise that on occasion you may feel we have not met our specified standards and that you have legitimate cause for complaint. We regard your feedback, both negative and positive, as a valuable resource to help us improve the quality of our services and provision to students. Our Student Charter outlines what you can expect from us as an Institution, i.e. your rights, as well as defining your corresponding responsibilities (your responsibilities).

The Complaints Procedure aims to enable you to bring matters of concern about experiences of our services and provision to our attention, and to enable investigation of those concerns with the aim of satisfactory resolution. This process provides us with welcome feedback to help us improve the services provided for students, as well as helping us resolve any particular problems arising for you.

The procedure seeks to be simple, clear and fair to all parties involved. It is based on the belief that complaints from students should be dealt with seriously, and should be investigated promptly and dealt with as closely as possible to their origins. For this reason, all complainants are requested to try to resolve the issue as informally as possible in the first instance with the relevant department or service area. The intention is that most issues can be effectively handled locally, in a spirit of conciliation. Thus, the formal complaints procedure should be seen as a last resort in the search for a solution.

Edge Hill University therefore sees the use of its Complaints Procedures as a positive, non-threatening means for change to the benefit of all. You can access the [Student Charter which incorporates the Complaints Procedure](#) through the Student Handbook and Regulations 11/12. This is available via the Edge Hill Student Services Webpage.

Section Seven (b) – Academic Rules and Regulations

Confidentiality

In order to comply with the Data Protection Act (1998); the European Convention on Human Rights (1998); the Human Rights Act (1998) and the Code of Professional Conduct (NMC 2002), it is vital that all information within an academic piece of work appertaining to person(s), places and organisations, be anonymous, thereby demonstrating the maintenance of, and respect for, confidentiality. Your attention is drawn to the following revised (May 2008) Confidentiality Guidance for Students.

Confidentiality in class, written assessments, online discussions and electronic activities

Students should be constantly aware of the need for confidentiality in academic settings and assessment as a continuance from your placements. In accordance with professional body requirements, patients/ clients have a legal and moral right to such respect from all health and social care workers. You have a legal and moral duty to respect the confidence of staff in your placement areas, unless this is to the detriment of patients/ clients. In such a case the issue must be addressed through the appropriate channels in the placement setting.

Ground rules of confidentiality set at the beginning of the course and at the launch of each relevant module should be upheld. These will include making every effort to ensure anonymity in examples used in discussions, seminar presentations and written work. Names of patients/ clients, staff and the placement must appear anonymously, or as pseudonyms throughout a presentation or essay. In the case of an NHS Trust or Social Services Department, removal of the identifying name should occur, thus leaving it as just ‘the NHS Trust’ or ‘the SSD’. It is good practice to state at the outset that this has been done. In written work, an explanatory sentence in brackets before the introduction would prevent concerns by the markers.

Unlike the spontaneity involved in verbal discussion, there is more time for students to think about anonymity and to check their work for any oversights or clues to the identity of patient/ client or staff.

In all assessed work, students must declare that the work is their own, that confidentiality has been maintained and all names used in their work are pseudonyms. A statement must be included at the beginning of the assignment, i.e.

‘I certify that confidentiality has been maintained by the use of pseudonyms’.

If a patient’s/client’s name or that of a member of staff is incorporated in any part of your work including appendices (unless they are available to the general public eg websites, printed leaflets, policies), you will fail. The work will be deemed a “technical fail” and will receive a mark of 0% only. Success in the resubmitted work will be subject to capped at 40% as for any resubmission. If the summative assessments are in parts and an aggregation of marks expected after successful completion of all elements. Any assessment element that was pass at first attempt, the marks will stand alongside the capped mark at the re-assessment process.

There may be occasions when it is essential for an assignment to include information about a place or group. Where this is so, it **MUST** be expressly stated in the assignment guidelines. Only on these occasions may students use actual identifiable names and institutions.

Confidentiality can be maintained by ensuring all persons and places are kept anonymous in your written work. This practice can be achieved by students removing all identifying details from their work. Examples of identifying details are:

- Names of individuals, places and organisations
- Headed notepaper or documentation containing logos or copies of Trust/ Social Service Department policies, which are NOT available to the general public, e.g. client specific information
- Photographs which could identify a person or place
- Clinical details such as a quintuplet pregnancy

In the last example in the list, removal of the identifying information would probably remove the essence of the topic. In such a case, consent from the client must be sought and secured before using their case. The consent should be retained by the module leader and the student must clearly indicate in the work that consent was given. If students intend, subsequently, to publish their work, then further advice should be sought from the Faculty's Ethics Committee and or the Trust/Institution's Ethics Committee.

Documents that are available to the general public, e.g. printed leaflets may be included in the written work. However, these must appear in appendices and labelled, e.g. Appendix 1, Appendix 2, etc. The document(s) must be referenced in the text as Appendix 1 or Appendix 2 etc., and not as the title of the actual document.

If a patient/ client's name or that of a member of staff or identification of NHS Trust or Organisation is included in any part of your work, you will fail. This includes appendices. If they are not available to the general public, e.g. in the form of printed leaflets, or via the www., you will fail. The work will be deemed a 'technical fail' and will receive a mark of 0%. Success in the resubmitted work will be subject to capping at 40%, as for any resubmission. See the full policy/ student guidance in your student handbook for further guidance.

Confidentiality for Case Studies, Learning Diaries, Presentations and Seminars

It is important that patients/ clients or members of staff cannot be identified. In addition to ensuring anonymity with written entries, you should remove any identifying information on radiographs, scans, investigation request forms, laboratory reports, audio-visual and other material used in your coursework or presentation.

Referencing guide

Examples of how to reference:

For documents NOT available to the general public; in text:

This action was taken in accordance with the NHS Trust's (name withheld, 1999) disciplinary policy.

Or, in reference list:

NHS Trust (name withheld, 1999) Disciplinary Policy.

Or, for documents available to the general public; in text:

The information provided by the Trust about this service is written in several languages (Appendices 1-3), or

Wound care was carried out in accordance with the Trust policy in place at the time (appendix 1).

In Appendices, documents should be labelled as; Appendix 1, Appendix 2, Appendix 3.

Medical images, such as radiographs and ultrasound images may be used without obtaining the patient's permission, providing the patient cannot be identified from the image. However, if the patient can be identified from the medical image, for example, an ultrasound scan of a quintuplet pregnancy, you must obtain the patient's permission.

In any situation where consent is required to enable use of material of any kind in an assessment, it is the responsibility of the student to obtain consent in an appropriate way. It should be informed, with time for the client/ patient to consider the request, and un-coerced.

Exceptional cases

There may be occasions when it is essential for an assignment to include information about a place or group. Where this so, it will be expressly stated in the assignment guidelines. Only on these occasions may students use actual identifiable names and institutions.

Care should be taken when using photocopying facilities as certain machines do have in built electronic memories, which may compromise confidentiality and Data protection. For further information and advice regarding confidentiality please contact your module leader.

Where documents and information that you wish to use are in development and not yet available as public information then a letter of agreement to use this must be obtained via your line manager and included with the assignment.

Consent

You are also reminded that it is a legal and professional requirement that where specific personal and/ or organisational details are explicitly identified, for example, use of photographs, the individual's valid consent is obtained and that furthermore; the consent is clearly documented and acknowledged at the commencement of the piece of academic work/ study.

You are therefore strongly advised to seek tutorial guidance when contemplating the inclusion of aspects of consent within an academic piece of work/ study.

Academic Malpractice

Academic malpractice, such as plagiarism and collusion, are taken very seriously by the Faculty and the Institution, and procedures are in place to deal with such occurrences. Further details regarding the Academic Malpractice policy can be found through contacting [Academic Registry](#) .

The sharing of information and peer support is actively encouraged within the Faculty, however, you must be aware of the potential dangers such as plagiarism by other colleagues, when loaning your assignment/ draft/ work. Care should be taken when using photocopying facilities as certain machines do have in built electronic memories, which may compromise confidentiality and Data Protection. For further information and advice regarding confidentiality, please contact your module leader.

Your signature on the assignment submission form indicates that the assignment is all your own work.

Academic malpractice and the professional registrant

Students should be aware that as a Registrant of a Professional Body, any proven Academic Malpractice issues, such as Plagiarism or any other type of Malpractice as outlined in the University's Regulations and Procedures in Respect of Academic Malpractice, may be reported to that (professional) body and or the commissioning agent. In addition, the University reserves the right to deny subsequent re attempts in accordance with the University's Regulations and Procedures in Respect of Academic Malpractice.

If you should experience difficulties...

If you are experiencing difficulties, please come and see your module leader to discuss how we can help you and look at what options are available to you. If for instance you feel unable to meet submission deadline you may be eligible to apply for extra time under the mitigating circumstances scheme. The Exceptional Mitigating Circumstances Policy (EMC) can be found in the Academic Regulations. If you require additional guidance, please contact the Faculty Assistant Registrar, Craig Hockenull: hockenhc@edgehill.ac.uk

What is the EMC process?

As a rule, you should submit your claim no later than three days after the submission/examination date for the piece(s) of work your claim relates to. In all cases the deadline for submission is **5pm** on the date stated. Applications should be made at the earliest opportunity. An independent panel meets to adjudicate on the circumstances of each case.

What are Classed as Exceptional Mitigating Circumstances?

It is not possible to draw up a definitive list of what may or may not be considered valid. However, as a general guide, Exceptional Mitigating Circumstances will usually relate to:

- Significant changes in your circumstances since you began your programme/ module such as the diagnosis of a chronic medical condition
- Circumstances which have arisen which are outside your control such as illness or the death of a close relative
- Sudden events which could not be planned for such as accidents or emergencies, especially in relation to caring responsibilities

Circumstances which will not be accepted as valid will generally relate to things you could have planned for or situations which arise through your own carelessness or negligence.

Some examples of instances not classed as EMC are:

- Oversleeping
- Headache
- Transport problems
- Holidays during published term and assessment dates
- Planned house moves
- Everyday occurrences such as headaches, colds or known conditions
- Lack of command of the English language
- Normal pregnancy
- Childcare arrangements

If you require special arrangements in relation to assessment because of a disability or learning difficulty, please be aware that they are not covered by these arrangements. A separate procedure is available to address your needs and you should seek advice from Student Services as soon as you register for your programme/ module. For further information please refer to the [University's web pages](#).

Exceptional Mitigating Circumstances

Your performance in a module is determined by a Module Assessment Board, which meets at set dates throughout the year. It is essential that the Board has a clear understanding of your circumstances in order to confirm your marks and determine the appropriate action if elements of your assessment are incomplete.

In addition to outstanding assessment items, you may also ask for serious and prolonged adverse circumstances that you believe have significantly affected your overall performance to be considered. These may be taken into account by the Progression or Award Board that determines progress on a Programme or your final award classification.

Intercalation of Studies (Pausing and returning to your studies at a later date)

You may request an intercalation. This allows you to postpone your study on the module to a later date. However, intercalation cannot occur if you have completed 75% of the duration of the module. This is calculated from registration to the submission day. This needs to be negotiated with the module or programme leader.

Extensions

Applications for extra time to complete assignments (known as extensions) must be **made in writing** to the relevant Module leader at least 48 hours before the submission date. An extension will only be granted in adverse personal circumstances and with the agreement of the relevant module leader. The examples cited for Exceptional Circumstances equally applies to extensions. If you submit your work late without an extension the work will be awarded a zero mark. For further information please discuss this with your module leader. Alternatively, Edge Hill's Academic Regulations can be accessed via the Website.

Module Leaders can grant an extension of up to a maximum of 2 weeks, however, requests for a longer period will be considered under Exceptional Mitigating Circumstances.

Extensions may be granted for pressures of work if accompanied by a manager's letter of support.

Student Appeals

Whilst you have no right of appeal against grades/ marks awarded for assignment(s), you do have the right to make formal representation to the Academic Registrar at the Ormskirk campus against:

- Material administrative error or irregularity in the conduct of assessment in contravention of the assessment regulations or structures for the given award
- Details of mitigating circumstances which, were for good reason, not previously made available to the appropriate Assessment Boards

Should you wish to make an appeal, this must be in writing using Edge Hill's formal Notification of Academic Appeal form, available from Edge Hill University website. This must

be lodged by yourself with the Academic Registrar no more than seven (7) days after the notification from the Award Board. Under no circumstances can an appeal be lodged on your behalf by a third party. For further information or clarification, please refer to your module leader or the following document – Edge Hill’s Regulations for Admissions, Progressions and Awards which may be viewed via the [University website](#): and click onto the tab for Academic Appeals procedure which is situated in the Academic Regulations department.

You have the right to be accompanied by a friend or representative at any hearings in the Appeals process.

Section Eight: What you need to know about your assessment.

Learning Outcomes

All programmes and modules have a set of learning outcomes. Learning outcomes are an indication of the learning that you be expected to achieve following successful completion of the module and/ or programmes. Each module will identify their own specific learning outcomes, which contribute to the overall programme learning outcomes. Success in your assignments will demonstrate that you have achieved the learning outcomes.

Assessment Methods

Assessment is individualised to each module, and a variety of strategies are employed, for example: examinations, essays, critical incident analysis, classroom presentations/ seminars, portfolios of evidence and/ or objective structured clinical examinations (OSCE). The module specific handbook will have more detailed information regarding the relevant assessment strategy.

Submission of Assessment

All of your written assignments must be word processed, and submitted by the submission date specified within the module handbook. However, some modules may require you to submit part or all of your assignment on line. Failure to do so, without an extension, will result in a zero (0) mark being awarded. You must keep a copy of your assignment in the event that your work is lost. In addition, you should keep returned copies of your assignments for the duration of your programme.

You must submit your assignments as directed within your module handbook and complete the cover sheet as directed (Example of Cover sheet can be viewed as Appendix One on page 47).

Academic Presentation

To ensure that all students receive equal treatment the following procedures have been adopted in order to standardise the preparation, assessment and external moderation of course work

- All assignments must be electronically generated
- All assignments must include a cover page.
- Assignments must be presented as double-spaced with left and right-sided margins and with the page number at the base of each page, with a suggested size 12 font.

Online Submission Instructions

Complete the cover sheet and ensure your cover sheet, assignment and reference list are processed as a single word document. Only one document can be loaded onto the turnitin area. Therefore it is essential that if you have completed the cover sheet and your reference list separately you combine them with your assignment into one document before you attempt to submit your work.

Enter the Go Portal and sign in. (your student number and password are provided at the beginning of the module and can be found within your registration letter)

This will take you to your home page where your email facility is. Click on the Blackboard Link which is at the top of this page.

As you enter the next page please note there are two links and each link goes to a different blackboard area, please go to the left hand side of the page and click on the box which says 'Learning Edge Blackboard 9.1' this is the only way to access your individual module list.

This page will show all the module areas you are currently registered on. Click onto the relevant module.

You will now enter the Home Page for this module. On the left hand side of the page you will see the words 'Module Assessment', click on this link.

On this page you will see the words 'view/complete' click on this link and you will enter the submission area.

Complete the instructions and give your essay a title, then click on browse. You can then locate where you have saved your assignment. It will ask you to open it. When you click to open your assignment, the assignment link will automatically upload and take you back to your submission page. To complete the process you must click the 'upload' box at the bottom of the page and wait. An announcement will be made if your upload has been successful.

Online Instructions to View Results

The date your results will be made available online will be identified in your module hand book. To view your results please enter the Go Portal and sign in. (A user name and password are provided at the beginning of the module and can be found within your registration letter)

This will take you to your home page where your email facility is. Click on the Blackboard Link which is at the top of this page.

As you enter the next page please note there are two links and each link goes to a different blackboard area, please go to the left hand side of the page and click on the box which says 'Learning Edge Blackboard 9.1' this is the only way to access your individual module list.

This page will show all the module areas you are currently registered on. Click onto the relevant module.

You will now enter the Home Page for this module. On the left hand side of the page you will see the words 'Module Assessment', click on this link.

On this page you will see the words 'view/complete' click on this link and you will enter the submission area.

Your results will be shown as a % mark only at this point. To gain access to your written feedback click on the grey box titled 'grade mark'. When you enter this area you will see your essay on the left hand side and a commentary box on the right. The commentary box provides a number of viewing options. To gain access to this information scroll down to the bottom of the box to view a set of icons directly underneath;

1. From the left hand side the first icon is a box with the initials QM in. This provides you with access to the commentary provided directly in-text. Place your cursor over each caption box within your essay to read the in-text comments as they appear.
2. The second icon is a caption box. Click on this to access your general feedback. This will become visible in the commentary box.

3. The third icon represents a picture of three horizontal boxes. If you click on this you can read all the in-text comments in page order.
4. The fourth icon is called the rubric area and this is not used for marking purposes so will remain empty.

Assignment Collection

For those who are required to submit a physical copy of their assignment, once your assignment(s) has been marked and the marks confirmed by external examiners you may collect your assignment from the Faculty. Your module leader will be able to inform you where they will be stored and from whom you can collect them. It is recommended that you contact the person in advance to ensure they are available to issue your work to you and to save you a wasted journey. Please be advised that the Faculty will destroy assignments if they have not been collected after 14 days.

If you are unable to collect your work personally you can alternatively supply us with a stamp-addressed envelope and we will post it to you. However, we will take no responsibility if the work should subsequently go missing.

Please note that due to the Data Protection Act (1998) no results will be given over the telephone.

Assessment in Practice

Some modules include an assessment of your clinical competence. This may be undertaken by a practical examination (OSCE), by use of a Clinical Assessment Document or verification of practice. The assessment tool will require you to be assessed in the clinical area and your mentor will usually assess your competence. The mentor will have undergone relevant preparation for this role. The completion of practice assessment documents is integral to successful completion of the module and will be assessed on a pass/ fail basis.

In some modules clinical placements are required, it is essential you complete these within the time given period.

Where a module is assessed in practice you must achieve the required criteria for practice achievement in order to pass the module. Opportunities will be made available to enable you to meet with your practice mentor in order to reflect upon achievement and identify development needs. This occurs at the midpoint of the practice period. Where there is a potential problem, which indicates that you may not achieve the required level against a practice skill statement, a developmental learning plan will be drawn up between yourself, the practice-based mentor and the module leader to facilitate further support. External Examiners will have access to both practice documentation and portfolios.

A mentor in practice is responsible for completing the relevant documents and undertakes assessment in practice. You are responsible for making sure the documentation is available to the mentor, for having it completed and returned to the module leader on completion of the module.

As with written assignments, the submission date must be adhered to and only if appropriate, will an extension be granted. Remember, it is your responsibility to ensure that clinical competency assessment is undertaken on a continuing basis.

If you have concerns regarding achieving competencies, it is essential to discuss this at the earliest opportunity with your module leader. Please do not leave this until the end of your module, as this could lead to a 'fail' being awarded.

Mentors in Practice

Mentors in Practice provide a crucial role for your development whilst undertaking the study of a module with a practice assessment.

The role of the Mentor in practice is to:

- Facilitate learning within the practice setting
- Supervise, support and offer guidance
- Provide opportunity for reflection on practice
- Undertake formative and summative assessment

For effective assessment to be undertaken the Mentor in practice should:

- Undertake an initial meeting at the start of the module
- Meet with you half way through the placement to provide a formative assessment
- Provide time for a final meeting towards the end of the placement for summative assessment. At this meeting, documentary feedback should be provided and there should be an opportunity to discuss your development and achievements

Mentors are individuals who are qualified in the area of the module being studied or have relevant expertise. They will, in addition, normally hold a Mentor qualification or equivalent and be registered as a Stage 2 Mentor on the local register. Please contact your module leader to discuss any issues in relation to appropriately qualified and updated mentors who can assess your practice.

The Faculty recognises that whilst Mentors have a wealth of experience and knowledge, additional support and preparation is required to facilitate students in practice. Mentors are encouraged to discuss issues directly with the module leader either via the telephone or via e-mail.

Annual Mentor up date workshops are offered locally by the Practice Educator Facilitators and academic links. To find out where and when this take place, please access the [PLSS website](#).

Assessment by Written Examinations: Absence from examinations through illness

Where a module has an examination, participation is compulsory and you should not be absent without good cause. Medical certificates for absence must be sent to the module leader.

If you miss examinations due to health problems, you will be permitted to undertake the examination at the next opportunity provided you are able to provide a medical certificate.

Provisional Marks

Due to the Data Protection Act (1998) and the need for confidentiality, results will not be given over the telephone. However, it is recognised that you require early feedback and therefore, when the mark has been provisionally agreed, you will receive a copy of the marking sheet.

Please note:

A selection of student scripts will be sent to the External Examiner who has the final decision regarding the mark awarded. Marks allocated are provisional and subject to confirmation and ratification of the Assessment Board.

Award Criteria

In general, to successfully complete the module you must achieve a pass of no less than 40% in each assessed component of the module. Some programmes and modules have specific arrangements which may differ. Credit will only be awarded for successful completion of the full module. Part completion will not be credited. Your module leader will advise you as to specific requirements.

However, some modules/ programmes contain specific compulsory pass elements; these will be discussed with your module leader.

If you fail any component of the assessment strategy you will be allowed one attempt to resubmit that particular element. However, the maximum mark a resubmitted piece of work can achieve is 40%. If the assessment is in more than one part, the mark for the whole module will be an aggregation of all of the components. If one part only is failed, the other successful parts need not be taken again.

Further reassessment or repeat opportunities are at the discretion of Assessment Boards and will be determined on the basis of the Board's judgement of the your overall ability to progress, taking into account of any recommendations from module leaders.

Please note:

If you are referred in your module assessment (theory and/ or practice) due to a non-submission or a failed mark, the Institution is required to allow you a period of at least one month from the date of the Award Board to resubmit your work.

Where the assessment strategy involves OSCE's or written examinations, you will receive written notification of the re-sit date.

If you are unsuccessful at the resubmission and providing you have exceptional circumstances, the Assessment Board may allow you further resubmissions of the failed component. If you believe you have exceptional circumstances, you must complete and return a Exceptional and Mitigating Circumstances form, which can be obtained from the Examinations Department. Please contact Nicola Norton at Nicola.norton@edgehill.ac.uk or telephone 01695 584689

Please note:

Subsequent re-attempts at module assignments are at the discretion of the Assessment Board.

Alternatively, if you are unsuccessful on resubmission, you may undertake another module but the maximum mark you can gain is 40% if you are on a recognised pathway, providing the module is not a core module. Please note that there may be a cost implication, For further information contact the Administrator on 01695 650 723 or 01695 650 726.

If your employer or another organisation funds your module then information regarding your result will be made available to them.

Unsafe Practice

Please be aware that assignments or examination answers which contain evidence of unsafe, harmful or discriminatory practice or breaches of confidentiality may be awarded a fail mark as per the Poor Practice policy. Please read *Academic Malpractice and the Professional Registrant*, on page 23.

Section Nine: House Keeping

Traffic Regulations

Aintree Campus - A Pay & Display system is in operation on the site. Wheel clamping is in operation within the University Hospital grounds for illegally parking vehicles.

Ormskirk Campus - Pedestrians have priority on the campus. There is a maximum speed limit of ten (10) miles per hour within the grounds of the University and in some areas a lower one is necessary. Users of vehicles must follow the one way traffic system in college.

CARS MUST NOT BE PARKED:

- (i) on areas marked with yellow line restrictions;
- (ii) on any grassy area;
- (iii) in such a manner as to block pedestrian access to Departmental and other buildings (e.g. in front or on approach footways);
- (iv) in reserved parking spaces.

INCORRECT PARKING MAY PREVENT ACCESS FOR AN AMBULANCE OR A FIRE ENGINE IN AN EMERGENCY.

N.B. Vehicles are parked completely at the risk of their owners. The University accepts no responsibility for loss or damage to vehicles or property contained therein.

At the Ormskirk Campus, staff and students must ensure that their cars are registered with the estate superintendent at all times. They must collect a car parking identification sticker, which must be display in any staff or student vehicle parked on the campus.

Failure to comply with traffic regulations will result in the withdrawal of permission to have a vehicle at the Ormskirk Campus.

Canteen/Catering

All registered module members are welcome to use the University facilities.

Aintree Campus - Snack bar situated behind the Faculty of Health and Social Care
Monday - Friday Currently open 8.30 – 14.00
Sandwiches, snacks, confectionery, pies, Panini, toasties (various), a range of hot meals, soups, fruit, salads, crisps, hot and cold drinks are available.

In addition there is a Student Common Room with seating and vending facilities and you have access to the Hospital Dining Room which provides a wide selection of hot and cold meals.

Ormskirk Campus: There are a variety of [facilities located on campus](#), opening times vary and are subject to change.

There are two catering outlets in the Faculty of Health and Social Care building. Cafe Rewind is situated on the Lower Ground floor and is normally open 8.00 am - 3.00 pm Monday - Friday, the Garden Cafe on the ground floor is normally open 10.00 – 16.00, Monday – Friday.

Please be aware that during the summer facilities at the Ormskirk campus may have restricted/limited opening hours.

Cash Machines

The Ormskirk campus has cash machines located next to the Security Lodge at the Main Entrance.

Transport Links

Edge Hill's main campus is located in Ormskirk, Lancashire, with provision also offered across the North West and Shropshire. For travel information see [Edge Hill website](#)

University Security - Aintree Campus

This campus is placed on a Hospital Trust Site and security is managed by the Trust. Please go to the Faculty Reception Desk and they will provide you with the contact details for the Hospital Security Service.

Please take all preventative measures to ensure the security of yourself and your property; i.e. do not leave valuables unattended, report all suspicious occurrences etc.

Ormskirk Campus - Day to day arrangements for security are the responsibility of the Estates Superintendent. Edge Hill employs Security Porters to patrol the campus and its buildings. The Duty Porter is located in the Security Lodge at the front entrance of Edge Hill. They can be contacted on 01695 584227.

Insurance of Personal Property

Edge Hill does not accept liability for the loss or damage of your property. Edge Hill students are strongly advised to insure their personal belongings. The Student Union has details of low cost schemes of insurance which may be arranged through the National Union of Students.

Smoking

There is a No Smoking policy in operation in accordance with government legislation.

What do we mean by this? (Glossary of terms)

Academic Credits: These are academic 'points'. To achieve a Diploma you will need to have achieved 120 credits (level 5) and for the award Degree, you will need to have achieved a further 120 credits (level 6). However, you must be registered on the relevant pathway in order to gain the academic award.

APL: An abbreviation for Accreditation of Prior Learning which means that you've undertaken previous certificated study within another Higher Education Institution and you would like it to be taken into account when planning your pathway.

AP(E)L: This is an abbreviation which stands for the Accreditation of Prior Experiential Learning; this means that credit is awarded for learning gained through experience.

Assessment Board: This is of a group of people who meet, (at established times during the academic year) to officially confirm your marks/results.

Associate Student Status: Providing you are self funding, you may undertake a module without completing the assessment. However you will not gain academic credit for the module.

Blended learning: Refers to a combination of teaching strategies for example; a combination of on-line and face to face/classroom teaching

Breach of Confidentiality: This occurs when you have either accidentally or intentionally included personal details and /or details regarding Institutions which clearly identifies them, without their explicit consent.

Collaboration: This is again where you've worked with someone but this time, and this is the key, you've clearly identified the shared partnership working.

Collusion: Collusion occurs when you have knowingly conspired with another/others to submit work that you present as your own.

Confidentiality: The term arises from the Latin: Con meaning completeness and Fidere to trust. This is a statutory obligation upon everyone that certain information in respect to individuals, institutions and organisations are not revealed to the public or anyone without prior permission from the relevant individual/institutions/organisation.

Credit Transfer: This just means you can move or 'transfer' any credits that you have gained from Edge Hill as part of a Credit Recognition Agreement into a pathway.

Deferred: This term is also used in regards to assessments, it relates to you having sought and been granted extra time for your assignment submission.

Evaluation: The value of something, i.e. your module/pathway. This is a vital source of information for the Faculty's quality assurance strategy.

Exceptional Mitigating Circumstances: These are events which may have had an impact upon your ability to study

External Examiners: These are experts in their particular fields of study who are drawn from other higher education institutions in the UK. Their function is to ensure that you and your assignment(s) are justly treated and to review the assessment processes.

Failed Module: This means that the Assessment Board has made the decision that you have exhausted all opportunities for assessment/re-assessment and you have failed without any further right of re-submission/re-sit.

Intercalation of Studies: This just means you are taking a break from your studies but you will be rejoining later.

Learning Outcomes: These are what you will be able to achieve (knowledge or skills) once you've successfully completed your module/pathway/ programme.

Mentors: Qualified colleagues in your practice area who act as 'critical friends', offering practice-related advice and who also assesses your practice skills.

Module: A single unit of study.

Named Awards: This refers to the programme for example; BSc (Hons) Health and Social Care Practice.

OSCE: An abbreviation for Observed Structure Clinical Exam (Practice).

Pathway: The journey you undertake, as agreed during the meeting with a Pathway Leader, within a programme, towards your final named award. Pathways can be either generic i.e. involving a variety of modules which are non-specific or specialist which involves studying modules related to a particular specialism, for example, mental health.

Pathway Leaders: These are specific members of the academic staff who you can speak to regarding individual modules, pathways and programmes of study. They are here to help you throughout your time with us.

Plagiarism: This occurs when you have copied someone else's work and submitted it as your own original effort without acknowledging the source of your information.

PQF: Stands for Post Qualification Framework; this is a framework which is designed to change the focus of post qualification learning from uni-professional academic programmes to multi-professional ones which contain skills and competency assessments linked to your individual role. The Strategic Health Authority, under this Framework, funds various modules based upon Trust requirements.

Practice Based Descriptors: These are terms used to describe a variety of qualities and skills you will be expected to achieve by the end of your chosen module.

Programme: A programme is composed of one or more independently developed modules which, when combined, results in an award such as a Certificate; Diploma or a Degree. However, you must be registered on a pathway before a certificate; Diploma or Degree can be awarded.

Provisional Marks: These are temporary marks including the marker's feedback, which are sent to you once your assignment has been marked so that you can determine your progress

QAA: Stands for Quality Assurance Agency, they are an independent body whose responsibility is to ensure universities and colleges of higher education continue to provide a quality service for students.

Referred: To be referred means that you have been unsuccessful in meeting the learning outcomes of the module. You have the automatic right to a further opportunity at re-assessment if it is your first attempt.

Student Representatives: A volunteer who acts as a spokesperson for the group at University meetings/Boards. Your 'voice' in other words.

Virtual Learning Environment (VLE) A collection of integrated tools enabling the management of on-line learning, providing a delivery mechanism, student tracking, assessment and access to resources. These integrated tools may be one product (e.g. Blackboard) or an integrated set of individual tools.

Withdrawal: In this instance, you have decided not to continue with your module/pathway/programme.

Edge Hill University

FACULTY OF HEALTH & SOCIAL CARE

CPD/ FOH SUBMISSION COVER SHEET

NAME:

STUDENT NO:

MODULE NO:

MODULE TITLE:

WORD COUNT:

DECLARATION STATEMENT:

‘On submission of this assessment I confirm that the work is all my own‘

CONFIDENTIALITY STATEMENT:

‘I certify that confidentiality has been maintained by the use of pseudonyms‘