



Edge Hill
University

FACULTY OF HEALTH AND SOCIAL CARE

Postgraduate Professional Education (PPE)

**Clinical Education Programmes
Handbook 2017-18**

Contents

The contents list is linked to the relevant section in the handbook – Ctrl+Click to follow link

WELCOME & INTRODUCTION	5
SECTION 1: WHO TO GO TO FOR HELP	6
<i>Student Recruitment & Marketing Support Team</i>	6
<i>Email Communication with Edge Hill University Personnel</i>	6
<i>Programme Leader</i>	6
<i>Pathways</i>	7
<i>Associate Head</i>	7
<i>Faculty of Health & Social Care: Help Desks</i>	7
<i>External Examiner</i>	7
<i>Support Roles</i>	8
<i>University Support Services</i>	8
SECTION 2: PPE COURSES AND ACADEMIC CREDITS	9
<i>Academic Credit</i>	9
<i>Stand Alone Modules and Credit Transfer</i>	9
<i>Recognition of Prior Learning</i>	9
SECTION 3: DECIDING WHAT TO STUDY	11
<i>Professionally Approved Programmes</i>	11
<i>Stages 2-4 Mentorship/Practice Teacher/Teacher</i>	11
<i>GMC Clinical Supervisor and Educational Supervisor Standards</i>	11
<i>Accreditation</i>	12
<i>Higher Education Academy (HEA)</i>	12
<i>Academy of Medical Educators</i>	13
SECTION 4: MAKING A START (REGISTRATION)	14
<i>Registration - What the University Expects From You</i>	14
<i>Student Number</i>	14
<i>Student Identification (Unicard)</i>	14
<i>Change of Address or Name and Change of Circumstances</i>	14
<i>Fees, Funding and Finance</i>	15
<i>Payment of Fees</i>	15
<i>Attendance and Absence</i>	15
<i>Holidays</i>	16
<i>Attendance Registers</i>	16
<i>Equality and Diversity</i>	16
<i>Complaints</i>	16
SECTION 5: PROGRAMME DETAILS	17
<i>Learning Outcomes</i>	17
<i>Assessment Methods</i>	17
<i>Further Module and Programme Information</i>	17
<i>Learning Opportunities</i>	17
SECTION 6: PERSONAL DEVELOPMENT PLANNING (PDP)	18
SECTION 7: ASSESSMENT, ACADEMIC RULES AND REGULATIONS	19
<i>Academic Registry – Online Resources and Information</i>	19

<i>Support Prior to Assessment Submission</i>	19
<i>Assessment Submission Deadlines</i>	19
<i>Academic Requirements – Submitted Assessments</i>	20
<i>Feedback on your Assessment</i>	20
<i>Pass/Fail Criteria</i>	20
<i>Re-assessment</i>	20
<i>Deadline Extensions</i>	21
<i>Exceptional Mitigating Circumstances (EMC)</i>	21
<i>Electronic Assessment Submission</i>	21
<i>TURNITIN: Originality Reports</i>	23
<i>Academic Malpractice</i>	23
<i>Academic Malpractice and the Professional Registrant</i>	24
<i>Poor Practice (as identified in student work)</i>	24
<i>Confidentiality</i>	24
<i>Consent</i>	25
<i>Fitness for Practice</i>	25
<i>Academic Appeals</i>	25
<i>Intercalation (pausing and returning to your studies at a later date)</i>	26
<i>Withdrawal from the Programme</i>	26
SECTION 9: STUDENT SUPPORT IN THE FACULTY	27
<i>Module Leader</i>	27
<i>Academic Supervision and Personal Tutor Support</i>	27
<i>Personal Tutor/Module Lead Appointments</i>	27
<i>Technology Enhanced Learning (TEL): Online Support</i>	27
SECTION 10: THE STUDENT VOICE	31
<i>Academic Representatives</i>	31
<i>Academic Representatives at Faculty Meetings</i>	31
<i>Module and Programme Evaluations</i>	32
<i>Student Engagement in Quality Assurance Processes</i>	32
APPENDIX 1 - LEARNING SERVICES	34
APPENDIX 2 - STUDENT SERVICES.....	36
APPENDIX 3 - ACADEMIC REGISTRY.....	37
APPENDIX 4 - CAREERS SERVICE	38
APPENDIX 5 - STUDENT FACILITIES	39
<i>University Campuses</i>	39
<i>Car Parking</i>	39
<i>Help Desks</i>	39
<i>Smoking</i>	40
<i>Canteen/Catering</i>	40
APPENDIX 6 - GLOSSARY OF TERMS	41



WELCOME

WELCOME & INTRODUCTION

The Postgraduate Professional Education (PPE) 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 postgraduate 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 (as opposed to a stand-alone module). Once you have completed registration you will be able to access a module handbook through Learning Edge (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.

Additionally, Postgraduate Study & Professional Development for Health & Social Care Professionals website provides details on all modules and programmes, together with up to date information on fees, application processes and Frequently Asked Questions. This can be accessed on <http://www.edgehill.ac.uk/health/cpd/>

Lai K Chan & Kate Jones
Associate Heads of Postgraduate Professional Education

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.

Section 1: WHO TO GO TO FOR HELP

Student Recruitment & Marketing Support Team

The Student Recruitment & Marketing Support Team is the initial key contact. They will be able to offer support by:

- Dealing with any initial enquiries regarding the application process.
- Setting up advisory meetings with pathway leaders.
- Typing up student pathways and providing personal copies for each student.

Tel: 01695 657249

Email: clinicaleducation@edgehill.ac.uk

Programme Administration

Programme Administrators are the key contacts who will liaise with you and the academic staff. The Administrators provide support in the following ways:

- Dealing with any enquiries you may have regarding your programme of study.
- 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.

Please contact the Student Recruitment & Marketing Support Team on either:

Tel: 01695 657429 or via email: Email: clinicaleducation@edgehill.ac.uk

Email Communication with Edge Hill University Personnel

Student communication will take place via Faculty's Notice Boards as well as through Learning Edge Blackboard (VLE) announcements. Announcements will appear on both the Blackboard home page and on the home page of your course. An email with the contents of the announcement will be posted out to all students enrolled on the course.

Personal email addresses are often seen as SPAM and re-directed to a quarantine area. To ensure that your email reaches its intended destination **you are required to use your Edge Hill email account**. This is the only email account the university staff will use in contacting you once you have registered.

Programme Leader

For each programme there is an identified person who co-ordinates all the modules located within it and can advise you on a pathway towards award.

- PGD / MA Clinical Education
Programme Lead: Cathy Sherratt
Email: sherratc@edgehill.ac.uk

- PGC Teaching and Learning in Clinical Practice
Programme Lead: Jill Cochrane
Email: cochranj@edgehill.ac.uk
- PGC Simulation and Clinical Learning
Programme Lead: Alison Wells
Email: alison.wells@edgehill.ac.uk
- PGC Workplace Based Postgraduate Medical Education
Programme Lead: Helen McNeill
Email: mcneillh@edgehill.ac.uk

Pathways

There are a variety of programmes and pathways at postgraduate level. The Faculty of Health & Social Care 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 Student Recruitment & Marketing Team, via email on: clinicaleducation@edgehill.ac.uk for further information or to make an appointment or visit the PPE pages on the Faculty of Health & Social Care website.

Please visit the Postgraduate Study & Professional Development for Health & Social Care Professionals webpages at:

<http://www.edgehill.ac.uk/health/cpd/healthandsocialcare/> for more details.

Associate Head

Within the PPE team, there are two Associate Heads – Lai K Chan, Kate Jones.

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

Faculty of Health & Social Care: Help Desks

Help Desks are located within the foyer of each Health & Social Care building (Ormskirk, Aintree and Manchester) – please see further details in Appendix 5.

The Help Desks act as a one-stop-shop for all administrative enquiries relating to your programme. The Customer Service Administrators will assist you in finding the right person to resolve your queries.

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 UK. 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.

To allow for External Examiners to scrutinise a sample of assignments or examination answer scripts, they will have access to each of the relevant module areas within Blackboard, which will permit them to access all content within these areas.

In line with QAA requirements, the name, position and home institution of all external examiners are provided for students within the Health wiki and can be accessed using the following link:

<https://go.edgehill.ac.uk/display/academicregistry/External+Examiner+Details>

Support Roles

There are a number of support roles for students undertaking modules and programmes in the Faculty of Health and Social Care. These are clarified within Section 6.

University Support Services

A broad range of support is offered to all students at Edge Hill University from the following central departments:

- Academic Registry;
- Student Services;
- Learning Services;
- Careers Service.

Further details of the support and resources available can be found in the appendices of this handbook.

Section 2: PPE 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 a postgraduate certificate, a diploma or a full Master's degree. Named awards refer to particular modules undertaken to enable you to complete a programme in a specialist area for example, MSc Leadership Development, Clinical Leadership.

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. In order to obtain a Postgraduate Certificate, Postgraduate Diploma or an MSc, a number of credits are required, which is summarised below.

Academic Level	Award	Credits
7	MSc or MA	180
7	Postgraduate Diploma (PGD)	120
7	Postgraduate Certificate (PGC)	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. Depending on the award you wish to take will determine if these credits can be transferred into the programme. Talking to a Programme 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 RP(E)L or equivalency (see below).

Recognition of Prior Learning

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

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

- a) Recognition of prior certificated learning (RPL - accreditation)
- b) Recognition of prior experiential learning (RP(E)L)

RPL 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.

RP(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. RP(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. Please note that a per credit administrative charge will be applied.

To find out more about fees, accreditation, equivalency or to make an appointment, please contact Paul Warburton, RPEL Co-ordinator on 01695 657060 or via email on: warburtp@edgehill.ac.uk

Section 3: DECIDING WHAT TO STUDY

The Faculty of Health & Social Care offers a wide range of postgraduate 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 & Social Care pages on the Edge Hill [University Website](#).

You can also access information about the whole of the Postgraduate Professional Education (PPE) provision through a dedicated website at:

<http://www.edgehill.ac.uk/health/cpd/> or by contacting us by email using clinicaleducation@edgehill.ac.uk or telephone 01695 657249.

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 composed of 60 credits in specialist subjects and 60 credits in other modules.

Please take a little time to view the programmes at:

<http://www.edgehill.ac.uk/health/cpd/healthandsocialcare/>

If you wish to be considered please complete the application form and return with copies of certificates and a professional reference to: clinicaleducation@edgehill.ac.uk

An interview will then be arranged with the Programme Lead.

Professionally Approved Programmes

Stages 2-4 Mentorship/Practice Teacher/Teacher

A range of modules of on offer to support the needs of professionals who are required to facilitate and support students in practice and/or on professionally approved programmes. These modules are designed to develop the knowledge, skills and attributes of professionals to ensure safe development of student learners in all aspects of their learning. On successful completion of any of these modules professionals are placed onto the appropriate register and are subject to regular review.

The **PGCert Teaching and Learning in Clinical Practice** is approved by the NMC as meeting the professional standards for Stage 3 – Practice Teacher.

GMC Clinical Supervisor and Educational Supervisor Standards

The GMC is the regulatory body responsible for postgraduate medical education and training of doctors in their pre-consultant phase of development. They have introduced a set of national standards for postgraduate medical education, and Health Education England (North West Area) has identified a range of roles which postgraduate medical educators might occupy together with the knowledge and skills required to undertake these. These roles have been identified as:

- **Clinical Supervisors** (including senior speciality trainees who take on elements of this role)
- **Educational Supervisors**
- **Educational Leaders** (including Training programme Directors, Directors of Medical Education, Heads of School, Postgraduate Tutors and Associate Deans).

The GMC standards state that it expects all clinical and educational supervisors to be trained for the role. Health Education England (North West Area) will be recognising doctors who complete CPD4706 Teaching and Learning in the Medical Workplace as **Clinical Supervisors**. Those who complete CPD4707 Supporting the Postgraduate Learner in the Medical Workplace will be recognised as **Educational Supervisors**.

The following links provide more information:

http://www.gmc-uk.org/education/postgraduate/standards_and_guidance.asp

<https://www.nwpgmd.nhs.uk/educator-development>

For further information on all professionally approved programmes, please contact: clinicaleducation@edgehill.ac.uk

Accreditation

Higher Education Academy (HEA)

Professional standards are a means of benchmarking effective practice and improving standards, and the Higher Education Academy UK Professional Standards Framework (UKPSF) can help you do that in your capacity as a clinical educator. The professionalisation of the educator role in healthcare means that improving quality and recognising excellence are key drivers for your own development as an educator. The UKPSF places great emphasis on the development of educators who have excellent practical skills that are informed by a deep understanding of pedagogic research and scholarship – in other words, teaching is recognised as both a practical skill *and* as an academic discipline. The UKPSF also embodies a commitment to on-going professional development as an educator and as such promotes a set of professional values that are embedded in both theory and practice.

The UKPSF essentially comprises a series of Dimensions of Practice that can be met at one of four Descriptor levels. The following programmes have been accredited by the HEA as meeting the standards for **Fellow of the Higher Education Academy (FHEA)** through meeting the UKPSF Dimensions of Practice at the level of Descriptor 2 (D2):

- **PGCert Workplace-based Postgraduate Medical Education:** CPD4706 Teaching and Learning in the Medical Workplace and CPD 4707 Supporting the Postgraduate Learner in the Medical Workplace are accredited by the HEA and successful completion of *both* of these modules will mean you are eligible to apply for FHEA.
- **PGCert Teaching and Learning in Clinical Practice:** Successful completion of all 3 modules will mean you are eligible to apply for FHEA.

The learning outcomes, content and assessment of the relevant modules have been mapped in detail against the UKPSF Dimensions of Practice for D2 and, throughout your studies, you will notice explicit references to the relevant areas of the UKPSF. For further information you should read the documents in the HEA Information area of Blackboard.

For further information, please visit the HEA website:

<https://www.heacademy.ac.uk/recognition-accreditation/uk-professional-standards-framework-ukpsf>

Academy of Medical Educators

In 2006 an Academy of Medical Educators (AoME) was founded for all those involved in the education and training of medical students and doctors. AoME is now the leading professional organisation in medical, dental and veterinary education and the AoME Professional Standards offer a nationally recognised framework for the development and recognition of expertise in medical education.

The Postgraduate Certificate in Workplace-Based Postgraduate Medical Education is accredited by AoME as meeting their Professional Standards and, on successful completion of the course, graduates of the PGCert can apply directly for 'fast-track' Membership of AoME.

For further information, please visit the AoME website:

<http://www.medicaleducators.org/index.cfm/profession/professional-standards/>

Section 4: MAKING A START (REGISTRATION)

Registration - What the University Expects From You

Registering on a module/programme is vitally important. If you fail to register you will not be eligible to utilise library information resources or access Blackboard facilities. If you are undertaking a module online, access to the online library resources will be allocated to you, once you have registered.

You will be sent an invitation to register online which will contain your student user name and password. You will need to access a website which will give you instructions on the enrolment process including how to divert your Edge Hill email account to an alternative address. Please keep this letter safe as we are not able to resend user names and passwords.

Student Number

When you have satisfied all the requirements for enrolment, we will register you and you will be sent an email to your Edge Hill email address confirming that you have been enrolled. The email will also provide a web link giving you online access to the CPD induction page which includes helpful information around academic writing; using Blackboard and how to make the most of the various learning facilities. You should keep this email safe as this is your confirmation of your status as an Edge Hill student.

Your student number will also serve as your login ID when accessing the Student Home Page and Blackboard area. Please always use your number as a reference in any correspondence. You should be able to view the module content on the blackboard area no later than 2 working days later (Subject to module being released).

Student Identification (Unicard)

Your confirmation of enrolment email can then be used to register at the University Library you will be provided with your unicard. 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 online, access to the online library resources will be allocated to you once you have registered.

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. If you change your name, address, contact details or employment, please advise the University using the online process, by following the instructions through Student Central, which can be accessed here:

<https://go.edgehill.ac.uk/wiki/display/academicregistry/Changing+your+personal+details>

Fees, Funding and Finance

Funding, or partial funding, may be available for a number of modules. One such source of funding is the Post Qualification Learning (PQL).

Full details of all fees and financial information are provided on our website:

<http://www.edgehill.ac.uk/health/cpd/cpdfees-and-finance/>

Payment of Fees

For self or employer-funded modules (i.e. not within PQL), module fees will be charged on registration and must be paid for, before completion of the module. Where the module fee remains outstanding, this may lead to your assignment results, not being ratified at an Assessment Board. Please be aware that it is your responsibility to ensure that the payment of fees for a module or course is made, even if your employer is providing funding for you. It is important that you ensure that written notification is provided by your employer, either by the completion of a funding confirmation form, production of a letter or e-mail confirming funding or through the issuing of a Purchase Order.

If you have any queries regarding funding, please visit the following link:

<http://www.edgehill.ac.uk/health/cpd/cpdfees-and-finance/>

Or contact the FOHSC Finance Team directly by e-mail at FOHSCFinance@edgehill.ac.uk or by phone on either 01695 65 7604/0716/7064.

Attendance and Absence

▪ Timetable

Your individual module timetables will be available for you to access in your Blackboard Module Area prior to the modules commencing.

▪ 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.

▪ Reporting Absence

Any absences from timetabled sessions should be reported to the appropriate Module Leader, by email, where possible.

▪ Absence from Examinations and Presentations through Illness

Where a module has an examination/presentation, participation is compulsory and you should not be absent without good cause.

If you miss an examination/presentation due to any mitigating factors, then you will be required to apply for Exceptional Mitigating Circumstances (EMC), see Section 7.

Holidays

As all modules and programmes are offered within a flexible portfolio approach, holidays can often be accommodated through the intercalation process (pausing and returning to your studies at a later date). However, any consideration of holidays, which have been planned and impact the assessment period of a module or programme, must be advised and agreed prior to registering.

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. 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 Health Education England (North West), 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.

Equality and Diversity

"Equality and diversity is core to Edge Hill University's mission in providing accessible higher education and services."

John Cater, Vice Chancellor

Edge Hill's vision for equality and diversity is that it will be a place where everyone feels able to participate, contribute, enjoy and influence every aspect of their experience; and where inclusive practices will be embedded in everything we do. Respect for and celebration of individual's diversity will shape institutional strategy, direction and behaviour.

A full copy of the Equality & Diversity Policy can be obtained from the Student Services Information Centre Helpdesk, Human Resources wiki or from Edge Hill's website: www.edgehill.ac.uk

Or this link:

<http://www.edgehill.ac.uk/governance/strategies-policies/>

Complaints

The **Student Complaints Procedure**, which is cited within our Student Charter, can be found here:

<http://www.edgehill.ac.uk/governance/strategies-policies/>

Support for this process can be obtained from Student Services – please see Appendix 2.

Section 5: PROGRAMME DETAILS

The curricula for programmes and modules have been designed to ensure specific aims and outcomes are met in order to achieve academic credit and awards.

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.

Further Module and Programme Information

For students undertaking a module, further details are contained within each Module Handbook.

For students undertaking a programme, further details can be found in programme specifications, which are available on the Edge Hill University website: <http://www.edgehill.ac.uk/aqdu/programme-specifications/fohsc/ppe/>

Alternatively, you may contact the Programme Leader as detailed in Section 1.

Learning Opportunities

The flexible portfolio offers a range of learning experiences to meet the needs of the student. The three main learning approaches are:

Face-to-Face Delivery:

This is a classroom based learning experience. This is a familiar learning experience for students and affords the Module Leader the opportunity to determine the aims, set the pace of learning and gradually develop the depth of learning as the module progresses. Learning materials relating to the session are posted onto blackboard as a repository for students.

Blended Delivery:

This approach uses a combination of classroom and online based learning. The Module Leader provides a number of key sessions within the classroom setting and the remainder of sessions online with key learning activities to engage the learner in and build up their familiarity with the virtual learning environment. This approach develops confidence for those new to learning in an online environment.

Section 6: 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. Please discuss your PDP requirements with your Programme Lead when you enrol onto a specific programme.

Section 7: ASSESSMENT, ACADEMIC RULES AND REGULATIONS

If you have registered for a programme, to qualify for the award you must pass all modules throughout each level of study, meeting the minimum acceptable criteria to progress to subsequent modules.

The assessment details for each module can be found in each individual Module Handbook. This will include the assessment tasks, guidance on how to approach the tasks, assessment submission dates and comprehensive marking and grading criteria.

You should be aware that your work will be subject to internal and external moderation, where appropriate. This is to guarantee internal consistency in marking and to make sure that the standards of our programmes equate to those in other institutions.

Academic Registry – Online Resources and Information

Guidance for all academic regulations and assessment processes is available within the Academic Registry online resource 'Your Programme: Assessment and Results'. This can be accessed by the following link:

<http://www.edgehill.ac.uk/registry/assessment-and-results/>

This Student Handbook will introduce you to these regulations, however, you are advised to access the Academic Registry website for more detailed information.

Support Prior to Assessment Submission

The Faculty of Health & Social Care and their staff are committed to supporting its students in the completion of their academic assessments and in meeting this requirement, in a consistent and equitable manner. This policy sets out good practice guidelines regarding module tutor feedback for plans and drafts of assignments, prior to final submission. The aim of the policy is to provide support for both students and markers. Please refer to the full policy for further information:

<https://go.edgehill.ac.uk/display/health/Student+Forms>

Assessment Submission Deadlines

All students must submit their assessment tasks by the submission or presentation date and attend examinations on the dates notified, normally within their Module Handbooks.

Although submission dates are set by the Module Leader, it is your responsibility to ensure that you are aware of when, where and in what format you are expected to submit. Failure to submit by the agreed deadline, without an approved extension, will result in a mark of zero.

If you are referred or deferred in your academic assessments during the year you will be expected to resubmit at a specified point - your specific resubmission date will be advised to you by the Programmes Administration Team.

Academic Requirements – Submitted Assessments

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..
- Please ensure that you keep a copy of your work prior to submitting.
- For online submission, students must submit within the PPE assignment section in their Learning Edge module area (this incorporates a check list, cover sheet and feedback pages).
- Assignments must be presented as double or 1.5 spaced with left and right-sided margins and with the page number at the base of each page, with a suggested size 12 font.
- Students should refer to their Module Handbooks for specific assessment submission guidance.

Feedback on your Assessment

It is our aim to provide feedback to you on your assessment within four working weeks of the submission date. Students can discuss this with the relevant Module Leader and/or their personal tutor.

Pass/Fail Criteria

For students who are undertaking a programme or pathway, you must complete and pass all summative component assessments in each core module of the programme, with a minimum of 40% pass mark unless stipulated otherwise.

Re-assessment

It is extremely important that students are aware of the following:

- Re-assessment is applied at element level and you are entitled to one automatic right of re-assessment at each element. You will be informed of the submission date for your second attempt by letter, posted to your registered address, within 4 weeks after the Assessment Board.
- If you are unsuccessful with your re-assessment, the relevant assessment board has the discretion to consider offering you one further, **and final**, attempt at this submission. Assessment Boards are held in March, July and November.
- If you are offered a second re-assessment and do not pass at that stage, the University holds no further discretion and you will be failed/withdrawn from your module/programme.
- Re-assessment marks are capped at the element level. The best mark that can be awarded for a re-assessed element is 40% (unless stated otherwise).

Deadline Extensions

Should you experience difficulties that may adversely affect your ability to submit, it is your responsibility to contact the Module Leader as soon as possible in order to discuss your position. All students should attempt to submit their work in a timely manner, however, in some cases it may be possible to grant an extension for special circumstances. A maximum period of **two weeks** can be requested and appropriate evidence must be provided. Please refer to the Extension Policy for further detailed information:

<https://go.edgehill.ac.uk/display/health/Student+Forms>

If an extension is granted it is on the basis that no additional academic supervision is required, the period of extended time is simply to complete the assessment strategy and submit.

In cases where an extension is not possible or further academic support is required, students should consult the University's guidance for the notification of Exceptional Mitigating Circumstances.

CPD4706: Extension requests for the Clinical Supervisor's module (CPD4706) have a different process and students will need to discuss their circumstances with their Module Leader.

Exceptional Mitigating Circumstances (EMC)

Application for an EMC may be made where there are serious mitigating circumstances which you could not have been expected to know about or plan for in advance. In general, this will relate to illness, bereavement or sudden changes in personal circumstances, over which you have no control. Students need to have a strong justification for being in this position and provide appropriate supporting evidence.

Further information relating to EMCs, including deadlines, forms and FAQs, can be found on Academic Registry online student information area:

<http://www.edgehill.ac.uk/registry/assessment-and-results/difficulties/>

Electronic Assessment Submission

Step-by-step online submission guidance is provided in module handbooks and short videos provide students with visual explanations and are available in the module Learning Edge Blackboard area. Students should store assignment files on their home drive and ensure an additional back up of the file is kept as computer failure is not accepted as valid grounds for mitigation.

▪ Arrangements for submission

Turnitin is the preferred method for the electronic submission of coursework. Where Turnitin is not appropriate (e.g. e-portfolios, visual/graphical/numerical submissions) other submission methods are available.

The method for submission for coursework will be published through Module Handbooks. Students will be provided with guidance as to what to do to submit coursework and view feedback.

Where electronic submission is required it will be the only method to submit the coursework; hard copies will not be accepted.

In your own interest, you must keep a copy of any work submitted electronically.

Useful link <http://www.eshare.edgehill.ac.uk/883/>

In the unlikely event that there is any service disruption (to either the Student Home Page, Blackboard or Turnitin) on a submission date, a decision will be made that an outage is significant enough to instigate an extension for all submissions, which MUST be authorised by a FoHSC Head of Department.

Note: an example of preparatory advice to students is available on the Learning Edge blog:

<http://blogs.edgehill.ac.uk/learningedge/2013/12/11/keep-calm-and-submit-this-christmas/>

Any students reporting difficulty with e-submission should be signposted to LS Ask Us or Help Desk in the first instance and their module tutors.

A new date will be set by the Head of Department when there is university network/software failure. This date will be posted out to you by means of communication available i.e. e-mail, letter, an announcement on Blackboard or on the Student Home Page.

- **Confirmation of submission**

An automatic e-mail is generated upon electronic submission. As such proof is the only evidence of submission, it must be saved. This is required to challenge a zero mark for non-submission.

An e-mail to your university account is sent informing you when you can view your feedback.

You have access to campus computers to submit coursework electronically and review feedback. *If you suspect university network/software failure please contact Learning Services Help Desk 01695 584286 or the Faculty of Health & Social Care Reception by phone on 01695 657050 who will instruct you on what to do.*

- **Security of electronic coursework**

Coursework, feedback and grades are protected with other digital data (see University Acceptable User Policy). Feedback and grades will only be made available to students through a secure online environment.

Students with extenuating circumstances will have access to electronic submission in accordance with extenuating procedures.

All coursework submitted electronically must comply with the regulations as set out in Section 5.

TURNITIN: Originality Reports

The University uses the anti-plagiarism software called 'Turnitin Feedback Studio'. This package is designed to help students understand the requirements of and to develop their academic writing and prevent the use of plagiarism.

The originality report

All work submitted through Turnitin will be scanned automatically and checked against its database. This includes:

- Electronic books;
- Electronic journals;
- Websites;
- Student assignments that have already been submitted through Turnitin.

Turnitin states that the use of student essay constitutes as fair use under copyright law and that student intellectual property is protected. Therefore, all work submitted through Turnitin will be identified by the institution not the name of any student. Instructors and students are the only user types capable of viewing Originality Reports. Please see link for further details:

http://turnitin.com/en_us/about-us/privacy-center/copyright-protection

Once the paper is submitted through Turnitin, an Originality Report will be produced, which will provide a “similarity index”. This is the percentage of your work that has been matched to other sources. This report lists the sources to the parts of your work that have been matched, which the student and tutor can view.

There is NO similarity score that the student should aim for as a target.

The originality reports do not detect plagiarism they merely highlight matched text, thus aiding you in checking that your work is correctly cited and referenced. The similarity score indicates text matches with other documents in the Turnitin database.

Work that has a similarity score of 0% is not a guarantee that the work has not been plagiarised.

The report will be available either within a few minutes following the first submission, or 24 hours, if you have already submitted previously.

Please be assured that if potential plagiarism issues are detected, your tutors will discuss this with you prior to deciding what action is required. (Academic Regulation H8 and Appendix 13 of the Academic Regulations).

Useful link: http://turnitin.com/en_us/training/student-training/viewing-originality-reports

Academic Malpractice

Academic malpractice, such as cheating, plagiarism and collusion, are taken very seriously by the Faculty and the institutional and procedures are in place to deal with such occurrences.

Malpractice is defined as an attempt to gain an advantage over other students by the use of unfair and unacceptable methods.

- **Cheating:** is an infringement of the rules governing conduct in examinations or other time-constrained assessment.
- **Plagiarism:** is where a student attempts to pass off work as their own, which is not their own.
- **Collusion:** is where a student knowingly collaborates with another student to submit a piece of work.

A case of academic malpractice or other dishonest practice, such as forging signatures, will be dealt with severely according to the university's regulations, which may include:

- Reducing the mark of a specific element of assessment;
- Deeming you to have failed the assessment;
- Deeming you to have failed the programme;
- Deeming you to have failed the programme and bar you from further study at the institution.

Further information and the academic regulations relating to academic malpractice, can be found on Academic Registry online student information area:

<http://www.edgehill.ac.uk/registry/assessment-and-results/academic-malpractice/>

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/employer.

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.

Poor Practice (as identified in student work)

Please be aware that assignments or examination answers which contain evidence of unsafe, harmful or discriminatory practice may be awarded a fail mark.

Confidentiality

There should be no reference within your assessed work to any name or identifying information relating to patients/clients or any staff member of any organisation. Inclusion of such information will result in a failed submission. Where it is *relevant* to state name of any organisation then the information should be supported by reference to published documents that are available to the general public and form approved official documentation relating the operation and provision of that organisation.

It would be considered relevant to include the name of an organisation when:

- Discussing/debating/analysing published data relating to the performance of that organisation.

- Discussing/debating/analysing published and approved policy and strategy of that organisation.
- Discussing/debating/analysing published research/evaluations/audit/opinion, which relates to and names that organisation.

Where the assignment requires reflection or analysis of specific practice/patient/client/service user scenarios, confidentiality must be maintained by the use of pseudonyms. Whilst retaining the essence of the scenario, where necessary some information may be altered to enhance anonymity, eg changing the number of siblings/children/place or type of work/accommodation or housing.

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 acknowledge at the commencement of the piece of academic work.

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

Fitness for Practice

A number of modules lead directly to a professional qualification, which gives the right to practice, students must not engage in any behaviour which renders them unfit to be admitted to that area of the professional register.

Where a student's behaviour is considered to be extreme or a serious risk, then the student may be referred to a Fitness for Practice Panel.

Further information regarding the Fitness for Practice regulations can be found on the Academic Registry online student information area:

<https://www.edgehill.ac.uk/registry/programmes/>

Academic Appeals

All students have the right to submit an academic appeal against the outcomes of Assessment Boards, Malpractice or Fitness for Practice Panels.

However, students may only appeal on the grounds of:

- Procedural Irregularity in the Assessment Process
- Bias or Perceptions of Bias
- Exceptional Mitigating Circumstances, details which were, for good reason, not previously available to the appropriate Assessment Boards.

Further information regarding the academic appeals process can be found on Academic Registry online student information area:

<http://www.edgehill.ac.uk/registry/assessment-and-results/difficulties/>

Intercalation (pausing and returning to your studies at a later date)

Intercalation is an approved period of time taken away from formal studies as it is not unusual for students to need time out either for medical reasons or exceptional circumstances. If a student is considering intercalating they must contact the programme or Module Leader as soon as possible to seek advice as it is not an automatic right and must be approved by the relevant parties. Normally, intercalation cannot occur if you have completed 75% of the duration of the module. This is calculated from registration to the submission date.

Further information relating to intercalation, including the PPE intercalation Policy and forms please use the following link:

<https://go.edgehill.ac.uk/display/health/Programme+Forms+and+Processes>

Withdrawal from the Programme

We hope that you enjoy your time at Edge Hill and will not wish to leave before the end of your studies. However, if you are unhappy about your programme or module, University life, or experience changes in your personal circumstances, please seek advice as early as possible, from the Programme Leader or your Personal Tutor or the Help Desk Officer in the Student Information Centre. You may be able to take a break in your programme (intercalate) or consider other alternatives to support you.

If you make the decision to withdraw from your course, you must contact your Programme or Module Leader to complete the necessary documentation.

Section 9: STUDENT SUPPORT IN THE FACULTY

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.

Academic Supervision and Personal Tutor Support

Module tutors 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. Where modules are delivered predominantly on-line, tutorial support may take place through email, phone calls, or by arrangement at workshop sessions.

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 or Module Tutor(s) who provides short term support for both academic and pastoral needs. Please be aware that communication between the two roles will occur if your support needs extend past the Module Leader’s remit.

Personal Tutor/Module Lead Appointments

If you would like to arrange or amend a meeting with your Personal Tutor/Module Lead, please contact your Personal Tutor/Module Lead directly via email or contact the FOHSC Helpdesk either by visiting the Helpdesk, emailing askfohsc@edgehill.ac.uk or phoning 01695 657050 (*Ormskirk*), 0151 529 6241 (*Aintree*) 01695 650797 (*Manchester*).

You will receive a confirmation of your booking by email once it’s been arranged.

Technology Enhanced Learning (TEL): Online Support

This section outlines the main systems you will be required to use on the programme:

1. A computer;
2. Student E-Mail;
3. Learning Edge (Blackboard);
4. Electronic Assessment Management (Online Submission);
5. Online Enrolment.

Computers are available on all sites; to check PC availability use the PC available finder on the EHU app. Use this to find free computers (updates are every minute).

Please dedicate time at the start of each new academic year to ensure that your IT equipment works, as it should, by testing Internet connection. You will need to install the following software:

1. Adobe;
2. Up to date Java.

Please see Learning Edge system requirements guide at <http://eshare.edgehill.ac.uk/4617/1/LTD5030.pdf>. to keep you up to date

Student e-mail

It is important/essential to check your student e-mail account, as this is the primary form of communication used by the Faculty. Your tutors and programme leads will communicate with you when appropriate through your EHU student e-mail account and through Bb Announcements.

It is your responsibility to check your EHU email account regularly.

Student Home Page

The Student Home Page is your personal gateway to the University's online environment (Edge Hill Home Page, click Students). It offers secure and easy one-step access to all online resources and systems, available to help you with your studies and it is the tool that lecturers will use to communicate with you. The Home Page can be accessed 24/7, wherever you are in the world, for access to Learning Edge.

Learning Edge (Blackboard)

Learning Edge is a suite of systems, which can be accessed online to support you and your learning. At the heart of Learning Edge is Blackboard, the University Virtual Learning Environment (VLE), where you will find your programme and module course areas. Within these course areas you have access to a range of tools and information, which include:

1. Communication and collaboration tools;
2. Course materials;
3. Online submission and feedback (Turnitin).

The VLE Blackboard will be used to provide you with information related to your programme, as well as learning resources, such as lecture notes and interactive activities. You should check the Blackboard sites you are enrolled onto on a regular basis. (**Please NOTE:** if you fail to enrol onto your course, access to Learning Edge will be denied).

Electronic Assessment Management (EAM)

The method for submission for course work will be published through Module Handbooks, where you will be provided with guidance as what to do to submit course work and view feedback.

Turnitin is the preferred method for EAM (see page 20 of this handbook for details) within the FOHSC. Where Turnitin (Tii) is not appropriate (e.g. Portfolios, visual/graphical/numerical submissions) other submission methods will be used.

Where electronic submission is required it will be the **only** method to submit the course work - hard copies will **not** be accepted.

In the case of a system failure (see page 19 of this handbook).

Back up all work regularly and save all course work to your University Network Drive.

Online Enrolment

Enrolment is a mandatory process that you must go through at the beginning of each new academic year to become a member of the University, activate your IT/Library account and benefit from all its services.

Additional Information

Recording lectures

Should you wish to record a lecture (in any format, whether audio or video), you must seek the permission of the lecturer before the lecture begins.

It is important you respect the lecturers' work and their rights to determine the manner in which the teaching is distributed (**NOTE:** lectures and learning materials are the intellectual property of the University). Any recording that is made with the lecturer's permission must **not** be distributed in any format and can **only** be used to support your own learning or others on the programme.

Digital Tattoo: managing your online identity

It is important to be aware of and take control of information about you, online, and remember that when you post online, even in a context that is considered private, it can be made public by others.

See link for further details:

<http://www.eshare.edgehill.ac.uk/3716/>

Please consider the following:

- Anything posted online **can** present in the public domain;
- **Don't** post explicit materials;
- **Do** learn to adjust your security settings.

Please NOTE: facilities are available through Learning Edge to add photos. See:

<http://eshare.edgehill.ac.uk/id/document/35140>.

Mobile devices

It is possible to access many of the online support using mobile devices through the Blackboard app, which is a free downloadable application designed to mimic the functionality of Learning Edge. This provides access to the EHU website, the Library Catalogue, Learning Edge to enable access to all Blackboard Courses.

Wireless Network

You are able to connect your laptop, phone or tablet to the University's wireless networks. To connect to Edgenet, login with your network ID and password. To connect to Eduroam, login using this format, Username@edgehill.ac.uk and your EHU password.

If you are experiencing problems with accessing Blackboard please change your password in the first instance as this may resolve your issue. If further assistance is required, contact Learning Services:

Email: lsdesk@edgehill.ac.uk

Tel: 01695 584286 or 4286

Please Note: Wifi is not, as yet, available at the Aintree Site.

Section 10: THE STUDENT VOICE

Academic Representatives

The Students' Union, in partnership with Edge Hill University, values the views and opinions of its students. We want to hear the student voice and act upon your feedback regarding the quality of your learning experience. The Academic Representative System allows thousands of students to have their say on matters affecting their course of study.

Every year of every course at Edge Hill University seek to elect at least one Academic Representative. It is the Academic Representative's job to listen to student opinions on how the course is running and feed that back to staff. Representatives are democratically elected by the students on their course every year and attend meetings with staff to have the opinions of students heard.

Firstly, think about becoming an Academic Representative! You'll have lots of support (including training, networking events and a dedicated member of staff to support you) from the Students' Union. From the perspective of the PPE team, the student voice really helps to ensure programmes have the right focus and are genuinely fit for practice. If interested, talk to your Programme Leader. Alternatively, you can visit the Students' Union upstairs in the HUB or email suacademicrep@edgehill.ac.uk.

Academic Representatives take an active lead in their studies and have the opportunity to be involved in wider student issues. The role allows you to help your fellow students resolve course related issues. This role will add real insight into the running of the faculty and the importance placed on the student experience.

As a student it is your responsibility to know who your Academic Representative is and to raise anything you want to say with them. If you do not know who your Student Representative is either email suacademicrep@edgehill.ac.uk or come and talk to the Students' Union.

Academic Representatives at Faculty Meetings

Academic Representatives are invited to attend **Student Staff Consultative Forums (SSCFs)**, which take place once or twice per year. This process enables consultation between staff and students on matters relating to the modules and programmes. Students have the opportunity to give constructive feedback to academic staff who are responsible for the delivery of the course. Any necessary action arising from the feedback and consultation is channelled through the appropriate structures and feedback is provided to all students in Blackboard.

Additionally, one Academic Representative from each SSCF is invited to attend the **Postgraduate Professional Education Programmes Board**, which takes place 3 times per year. This meeting is responsible for monitoring the quality of all the degree programmes within the PPE Department and benefits from the engagement of a broader membership, including representative from university central departments.

Help and advice for how to fulfil your role as an Academic Representative is available on the Students' Union website: www.edgehillsu.org.uk/coursereps

Module and Programme Evaluations

Student evaluation is key to constantly improving and enhancing our modules and enhancing our undergraduate PPE provision. The input received from this process is valued and may result in modifications to teaching and learning, assessment and delivery of sessions.

Students are invited to evaluate each module and the programme as a whole. Module evaluations are undertaken towards the end of the module. Feedback will be given via a summary report in your Blackboard area.

The programme evaluation takes place at the end of the programme, comments will be reviewed and appropriate actions taken to inform future delivery. The programme evaluation form is circulated to students at the end of each academic year with their July Assessment Board results. A summary to provide feedback to students is displayed within Blackboard.

Student Engagement in Quality Assurance Processes

As well as engaging with Faculty meetings and completing evaluations, students may be invited to engage in a variety of other quality assurance processes relating to curriculum development, including consultation on changes to modules and programmes and the approval of new modules and programmes.

Student Focus Groups with the Dean of the Faculty are organised on an annual basis. These Focus Groups as an opportunity for students to share their views on all aspects of their learning experience by being asked a set of questions. Students may also be invited to other Focus Groups with professional bodies as part of an external review.

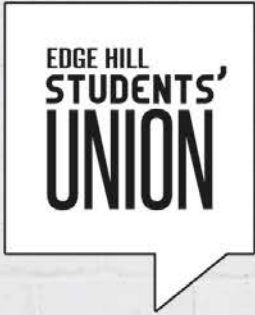
Furthermore, PPE students are encouraged to take part in the internal student satisfaction survey, organised by the Students' Union. This is another avenue for sharing and making your views count.

Mechanisms are in place to ensure that comments or concerns expressed by students through all engagement processes have been actioned appropriately and, in turn, this will be fed back to students so it is clear what steps have been taken to improve and enhance the student experience.

All methods of student engagement, as detailed above, are key to the Faculty in understanding what works well and indicating areas for development, with the overarching aim to improve the student learning experience year on year.

For further clarification or guidance please contact Victoria Easton, Student Engagement & Scheduling Officer in the Faculty of Health & Social Care (Victoria.easton@edgehill.ac.uk).

Students Union – see *overleaf*



Edge Hill Students' Union is a member-driven organisation, representing all students at Edge Hill University. We're here to ensure student voices are heard, valued and acted upon.

OUR VISION IS TO HELP OUR STUDENTS BE THE BEST THEY CAN BE.

We want to:

- Understand your priorities and respond effectively
- Ensure you enjoy a high quality academic experience
- Support and encourage you to develop your interests and shape your future
- Inspire you to develop new ideas, be creative, and campaign for change
- Provide a safe and sociable environment to help you make friends, have fun, and love life

We are committed to improving the quality of everything we do for our students, and to achieve this, we listen to your feedback and ideas, and offer guidance and support if things go wrong.

HELLO...

In 2017/2018, the Union is run by four elected officers:

- Union President – Ben Whittle
- Vice President Academic Representation – Luke Myer
- Vice President Welfare – Rosie McKenna
- Vice President Activities – Dan Bocharnikov



The Officers are here to engage with, and represent, the student body on a variety of issues that affect you. We want to understand the real issues facing our students today, and we represent your views at a number of University committees and boards. We also run a range of campaigns throughout the year to highlight issues and create change, so get involved!

The officer team are supported by a team of full and part time staff, as well as Part-Time Officers who are elected to represent:

- LGBT+ students
- Mature/Part Time students
- Women
- BME students
- Post Graduate students
- International students

Our PT Officers help to shape policy and inform projects that the SU work on, as well as running their own campaigns on behalf of the students they represent.

Academic Reps are also an integral part of our democracy and representation, ensuring all students' voices are being heard, at both course and faculty level, ensuring the student voice is always at the forefront of decision making.

Being an **Academic Rep** is a great experience where you will be responsible for creating a positive driving force for change on your course, as well as making valuable suggestions that will change the way Edge Hill operates, empowering yourself and your peers to make sure you're getting the best from your course.

Our hugely popular **Advice Centre** is also on campus to offer you support and guidance in key areas such as academic issues, welfare benefits, housing, money and debt... we're always here for a cuppa and a chat if you're feeling stressed, worried or lonely, so PLEASE get in touch with us if you need help. We offer both face to face and phone appointments to help make the service accessible for all students on and off-campus, and it's really easy to book an appointment at edgehillsu.org.uk/advice. We are totally independent from the university and so our advice is confidential, impartial, and free.

Joining a society is one of the best ways to get involved in student life at university, meet like-minded people and most importantly, have fun! We currently have around 70 active societies with more being created all the time – you can even start your own, and our team can help you to run it, recruit members and sort out the money stuff too.

We also run **'Team Edge Hill'** competitive sports teams and BUCS (British Universities and Colleges Sport) games, organising transport for away games, kits, referee, training and coaches (have you seen our amazing sports facilities on campus?!) Whether you'd like to join a team, or become an avid flag-waving supporter, there are so many exciting things to be a part of.

EHSU prides itself on creating fantastic student events, with a jam-packed Welcome Week schedule and a better-than-ever **'GIVE IT A GO'** calendar for 2017/18. We also organise the **Graduation Ball**, and run the **SU Bar** and **Venue**, with events on nearly every night on campus. The **SU Bar** also serves a fabulous food menu, and operates a late night take away (next stop: delivery service!) We are the official Edge Hill merch sellers on campus, and even have a hugely popular online shop when walking to the SU building is just too much effort! We're also licensed sellers of **NUS Extra cards** – a must for students to get amazing local, national and international discounts and deals.

Get ready for a year of more events, more communication, more videos, more participation, more competitions and more fun... we want you to want to be involved in everything we do, so follow us on Social Media (don't forget to like, share, tag and comment!) and get in touch with your thoughts, feelings, views, and ideas.

THE POWER TO CHANGE IS IN YOUR HANDS...

www.edgehillsu.org.uk @edgehillsu /edgehillsu edgehillsu edgehillsu



APPENDICES

APPENDIX 1 - LEARNING SERVICES

All new students will have been provided with a booklet, 'Your Guide to Learning Services', which details the services and facilities available to support you with your learning resources at **Ormskirk**, **Aintree** and **Manchester** campuses, including:

- University Libraries
- Resources
- Learning Edge
- Academic Skills

Additionally, an extensive and comprehensive online service is available to you on the website:

<http://www.edgehill.ac.uk/lis/>

This facility will also provide you with up to date guidance intended to help you get started finding and using the information you need to study successfully at Edge Hill University, including opening hours and Frequently Asked Questions.

APPENDIX 2 - STUDENT SERVICES

Student Services is here to help and guide you during your time at university. We have dedicated teams who can support you with your studies and your wellbeing. The teams provide advice on a wide range of areas. If you are not sure who to speak to, visit the Student Information Desk in the SIC (Student Information Centre) or visit our webpages at www.edgehill.ac.uk/student-services

Accommodation – providing information relating to on and off-campus accommodation, paying hall fees and handling any issues in halls.

Campus Life – helping students living on campus to settle in, make friends and feel part of the Edge Hill community. Connect with the team on social media: www.facebook.com/EHUCampusLife

Counselling – find solutions to your problems, ways of coping with university, or just a safe place to talk.

Health and Wellbeing – help to improve your mental health and wellbeing, sexual health information, diet and exercise advice, and drugs and alcohol awareness.

Inclusion – for students with disabilities, autistic spectrum conditions, and physical or sensory impairments.

Money Advice – providing funding information, advice if you're struggling financially, and help with budgeting. To get help with budgeting, visit blackbullion.com and register using your University email address.

Multi-Faith Chaplaincy – pastoral guidance, support and encouragement for students of all faiths and none.

Care Leavers – support during your time at university through a dedicated contact and access to the Care Leaver Bursary.

Questions? Get in touch with Student Services:

Email: studentservices@edgehill.ac.uk

Tel: 01695 584554

Web: www.edgehill.ac.uk/student-services

Facebook: www.facebook.com/studentsehu

Twitter: www.twitter.com/studentsehu

APPENDIX 3 - ACADEMIC REGISTRY

Academic Registry, based in the Student Information Centre, is responsible for a wide range of administrative functions in relation to students and their programmes, including: enrolment, specification of programme, tuition fees, timetabling, room booking, assessment and the conferment of the final award.

An extensive and comprehensive online service is available to you on the website:

<http://www.edgehill.ac.uk/registry/student-information/>

APPENDIX 4 - CAREERS SERVICE

Using the Careers Centre at Edge Hill University provides students with many opportunities for learning, developing skills and gaining experience that help towards future career and job prospects. The Careers Centre at Edge Hill provides an award winning service, which students are encouraged to use from the first year onwards. The Centre is located on the ground floor of the Student Information Centre.

- **The Careers Website** provides access to the services available from the Careers Centre www.edgehill.ac.uk/careers. As well as resources including careers information specifically for students undertaking courses within the FOHSC, the website allows students to book an appointment and have queries answered online via 'Ask a Question'. Students can also view part time job vacancies and upcoming Careers events. Typical events including Health and Social Care Fairs, Volunteering and Part-Time Job Fairs and CV Workshops.
- **Volunteering** is a crucial part of a student's experience. It helps develop relevant job skills, confidence and provides experience that will enhance a CV. Check volunteering vacancies using 'Search Opportunities' www.edgehill.ac.uk/careers or make an appointment via the website to speak to one of our Volunteering Advisers. Students who take part in volunteering activities are eligible to enrol for the Volunteering Certificate Programme. Students can also apply for an On-Course Excellence in Volunteering Scholarship worth up to £2000. <https://www.edgehill.ac.uk/scholarships/>
- **Part-Time Work** helps pay for course fees as well as providing valuable work experience. Our Employment Adviser offers a CV checking service for part-time work and one-to-one help with finding part-time jobs and summer work in the UK and abroad. Part-time jobs are available on campus and within the local community. Go to: Search Opportunities' www.edgehill.ac.uk/careers
- **Careers Advice** is available to all students at Edge Hill and to all graduates for up to three years after graduation. Careers Advisers provide regular input during students' studies on a range of topics including 'Acquiring Graduate Employment Skills', 'Developing Quality CVs', 'Job Applications and Personal Statements', 'Interview Techniques' and 'Job Search'. Bookable, one-to-one confidential consultations with a careers adviser can be made via the website for in-depth discussions e.g. on career choice, CV/job application advice, mock interviews, changing course etc. For quick queries, students can use our 'Careers Express' drop-in service for a 15 minute slot, available all day every day from Mon-Fri. Or why not have your question answered via 'Ask a Question' www.edgehill.ac.uk/careers
- **Graduate Jobs:** The Careers Centre maintains close links with graduate employers (nationally and locally). Graduate vacancies are accessed using 'Search Opportunities' www.edgehill.ac.uk/careers

The Careers Centre is committed to promoting equality of access to education, employment, training and guidance regardless of race, religion, gender, disability, marital status, social class, age or sexual preference.

www.edgehill.ac.uk/careers

01695 584866

APPENDIX 5 - STUDENT FACILITIES

University Campuses

There are three main campus sites: **Ormskirk**, **Aintree** and **Manchester**

Location information for Ormskirk Campus, including maps and transport arrangements can be found on the university's website:

<https://www.edgehill.ac.uk/location/>

Additional information relating to the Faculty of Health and Social Care can be found on the Faculty's website:

<https://www.edgehill.ac.uk/health/about/faculty-overview/>

Car Parking

Postgraduate Education Centre, Aintree

A Pay & Display system is in operation on the site and parking is charged at £5.50 per day. Fixed penalty fines are in operation within the University Hospital grounds for illegally parked vehicles.

Ormskirk Campus

A Parking Permit system is in place and students need to formally enrol on their course and receive their student number before they can apply. Further information can be found on: <https://www.edgehill.ac.uk/sustainability/travel/car-parking/>

Manchester Campus

No car parking facilities are available for students at the Manchester premises. However, we do offer a concession rate for the Oxford Street NCP Car Park opposite St James'

Help Desks

Postgraduate Education Centre, Aintree

Normally, open between 8.30am – 4.30pm.
(Reduced opening times during July and August)
Located with the Edge Hill University building on Aintree University Hospitals site.
Tel: 0151 529 6241

Ormskirk Campus

Open between 8.00am – 5.30pm (Monday to Thursday)
Open between 8.00am – 5.00pm (Friday)
Located within the Faculty of Health and Social Care building.
Tel: 01695 657050

Manchester Campus

Open between 8.45am – 4.30pm (Monday to Thursday)
Open between 8.45am – 4.15pm (Friday)
Located within the Edge Hill University building at St James' Building, Oxford Street, Manchester, M1 6EG
Tel: 01695 650797

Smoking

Postgraduate Education Centre, Aintree

There is a no smoking policy in operation in accordance with government legislation for hospital sites.

Ormskirk Campus

There is no smoking within campus buildings and students are required to observe the no smoking exclusion zones immediately adjacent to buildings where these are indicated.

Manchester Campus

There is no smoking within campus buildings. There is a designated smoking area that students are required to observe.

Canteen/Catering

Postgraduate Education Centre, Aintree

All students are expected to access refreshment facilities within the Aintree University Hospitals main buildings. The dining room, cafes, and shops are open for extended periods on site.

Alternatively, access to the Postgraduate Education Centre kitchen is made available to students, providing they bring their own provisions. There is also a vending machine, drinks machine and water fountain within the premises.

The catering outlet at the Aintree Campus building is:
Zest Café – situated opposite the Postgraduate Centre and is normally open 8:30-2:30, Monday-Friday.

Ormskirk Campus

There are a variety of facilities located on campus, particularly within the university's Hub, opening times vary and are subject to change.

The catering outlet in the Faculty of Health and Social Care building is:

Cafe Rewind - situated on the Lower Ground floor and is normally open 8.00 am - 2.00 pm Monday – Friday.

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

For those students attending the evening, there are vending machines within the Health and Social Care building, or facilities in the university's Hub are available.

Manchester Campus

FOHSC building is ideally located within the busy Manchester City Centre, with convenient access to cafes and shops.

There are vending machines within the Edge Hill University premises.

APPENDIX 6 - GLOSSARY OF TERMS

Academic Credits: These are academic 'points'. Each module is designed to achieve a set number of points, which if used as part of a programme will lead to the achievement of an award.

RPL: An abbreviation for Recognition 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.

RP(E)L: This is an abbreviation, which stands for the Recognition 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 online 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/Practice Teachers/Teachers: 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; MSc Advanced 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 and 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.

PQL: Stands for Post Qualification Learning; 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 Postgraduate Certificate/Diploma or a Masters. However, you must be registered on a pathway before a postgraduate certificate/diploma or Masters 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 online 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.