Faculty of Education Health and Wellbeing
Institute of Health Professions

MSc Advanced Clinical Practice

ON CAMPUS COURSE GUIDE 2016/7
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About this guide
This Course Guide has been designed to help you plan your course. You are encouraged to read this Guide through now. It will be a considerable advantage to you to be familiar from the outset with the various aspects of your studies that are described. It may be that the relevance of some of the sections will not be immediately obvious. Keep it somewhere accessible, so that you can refer to it as needed.

Obviously even in a document like this we have not covered every query and problem that you might have about the course. The Course Guide should be read in conjunction with the Undergraduate Student Guide / Postgraduate Student Guide; the Student Charter; the University’s Policies and Regulations and the University Assessment Handbook documents should provide you with all the basic information that we think you will need for your period of study here.

If you find that there is something you need to know, please contact your Academic Faculty Office or local Student Centre on the details included below.

| Please enter the contact details for your Personal Tutor for your future reference: | The name of your Personal Tutor will be given to you at the beginning of your course and can be checked via e:Vision |
| Your local Academic Faculty Office is: | Sister Dora (WP) Building Walsall Campus Telephone 01902 518934 |
| Your Student Centre is: | Student Office WA Building Walsall Campus Tel: 01902 323135 E Mail: Here2Help@wlv.ac.uk |

Please note that in order to develop and improve the Course, it may be necessary on occasions to amend or revise the details given in this Course Guide. We are pleased to hear your views and welcome suggestions for ways of improving the operation of the Course.
Welcome
On behalf of the Course Management Team I should like to extend to you a very warm welcome and wish you every success in your studies at the University of Wolverhampton.

The University experience and academic success is all about the effort you put into learning and making the most of the wide range of opportunities available to you. We welcome students who are eager to think for themselves, to take control of their own learning and who are ready to get involved in developing the skills required in a highly competitive job market.

You will need to demonstrate good time management skills, independent learning, flexibility and discipline in order to achieve a study-work-life balance. We believe it is important that you are encouraged to make your own contribution to the effective operation and development of your chosen course. We are, therefore, keen to hear your views and would welcome any suggestions that you may have about ways of improving any aspect of your course and/or the student experience here at the University.

Dr Della Sadler Moore  Award Leader  email: DellaSM@wlv.ac.uk
Louise Beesley  Course Leader email: L.Beesley@wlv.ac.uk

Course Management and Staff Involved with the Course

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Building and room number</th>
<th>Telephone number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Louise Beesley</td>
<td>Course Leader</td>
<td>WP124</td>
<td>01902 518859</td>
<td><a href="mailto:L.Beesley@wlv.ac.uk">L.Beesley@wlv.ac.uk</a></td>
</tr>
<tr>
<td>Dr Della Sadler-</td>
<td>Award Leader</td>
<td>WP124</td>
<td>01902 518694</td>
<td><a href="mailto:DellaSM@wlv.ac.uk">DellaSM@wlv.ac.uk</a></td>
</tr>
<tr>
<td>Moore</td>
<td>Admissions tutor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course administration</td>
<td>Administration</td>
<td>WP building</td>
<td>01902 518934</td>
<td></td>
</tr>
<tr>
<td>External partnerships team</td>
<td>Placement queries</td>
<td>Walsall campus</td>
<td>01902 518630</td>
<td></td>
</tr>
<tr>
<td>Pauline Lim</td>
<td>Faculty Enabling tutor</td>
<td>WP109</td>
<td>01902 518868</td>
<td><a href="mailto:P.Lim@wlv.ac.uk">P.Lim@wlv.ac.uk</a></td>
</tr>
</tbody>
</table>
# Student Support in FEHW

<table>
<thead>
<tr>
<th>STUDENT ADVISORS</th>
<th>HERE2HELP STUDENT CENTRE</th>
<th>PERSONAL TUTOR</th>
<th>SKILLS FOR LEARNING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dedicated staff employed within the Faculty to support your University experience</td>
<td>Each campus has a Student Centre, commonly known as ‘Here2Help’</td>
<td>An academic member of staff will act as your personal tutor for the duration of your Degree.</td>
<td>Trained and professional staff supporting your academic work</td>
</tr>
<tr>
<td>Links to our Graduate Interns</td>
<td></td>
<td></td>
<td>Based in our Learning Centres</td>
</tr>
<tr>
<td>Pre-entry support</td>
<td>Enrolment &amp; module registration Submitting work &amp; examinations Academic regulations – one week extensions &amp; extenuating circumstances Leave of absence Student finance issues Student enabling centre Careers &amp; counselling appointments</td>
<td>Support for your academic development and progression Personal (pastoral) guidance A consistent point of contact throughout your studies. Three meetings per year.</td>
<td>Transferable support on your academic study skills: General skills guidance Academic writing support Referencing Searching for literature</td>
</tr>
<tr>
<td>General support about study and student life Guidance – referral to University services Knowledge of the Faculty and its Courses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact: <a href="mailto:FEHWSupport@wlv.ac.uk">FEHWSupport@wlv.ac.uk</a></td>
<td>City - MX building 01902 321150 Walsall - WA building 01902 323135 Log a call – e:vision helpdesk (Help&gt;contacts)</td>
<td>Check who your tutor is on e:vision Meet with your personal tutor at regular intervals Visit SAMS to book an appointment <a href="http://FEHWSams.wlv.ac.uk/">http://FEHWSams.wlv.ac.uk/</a></td>
<td>Skills for Learning website Workshops Drop-in sessions Appointments Study guides Online resources Twitter, Facebook, Skype (wlv_skills) and YouTube</td>
</tr>
</tbody>
</table>

*** Visit the Student Support homepage for more information ***

*** Also visit the Students Union Advice and Support Centre for impartial guidance **
Course Structure for Postgraduate Courses

Students will study:

**Part-time**: normally modules worth no more than 80 credits each academic year.

### Postgraduate Level 7 Year 1

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>Core</td>
</tr>
<tr>
<td><strong>7NH015</strong> Health Assessment for Advanced Clinical Practice</td>
<td><strong>7NH016</strong> Clinical Reasoning for Advanced Clinical Practice</td>
</tr>
<tr>
<td><strong>INYR</strong></td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>Core</td>
</tr>
<tr>
<td><strong>7HW108</strong> Leadership and Governance for Advanced Clinical Practice</td>
<td></td>
</tr>
</tbody>
</table>

### Postgraduate Level 7 Year 2

Students entering with an independent prescribing qualification at level 6 will be required to undertake 2 further level 7 modules during year 2 from the option list below. Those students are entering at the Post Graduate Diploma stage will complete a research module and a research dissertation or an evidence based practice project.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>Core</td>
</tr>
<tr>
<td><strong>7NH019</strong> Advanced pharmacology for non-medical prescribers (This may be commenced in semester 1 or 2)</td>
<td><strong>7NH020</strong> Advanced perspectives for non-medical prescribing practice (This may be commenced in semester 2 or 3)</td>
</tr>
<tr>
<td>Option</td>
<td>Option</td>
</tr>
<tr>
<td><strong>7HL007</strong> Elder Emergency Care</td>
<td><strong>7HL006</strong> Paediatric Emergency Care</td>
</tr>
<tr>
<td>Option</td>
<td>Option</td>
</tr>
<tr>
<td><strong>7HW060</strong> The Concept of Dementia Care</td>
<td><strong>7HW067</strong> Tissue Viability</td>
</tr>
</tbody>
</table>
About the Course
This Guide outlines the modules which are available, teaching and learning activities and assessment tasks. If there is anything you need to discuss further, please contact Louise Beesley L.Beesley@wlv.ac.uk

The educational aims of the course are: The MSc Advanced Clinical Practice has been designed to meet the needs of the health professional whose desire is to develop their clinical career to a higher level as an advanced practitioner. The course philosophy is to acknowledge your prior experience and knowledge as a health professional and subsequently enable you to fulfil your potential as a postgraduate through the development of new understanding, critical insight and advanced level academic and clinical skills. This course is open to practitioners registered with the Nursing and Midwifery Council (NMC), the General Pharmaceutical Council (GPhC) OR the Health and Care Professions Council (HCPC).
This programme will utilise a multiprofessional approach to develop the health professional’s knowledge and skills to work at an advanced level of clinical practice. The programme has been designed around the current Health Education England West Midlands (HEEWM) competency framework (2015) for a range of health professionals. The Advanced Clinical Practice Framework for the West Midlands is multidisciplinary and applies to all non-medical healthcare professionals including nurses, midwives, pharmacists and allied health professionals.

It is expected that on completion of this course you will be a recognised Advanced Clinical Practitioner (HEWM, 2015) with an expert knowledge base, complex decision-making skills and clinical competencies for expanded autonomous scope of practice, the characteristics of which are shaped by the context in which the individual practices.

You will normally have an honours degree and have been working in clinical practice for a minimum of 3 years and have evidence of studying at level 6 prior to commencing the course.

The course has been developed in response to identified and anticipated demands for increasing the number of health professionals with advanced clinical skills and critical understanding. For the award of Postgraduate Diploma you will study six 20 credit modules. This can be followed by one 60-credit Independent Project module to achieve the award MSc Advanced Clinical Practice.

**HEE WM statement:**
MSc in Advanced Clinical Practice approved and supported through Health Education England working across the West Midlands and the West Midlands Universities Advanced Practice Group

![NHS](image)

*Health Education England*

The course learning outcomes are:

<table>
<thead>
<tr>
<th>Postgraduate Certificate</th>
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<tbody>
<tr>
<td>For the award of PgC, you, the student will be able to:</td>
</tr>
<tr>
<td>1. Demonstrate a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of your academic discipline, field of study or area of professional practice with a conceptual understanding that enables the student:</td>
</tr>
<tr>
<td>• To evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.</td>
</tr>
<tr>
<td>• To develop critically the advanced health assessment skills required at an advanced level of practice.</td>
</tr>
<tr>
<td>2. Demonstrate a comprehensive understanding of techniques applicable to your own research or advanced scholarship and ability to continue to advance your knowledge and understanding, and to develop new skills to a high level.</td>
</tr>
<tr>
<td>3. Demonstrate originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline.</td>
</tr>
<tr>
<td>4. Ability to deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate your conclusions</td>
</tr>
</tbody>
</table>
5. Demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level.

6. Demonstrate the qualities and transferable skills necessary for employment requiring:
   - the exercise of initiative and personal responsibility
   - decision-making in complex and unpredictable situations
   - The independent learning ability required for continuing professional development.

### Postgraduate Diploma

For the award of PgD, you, the student will be able to:

1. Demonstrate a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of your academic discipline, field of study or area of professional practice with a conceptual understanding that enables the student:
   - to evaluate critically current research and advanced scholarship in the discipline
   - To evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

2. Demonstrate a comprehensive understanding of techniques applicable to your own research or advanced scholarship and ability to continue to advance your knowledge and understanding, and to develop new skills to a high level.

3. Demonstrate originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline.

4. Ability to deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate your conclusions clearly to specialist and non-specialist audiences.

5. Demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level.

6. Demonstrate the qualities and transferable skills necessary for employment requiring:
   - the exercise of initiative and personal responsibility
   - decision-making in complex and unpredictable situations
   - The independent learning ability required for continuing professional development.

### Masters Degree

For the award of a masters degree, you, the student will be able to:

1. Demonstrate strategic understanding of complex data from the physical and social sciences, physiology, medicine, health policy and other sources in the performance and documentation of holistic advanced health assessment skills, in order to plan
more effective care and service delivery for individuals and local populations.

2. Contribute critically to advanced practice debates through the development of advanced skills in accessing, critically appraising and evaluating the knowledge base for the purposes of informing current and future practice decisions

3. Using advanced communication skills to develop collaborative, collegiate relationships with professional and lay colleagues demonstrating comprehensive understanding of others and applying the central tenets of mutual respect, trust and interdependency within the changing boundaries of practice

4. Using advanced communication skills to develop collaborative, collegiate relationships with professional and lay colleagues demonstrating comprehensive understanding of others and applying the central tenets of mutual respect, trust and interdependency within the changing boundaries of advanced practice.

5. Demonstrate self-direction to develop advanced knowledge, advanced clinical skills and advanced levels of practice in her/his field in relation to reducing risk whilst prioritising, organising, delivering, delegating and supervising care and service delivery

6. Demonstrate self-direction, creativity and interpretative skills related to the completion of a project with its’ core focus on an aspect of healthcare in the context of improving service delivery

These will be achieved through the following learning activities:
Critical to the implementation of the MSc Advanced Clinical practice, acceptance and sustainability of this role is that ACPs are widely recognised as being consistently competent and capable in fulfilling the requirement of the role in its entirety (HEWM, 2015). Given that the ACP is expected to have a level of advanced clinical knowledge and skills, it is appropriate that assessment strategies are utilised to ensure that robust, valid and reliable Assessments are undertaken, resulting in practitioners deemed fit for purpose.

Assessment methods used will be a mixture of:
1. Assignments, exams, projects, assessing theoretical clinical knowledge
2. Objective structured clinical examinations (OSCEs)
3. Case-based presentation
4. Direct observation of clinical skills
5. Development of clinical competence portfolio

The module design of this course will enable formative assessments to be included to enhance learning. The course may enable students to gain considerable knowledge of the wider professional groups including Nurses, Pharmacists and Allied health Professional.

**Course Team**
A course leader will be available to discuss choices and progress. A group of dedicated and experienced academics who form the course team will be available for advice whilst studying modules.
**Virtual Learning Environment (VLE)**

On-line resources for each module will be made available through VLE. A ‘Course Café’ facility within the VLE enables discussion with fellow students and the module academic staff whilst the module is underway.

**Learning and Information Services (LIS)**

Face to face and on-line activities to promote study skills development and links to study support via the Learning Centres ‘skills for learning’ programme and its web pages; http://www.wlv.ac.uk/lib/skills_for_learning.aspx

Learning and information services (LIS) offer individual and group support at post graduate and degree level across our campus learning centres.

‘ASSIST’ provides real-time online librarian support available at; 
http://www.wlv.ac.uk/lib/contacts/assist.aspx

**Personal Tutor**

A ‘Personal Tutor’ will be allocated at the start of the course and will be available for personal advice both on-line and face-to-face.

**Additional Services**

The Careers and Employment Services team offer support in finding a part-time job or volunteering whilst studying and help in preparing for perhaps different work after study.

The Counselling Service offers a confidential space where you can talk to a counsellor about your concerns. Personal appointments are available on all campuses; there is a drop-in service every weekday at City Campus and on online counselling is available at www://www.wlv.ac.uk/counselling

The student financial support unit at money matters can help with advice on funds available to students.

The student enabling centre provides a comprehensive range of support for Deaf, Dyslexic and Disabled students including; screenings and assessments, guidance on gaining financial support, support services and enabling technologies. They can be contacted at students with disabilities.

Student Advisors are available within FEHW and can be accessed independently for any aspect of study or University life.

The course is accredited, endorsed or approved (depending on the professional body requirements) The completion of some of the modules within this course will lead to registration with the General Pharmaceutical Council, Nursing and Midwifery Council or Health and Care Professions council.

**Contact Hours**

At University, the term ‘contact hours’ is used very broadly to refer to the amount of time that you spend learning in contact with teaching or associated staff, when studying for a particular course. This time provides you with support in developing your subject knowledge and skills, and provides opportunities to develop and reflect on your own, independent learning.
Contact time on this course will be based on your interaction with staff in some or all of the following situations: lectures, seminars, tutorials, demonstrations, practical classes and workshops, project supervisions, fieldwork, external visits, one-to-one sessions and discussions, interaction by email and other electronic or virtual media and situations where feedback is given on assessed work.

During your study this interaction takes place with academic (teaching and research) staff, teaching assistants, technical and specialist support staff, employers and others.

Alongside contact time, private and independent study is therefore very significant. This is the time that you spend learning without direct supervision from, or contact with, a member of staff. Your independent study time will include background reading, preparation for seminars or tutorials, follow-up work, wider practice, the completion of assignments, revision and others.

**University Academic Calendar**

*University Academic Calendar*

**Timetables**

Timetabling information is available to you through the following:

1) Using the teaching timetable where you can search for and view all modules online at [www.wlv.ac.uk/timetable](http://www.wlv.ac.uk/timetable).
2) Once you have completed your module registration, a more personalised timetable showing only those modules which you are studying will be available for you to view through your e:Vision page.
3) For more general information about timetabling and teaching rooms use the Central Timetabling Unit webpages at [www.wlv.ac.uk/ctu](http://www.wlv.ac.uk/ctu).

**Student Voice**

The Student Voice is a partnership between the University and the Students' Union, put in place to make sure students' opinions/feedback are heard at every level of university governance, from course level to the University’s governing body.

The main positions within the Student Voice are Course Reps, who are volunteer students on every course. They have meetings with lecturers on a regular basis, highlighting both positive and negative feedback to Heads of Department or lecturers within their course. Faculty Reps are elected during the Spring Elections and have meetings with Senior Management within their Faculty. They are an essential link between Course Reps, the Students’ Union and management within each Faculty. To find your Faculty Rep: [Faculty Representatives](http://www.wlv.ac.uk/ctu).

If you ever wanted to get involved with the student voice, or need more information please contact the Engagement Team in the Students’ Union – [Student Voice](http://www.wlv.ac.uk/ctu).

For independent advice and guidance on all matters related to being a student eg. academic, finance, and housing issues, contact the Students’ Union’s Advice and Support Centre by telephone or e-mail [Advice and Support](http://www.wlv.ac.uk/ctu).

**Responding to Student Feedback “You said/We did”**

As this is a newly validated Masters level programme we have had no formal feedback to date. However, as a Faculty, we actively encourage student feedback regarding individual
modules and the overall course structure and we will be providing feedback and evaluation opportunities throughout the first year of this new MSc programme.

**Student Charter**

The University's [Student Charter](#) has been developed primarily by the Students' Union and informed by student views. The Charter is not a contract, nor is it intended to be legally binding; it is a set of shared expectations which establishes the values and standards we are seeking to promote across all of our learning community. The Charter seeks to apply to all students on all courses and reflect our normal expectations of your experience at University. On occasions different types of study and interactions will mean necessary variations from time to time. However, what is important to us is that, whatever you are studying, your experience is a great one.

**Engagement**

The University recognises that you have made a significant investment in both time and money in choosing to study for a degree. The University is committed to helping you fulfil your potential. Your engagement with the study materials, and participation in the sessions, activities and assessment tasks are very important in ensuring that you are able to do so.

Your engagement will help you to:

- Understand the subject area you are studying;
- Acquire and develop the skills and knowledge needed to ensure success;
- Prepare for assessment tasks;
- Learn from and with your fellow students;
- Receive feedback from your tutors on your progress;
- Fully participate in sessions, forums, seminars and other activities;
- Develop your communication skills.

If you are unable to participate in any of the activities or sessions please let your tutor know that you are unable to do so. He/she will then be able to give you advice on what was dealt with during the session or activity, and what you need to do to catch up. Please do remember how important engagement and participation is to your success. You may be required to sign an attendance register at lectures so that we may monitor engagement. You are encouraged to engage with the University’s Virtual Learning Environment (VLE) and Student Management System, further details of how to access these can be found [here](#).

Contact time with teaching and associated staff is available to help shape and guide your studies. The term 'contact hours' refers to the amount of time that you spend learning in contact with teaching or associated staff, when studying your chosen course. The number of contact hours on a course is influenced by the subject, as well as how and where you are studying. Academic staff should make it clear how many hours contact time you should receive, and what these hours are at the beginning of the course/module.

**The Wolverhampton Graduate**

The experience of studying at University is about much more than just gaining knowledge and understanding of a subject(s), it is also about developing additional skills and capabilities that you can take with you into a wide range of different settings. Sometimes it can be difficult to explain to others what you have done and achieved. The following Graduate Attributes will help you think about the knowledge and skills you have gained
and how these can be presented to prospective employers and/or other interested parties. This is not an exhaustive list and you will need to reflect on what you can personally demonstrate that is appropriate for different settings and contexts such as job interviews. You will also have formed your own opinion about what going to university means to you and how you think you have developed.

While at university you will have the opportunity to:

1. acquire, generate, interrogate and apply knowledge from a wide range of sources,
2. develop research skills to enable analysis, synthesis, understanding and evaluation of data and information.
3. demonstrate self-discipline and organizational skills by meeting deadlines, and taking responsibility for your own development and learning
4. present ideas clearly in an informed and persuasive manner to a variety of audiences.
5. be innovative, creative and enterprising work collaboratively, whilst acknowledging, respecting and engaging with the views of others in a constructive and empathetic manner
6. draw on professional advice and feedback to reflect on and improve your own learning and professional practice;
7. prepare for the world of work through engagement with real life situations, briefs and problems
8. engage with new ideas and ways of working as an active member of the communities in which you study, live and work.

**External Examiners**
Professor Janet Marsden External Examiner – module and award

External Examiners play a key role in helping the University to ensure that our standards are comparable with other institutions in the sector and are consistent over the years and that our assessment processes and regulations treat all students fairly and equitably. It is not part of their remit to communicate with individual students (it is to be noted that students are given access to External Examiner reports in their entirety via the Modules and Programmes page on e-vision in line with the HEFCE Publication 06/45 and some students may have the opportunity to meet with externals if they visit placement areas or attend for planned meetings or assessment). Students are therefore reminded that they must not make direct contact with External Examiners in respect of their assessed work or performance. Any student issues should be relayed either directly to the Module or Course Leader.

**Academic Regulations**
This course follows the University’s academic regulations. A full version of these regulations can be found on the University web page for Policies and Regulations. These regulations govern your course and will be binding on you. It is, therefore, important that you read and become familiar with them. If you have any questions regarding the regulations you should raise your query by logging an e:Vision Helpdesk call.
Exam Regulations
The University also have regulations that specifically cover examinations. [Examination Regulations](#)

The maximum period over which an award may be studied is detailed in the regulations appropriate to your course. Typically these are:

### Postgraduate and Masters Awards

<table>
<thead>
<tr>
<th>Part Time Students</th>
<th>Normal</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters Degree</td>
<td>3 years</td>
<td>4 years</td>
</tr>
<tr>
<td>Postgraduate Diploma</td>
<td>2 year</td>
<td>3 years</td>
</tr>
<tr>
<td>Postgraduate Certificate</td>
<td>1 year</td>
<td>2 years</td>
</tr>
</tbody>
</table>

Please be aware that to be eligible to continue on your course you must pass at least one module in your first year of study.

The above maximum registration periods do not include time away from study approved under [Leave of Absence](#) procedure (see below)

**Exemption**

Exemption will be sought from the following postgraduate regulations

P.3.5 Section B.5 If you have already gained a post graduate diploma and have met all of the requirements of practice you may be eligible to enter the course and study a research module and dissertation. This means that you will be able to apply for Recognition of Prior Learning for more than 50% of the course credits.

A.3.7 The course may be delivered outside of the usual academic calendar in order to complete all components including practice.

**Course Information**

**Reference points**

Quality Code - [Part A: Setting and Maintaining Academic Standards](#).

Including:

Qualifications Frameworks

Characteristics Statements

Credit Frameworks

Subject Benchmark Statements –

Quality Code - [Part B: Assuring and Enhancing Academic Quality](#)

University Policies and Regulations

[Equality Act (2010)](#)

University of Wolverhampton Strategic Plan (2012 – 2017)

[University of Wolverhampton examination regulations (2013)](#) University of Wolverhampton under-graduate taught regulation (2012 onwards)

[Health Education England (West Midlands ) 2015](#)
**Personal Tutor**
When you join the University you will be given a Personal Tutor. This information can be found in your e-vision homepage. Your personal tutor is someone who can offer you guidance and advice, this could be about your course, and any other aspects that affect your study. In order for personal tutoring to be a beneficial and meaningful relationship for you, you need to communicate with your personal tutor.

**Academic Misconduct**
We take pride in the academic integrity of our staff and students but when academic misconduct is suspected the University will take action. The University considers seriously all acts of academic misconduct, which by definition are dishonest and in direct opposition to the values of a learning community. If not challenged, academic misconduct will ultimately devalue our academic standards and undermines the honest efforts on the part of our staff and students.

Academic misconduct includes plagiarism, collusion and cheating and may be deliberate or unintentional. Whatever form it takes, it will be thoroughly investigated and penalties will be applied if proven.

**Support for Students**
The University and the Students’ Union believe that many incidents of academic misconduct can be avoided by increasing students' knowledge and skill.

A variety of support mechanisms are in place to help students succeed and avoid academic misconduct:

- Visit the Learning Centre or our study skills support website at [www.wlv.ac.uk/skills](http://www.wlv.ac.uk/skills)
- Download the Students' Union guide to Avoiding Academic Misconduct ("Write Right") - available from the [Student's Union website](http://www.wlv.ac.uk/skills);
- Book a Skype appointment with study skills adviser or join the online chat service ASSIST - through the Learning Centre “Skills for Learning” website.
- Contact your personal tutor or module leader.

Remember – there is help available if you need it.

**Defining Academic Misconduct**

**Cheating**
Cheating is defined as any attempt to gain unfair advantage in an assessment by dishonest means, and includes, for example, all breaches of examination room rules, impersonating another student, falsifying data, and obtaining an examination paper in advance of its authorised release. Cheating attracts the University’s most severe penalties.

Other common examples of cheating would include –

- Being in possession of “revision notes” during an examination
- The purchase or commission of assignments from others
- Theft of other students’ work
- Prohibited communication during an examination
**Plagiarism**

Plagiarism is the act of taking someone else’s work and passing it off as your own. This includes incorporating either unattributed direct quotation(s) or substantial paraphrasing from the work of another/others. It is important to cite all sources whose work has been drawn on and reference them fully in accordance with the referencing standard used in each academic Faculty.

The most common forms of plagiarism are –

- Cut or copied and pasted materials from websites
- Copying the work of another student (past or present) including essays available through “essay bank” websites – or other data.
- Copying material from a text book or journal

When you’re using other people’s work or ideas it is important to engage with their work critically. You can quote, paraphrase, summarise or critically review – but you must always provide appropriate references.

**Collusion**

Collusion is when two or more people combine to produce a piece of work for assessment that is passed off as the work of one student alone. The work may be so alike in content, wording and structure that the similarity goes beyond what might have been coincidence. For example – where one student has copied the work of another, or where a joint effort has taken place in producing what should have been an individual effort.

Collusion should not be confused with the normal situation in which students learn from one another, sharing ideas and group work to complete assignments (where this is specifically authorised).

**Plagiarism Detection**

In concert with the skills and experiences of academic staff the University will utilise electronic tools such as Turnitin to detect plagiarism. Turnitin is the software currently subscribed to by the University.

At Undergraduate level the University will require that all final year projects and dissertations are submitted to Turnitin for analysis. At postgraduate level the University will require that all dissertations (or similar) are submitted to Turnitin for analysis.

Students are required, where appropriate, to make a declaration as the authenticity and originality of any submitted piece of work. This declaration also authorises the University to request and require students to provide an electronic version of any submitted assessment for checking work via Turnitin where plagiarism is suspected.

**Penalties**

Where an offence is admitted, or a panel decides that cheating, plagiarism or collusion has occurred, a penalty will be imposed. There is a cumulative range of penalties which will be applied to any continuous period of registration for study with the University. The severity of the penalty will vary according to the nature of the offence and the number of previous offences. Penalties range from failure of the assignment under investigation to exclusion from the University.
Full details about the University's policy on Academic Misconduct, regulations and procedures, investigation of academic misconduct or to make an appeal or a complaint are available on the conductandappeals website.

**Anonymous Marking**

Anonymous marking is the process undertaken to avoid the possibility of bias through the assessment and marking process. To this end, wherever possible, the identity of students should not be apparent to markers and work should only be identified by student number. Where the method of assessment does not allow anonymous marking, (e.g. dissertations, presentations, oral examinations, practical examinations), alternative methods of marking to mitigate the possible effect of bias will be explained to you.

When submitting assessments in hard copy, you are asked to use your personalised bar-coded coversheet and ensure that you record only your student number in the header or footer of your piece of work.

**Where to get help with your course**
Student Support
If you encounter any issues (personal or academic) the following diagram directs you to the appropriate department or staff member.

Administration queries:
- enrolment
- extensions
- extenuating circumstances
- Leave of Absence
- Course transfer, etc
  eVision helpdesk or your Student Centre

Academic and Course related queries
- Personal Tutor
- Course Leader
- Head of Department (by email)

Module related queries
- Module guide (on WOLF)
- Module Leader or Tutor

Support for Study Skills
- W: www.wlv.ac.uk/skills
- E: skills@wlv.ac.uk
- T: 01902 32(2385)

IT Problems
- W: www.wlv.ac.uk/ITServices
- T: 01902 32(2000)

Who to Contact for help when you are studying on campus

Financial advice
- W: www.wlv.ac.uk/moneymatters
- E: money@wlv.ac.uk
- T: 01902 32(1070)

Careers & Employment Centre
- W: www.wlv.ac.uk/careers
- E: careers@wlv.ac.uk
- T: 01902 32(1414)

Special Needs (Students with disabilities)
- Special Needs Tutor
- or
- Student Enabling Centre
- W: www.wlv.ac.uk/sec
- E: sec@wlv.ac.uk
- T: 01902 32(1074)

Personal Issues
- Personal Tutor (see eVision for details)
- University Counselling Service
  W: www.wlv.ac.uk/counselling
  E: counsellingservices@wlv.ac.uk
  T: 01902 32(2572)

Independent academic, financial, international and housing advice
- Students' Union Advice and Support Centre
  W: www.wolvesunion.org/advice
  E: advice.wolvesunion@wlv.ac.uk
  T: 01902 32(2038)

Extensions, Extenuating Circumstances and Leave of Absence
The University wants all students to do their best. You are expected to take responsibility for your own learning and we know students perform best if they participate in all activities associated with their modules.
Very occasionally something may happen suddenly which is beyond your control and this will prevent you from attending an examination (or other test) or completing an assessment by the due date. Common reasons for needing additional help are poor health or a death in the family – although other reasons may apply.

Extensions - for some assessments there may be the option to apply for a short term (maximum 7 days) extension if you are experiencing difficulties in completing your work on time. You should apply for the extension via your e:Vision account on or before your assessment date and provide supporting evidence to your Student Centre. On receipt of the evidence your claim will be assessed and you will be notified by e-mail if your extension has been approved and your revised submission date. Further details can be found here.

Extenuating Circumstances – claims for extenuating circumstances are also submitted via your e:Vision account on or before your assessment date and again evidence to support your claim must be provided to your Student Centre. Claims for Extenuating Circumstances tend to be for more serious matters and if your claim is accepted then it enables you to take the assessment at the next available opportunity without penalty. If you have any queries regarding either of these processes then please log a call on the e:Vision helpdesk.

Leave of Absence - in more extreme cases of potential prolonged absence you might consider a temporary leave of absence. Students may temporarily suspend their studies a semester at a time (and up to a maximum of four semesters). You can apply for a Leave of Absence via e:Vision but we would strongly recommend that you get advice from your Personal Tutor, your Student Centre or the Students’ Union, particularly regarding the financial implications, before taking this step.

Taking a Leave of Absence can ensure that you have the time away from your studies you need, but it is important you understand all the implications. There are plenty of people who can advise you before you make your decision:

- Your Student Centre (either in person or you could log an e:Vision Helpdesk call).
- The Students’ Union Advice and Support Centre.
- Student Advisors in your Faculty.
- Your Personal Tutor.
- The International Support Team (based in MX Student Centre, City Campus).

Please consider before taking a Leave of Absence

- If you’re a full-time student, you could consider switching to part-time mode as an alternative.
- While on a Leave of Absence you won’t have access to University premises or resources or participate in any assessment.
- If you take a Leave of Absence after you have enrolled but before completing your module, any summative (graded) assessment submitted will be carried forward and will contribute to your assessment result for that module when you return, provided the same assessment requirements remain.

Financial impact
You should consider the implications of taking a Leave of Absence will have on your funding and finances. On approval of your Leave of Absence you must ensure that you
are fully aware of the fee implications on your return to the course, as fees may be due again for the modules that you were studying when the leave of absence was agreed.

However, your individual circumstances will affect your right to funding so it is important that you seek advice from the Students’ Union Advice and Support Centre – who will also be able to advise you about the impact of any benefit entitlement.

You will not be entitled to Council Tax exemption whilst on a Leave of Absence.

**Your tuition fees**
In accordance with the University’s fee liability policy, you will be liable for any fees due dependent on the date that you officially apply for Leave of Absence.
If you are a full-time undergraduate UK student, tuition fees are due as follows:
- Attendance in Term 1 = 25% of the tuition fee is due.
- Attendance in Term 2 = 50% of the tuition fee is due.
- Attendance in Term 3 = 100% of the tuition fee is due.
If you are a part-time student, your fee liability is dependent on the number of modules registered in any period.

If you are an international student we take into account the fact that you will have paid a non-refundable deposit and your fee liability points will be at the start of the first term and third term (remainder of fee). We recommend you seek guidance on this from the International Student Support team in MX Student Centre.

**Health & Safety issues**
Specific procedures relating to your course will be explained to you during induction and at appropriate points throughout the course. The University can accept no responsibility for any injury sustained through a student’s negligence, misuse of equipment or disregard of instructions. You must observe all instructions regarding accident and fire prevention. All accidents must be reported immediately to a member of staff and will be recorded on an accident report form.

If you have a medical or other condition which may endanger yourself or others in a particular situation you must inform the member of staff present, and also discuss the condition beforehand with the Faculty Enabling Tutor.

Fire notices, exits and assembly points are posted in all teaching rooms and around the buildings. Procedures to be observed when the alarm sounds are to leave as quickly as possible in a quiet and orderly manner and to assemble at the appropriate point. Do not attempt to re-enter the building until you are told it is safe to do so. You may need to show your identity card on entry to the building so ensure you have it with at all times.

**Health and Wellbeing whilst using your computer**
As a student you will be using a computer for the majority of your study. The guidelines below are to promote good health and wellbeing in relation to your computer use.

**Set-up and space**
Ensure you have a comfortable working area where you can have adequate space for your keyboard, mouse, monitor or laptop/mobile device and that you are in a comfortable seated position. Try to prevent eye strain by ensuring you have good lighting, adjusting your monitor to prevent glare and by cleaning your monitor regularly. If you are using a
laptop for any extended length of time try to use an external mouse to prevent continued use of a laptop mouse pad which can cause strain injuries.

Taking a break
You should take regular breaks away from the screen. One to two minutes away every thirty minutes can be most effective, with regular longer breaks every couple of hours. Physically moving away from the screen and working area will also allow for important stretching and increasing circulation as well as reducing eye strain from looking at the screen.

Progression for Further Study
Please see the [CPD website](#) for further courses

Alumni

_We're proud of your success. Be proud of your connection with us._

Once you complete your studies you will continue to be part of the University of Wolverhampton academic community as one of our ever growing alumni community. The WLV Alumni Association is a university-wide association bringing together Wolverhampton graduates.

For further information on Graduation and Alumni please visit our [Alumni](#) website.