



INDUCTION AND WELCOME HANDBOOK

MASTERS OF PUBLIC HEALTH (Distance Learning)

OCTOBER 2020



WELCOME TO THE UNIVERSITY OF WOLVERHAMPTON

Thank you for choosing the University of Wolverhampton to study for the Masters of Public Health (Distance Learning). We are delighted to share this important journey with you and we will do our best to support you to complete this distance learning programme successfully. We hope you will have a good learning experience with us.

We have created a pack with some useful information to help you navigate through your journey with us. The pack contains the essential information you need about the MPH programme, course enrolment, module registration, contact details and the support available to you as a distance learning student. We also included references to websites and documents to provide more details that you may be interested in. We hope that you will make time to read this pack and we welcome any queries you may have throughout the course of your study.

Finally, I look forward to meeting you at our induction meetings.

With best wishes,

Dr. Jennifer NW Lim
Award Leader



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1. MASTERS OF PUBLIC HEALTH (MPH)

The Masters of Public Health award (MPH) at the University of Wolverhampton is an internationally recognised qualification in Public Health. The educational aims of this programme are informed by the Public Health Skills and Career Framework and the UK Faculty of Public Health. This programme is therefore designed to equip students with the skills to:

- Conduct an assessment of population health and well-being within an international context
- Assess best evidence and evaluate public health interventions
- Review policy and strategic developments and implementation
- Develop strategic leadership and collaborative working
- Develop public health intelligence within a national and international context
- Facilitate health improvement and health protection strategies to ensure public health and social care quality.

2. MODE OF STUDY: DISTANCE LEARNING

This is a distance learning degree. Students on this programme access their lecture materials online via a web interface called CANVAS, which is the University's VLE (virtual learning environment). You will have access to CANVAS once you have enrolled onto this programme. All communication in this programme will be carried out electronically over CANVAS and university emails.

3. COURSE STRUCTURE

This is a 2-year part-time programme, made up of 7 core modules, running across two academic years, starting from September to August. There are three semesters in an academic year. Semester 1 starts in September, Semester 2 in February and Semester 3 in May. Students take one module per semester throughout the 2-year programme. In the second year, students will also be conducting a research dissertation project spanning the 3 semesters. Module assessment includes essay, portfolio and report. All modules, except the Research Dissertation module, hold 20 credits per module. The Research Dissertation module holds 60 credits.

Public Health Epidemiology and Statistics (7HW080)

Two broad themes of health inequalities and global health differences underpin the module. Contemporary public health and epidemiological priorities are explored from a life course perspective.

Social Perspectives on Health and Health Policy (7HW013)

The module introduces students to the sociological perspectives needed to understand current health issues and health policy.

Advanced Research Skills (7HW012)

You will acquire practical skills for the design and conduct of research studies, including data collection and analysis.



Health Protection Health Improvement (7HW081)

This module aims to explore the inter-relationship between the protection of public health (the control of communicable diseases) and the improvement of public health through health promotion strategies.

Leading Transformation and Change (7HR006)

The number one organisational challenge is to bring about beneficial change through organisational transformation and effective change leadership.

Assessing the Health Needs of Population (7HW011)

Health needs assessment is a systematic method for reviewing the health issues facing a population leading to agreed priorities and resource allocation that will improve health and reduce inequalities.

Research Dissertation (7HW082)

The outcome of the module is to complete an independent project based on the research plan developed for 7HW012.

4. ENROLMENT AND ENROLMENT PROCESS

Section 3 of the Academic Regulation detailed the enrolment requirements:

- 3.3.1 Students are responsible for ensuring that they are fully enrolled on the correct course by the course commencement date. Students may be admitted later than the course start date provided they are enrolled no later than the start of the third week of teaching according to the academic calendar.
- 3.3.2. Students not fully enrolled by the third week of teaching may be de-registered from their course.
- 3.3.3 All new students will be required to provide evidence of their identity and relevant qualifications as part of the enrolment process

Please **log into your E:Vision account** using your student number and follow the steps as instructed. Part of this process will involve creating an IT account. If you have forgotten your password you can get this reset with IT Services by calling 01902 32 2000 or email to itsupport@wlv.ac.uk.

A diagrammatic of the enrolment process (steps) is provided here. Follow the process below to enrol onto the programme:



Steps to enrol in E:Vision:

Log into E:Vision at smsweb.wlv.ac.uk with your 7 digit student number and the same password created to make an application.

e:Vision Login

Sign in with your login details.

Staff / Student Number

Password

Login

[Forgotten your password?](#)

Student Home Page

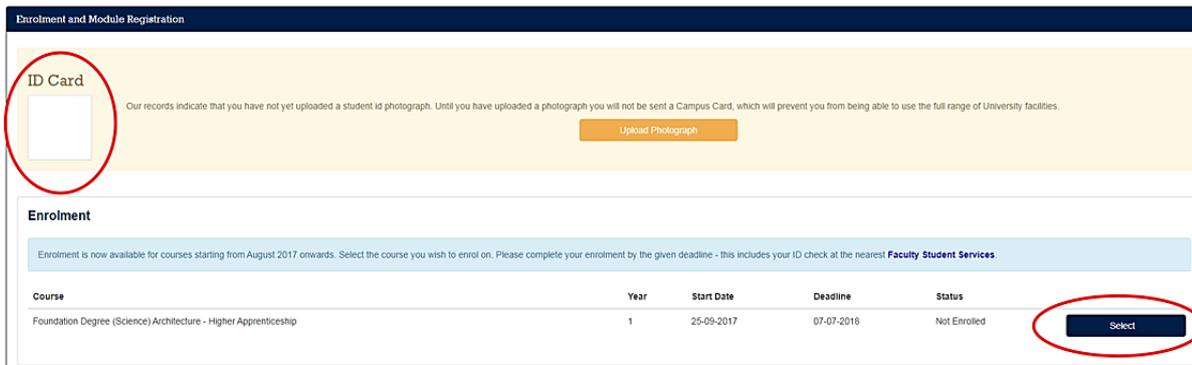


Notices

Enrolment	Module Registration	Graduation
Module Results	Assessment, Extenuating & Extensions	Official Letters
Accommodation	Library	

1. Upload a photo for your ID card.
2. Register your IT Account.
3. Check the details are correct.
4. Click the 'Select' button by your course.
5. Work through all enrolment tasks.

Steps 1-2



ID Card

Our records indicate that you have not yet uploaded a student id photograph. Until you have uploaded a photograph you will not be sent a Campus Card, which will prevent you from being able to use the full range of University facilities.

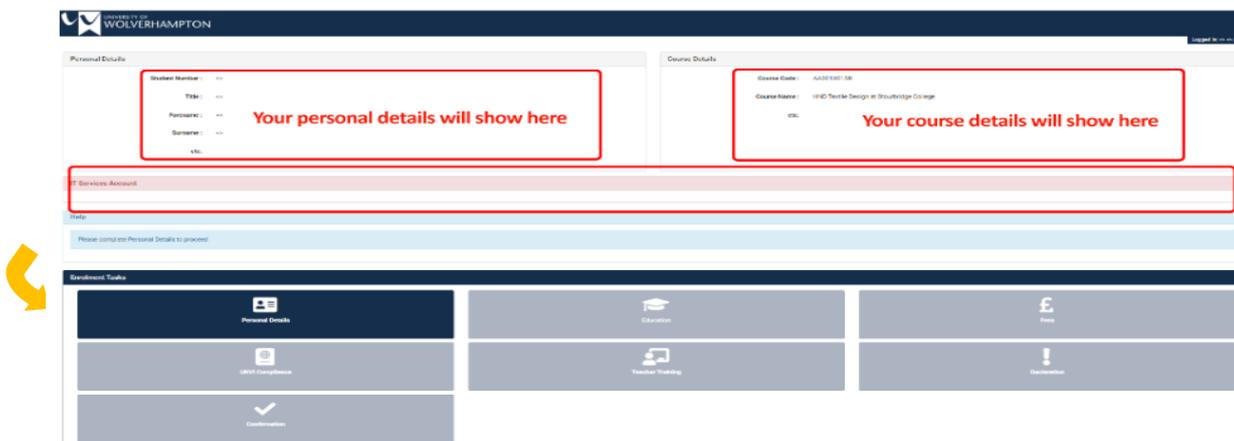
[Upload Photograph](#)

Enrolment

Enrolment is now available for courses starting from August 2017 onwards. Select the course you wish to enrol on. Please complete your enrolment by the given deadline - this includes your ID check at the nearest **Faculty Student Services**.

Course	Year	Start Date	Deadline	Status	
Foundation Degree (Science) Architecture - Higher Apprenticeship	1	25-09-2017	07-07-2018	Not Enrolled	Select

Steps 3-5



Personal Details

Student Number: ...
 Title: ...
 Postname: ... **Your personal details will show here**
 Surname: ...
 VSL: ...

Course Details

Course Code: A0001001-001
 Course Name: 1st HD Textile Design in Shrewsbury College
 VSL: ... **Your course details will show here**

IT Services Account

Please complete Personal Details to proceed

Enrolment Tasks

- Personal Details
- Education
- IT Services Account
- Library
- Accommodation
- Assessment



5. MODULE REGISTRATION

After you have completed your enrolment, the next step is to register the modules you will be studying on E:Vision. If there is any issue at this stage, please log a help call in E:Vision and direct the call to Student Records. Students will be required to confirm registration of relevant core module(s) beginning the semester. The module(s) for each semester is shown in the table below. (Note: For 7HW012, you should enrol for the 7HW012 which is running in Semester 3.)

YEAR	SEMESTER	PERIOD	MODULE (CREDIT)	MODULE TITLE
Year 1	Semester 1	Oct – Feb	7HW080 (20)	Public Health Epidemiology and Statistics
	Semester 2	Mar – June	7HW013 (20)	Social Perspectives of Health and Health Policy
	Semester 3	June – Sept	7HW012 (20)	Advanced Research Skills
Year 2	Semester 1	Oct – Feb	7HW081 (20)	Health Protection and Health Improvement
	Semester 2	Mar – June	7HR006 (20)	Leading Transformation and Change
	Semester 3	June – Sept	7HW011 (20)	Assessing Health Needs of Populations
	Semester 1 - 3	Oct – Sept	7HW082 (60)	Research Dissertation

6. CANVAS: VIRTUAL LEARNING ENVIRONMENT (VLE)

6.1. Enrolment onto the MPH DL course

Once you have registered onto this course on e-vision, you will be able to login onto Canvas, the University's VLE, where all the learning and teaching activities for this course are conducted. All Students are automatically enrolled into the "Student, Help and Guidance Course" in Canvas and here, you will find information to assist you with using Canvas, which also includes screen shots, videos and written explanations.

After you have familiarise with Canvas, you are to visit your MPH course space – here, your Award Leader, Dr. Jennifer Lim has a welcome message, an instruction to complete an ice-breaker exercise and guidance about this programme.

If you have problem with login on Canvas, please contact IT Services on 00 44 (0) 1902 322000 or logging in a helpdesk call (see Item 12, page 10).

6.2 Enrolment onto modules

Students have to enrol and register onto the modules they are taking each academic year on E:vision. There should be three modules namely 7HW012*, 7HW013 and 7HW080 in the first academic year; and four modules (7HW011, 7HW081, 7HR006 and 7HW082) in the second year. If any modules are missing please get in touch as soon as you can – our Student Records team



will be able to register a missing module for you if there is a problem. Students are responsible to enrol the correct modules on e-vision (see item 5 above).

Unless you have enrolled onto the module(s) on e-vision, the module(s) will not appear on the canvas dashboard. Only after a module is registered by the student on e-vision, will the module appear on their canvas dashboard. A couple of weeks before teaching starts, your module leader will publish the contents which students will then be able to access the contents.

Access at www.canvas.wlv.ac.uk or Download the Canvas app. [Video Introduction to Canvas](#) for Partner and Distance Learning Students. If you have any problem with module enrolment or canvas access, please email your award leader and she will follow this up for you.

7. INFORMATION ABOUT GRADING AND PROGRESSION

A pass grade for postgraduate modules is 50%. Students have a further two attempts to submit their assessment if they fail at first attempt; a second attempt (resit) and a final attempt (retake). There will be fee implication for retaking of a module.

Sections 4.3.3 and 4.3.4 of the University of Wolverhampton Academic Regulation 2018-19 stipulate that:

- 4.3.3 Students who fail a module at the first attempt ... will be permitted to attempt the failed summative assessment task(s) once more. This resit attempt must be taken within the academic year the module was studied, unless valid extenuating circumstances are approved.
- 4.3.4 Students who successfully resit a failed summative assessment will be awarded a pass (50% at Postgraduate) for this resit attempt. The overall grade for a module, where a student successfully resits a summative assessment, will be calculated on the basis of the grade achieved in the assessment passed at the first attempt and the pass awarded for the successful resit

8. ACADEMIC CALENDAR

The Academic calendar at <https://www.wlv.ac.uk/about-us/academic-calendar/> shows the dates for the teaching weeks, assessment week, resubmission week and holidays. Students are advised to take note of the start date for each semester to avoid missing the start of their lesson online.

9. GETTING STARTED, SERVICES AND SUPPORT

Further information about how to get started now that you have registered on the programme, visit www.wlv.ac.uk/study-here/online-distance-learning. (see picture below) Here, you will



also find details about the various services and support you have access to as a distance learner.

10. UNIVERSITY EMAIL ADDRESS

Finally, students are encouraged to forward their WLV emails to your personal email account if you do not intend to regularly check and use your @wlv.ac.uk email address created with your IT account. Instructions on how to do this can be found here:

<http://www.wlv.ac.uk/study-here/online-distance-learning/starting-out/>

ALWAYS use your university email address - or email via Canvas - for all your communication.

11. USE OF THE LIBRARY

Please see the following links which may be helpful once you have enrolled.

There is a scheme called SCONUL Access <https://www.sconul.ac.uk/sconul-access> which enables students to use the libraries of other Universities, particularly if they are part-time or distance learning students. The link explains the system, lists the institutions which are members of the scheme and applications to join can be made online.

To join the SCONUL scheme students will need to have a University of Wolverhampton ID card. We have a library webpage with advice for students based off-campus which should be useful to your students <http://www.wlv.ac.uk/lib/info/off-campus-learners/>. If you have any questions do not hesitate to get in touch.

There is further information regarding studying online at the following links:

<http://www.wlv.ac.uk/study-here/online-distance-learning/>

<http://www.wlv.ac.uk/study-here/student-support/study-support-at-a-distance/>

Referencing format

Cite them Right and Harvard Referencing information can be found at:

<http://www.wlv.ac.uk/lib/skills-for-learning/referencing/>



12. IMPORTANT CONTACT DETAILS

1) Award Leader

Dr Jennifer Lim, JenniferNW.Lim@wlv.ac.uk

2) Course Partnership (administrator)

Mr. Andrew Amison, FEHWCollaborative@wlv.ac.uk Andrew provides the following support:

- Administrative support for the MPH Distance Learning award such as
- Support with enrolment.
- Point of contact for general queries / signposting

3) Module Leaders

Each module in your course has a leading member of staff who will be delivering the module online. Students are advised to engage with the module leader during their lesson and to obtain module leader's support relating to the academic matters relating to that module.

7HW080 – Dr. Antony Stewart, Antony.Stewart@wlv.ac.uk

7HW013 – Dr. Marc Chrysanthou. M.Chrysanthou@wlv.ac.uk

7HW012 – Ms. Chris Lyle, C.Lyle@wlv.ac.uk

7HW081 – Ms. Deborah Richardson, Deborah.Richardson@wlv.ac.uk

7HR006 – Associate Professor Jenni Jones, Jenni.Jones@wlv.ac.uk

7HW011 – Dr. Antony Stewart, Antony.Stewart@wlv.ac.uk

7JW082 – Dr. Jennifer Lim, JenniferNW.Lim@wlv.ac.uk

4) The Helpdesk, including student services

For any queries relating to issues with enrolment, module registration, e:Vision, leave of absence or anything at all to do with the administrative side of your course, you can log a 'Helpdesk call' at any time through your e:Vision account:

How to log a 'Helpdesk call':

1. Log into e:Vision
2. Click on Help from the top menu
3. Select the appropriate team for your query
4. Write and submit your query

You helpdesk call will be directed to the relevant department. The response time for a helpdesk call is 40 working hours.

If students need to talk to a student advisor, the Student Services' opening hours are Monday to Friday from 8.45am until 5.00pm. Students can call through directly to Student Services between the opening times on 01902 518800. If students have an urgent enquiry, please contact



the Student Services' direct number during our opening times rather than logging a help desk call.

6) Personal Tutor

A personal tutor will be assigned to you for the duration of your course. If you wish to take leave of absence, withdraw, or need extensions/extenuating circumstances, this should be discussed with your personal tutor. For the MPH by Distance Learning, your personal tutor is Dr. Jennifer Lim - JenniferNW.Lim@wlv.ac.uk

Application for leave of absence as well as a return after leave of absence and withdrawal has to be submitted on E:Vision. An email application is not acceptable or processed. Failure to do so will result in academic and financial implications.

7) IT Services

If you need the IT Services for technical support, the telephone number to call is ++ 44 (0) 1902 32 2000 or email to itsupport@wlv.ac.uk.

8) Head of Department (Public Health)

Dr Ranjit Khutan – r.khutan@wlv.ac.uk

13. ADDITIONAL RESOURCES

Students can request specialist mental health and wellbeing support, via an online registration form: <https://www.wlv.ac.uk/current-students/student-support/mental-health-and-wellbeing-advice/mental-health-and-wellbeing-registration/>

Download a copy of the [University Academic Regulations 2019-20](#).

Information regarding extenuating circumstances can be found at: <http://www.wlv.ac.uk/study-here/student-support/counselling/extenuating-circumstances/>

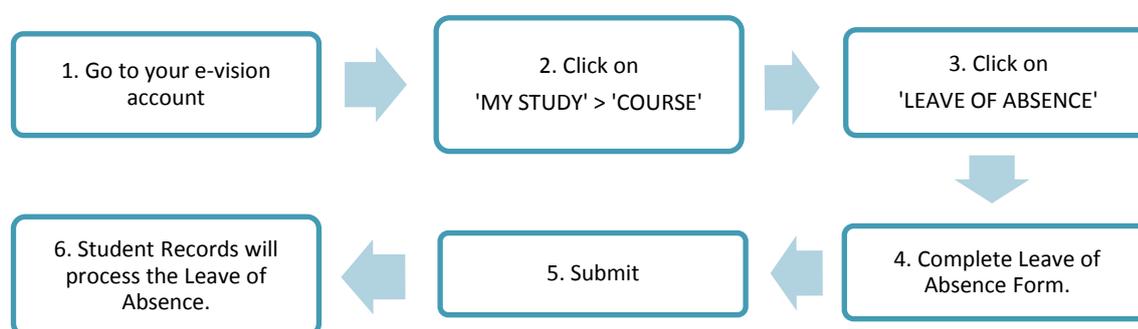
Information regarding academic misconduct can be found at: <http://www.wlv.ac.uk/current-students/conduct-and-appeals/academic-misconduct/>



14. COURSE ADMINISTRATION (IN EVISION)

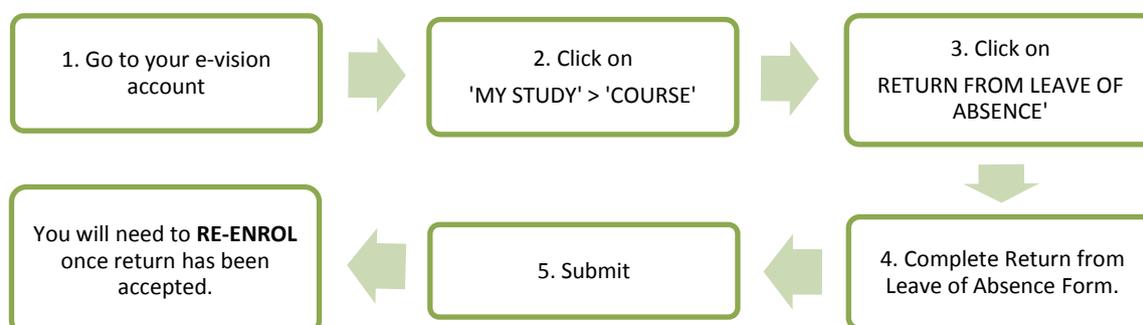
Requesting a 'Leave of Absence' (LOA):

- If you wish to take a break from study, it is essential that you submit the formal request with the university. You can take a maximum of 2 years leave (must be taken for a semester or full year, with a return date as the start date of that new cohort).
- Ensure you talk with your tutor to understand the possible financial or academic implications.
- Failure to submit an LOA request will result in assignments being recorded as 'none-submission'.



Returning from Leave of Absence (LOA):

- The return task appears in Evision 4 weeks before your scheduled return date. If you wish to return sooner, contact 01902 32 3017. Your return must be at the start of the module.
- Once your return has been processed by Student Records, you will need to re-enrol onto your course.
- If you wish to extend your LOA, this must also be requested in Evision. Failure to return or extend LOA may result in being withdrawn from your course.





Requesting a Withdrawal:

- If you wish to withdraw from your studies, you should firstly discuss this with your tutors and Serco to see if another option would be suitable for you (such as a break from study, or to discuss other support options).
- If withdrawal is still the best option for you, please complete the request in Evision for our records to update.

