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**POSTGRADUATE DIPLOMA WITH  
PROFESSIONAL REGISTRATION IN NURSING  
(ADULT)/MASTERS IN NURSING PRACTICE\***

**STUDENT HANDBOOK**

**2017**

**Cohort: PGDip March 2017**

\*Note: MSc award available by topping up PG Diploma with 60-credit  
Independent Study Module Service Improvement Project.

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## Section 1 Introduction

### 1.1 Introduction to the Department

Welcome to all of you. We are delighted you have chosen to study the Postgraduate Diploma with Professional Registration in Nursing (Adult) with us. Our aim is to provide a supportive learning environment to enable each of you to fulfil your potential. We have a dedicated group of staff, with years of experience between them, who are here to guide and support you through your studies. I truly believe we offer some of the best UK educational programmes in the health and social care field so good luck, work hard and I hope you thoroughly enjoy your experience of studying in the Department of Health Sciences at the University of York.

This handbook has been prepared to cover the information you will need for your programme or course and to assist you as a student in the Department. Please read it through and use it as your first point of reference. If you have any concerns, our Student Information Service team, located on the ground floor of the Seebohm Rowntree Building, stands ready to help.

On behalf of everyone in Health Sciences, I wish you an enjoyable and successful programme of study.

Karl Atkin  
Head of Department



### 1.2 The Purpose of this Handbook

This handbook is a reference guide to help you and should be kept for reference alongside the University Handbook. It provides a comprehensive introduction to your **Department and information on all aspects of your programme.**

It outlines what you should expect of your Department and what they can expect from you, and clarifies the policies and procedures relevant to your area of study.

### 1.3 Where Else Can I Find Information?

This Departmental handbook should be kept for reference alongside the University Handbook. The University Handbook provides information on central services and support for students, including accommodation, finance, living in York and further advice on careers and study skills. For further information, please visit <https://www.york.ac.uk/media/studenthome/welcome/booklets/University%20Handbook%202015-16.pdf>

You should also log in to the Student Homepage for your personalised timetable, information and news. For general information you can search the student pages from this site via the left-hand side navigation.



We have developed our Departmental Student Intranet to enable you to access electronic learning material such as this programme handbook, your assessment schedule, your module descriptors and information that is pertinent to your programme of study. The Student Intranet also includes general information relevant to Health Sciences students such as Departmental policies, Board of Studies briefings, guidelines on referencing, together with links to relevant pages on the main University website.

You can access the Student Intranet by visiting [www.york.ac.uk/healthsciences/student-intranet/](http://www.york.ac.uk/healthsciences/student-intranet/)

## 1.4 If Things Go Wrong

We hope that you'll count your time at University amongst the best experiences of your life. However, it is important that you know where to go to and who to turn to, should you experience any difficulties.

Your first point of call within the Department is the Student Information Service in the Seebohm Rowntree Building. A full range of services and information is available to all students, particularly those with specific professional related queries. Visit: <https://www.york.ac.uk/healthsciences/student-intranet/support/student-services/>

The University has a set of web pages dedicated to providing general support for you if things go wrong. For further information, visit: [www.york.ac.uk/students/help/](http://www.york.ac.uk/students/help/)

University of York Students' Union (YUSU) and the Graduate Students' Association (GSA) are the main portals for providing information and help to students who have to overcome problems at University. All communication is confidential and free. For further information:

YUSU Academic and Welfare Team

Email: [asc@yusu.org](mailto:asc@yusu.org)

Telephone: [01904-323720](tel:01904-323720) or 324207

Location: Academic & Support Centre (based in Student Centre) James College.

<http://www.yusu.org/well-being/asc>

GSA Representation Advice and Welfare Co-ordinator

Email: [advice@yorkgsa.org](mailto:advice@yorkgsa.org)

Telephone: 01904 322718 (internal 2718)

Location: 2nd floor in Wentworth College.

<http://www.yorkgsa.org/>

## 1.5 Disclaimer

Whilst the University tries to ensure that information contained in this document is accurate when published, the University does not accept liability for any inaccuracies contained within it. Where circumstances occur or change outside the reasonable control of the University, the University reserves the right to change or cancel parts of, or entire, programmes of study or services at any time without liability, before or after students have registered at the University. Circumstances outside the University's reasonable control include: industrial action, over or under-demand from students, staff illness, lack of funding, severe weather, fire, civil disorder, political unrest, government restrictions and concern regarding risk of transmission of serious illness. The University's contract with its students does not confer third party benefits under the Contract (Rights of Third Parties) Act 1999.

## Section 2 Your Department

### 2.1 Welcome to your Department

You are now a member of an academic department. The Department is made up of teaching staff, researchers, support staff and other students like you.

- **Academic teaching staff** - they are leaders in their field willing to share their expertise and experience to help you learn, grow and push the boundaries of your capabilities and knowledge. Your **supervisor** is there to help guide your studies and to monitor your progress over your degree programme.
- **Support staff** - they are the mechanics behind making the Department run smoothly. They will communicate important information, provide technical assistance and help signpost you to other services and support you might need within the University.

You are now also part of a **student community** belonging to your Department. **Course representatives (Course reps)** are there to help represent your views to the Department and to the University – so there is always a way to get your views heard.

The Department delivers full-time pre-registration professional programmes, part-time post-registration programmes and free-standing modules. The Department also works in partnership with York College to deliver a programme, providing opportunity for students without traditional entry qualifications. The Department aims to develop the role of scientific evidence in health and healthcare through high quality research, teaching and other forms of dissemination. The Department of Health Sciences is one of the largest departments on campus and supports hundreds of students each year on a broad range of taught and research programmes.

Please visit our Preparing to Study website <https://www.york.ac.uk/healthsciences/pgdip-welcome/> and follow the link for your individual programme to find out more useful information and top tips

### 2.2 Departmental Student Services

The Departmental Student Services function supports all Health Sciences students and acts as a first point of contact if students need information or assistance. The Student Information Service team are all experienced in dealing with a diverse range of enquiries and student contact is undertaken in a sensitive and confidential manner. The common aim for the Student Information Service is to work towards making the student experience as fulfilling and enjoyable as possible. The Student Services office is open Monday-Thursday from 8.00am to 4.30pm and from 8.30am to 4.30pm on Friday.

For more information visit: <https://www.york.ac.uk/healthsciences/student-intranet/support/student-services/>

The **Student Services** team can be contacted on 01904 321321  
[dohs-student-services-group@york.ac.uk](mailto:dohs-student-services-group@york.ac.uk)

All enquiries <b>not specifically listed below:</b>	<b>Student Information Service</b>	01904 321321 <a href="mailto:dohs-student-services-group@york.ac.uk">dohs-student-services-group@york.ac.uk</a>
All enquiries relating to <b>assessments:</b>	<b>Student Assessment Office</b>	01904 321309 or 321721 <a href="mailto:dohs-assessments@york.ac.uk">dohs-assessments@york.ac.uk</a>
All enquiries relating to <b>exceptional circumstances claims:</b>		<a href="mailto:dohs-ex-circs@york.ac.uk">dohs-ex-circs@york.ac.uk</a>
All enquiries relating to <b>studying with a disability:</b>		01904 321380 <a href="mailto:dohs-disability@york.ac.uk">dohs-disability@york.ac.uk</a>

## 2.3 Staff Contacts

Staff contact information can be found on our Student Intranet and on each VLE module site, including information of staff in key departmental roles. For further information, visit:

<https://www.york.ac.uk/healthsciences/our-staff/>

## 2.4 Communicating with the Department

### Email

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It is **essential** that you use your University email account. This is the sole means of electronic communication and should be accessed regularly. No other email addresses will be used.

Amongst other information your University email will be used to send **vital information** such as:

- any revisions to your teaching rooms or assessment dates
- information regarding reassessment arrangements
- exceptional circumstances claim outcomes
- enrolment information

If you do not receive key information, such as reassessment arrangements, failure to check your University email cannot be used as grounds for exceptional circumstances. For further information, please see Exceptional Circumstances Section 7.12 in the Assessment, Progression and Award Section of the Handbook.

If you experience any problems accessing your University email account you must resolve this quickly with IT Services. Their contact details can be found at: <http://www.york.ac.uk/it-services/>

### Email etiquette

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You should use your University email account when communicating with the Department. To assist email communication we request that you adhere to the following guidance:

- use a concise and specific email subject line; where relevant please include your programme cohort reference, ie PGDip March 2017
- sign off your email with your **full name** and student ID number (nine digit student number – not your seven digit exam number)
- please note this is regarded as formal communication which will be filed on your student record, you are requested to avoid using unprofessional language such as text abbreviations

Do remember that the laws relating to written communication also apply to email messages, including, but not restricted to defamation, copyright, freedom of information, wrongful discrimination, obscenity and fraudulent misrepresentation. With modern technologies it is nearly impossible to delete a mail so just because you've removed it from your sent box that doesn't mean it's gone. The bottom line is email is not private and you shouldn't write anything that you wouldn't say in a room full of people. The University of York has some guidance around email etiquette which can be found here: <http://www.york.ac.uk/communications/publications/writing/>

### Noticeboards

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In addition we communicate to student groups through noticeboards located in the reception area near the Student Information Service in the Seebohm Rowntree building. Noticeboards are organised by programme. General information including flyers for study days and conferences will be disseminated on the relevant noticeboards.



## 2.5 Seminar Rooms and Offices

Departmental staff are located within two buildings on campus, Seebohm Rowntree and ARRC, both of which are situated within Alcuin College. Teaching occurs across the University campus, details will be provided through your timetable.

## 2.6 Departmental Facilities

### Clinical Simulation Unit (CSU)

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The Clinical Simulation Unit (CSU) provides students with a learning environment which is ideal for the development of practical skills or for simulation-based education. The realistic ward, intensive care unit and 'community bedsit' can be integrated with the adjoining rooms which have moveable walls. This space can be adapted to mimic a variety of clinical areas such as private consultation rooms or emergency department cubicles. The sophisticated cameras and AV equipment can be used to live-stream or play back events later for evaluation by both staff and students.

Further detailed information in relation to this facility is available on the Departmental website <http://www.york.ac.uk/healthsciences/nursing/facilities/>

## 2.7 Health, Safety and Security

For information about the University's Health, Safety and Security policy, visit: [www.york.ac.uk/admin/hsas/](http://www.york.ac.uk/admin/hsas/)

In order to maintain safety for students for whom lone working is part of their placement experience the Department provides specific guidance which is available on: <https://www.york.ac.uk/healthsciences/practice-ed-support/>

### Occupational Health and Well-being Services

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You are required at the start of the programme to undergo Occupational Health screening organised by the Department of Health Sciences. Please note the Department has a contract with York Occupational Health and Wellbeing Services based in Clifton Moor York. Please do not contact University based Occupational Health services as they do not provide a service to Health Sciences students.

To ensure you are adequately supported throughout your period of study, you are reminded that any physical or psychological problems which occur after commencement of your programme should be confidentially disclosed and discussed with your supervisor as soon as they arise and again on annual re-enrolment during the programme.

If you fail to provide evidence that you have successfully complied with these requirements you may be suspended from the programme by the Department's Fitness to Practise Committee, visit (<https://www.york.ac.uk/healthsciences/student-intranet/support/fitness/>)

When considering your health the Fitness to Practise committee consider two distinct categories:

Category One: Students with health or disability issues which have been identified at the commencement of the programme and have been passed as fit for the programme by York Occupational Health and Wellbeing Services at initial screening with/without conditions attached.

Category Two: Students who become unwell during their programme.
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Category One – Students with health or disability issues identified at the commencement of the programme:

- It is the student's responsibility to notify his/her supervisor of the health condition or disability. If the supervisor becomes concerned or the student notifies his/her supervisor of a change in their health or disability status, the supervisor refers the student to the Fitness to Practise Committee for referral to York Occupational Health and Wellbeing Services for health assessment and monitoring.
- Upon receipt of the Occupational Health assessment report, the Department will make a decision as to how or whether the student can be supported throughout the programme.
- Recommendations and support mechanisms identified within the Occupational Health report will be implemented and monitored by supervisors.

Category Two – Students who become unwell during the programme:

- New condition diagnosed –Supervisor refers student to Fitness to Practise Committee for referral to Occupational Health for health assessment and monitoring.
- Pre-existing health condition or disability which was declared – Supervisor refers student to Fitness to Practise Committee for referral to York Occupational Health and Wellbeing Services for health assessment and monitoring.
- Pre-existing health condition which was not declared –Supervisor refers student to Fitness to Practise Committee. Appropriate support, referral and monitoring will be arranged. Students are reminded that failure to declare a pre-existing health condition or disability would be a matter of concern to Fitness to Practice Committee. Fitness to Practise can therefore: recommend continuation on the programme with an Occupational Health referral and monitoring; recommend discontinuation from the programme; or recommend a period of leave of absence.

### **Referrals to Occupational Health and Monitoring**

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Any supervisor or student who requests an Occupational Health assessment must do so via the Fitness to Practise Committee. Supervisors or practice staff must not refer any student directly to York Occupational Health and Wellbeing Services.

Supervisors will complete the Fitness to Practise supervisor referral form. This information will be incorporated into the Occupational Health referral form by the Chair/Deputy Chair of Fitness to Practise Committee. Occupational Health is advised that any referral received using the incorrect documentation should not be actioned and should be returned to the Fitness to Practise core committee.

Referrals to York Occupational Health and Wellbeing Services will be made and monitored by the Fitness to Practise Committee, whilst ensuring that confidentiality is maintained. Upon receipt of the Occupational Health report, the Chair/Deputy Chair of the Fitness to Practise Committee will normally meet to consider any restrictions or adjustments to the programme which may be required. If the report specifies that follow up appointments or reviews are required then this will be monitored by the Fitness to Practise Committee.

For more information refer to: <https://www.york.ac.uk/healthsciences/student-intranet/support/fitness/>

## **Occupational Health and return from leave of absence**

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Students returning from leave of absence taken on health grounds are advised that medical evidence is required to confirm fitness to return to the programme. This may mean that advice needs to be sought from York Occupational Health and Wellbeing Services which could include a face-to-face appointment or a telephone consultation. In certain circumstances the Department will accept clearance from another health/medical practitioner as returns for students taking leave of absence on health grounds are screened by the Fitness to Practise Committee. The Fitness to Practise Committee will then, if appropriate, monitor the student. This decision will be made by the Chair/Deputy Chair of the Fitness to Practise Committee.

## **Immunisation and vaccination requirements**

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Department of Health guidelines require that all new healthcare workers (including students) have standard health clearance checks for immunity and have appropriate vaccinations for relevant infectious diseases. This is to protect both student and service user. A range of immunity checks (e.g. blood or skin testing or documented history of previous infection or vaccination) are carried out and individual requirements for vaccination (e.g. full course or boosters) are planned by Occupational Health for each student at commencement of the programme. Students therefore must provide information; attend appointments for vaccinations and tests when required. Occupational Health send requests to students University e-mail accounts and students are expected to be vigilant for such requests and to respond promptly.

Non-compliance with vaccination and immunisation requests is monitored by the Fitness to Practice Committee and may result in suspension from practice.

## **Exposure prone procedures**

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In response to guidance from the UK Department of Health, the Department has arrangements with Occupational Health in place for the support and guidance of any student who may need to avoid 'exposure prone procedures' as a result of infection. All students will receive training early in the programme about the prevention of occupational transmission of blood borne viruses and what steps to take if they have any worries or concerns about infection. Students in any doubt about these issues should contact their supervisor as soon as possible.

## **Travel abroad**

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You should be aware that if you have visited an 'at-risk' country (as defined by the Foreign and Commonwealth Office (FCO)) for more than a month during your programme or prior to commencement, then you must follow local protocols regarding Occupational Health, inform your supervisor and seek advice from the Fitness to Practise Committee.

## **Annual enrolment**

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Students are required to declare any changes to their health status since admission to the programme when re-enrolling online. Any changes trigger a notification to the Fitness to Practise Committee and this will be followed up with the student and supervisor.

## **2.8 Your Supervisor**

The Department will allocate you an academic supervisor who is there to offer you support and advice throughout your programme of study.

Your supervisor will meet with you a minimum of once per term to discuss your academic progress and check all is well with you and your studies. This supervisory contact may take place via telephone. They will encourage you to develop your academic personal skills and can also act as a reference for any applications you might make in the future.

They can advise what to do if things go wrong and refer you to the right people in the University for help with more personal matters. For further areas of student support, see the University handbook or visit: [www.york.ac.uk/students/support/](http://www.york.ac.uk/students/support/)

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## **Supervisory system**

Information on the role of the academic supervisor is available at <https://www.york.ac.uk/students/support/academic/supervisors>

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## **Meeting with your supervisor**

It is primarily your responsibility to book and attend appointments with your supervisor, and it is better to arrange these in advance either by telephone or email. If you fail to attend a supervisory meeting your supervisor will make reasonable attempts to contact you and to re-arrange the meeting. However, please do not automatically expect to find your supervisor in their room and available to see you if you just call along unannounced. Records of your meeting will be kept by your supervisor – these may be accessed by other staff if necessary, which may be for continuity purpose, if for example you change supervisor.

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## **Procedure for changing your supervisor**

If the relationship between you and your supervisor breaks down, you are first of all encouraged to raise this with your existing supervisor. However if you feel that this is not possible, then you should ideally discuss this with your programme leader, or another member of Departmental staff. The request to change supervisor will be considered and we will do our best to arrange matters to everyone's satisfaction. You will be informed in writing of the member of staff who will take over responsibility for acting as supervisor – please note that you cannot request a change to a specific new supervisor.

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## **Module leader**

The module leader coordinates module specific learning activities and provides academic supervision regarding the module specific content. She/he is responsible (with members of the module team) for marking module assessments and for producing the module handbook.

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## **Assessment supervision**

The module leader will be responsible for organising, through the module team, the provision of academic support regarding theoretical content and the assessment. Modules will include a timetabled assessment support lecture or seminar and an exemplar of a previous summative assessment will be available.

There will also be formative assessment opportunities scheduled throughout the academic year should students wish to submit a formative assessment and receive formative feedback to support preparation for the summative assessment.

Students also have the opportunity to submit questions about theoretical content or assessment details to the module leader via the Assessment Discussion Board on the VLE.

Prior to any academic support you are advised to prepare questions and points to discuss in order to gain maximum benefit from the academic support.

## Academic Support

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Each module you undertake on the programme has a formative assessment and a summative assessment. Formative assessments have a developmental purpose designed to help you learning more effectively by providing feedback on your performance and how it can be improved and/or maintained. Summative assessments are designed to evaluate the extent of your learning at the end of a module against the module learning outcomes. Opportunities for assessment support, guidance and feedback will be provided throughout a module through the following:

- i. Assessment guidelines which outline the criteria for success.
- ii. Posting questions about the module assessment on the module VLE 'discussion board'.
- iii. Academic supervision session facilitated by the module leader or module team to discuss type of assessment, assessment guidelines and criteria for success.
- iv. Submission of a formative piece of work (appropriate to the assessment type) at a date specified on the programme assessment schedule and to receive feedback from a member of the module team.
- v. If, following submission of your summative assignment, resubmission is required, a timetabled academic supervision session facilitated by the module leader will be available. This session will provide guidance on understanding feedback, reflecting on own feedback and preparing for resubmission.
- vi. Additional sources of academic support to develop academic skills are also available throughout your programme, including:
  - a) Departmental academic writing workshops
  - b) Academic librarian sources of evidence sessions
  - c) Central University facilities for academic support (writing and maths centres)
  - d) Dyslexia support team

## Acceptable support

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The University defines academic support which is acceptable as:

The identification and correction of errors related to:

- Word usage (excluding specific terminology)
- Spelling, punctuation, capitalisation, italics, abbreviations, headings, quotations, metrification, numbering, citations, referencing, tables, illustrations, footnotes and appendices

The identification (but not correction) of issues related to:

- Grammar and syntax
- Clarity of expression
- Voice and tone
- Issues with logical sequencing and linkage between sentences and paragraphs
- Ambiguity
- Repetition

For summative work, undertaking the following tasks for a student is **inappropriate**:

- Adding or re-writing any of the student's sentences or sections of work
- Rearranging passages of text, sequences of code or sections of other material for the student
- Reformatting the material for the student
- Contributing additional material to the original
- Checking calculations or formulae
- Rewriting formulae, equations or computer code
- Re-labelling figures or diagrams

## 2.9 Departmental Committees

The work of the Department is overseen by a number of committees. Further information and contacts for each of the Board/Committee chairs is available on: <https://www.york.ac.uk/healthsciences/our-staff/key-dept-roles/>

A brief summary of each academic committee is provided below:

### Board of Studies

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The Board of Studies has overall responsibility for the quality of the teaching and programmes offered by the Department, at both undergraduate and postgraduate levels. The Board is therefore responsible for the monitoring and evaluation of the Department's teaching programmes, via external and internal methods including student feedback, and the performance and progress of individual students within the programmes of study offered by the Department. The Board of Studies is also responsible for research degree provision. The Board of Studies has devolved responsibility for particular functions and programmes to relevant sub-committees.

### Programme Boards

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The Undergraduate Programmes Board (which incorporates all pre-registration programmes regardless of levels) has devolved responsibility for the quality of teaching and delivery of particular programmes. They approve changes to existing modules and programmes whilst also developing new modules and programmes.

### Programme Committees

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The various programme committees are responsible for monitoring their particular programme provision and report to the Undergraduate Programme Board.

### Board of Examiners

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The Department has an undergraduate Board of Examiners (which incorporates all pre-registration programmes regardless of levels). It is responsible for ensuring assessment processes are operated within the University Ordinances, Regulations and guidelines. They ensure that the principles of equity, clarity, consistency and openness are applied to all assessment practices; recommend progression, awards and failures; investigate academic misconduct.

### Exceptional Circumstances Committee

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This Departmental committee considers students' claims for exceptional circumstances in relation to assessment including requests for extensions to submission deadlines. It is bound by the University's Exceptional Circumstances Policy.

### Fitness to Practise Committee

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The monitoring and management of student progress relating to student failure to meet the non-academic requirements of the programme is the remit of the Fitness to Practise Committee.

### Library Committee

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This Departmental committee's aim is to influence and determine Departmental policy and priorities relating to libraries and library budgets.

### Student Disability Committee

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The Department's Student Disability Committee seeks to ensure that students with disabilities have access as far as reasonably possible to the full range of academic and practice support (where applicable) which the Department and service providers can offer. This commitment means that the Department of Health Sciences

Student Disability Committee aims to strengthen and promote best practice in relation to disability issues within the Department.

## Handbook Committee

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The Handbook Working Group is responsible for ensuring each programme has a student handbook. The Working Group produces the handbook for each new intake and is responsible for the ongoing update of current handbooks to ensure all changes in policy or process are included.

### 2.10 Course Representatives

Course Representatives (Course Reps) are elected by their peers to represent the views and interests of students on Departmental committees and within the Graduate Students' Association (GSA) and the York University Students Union (YUSU). There should be at least one Course Rep for your programme that you can go to with any concerns or suggestions about how the Department, or aspects of your programme, are run. As a Course Rep he/she is also a member of the Board of Studies, which is the main decision-making body within the Department. Reps are invited to attend the Board of Studies meeting each term. Course Reps are also responsible for ensuring that students are properly represented in regular monitoring of quality within the Department, including the 'Annual Programme Review' and 'Periodic Review' every 5-6 years. For Departmental Course Rep information visit: <https://www.york.ac.uk/healthsciences/student-intranet/bos/student-rep/>

Student-Staff Forums are informal meetings which are arranged for all course reps to meet to raise issues with members of staff within the Department whose roles involve supporting the student experience and maintaining the quality of the teaching and learning provision. The Forums have been divided into undergraduate (including all pre-registration programmes regardless of levels) and postgraduate groups to enable issues relevant to different students to be raised in a more appropriate way. If issues are relevant to all students then they can be brought to Board of Studies meeting for wider discussion. The Student-Staff Forums report to the Board of Studies to ensure that concerns are minuted and responded to appropriately. In response to the University requirements regarding the operation of Student-Staff Forums, minutes from the undergraduate and postgraduate Student-Staff Forums are now received by the Departmental Board of Studies and copies of the minutes are forwarded to the Student Unions and the University Academic Support Office at the end of each academic year. For information regarding the Student-Staff Forum visit: [www.york.ac.uk/healthsciences/student-intranet/bos/stu-staff-forum](http://www.york.ac.uk/healthsciences/student-intranet/bos/stu-staff-forum).

If you attend Departmental meetings as the Course Rep you will be entitled to claim for your travel expenses. If the meeting clashes with a timetabled session or practice hours, you will not be counted as 'absent'; however you will be required to inform your lecturer or mentor of your whereabouts during this time. Representing your peers at Board of Studies is relevant evidence towards transferable competencies containing elements such as communication and interpersonal skills, and leadership, management and team working.

At the end of each year, GSA/YUSU elected course representatives co-ordinate a structured feedback session where you can express your views and suggestions on all aspects of your course. Your representatives then discuss these views with the programme leader and key issues are fed back to programme teams. External Examiners, who monitor assessment and examination procedures, also ask for student views on the course, and discuss these in their annual reports. And, of course, we do not just receive your feedback: we aim to continuously develop our approaches to teaching and learning by acting on it.

A Course Rep noticeboard is also located in the Student Information Service resource area.

For further information refer to: [http://www.yusu.org/representation/academic-reps\\_or](http://www.yusu.org/representation/academic-reps_or)  
<http://www.yorkgsa.org/>

If you'd like to represent the views of your fellow students and have a say in how your course is run, why not apply to be a Course Rep? You can stand for this position at the beginning of your programme. For more information, visit: <http://www.yusu.org/representation/academic-reps> or <http://www.yorkgsa.org/>

Guidelines for course reps on University Committees are available at:  
[www.york.ac.uk/about/organisation/governance/members-secretaries/guidelinesforstudentreps/](http://www.york.ac.uk/about/organisation/governance/members-secretaries/guidelinesforstudentreps/)

## 2.11 Equality, Diversity, Bullying and Harassment

The University of York values the diversity of its members and is committed to the creation of a positive environment which is fair, welcoming and inclusive and where everyone is treated with dignity and respect.

There are a number of individuals who can provide support and these include Harassment Advisers. Harassment Advisers are trained members of the University who act as first point of contact for student experiencing harassment or bullying. Students can contact any Harassment Adviser directly, it does not have to be the staff member within this Department, please visit

<https://www.york.ac.uk/admin/eo/Harassment/HarassmentAdvisersList.htm>

The Department of Health Sciences has an Equality and Diversity Champion and to contact this individual please visit <https://www.york.ac.uk/healthsciences/our-staff/key-dept-roles/>

## 2.12 National Insurance Numbers

The purpose for collecting and sharing national insurance information with Health Education Yorkshire and the Humber (HEY&H) is to use it as an accurate denominator to establish a true headcount figure of NHS funded students moving to employment on completion of study. The information that is shared with HEY&H will not be utilised or shared in any other form than for the purpose for which it is collected and the information will be held in a secure system, in compliance with the Data Protection Act 1998. The student to employment process requires national insurance information at an individual level. This information will not be seen or utilised for any other purpose than to follow the student into employment. This information allows HEY&H to improve the workforce planning process, enabling the correct number of students to be commissioned to ensure the NHS has the right workforce in the right place with the right skills.

## 2.13 Acronyms and Abbreviations

Please see the Appendix for a list of acronyms and abbreviations used within the Department.



### 3.1 Studying Nursing at York

#### Programme philosophy

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We believe that nurses have an essential contribution to make to modern healthcare and its delivery. Nurses work in partnership with the public to promote health, and to provide sensitive, evidence-based physical and emotional support and care to meet the individual needs of clients, patients and their carers across the lifespan. Nurses should respond to individual's concerns, respect preferences and offer choice.

Nursing involves practising skilfully from a strong evidence base. We also believe that nurses attend to human vulnerability; helping people by providing comfort and emotional support, education and health promotion. This fosters healthy lifestyles, increases knowledge of one's condition, develops awareness of risk factors, and promotes self-care. In essence nursing is a balanced amalgamation of knowledge and skill underpinned by compassion, dignity and respect for those we care for.

Effective nursing requires cooperation and collaboration with clients, lay and professional carers as well as other agencies within the wider community.

#### Those we care for

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We believe that clients, patients and carers are unique individuals who must be treated with respect, dignity and compassion and who have a valuable contribution to make to their own care and well-being. We recognise the individual person as an 'expert' in their care and aim to enable them to become key decision-makers in partnership with nurses and other health and social care professionals, maximising their independence and freedom to self-care, where-ever possible.

#### Our staff

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Staff work collaboratively with our service colleagues and providers. They are committed to providing a vibrant, diverse, challenging and supportive learning environment which will enable students to fulfil their potential and encourage proactive deep learning and increasing self-sufficiency. Our staff aim to be enthusiastic, approachable, flexible and responsive to student needs.

#### Our students

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We regard nursing students as the potential nursing leaders of the future. We expect students to be proactive, self-directed learners who will develop insight and intellectual independence enabling them to challenge the theory and practice of nursing. We believe we should provide students with the skills to enable them to become autonomous professional people who have a thirst for lifelong learning.

### 3.2 Programme Aims

#### Programme Aims:

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- To provide students with a robust level of theoretical knowledge for the advancement of high quality personalised care. This will include; life sciences, pharmacology, social and leadership skills, advanced clinical and decision making skills, research knowledge, critical thinking skills and social and health sciences.

- To enable students to be adaptable, flexible and highly responsive to the complex public health needs of diverse client groups, carers and communities. Students will facilitate patient/client self-management and promote independence.
- To provide students with practice experiences designed to develop self-awareness, growing self-assurance and the confidence to practice and lead collaboratively across diverse health and social care settings, in partnership with other healthcare professionals, individuals, groups and agencies to identify shared priorities to improve patient outcomes and reduce health inequalities.
- To create students who will promote, encourage and facilitate the learning of others through positive role modelling; skilled, thoughtful, compassionate evidence-based care to individuals in a range of complex health and social care settings.
- To provide students with the skills and knowledge to work with provider organisations across health and social care to assess, plan, implement and lead the current and future health and well-being needs of the population which they serve.
- To prepare students for admission to the NMC professional register through the development of in-depth knowledge, attitudes and cultivated professional and clinical decision-making skills that meet the statutory requirements.
- To enable students to be adaptable, flexible and highly responsive to the complex public health needs of diverse client groups, carers and communities. Students will facilitate patient/client self-management and promote independence in a variety of unpredictable and rapidly changing circumstances.
- To ensure students take account of the professional standards, ethics and legal requirements and responsibilities relevant to all aspects of their role leading to professional registration and beyond in Adult field of practice
- To prepare registered nurses who are 'fit for purpose' and 'fit for practice' and who embody the knowledge, skills and attitudes to participate in, lead and contribute to the development of services through innovative and evidence-based care.
- To develop skills of critical thinking, creative problem-solving and sound clinical judgement to raise the standard of care delivered to patients and communities. Students will develop and lead services through the application of evidence based policy to maintain safe services.
- To develop skills to manage their own learning through independent enquiry and enhance life-long learning and accountable, professional practice in collaboration with the research community
- To prepare students to engage with the development of local service improvement strategies and contribute to the identification and management of risk in order to raise the standard of care and services delivered to patient/clients and communities.

**Additionally for the Masters (if applicable):**

- To enable students to appreciate and understand the value of independent enquiry, thus enhancing the necessary skills for life-long learning and accountable, professional practice whilst participating in a research community and contributing to and leading the development of new knowledge as part of their local quality improvement strategy.
- To prepare students to engage with and lead the development of local quality improvement strategies, using enhanced clinical judgement and decision making skills to identify and manage risk in order to raise the standard and safety of care delivered to patient/clients and communities.

### 3.3 Programme Structure

The programme spans 104 weeks (two calendar years) and is divided evenly into theory and practice-based learning. There are several weeks of annual leave each year, normally timetabled at Christmas, Easter and during the summer.

#### Part 1 – NMC Progression Point 1

Module code	Module Title	Credits	Level
HEA00085M	Principles of Professional Identity	10	7/M
HEA00084M	Knowledge and Skills for Nursing Practice	10	7/M
HEA00080M	Co-operative Learning Group 1: Patient/client experience and contemporary nursing practice	10	7/M
HEA00133H	Professional Practice 1	20	6/H

#### Part 2 – NMC Progression Point 2

Module code	Module Title	Credits	Level
HEA00079M	Caring for Individuals with Long Term Conditions	20	7/M
HEA00081M	Co-operative Learning Group 2: Appraising the evidence for therapeutic interventions and working in partnership to resolve uncertainties	10	7/M
HEA00134H	Professional Practice 2	20	6/H
HEA00086M	Safety and Risk in Adult Nursing Care	10	7/M
HEA00135H	Professional Practice 3	20	6/H

#### Part 3 – NMC Progression Point 3

Module code	Module Title	Credits	Level
HEA00083M	Individual and Public Health Policy	20	7/M
HEA00087M	Supporting the Individual with Acute and Complex Adult Care Needs	20	7/M
HEA00028M	Co-operative Learning Group 3: Ethics and Philosophy for Nursing	10	7/M
HEA.....H	Professional Practice 4	20	6/H

#### Optional MSc IS< (Top up)

Module code	Module Title	Credits	Level
HEA00074M	Service Improvement Project	60	7/M

## Progression points

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The programme of study is divided into a specified number of progression points. You must satisfy the requirements for one progression point of your programme before being able to progress to the next part of the programme.

Programme summary		
Progression Point	Theory modules	Practice Modules
Progression Point 1	30 Credits at Level 7 / Masters	20 Credits at Level 6 / Honours
Progression Point 2	40 Credits at Level 7 / Masters	40 Credits at Level 6 / Honours
Progression Point 3	50 Credits at Level 7 / Masters	20 Credits at Level 6 / Honours
Optional MSc ISM (Top up)	60 Credits at Level 7 / Masters	N/A

## Modules

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Each module has its own Module Descriptor which includes module learning outcomes and module specific information. The Module Catalogue provides you with information about the modules running in a year of study; this is available at <https://www.york.ac.uk/students/studying/manage/programmes/module-catalogue/module?query=&department=0026&year=2016-17&max=300&offset=0>

If you fail a module this must be successfully reassessed; reassessment is explained in more detail in the Assessment section.

Modules are also subject to credit-weighting; more information on this can be found in the 'Credit-weighting' section below.

Each module has its own **Module Descriptor** which includes module learning outcomes and module specific information.

Each module has its own **Assessment Guideline** that provides information regarding the nature of the module's assessment. Assessment Guidelines can be found on the Student Intranet at: <https://www.york.ac.uk/healthsciences/student-intranet/timetables/assess-guide/>

All modules are compulsory within this programme.

### 3.4 Dissertation/Project

After successfully completing the Postgraduate Diploma with Professional Registration (Adult) you may, at a later stage, top up your qualification to an MSc in Nursing Practice through the RPL (Recognition of Prior Learning) route, using the Postgraduate Diploma credit to enable you to access the 60 credit L7 Service Improvement Project (ISM) in the Undergraduate Integrated Masters in Nursing (MNursing).

For the MSc you will be required to produce an extended piece of written work. Further programme specific information relating to the assessment requirements, including word count, preparation and formatting is available <https://www.york.ac.uk/healthsciences/student-intranet/timetables/assess-guide/#tab-5>

### 3.5 Professional, Statutory and Regulatory Body (PSRB) Accreditation

All professional programmes are required to be validated by their governing Professional, Statutory and Regulatory Body (PSRB). Each PSRB has its own standards for professional education that must be met in order for the programme of study to qualify for accreditation. To successfully complete a professional programme each student will be required to meet the required programme standards.

PSRBs and approval periods vary from programme to programme, if you require further information contact your programme lead.

#### 12 Week Rule

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The NMC Standards for Pre-registration Nursing and Midwifery stipulate that all students must successfully complete all outstanding assessments, i.e. all module assessments must be passed, within 12 weeks of entering the next stage of the nursing programme in order for students to progress to the next stage of the programme. Please see R310.3 of the Standards for Pre-Registration Nursing Education Document <https://www.nmc.org.uk/globalassets/sitedocuments/standards/nmc-standards-for-pre-registration-nursing-education.pdf>

#### Review of Good Health, Conduct and Character status

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The Fitness to Practice Committee will review your records throughout your programme and prior to registration with the NMC. It is your responsibility to notify your supervisor of any changes to your health or character at **any point** during your programme of study. You must indicate that there has been a change to either your health or character status annually whenever you re-enrol. For full information visit: <https://www.york.ac.uk/healthsciences/student-intranet/support/fitness/>

The final review will be initiated 2-3 months before completion of your programme and will include consideration of any issues relating to health and character identified by supervisors and Departmental records. On completion of its review, receipt of your supervisor's declaration as to the satisfactory status of your health and character, together with your satisfactory self-declaration of your status, the Committee will recommend to the Programme Leader for Nursing or Lead Midwife for Education that your Health and Good Character Declaration can be signed.

You will be notified of the Committee's recommendation and your consent will be obtained for any information to be disclosed to the NMC. Where concerns exist about your health status at the point of registration with the NMC, an Occupational Health assessment will be required prior to a decision being made by the Committee. Where concerns are raised about your character and fitness for practice, the evidence will be reviewed at a formal hearing of the Fitness to Practise Committee.

Those students, whose declarations should remain unsigned, either permanently or temporarily, will be notified by the Committee of the decision and the process to be followed. The student will also be advised of their right of appeal against the Committee's recommendation.

#### Working whilst studying

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The Department recognises that you may choose to supplement your funding by gaining employment in a variety of work settings. You are reminded that your primary commitment during your training programme is to the academic and clinical requirements of the programme. You must not undertake paid employment at times when you are expected either to be on duty in clinical practice or in attendance at theoretical sessions in the Department (this includes timetabled periods of private study). Failure to comply with this requirement will be regarded as a serious disciplinary matter.

The Department guideline is that the student's working week should not exceed the EU Working Time Directive of 48 hours when both programme requirements (theory and where relevant practice) plus hours of paid employment are combined. Working in excess of this could result in issues of safety for students and clients.

The NHS regulations on eligibility for bursary state that a student's income from employment should not exceed their total income from the bursary (i.e. maintenance grant, fees and any additional allowances).

You are also reminded that pursuit of paid employment should not jeopardise your ability to participate fully and safely in all aspects of the programme. For example, working a night shift as an employee immediately prior to going on day duty as a student nurse or midwife would be regarded as unsafe practice.

You should notify your supervisor of any employment outside your programme and requests for references from employers will be completed by supervisors following discussion with you. You are reminded that, when you are engaged in such employment, you are employees and, as such, are subject to the rules and regulations of the employer. In such situations you should not represent yourself as a student of the Department of Health Sciences and should not in any circumstance wear your student nurse/midwife uniform.

### **Programme duration**

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The majority of students complete the programme in two years. However, flexibility in University leave of absence guidance can extend this completion time. The University guidance on Leave of Absence (LOA) for taught postgraduate students states that:

'Leave of absence will normally be granted for a maximum of one year at a time for a maximum total of two years.

Further years of interrupted study are normally only granted on the basis of significant extenuating circumstances, and require special permission from the Special Cases Committee, and the recommendation normally requires a full hearing of the Committee.

Students will not normally be allowed to repeat periods of study of longer than two whole terms except in exceptional circumstances, since this may give them an unfair advantage over other students'.

You should note that bursary arrangements may be affected by extending time for completion.

### **3.6 Module Evaluation Statement**

We aim to give you the best learning experiences on all your modules. But we cannot do that without your feedback. Please help us ensure that we produce teaching of the highest standard by completing the module evaluation forms. You will receive these from your module team for every module; all you have to do is complete them.

Every UG and PG module will be evaluated **once**. In addition for our full time pre-registration programmes at the:

- for every practice module
- end of each stage
- end of programme

Once the module leader has received the forms, they will summarise all the responses and will outline what actions they intend to take in response to your feedback. You will find those summaries on the module VLE site not later than 4 weeks following the module evaluation.

We will also review all the summaries once a year to inform our teaching and share good practice across the Department and the University.

If you are dissatisfied with any of the responses from module leaders, please inform your course representative that you are dissatisfied and explain why.

Thank you for supporting us to ensure your learning and teaching experiences are the best they can be.

### 3.7 End of Programme Record

At the end of the programme of study the supervisor will complete an End of Programme Record or employer reference for the student. This record serves as a basis for all future references. On occasion it is used as a reference prior to the completion of all the course requirements. It should only be regarded as a final end of programme record when the supervisor has signed to confirm that the student has successfully completed all the course requirements. A copy is given to the student and the original is kept in the student's file.

This record includes the following sections:

- The supervisor's evaluation of the student in relation to the values identified in the NHS constitution – these are: working together, respect and dignity, everyone counts, commitment to quality care, compassion and improving lives.
- Mentors comments regarding the students' performance in practice
- Any Fitness to Practise sanctions the student receives as part of their programme

### 3.8 Problems with your programme

Anything that prevents you from undertaking your studies in the usual way is called an academic progress issue. If you are having problems with your course you should seek help and advice as soon as possible (in the first instance you may wish to talk to your supervisor).

Support can also be provided by the Departmental Student Information Service Team, see <https://www.york.ac.uk/healthsciences/student-intranet/support/student-services/> and/ or

- the Students' Union Advice and Support Centre, for further information, visit the YUSU Academic and Welfare Team <http://www.yusu.org/well-being/asc>
- the GSA Representation Advice and Welfare Co-ordinator – for further information, visit the Graduate Students' Association <http://www.yorkgsa.org/>

If you are having any problems while studying at York which might affect your ability to complete assessed work, you may be eligible to apply for Exceptional Circumstances. If successful, this would allow you an extension or a resit for the assessment affected.

For further information, please see Exceptional Circumstances (Section 7.12) in the Assessment, Progression and Award Section of the Handbook. You can also find advice here: [www.york.ac.uk/students/help](http://www.york.ac.uk/students/help)

### 3.9 Making a Complaint

You can complain about your experience of a service you have received as a student within the University, whether academic or non-academic. For further information, visit: [www.york.ac.uk/students/help/appeals/](http://www.york.ac.uk/students/help/appeals/) or see Making an Appeal (Section 7.13) in the Assessment, Progression and Award Section of the Handbook

### 3.10 Living Away from Campus

Students must normally live within reasonable travelling distance of their designated place of instruction for the duration of periods of study. For the purpose of the University's regulations, this will be interpreted as being within 30 miles of their designated place of instruction for full-time students and 60 miles for part-time students. A monitoring process for students who exceed this has been developed. As part of this, Registry Services will copy Student Services Manager into any correspondence relating to students moving outside of the standard mile radius and these details will be recorded on a database. The student will be contacted to ensure that they are aware of the possible implications of exceeding the travelling distance, which will include their waiving the right to cite distance as a source of exceptional circumstances for theoretical assessment.

Pre-registration students cannot cite travelling distance as a justification for being unable to access specific areas of the placement circuit. It is inevitable that students will travel in excess of this distance to attend practice placements at some point in their programme

More details can be found at;

<http://www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations/regulation-6/>

For a list of the exceptional circumstances that are normally accepted and not accepted, visit:

<https://www.york.ac.uk/healthsciences/student-intranet/teaching/mitcircs/>

### 3.11 Change your Plan

#### Change your plan –transferring, absence or withdrawal

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Most students progress routinely through their course with no changes. However, if you do wish to or need to make changes to your plan you should discuss any problems or doubts you are experiencing with your supervisor in the first instance. We try to accommodate students who encounter changes or challenges and who may need to change their plan.

#### Leave of absence

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If a student is away from the programme for more than four weeks, a period of leave of absence will be recommended.

A leave of absence allows a student to take an authorised break in their studies for a maximum of one calendar year in the first instance. This can be on medical or compassionate grounds.

Full details on the application procedure and information about leave of absence return arrangements can be found at: <https://www.york.ac.uk/students/studying/manage/plan/taught/loa-taught/>



## Assumed Withdrawal

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Withdrawal is the term used when a student decides to permanently leave the University prior to completion of the award for which they are registered, whether for personal or academic reasons.

Details about these options are available at: [www.york.ac.uk/students/studying/manage/plan/](http://www.york.ac.uk/students/studying/manage/plan/)

For further support, visit the Student Support Hub in Market Square or visit: [www.york.ac.uk/sshub](http://www.york.ac.uk/sshub)

In the event that you wish to withdraw from the programme, an appointment must be made to discuss this with your supervisor and the programme leader. You will be required to complete an exit interview and relevant documentation.

For further information, please see Exceptional Circumstances (Section 7.12) in the Assessment, Progression and Award Section of the Handbook.

## Section 4 Practice Experience

### 4.1 General

#### Base and spoke model of practice experience

The Department of Health Sciences has adopted a Base and Spoke model of practice experience. This means that the focus is on the learning outcomes you need to achieve rather than traditional allocation by locality or speciality. You will be allocated to a base practice experience area, which may be a day unit, clinic, community nursing team or hospital ward. From there, through negotiation, you will access spoke areas which will support and supplement your learning. For more information, please visit <https://www.york.ac.uk/healthsciences/practice-ed-support/practice-ed-mentors/nursing/>

#### Mentorship in practice

You are required to undertake a total of four periods of assessed practice over the two years. You must have a mentor in practice. Your practice mentor is an appropriately qualified person, normally a first level practitioner, who has undertaken preparation and regular updating to develop skills in facilitating student learning, supervising practice and assessing a student's level of attainment, related to the stated learning outcomes of the programme.

Normally your practice area manager will identify your practice mentor. You must have access to your mentor for 40 per cent of your time. Your mentor will meet with you at various times throughout your practice experience for initial, midpoint and final practice experience interviews, as well as your tripartite meetings.

It is your responsibility to ensure that you arrange your final placement interview with your mentor to complete the final documentation by the completion date. The dates for completion of your Electronic Ongoing Achievement Record are published on the Assessment Schedules and **you will fail if you do not complete by the published date without exceptional circumstances.**

#### Tripartite meetings

You must attend a tripartite meeting with your mentor and link lecturer normally within the first four weeks of a practice experience. The primary purpose is to review your learning outcomes for the forthcoming practice experience. In addition they offer a chance to update you and your mentor on any changes to programme delivery and provide a forum for problem-solving.

Your area of practice will be subject to an educational audit to ensure it provides a learning environment that supports your achievement of the programme learning outcomes. For more information on tripartite meeting refer to the Base and Spoke Handbook.

### 4.2 Practice Hours

Although it is recognised that some flexibility in practice hours each week can aid learning opportunities, students should not be 'front-loading' or 'back-loading' practice hours in order to condense the number of weeks over which the placement has been organised. Long placements are supported by our practice partners as being more conducive to effective learning. Long placements enable students to be assimilated into the social environment of the setting and allow them greater exposure to the range of events, clients and follow on care than a shorter window of time could allow.

Students should aim to work no more than 48 hours per week in practice (in weeks with a study day) and 75 hours in practice (on weeks with no study day) which will ensure some dedicated study time (either timetabled or independent) is available during the course of the allocation.

### 4.3 Professional Indemnity Insurance

For pre-registration programmes it is a condition of re-enrolment that the student agrees to maintain Professional Indemnity Insurance. When working on placement for a healthcare organisation, arranged through a University, students will generally be covered by the organisation's indemnity arrangements. However, in some of the smaller placement providers or any elective experience further cover may be required. This cover can be obtained either through membership of a professional union or from a personal broker. If you choose to join a professional union, please ensure that cover is provided. Examples of professional unions our students have joined are RCN and Unison. Please note exclusions may apply. Failure to maintain professional indemnity may result in referral to Fitness to Practice Committee.

### 4.4 Electronic Ongoing Achievement Record in Practice (E-OAR)

The Electronic Ongoing Achievement Record in practice is intended to guide you and your mentor through the process of practice assessment. Its format is designed to help you (and your mentor) to focus on the learning opportunities available within your practice experience area within each period of assessed practice that will facilitate achievement of the required module outcomes and your personal learning outcomes. Supporting the documentation of this Ongoing Achievement Record is an e-learning system called PebblePad.

#### **Before the period of assessed practice**

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- a) You should actively consider the learning outcomes for each of the practice modules and tentatively identify learning opportunities through which each outcome could be achieved, including the spoke areas you wish to visit.
- b) You must arrange a meeting with your supervisor who will discuss your ideas in relation to the module outcomes, and if necessary provide clarification and guidance.
- c) Your supervisor will also discuss with you other information that may be required to enable your mentor and other staff to effectively support your learning. This might include areas of difficulty etc.
- d) You should contact your practice experience area to identify who your mentor will be and where and when you should arrive on your first day. This may also involve arranging an informal visit prior to beginning a practice experience.

#### **At the start of your practice experience**

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- a) You and your mentor will meet and complete the initial practice placement interview. During this you will consider the tentative suggestions prepared collaboratively by you and your supervisor.
- b) Your mentor may either agree or decide upon some alternatives that will demonstrate that you will be able to achieve the intended learning outcomes and performance criteria.
- c) With the support of the mentor you will identify:
  - What you are going to do to gain this knowledge or skill
  - How you will know when you have learned it
  - The spoke areas you intend to visit
- d) You must arrange with your mentor and the relevant link lecturer an appropriate time for a tripartite meeting (where required), which should be held as close to week 4 of your practice experience as possible, again refer to the Base and Spoke handbook for more details.
- e) You must also make your E-OAR available via PebblePad to your mentor, link lecturer and supervisor to enable them to document your progress.

## Midway through your practice experience

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- a) You and your mentor should meet to review general progress and any actions required to achieve competence.
- b) This is likely to be achieved through a combination of questions and answers and consideration of the evidence in your E-OAR.
- c) You have a responsibility to identify areas of difficulty and seek appropriate support from either your mentor or other staff members.
- d) If any areas of concern are raised regarding your ability to meet the NMC outcomes then your mentor should contact your supervisor and an Action Plan should be agreed between you, your mentor and your supervisor.
- e) You and your mentor should arrange a meeting during the final week of your practice experience.

## During the final week of your practice

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You and your mentor should meet to evaluate the achievement of agreed module outcomes and performance criteria.

- a) If it seems likely that you will achieve the modular outcomes in full, then it is not necessary to involve your supervisor at this point.
- b) If, however, it seems likely that you will not achieve the modular outcomes in full, then your mentor should contact your supervisor, and invite him/her to the meeting.
- c) The role of the link lecturer is two-fold. Firstly he/she should support your mentor in communicating his/her decision, and secondly he/she should help you and your mentor to clearly identify areas of deficit and devise an Action Plan to remedy these. The supporting paperwork for an Action Plan is held within the E-OAR.

It is your responsibility to complete the E-OAR, including the Practice Attendance Record, by the completion date shown on your Assessment Schedule. You must also complete the online evaluation of your practice experience via the Healthcare Placements Website (<http://www.healthcareplacements.co.uk/>) within 7-14 days of the practice experience end.

## 4.5 Practice Failure

### Practice experience failure

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In the event that you fail to demonstrate consistent competency in the required learning outcomes in practice you will be required to agree an Action Plan with your mentor and link lecturer, which must be achieved by Week 4 of the subsequent practice assessed period. You must go on to successfully complete this practice. Failure to do so will result in a recommendation for discontinuation from the programme.

A practice fail in **Part One** of the programme must be redeemed in Part Two. In addition only one practice fail will be permitted to be redeemed across **Parts Two and Three** of the programme.

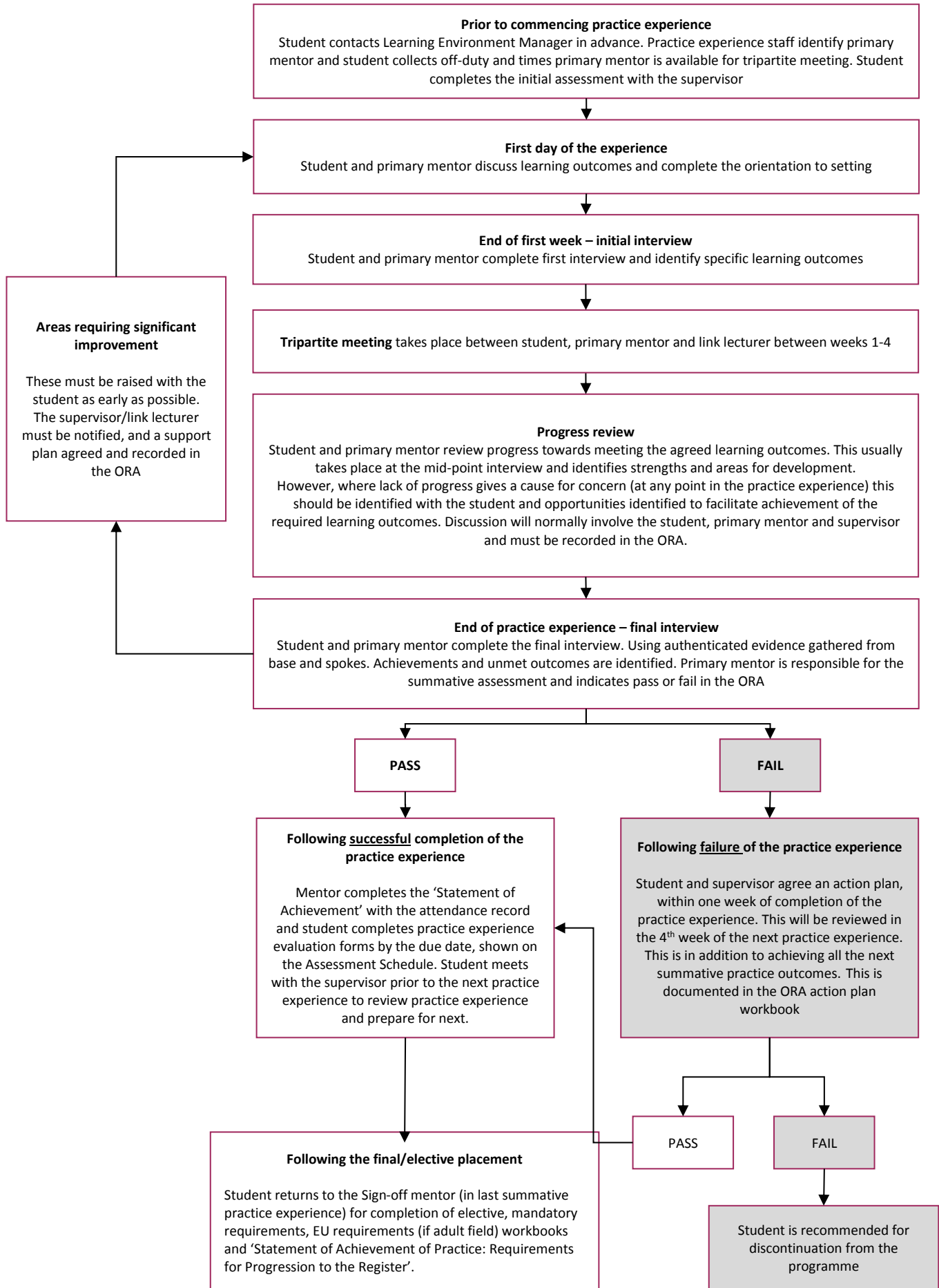
Exceeding the allowed failure will result in recommendation for discontinuation from the programme.

### Elective Practice Experience

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Normally students will undertake an elective practice experience towards the end of the programme. This may be within the placement circuit of the University, elsewhere in the UK, or abroad. Overseas electives must be self-funded and arranged by the student. The elective takes place, and is formatively assessed as long as Professional Practice 4 has been successfully completed. Failure in Professional Practice 4 requires the student to complete a four week Action Plan in their elective experience. This scenario requires the elective experience to become a summative placement (requiring formal assessment) which can no longer be taken outside of the Department's placement circuit. Students **MUST** be aware that any cost incurred in developing and planning an elective experience is taken at their own risk. A flowchart illustrating the practice experience assessment process can be found on the next page.

## The Practice Assessment Process



## 4.6 Support in Practice

### Link lecturers

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The link lecturer is a named member of academic staff from the University who liaises with practice providers on issues to do with learning and teaching in practice. The link lecturer is a resource to both you and staff in your practice area and can be contacted for information, queries or concerns regarding the learning environment. Your supervisor may also act as the link lecturer.

### Support in Practice: Senior Staff

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In addition to mentors and link lecturers, there are senior members of practice staff (either a nurse or a midwife), based in NHS Trusts and large care providers, who have a key role in promoting the quality of the learning environment for students.

These individuals have different titles depending on their employing organisation, for example Practice Education Facilitators, Practice Placement Facilitators or Clinical Lead for Education. They work closely with the mentors and managers within placement areas and provide a valuable link with the Department of Health Sciences. They also lead initiatives to support student learning and can be contacted for information and advice. They may also be involved in the educational audit of placements with service staff and the link lecturers.

### Mentor

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In brief, a mentor is responsible and accountable for the following:

- facilitating and coordinating your learning activities in practice
- supervising you in learning situations and providing you with constructive feedback on your achievements
- setting and monitoring achievement of realistic learning objectives
- assessing total performances including: skills, attitudes and behaviour
- providing evidence as required by programme providers of a student's achievement(s) or lack of achievement(s)
- liaising with others such as other sign-off mentors, mentors, liaison/link lecturers to provide feedback, identifying any concerns about a student's performance and agreement of an action as appropriate
- providing evidence with regard to making decisions about achievement of proficiency at the end of the placement
- informing the University of any sick/absence
- ensuring you work with the sign-off mentor and allocated mentor as part of the team and is supernumerary
- maintaining comprehensive, accurate and legible records; ensuring there is an auditable trail to meet NMC standards
- ensuring they are on the local mentor register and have updated over the last year to meet the NMC mentor standards

## 4.7 Religious Observance in Practice

Should you wish to request certain shifts or days off for religious observance, this request should be made to your mentor or appropriate person in your placement area. Requests will be considered on a case by case basis. Placement providers are not obliged to agree to student requests but will give due consideration where those requests are reasonable.

## 4.8 Uniform and Personal Appearance Guidance

### General Guidelines

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On University-based days, you can wear personal clothing. Uniforms are provided for placement areas ONLY. You will be allocated an appointment to be measured for a uniform usually in the first week at University. Approximately 6-8 weeks later you will be given notification to collect your uniforms from the Student Information Service. Uniforms can be adapted to take account of cultural and/or religious requirements. If you would like your uniform adapted for this purpose please inform the Student Information Service Manager (UG Programmes) when you attend for a measuring service. Any adaptations must conform to the best infection control practices.

You are expected to familiarise yourself with the dress code or uniform policy for your placement area and comply **fully** with those requirements. Non-adherence to a placement policy may result in removal from practice and disciplinary action. If you are not sure what dress is appropriate, please discuss it with your placement provider.

Should you have any queries regarding your uniform (fitting, fit for wear etc.), please contact a member of staff in the Student Information Service office.

The Student Information Service managers will make the decision on whether the cost of additional items of uniform will be met by either the Department of Health Sciences or by you. Their decision is final.

### Travelling in uniform

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The wearing of uniform outside the hospital premises is **not permitted** unless on specific practice related activity and permission has been granted by your mentor/charge nurse. This recommendation is made for the safety and security of all staff and to minimise the risk of cross infection.

If you are required to escort a patient for on-going care and are required to return by public transport, suitable arrangements prior to departure should be made to enable you to return in appropriate clothing.

Requests to wear uniform outside of practice placements for formal occasions, or where promoting the University, must be authorised by the relevant programme leader.

### Laundering of uniforms

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Most of the NHS Trusts do not have their own laundries but use external companies to launder uniforms. Students can use this service but should be aware that it may take some time for their uniform to be returned to the Trust.

Should you choose not to send your uniforms to the external laundry services and choose to launder uniforms at home then you should take note of the following advice:

- Uniforms should be segregated from other clothing at all times to prevent cross contamination.
- Whites and coloureds should be laundered separately to prevent migration of colour.
- Do not load your washing machine more than two-thirds full, as this will cause excessive creasing.
- Use a detergent suited to your skin type.
- The higher the temperature the greater the 'kill rate' of bacteria. A minimum temperature of 60°C should be used.
- Adherence to the above will ensure the risk of cross contamination from uniform is kept to a minimum.

## 4.9 Practice Experience Exclusion

The placement provider or Chair/Deputy Chair of Fitness to Practise Committee reserves the right to suspend a student from a placement area without notice in any case in which it considers it appropriate to do so having regard to the student's health, conduct or professional suitability. The authority for suspension will rest with the Chief Nurse, Head of Midwifery, nominated deputy or Chair/Deputy Chair of the Fitness to Practise Committee.

Fitness to Practise Committee will proceed with the relevant course of action to investigate the circumstances of the suspension to decide on relevant sanctions or whether the case proceeds to a full hearing. An outcome from a full hearing may be a recommendation for exclusion from practice.

The Suspension and/or Exclusion from Practice Policy and Flowchart which can be found at:

<https://www.york.ac.uk/healthsciences/student-intranet/support/fitness/>



## Section 5 Teaching and Learning

### 5.1 Studying at University

You are now part of a dynamic academic community that will encourage, challenge and support you to reach your full potential.

At University you are expected to take responsibility for your own learning. This means being self-motivated and independent when it comes to your studies and your personal development.

We offer the support and the facilities to enable you to become an independent learner who is equipped to succeed in a fulfilling career. In return we expect you to attend your lectures and seminars, research and study your subject areas, complete your assignments and engage with enthusiasm and desire to excel at your studies and master your subject.

More information on support to study is available at: <https://www.york.ac.uk/students/studying/develop-your-skills/study-skills/>

### 5.2 Teaching Methods

Teaching is delivered in the Department using a variety of methods. The methods outlined below are not an exhaustive list:

**Lectures:** Lectures are presentations by a lecturer to a large group of students. Lectures are effective for conveying information and when used in conjunction with other methods, such as set reading, seminars and tutorials, they can provide a useful overview of a subject and help students to make sense of their other work.

**Seminars:** Seminars are usually small group sessions facilitated by a lecturer on a specific subject which may have been outlined in an associated lecture. The seminars support the student to apply the information from lectures to practice and/or their other academic work.

**Tutorials:** Tutorials refer to one to one meetings with your supervisor enabling you to look specifically at your academic progress and pastoral support.

All of the methods are used to deliver knowledge, to interpret and explain difficult concepts and to illustrate their use. In most sessions you will find that you need to consolidate your understanding of the content by undertaking extra reading. An important skill to develop is the ability to write a coherent set of notes covering the essential points of each session.

Electronic information sources will also be provided for you to access through Yorkshare – the ‘Virtual Learning Environment’ (VLE) which is a web-based portal for the exchange of academic materials (<http://vle.york.ac.uk>). You will need your University username and password to access the VLE.

Please always try to arrive for sessions in good time. Late arrival prevents a prompt start and disturbs other students as well as the lecturer. You must not make or receive telephone calls or text messages during lectures and you should ensure mobile phones are switched off/silent before entering a classroom or lecture theatre.

## Teaching timetable

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Your timetable is available via the Student Home Page at [www.york.ac.uk/students](http://www.york.ac.uk/students). You will need your University username and password to log on.

On this page, you are able to view your timetable and, should you wish to do so, link this up with your Google Calendar, smartphone or tablet. Please note that it is your responsibility to configure your smartphone or tablet correctly and that you must have regular internet access.

It is important that you check your personal timetable using a personal computer on a regular basis.

For any queries about your timetable you should contact the Central University IT service in the first instance <https://www.york.ac.uk/students/computing/>

### 5.3 Code of Conduct

All students working in a healthcare setting are expected to conduct themselves in a professional manner. This applies to both practice and conduct at the University. Consequently you are expected to comply with the University, Nursing and Midwifery Council (NMC) and any other professional statutory regulatory body (PSRB) guidelines regarding conduct. Although non-professional programmes are not bound by NMC requirements the Department strongly recommend you work in accordance with this guidance. This is particularly important for self-regulation of the profession in protecting the public and society. Nursing and midwifery, as self-regulating professions, require individuals seeking registration to meet certain requirements in relation to good health and good character, demonstrating through their conduct a 'moral strength' which enables them to distinguish between what is right and wrong. Therefore the University and Department of Health Sciences must ensure you are fit to practise at the point of registration.

The Department of Health Sciences selects students whom it believes will demonstrate appropriate attitudes and behaviour as early as the recruitment stage. The Department's curricula also have specific objectives for professional attitudes and behaviour, together with opportunities to facilitate student achievement. Students who fail to meet these standards will be offered advice and guidance. Students who persistently display inappropriate professional attitudes and behaviour will not be allowed to continue on their programme. You should read the requirements laid down for Nursing and Midwifery Practitioners in the NMC Code and the Good Character and Good Health guidance (see <http://www.nmc-uk.org>). Conduct that is seen to contravene the Code or the guidance may give rise to concerns regarding your fitness to practise and ultimately have implications for your NMC registration.

Where the Code refers to 'Patients' this is inclusive of patients, service users, carers, family members, significant others and members of the public whom students come into contact with as part of their course of education.

### 5.4 Attendance

You should attend all scheduled teaching sessions that we set for you. Regular attendance is vital to your progression through your degree programme and will help you become a well-rounded learner capable of achieving your full academic potential. If you cannot attend a theory session you must inform the module leader before the session.

University Regulations state that you should be present at any time at which teaching or other academic engagements have been arranged for your programme (including Saturdays). This includes teaching that is not compulsory.

As part of supporting the NMC guidance on professional conduct, a trial of electronic student attendance monitoring will be undertaken for 1st year Nursing undergraduates, Midwifery and Post Graduate Diploma in Nursing students. Individual student attendance rates will be monitored and reports sent to the student's supervisor

## **Absence**

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If you must be absent at such a time you must consult your Supervisor who can permit an absence of no more than three days.

An absence of over three days, but no longer than four weeks, can be approved by your Programme Leader on behalf of the Chair of the Board of Studies. Any longer absence during a term which will be counted towards completion of your degree programme requires the approval of Special Cases Committee.

For further information, please see Change your Plan (Section 3.11) in the Your Programme Section of the Handbook.

If you stop turning up to scheduled teaching sessions without saying you are withdrawing and do not respond to our efforts to make contact with you within a specified time-scale, the Board of Studies will assume that you have withdrawn from your studies. For further information on the decision process, visit:

[www.york.ac.uk/staff/supporting-students/issues/academic/taught/withdrawing/](http://www.york.ac.uk/staff/supporting-students/issues/academic/taught/withdrawing/)

If you are unable to attend due to illness please see section below on reporting sickness.

If you are having problems with completing your studies, please see Exceptional Circumstances (Section 7.12) in the Assessment, Progression and Award Section of the Handbook.

## **PSRB attendance requirements**

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In accordance with the NMC Standards for Pre-registration Nursing to complete the programme successfully you must complete 2300 hours of theory (including NMC RPL) and 2300 hours of practice across the programme. Failure to do so may affect your progression and award.

## **Bursaries and absence**

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If you are in receipt of a NHS Student Bursary it is imperative that you attend theory and practice full-time. A failure to remain full-time may result in a suspension of your funding.

## **Mandatory sessions**

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Mandatory activity is a mix of face to face sessions and online activity. Your attendance at the face to face sessions and completion of online activity is compulsory. Content includes:

- Basic Life Support
- Moving and Handling
- Fire Safety
- Student and Patient Safety
- Equality, Diversity and Human Rights
- Infection Control
- Information Governance

Registers are taken for face to face sessions and evidence is required for completion of online activity. If you do not meet the requirements of the mandatory activity this may result in your referral to the Department's Fitness to Practise Committee.

## 5.5 What If I Cannot Attend Scheduled Teaching Sessions?

It is your responsibility to ensure you notify those detailed below if you are unable to attend the University or practice for any reason. This is a mandatory requirement if you are enrolled on a programme leading to professional registration. You are responsible for meeting learning outcomes for missed sessions. Lesson lecture notes are usually available on the VLE, alternatively you should discuss the missed session(s) with the module leader.

All absences must be reported to:
<p><b>Student Information Service</b> Area 1, Seebohm Rowntree Building University of York Heslington York YO10 5DD</p> <p>01904 321321 <a href="mailto:dohs-student-services-group@york.ac.uk">dohs-student-services-group@york.ac.uk</a></p>

When a full-time student advises the Department of Health Sciences of absence due to illness, or other reason, then the absence will be recorded for the full period – which means including private study time, not just attendance at taught sessions or practice. The Department of Health Sciences has a statutory requirement to record accumulated or certificated absence. You should note that failure to attend or comply with the requirements to notify the Department of your absence may require you to attend Fitness to Practise Committee.

### Sick leave

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For sickness lasting from four to seven days, a self-certification form should be sent to the Department's Student Information Service. From the eighth day of illness a doctor's certificate (Med 3) is required and should be sent to the Student Information Service. Please record this on your placement attendance record if you are on placement at this time. On return to placement, it is important that the Student Information Service is informed immediately. If the absence occurs in University time, on return to study the Student Information Service should be notified. This enables accurate information to be maintained on your end of course report.

### Reporting absence from practice

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If you are unable to attend your placement, you must notify the placement area and the Department's Student Information Service, preferably before the start of duty on the first day of absence. You should record your absence and the reason for it on your placement attendance record which is in your portfolio. Your attendance is monitored by the Student Information Service. In monitoring attendance and absence, the Department wishes to ensure that, during periods of difficulty, students access the support they need.

### Making up deficits in practice hours due to sickness/absence whilst on placement

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Each placement has an identified number of hours to be completed in order for you to identify and participate in a range of learning opportunities to achieve the placement outcomes and for your mentor to undertake formative and summative assessment of your practice. During each placement, you are required to record the number of hours undertaken. These will then be signed off by a suitably qualified member of staff depending on who oversaw the time undertaken/or your placement mentor. The record of practice hours will be used to ensure that a student has completed the required hours in each placement, at the end of each year to enable progression to the next year of the programme and, finally, at the end of the programme.

1. You are responsible for ensuring that you have completed the required number of hours for each placement. An audit of hours completed will form part of your post-placement meeting with your Personal Supervisor and also your annual progression monitoring by the Board of Examiners. Students will not normally be able to take a deficit of hours past each annual progression point. This is to ensure that students commence the following academic year with no hours outstanding from a previous academic year.
2. You are responsible for ensuring you undertake a varied and appropriate shift pattern. If you have concerns about regarding your shift pattern you should contact your mentor and/or link lecturer in the first instance.
3. The front loading and back loading of hours should **not** occur. Students found doing this in practice may be referred to the Programme Lead. The Practice Education Facilitator will also be informed.
4. You may have some sickness/absence during your practice experiences. In order to ensure that you are able to progress at the end of each academic year, and to avoid you having to apply for a programme extension to meet NMC statutory hours requirements at the end of your programme, you may work additional hours within your practice experiences as long as start and finish dates remain unchanged. Students who have time off sick will not be able to make up any additional hours if you return to placement in the same week. Sick time cannot be made up during annual leave.
5. When you need to make up a deficit in placement hours in your current (or from a previous placement), you may negotiate to work an extra 1 hour per day or 1 extra standard shift (7.5 hours) per week up to a maximum of 5 days per placement. This must be negotiated with the placement mentor and link lecturer. Your Personal Supervisor and the Programme Lead should also be informed. To comply with The Working Time Directive (2003/88/EC), you should not exceed 48 hours work per week (averaged over 17 weeks) in relation to University practice and theory (<https://www.gov.uk/maximum-weekly-working-hours/overview>)
6. You must record all practice hours clearly on your Practice Attendance Record within your E-OAR. These will be verified by your mentor including any deficit in placement hours
7. All other practice hours deficits other than those which can be achieved via point 5 will be made up at a time negotiated with your Personal Supervisor and the Programme Lead in an action plan. You should record your 'make-up hours' relating to your action plan on a separate make-up hours timesheet available in the e-OAR. This should be verified by your mentor and will be reviewed by your Personal Supervisor to monitor progress of your action plan. Students returning to practice following leave of absence for the sole purpose of making up hours and/or achieving placement outcomes must do this with a specific learning contract action plan in place.
8. According to the attendance policy, any student who has not fulfilled the required hours to be assessed appropriately whilst in placement may be required to interrupt their studies.

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### **Persistent absence**

Persistent absence, of 10 days or more per annum, without authorisation or valid reason may result in the Department taking disciplinary measures for failure to meet programme requirements. Any planned absences must be negotiated in advance with the programme leader wherever possible.

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### **Special leave, compassionate leave and carer's leave**

If you need special, compassionate or carer's leave for a theory day you should request approval for absence from your supervisor. If you require additional, or more protracted leave, for the circumstances you should contact your programme leader.

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### **Illness and assessment**

If your illness interferes with your studies, please see Exceptional Circumstances (Section 7.12) of the Assessment, Progression and Award Section of the Handbook.

## 5.6 Monitoring Practice Hours

It is a statutory requirement that you achieve a specified number of practice hours in order to register with the NMC. The number of hours you are required to undertake during each placement experience are identified on your allocation sheet which is available on the VLE. Your Personal Supervisor and the Department will monitor the exact number of hours you achieve during each practice experience. You will be notified by letter if the Department identifies that you are accruing any deficit in your practice hours. At the end of each Stage of your programme the hours that you have achieved will be reviewed by the Nursing Programmes Committee and Board of Examiners. If you have accrued a deficit of hours, you will be required to develop an action plan with your Personal Supervisor to make-up the hours before you are allowed to progress to the next part of the programme and, if you have 60 or more hours in deficit, you will be strongly advised to take a period of leave of absence from the programme in order for you to return to make up the deficit in practice hours to enable you to complete the programme successfully. If leave of absence is not taken when advised it may be difficult for you to complete your programme as a programme extension and/or funding may not be approved depending on the circumstances.

## 5.7 Placement Evaluation

As previously identified, we aim to give you the best learning experiences on all your modules. This includes your practice learning opportunities. To help the Department, our placement partners and education commissioners ensure that you experience teaching of the highest standard in practice, you will be required to complete a placement evaluation form at the end of each placement. You will submit your evaluation via the Practice Placement website (PPQA). Your feedback is anonymous. You will receive a receipt to evidence that you have submitted your evaluation. Your personal supervisor will ask to see your receipt at your post-placement meeting. Your anonymised feedback will be reviewed by the Department, placement providers, services and education commissioners aiming to develop and enhance placement learning.

## 5.8 Academic Integrity – Compulsory Exercise

Academic integrity represents a set of values and behaviours which members of the academic community abide by. To be a trusted member of this academic community you must understand and demonstrate academic integrity in your studies and the work you produce. Such values include honesty, trust, fairness, respect and responsibility.

**Please note:** You are required to successfully complete the University Online Academic Integrity Tutorial within your first year, preferably within your first term to progress smoothly into your next term (i.e. receive 100% on the three tests included in the tutorial) The module can be found on the VLE; more information is available on [www.york.ac.uk/integrity/](http://www.york.ac.uk/integrity/) This module will take you through key principles around referencing, and how to avoid things like plagiarism and collusion.

There are a number of forms of academic misconduct which are described briefly below:

- Plagiarism – the presentation of ideas, material, or scholarship sourced from the work of another individual, group or entity – or from the student’s own work previously submitted for assessment – without sufficient acknowledgement.
- Collusion between students taking the same assessment – the process whereby two or more students work together – without official approval – and share ideas, solutions or material in work submitted for assessment.

- Cheating – failure to comply with the rules of closed assessments e.g. unauthorised access to materials in a closed assessment.
- Commission and incorporation – to seek to gain advantage by incorporating material in work submitted for assessment that has been improved by, or commissioned, purchased or obtained from, a third party e.g. family members, essay mills or other students not taking the same assessment.
- Fabrication – to seek to gain advantage by incorporating falsified or fabricated material or data in work submitted for assessment or publication.

Collusion and plagiarism are the two forms of academic misconduct that can cause most confusion and further details about these are given below.

Collusion is particularly important in a context where group work may be encouraged at times to develop teamwork skills. While you are encouraged to collaborate with peers to discuss and debate issues, and on occasion to collect primary data, it is important to avoid collusion in assessed work. Where a piece of work contributes towards formal individual assessment, collaboration at this stage constitutes academic misconduct (collusion). The only exception is when the assessment is based on a single piece of work produced by the group as a whole.

Plagiarism is the most common form of academic misconduct and involves passing the ideas and words of another off as your own without proper acknowledgement of the original source – this can either be intentionally or unintentionally. To avoid plagiarism any words from any source copied word for word must be put in quotation marks (“.....”) and the source (name, date and page number) acknowledged immediately after the quote. You can also paraphrase texts, putting their ideas or arguments within your sentence structure, providing you give a reference. For published sources, a full reference must be supplied in a footnote or reference list in your assignment. If the source used is the internet, then the acknowledgement details provided should allow another person to go straight to the site or webpage. You should try to use quotes sparingly – it is not good practice to build an essay by linking a series of quotations without synthesis or interpretation. Note also that the use of people’s data and illustrations should also be acknowledged and the source provided.

If you do not uphold the values and conventions of academic integrity and conform, you may be subject to the University’s academic misconduct procedures.

## Referencing

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References are the sources of information that you have referred to in your academic work that are useful and beneficial to presenting your argument. Whilst the marker is interested in your opinion academic writing requires that you provide some evidence for the points you make. Referencing is the way in which you acknowledge the source of that evidence.

The **Harvard referencing style** is used by this Department and the Departmental guidelines on the use of references in academic work can be found on at: <http://www.york.ac.uk/integrity/harvard.html>

## 5.9 Academic Misconduct

It is your responsibility to ensure that your work does not contravene the University’s rules on academic misconduct which are set out in Regulation 5.7 of the Ordinances and Regulations <http://www.york.ac.uk/about/organisation/governance/corporate-publications/ordinances-and-regulations/regulation-5/>

Any form of academic misconduct is viewed as an extremely serious matter by the University and penalties will be applied to students who are found to have attempted to mislead examiners. The penalties awarded vary

depending on the seriousness of the offence, but can result in students having their degree class reduced, failing their degree or being asked to leave the University.

All scripts will be examined to ensure they have not been copied from published work or internet sources and in the case of suspected academic misconduct, students will be asked to provide an electronic copy of their work so that the work may be checked through plagiarism detection software.

The Department provides guidance on the correct acknowledgement of sources on the Student Intranet. This includes referencing from the internet. The web link to the Referencing Guidelines for Health Sciences' students is below. The Guidelines have been produced to help you with your academic writing and we strongly recommend that you download a copy for your use when developing your essays:

<http://www.york.ac.uk/integrity/harvard.html>.

Finally, if you have any queries about what constitutes academic misconduct and in particular about the proper attribution of material derived from another's work, you should seek advice from your supervisor.

For a list of what the University considers as academic misconduct, visit:

[www.york.ac.uk/about/departments/support-and-admin/registry-services/academic-misconduct/](http://www.york.ac.uk/about/departments/support-and-admin/registry-services/academic-misconduct/)

## 5.10 Fitness to Practise and Study

Since 1 January 2009, the Nursing and Midwifery Council (NMC) required all University providers of Nursing and Midwifery education programmes to have a 'Fitness to Practise' Committee. Fitness to Practise is a widely used term on professional programmes such as Nursing and Midwifery where students come into direct contact with vulnerable adults or children. The remit of the Fitness to Practise Committee is to address a student's suitability to practise and show that their health, disability, behaviour and/or professional conduct does not place patients/clients at risk or jeopardise the overall trust that the general public places in healthcare professionals in general. This applies to practice placements, in University and in students' personal/private life. For full policy details and procedures visit <https://www.york.ac.uk/healthsciences/student-intranet/support/fitness/>

A Student Guide to Fitness to Practise is available at:

<https://www.york.ac.uk/media/healthsciences/documents/student-intranet/regulations/Fitness%20to%20Practise%20a%20guide%20for%20students%20May%202016.pdf>

The Fitness to Practice Committee will also be involved in any instances of the University's Fitness to Study Policy being initiated for a Department of Health Sciences student.

Link to the University of York Fitness to Study Policy: <https://www.york.ac.uk/staff/supporting-students/issues/academic/taught/fitness-to-study/>

## 5.11 Ethics

As a student you may come across ethical issues in teaching and practice learning. You will gain a broader understanding of ethical issues throughout your programme of study. If a specific issue arises you are advised to discuss this with your supervisor.

In order to adhere to professional codes of conduct the Department has a Breach of Confidentiality Policy that applies to all students and their assessments, both written and other forms.

<https://www.york.ac.uk/healthsciences/student-intranet/teaching/breach-conf/>



If concerns arise about care delivery during a practice experience you should follow the Raising and Escalating Concerns policy. This can be found on the Intranet at: <http://www.nmc.org.uk/standards/guidance/raising-concerns-guidance-for-nurses-and-midwives/>

## **Breach of Confidentiality**

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Students of nursing, midwifery, health and social care learn in classroom and clinical settings as well as other appropriate locations. It is inevitable that the assignments that students write will sometimes require them to draw on the experiences they have gained on placements or within work settings.

In drawing on these experiences however, all professionals and students of nursing, midwifery, health and social care have a duty to maintain confidentiality. It is important that details are not disclosed that could lead to the identification of particular individuals, families/significant others or places as this would constitute a breach of confidentiality. Visit: <https://www.york.ac.uk/healthsciences/student-intranet/teaching/breach-conf/>

## **5.12 References, Academic Transcripts and Confirmation of Study**

Students must only request references from their supervisor; they should not request other Departmental staff to provide this. For proof of award only students require official academic transcripts and/or confirmation of study from the University. Information can be found on how to obtain these through the link: <https://www.york.ac.uk/students/studying/manage/student-record/document-request/>

You are studying on a programme supporting your access to vulnerable individuals and/or leading to a professional registration which means that any Fitness to Practise sanctions you receive will be included in your end of programme reference or employers reference.

### 6.1 Managing your Workload through Private Study

Teaching at York is delivered by academic experts who will introduce you to academic subject areas, key concepts and outline your learning objectives. You are responsible for researching, studying and managing your own learning. Independent learning means you are expected to prepare for lectures, seminars and tutorials and to complete assessments based on your studies.

You will need to plan your time carefully and be aware of timescales and deadlines for assessments, projects and exams.

We know that adjusting to new ways of working and having to produce work at this level in accordance with the many academic rules and regulations can be daunting. However, your tutors and your supervisors are there to assist and we have the support in place through the Student Skills Hub to help you gain any additional skills you might need with your maths, academic writing and referencing, IT or languages. For further information, please see Student Skills Hub (Section 6.6) in the Study Skills and Support Section of the Handbook.

#### Planning your private study

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Your own private thought and study time is where you can gain deeper insights into the subject you are studying. Most lecturers would agree that the main steps in learning occur during further reading and through private study. Lecturers are willing to assist you with your understanding of module material, either individually or by email.

Your responsibilities for learning go much further than the simple attendance requirements. In planning your work you should bear in mind that each 10-credit module involves 100 hours of work, and each 20-credit module involves 200 hours of work, and so on. This is made up of contact time in lectures but also includes a large amount of private study.

For pre-registrations students engaging with practice focused modules, the hours in each practice module reflect NMC requirements and do not follow this framework. Many students find that they get more out of their subject by putting in more than the minimum amount of effort, while those who do not often struggle with the assessments.

You should plan a pattern of work which best suits you. We would recommend that it includes a number of hours to be spent preparing tutorial work, going through lecture notes, reading a text book to enhance understanding, etc. It is important for such a weekly plan to be realistic, and that you do not leave all your work until the last minute. Remember that a 'normal working week' in theory is not restricted to the hours 09.00 till 17.00 on five days; you may need to commit some evenings and weekends to study.

Whatever you decide is best for you, try to adhere to your programme, both during term time and vacations. If you are struggling with your studies you should discuss this with your supervisor.

Occasionally it may be necessary for students to complete reassessments or deferred assessments during vacation periods. You should check the Assessment Schedule in advance so you are aware of when the scheduled reassessment dates are. You should take these dates into consideration when booking holidays to avoid clashing with reassessment dates. Holidays are not valid grounds for missing a reassessment.

For Assessment Schedules visit: <https://www.york.ac.uk/healthsciences/student-intranet/timetables/assessment-schedules/>

For support with your studies visit: <https://www.york.ac.uk/students/studying/develop-your-skills/study-skills/>

## 6.2 Reading Lists

Reading lists and resources are provided in each module VLE site and are regularly updated by the module leader. To access the VLE go to: <https://vle.york.ac.uk/>

## 6.3 Library

Visit: [www.york.ac.uk/library](http://www.york.ac.uk/library)

For an introduction to using the University Library and its resources, visit: [www.york.ac.uk/library/informationfor/newusers](http://www.york.ac.uk/library/informationfor/newusers)

This includes, amongst others, information on using the library catalogue, your library account, online induction resources and opening hours.

The University Library is open 24 hours a day, 362 days a year. For general help, contact the Library Help Desk in the JB Morrell Library.

Email: [lib-enquiry@york.ac.uk](mailto:lib-enquiry@york.ac.uk)  
Tel: +44 (0)1904 323873

Your Academic Liaison Librarian is Adrian Clark. He can help you search effectively for resources, understand how to use and evaluate these and how to reference your work correctly. He can be contacted on 01904 324254 and [libhealthsci@york.ac.uk](mailto:libhealthsci@york.ac.uk).

Further details on your Academic Liaison Librarian and your subject guide can be found at: <http://subjectguides.york.ac.uk/healthsciences>

### Electronic resources

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The University Library also provides access to a wide range of e-resources via its web pages. These resources include over 10,000 electronic journals. Access is also provided to bibliographic databases such as Medline, CINAHL, The Cochrane Library, British Nursing Index, Embase, and PsycINFO which help you search the literature. You can access these e-resources both on and off-campus.

### NHS Library Services

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As well as the University Library, students on placement and students who are NHS staff can access hospital library facilities.

The local hospital libraries provide collections of relevant printed books and journals. Students living and working outside the local area should investigate the NHS facilities available to them.

The NHS also provides access to electronic resources for its staff and health students via NHS Evidence Health Information Resources (<http://www.evidence.nhs.uk/>). Some resources require an NHS ATHENS username and password. Contact your local hospital librarian for more information on NHS resources.

More information on NHS libraries and services for students on placement is available at: <http://subjectguides.york.ac.uk/healthsciences/nhsinfo>

## Digital Literacy

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Your Academic Liaison Librarian, Adrian Clark can help you search effectively for resources, understand how to use and evaluate these and how to reference your work correctly. He can be contacted on [01904 324254](tel:01904324254) or [lib-healthsci@york.ac.uk](mailto:lib-healthsci@york.ac.uk). Adrian also runs regular Library Surgeries in the Student Information Service where you can drop-in with questions.

Further details on your Academic Liaison Librarian and times for Library Surgeries can be found on the Library's Health Sciences Subject Guide: <http://subjectguides.york.ac.uk/healthsciences>

The Library provides a range of online materials to support you in developing your literature searching and study skills. You can find these at: <http://subjectguides.york.ac.uk/healthsciences/tutorials>

There is also a set of literature searching FAQs you can access by following this link: <http://subjectguides.york.ac.uk/healthsciences/faq>

### 6.4 Online Resources – IT Services, VLE and Others

For information on the facilities and services IT Services provides, consult your University handbook or visit: [www.york.ac.uk/it-services/](http://www.york.ac.uk/it-services/)

#### VLE

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The VLE enables you to access electronic learning materials such as lecture notes, presentations and reading lists (including links to e-journal articles and websites). The Department is introducing electronic submission for most written assessments. Specific assessment submission guidance will be provided in the Assessment Guideline and on the student Intranet which is also accessible through the VLE.

Yorkshare is available using your University of York username and password (via a PC with web access) from home, campus and your workplace in the UK or overseas.

The VLE also has a discussion board facility which allows you to openly communicate with your fellow students. Not all modules use this facility and your module leader will give you more information if this function is being used. For VLE information visit: <http://vle.york.ac.uk/webapps/portal/frameset.jsp>

#### E:Vision

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The e:Vision web portal system provides you with electronic access to data held about you in the University's student record system, and also allows you to maintain your own address and contact details. If you change address or telephone number you can use your e:Vision account to update your contact details on the University's records system. You have an obligation to ensure that your personal data is up to date and accurate and you should notify the appropriate person within the University where data held on the system is not correct.

In addition, assessment and module results are released to you through your e:Vision account.

To access your e:Vision account visit: <https://evision.york.ac.uk/>. You will require your University username and password to access your records.

## IT Facilities for students

<b>York Teaching Hospital Library</b>	LARC Building (HYMS) Room KA1 179 Equipment: 4 PCs; 1 laser printer
<b>Scarborough Hospital</b>	HYMS Postgraduate Building Equipment: 4 Thin Clients(PC); 1 laser printer
<b>Harrogate District Hospital</b>	Student Media Room, located inside the Strayside Hospital Library Equipment: 2 Thin Clients(PC); 1 laser printer
<b>The Friarage Hospital, Northallerton</b>	Student IT Room, location inside the Friarage Library
<b>Library IT Facilities</b>	All the Department Libraries have IT facilities
<b>University of York campus</b>	IT Services maintains a number of PC classroom and study areas across the University's campuses, and they are open to all Health Sciences students. Full details of the rooms, including opening times, can be found at: <a href="http://www.york.ac.uk/it-services/it/rooms/">http://www.york.ac.uk/it-services/it/rooms/</a>
<b>Wireless access to the University of York network</b>	The Eduroam service offers free wireless internet across the University's campuses and the campuses of partner universities. Full details can be found at: <a href="http://www.york.ac.uk/it-services/connect/wireless/jrs/">http://www.york.ac.uk/it-services/connect/wireless/jrs/</a>

## Replay for Lecture Capture

Replay for Lecture Capture is an automated recording service which is only available in some classrooms. This allows academics to record lectures and presentations and make them available to students through the VLE or email. Students are able to recap key parts of a lecture and can focus on specific sections of a lecture. Replay Capture is a complimentary and supplementary resource for factual sessions, it is not intended to be a replacement for attendance at a lecture. It is not always an appropriate resource for sessions with a clinical focus or sessions which require student participation and debate. This is not available for all sessions.

## 6.5 Departmental Study Support

The Department offers additional support to all its students with academic writing, calculation skills, referencing and other skills needed for studying successfully. This support is available throughout the academic year and can be accessed in a number of different ways.

In addition to these resources, students on the Postgraduate Diploma with Professional Registration in Nursing (Adult) programme also have access to a VLE admin site entitled 'PGDip Admin Site'.

### VLE resources

In addition to the resources provided by the University, all Health Sciences students also have access to the VLE Community web site called "Academic Support for Undergraduate Health Sciences Students". Here you will find a wide range of information, advice and tools to help you develop your study skills.

To access this web site, log on to <http://vle.york.ac.uk> with your University username and password and look for the Community box where you will find a link called "Academic Support for Undergraduate Health Sciences Students"

## Academic Writing Support

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Throughout your programme, seminars on how to develop your academic writing skills will be offered aligned to your modules. These seminars complement the general support offered by the University and are a good way to improve your academic writing standard within a healthcare context

## Calculation Support

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In addition to the general support offered by the Maths Skills Centre of the University's Student Skills Hub, the Department offers a series of optional seminars on calculation support throughout the year. The series of seminars consists of five healthcare themes and is offered every Autumn, Spring and Summer term:

1. Basic maths for healthcare students
2. Weight, volume and conversions
3. Medicine calculations: tablets, syrups and injections
4. Medicine calculations: infusions
5. Medicine calculations: topical medicines
6. Self-medicate

Each seminar lasts two hours and focuses on the practical application of numeracy. All seminars will appear on your timetable as optional activities. Places are limited however and you can book via

<https://www.york.ac.uk/healthsciences/student-intranet/calculation-support/>

## 6.6 Study Skills and Support

Most of our students have a happy trouble free time whilst at York, but sometimes you might need some specific advice and guidance and our network of support services is on hand to help. Your College and Supervisor are at the heart of the support network here at York. They will help and advise you or call on other appropriate support services within the wider university (Student Support Hub, Student Financial Support Unit, Open Door Team, Disability Services, Careers Service, College Team, Students Union & Chaplaincy). For further information please visit: <https://www.york.ac.uk/students/support/>

## 6.7 Student Skills Hub

The Student Skills Hub offers a variety of ways to help you gain the necessary skills to study and deliver work. There are many opportunities to develop a wide range of skills in York, across many disciplines. Many of these are free of charge and will look great as part of your personal development to future employers. These include:

- Academic study skills
- Information skills
- Maths and numeracy skills
- IT skills
- Language skills
- Transferable skills

For further information, visit: [www.york.ac.uk/student-skills-hub](http://www.york.ac.uk/student-skills-hub)

## 6.8 Languages for All (LFA)

If you want to brush up your language skills or take up a new language, Languages for All runs classes every term to help you do just that. During your time at York, you'll have the exciting opportunity to learn a foreign language for free. For further details including how to register, visit: [www.york.ac.uk/lfa](http://www.york.ac.uk/lfa)

## 6.9 Centre for English Language Teaching (CELT)

The Centre for English Language Teaching provides a variety of term time classes and summer courses for intermediate and advanced level English language support. Visit: [www.york.ac.uk/celt](http://www.york.ac.uk/celt)

## 6.10 Accessibility and Disability Support

Students who consider they may have a disability or have a diagnosis of a disability can access support from the University of York's Disability Services located in the Sally Baldwin Building. With the student's permission, the Disability Office will share details of their support needs with the student's personal supervisor and relevant members of Departmental staff, if the student requests this.

Disability Services can provide support, advice and guidance regarding specific learning difficulties; Asperger's syndrome; visual and hearing impairment and physical/medical impairments amongst others. All students with disabilities are encouraged to contact them to discuss meeting their individual support needs.

Please let the Department know as soon as possible if you have a disability and may require support. You can discuss this with your supervisor. For further information, visit: [www.york.ac.uk/students/support/disability/](http://www.york.ac.uk/students/support/disability/)

You may also require individual arrangements for formal examinations. For further information, please see Formal Examination Requirements (Section 7.5) in the Assessment, Progression and Award Section of the Handbook.

The Departmental Disability Officer can be contacted by email on [dohs-disability@york.ac.uk](mailto:dohs-disability@york.ac.uk)

## 6.11 Prizes

Every year the Department of Health Sciences awards prizes to outstanding students in recognition of excellence in both theory and practice.

For full details of the prize criteria and nomination processes visit:  
<https://www.york.ac.uk/healthsciences/student-intranet/bos/prizes>

## 6.12 York Award

The York Award has been designed in order for students to gain recognition for the skills developed at University. The Award has been restructured to consist of three levels of progression and encourages students to get involved in all aspects of University life from the first term of their first year.

- York Award – for first year (Part 1) students, aimed at getting students involved in building transferable skills
- York Award Gold – will ask second and third year (Part 2 and Part 3) students to reflect on their experiences

- York Award Leaders – will be a selective programme aimed at senior students with the ambition and skills to take advantage of a specialist leadership programme.

Further details can be found on the student intranet <https://www.york.ac.uk/students/work-volunteering-careers/skills/york-award/>

## 6.13 Activities and Societies

There are many opportunities at York to get involved with societies and extra-curricular activities both related and unrelated to your course.

For a full list of societies and activities provided by YUSU, visit: <http://www.yusu.org/events>

### NurSoc

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NurSoc is a student run society for the Department of Health Sciences' nursing students to help them have the best experience while at University. NurSoc coordinates social events and connects students to the wider campus community. NurSoc also provides a means of contact with other organisations and groups and helps nursing students at York communicate with professional nursing groups throughout the UK.



Want to get involved? We need as many enthusiastic nursing students involved in NurSoc as possible!

Email: [NurSoc@YUSU.org](mailto:NurSoc@YUSU.org)



## Section 7 Assessment, Progression and Award

### 7.1 Guide to Assessment

The University's Guide to Assessment Standards, Marking and Feedback contains the University's formal procedures relating to the conduct of assessment. It provides clear and detailed information on each aspect of student assessment and is a useful resource if you want to know more about how your work is assessed.

For further information on general assessment principles, visit: [www.york.ac.uk/about/departments/support-and-admin/registry-services/guide/](http://www.york.ac.uk/about/departments/support-and-admin/registry-services/guide/)

However, your programme is **exempt** from some of the University assessment rules, in particular the compensation rules, and therefore a summary of assessment rules for your award are provided in the following sections.

### 7.2 Assessment Methods

You will encounter two types of assessment during your time at University: formative and summative.

**Formative assessment** is there to help you develop. While it may not contribute to your final degree mark, it will help you learn more effectively – you will be provided with feedback on this type of assessment which will help you improve your performance.

**Summative assessment** takes into account the extent of your success in meeting the assessment criteria and how well you have fulfilled the learning outcomes of a particular module or programme. This type of assessment will contribute to your final degree mark or towards progression decisions.

#### Methods of assessment

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Definitions of some assessment methods frequently used by the Department of Health Sciences are given below. Some or all of these may be used in your programme of study.

##### Closed exam

A closed examination is a timed, invigilated examination conducted under traditional examination conditions. It may be written, oral or practical.

##### Open exam

An assessment task that is completed in a limited time (e.g. 3.5 hours) that is not completed under exam conditions in an exam room. You will be told when and where to attend to collect the exam paper, and when and where to return your completed script to.

##### Open assessment

An assessment other than a closed examination, e.g. the writing of an essay, report, dissertation etc.

##### Assessment in practice

Practice learning accounts for 50% of nursing programmes. The hours and outcomes required are captured through practice placements and simulated learning opportunities. As an academic assessment, all placement assessments need to be passed in order for an award to be conferred. To achieve a pass, you must complete the required number of hours AND the required outcomes for a placement.

Practice placement modules are summatively assessed by the achievement of pre-specified competence in practice outcomes, contained in an Electronic Ongoing Achievement Record (E-OAR) that demonstrates successful integration of theory and practice. The specific criteria for each placement are incorporated into the ongoing record of achievement. The electronic Ongoing Achievement Record for each practice experience module must be completed by the assessment deadline.

### **Poster presentation**

This assessment method involves creating a poster on an area of nursing practice and presenting this to your student peer group. The poster and presentation are assessed by two examiners using published criteria. The External Examiner is invited to attend all presentations.

## **7.3 Assessment Format and Submission of Work**

### **Assessment deadlines**

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The submission dates for all assessments are published at the commencement of each programme or module and are available on the Student Intranet at: <https://www.york.ac.uk/healthsciences/student-intranet/timetables/assessment-schedules/>

### **Assessment formatting**

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A guide to formatting a written assessment is available at: <https://www.york.ac.uk/healthsciences/student-intranet/teaching/submission/>

### **How to submit**

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Most summative work is now submitted electronically via the VLE. This is a simple process of uploading your assignment and full details are available at: <https://www.york.ac.uk/healthsciences/student-intranet/teaching/submission/>

Due to their format some assessments are still submitted in hard copy to the Student Information Service on the ground floor of the Seebohm Rowntree Building; these may include interview recordings, some large portfolios etc.

If an assessment needs to be submitted in hard copy and you submit this by post you must obtain a Certificate of Proof of Posting; you need to keep this safe until the marking has been completed and your mark is available. If you have received a penalty for late submission you may be able to use the Certificate of Posting to support an exceptional circumstances claim to waive the penalty. A claim to waive the penalty would need to be submitted within one week of your mark being released.

For pre-registration students the Electronic Ongoing Achievement Record is supported by the PebblePad system. This system pauses at the published submission date and time and the E-OARs must be completed by that time. This means there is no 'submission' but students should be clear that 'completion' of this assessment is governed by the same rules as 'submission'.

The deadline for submission/completion is usually 4.30pm on the published date; a small number of exceptions to this are published on the Assessment Schedule. This deadline is strictly enforced and submission after this point will incur a late penalty in line with University policy.

Assessment schedules are available on the web at: <https://www.york.ac.uk/healthsciences/student-intranet/timetables/assessment-schedules/>

## Use of your exam candidate number

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You are allocated a random exam candidate number when you enrol with the University. The number is shown next to the word 'Exam' on the back of your University card. You can also access your exam candidate number through your e:Vision student record.

You should use your exam candidate number instead of your name on all summative assessments that are marked anonymously. Your exam candidate number is used for both exams and other forms of assessment.

However, there are a small number of occasions when it is appropriate to use your name to identify your assessment rather than your exam candidate number e.g. video recordings or commentaries on presentation/interviews etc. You will be advised if this applies to your assessment. The 'Assessment Guideline' for the module will also state when it is necessary to use your name rather than your exam candidate number. Assume that unless you are notified to the contrary that you should always identify your assessment or examination script with your exam candidate number and not your name.

It is **your responsibility** to correctly submit your assessment scripts anonymously using your exam candidate number. If you fail to identify your assessment correctly you will jeopardise your anonymity during the marking process and throughout your programme of study.

On **no occasion** should you include your exam candidate number on a **draft script** sent to your supervisor. Only add your exam candidate number as a header on the document prior to submitting the final script for assessment.

Please note that if you have previously studied with the University your examination candidate number may have changed since you last studied. It is very important that you use your current examination candidate number when submitting your assessments.

Exam candidate numbers are not given out over the phone or by email. You are advised not to divulge your examination number to anyone else.

There is a significant difference between your University '**student number**' (nine digit number) and your University '**exam candidate number**' (seven digit number preceded with a Y). Your 'student number' can identify you as this is available to all staff; however your 'exam candidate number' is confidential and is only available to staff in the Student Assessment Office.

## Return of marked assignments

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For some modules hard copies of portfolios of material may be returned to students. If this is applicable you would be contacted via your University email account giving instructions of how to collect your portfolio. If your portfolio remains uncollected after the deadline it would be confidentially destroyed.

You are reminded to keep back-up copies of all work as the Student Assessment Office is unable to provide copies of your work post-submission should you lose access to your assessments e.g. through computer failure or theft.

Pre-registration students do not submit their Electronic Ongoing Achievement Record (PebblePad). The information is extracted from PebblePad on submission date and time. The E-OAR remains available to the student.

## 7.4 Penalties

Knowing how to manage your time, write succinctly and provide a complete and comprehensive piece of work to a strict deadline are skills you will develop at University.

In the interests of fairness, transparency and to be equitable we have strict rules around deadlines and the quality or quantity of work submitted and have clear penalties for any student where these rules are not followed.

All work submitted late, without valid exceptional circumstances, will have ten per cent of the available marks deducted for each day (or part of each day) that the work is late, up to a total of five days, including weekends and bank holidays, e.g. if work is awarded a mark of 30 out of 50, and the work is up to one day late, the final mark is 25.

After five days, the work is marked at zero. Note, however, that the penalty cannot result in a mark less than zero.

Submitted	Penalty
1 day	10% deducted from mark
2 days	20% deducted from mark
3 days	30% deducted from mark
4 days	40% deducted from mark
5 days	Work marked at zero

The penalty for submitting late for a module marked on a pass/fail basis is a fail.

### For pre-registration practice experience modules only:

If you are late completing your Electronic Ongoing Achievement Record without exceptional circumstances you will fail the module. This failure will not overturn a mentor decision but it will reduce your reassessment opportunities by the number of credits awarded to the particular practice experience.

### **What should I do if there has been an unforeseen event on the day of submission? For example I am stuck in traffic.**

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In the event of an emergency arising when an assignment is due for submission (e.g. delayed in traffic) students should contact the Departmental Student Information Service team by telephone immediately who will advise of the most appropriate action to be taken (01904 321321).

You can apply through the Exceptional Circumstances Policy for the late penalty to be waived but you would need to provide supporting evidence for this to be considered.

The Policy can be found on the Student Intranet at: <https://www.york.ac.uk/healthsciences/student-intranet/teaching/mitcircs/>

### **Failure to submit**

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If you, with no valid exceptional circumstances, fail to submit an assessment by the deadline after five days or fail to attend an examination, a mark of zero will be awarded. You may be given the opportunity for reassessment. However, if the examination or assessment missed is already a re-sit or reassessment to redeem an initial failure, no further reassessment opportunities will be available without proof of exceptional circumstances.

For further information, please see Resits, Repeats and Readmission (Section 7.10) in the Assessment, Progression and Award Section of the Handbook.

If you are struggling to meet deadlines, submit a piece of work or will miss an exam due to personal circumstances you will need to inform the University as soon as possible and apply for Exceptional Circumstances. For further information, please see Exceptional Circumstances (Section 7.12) in the Assessment, Progression and Award Section of the Handbook.

### **Assessment word limits**

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Word limits are prescribed for each specific assessment and are published on the module's Assignment Guideline.

Assignments will be marked up to the word limit (plus 10%) and marking will cease once the word limit is exceeded.

- Everything in the main body of the text (ie Introduction, Method, Results, Discussion and Conclusion) apart from tables and figures is included in the word limit.
- Everything before (ie Abstract, Acknowledgements, Contents etc) and after the main text (ie References, Appendices etc) is not included in the word limit.

### **Breach of Confidentiality**

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A penalty can apply for a second breach of confidentiality offence. For further information visit:

<https://www.york.ac.uk/healthsciences/student-intranet/teaching/breach-conf/>

### **Examination scripts that deviate from the rubric**

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In the event that you attempt more than the requested number of questions in an open or closed exam paper, all questions attempted will be marked and the set of questions with the highest marks that conform to the instructions on the front of the exam paper will be used to calculate your final examination mark.

## **7.5 Formal Examination Requirements**

For information on the University's formal examination requirements, consult your University handbook or visit:

<https://www.york.ac.uk/students/studying/assessment-and-examination/>

Individual examination arrangements may be approved for students who are unable to sit exams under formal University examination conditions as a result of a disability or other condition. It is important to note that such arrangements must be in place at least six weeks prior to the exam in question, so it is essential that students requiring individual arrangements contact Disability Services as soon as possible in order to ensure that adjustments can be made.

Visit: [www.york.ac.uk/students/studying/assessment-and-examination/disability/making/](http://www.york.ac.uk/students/studying/assessment-and-examination/disability/making/)

If you have any queries relating to alternative examination or assessment arrangements please do not hesitate to contact the Student Assessment Office within the Department ([dohs-disability@york.ac.uk](mailto:dohs-disability@york.ac.uk)) who will be happy to discuss these with you.

## 7.6 External Examiners

The Department has a team of External Examiners to cover the taught programme provision. External Examiners comment and give advice to the Department on programme content, balance and structure. External Examiners provide specific and general advice to the Departmental Board of Studies via the Board of Examiners meetings and their Annual External Examiner Report. Details of the Department's current External Examiners can be found on: <https://www.york.ac.uk/healthsciences/student-intranet/teaching/ext-examiner/>

It is inappropriate to make direct contact with external examiners, in particular regarding your performance in assessments. If you have any issues or concerns, you can register these through appeal or complaint.

For further information, please see Making an Appeal (Section 7.13) in the Assessment, Progression and Award Section of the Handbook and Making a Complaint (Section 3.9) in the Your Programme Section of the Handbook.

There are ways of engaging with the process through which the University considers and responds to External Examiners. Your Course Rep will have the opportunity to attend the relevant Programme Committee where feedback from External Examiners will be shared and discussed.

## 7.7 Feedback on Assessment

'Feedback' at a University level can be understood as any part of the learning process which is designed to guide your progress through your degree programme. We aim to help you reflect on your own learning and help you feel clearer about your progress through clarifying what is expected of you in both formative and summative assessments.

A comprehensive guide to feedback and to forms of feedback is available in the Guide to Assessment, Standards, Marking and Feedback. <http://www.york.ac.uk/about/departments/support-and-admin/registry-services/guide/>

### The Departmental Statement of Feedback

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The purpose of providing feedback to you on your progress in relation to formative and summative assessments is to facilitate improvement through reflection and promote learning. Feedback can also be a means of helping you to understand why you have been awarded a particular grade, especially in relation to summative assessment.

Feedback could be the provision of either constructive comments or a model solution. Feedback, where possible and appropriate, should link explicitly with the Assessment Guideline and the Marking Criteria.

Feedback should demonstrate the following characteristics:

- be clear and unambiguous.
- strike a balance between being constructive, encouraging and motivating, and providing explicit comment on where there are failings and how improvements can be made.
- be specific and focussed to the content and context in which it is given.
- be actionable – feedback that you can act upon.
- be tailored to the needs of the individual student.
- reflect/support the mark/grade awarded.

## **Communication of marks and feedback**

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Marks will be released to you within six weeks of the date of submission or examination. Full details of dates are found on your programme Assessment Schedule on the Student Intranet at:

<https://www.york.ac.uk/healthsciences/student-intranet/timetables/assessment-schedules/>

Assessment marks are released to you through your e:Vision account. In addition to the marks, individual written assessment feedback will be provided to you for every piece of summatively assessed work, with the exception of closed examinations. Written feedback will be provided within six weeks of the submission/resubmission date. Written feedback sheets will normally be emailed to your University email account or uploaded to your e:Vision account. To provide a consistent approach, the Department has a standard feedback form.

For closed examinations you will be provided with general cohort feedback, giving details of how the cohort performed as a whole in the exam.

You are not normally notified that your marks are available. However, if there was an unavoidable delay in releasing your marks by the date indicated on the Assessment Schedule you will be notified, by email to your University email account, regarding the delay and when the marks will be available.

All marks are provisional until after ratification by the Board of Examiners. This may either be at a meeting or they may be approved on Chair's Action.

In addition your feedback may be provided verbally. Verbal feedback can be on a one-to-one basis with an academic member of staff or delivered to you on a group basis.

The Department does not consider requests from individual students or groups of students for the early marking and/or early release of marks.

## **Access to marked exam scripts**

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You may request to view your marked examination script. You can initiate this request through a member of the module team who would negotiate a time for you both to review this together. The Student Assessment Office needs at least five working days' notice to make arrangements to release your script.

The script may not be copied or taken away with you, and can only be viewed with your supervisor present.

If the script is with an External Examiner the Student Assessment Office will advise you and your supervisor when it will be available so you can organise a revised review date.

The application form and a flowchart of the request process can be found on the Student Intranet at

<https://www.york.ac.uk/healthsciences/student-intranet/teaching/exams/>

## **Annotation of submitted assignments**

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During your programme submitted summative work (with the exception of closed examination scripts) will normally be electronically annotated. Annotation refers to the marker adding notes and comments on electronically submitted assignments. The purpose of annotating work is to support students to identify the chief strengths and weaknesses in the work and to better understand why they received the mark they got and how they might develop their work.

Students should read the annotations carefully and consider how these can be used to improve future work.

### Anonymous marking

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Anonymous marking is the practice of marking a piece of work without knowledge of the identity of the student concerned.

You are provided with a confidential exam candidate number on the back of your University card. This number is used to identify you for all anonymously marked summative assessment of theoretical work that contributes to final award. Only the staff in the Student Assessment Office can identify you from your exam candidate number.

Confidentiality is maintained throughout the assessment process, including external moderation. Candidate number and student name never appear together on student work or in any documentation such as results lists or exam board minutes.

Summative assessments in practice placement, audio/video recordings and presentations that are carried out by practice-based assessors cannot be conducted anonymously. Therefore all related documentation contains the student's name rather than his/her exam candidate number.

### Marking criteria

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All work is marked against published criteria and a whole integer percentage mark awarded, except where a module or assessment has approval to be marked on a pass/fail basis (ie no academic mark given).

General Marking Criteria relating to each mark-banding is published on the Student Intranet (see <https://www.york.ac.uk/healthsciences/student-intranet/teaching/markgrid/>). and are provided to markers to inform the marking process.

For postgraduate work standardised broad assessment criteria are used to allocate weighting of marks for each assessment under the following headings:

- Structure and organisation
- Knowledge
- Application of knowledge and understanding (including critical reflection)
- Analysis (including critical evaluation)
- Use of source material

Detailed **Assessment Guidelines** are produced for students and markers for each module's assessment. These are available on the Student Intranet at: <https://www.york.ac.uk/healthsciences/student-intranet/timetables/assess-guide/>

### Arrangements for marking

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**Double blind marking** is where two markers both mark the assessment without access to each other's marks or comments. Markers meet to discuss and agree on a final mark through reference to the criteria and reasoned argument based on evidence. Double blind marking is used for:

- Level 7 theoretical modules
- all new assessments

If there is a marker discrepancy of 10% or more the markers will provide a written explanation to the External Examiner explaining how the final mark was agreed.



## Marker disagreements

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If the marker and second marker are unable to agree on a mark to be awarded, a third internal marker (appointed by the Chair of the Board of Examiners) will moderate. The third marker's mark decision will be final.

### 7.9 How Can I Tell if I am Making Progress?

The Student Guide to Rules for Progression and Award in Undergraduate Programmes clarifies what we mean by 'academic progress'. They explain what you need to do to progress through your degree programme and how you can calculate your current classification marks along the way.

<http://www.york.ac.uk/about/departments/support-and-admin/registry-services/guide/>

### 7.10 What Happens if I Fail a Module?

#### Reassessment

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The pass mark for level 7 theoretical academic modules is 50. Professional practice modules are pass/fail and awarded a pass/fail mark. There is no compensation applied to modules in this programme. If you get a theoretical module mark below 50 you will be reassessed.

There are limits on the maximum number of credits that can be failed at first attempt. You will be entitled to re-assessment in a maximum of 40 credits worth of failed modules, with no more than 40 credits worth of outright fail (ie module marks of less than 40) provided you have failed no more than 60 credits across the whole programme. You are permitted to redeem one practice module failure.

For further information, please see Practice Failure (Section 4.5) in the Practice Experience Section of the Handbook.

#### Reassessment for the MSc 'top up'

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If you fail a Masters dissertation with a mark below 40, then no reassessment is permitted. However, if you are given a 'marginal fail' mark of between 40-49%, then you will have the chance to make amendments which will enable a minimum threshold to be reached, with the mark after resubmission capped at 50%. Details of the sort of revisions that would be expected are given in the Guide to Assessment, Standards Marking and Feedback at:

<http://www.york.ac.uk/about/departments/support-and-admin/registry-services/guide/>

### 7.11 Resits, Repeats and Readmission

If you have failed or missed an examination because of medical or compassionate circumstances the Department may request permission for you to take the examination again 'as if for the first time', which means discounting the failed or missed attempt.

If you want to repeat part of your programme then you will need to show that you have personal circumstances which mean that you did not benefit from the teaching the first time.

If you have to leave your programme because you have failed the year then you will not be permitted to restart the same programme at the start of the next academic year. You may be able to return later if the Department is willing to offer you a place and the University Special Cases Committee agrees. If you withdraw from your programme then you do not have a right to return to it if you change your mind.

For further information, visit: <https://www.york.ac.uk/students/support/academic/taught/resits/>

You will need to submit evidence of exceptional circumstances to qualify for resits and repeats, for further information, please see Exceptional Circumstances (Section 7.12) in the Assessment, Progression and Award Section of the Handbook.

## 7.12 Programme Extensions and Termination

A programme extension can be recommended where a student cannot complete their programme within the normal timescale. Programme extensions are usually sought when a student requires more time to finish their programme but has already completed all teaching, or if they are less than three months before the original end date of their programme. The paperwork for a recommendation for a programme extension is completed by your supervisor and the Chair of Board of Studies and submitted to the University Special Cases Committee (SCC); however, you may need to provide evidence to support this. If you think you may need a programme extension then please discuss this with your supervisor.

If, for whatever reason, you are deemed to be academically or professionally unsatisfactory the Board of Studies can recommend to the University Special Cases Committee (SCC) that your programme is ended before its normal end date. A student might be academically unsatisfactory for reasons such as poor attendance (without a good reason) or through having failed so much of the programme that it is no longer possible to graduate. A student is deemed to be professionally unsatisfactory when there is a serious Fitness to Practise issue which has been investigated and upheld by the Department's Fitness to Practise Committee.

If you have failed to meet a published progression hurdle which is a requirement to continue into the next year then the Board of Studies will not need to recommend programme termination to the University Special Cases Committee. Instead the Department will notify the University Examinations Office who will send a letter explaining that you cannot continue on your programme and explaining your right of appeal.

For pre-registration students any extension must be approved by the local commissioning body. It is not guaranteed that a bursary will be extended.

More information about programme extensions and termination can be found at:

<https://www.york.ac.uk/students/support/academic/taught/programme/>

See Exceptional Circumstances (Section 7.12) in the Assessment, Progression and Award Section of the Handbook for any other circumstances which may affect you undertaking any assessments or visit

<http://www.york.ac.uk/students/support/academic/mitigation/>

## 7.13 Exceptional Circumstances

If exceptional events in your life significantly impact on your ability to study and work towards the completion of assessments (including examinations) then you can submit a claim to the Department for exceptional circumstances to be taken into account. The Exceptional Circumstances Policy is available at <https://www.york.ac.uk/students/support/academic/mitigation/> and additional information can also be found at <https://www.york.ac.uk/healthsciences/student-intranet/teaching/mitcircs/>

For a list of the circumstances that are normally accepted and not accepted, visit:

<https://www.york.ac.uk/healthsciences/student-intranet/teaching/mitcircs/>

Any claim should be made as near as possible to the time that the exceptional circumstances are happening and should normally be supported by independent third party first-hand evidence usually provided by professionally

qualified people at the time the events were taking place. Claims will be considered on the basis of the evidence received.

Successful claims will be in relation to evidence of exceptional events only. Relating this statement to the world of work, the principle should be that the event is equivalent in terms of scale, significance and duration to that accepted by an employer from an employee to excuse a period of non-attendance in the workplace.

If your claim is successful and the Committee accepts that your assessment was significantly affected by your circumstances you will normally be given an opportunity to take the assessment again as a first/reassessment attempt with the original first/reassessment attempt being void. If it is an open assessment (for example an essay) then you may be given an extension to the submission date. Grades will never be altered without a further attempt at the assessment.

Deadlines for submitting exceptional circumstances claims in relation to specific assignments are displayed on the assessment schedule. Claims must be submitted by 4.30 on the scheduled deadline.

For exceptional circumstances to be considered, the exceptional event will normally need to occur within the 6 week period prior to the submission date (for open assessments) or examination date. Some exceptions may exist so you are advised to consult the deadlines for exceptional circumstances displayed on the assessment schedule.

It is essential that an accurate and comprehensively completed claim form is submitted as near to the time of the exceptional event as possible along with any supporting evidence that demonstrates how the problematic circumstances have impacted on your ability to study.

## 7.14 Making an Appeal

You can appeal against a procedural error in arriving at an academic decision or on the basis of exceptional circumstances that the examiners didn't know about (see above) or a procedural irregularity in the assessment.

However, you cannot appeal against an academic judgement of your work (this is the marker's opinion under the Academic Appeals procedure).

For further details on both terms and how to appeal, visit: [www.york.ac.uk/students/help/appeals/](http://www.york.ac.uk/students/help/appeals/)

Assistance with appeals and representation at hearings is also available through the Students' Union Advice and Support Centres. All communication is confidential and free. For further information:

GSA Representation Advice and Welfare Co-ordinator

Email: [advice@yorkgsa.org](mailto:advice@yorkgsa.org)

Telephone: 01904 322718 (internal 2718)

Location: 2nd floor in Wentworth College.

<http://www.yorkgsa.org/>

YUSU Academic and Welfare Team

Email: [asc@yusu.org](mailto:asc@yusu.org)

Telephone: [01904-323720](tel:01904-323720) or 324207

Location: Academic & Support Centre (based in Student Centre) James College.

<http://www.yusu.org/well-being/asc>

For further information, please see Making a Complaint (Section 3.9) in the Your Programme Section of the Handbook

## 7.15 Your Final Award Calculation

The University applies the following mark scale to postgraduate work:

Class	Mark Range
Distinguished performance at postgraduate level	70-100
Good performance at postgraduate level	60-69
Satisfactory performance at postgraduate level	50-59
Fail	0-49

The pass mark for masters-level modules is 50.

For information on calculating your award calculation, see the Student Guide to the University's Rules for Progression and Award. For programme specific information refer to:

<http://www.york.ac.uk/about/departments/support-and-admin/registry-services/guide/>

### 8.1 Careers

Developing your employability is about extending skills, making contacts, broadening ideas, and understanding how to gain and use your experiences to enhance your future prospects. It is a good idea to start exploring career options in your first year.

The University's Employability tutorial enables you to assess your skills, research career options and access guidance on how to gain experience and develop new skills to prepare for your future. It can be accessed via the VLE: <http://vle.york.ac.uk>

For further information on Careers and employability, visit: [www.york.ac.uk/careers](http://www.york.ac.uk/careers) or see the University handbook.

#### Careers Fair

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Additionally, during your final year of the programme there will be careers support opportunities, facilitated in partnership with the University's Careers Service and practice partners, and a Careers Fair will be scheduled to enable students to meet with prospective employers and organisations.

### 8.2 Employability

We recognise that at a time in which the University is aspiring to be among the best internationally, the employability of York students, both undergraduate and postgraduate, is of paramount importance: for the students themselves, for league table positioning and for developing effective relationships with external organisations. We believe that an education from York equips students for a range of careers, and provides the tools of discovery and analysis to inform the act of choosing. To this end, we set out a strategy that embraces employability as a skill-set and mind-set valued by the entire University community.

We want all students to leave York equipped to make their mark on society – whether through pursuing research or entering other employment. We want the University of York to be recognised nationally and internationally as a seedbed for talented graduates offering a valuable contribution to the world. A focused approach will enable us to monitor and evaluate our success. We will use the national Destinations of Leavers from Higher Education (DLHE) survey as our measure, setting out an ambitious KPI of 80% of all York graduates achieving a professional/graduate destination by 2018.

We have four strategic aims in support of our vision:

1. Students are expected, and supported, to consider and plan their future options from their first point of contact with York, throughout their time here, and beyond.
2. All York students connect with the working world throughout their university life, via work-based or work-related activities, international experience and events involving employers and/or alumni.
3. All students leave York aware of their capabilities, committed to lifelong learning, and with the confidence, motivation and resilience to excel in their chosen fields.
4. Employers view York as a 'University of Choice' for recruiting high quality students and graduates.

### 8.3 Personal Development Planning (PDP)

As you work through the Employability Tutorial, you will complete your Employability Plan. You should discuss this with your supervisor on an annual basis; they will arrange a time for this. This is a great opportunity for you to reflect on your personal, academic and professional development and plan for the future.

Your supervisor should:

- encourage you to think through and articulate personal ambitions and possible career paths
- encourage you to think about the skills and attributes you will need to develop and demonstrate in order to achieve your personal, academic and professional aims
- encourage you to seek relevant advice and guidance on these matters from other academic staff, the Careers Service, the College System and YUSU and signpost development that is available within and beyond the curriculum

## APPENDIX Acronyms and Abbreviations

AHR	Applied Health Research
BHF	The British Heart Foundation
BHF	British Heart Foundation
BoS	Board of Studies
CLG	Cooperative learning group
CSU	Clinical Simulation Unit
DH	Department of Health
DoHS	Department of Health Sciences
ECSG	Epidemiology and Cancer Statistics Group
E-OAR	Electronic ongoing achievement record
ESRC	Economic and Social Research Council
FDC	Foundation Programme Committee
FTP	Fitness to Practise
GPhC	General Pharmaceutical Council
GSB	Graduate School Board
HCPC	Health Care Professions Council
LFA	Languages for All
LOA	Leave of absence
LRF	Leukaemia Research Fund
MHARG	Mental Health and Addiction Research Group
MPC	Midwifery Programme Committee
MPH	Masters in Public Health
MRC	Medical Research Council
NACR	National Audit of Cardiac Rehabilitation
NIHR	National Institute for Health Research
NMC	Nursing and Midwifery Council
NPC	Nursing Programme Committee
OSCE	Objective Structured Clinical Examination
PCMIS	Patient Case Management Information System
PG Cert	Postgraduate Certificate
PG Dip	Postgraduate Diploma
PSRB	Professional, statutory and regulatory body
RCM	Royal College of Midwives
RCN	Royal College of Nursing
REF	Research Excellence Framework

RPL	Recognition of Prior Learning
SAO	Student Assessment Office
SCC	Special cases committee
SRB	Seebohm Rowntree Building
SSPRD	Specialist Skills and Post Registration Development
UGB	Undergraduate programme Board
UoY	University of York
VLE	Virtual Learning Environment
YC	York College
YTU	York Trials Unit and Statistics



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