

Programme Handbook - HHMCON

MSc Contemporary Nursing	(HHMCONMSC)
PgDip Contemporary Nursing	(HHMCONPGD)
PgCert Contemporary Nursing	(HHMCONPGC)

Academic Year 2019/2020

School of Health and Social Work

Contents

Contents

1. Welcome

2. The School

2.1 School Organisation

3. The Academic Calendar

3.1 University Holidays

4. Aims of the Programme

4.1 Professionalism, employability and enterprise

4.2 Learning and research skills

4.3 Intellectual depth, breadth and adaptability

4.4 Respect for others

4.5 Social responsibility

4.6 Global Awareness

4.7 Additionally:

5. Intended Learning Outcomes

6. Programme Management

7. Learning and Teaching

7.1 Blended Learning

7.2 Contact hours per 15 credits of Modules

7.3 Independent study/preparatory reading

7.4 Group Work

7.5 Academic Skills

7.6 Feedback

8. Assessment and Assessment Regulations

8.1 University Policies and Regulations

8.2 Programme Assessment

8.3 Non-completion of Practice Placement

8.4 Assessment Matters, Timing and Feedback

8.5 Assessment Marks

8.6 Assessment Referencing

8.7 Presentation of Coursework

8.8 Submitting Assessments

8.9 Electronic Submission

8.10 Extensions

8.11 Serious Adverse Circumstances

8.12 Publication of Results

8.13 Request for a Review of an Assessment Decision Process

8.14 Academic Misconduct

8.15 Using Turnitin to Promote Academic Integrity

9. Disciplinary Procedures

9.1 Academic Misconduct

9.2 Fitness to Practise

10. Programme Committees and Student Representation

10.1 Student Representation at Programme Level

10.2 School Student Representative Organiser

11. Boards of Examiners

12. University, School and Programme-Specific Regulations

12.1 University Policies, Procedures and Regulations (UPRs)

12.2 The Student Charter

12.3 School Specific Regulations

12.4 Programme Specific Regulations

13. Student Support

13.1 Personal Tutors

13.2 Students with Other Needs

14. Student Responsibilities and Obligations

14.1 All students are responsible for:

14.2 Attendance

14.3 Absenteeism

14.4 Withdrawal from the Programme

14.5 Professionalism

14.6 Student Code of Conduct

15. Health and Safety

16. Equal Opportunities Statement

17. Finance

17.1 Ask Herts

17.2 Disclaimer

1. Welcome

Welcome back to our returning students and congratulations to you on progressing to your next year of study. To our new students, a very special welcome to the University of Hertfordshire, the School of Nursing, Health & Wellbeing. The [MSc Contemporary Nursing](#) is a programme for qualified nurses who want to develop their career. The programme is flexible, and you can choose from a range of modules in addition to the four compulsory modules. You can plan your programme to improve your clinical skills and attributes or to focus on leadership or education aspirations. **Additionally, the MSc Contemporary Nursing aims to:**

- Develop students professionally and academically within their nursing roles.
- Develop students' abilities to critically analyse and evaluate key factors underpinning their nursing practice.
- Enable students to acquire a critical understanding of, demonstrate a commitment to, and apply professional values in complex situations.

MSc Contemporary Nursing: This award requires 180 credits (at least 150 at level 7) and should include the core/compulsory modules:

- Integrating Research into Professional Practice (15 credits)
- Advanced Decision Making in Health and Social Care (15 credits)
- Dissertation Project (45 credits)
- Work Based Learning for Contemporary Nursing (30 credits)

The remaining credits can normally be chosen from the list of optional modules.

Postgraduate Diploma Contemporary Nursing: this award requires 120 (at least 90 at level 7) credit points and should include core modules:

- Integrating Research into Professional Practice (15 credits) **or** Advanced Decision Making in Health and Social Care (15 credits),
- Work Based Learning for Contemporary Nursing (30 credits).

Students who exit with a PgDip Contemporary Nursing to consolidate their learning in practice may return to complete the full MSc Contemporary Nursing. They will need to complete all the compulsory modules for the MSc and rescind their exit award in order to do this.

Postgraduate Certificate Contemporary Nursing: This award requires 60 credit points from the Contemporary Nursing modules.

Module to choose from

Compulsory Modules Module Title	Module Code	Credit Points	Language Delivery	% Examination	% Coursework	% Practical	Semesters
Integrating Research with Professional Practice	7HSK0179	15	English	0	100	0	A,B
Advanced Decision Making in Health and Social Care	7HSK0168	15	English	0	100	0	B, C
Dissertation Project	7HSK0178	45	English	0	100	0	ABC, BC BCA
Core and unique to pathway							
Work Based Learning for Contemporary Nursing	7HSK0193	30	English	0	100	0	B, C
Optional Modules							
Advanced Health Assessment & Diagnostic Indicators	7HSK0290	15	English	0	0	100	A, B, C
Assessment – Physiology Based	7HSK0171	30	English	0	80	20	A
Coaching Skills for Leading	7HSK0186	15	English	0	100	0	A, B
Communicable and Non-communicable Conditions (Online).*	7WHS0013	30	English	0	100	0	B
Emergency Care	7HSK0175	30	English	0	100 P/F**	0	B

Enabling Learning in Contemporary Healthcare	7HSK0267	15	English	0	100	0	B
Intensive Care	7HSK0173	30	English	0	100 P/F**	0	B
Leading Innovation in Practice	7HSK0197	15	English	0	0	100	B
Leg Ulcer Management: A Competency Based Course	7HSK0246	15	English	0	100 P/F (PBA)	0	B
Managing Long Term Conditions in Primary Care*	7HSK0208	15	English	0	100	0	A, B
Musculoskeletal Trauma: Image Recognition for Healthcare Professionals	7HSK0073	15	English	0	0	100	A
Minor Illness – Diagnostics and Interventions	7HSK0172	15	English	0	100	0	A, B
Minor Injury - Autonomous Practice	7HSK0170	15	English	0	100 P/F**	0	B
Nurse Independent Prescribing (V300)	7HSK0263	30	English	0	100 P/F** P/F**	P/F**	AB, BC, CA
Paediatric Urgent and Emergency Care	7HSK0266	30	English	0	50	50	AB
Promoting Health (Online) *	7WLM0011	30	English	0	100	0	C
Return to Practice (subject to periodic review Oct 2019)	6HSK1091	15	English	0	100 P/F**	0	A, BC
Return to Practice (subject to periodic review Oct 2019)	7HSK0366	15	English	0	100 P/F**	0	A, BC
Redesigning Services for The Future*	7HSK0060	15	English	0	100	0	B

- In order to be eligible for a final award, students must complete all compulsory modules. However, if the student has completed any of these compulsory modules previously, then the student can normally choose an alternative module from the MSc Contemporary Nursing (Advanced Practice) optional modules listed to complete the 180 credits.
- The award of final compensatory credit is permitted in this programme. (D4 refers). The university does not offer compensatory grades at module level in accordance with UPR AS14 D4.2.
- There is an expectation that the module external examiners for the mentoring modules will meet a sample of students as part of the assessment process.

Further study can initially seem daunting for nearly everyone, but we hope that the information provided within the handbook will help to reduce that feeling. Wherever possible, programme information and module information will be posted on *StudyNet*. Please check the programme page and the individual module pages on your *StudyNet* portal regularly. This will ensure that you are kept informed of any subsequent changes to your programme of study. I look forward to meeting you and wish you a successful programme of study!

Louise

Louise Lawson
Programme Leader
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2. The School

The School of Health and Social Work is one of 10 academic Schools within the University. It has established a reputation as a leading education provider for the allied health professions, nursing, midwifery and social work.

2.1 School Organisation

The School is structured in to two Departments:

- Nursing, Health and Wellbeing
- Allied Health Professions Midwifery and Social Work

The School is managed by the Dean of School who is responsible to the Vice Chancellor. The Dean of School is assisted by two Heads of Department and by the Associate Deans who have cross school responsibilities for academic quality assurance, learning and teaching, practice enhancement, research and international & NHS engagement.

Within each Department there are subject areas managed by Professional Leads / Subject Leads whose responsibilities include advising the relevant Head of Department on the currency of the curriculum including, learning and teaching developments, communicating with professional and regulatory bodies and liaising with placement providers, National Health Service (NHS) commissioners and Local Authorities.

Post-graduate Office

To support you and the school team there is a programme administrator who can help with some of your queries about the programme. The programme administrator manages assessment turnaround and some aspects of *StudyNet*.

Programme Administrator's Office Opening Hours

The programme administrator's office is situated on the first floor of the Wright Building, 1F276. For students already on the programme, the phone number 01707 285906, or you can email them on PQnursing@herts.ac.uk . For students in the process of application, then contact the CPD admissions team on 01707 284956 or email on cpdhealth@herts.ac.uk
The office opening hours are:

Monday – Thursday:

08:45 – 10:00; 12:00 – 14:00; 15:30 – 16:30

Friday:

08:45 – 10:00; 12:00 – 14:00

3. The Academic Calendar

The full University academic calendar can be found [here](#)

3.1 University Holidays

The University will be closed from 12.00 hours on Tuesday 24 December 2019 until 08.30 hours on Thursday 2 January 2020. The University will also be closed on Tuesday 1 September 2020.

4. Aims of the Programme

The programme has been devised in accordance with the Quality Assurance Agency for Higher Education. These standards are explicit and direct the content and structure of the programme. The MSc Contemporary Nursing (Advanced Practice) is accredited by the Royal College of Nursing The University's [Student Charter and Graduate Attributes](#) for Programmes also underpin this development.

4.1 Professionalism, employability and enterprise

The University promotes professional integrity and provides opportunities to develop the skills of communication, independent and team working, problem solving, creativity, digital literacy, numeracy and self-management. Our graduates will be confident, act with integrity, set themselves high standards and have skills that are essential to their future lives.

4.2 Learning and research skills

The University fosters intellectual curiosity and provides opportunities to develop effective learning and research abilities. Our graduates will be equipped to seek knowledge and to continue learning throughout their lives.

4.3 Intellectual depth, breadth and adaptability

The University encourages engagement in curricular, co-curricular and extracurricular activities that deepen and broaden knowledge and develop powers of analysis, application, synthesis, evaluation and criticality. Our graduates will be able to consider multiple perspectives as they apply intellectual rigour and innovative thinking to the practical and theoretical challenges they face.

4.4 Respect for others

The University promotes self-awareness, empathy, cultural awareness and mutual respect. Our graduates will have respect for themselves and others and will be courteous, inclusive and able to work in a wide range of cultural settings.

4.5 Social responsibility

The University promotes the values of ethical behaviour, sustainability and personal contribution. Our graduates will understand how their actions can enhance the wellbeing of others and will be equipped to make a valuable contribution to society.

4.6 Global Awareness

The University fosters discussion of complex and evolving world issues. Our graduates will be confident to act effectively in settings where language and culture are not familiar to them and will have an understanding of international traditions and practices both within, and beyond, their discipline.

4.7 Additionally:

The MSc Contemporary Nursing aims to:

- Develop students professionally and academically within their nursing roles.
- Develop students' abilities to critically analyse and evaluate key factors underpinning their nursing practice.
- Enable students to acquire a critical understanding of, demonstrate a commitment to, and apply professional values in complex situations.

5. Intended Learning Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills and other attributes in the following areas:

Knowledge and Understanding

- A1. The ethical debates and legal imperatives that inform contemporary care
- A2. The national and local strategies that inform the provision of care
- A3. The international policy and drivers that inform the provision of care
- A4. The critical role of the professional within multi professional teams
- A5. The complex frameworks and theories that underpin care delivery and management
- A6. The ways in which professionals lead and innovate in their own practice
- A7. **(AP)** The complexities of practice-based knowledge in their field of practice.

Intellectual Skills

- B1. Critique and evaluate current evidence to support practice
- B2. Appraise, analyse, and recognise patients' healthcare needs
- B3. Evaluate service provision in line with contemporary government policy, guidelines and professional developments
- B4. Identify effective change strategies required to support and direct practice

Practical Skills

- C1. Evaluate a range of evidence in order to justify decisions made to enhance care in complex situations.
- C2. Initiate, plan, undertake and evaluate a project related to individual practice
- C3. Reflect on clinical decision making in relation to an identifiable aspect of professional practice, demonstrating the ability to critically evaluate personal contribution to complex problem-solving activity
- C4. Respond to current policy by developing the critical ethical dimension to their practice
- C5 Systematically design and undertake a substantial investigation into practice

Transferable Skills

- D1. Is effective in professional and interpersonal communication demonstrating effective oral, written and presentation skills in a wide range of settings
- D2. Utilise a range of IT skills to support learning activities
- D3. Use a range of evidence to solve problems in a logical manner
- D4. Critically reflect on their own work to improve practice
- D5. Demonstrate advanced skills of independent learning

6. Programme Management

Details of the programme structure and modules can be found in:

The Programme Specification
The student planning tool

These documents can be found on the [MSc Contemporary Nursing](#) website

7. Learning and Teaching

7.1 Blended Learning

In addition to the learning activities described above, the School adopts a 'Blended' learning approach. This is where you undertake traditional types of learning as well as more innovative, electronic learning. StudyNet and Canvas are an integral tool of blended learning; you are expected to access these at least three times a week whilst in University.

7.2 Contact hours per 15 credits of Modules

A module is a self-contained quantum of study. The size of a module is 15 credits or integral multiples thereof. The University indicates that each 15 credits of study equates to approximately 150 student effort hours. This could be through face to face contact, online support, independent study and assessment. The hours spent face to face can vary and will differ between modules depending on the nature of the content and level of the module. This means that you are expected to undertake independent study outside of the timetabled hours to supplement any taught work.

7.3 Independent study/preparatory reading

As you are an independent learner, we expect you to prepare work in advance, both for University based learning (especially for seminars and tutorials) and whilst in practice. Wherever possible, we encourage you to work in small groups with your peers to share resources and information. Independent reading is essential to support all aspects of your studies.

7.4 Group Work

Team working is a fundamental aspect of health care professional practice and you will be expected to participate in group work either uni-professionally or Inter-Professionally. The theory of group working is explored within the shared interprofessional modules as well as being discussed within your Professional groups.

7.5 Academic Skills

If you are struggling with an aspect of your work, you should in the first instance speak with the module lead who may be able to offer guidance or refer you to where further information or support can be found. You can also contact your Personal Tutor to make them aware of this situation.

There is also a wealth of support offered both on-line and in person. To find out more about Academic Skills Support please look at the following:

[Academic Skills Advice](#)

7.6 Feedback

Feedback from students is used to inform and improve modules for future students. Each module undertaken will be internally evaluated, using a Module Feedback Questionnaire (MFQ) or the online Student Feedback Questionnaire (SFQ), which focuses on the teaching and learning experience for that individual module. During your final year you will be asked to complete the National Student Survey (NSS) which informs the national standing of the University of Hertfordshire, giving it a ranking within the UK's leading universities.

8. Assessment and Assessment Regulations

8.1 University Policies and Regulations

The assessment regulations found [here](#) identify how you can bring any circumstances that may have affected your performance in assessment to the attention of the Board of Examiners. They also inform you of the formal mechanism by which you may request for a review of a Board of Examiners decision on your progression and module results. The policies relating to a progression rules, calculation of awards, appeals, regulations on cheating, plagiarism and other misconduct can be found [here](#).

Only the Board of Examiners has the authority and discretion to allow a student the opportunity to be referred (indicated by the award of FREFE/ FREFC/FREFB status code) in examination and/ or coursework assessment when you have achieved an overall module numeric grade of 20 or more. There are two types of Boards of Examiners, a Module Board and a Programme Board. Membership of these boards includes the Chair, Programme Leaders / Module Leaders, External Examiners and Practice Representatives. The Board receives and confirm the module assessment results and oversees student progression. It is the Board of Examiners that considers any serious problems that may have impacted on your ability to perform during an assessment. For more information on Serious Adverse Circumstances see the Student A to Z guide <http://sitem.herts.ac.uk/secreg/>.

8.2 Programme Assessment

During the programme you will undertake a range of assessments for each of the modules that you study. This is likely to include some of the following: essays, oral and video presentations, examinations, poster presentations, objective structured clinical examinations (OSCE) and group work. The programme specification gives an indication of the assessments for each module.

8.3 Non-completion of Practice Placement

Not applicable

8.4 Assessment Matters, Timing and Feedback

You will be informed of the hand-in dates for coursework and submission dates at the beginning of the module via a schedule/module website. Prior to submitting any University assessments, you will be referred to a copy of the regulations via StudyNet. Please note that if an assessment is likely to fall on a prescribed religious holiday, please contact your Programme Leader immediately. Feedback on coursework is normally given within 4 calendar weeks of the submission date. Feedback is given using standard feedback forms (further information will be given in your module). Marks for each element of assessment will be posted on the module site on StudyNet within the 4 week timeframe. Please note that any marks published prior to the Module board are provisional marks. Marks may change when being considered at the exam board. Your Student Record is the definitive location to check our confirmed grade. Grading criteria will be placed on each module site according to the level of study you are enrolled on. All assignments are submitted automatically through University's Text Matching Software Turnitin. Details can be found [here](#).

8.5 Assessment Marks

The University uses a numeric scale for marking. The pass mark is 50 at Level 7 study. You cannot be reassessed for a component of assessment if you have already passed that component purely for the purpose of improving the grade achieved. All elements of assessment are combined to give an overall mark for the module. Most work is assessed using a specified grading system some work is assessed as pass/fail (e.g. practice documents).

8.6 Assessment Referencing

It is really important that your work is properly referenced, i.e. the source of the material used in your assignments is acknowledged. Work submitted without proper referencing will be penalised; if work is unreferenced and passed off as your own plagiarism software may be used on your work. Evidence of plagiarism within an assignment is indicative of poor academic writing which will be reflected in the mark awarded. The module lead may report plagiarism as

academic misconduct and if proven, you will be charged accordingly (see section on academic misconduct). Please note that plagiarism reported as academic misconduct is a serious offence.

For the School Referencing Guidelines see: [Academic Skills Advice](#)

8.7 Presentation of Coursework

Unless specified on your module guide, the following points should be adhered to when presenting your coursework:

Microsoft Word Document - processed with text at 1.5 or double spacing

Font size should be 12 for main text - larger and smaller font sizes are permissible for headings, titles, labels and text within diagrams

Type face is discretionary but should be easily read (e.g. Arial)

Page numbers to be included on each page

Word count clearly indicated

Any requested appended sheets as necessary

8.8 Submitting Assessments

Written assignments are normally submitted electronically on-line. Please always check the mode of submission and submission time in the module guide – electronic submission times may vary. If work is late, penalties will be incurred, for example:

Late submission penalties (see [UPRs](#) for extended explanation): 1. For each day (or for hard copy submission only, working day) for up to five days after the published deadline, submitted late coursework (including deferred coursework, but not referred coursework), will have the numeric grade reduced by 10 grade points until or unless the numeric grade reaches the minimum pass grade.

2. Where the numeric grade awarded for the assessment is less than 40 (or 50 for level 7 assessments), no lateness penalty will be applied.

3. Referred coursework submitted after the published deadline will be awarded a grade of zero (0).

4. Coursework (including deferred coursework) submitted later than five days (five working days in the case of hard copy submission) after the published deadline will be awarded a grade of zero (0).

5. For assessments requiring hard copy submission, working day refers to a weekday when the University is open for business, including vacation times.

It is important that you retain copies of all assignments as you may be required to present or submit another copy. If you submit within a minute or two of the deadline passing, then it is recorded as a late submission. See above.

Specific information relating to hand in dates is provided both in the relevant module guide and assessment schedule. You may be asked to submit work electronically so it can be scrutinised using electronic tools that detect for plagiarism. Please make sure you include your student number. If you have any questions about this, you should direct them to your Programme Leader.

8.9 Electronic Submission

When submitting work electronically it is your responsibility to ensure that the correct work has been uploaded. If an incorrect document has been submitted, you will receive a mark of zero for the work. You will be able to see that it has been submitted online. If it is a hard copy submission you will get a receipt if they hand it in during undergraduate office opening hours. Ensure that you submit into the correct Studynet/Canvas portal. Always follow the guidance on the receipt and check that you can open your uploaded document, if it cannot be opened by the marker it cannot be marked, therefore a mark of '0' will be awarded.

8.10 Extensions

Any requests for extensions for individual module submissions should be made through the Programme Leader in line with the information in the module guide.

8.11 Serious Adverse Circumstances

An extension can help you cope with a short term illness or unexpected problem, but if your situation is more serious or longer term you will need to submit a request for consideration of Serious Adverse Circumstances (SAC) using the Serious Adverse Circumstance Form. You should also submit a SAC request if you are unexpectedly unfit to sit your exam or submit your coursework on the due day. If your request is granted, your coursework deadline or exam date will usually be extended to the next available submission date. There is a formal procedure that you must follow closely as failure to complete the paperwork correctly and supply the required evidence will lead to your mitigation being rejected. Note that there are some problems and issues which are NOT permissible as serious adverse circumstances; further information can be found [here](#).

Help is available from your Programme Leader and you should seek their guidance if you are unsure about the process or whether you have grounds for claiming serious adverse circumstances. SAC will need to be submitted to the Undergraduate Office 1F275 or 1F276, or [emailed](#) to the programme administrator.

8.12 Publication of Results

Unratified marks will be released for modules by the module leaders. These are only confirmed as official ratified results when the Board of Examiners meets within four weeks of submitting your work. These official marks are then made available to you via your student record on Study Net following the Board of Examiners. If you have any questions regarding your results you must contact your Module Leader within 5 working days of the results publication on StudyNet.

8.13 Request for a Review of an Assessment Decision Process

If you wish to appeal against a Board of Examiners decision you must follow the Request for a Review of an Assessment Decision process. You cannot request a review of mark simply because you think you should have received a higher one, but you can raise queries informally. For example, if you think an error has been made, such as incorrect adding up of marks for the various parts of an assessment. In this instance you can contact the Module Leader within 5 working days of the publication of results. If an error has been made, it can be referred to the next Board of Examiners and corrected. If the query is not resolved by the Module Leader, then you can contact the Associate Dean of School (AQA) within 5 working days of the response from the Module Leader. There are very specific grounds and timescales for formal appeals (called a Request for Review) full details of which can be found in the [UPRs](#). The request should be made on the [Request for a Review Form](#) and emailed to hsk-request-for-review@herts.ac.uk

8.14 Academic Misconduct

Any mechanism used that attempts to gain an unfair, improper or dishonest advantage in an assessment is considered to be a serious offence.

Examples of academic misconduct include:

- Cheating (e.g. unauthorised material being taken into an exam);
- resubmitting sections of coursework that have been previously submitted for other assessments - this is known as double counting and is not permitted
- Plagiarism (where you intentionally or unintentionally pass off someone else's work as your own). Where plagiarism is deemed to be unintentional this may be considered as poor academic writing and an appropriate penalty will be applied by the marker. In serious cases of plagiarism including where plagiarism was intentional, this will be dealt with either by an Academic Conduct Officer or by Student Discipline
- Collusion (where a student has passed work off as their own which they have done jointly with another person). There may be occasions when you share data for the same assignment; unless you are specifically asked to submit one piece of work on behalf of a group (this will be clearly specified in the module assessment guidelines), you must submit your work as your own and must not work with another person to produce your assignment. If sections of your work, including structure and layout of the essay, are identical (or very similar) to that of another student there will be an allegation of collusion and it will be investigated
- Breach of confidentiality – any reference to information within an assignment that could lead to a patient / Trust / staff being identified is considered academic misconduct.
- For more on this see the [School Confidentiality Policy](#) and its appendix (2015).

8.15 Using Turnitin to Promote Academic Integrity

To promote academic integrity we use Turnitin, a text matching tool. Turnitin is used in two ways in the School. Firstly, we give you access to it so that you can check your writing prior to summative submission. Secondly, we will periodically run your summative assignments through Turnitin to check for plagiarism. Guidance for using Turnitin for Students can be found on the student StudyNet site. See the link: [Academic Skills Advice](#)

9. Disciplinary Procedures

9.1 Academic Misconduct

Further information about academic misconduct can be found on StudyNet: [Academic Misconduct](#)

9.2 Fitness to Practise

The University will investigate all allegations made against a student on a professional programme that question their fitness to practise.

Any allegation of Fitness to Practise is serious. 'The Fitness to Practise' policy can be found on [School Student Website](#) and as follows <http://sitem.herts.ac.uk/secreg/>

10. Programme Committees and Student Representation

There are opportunities for you to give feedback on any aspect of your programme. Both informal and formal meetings between you and the staff occur on a regular basis and these provide a forum for communication and programme monitoring.

The Programme Committee meeting is a formal meeting that occurs 2-3 times a year. It is usually chaired by the Programme Leader and comprises academic and professional staff and students. Your views are given by student representatives who are elected by you and your peers at the beginning of the academic year. The Programme Committee provides a forum for:

Monitoring the quality of your Programme

Initiating remedial actions when problems have been identified

Discussing Programme development including programme delivery, teaching and assessment

Formal communication between you and staff responsible for the delivery and management of the Programme

10.1 Student Representation at Programme Level

Student Representatives are one of a number of ways of gaining student input about modules, courses and programmes and about School and University services. The Student Representative plays a key role in encouraging fellow students to contribute their views on all aspects of the student experience. Training for the role will be provided by the UHSU.

10.2 School Student Representative Organiser

The term of office for the School Student Representative Organisers is one year from the beginning of the new academic year.

The role of this person is to:

Organise and support the programme level student representatives in carrying out their role

Facilitate links between the School, its programmes and the Students' Union (UHSU)

Promote student engagement

11. Boards of Examiners

Each Programme has a Board of Examiners which receives and confirms the module assessment results and oversees student progression. There are two types of Board of Examiners: Module Boards and Programme Boards. Membership of the Boards includes: Chair, Programme Leaders and Field tutors, Module Leads and External Examiners. External Examiners are appointed from other Higher education Institutions. To find out more about their role see the web page on [University External Examiners](#).

The Module Board meets at the end of each Semester and considers the marks for the assessments/exams that you have completed in that semester. The Programme Board considers your performance during the whole academic year. Decisions will be made about the need to re-enrol on modules if you have been unsuccessful, withdrawn from your programme or progress into the next year of study.

Results will be notified to you via your student record. If you need to re-enrol or are withdrawn from your programme the Chair of the Board will write a letter to you. It is the Board of Examiners to which you should write if you have a problem that affects your ability to complete an assessment.

The dates of the Boards of Examiners can be found on your Programme page on StudyNet. Please be aware that the module boards for the Inter-professional Modules may occur at a different time to those related to your profession specific modules.

It is important that you access StudyNet to check for specific information related to all relevant module boards and ensure that serious adverse circumstances are submitted within the necessary timeframe.

12. University, School and Programme-Specific Regulations

12.1 University Policies, Procedures and Regulations (UPRs)

To support the management of all aspects of the University's business, are a series of University policies, procedures and regulations (UPRs) which all staff and students of the University must adhere to. These can be found at: <http://sitem.herts.ac.uk/secreg/>

There is a 'Statement of Responsibilities and Commitments' for staff and students and a 'Student Code of Conduct.' These can be found at <http://sitem.herts.ac.uk/secreg/upr/SA01.htm>

12.2 The Student Charter

The [Student Charter and Graduate Attributes](#) sets out the University's responsibilities to you and your responsibilities while at the University.

12.3 School Specific Regulations

School-specific regulations apply to the Programmes within our School and are in addition to the University policies and procedures.

For more information on this please look at the University Structure and Administration at <http://sitem.herts.ac.uk/secreg/>

12.4 Programme Specific Regulations

There are other regulations which will apply specifically to your Programme and these can be found in the Programme Specification. Examples of Programme-specific regulations stipulate attendance requirements including those for practice. Those requirements that must be fulfilled to be eligible to enter practice are also included.

13. Student Support

13.1 Personal Tutors

Your module leader will act as your personal tutor for the duration of each module you undertake. They will provide pastoral support and academic guidance during the module. Meetings with your module leader are confidential, however sometimes it may be helpful for other staff such as your Programme Leader to be aware of any difficulties you may be having. If this is the case, your module leader will discuss this with you. It is your responsibility to arrange a meeting, module leaders and the Programme Leader are willing to see you as required at a mutually convenient time.

What can I expect from my module leader?

Monitoring and advising on academic and practice progress in your module
Helping to set individual learning outcomes as necessary
Giving pastoral support and guidance when appropriate
Identifying when additional support and guidance on more specialist
Services is required and helping to arrange it.

What sort of issues can I discuss with my module leader?

You can ask for support or help in a whole range of areas affecting your life at the University including both personal difficulties and academic development. Many students will encounter difficulties and use their own resources to resolve them. However, you are strongly advised to make your tutor aware of any difficulties that significantly impact on your ability to study effectively. Firstly, this is because they may be able to help. However, if the problem cannot be readily solved, they can advise you on how relevant issues may be brought to the attention of the Board of Examiners.

What are my responsibilities?

We consider you to be adult learners and ultimately the decision whether or not to meet with your personal tutor lies with you. You are, however, strongly advised to attend these meetings. There may be occasions when your module leader or Programme Leader asks to meet with you. You should respond to any requests and attend any meetings arranged. Failure to do so will be documented and may be brought to the attention of the Programme team or Board of Examiners.

What if I want to discuss something at other times?

You are able to arrange to meet with your module leader or Programme Leader to discuss pastoral or academic matters as the need arises. We are willing to give help and support, however, we might not always be the person most suited to help and may need to direct you elsewhere for assistance.

How do I arrange these meetings?

Most students simply go to their tutor's office and ask to make an appointment at a mutually convenient time. Meetings are usually pre-arranged unless the matter is urgent. You will be provided with staff telephone numbers and email addresses as another way of initiating a meeting.

What if the matter is urgent?

If you have an urgent matter to discuss, your personal tutor will meet with you as soon as possible. If your module leader is not available, please see another member of staff so that your problem can be dealt with promptly.

Is my module leader the only person I can discuss matters of concern with?

You may discuss matters of concern with whichever member of staff you wish, whether because of availability or because you feel more comfortable talking to a particular person. This is not a problem. If you discuss something of concern with a member of staff they would normally let your module leader and Programme Leader know, unless you ask them not to.

Anything else I need to know?

Your module leader and Programme Leader will keep a record of the discussions of any meetings you have with them. If there are any particular issues that need to be addressed following a meeting you will be given a copy of the discussion/action points.

13.2 Students with Other Needs

The University Disability Service provides specific advice and support for all students who have, or think they might have, a disability e.g. dyslexia, sensory and/or physical impairments, mental illness, conditions such as epilepsy and diabetes. We encourage you to contact the service at the beginning of term so a meeting can be arranged and your individual Study Needs Agreement drawn up. If you have a disclosed disability you will be provided with:

Help to obtain appropriate support and adjustments for studies e.g. lectures and examinations
Information on potential sources of funding to pay for disability related requirements as a student
Specialist information about disability services

Disability Services can be contacted by email at disability@herts.ac.uk
Occupational Health Service

The occupational health service is specifically for undergraduate programmes that are health-based and contain a practice element. A student may be referred by a tutor. You will be told by a tutor if you are being referred to the occupational health service. The service is located in the Hutton Hub on the College Lane Campus. Contact details can be found on the [Occupational Health](#) web page.

14. Student Responsibilities and Obligations

14.1 All students are responsible for:

- Notifying us of any changes to personal circumstances (this can be done through StudyNet)
- Keeping up to date with information posted on the Programme, and Module pages on StudyNet and on notice boards;
- Checking e-mails regularly
- Keeping in regular contact with module leaders and other appropriate staff
- Carrying their student identification card with them at all times
- Familiarising themselves with and abiding by the University Policies,
- Procedures and Regulations and Profession-specific Codes of Conduct

You are expected to access StudyNet at least three times a week whilst in University and once a week on placement. You are also expected to access your email accounts at least three times per week during University based blocks of study as urgent messages may be relayed in this way, as well as posting the information on StudyNet. Additionally, there are other requirements of you as a student as outlined below.

14.2 Attendance

You are expected to attend **ALL** timetabled sessions and assessments. Attendance is checked routinely using a registration and swipe-card system. Non-attendance is monitored and failure to attend sessions without a justifiable reason is treated seriously and may be brought to the attention of the Board of Examiners. If teaching, assessment or practice placement fall on a proscribed religious festival, you must contact your Programme Leader /Field Tutor as soon as possible.

14.3 Absenteeism

Please let your programme leader or module leader know if you are unable to attend the programme or specific module.

14.4 Withdrawal from the Programme

If you wish to withdraw from the programme, please discuss this with your Programme Leader. A withdrawal form will be completed to confirm this decision. Students who leave the programme without proper notification will have deemed to have failed if coursework or assessment is not submitted when expected. Students have a duty to contact NHS bursaries if they withdraw from the programme.

Suspending Studies

Students who cannot continue with their studies due to personal reasons may be able to 'rest' or temporarily suspend their studies. An arrangement will then be made to re-join with another cohort at a later date. A form will be completed to confirm this. Students are not normally permitted to suspend for more than one academic year

14.5 Professionalism

You are expected to behave in a manner appropriate for a student on a professional programme, this includes your attitude, behaviour and actions at all times within and outside the University. You therefore need to consider how you communicate with others especially when using social networking sites such as Facebook, Twitter and YouTube. The Student Code of Conduct (<http://sitem.herts.ac.uk/secreg/>) identifies that you should uphold the good name of the University in your off-campus activities. Inappropriate comments / communication which can be attributed to a student at the University of Hertfordshire will be dealt with in a serious manner.

Professionalism also relates to issues such as academic misconduct. Where students are found guilty of academic misconduct such as plagiarism, cheating or failure to maintain confidentiality their 'Fitness to Practise' may be questioned and there may be implications for qualification or registration. Please see below for more on this.

14.6 Student Code of Conduct

As a student you are expected to comply with the code of conduct and the University Policies, Procedures and Regulations (UPRs).

15. Health and Safety

The health and safety of staff, students and visitors is of great importance to the University. For full details of your own responsibilities and any actions to take in an emergency please see the [A-Z Guide](#).

16. Equal Opportunities Statement

The University is bound by the Equality Act (2010).

For more on Equality and Diversity at the University see: [The Equality and Diversity HomePage](#) and [University UPR on Equality and Diversity](#)

17. Finance

For those students with a NHS funded place, the University has a requirement to inform NHS funders regarding your position on the programme. If a student is withdrawn, or suspends their studies, NHS funders will be informed. However, students also have a responsibility to communicate with the funding body and to inform them of any change in circumstances. Any award made by the funding body is between funding body and the student.

The University has no discretion in this decision.

17.1 Ask Herts

Ask Herts is a new and easy way for students to find answers to their questions about all aspects of University life. It is updated frequently and has a user-friendly search facility. Please use the following link: [Ask Herts](#)

17.2 Disclaimer

The current version of the Programme Specification is the ultimate authority on programme regulations.

For further guidance, please click here for university policies and procedures ([UPRs](#)).