

MSc Civil Engineering Course Handbook

2016/17 Postgraduate Taught Students

Programme Code(s):

MSCIV

Faculty

Faculty of Arts, Environment & Technology

School

School of Built Environment & Engineering

Leeds Beckett University Student Charter

Working together for success

Leeds Beckett University and our Students' Union are committed to working in partnership with our students to ensure that our University is an inclusive, safe and engaging learning environment that is conducive to study for its students and work life for its staff.

Our Student Charter sets out how we aim to achieve this by working together to understand and fulfil our commitments to one another. Our Student Charter has been produced jointly with the Students' Union and we will review it, together, every year. Our University's Vision seeks to put students at the centre of all our activities and this Student Charter is a contribution towards that goal. The Leeds Beckett Student Charter is not a contractual document, but provides a guide to what members of the Leeds Beckett Community can expect of each other in terms of engagement and behaviour.

We work to shape and sustain a supportive, safe, inclusive community for active learning and the building of skills for life.

We will

- Work together within a progressive, independent, and active environment that promotes lifelong learning.
- Support a culture of personal and academic resilience.
- Collaborate to build partnerships for learning.
- Work together to sustain our bold, industrious spirit.

We forge an environment that builds trust, accountability and transparency.

We will

- Maintain mutually respectful codes of behaviour.
- Promote the availability of information and support for all.
- Ask each other for help when we need it.
- Be honest, clear and assertive with each other.
- Use the means available to give a compliment, raise a concern or make a complaint.
- Take advantage of opportunities for formal and informal learning.

We foster inclusive academic, cultural, social, emotional and creative development for all.

We will

- Share an exciting and challenging curriculum which is contemporary and relevant.
- Promote a culture of critical enquiry and rigorous scholarship.
- Support participation in extracurricular opportunities which enhance career and personal development.
- Enable one another to plan, develop, and drive forward our individual educational and career goals.
- Acknowledge and celebrate our joint and separate successes.

We are responsible, diligent, reliable and considerate in our academic and professional actions and behaviours.

We will

- Act with academic integrity.
- Listen to, and respect, differing perspectives, including those from different cultures and backgrounds.
- Work together within a positive collaborative learning and working environment, wherever, and however, we engage.
- Take care with our personal and professional digital identity and recognise the impact it may have on us and others.

We seek active engagement, feedback and participation in the issues that affect us.

We will

- Work together to enhance our experience of our University.
- Collaborate to promote learning and support enhancement, through mutual reflection and feedback.
- Build partnerships to enable our University communities to engage with our external stakeholders.
- Support the development of courses which prepare our graduates to be ready for work, ready for life and ready to seize the opportunities that lie ahead.
- Use our knowledge of local and world issues to strengthen our global outlook and build a sustainable environment for a thriving future for all.

Attendance Statement

The University expects you to attend and fully contribute to all mandatory sessions on your timetable as set out in your student contract. Fully engaging with your lectures, seminars, tutorials and practical sessions is an important part of your learning, contributing both to the University community and the learning experience of your fellow students on the course.

We monitor your attendance at the University as regular attendance and academic achievement are closely linked. Also, by monitoring attendance we can identify students who may need our guidance or support at an early stage to help them progress in their studies. This is part of our commitment to ensuring an excellent education and experience and supporting your success at Leeds Beckett.

The attendance system adopted within the University uses i-Beacons installed in all our teaching spaces which interacts with the Leeds Beckett application in your smartphone or tablet using Bluetooth technology. For the minority of students who do not have a smart device we will monitor your attendance via alternate methods which may include your lecturer asking you to sign a paper register.

The University does understand that from time to time there is good reason why you cannot attend a class, and in this instance you must contact your School office to let them know so the attendance system can be updated accordingly.

Please note that reports from the attendance system will allow attendance data to be shared with your Course Team. You will be asked to contact the School office so that appropriate academic or pastoral support can be offered, should your attendance record give cause for concern.

Our most important aim is to support your studies, but we are also required to report attendance to various external bodies such as the Student Loan Company and the Home Office. There are measures in place for students who seek to falsely register either their own or fellow students' attendance.

If you have yet to download the Leeds Beckett app please follow the instructions at www.leedsbeckett.ac.uk/studentapp.

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1 Welcome to the Course

1.1 Message from the Dean of School

Whether you are joining us as a new student or returning to continue your studies, we hope you will enjoy your experience with us and find your studies interesting, challenging and relevant to your development and future career plans.

Our aim is to provide students with a research- informed, innovative and relevant curriculum that is linked to current industry practices and standards. Our courses are highly valued by employers, professional bodies and other stakeholders. Through our approach to student support and to teaching and learning we aim to place you, our students, at the heart of everything we do. You will experience a diverse range of teaching approaches. We also use a variety of different methods of assessment and attach considerable importance to providing you feedback on your assessments. We will be organising dedicated, School-based feedback weeks for you to ensure that you receive feedback that would help with your future learning.

As a school we strive to be student-centred and value your opinions and feedback. We want to hear about the things you enjoy and that you think we do well, but also want to know when you think there are ways in which we can improve your experience. There are many ways in which you can provide feedback including through your student academic representatives, through written or on-line module evaluation feedback forms and through student open meetings, forums with staff, and student representative meetings with me.

Our City Campus courses are situated in the heart of the city, where our accommodation includes the award-winning Broadcasting Place development, our Built Environment laboratories, film and performing arts studios and extensive IT facilities. Our University's Headingley Campus is a leafy parkland setting housing our industry standard music performance studios, visual media, IT labs and dedicated Computing facilities.

I would like to wish you well in your chosen studies and hope you have an enjoyable and successful year.

Professor Farzad Khosrowshahi - Dean of School for Built Environment and Engineering

1.2 Message from your Course Leader

This handbook provides you with information that you will need on your course. You should find it helpful when you first start, when you are preparing for assessment and at any time that you need help or advice in connection with your studies here. You will also receive a Module Handbook for each module you study on your course.

The course team is looking forward to working with you this year and we hope that your time studying with us at Leeds Beckett University is both enjoyable and successful.

On behalf of our University and the whole course team I would like to wish you well in your studies.

Dr Adrian Bown - Course Leader, MSc Civil Engineering

1.3 Academic Calendar and Timetable

Our standard student calendar is summarised below:

Week Commencing Monday	Student Calendar
22.08.16	
29.08.16	Bank Holiday 29.08.16
05.09.16	
12.09.16	
19.09.16	Student Welcome and Induction Week
26.09.16	Semester 1 Teaching Starts
03.10.16	
10.10.16	
17.10.16	
24.10.16	
31.10.16	
07.11.16	
14.11.16	
21.11.16	
28.11.16	
05.12.16	
12.12.16	
19.12.16 – 06.01.17	Christmas Break
09.01.17	Semester 1 Teaching Continues
16.01.17	
23.01.17	Formal Examinations Period
30.01.17	Semester 2 Teaching Starts
06.02.17	
13.02.17	
20.02.17	
27.02.17	
06.03.17	
13.02.17	
20.02.17	
27.03.17	
03.04.17	
10.04.17	Easter Break
17.04.17	Bank Holiday
24.04.17	Semester 2 Teaching Continues
01.05.17	Bank Holiday 01.05.17
08.05.17	
15.05.17	
22.05.17	Formal Examinations Period
29.05.17	Spring Bank Holiday 29.05.17 - Semester 3 Starts (where applicable)
05.06.17	
12.06.17	
19.06.17	
26.06.17	
03.07.17	
10.07.17	
17.07.17	
24.07.17	
31.07.17	
07.08.17	
14.08.17	
21.08.17	
28.08.17	
04.09.17	Formal Examinations Period (where applicable)

Full details of this and future standard student academic calendars are available at:

www.leedsbeckett.ac.uk/about-our-university/term-dates.

Once you have enrolled, you will have a student login. You can then find confirmation of your personal timetable by selecting the appropriate link after logging on the Student Hub from www.leedsbeckett.ac.uk.

1.4 Key Contacts

Course Leader:

Dr Adrian Bown E-mail: a.bown@leedsbeckett.ac.uk;
Office: Northern Terrace, CC NT 101
Tel. Ext. 0113 812 7629 [internal: 27629]

Personal Tutor:

Dr Paul Hirst E-mail: p.hirst@leedsbeckett.ac.uk
Office: Northern Terrace, CC NT 101
Tel. Ext. 0113 812 1901 [internal 21901]

Student Liaison Officer:

Ben Willis E-mail: B.Willis@leedsbeckett.ac.uk
Lucy Hopkins E-mail: Lucy.Hopkins@leedsbeckett.ac.uk

Course Representative:

<To be confirmed>

Course Representatives are student volunteers who represent your views at course-level, in course forums and in meetings with academic and support staff. Details about being a Course Representative are available at www.leedsbeckett.ac.uk/studenthub/course-representatives.htm and on the Students' Union website www.leedsbeckettsu.co.uk.

Student Administrator:

Hilary Robson

E-mail: h.robson@leedsbeckett.ac.uk;

Office: Northern Terrace, General Office, CC NT G10

Tel. Ext. 0113 812 1935 [internal: 21935]

Academic Librarian:

Jennifer Wilson

E-mail: j.l.wilson@leedsbeckett.ac.uk;

Office: Leslie Silver Building, Room 403

Tel. Ext. 0113 812 3381 [internal: 23381]

1.5 Keeping in Touch

Academic and administrative staff at our University use your student email address to contact you. It is important that you check this account regularly. You can forward emails from your student email address to a preferred personal email address, however, quarantine and spam filters needed by our University mean that emails sent from external email addresses may be delayed, blocked or deleted. **It is therefore important that your student email address is the only email address that you use to contact University staff.**

We will inform you of class activities and course notifications, including any cancellations, via MyBeckett announcements.

For each module, the Module Handbook will include the preferred method of communicating general information about that module to you.

Please make sure that you inform your Student Administration team whenever you change your address and contact details. It is important that you also update your records yourself. You can do this via the My Account/Update my Data tab on MyBeckett. This will ensure we can always contact you in an emergency, and that you receive any important University communications that we may need to send you.

1.6 Working in Partnership

We are committed to working in partnership with you and the Students' Union to provide you with an inclusive, safe and engaging learning environment which is conducive to study for all our students and our staff. An important element of your time studying with us is your engagement in developing your learning. Your engagement and attendance on your course enables you to further your learning and supports your achievement, course completion and aspirations for the future. There is an expectation that students will attend, engage in their learning and submit for assessment. We provide support for you to maximise your time studying with us and to develop your learning, skills and abilities to support you in your chosen career path.

We seek active participation by all our students in the continuous enhancement of our courses and through our annual course monitoring and review processes. These are formal processes used by our University for assuring the academic standards and quality of your course and its continuous improvement. These processes utilise your feedback, External Examiners' reports, feedback from staff and others, data relating to student outcomes on the course and student surveys to reflect on areas of good practice and areas for further enhancement. We invite all students to participate in a range of opportunities to provide us with feedback on your course and modules. This may include discussions with staff, focus groups, and meetings (e.g. with Course Representatives or with staff) and formalised student surveys e.g. mid module reviews, end of module evaluations and specific course or other surveys such as the Student Barometer, National Study Survey (undergraduate students)/Postgraduate Taught Experience Survey and Destination of Leavers in Higher Education Survey. We utilise the outcomes of this survey to benchmark our courses nationally and to inform annual course enhancements.

Informal feedback is also welcome at any time either via your personal or module tutor or via your Course Representative. Our partnership with you enables us together to make the most of your learning experience with us and to enhance the quality and reputation of your course. You can find out what actions have been taken in response to your feedback through your Course Representative, the Students' Union, your tutors or through the Library.

1.7 Course Representatives

You have the opportunity of becoming an elected Course Representative working in a voluntary capacity with students, the Students' Union, the Course Leader and members of the course team and our university. The Students' Union, working in partnership with our University, jointly enables the process for election and appointment of Course Representatives, their training, development and engagement in enhancement activities. Being a Course Representative provides an opportunity for you to enhance your own learning and the development of relevant professional and employability skills in parallel with your studies.

As a Course Representative you would play an important role in:

- acting as a point of contact and advocate for students on your course and in supporting their active engagement;
- gathering feedback from students on your course to inform further enhancements to the quality of your course and the student experience;
- enabling dialogue and good communication between students and staff on the course;
- working with the Course Leader, members of the course team and the Students' Union to enhance your course;
- facilitating and engaging in meetings about your course; and
- being an ambassador for your course.

Further details about Course Representatives are available on the Students' Union web site, on the Student Hub web site and in our University's Academic Regulations (section 3.3).

2 Studying on this Course

The increasing demands for infrastructure to sustain modern societies and underpin continuing economic and social development requires creative solutions from all engineering professionals. The MSc Civil Engineering will help you move your career forward so that you can play a leading role in the design, construction and maintenance of a broad range of infrastructure projects.

2.1 Course Specification

The Course Specification is a concise description of your course's aims and objectives and how you will be taught and assessed. The Course Specification is accessed via our online prospectus. Just search for your course title here: www.leedsbeckett.ac.uk/courses then click the 'Modules and Learning' tab on your course page to access the Course Specification.

Course Structure:

The course structure outlines the modules that will be delivered on this course.

Full-time students:

<i>Semester 1 2016/2017</i>	<i>Semester 2 2016/2017</i>	<i>Semester 3 2016/2017</i>
<i>Geotechnical Analysis and Design</i>	<i>Structural Analysis and Design</i>	<i>Civil Engineering Dissertation</i>
<i>Materials Technology</i>	<i>Professional Applications for Management</i>	
<i>Fluid Mechanics and Water Engineering</i>	<i>Transportation Studies</i>	
<i>Civil Engineering Dissertation</i>		

Part-time students:

<i>Semester 1 2016/2017</i>	<i>Semester 2 2016/2017</i>	<i>Semester 3 2016/2017</i>
<i>Geotechnical Analysis and Design</i>	<i>Structural Analysis and Design</i>	
<i>Materials Technology</i>	<i>Transportation Studies</i>	
<i>Semester 1 2017/2018</i>	<i>Semester 2 2017/2018</i>	<i>Semester 3 2017/2018</i>
<i>Fluid Mechanics and Water Engineering</i>	<i>Professional Applications for Management</i>	<i>Civil Engineering Dissertation</i>
<i>Civil Engineering Dissertation</i>		

Course Learning Outcomes:

All courses are benchmarked against the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ-DAB). The FHEQ-DAB can be viewed on the Quality Assurance Agency website: www.qaa.ac.uk. For more details on the Course Learning Outcomes specific to this course please view the Course Specification.

Module Information:

For detailed information about the modules on this course please refer to the Module Handbooks.

2.2 Course Resources

The programme specification specifies the physical and online resources available to students on this course.

2.3 Skills you will Gain during the Course

Skills Developed:

The course structure is designed to provide the academic base associated with the role of the Chartered Engineer in civil engineering. Emphasis is placed on the application of engineering principles under uncertain conditions. Aspects of the course which are particularly relevant to professional and transferable skills development and employability are:

- Specialist study covering mainly technical subjects with some management-based subjects
- Design applications and case studies relevant to current engineering practice
- Exposure to industry standard software for analysis, design and drawing. Students use Eurocode design standards and the government endorsed NEC3.
- Independent laboratory or fieldwork based data collection, analysis and contextualisation
- Professional Body (ICE) compliant PDP for students

Additional Activities/Recognition:

You will have opportunities to gain recognition during your time at Leeds Beckett University for the extra activities you do in addition to your studies, including volunteering, student societies, playing in our University sports teams and being a Course Representative.

2.4 Employability

On completion of the MSc you will specialise in structures, transportation, water supply and treatment, power generation and supply and your potential employers could include consultants, local authorities, central government, contractors and government agencies.

2.5 Opportunities for Graduates

The programme specification includes details of any accreditations, career paths, further study options and other opportunities for graduates.

2.6 External Examiner

The External Examiner assures that you are assessed fairly in relation to other students on the same course and also that the standard of your own award is comparable to similar courses taken by students in other higher education institutions within the United Kingdom.

The details of the External Examiner for this course are as follows:

Graham Ford, University of East London

Your Student Administrator can provide details of the External Examiner's report on request. Further details on all External Examiners' reports can be located here: www.leedsbeckett.ac.uk/studenthub/external-examiners-reports.htm.

3 Assessment and Feedback

3.1 Assessment

Assessment Strategy:

Information on the various methods of assessment can be found in the Course Specification.

University Assessment Regulations:

Our University's assessment regulations are contained within the University Regulations (section 2.2). Regulations on award eligibility can be found in section 2.3. The Regulations are available at: www.leedsbeckett.ac.uk/public-information/student-regulations.

Course-Specific Assessment Regulations and Professional Body Requirements:

University Standard Assessment Regulations apply to the course with the exception that the overall individual module pass mark is set **at 50% with no component of assessment to have a mark of less than 40%.**

Assessment Schedule:

Please note the exam/assessment periods in the academic calendar (see section 1) and make sure that you are available during those periods.

- **Examination:** The Examination Schedule will be available on-line during each Semester
- **Coursework:** The coursework assessment schedule can be found in each module handbook.

Assessment Support:

Students with a disability who require additional support with assessment and examinations should contact Disability Advice who will assess your suitability for an adjustment plan. New applications should be made to Disability Advice as soon as possible. Where adjustments relate to examinations Disability Services should be contacted no later than **Friday 11 November 2016** in advance of the semester one exam period, and by **Friday 10 March 2017** in advance of the semester two exam period. This will provide the best chance of putting the recommendations, from the adjustment plan, in place for that semester's main exam period. Where applications are made after these dates, we will try to put recommendations in place, but this may not always be possible. Please see www.leedsbeckett.ac.uk/studenthub/disability-advice for further information.

Submitting Assignments:

The means of submitting assignments is detailed in each module handbook.

Module tutors may place Turnitin in MyBeckett modules to help you with your academic work. When you submit your work through Turnitin it will 'match' your work with a massive global database of books, e-books, journals, websites and other students' work. You can see if parts of your work 'match' work in the database and you can see if you have attributed this to the source. Turnitin can only help you if you submit drafts of your work a reasonable length of time before the submission deadline.

Please be aware that Turnitin guarantees to 'match' your work and return the result to you within 48 hours. Sometimes it may be quicker than this, but there is no guarantee. The second time you submit a draft of this work Turnitin guarantees that it will 'match' and return your work within 24 hours. Again it may be quicker, but do not rely on this. If you submit a third draft of the work through Turnitin it will again only guarantee a 'match' and

return within 24 hours. Therefore, if you want to use Turnitin to help you check your work you must start to submit drafts for matching at least four days before the deadline.

Turnitin cannot detect plagiarism, it can only 'match' text. If you are not sure how to interpret the 'originality report' which Turnitin makes available to you please ask your module tutor.

It is important for your progression and achievement that you submit all work for all assignments in a timely manner. It is also important that you keep copies of all work submitted until after you have graduated. You should also keep any receipts confirming the submission of assignments. In the event of your submitted work being lost you may be required to produce a copy of the work and submission receipt. If you are unable to do so, your work will not be marked.

It is important to note that submitting all assignments is a requirement of your course. Should you experience extenuating circumstances which prevent you from submitting on time please make yourself aware of section 3.4 of this handbook. Without any form of extenuating circumstances, standard penalties apply for late submission of assessed work. These range from 5% to 100% of the possible total mark, depending on the number of days late. Full details of the penalties for late submission of course work are available at www.leedsbeckett.ac.uk/public-information/academic-regulations (see section 2.2).

3.2 Getting Feedback on your Assessed Work

Our University has committed to a four week turnaround for feedback. Each Module Handbook will provide you with specific guidelines on how and when you will receive this. The Course Specification explains how feedback will be provided on both formative and summative assessments.

3.3 How do I Get my Results?

Results from module assessments are available on the *Results Online* system from:

www.leedsbeckett.ac.uk/studenthub/results-online.htm.

Results will only appear within *Results Online* five working days after the date of the Board of Examiners meeting (the meeting where your end of level outcome will be decided) or the Examination Committee meeting (the meeting where modular outcomes are decided).

If you are unsure about when you might receive your results or have queries relating to your results, you should contact your Student Administrator.

3.4 Extenuating Circumstances and Mitigation

If you are experiencing problems which are adversely affecting your ability to study (called 'extenuating circumstances'), then you can apply for mitigation. The University operates a fit to sit/fit to submit approach to extenuating circumstances which means students who take their assessment are declaring themselves fit to do so.

Examples of extenuating circumstances include personal or family illness, bereavement, family problems or being a victim of crime. You will need to provide evidence to prove your situation; the Students' Union Advice Service can offer guidance on what evidence you will need to present.

Further information can be found at www.leedsbeckett.ac.uk/studenthub/mitigation.

Hilary Robson, the Course Administrator will provide you with details of the system for handing in extenuating circumstances, e.g. where forms may be obtained, how to request an extension, any deadlines for submission and arrangements to inform you of any outcome.

3.5 Re-assessment

If you have not passed a module at the first attempt you will be eligible for re-assessment. See your Module Handbook for details of the relevant re-assessment process (e.g. whether it is coursework, an examination, a presentation or other form of assessment/when it will take place/what the deadline is).

You will be advised via Results Online of your options for re-assessment. You are advised to contact the specific module leader/tutor for any necessary clarification.

3.6 Student Appeals

If you feel that you have in some way been disadvantaged during your studies and this is reflected in your results, then you may have grounds for an academic appeal.

After your results are available on Results Online you have 15 working days to submit a request for an appeal hearing. You will find the information you need, including grounds for appeal, when and how to appeal and frequently asked questions at:

www.leedsbeckett.ac.uk/studenthub/appeals.htm.

You are strongly advised to seek guidance from the Student Union Advice Service on whether you have grounds for an appeal and the completion of the paperwork – see section 4 for Student Union Advice Service contact details.

3.7 Academic Integrity

Our University wants to give you credit for your learning and for work which you have done yourself. Unfair practice occurs when you have not done the work yourself.

Any attempt to gain an unfair advantage, whether intentional or unintentional, is a matter of academic judgement and may be considered to be unfair practice. Examples of unfair practice include, but are not limited to cheating, plagiarism, self-plagiarism, collusion, ghostwriting and falsification of data. Definitions of these offences and the serious

consequences of unfair practice can be found in our Regulations, section 2.9: Academic Integrity: www.leedsbeckett.ac.uk/public-information/academic-regulations.

There are a range of resources available to help you understand what is and what is not permitted and how to use other people's ideas in your assessed work. These include the Skills for Learning website which can be found at <http://skillsforlearning.leedsbeckett.ac.uk>.

If you are unsure on how to reference your work correctly please seek advice from your tutors or access the Skills for Learning resources online.

4 Where to get help

4.1 Personal tutors

Your personal tutor (see Key Contacts in section 1) will usually be an academic member of staff who teaches you on your course. Your Course Leader will make sure that you are given the name and contact details of your personal tutor at the beginning of each year, usually in your course induction. Normally, your tutor will aim to follow you right through the duration of your course.

Your personal tutor has an important role to play in supporting you in academic and personal matters while you are studying on this course. The meetings will include discussion about career aspirations, your course, your progress, and your academic results. You may want to set objectives for academic and life goals which you can store on your e-portfolio. Personal tutors are not trained counsellors and will signpost you to other University services if they can't help you. These services may, for example, be the Students' Union, the counselling service or the Student Hub.

In the first year your tutor will probably initiate communication to request a meeting at a mutually convenient time, but later in your course it should be your responsibility to set up the meeting. If you ask information to be kept confidential it will be and a note will be kept securely in your University notes with an indication of who can access the information.

You are entitled to have one meeting per semester with your personal tutor in each year of your course. But your personal tutor may ask you to come to see them more frequently and you should feel free to contact them if you need to see them urgently.

4.2 Student Hub

If you have any questions about or problems with life at our University, the first place to call, email or pop into is the Student Hub. The team can help with a broad range of enquiries including: funding and money advice, being an international student, disability, counselling and wellbeing support, student cards, accommodation, fee payments, support from the Students' Union, how to access on-line services, getting help with your CV, preparing for an interview, careers guidance and getting a part-time job. Details of these and other services are available at www.leedsbeckett.ac.uk/studenthub.

There is a Student Hub on the ground floor of the Rose Bowl at City Campus and one also in Campus Central at Headingley. Their telephone number is 0113 812 3000 and their e-mail address is StudentHub@leedsbeckett.ac.uk. They work closely with the course team, the Students' Union, all University Services and external organisations to make sure that if they don't have the answer to your question they will know who will.

You can also use 'my Hub' <https://myhub.leedsbeckett.ac.uk/students/login?ReturnUrl=%2f> which is an online resource available 24/7 where you can access information and guidance about a range of services, register and make appointments with Services, register for workshops and employability tutorials, search for job vacancies and use a range of careers resources.

4.3 Disability Support

Disability Support is available from our Disability Advice Team. The Disability Advisers will work with students to ensure support is provided to meet their individual needs: www.leedsbeckett.ac.uk/studenthub/disability-advice.

Disabled students can also access the Disability Resource Areas in each library and the support provided by the Library Learning Support Officer, more information is available at http://libguides.leedsbeckett.ac.uk/using_the_library/disabled_and_dyslexic_users.

4.4 Library Help

The Library:

There are two Libraries at Leeds Beckett, Sheila Silver at City Campus and Headingley Library, both open 24/7, 365 days a year. You can use either Library, although the book stock reflects the courses taught at each campus. The website (library.leedsbeckett.ac.uk) also provides access to thousands of resources and information about Library services.

Academic Librarian:

Your academic librarian (see Key Contacts in Section 1) liaises with your lecturers to ensure physical and electronic information resources for your subject are available in the Library and they work with you throughout your time here to help you develop information and digital literacy skills.

Help and Information Points:

If you have any questions about using the library or need IT support you can get help:

- from the Help and Information Point on the ground floor of each library
- online: library.leedsbeckett.ac.uk/contact-us
- by phone - 0113 812 1000 (including 24/7 IT support).

Skills for Learning:

Skills for Learning provides a wide range of web resources and publications on topics including plagiarism, group skills, research, maths, Harvard referencing, essay writing and time management. Information about workshops and one-to-one tutorials can be found at <http://skillsforlearning.leedsbeckett.ac.uk/>.

MyBeckett:

It is important that you also update your personal data yourself. You can do this via the Update my Data channel in the My Account tab in MyBeckett. Opportunities for you to feedback to us formally include: course meetings, end of module evaluation, mid module

review, student barometer surveys, Course Rep forums, the National Student Survey and other student surveys. MyBeckett, the portal and virtual learning environment, is the gateway to all the information you will need to support your studies during your time at University. It provides access to your modules and timetable, your email account: your personal storage area on our University IT servers and a wide range of other information.

4.5 Students' Union Advice Service

The Students' Union advice service offers free, independent and confidential advice and representation to students. Professional advisers are employed directly by the Students' Union to represent your interests – even if you are in dispute with our University. Advice is available on a large number of issues, for example:

- **Academic Problems** including: mitigation, complaints, appeals, disciplinary procedures and academic misconduct.
- **Housing Problems** including: disrepair, problems with your landlord, checking your tenancy agreement before you sign.
- **Money Issues** including: problems with your student loan and debt.
- **Health and Wellbeing.**

Tel: (0113) 812 8400

E-mail: suadvice@leedsbeckett.ac.uk

There are full details of all services available at: www.leedsbeckettsu.co.uk/advice

5 What to do if you...

5.1 ...are absent for more than one day:

You must notify your Student Administrator if you are absent for more than one day (for example for an interview, emergency unforeseen circumstances, or for compassionate

leave). If you are going to apply for mitigation you will need to provide written evidence of the reason for your absence (see section 3).

International students:

Please be aware that our University fully complies with United Kingdom Visas and Immigration (UKVI) policy at all times. There are legal reporting requirements for all students in the UK on a Tier 4 student visa, and full attendance is mandatory for all Tier 4 students. Failure to meet UKVI attendance requirements could lead to your academic sponsorship being withdrawn and your visa being revoked. Tier 4 students need to be aware of their responsibilities whilst in the UK, please see www.ukcisa.org.uk for full information.

For up to date information about visas, immigration issues and other matters relating to international students, please contact the International Student Advice Centre at internationalstudentadvice@leedsbeckett.ac.uk

5.2 ...are ill

If you are unable to study because of illness for more than seven consecutive days (including weekends), you must provide us with a **Fit Note**:

"A fit note (or Statement of Fitness for Work) allows your doctor or other healthcare professional to give you more information on how your condition affects your ability to work. This will help your employer understand how they might help you return to work sooner or stay in work. Fit notes may also be called medical statements or a doctor's note." (NHS Choices, n.d.)¹

You can send a digital copy of your Fit Note to your Student Administrator and then send the original by post.

¹ This quote is extracted from NHS Choices (n.d.) **What are fit notes?** [Online]. Available from: <<http://www.nhs.uk/chq>>. [Accessed 26 February 2016].

If you are absent through illness on the day of an examination or assignment deadline and you intend to apply for mitigation, you must also provide us with details and any available evidence as soon as possible. Contact your Student Administrator to get a copy of the appropriate extenuating circumstances form. For more details on mitigation please visit www.leedsbeckett.ac.uk/studenthub/mitigation.htm.

5.3 ...have a comment, compliment or complaint

We are committed to providing a high quality experience for all our students. We welcome comments and compliments from students, and find them valuable for on-going improvements to our provision. Comments and compliments about your course can be raised with your course representative or directly with your personal tutor.

If you have a specific complaint about an act or omission of our University, you may be able to make a complaint under the Student Complaints Procedure. In the first instance, you should raise the matter as soon as possible with the member of staff most directly concerned, or with the person who can best resolve it. If this does not resolve the matter, or if the complaint is too serious to be addressed in this way, then you should make a formal complaint in writing. Information about how to make a complaint, including the student complaints procedure and a complaints form, is available online at: www.leedsbeckett.ac.uk/studenthub/complaints.htm.

5.4 ...are considering suspending studies or withdrawing from the course

If you are considering withdrawal from your course you should speak to your personal tutor, a member of staff at our Student Hub or the Students' Union to discuss your reasons. If there is a problem, University or Students' Union staff may be able to help. It may be possible to arrange suspension of studies from your course.

If you are considering withdrawing, permanently or temporarily, you must complete a withdrawal form, which you can obtain from your Student Administrator. This form must be

submitted as soon as possible to your faculty office as withdrawals cannot normally be backdated. For further details see the Student Regulations at:

www.leedsbeckett.ac.uk/public-information/student-regulations.

6 Relevant Policies

6.1 Safety, Health and Wellbeing:

Policy Statement:

Our University is committed to providing a vibrant, ethical and sustainable working environment that values wellbeing and diversity. This commitment exists alongside our wider legal and moral obligations to provide a safe and healthy working environment for our staff, students and members of the public who may be affected by our activities. There are further details at www.leedsbeckett.ac.uk/partners/safety-health-and-wellbeing-a-z.htm (see H - Health and Safety Policy – Policy Statement).

Smoking:

No smoking is permitted in any of our University buildings, this includes the use of vapour cigarettes (or other similar devices); if you do smoke outside our buildings please make sure that you stand at least five metres away from building entrances and boundaries.

Use of Laptops within our University:

If you need to charge your laptop battery, please make sure that the battery charger/lead are undamaged, and only plug it into a designated power socket – if you are unsure of where these are, please ask a member of staff. Please make sure your battery charger cables do not create a trip hazard.

Fire Safety Procedures:

Fire information is present on Fire Action Notices displayed in all University buildings. These are normally present in corridors. Please read and follow the instructions.

All fire exit routes are clearly identified. You should familiarise yourself with the location of fire exit routes and fire assembly points for the buildings that you may use in the course of your studies.

If you discover a fire, you should sound the alarm by operating the Fire Alarm Call Point. You should report the circumstances and site of fire using the emergency number 4444 - indicated on the Fire Action Notice.

Do not tackle the fire unless you have been trained to do so. Evacuate the building to the fire assembly point indicated on the Fire Action Notice. Do not re-enter the building until officially authorised to do so.

On hearing the Fire Alarm, everyone should proceed calmly to the nearest available safe fire exit, as indicated by the green and white fire exit signage. Take appropriate action to assist visitors and mobility-impaired persons or wheelchair users to a safe refuge.

Upon exiting the building, continue on to the fire assembly point so as not to impede the remaining evacuees exiting the building. Evacuation is practised through fire drills. However, you should regard any continuous sounding of the alarm as a fire incident and act accordingly.

Disabled Students:

You are expected to declare any disability that would affect your safety in the event of a fire, e.g. hearing impairment or the use of a wheelchair. If you are referred to the Disability Adviser, a Personal Emergency Evacuation Plan (PEEP) will be developed for you as appropriate.

Disabled students must declare their disability, to the University, for it to be taken into consideration. You can find further information about the support available to disabled students studying at our University and contact details on our website:

www.leedsbeckett.ac.uk/studenthub/disability-advice.

First Aid:

First Aid Notices (green and white) are displayed in all University buildings alongside the Fire Action Notices (predominantly blue and white) and alongside, or adjacent to, each First Aid box. First Aid Notices provide all the information you may require to seek and summon assistance.

First Aider contact details can also be obtained from the Student Hub or from Security: City Campus, internal ext. 23154 or Headingley Campus, internal ext. 23165.

Accident and Incident Reporting:

All accidents and incidents and dangerous occurrences, must be reported to, and recorded by University staff. Accident report forms (HS1) are available at faculty reception offices, Security and Student Hubs.

Infectious Disease:

Campus-based students who have been diagnosed with a serious infectious disease such as TB, measles, meningitis or chicken pox should notify their Course Leader or Student Administrator as soon as possible giving information regarding which groups of students (and/or colleagues and clients on placements) you have been in contact with and when. For diseases such as TB or meningitis, the West Yorkshire Health Protection Team may also wish to speak to you (or your family) to determine if others require screening or medication. You should follow advice given by the hospital or your GP about when it is safe to return to University.

6.2 Regulations

There are two sets of documentation you need to be aware of, the University Regulations and the Student Contract.

The University Regulations relate specifically to your studies and your course. They cover issues such as assessment, progression and award requirements amongst a range of other issues.

The Student Contract deals with a range of issues which apply to all students of our University.

6.3 University Regulations

Our University Regulations can be found at: www.leedsbeckett.ac.uk/public-information/academic-regulations. You should familiarise yourself with these Regulations.

The following sections are of particular relevance to your course:

- Education and Assessment (2.2)
- Progression and Award (2.3)
- Examinations (2.4)
- Boards of Examiners and Examination Committees (2.5)
- Disabled Students (2.6)
- Extenuating Circumstances and Mitigation (2.7)
- Academic Appeals (2.8)
- Academic Integrity (2.9)

The Students' Union Advice service (www.leedsbeckettsu.co.uk) is able to offer advice and guidance on how to understand and use the Regulations.

Where students are undertaking any form of research project, reference should be made to the Research Ethics Policy and Research Ethics Procedures which can be found at: www.leedsbeckett.ac.uk/studenthub/research-ethics.htm.

6.4 Student Regulations

The Student Contract is available at the following web link: www.leedsbeckett.ac.uk/public-information/student-regulations. You should familiarise yourself with the Student Regulations relevant to you and ensure you adhere to the Student Contract.