

MSc Adult Nursing – FBMH 2022-23

 handbooks.bmh.manchester.ac.uk/2022-23/shs/pg/msc-adult-nursing/

Faculty of Biology, Medicine and Health

School of Health Sciences

Division of Nursing, Midwifery & Social Work

Master of Science in Adult Nursing

Student Handbook 2022-2023



The contents of this handbook may be subject to change throughout the academic year. Please check Blackboard regularly for any updates.

INTRODUCTION TO THE SCHOOL

Welcome from the Director of Postgraduate Taught Education

I am delighted to welcome you to the School of Health Sciences and the Faculty of Biology, Medicine and Health. We are extremely pleased you have chosen the University of Manchester to commence or continue your postgraduate study journey; whether you are progressing straight from your undergraduate studies, seeking to develop your knowledge/skills in your chosen career or, are bravely, taking a completely different direction in life.

In the pursuit of knowledge, wisdom and humanity, we will place you at the centre of a transformational learning process to support you to achieve your individual goals and aspirations. Our challenge to you is to embrace all of the opportunities available to you; be bold, think differently and realise your potential. We want your postgraduate journey with us to be intellectually stretching, rewarding and fun.

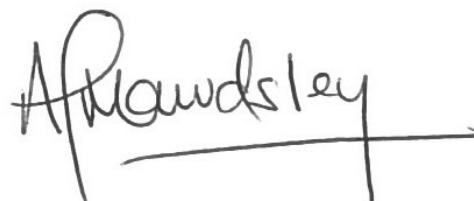


We are aware that most of you will need to juggle a number of competing priorities during your postgraduate taught studies. Some of you will already be in full time employment, while others will need to secure part time employment to fund your studies. We know that many of you will have family and caring responsibilities that will have to be prioritised before your own learning. We hope the information detailed in this programme handbook will help you in managing these competing commitments. Whether you are joining us on campus, or studying at a distance, you are an integral part of our School and University, and we are here to support you.

We are extremely proud of our postgraduate student community and alumni who are making a difference, both locally and globally. We look forward to working with you, confident that you too will play a role in transforming the lives of people who use health and social care services, whether during your studies or upon graduation.

I wish you every success in your postgraduate studies here at the University of Manchester.

Mr Andrew Mawdsley
Director of Post Graduate Taught Education
School of Health Sciences

A handwritten signature in black ink, reading 'A Mawdsley', with a long horizontal line extending from the end of the signature.

**Welcome from the Head of the Division of Nursing,
Midwifery & Social Work, Professor Hilary Mairs**

I am delighted to welcome you to the inaugural year of our MSc in Adult Nursing in the School of Health Sciences and the Faculty of Biology, Medicine and Health. We are grateful to Health Education England who have funded this innovative postgraduate programme designed to prepare the nurse leaders of the future, whether you opt for a career in practice, research or education.

For our part, we will place you at the centre of a transformational learning process to support you to fulfil your potential and realise, if not exceed, your individual goals and aspirations. Our challenge to you is to embrace all the opportunities that this will offer; to be bold, to think differently and try out new ways of doing things. We want your postgraduate journey with us to be intellectually stretching, rewarding and fun.



We are, though, acutely aware that this programme will be challenging and many of you will need to juggle a number of competing priorities during your studies. We know that some of you will have family and caring responsibilities that will have to be prioritised over your own

learning. We hope the information detailed in this programme handbook will help you in managing these competing commitments and would welcome any feedback from you on how we might improve this.

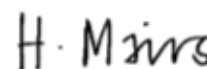
We are extremely proud of our postgraduate student community and alumni who are making a difference, both locally and globally. We look forward to working with you, confident that you too will play a role in transforming the lives of people who use health and social care services, both during your studies and upon graduation.

I wish you every success in your postgraduate nurse education here at the University of Manchester.

Professor Hilary Mairs

Head of Division of Nursing, Midwifery & Social Work

School of Health Sciences



The University's Vision for the Future:

We will be recognised globally for the excellence of our people, research, learning and innovation, and for the benefits we bring to society and the environment.

The foundation of this vision and strategic plan remains our three core goals of research and discovery, teaching and learning, and social responsibility, which are encapsulated in our motto: knowledge, wisdom and humanity. It builds on our strengths while taking the University in new directions.

Division of Nursing, Midwifery and Social Work

The Division of Nursing, Midwifery and Social Work is recognised for delivering world-class teaching and research across nursing, midwifery, social work and related disciplines. We currently provide undergraduate and postgraduate education to more than 2,000 students in close partnership with the NHS and are among the top ten universities in the world at which to study nursing (QS World University Rankings 2016).

Our research excellence was recognised by the results of REF 2014 and is underpinned by the production of collaborative, high-quality and impactful research which aims to improve health and social care at local, national and international levels.

Where to Find Further Information

In addition to this handbook, you are required to familiarise yourself with the information contained within the A-Z of Student Services and IT Services handbook. New students are given a copy of the appropriate handbooks at the beginning of their programme of study; alternatively, the information is available on our website.

We will be happy to provide this handbook in large print if required.

Student Services Centre, Burlington Street or Sackville Street

Tel: +44(0)161 275 5000

The Student Services Centre can offer all sorts of help and advice about tuition fee assessments or payments, Council Tax, examinations, graduation ceremonies and all sorts of documents.

The A-Z of Student Services

The Statutes, Ordinances and Regulations that are applicable to all students across the University are referred to in the University A-Z of Services and detailed in full within the University Calendar.

Essential advice, information and guidance for students at The University of Manchester, packed with up-to-the-minute information.

The guide can also be viewed on the University student intranet at: **A-Z of Student Services**

The University website contains a comprehensive and definitive listing of University policies and procedures relevant to both students and members of staff. It covers the full range of our activities and is continually updated to ensure that you have immediate access to the latest versions of documents as soon as they are approved. It is also equipped with a search engine that enables you to find relevant documents using key words or phrases.

Visit the website: <http://www.studentnet.manchester.ac.uk>

SOCIAL & WORKING SPACES FOR STUDENTS

The Jean McFarlane Building has a central atrium which provides comfortable and flexible spaces for students to meet or work and is serviced by vending machines; more substantial catering is available in the adjacent University Place and vegan café. Wi-Fi is available in the atrium. Additional flexible working spaces are available on the 2nd floor where PCs are provided for individual / group work.

Student Charter

One of the University's three core goals is "To provide a superb higher education and learning experience to outstanding students, irrespective of their backgrounds, and to produce graduates distinguished by their intellectual capabilities, employability, leadership qualities, and their ability and ambition to contribute to society" (from the University of Manchester Strategic Vision 2020).

<http://www.studentnet.manchester.ac.uk/enhancing-my-experience/charter/>

DIVISION CONTACT DETAILS

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School of Health Sciences
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Head of Division

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Gabrielle Brennan
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Sam Green – Student Support Manager
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Tel 0161 306 7622

Sally Hickson – Deputy Head of Student Operations Teaching and Learning (School of Health Sciences)
Tel 0161 306 7727

Lindsay Blanks – Practice Learning Unit Manager
Tel 0161 306 7706

Division Website: <http://www.nursing.manchester.ac.uk/>

The Programme Team

All staff are located in the Jean McFarlane Building, Oxford Road, Manchester M13 9PL.

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Examinations & Assessments Administrator

0161-30-67730

Room G.313 nmsw.exams@manchester.ac.uk

Programme Structure

This postgraduate programme is full time over two years.

- The MSc Adult Nursing will lead to registration as an adult nurse with the Nursing and Midwifery Council. The programme is a collaboration between the University of Manchester, and Manchester Foundation Trust. Although this is a post-graduate programme of study it is pre-registration course. The purpose is to prepare graduates for careers in adult nursing leadership, education and clinical academic careers.
- The MSc comprises a 50:50 split between theory and practice. Students will commence the programme with advance standing of 500 hours of theoretical learning, and 575 hours of practice in a healthcare related setting. The theory component (1,800 hours) will blend face-to-face and online learning, and self-directed study. Practice placements (1,440 hours) will take place at Manchester Foundation Trust, in addition to 296 hours of campus based simulated practice, and clinical and mandatory skills teaching.

Year One (90 credits)

SEMESTER 1

Practice placement 1 (pass/fail), /practice on campus (non-credit bearing)

***Practice on Campus**

Theory: Knowledge and Skills for Nursing 1 (45 credits)

Indicative content

Level 7 study skills

Reflective Practice

Biosciences: Anatomy, Physiology and Pharmacology

Public Health:

Introduction to Long Term Conditions

Epidemiology and NHS Long Term Plan

Social determinants of health/Sociology/Health Inequalities

Illness prevention/Health promotion

Public health/Population health

Evidence Based Practice:

Research design and Evidence Based Practice

EXTENDED SEMESTER 2

Practice placements 2 and 3 (pass/fail), /practice on campus (non-credit bearing)

***Practice on Campus**

Theory: Knowledge and Skills for Nursing 2 (45 credits)

Indicative content

Biosciences: Pathophysiology and Pharmacology

Evidence Based Practice

Health Psychology and Behavioural Science

Ethics

Health Informatics/Digital Health

Year Two (90 credits)

SEMESTER 1 and EXTENDED SEMESTER 2

Practice placements 4, 5 and 6 (pass/fail), practice on campus (non-credit bearing)

***Practice on Campus**

Numeracy Assessment (100% pass mark)

The MSc incorporates Safe Medicate which will be completed during Practice on Campus. This package includes health numeracy assessments which will be undertaken at various points throughout the two years. The 100% pass mark requirement is by the end of year two.

This will ensure the programme includes a health numeracy assessment related to nursing proficiencies and calculation of medicines which must be passed with a score of 100% (NMC, 2018)

Theory: three course units

Research in Professional Practice (45 credits)

Advanced Clinical Decision making (15 credits)

Leadership for Innovation and Education (30 credits)

*** Practice on campus** provides students with the opportunity to rehearse a range of key clinical and communication skills via simulation or practical workshops that are fundamental to success as a nurse in a contemporary health care setting. It will also address the Future Nurse Proficiencies for Registered Nurses (NMC, 2018) and prepare the students for their practice learning experiences.

The University of Manchester's Learning, Teaching and Assessment Strategy provides the framework for the programme;

<http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/teaching/degreeregulations/>.

This ensures that all graduates will be offered a facilitative curriculum able to meet the changing needs of students and their employers. The programme structure promotes students as active participants, placing them and the patients and their families that they work with at the centre of the learning process. Learning and teaching methods are designed to enhance the development of both personal and professional knowledge within a supportive, collaborative environment.

A primary objective of PG study is that students develop their abilities as independent critical thinkers able to make complex and informed decisions and function as autonomous practitioners

Knowledge and understanding will be facilitated through a range of blended approaches including traditional lectures, seminars, interactive workshops and online activities/ discussions, group work/presentations and problem-based learning.

Intellectual skills will be developed through participation in a range of activities including the directed and independent study allied to each unit, as well as the preparation and submission of assignments with both formative and summative feedback.

Practical skills will be developed through a diverse range of clinical placements, and on-campus simulated learning, and mandatory and clinical skills training. Regular tutorials with academic staff will allow further reflection of the development of knowledge and skills and discussion re: optimal strategies of integrating theory into routine clinical practice.

- All students must successfully complete 1,725 hours of practice learning. The programme is divided into three parts with two practice learning environments in each.
- In order to progress to parts two and three, you must successfully complete the previous part/s.
- **All taught course units and practice learning are compulsory.**
- The **pass mark** for taught course units for all postgraduate students is **50%**.
- Where there is **more than one element** to the assessment for any course unit, **students must pass each element** at the minimum requirement.
- If you fail any assessed work, you will have the right to **one** re-submission subject to agreement by the examination board in line with the University regulations.
- Any further re-submissions are at the discretion of the examination board.
- Because the MSc in Adult Nursing is also a professional qualification, **no compensation** is allowed between elements of a course unit, all of which must be passed.
- **If you do not achieve a pass in practice learning you will not be eligible for the award of an MSc in Adult Nursing. However, if you meet the requirements of the Regulations, you may be awarded an MSc in Health Studies (180 credits), Postgraduate Diploma in Health Studies (120 credits) or Post Graduate Certificate in Health Studies (60 credits).** These awards **do not** provide a qualification which will enable you to apply for registration with the NMC or practice as a nurse.

ASSESSMENT REGULATIONS

Postgraduate Taught degrees at the University of Manchester are based on the National Framework for Higher Education Qualifications (FHEQ). This framework requires you to achieve credit at masters' level in order to attain an award. For a standard postgraduate taught Masters programme this will normally mean passing 180 credits. A standard postgraduate diploma will normally have 120 credits and a postgraduate certificate 60 credits. The way in which you study these credits will be defined later in the programme handbook and the programme specification.

The University sets standards relating to your performance on every unit but also on your progression through the programme. Your programme and course unit specifications will set out the requirements for passing the credit on individual units.

Please be aware that the MSc in Adult Nursing Programme has some specific requirements to the University degree regulations due to being accredited by the Nursing and Midwifery Council. These are as follows:

1. The Pass mark for master's level is 50% as stated in the University regulations.
2. Compensation is not permitted
3. The referred capped mark will be at the lowest pass mark
4. Referral in half the taught credits equates to 70 credits

5. Accreditation of prior learning can be obtained for up to 50% of the programme

<http://www.regulations.manchester.ac.uk/postgraduate-degree-regulations/>

INTRODUCTION TO ASSESSMENT

This section reflects the assessment regulations of the University of Manchester. The standard of the University's awards and your confidence in the equity and parity of the assessment of your work depends crucially on the scrupulous conduct of all matters relating to the assessment process.

All programmes of study need to be assessed and, on this programme, you will be assessed in both theory and Practice elements.

The purpose of assessment is to form a judgement on the quality of your work, to ascertain and certify levels of achievement, and to enable examiners to report on the standard of performance you achieve.

Assessments are either formative or summative. Formative work is designed to provide you with the opportunity to receive feedback and help you meet the requirements of your summative assessments. Summative assessments must be passed for an award to be conferred. Failure to pass all summative assessments will affect your progression through the course and may result in the discontinuation of your studies.

What happens if I fail some units?

First do not panic, but the first thing to do is sit down with your academic adviser or Programme Director who will take you through your options. The regulations allow you further attempts of up to half the taught credits, for a standard master's programme as defined by your programme specification, so you can still get back on track.

This is known as 'referred assessment' and these reassessments will normally take place in the same academic year as the original assessment. The Examination Board will then make decisions on your progress and advise you accordingly of the decisions and next steps.

What happens if I fail my resits?

Upon taking the referred assessment, if you fail again the Examination Board will make a decision concerning your progress. The possible options available may, in exceptional circumstances, include repeating the unit or being awarded an exit award once you have exhausted all the opportunities to retrieve your failed assessment.

How is my degree calculated?

To be considered for a Master's Degree you must have achieved 180 credits at the appropriate level. Do not worry if you have had a referral or compensation, as these still count towards your credit total for a Pass or Merit. However, if you have undertaken any referred assessment or been compensated you will not be eligible for a Distinction.

The award of masters is based upon gaining 180 credits. Classifications for merit or distinctions will be calculated on the basis of an average mark, based on the weighted programme as a whole.

If you exit the programme early with a postgraduate diploma or certificate, then these are only awarded as a pass.

When and how are decisions made about my results and my progress?

It is expected that all your attempts at a referred assessment will take place in the same academic year in which the original assessment was first taken. After each assessment period there is an 'Examination Board'.

Members of the Examination Board normally include your unit tutors, programme directors overseen by an external examiner from another university. It is the job of the Examination Board to review all the results anonymously and make decisions on the award of credit and who can resit exams/assessment(s) or gain compensation. It is also the role of the Examination Board to decide who cannot continue and will leave the programme with an exit award.

What do I do if I disagree with the Examination Board's decision?

The University has clear and fair procedures which set out the course of action should you wish to appeal against an Examination Board decision or make a complaint. There are a number of grounds on which an appeal may be made, however an appeal which questions the academic or professional judgement of those charged with assessing your academic performance or professional competence will not be permitted. The relevant regulations and forms can be found at:

Academic Appeals (Regulation XIX)

Basic Guide to Academic Appeals

Student Complaints (Regulation XVIII)

Basic Guide to Student Complaints

In the first instance, we would urge you to contact your Programme Director/Examinations Officer who will be able to talk you through the decision making process.

Please be aware that the MSc Adult Nursing has some higher requirements to the University degree regulations and details of these are outlined in this handbook.

Programme Aims – The aims of the programme are to produce graduate nurses who are:

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| 01 | Employable, caring, research-minded and digitally ready |
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| 02 | Able to work in partnership with other disciplines, and with users of healthcare and their friends, families and carers |
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| 03 | Equipped to contribute to leading innovation and transformation in nursing and be connected to world leading research groups, gaining insight into clinical academic careers |
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| 04 | Proficient in the outcomes defined by the professional registration body |
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| 05 | Aware of f local (Greater Manchester), national and global challenges in public and population health |
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Intended Learning Outcomes

A. Knowledge & Understanding

On completion of the programme students will have achieved knowledge and understanding in the following areas at level 7 in the Higher Education Qualifications Framework, such that they will be able to demonstrate:

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| A1. | Knowledge, critical understanding and application of the proficiencies associated with accountable professional practice within the discipline of adult nursing |
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| A2 | Ability to critique and evaluate the philosophies, models and frameworks for legal, ethical, safe and competent adult nursing care |
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| A3 | Critical understanding of the application of sociological and behavioural theories to adult nursing, and a critical awareness of how health and social care philosophy and policy translate into ethical and evidence-based nursing practice |
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| A4 | Ability to critique the application of the principles of public health and health promotion both to their own wellbeing and to the wellbeing of service users in the context of the wider determinants of health and ill health, and the needs of the population of Greater Manchester and the UK. |
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| A5 | Knowledge and critical understanding of the concepts of human anatomy, physiology and pathology that underpin the assessment of health needs and the planning, implementation and evaluation of person-centred care from conception to death |
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| A6 | Knowledge and critical understanding of the nature, purpose, value and application of different approaches to leadership, management, innovation and change management across settings, and along the spectrum of health dependency as part of an interdisciplinary team. |
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| A7 | Knowledge and critical understanding of the monitoring and quality improvement processes that underpin the delivery of safe and effective nursing care. |
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| A8 | Ability to effectively retrieve and critically appraise a range of data/information that underpins and informs the evidence base for adult nursing practice. |
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| A9 | Critical understanding and application of a variety of research methodologies and methods |
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| A10 | Digital literacy and critical understanding of health informatics. |
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| A11 | Critical insight into their role as supervisors and educators in professional practice settings. |
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B. Intellectual Skills

On completion of the programme students will have achieved intellectual skills in the following areas level 7 in the Higher Education Qualifications Framework, such that students will be able to demonstrate:

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| B1 | Skills in critical evaluation, synthesis and application of knowledge and research evidence from a range of sources and disciplines. |
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| B2 | Originality in the application of knowledge and research evidence whilst appreciating its limits and having the confidence to challenge orthodoxy. |
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| B3 | Logical and systematic thinking and the ability to draw reasoned conclusions and sustainable judgements, engaging effectively in debate about current research and advanced scholarship in the discipline. |
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| B4 | Ability to critically reflect on their own professional development to identify abilities, limitations and opportunities to improve their performance as practitioner, supervisor and educator in a range of practice settings. |
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| B5 | Ability to act with professional integrity, demonstrating fitness to practise, purpose and achievement of the NMC (2018) standards for pre-registration nursing. |
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C. Practical Skills

On completion of the programme students will have achieved practical skills as stipulated in the NMC proficiencies for practice in the following areas at level 7 in the Higher Education Qualifications Framework: Hence, students must be able to:

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| C1 | Provide, lead, and manage evidence based, high quality person-centred nursing care with confidence and compassion across a range of health and social care settings and in partnership with the interdisciplinary team, service users and their carers. |
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| C2 | Effectively communicate and manage relationships with individuals of all ages with a range of mental, physical, cognitive and behavioural health challenges. |
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| C3 | Undertake systematic, holistic assessment and accurate recording of the health and social needs of individuals, groups and communities, drawing on evidence from the forefront of the discipline. |
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| C4 | Create and maintain safe environments of care through the effective use of quality assurance and risk management strategies. |
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| C5 | Demonstrate the ability to deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences. |
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| C6 | Adapt and respond appropriately to changing situations of care, demonstrating commitment to the principles of inter-professional learning and working whilst acting independently where appropriate. |
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| C7 | Embrace practice innovation and entrepreneurship, engaging key stakeholders in the development, design and execution of services where appropriate. |
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| C8 | Employ skills to design, develop and manage ethically sound research. |
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| C9 | Demonstrate skills in supervision and support of junior colleagues and peers. |
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D. Transferable Skills and Personal Qualities

On completion of the programme students will have achieved transferable skills and personal qualities in the following areas at level 7 in the Higher Education Qualifications Framework such that they are able to:

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| D1. | Exercise initiative and demonstrate the academic skills and curiosity required for continued professional development, for entering higher-level study, or for scholarly output. |
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| D2 | Manage both independent study and the demands of professional practice effectively. |
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| D3 | Demonstrate excellent digital literacy to develop fundamental skills for life-long learning. |
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| D4 | Demonstrate advanced verbal, non – verbal and written communication skills in a variety of settings with a range of individuals. |
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| D5 | Demonstrate competent public speaking and presentation skills to accurately and reliably communicate information to a live audience that may include peers or practice colleagues. |
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| D6 | Work co – operatively, effectively and equally with colleagues as a member of a team. |
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| D7 | Critically reflect on their academic and professional performance, individual leadership, communication, negotiation and interpersonal skills. development plan and lifelong learning strategy. |
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Teaching and Learning Processes

Teaching and learning methods

A range of teaching and learning methods, including on-line learning, is used to facilitate achievement of unit and programme learning outcomes. Knowledge and understanding outcomes are facilitated through lectures and seminars (both face-to-face and on-line), small group tasks, individual student seminar presentations, self-assessment exercises and directed reading.

Intellectual skills are developed similarly through participation in a range of activities including directed and independent study associated with each unit. Individual and group exercises, student debates and formative presentations allow you to develop intellectual skills in a supportive environment. Preparation of assignments (formative and summative) including feedback and support from academic staff is also seen as a critical component of facilitating the critical and analytic skills and abilities expected of postgraduate students.

Practical, experiential exercises are included in some units, both in on-line and face-to-face e.g., clinical skills, case studies, critical incident analysis. These provide you with opportunities to develop clinical skills, critical reflection, problem solving and decision-making skills, which can be put to practical use in practice.

The programme is underpinned by a set of key transferable skills, which are developed through a broad range of teaching approaches. For example, formative and summative presentations, including written work and in some unit's seminars, encourage you to enhance your communication and presentation skills. Whilst it is acknowledged that postgraduate students who will have undertaken a first degree or equivalent, should be expected to have developed many of these skills already, within the context of this programme the aim is to enhance and develop these to a higher level and in the specific context of Nursing practice. There is a major focus on enhancing critical reflection and the ability to critically analyse and problem solve complex and unpredictable Nursing issues and situations where knowledge is imperfect or uncertain.

On-line learning

A number of course units have an online element to maximise access and increase flexibility of learning. The University and Division have extensive experience and good practice in on-line learning with dedicated e-learning technologists and learning materials that include rich on-line audio/video/desk-top teleconference technologies; on-line problem/enquiry-based learning; interactive materials, exercises, and self-assessment tools. On-line units of learning employ a range of technologies and materials that allow the expertise of academic staff and your thoughts and experiences to combine and shape the learning process. This is achieved through the use of: on-line lectures; video interviews and video clips; audio streams and podcasts; rich media presentations; collaborative text-based environments e.g. discussion groups (facilitated and moderated by staff), wiki's, and blogs; reflective tools e.g. learning journals; formative assessments and feedback e.g. on-line seminars, formative tests and MCQs.

Knowledge and understanding outcomes are facilitated using a wide range of on-line materials; directed reading; participation in interactive on-line exercises and discussion board postings and responses (facilitated and moderated by staff). Exercises for you to undertake, reflect on, document and then submit on-line postings and receive feedback are a key learning strategy used to develop practical skills relevant to the aims and outcomes of the course units and programmes.

Curriculum Content

The following table summarises the curriculum content of the programme:

Course unit	Assessment type, length, weighting within course unit	Credits
YEAR 1 – all course units are compulsory YEAR 1 SEMESTER 1		
Knowledge and Skills for Nursing 1	VLOG (19%) Exam (37%) Care Study (44%)	45 credits
Practice on campus/ Placement 1	PAD	Non-credit bearing

YEAR 1 – EXTENDED SEMESTER 2

Knowledge and Skills for Nursing 2	Presentation (19%) Exam (37%) Care Study (44%)	45 credits
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Practice on campus/ Placements 2 and 3	Practice Assessment Record and Evaluation (PARE) document	Non-credit bearing
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YEAR 1 – FULL YEAR

Portfolio Development	Practice portfolio	Non-credit bearing
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YEAR 2 – all course units are compulsory YEAR 2 – SEMESTER 1 AND EXTENDED SEMESTER 2

Advanced Decision Making in Professional Practice	Engagement with course unit materials (20%) Assignment (80%)	15 credits
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Leadership for Innovation and Education	Reflective piece (100%)	30 credits
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Research in Professional Practice	Research Report (100%)	45 credits
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Practice on campus/Placements 4,5 and 6	PAD Numeracy assessment – SafeMedicate.	Non-credit bearing
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Portfolio Development	Practice Portfolio	Non-credit bearing
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COMPULSORY COURSE UNITS

All course units on the MSc Adult Nursing are compulsory. Course Unit outlines can be found via your [My Manchester](#) Student Portal as part of the Course Unit Publishing (CUIP) project.

PROGRAMME DATES

Welcome Week/Induction/Registration

During the first week of the programme the students are invited to take part in an induction or Welcome week programme whereby they are orientated to the university, Division of Nursing, Midwifery and Social Work, the programme, the Faculty of Biology, Medicine and Health and the academic and administrative staff via a series of activities workshops and social events.

Semester Dates [Click Here](#)

Please note that the above dates are General University dates, the MSc Adult Nursing Programme runs on a bespoke timetable hence there may be variances on attendance and vacation periods. For the programme timetables, please see your Personalised Timetable on your My Manchester portal

Student's responsibilities

Annual registration process

Student registration is valid for a year from the point of registration, e.g. if you register in September 2021, your registration will expire in August 2022. It is a requirement of the University of Manchester and your responsibility as a student at the university to complete the on-line registration each year via the Student Portal. You will be sent guidance notes prior to each registration period and you must register within four weeks of receiving the notification.

Changes in personal and/or contact details

During the on-line registration process, you need to confirm/update your personal and/or contact details. If these details change at any time following registration, it is your responsibility to update your details via the Student Portal. Please note that the Division will only use the information on the Student Portal, no other source so that if your details are not changed important communication documents could be sent to the wrong address if this is the case the fact that information was sent to the incorrect address cannot be used as mitigation.

Checking Student e-mails

When you complete your IT registration you will receive a student e-mail account, from the point of registration onwards, all departments within the Division will use the student e-mail address exclusively, not personal or work e-mail addresses.

As a student you are required to check your student e-mails, via the Student Portal, at least weekly whilst you are active on the programme, as this is where the Division would contact you.

Checking Blackboard

The Division uses Blackboard as the central location for information about all student resources. You will be given training on how to access Blackboard in your induction.

As a student, you are required to check Blackboard at least weekly, as this is where the Division would post both generic and specific information relating to course units and programmes, e.g. Room changes or Assessment results.

Blackboard Student Community Area

The Blackboard student gateway has been devised to provide information that is generic to all course units within the programme. Each section has been structured to reflect your journey through the unit/programme.

Getting Started – includes the guide to using Blackboard, the programme handbook and course unit leaflets.

On Your Course – includes Study Skills information, Authorised Absence form, Missed Session form, Health & Safety information, etc.

Assessments & Examinations – includes Extension form, Mitigating Circumstances form, Academic Appeals form and information about Plagiarism and Academic Malpractice.

The On-line End of Programme Evaluation – is where you give your feedback at the end of the course unit.

The NMC Guidance on Conduct and Ethics

All students should conduct themselves in accordance with this guidance throughout the master's programme. This is as relevant within the university setting as it is during the practice placement. An electronic copy of the guidance will be available on Blackboard for reference. The guidance will be fully discussed using structured exercises in the preparatory practice learning sessions which take place in semester 1. Students will have the opportunity to revisit the guidance during recall days to promote, monitor and provide space to reflect upon professional development.

Introductory Courses

Prior to starting the course, all students are expected to complete the Biosciences pre-course reading.

All students are automatically enrolled onto an introductory unit that provides information on health and safety, academic malpractice and academic literacy. Completion instructions for each of these sections are clearly defined within the course. **Completion of the academic malpractice and health and safety sections is mandatory for all students.** All assessments must be completed as soon as possible after the programme begins, with the academic malpractice assessment completed before the first piece of coursework is submitted. Completion of these assessments is monitored by the School. All students are also strongly advised to complete the academic literacy section.

PRACTICE LEARNING

Practice learning accounts for fifty percent of your programme and equates to at least 1,725 hours. This will be captured through practice learning and practice on campus days.

You will have the opportunity to experience a range of practice learning environments to enable you to meet the NMC (2018) standards and competencies for progression through the programme and for registration. Throughout the programme you will be allocated to a

range of practice learning environments that will offer a range of learning experiences, including the NHS and Private Independent and Voluntary organisations. These will be in a variety of hospital and community-based settings.

The maximum expected travel time to your learning environment is normally 90 minutes each way. To minimise travel time where possible every effort will be made to ensure that you will be allocated to learning environments in accordance with your term-time postcode and field of nursing/midwifery study. A copy of the map which details the Greater Manchester footprint for learning environments can be accessed via [Blackboard](#) (Under Placement Allocations, in the Practice Learning Gateway).

QUALITY ASSURANCE

The criteria for selecting, monitoring and enhancing the practice learning environments has been developed in partnership with practice and University colleagues and is based on the Health Education England Quality Framework (2017-2018).

All practice learning environments are audited every 2 years by an allocated University Link Lecturer (ULL) who works in partnership with the learning environment and Practice Education Facilitator (PEF). The audit focuses on standards to ensure that the learning environment provides a high-quality safe learning environment in line with North West regional network standards. Your feedback on your practice learning experience is essential as part of this ongoing commitment and quality improvement.

HOW WILL I FIND OUT ABOUT MY LEARNING ENVIRONMENT ALLOCATION?

You will be notified of your allocation to a learning environment at least 4 weeks prior to commencement. Notification is provided through your allocation portal via the student intranet. Simply click on the following hyperlink and log in using your student username and password to access details of planned practice learning experiences

<http://students.bmh.manchester.ac.uk/nursing-student/placements/>.

Your allocation portal can be accessed at any time and will provide details of your current and previous practice learning experiences

You must ensure that you plan your travel to meet the shift pattern requirements for your learning environment. Your learning environment will normally be within the Greater Manchester footprint, but please note that depending upon availability and capacity your learning environment may be outside of this footprint

You can find further information and contact details, as well as links to Google maps, the GMPTE route finder and Trust / Organisation websites via the Practice Learning Gateway in [Blackboard](#).

You must contact your learning environment area 2 weeks prior to your start date to discuss arrangements for arrival.

HUB AND SPOKE MODEL

The hub is your allocated learning environment area. In discussion with your Supervisor, you can identify spoke opportunities to enhance your learning experience. These must be agreed with your Practice Supervisor/ Assessor and contribute towards the learning outcomes outlined in your Practice Assessment Document (PAD) for that learning period.

WHAT DO I NEED TO DO IN PREPARATION FOR MY PRACTICE EXPERIENCE?

Practice Assessment Document (PAD)

Prior to starting your practice experience, you will need to be familiar with your Practice Assessment Document (PAD). Your PAD will be accessed using an online system called PARE <https://onlinepare.net>. The Online Practice Assessment Record and Evaluation (PARE) tool is a Health Education North West initiative supported by a team of Academics, developers and administrators from across the region. Early in the programme, you will be provided with information about PARE including full training and guidance on how to register access and interact fully with the system.

PARE enables you to interact with your Supervisor/Practice Assessor/Academic Assessor/Academic Advisor online and record the practice hours you complete using an online timesheet. There is the facility and refer to previously completed learning experiences when required by your Practice Assessor and Academic Assessor.



Once you have accessed PARE you will need to complete an individual reflection and self-assessment prior to an initial meeting with your Supervisor and/or Practice Assessor.

Your nominated Practice Assessor will normally be allocated before or at the beginning of each practice learning experience

- You will practice under the support and guidance of a Supervisor (s) who will ensure that students are appropriately supervised at all times during practice learning, including while on spoke learning experiences
- Appropriate risk assessments must be available in order to ensure student safety

needs are met.

- Students remain supernumerary during all practice learning experiences.
- If students have identified additional learning needs in the practice learning

Environment they will be supported through the Division's Reasonable Adjustments for Practice learning strategy, and completion of an Individual Student Support Plan (ISSP) if appropriate, supported by your Academic Advisor and/or Academic Assessor. Copies of both documents and further information are available in the Practice Learning Gateway.

PARE also allows you to provide feedback and evaluation of your experience in your learning environment in an easy and timely manner. The feedback that you provide is essential to ensure that practice learning experiences are enhanced and supported for all learners in practice.

Professional Portfolio

The NMC require that all Registered Nurses maintain a Portfolio in order to maintain NMC registration via the process of revalidation. As a student you will be given the opportunity to develop the knowledge and skills to build up your portfolio. The portfolio will allow you to collate evidence of your growth and development as a practitioner over the programme and beyond.

You will be provided with information about your e-Portfolio on [Blackboard](#) and you are required to engage in the development of your e-Portfolio as you progress through the programme. It is your responsibility to ensure that you make your e-Portfolio available to your Supervisor/Practice /Academic Assessor and Academic Advisor as requested.

Your Academic Advisor/and or Academic Assessor is available for you to discuss your portfolio development and practice learning progress.

WHO WILL BE AVAILABLE TO SUPPORT ME DURING MY PRACTICE LEARNING EXPERIENCE?

You will receive preparation for your exposure to practice through timetabled sessions with programme staff, practice colleagues and with your Academic Assessor/ Advisor prior to commencing your practice learning experience.

The NMC (2018) Standards for Student Supervision and Assessment (SS&A) have identified three key roles to help support your development. The purpose of this tripartite arrangement is to ensure there is a collaborative approach to your progression and that it is based on an understanding of your achievement across theory and practice and embeds a greater degree of objectivity into the process.

1. Practice Supervisor
2. Practice Assessor
3. Academic Assessor

An outline for the roles is detailed below:

Practice Supervisors (PS)

Registered Nurses or Midwives or Registered health or social care professionals. They have current knowledge and experience and are appropriately prepared for the role in which they:

- Ensure safe and effective learning experiences
- Facilitate independent learning
- Provide co-ordination and continuity of support and supervision
- Ensure observation on your conduct, proficiency, and achievement of programme outcomes are shared with key staff, for example other Supervisors
- Contribute to assessment and records regular feedback

They have responsibilities for overseeing your progress during your learning experience and may undertake your initial interview supporting you to identify your learning needs, discussing the learning opportunities and completion of your learning plan.

Supervisors have an important role in *contributing* to your assessment and giving you regular feedback collaborating with other Supervisors and your nominated Practice Assessor. You may, depending on your allocated learning environment, have several Supervisors supporting your development.

Practice Assessors (PA)

Registered Nurses or Midwives with current knowledge and expertise and are appropriately prepared for the role in which they:

- Conduct assessments, informed by feedback from Practice Supervisors
- Make and record objective decisions, drawing on records, observations, student reflection and other resources
- Periodically observe you in practice (by objective evidence-based assessment)
- Gathers and coordinates feedback from Practice Supervisors and other relevant people
- Schedules communication with Academic Assessors at relevant points
- Will review assessment documentation in your PAD that has been completed by your Supervisor and a range of other health or social care professionals who have contributed to your development
- Will assess your conduct, proficiency and achievement of learning outcomes and will complete the mid-point and final summative interview and confirmation of proficiencies at the end of the time in your allocated learning environment in the first and second semester.

As well as undertaking the required supervision and assessments, the role of the Practice Supervisor and Practice Assessor also includes identifying relevant learning opportunities and creating learning and development plans with the student.

Academic Assessors

Are Registered Nurses or Midwives and are nominated for each Part of the programme and are appropriately prepared for the role which includes:

- Working in partnership with the Practice Assessor to evaluate and recommend you for progression for each part of the programme. In this context a part refers to the end of each year
- Undertake scheduled communication between Academic and Practice Assessors
- Understands your learning and achievement in practice
- Undertake scheduled communication and collaboration with your Practice Assessor
- Collate and confirm your achievement of the proficiencies and programme outcomes based on assessment and information that is objective and fair

You will be allocated an Academic Assessor for each Part of the programme (i.e., each part), and within each part there are different levels of performance that you need to demonstrate.

Academic Assessors will collate and confirm your achievement of the proficiencies and programme outcomes. They will review your progress throughout the year and complete the final assessment in collaboration with the Practice Assessor, having considered your progress and all the evidence.

If there are any development needs in relation to your performance, they will work with the Practice Assessor in agreeing an action plan.

Your Academic Assessor will complete your Ongoing Record of Achievement (OAR) in the online PARE system detailing any recommendations, points to consider or exceptional practice for your next Academic Assessor and all relevant people.

Your Academic Assessor in the final allocation to a learning environment in year three (part 3) will review and confirm overall achievement in collaboration with your Practice Assessor to recommend progression to registration in your Ongoing Record of Achievement (OAR) in PARE.

Practice Education Facilitator (PEF)

A PEF is a Trust employee whose role is to facilitate learning in practice for all undergraduate healthcare students, with a particular focus on quality assurance and inter-professional learning. The PEF has an overview of your learning environment and is a point of contact if needed. Please refer to the Practice Gateway for further information.

University Link Lecturer (ULL)

An ULL acts as the primary link between the University,

The ULL role includes:

working effectively as a team with PEFs, taking a risk assessment approach, to

ensure the provision of appropriate learning environments, and to provide student, Supervisor and Practice Assessor support

working collaboratively with all stakeholders and ensure that good channels of

communication are in place.

A list of ULLs is located via the Practice Learning Gateway within Blackboard.

Academic Advisor (AA)

The student's first point of contact in the Division for pastoral, general Academic and professional development support, monitors performance and offers guidance to the student to assist progress towards professional practice.

Unit Leads

University staff members who act as the lead Academic contact for all students on a particular unit of study. Responsible for the development, administration and delivery of the unit content. Collaborates with programme and practice colleagues.

INTEGRATION OF LEARNING: THEORY AND PRACTICE

The schedule for practice learning is consistent and equal to theory for each year of the Programme. You can access more detail on your Programme Overview in the Practice Learning Gateway.

PRACTICE LEARNING ENVIRONMENTS: SUPERNUMERARY STATUS

During the two-year course of study when in practice you are considered as supernumerary. This means you are not calculated as part of the workforce but are part of the team. However, it does not mean you are unable to undertake any practice. You will be expected to observe and participate in practice activities contributing to the team and practice with supervision, as appropriate to your level and abilities.

ATTENDANCE REQUIREMENTS DURING YOUR PRACTICE LEARNING EXPERIENCE

Shift Working whilst in your allocated learning environment

Whenever you are in practice you must start the shift at the accepted start of shift and finish at the accepted end of shift. Depending on the learning environment students may work a range of shift patterns. It is a requirement during the programme that you experience care delivery throughout the twenty-four-hour period. The shift patterns may comprise of:

- Early shifts
- Late shifts
- Long days
- Night shifts

Shift patterns should primarily reflect the requirements of the NMC, in addition to the educational needs of the student. It is anticipated that in general, both students and Supervisors will, in the spirit of negotiation, be able to plan appropriate shift patterns around

the university practice and theory days, whilst also being mindful of educational opportunities and individual student needs (for example, occupational health recommendations).

For more detailed guidance regarding shift working (i.e. shift lengths, breaks, gaps between shifts, weekend work and bank holidays) please refer to the 'Guidance for Shift Working' document available within the [Practice Learning Policies and Guides](#) section of the Practice Learning Gateway within Blackboard. Guidance on self-care, including sleep, hygiene, preparing for changes to shift patterns and getting home safely is also provided within this document.

Reasonable Adjustments in Practice Learning Environments

As previously noted, there is an expectation that you will work a shift pattern which is of an educational advantage to you. If, however, you have a disability, learning difficulty or long-term condition with specific requirements in terms of reasonable adjustments in your allocated learning environment, this may be accommodated. Communication with your Supervisor/Practice Assessor is important in order to ensure a collaborative decision can be made regarding adjustment to working patterns. Practice Supervisors, Practice Assessors and Academic Assessors have an important role in supporting and guiding you through your learning experience. This includes facilitating any reasonable adjustments you may require to achieve the maximum benefit from your allocated learning environment.

For more detailed guidance regarding disclosure of disabilities, learning difficulties or long-term conditions please go to the Practice Learning Policies and Guides section of the Practice Learning Gateway within [Blackboard](#). E.G Guidelines for Disclosure of Disabilities, Specific Learning Difficulties and Long-Term Health Conditions, Individual Student support Plan.

What do I need to do if I am unable to attend the Learning Environment?

If you are ill during your practice learning experience on the first day of absence you should inform your Supervisor /learning environment manager of the reason. You should also complete the [Self Certification of Illness Form](#) or exceptionally by email (studentabsence.nursing@manchester.ac.uk) on the same day. You can report this illness yourself or you can ask someone else to report it on your behalf if necessary.

If you are unable to attend your learning environment for any reason it is important that all relevant people are informed in the interest of professionalism and safety.

If you are a member of a University activity group that meets on a Wednesday afternoon, you can discuss this with your Supervisor/Practice Assessor in your learning environment

Falsification of hours whilst in practice is viewed extremely seriously by the Division as it is a fundamental breach of the NMC (2018) Code and will result in an immediate referral to Concerns Review Panel.

What do I need to do if I have concerns about my Practice Learning Environment?

Should you have any areas of concern relating to your learning environment you can discuss these with your Supervisor /Practice Assessor, PEF, Unit Lead or Academic Assessor or Academic Advisor as soon as is reasonably practicable and in keeping with the NMC (2018)

Code. The Division, in partnership with practice colleagues, has developed student guidance to help you understand the process you need to follow if you have concerns regarding your learning environment or if you witness or are involved in a critical incident or near miss.

Guidance for escalating concerns regarding practice can be found within the document entitled “The Practice Learning Experience: A Guide to Providing Feedback” located within the Practice Learning community gateway within [Blackboard](#) (under Practice Learning Policies and Guides). And HEI process for investigating issues and concerns in practice relevant to student on all Nursing and Midwifery Approved Programmes.

ASSESSMENT IN PRACTICE

Your PAD has been developed to ensure that student nurses are prepared to successfully meet the *Future Nurse: Standards of proficiency for registered nurses* (NMC 2018) at the point of registration. The NMC standards specify the knowledge and skills that Registered Nurses must demonstrate when caring for people of all ages and across all care settings and comprise seven platforms and two annexes.

Practice learning accounts for fifty percent of the nursing programme and equates to at least 1,725 hours of practice. This is captured through practice learning environments, Practice on Campus weeks and simulated learning opportunities.

What will I be assessed on?

Outcomes will vary for each learning environment and will meet the programme outcomes and the seven platforms, and two annexes as defined by the NMC (2018) where appropriate. This will enable you to demonstrate that you can provide care for people who have complex mental, physical, cognitive and behavioural care needs across a range of settings including people’s own homes, in the community or hospital or any health care setting.

The platforms are:

1. Being an accountable professional
2. Promoting health and preventing ill health
3. Assessing needs and planning care
4. Providing and evaluating care
5. Leading and managing nursing care and working in teams
6. Improving safety and quality of care
7. Coordinating care

Annexe A: Communication and relationship management skills

Annexe B: Nursing procedures

Assessing level of competence

Within the PAD three key statements have been developed to reflect the level of performance that the student is required to demonstrate at the end of each Part, as well as the level of assistance that may be required at each stage where the student by the end of the Part 3 is practising independently, competently and confidently. The following three levels of performance are to be met by the end of each Part:

By the end of Part 1	Guided participation in care and performing with increasing confidence and competence
By the end of Part 2	Active participation in care with minimal guidance and performing with increased confidence and competence
By the end of Part 3	Practising independently with minimal supervision and leading and co-ordinating care with confidence

In addition to achieving the required level of performance at the end of the Part the student is assessed against a specified set of criteria related to knowledge, skills, attitudes and values for each component of assessment within the PAD. These criteria are used to assess the student on different in your allocated learning environments across the year as they work towards the overall performance level to be achieved by the end of the Part.

If the student's performance gives cause for concern at the mid-point interview or at any point during the experience feedback must be given and an action plan written to enable the student to address these concerns prior to the final interview. The Practice Assessor must communicate with and involve the Academic Assessor in developing this action plan.

Who will assess me?

You will receive ongoing feedback from your Supervisor(s) and a range of registered health and social care professionals who will also contribute to your assessment formatively. For the most part this will be documented in your PAD on a regular basis.

Your nominated Practice Assessor for each allocated learning environment will review the evidence within your PAD document and liaise with your Practice Supervisor(s) on your performance.

In addition, your Practice Assessor will undertake objective evidence-based assessments of their own, to inform their overall decision on your attainment of the proficiencies and programme outcomes. They will also collaborate with your Academic Assessor who will review your progress during each learning experience

On your final practice learning experience each year your Academic Assessor will make the recommendation for progression with a nominated Practice Assessor having reviewed your progress over the year.

Your Academic Assessor will complete your Ongoing Record of Achievement (OAR) in the online PARE system detailing any recommendations, points to consider or exceptional practice for your next Academic Assessor and all relevant people.

In year two (Part 3) in your final allocated learning environment your Academic Assessor following consultation with your Practice Assessor will review all the evidence and confirm overall achievement to recommend progression to registration in your Ongoing Record of Achievement (OAR) in PARE.

Structure of your support in Practice

You will have at least three formal meetings during each time in your allocated learning environment

It is important that you take an active part in these interviews and can assess your own development and identify where further learning is required.

Initial Assessment	Identify learning needs and opportunities
Interim Assessment	Review progress, identify areas of achievement and where support is needed
Final Assessment	Discuss overall performance and whether the practice outcomes have been achieved.

Your PAD has been designed around the following Components of Assessment and Feedback:

- Initial, Mid-Point and Final Interviews
- Professional Values
- Proficiencies
- Episode(s) of Care
- Medicines Management
- Patient/Service User/Carer Feedback Form
- Record of working with and learning from others/inter-professional working
- Record of communication/additional feedback
- Record of peer feedback – Parts 2 & 3
- Ongoing Achievement Record

During the time in your allocated learning environment, you will be expected to take responsibility for your own learning. This means that you will need to:

- Plan how to achieve the outcomes and competencies required.
- Gather evidence to present to your Supervisor/ Practice Assessor showing how each outcome has been achieved

- Maintain a diary of significant learning experiences. In this you should be able to demonstrate how practical experiences have influenced the way your nursing practice is developing in relation to specific outcomes and competencies.

Evidence of Progression

Your Practice Assessor/Academic Assessor will make a judgement on the proficiencies and programme outcomes to be achieved and this will be recorded as:

P Pass You have met the required criteria
Refer: You have failed to achieve some/all of the learning outcomes

D Defer You have had adequate opportunities but have not reached the required standard of achievement in meeting the outcomes/practice skills.

Failure to achieve in practice

You are expected to achieve all the standards or competencies and practice skills specified in the PAD.

If at any time a Supervisor /Practice Assessor feel that you are not progressing, they must inform you at the earliest opportunity. The outcome of the meeting must be documented within the PAD. The Practice Education Facilitator should be contacted for help and support and your Academic Advisor must be contacted.

If you fail to achieve any of the practice outcomes at the first attempt in practice, a second attempt in the form of a learning contract is implemented. A third final attempt may be granted, by the Examination Board, subject to mitigating circumstances, to enable you to progress on the programme.

If an Examination Board has documented evidence that (a) your work or attendance or both have been unsatisfactory, and (b) you have been formally warned of the unsatisfactory work or attendance but have not shown significant improvement acceptable to the Board, then the Board has the right to refuse you reassessment.

At the end of a practice learning experience if you been notified by your Practice Assessor / Academic Assessor that you have failed to achieve the practice outcomes for a unit, in part or full, you will be invited to attend a meeting with the Academic Assessor to discuss a learning contract. Depending on the circumstances surrounding the failure to achieve in clinical practice, you may have the following options open to you:

If you have failed the PAD, you will be referred to the Programme team who in liaison with the appropriate Unit Lead will develop an appropriate Learning Contract. This is normally implemented in the first five weeks of the next practice learning experience providing the learning outcomes can be achieved in that learning environment. If the Learning outcomes cannot be achieved in that learning environment, you may be offered the opportunity to undertake your learning contract in the first weeks of the summer vacation period.

Or

In the event that the above is not appropriate, you will be offered the opportunity to interrupt your studies. You will then be invited to return to the programme at the commencement of the Unit in the following academic year or at an appropriate point, in order to have a second attempt at the practice learning experience

At this meeting, an action plan will be devised to assist you to succeed at the second attempt. The contents of this Learning Contract will be conveyed to your Practice Supervisor and Practice Assessor either in a new clinical area or on the same clinical area, whichever is most appropriate. With the Learning Contract in place your Practice Supervisor and Practice Assessor can then tailor the clinical experience to meet your individual learning needs. Collaboration with the Academic Assessor may also facilitate this.

It is the learning environment Practice Assessor's responsibility to deem whether you have passed or failed the practice element of a practice-based unit of study and to collaborate with the Academic Assessor at the end of each part.

They may ask others for their opinions to help clarify any ambiguity or doubt e.g. Supervisors and your Academic Assessor but the final decision regarding whether you pass, or fail is the Practice Assessors and Academic Assessors (at the end of each part).

This decision will be final and will not be overruled unless due process has not been followed in terms of you and your Practice Supervisor/Practice Assessor/Academic Assessor not having documented issues as they have arisen as part of the practice learning experience process during the preliminary intermediate or final interview as appropriate to the issue or need that required identifying.

It is your responsibility to ensure that documentation is completed. You will be able to access previously completed PADs via PARE for your portfolio.

Making up hours

During each practice learning experience, you are required to maintain a record of the number of hours undertaken using the timesheet on PARE. This will then be signed at the end of the week by the identified Practice Supervisor and Practice Assessor who is able to verify the hours in practice. The timesheet (Record of Practice Hours) will be used to determine whether you have completed the appropriate number of hours (1,725) in practice at the end of the programme.

An audit of hours completed will form part of your annual progression. You will not normally be able to take a deficit of hours past progression points/Parts. This is to ensure that you commence the next Part with no hours outstanding.

As stated previously, you may be expected to work various shift patterns throughout the 24-hour period depending on their year of study on the programme.

You are responsible for ensuring they undertake a reasonable and appropriate shift pattern. If you have concerns regarding your shift pattern you should contact your Supervisor Practice Assessor/PEF/Academic Assessor/ Academic Advisor in the first instance.

The front loading of hours should not occur. If you are found to be doing this will be referred to the Academic Lead for Practice Governance and Programme Director. The Practice Education Facilitator will also be informed.

Practice Learning Assessment Summary

1. Like Academic assessments, all practice learning assessments need to be passed in order for an award to be conferred.

You will have access to

1. Supervisor(s) in practice
2. a Practice Assessor
3. an Academic Assessor for each year (part)

2. The Supervisor will give verbal and written comments on your progress in achieving the desired outcomes and practice skills. This will be assessed continuously as you move through the practice learning experience by the Supervisor / Practice Assessor and specifically both midway and at the end of each time in your allocated learning environment. Your Academic Assessor will also review your progress.

3. It is your responsibility to ensure that these meetings occur. The Practice Education Facilitator, Academic Assessor should be contacted if you encounter difficulty in being able to organise these meetings.

4. Supervisor(s) Practice Assessors and you need to be familiar with the documentation on PARE before any entries are made. Should there be any problems associated with the understanding of this documentation the Academic Assessor, should be contacted.

1. You are expected to achieve all the outcomes and practice skills specified for each Part.
2. Failure to achieve one of the outcomes specified for each Part or learning experience (unless it is not applicable) will constitute a fail grade being awarded
3. Should you not be making satisfactory progress at any time you should be informed by your Practice Supervisor This must be documented by the Practice Assessor in the PAD and discussed with your Academic Assessor. An action plan will be developed in conjunction with you, your Academic Assessor and Practice Assessor.
4. Details of submission dates for completed PAD documents can be found in the

Examinations area on the MSc Adult Nursing Blackboard student community area.

9. In the event of sickness, you will be contacted to discuss their return to your studies.

STUDENT SUPPORT AND GUIDANCE

Programme Director Role and Support

The role of the Programme Director is to ensure the smooth running of the programme. This includes chairing the Programme Committee, overseeing the student evaluation process, considering changes to the programme and ensuring adherence to the university's guidelines for academic practice.

The Programme Director is Dr Jane Griffiths, Room 6.337, Jean McFarlane Building, 0161 306 7681 jane.griffiths@manchester.ac.uk

Unit Leader Role and Support

Each unit has a designated leader who is responsible for managing the teaching and assessment process for a specific unit. This individual is also there to guide you regarding all issues relating to the specific unit.

Academic Advisors

Students have access to an academic advisor who is available for **general** guidance, non-academic problems or issues, and who can refer you to other sources of assistance or support.

At the beginning of the course students are allocated an academic advisor who will normally be responsible for pastoral guidance during the course, although this person may change at any time by negotiation if students feel there is a need to change academic advisor. If this is the case, students need to discuss the difficulties/problems with their academic advisor and then approach the Programme Director. You can also seek advice from other quarters, for example, the Student Union Welfare Section, or the Student Health Care and Counselling Service.

Induction Programme

During the first week of the programme you are invited to take part in an induction or Welcome week programme whereby you are orientated to the University, Division of Nursing, Midwifery and Social Work, the programme, the Faculty of Biology, Medicine and Health and the academic and administrative staff via a series of activities workshops and social events.

Mechanisms for Collecting and Reporting Back on Feedback to Students

Every course unit is evaluated via a questionnaire and the gathering of qualitative comments. At the end of each year, post-course evaluations are undertaken via questionnaires and group discussions. Where appropriate these comments are fed back to you as students once the evaluation comments have been collated and any necessary actions taken. This latter process will normally occur in the semester following the evaluation process.

STUDENT INFORMATION

Student Representation on Committees

Role of a Student Representative

Student representation and feedback is vital to the continued development of the Division. Because Continuing Professional Development students are practitioners often in full or part time employment, and attend university on a part time basis, we are very aware of the demands on your time. For this reason, you are invited to submit in writing or by email to the Programme Director at any time, your views or opinions on any aspect of the programme, and this will be presented at the appropriate committee.

Essentially, the role of a student representative is to represent the views of students on a particular course to the academic staff at various meetings of the Division. This ensures that students can exert a measure of control over their own learning experience.

Responsibilities include:

- Identifying student issues and needs. When necessary, referring them on to the relevant people who can assist them.
- Providing another layer of support for new and existing students.
- Attending and participating in various meetings held at the University.
- Consulting, involving and reporting to students.
- When arranged, attending Student Representative training sessions.
- Providing a link between the staff and students at the Division.
- Keeping yourself informed of developments within your programme of study.
- Promoting equal opportunities.
- Contributing to the growth and development of the Student Council by providing ideas and suggestions.
- Helping to organise and run the 'Freshers' Fair' for new students at the main May and September intakes.
- Helping to organise, run and promote social events such as 'Freshers Welcome' parties and 'End of Unit' parties.

Benefits of Being a Student Representative:

For your commitment, time and effort you will reap many benefits and develop transferable skills. These include:

- Increased involvement in your educational experience at the Division. It gives other students a feeling of ownership over their education and the reassurance that their views and concerns are being heard within the Division.
- Knowing that you are making a positive impact on the lives of present and future students.
- Extra-curricular activity.
- The opportunity to meet other students across the Division.
- Representation and advocacy skills.
- Listening and communication skills.
- Meeting skills.
- Organisation and time management skills.
- Negotiation skills.

- A certificate and letter of commendation that can go into your Portfolio, from the Division. This would recognise your commitment to the Council after six months of being a student representative, attending no less than three combined 'Division of Nursing, Midwifery and Social Work, Student/Staff Liaison and Student Council Meetings'.
- Active involvement in the council's various activities.

The Division also benefits, as it is seen to:

- Consult with students.
- Have the opportunity to improve the quality of its courses and student satisfaction.
- Enable students to understand the system and educate others.
- Promote an increased sense of belonging to the Division amongst students.
- Have an active staff-student dialogue outside of the realms of teaching.

Meetings to Attend

All representatives will be required to regularly attend the previously mentioned *Staff Student Liaison Committee* which discusses cross-programme issues and is held five times per academic year.

Provision has also been made for students to be represented at *Programme Committee*, a forum to meet with University staff and Programme Directors to discuss programme specific academic issues.

Although you will receive an authorised letter of exemption (from lectures and clinical areas) to attend them, it is understood that as students you cannot attend all meetings. Therefore, your apologies can be emailed a week in advance of the meeting, including any issues, ideas/suggestions that can be read to the meeting on your behalf.

Communication

You may have already gathered that due to our varying locations, timetables and sessions spent at the University, email is the main mode of communication between students and University staff. As a student representative it is important that you check your University email account regularly in order to be kept in the loop and keep the Chair informed of any contact detail changes.

Committee Involvement / Commitment

Student representation and feedback is vital to the continued development of the Division.

It can be difficult for students to find the time to contribute to all of the committees and working parties. For this reason, the Head of the Division of Nursing, Midwifery and Social Work is willing to write letters of support for students to facilitate attendance.

How to become a Student Representative

Student representatives are elected at the beginning of the academic year for each programme and each year, and where possible, Field, within a programme. Their role is to represent the views of students on a particular course to the academic staff at various meetings of the Division. This ensures that students have a voice and are participating in developing learning and teaching within the Division.

In addition, representatives attend their own Programme Committee. Programme Committees are responsible for the review procedures of their respective programmes. The Programme Committee manages programme development, assessment of individual units, student related matters and any other matter relating to the Programme. Each Programme Committee has student representatives from each year group.

Provision has also been made for students to be represented at two other main meetings at the Division these are Pan-Manchester Placement Group (a forum to meet with Trust wide Clinical Facilitators and University staff to discuss placement issues) and Division Board (a meeting all academic and administrative staff across the Division to discuss academic issues).

Representatives may also be invited to participate in other committees, working groups, workshops and reviews related to academic programmes.

Although you will receive an authorised letter of exemption (from lectures and clinical areas) to attend meetings, it is understood that as students you cannot attend them all. Therefore, your apologies can be emailed a week in advance of the meeting, including any issues, ideas/suggestions that can be read to the meeting on your behalf.

More information can be found on student representation in the student support pages on Blackboard or by contacting studentsupport.nursing@manchester.ac.uk

Equal Opportunities

The A-Z of Services provides information and advice on a range of topics including finance, examinations, accommodation and health; it also contains details about the University's policy for students with additional support needs and its equal opportunity and race equality policy see the university student handbook for further details. Copies of the Crucial Postgraduate Handbook are available from the Student Services Centre.

Personal Development Planning

The Personal Development Plan (PDP) is a tool to help you reflect developmentally upon your study performance, skills, goals and career aspirations. There are two components to the PDP. The first component sets an agenda for meetings with your tutor at key stages in your programme of your choosing.

- Stage 1 (the beginning – during the first few weeks of your programme)**
- Stage 2 At the end of year one**
- Stage 3 At the halfway point in year two**

At each of these three stages, you can draw on tips, which have been provided by the Careers Service as well as information on a research career.

The second component is a personal record of what you have achieved on the programme (attended, written, or what has interested you). As well as the record, there are tips on time management and action planning which you may find useful:

For example, diary

- Enter modules attended.
- Enter short courses attended.
- Enter seminars attended.
- Enter conferences attended.
- Enter publications.
- Enter projects.
- Enter group work.
- Record of topics that interested you.

Full details of what is involved in maintaining a PDP are in the Student Community area on Blackboard.

Health & Safety

As students you **must each** familiarise yourselves with the procedures for dealing with an emergency, including discovery of a fire and all fire exit points. In the case of a fire or security alert you need to telephone the Emergency Services or Security. In case of an emergency due to fire dial 999 from the nearest phone or break the nearest fire alarm glass. In the event of an accident then dial 999 for either ambulance or police related incident. For all other emergencies, call security on 69966. Similarly, you are each required to familiarize yourselves with what to do in an emergency of any type. You are also required to familiarise yourself with the Health and Safety at Work regulations/requirements as instigated and or amended by the University of Manchester at all times.

The University of Manchester and all sites used by University of Manchester have **NO SMOKING** policies, which you must strictly adhere to.

For a full copy of the University of Manchester Health and Safety Policy, please see:

<http://www.campus.manchester.ac.uk/healthandsafety/index.htm>

Looking after yourself and your patients during Ramadan

The Faculty of Biology, Medicine and Health has produced guidance for healthcare students on fasting and caring:

<http://sites.bmh.manchester.ac.uk/nursing-mentors/resources/policies/RamadanGuidance.pdf>

DISABILITY AWARENESS & RESOURCES

If you have needs relating to a disability, specific learning difficulty or long-term health condition, you could discuss these needs with the following:

Your Academic Advisor –

Division Student Support Officer Janet.Ellis@manchester.ac.uk Tel: 0161- 306 7717

Disability Advisory and Support Service dass@manchester.ac.uk Tel: 0161 – 275 7512

A copy of the University's Disability Statement, which sets out the policy and provision for students with a disability, is available on request or available from <http://www.dso.manchester.ac.uk/>

DIGNITY AT WORK AND STUDY FOR STUDENTS

The University seeks to create a study environment which is free of harassment and which protects the dignity of all students irrespective of sexual orientation, racial or ethnic background, religion or disabled status. It regards sexual, racial or personal harassment as most serious and requires all students to observe its policy in this area. Personal harassment takes many forms. It is uninvited and unwanted actions, which cause offence and/or embarrassment, fear, stress or tension. It can be an isolated act such as a comment or wilful gesture, or it can take the form of repeated behaviour against a person.

In cases where a complaint of harassment is substantiated, the individual responsible may be subject to disciplinary action under General Regulation XVII (Conduct & Discipline of Students), in APPENDIX 1.

The University Policy Statement on Dignity and Work and Study for Students is available in the A-Z of Services. This document contains details of the University Resources, policies and procedures and will be given to all students at registration. If you prefer to access the full university policy on-line it is located at the following web address:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=22733>

OCCUPATIONAL HEALTH SERVICE

Crawford House, 4th Floor, Booth Street East, Manchester M13 9QS – Tel: 0161 306 5806

Monday – Friday between 9am – 4pm.

On-going support to all students is provided by the Occupational Health Department. The aim of this Service is to promote the health and well-being of all students and the prevention of illness and injuries at work. This is achieved by ensuring all immunisations are kept up to date; managing mild illnesses at work; giving advice and assistance on all health matters arising from work and providing crisis Counselling where required.

In making decisions concerning medical fitness for the programme, the Occupational Health Department ensure that they comply with relevant legislation, e.g. The Disability Discrimination Act 1998. The Occupational Health Physician and Occupational Health Nurses are all bound by the Code of Professional Conduct as set out by the BMA and NMC and complete confidentiality is maintained at all times.

Further information on the services provided by the Occupational Health Service can be found at their website: <http://www.occhealth.manchester.ac.uk/>

COUNSELLING SERVICE

5th Floor Crawford House, Precinct Centre, Booth Street East – Tel 275 2864

The Counselling Service offers confidential help with any personal issues affecting work, self-esteem, relationships, mental health or general well-being available to all University of Manchester students. The team have qualifications in counselling and psychotherapy and provide a range of therapeutic responses to all kinds of personal problems.

Further information on the services provided by the Counselling Service can be found at their website:

<http://www.studentnet.manchester.ac.uk/counselling/>

UNIVERSITY CENTRAL SUPPORT SERVICES

In addition to the support services provided through the Division, the University offers a wide range of services to Students. Most of these are based on the main campus on Oxford Road. For full details of the following services, please refer to **A-Z of Student Services**

- Student Guidance Service
- University Counselling Service
- Student Health Service
- Nightline
- Manchester Student Homes
- Overseas Students
- English Language Teaching Unit
- Careers Service
- Security
- The Postgraduate and Mature Students Society
- Disability Support Office
- Computer Facilities Available in the University and the Guide to IT Services is located at: <http://www.itservices.manchester.ac.uk/>

DIVISION STUDENT SUPPORT OFFICE

The Student Support Office has a full time Student Support Manager, Janet Ellis, and an intern who has recently graduated from the University.

Support is offered for academic or personal issues; preparation for Concerns Review Panel, disciplinary hearings and appeals; and information on and referrals to specialised support within the Division, the University or outside agencies.

The Student Support Office also facilitates student representation and the peer mentor schemes. If you are interested in getting involved email for further information.

To arrange a meeting please contact sso.intern@manchester.ac.uk

Telephone: 0161 306 7717 / 7725

Room 3.335B, Jean McFarlane Building

Division Student Council

The Student Council was established in February 2005 to support student nurses, midwives and social workers. The council aims to promote the enrichment of the student experience in clinical, academic, social and personal domains and promote advocacy of student issues through effective communication between students, staff, Hospital trusts and other related organisations.

To get involved in the Student Council please contact sso.intern@manchester.ac.uk

STAFF STUDENT LIAISON COMMITTEE

Student representatives are required to regularly attend the Staff Student Liaison Committee, held five times per academic year. The Staff Student Liaison Committee addresses issues of common concern across programmes.

To become involved in the Staff Student Liaison committee please contact

sso.intern@manchester.ac.uk

PROGRAMME MANAGEMENT

ROLE OF THE PROGRAMME COMMITTEE

The Programme Committee is responsible for the review procedures of their respective programmes. Reports are reviewed by the PGT Consortium Board and include programme development, variety of programme options, assessment of individual units and any other matter relating to the Programme. Each programme committee invites student representatives from each year group. Student participation is very much welcomed.

The Programme Committee will be responsible for operational management and development issues in relation to the programme and its component course units. It will oversee admissions, teaching and learning (academic and practice), academic adviser arrangements, assessment and examining arrangements, student issues and curriculum development. The committee will review the programme annually in accordance with the

University's continuous monitoring process and make recommendations for curriculum development and any appropriate changes in response to student feedback/evaluation and external examiners' comments. The committee will meet 3 times per semester.

Membership of the Programme Committee will comprise all academic staff teaching on the programme, including the Programme Directors, admissions managers, assessment and examination managers and colleagues responsible for practice learning. In addition, the committee will have student and service user/carer representatives.

LEARNING RESOURCES

LIBRARY FACILITIES

The University of Manchester Library consists of the Main Library, Alan Gilbert Learning Commons (AGLC), and several site libraries, and provides you with the resources and support you need throughout your BNurs programme. The two most relevant locations for you are the Main Library and the AGLC. The Main Library houses all the essential textbooks whilst the AGLC provides a 24/7 learning environment.

As the third largest academic library in the country, and one of only five national research libraries, the Library has an extensive collection of resources, including eBooks, databases and journals available online.

The 'My Home' tab in MyManchester contains your library summary, including current loans, reservations and charges and links to the resource bank. Other Library services can be accessed via 'My Learning' within MyManchester.

Getting Started

You will need your student card to access all library sites around campus. Many of our services and resources also require you to confirm that you are a registered student. This authentication can be your student card, the ID number on the card, your Library PIN, the central username and password you use to log on, or a combination of these.

There is a subject guide for Nursing and Midwifery students giving all of the latest information on resources and services available to you. This is a good starting point if you are looking for any library resources or information related to your course.

My Learning Essentials is the name of the Library's study skills programme. As part of this programme we provide face-to-face workshops and online tutorials covering a wide range of subjects from presentations skills to referencing.

Each course module in Blackboard includes an online reading list so, you can quickly check availability and directly access e-books, digitised chapters and e-journals or articles.

The Main Library

The Main Library holds the principal collection of Nursing books and journals. Nursing textbooks are located on Floor 2 of the Blue Area, together with books in other related subjects. Nursing journals held in print are on Floor 1 of the Green Area in the Clinical

Sciences sequence; further relevant periodicals are shelved in other areas of the Main Library. [Library Search](#) is the name of the Library's catalogue. You can use Library Search to find out what items are available and where to find them, including eBooks and online journals. One of the great features of Library Search is that you can search down to the article level in journals (and databases) without having to go to the journal homepage.

The Main Library offers group study rooms, individual study space options and computer clusters. Wi-Fi is available throughout the building and a cafe lounge can be found on the ground floor. The Library has long opening hours and extends these during exam periods. Please check [Locations and Opening Hours](#) for full details on opening hours and facilities.

The Alan Gilbert Learning Commons

The AGLC is a state-of-the-art learning environment with 24/7 opening hours throughout term-time. The Learning Commons has flexible open learning spaces with multimedia facilities, computer clusters and 30 bookable group study rooms with whiteboards and media screens.

IT FACILITIES

Details of IT Services Support Centre and FBMH eLearning Support

University Computer Facilities

Students at the University have access to a wealth of resources including research support services, PC clusters, email and Internet access, wireless access, Microsoft applications, printing facilities, network document storage, student portal, eLearning environment and the extensive electronic resources managed by The University Library.

As a new student you will be introduced to the University's IT facilities at your induction. In addition to your Faculty and Division IT provision, you will find IT facilities in areas of high student use, such as Jean McFarlane Building (George Kenyon cluster), John Rylands Library and the Joule Library. The two libraries also house the IT Service Desks where you can get help and information.

You will find the most up-to-date information about IT services on the [IT Services website](#). Packed full of information, the website provides details of the services available to users including useful information about day-to-day help and support and information about protection from the latest viruses etc. We recommend you visit the 'Getting Started' section of the site first.

University PC Clusters

The University's Public PC Clusters are available for any staff or student to use. Operated on behalf of the University by the IT Services division, they are present at various locations on campus and also in some Halls of Residence. Opening times for each cluster will vary but at least one cluster operates 24/7 and two clusters operate extended opening times including weekends.

Some clusters will be booked for teaching and learning purposes at various times, therefore you are advised to visit the website:

<http://www.itservices.manchester.ac.uk/pcclusters/pcclusterlocations/> or the Central IT Service Desk for the latest opening times and PC Cluster information.

Student IT Support Helpdesk

Tel 0161 306 5544

E-Mail: it-servicedesk@manchester.ac.uk

Divisional Computer Facilities

Computing facilities for the Division are available on the 1st floor of the Jean McFarlane Building.

The facilities provided have nursing specific applications and there are 40 computers. Access to the Internet is provided by Microsoft Internet Explorer only. Students can access the full range of online resources available including Blackboard and the University Library electronic resources.

Printing has to be paid for, via print credits purchased from the Manchester Computing Shop or print robots situated around the University's campus.

Access to the computers is via a standard University username which is obtained from any of the main campus computers displaying the standard log in screen or from the registration computers at Jean McFarlane Building, by answering the questions when prompted students can gain access to and receive their username and password. This will enable them to use any of the computers to which any student has access.

STUDY SKILLS

Each student will start their programme with a mix of different skills. We have identified a number of Study Skills that are vital for you to master early in your study, in order to achieve your full potential on the programme. These include academic writing, Harvard Referencing, Using IT software, Numeric and Literature skills.

The Study Skills Unit is available in your programme Gateway on Blackboard – select 'On Your Programme' section and the link to 'Study Skills Support' In addition you can visit the Palgrave publishers website as this also contains information regarding study skills and is freely available to all students www.skills4study.com. There is a specific section on plagiarism referencing and critical thinking skills which can be accessed as an audio presentation by clicking onto the MP3's icon button or by following.

Each programme of study will provide an introduction to relevant study skills during enrolment. If you feel that you may have a learning disability further assistance may be available, please see your Academic Advisor or the Disability Support Officer at the Jean McFarlane Building.

SOCIAL & WORKING SPACES FOR STUDENTS

The Jean McFarlane Building has a central atrium which provides comfortable and flexible spaces for students to meet or work. Wi-Fi is available in the atrium. **Faculty of Biology, Medicine and Health Online Skills Training Resource**

The Faculty has developed a skills training resource to support you through your postgraduate taught programme. This online material should supplement the assessed learning material and activities undertaken in your taught programme.

Accessing the online skills resource

You can access Blackboard through the My Manchester portal (<http://my.manchester.ac.uk>). The skills training resource is available in an academic community space available to all registered PGT students in the Faculty through Blackboard. *If you cannot see these units in your Blackboard, please contact your Programme Administrator.*

Content

Full details of all these resources can be found in the introduction to each unit. These resources have been designed to give you formative feedback on your progress through them. If you experience any problems and would like to talk to someone please contact your Programme Director. If you have questions about referencing and how it applies to your own work, please contact your Programme Director or supervisor/module lead.

Academic Writing	This is an excellent resource that supports you to write your assignments. It is split into units that focus on key areas that previous students have found difficult and aims to enhance your academic writing style.
Research Methods*	This course is split into 3 units that cover introductions to study design and dissertation skills. It has several online quizzes where you can test your knowledge.
Statistics*	The course provides a valuable foundation for understanding and interpreting biostatistics. It aims to provide you with the fundamentals of quantitative analysis.
Presentation Skills	This short interactive unit is designed to help you to enhance your presentation skills. Regardless of whether you are presenting in public, preparing for conferences, an oral examination or more informal settings this unit will give you the top tips to improve your delivery.
Qualitative Research Methods*	This unit has been designed to give you an introduction to Qualitative Research.
SPSS*	This is an introduction to statistics, using SPSS, a popular and comprehensive data analysis software package containing a multitude of features designed to facilitate the execution of a wide range of statistical analyses.

*** NOTE:** the material in this online resource is for reference and formative learning purposes only. In some of your taught programme you may be required to undertake assessed course units for Research Methods, Qualitative Research or Statistics. If your programme involves

taught units then you should refer to the Blackboard material relating to that course unit. Please contact your Programme Administrator if you are unsure which material relates to your assessed work. You will still be able to refer to the online skills resource in later years.

STUDENT PROGRESS AND ATTENDANCE REGULATIONS

The University of Manchester Regulations for Taught Masters Programme

The full University of Manchester Policy regarding the Regulations for Taught Masters Programme is located in the Student Community area of Blackboard and the University of Manchester intranet

<http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/teaching/degree/regulations/>

Admissions and Registration Requirements

Admission to the University and registration on a programme takes place at the start of each academic year of a programme of study. Admission and registration to the programme is subject to your agreement to comply with the University Statutes, Ordinances and Regulations and the payment of any required fees.

The University has a facility to allow you to carry out your academic and financial registration, including the payment of your tuition fees, via the web before you leave home. This simple, straightforward process will only take a few minutes. You will have to complete I.T. registration and academic registration before you will be allowed to proceed to financial registration. Ideally, you should complete all parts of the registration process before you arrive at the University. There may, however, be reasons why you are unable to complete financial registration online or you may prefer to use an alternative method for the payment of your tuition fees, e.g. via the University's telephone hotline (+44 (0)161 272 2350) or in person when you arrive. In either case, you are strongly advised to complete your academic registration before you leave home if possible.

At the end of the registration process, you will receive a University membership card (also known as a library card or swipe card) which lasts for the duration of the programme of study, **subject to annual validation and payment of tuition fees.**

Central registration is an essential process since it confirms your status as a student at the University of Manchester and ensures that personal and programme details are correctly recorded for University purposes and for statutory returns to the Higher Education Funding Council and other bodies. Central registration takes place on campus, at the start of the first semester of the academic year (September) and in the Student Services Centre on Burlington Street at other times of the year. Central registration is also available in some Halls of Residence around the campus.

ATTENDANCE AND ENGAGEMENT REQUIREMENTS

Lateness Policy

It is our expectation that students will be punctual and prepared to start working promptly at the start of the session to maximise learning time and opportunities.

Understanding that sometimes delays do occur for unavoidable reasons students are able to enter the teaching session up to 15 mins after the session has started.

It is expected that if students arrive late, they find a seat at the back of the room and enter quietly, causing as least disruption to the group as possible.

If students are registered as attending a session, they are expected to remain for the full session. Attendance may be checked at the end as well as the start of a session to ensure that this is taking place.

Attendance and Engagement

As a student on the MSc Adult Nursing programme you are required to attend both the University (for theoretical aspects of the course) and clinical placement (for practice-learning). In accordance with the NMC Stands for education, in addition to your 1075 advance standing hours, you will complete 3525 hours of learning over the course of your programme, 50% of which takes place in practice.

You are expected to engage fully with all both theory and practice components of the programme. **This includes attending/completing 100% of University timetabled teaching activities** (synchronous and asynchronous lectures, seminars, skills teaching, Academic Adviser meetings, etc.), practice hours for each clinical placement, and completing independent study as indicated on the timetable.

Reporting Absence

It is important that you are aware of attendance expectations and keep the Division appropriately informed of any issues affecting their ability to attend either theory or practice. If you are unable to attend you must notify the Division at the start of your period of absence. This can be done by submitting a **Self-Certification of Illness Form** or a **Notification of Absence Form**; in exceptional circumstances you may email the [Programme Administration Team](#)

You should detail the reason for the absence (for example: sickness, childcare) and the anticipated length of the absence. If you are absent on placement days should also contact your clinical placement to inform them of your absence as a professional courtesy. You should also notify your academic adviser of any sickness or absence affecting your attendance.

The Division differentiates between authorised and unauthorised absence from the programme. Absence from the programme can be authorised due to documented sickness, or by an Academic Adviser or Programme Director for other reasons. Please note that due

to NMC regulations, all absences including authorised absences must be made up in order to complete the programme.

Absences due to sickness of between 1 and 7 days can be self-certified by returning a **Self-Certification** form (completed within 7 days of your absence). Sickness absences of more than 7 days can only be certified by a doctor's note. Absences due to other reasons such as carers leave, compassionate leave or attendance at an interview or conference can be authorised by an Academic Adviser who will complete an authorised absence form which is submitted to the Programme Office.

Links to both Self-Certification and Absence Notification Forms can be found on **Blackboard**.

If at any time your work or attendance is unsatisfactory, you will be sent notice in writing that, unless there is an improvement, you will not be permitted to take the examination or present coursework for the programme unit(s) concerned. In addition, you will be sent warning letters should your attendance fall short of that expected as part of your programme of study.

A student who receives due warning in writing that his or her work and attendance is unsatisfactory shall be offered the opportunity to appear in person before the Concerns Review Panel to explain the reasons for non-compliance. A written note of the meeting, stating any modifications to the actions he or she is required to take, shall then be issued to the student.

If the student fails to comply with such requirements, the Concerns Review Panel may decide to refuse the student permission to take the relevant examinations or other assessments, with the consequence that he or she will be excluded from the Programme. The Concerns Review Panel shall send notification of decision forthwith to the student's registered home and study time addresses. A copy of the notification shall also be sent to the Registrar and Secretary.

[Note: In instances where the Concerns Review Panel is satisfied that circumstances exist, which show good cause for the student's failure to comply with the work and attendance requirements, alternative action may be determined, such as interruption from the programme of study for a specified period of time.]

No student shall be refused permission to take an examination or other form of assessment on the grounds of unsatisfactory work and attendance unless the warning referred to in paragraph 7 above has been issued.

A student who has been refused permission to take an examination or other form of assessment on the grounds of unsatisfactory work and attendance may submit an appeal against that decision within ten working days of the notification of the decision in accordance with the provisions of Regulation XIX [Academic Appeals].

In order to allow sufficient time for completion of the procedure described in paragraph 11 above, the latest date upon which notification of a refusal may be issued is the last teaching day of the second semester prior to the Easter vacation.

<http://www.regulations.manchester.ac.uk/regulation-xx/>

Attendance Monitoring System

Due to the professional nature of the course there is a **100% attendance expectation**. Any time missed must be made up in order to meet the requirements of the NMC.

This year the University has introduced a new Attendance Monitoring System. You can **find out more about My Attendance here**. If you have any questions at all about the system then please contact the Programme Administration Team.

On theory days, you should complete the register available via the MyAttendance link in MyManchester.

For **synchronous** (live face-to-face or online) sessions, which you must attend at the stated time, your registers will be available 10 minutes before the start time of each activity until the end of the activity via the MyAttendance app in MyManchester. Unless instructed otherwise by your lecturer, **it is your responsibility to register yourself as present at all activities**

For **asynchronous** (recorded online) sessions, that are in your timetable but that you can view during a 7 day period, you can:

EITHER

complete the registers in MyAttendance if you undertake the activity during the timetabled slot

Process as above

OR

complete the registers embedded within each of your units in Blackboard. These registers will be available from the start time of each activity and will remain open for 7 days. You should only sign the register once you have completed the session i.e. listened to a recorded lecture.

It is your responsibility to ensure that you register your attendance. It is expected that the method of registering attendance at asynchronous sessions will move to the MyAttendance system during the course of your programme but you will be advised of this when it happens.

Any theory session that is missed needs to be completed through private study. You need to complete the work and then fill in a Missed Teaching form. The form should be sent, along with any supporting evidence, to your unit teacher/unit lead for approval. Some sessions cannot be made up via the missed teaching process. You will be advised about other options for catching up this missed learning opportunity.

On practice days, you must report your absences to the Trust and the Allocations Team, irrespective of plans for the time to be made up.

Trigger points for absence

In order to support academic attainment and monitor wellbeing, Academic Advisors will be given regular updates of their Advisees' attendance profiles. Students who reach trigger points (detailed below) will be flagged to the Programme Manager / Academic Advisor for follow up.

The role of the Programme Manager / Academic Advisor in attendance monitoring is a supportive one, to ensure that you are well and engaging with the programme. Academic Advisors will treat cases of poor attendance on an individual basis, but would normally complete a 'poor attendance interview' and agree a range of actions with you. These may include regular meetings, referral to Occupational Health or revisiting guidance on the attendance requirements.

Trigger point	Detail	Action
First	10 hours of unauthorised absence	Programme Manager contacts student to ensure they are aware of absence notification procedure, reminds of how to make up missed session and encourages student to seek support from AA if there any issues affecting attendance (AA copied in).
Second	15 hours of unauthorised absence OR Ongoing problems with attendance relating health or personal difficulties	Academic Advisor informed and student invited to a meeting to discuss their attendance; practice attendance will also be reviewed. A plan for making up missed theory and/or clinical hours agreed. An informal warning may be issued, with requirement to improve attendance.
Third	20 hours of unauthorised absence OR Ongoing problems with attendance relating health or personal difficulties	As above. A formal warning may be issued, with requirement to improve attendance.

Forth	25	As above.
	unauthorised absence	Programme Director informed.
	OR	Student may be compelled to interrupt the programme, or asked to clarify whether they have withdrawn.
	Ongoing problems with attendance relating health or personal difficulties	Student may be referred to Health & Conduct Committee.

Consequences and sanctions

Academic Advisors aim to support students to full attendance. If you do not meet the attendance requirements despite supportive measures you may be compelled to interrupt the programme or be invited to the Fitness to Practise / Health & Conduct Committee. Sanctions of the Fitness to Practise / Health & Conduct Committee in matters of poor attendance include formal written warnings, requiring you to repeat their year of study, discontinuation from the programme and referral to the Faculty of Biology, Health & Medicine Fitness to Practise Committee. The guidance on Managing Attendance and Reporting Absence can be found in **Add in Appendix** and on **Blackboard Link**.

If you are absent without explanation or contact for an extended period you will be asked to formally clarify your intentions regarding the programme. Failure to respond to this will lead to discontinuation from the programme, using the last known date in attendance.

Advice & Support

You are encouraged to be proactive in seeking support and managing any issues that impact your attendance or wider ability to engage with the programme. Academic Advisors are the primary source of pastoral support within the programme, but you may also access support from the Programme Director and Student Support Office within the Division, as well as University services including Occupational Health, the Disability Support Office and the Counselling Service.

Academic Appeals (Regulation XIX)

The purpose of the Appeals Procedure is to safeguard the interests of all students. It may be used only when there are adequate grounds for doing so and may not be used simply because you may be dissatisfied with the outcome of your assessment or other decision concerning your academic position or progress.

The appeals process may be used by students who wish to appeal against a decision of a board of examiners, or a progress committee, or a graduate committee or equivalent body which affects a students' academic status or progress in the University.

The full procedures can be found at:

Academic Appeals (Regulation XIX)

Basic Guide to Academic Appeals

The Faculty contact for Academic Appeals and Student Complaints is

Room 3.21, Simon Building, University of Manchester, M13 9PL (e-mail: FBMHappealsandcomplaints@manchester.ac.uk)

Sharing Information

The University may share appropriate information relating to your health and/or conduct with external organisations such as your professional employer(s) (for example, relevant NHS Trust Professional and Statutory Regulatory Bodies (PSRB), placement and training providers and/or regulator (such as [Note – ideally this should be tailored for each programme handbook, with the name of the relevant regulator included])). This may occur where concerns in relation to your health and/or conduct arise and the University considers it necessary for them to be disclosed to one or more of the above organisations. The University's Privacy Notice for Registered Students (which is accessible via this link: <http://www.regulations.manchester.ac.uk/data-collection-notice/>) includes further information about how the University may use and process your personal data, including the legal basis and conditions which may be relevant to such processing (see section 6 of the Privacy Notice). The University will only disclose special category data (such as data relating to your health) to a third party organisation where one of the additional conditions are satisfied (see section 9 of the Privacy Notice), including where processing is necessary for reasons of substantial public interest.

CERTIFICATION OF STUDENT ILL HEALTH

You should always consult your GP (or for emergencies the Accident and Emergency Department of a hospital) if your illness is severe, if it persists or if you are in any doubt about your health. You should also consult your GP if illness keeps you absent from the University for more than 7 days including weekends.

If you do consult a GP and they consider that you are not fit for attendance at the University, then you should obtain a note from the doctor to that effect or ask them to complete Part III of the University form 'Certification of Student Ill Health' copies of which are available at local

GP surgeries.

You should hand this certificate to your programme secretary at the earliest opportunity but within seven days of your return to work/university.

If your condition is not sufficiently serious to cause you to seek medical help, then the University will not require you to supply a doctor's medical certificate unless you are absent from the University due to illness for more than 7 days (in which case see above). You **must** however contact the department as soon as possible and self-certify your illness (that is complete and sign the "Certification of Student Ill Health" form to state that you have been ill) as soon as you are able to attend the department. You should do this if your illness means you are absent from the University for any period up to 7 days (see i below) or if you are able to attend the University, but your illness is affecting your studies (see ii and iii below).

The following sub-paragraphs explain what you should do if your illness affects your attendance at compulsory classes or if you consider that your performance in your studies/examinations has been impaired.

i) If you are unwell and feel unable to attend the University to take a compulsory class, assessment or examination then you **must** seek advice by contacting your department immediately, in person, through a friend or family member, by telephone or by email. This is to ensure that you understand the implications of being absent and the consequences for your academic progress, which might be quite serious. **You must do this as soon as possible so that all options can be considered and certainly no later than the day of your compulsory class, assessment or examination.** If you do not do this then you will normally be considered have been absent from the class without good reason, or not to have taken the assessment or examination in which case you will be given a mark of zero. You **must** also complete and hand in a "Certification of Student Ill Health" form on your return.

ii) You may be unwell but are able to proceed with an assessment or examination and yet you feel that your performance will have been impaired. If you wish this to be considered as an extenuating circumstance, you **must** inform your department about this on the day of the assessment or examination and hand in to your department a completed "Certification of Student Ill Health" form. If you leave this until later, it will not normally be possible to consider your illness when assessing your performance.

iii) If, as a consequence of your illness, you wish to seek an extension to a deadline for submitting assessed coursework, you **must** complete a "Certification of Student Ill Health" form and discuss it with the appropriate person in your department. The application for extension **must** be made **BEFORE** the deadline and **not** retrospectively.

iv) You may be under occasional and ongoing medical attention, which affects your studies. If so, you should obtain a letter from your physician, which should be given to your department before the end of the January, May/June or August/September examination period, as appropriate, if you wish your condition to be considered as an extenuating circumstance.

Further guidance on the effects of absence or under-performance can be found under the section titled: **Fitness to Practise Committee and Summary Disciplinary Panel.**

Notes:

- i. Certification of Student Ill Health forms are available in all departments and halls of residence, and a copy of this form can be found in the Student Gateway area on Blackboard.*
- ii. Your department will give you guidance on the effect of any absence from your studies or if you consider your illness has affected your studies. If you have repeated episodes of ill health which is affecting your studies, your department may refer you to the Student Health Centre.*
- iii. If you are found to have been deceitful or dishonest in completing the 'Certification of Student Ill Health' form you could be liable to disciplinary action under the University's General Regulation XX: Conduct and Discipline of Students.*
- iv. The use of the 'Certification of Student Ill Health' forms by GPs as described above has been agreed by the Manchester Local Medical Committee. A GP may make a charge for completing the form.*

ATTENDANCE AND SICKNESS ABSENCE ON PLACEMENT

Whilst on Practice Placement, students must attend 100% of their Placement working days. Placement days and hours are agreed between the placement provider/ agency, Practice Educator, student and Practice Link Tutor at the start of each placement.

Students who are unable to attend the placement are governed by the same regulations as Programme attendance regulations for definition of sickness, absence, unauthorised absence and punctuality as outlined in the student Programme Handbook (regarding sickness, absence, unauthorised absence, un-scheduled breaks/leave). In addition, students must follow the placement agency's procedures for reporting as sick.

Students are required to complete 100 days on placement and must keep a record of the days completed on placement. The proforma provided in this handbook should be used and included in the portfolio. Students are expected to make up missed time (for sickness and absence) in agreement with the placement provider.

If the student is required to attend the University for recall days, any other form of scheduled teaching or student conferences, these days are not included in the 100 placement days.

A prolonged absence from placement will result in the student having to interrupt the course.

FREQUENTLY asked Questions

What to do if you are sick for more than seven consecutive days?

University self-certification forms only cover up to seven days of continuous illness. If you are ill for longer, you should consult with your GP or other appropriate health professional. In any case, you should consult your GP if your illness is severe, if it persists or if you are in any doubt about your health.

Repeated bouts of self-certificated short-term illness

The Division and the University has the right to investigate repeated bouts of self-certificated short-term illness. The outcome of such an investigation might include, for example, referral to Occupational Health or to a Concerns Review Panel.

What to do if you are absent through illness?

If you are ill/absent during **theory** (Division) weeks, on the first day of absence you should inform the programme secretary of the reason. You can telephone or e-mail to report this illness or you can ask someone else to report it on your behalf.

If you are ill/absent during **practice** (placements), on the first day of absence you should inform the person-in-charge of the placement area (or a designated deputy) of your reason for being absent. You should also inform your programme secretary of your absence and the reason why on the same day. You can telephone or e-mail to report this illness or you can ask someone else to report it on your behalf.

What to do if you are ill when an examination or assessment is due?

See the examination guidelines covered in this handbook

What to do after a period of absence through illness?

Within **seven days** following the end of a period of absence through illness, you must submit to your programme secretary a University self-certification form (Certification of Student Ill Health) explaining your absence through illness. Part 1 of this form needs to be completed and signed.

If returning from being absent for other reasons you must complete the absence form and hand this into the programme secretary. This will ensure that you are recorded as having returned from sickness/absence.

INTERRUPTIONS FROM THE PROGRAMME

For all forms and the flowchart relating to this policy, please see the Student Gateway area on Blackboard.

Principles for Granting Interruptions to an Undergraduate or Postgraduate Taught Programme of Study

Background

It is the expectation of the University that as postgraduate taught students you will pursue your studies on a continuous basis for the stipulated duration of your programme. It is understood, however, that you may encounter personal difficulties or situations, which may seriously disrupt your studies.

If you encounter such difficulties, which may result in the prolonged interruption of normal activity and where it becomes clear that continuation of your studies is not possible, you may be granted a temporary interruption to your studies at the discretion of the Division.

The decision to approve, either in full or in part, or to reject an application for a leave of absence would normally be taken by people who are remote from the process of giving advice to you and counselling you on any alternatives.

Monitoring

All applications for interruptions should be made in writing on the Division or Faculty pro forma with attachments as relevant. The outcome of the application will be relayed to you in writing.

Divisions will report quarterly to the Faculty the outcomes of all applications received.

Criteria to be applied

Any application to interrupt a programme must be made before the beginning of the proposed leave of absence with the support of your Programme Director. The Programme Director (or equivalent) will be responsible for discussing with you any circumstances that may result in you requesting an interruption to your studies. The application for interruption should be made on the relevant Division or Faculty pro forma with the Programme Director responsible for submitting the request to those designated by the Division for considering such requests.

The Programme Administrator has overall responsibility for handling the administrative arrangements resulting from any interruption that is approved.

The Programme Administrator will notify any relevant parties of your interruption and update any systems as required, following the current procedures at that time.

Both you and your Programme Director should note that retrospective applications for a leave of absence will only be considered in the most exceptional circumstances.

Each request for a leave of absence will be considered on an individual, case-by-case basis and any decision made will be at the discretion of the University.

The duration of your period of absence may have to be determined by your status in the course. For example, if you interrupt during the taught element of the course, your return may be dictated by the availability of the course modules that you have missed. A period of interruption would not normally be for more than a complete year.

Where you are granted an interruption to your programme of study for medical reasons, the Programme Administrator will ensure, prior to your re-registration, that you provide the Division with a note from your healthcare professional, which states you are fit to resume your studies.

NB *In the case of non-EU students in the UK on a student visa or residence permit, the University is legally required to report to the government (check embassy/sponsor) any interruption of studies. International students should be referred to the International Advice Team in the Student Services Centre to discuss the consequences of taking an interruption.*

International students in the UK on a student visa are not normally permitted to study part-time and it is essential that they seek impartial immigration advice from the International Advice Team in the Student Services Centre before considering this option.

During the interruption

During the period of interruption, your registration status will be classified as 'leave of absence' (LOA) and no tuition fees are payable. Where tuition fees have already been paid, they will be refunded or held over by the University. However, if you are refunded in one year and you return in another year, you will have to pay the higher rate of fee. If the University holds the money for you, you will not have to pay the higher fee.

Note: In Campus Solutions, an interruption is recorded as a 'leave of absence' (LOA). The program action reason for the LOA will be defined as 'interruption' or 'maternity leave' as appropriate.

During the leave of absence period, you will not be entitled to supervision and will have limited access to University facilities: you will not be able to use swipe cards or the library but will have access to your student IT account, the student portal, email and Campus Solutions.

Return from interruption

Upon return from a period of interruption, you must inform your Programme Director and Programme Administrator. You may be required to register on your return from a leave of absence; this is dependent on your registration cycle and the date of your return to studies.

The Division administrator will notify your funding organisation (if applicable, in cases of PGT students) once you have returned from interruption and re-registered for your programme of study.

Where the leave of absence was permitted for serious medical problems, you must provide a note from your healthcare professional that states you are fit to return to studies.

You can be withdrawn from the programme if you do not return to your studies at the appointed time or if you do not notify the appropriate administrative contact on their return as specified in the interruption letter.

Failure to return from a period of interruption if you fail to return and re-register after 30 days of your expected date of return following an interruption, and there has been no response to the Division's efforts to contact you, then you can be deregistered from the student system.

Students' right to appeal

If the Division declines your application for interruption, you have the right to appeal against this decision. In this instance, you are advised to refer to the University's Academic Appeals regulation ([General Regulation XIX](#))

Maternity leave – you may interrupt your studies for the purpose of maternity leave at any time from 28 weeks of the pregnancy for a maximum period of 12 months during your degree. The period of leave must be taken in one consecutive block.^[1]

Adoption leave – if you are adopting a child may interrupt your studies for a maximum 12-month period during your degree. The period of leave must be taken in one consecutive block.

Supporting documentation

Medical evidence – a doctor's note or note from another medical professional should be submitted in support of an interruption based on a prolonged or acute medical condition

Other documentary evidence – appropriate third-party independent supporting or collaborative documentation is required. Where there is considerable personal or family difficulties that have led you seek leave of absence, these circumstances should be fully explained. The Division will determine, on an individual case-by-case basis, if the documentary evidence supplied is satisfactory.

The Division reserves the right to contact any person named in a submission to seek further clarification or further information. Please note this will not be done to remedy omissions in the completion of the documentation by you the student/Programme Director, or to seek supporting evidence when not supplied

In the case of PGT students, where requests for an interruption after the taught component of your programme has been completed, you must produce a document detailing where you are up to and how you will complete your project within the time frame on return from your leave of absence. This time plan must be approved by the Programme Director or your supervisor.

A supporting letter from your sponsor/funding body may be also required.

All information on the form is treated as STRICTLY CONFIDENTIAL.

Before requesting an interruption to your programme of study, it is important that you consider the implications of interrupting. Help and advice can be obtained from your Division or from the Academic Advisory Service, the University Counselling Service or the Students' Union Advice Centre.

More guidance can be found [here](#)

PREGNANT STUDENTS PROTOCOL

If you become aware that you are pregnant you should initially inform your Academic Advisor. You should arrange to meet with your Academic Advisor to secure a referral to Occupational Health and to discuss your plans for maternity leave. You should also examine with them the implications for your studies in relation to sharing information with clinical colleagues if on placement and the need to secure a formally agreed authorised absence from your studies via the interruptions policy as extant within undergraduate programmes.

In all instances you are required to inform the School of your pregnancy and to secure an appointment with [Occupational Health](#) to ensure that all necessary support mechanisms and reasonable adjustments are in place to protect yourself.

Prior to any period of interruption, you will need to meet your Programme Director and Academic Advisor to formalise and agree the interruption. At this interview you should complete a Request for Interruption Form and agree the date of interruption and a provisional return date. It is your responsibility to contact the school 15 weeks prior to your return to confirm your intentions.

If you would prefer to take a shorter period of leave you should meet with your Academic Advisor and Programme Director to agree the date of the interruption and a provisional return date, and to discuss how any assessment or time away from practice would be made up following a return to the programme.

You are required to provide the University with some form of confirmation of the pregnancy before commencing maternity leave, for example, a MATB1 form, which is available from a GP or midwife. This form is usually provided once a pregnancy has been established for 20 weeks.

If you are in receipt of the Learning Support Fund (LSF) – Training Grant, Parental Support and Exceptional Support Fund – you may be considered for continued payment up to the last date of the payment term in which you began your authorised period of leave. There are 3 terms in the LSF payment year: November, March and May. No further LSF payments will be made until you return to the programme.

Please self-refer to Occupational Health in the first instance if you experience any problems with your pregnancy that you feel impacts on your programme of study.

Pregnant Students and Practice Placements

For students engaging in clinical practice a Risk Assessment will be required:

Students must inform the placement manager of their pregnancy on each placement so that a risk assessment specific to the area can be undertaken and recorded. Likely areas to be considered may include:

- Participation in manual handling procedures

- Exposure to radiotherapeutic investigations

- Sequencing and length of shift patterns

- Exposure to infectious disease

- Working in Theatres

- Preparation and administration of cytotoxic chemotherapeutic agents

- Exposure to hazardous waste

- Provision of Uniforms

- Access to rest areas

Students who are non-responders to Hepatitis B vaccination, may require restrictions to practice based on risk assessment.

Students Returning to Study

You will be informed that you must take at least two weeks compulsory leave following birth by law: Pregnancy and Maternity Rights.

It is your responsibility to contact the school 15 weeks prior to your return to confirm your intentions.

You will be required to have a review with Occupational Health prior to your return to secure clearances to recommence your programme of study.

UNSATISFACTORY PROGRESS

If you fail to satisfy the Examiners in any assessment of your taught units, you may be permitted a reassessment on one further occasion. You must present your work for reassessment in the next available University examination period.

If you are undertaking a Master's degree, you may not be permitted to proceed to, or present your project until you have satisfied the examiners that you have successfully completed all assessments for the taught part of the programme.

FITNESS TO PRACTISE COMMITTEE

The University is required to ensure that students on any programme, which includes practical training in a professional role and leads to the right on completion to practice as a registered professional, are of good health and good character. It is a requirement of the Nursing and Midwifery Council (NMC) that, when a student completes the programme and applies for registration, the University confirms that the student is of good health and good character. Further information on health and character as a nursing or midwifery student can be found here: <https://www.nmc.org.uk/education/becoming-a-nurse-midwife-nursing-associate/guidance-for-students/>

The University has a duty to safeguard present or future patients, clients and/or service-users, staff, the student, other students and/or members of the public; protect the health and wellbeing of the student; comply with the requirements of the NMC and uphold the reputation of the profession. If during the programme there are concerns about a student's character or health, that give rise to concerns about the student's fitness to practise, professional behaviour and/or suitability for the programme and/or registration with the NMC, a referral may be made to the School of Health Sciences Fitness to Practise Committee or the Faculty of Biology, Medicine and Health Fitness to Practise Committee. The Faculty of Biology, Medicine and Health Fitness to Practise Procedure can be found on [FFTP](#).

Information on Fitness to Practise related matters can be found at; www.tlso.manchester.ac.uk/appeals-complaints/fitnesstopractise

SUMMARY DISCIPLINARY PANEL

It is expected that students maintain good academic practice during their studies at the University. Academic malpractice is a type of misconduct which can be subject to the University's disciplinary processes <http://www.regulations.manchester.ac.uk/guidance-to-students-on-plagiarism-and-other-forms-of-academic-malpractice/>

The University is committed to encouraging and educating students in good academic practice and various courses and support are available to help students maintain good academic practice, this includes the online resource 'My Learning Essentials' <https://www.library.manchester.ac.uk/using-the-library/students/training-and-skills-support/my-learning-essentials/online-resources/>.

An Introduction to Referencing and Avoiding Plagiarism is provided by the Student Guidance Service at:

[An Introduction to Referencing and Avoiding Plagiarism](#) (Student Guidance Service)

The Student Support website provides guidance on Good Study Skills at:

<https://www.studentsupport.manchester.ac.uk/study-support/goodstudyskills/>

The Student Support website also provides guidance on avoiding academic malpractice: <https://www.studentsupport.manchester.ac.uk/study-support/academic-support/accessing-online-teaching-and-learning/assessments-and-exams/avoiding-academic-malpractice/>

In cases where an allegation of academic malpractice has been made, a referral may be made to the School of Health Sciences Summary Disciplinary Panel or the Faculty of Biology, Medicine and Health Summary Disciplinary Panel in line with a University's "Academic Malpractice Procedure" and "Procedure for Summary Disciplinary Panels". These documents can be found on [Blackboard](#).

Students on a professional programme of study may also be referred to a Fitness to Practise / Health & Conduct Committee should the programme judge the act of academic malpractice to raise concerns in relation to Fitness to Practise.

WITHDRAWING FROM THE PROGRAMME

Should you decide to withdraw from the programme at any time you will need to inform the both the Programme Director and the Programme Secretary of this fact in writing at the earliest opportunity. You will need to state the date from which you withdrew from the programme and your reasons for leaving. Ideally, we would like you to arrange to meet with your Programme Director so that you can be given careers advice and so that appropriate closure can be obtained for you, the student, and the University.

Failure to engage with the course may lead to the Programme requesting you to clarify your status. You will be given 2 weeks to respond (this must be in writing) upon which time if no response has been received the Programme will assume you have withdrawn yourself and update its records to reflect this decision.

CONFIDENTIALITY

By the nature of Practise, you will be exposed to confidential information about patients/clients and others. Breaching confidentiality may only be appropriate in exceptional circumstances. Inappropriate breaching of confidentiality is a betrayal of trust, a serious matter and as such may lead to disciplinary action by the employer or university.

You are reminded that information you are exposed to, may fall into two categories: i) that for use within the Public Domain, which is open and accessible, and ii) that which falls within the Private Domain and is confidential. There is also information that is deemed to be in the public's interest but not necessarily readily available. Care should be taken to ensure that these aspects of information/confidentiality are properly addressed within your work. If you are unclear on this subject, you should seek clarification from your Course Unit Leader.

You must not give information to the Press regarding events, which take place in the Division of Nursing, Midwifery and Social Work or any of the placement areas. Any enquiries from the Press must be directed to the Head of Division or the Senior Officer (if in a clinical placement). If you are requested to make a statement, help and advice should be sought from your academic advisor.

Although you are free to publish your own work, you are strongly advised to seek tutorial guidance first, since any work submitted for examination/assessment purposes remains the copyright of the Division.

SHARING OF INFORMATION WITH SECONDING EMPLOYERS AND PROFESSIONAL BODIES

If you are seconded to the University from your employer to undertake your chosen Programme of study should note the following:

- The university will not routinely share information about your progress and attendance with your seconding employers or professional bodies.
- However, circumstances may arise where it is appropriate for information held by the University or the employer, which may affect your progression and continuation on the programme of study or your employer support; to be shared between these parties.
- The University will respond to reasonable requests by employers or professional bodies for such information and may on occasion seek information from employers or professional bodies.
- Agreement to the sharing of such information if you are a seconded student is a pre-requisite for entry and continuation on programmes of study.
- If you who wish to be excluded from this agreement you should formally notify the Programme Director in writing, who will relay this information to your seconding employer.

GUIDE TO REFERENCING

HARVARD REFERENCING SYSTEM

Accurate referencing of all written work is essential as it enables readers to (i) assess the accuracy of the writer's interpretation of source material; (ii) check the writer's integrity; and (iii) easily seek out material that may be of interest to their own studies. All assignments completed for this programme of study are required to have a reference list.

Though there are many referencing/bibliographical systems around, the **Harvard system** is the system adopted by many of the prestigious nursing journals. More importantly, it is the system, which the Division of Nursing, Midwifery & Social Work has adopted. **This means that it is the only system**, which is acceptable for any work submitted by students within the Division.

The Harvard system is a **standardised** system. This means that certain conventions must be adhered to (though there is some room for flexibility). The Harvard system works on the principle that every text/article/book mentioned ("cited") in an assignment must have a matching full reference in the final reference list. Likewise, every full reference in the reference list must have been mentioned in the main body of the assignment. An additional "bibliography" (which in this context means a list of texts/articles/books used, but *not* mentioned in the main body of an assignment) is not required.

<http://subjects.library.manchester.ac.uk/referencing-harvard>

A guide to referencing is in the Exams & Assessments section of the Student Gateway area on Blackboard.

For any student who has cited throughout their summative assessment submission but failed to provide a reference list, the assessment will be marked, following which and a 10% reduction will be applied by the marker. A comment will be provided by the marker, in the feedback, noting the lack of a reference list.

This change does not replace or impact on the policy pertaining to academic malpractice

ACADEMIC MALPRACTICE, INCLUDING PLAGIARISM, COLLUSION, FABRICATION OR FALSIFICATION OF RESULTS

Guidance on Plagiarism and Other Forms of Academic Malpractice

As a student, you are expected to co-operate in the learning process throughout your programme of study by completing assignments of various kinds that are the product of your own study or research. For most students this does not present a problem, but occasionally, whether unwittingly or otherwise, a student may commit what is known as plagiarism or some other form of academic malpractice when carrying out an assignment. This may come about because you may have been used to different conventions in your prior educational experience or through general ignorance of what is expected.

The University uses electronic systems for the purposes of detecting plagiarism and other forms of academic malpractice and for marking. Such systems include TurnitinUK, the plagiarism detection service used by the University.

As part of the formative and/or summative assessment process, you may be asked to submit electronic versions of your work to TurnitinUK and/or other electronic systems used by the University (this requirement may be in addition to a requirement to submit a paper copy of your work). If you are asked to do this, you must do so within the required timescales.

The School also reserves the right to submit work handed in by you for formative or summative assessment to TurnitinUK and/or other electronic systems used by the University.

Please note that when work is submitted to the relevant electronic systems, it may be copied and then stored in a database to allow appropriate checks to be made.

For more information see the Divisions policy on Plagiarism and Academic malpractice including the potential Fitness to Practise implications student who hold a registration with a professional body.

Understanding Academic Malpractice

As further support for students, the Faculty of Biology, Medicine and Health has developed a module entitled "Understanding Academic Malpractice". This unit should be completed by all postgraduate taught students and will allow you to test your understanding of what constitutes plagiarism and academic malpractice. You can access the resource via Blackboard. Log in to My Manchester and click on the Blackboard tab. The online skills training resource will be listed under the My Communities heading (below your course units). The module should be completed as soon as possible after you begin your programme but must be completed before you submit your first piece of academic writing for assessment.

SUBMISSION OF ASSESSED WORK

When submitting work for summative (formal) assessment you need to ensure you meet the following requirements:

1. Submit work before the submission deadline date/time has elapsed as failure to do so can result in imposition of severe penalties. **See section 5.4**
2. Submit each course unit assignment via online submission through Blackboard. Where online submission is not available an alternative method of submission will be provided.
3. When submitting assignments electronically you must complete the submission page and when asked to enter the submission title, **must** enter your 7-digit University ID Number (this can be found on your student I.D./library/photo card). **Failure to follow this explicit instruction will result in a 'Fail to submit'.**
4. When submitting your assignment online, **this must** include your reference list as part of the same document.
5. **Do not write any candidate name on any part of the assignment** as the assessment process is supposed to be anonymous.
6. Submit all assignment work **by 12 noon on the submission date.**
7. Gain a receipt for the work to prove that you actually submitted the work on time. For work submitted online print out and keep the e-receipt for your records.

8. If posting work into the department, make sure it reaches the department by the submission date so make sure sufficient time is allowed for any work to reach the department. (It is also advisable to send it by recorded delivery so that you have a receipt and proof of posting).
9. Confirm in writing that the work being submitted is your own work that it has not plagiarised and has not been submitted for any other form of assessment anywhere else.

Policy on Submission of Work for Summative Assessment on Taught Programmes

The policy refers to what is generally regarded as coursework for summative assessment, i.e. work such as essays, project reports and portfolios that contribute to a final mark. It does not refer to purely formative assessment that does not contribute to a final mark, nor to work that students must attend to complete, such as practical tests and written examinations. It is primarily concerned with deadlines, i.e. the dates and times by which work should be submitted, and with penalties for late submission.

Late Submission Penalty

Work submitted after the deadline without prior approval will be subject to a late penalty in accordance with the University Policy on Submission of Work for Summative Assessment on Taught Programmes. The penalty applied is 10% of available marks deducted per day/24 hours (from the time of the original or extended deadline), until the assignment is submitted or no marks remain.

Penalties for late submission relate to 24 hours/calendar days, so include weekends and weekdays, as well as bank holidays and University closure days.

The mark awarded for the piece of work will be reduced by:

- 10% of the available marks deducted if up to 24 hours (1 day) late
- 20% of the available marks deducted if up to 48 hours (2 days) late
- 30% of the available marks deducted if up to 72 hours (3 days) late
- 40% of the available marks deducted if up to 96 hours (4 days) late
- 50% of the available marks deducted if up to 120 hours (5 days) late
- 60% of the available marks deducted if up to 144 hours (6 days) late
- 70% of the available marks deducted if up to 168 hours (7 days) late
- 80% of the available marks deducted if up to 192 hours (8 days) late
- 90% of the available marks deducted if up to 216 hours (9 days) late
- 100% of the available marks deducted if up to 240 hours (10 days) late

If the assessment is submitted within 10 calendar days of the deadline, the assessment should be marked and feedback to the student provided. If this mark before the penalty is applied reaches the appropriate pass mark but the applied penalty results in a fail of the assessment, the student should not be required to resit the assessment as the original mark can be taken in lieu of a resit/referral and normal resit/referral procedures will apply. Further information and examples can be found in the Policy and associated Guidance documents below.

For work submitted more than 10 days late, it is regarded as a non-submission and need not be marked. In this case, a mark of zero will be awarded and normal resit procedures will apply.

The sliding scale should only be applied to first-sit submissions. For all referred (resit) assessment, any late submission will automatically receive a mark of zero.

For further information:

[Guidance on Late Submission](#)

[Policy on the Submission of Work for Summative Assessment on Taught Programmes](#)

Assignment Word Count

In accordance with the University [Policy on Marking](#):

Each written assignment has a word limit which you must state at the top of your first page. It is acceptable, without penalty, for you to submit an assignment within a range that is plus 10% of this limit. If you present an assignment with a word limit substantially exceeding the upper banding, the assignment will be marked but for every **100 words over the word limit (plus 10%)** the student will lose **1% mark**. For alternative assessments, refer to the course unit guide for specific guidance. The references and appendices should not be included in the word count. **All coursework should have a word count on the title page as outlined below.**

In accordance with accepted academic practice, when submitting any written assignment for summative assessment, the notion of a word count includes the following without exception:

- All titles or headings that form part of the actual text. This does not include the fly page or reference list.
- All words that form the actual essay.
- All words forming the titles for figures, tables and boxes, are included but this does not include boxes or tables or figures themselves.
- All in-text (that is bracketed) references.
- All directly quoted material.

Certain assessments may require different penalties for word limits to be applied. For example, if part of the requirement for the assessment is conciseness of presentation of facts and arguments. In such cases it may be that no 10% leeway is allowed, and penalties applied may be stricter than described above. In such cases the rules for word count limits and the penalties to be applied will be clearly stated in the assessment brief and in the submission details for that assessment.

MITIGATING / MITIGATING CIRCUMSTANCES

The University has a generic policy regarding mitigating circumstances which can be found at the following

<http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/assessment/section-reachingdecisionsfromassessment/policyonmitigatingcircumstances/>

A Basic Guide to Mitigating Circumstances **Policy on Mitigating Circumstances.**

Mitigating Circumstances Procedures to be followed in the Division of Nursing Midwifery and Social Work

Sometimes circumstances or events beyond your control may adversely affect your ability to perform in an assessment to your full potential or to complete an assignment by the set deadline. In such cases **mitigation** may be applied, i.e. treating marks or results in a way that recognizes the adverse impact that may have resulted from those circumstances or events, or waiving penalties that would arise from late submission.

Mitigation **will not result in the changing of any marks**, unless penalties for late submission are waived after an assignment has already been marked. Instead, mitigation may result in some marks being disregarded and the assessment being voided because it was adversely affected.

You should first seek advice from your academic advisor as to whether the adverse circumstances are sufficient to warrant consideration by the Division's Mitigating Circumstances Panel. Advice should also be sought as to whether it is in your own interest to consider alternative remedies such as a deadline extension, re-scheduling of an assessment within a current assessment period (if possible) or sitting an examination at the next available opportunity. In very serious cases, you might even be best advised to interrupt your studies for a period of time.

Circumstances or events that merit consideration may include: suffering a serious illness or injury; the death or critical/significant illness of a close family member/dependant; a significant family crisis leading to acute stress; unplanned absence arising from such things as jury service or maternity, paternity or adoption leave.

Circumstances that **will NOT normally** be regarded as grounds for mitigation include

- holidays and events that were planned or could reasonably have been expected.
- assessments that are scheduled close together.
- misreading the timetable or misunderstanding the requirements for assessments.
- inadequate planning and time management.
- failure, loss or theft of a computer or printer that prevents submission of work on time: you should back up your work regularly and not leave completion your work so late that you cannot find another computer or printer.
- consequences of paid employment.
- exam stress or panic attacks not diagnosed as illness.

MITIGATING CIRCUMSTANCES FLOWCHART

Requesting an Extension

- Additional attempt at assessment
- Discontinuation from programme

At time of assessment

or normally up to 5 working days after submission date

When Mitigation Presented

Possible Outcomes

Support and Advice

Before Assessment

Where Presented

Formal Appeal via the University Appeals Process Regulation XIX

After Results are Published

Exam Board may:

order attempt to be voided or permit a further attempt

Documentary evidence presented at Mitigating Circumstances Committee (SCC). If mitigation considered valid, SCC advises Exam Board

Mitigating Circumstances Form including documentary evidence presented to Examinations Office

- Extension of submission date
- Deferred assessment
- Time out/off programme
- (recorded in student file)

Short extension granted, normally up to two weeks

(recorded in student file)

Extension Request Form including documentary evidence presented to the Examinations Office

Extensions to agreed assessment dates are not granted as a right; but where exceptional circumstances exist you should normally request an extension in the following way:

Applications for extensions should be submitted to the Examinations & Assessments Office as soon as it is realised that an extension may be required. **Unless the circumstances are exceptional** this should normally take place **not less than two weeks before the**

submission date of the assignment.

It is expected that there would normally be two types of request for late submission; the first of these will be based on short-term needs. In other words, the extension required will be for **no longer than two weeks**. In this instance, you will need to contact the Examinations and Assessments Office, Room G.313 Jean McFarlane Building, who will liaise with the **Unit Leader** to renegotiate, agree and arrange a new deadline for the submission of the assignment.

The following process **must be followed**:

1. Normally not later than 3 days before the assignment submission date.

Submission of an extension form and supporting documentary evidence to the Examinations & Assessments Office, Room G.313 Jean McFarlane building, using the standard paperwork to be found on the student community area of Blackboard or in the receptacles outside the Examinations & Assessments Office. It is your responsibility to ensure that this form is completed accurately and is legible.

2. The relevant checks are made by the exams and assessments administrators to ensure that:

1. The submission is made in a timely manner.
2. Supporting documentary evidence from an independent third party is provided.

3. If these criteria are met, then the documents would be forwarded to the exams officer, who will assess the documentary evidence and its worthiness to support an extension request.

4. If endorsed, the exams officer will then sign the document and return it to the Examinations & Assessments Office who will then enter a new date for submission into the examinations grid (normally 2 weeks from the original submission deadline**) and create a new submission area on Blackboard. The most that can be sanctioned by the unit lead is two weeks.**

The second form of request will require an extension of **more than two weeks** as the underlying reasons for this form of request will be more complex or will take longer to resolve. The following process **must be followed**:

1. Normally not later than two weeks before the assignment submission date.

Submission of an extension form and supporting documentary evidence to the Examinations & Assessments Office, Room G.313 Jean McFarlane building, using the standard paperwork to be found on the Student Gateway area of Blackboard or in the receptacles outside the Examinations & Assessments Office. It is your responsibility to ensure that this form is completed accurately and is legible.

2. The relevant checks are made by the exams and assessments administrators to ensure that:

1. The submission is made in a timely manner.
2. Supporting documentary evidence from an independent third party is provided.

3. If these criteria are met, then the documents will be forwarded to the **Examinations Officer** in the first instance or the **Programme Director** as an alternate, who will assess the documentary evidence and its worthiness to support an extension request.
4. If endorsed, the **Examinations Officer** or **Programme Director** will then sign the document and return it to the Examinations & Assessments Office who then enter a new date for submission into the examinations grid and create a new submission area on Blackboard. In this case, the **Unit Leader** and the **Programme Director** will need to be notified of the situation by the **Examinations Officer** (or vice versa if the Programme Director approved the request.)

Please Note: If the form is **not received** by the Examinations & Assessments Office it will be **assumed that no extension** has been granted.

Whatever the reason for requesting an extension and whatever its duration, this needs to be **supported by appropriate documentation**. This documentation may take the form of a medical certificate or a letter written by a professional person. Letters from family members will not count as evidence. This documentation will then be available where appropriate at the **Examination, Progress or Mitigating Circumstances Committee** for discussion should this become necessary. The maximum extension that can be granted by an **Examinations Officer or Programme Director is one month**; longer extensions will need to be sanctioned at a **Mitigating Circumstances Committee**.

Decisions regarding Extension requests will be confirmed via email to your **University email account**.

Automatic extensions are normally given if you are ill in the two weeks prior to the submission date **provided the illness is certified by a doctor**. Some students with DASS requirements may be entitled to an automatic one week extension. DASS will notify the Division who will then put the appropriate recommendations in place. Where an automatic extension is not available for DASS requirements, students must still submit an extension request form in the usual way.

If the mitigating circumstances are extremely complex or severe then a mitigating circumstances committee may need to be convened in order to manage the situation in your best interests. The mitigating circumstances committee would comprise the Director of Postgraduate Studies, Academic Lead for Quality Assurance and Enhancement, Programme Director, Unit Leader, Academic advisor and Programme Examinations Secretary. It is expected that this committee would only need to be convened in extreme circumstances.

MARKING PROCESSES

- All work is assessed by at least one internal examiner and a sample of scripts across the range of marks will be moderated, including all fails.
- A selection of work is scrutinised by the external examiner (***Please Note: all work can be made available for the external examiner if required***)

- All examiners receive a copy of the assessment schedule, for the programme in September of each academic year. The schedule provides information on:
 - The name of the person allocated as the first and second internal examiners for each of the course units.
 - Submission dates – this is the date when first markers will be sent the work for scrutiny
 - Moderator Date – this is the date when the moderator should be sent the scripts for second marking
 - The date when the work will be sent to the external examiner
 - Dates of the examination's boards

Please note that the assessment schedule, containing dates and deadlines, are provided on the Exams & Assessments area of the student community area on Blackboard, so that the assessed work can be presented at the examination's boards identified on the schedule. Assessment dates are subject to change, it is therefore important to check the schedule for updates on a regular basis.

All examiners receive a copy of the marking criteria. This provides a guide as to how work should be graded; please see the Exams & Assessments section of the Student Community area on Blackboard for a copy of this document.

- **Marking Units:** All marks for credit-bearing assessment must be given as percentages.
- **Double Marking/Moderation:** The University has a policy for marking

<http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonmarking/>. All assessed work is moderated. This where one person marks all scripts, and a second person marks a sample of the scripts. For the MSc in Adult Nursing programme, the Research Project is double marked. This is where two markers mark every text independently before being sent to the external examiner.

- **Resolution of Marks:** Programme Committees have procedures whereby differences in marks can be resolved internally by the two markers or by the use of a third marker. In exceptional cases, the External Examiner may be asked to adjudicate and award an agreed mark.
- **Anonymous Marking:** The University has a policy of anonymous marking and anonymity of students at examination boards. It is appreciated that some types of assessment employed on taught masters programmes cannot be undertaken anonymously but programme management teams and examination boards follow this policy wherever possible.

FEEDBACK / RETURN OF MARKS

You will be provided with dates for submission of your assignments, practice documents and examinations, by the unit leader on commencing the unit.

You will normally receive provisional feedback, based on the internal marker's comments, three to six weeks after submission. This feedback is **provisional** and subject to confirmation of/by the External Examiner and ratification by the Examination Board. This information will either be emailed to you at your University student account or uploaded to the Divisions online results system for you to access through Blackboard.

1. Following external examiners approval and ratification you will receive the final feedback or e-mail to your University student account.
2. Any student who has failed will be notified in writing of the resubmission date following the ratification of results by the Examiners Board.
3. Any student, having failed a part or all of the assessment process for the second time, will be discontinued from the programme unless verified mitigating circumstances have been accepted.
4. Results cannot be given over the telephone and no tutor / lecturer is permitted to divulge results to you or others.
5. Teachers/lecturers are the only people who are entitled on request to remove examination scripts from relevant Examination Office. The scripts need to be signed in and signed out by a tutor / lecturer.

Notes

1. **Working days are Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays excluding Bank Holidays and University closure days.**

Feedback Policy: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6518>

External Examiners

External Examiners are individuals from another institution or organisation who monitor the assessment processes of the University to ensure fairness and academic standards. They ensure that assessment and examination procedures have been fairly and properly implemented and that decisions have been made after appropriate deliberation. They also ensure that standards of awards and levels of student performance are at least comparable with those in equivalent higher education institutions

External Examiners' reports relating to this programme will be shared with student representatives at the *Staff Student Liaison Committee (SSLC)/programme committee/other appropriate forum (specify)*, where details of any actions carried out by the programme team/School in response to the External Examiners' comments will be discussed. Students should contact their student representatives if they require any further information about External Examiners' reports or the process for considering them.

The External Examiner for this programme is:

Name: Nicky Williams

Name of Institution: University of Bedfordshire

Position at current Institution: Senior Lecturer in Adult Nursing

Please note that it is inappropriate for students to make direct contact with External Examiners under any circumstances, in particular with regards to a student's individual performance in assessments. Other appropriate mechanisms are available for students, including the University's appeals or complaints procedures and the UMSU Advice Centre. In cases where a student does contact an External Examiner directly, External Examiners have been requested not to respond to direct queries. Instead, External Examiners should report the matter to their Division contact who will then contact the student to remind them of the other methods available for students. If students have any queries concerning this, they should contact their Programme Office (or equivalent).

RESIT FEE CHARGES

As of September 2011, all students needing to undertake a resit Assessment at second attempt may be charged a fee. The full policy and details of fees will be posted on Blackboard prior to the first submission period.

Ratification of Results at an Examination Board

At designated points in the academic year (at the end of each Part), each assessment including practice is considered by the Board of Examiners, which consists of lecturers, including markers and moderators, External Examiners and representatives from the clinical practice areas. The meetings are chaired by the Dean (or nominee). No mark or grade is finalised until it has been considered by this committee. You normally receive marks and grades before they have been returned from the External Examiner and before a meeting of the Board of Examiners; therefore, you should be aware that marks could change after consideration by the Board of Examiners. Any change of marks is exceedingly rare and if it does occur, all the students involved will be informed immediately. If the mark has been changed from a pass grade to a fail grade, and if you are eligible for a further attempt, an appropriate date for resubmission of the assessment will be given.

APPEALS PROCEDURE

- Students have a right of appeal against a final decision of an Examination Board, or a progress committee, or a graduate committee or equivalent body which affects their academic status or progress in the University.
- Students thinking of appealing should first discuss the matter informally with an appropriate member of staff, in order to better understand the reason for the result or decision and to determine whether the matter can be resolved informally by the School prior to making a formal appeal.
- Should you wish to proceed to a formal appeal, this must be submitted within the timeframe outlined in the Academic Appeals Procedure to the Faculty Appeals and Complaints Team, Room 3.21, Simon Building, University of Manchester, M13 9PL

(e-mail: FBMHappealsandcomplaints@manchester.ac.uk).

The Academic Appeals Procedure (Regulation XIX) and associated documents, including the form on which formal appeals should be submitted, can be found at <http://www.regulations.manchester.ac.uk/academic/basic-guide-academic-appeals/>

Complaint's procedure

As part of its commitment to ensuring the standard and quality of its programmes of study, services, and facilities, the University has established a procedure to deal with complaints from students. Complaints provide useful feedback information from students and, where appropriate, will be used to improve services and facilities.

The procedure comprises a number of stages, both informal and formal. Students who have a complaint to make should raise it directly with the staff concerned at the earliest opportunity, as matters that are dealt with informally at an early stage have the best chance of being resolved effectively. Only where the informal procedures have been completed and the complainant remains dissatisfied should the formal stage be instituted.

- The University's Student Complaints Procedure (Regulation XVIII) and associated documents, including a complaints form, can be found at www.regulations.manchester.ac.uk/academic
- University has separate procedures to address complaints of bullying, harassment, discrimination and/or victimisation – see <https://www.reportandsupport.manchester.ac.uk/>
- Students thinking of submitting a formal complaint should, in most instances, attempt informal resolution first (see the procedure).
- Formal complaints should be submitted on the relevant form to Faculty Appeals and Complaints Team, Room 3.21, Simon Building, University of Manchester, M13 9PL

(e-mail: FBMHappealsandcomplaints@manchester.ac.uk).

<http://www.staffnet.manchester.ac.uk/bmh/teaching/teaching-activity/student-appeals-complaints-and-discipline/>

RETAKING A WHOLE PROGRAMME

Students may, in exceptional circumstances, and with prior permission of the Examination Board, be allowed to re-take the entire programme. In such circumstances, you may re-register only if all outstanding fees have been paid. Fees are payable for the new period of registration.

RECOMMENDATIONS FOR ACADEMIC AWARDS

Following a report from the Examiners, the Faculty shall recommend to Senate the award of the degree of Masters or Postgraduate Diploma or Certificate, for those candidates who have completed all requirements of the regulations and satisfied the Examiners.

- MSc in Adult Nursing
- MSc in Health Studies
- PG Diploma Health Studies (exit award only)
- PG Cert in Health Studies (exit award only)

NB

In conforming to the NMC requirements for a qualifying award in Nursing, which will allow students successfully completing the programme to register as ready to practice at qualifying level, the programme title(s) are designed to signify both the level of learning outcomes and the achievement of a professional qualification. The titles clearly indicate to potential applicants the level and academic and professional nature of the award. Students may successfully achieve 120 credits (PG Diploma) or 180 credits (MSc) for learning outcomes at level 7, while failing to successfully complete the remaining elements of the programme that are required to demonstrate capability in practice and to enable registration with the NMC. Under these circumstances, students may be awarded a PG Cert, Diploma or MSc in Health Studies. This title reflects the *academic* learning outcomes of the programme, while differentiating the award from a qualification to practise as a nurse.

GRADUATION

If you have passed the examination for your degree, you shall be deemed a graduate of the University from the date of the exam board at which the relevant examination result was confirmed. As a successful candidate, you may be presented for conferment of your degree at an appropriate ceremony following confirmation of your result.

Please Note: The names that are printed on the degree certificate will be your name as recorded in the University student record system and which is printed each year on the registration form. It is important therefore that you to check the registration form to ensure that your name(s) is/are correctly recorded. The name printed on the degree certificate cannot subsequently be amended without valid proof of your correct name (i.e. birth certificate, passport, etc) and this service may incur a charge.

Students eligible for graduation are encouraged to check the online student system normally 6-8 weeks prior to their ceremony taking place to register their attendance at the ceremony and to request tickets for family/friends.

<http://www.studentnet.manchester.ac.uk/selfservice/graduation/>

REGULATIONS AND POLICIES

As a registered student at The University of Manchester, you agree to comply with the rules and regulations under which the University and its students must operate. The principles underpinning these are set out in the University's Statutes, Ordinances and Regulations, which are listed in the Founding Documents available at:

<http://www.regulations.manchester.ac.uk/postgraduate-degree-regulations/>

Specific regulations regarding your programme of study are set down in the programme information section of this handbook. The main elements of the rules and regulations of which you should be aware are summarised in the A-Z of Services.

BEHAVIOUR AND PROFESSIONAL CONDUCT

Students are expected to behave in a professional manner when within the University premises. Any student demonstrating inappropriate behaviour may be asked to leave the premises. The student may be referred to the Occupational Health Department or to the

Progress Committee.

Students are expected to behave in a professional manner when on placement. Any student demonstrating inappropriate behaviour may fail their placement report, may be asked to leave the placement and will be reported to the University.

Inappropriate behaviours include being under the influence of alcohol or illegal drugs, being rude or aggressive to fellow students or staff, smoking in restricted areas or putting students' or staff member's health and safety at risk.

REGULATION XVII – CONDUCT AND DISCIPLINE OF STUDENTS –

www.tlso.manchester.ac.uk/appeals-complaints/conductanddisciplineofstudents/

- General University information on the Conduct and Discipline of Students can be found at <https://www.staffnet.manchester.ac.uk/tlso/academic-appeals-complaints-and-misconduct/conduct-and-discipline-of-students/>.
- Faculty policies for students on Communication and Dress Code, Social Networking and Drugs & Alcohol can be found at:
 - <http://documents.manchester.ac.uk/display.aspx?DocID=29038> (Communication and Dress Code)
 - <http://documents.manchester.ac.uk/display.aspx?DocID=29039> (Drugs & Alcohol)
 - <http://documents.manchester.ac.uk/display.aspx?DocID=29040> (Social Networking)

STUDENT UNIFORM POLICY

Introduction

Wearing a uniform is essential to project a smart, professional image in the workplace. Nursing and Midwifery students at the University of Manchester are required to be well presented at all times in the clinical area, as they are not only representing their profession, but also the University. Patients and clients can be assured of your commitment to best practice in infection prevention and control if your uniform is clean and you dress according to appropriate standards.

Most Trusts that you are likely to work in will have their own uniform or dress code and you are required to strictly adhere to those policies, in addition to the Division's policy.

The policy below applies to all Nursing and Midwifery students who undertake placements organised by the Division. This policy supplements the Communication and Dress Code for Students at The University of Manchester available at: <http://www.manchester.ac.uk/sites/bmh.manchester.ac.uk/nursing-mentors/resources/policies/studentcommunicationanddresscode.pdf>

Failure to comply with the uniform policy will be regarded as unprofessional behaviour and steps will be taken to invoke the Division's procedure regarding discipline if necessary.

University of Manchester Student Nurse/Midwife Uniform

You will be provided with a maximum of three complete sets of uniform by the University at the beginning of your programme of study as follows: –

White dress with purple trim and University Logo

Or

White tunic with purple trim and University Logo and navy-blue trousers

Replacement Uniforms

'Alexandra' is the only University approved supplier for University of Manchester student Nurse/Midwife uniforms.

You can purchase additional sets of uniform from the University suppliers at the same cost as paid by the University at the time of ordering.

Additional uniforms can be ordered and purchased by students from the supplier at the time of initial 'fitting' and any replacement/additional uniforms subsequently required can be ordered via the [supplier web](http://supplierweb) site using the unique code which you can obtain from BNursYear1@manchester.ac.uk. You are responsible for the costs of any additional and/or replacement uniforms, and any additional delivery costs. Instructions for setting up your account and ordering replacement uniforms are available in the [BNurs Gateway](#).

You must only use the University approved supplier for any additional or replacement sets/items of uniform as these are supplied to a strict specification in line with relevant local and national guidance.

You will be provided with a University name badge bearing your full name, designation (student nurse or student midwife) and the logo of the University of Manchester. These must be worn at all times as part of the uniform in addition to any badge provided by the placement provider.

Replacement University name badges can be ordered from the Programme Support Office, G.319 Jean McFarlane Building.

Where this Policy Applies

When in placement in clinical / community environments you must always wear your University of Manchester uniform whilst at the placement.

Due to the nature of work and specific patient/client groups they serve, some Trust staff will in some clinical areas wear their own clothes. In these instances, you will be required to wear your own clothes, but these must be appropriate to the work environment, look clean and smart and adhere to any local policies.

Plain, appropriate clothing must be worn, and no advertisement logos or slogans should be visible.

University uniform must also be worn when undertaking any clinical skills training sessions in the University or in the Trust. This includes any training undertaken in the clinical skills laboratories at the University such as moving and handling and basic life support training and update sessions.

You must not, as far as possible, wear your uniforms outside of the placement area and must either change into your own clothes upon completion of a shift, or wear a coat that covers the uniform entirely. The Department of Health advises that the public do not like to see hospital staff in uniform away from the workplace because they may perceive this as a risk to hygiene and infection control in the workplace.

Uniform Appearance and Care

A clean uniform must be worn for every new shift. You are responsible for washing and ironing your own uniforms. The Department of Health recommends that uniforms be washed at a minimum of 60° Celsius for at least 10 minutes which is sufficient to remove most micro-organisms. Uniforms must always look clean and neat. If an item gets stained or damaged, then a replacement must be obtained as soon as possible (see above for how to obtain replacement or additional uniforms).

Adjustments to the uniform for cultural / ethnic or religious reasons will be considered where possible but must be in line with national and local policies. In relation to the University supplied items of uniform, adjustments are limited to an extended length of sleeve, but all dresses or tunics must have sleeves that finish no more than 6cm below the elbow. This is in order to comply with health and safety, and infection control policies. Such uniforms will be available from the approved University supplier and if required, this must be made clear at the time of initial fitting or when ordering replacements or additional items. The wearing of long-sleeved garments under a dress or tunic is not permissible.

Black headscarf / turban / skull cap may be worn.

The correct size of uniform must be worn, and students must not wear cardigans or other over garments in the clinical areas.

Appropriate shoes must be worn. These must be black, flat soled, full shoes, not boots, which cover the entire foot, have a non-slip rubber sole, and be plain (not suede or canvas). It is not acceptable to wear any other type of shoe.

Tights that are black or skin coloured only may be worn, with no embellishments. Only plain black socks may be worn.

Whilst on placements the following will also apply:

- Hair must be tidy and long hair must be tied/clipped back off the face and collar. Protruding hair decorations must not be worn. If required, neutral colour decoration should be used to secure hair.
- Long hair should be firmly tied back in such a way as not to interfere with duties or patient care.
- Beards and moustaches should be neatly trimmed.

- Fingernails should be clean, short and free of all nail polish. Acrylic nails must not be worn at any time due to the risk of infection (McNeil 2001)
- If make-up is worn, this should be discrete and false eyelashes are not acceptable. Perfumes and after-shave should be used sparingly.
- In the interest of infection control and minimising risks to the student and the patient/client NO jewellery other than small, plain stud earrings (one per ear) and one plain band ring is permitted at any time whilst wearing uniform. Wristwatches and bangles must not be worn when attending to patients.
- Any visible piercings must be removed whilst in the clinical area and / or treating patients or clients.
- Tattoos that may cause offence should be covered accordingly and should adhere to the required dress code described above.

References:

McNeil S.A, Foster C.L, Hedderwick S.A (2001) Clin Infect Dis 32:367-372

Department of Health (2007) Uniforms and Workwear. An evidence base for developing local policy. © Crown Copyright 2007 [online: [Local Uniform Policy](#)]

CLINICAL SKILLS LABORATORY: STUDENT CONDUCT

You must follow the regulations below when using the laboratories:

- A clean uniform must be worn in accordance with the Uniform / Dress Code as detailed above
- If you turn up late to a skills session you may be refused entry at the discretion of the facilitator / lecturer (you may have missed important health and safety instructions at the start of the session)
- On entering the laboratory bags, coats scarves and hats are to be placed in the area designated by the facilitator / lecturer
- Mobile telephones must be switched off
- No food or beverages to be consumed in the laboratory, including chewing gum.
- Immediately report breakages or faulty equipment to the facilitator / lecturer
- Immediately report accidents or other adverse incidents to the facilitator / lecturer and complete the appropriate incident reporting form.

RELATIVES IN CLINICAL PRACTICE

If you have a relative, partner or close friend in a specific clinical area, either as a patient or a member of staff, it is extremely unlikely that you would be allocated to this area. However, should this occur please inform your AA and follow the Placement Change Request Procedure (Guidance available via the practice learning gateway within Blackboard). There are potential problems regarding conflict of interest by all concerned in these circumstances. Should the Practice Learning Unit be made aware of such a situation, they will not establish such an allocation. We would not wish you or any student to be disadvantaged by such a

situation, or indeed for a Supervisor to be placed in a potentially difficult position. Individual Trusts' policies regarding partners/relatives working together may not mimic our guidelines, and it is often the case that related persons work alongside each other. However, those are employment situations and do not relate to students.

HEALTH CLEARANCE

Continuation on the programme is conditional on continued health clearance: see [Occupational Health clearance](#).

You are expected to be proactive in managing both physical and psychological health issues and seek support from your Academic Advisor or self-refer to Occupational Health if you have any concerns about the impact of health issues on your ability to study.

It is your responsibility to attend agreed health screening, referral and immunisation appointments and specifically to securely retain the vaccination history information provided by Occupational Health at the end of the course of vaccines. Occupational Health recommends that no student commences on clinical placement until they have had an initial health screening appointment. You are encouraged to advise Occupational Health if you have any significant health related concerns that could affect your fitness to for the programme.

Crisis counselling is provided by the Universities Counselling service however Occupational Health can offer support and advice with regards fitness to return to the programme.

Occupational Health will advise the Division if you do not attend a formal appointment, and this may impact your progression.

Please note that the Universities Counselling and Wellbeing services offer confidential help with any personal issues affecting work, self-esteem, relationships, sexuality, mental health and general well-being. See *also* <https://www.counsellingservice.manchester.ac.uk/wellbeing/>.

If you have a disability or an issue such as Dyslexia, Dyspraxia, Dyscalculia then the Disability Advisory & Support Service [DASS] would welcome you registering for advice and additional support. See *also*: <http://www.dass.manchester.ac.uk/>

GOOD HEALTH AND GOOD CHARACTER

You must declare any criminal convictions, cautions, reprimands or warnings received (either in this country or overseas) that may call into question your good character as soon as possible, as this may impact your continuation on the programme. For each year of your studies, you will be required to complete an annual self-declaration of Good Health & Good Character confirming your continued good character.

Policy on religious observations

Information on the University Policy on Religious Observations can be found at: <http://www.regulations.manchester.ac.uk/academic/policy-on-religious-observance/>

The Faculty of Biology, Medicine and Health has produced guidance for healthcare students on fasting and caring: [Fasting and Caring – Looking after yourself and your patients during Ramadan: guidance for health care students.](#)

PART-TIME EMPLOYMENT

You are advised to think carefully about how you will balance work in theory and practice against the demands of part-time employment and to limit any hours they work accordingly. The Division is not able to provide character references for part-time employment undertaken during a programme of study but will provide details of your programme of study.

If, however, you do have a part-time job in a particular clinical area, please inform the allocations department. We recommend that you do not have a clinical placement in the same area as your part-time job, due to the conflict of interests which may arise.

UNIT EVALUATIONS

Since we are encouraging you to develop your willingness and ability to ask searching questions about nursing practice, we expect you to offer equally appropriate criticisms of our work in nursing education. In this respect, we agree to accept your evaluation of our work. You, as new nurses, carry forward our aspirations, and you will help to assure the on-going development of nurse education.

COMPLETIONS WITH THE NMC / APPLICATION FOR REGISTRATION

A personal identifying number will be allocated to you prior to completion of the course. This number does not permit you to work as a Nurse in any capacity and is purely for communication with the NMC. Details of this will be sent out to you by e-mail. It is your responsibility to ensure that all personal details held on record are correct.

Following ratification of final results at the Awarding Examination Board details of students who have successfully completed the course will be forwarded to the Nursing and Midwifery Council. A Declaration of Good Health and Good Character is signed by the Programme Director or his/her nominee and sent to the NMC. The Division will receive confirmation that this information has been safely received. You will normally receive a registration pack from the NMC within two weeks of completion information being sent from the Division. To be entered on the register, the NMC must have received a completed registration pack from you and the Declaration of Good Health and Good Character from the Division.

It takes approximately five weeks from the Awarding Examination Board for you to be placed on the register as a practitioner. **It is important that you apply to register with the NMC within five years of your completion date or you will not be able to register with them.** If you do not register your qualification within five years, you may have to complete a pre-registration programme again. You may apply for jobs before your registration is live, but you must be aware that any employment offer will be subject to successful registration. It is your responsibility to liaise with their prospective employer if there is any known delay to registration. Failure to do this may jeopardise your offer of employment.

1. Paternity leave – A total of two weeks paternity leave may be taken at any time during a partner's pregnancy or within three months following birth. The student must inform the Programme Director of this absence ¹.