MRes/Postgraduate Certificate

Applied Health Research
Course Handbook

2016/2017
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Welcome/Introduction

Welcome to the MRes Applied Health Research. The course is based in the Department of Health Sciences, one of eight Departments within the College of Medicine, Biological Sciences and Psychology. The Department provides a rich and well-staffed environment for postgraduate students, with excellent teaching and energetic lecturing staff comprised of top health science researchers with established strengths across epidemiology, medical statistics, social science, public health, primary care and psychiatry.

This handbook is a helpful compilation of information on the course structure, organisation and procedures as well as a pointer to university services and facilities and can be referred to throughout the course. Additional information will be added to the Blackboard site for the MRes throughout the course.

Aims of the course

The programme aims to:

• equip students with a recognition of how different scientific disciplines can be used to structure inquiry and develop the evidence base for health services policy and practice
• enable students to conduct effective, high quality applied health research through training and practice in relevant research skills

As a result of successfully completing the Postgraduate Certificate in Applied Health Research, students will be able to:

• explain good principles of design, conduct, and governance of health-related research
• appraise examples of health-related research using both qualitative and quantitative methods
• apply the knowledge and skills acquired in their own area of practice

As a result of successfully completing the MRes in Applied Health Research, students will additionally have:

• practical experience of undertaking a supervised research project, applying the knowledge from taught modules they have studied
• experience of research project management, working with a research supervisor and, where appropriate, research ethics and governance procedures
• experience of writing a research report in the form of a 15,000 - 20,000 word dissertation

Core texts for the course:


Induction

Induction day comprises a brief introduction to the course, an opportunity to meet teaching staff and an introduction to the library. Further information about induction day will be sent to students before the start of the course.

For International Students

International students follow the same induction process as home students. So that you are best equipped to start your studies, it is very important that you arrive in the UK in time to attend induction week. Students who arrive late and miss the induction sessions should contact the course administrator on arrival in Leicester.

See also Student Welfare Centre below
Department Details

A brief departmental description and history can be found at [http://www2.le.ac.uk/departments/health-sciences](http://www2.le.ac.uk/departments/health-sciences). The Department of Health Sciences is located in the new Centre for Medicine as well as within the University Hospitals of Leicester. The course is taught at the main site of the department located at

- Department of Health Sciences
- Centre for Medicine (CfM)
- University Road

Leicester, LE1 7RH (for SatNav use LE1 7HA) ([http://www2.le.ac.uk/maps](http://www2.le.ac.uk/maps))

Teaching takes place in room 0.26. Location maps will be provided where necessary. Rooms are subject to change due to attendance figures.

You can find details of the staff and their research areas on the departmental web site ([http://www2.le.ac.uk/departments/health-sciences/research](http://www2.le.ac.uk/departments/health-sciences/research))

Departmental Communications

All course communication will be via your university e-mail address. Please check this regularly.

To contact staff it is advisable to e-mail them to request an appointment. E-mail addresses are given below.

Staff List and Key Contacts

Key contact details are given below and a full departmental staff list is on the departmental website ([http://www2.le.ac.uk/departments/health-sciences/people](http://www2.le.ac.uk/departments/health-sciences/people))

<table>
<thead>
<tr>
<th>Member of staff</th>
<th>Contact details</th>
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<tbody>
<tr>
<td>Head of Department</td>
<td>Prof Graham Martin</td>
</tr>
<tr>
<td>Postgraduate Tutor</td>
<td>Prof Elizabeth Draper</td>
</tr>
<tr>
<td>Course Director/Module Lead</td>
<td>Prof Andy Wilson</td>
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<tr>
<td>Module Leads</td>
<td>Dr Nafeesa Dhalwani</td>
</tr>
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<td></td>
<td>Emma Angell</td>
</tr>
<tr>
<td>AccessAbility Tutor</td>
<td>Mrs Stephanie Hubbard</td>
</tr>
<tr>
<td>Equal Opportunities Officer</td>
<td>Dr Kate Williams</td>
</tr>
<tr>
<td>Course Administrator</td>
<td>Ms Jacqui Egan</td>
</tr>
<tr>
<td>Health Sciences Information Librarian</td>
<td>Mr Keith Nockels</td>
</tr>
</tbody>
</table>

Student Communications and Personal Details

The University keeps a record of your personal details such as your full name, addresses i.e. home address and term-time address, telephone numbers, personal email address and your emergency contact details. It is important to keep your details up to date as this will help you to receive information about your studies and exams and also ensure that official documents are provided to you with the correct name details.
You can check and update your details by logging-in to MyStudentRecord [http://mystudentrecord.le.ac.uk](http://mystudentrecord.le.ac.uk) using your University username and password. Click on the My Details tab and you will then be able to review and change your personal details.

It is important that you check your University email account frequently to ensure that you do not miss any important communication from the University.

**Department Facilities**

- Additional computer facilities are available for disabled students in the AccessAbility Centre
- There is a dedicated Blackboard VLE for the MRes course.
- Photocopying and Printing: See [IT Services](http://www.le.ac.uk/it4students).

**Learn at Leicester**

Whatever your subject or level of study, there are many, many different ways in which you can access academic advice and support. The Learn at Leicester webpage provides you with further details of this support, together with direct links to a wide range of resources and services to help you:

- Make the most of the Library
- Develop your IT skills
- Manage your own learning
- Improve your English language
- Get independent advice about your course
- Manage your student information
- Sharpen your mathematics and statistics skills

You can access all of this by visiting: [www.le.ac.uk/learnatleicester](http://www.le.ac.uk/learnatleicester)

**University Library**

The Library is your gateway to high quality information relevant to your studies. Using it effectively contributes directly to your success.

The Library provides you with:

- access to a huge range of specialist digital and print information resources for your subject;
- help in finding and using information - online, face to face and by telephone;
- individual and group study space, including the Graduate School Reading Room exclusively for postgraduate students;
- PCs and wireless networking for your own device throughout the David Wilson Library;
- study and meeting facilities at the Brookfield Postgraduate Teaching Centre;
- services for distance learners and researchers.

The Library is a shared resource for all members of the University. Please respect it and observe the Library regulations available at [www.le.ac.uk/library/about](http://www.le.ac.uk/library/about).

To get started, visit [www.le.ac.uk/library](http://www.le.ac.uk/library).

For information about your subject, please visit [http://www2.le.ac.uk/library/find/subjects/medicine](http://www2.le.ac.uk/library/find/subjects/medicine)

**IT Services**

Whilst studying at the University you will have a University IT account and email address. There are hundreds of University PCs available with Office 2013 and many specialist programs to help you with your studies.

Visit [www.le.ac.uk/it4students](http://www.le.ac.uk/it4students) for more information about:
• **Student email:** access your email and calendar anywhere; on your laptop or mobile device
• **Printing:** print from any device to a University printer
• **Microsoft Office:** available at no cost whilst you study at the University
• **IT Help:** visit the Help Zone in the Library, phone 0116 252 2253, ithelp.le.ac.uk for IT Self Service, web chat or email ithelp@le.ac.uk
• **IT Training:** attend our workshops in Word, PowerPoint and Excel
• **Wifi:** free access to eduroam wifi on campus, in student accommodation or at other universities
• **PCs on campus:** there are over 900 PCs available, with 350 located in the David Wilson Library (including 24/7 access during exam periods)
• **OneDrive:** the online storage location for all your files
• **Blackboard Virtual Learning Environment:** support and information for all your courses
• **Leicester Digital Library:** access to journals, databases and electronic books online

### Student Learning Development

Studying for a degree is a stimulating, challenging and rewarding experience. In order to make the most of this experience, the University of Leicester provides a wide range of resources and services to support and enhance your academic development in areas such as essay-writing, critical thinking, independent learning and time-management. The Student Learning Development Team is here to help you develop the skills and abilities you need in order to succeed in your studies. To find out more about how we can help you develop your academic skills and abilities, visit our website: [www.le.ac.uk/succeedinyourstudies](http://www.le.ac.uk/succeedinyourstudies)

### Students’ Union Education Unit (ED)

Education help and advice is provided by the Students’ Union for all students.

If you would find it helpful to talk to someone outside of your department, we offer a free, confidential service to help and advise you about where to go and what to do. If you wish to come and talk to us about your personal circumstances or academic worries, for example, exams or putting together an academic appeal, we will provide professional and friendly support.

You will find the Education Unit staff in the Students’ Union Building on the first floor, within the West Wing. Opening hours are 10.00 am to 4.00 pm, and you can either pop in or book an appointment by contacting us on the following details:

**Contact:** Students’ Union Education Unit (ED), Students’ Union (First Floor)

+44 (0)116 223 1132 | educationunit@le.ac.uk | [http://leicesterunion.com/support/education](http://leicesterunion.com/support/education)

Online chat facilities are also available for appointments and drop in sessions.

Facebook – [https://www.facebook.com/talktoED](https://www.facebook.com/talktoED) (Drop in on Wednesdays, 3:30pm-4:30pm)

Skype - @ed_ucation1 (Drop in on Tuesdays, 9am-10am)

### Learn a New Language with Languages at Leicester

There are many benefits to learning a new language. Not only could you enhance your career prospects and broaden your cultural horizons, but studies show that you could also improve your literacy skills, boost your memory, increase your attention span and even help to grow your brain!

Study with the **Languages at Leicester** Team on campus, and you will be taught by expert native tutors who are based within our School of Modern Languages, which has been ranked **3rd in the country in the University League Tables, The Guardian University Guide 2016**.

We offer **16 different languages** including Arabic, British Sign Language, Chinese, German, Korean and Spanish to name just a few, six levels of learning and two course lengths, so you can study in a way that suits you. Classes
take place during evenings and Wednesday afternoons, as well as intensive ‘fast track’ courses on Saturday mornings.

Find out more about Languages at Leicester, including fees and term dates at: www.le.ac.uk/ml/lal.

The successful completion of a Languages at Leicester course will appear on your Higher Education Achievement Report (HEAR) when you graduate. For further details about the HEAR, please visit: www.le.ac.uk/hear.

Contact: Languages at Leicester +44(0)116 252 2662 | lalenquiries@le.ac.uk | www.le.ac.uk/ml/lal

Other University Facilities

- English Language Training Unit (ELTU)  http://www2.le.ac.uk/offices/eltu
- University Chaplaincy and Prayer rooms for students  http://www2.le.ac.uk/institution/chaplaincy

University Bookshop

The Bookshop is owned by the University and is located on the ground floor of the David Wilson Library.

All prescribed and recommended texts are stocked, so that students can rely on the Bookshop for the books that they need in the course of their studies. We also sell a wide range of paperbacks and books of general interest. Books not in stock can be quickly provided to order. The Bookshop has a range of deals in the Autumn term which are exclusively for students.

Greetings cards, a wide range of stationery items and University of Leicester branded merchandise and clothing are always available.

The opening hours are:

- Monday to Friday 9.00 a.m. - 5.30 p.m. (5.00 p.m. in vacations)
- Saturday 10.00 a.m. - 2.00 p.m.

Contact: University Bookshop, David Wilson Library
+44 (0)116 229 7440 | bookshop@le.ac.uk | www.le.ac.uk/bookshop
Twitter: @LeicUniBookshop | Facebook: www.facebook.com/UoLBookshop

University Regulations

Senate Regulations (www.le.ac.uk/sas/regulations) contain rules and other important information about being an undergraduate or taught postgraduate student at the University of Leicester. The Regulations are part of the formal contract between you and the University; you will have confirmed when completing registration that you will comply with procedures defined in the University’s Regulations.

The Quick Guide to Student Responsibilities (www.le.ac.uk/sas/regulations/responsibilities) summarises some of your most important responsibilities as a student at Leicester, as defined in detail in the Regulations. These responsibilities relate to:

- attendance
- submission of work by set deadlines
- term time employment (full-time students – Home/EU and International)
- illness or other circumstances impacting upon studies
- maintaining your personal details
- the additional responsibilities of international students
Failure to adhere to student responsibilities can have serious consequences and may lead to the termination of your studies.

**Student Responsibilities**

The University expects its students to behave responsibly and with consideration to others at all times. The University’s expectations about student behaviour are described in:

- the Student Charter
- the Regulations governing Student Discipline
- the Student Code of Social Responsibility
- the Code of Practice governing Freedom of Speech
- the University’s regulatory statement concerning Harassment and Discrimination

These can be found at [www.le.ac.uk/senate-regulations](http://www.le.ac.uk/senate-regulations)

**Attendance and Engagement Requirements**

Attendance and engagement with your course is an essential requirement for success in your studies. The University’s expectations about attendance are defined in Senate Regulation 4: governing student obligations (see [www.le.ac.uk/senate-regulation4](http://www.le.ac.uk/senate-regulation4)). Full-time students must reside in Leicester, or within easy commuting distance of the city, for the duration of each semester. You should attend all lectures, seminars, practical sessions and other formal classes specified in your course timetable, unless you have been officially advised that attendance at a particular session is not compulsory or you have received formal approval for absence. You are also expected to undertake all assessments set for you.

The University operates a Student Attendance Monitoring procedure. Your attendance will be monitored throughout the academic year and if sessions are missed without an acceptable explanation being provided to your department then neglect of academic obligations procedures will be initiated. This may result in your course of study being terminated.

If you are an international student and your course is terminated this will be reported to UK Visas and Immigration (UKVI), in line with University sponsor obligations.

You must contact your course administrator as soon as possible if you are going to be late or miss a session so that arrangements can be made to discuss the work missed. The department follows the University policies on Mitigating Circumstances.

As part of the University’s attendance and absence monitoring it is necessary to have signed evidence of Dissertation students’ attendance at supervisory sessions. It has been approved that MRes students during Dissertation none taught weeks will be monitored as PGR students and will need to sign a supervisory attendance confirmation form at regular supervisory meetings. Full details can be found in the Dissertation handbook.

**Neglect of Academic Obligations**

You are expected to attend all learning and teaching events which are timetabled for you. These include lectures, tutorials or practical classes. You are also expected to submit work within the deadlines notified to you. Persistent failure to attend taught sessions and/or to submit work, without good cause, will be considered to be a neglect of academic obligations. Departmental procedures for dealing with neglect are set out within the University’s regulations (see [http://www.le.ac.uk/senate-regulation4](http://www.le.ac.uk/senate-regulation4) ‘Neglect of academic obligations’). In the most serious of cases of neglect the University has the right to terminate a student’s course.
Examination Regulations

If your course involves any exams you must ensure that you are familiar with the University's Examination Regulations [www.le.ac.uk/sas/assessments/examregs](http://www.le.ac.uk/sas/assessments/examregs). These contain a variety of regulatory information and instructions relating to exams, including the rules governing:

- scheduling
- admittance
- student conduct
- permitted and prohibited items and clothing
- use of calculators and dictionaries
- absence due to illness
- cheating

You can also find information about exams in the Students' Guide to Exams [www.le.ac.uk/sas/assessments/examsguide](http://www.le.ac.uk/sas/assessments/examsguide).

Course details

Programme and Module Specifications

View the programme and module specifications for your course via [www.le.ac.uk/sas/courses](http://www.le.ac.uk/sas/courses).

In the programme specification you will find a summary of the aims of your course of study and its learning outcomes, alongside details of its teaching and learning methods and means of assessment. The programme specification also identifies the core modules that make up the course and any choice of optional modules. Each module has its own specification that formally records that module’s aims, teaching and learning methods, assessment components and their percentage weighting.

**PLEASE NOTE:** module specifications are located under ‘Medicine - including Medical and Social Care, Health Sciences and Mountain Medicine’.

Teaching Timetable

- The MRes comprises three taught modules and a dissertation. There are 20 credits awarded to each module and 120 credits awarded to the project.
- Teaching normally takes place from 9.30 to 12.30 and from 1.30 to 4.30 and is organised in blocks of 2-3 days per week.
- The taught modules take place between October and April.
- Submission dates for the dissertation for
  - Full-time students is 1 September.
  - Part-time students is 1st August.
- Full-time students complete taught modules and dissertation in one year. Part-time students complete the taught modules in the first year and dissertation in the second year.
- The normal period of registration for a campus-based Masters degree programme is 12 months full-time or 27 months part-time. The normal period of registration is the minimum amount of time in which you can complete your studies. The maximum period of registration is 24 months full-time and 48 months part-time. The maximum period includes any additional periods of time permitted for reassessment or delayed assessment and any periods of agreed suspension. You need to complete your studies within the programme’s maximum period of registration ([see senate regulation 2.26](#)).
Coursework Submission

- Submission dates for coursework are included in module timetables. Coursework will be marked and returned within three weeks. You will submit your work through Turnitin on Blackboard and also submit electronically to MResAHR@le.ac.uk. Full submission details can be found on Blackboard.

- If you are going to be late submitting coursework please email MResAHR@le.ac.uk or discuss with the module tutor prior to the submission date. See Mitigating circumstances.

- Penalties are applied for late submission of coursework. These follow the University scheme defined in Regulations governing the assessment of taught programmes (see www.le.ac.uk/senate-regulation or www.le.ac.uk/sas/assessments/late-submission). In summary, 10% of the maximum mark available is deducted for not meeting the deadline and a further 5% for every working day. Any piece of work submitted 9 or more working days after the expiry of the deadline will not be marked but will be assigned a mark of zero and deemed to be a non-submission.

- Word limits are set for most written assessed coursework’s. The word limit is the maximum number of words, usually excluding appendices and any tables and figures permitted in the assignment this limit should not be exceeded. If you exceed this limit any words beyond the limit will not be marked.

- Marked assignments will be returned by email to your University email account.

Table 1 - MRes Course Structure

<table>
<thead>
<tr>
<th>Core Taught Modules (October to April)</th>
<th>Credits</th>
<th>Teaching Weeks</th>
<th>Assessment</th>
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<tbody>
<tr>
<td><strong>Fundamentals Module MD7431</strong></td>
<td>20</td>
<td>Introduction to applied health research</td>
<td>Assignment (85%) Oral Presentation (15%)</td>
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<td>Introduction to quantitative methods</td>
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<td>Finding Research Evidence</td>
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<td>Synthesising research evidence</td>
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<td>Critical appraisal of systematic reviews</td>
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<td>The Principles of Research Governance</td>
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<td>Ethics: key principles and processes</td>
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<td>Patient Public Involvement</td>
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<td>Introduction to qualitative methods</td>
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<td>Developing and presenting a research proposal</td>
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<tr>
<td><strong>Quantitative Module MD7432</strong></td>
<td>20</td>
<td>Introduction to statistical principles</td>
<td>Design Assessment (30%) Analysis Assessment (70%)</td>
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<td>Introduction to SPSS</td>
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<td>Analysing data using SPSS 1 – categorical data</td>
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<td>Analysing data using SPSS 2 – continuous data</td>
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<td>Analysing data using SPSS 3 - regression</td>
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<td>Survey methods and questionnaire design</td>
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<td>Mock Assignment</td>
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<td>Epidemiological Study Designs 1 – Cross-sectional and case-control</td>
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<td>Epidemiological Study 2 – Cohort and Randomised controlled trials</td>
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<td>Health Economics</td>
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<td></td>
<td>Introduction to meta-analysis</td>
<td></td>
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<tr>
<td><strong>Qualitative Module</strong></td>
<td>20</td>
<td>Introduction to course</td>
<td>Critical Appraisal (30%)</td>
</tr>
</tbody>
</table>
Table 2 – Teaching Sessions and Submission dates

<table>
<thead>
<tr>
<th>Module</th>
<th>Dates (teaching sessions 9.30 - 12:30 &amp; 13:30 - 16.30)</th>
<th>Module Leads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Induction</td>
<td>4 October 2016</td>
<td>All Staff</td>
</tr>
</tbody>
</table>
| Fundamentals      | 12 October 2016  
13 October 2016  
14 October 2016  
24 October 2016  
25 October 2016  
21 November 2016 – Assignment submission  
09 December 2016 – Oral Presentations  
12 December 2016 – Oral Presentations | Andy Wilson                     |
| Quantitative Methods | 21 November 2016  
22 November 2016  
29 November 2016  
30 November 2016  
13 December 2016  
16 January 2017 – Assignment 1 submission  
13 February 2017 – Assignment 2 submission | Nafeesa Dhalwani  
Danielle Bodicoat |
| Qualitative Methods | 4 January 2017  
5 January 2017  
25 January 2017  
26 January 2017 | Emma Angell |

MD7433
Epistemology, approaches and identifying questions  
Research in action  
Ethics  
Managing research information  
Designing and planning a qualitative research project  
Conducting interviews, focus groups & observation  
Making the familiar strange: Ethnography, images & objects  
Approaches to the analysis of qualitative data sources: Transcription, open coding and constant comparison  
Approaches to the analysis of qualitative data sources: Discourse analysis  
Critical appraisal of qualitative research papers  
Communicating research outcomes  
Using qualitative analysis software
Reflective Essay (70%)

Dissertation MD7430
120 A research project of 15-20,000 words on a health research-related topic of your choice.
Written report (80%)  
Viva (20%)
### Change of Course/Module

Discuss your options with your personal tutor, or another appropriate member of staff in your department, if you are considering a change of course or module. Changes of course or module require approval by your department and will only be allowed in certain circumstances.

See [www.le.ac.uk/sas/courses/transfercourse](http://www.le.ac.uk/sas/courses/transfercourse) or [www.le.ac.uk/sas/courses/transfermodule](http://www.le.ac.uk/sas/courses/transfermodule) for details of the procedures involved and deadlines that apply.

### Marking and Assessment Practices

Student anonymity will be preserved during the marking of all formal examinations. Summative coursework (i.e. coursework that contributes to your module mark or grade) will be marked anonymously unless there are sound educational reasons for not doing so, or the type of assessment makes marking impractical.

Each programme at the University has one or more External Examiners, who are members of staff of other institutions that review the academic standards at the University and confirm that these are appropriate and comparable with other Universities.

The External Examiners for your courses are listed at:

[www.le.ac.uk/sas/assessments/external/current-postgraduate-external-examiners](http://www.le.ac.uk/sas/assessments/external/current-postgraduate-external-examiners)

Refer to [Senate Regulation 6](http://www.le.ac.uk/senate-regulation6): Regulations governing taught postgraduate programmes of study.

A coursework cover sheet must be attached to the front of electronic submissions of assignments to MResAHR@le.ac.uk. The cover sheet is available on Blackboard. Do not attach coversheet to turnitin submissions.

All coursework will be double marked.

The Board of Examiners will convene twice a year to consider progress, resubmission opportunities and award degrees. Refer to [www.le.ac.uk/senate-regulation7](http://www.le.ac.uk/senate-regulation7): Regulations governing the assessment of taught programmes.

Criteria for and classification of awards is tabled in senate regulation 6.32
Feedback and the Return of Work from Staff

Coursework

The Department complies with the University’s policy for the return of marked coursework (see www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work for details of the full policy):

General principles:

- Feedback and provisional grading on coursework will be returned within 21 days of the submission date;
- In exceptional circumstances where this is not possible, you will be notified in advance of the expected return date and the reasons for the longer turn-round time and where possible staff will provide some interim feedback: for example in the form of generic feedback to the class regarding common errors and potential areas for improvement.
- Written feedback will be provided to students on a feedback form any issues arising should be discussed with the Module tutor or your Personal Tutor.

Examinations

The Department complies with the University’s policy for the return feedback on examinations (see www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work for details of the full policy):

General principles:

- Following the approval of the provisional results by examination boards, departments will make the results available to students within 14 days. Where appropriate this will include a breakdown at the level of the examination and coursework.
- Departments will arrange for feedback on examination performance to be provided.

Progression and Classification of Awards

The University’s system for the classification of awards and the rules of progression are defined in the Regulations governing taught postgraduate programmes of study (https://www2.le.ac.uk/offices/sas2/regulations/documents/sr6-taught-postgraduate). Alternatively, refer to the Student and Academic Services website for information about degree classification and progression: www.le.ac.uk/sas/assessments/pgt-progressionaward

Any specific progression requirements for your course are stated in its programme specification (see http://www.le.ac.uk/sas/courses/documentation
- The following outcomes are permitted for an individual assessment component and for an overall module:

<table>
<thead>
<tr>
<th>Assessment or Module Mark</th>
<th>Grade</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>70% +</td>
<td>A</td>
<td>Pass</td>
</tr>
<tr>
<td>60-69%</td>
<td>B</td>
<td>Pass</td>
</tr>
<tr>
<td>50-59%</td>
<td>C</td>
<td>Pass</td>
</tr>
<tr>
<td>40-49%</td>
<td>D</td>
<td>Fail</td>
</tr>
<tr>
<td>Less than 40%</td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>
- If you do not achieve the 50% pass mark in a module, you may be entitled to re-submit the failed component(s) of assessment. All resubmission opportunities need to be approved at Panel of Examiners meetings. You may only resubmit an assignment once and are not allowed to resubmit more than one module. The University sets a limit on the number of re-submission attempts allowed and the number of credits to which re-assessment may apply. See Senate Regulation 6 and the programme specification
for details. The mark you achieve for an assignment attempt designated as re-submission will be capped at 50%.

- The Panel of Examiners for the course will convene in May and October to consider individual module marks and approve the award of re-assessment opportunities and report to the Departmental Board of Examiners, see Senate Regulation 7.
- The Departmental Board of Examiners will meet in June and November to agree progression and award degrees. In June the board will decide if students have met the requirements to be permitted to continue with the dissertation.
- Mitigating Circumstances Panels will meet to consider mitigating circumstances claims as they are submitted. They will consider cases on the basis of documentary evidence and will be responsible for determining whether sufficient grounds have been established and for making recommendations to Panels of Examiners on whether mitigation should be applied to the outcomes of specific pieces of students’ assessment. See Mitigating Circumstances.
- A Master’s degree may be awarded with pass, merit, or distinction, using the descriptors given in Senate Regulation 6.41. See Senate Regulation 6 or http://www2.le.ac.uk/offices/sas2/assessments/pgt-progressionaward/mres for the criteria for classification of MRes programmes.
- For details of early exit award of Postgraduate certificate (see senate regulation 6.32).

Referencing and Academic Integrity

Principles of academic integrity apply to the work of everyone at the University, staff and students alike, and reflect the University’s commitment to maintaining the highest ethical and academic standards. A key part of this is acknowledging where and when, in the process of producing your own work, you have drawn on the work of others. In practice, this means that the ideas, data, information, quotations and illustrations you use in assignments, presentations, reports, research projects etc. must be credited to their original author(s). This process of crediting the work of others is achieved through referencing (see the section below on ‘Referencing styles’). Failure to do this properly is to risk committing plagiarism: the repetition or paraphrasing of someone else’s work without proper acknowledgement.

What we mean by ‘plagiarism’, ‘self-plagiarism’ and ‘collusion’

Plagiarism is used as a general term to describe taking and using another’s thoughts and writings and presenting them as if they are our own. Examples of forms of plagiarism include:

- the verbatim (word for word) copying of another’s work without appropriate and correctly presented acknowledgement;
- the close paraphrasing of another’s work by simply changing a few words or altering the order of presentation, with or without appropriate and correctly presented acknowledgement;
- unacknowledged quotation of phrases from another’s work;
- the presentation of another’s concept as one’s own;
- the reproduction of a student’s own work when it has been previously submitted and marked but is presented as original material (self-plagiarism).

Collusion is where work is prepared or produced with others but then submitted for assessment as if it were the product of individual effort. Unless specifically instructed otherwise, all work you submit for assessment should be your own and must not be work previously submitted for assessment either at Leicester or elsewhere. For more detailed information on how the university defines these practices, see also: www.le.ac.uk/sas/assessments/plagiarism

The University regards plagiarism and collusion as very serious offences and so they are subject to strict penalties. The penalties that departments are authorised to apply are defined in the Regulations governing
Resources and advice to help you study with integrity and avoid committing plagiarism

Negotiating these various rules, regulations and conventions can sometimes be a challenge, especially if they are new or different from previous experiences of studying. Check the Student Learning Development website for guidance on how to manage your studies so that you meet the required standards of critical scholarship and academic integrity: [www2.le.ac.uk/offices/ld/resources/study/plagiarism-tutorial](http://www2.le.ac.uk/offices/ld/resources/study/plagiarism-tutorial).

If you are in any doubt about what constitutes good practice, ask your personal/academic tutors for advice or make an appointment with Student Learning Development for individual advice. You can book an appointment online by visiting: [www.le.ac.uk/succeedinyourstudies](http://www.le.ac.uk/succeedinyourstudies).

One of the most important practices in ensuring the academic integrity of your work is proper referencing. The following section contains details of how to ensure your work meets the specific referencing requirements for the discipline(s) you are studying.

**Referencing style**

You must use a consistent referencing style when referring to books and other publications that you have read for your coursework. Most subject areas have a specific referencing style which you are required to use. If you are on a Joint or Major/Minor programme you may find that your subjects use different referencing styles and it is important that you use the correct ones. To find out which referencing style each department uses, and for information and help on each referencing style, please visit [http://www.le.ac.uk/library/help/referencing](http://www.le.ac.uk/library/help/referencing).

Requirements differ on how to arrange bibliographies (complete list of all reference and other sources at the end of your coursework) and whether references are included within the word count for your coursework – please refer to any separate guidance provided on these points.

**Turnitin Reports**

All coursework and the dissertation submitted via Blackboard will be checked automatically for plagiarism using Turnitin.

Turnitin enables tutors to identify the original source of material included within student work by searching a database of several billion pages of reference material gathered from professional publications, books, student essay websites and other student works. It is used by academics as a tool to help them provide better information and feedback to students about the work they have submitted. For full details please read the Plagiarism detection document on the Course Information page on Blackboard.

The coursework cover sheet attached to all coursework contains a written undertaking that your work is original. Where plagiarism is suspected the assessment will be reviewed by the plagiarism officer. In the event that plagiarism is detected a penalty will be imposed on the assessment mark in accordance with senate regulation 11. See section above on [What we mean by plagiarism](#).

**Mitigating Circumstances**

The University recognises that students may suffer from a sudden illness or other serious event or set of circumstances which adversely affects their ability to complete an assessment or the results they obtain for an assessment. In such cases the mitigating circumstances regulations and procedures may be applied. These regulations are designed to ensure the fair and consistent treatment of all students.
You must keep your department(s) informed at all times of any personal circumstances that may impact upon your ability to study or undertake assessments. Tell your department(s) or Distance Learning Hub about any such circumstances at the time they occur. You need to supply supporting documentation (e.g. a medical certificate) as soon as possible and no later than the deadline relevant to the assessment(s) affected. Normally, the deadline for submission of a mitigating circumstances claim will be no later than five working days after the assessment deadline to which it relates.

See [www.le.ac.uk/sas/regulations/mitigation](http://www.le.ac.uk/sas/regulations/mitigation) for full details of the mitigating circumstances regulations and procedures, including the University’s definition of a mitigating circumstance.

If you believe your ability to attend teaching sessions, take an assessment or perform in an exam has been affected by illness or other serious circumstance, that could be classified as a mitigating circumstance, then please complete the electronic mitigating circumstance form with a clear explanation of the problem, how it has affected you, and over what period of time (i.e. between what dates). Please also give clear details of the teaching sessions, piece(s) of work affected, when it was assigned, and when it was/is due. Please ensure that you have completed all sections of the form. Module codes and names can be found on the assignment cover sheet or on Blackboard. Incomplete forms, illegible forms and missing supporting evidences will result in the form being returned unprocessed.

All supporting documents must be submitted within 14 days of the deadline date. Supporting documents must be in English and produced by an appropriate third party, i.e. Medical note. You should continue to submit your coursework as soon as possible after the deadline date.

Submit your completed form with supporting documents to MResAHR@le.ac.uk for consideration within 5 working days of the assessment deadline date.

**Ethical Approval of Student Projects (if applicable)**

Your dissertation supervisor will advise you if ethical approval is required for your dissertation and the process by which you apply for and receive such approval.

**Personal Support for Students**

**Departmental Student Support Arrangements**

From discussion of academic progress, to friendly advice on personal matters; personal tutors are there to provide support, advice and guidance on an individual level. Common topics for discussion may include course changes, study progress, module choices, exam results, career opportunities or more personal problems such as accommodation or financial difficulties. The Department’s personal tutor system operates in accordance with the Code of Practice on Personal Support for Students: [www.le.ac.uk/sas/quality/personaltutor](http://www.le.ac.uk/sas/quality/personaltutor)

- During induction you will be assigned a personal tutor. You are advised to make an appointment to meet with your personal tutor during the first few weeks of term 1 and again in term 2 to discuss academic progress, career opportunities and any personal issues.
- Your personal tutor is also responsible for allocating a supervisor for your dissertation. This should be in place by 1st April for full time students and 1st October for part time students. You are required to meet with your dissertation supervisor at least every month (full time) or every two months (part time).
- If your tutor is not available then you can get advice or assistance from the course director or any of the teaching staff.

**Equal Opportunities**

For details of the Department Equal Opportunities Officer please go to [Staff List and Key Contacts](http://www.le.ac.uk/sas/quality/personaltutor)
You can raise any concerns related to equal opportunities (ethnicity, gender, disability, etc.) with your personal tutor, the course director or the Equal Opportunities Officer.

**University Student Support Arrangements**

**Student Services Centre**

The Student Services Centre in the Charles Wilson Building provides you with convenient and easy access to many support services all in one place. The recent move involves six services including: Student Welfare, Student Counselling and Mental Wellbeing, Career Development Service, Unitemps and Fees and Payments.

The opening hours are:

- **Term time**: Monday to Thursday 9.00 a.m. to 7.00 p.m
- **Vacation**: Friday 9.00 a.m. to 5.00 p.m.

**Contact**: Student Service Centre, Charles Wilson Building

[http://www2.le.ac.uk/offices/ssc](http://www2.le.ac.uk/offices/ssc)

**AccessAbility Centre**

The Centre offers a range of services to all students who have specific learning difficulties, such as dyslexia, disabilities or long-term conditions including mental health which have a substantial day to day impact on their studies. Staff offer one to one support, the co-ordination of alternative examination arrangements and assistance with applications for the Disabled Students’ Allowance. It is possible to be screened for specific learning difficulties and access to formal assessment is available. Students are means tested to see if they are eligible for assistance with the cost of formal assessments. The open access Centre acts as a resource base for students and staff and is a relaxed place for students to work. Its computers are equipped with specialised software for screen enlargement. Essay planning and speech output software is on the University network. The Centre has some specialised equipment (CCTV, enlarged keyboard, and chairs) and some for loan (chairs, writing slopes and digital recorders). Photocopying and printing facilities are also available. The Centre welcomes self-referrals as well as referrals from academic staff.

**Contact**: AccessAbility Centre, David Wilson Library

Tel/minicom: +44 (0)116 252 5002 | Fax: +44 (0)116 252 5513 | accessible@le.ac.uk |

[www.le.ac.uk/accessability](http://www.le.ac.uk/accessability)

For details of the Departmental AccessAbility Tutor please go to [Staff List and Key Contacts](#).

**Student Welfare Centre**

The Student Welfare Service offers wide ranging practical support, advice, and information for students. Financial advice is offered, with information on budgeting and funding. Specialised staff can advocate over late loans and other financial issues. Students can apply for hardship grants and loans through the Service.

Information, advice and guidance is available on finance issues and budgeting. In addition, students can apply for hardship awards and loans through the welfare service.

For international students, the Student Welfare Service coordinates The International Welcome Week in September and January. Expert immigration advice is available and students are strongly advised to renew their visas through the scheme provided by Student Welfare. Specialised Officers also support students who experience financial or personal problems.

**Contact**: Student Welfare Service, Student Services Centre, Charles Wilson Building

Tel: +44 (0)116 223 1185 | Fax: 0116 223 1196 | welfare@le.ac.uk | [www.le.ac.uk/welfare](http://www.le.ac.uk/welfare)
Counselling and Wellbeing Service
This Service offers a range of expertise and support for the psychological aspects of health and wellbeing.
Services on offer include:

Student Counselling Support
Time-limited, free and confidential one-to-one counselling to help students find ways of dealing with academic-related or personal issues that may be affecting ability to study or engage with student life. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.
For information see our website: www.le.ac.uk/counselling

Contact: Student Counselling Service, Student Services Centre, Charles Wilson Building
+44 (0)116 2231780 | counselling@le.ac.uk

Student Mental Wellbeing Support
Practical, emotional and skills based one-to-one support to students managing mental health issues whilst at the University. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

Contact: Student Support (mental wellbeing), Student Services Centre, Charles Wilson Building
+44 (0)116 252 2283 | mentalwellbeing@le.ac.uk
www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing

Student Healthy Living Service
The Student Healthy Living Service provides direction to health care and health related activity which will contribute to wellbeing and help students to enjoy a balanced life. Students should register for health care local to the University; The University works closely with the Victoria Park Health Centre where staff have expertise in student health. More information can be found on the Healthy Living Service website.

Contact: Student Healthy Living Service
+(0)116 223 1268 | healthyliving@le.ac.uk | go.le.ac.uk/healthyliving

Health Care and Registering with a Doctor
Illness can affect any one of us at any time and for this reason the University strongly advises you to register with a doctor in Leicester. The Victoria Park Health Centre (www.victoriaparkhealthcentre.co.uk) has expertise in student health and has provided medical care to the University’s students for many years. The Health Centre is located conveniently close to the main-campus and registration is free.

If when you come to University you are already under the care of a ‘specialised team’, have a known medical condition including mental health or waiting for an appointment it is still advisable to register at the Victoria Park Health Centre. Soon after arrival, make an appointment to discuss with one of the doctors who will then be in a better position to communicate with the relevant doctors and help you to manage your condition to avoid any unnecessary disruption to your studies. Please take with you information from your current doctor or consultant which includes diagnosis, current management, including medication (provide a certified English translation if the original is not in English). This is essential for international students as some conditions may be managed differently in this country, particularly in relation to medication which may be licensed differently and may need changing to something which is available to prescribe in this country. If you take medication for your condition you must bring 12 weeks supply with you to ensure continuity until the registration process is complete.
More information about registering with a doctor and other health and well-being services can be found at: http://www2.le.ac.uk/offices/healthy-living-for-students/new-students/uk-students

**Careers and Skills Development**

**Career Development Service**

With your drive and determination, the Career Development Service can help you develop the skills and abilities that will not only help get you to where you want to be after university, but will stay with you for life.

Career development at Leicester isn’t just about getting some work experience and writing a CV; we make sure that you get personal support to achieve your aspirations. We’re here for you from the moment you arrive, through to your graduation and beyond. We’ll give you the opportunity to try new things and to figure out what you want from your career— what it is that really drives, motivates and inspires you.

We’ll also help you identify your personal strengths and what you need to develop to be ahead of the crowd. Even if you’re not sure what it is you want to do yet, we can help you develop the skills and experience that you need to get that first job out of university, but also the ability to manage your own career development and succeed on whichever path you choose.

It’s your career development journey and you decide where it is that you want to go. By working with us you make sure that you’re giving yourself the best possible chance to get there. We’ve got the knowledge and resources to spur you on to success so, by working with us, you really will make the most of you!

When you arrive at Leicester you’ll have access to MyCareers: https://mycareers.le.ac.uk, our career management system, by simply using your university username to login. This is the gateway to:

- Booking one-to-one appointments with our career consultants for support with career planning, job hunting, CVs and applications, and mock interviews
- Booking workshops, such as mock assessment centres and psychometric testing
- Meeting employers who are coming on campus
- Finding all the opportunities available exclusively for Leicester students such as paid internships, volunteering, and extra-curricular activities

If you are looking for part time work whilst studying, make sure you sign up to Unitemps, based in the Student Services Centre, for opportunities on campus and in the city.

We’re here to support you throughout your time at university so make sure that you come and visit us in the Student Services Centre in the Charles Wilson Building and log-in to your MyCareers account to get started!

**Contact the Career Development Service:**

0116 252 2004 | careershelp@le.ac.uk | www.le.ac.uk/careers

@uolcsw | fb.com/uolcsw

**Feedback from Students**

**Student Feedback Questionnaires**

- At the end of each teaching session and each module students will be asked to complete an anonymous evaluation form and hand it to the session tutor to be returned to the course administrator for processing.
- Any issues raised on the feedback forms will be addressed by the tutor and may be raised at the Student Staff Committee or Board of Studies.
• A course evaluation form will be completed when submitting the dissertation. Any issues will be raised at subsequent Boards of Studies.

### Student Staff Committees

• Student Staff Committees are run in accordance with university procedures set out in the Code of Practice on the Work of Student Staff Committees. [http://www2.le.ac.uk/offices/sas2/quality/codes/documents/sscommittees.pdf](http://www2.le.ac.uk/offices/sas2/quality/codes/documents/sscommittees.pdf)

• Nominations for the course representative will be submitted in the first teaching week and elections will be held if necessary. [http://leicesterunion.com/represent/course-reps](http://leicesterunion.com/represent/course-reps)

• Committees will be organised before the Boards of Studies.

• The course representative will chair the Student Staff Committee, ask for agenda items and approve the minutes.

• Minutes will be presented and discussed at the MRes Board of Studies in the presence of the course representative.

• Students Reps are invited to the departmental Learning & Teaching committee meetings held three times a year.

### Safety and Security

• The Centre for Medicine is open 24/7 to postgraduate students. Any student staying in the building after 18.00 hours must sign in the ‘Out of hour’s book’ at main reception by the buildings entrance and be signed out of the register before leaving.

• Your swipe cards will enable you to gain access to the Centre of Medicine. Please note the barriers only permit one person to pass at a time, everyone must swipe.

• If you do not have your card with you then you will need to sign in and out of the building each time you enter and leave. Please ask at main reception if you need to sign in.

• Please play your part in the security of the building by wearing your identity badges at all times.

• In the event of the fire alarm sounding please leave the building by the nearest exit using the stairs and not the lifts and by following the emergency exit signs. Please assemble at the front of the building, Lancaster Road.

• There are trained first aiders on most floors in the building, please ask the course administrator for details or look on noticeboards.

### Personal Belongings

Your personal belongings are not covered by the University’s insurance. You are therefore advised to check whether your parents’ or family policies provide adequate protection. If not, private insurance arrangements should be made.

A lost property service operates from the Security Lodge, which is situated at the far end of the Fielding Johnson Building on Wyggeston Drive, University entrance No. 1.

Bicycles may be brought onto the main campus but must be placed in the cycle racks provided, and appropriate security measures taken to help to prevent theft and damage. For advice on preventing cycle theft and details of the University’s Coded Cycle Scheme visit: [www.le.ac.uk/estates/facilities_&_services/security/CodedCycleScheme.html](http://www.le.ac.uk/estates/facilities_&_services/security/CodedCycleScheme.html)

Cycle racks are available outside the main entrance of the Centre for Medicine.
Complaints and Academic Appeals Procedures

The University has robust systems in place governing the quality and standards of its degree programmes and your experience as a student here. We are confident that, like the vast majority of students here, you will enjoy and be satisfied with your course. In most instances your department will be able to resolve any issues that do occur but we recognise that this will not always be possible. For this reason, the University has official procedures that allow eligible cases to be formally reviewed.

Information about these procedures, including the relevant forms, can be found on the Student and Academic Services website: see www.le.ac.uk/sas/regulations/appeals-complaints. These pages should be read in conjunction with the University’s Regulations governing student appeals (www.le.ac.uk/senate-regulation10) and Regulations governing student complaints (www.le.ac.uk/senate-regulation12).