# Table of Contents

Welcome/Introduction ........................................................................................................... 4

Aims of the course ............................................................................................................... 4

Core texts for the course: ................................................................................................. 4

Induction ............................................................................................................................. 4

For International Students ............................................................................................... 4

Department Details ........................................................................................................... 5

Departmental Communications ......................................................................................... 5

Staff List and Key Contacts .............................................................................................. 5

Student Communications and Personal Details .............................................................. 5

Department Facilities ....................................................................................................... 6

Learn at Leicester .............................................................................................................. 6

University Library ........................................................................................................... 6

IT Services ......................................................................................................................... 6

Student Learning Development ....................................................................................... 7

Students’ Union Education Unit (ED) ............................................................................... 7

Learn a New Language with Languages at Leicester ..................................................... 7

Other University Facilities .............................................................................................. 8

University Bookshop ........................................................................................................ 8

University Regulations ................................................................................................... 8

Student Responsibilities ................................................................................................... 8

Attendance and Engagement Requirements ..................................................................... 9

Neglect of Academic Obligations .................................................................................... 9

Examination Regulations ............................................................................................... 9

Course details .................................................................................................................... 10

Programme and Module Specifications ......................................................................... 10

Teaching Timetable .......................................................................................................... 10

Coursework Submission ................................................................................................... 10

Table 1 - MRes Course Structure .................................................................................. 11

Table 2 – Teaching Sessions and Submission dates ....................................................... 12

Change of Course/Module .............................................................................................. 13

Marking and Assessment Practices ................................................................................. 13

Feedback and the Return of Work from Staff ................................................................. 13

Progression and Classification of Awards ...................................................................... 13

Referencing and Academic Integrity ............................................................................... 14

What we mean by ‘plagiarism’, ‘self-plagiarism’ and ‘collusion’ .................................... 14

Resources and advice to help you study with integrity and avoid committing plagiarism 15
Referencing style .................................................................................................................................................. 15
Turnitin Reports.................................................................................................................................................... 15
Notification of Ill Health and Other Mitigating Circumstances ................................................................. 16
Ethical Approval of Student Projects (if applicable) ....................................................................................... 16
Personal Support for Students ................................................................................................................................. 16
   Departmental Student Support Arrangements ............................................................................................... 16
   Equal Opportunities .............................................................................................................................................. 16
   University Student Support Arrangements .................................................................................................... 17
Health Care and Registering with a Doctor ........................................................................................................ 18
Careers and Employability ........................................................................................................................................ 18
   Career Development Service .............................................................................................................................. 18
Feedback from Students ........................................................................................................................................ 19
   Student Feedback Questionnaires ....................................................................................................................... 19
   Student Staff Committees .................................................................................................................................... 19
Safety and Security ................................................................................................................................................... 20
Personal Belongings .................................................................................................................................................. 20
Complaints and Academic Appeals Procedures ................................................................................................... 20
Welcome/Introduction

Welcome to the MRes Applied Health Research. The course is based in the Department of Health Sciences, one of five Departments within the School of Medicine which operates within the College of Medicine, Biological Sciences and Psychology. The Department is located across various sites of the University of Leicester as well as within the University Hospitals of Leicester. 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 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 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

Students who arrive late and miss the induction sessions should contact the course administrator.
Department Details

The Department of Health Sciences is located at various sites of the University of Leicester as well as within the University Hospitals of Leicester. The corporate office is located at 22-28 Princess Road West (PRW), Leicester LE1 6TP. ([http://www2.le.ac.uk/maps](http://www2.le.ac.uk/maps))

Teaching takes at the Adrian Building on main campus. 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>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>Prof Graham Martin PRW <a href="mailto:gpm7@le.ac.uk">gpm7@le.ac.uk</a></td>
</tr>
<tr>
<td>Postgraduate Tutor</td>
<td>Prof Elizabeth Draper PRW <a href="mailto:msn@le.ac.uk">msn@le.ac.uk</a></td>
</tr>
<tr>
<td>Course Director/Module Lead</td>
<td>Prof Andy Wilson PRW <a href="mailto:aw7@le.ac.uk">aw7@le.ac.uk</a></td>
</tr>
<tr>
<td>Module Leads</td>
<td>Dr Nafeesa Dhalwani LGH <a href="mailto:nnd2@leicester.ac.uk">nnd2@leicester.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Dr Susan Wallace Adrian 208 <a href="mailto:sew40@le.ac.uk">sew40@le.ac.uk</a></td>
</tr>
<tr>
<td>External Examiner*</td>
<td>Dr Charlie Lloyd University of York</td>
</tr>
<tr>
<td>Health Sciences Information Librarian</td>
<td>Mr Keith Nockels <a href="mailto:khn5@le.ac.uk">khn5@le.ac.uk</a></td>
</tr>
<tr>
<td>AccessAbility Tutor</td>
<td>Mrs Stephanie Hubbard Adrian 214h <a href="mailto:sjh62@le.ac.uk">sjh62@le.ac.uk</a></td>
</tr>
<tr>
<td>Equal Opportunities Officer</td>
<td>Dr Kate Williams PRW 201 <a href="mailto:ksw6@le.ac.uk">ksw6@le.ac.uk</a></td>
</tr>
<tr>
<td>Course Administrator</td>
<td>Ms Jacqui Egan PRW 008 <a href="mailto:MResAHR@le.ac.uk">MResAHR@le.ac.uk</a></td>
</tr>
</tbody>
</table>

*Please note it is not appropriate for students to contact an external examiner

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

- The PRW fax number is 0116 252 3272
- Additional computer facilities are available for disabled students in the AccessAbility Centre
- There is a dedicated Blackboard VLE for the MRes course.
- Photocopying: If you need to use the photocopier please ask the course administrator

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

You can access all of this by visiting: 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 information resources including a print collection of over 1 million items and a Digital Library of over 500,000 eBooks and 50,000 electronic journals which you can use from anywhere on the Web;
- 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, netbooks and wireless networking for your laptop;
- 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.

To get started, visit www.le.ac.uk/library.

For information about your subject, please visit 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 2010 and many specialist programs to help you with your studies.

Visit www.le.ac.uk/it4students for more information about:

- Student email: access your email and calendar anywhere, including on your smartphone or other mobile device;
- Printing: print, copy or scan on campus; pay by topping up your print and copy account;
• IT Help: visit the Help Zone in the Library, phone 0116 252 2253, email ithelp@le.ac.uk or attend a training course;
• Wifi: free access to eduroam wifi on campus, in halls 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). Download the map to find a Student PC area on campus from: www.le.ac.uk/pcareas;
• Files: store files on your Personal Z: drive, which is backed up and available anywhere;
• Blackboard Virtual Learning Environment: support and information for all your courses;
• Leicester Digital Library: access to journals, databases and electronic books online;
• Mobile app: download the University mobile app to find a University PC available near you or access Blackboard Mobile Learn.

More information can be found at www.le.ac.uk/it4students

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

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 confidential and impartial 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 a professional and friendly service.

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, online chat facilities are available (visit our website for further details), you can either pop in or book an appointment by contacting us on the details below:

Contact: Students’ Union Education Unit (ED), Students’ Union (First Floor)
+44 (0)116 223 1132/1228 | educationunit@le.ac.uk | http://leicesterunion.com/support/education

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. We offer 16 different languages including Arabic, British Sign Language, Chinese and Spanish to name just a few, six different levels of learning and two different 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:
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

### 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). 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.

### 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 ‘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). 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)
Course details

Programme and Module Specifications

View the programme and module specifications for your course via 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
  o Full-time student is 1 September or 1st March.
  o Part-time student is 1st August or 1st March.
- 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 Notification of ill health and other 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-regulation7 or www.le.ac.uk/sas/assessments/late-submission).
- Marks will be deducted for exceeding the word limit for module assignments by more than 10%.
- Marked assignments will be returned by email to your University email account.

### Table 1 - MRes Course Structure

<table>
<thead>
<tr>
<th>Core Taught Modules</th>
<th>Credits</th>
<th>Teaching Weeks</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fundamentals Module</strong></td>
<td>20</td>
<td>Introduction to applied health research Introduction to quantitative methods</td>
<td>Assignment (85%) Oral Presentation (15%)</td>
</tr>
<tr>
<td>MD7431</td>
<td></td>
<td>Finding Research Evidence Synthesising research evidence Critical appraisal of systematic reviews Research governance and management Ethics: key principles and processes Patient Public Involvement Introduction to qualitative methods Developing and presenting a research proposal</td>
<td></td>
</tr>
<tr>
<td><strong>Quantitative Module</strong></td>
<td>20</td>
<td>Introduction to statistical principles Introduction to SPSS Analysing data using SPSS 1 – categorical data Analysing data using SPSS 2 – continuous data Analysing data using SPSS 3 - regression Survey methods and questionnaire design Design and conduct of clinical trials Introduction to meta-analysis Observational Research Methods 1 Observational Research Methods 2</td>
<td>Design Assessment (30%) Analysis Assessment (70%)</td>
</tr>
<tr>
<td>MD7432</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Qualitative Module</strong></td>
<td>20</td>
<td>Introduction to course Epistemology, approaches and identifying questions Research in action Ethics Managing research information Designing and planning a qualitative research project Conducting interviews, focus groups &amp; observation Making the familiar strange: Ethnography, images &amp; 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</td>
<td>Critical Appraisal (30%) Reflective Essay (70%)</td>
</tr>
<tr>
<td>MD7433</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dissertation</strong></td>
<td>120</td>
<td>A research project of 15-20,000 words on a health research-related topic of your choice.</td>
<td>Written report (80%) Viva (20%)</td>
</tr>
</tbody>
</table>
## Table 2 – Teaching Sessions and Submission dates

<table>
<thead>
<tr>
<th>Module</th>
<th>Dates (all teaching sessions 9.30 – 16.30)</th>
<th>Module Leads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualitative Methods</td>
<td><em>Full-time Students</em> 1 April 2016, 1 September 2016 – Submission During September/October - Viva <em>Part-time Students</em> 1 October 2016, 1 August 2017 – Submission During August/September - Viva</td>
<td>Dissertation Supervisors</td>
</tr>
<tr>
<td>Dissertation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Full details of teaching sessions and teaching rooms can be found in the Module handbooks on Blackboard or by request from the course administrator.
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 the University’s Registry and will only be allowed in certain circumstances.

See www.le.ac.uk/sas/courses/transfercourse or 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.

- Refer to 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 to consider progress and award degrees. Refer to 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

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.

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 (www.le.ac.uk/senate-regulation6). 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>Grade</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>50-59%</td>
<td>C  Pass</td>
<td></td>
</tr>
<tr>
<td>Less than 50%</td>
<td>F  Fail</td>
<td></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. **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 will convene to consider individual module marks in May and October and report to the Departmental Board of Examiners.

- 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 and any resubmission opportunities.

- 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 [www.le.ac.uk/sas/regulations/mitigation](http://www.le.ac.uk/sas/regulations/mitigation).

- 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](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 student discipline (see www.le.ac.uk/senate-regulation11 ‘Plagiarism and collusion: Departmental penalties for plagiarism and/or collusion).

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

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.

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 academic departments have a specific referencing style which you are required to use. Please note that some of your modules may be taught by different departments. 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

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.
Notification of Ill Health and Other 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) 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 for full details of the mitigating circumstances regulations and procedures, including the University’s definition of a mitigating circumstance.

Please contact the course administrator and the module tutor 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 ill health and mitigation as detailed above.

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

- 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.
- 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

The Department Equal Opportunities Officer is Dr Kate Williams.

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

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). Low-level 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 | accessable@le.ac.uk | www.le.ac.uk/accessability

The Departmental AccessAbility Tutor is Mrs Stephanie Hubbard, Tel: 252 7264 | sjh62@le.ac.uk

Student Welfare Centre
The Student Welfare Centre 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 and guidance is available in relation to private rented accommodation.

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, Percy Gee Building (First Floor).
Tel: +44 (0)116 223 1185 | Fax: 0116 223 1196 | welfare@le.ac.uk | 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 counselling on a one-to-one or group basis 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.

For information see our website: www.le.ac.uk/counselling

Contact: Student Counselling Service
+44 (0)116 2231780 | counselling@le.ac.uk

Student Mental Wellbeing Support
Practical and emotional one-to-one and group support to students managing mental health issues whilst at the University.

**Contact:** Student Support (mental wellbeing)
+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](http://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: [www2.le.ac.uk/students/info/new/postgrad/health](http://www2.le.ac.uk/students/info/new/postgrad/health)

**Careers and Employability**

**Career Development Service**

You need a first-class education; that’s a given. But you also need an edge, an advantage, a head-start in the competitive graduate recruitment world. Based in the Students’ Union, your award winning Career Development Service is here to guide and support you from your arrival at Leicester through to graduation and beyond.

Throughout your studies you will engage with the **Career Development Journey** which is your personal guide to working out what you want to do after University and how to get there. Starting early is key, and completing the first step of the journey is simply achieved by logging onto MyCareers with your university username and password. You can access this through our homepage.

**MyCareers is your 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;
• Invitations to employer events;
• Finding all the opportunities available exclusively for Leicester students such as paid internships, volunteering, and enterprise and business start-up activities.

Get involved by:
• Signing up to Unitemps If you are looking for part time work whilst studying. We are based next to the Career Development Service in the Students’ Union.
• Coming along to fantastic employer events throughout the year including the Festival of Careers. We are one of the top 25 universities targeted by the largest number of top employers!
• Reflecting on your skill development throughout your academic studies and extra-curricular activities, as you will need to show employers how you can communicate, work in a team and much more. For more information on the Transferable Skills Framework go to our website.

Come and visit us in the Students’ Union and log onto your MyCareers account to get started. We’re here to support you throughout your time at university so make the most of the services we offer, to make the most of you.

Contact: Career Development Service, Level 0, Students’ Union, Percy Gee Building
0116 252 2004 | careershelp@le.ac.uk | www.le.ac.uk/careers | @uolcds | fb.com/uolcds

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
• 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
• 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 Board of Studies in the presence of the course representative.
• Students Reps are invited to the Learning & Teaching committee meetings held three times a year.
Safety and Security

- Your swipe cards will enable you to gain access to the Adrian building and bridge to MSB, Princess Road West building and Centre of Medicine.
- Please play your part in the security of the buildings by wearing your student identity badges at all times when on campus.
- Adrian building - you must show your card at reception when entering the building. If you do not have your card you will need to sign in.
- Adrian building is open 24/7 for registered students and staff. Any student staying in the building after 18.00 hours must sign in the afterhours register at reception and sign out of the register on leaving the building.
- Centre of Medicine – Health Sciences will be moving into the new Centre of Medicine building under construction on University Road/Lancaster Road. All staff and teaching will move when the building is ready to be occupied. Students will be informed of the moving process when details are available.
- 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.
- There are trained first aiders 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 to Adrian building.

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](http://www.le.ac.uk/sas/regulations/appeals-complaints). These pages should be read in conjunction with the University’s [Regulations governing student appeals](http://www.le.ac.uk/senate-regulation10) and [Regulations governing student complaints](http://www.le.ac.uk/senate-regulation12).