MSc/Postgraduate Diploma/Postgraduate Certificate

Diabetes

2015/16 Academic Year
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Welcome/Introduction

Our overall aim and priority is to provide clinically relevant postgraduate and professional education of the highest quality, which allows our students to improve patient care. To achieve this, we have developed the higher education Diabetes programmes working collaboratively with national and international experts in diabetes including specialist care, primary care, social sciences, epidemiology, medical statistics, psychiatry and child health.

We believe our programme provides the most topical and up-to-date thinking around clinical care and research. Importantly, our courses also provide practical examples of how research and new ways of delivering diabetes care can be applied in real-life clinical practice. Our courses are enriched by our strong collaboration with national and internationally acclaimed researchers in the area of diabetes care. These researchers are designing and delivering trials which are changing practice.

Our close collaboration with clinical colleagues from the multi-professional team who work across the primary and secondary care interface enhances the student experience. This ensures that our programmes provide sound clinical grounding and academic underpinning but also important transferable clinical and research skills. Members of the diabetes team who have contributed to this programme have been involved in advisory and consultancy roles within the Department of Health, Royal Colleges, NICE and Diabetes UK and have published their work in the highest impact journals including the Lancet, the New England Journal of Medicine and the British Medical Journal. This link with the vibrant and dynamic research team is important at a time when new therapies for diabetes and new approaches to management are changing so rapidly.

Our programmes have been awarded recognition by the International Diabetes Federation. This recognition recognises acknowledges our excellence in providing diabetes education to health care providers.

We wish you the best of luck as you embark on your journey of obtaining a higher award in Diabetes.

Professor Melanie J Davies & Professor Kamlesh Khunti, Co - Course Directors

Induction

There will be induction days held for all new students on Thursday 1st October 2015 & Monday 5th October 2015; on these days you will receive all necessary information related to the course. Students will be sent information about the induction days beforehand. All information covered at induction will be available on Blackboard.

For International Students

- The Diabetes Programme of study has a Teaching Fellow who is assigned to be the International/Full Time student lead. This person will be the personal tutor for all overseas and full time students. Students will have time to meet this student lead during the planned induction days.
- If an international student arrives late and misses their induction they should contact the course administrator at mscdiabetes@le.ac.uk.

Department Details

The Diabetes programme of study sits within the Department of Health Sciences. More information about the Department can be found at the following website link: Health Sciences at Leicester — University of Leicester (http://www2.le.ac.uk/departments/health-sciences)

The majority of the teaching for the Diabetes Programme is held across 2 sites which are:
The Leicester Diabetes Centre (LDC) at the Leicester General Hospital site (part of the University Hospitals of Leicester (UHL) NHS Trust)

University of Leicester, Department of Health Sciences at Princess Road West (PRW)

Diabetes related modules are mainly taught at the LDC and Research modules are mainly taught at Princess Road West, with some lectures taking place at the University Main Campus.

Department Facilities

The Leicester Diabetes Centre (LDC)

Most teaching for the diabetes programme is done in the Cumulus (BLOOM Zone), Nimbus and Cirrus (AIR Zone) Teaching Rooms in the Leicester Diabetes Centre (LDC). The postal address is:

- Leicester General Hospital, Gwendolen Road, Leicester, LE5 4PW
- Please see Appendix 1 for a site map to help you find the LDC within the hospital site.
- The LDC is situated in Zone 4 (Green). The easiest way to enter the building is through the entrance with the Red semi-circle on the map this is the ‘Medical Wards Entrance’ (opposite Hadley House on the map). Follow the corridor a short way up where you will see signs to the LDC on your left. The LDC is on the first floor and can be accessed via the lifts on your left or the stairs (see site map). On exiting the stairs or lift you will enter the LDC Reception area. BLOOM and ORIGIN zones are on your left and AIR and BROADLEAF zones are on your right. Please ask a member of staff if you are unsure where you need to be. Our teaching rooms are fitted with SMART board technology which enables interactive teaching. If you are driving the best place to park while you are accessing the LDC is in the visitor car park next to Hadley House.
- Wifi: free access to Eduroam wifi is available at the LDC. For instructions on how to set up your device please follow the link and follow the instructions [http://wireless.le.ac.uk/](http://wireless.le.ac.uk/)
- Student access is restricted to Air and Bloom zones; please do not go into Broadleaf and Origin unless specifically invited to meet with a member of staff. These are busy clinical areas and students should not enter them.

Travel for the LDC

Traffic congestion in Leicester is increasing. If you are travelling by car you may need to allow extra time for your journey as queuing can occur at peak times. The Leicester General Hospital is situated about three miles east of the Leicester city centre in Evington. Please follow the link for more information on how to find the Leicester General Hospital: [Travelling to the Leicester General Hospital](http://www.leicestershospitals.nhs.uk/patients/getting-to-hospital/leicester-general-hospital/)

Car Parking for the Leicester Diabetes Centre

The Leicester General Hospital car parks are accessible from Coleman Road and Wakerley Road. The best place to park while you are accessing the LDC is in the visitor car park next to Hadley House (See site map). The car parks are open 24 hours a day. The car park office is open weekdays from 8:30am to 4:30pm and can be contacted on (0116) 258 8281. For immediate assistance when the car park office is closed contact the on-site security office alternatively out of hours customers needing assistance can ring the Security Control Room on (0116) 2586767.

Please be aware there is a charge for parking in Leicester General Hospital car parks:

- Please note that the Leicester Diabetes Centre can provide parking tickets for £2.50 per day that can be purchased in advance from the MSc Diabetes Administrator.
- Disabled parking - Free disabled spaces exist around all three hospitals; please check with the hospital car park attendants for details. Car park attendants regularly check disabled spaces, to ensure only blue badge holders use them.
- Drop-off points (maximum 20 minutes parking) - There are drop-off points at the main hospital entrances.
- Restricted parking areas - Be careful when parking to keep restricted areas clear. These are indicated by red markings. Cars parked in these areas will be clamped or towed.
- Cycle and Motorbike Parking - Parking exists for cycles and motorbikes at the main entrance to the hospital (please see site map).

**Bus travel to the Leicester Diabetes Centre**

- **Hospital Hopper Bus**: Our hospital shuttle bus service, the ‘Hospital Hopper’ runs between the three Leicester hospitals every 30 minutes from Monday to Friday. There is a set fare of £2.50 - £3.00 which gives a ticket that is valid for unlimited travel/journeys on the Hospital Hopper for that day. The service links the three hospitals, Beaumont Leys Centre, Hamilton Centre, the Railway station and Leicester’s Park and Ride hub at St Nicholas Place. Catch it at UHL bus stops to travel to and between any of these stops. The first bus from Hamilton leaves at 06:24am; the first bus from Beaumont Leys shopping centre sets off at 6:30am. The last bus from each end of the Hopper route leaves at 18:54 (Hamilton) and 19:00 (Beaumont Leys). For full details of times and stops please follow the link: Hospital hopper bus (http://www.leicestershospitals.nhs.uk/patients/getting-to-hospital/bus-travel/hospital-hopper-bus/)

- Leicester buses arrive and depart from the Haymarket Bus Station at the Haymarket Shopping Centre and St. Margaret’s Bus Station in Gravel Street, or from the many city centre stops. Both bus stations are about 15 minutes walk from the railway station where there is a stop for the Hospital Hopper, which is a shuttle bus running between the three Leicester hospitals sites (Leicester General Hospital / Leicester Royal Infirmary / Glenfield General Hospital). For bus travel we would recommend that you check the local bus company own sites for up to date information (Arriva, Centrebus, First, Kinchbus, Stagecoach).

**Refreshments at the Leicester Diabetes Centre**

Tea and coffee will be provided for the morning and afternoon coffee breaks. Lunch is not provided, however there are a range of on-site facilities for students to purchase lunch or you may wish to bring a packed lunch. There are a variety of vending machines in the refreshment bar area outside the Cumulus Teaching room situated in BLOOM Zone. Please note students are not allowed into staff kitchen areas, nor to help themselves to coffee from the staff coffee machines.

The Leicester General hospital has the following on-site facilities for patients, visitors and staff. Please refer to the site map

**LEAT Street Restaurant** (Open Monday to Friday 7am until 2:30pm)

LEAT Street restaurant is near to the main reception. It has a large refurbished eating area inside and a seating area outside for use in nice weather. The servery has a variety of cuisines including a salad bar, Starbucks coffee and hot and cold food choices.
WRVS Shop
The WRVS can be found along the main corridor of the hospital not far from the main entrance and sells cards, gifts, refreshments, confectionary and some basic grocery items.

SOHO Coffee Shop (Open every day 8am until 6pm)
SOHO Coffee is located within the main restaurant area. As well as beverages it offers a range of fresh sandwiches, cakes and snacks.

WRVS Tea Bar
The WRVS tea bar is situated in the outpatients department and serves refreshments and snacks.

WRVS Cafe
The WRVS cafe is located just inside the doors of the maternity entrance.

24 hour Vending Machines
There are several places throughout the hospital that 24 hour Vending Machines can be found: situated at the bottom of the stairs leading to the LDC, just inside the maternity entrance, outside wards 26 and 27.

Cash Machine
There is a Royal Bank of Scotland cash machine at the main reception area.

Printing/Photocopying Facilities
Where possible you will be provided with hand-outs from all lectures on the first few days of your module (unless the speaker chooses not to provide them). After this students are expected to download and print materials/hand-outs from Blackboard for the remaining module days. Please note that there are no printing/photocopying facilities currently available at the LDC site. Printing and photocopying facilities can be found on the main University site: [http://www2.le.ac.uk/offices/itservices/services/desktop/printing?searchterm=photocopying](http://www2.le.ac.uk/offices/itservices/services/desktop/printing?searchterm=photocopying)

Department of Health Sciences; Princess Road West
Research modules take place at the Department of Health Sciences Princess Road West Campus which is a satellite campus of the main University. The address for this teaching location is listed below:

- University of Leicester, Department of Health Sciences, 22 – 28 Princess Road West, Leicester, LE1 6TP

Parking at Princess Road West
Parking is not available at Princess Road West, however there is pay and display outside the building with a maximum stay of 3 hours and there is an NCP car park on Duke Street at the rear of Bannatyne’s Health Club.

Refreshments at Princess Road West
The building at Princess Road West does not have restaurant facilities, however when at PRW students are welcome to use the common area located next to G20 together which has kitchen facilities. There is a hot and cold water dispenser, fridge, microwave and vending machines which contain drinks and snacks. There is also a popular sandwich shop called Mr Browns a few minutes away from the building (turn right out of the building and it is located at the end of the road) which provides a good selection of hot and cold snacks. There is also a Costa Coffee shop located in the New Walk Museum which is also a few minutes’ walk (turn left out of the building).
Choosing Accommodation

For those full time students who are moving to Leicester, choosing accommodation is a big decision. As the Leicester Diabetes Centre is a bus ride away from the Main University campus some students prefer to be physically closer to the teaching location to cut down on travelling time, choosing their accommodation nearer to the LDC. Some however prefer to choose accommodation nearer to the main campus and travel in to the LDC when required. This enables them to embrace the student life more and participate in social activities offered by the University. For more information on choosing accommodation please visit the University Accommodation Services at the following link: [http://www2.le.ac.uk/offices/accommodation](http://www2.le.ac.uk/offices/accommodation)

Research in the department

There are national and internationally recognised researchers based at the LDC and the Department of Health Sciences. The following links will give you more information about the research that is being undertaken in Leicester:

- [http://www.leicestershirediabetes.org.uk/research-5.html](http://www.leicestershirediabetes.org.uk/research-5.html)
- [http://www2.le.ac.uk/departments/health-sciences/research](http://www2.le.ac.uk/departments/health-sciences/research)
- [http://www.ll.dlpa.bru.nihr.ac.uk](http://www.ll.dlpa.bru.nihr.ac.uk)

Social Media

Keep up to date with the various activities which are taking place within the LDC via social media. Our Facebook and Twitter addresses are:

- [www.facebook.com/LeicesterDiabetesCentre](http://www.facebook.com/LeicesterDiabetesCentre)
- [@LDC_Tweets](http://twitter.com/LDC_Tweets)

Departmental Communications

Most communication will be via your university e-mail address. If you have an alternative e-mail address please set up a divert on your University E Mail account to this. You can find out more information on how to do this on the Blackboard website once you have logged in. Please note that the course administrator will only send departmental communications via your University of Leicester E mail Address.

To contact staff it is advisable to e-mail them to request an appointment. E-mail addresses are listed below and can also be found on the departmental website ([http://www2.le.ac.uk/departments/health-sciences/people](http://www2.le.ac.uk/departments/health-sciences/people)).

Communication Etiquette

Throughout your course you will inevitably need to contact module leaders, personal tutors and dissertation supervisors. Please remember that these individuals not only have busy schedules within the University but in addition have clinical and research responsibilities within the NHS. Without their continued input students would not gain the valuable knowledge and support these individuals provide; therefore, we expect you to be respectful in all your contact with them. In particular, email contact must be conducted in a well-mannered and purposeful fashion. Any discourteous behaviour may jeopardise support available for future students.

For E Mail communications some simple rules to follow are:

- Always address the mail recipient in the E Mail by name. It can be perceived as discourteous to start an email without the recipient’s name or with just ‘Hi’.
- Always sign off with your name at the bottom of an e mail.
- Check your mail regularly.
Always reply, even if a brief acknowledgement is all you can manage - there is still sufficient unreliability about email transmissions to create doubt in the mind of the sender that you ever received it.

Conversely, never assume that simply because you have sent a message, it has been read.

Reply promptly.

Make arrangements for your email to be forwarded to someone to handle when you go away, or install an automatic reply system advising that you will not be able to respond.

Be very careful how you express yourself, especially if you feel heated about the subject (for instance if you are shooting off a quick response to some issue). E-mail lacks the other cues and clues that convey the sense in which what you say is to be taken, and you can easily give the wrong impression.

Remember the message will be read by another person who may not appreciate your ‘personality’.

For telephone contact some simple rules to follow are:

You should only phone members of staff after arranging this via email with the course administrator or the member of staff themselves. Our staff do not expect to receive un-anticipated calls from students.

Please also remember staff are there to help in your studies and expect to be spoken to with respect, rude or abusive behaviour will not be tolerated.
# Staff List and Key Contacts

<table>
<thead>
<tr>
<th>Title</th>
<th>Member of staff</th>
<th>Location and Contact details</th>
</tr>
</thead>
</table>
| Head of Department                                                    | Prof. Graham Martin        | PRW  
graeham.martin@leicester.ac.uk                   |
| Joint Course Director                                                 | Prof. Kamlesh Khunti       | LDC  
Kk22@le.ac.uk                                      |
| Joint Course Director                                                 | Prof. Melanie Davies       | LDC  
melanie.davies@uhl-tr.nhs.uk                      |
| Deputy Course Director                                                | Prof. Heather Daly         | LDC  
Heather.daly@uhl-tr.nhs.uk                         |
| Deputy Course Director                                                | Dr David Webb              | LDC  
David.webb@uhl-tr.nhs.uk                           |
| Senior Teaching Fellow; Operational Lead / Overseas Student Lead      | Dr Patrice Carter          | LDC  
Pc154@le.ac.uk                                    |
| Senior Teaching Fellow; Module Co-ordinator                           | Jane Sennett               | LDC  
Jane.sennett@uhl-tr.nhs.uk                         |
| Senior Teaching Fellow; Dissertation Lead                             | Sue Cradock                | LDC  
Sue.Cradock@ntlworld.com or sc391@leicester.ac.uk  |
| Course Administrator                                                  | Amanda Harkis              | LDC  
mscdiabetes@le.ac.uk                               |
| Health Sciences Information Librarian                                 | Keith Nockels              | Library Main site  
khn5@le.ac.uk                          |
| External Examiner                                                     |                            |                                                   |
| Accessibility Tutor Examinations Officer                               | Stephanie Hubbard          | Adrian 214a  
sjh62@le.ac.uk                                     |
| Equal Opportunities Officer                                           | Dr Kate Williams           | PRW 201  
ksw6@le.ac.uk                                  |
<table>
<thead>
<tr>
<th>Module leaders/Tutors:</th>
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</table>
| **Clinical Presentation and Management in Diabetes: Glycaemic Control, New and Novel Therapies** | Dr David Webb  
Judith Leonard  
Sandra Campbell | LDC  
LDC | david.webb@uhl-tr.nhs.uk  
Judith.Leonard@uhl-tr.nhs.uk  
Sandra.Campbell@uhl-tr.nhs.uk |
| **Clinical Presentation and Management of Diabetes: Complication & Cardiovascular Disease** | Janette Barnett  
Jane Sennett | LDC  
LDC | Janette.barnett@uhl-tr.nhs.uk  
Jane.sennett@uhl-tr.nhs.uk |
| **Injectable Therapies** | Geri Gray  
June Sorensen | LDC | geri.gray@uhl-tr.nhs.uk  
June.Sorensen@uhl-tr.nhs.uk |
| **Self-Management in Diabetes Care** | Dr Marian Carey  
Sue Cradock | LDC  
LDC | Marian.carey@uhl-tr.nhs.uk  
Susan.Cradock@uhl-tr.nhs.uk |
| **Adult Inpatient** | Kath Higgins  
June James  
Helen Atkins | UHL  
UHL | kath.higgins@uhl-tr.nhs.uk  
june.james@uhl-tr.nhs.uk  
Helen.Atkins@uhl-tr.nhs.uk |
| **Clinical Presentation and Management of Endocrine Disorders** | Dr Hamidreza Mani | UHL | Hamidreza.Mani@uhl-tr.nhs.uk |
| **Prevention, Screening & Early Detection of Diabetes** | Dr Patrice Carter  
Dr Deirdre Harrington | LDC  
LDC | Pc154@le.ac.uk  
dh204@le.ac.uk |
| **Obesity and Diabetes** | Jacqui Troughton  
Emma Brady | LDC | Jacqui.troughton@uhl-tr.nhs.uk  
Emma.Brady@uhl-tr.nhs.uk |
| **Counselling Skills** | Prof. Heather Daly | LDC | Heather.daly@uhl-tr.nhs.uk |
| **Children and Young People with Diabetes** | Dr James Greening  
Dr Prem Sundaram | UHL  
UHL | james.greening@uhl-tr.nhs.uk  
prem.sundaram@uhl-tr.nhs.uk |
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 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.

Learn at Leicester

Whatever your subject or level of study, there are 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

UHL Library

UHL Libraries provide access to print collections and a quiet place to study whilst on hospital premises. Each UHL site has a library you can study in:
• Leicester General Hospital: Monday to Friday 9am - 4.30pm. 0116 258 8124/ ggh.library@uhl-tr.nhs.uk
• Leicester Royal Infirmary: Monday to Friday 9am - 4.30pm. 0116 258 7515/ lri.library@uhl-tr.nhs.uk
• Leicester Glenfield Hospital: Monday to Friday. 0116 256 3672/ ggh.library@uhl-tr.nhs.uk

Please visit the UHL website for more information: http://www.uhl-library.nhs.uk/students.html

**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](http://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](http://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](http://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](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 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](http://leicesterunion.com/support/education)
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:
+44(0)116 252 2662 | lalenquiries@le.ac.uk | www.le.ac.uk/ml/lal.

English Language Teaching Unit

The English Language Teaching Unit offers a wide range of English Language and Study Skills courses to students who are studying at, or who want to study at, the University of Leicester. We encourage all students whose first language is not English to undertake courses provided through the ELTU.

Contact: English Language Teaching Unit
+44(0)116 229 7859 | eltu@le.ac.uk | www2.le.ac.uk/eltu.

Other University Facilities

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

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
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.

Core Modules

- Clinical Presentation and Management in Diabetes: Glycaemic Control, New and Novel Therapies
- Clinical Presentation and Management of Diabetes: Complication & Cardiovascular Disease

Core Research Modules

(For MSc and Diploma students only)

- Foundations of Applied Health Research OR Quantitative Methods in Applied Health Research OR Qualitative Methods in Applied Health Research

Option Modules

- Prevention, Early Detection & Screening of Diabetes
- Injectable Therapies
- Clinical presentation and management of Endocrine disorders
- Adult Inpatient Care
- Obesity and Diabetes
- Self-management of Diabetes Care
- Counselling Skills
- Children and Young People with Diabetes

Attendance 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.

**Students are required to attend all taught days for each module they are attending.** Usually teaching days commence at 9 am and finish around 5pm; however this can vary from module to module. You will be sent information on start times prior to modules commencing.

Unauthorized absences will be dealt with under the Disciplinary Regulations within the General Regulations for Taught Programmes (http://www.le.ac.uk/sas/regulations)

**Punctuality**

We expect all students to arrive prior to the start of the first lecture of the day. The timetable should be checked and individuals should give themselves plenty of time to get to the LDC for the appropriate time. **If students arrive late for lectures they will not be permitted to enter the teaching room once teaching has started.** Students will be expected to wait until the next break. It is discourteous to both the speaker and fellow students to disrupt a lecture once it has started.

If students are unable to attend a taught day they must inform the course administrator as soon as possible.

Tel: 0116 258 8651
Email: Mscdiabetes@le.ac.uk

**Teaching Timetable**

Students have different taught requirements for different study pathways. The following number of modules are required for the following higher awards:

- **MSc Diabetes:** 6 taught modules (2 x Diabetes core, 1 x research core and 3 x diabetes/research option)
- **PG Diploma Diabetes:** 6 taught modules (2 x Diabetes core, 1 x research core and 3 x diabetes/research option)
- **PG Certificate:** 3 taught modules (2 x diabetes core, 1 x option)

Each module is usually made up of 5 taught days and an examination day.

At the induction day students will be asked to make module choices for the academic year. If a student cannot attend the induction day then the course administrator will contact them to confirm their module choices and dates. Where a student fails to make their choices within the agreed time scale, module choices will be allocated by the personal tutor.

Full time students will complete all modules in 1 year and part time students (depending on award pathway) have 2-4 years to complete the taught modules. Most students studying for a part time MSc will take 2 modules per year and then complete their dissertation in the final year.

If there are any changes to teaching timetables, or dates of modules, students will be informed via their University E Mail accounts.

**Self-Directed Study**

- All modules require the student to complete self-directed study outside of the taught days. In total it is expected that each module will take around 150 hours of study time. This includes face to face taught time and self-directed study.
• Although the taught element of each module gives you an intensive overview of the particular subject, the self-directed study element embeds that information so that you retain it and extend your knowledge.

• Each module has a reading list (details of which can be found in each module handbook) following the aims and learning objectives of each module. In addition, you should carry out your own literature search by identifying further reading on a particular topic. This survey of the literature is an important skill to develop, because it will enable you to go on extending your knowledge throughout your professional life.

• To further direct students we have also included self-directed study and self-assessment sections for each lecture within a module. This will enable you to direct your studies appropriately.

• Our course has been praised for how well it links theory with clinical practice. For each module we have developed some practical clinical competencies that students may find useful to work through for Clinical professional development when back in the clinical environment. These competencies are purely based on clinical skills and therefore do not reflect the MSc level of the modules and are also not a requirement to pass the course/module. They are purely there for you to use to self-assess your clinical competency levels.

Coursework Submission

The University Regulations do not allow departments to grant extensions to a deadline for coursework or other assessed work. In cases where there are no accepted mitigating circumstances, late submission shall lead automatically to a penalty being applied from the University’s late submission penalty scheme.

You should make sure that you submit your assignments by their due date to avoid any marks being deducted for lateness. Penalties for late submission of coursework follow the University scheme defined in Regulations governing the assessment of taught programmes (see Senate Regulations 7.95: www.le.ac.uk senate-regulation7 or www.le.ac.uk/sas/assessments/late-submission)

• Late submissions will lead to automatic imposition of a penalty:
  
  o A deduction of 10% of the maximum mark available from the actual mark achieved by the student shall be imposed upon expiry of the deadline (submission date)
  o A further deduction of 5% of the maximum mark available from the actual mark achieved by the student shall then be imposed on each of the next subsequent working days
  o The above penalties shall be applied until the pass mark for the assessment has been reached (50% for postgraduate work), after which point no further penalties shall be applied unless the work is deemed to be a non-submission.
  o 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.

• Assessments for modules vary but for most this is an exam and a piece of written coursework. Coursework and exam dates are given at the start of the modules. Usually exams are scheduled 8 weeks after the last module taught day. Students are usually expected to hand in any written work when they attend for the exam.

• Written coursework is submitted through ‘Turnitin’ on Blackboard. You are also required to send in 2 paper copies of your work to the course administrator. Written work should be submitted by 5pm on the due date.

• The course team work to a 21 day deadline for marking exams and assignments. Students should receive module marks and feedback by this point.

• You will receive more details about submission of written work in the module handbooks which you will receive on the first taught day of each module.
• Make sure you always back up your work. Always keep back-up copies in a separate location to your computer and your original data.

• The postal address for all coursework is: MSc Diabetes Course Administrator, Leicester Diabetes Centre (AIR Zone), Leicester General Hospital, Gwendolen Road, Leicester, LE5 4PW

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.

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.

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-regulation). 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)

• All assessments related to modules and overall module marks can have the following outcomes:

<table>
<thead>
<tr>
<th>Assessment Mark</th>
<th>Grade</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥70%</td>
<td>A</td>
<td>Pass with distinction</td>
</tr>
<tr>
<td>60-69%</td>
<td>B</td>
<td>Pass with merit</td>
</tr>
<tr>
<td>50-59%</td>
<td>C</td>
<td>Pass</td>
</tr>
<tr>
<td>≤49%</td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

More information on marking schedules and marking criteria are given in individual module handbooks.
Where a student fails to achieve the 50% pass mark in a module s/he shall, subject to the requirements listed in the General Regulations for Taught Post Graduate Programmes, be entitled to re-sit or re-submit any of the failed components of assessment associated with the module in which they scored less than 50%, on one occasion only. The resubmitted element mark will be capped at 50%. Please see the regulations link above for a more detailed explanation.

The progress of each student shall be considered by a Board of Examiners twice a year. The Board of Examiners shall determine whether a student is permitted to progress to the dissertation. Where the structure of a programme is such that a student has already begun work on his/her dissertation, the Board of Examiners shall determine whether the student may continue with this work. Progression requirements are given in the General Regulations for Taught Programmes and the Programme Specification.

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](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 and Academic Integrity

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](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.

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](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.

Ethical Approval of Student Projects

Your project supervisor will advise you if ethical approval is be required for your project work and the process by which you apply for and receive such approval. The handbook you will be provided with at dissertation workshops will give more information about this.
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 and where possible there will be an opportunity to meet your 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 any of the course team or any of the teaching staff. Please contact the MSc Administrator of you cannot contact your module leader and you need urgent advice: [mscdiabetes@le.ac.uk](mailto:mscdiabetes@le.ac.uk)

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 directors or the Equal Opportunities Officer.

University Student Support Arrangements

The University offers a holistic service to meet student needs in the major areas of student life, health and well-being, practical matters and learning and career development. A summary of the development and support services that the University provides can be found in the Making Connections leaflet: [http://go.le.ac.uk/makingconnections](http://go.le.ac.uk/makingconnections)

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

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

Clinical Observershhips

- Our course offers all students an opportunity to observe clinicians working within clinical practice in the local hospitals. The Leicester Hospitals run a variety of clinics which may interest students such as:
  - General Clinics
  - Foot Clinics
  - Gestational Diabetes Clinics
  - Dietetic Clinics
  - Specialist Nurse Clinics
  - Nephrology Clinics
  - Erectile Dysfunction Clinics

- If students wish to take advantage of this opportunity they will need to go through the process of obtaining an honorary contract with the University Hospitals of Leicester NHS Trust. Students will be guided through this process by the Overseas/Full Time Student lead. Students will need to undergo Disclosure and Barring Service and Occupational Health Checks. Students will also need to provide a full CV and references. Once honorary contracts are in place, placements will be arranged for students. Before students attend placements they will be required to attend a training session detailing: rules on observership, dress code and health and safety.

Feedback from Students

Student Feedback Questionnaires

- The diabetes team values feedback from students, please be honest with your comments to help us improve our course for future students.

- At the end of each teaching day students will be asked to complete an anonymous evaluation form and hand it to the module leaders. This will ask for evaluation about the content and delivery of each speaker for the day. This feedback is given to speakers at the end of the module.

- Some staff also use a discussion board on Blackboard for further feedback

- Any issues raised on the feedback forms will be addressed by the tutor and may be raised at the student staff consultative committee or Board of studies.

- During the final taught day of each module some time is set aside for students to feedback to staff about the overall module. This feedback is taken by a member of staff who does not have any involvement in that particular module. This feedback is then given to module leaders who use it to review the module as a whole.

Student Staff Committees

The Department operates Student Staff Committees in accordance with procedures set out in the Code of Practice on the Work of Student Staff Committees.

- Three student staff committees each year for the diabetes course.
• Each year a student representative will be asked to represent their year group at the Board of studies:
  • Elections for the student representative will take place during the first core module of the academic
    year.
  • Student representatives will be required to attend (or join by telephone or video conferencing) two
    Board of Study meetings per year.

Departmental Prizes
• There are currently no academic prizes available for this course, however this will be reviewed in the
  next academic year.

Societies
• In March every year the Annual Professional Conference for Diabetes UK is held at a venue in the UK.
  This conference is a great Professional Development opportunity for students and can be a great place
  for professional networking. Diabetes UK offer free places for student members. Please see your
  personal tutor for information on this if you are thinking about attending. You can visit the Diabetes UK
  website for more information: http://www.diabetes.org.uk/

  • In November the Primary Care Diabetes Society (PCDS UK) also holds a conference particularly aimed at
    a primary care audience. Students who are interested in attending this conference can visit the
    conference website for more details: http://www.pcdsociety.org/

The National Conference for PCDS, 5th- 6th November 2015, The Conference Centre, National Motorcycle
Museum, Birmingham.

Submission of publications
Following successful completion of the dissertation students are encouraged to submit abstracts to DUK/PCDS
and/or submit their work for publication in peer reviewed journals; however this must be done in collaboration
with the dissertation supervisor and MSc Operational Lead. All submissions must be pre-approved and adhere
to the LDC formatting guidelines. Students must NOT submit anything without the agreement of the LDC.

Safety and Security
• The Leicester Diabetes Centre is open from 8.00am until 5pm Monday to Friday.
  • All students are required to sign in at reception as they arrive, and sign out as they leave.
  • All students must wear their Student ID badges at all times whilst in the department.
  • 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 at the Leicester Diabetes Centre, please ask the course administrator for
details or look on notice boards.
  • The Hospital and University sites operate a strict ‘No Smoking’ policy.
  • Student access is restricted to Air and Bloom zones; please do not go into Broadleaf and Origin unless
    specifically invited to meet with a member of staff. These are busy clinical areas and students should
    not enter them.
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

Visit the UHL website for information about cycling to the LDC site: http://insite.xuhl-tr.nhs.uk/homepage/working-life/travel/cycling

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).
APPENDIX 1

Leicester Diabetes Centre
(Upstairs—previously wards 5 to 8)
Education Sessions on Air & Bloom

Hopper Stops
Visitor Parking
Entrance