



**SCHOOL OF HEALTHCARE STUDIES  
YSGOL ASTUDIAETHAU  
GOFAL IECHYD**

**STUDENT HANDBOOK  
LLAWLYFR I FYFYRWYR**

**ACADEMIC YEAR  
BLWYDDYN ACADEMAIDD  
2011/12**



**BUDDSODDWR MEWN POBL  
INVESTOR IN PEOPLE**

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## 1 INTRODUCTION

### 1.1 Welcome

Welcome to the School of Healthcare Studies (SOHCS) in Cardiff University and congratulations on achieving the entry requirements and surviving the stringent selection process. The academic departments within the School have a long history of educating students to become the next generation of high quality healthcare professionals. We hope you enjoy your time in the School and find it both personally and educationally rewarding, and that it will form a basis for a successful career.

Being a student in the School is not complex, but there are a large number of things which will be new to you. This handbook is designed to help you come to terms with these as quickly and painlessly as possible. In addition to the many written forms of information you will be given, the staff in the School and the rest of the University will be happy to help should this be needed.

### 1.2 The Student Handbook

This Handbook provides you with a range of information, advice and contact details and will be one of a series of documents that you will be given. It is important that you read this Handbook thoroughly and also retain it for future reference throughout your time here as a student.

You will be provided with other Handbooks throughout your studies, giving more detail about particular components of the programme.

Please keep all of this information for future reference. Remember, that although staff will always be willing to give information you may well have access to it already – USE THESE HANDBOOKS to save everyone time and anxiety.

More detailed information about your specific programme can be found in your Programme Handbooks.

**In places it will suggest other areas where you can access further information. This information will be indicated by the following symbol**  
➡

### 1.3 The School Website

This site is a valuable source of information on a wide range of topics.

➡ [www.cardiff.ac.uk/sohcs](http://www.cardiff.ac.uk/sohcs)

## 1.4 Rules and Regulations

There are a number of rules that you must observe during your time here. General University Academic Regulations can be accessed via the Cardiff University web pages ➔ [www.cardiff.ac.uk/regis/sfs/regs/index.html](http://www.cardiff.ac.uk/regis/sfs/regs/index.html) also please refer to the School of Healthcare Studies Academic Handbook which can be found at ➔ [www.cardiff.ac.uk/sohcs](http://www.cardiff.ac.uk/sohcs)

Specific regulations concerning your programme of study will be included in the Programme Handbooks that you are issued at induction, or at the beginning of subsequent stages.

### Academic Disciplinary Matters

The regulations concerning the attendance and academic progress of students are available on the website

➔ [www.cardiff.ac.uk/regis/sfs/regs/index.html](http://www.cardiff.ac.uk/regis/sfs/regs/index.html)

### Disciplinary Matters in Relation to Student Conduct

The regulations concerning student discipline and conduct are detailed on the website ➔ [www.cardiff.ac.uk/regis/sfs/regs/index.html](http://www.cardiff.ac.uk/regis/sfs/regs/index.html)

This gives a definition of misconduct and a description of the disciplinary procedures. Details are also given of the appeal committee and appeal procedure.

As well as being required to abide by the regulations of the University with regard to conduct, you are also expected to abide by the Rules of Professional Conduct of the relevant Professional Body. All students receive a copy of these rules and instruction regarding them.

Students are expected to behave at all times in a responsible manner. The development of professional attitudes is an integral part of the programmes.

### Attendance

Attendance is mandatory and the nature of the undergraduate/pre-registration programmes is such that successful completion allows successful students to apply for registration with the Health Professions Council and a licence to practise. Consequently if you are registered on any of these programmes you are required to attend all timetabled lectures, practical classes and tutorials.

The policy for monitoring attendance complies with the University regulations concerning attendance and academic progress of students. The details and the procedures that you must follow if time off is required will be outlined to you during your first week.

### Reporting Absences

If you are absent for any reason you are required to inform your Departmental Office and, if appropriate, your clinical placement department giving the reason, as soon as possible, preferably before 10.00 am or as indicated by

your respective programme. A message may be left on an answering machine.

Following an absence through illness of less than 7 days you should complete a Self Certification Form. Prolonged absence through illness (exceeding 7 days including weekends) will require a Fit Note. For students who are employed, you must also follow the sickness procedures as indicated by your employer.

Irrespective of the length of absence any medical condition which is deemed to be a reason for an extension of the submission deadline for coursework or may affect your performance in examinations must be supported by evidence from a suitably qualified medical practitioner.

Further information on the University's student absence procedures are to be found on the University website

➔ [www.cardiff.ac.uk/regis/sfs/regs/index.html](http://www.cardiff.ac.uk/regis/sfs/regs/index.html)

### **Interruption of Studies**

Any request for a temporary interruption of study must be made via the School. Responsibility for approval of an interruption of study lies with the chair of the Board of Studies for the Department. A request for any interruption of studies must be completed via SIMS on line task

➔ <https://sims.cf.ac.uk/> and include any relevant documentary evidence. The Interruption of Study Procedure can be found in the Academic Regulations Handbook or visit ➔ [www.cardiff.ac.uk/regis/sfs/regs/index.html](http://www.cardiff.ac.uk/regis/sfs/regs/index.html)

### **Withdrawal**

If you wish to permanently withdraw from your programme of study you should in the first instance speak to your personal tutor or contact the Student Support Centre. To permanently withdraw from your programme please complete the SIMS on line task ➔ <https://sims.cf.ac.uk>

The University will inform relevant external bodies, the Welsh Assembly Government, UK Borders Agency, the Student Loan Company, professional bodies, security and the library of the withdrawal.

## 2 SCHOOL OF HEALTHCARE STUDIES

For an update on the SOHCS Library please note section 3.1 on page 12.

### 2.1 Tŷ Dewi Sant

The School of Healthcare Studies and the School of Nursing & Midwifery Studies are both housed in Tŷ Dewi Sant. The facilities include the Computer Laboratory and Kinaesiology Laboratory. The Health library is based in The Cochrane Building. For learning, teaching and research purposes Ty Dewi Sant is open Monday to Friday from 8.00 am to 8.00 pm. The building is close on Saturday and Sunday. There is a no-smoking policy in operation throughout the site.

The School is renowned for its innovation in learning and teaching and it is developing a strong research profile across all its areas of expertise.

There are six departments within the School:

Department of Occupational Therapy  
Department of Operating Department Practice  
Department of Physiotherapy  
Department of Radiography  
Department of Medical Illustration  
Postgraduate and Continuing Education Unit

### 2.2 Who's Who at School of Healthcare Studies

#### **Professor Patricia Price – Dean and Head of School**

Room: GF3D Tŷ Dewi Sant  
Email: [PricePE@cardiff.ac.uk](mailto:PricePE@cardiff.ac.uk)  
Telephone: +44 (0)29 206 87745

“As Dean and Head of the School of Healthcare Studies I am ultimately responsible to the Senate and Council of the University for all activities taking place within the School.

Given the size of the School of Healthcare Studies and my other responsibilities within the University, it is sadly a fact that I will not get to know each of you personally. However, should you have any issues which cannot be resolved by others within the School, then you are always able to approach me directly or by appointment made with my P.A. Ceri Petersen who can be found on the ground floor of TDS in room GF3/1D.”

#### **Julie Young – Acting Director – Department of Operating Department Practice**

Room:3.34 Ty Dewi Sant  
Email: [YoungJD@cf.ac.uk](mailto:YoungJD@cf.ac.uk)  
Telephone: +44 (0)29 20687711

“I work closely with the Head of School and other Departmental Directors in managing the activities of the School. As the Acting Director, I lead and manage the affairs of the Department of Operating Department Practice. I also chair the Board of Studies for the Department, which oversees all undergraduate learning and teaching activity within the Department.”

**Dr Gwilym Wyn Roberts – Director of Department of Occupational Therapy**

Room: 3.16 Tŷ Dewi Sant

Email: [RobertsGW@cardiff.ac.uk](mailto:RobertsGW@cardiff.ac.uk)

Telephone: +44 (0)29 206 87797

Chairman of SOHCS Learning and Teaching Committee. I chair the Board of Studies for the Department which oversee all pre-registration learning and teaching activity within the Department.

Fel y Cyfarfwyddwr yr wyf yn gyfrifol am holl weithgareddau Adran Therapi Galwedgaethol y Brifysgol.

“Y fi sydd yn cynreichioli'r adran a'r ysgol ar Fforwm Iaith Gymraeg Prifysgol Caerdydd. Mae gennyf diddordeb dwys yn yr iaith, ac yr ydwi wedi bod yn flaengar yn hybu defnydd o'r iaith o fewn addysg ac astudiaethau iechyd ynghyd ar defnydd y mae myfyrwyr yn gwneud o'r iaith o fewn meysydd iechyd a gwasanaethau cymdeithasol. Drwy hyn, credaf fod defnydd o'r iaith yn galluogi Cymry i weithdredu'n bwrpasol yn eu bywyd o fewn y Brifysgol. “

As Director I am responsible for learning, teaching and research within the Occupational Therapy Department of Cardiff University

“I represent the school and the department on the Welsh Language Forum of Cardiff University. I have a deep interest in the language, and I have been instrumental in promoting the use of the Welsh language within Healthcare Studies in addition to the use of the language in health and social care practice. I believe using the Welsh language offers the opportunity for individuals to follow more meaningful and purposeful student lives within the University.”

**Dr Robert van Deursen – SOHCS Research Lead and Director of Physiotherapy**

Room: 3.29 Tŷ Dewi Sant

Email: [vanDeursenR@cardiff.ac.uk](mailto:vanDeursenR@cardiff.ac.uk)

Telephone: +44 (0)29 206 87687

“As the Chair of SOHCS Research Committee I lead the strategic management of all research activity within SOHCS and advise the Deanery accordingly.

As a Head of Department I lead and manage the affairs of the Department of Physiotherapy. I am also the Director of the Research Centre for Clinical Kinaesiology, a laboratory for movement analysis.”

**Mr Martin West – Director of Department of Radiography**

Room: 3.30 Tŷ Dewi Sant

Email: [WestMK@cardiff.ac.uk](mailto:WestMK@cardiff.ac.uk)

Telephone: +44 (0)29 206 87679

“I work closely with the Head of School and other Departmental Directors to support the activities of the School. This includes deputising for the Head of School when required.

I chair the Board of Studies for the Department which oversee all pre-registration learning and teaching activity within the Department.

As Director of Department I lead and manage the affairs of the Department of Radiography.”

**Dr Nicola Phillips - Director of Postgraduate Healthcare Studies**

Room: 2F12 Cardigan House

Email: [PhillipsN@cardiff.ac.uk](mailto:PhillipsN@cardiff.ac.uk)

Telephone: +44 (0)29 206 87557

“As part of the Senior Management Team, I work closely with the Head of School and the other Department Directors on matters concerning the School as a whole. I am responsible for coordinating and managing the Postgraduate (post registration) taught programmes within the School.

My administrative team also coordinate a programme of short courses available to support qualified practitioners in their Continuous Professional Development.”

**Nina Cogger – SOHCS Widening Access Co-ordinator**

Room: 3.14 Tŷ Dewi Sant

Email: [CoggerNJ@cf.ac.uk](mailto:CoggerNJ@cf.ac.uk)

Telephone: 02920687791

“My role in the school will be liaising with “non-traditional” students, or under-represented groups, for example mature students or students from “Community First” areas.

The main responsibilities will be linking SOHCS students with existing support from within the wider University and identifying how this group of students can have a fulfilling university experience. My other responsibilities will also include looking at how “non-traditional” potential students can be encouraged to engage in professions undertaken within the school. This is a new seconded post for the 2011 intake.”

**Gareth Morgan**

Room: 3.14/1 Tŷ Dewi Sant

Email: [MorganG11@cf.ac.uk](mailto:MorganG11@cf.ac.uk)

Telephone: 02920687799

“I have responsibility for developing and overseeing the School's Erasmus links. I am the chairperson of the Heath site international students' support group which seeks to support Health Care, Nursing and Medical international students whilst at Cardiff University.”

**Mr Matt Williamson - School Manager**

Room: GF3/1B Tŷ Dewi Sant

Email: [WilliamsonM@cf.ac.uk](mailto:WilliamsonM@cf.ac.uk)

Telephone: 029 2068 7748

“I lead the administration of the School and am responsible for managing and developing systems to support the most effective delivery of the School's teaching and research. I manage the School's finances, including medium and long-term financial planning.”

**Mrs Denise Russell - Pre-Registration Administrator**

Room: GF3/1A Tŷ Dewi Sant

Email: [RussellD1@cardiff.ac.uk](mailto:RussellD1@cardiff.ac.uk)

Telephone: +44 (0)29 206 87747

“I have overall responsibility for the delivery and ongoing development of the School Pre-Registration Office based administrative functions, in particular all aspects of the administrative side of the recruitment and admissions process.

**Ms Rachel Streets – Postgraduate Programme Administrator**

Room: 2F 10 Cardigan House

Email: [Streets@cf.ac.uk](mailto:Streets@cf.ac.uk)

Telephone: +44 (0) 29 206 87561

"As Postgraduate Programme Administrator I am responsible for the delivery and development of administrative functions in the Postgraduate & Continuing Education Unit".

**Ms Liz Harmer – School Research Administrator**

Room: 2F 080 Cardigan House

Email: [Harmer@cf.ac.uk](mailto:Harmer@cf.ac.uk)

Telephone: +44 (0) 29 206 87561

"My role in the School is to support the development of its research profile and an integral part of this role involves supporting the School's research students, from admission through to graduation."

**Ms Ceri Petersen – PA to the Head of School**

Room: GF3/1D Tŷ Dewi Sant

Email: [PetersenCA@cardiff.ac.uk](mailto:PetersenCA@cardiff.ac.uk)

Telephone: +44 (0)29 206 87835

"I am the P.A. to the Head of School and one of my key roles is the responsibility for the payment of student bursaries, and travelling expenses once they have been approved within your Department."

**Mr Matthew Townsend – Lecturer – TDS Computer Laboratory**

Room: 1.22 Tŷ Dewi Sant

Email: [Townsend@cardiff.ac.uk](mailto:Townsend@cardiff.ac.uk)

Telephone: +44 (0)29 206 87787

"I provide training in all University IT software packages for Undergraduates, Postgraduates and staff. Based in Room 1.24 adjacent to the open-access and teaching computer laboratories, I am also available to give general day to day IT assistance."

**Ms Meg Gorman – Senior Health Librarian – Health Library**

Room: Health Library. Cochrane Building (from late Autumn 2011)

Email: [GormanM@cardiff.ac.uk](mailto:GormanM@cardiff.ac.uk)

Telephone: +44 (0)29 20688137

"I lead the team of staff who work in the Nursing and Healthcare Studies Library."

**Mrs Elizabeth Gillen – Healthcare Studies Subject Librarian**

Room: Health Library. Cochrane Building (from late Autumn 2011)

Email: [Gillene@cf.ac.uk](mailto:Gillene@cf.ac.uk)

Telephone: +44 (0)29 20688137

“We are the key contacts for healthcare students for any issues relating to the library service.”

**Mr Brian Fish and Mr Craig Arthur – Janitors – Tŷ Dewi Sant**

Room: Basement Reception Tŷ Dewi Sant

Telephone: +44 (0) 29 206 87127

“One of our many roles is to ensure that the building is a safe and secure place for all staff, students and visitors.”

A full list of contact details, profiles and photographs for the School's Academic, Research and Support staff can be found

➡ [www.cardiff.ac.uk/sohcs/contactsandpeople](http://www.cardiff.ac.uk/sohcs/contactsandpeople)

### 3 LEARNING RESOURCES

#### 3.1 Library Facilities

You will be given an introduction into the use of the University Library Service and computing facilities. The Healthcare Studies book collection is temporarily housed in the **Sir Herbert Duthie Medical Library**, in the main hospital building, B2, UHW. In autumn 2011, all the healthcare, medical, midwifery and nursing collections will move to a new multi professional **Health Library** which is opening in the recently constructed Cochrane building on the Heath Park campus located close to Ty Dewi Sant.

The Health Library will be one of fifteen site libraries of the Cardiff University Library Service with a total printed book collection of 1,000,000 and 10,000 journal titles. In addition to the printed collection, the Library Service, via the Cardiff University Library website, maintains access to over 10,000 electronic journals and 200 electronic databases such as MEDLINE, CINAHL and AMED. All libraries provide networked computing and printing facilities. Resources on the Cardiff academic computer network include word processing, spreadsheet and presentation software packages plus email and access to the internet.

Local holdings of books and journals are supplemented by the interlibrary loan service, which provides access to all Cardiff University holdings, the All Wales Healthcare Libraries journal holdings and the British Library Document Supply Centre.

Students have access to the collections of the NHS Wales hospital based libraries, either whilst on placement or when based in Cardiff via the interlibrary loan service. These collections can be accessed via the web based library catalogue.

Information skills teaching is offered by library staff either for classes or by individual appointment.

Until the move to the new library, the **Sir Herbert Duthie Library** term time opening hours are Monday to Friday 8.30 am to 9.00 pm, Saturday 9.00 am to 5.00pm, and closed on Sunday. In addition, the library houses a 24 hour computing and reading room for student use.

The new **Health Library** will be open on a 24 x 7 basis. The library is over three floors and will contain the healthcare, medical, nursing and midwifery book and journal collections. The ground floor library space is a 'social learning area' with self issue/return points and an enquiry point. The first floor houses the books, journals, service desk, self issue/return points, photocopiers, printers, study spaces, PCs, and IT teaching labs. The second floor is designated as a quiet study area including group study rooms that will be bookable.

As a student of Cardiff University you have full membership of all the site libraries. Healthcare students may benefit in particular from the Humanities

and Social Science libraries on the Cathays Park campus. Further information on the location and resources held with the University's library facilities can be found at: <http://www.cardiff.ac.uk/insrv/libraries/>.

### 3.2 Copyright and Related Acts

During your time studying at Cardiff University, you will have access to various learning and teaching materials which may, in some way, be protected by UK copyright law. It is essential that you understand that you will need to observe UK copyright law when using these materials.

Cardiff University is fully committed to the principle of copyright protection for rights holders. The University endeavours to comply with all current copyright legislation, including the Copyright, Designs and Patents Act, 1988 and associated European Directives, and will take all appropriate and reasonable measures to ensure compliance by its staff and students. It is important to recognise that infringement of copyright by staff or students may expose the University and the individual to legal action and claims for substantial damages. Any infringement of copyright is considered by the University to be a serious offence and may result in disciplinary action.

#### **What is copyright?**

Copyright is the legal protection given to creators of original material against unauthorised exploitation of their work. The relevant UK legislation is the Copyright Designs and Patents Act (CDPA) 1988, supplemented by various statutory instruments, EU legislation and international conventions. The owners of copyright enjoy exclusive rights to their works.

No one is permitted to do any of the following without their permission, unless covered by an appropriate license.

- To copy the work;
- To issue copies of the work to the public, including, rental and lending;
- To perform, show or play the work in public;
- To communicate the work to the public by electronic means;
- To adapt the work.

#### **What is covered by copyright?**

In the UK, copyright is instant at point of creation and subsist in; books and journal articles, photographs, films and videos, sound recordings, broadcasts, artistic works, musical works, computer programs, databases, typographical arrangements. In the UK, material does not have to be published for it to be protected by copyright.

Note: The © symbol does not have to be displayed on original work for it to be subject to copyright.

#### **Permitted acts**

The CDPA includes many permitted acts one of which, commonly known as "Fair Dealing" will permit you to make a single copy of what may be

considered a “reasonable” amount from literary, dramatic or artistic works for non-commercial research or private study. The term “reasonable” is not defined, though the generally considered safe guideline is; up to one chapter or one article or 5% in total. It is important to note that permitted acts are not rights and that this kind of copying could still be challenged by the rights-holder.

### **Learning and teaching materials**

Learning and teaching materials such as course packs, hand outs and power point presentations tend to include copyright material that has been either copied under a licensing scheme, or permission has been obtained from the rights holder direct. These materials are therefore given to you under the terms of these licences and may not be subsequently dealt with which includes, making further copies or making it available to a wider audience, for example, placing material on YouTube without permission.

### **Lectures**

A lecture in some cases may be considered a “Performance” which would therefore be protected under UK copyright law. However, in line with the CDPA and the Disability Discrimination Act 2005, you are permitted to create an audio recording of a teaching session strictly for you own private study purposes.

**Note:** When making an audio recording of any individual for any purpose you must seek permission from the data subject and observe the rights of the individual’s personal information covered under the Data Protection Act 1998. All users of personal data must comply with the 8 data protection principles. For further information on Data Protection visit  
➡ [www.cf.ac.uk/cocom/accinf/dataprotection](http://www.cf.ac.uk/cocom/accinf/dataprotection)

### **Copying done for the purpose of examination**

Under UK copyright law it states that copyright is not infringed for the purpose of examination by way of setting the question, communicating the question to the candidate and answering the question. You may therefore include copyright material within your dissertation provided the source has been sufficiently acknowledged.

**Note:** The one exception to this is the making of a reprographic copy of a musical work for performance by a candidate.

After you have taken your exam and your paper has been marked, if you wish to publish your dissertation or use it for any other purpose, know as “subsequently dealt with” you will need to obtain permission to include the copyright material or replace this with bibliographic detail.

### **Video Recordings, Photographic and other Images**

When creating a film/video recording and/or a photographic or reprographic copy of an image, you are advised to observe the rules regarding use of intellectual property and individual’s personal data. This will enable you to

safeguard yourself and the University against claims of infringement and, it will also help you to understand and protect your own rights as the “author” (creator) of these works.

Note: If permission is required, this must be obtained, in advance, in writing from the rights holder or data subject whereby permission is granted for you to include their works or image.

In addition students should always be sensitive to issues around confidentiality when using photographs and videos. This is most important when using images used within work completed on clinical placements and other practice education opportunities.

The aim of this information is to provide you with a brief overview of the legal issues surrounding copyright and other related UK laws. You are therefore advised to seek further information and guidance on all aspects included above. For further information please contact Information Services Copyright Unit on 029 2087 9033 or visit, [www.cardiff.ac.uk/insrv/copyright](http://www.cardiff.ac.uk/insrv/copyright)

**Note:** All students are bound by the terms of the Information Services Regulations and Acceptable Use Policy which can be found at [www.cardiff.ac.uk/insrv/aboutus/regulations](http://www.cardiff.ac.uk/insrv/aboutus/regulations)

### 3.3 Computer Laboratory

The School has two Computer Laboratories situated on the first floor of Tŷ Dewi Sant building – one with open access and the other dedicated to teaching.

### 3.4 Learning Resources Centre

The Learning Resources Centre is currently situated on the first floor of Tŷ Dewi Sant. It is a multidisciplinary facility supporting the educational programmes of health related schools. The Centre comprises clinical and communication skills areas which provide facilities for the practise of a wide range of clinical skills. The centre provides an audio-visual support service within Tŷ Dewi Sant.

The Welsh Video Network (WVN) has recently supplied Universities throughout Wales with video-conference facilities. Such a resource is also situated on the first floor of Tŷ Dewi Sant. This enables students and lecturers to hold discussions or hear lectures from anywhere in the world. The Department hopes to incorporate this resource in its placement learning support system in the future for those students at a distance from Cardiff.

Please note, the Learning Resources Centre is due to transfer to the Cochrane Building before the end of 2011.

### 3.5 Department Teaching Resources within Tŷ Dewi Sant

More detail about physical resources available to each academic department will be provided in your Departmental Handbook.

## 4 STUDYING AT SCHOOL OF HEALTHCARE STUDIES

If this is your first Higher Education experience, you will probably find that studying will be a very different experience from your previous learning. When you successfully complete your undergraduate or pre registration studies with us, you will be eligible to apply for registration with the Health Professions Council. As a registered practitioner you will have both clinical and professional responsibilities for the intervention and treatment of your patients or clients and you will need to be able to justify your assessment decisions and actions. As a postgraduate student, the experience is also going to be different as you are encouraged to take your critical thinking to a higher level to compliment your clinical experience at post-registration level.

### 4.1 Induction

All first year (level 4) and new postgraduate students are expected to attend the relevant School Induction session that takes place on the first week of term. This comprises mandatory talks relating to your overall personal safety and well-being. It is also an opportunity for you to meet senior members of staff in the school.

### 4.2 Programme Design

All our programmes are designed to help you prepare for your professional responsibilities on qualification or as you develop as a specialist practitioner. Despite pressures to educate large numbers of health professionals, we are not a production line and recognise that every student is different and will require different levels of support.

Learning and teaching styles will vary with each programme, in order to reinforce particular knowledge and skills you will need to acquire to practice that profession. The academic standard of the final award will be equivalent to others across the University, despite the differences in professional approach. All undergraduate or pre-registration and some post-graduate programmes include time away from the School on Practice Placement within, health, social care sector or emerging areas of work.

### 4.3 Learning Support

In addition to the academic staff who will be leading the various study modules or blocks, all students are allocated a Personal Tutor (Professional Development Tutor) who will normally monitor and support you in your studies for the duration of your programme. It is important that you get to know your Personal Tutor so that he/she can advise and support you, particularly if you encounter personal or academic challenges which can interfere with your studies. If you require particular support in relation to the Welsh Language please discuss these with your personal tutor or seek advice from Dr Gwilym Wyn Roberts the SOHCS Welsh Language Co-ordinator in room 3.16. [robertsgw@cf.ac.uk](mailto:robertsgw@cf.ac.uk) or 02920687797.



#### 4.4 Good two-way Communication

The key to developing a successful academic partnership between your tutors, departmental administration staff, placement educators and yourself, is good two-way communication. School staff will provide you with all the programme material required and will endeavour to inform you, as soon as possible, of unforeseen changes such as staff sickness or change of teaching room etc. This may be done via Learning Central, telephone, text or on the allocated notice boards throughout the building.

In return we will expect you to let staff know as soon as possible, if you are likely to miss a teaching session or tutorial appointments. These actions reflect the code of conduct of your chosen health profession. Make sure you have the contact telephone number of your Departmental Office entered into your mobile phone, so that you can get in touch in an emergency, leaving a message on the answer phone if requested and leaving a contact number for us to return your call as necessary.

We strongly advise you to let your Personal Tutor know as soon as possible if any life events happen which may affect your progress. Although the tutor will need to report any medical or extenuating circumstances to the Programme Team, the confidentiality of your situation will be respected. This will enable staff to support you through your studies during this difficult time, (for example, you may be able to negotiate a change of submission date for an assignment, or the retiming of a placement or an examination). In offering you a place on your chosen programme, we obviously want you to succeed and complete the programme satisfactorily.

## 5 STUDENT SUPPORT

### 5.1 Disclosing a Learning Difficulty, Disability or Medical Condition

Cardiff University is committed to providing support for disabled students to enable them to study and work alongside their peers. In order to provide this support, members of the University may need to share information regarding your specific needs. You are therefore invited to disclose any specific learning difficulty, disability or medical conditions to us at any time. The purpose of this is that it helps us to respond to your needs.

To ensure that you receive the necessary support for any adjustments old or new, you are advised to report immediately any specific learning difficulty, disability or medical conditions to the Departmental Disability Officer and/ or the Programme Manager.

### 5.2 School Support

The Head of School is responsible for your welfare throughout your time in the University, but your Personal Tutor also shares this role. If you have any personal worries or problems which might affect your learning progress you should report these to your Personal Tutor. You can ask him/her to treat any information you give him/her as confidential and this confidentiality will be respected.

#### **Personal Tutors**

All students are allocated a Personal Tutor (Professional Development Tutor) who will normally monitor and support you in your studies for the duration of your programme. It is important that you get to know your Personal Tutor so that he/she can advise and support you, particularly if you encounter personal or academic challenges which can interfere with your studies.

#### **Module Co-ordinators**

Module Co-ordinators are responsible for the organisation and administration of their respective part of the programme. This will involve organising academic modules, collecting feedback from students and staff regarding an academic module and administration regarding students during that module, such as attendance records. You will be informed of the names of Module Co-ordinators at the beginning of each academic year.

### 5.3 Other Support Services

There are also a number of extra support services available in the wider University. These include the Student Support Centre, International Student Support, (for people whose first language is not English), Academic Registry and the Students Union.

#### **Cardiff University's Student Support Centre**

There are two purpose designed Centres conveniently located at 50 Park Place, Cathays Campus and 2nd Floor, Cardigan House, Heath Park

Campus. The services are confidential, impartial and non-judgemental and are open from 9.30 - 4.30 weekdays. You can find out more about what they do by visiting

➔ [www.cardiff.ac.uk/studentsupport/index.html](http://www.cardiff.ac.uk/studentsupport/index.html)

To see an adviser please contact:

Heath Park Campus  
Student Support Centre  
2nd Floor,  
Cardigan House,  
Heath Park, Cardiff, CF14 4XN  
Email: [studentsupportcentre@cf.ac.uk](mailto:studentsupportcentre@cf.ac.uk)  
Phone: 029 2074 2070

Or

Cathays Park Campus  
Student Support Centre  
50 Park Place, Cathays Park, Cardiff, CF10 3AT  
Email: [studentsupportcentre@cf.ac.uk](mailto:studentsupportcentre@cf.ac.uk) <mailto:>  
Phone: 029 2087 4844

The University Student Support Centre offers a range of important services. These services include:

Student Advice –

[www.cardiff.ac.uk/advice/index.html](http://www.cardiff.ac.uk/advice/index.html)

Financial Support –

[www.cardiff.ac.uk/financialsupport/index.html](http://www.cardiff.ac.uk/financialsupport/index.html)

International Student Support –

[www.cardiff.ac.uk/studentsupport/international/index.html](http://www.cardiff.ac.uk/studentsupport/international/index.html)

Counselling Service –

[www.cardiff.ac.uk/counselling/index.html](http://www.cardiff.ac.uk/counselling/index.html)

Disability and Dyslexia Service –

[www.cardiff.ac.uk/dyslxl/index.html](http://www.cardiff.ac.uk/dyslxl/index.html)

The University also offers the following support

Post Graduate Centre -

<http://blogs.cf.ac.uk/gradcentre>

Daycare Centre –

[www.cardiff.ac.uk/creche/index.html](http://www.cardiff.ac.uk/creche/index.html)

Careers Service –

[www.cardiff.ac.uk/carsv/](http://www.cardiff.ac.uk/carsv/)

Health Centre –

[www.cardiff.ac.uk/osheu/healthcentre](http://www.cardiff.ac.uk/osheu/healthcentre)

Sport and Recreation Centre

[www.cf.ac.uk/sport](http://www.cf.ac.uk/sport)

The Student Support Centre have just launched a new iPhone/iPod/iPad app offering Cardiff University students' instant access to expert advice

You can download the app FREE for your iPhone and iPod Touch from the App Store.

The app includes key dates, an information area and a personal budget calculator. It also includes a GPS function to help you find your way around the University,

### **International Student Support**

In addition to the Student Support facility, students are supported by the International Office. Support includes:

- Welfare
- Legal Issues – visa applications
- Immigration

➔ [International@cf.ac.uk](mailto:International@cf.ac.uk)

➔ [www.cardiff.ac.uk/studentsupport/international/index.html](http://www.cardiff.ac.uk/studentsupport/international/index.html)

The English language service for overseas students is part of the International Division. The service not only provides courses before the beginning of the academic year, but provides courses during the year for those needing to develop academic English and is strongly recommended.

They are based at 42 Park Place and can be contacted by telephone on 2087 6587, email [elt@cardiff.ac.uk](mailto:elt@cardiff.ac.uk).

### **Academic Registry**

The Academic Registry provides a variety of student related services, including admissions, enrolment, transcripts of exam results and the Graduation Ceremony. The Academic Registry can be found at McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE.

➔ [www.cf.ac.uk/regis/aboutus/howtocont/index.html](http://www.cf.ac.uk/regis/aboutus/howtocont/index.html).

### **Students' Union**

The Students' Union is a large complex entirely dedicated to Cardiff University students. During your time at Cardiff you will probably spend a lot of your time in the Union, both socialising, meeting fellow students, working, getting advice, finding out about forthcoming events, purchasing your course books from the University Bookshop, sorting out your finances at the bank, binding your dissertation, or just having a coffee break. You will automatically be a member of the Students' Union on enrolment, which will entitle you to generous discounts in many of the city's shops, restaurants, and cinemas.

➔ [www.cardiff.ac.uk/for/prospective/inter/study/lifeatcardiff/studentsunion](http://www.cardiff.ac.uk/for/prospective/inter/study/lifeatcardiff/studentsunion)

The Students' Union's Healthcare Integration Officer for 2011-12 is Sarah Halpin. She can be contacted on 029 2078 1420 or by email:

[HealthcareOfficer@cardiff.ac.uk](mailto:HealthcareOfficer@cardiff.ac.uk).

### **Other Campus and Student Support**

For other support services, such as Residences, the Student 'Nightline',  
Chaplaincy, ➔ <http://www.cardiff.ac.uk/az/main>

**Occupational Health Department**

The Cardiff University Occupational Health Department is based on the 2nd Floor Cardigan House, Heath Park, Cardiff. Advice is freely available to all students on occupational health issues although it is recommended that you register with a local general practitioner for your other health requirements

➔ [www.cardiff.ac.uk/osheu/index.html](http://www.cardiff.ac.uk/osheu/index.html)

**Sport and Exercise**

All levels of sport are catered for at Cardiff, from the recreational to the highly competitive. In addition to the University teams, there are many Schools and Departments with their own sporting teams who play mostly on Wednesday afternoons.

There are over 50 clubs from which you can choose ➔ [www.cf.ac.uk/sport](http://www.cf.ac.uk/sport)

Email: [sport@cf.ac.uk](mailto:sport@cf.ac.uk)

On the Heath Park site there is Cardiff Medical Centre Sports and Social Club. The club offers both sports facilities and a bar. The sports facilities include a swimming pool, squash courts, recreation halls, gym as well as a variety of fitness classes. Further details on the facility and the membership fees ➔ <http://cmcssc.cardiff.ac.uk/>

**Accommodation**

Accommodation in the Halls of Residence is normally offered only to first year undergraduate or full time postgraduate students. It is your responsibility to comply with the rules and regulations as stipulated in your agreement. It is crucial that you read and understand the contract which you are signing in the knowledge that for periods of a time you may need to live away from the Halls of Residence in Cardiff. This may be the case when you are completing clinical and practice education placements.

➔ [www.cardiff.ac.uk/for/prospective/residences/index.html](http://www.cardiff.ac.uk/for/prospective/residences/index.html)

## 6 HEALTH AND SAFETY

### 6.1 Health and Safety at Work

The Occupational Safety, Health & Environment unit is dedicated to providing an effective centre of excellence to promote the health and safety of staff, students and visitors to Cardiff University, and to create and maintain a safe place of work and a safe working environment through the dissemination of information, instruction, training and by regular auditing and monitoring. The relevant Health and Safety documents are in a folder in the Department office. A compulsory lecture on health and safety will be given in the first term of your studies and instruction will be given regarding what to do in the event of a fire in the building. It is important that you understand these regulations and it is your responsibility to read any relevant documents and to attend the induction sessions.

**As healthcare students there is an expectation that you will adhere to some stringent procedures relating to personal hygiene. As the school is based on a busy hospital site failure to keep up a standard of hygiene can have many implications. Not only is there an increased risk of getting an infection or illness, but there are many social and psychological aspects that can be affected. Poor personal hygiene in relation to preventing the spread of disease is paramount in preventing epidemic or even pandemic outbreaks. To engage in some very basic measures could help prevent many illnesses including coughs and colds from being passed from person to person**

Please refer to your Departmental Handbook for the name of your Department's Health and Safety Representative and for further information visit the Occupational Safety, Health & Environment Unit:

➔ [www.cf.ac.uk/osheu/index](http://www.cf.ac.uk/osheu/index)

### 6.2 Student Consent

In order to maintain safe practice and meet legal requirements, the School of Healthcare Studies must ensure all students give consent prior to their participation in any activities that may impact on their health and safety, or the health and safety status of others.

Please refer to the Pre Registration Applicant Guide for further details.

➔ [www.cardiff.ac.uk/sohcs/resources/MT%20Pre%20Registration%20Applicant%20Guide.pdf](http://www.cardiff.ac.uk/sohcs/resources/MT%20Pre%20Registration%20Applicant%20Guide.pdf)

### 6.3 Manual Handling Regulations

To ensure the safety of you, your colleagues and your patients it is mandatory that you successfully complete a "Manual Handling of Loads" module/course on all pre-registration programmes, which complies with current legislation e.g. Health and Safety at Work Act 1974, EC Directive 90/269/EEC.

It is expected that post-registration students registered as postgraduate students will have maintained their legislative requirements through their professional CPD.

#### **6.4 CPR Statement**

All pre-registration students will all be required to undertake basic adult Cardio-Pulmonary Resuscitation (CPR) and be assessed as competent to current European Resuscitation Council Guidelines.

Postgraduate students on specific programmes will also undertake advanced resuscitation training as part of the requirement for specialist practitioner recognition.

#### **6.5 Student Participation in Drug (Clinical) Trials**

Students are often approached to take part in clinical trials being conducted within the University. Often students may not appreciate the full implications to their health of participating in these trials. It is a School policy that any student considering taking part in such a trial should first consult their GP or their Personal Tutor. If the Personal Tutor is not sufficiently experienced to advise you, then he/she will take steps to gain further information about the trial or drug involved.

#### **6.6 Fire Safety**

You should observe and comply with the fire regulations at all times and familiarise yourself with the instructions on display at various locations within in the School. Regular training sessions are held for all university staff and students and you are expected to attend as appropriate.

If you discover a fire ring 999 and raise the alarm.

There are two types of fire alarm. If the alarm is ringing intermittently then you do not need to evacuate immediately just be aware that the alarm may change to a continuous ring and that you should then evacuate in an orderly fashion down the nearest staircase to the nearest exit. Do not use the lifts. Upon exiting the building you should congregate in the Cardigan House Car Park and move well clear of the building.

#### **6.7 Personal Safety**

For all security matters involving premises or personnel you should contact the Hospital's Security Office on extension 65 8043.

The University or Health Authority cannot be held responsible for the loss or theft of personal property. Students are strongly advised to take care of their belongings and not to leave bags unattended.

## 6.8 NUS Identity Cards

All students are issued with an identity card when they first enrol which is valid for the duration of their programme and gives them access to the University facilities including the library.

This card has a number of important functions:

- proof of identity
- proof of National Union of Students (NUS) membership
- library card
- proximity (security) card to gain entry to various University buildings
- collection is the final stage of enrolment and will initiate your student loan

If you lose or damage your card you will need to go to Security Services in Park Place (opposite number 51) with some form of ID, i.e. passport, driving licence or bank card. Security Services can check the details on screen, which will include your photograph. The charge for a replacement card is £10.

If you have your ID card stolen, you will need to report it to the police and get a crime number. You will not be charged for the replacement ID card.

The Security Office issue times are available from the

<http://www.cardiff.ac.uk/schoolsanddivisions/divisions/corps/secty/access.html>  
[Security Services](#) web pages

➔ [www.cardiff.ac.uk/secty/idcards/index.html](http://www.cardiff.ac.uk/secty/idcards/index.html)

## 6.9 NHS Identity Cards

You may also be provided with a NHS Identity Card by the NHS Trust to access controlled areas. If you lose or damage your card you must visit the UHW Security Office, to obtain a replacement card.

There is a charge of £10 for the replacement of a lost card. The charge will be levied by Security staff if you cannot surrender your current card when you collect your new one. There is no charge for replacement if the card has been damaged or has expired.

## 7 MONEY MATTERS

### 7.1 UK Pre-Registration Students - Maintenance Bursaries

Tuition fees for UK and EU pre-registration students awarded NHS funded places for Occupational Therapy, Physiotherapy and Radiography will be paid by the Welsh Assembly Government (WAG). Means-tested maintenance bursaries will also be available from the Welsh Assembly Government for the above programmes.

Tuition fees for UK and EU students awarded an NHS funded place for the Operating Department Practice and Assistant Radiographic Practice programmes will be paid by the Welsh Assembly Government and will NOT receive a means tested bursary but will be employed and salaried by Trusts across Wales.

Maintenance bursaries are paid direct into students' bank/building society accounts, by the Finance Department of Cardiff University. Please note that payments can only be made into bank or building society accounts that have account numbers with seven/eight digits and six digit sort code numbers. Payments cannot be made into building society accounts that also have a roll number.

If you intend to open a Student Bank Account, you may find it helpful to provide the Bank Manager with sight of your Letter of Notification from the NHS (Wales) Student Awards Unit and also your letter from the University, offering you a firm place. This will prove that you are to be a student at the School of Healthcare Studies.

The NHS (Wales) Student Awards Unit will provide the School of Healthcare Studies with schedules indicating the amount of bursary due and you will be paid monthly on or around the 15th of the month. If you have any queries with regard to your bursary payments, please contact Ceri Petersen – 029 206 87835 – School Central Administration or email [PetersenCA@cf.ac.uk](mailto:PetersenCA@cf.ac.uk).

If you should change your bank/building society account details for any reason, prior to registration, please advise the School Central Administration as soon as possible to avoid any delay in the receipt of your bursary.

Any queries in relation to bursaries or childcare funding may be directed to:  
**NHS Wales Student Awards Unit, 3rd Floor, 13 Cathedral Road, Cardiff, CF11 9LJ.**

**Tel: 029 2019 6167 (Bursary enquiries)**

**Tel: 029 2019 6168 (Childcare enquiries).**

**Extensions of Bursaries/Grants**

All students who are eligible for funding should note that in the event of failure during the programme, the funding may not be extended automatically. Under such circumstances if allowed to stay students will have to make alternative financial arrangements in order to complete the programme.

**Travel Expenses – Placement**

All pre-registration students who have been allocated an NHS funded place will receive 'Notification of Bursary' from the Student Awards Unit at WAG. On this form will be the amount of travel costs built into the bursary. This is not the same for all students and can differ depending on the level of bursary. Students should note that travel expenses cannot be paid until the travel allowance is spent, therefore, students are advised to keep records of all travel expenses incurred, including, if appropriate, three return trips home per academic year. Once completed these should be returned to the Departmental Office for authorization. The amount payable based on submitted travel expense forms will be calculated by School Central Administration. Any monies due are paid direct into student bank accounts. Claim forms can be obtained from the Departmental Office.

**Accommodation Expenses – Placement**

Pre-registration students who receive an NHS bursary are able to claim additional accommodation costs incurred whilst on placement. If you have to pay for a placement accommodation AND pay to retain your normal term time accommodation, then you are able to reclaim the lower of these two amounts. Your Departmental Office will require copies of invoices to certify the expenses incurred.

**Student Loans**

Students in receipt of a means-tested NHS maintenance bursary will have access to Student Loans for the balance of their maintenance costs. These will be at a reduced rate and will not be means-tested.

Student Loans payments will be made through the BACS First System. Once you enrol on line and collect your identity badge, the University will electronically inform the Student Loans Company who will transfer any monies direct into your bank account within 72 hours of having been notified by Cardiff University of your registration. ➔ [www.slc.co.uk](http://www.slc.co.uk)

**Non NHS Funded Students**

Those students who are NOT awarded a Welsh Assembly Government funded bursaried place will be liable to pay the standard university top up fee.

Information on fees payable and the support available can be found on Cardiff University's website:

➔ [www.cf.ac.uk/for/prospective/ug/tuitionfees](http://www.cf.ac.uk/for/prospective/ug/tuitionfees)

➔ [www.cardiff.ac.uk/fince/students/index.html](http://www.cardiff.ac.uk/fince/students/index.html)

In addition to these fees, there will be personal costs associated with accommodation, placement accommodation, living expenses, placement expenses, clothing, uniform, books and travelling expenses, professional body fees, uniform and books.

For those who are not able to receive a Welsh Assembly Government funded place, the School will inform them in writing and ask them to confirm with their LEA that they will be seeking support.

All UK applicants are again advised to complete their LEA application form as soon as possible in order to assess their eligibility for student support – tuition fees, student loans and any other supplementary grants.

## 7.2 EU Students

EU nationals are eligible to be considered for a place on the same fee structure as Home (UK) students, some of which are funded by the NHS, but this funding will be for **tuition fees only**. EU applicants are not normally eligible for NHS maintenance bursaries or student loans. In addition to these fees, there will be personal costs associated with accommodation, placement accommodation, living expenses, placement expenses, clothing, uniform, books and travelling expenses, professional body fees, uniform and books.

EU students are also not automatically eligible for the English Language support provided by the International Office. However, some additional support can be negotiated on request.

For those who are **not** able to receive a funded place, the School will inform them in writing and ask them to confirm with their appropriate educational authority that they will be seeking support.

➔ [www.cf.ac.uk/for/prospective/ug/tuitionfees](http://www.cf.ac.uk/for/prospective/ug/tuitionfees)

➔ [www.cardiff.ac.uk/fince/students/index.html](http://www.cardiff.ac.uk/fince/students/index.html)

## 7.3 Channel Islands/Isle of Man Students

**Tuition Fees payable by Channel Islands or Isle of Man pre-registration students for the academic year 2011/12 will be £9,876.00 per annum.**

This is subject to annual review and is likely to increase annually in line with inflation. In addition to these fees, there will be personal costs associated with accommodation, placement accommodation, living expenses, placement expenses, clothing, uniform, books and travelling expenses, professional body fees, uniform and books. (approximately £8,000.00 per annum). The total cost of the three year programme therefore amounts to approximately £53,628.00.

➔ [www.cardiff.ac.uk/for/prospective/ug/tuitionfees](http://www.cardiff.ac.uk/for/prospective/ug/tuitionfees)

➔ [www.cardiff.ac.uk/fince/students/index.html](http://www.cardiff.ac.uk/fince/students/index.html)

➔ [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

## 7.4 Overseas Students

**Tuition fees payable by overseas pre-registration students for the academic year 2011/12 will be £13,750.00 per annum.** This is subject to

annual review and is likely to increase annually in line with inflation. In addition to these fees, there will be personal costs associated with accommodation, placement accommodation, living expenses, placement expenses, clothing, uniform, books and travelling expenses, professional body fees, uniform and books. (approximately £8,000.00 per annum). The **total** cost of the three year programme therefore amounts to approximately £65,250.00.

- ➔ [www.cardiff.ac.uk/for/prospective/ug/tuitionfees](http://www.cardiff.ac.uk/for/prospective/ug/tuitionfees)
- ➔ [www.cardiff.ac.uk/fince/students/index.html](http://www.cardiff.ac.uk/fince/students/index.html)
- ➔ [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

## 7.5 Post Graduate Programmes

Standard fees for post-graduate programmes for 2011/12 are as follows:-

Home -            Full Time £3,468            Part Time £1,734

Overseas -      Full Time £12,950            Part Time £6,475

This is subject to annual review and is likely to increase annually in line with inflation. In addition to these fees, there will be personal costs associated with accommodation, placement accommodation, living expenses, placement expenses, clothing, uniform, books and travelling expenses, professional body fees, uniform and books.

There are variations to these fees for specific professional programmes. For specific details of fees please contact Ms Rachel Streets in the School's Post Graduate Department. (Telephone 029 2068 7561 email [Streets@cardiff.ac.uk](mailto:Streets@cardiff.ac.uk))

For full details of methods of payment of fees

- ➔ [www.cardiff.ac.uk/fince/students/index.html](http://www.cardiff.ac.uk/fince/students/index.html)

## 7.6 Council Tax Exemption Certificates

The Council Tax rules concerning students state that they are only exempt from Council Tax if they can produce evidence that they are full-time students in Higher Education. Cardiff University Registry will provide a certificate of your status if you are a full time student.

Students will not need to produce certificates whilst living in University accommodation, but these certificates will be needed once you move into private accommodation.

Your Council Tax Exemption Certificate must be presented to the local Council Tax Office when requested and you must ensure that your Certificate is returned to you. It is your responsibility to retrieve the certificate as it covers the whole of the duration of your period of study.

Should you withdraw before the end of the programme, the Council Tax Exemption Certificate must be returned to your Departmental Office.

- ➔ [www.caerdydd.ac.uk/regis/sfs/services/tax](http://www.caerdydd.ac.uk/regis/sfs/services/tax)

## 8 MAINTAINING CONTACT

### **It is essential that you keep in touch with the School!**

It is essential that you keep in regular contact with us and let us know if you have any problems, or if any of your details change. This is the only way we can get in touch with you when we need to.

#### 8.1 Methods of Maintaining Contact

The School will pass on important information to you in a number of ways. It is essential that you familiarise yourself with these methods. Firstly, it is important that you regularly check the School's website

➡ [www.cardiff.ac.uk/sohcs](http://www.cardiff.ac.uk/sohcs) On it you will find news of School activities and events, links to other useful websites and information on individual staff members. Please check the site regularly for updates.

#### 8.2 Change in Personal Details

It is your responsibility to ensure that Registry always has a valid semester time and vacation address on the central student record. It is vital that you update any changes to your home (vacation) or semester time addresses details on-line by using SIMS on line.

If you change your name, address, phone number or email address it is essential that you change your personal details on-line by using SIMS on-line ➡ <https://sims.cf.ac.uk/>

#### 8.3 Using E-Mail

E-mail is probably the quickest and most reliable way to get in touch with any member of the School's staff. You will automatically receive a University e-mail address and Internet account from the University. All email communication will be via your University email address.

#### 8.4 Learning Central

Learning Central is Cardiff University's Virtual Learning Environment (VLE). This is a web-based application that enables lecturers to provide on-line support for teaching and learning by, for example:

Providing on-line teaching resources

Structuring on-line class activities

Conducting on-line assessments

To find out more about how you can use Learning Central, please refer to the <http://www.cardiff.ac.uk/insrv/index.html> or contact [insrvConnect@cardiff.ac.uk](mailto:insrvConnect@cardiff.ac.uk).

#### 8.5 Facebook

Are you one of the estimated 100,000 people who have been joining Facebook everyday? Then you're already aware that online social networking

sites, such as Facebook and MySpace, enable you to share information, news and pictures about yourself.

### **Tips on Protecting your Identity in Facebook**

Facebook has a range of options which allow you to limit who can see your personal information – just taking a few minutes to change your settings should protect you from identity fraud or other unwanted attention.

Adjust Facebook privacy settings to help protect your identity

The default is to make your entry available to all of your friends and networks – which could contain hundreds or thousands of people.

When you first register, just add the basic information about yourself, then click on the 'Privacy' option at the top of the screen, adjust the privacy settings and only then add more information to your profile.

You may then wish to review your privacy settings and your profile information as you become more confident in using Facebook.

If you decide to make a picture of yourself available in search listings results, you could consider using an image which isn't immediately obviously you e.g. a caricature or a photo where you're obscured slightly.

For further information on protecting your identity

➔ <http://www.cardiff.ac.uk/insrv/it/help/safe/facebook.html>

## 9 WHAT TO DO WHEN?

- **You cannot attend a lecture**

If you are absent for any reason you are required to inform your Departmental Administration Office and, if appropriate, your clinical placement department giving the reason, as soon as possible, preferably before 10.00 am. A message may be left on the departmental office answering machine.

- **You are ill**

Following an absence through illness of less than 7 days you should complete a Self Certification form. Prolonged absence through illness (exceeding 7 days including weekends) will require a Medical certificate from your doctor. For students who are employed, you must also follow the sickness procedures as indicated by your employer

- **Change in personal details**

Enter new details via SIMS online

- **Have a problem with your programme**

In the first instance contact the lecturer concerned. If not appropriate, contact your Personal Tutor, your Programme Manager or the Head of School (in that order)

## 10 FURTHER INFORMATION

### 10.1 Quality Assurance

The School recognises the commitment of Cardiff University to the delivery of high quality teaching and learning. Quality Assurance is an essential element of the process of education and it is the responsibility of all the students and staff of the Department working together. Please refer to the School of Healthcare Studies Academic Handbook

➔ [www.cardiff.ac.uk/sohcs/currentstudents/index.html](http://www.cardiff.ac.uk/sohcs/currentstudents/index.html)

### 10.2 Mechanisms for Student Evaluation and Feedback

Individual departments are responsible for student evaluation questionnaires and the results are reported to the Board of Studies.

### 10.3 Plagiarism

Plagiarism refers to the use of the ideas or words of others without acknowledging them. Plagiarism is a serious offence and as such, it is completely unacceptable for you to plagiarise in your written work.

If you are uncertain about what constitutes plagiarism, please speak with a lecturer or personal tutor. For definitions of plagiarism and please refer to the School of Healthcare Studies Academic Handbook

➔ [www.cardiff.ac.uk/sohcs/currentstudents/index.html](http://www.cardiff.ac.uk/sohcs/currentstudents/index.html)

### 10.4 Criminal Record Checks

Admission is subject to the Rehabilitation of Offenders Act (1974) Section 4(2) (Exemption) Order 1975 and DHSS Circular HC (88)9 guidelines regarding child protection and criminal record checks. It is also considered important to ensure that an applicant's attitudes and values are such that he/she can reasonably be admitted to the profession. All offers given to applicants will therefore include a condition relating to a satisfactory criminal record check. Applicants will be required to complete the University's own Criminal Record Disclaimer form and also to complete the Criminal Records Bureau Disclosure process (at the "Enhanced" level).

Information on the Disclosure process can be found on the Criminal Records Bureau Website: ➔ [www.crb.gov.uk](http://www.crb.gov.uk)

Students who have not satisfied the non academic conditions are reminded that a student's eligibility to enrol will be dependent upon providing both a Cardiff University Criminal Record Disclaimer and a satisfactory Enhanced Criminal Records Bureau Disclosure.

You will be required to inform the University, and complete the necessary paperwork at the start of each academic year if you become involved in pending prosecutions, convictions at court, cautions, reprimands, warnings and bind-over orders during the period of your studies at Cardiff University.

### 10.5 Data Protection Act 1998

Cardiff University is a 'Data Controller', which means that it is registered with the Information Commissioner to process data for specific purposes. Personal data is any data from which a living individual can be identified.

The processing of personal data is covered by the Data Protection Act 1998. This governs what personal data the University can collect, how it may use the data and to whom it can disclose the data – the 8 data protection principles. The Act also gives individuals the right to see their own personal data held by any Data Controller and other rights in respect of the processing of their personal data.

If you would like to see the personal data that Cardiff University holds about you, you will need to apply under the Data Protection Act. This procedure is known as a Subject Access Request – and there is a £10 standard charge.

The University has produced guidance notes on several aspects of the Data Protection Act as it applies to personal data processed by staff and students

➔ [www.cardiff.ac.uk/regis/enrolment/dataprot/index](http://www.cardiff.ac.uk/regis/enrolment/dataprot/index)

### 10.6 Freedom of Information Act 2000

The University is a public authority for the purposes of the Freedom of Information Act 2000. You can find more information about this on the University web site

➔ [www.cardiff.ac.uk/foi/index.html](http://www.cardiff.ac.uk/foi/index.html)

### 10.7 The Smoke Free University

Cardiff University recognises the right of all staff and students to work in a smoke free environment and has operated a policy of no smoking within its academic and administrative buildings for many years. The University is committed to promoting health and welfare, and, as a good employer, wishes to create a high quality, healthy, and safe working environment for staff, students and visitors. It must, therefore, ensure that everyone is protected from the dangers of smoke in work and rest areas.

➔ [www.cardiff.ac.uk/corpserv/smoking-policy.html](http://www.cardiff.ac.uk/corpserv/smoking-policy.html)

### 10.8 Equality & Diversity

Cardiff University operates an Equality and Diversity Policy. If a student considers that he/she has been directly or indirectly discriminated against then he/she may have grounds for a complaint. This complaint should be directed to the Departmental Director via his/her programme manager, course leader or personal tutor. The complaint will then be investigated and any required action taken.

➔ [www.cardiff.ac.uk/govrn/cocom/equalityanddiversity](http://www.cardiff.ac.uk/govrn/cocom/equalityanddiversity)

The School of Healthcare Studies has established an Inclusive Curriculum project to support the School in reviewing the accessibility of its curriculum, recording the results, and developing an action plan for improving accessibility.

### 10.9 Harassment and Respect for Others

Harassment consists of behaviour towards others which causes, or might reasonably be expected to cause, sufficient distress or annoyance to disrupt the work or substantially reduce the quality of life of others by such means as bullying, verbally or physically abusing, ill treating, making unwanted suggestions or advances of a sexual nature, or otherwise creating or maintaining a hostile or potentially threatening environment for the other person.

Behaviour that amounts to harassment is completely unacceptable at any time in any place, including the University. Harassment can be difficult to deal with because it is behaviour which, by its very nature, often takes place in circumstances where there are no witnesses. However, there are various courses of action which are open to anyone who believes they are being harassed. If possible, the recipient should state clearly to the harasser that the behaviour is unacceptable and must cease. If this first rebuff is insufficient, the complaint is likely to benefit from the presence of a friend or supportive person. It is useful to make a note of the time, place and nature of any specific incidents. For further guidance go to the Student Support Centre

➔ [www.cardiff.ac.uk/studentsupport/index.html](http://www.cardiff.ac.uk/studentsupport/index.html)

or the Students' Union

➔ [www.cardiff.ac.uk/for/prospective/inter/study/lifeatcardiff/studentsunion](http://www.cardiff.ac.uk/for/prospective/inter/study/lifeatcardiff/studentsunion)

### 10.10 Students Under 18

From time to time, the University admits and enrolls students before they reach their eighteenth birthday. Since the great majority of these will remain under age for a short time only, the policy of the University is to treat them from the outset as "normal" students as far as is practicable. This said, until they are eighteen, they are legally "minors" and the University must formally recognise their existence and accept a somewhat higher level of responsibility regarding their welfare.

➔ [www.cardiff.ac.uk/studx/personaltutorshandbook/policy/studentsunder18](http://www.cardiff.ac.uk/studx/personaltutorshandbook/policy/studentsunder18)

### 10.11 Mobile Phones

**Mobile phones MUST** be switched off during formal lectures and sessions. Care must also be taken to observe the local rules concerning the use of mobile phones in clinical areas, both on the UHW site and elsewhere on placement.



**IMPORTANT INFORMATION**

**PLEASE READ CAREFULLY**

**IT IS THE RESPONSIBILITY OF ALL STUDENTS TO ENSURE THAT THE CONTENT OF THIS HANDBOOK AND ALL ASSOCIATED DOCUMENTS ARE FULLY READ AND UNDERSTOOD. FURTHER CLARIFICATION ON THE CONTENT CAN BE OBTAINED FROM INDIVIDUAL ACADEMIC TUTORS**

**While the School makes every effort to check the accuracy of the factual content at the time of publication, some changes will inevitably occur in the interval between publication and the academic year to which the handbook relates**