****

**SCHOOL OF HEALTHCARE SCIENCES**

**RADIOTHERAPY AND ONCOLOGY PROGRAMME HANDBOOK**

Please note that this handbook is in two sections. Section one provides University and School level information and Section 2 is the detailed information for your programme. Section 2 builds on the information in Section 1 to provide the level of detail necessary to enable you to comply with your programme requirements.

**Table of contents**

**Section 1**

1 Welcome to Cardiff University Page 3

2 Settling in Page 4

3 Getting started with your studies Page 7

4 Your programme of study Page 10

5 Assessment and feedback Page 15

6 Academic and personal support Page 24

7 Your student voice Page 26

8 Developing yourself Page 29

9 Dealing with problems and difficulties Page 33

10 Completing your studies and next steps Page 37

11 Useful contacts Page 38

**Section 2**

12 Introduction and Background Page 39

13 Aims and Learning Outcomes of the Programme Page 41

14 The Programme Rationale, Design and Delivery Page 42

15 Course Structure Page 43

16 Quality Assurance Mechanisms Page 53

17 Student Support Page 53

18 Radiation Protection Page 54

19 Uniform Page 54

**SECTION ONE**

1. Welcome to Cardiff University

At Cardiff, you are studying in a successful, vibrant, multicultural, bilingual and diverse University, set in the capital city of Wales. Founded in 1883, Cardiff University is established as one of Britain’s leading universities.

Our research has a global impact and is led by internationally recognised staff who share their knowledge with you through their teaching. There are 24 Academic Schools organised into three Colleges (Arts, Humanities & Social Sciences, Biomedical & Life Sciences and Physical Sciences & Engineering). We have over 30,000 students, from over 100 countries of which:

* 21,903 are undergraduates,
* 8,773 are postgraduates,
* 5,772 are international students (includes non-UK EU). *[2015/16 data from HESA]*

We have over 1,000 students volunteering in the local community each year. Our graduates are sought after by employers, with 94% entering employment or professional training/postgraduate study within six months of graduating (HESA *Destination of Leavers in Higher Education* survey 2014/15*)*.

There is a strong sense of community that is characterised by the balance we achieve between our educational, social, cultural and sporting experiences, within a culture that fosters, promotes and respects equality, dignity and diversity. The Cardiff University community creates an environment where expectations can be met and ambitions realised. Your experience will be unique to you, based on the choices you make and your level of engagement with the range of opportunities available. We hope you take full advantage of your time here.

*This handbook will provide you with the relevant information about how the University operates, as well as important information explaining how your degree works and practical advice about support available to you. More detailed information is available on the Student Intranet:* [*https://intranet.cardiff.ac.uk/students*](https://intranet.cardiff.ac.uk/students)*.*

**The Student Charter**

Our Student Charter, developed through a partnership between students, the Students’ Union and the University, outlines what you can expect from the University and the Students’ Union, what is expected of you and what to do if things do not meet your expectations. You should take a look at all the expectations of the Student Charter, which are outlined at the following link: [http://www.cardiff.ac.uk/studentcharter](http://www.cardiff.ac.uk/for/current/student-charter/index.html)

**Equality, diversity and inclusion**

We are committed to supporting, developing and promoting equality and diversity in all our practices and activities and to allowing all members of our University community to exist in an inclusive learning, working and living environment where they are treated with dignity and respect.

We are committed to advancing equality on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief (including lack of belief), sex and sexual orientation and to fostering good relations between different groups.

Our [strategic equality plan](https://www.cardiff.ac.uk/public-information/equality-and-diversity/strategic-equality-plan) aims to promote equality and achieve equality improvements across Cardiff University as required under the Equality Act 2010. You can find our equality and diversity policy at <https://www.cardiff.ac.uk/public-information/equality-and-diversity>. It applies to all areas of your academic and social life at Cardiff University. If you feel that you are being discriminated against, bullied or harassed by other students or the University, we urge you to seek advice. For further information please contact Student Support and Wellbeing: <https://www.cardiff.ac.uk/study/student-life/student-support>.

**Welsh speaking students**

We are committed to equality for the English and Welsh languages. If you are a Welsh speaker you may request to have a Welsh-speaking Personal Tutor and undertake your assessments through the medium of Welsh. If you are studying through the medium of Welsh you may be eligible for scholarships from Coleg Cymraeg Cenedlaethol. We also provide career advice and disability and dyslexia advice in Welsh as well as a list of Welsh-speaking GPs and Welsh language schemes.

<https://intranet.cardiff.ac.uk/students/support-and-services/for-welsh-speakers>

**Term dates, 2019-20**

| **Period** | **Start** | **Finish** |
| --- | --- | --- |
| Enrolment week | Monday 23 September 2019 | Friday 27 September 2019 |
| Autumn semester | Monday 30 September 2019 | Friday 26 January 2019 |
| Christmas recess | Saturday 14 December 2019 | Sunday 5 January 2020 |
| Examination period | Monday 13 January 2020 | Friday 24 January 2020 |
| Spring semester | Monday 27 January 2020 | Friday 12 June 2020 |
| Easter recess | Saturday 28 March 2020 | Sunday 19 April 2020 |
| Examination period | Monday 11 May 2020 | Friday 12 June 2020 |
| Resit examination Period | Monday 17 August 2020 | Friday 28 August 2020 |

## Semester dates for future years can be found here: <http://www.cardiff.ac.uk/public-information/corporate-information/semester-dates>

## 

**Emergency information**

For both emergency and non-urgent issues, please contact the University Security Control Room, open 24 hours, seven days a week. You can contact the Control Room via email or phone: [*controlroom@cardiff.ac.uk*](mailto:controlroom@cardiff.ac.uk) *and* ***+44 (0)29 2087 4444.***

* Familiarise yourself with the buildings fire procedures, including what to do if you discover a fire, what to do if the alarm sounds, and where to assemble should you have to evacuate a building.
* Never wedge open fire doors or obstruct escape routes.
* Always report accidents, near misses or dangerous conditions to a responsible member of the department.

Always follow any health and safety instructions you are given.

**2. Settling in**

**Your health and wellbeing**

***Registering with a doctor***

For all students that are living away from home, it is essential that you register with a local doctor/General Practitioner (GP). Registering with a doctor ensures you have access to medical care. It is your choice which doctors you choose to register with. At Cardiff University, we have a GP surgery at 47 Park Place on the Cathays campus. Students living in the surrounding area are invited to register here. It is still possible to be seen by your home GP when you visit home; you will just be asked to fill in a temporary resident form.

You can find more information about registering with a GP here: <https://intranet.cardiff.ac.uk/students/support-and-services/health-safety-wellbeing/your-health/registering-with-a-doctor>

***Adjusting to life at university***

The transition from home to university life can be difficult, and most students experience some degree of homesickness in their first term at university. This is completely normal, as it takes time to get settled in and make new friends, whilst also getting used to being further away from your home life. Keeping a good balance can help you to overcome homesickness.

For many students, keeping in contact with friends and family at home is important. But it is equally important to try meeting new people – whether it’s by chatting with someone in a lecture, or introducing yourself to your neighbours. Joining a student society or sports club is also one of the best ways to integrate into student life and feel more at home, or try a taster of something new through “Give it a Go”. To find out more about student societies and clubs and Give it A Go visit: <https://www.cardiffstudents.com>

***Looking after yourself***

The first few weeks of university can be a bit of a blur for many, so please do take care of yourself and your wellbeing. If you drink, be mindful of how much you are consuming and try to keep in control. It is also important to eat regularly, keep hydrated and try to get a good night’s sleep. Whilst it may be fun to explore your newfound freedom, overindulgence can leave you feeling down in the long-term. Getting a balance is key to feeling well and healthy.

***Further advice***

If you experience any problems during your time at university, have a pre-existing physical or mental health condition, or just want more information about support available to you, contact the Student Support and Wellbeing team ([studentsupportcentre@cardiff.ac.uk](mailto:studentsupportcentre@cardiff.ac.uk); *+44 (0)29 2087 4844).* More information about their services is provided in Section 6 in this handbook. <https://intranet.cardiff.ac.uk/students/support-and-services/counselling-health-and-wellbeing>

**Safety and security**

Most students enjoy a positive and rewarding experience during their stay in Cardiff, but as in all cities, you need to be sensible. The suggestions that follow are intended to advise, not to alarm. Much of the advice is common sense, but it can make a real difference.

Points to consider:

* If you go out alone at night make sure someone knows where you are going and when you expect to be back.
* When you go out in a group at night stay with them; there is safety in numbers.
* Keep to public routes that are well lit at night. Don’t take risky alternative dark routes even if you are in a hurry.
* Ensure your phone is fully charged before going out in case you need to contact anyone.
* Be aware of your surroundings when withdrawing money from bank cash points.
* You may want to carry a personal safety alarm. These are available at discounted prices from the University Security Centre.
* If using a taxi, use a recognised taxi rank or try and pre-book with a reputable taxi firm. And if traveling alone in a taxi, always sit in the rear seat behind the driver.
* At Cardiff University we have a Safe Taxi Scheme with Dragon Taxis. If you haven’t got money to get home and are alone or feel unsafe, we will make sure you get home safely. <https://www.cardiffstudents.com/city-life/community/safe-taxi-scheme/>

***Security***

University Security Services are provided 24 hours a day, 7 days a week. They aim to encourage and ensure, as far as reasonably practicable, safe and secure environments for all users of the University. They also offer help and advice in a number of areas, including a Personal Safety and Security Guide. A comprehensive CCTV camera system operates throughout the University campus, including some of the large residential sites. The cameras are used to direct security staff to incidents, and the Centre works in close liaison with the police.

If you have any personal safety concerns, require some security advice, or wish to report a crime, contact the Security Control Room ([controlroom@cardiff.ac.uk](mailto:controlroom@cardiff.ac.uk); +44 (0)29 2087 4444). You can also visit the Security Control Centre, which is located directly opposite 52-53 Park Place or speak to the University’s Campus Patrol Officers in person.

<https://intranet.cardiff.ac.uk/students/campus-life/personal-safety-and-security>

***Fire***

Be sure to make yourself aware of the fire safety procedures in buildings you use. If the fire alarm sounds continuously leave the building quickly and calmly via the nearest exit. Make your way to the assembly point and wait for Fire Officers. Only re-enter when instructed to by the Fire Officers.

***Theft***

It is important that you secure your home and are aware of personal security. To avoid theft and burglary make sure you do not make your property or belongings easily accessible to thieves. Keep your property secure by locking doors and shutting windows when you go out or going to sleep. It is unadvisable to leave portable items within easy reach of windows. If your suspicions are aroused by someone hanging around your property or room, ring Security or the Police. Take care of your personal property when you are out and about, especially wallets, handbags, mobile phones and laptops. Leaving property unattended is not advised. If you own a car or bicycle at University, please take the relevant precautions to make sure it is locked, safe and secure.

**Getting Around**

***Public Transport***

There are many ways you can get around Cardiff via public transport. Take a look at the traveline website to find out what transport links are near to your home. Choose between walking, cycling, bus or train for your journey: <http://myunijourney.traveline.cymru/cardiff-university/>.

Cardiff has an affordable bus and train service. Please find locations and timetables on:

* Cardiff bus website: <http://www.cardiffbus.com/english/servicelisting.shtml#_subnav01>.
* National Rail website: <http://www.nationalrail.co.uk/>

Cardiff Bus also offers a mobile ticketing app: <http://www.cardiffbus.com/english/iffapp>

***Rail Cards***

All students can access cheaper rail fares when they purchase a Young Person’s Railcard from National Rail. You must be aged 16-25 or be a full-time mature student to access this offer.

Cards cost £30 per year and entitles the cardholder to save on the cost of most rail journeys. For more information please visit the national rail website: <http://www.16-25railcard.co.uk>.

***Bicycles***

Cycling is another great way to get around the city. University halls of residence have different arrangements for bike storage so please check with the Residences Management Team to find out where you can store your bike in your halls. When leaving your bike please make sure you secure it accordingly and they it does not block any access points. When using your bike make sure you stay safe. We encourage you to have the appropriate lighting on your bike, reflective clothing and a helmet. Check out these top tips to ensure your bike is safe while you’re here: <https://www.cardiffstudents.com/pageassets/city-life/getting-around-cardiff/Help-us-put-the-brakes-English.pdf>.

***Cars***

Some halls of residence have available car parking spaces. You can find further information on with by asking you Residences Management Team. However, please bear in mind allocated parking is very limited. Disabled students that are blue badge holders have access to the designated disabled parking spaces across campuses.

***Walking***

Although Cardiff has many big city attractions, it is a compact city making it very easy to get around on foot. Most University Residences are within walking distance of the city centre and most academic buildings. Residences located further are connected by regular bus services.

1. **Getting started with your studies**

**Registration and enrolment**

You should now be fully registered as a Cardiff University student. This includes submitting your personal details, making your module choices, where appropriate, and completing your academic registration. It is essential that you complete these processes so we can report your attendance. For ‘home’ students to receive loans and grants and ‘international’ students to be able to study at Cardiff, attendance must be confirmed.

You must also complete online enrolment each year. Once you’ve completed enrolment you will be issued with your Cardiff University Student ID Card and have access to University facilities. [http://www.cardiff.ac.uk/new-students/enrolmen**t**](http://www.cardiff.ac.uk/new-students/enrolment)

**Student ID Card**

Your Student ID card is very important. It acts as proof of your identity and University membership and should be carried with you at all times on campus. Your card will enable you to access to the library, borrow books and use printing facilities. It also acts as a security card so you can gain entry to various University buildings.

Collecting it is a mandatory step in the enrolment process for campus-based students. You'll need to pick up your card in person within two weeks of the start date of your course. Before you can collect your student card, you must have completed online enrolment. Once you've enrolled, you can visit the Cathays Park or Heath Park collection point to have your photograph taken and student card issued. Please bring proof of your identity and your student number.

If your card is lost or stolen, please visit the Security Centre on Park Place to get a replacement, for which there is a small fee. <https://intranet.cardiff.ac.uk/students/campus-life/id-cards>.

**Payment of fees**

As a student of the University, you are required to pay tuition fees, or provide evidence of sponsorship, for each year of your course (including repeat years).  For more information about paying your fees, please see: <https://intranet.cardiff.ac.uk/students/support-and-services/money/tuition-fees>.

**Your student record**

The Student Information Management System (SIMS) is our tool for managing all student records. As well as being the main portal through which you enrol, choose modules and pay fees, the system also enables the University to store the following information:

* Your personal/contact information,
* Your academic information/academic history,
* All module and programme information.

It is extremely important that we have up-to-date records for all students, including your mobile telephone number, home and term-time address, emergency contact information and changes to programme of study/modules. You can access and amend your student record or request confirmation of your student status via SIMS Online: <https://sims.cf.ac.uk/> For more information visit <https://intranet.cardiff.ac.uk/students/your-study/changes-to-your-studies/changes-to-your-personal-details>

***Ask Cardiff***

If you have any questions or queries regarding registration, enrolment or other aspects of your student record, you can access a wide range of frequently asked questions to help you find the answer or contact a member of staff using the Ask Cardiff service: <https://ask.cardiff.ac.uk/>.

**Academic Regulations Handbook**

The Academic Regulations Handbook provides the formally approved academic regulations, applicable to all programmes of study offered by the University. Academic regulations are there to assure our academic standards and ensure all our students are treated consistently and equitably. Students enrolled on a programme with us agree to abide by our academic regulations and procedures.

http://www.cardiff.ac.uk/public-information/policies-and-procedures/academic-regulations

**Connecting to the University IT network**

Our IT services help you to make the most of your time with us. You can access a range of IT support, tools and resources to help in your study, including access to the free University-wide wireless network, computer suites, an IT clinic, computer sales and rentals, training and workshops and a free subscription to Microsoft Office products on your personal device.

***Connecting to the University IT network***

Our on-campus wireless network is freely available to students. If you are a new student or have a new mobile device, you will first need to register it to use the Cardiff University WiFi network, “eduroam”.

Information on how to connect to the University’s wireless network is available here:

<https://intranet.cardiff.ac.uk/students/support-and-services/technical-help-and-support/wireless-and-remote-access/using-wireless/connect-to-the-wireless-network>

If you are in a University Residence you can also connect to ResLAN (Residences' Local Area Network), which provides both wired and wireless connections.

<https://intranet.cardiff.ac.uk/students/support-and-services/technical-help-and-support/wireless-and-remote-access/using-wireless/using-the-network-in-uni-residences>

Support on connecting for students on health-related placements is available here:

<https://intranet.cardiff.ac.uk/students/support-and-services/technical-help-and-support/wireless-and-remote-access/remote-access/access-when-working-in-nhs-locations>

All students using our IT facilities are bound by the University IT Regulations.

<https://intranet.cardiff.ac.uk/students/support-and-services/technical-help-and-support/wireless-and-remote-access/using-wireless/using-the-network-in-uni-residences>

***Your Cardiff University email***

You can access your University email through the Student Intranet by clicking on the envelope icon in the top right of the screen. <https://intranet.cardiff.ac.uk/students>

You can also access your University email on your mobile device.

<https://intranet.cardiff.ac.uk/students/support-and-services/technical-help-and-support/email-office-365/set-up-and-access/mobile-access>

***Help and advice***

If you have an IT problem or query, please contact the IT Service Desk, which offers 24-hour IT support, seven days a week ([it-servicedesk@cardiff.ac.uk](mailto:it-servicedesk@cardiff.ac.uk); +44 (0)29 2251 1111.

Alternatively, you can visit the IT Service Desk at 40-41 Park Place weekdays, 08:30- 17:00.

You can expect the University to communicate with you clearly and accurately, and to respond in a timely manner to correspondence from you. You should check your official University student email regularly to ensure you are kept informed.

You can also keep up-to-date with University news through our social media channels:

* studentlifecu - Twitter, Facebook and blog
* cardiffuni - Instagram and Snapchat

The School uses SMS text messages as a way of contacting you with important urgent information and you are required to maintain accurate records of contact information, including mobile numbers on Student Information Management System (SIMS). The School reserves the right to contact students via text messages for directly relevant information regarding scheduling changes, placement information, assessment or similar. These notifications are one-way and responses are not usually monitored. Any communication sent via text to the School may not be acknowledged or actioned and students are advised to use email or telephone.

If you need to contact your personal tutor or any other member of staff you are encouraged to do this via email or telephone. Any other method may result in queries not being acknowledged or actioned. A complete list of contact information is available at [cardiff.ac.uk/healthcare-sciences](http://www.cardiff.ac.uk/healthcare-sciences).

**The School’s official media channel on Twitter is @CUHealthSci.** This is used to promote teaching and research activity and impact. It should not be used as a method for contacting staff or, for example, specific requests for timetabling information, lateness, illness or extensions. You are reminded that any information that is put online via Twitter or Facebook is likely to be publically available and you must remember your professional body standards when using these forms of media in relation your studies, the School and as a future healthcare professional.Further details on the School’s Media Policy is available on Learning Central.

**4. Your Programme of Study**

**Welcome from the Cardiff University School of Healthcare Sciences**

Welcome to the School of Healthcare Sciences. We really hope you enjoy your time with us and that you are successful in your studies. You have chosen an important career as a healthcare professional. Your qualification and experience will provide you with a life-time of satisfaction and the chance to make a really important contribution to your client’s health and wellbeing.

The School of Healthcare Sciences is part of the College of Biomedical & Life Sciences and contains a wide spectrum of professional groups delivering a host of pre- and post-registration taught and research programmes. These groups include: Clinical Photographers, Diagnostic Radiographers, Midwives, Nurses, Occupational Therapists, Operating Department and Perioperative Practitioners, Physiotherapists, and Therapeutic Radiographers. As a registered healthcare professional you will be working with these practitioners as part of multidisciplinary teams, in a range of health and social care settings. Your studies and your working life will never be boring!

Our vision is to ‘make a transformative contribution to excellence in health and social care through the skills and quality of our graduates and the international impact of our research and scholarship’. The future quality of health and social care depends on the quality of our graduates, tomorrow’s professionals.

Cardiff University is part of the Russell Group of Universities and our ambitions in the areas of education, research and engagement represent our ambition to be one of the best Healthcare School’s in the UK and beyond.

Our School is one of the largest in the University and you are joining a community of 3000 other students. As you will read below, we are committed to listening to our students to ensure you have a great experience here in the School of Healthcare Sciences – so please join in those activities. We wish you every success!

**StudentWelcome**

*Welcome to Cardiff University and to the School of Healthcare Sciences.*

*“Take some time to read through the handbook, it’s full of really helpful information on enrolment, the campuses, libraries and IT services, which are all absolute essentials at the beginning of your study. It contains all you need to know about your assessments, coursework and exams and what to do if you have any extenuating circumstances preventing you from meeting your deadlines.*

*There is access to academic and personal support for maths and English, skills development and support for students with learning difficulties, disabilities or medical conditions.*

*Student engagement offers a student voice and access to the students’ union where you can find help with housing, health and wellbeing or any academic issues. The student academic representatives will represent your programme in the School and University, so let them know how your experience here goes. Personal Tutors help should you have any issues at* *university,* *and can signpost you to a range of support services available to you – our advice is that you see them regularly.*

*In summary, the handbook is the place to go to meet all your student needs, whether they are academic or student life in general.*

*We hope you enjoy your study here and make the most of your experience in University.*

*Rachel Charlett – MSc Advanced Clinical Practice and Marianne Jenkins – PG Certificate Advanced Clinical Practice.”*

**Programme information**

Detailed information about your programme of study is available through SIMS Online (<https://sims.cf.ac.uk/>). This includes information on how you will be taught and assessed, and the learning outcomes for the programme (learning outcomes set out what you should know, understand or be able to do when you have completed a learning activity or a programme of study). You will find detailed Module Descriptions in the relevant modules within Learning Central, our Virtual Learning Environment (VLE).

Further information can be found in the Senate Regulation for Awards of Cardiff University within the Academic Regulations: <http://www.cardiff.ac.uk/public-information/policies-and-procedures/academic-regulations>.

**Making changes**

***Programme transfers***

You have been admitted to study a specific programme. However, you may change to an alternative programme if the School(s) responsible for the programme you wish to leave and the programme you wish to join agree. A change of programme that includes changing modules can only be made within the first three weeks of each semester. Further details are available at the following link.

<https://intranet.cardiff.ac.uk/students/your-study/changes-to-your-studies/programme-transfers>

**Learning resources**

The School is predominantly based on two sites, Tŷ Dewi Sant on the Heath Park Campus and also Eastgate House in the centre of Cardiff.

**Tŷ Dewi Sant -** times are for both the basement floor door (facing the concourse) and the ground floor door (facing Heath Park).

Open access: 08.00 – 17.00    PAC access\*: 07.00 – 08.00 and 17.00 – 19.00

**Eastgate House -** times vary for different floors.

Floors 4, 5, 6, 7 & 13

Open access hours: 08.30 – 16.00 and 16.00 – 19.00   PAC access\* hours: 07.00 – 08.30

Floor 11

PAC access\* hours: 07.00 – 19.00 (Staff only)

Floor 12

PAC access\* hours: 07.00 – 19.00 (PGR Students 24 hour PAC access)

\* PAC access = Cardiff University ID card to be presented

The Health Library in the Cochrane Building is accessible 24 hours a day, 7 days a week unless otherwise specified.

Clinical simulation areas are not normally accessible to students without an academic member of staff present for supervision and the doors are not accessible via student ID cards with the exception of the physiotherapy area on the ground floor. Access to these areas will be arranged by your programme manager as part of your studies.

Availability and access to research laboratories is made through the Programme Support Team – [HCAREProgrammeSupport@cardiff.ac.uk](mailto:HCAREProgrammeSupport@cardiff.ac.uk)

***Reading lists***

Your Reading Lists are available through SIMS and Learning Central and a video is available to help you find items on your reading list using LibrarySearch.

<https://ilrb.cf.ac.uk/vodcasts/FindBook.html>

***Library services***

The University libraries hold over 1.3 million printed books and provide access to more than 775,000 online books and journals. Our libraries each specialise in particular subjects and are located across our campuses. You are entitled to use any of the University’s libraries. Your student ID card will give you access and enable you to take out books and access computer facilities, along with study spaces. Find your closest library here: <https://intranet.cardiff.ac.uk/students/your-study/libraries>

All libraries offer a wide range of information resources and provide networked computing, printing and photocopying facilities. LibrarySearch enables you to find and locate books and other resources held in the libraries, to see how many copies are held and whether they are available for loan. It also enables you to check when borrowed items are due back in the library and to renew any or all items.

In addition, you can use LibrarySearch to find electronic books, journal articles and databases. All new students are offered an introduction to the library. This video offers a brief introduction to library services and facilities: <http://tinyurl.com/unilib-video>

If you’d like help using library services you can phone or email your library, contact your subject librarian or use the live chat service *Ask a Librarian* or pop into one of our libraries and speak to our librarians in person. <https://intranet.cardiff.ac.uk/students/applications/view/ask-a-librarian>

***Learning Central***

Learning Central is our Virtual Learning Environment (VLE) and provides a range of information and tools to support your programme, including:

* the posting of announcements,
* learning materials, such as lecture handouts, slides, reading lists and web links,
* discussion boards,
* the management of groups within modules,
* blogs and wikis,
* electronic submission of assignments,
* online quizzes and assessments,
* provision of unconfirmed student marks,
* tracking of student progress.

Access is via your usual University username and password.

<https://learningcentral.cf.ac.uk/>

**MyTimetable**

MyTimetable is Cardiff University’s onlineteaching timetables service which allows you to access your teaching timetable any time via any device. You can also synchronise to your choice of calendar on a mobile device. **It is your responsibility to ensure you have all of your relevant teaching timetables.** Changes to your teaching timetable will appear in MyTimetable within 15 minutes, via the desktop website and the mobile site. Changes take longer via calendar synchronisation. Therefore your most up to date teaching timetable is available via the mobile site: <https://timetables.cardiff.ac.uk/m>

**Check if all your teaching activities show in MyTimetable**

**How to access the MyTimetable service:**

* **Mobile site -** <https://timetables.cardiff.ac.uk/m>
* **Dedicated website -** <https://timetables.cardiff.ac.uk>

To find out more about using MyTimetable visit the help pages at: <https://timetables.cardiff.ac.uk/help>

It is important to note that any activities that are not lecture or seminar based may not be included in your teaching timetable. This may include, personal tutee meetings and year group activities, for example. It is your responsibility to ensure you have all of the relevant timetables.

**Unforeseen changes -** In some circumstances, your School will need to make changes to your teaching timetable during the semester. These will be updated in MyTimetable within 15 minutes so you must ensure you check your timetable regularly, the most up to date information is available via the mobile site: <https://timetables.cardiff.ac.uk/m>

**Finding out about a change -** MyTimetable does not send out automatic notifications when a change has been made to your teaching timetable. Please continue to open any communications you receive about your teaching timetable from your Home School and from your Partner School if you have one (this also applies to changes made to teaching timetables that are not available via the MyTimetable service).

**Problems accessing the system -** If you are having problems accessing the system or you cannot see your modules please contact your School in the first instance [HCAREScheduling@cardiff.ac.uk](mailto:HCAREScheduling@cardiff.ac.uk)

For technical and user support please contact: IT-ServiceDesk@cardiff.ac.uk

**Placement options**

**Placements and Work Experience**

Information regarding Learning in Practice is available in Programme and Clinical Handbooks. All programmes have different professional requirements and detailed information is available in these handbooks. In addition to School-based placements, Careers and Employability can help you gain work experience through a range of schemes and opportunities.

<https://intranet.cardiff.ac.uk/students/support-and-services/careers-and-employability/work-experience>

**Health and safety at study**

University Security Services are provided 24 hours a day, 7 days a week. They aim to encourage and ensure, as far as reasonably practicable, safe and secure environments for all users of the University. They also offer help and advice in a number of areas, including a Personal Safety and Security Guide. You can call the 24-hour control room on 02920 874444 or visit the Security Control Centre, which is located directly opposite 52-53 Park Place, or speak to the University’s Campus Patrol Officers*.*

[**https://intranet.cardiff.ac.uk/students/campus-life/personal-safety-and-security**](https://intranet.cardiff.ac.uk/students/campus-life/personal-safety-and-security)

Further information relating to your health and safety can be obtained from the Occupational Safety, Health and Environment Unit.

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

**5. Assessment and Feedback**

**The purpose of assessment**

The purposes of assessment are to help both staff and students monitor and improve learning, to provide a measure of achievement, and to help assure our academic quality and standards. We hope that your learning will gain maximum benefit through effective and efficient assessment. Our assessments are designed on the principles that they are valid, reliable and explicit.

You will undertake both formative and summative assessments during your time here. **Formative assessment** is designed to help you learn more effectively through the receipt of feedback on your performance, indicating how you can improve. It does not count towards your overall mark. **Summative assessment** is used to indicate how well you have met the intended learning outcomes of a module or programme and does count towards your overall mark. Feedback is provided on all assessments taken during the academic year.

**Marking**

Most assessment tasks require assessors to exercise their academic and/or professional judgement. Staff will use assessment criteria and/or mark schemes to support this judgement, which will be provided to you. Assessment criteria set out the knowledge, understanding, and skills that you will need to demonstrate in different assessment tasks. All summative assessments are marked anonymously, except in tasks where this is not possible, e.g. presentations. Schools also use a range of processes to ensure marking is reliable, consistent, and accurate. Results are overseen by examining boards, which include external examiners to help monitor and judge standards.

You must ensure that you adhere to any specified word limits and that you submit assessments in advance of scheduled deadlines. Summative assessments that are submitted late, where there are no accepted extenuating circumstances, will be given a mark of zero.

It is important that you familiarise yourself with the School’s Assessment and Feedback Strategy which will provide you with information on how your work is marked and moderated. [Assessment and Feedback Strategy](https://learningcentral.cf.ac.uk/bbcswebdav/pid-3746047-dt-content-rid-6174711_2/courses/HCARE-SCHOOL/HCARE%20Assessment%20%20Feedback%20Strategy.pdf)

**Assessment results**

You will be given access to provisional marks on SIMS after an assessment has been marked. Provisional marks are subject to confirmation by the relevant Examining Board.

**Your progress**

The nature of the professional degree programmes is such that successful completion provides eligibility to apply for registration and a licence to practice.  Consequently undergraduate students are required to attend all timetabled sessions with the exception of those that are identified as ‘optional sessions’.

Postgraduate students are required to attend all timetabled sessions with the exception of those that are identified as ‘optional sessions’.

Attendance at all practical sessions and some lectures/tutorials is monitored by asking students present to sign an attendance register. You will be responsible for ensuring that you have signed that register for the session as evidence of your attendance. All absences will be recorded.

Students absenting themselves from the University without formal approval may be subject to the Student Attendance and Engagement Procedures as appropriate. [Student Attendance and Engagement Procedures](http://www.cardiff.ac.uk/public-information/policies-and-procedures/academic-regulations)

**Feedback on assessment**

Academic feedback plays a crucial role in supporting learning at University and is a key element of your learning experience. You will receive feedback in a variety of different ways and learning situations. You should be aware of the range of feedback you could receive, including the oral feedback that you will receive from staff on an ongoing basis.

The feedback you receive will be most useful when you use it to identify what you did well, why you got a particular mark, and what you need to do to improve. When you have done this, you need to ensure that you use this information to improve your future work.

Feedback on assessed work will be made available to you no later than four working weeks after the assessment deadline. In exceptional cases, where this is not possible, staff will notify students when they will receive it and give clear reasons for the delay. The University’s approach to feedback is outlined in our Academic Feedback Policy.

<https://intranet.cardiff.ac.uk/students/your-study/exams-and-assessment/getting-feedback>

[learning.cf.ac.uk/quality/assessment/feedback](http://learning.cf.ac.uk/quality/assessment/feedback/)

[Assessment and Feedback Strategy](https://learningcentral.cf.ac.uk/bbcswebdav/pid-3746047-dt-content-rid-6174711_2/courses/HCARE-SCHOOL/HCARE%20Assessment%20%20Feedback%20Strategy.pdf)

**Course work**

Information on how your coursework is submitted, assessed and moderated is available within the School’s Assessment and Feedback Strategy which introduces the assessment regulations in operation for all educational programmes as well as the academic support offered to students undertaking studies in the School of Healthcare Sciences for the academic session commencing **2019/20.** [Assessment and Feedback Strategy](https://learningcentral.cf.ac.uk/bbcswebdav/pid-3746047-dt-content-rid-6174711_2/courses/HCARE-SCHOOL/HCARE%20Assessment%20%20Feedback%20Strategy.pdf)

**Examinations**

Timetables for exams which are held during the main Autumn and Spring exam periods are published approximately five weeks before the start of the exam period. All students also receive an individual electronic exam schedule.

<https://intranet.cardiff.ac.uk/students/your-study/exams-and-assessment/before-your-exams/exam-timetables>

You should be aware of the basic information and rules before sitting your first exam, including what you can and cannot take into an exam venue. These rules are available here:

<https://intranet.cardiff.ac.uk/students/your-study/exams-and-assessment/sitting-your-exam>

A video of what to expect at an exam venue is available here:

<https://www.youtube.com/watch?v=W_tLL-gRLmY&feature=youtu.be>

Information on how you receive your feedback following examination assessments can be found via the School’s Assessment and Feedback Strategy. [Assessment and Feedback Strategy](https://learningcentral.cf.ac.uk/bbcswebdav/pid-3746047-dt-content-rid-6174711_2/courses/HCARE-SCHOOL/HCARE%20Assessment%20%20Feedback%20Strategy.pdf)

**Alternative examination arrangements**

Support is available in examinations for disabled students, including students with Specific Learning Difficulties such as dyslexia, where students request reasonable adjustments to be made in advance of the examinations. Students may also wish to request examinations through the medium of Welsh and adjustments to examinations due to Religious Observance Days. More details can be found here:

<https://intranet.cardiff.ac.uk/students/your-study/exams-and-assessment/before-your-exams/alternative-arrangements>

**Extenuating circumstances**

While preparing for or undertaking assessments, you may experience personal circumstances that impact on your studies. If this is the case then you must report these as extenuating circumstances on the University form with evidence to your School Office as soon as possible and before the deadline published by your School.

Extenuating circumstances are circumstances that:

* have prevented you from performing at your usual level in an assessment or examination, and
* are severe and exceptional, and
* are unforeseen or unavoidable, and
* are close in time to the affected assessment or examination.

There are a number of remedies available to Schools for students who have valid extenuating circumstances. These can apply only if you report your circumstances by the published deadline. Students with ongoing changing or worsening circumstances will need to report their circumstances each time an assessment is affected. The University will never assume that a student wants circumstances to be considered.

<https://intranet.cardiff.ac.uk/students/your-study/exams-and-assessment/extenuating-circumstances>

<https://healthcaresciences.cf.ac.uk/elearning/extcirc.htm>

**Think You May Have Extenuating Circumstances?**

**Exam Board Remedy request**

You will receive an electronic acknowledgement when your application form and evidence have been received.

No, you don’t: in this situation you can seek advice from the student’s union or your personal tutor as there may well be other options you can consider.

Extension request: This will be considered by your programme manager, or Field lead and you will normally be informed of the outcome within 10 working days of the application.

Exam Board remedy Request: This will be considered by the School Extenuating Circumstances Group (ECG), which meets monthly. You will normally be informed of the decision of the group within 10 working days of the group meeting. If your application is rejected then you may wish to discuss other options for support with the student’s union or your personal tutor. If your application is accepted, the relevant exam board will be notified of this and the most appropriate exam board remedy decided upon.

You’ve missed the deadline. If you have good reason for not submitting the extenuating circumstances before the deadline you could consider the appeals process once you have your results verified <http://www.cardiff.ac.uk/regis/sfs/exams/verification/>

You meet the deadline: decide what is more appropriate for you - requesting an exam board remedy or an extension. Complete the form accordingly ***ensuring you have the necessary evidence****.*  Submit the form and evidence - [HCAREExtCircs@Cardiff.ac.uk](mailto:HCAREExtCircs@Cardiff.ac.uk)

Yes, you do: look at the assessment schedule for your programme on Learning Central, or the shared drive - <https://netstorage-mwe.cf.ac.uk/NetStorage/?/oneNet/Netstorage/shrhcare/hcare/shared/StudentsMaterials> in order to check your deadline for submitting extenuating circumstances.

Look at [www.cf.ac.uk/ec](http://www.cf.ac.uk/ec); the best document to start with is “Extenuating Circumstances – All You Need to Know”. Following this, you need to decide if you meet the criteria. If you’re not sure, you can seek advice and help from the student’s union - [advice@cardiff.ac.uk](mailto:advice@cardiff.ac.uk) or student cases within the School – [HCAREExtCircs@Cardiff.ac.uk](mailto:HCAREExtCircs@Cardiff.ac.uk)

**Academic integrity**

It is important that you approach assessment in an honest way and that you only submit assignments that are entirely your own work. Using the work of others without proper acknowledgement is cheating, or unfair practice, as you will have had an unfair advantage in your assessment compared to other students. Plagiarism (submitting the work of others as your own work), self-plagiarism (using your own ideas for multiple assessments), collusion (unauthorised collaboration with other(s)) and exam misconduct (not following rules within the exam venue) would enable you to receive a higher mark or grade than your abilities would otherwise secure.

Properly referencing the work of others is an important skill in higher education, one that you will need to learn. Guidance and tutorials on how to reference in the Cardiff University Harvard style can be found here:

<https://intranet.cardiff.ac.uk/students/your-study/study-skills/manage-cite-and-reference-information/citing-and-referencing>

Your subject librarian can also help with your referencing queries.

<https://intranet.cardiff.ac.uk/students/your-study/libraries/subject-support/subject-librarians>

The University uses a range of different tools and techniques to identify plagiarism and the penalties for students who are caught can be severe. Invigilators are also trained to identify misconduct in examinations. It is up to you to ensure that you don’t commit an unfair practice, whether by accident or by design. It is an offence even when you did not intend to do it.

<https://intranet.cardiff.ac.uk/students/your-study/exams-and-assessment/sitting-your-exam/cheating-and-unfair-practice>

**Issuing of formal results**

Once your results are released, you will informed by email. Your results will also be available to view on SIMS. You are entitled to appeal against your results under specific grounds within 28 calendar days of these appearing on SIMS. You cannot request that your work is re-marked and are not allowed to challenge the academic judgement of the assessors.

<https://intranet.cardiff.ac.uk/students/your-study/exams-and-assessment/results/appeals>

**External Examiner reports**

Your programme has an External Examiner whose role it is to ensure that quality and standards are upheld. All External Examiner Reports are available online for your information.

<https://www.cardiff.ac.uk/public-information/quality-and-standards/external-examiner-reports>

**School awards and prizes**

**Alan and Cyril Body Education Trust Prize**

Award for the best performance on the Introduction to Public Health, Health Promotion and Behaviour Change Module on the Bachelor of Nursing programme.

**Bessie Louise John Prize**

Award for best performance in Holistic Assessment and Recognition of Health and Social Care Needs Module on the Bachelor of Nursing programme.

**Chartered Society of Physiotherapy Prize**

Awarded to the student on the BSc (Hons) Physiotherapy programme for the best dissertation, demonstrating excellence in rigour, thorough reasoning of methodology, excellent data analysis and excellence in links to current literature and pertinent areas of clinical practice. Highest grade/contribution to physiotherapy practise understanding and knowledge of research.

**Chartered Society of Physiotherapy Prize**

Awarded to the student on the BSc (Hons) Physiotherapy programme for the best overall academic performance. Achieving the highest overall grade.

**Chartered Society of Physiotherapy Prize**

Awarded to the student on the BSc (Hons) Physiotherapy programme for the best level 6 portfolio.

**Chartered Society of Physiotherapy Prize**

Awarded to the student on the BSc (Hons) Physiotherapy programme for the best overall clinical performance and achieving the highest overall practice-based assessment grade.

**College of Radiographers Award**

Awarded to student on the BSc (Hons) Diagnostic Radiography & Imaging programme for the best dissertation and excellence in research practice.

**College of Radiographers Award**

Awarded to the student on the BSc (Hons) Radiotherapy & Oncology programme for achieving the best overall clinical performance.

**David Walters Cup**

Awarded to the most outstanding final year student on the BSc (Hons) Diagnostic Radiography & Imaging programme.

**Eleanor Bradley Prize**

Award for best piece of coursework within the Bachelor of Midwifery programme.

**Gwobr Iechyd a'r Gymraeg/Welsh and Health Award**

Award for recognition of an individual student's positive contribution to promoting the use of the Welsh language in Healthcare Education and/or practice within the School of Healthcare Sciences.

**Intersurgical Prize for Academic Achievement**

Award for highest year average in level 6 within the BSc (Hons) Operating Department Practice Programme.

**Intersurgical Prize for Professional Contribution**

Award for professional contribution to their profession, studies and clinical development within the BSc (Hons) Operating Department Practice programme.

**Intersurgical Prize: Certificate of Recognition**

Award for contribution to programme and profession within BSc (Hons) Operating Department Practice.

**Lesley Deacy Neuroscience Prize**

Award for demonstrating excellence in the knowledge and care of patients with neurological problems within the Bachelor of Nursing programme.

**Lillian Young Memorial Award**

Awarded to final year student for overall dedication and commitment shown through out the BSc (Hons) Radiotherapy and Oncology programme.

**Nicola Glenys Weaver Prize**

Award for highest dissertation mark on the Bachelor of Nursing programme.

**Paul Ward Memorial Prize**

Award for outstanding achievement and contribution within the Post Registration Studies in Perioperative Practice.

**Research Award**

|  |
| --- |
|  |
| Awarded to student on the BSc (Hons) Occupational Therapy programme with the highest mark in the research article.  **Royal College of Midwives and Dean's Prize in Memory of Cath Russell**  Awarded to a student who has consistently demonstrated a professional attitude, respect, commitment and advocate for women and for the profession of Midwifery. |

**Dora Roylance - Queens Nursing Institute**

Awarded to a Primary Care and Public Health Nursing student for outstanding achievement.

**6. Academic and Personal Support**

**Academic and study skills**

The Academic Skills and Mentoring Team provides academic and study skills classes to assist the transition to university and enhance academic study skills. Names of those attending classes are not divulged to schools, hence the classes provide students with an open and impartial place to discuss academic queries and build on study skills.

<https://intranet.cardiff.ac.uk/students/your-study/study-skills/academic-skills-classes>

**Maths support**

The Maths Support Service, located in the School of Mathematics on Senghennydd Road, is freely available to all our students and can support those that:

* have a phobia of maths or statistics,
* require refreshing in mathematical or statistical skills and techniques,
* need additional help with the maths element of your programme.

There are a number of additional classes and general drop-in sessions that are available to all students throughout the teaching weeks and access to a variety of online learning materials, on a range of mathematical topics, organised according to subject/discipline.

<https://intranet.cardiff.ac.uk/students/your-study/study-skills/maths-support>

**English language support**

English Language Programmes’ In-sessional Team provide support to students whose first language is not English. The in-sessional team deliver an Open Access programme of classes and tutorials to support non-native students with advice on the skills they need for academic study in the UK. This programme is open to both undergraduate and postgraduate students. Online lessons to help you improve your writing, grammar and vocabulary are also available. [https://intranet.cardiff.ac.uk/students/your-study/study-skills/English-language-support](https://intranet.cardiff.ac.uk/students/your-study/study-skills/english-language-support)

**Your Personal Tutor**

You will receive information about the Personal Tutor system during induction. Your Personal Tutor’s name will also be listed on your SIMS Online account. Your Personal Tutor is there to maintain an overview of your learning and educational experiences and is able to provide you with academic advice and guidance and signpost you to the range of specialised central support services for any non-academic matters. Your Personal Tutor should meet with you within the first two weeks of each academic session and at least once per semester. Your Personal Tutor will often be your first point of contact, helping you to get the most out of your studies, or for any issues you may be facing. If you have any personal worries or problems that might affect your learning, you should discuss these in the first instance with your Personal Tutor. **You have the opportunity to change your Personal Tutor should you feel this is necessary and you will not, at the first request, be required to state your reason.**

We recognise that if you are a Welsh speaker you may feel more comfortable speaking to a Welsh speaking personal tutor. Provided there are Welsh speaking members of staff in your subject area, every effort will be made to allocate a Welsh speaker to you.

Details on how the personal tutor system works within the School of Healthcare Sciences can be found within the School’s Assessment and Feedback Strategy. The Module Leader and Programme Manager also play a key role in supporting you in your academic studies.

**The Student Support Centre**

The Student Support Centre, with locations on the Cathays Park (50 Park Place) and Heath Park (2nd Floor, Cardigan House) sites, offers a range of services dedicated to helping you to make the most of student life. The staff at the Student Support Centres offer confidential advice and support when you need it.

Specific services provided are:

* **Advice and Money:** practical advice for student life; and offers guidance on academic issues, specialist funding advice, money skills & emergency funds and Bursaries & Scholarships.
* **Careers and Employability:** careers advice, guidance and information, work experience opportunities, academic and employability skills development, access to student and graduate recruitment opportunities & events and enterprise and business startup support.
* **Counselling, Health and Wellbeing:** practical advice & support for good health & wellbeing; and offers face to face & online appointments, drop-in service, workshops, self-help resources and an occupational health service.
* **Disability and Dyslexia Service:** advice & guidance to disabled students, offers specialist support services and facilitates accessibility and adjustments including examination provision. Services include screening for Specific Learning Difficulties and assessments of need.
* **International Student Support:** practical support for international students; and offers immigration advice & assistance with visa extensions, guidance on employment regulations, financial advice and information on daily life in the UK.
* **Academic Skills and Mentoring:** practical advice for student life by offering advice and guidance on the transition to university and by providing classes on academic study skills for undergraduates.

For further information, see: <https://intranet.cardiff.ac.uk/students/directories/teams/view/51107-student-support-and-wellbeing>

**Student Advice in the Students’ Union**

We hope that your time at Cardiff is a very positive one and is problem free. If things do go wrong however, Student Advice is here to help. Student Advice, based on the third floor of the Students’ Union, is a free, confidential, impartial and independent service run by the Students’ Union providing advice and information, advocacy and representation to all students at Cardiff University.

The service is delivered by drop-ins, appointments, emails and phone. The service also undertakes other activities and events to develop awareness of rights and responsibilities, as well as promoting and supporting the health and wellbeing of students. Student Advice provides general advice and information on a range of issues such as academic, consumer, employment, health services, housing, money matters, student finances, welfare matters, and much more. They can offer guidance on many areas such as academic appeals, problems on your course and housing advice, to name a few.

<http://www.cardiffstudents.com/advice/> (02920 781410; [Advice@cardiff.ac.uk](mailto:Advice@cardiff.ac.uk))

**Multi-faith chaplaincy**

The Multi-faith Chaplaincy is a place of friendship, hospitality, reflection, support, and dialogue, welcoming those of all faiths and none. The Chaplaincy is here for staff and students providing spiritual pastoral care for those with or without faith. For more information please visit this link: <https://www.cardiff.ac.uk/study/student-life/student-support/practising-your-religion/chaplaincy>

**University residences**

All residences have a Residences Management Team consisting of a Residences Manager, Assistant Managers, Housekeepers and Handypersons. The team provides support for students during office hours (generally 8.00am to 6.00pm), and you are welcome to visit them at your Residences Reception, or by calling the telephone number on the front of your Residences Card. If you need assistance outside of office hours, you can find support in the form of Student Wardens who live on site and the 24-hour University Security service. Contact details are displayed on the back of your Residences Card.

Detailed information about living in residences and policies and procedures, e.g. community living, health and safety, room transfers and leaving residences can be found at:

<https://intranet.cardiff.ac.uk/students/support-and-services/accommodation/university-residences>

**Care leavers and estranged students**

If you are a care leaver or are estranged from your family, we can provide you with a range of help and advice, including access to financial support, whilst you are here. For more information, please contact the Student Support Centre ([studentsupportcentre@cardiff.ac.uk](mailto:studentsupportcentre@cardiff.ac.uk); +44 (0)29 2087 4844).

**Students with caring responsibilities**

We understand that some students balance their studies along with their caring responsibilities.

We have a dedicated member of staff who can act as a mentor to support you throughout your journey at Cardiff University. For more information, please contact the Student Support Centre ([studentsupportcentre@cardiff.ac.uk](mailto:studentsupportcentre@cardiff.ac.uk); +44 (0)29 2087 4844).

**Student parents**

Whether you already have a child or are about to become a parent, services are available to support your study with us. We believe that being pregnant, adopting or caring for a child should not in itself be a barrier to succeeding in a programme of study. We strive to be as flexible as possible in any such situation. The Student Support Centre can work with you to ensure you get all the funding you are entitled to from your funding body and from welfare benefits. They can also assist you if you require advice or information on how being a parent might affect your studies or if need help in finding childcare or locating a school, the team can also provide support and signpost you to other services and organisations. For more information, please contact the Student Support Centre ([studentsupportcentre@cardiff.ac.uk](mailto:studentsupportcentre@cardiff.ac.uk); +44 (0)29 2087 4844).

The University operates a registered Day Care Centre for dependents of University staff and students: <http://www.cardiff.ac.uk/day-care-centre>

**Nightline**

Cardiff Nightline is a confidential **student-led phone service** that provides information and serves as a confidential listening ear to students in the Cardiff area. Nightline is open every night during term time between **8pm and 8am**. The service is non-directive, non-judgemental, non-advisory and practises two-way anonymity.

Volunteers are students just like you, who are fully trained to handle calls through training days and ongoing training sessions. You can either call and speak to Nightline on 02920870555 or if you would prefer you can use instant messaging. For details see: <https://www.cardiffnightline.co.uk>.

**Social media**

Social media is a constant in many of our lives and is an important communication tool that many of us use. Indeed, many employers are now also using social media channels to screen candidates, so it is important that your “digital footprint” presents a positive image of you and that you are aware of the positive and possible negative impacts social media can have on your life. Take a look at our #Social 7 campaign to learn more about how to avoid the pitfalls and make good use of social media: <https://intranet.cardiff.ac.uk/students/get-involved/social7-rules-to-live-by-on-social-media>.

**7. Your Student Voice**

We pride ourselves on the high level of engagement that exists between our students, the Students’ Union and the University, and we work together to enhance the Cardiff experience. We give students the opportunity to express their opinions and be partners in the decision-making of the University.

We give students the opportunity to express their opinions and be partners in the decision-making of the University. In particular, we have Student Academic Representatives in every School who meet with Staff to feedback what you like and don’t like about your programme. We ensure you have adequate opportunities to provide feedback on all elements of your course and hold a number of student surveys throughout the year to make sure we are always working in the best interests of our students. The feedback you provide is listened to and valued, and we endeavour to make it clear how students’ views and comments have been acted upon. We also engage our students in the planning, implementation and evaluation of programmes, through which we continue to enrich the educational experience at the University. The School has two academics who work with the Students’ Union Student Voice as Student Representative Co-ordinators please engage in these activities whenever you can. <https://intranet.cardiff.ac.uk/students/campus-life/give-your-feedback>

**Student surveys**

We recognise the vital contribution opinions and feedback from our students make to the enhancement of the educational environment and the fulfilment of our strategic goals. We ask you to contribute to one University-wide or National survey each year (outlined in the table below). We expect you to take up the opportunities provided to express your opinions, and to recognise the importance of your contributions and how these build a legacy for the benefit of future students. Your views are extremely valuable to the continual enhancement of your experience here.

|  |  |
| --- | --- |
| **Survey** | **Year of Study** |
| Welcome to Cardiff | Year 1 |
| Study@Cardiff Survey | Year 2 (+ Years 3, 4, 5 for those on programmes that are longer than 3 years) |
| Placement Learning Survey | For those on placement years |
| StudyAway Survey | For those studying abroad for a year |
| National Student Survey (NSS) | UG Final Year |

<https://intranet.cardiff.ac.uk/students/campus-life/give-your-feedback/student-surveys>

**Student academic representation**

Student Academic Reps are the voice on your course. They provide feedback on positive or negative issues you may have about your academic experience to a range of different meetings. They are also a fountain of knowledge when it comes to other issues you may be facing at University and should be able to signpost you to the range of support services available to you. You can find out who your Student Academic Reps are here: <http://www.cardiffstudents.com/your-voice/academic-reps/>

You can also put yourself forward to become a Student Academic Rep each October, and will receive training and support to ensure you can be effective in this role.

**Student-Staff Panels**

Student-Staff Panels (SSPs) provide a formal channel for Student Academic Reps to meet with staff and to discuss issues related to their educational experience. They also provide an opportunity for the School to consult with students and receive feedback on new proposals.

The SSPs are led by student representatives from each programme of study and consider all matters of concern to students within programmes, including teaching methods, library facilities and computing facilities.  In addition, they also consider matters relating to ways in which the programmes could be made more attractive to potential students, academically stronger or more professionally relevant. SSP meetings are normally held at least once per term.

A whole School undergraduate SSP also meets for students to share similarities and common issues relevant to all, as well as gaining a greater insight into each other’s discipline and exchanging ideas and experiences.

**Meet the Senior Executive Team meetings**

Each programme and cohort will be invited to meet the School’s Senior Executive Team each year. This provides the opportunity for students to meet with the Senior Executive Team and staff to discuss any matters relevant to the student body.  This is also an opportunity for the Senior Executive Team or relevant academic staff to consult with the students on School and University wide matters.

**Module evaluation**

Module evaluation provides feedback to your School at a detailed level, leading to the enhancement of your educational experience. There is an evaluation for every module each year, which you complete anonymously using our online system. However, you should feel free to provide feedback on your module or programme throughout the year to your Student Academic Rep, your Personal Tutor, or the module or programme leaders. The outcomes from your module evaluations will be considered by the appropriate Board of Study and shared with the relevant Student-Staff Panel. Any outputs and actions arising from module evaluation will be communicated to you.

The School utilises an online survey tool to collect student opinions on theory and where applicable, placement aspects of programmes of study. You will be provided with module evaluation survey web links as you complete each module/block. Survey reports are considered by Programme Management Groups where outcomes and actions are identified, and fed back to students by the programme team.

**Contributing to the development of your programme**

In addition to the activities outlined above, each programme has a Programme Management Group (PMG). The PMG provides a forum for collaborative working with students, clinicians, service users and carers to maintain the quality and integrity of the programme.  The PMG advises the Board of Studies on all matters relating to the management and development of the programme.

The student representatives are involved in programme development and innovation as members of the relevant Programme Management Group and Programme Planning team.

**Course-based societies**

There are a number of profession specific societies that are affiliated to the Students Union and further information regarding each society can be accessed via the following: [**www.cardiffstudents.com/activities/societies/list**](http://www.cardiffstudents.com/activities/societies/list)

**Cardiff University Students’ Union**

We have one of the top-ranking Students’ Union in the UK according to results from the National Student Survey. The Students’ Union is run by students for students, encompassing aspects of student life within a purpose-built complex. The Students’ Union is a crucial partner in enabling the University to provide a first-class student experience. As soon as you enrol at Cardiff University you automatically become a member of the Students’ Union. This means you have access to all the great services on offer, plus you have the right to make crucial decisions about what the Union does and how it is run. The Students’ Union strives to help students enjoy their time here, make friends and leave University with skills for a future career. It is the recognised voice of students at Cardiff University and it offers advice, representation, training, skills development, student activities, sports clubs and societies, student media, student-led services, volunteering opportunities and employment. The Students' Union can be found at both Cathays and Heath Park Campuses. <http://www.cardiffstudents.com/>

**8. Developing yourself**

# Careers and employability

# The Careers & Employability team works with students, graduates, postgraduates, employers, and University staff to deliver a highly respected and valued service. It offers a wide range of careers advice and information, workshops, employer events, careers fairs and many other activities, which are useful to you from your first year onwards. Make sure you take full advantage of what we have to offer to help you get a job after University.

# Career Central

# As a Cardiff University student, you have access to Career Central, an online resource with information, advice and guidance to help you to identify your interests, skills and competencies and explore everything to do with your career choice. Log in with your usual University username and password. <https://intranet.cardiff.ac.uk/students/support-and-services/careers-and-employability>

# Placements and work experience

Information regarding Learning in Practice is available in the Placement Handbook. All programmes have different professional requirements and detailed information is available in this handbook.

In addition to School-based placements, Careers and Employability can help you gain work experience through a range of schemes and opportunities. Work experience and placements are a great opportunity to enhance your employability and career prospects and can help you make decisions about your future career. Some programmes include placement learning as an integral element. However, if this does not apply to you, you can still gain work experience through a range of schemes and opportunities. <https://intranet.cardiff.ac.uk/students/support-and-services/careers-and-employability/work-experience>

In addition to signposting opportunities with external organisations, the University offers opportunities during the summer vacation for students to work under supervision on staff-defined research projects though the **Cardiff University Research Opportunity Programme (CUROP)** and on education innovation through **Cardiff University Student Education Innovation Projects (CUSEIP)**. Opportunities are advertised in the Spring Term each year.

CUROP: <https://intranet.cardiff.ac.uk/students/support-and-services/careers-and-employability/work-experience/summer-research-placements>

CUSEIP: <https://intranet.cardiff.ac.uk/students/support-and-services/careers-and-employability/work-experience/summer-learning-and-teaching-placements>

***Developing employability skills***

You may also be interested in using the Skills Development Service (SDS) within the Students’ Union. SDS provides a range of courses aimed at building your confidence, improving your transferable skills and increasing your employability potential. Certificates are awarded for successful completion of courses and are highly regarded by employers. <http://www.cardiffstudents.com/jobs-skills/skills-development-service/>

# The Cardiff Award

The Cardiff Award is an employability award that encourages students to undertake work experience or get involved in extra-curricular activities, then recognises and rewards students for their efforts. Created with industry partners, the programme offers opportunities to practise key recruitment techniques and network with graduate employers. It takes you through a process that will give you the confidence and skills to be successful in the world of work, after graduation. If you would like more information about the award please follow this link: <https://intranet.cardiff.ac.uk/students/support-and-services/careers-and-employability/the-cardiff-award>

# Cardiff University Enterprise

Enterprise & Start-Up is a joint initiative between Cardiff University and Cardiff University Students' Union to help students realise their full potential in business and entrepreneurship. Enterprise is all about thinking creatively, spotting opportunities, making things happen, and developing skills for life. It's not just about business; it's about helping you to make the most of yourself.

# Enterprise & Start-Up runs workshops, competitions and sessions to help students develop their skills and knowledge to identify creative solutions to problems and put their ideas and innovations into practice.

# To find out more about the courses and sessions Enterprise & Start-Up will be running in the upcoming year, visit: <https://intranet.cardiff.ac.uk/students/support-and-services/careers-and-employability/student-enterprise> or drop in to the Centre for Skills, Enterprise and Volunteering on 2nd floor Cardiff University Students’ Union.

# Working part-time as a student

# We recognise that you may need to undertake some part-time work whilst you are here to generate additional income. It is important that you balance the demands on your time to get the most out of your experience as a student and ensure that any part-time work you do undertake does not impact negatively on your studies. The Students’ Union and Cardiff University run Jobshop can provide you with support in finding part-time work. <http://www.cardiffstudents.com/shops-services/jobshop/>

# International students should note that, due to visa restrictions, there is a limit on the number of hours that can be worked during term time. <https://intranet.cardiff.ac.uk/students/support-and-services/careers-and-employability>

# Global Opportunity Centre

The School of Healthcare Sciences participates in a number of collaborations with institutions of higher education in different parts of the world. These collaborations are based on strong partnerships which mean that students can enjoy the opportunity to experience working in another country. The School is keen to expand students’ awareness of global health trends and to enhance their professional development by participating in global learning opportunities. Each programme of study within the School has a designated Study Abroad co-ordinators to actively promote global opportunities to their students. We work very closely with the university’s Global Opportunity Centre [www.cardiff.ac.uk/global-opportunity](http://www.cardiff.ac.uk/global-opportunity)

# Studying, working or volunteering abroad as part of your university experience is a great way to broaden your academic knowledge, immerse yourself in another culture and gain skills that could be valued by employers. In addition to School-based opportunities, the Global Opportunity Centre provides a dedicated resource and source of expertise for all the international opportunities available at Cardiff University. We can support you if you are considering time abroad to study, work or volunteer and offer a range of international opportunities. We have links with over 300 institutions and can provide you with the opportunity to embark on an overseas placement in Europe and across the world. An international experience will not only enhance your CV by demonstrating key skills such as communication, flexibility and collaborative working, but can provide you with valuable networking opportunities. Above all, it is the start of a new adventure.

# <https://intranet.cardiff.ac.uk/students/support-and-services/spend-time-abroad>

# Languages for All

Languages for All gives you the chance to improve your language skills alongside your studies. It is freely available to all students and provides the opportunity to learn an extensive range of languages, delivered in a variety of ways.

Our flexible choice of study options mean you can learn in a way that suits you, be that weekly, intensively or independently. Whether you’re a complete beginner or wanting to improve your current language skills, we cater for all abilities. We hold courses in a wide range of languages and run classes at both our *Cathays Park* and *Heath Park* campuses. Further information on Languages for All courses: <https://intranet.cardiff.ac.uk/students/your-study/languages-for-all>

**Welsh language courses**

Here at Cardiff we embrace Welsh culture and the Welsh Language. We have many opportunities for you to learn Welsh or improve upon the Welsh you already know. Many employers and companies are looking for graduates who can communicate through the medium of Welsh and this is your opportunity to take advantage of expert, professional provision.

**Welsh for All**

Welsh for All is a programme which offers you the opportunity to improve your language skills while studying at the University.The programme is run by the School of Welsh and is available to all students free of charge. It provides the opportunity to learn Welsh alongside your academic studies. <http://www.cardiff.ac.uk/welsh/courses/welsh-for-all>

**Welsh for Adults**

If you require more intensive courses for learning or improving your Welsh, the Welsh for Adults Centre delivers Welsh courses at different levels. <http://www.cardiff.ac.uk/welsh/courses/professional-courses-and-welsh-for-adults>

**Coleg Cymraeg Cenedlaethol Welsh Language Skills Certificate**

If you are a Welsh speaker you may be interested in the new Welsh Language Certificate. The Certificate offers you the opportunity to gain a qualification that demonstrates your Welsh language skills and enables you to provide employers with evidence of your ability to communicate confidently and professionally in both written and spoken Welsh. <http://sgiliauiaith.colegcymraeg.ac.uk/en/home/>

**Volunteering**

# The Students’ Union have their very own student-led volunteering service called Cardiff Volunteering (CV). Volunteering is a great way to make a difference in your local community. Cardiff Volunteering offers a wide variety of different and exciting projects and one-off opportunities to choose from which you can fit around your University schedule. To find out what you can get involved in please visit the website: <http://www.cardiffstudents.com/jobs-skills/volunteering/>

Student Volunteering Cardiff (SVC) is an independent student-led charity at Cardiff. You can volunteer in and around the city of Cardiff working with the elderly, young, disadvantaged and vulnerable members of the community on a wide variety of different projects, gaining new skills and experiences in the process. To find out more visit our website: <http://www.svcardiff.org/>

# Higher Education Achievement Report (HEAR)

# When you graduate, many of the activities listed in this section will be included in your Higher Education Achievement Report (HEAR). The HEAR, which follows a nationally recognised format, provides a free, single comprehensive digital record which enables you to digitally present your achievements to employers and postgraduate tutors during and after your degree finishes. Find our more here: <https://intranet.cardiff.ac.uk/students/support-and-services/careers-and-employability/higher-education-achievement-report-hear>

**9. Dealing with Problems and Difficulties**

If things aren’t meeting your expectations you should raise these concern at an early stage and seek advice if these are not resolved. You should inform us promptly if:

* there are any changes to your circumstances,
* your own experience is adversely affected by the behaviour of fellow students or staff,
* your academic progress, or any other aspect of your experience, gives you cause for concern.

The sooner we are aware of your concerns, or areas you are having difficulty with, the sooner we can work with you to explore how these can be addressed to improve your experience. Further information on the steps you should take in different circumstances are available here: <http://www.cardiff.ac.uk/for/current/student-charter/expectations/index.html>

**Workload and attendance**

Your programme is made up of scheduled learning activities (including lectures, seminars, tutorials, practical sessions and possibly placement) and guided independent study. You are expected to actively engage in all the educational activities on your programme of study, to prepare for and attend all scheduled teaching activities, and to become an independent and self-directed learner. Evidence shows that students that attend educational activities regularly are generally more successful in their studies.

The University will perform checks on your levels of engagement (such as whether you have collected your Student ID Card, confirmed your programme and modules each year, submitted your coursework, attended Examinations and Class Tests, attended Personal Tutorials, etc.), which will enable extra support to be provided to you if there are areas of concern. You are expected to maintain acceptable progress as evidenced by your regular attendance, the full completion of work and satisfactory results of assessed work to be permitted to proceed with your approved programme.

Your Head of School will monitor, record and review your attendance on a regular basis. If you fail to meet the attendance requirements of your course you will receive a warning from the Head of School (or nominee) who will write to you reminding you of the requirement of engage your programme. If you receive a warning and would like some advice of the next steps please contact Student Support or Student Advice. Please be aware that if you receive tuition fees from the Student Loans Company, a University bursary or an NHS funded place you will be required to confirm your attendance at Cardiff at points throughout the year. Confirmation is required to ensure funds are released. International students with Tier 4 Visa who fail to meet attendance requirements will be reported to the UK Home Office.

**Sickness or absence**

We know that during the year there may be occasions when you are sick and unable to attend University. If you are absent, you should inform your School from the first day of absence or as soon as possible thereafter by telephone – 029 2068 7979 or email [HCAREStudentAbsence@cardiff.ac.uk](mailto:HCAREStudentAbsence@cardiff.ac.uk)

You can certify your own absence for up to ten consecutive days by completing a Self-Certification Form (available from your School Office) and handing it in to your School Office. For further information and advice please see**:** <https://intranet.cardiff.ac.uk/students/your-study/changes-to-your-studies/short-term-absence>

If you are absent for more than ten consecutive working days, you must speak to your Personal Tutor or a member of your Programme Team. Absence due to illness for periods longer than ten consecutive days must be supported by a medical certificate provided and signed by a medical practitioner. You may need to apply for an interruption of study, unless you are transferring to another scheme, otherwise you will be requested to withdraw. If you have queries or want some advice about what action you should take speak with your Personal Tutor, or staff in your School Office. <https://intranet.cardiff.ac.uk/students/your-study/changes-to-your-studies/absence-and-interruption-of-study>

It is very important that you notify the University of any absence as non-attendance may result in:

* the initiation of Monitoring and Exclusions Procedures by the School,
* you being deemed to have withdrawn from the University,
* a sponsor being informed of non-attendance, which may result in the adjustment of financial support,
* the Student Loans Company being informed of non-attendance, which may result in the initiation of repayment proceedings.
* there are mandatory attendance rules for each profession which are dictated by the regulatory bodies. Failure to comply with these may mean that you will be unable to complete your programme and apply for professional registration.
* failure to comply with professional, statutory and regulatory body (PSRB) requirements

Further information regarding absence is available in the Academic Regulations Handbook.

<https://intranet.cardiff.ac.uk/students/your-study/your-rights-and-responsibilities/academic-regulations>

**Accidents and safety**

We take health, safety and environmental considerations seriously, and have policies in place to support and protect our staff, students and environment. The Health and Safety at Work Act provides a legal framework for safety regulations introduced in the workplace. It is our policy not only to comply fully with this Act, as required by law, but also to act positively to prevent injury, ill health, damage and other legitimate activities carried out within the University.

You should report any accident or incident which occurs on University premises or involves any individual engaged with Cardiff University business, whether in the UK or abroad. Our incident reporting procedure helps the University to learn lessons from incidents that either did or had the potential to cause harm. It is designed to comply with the statutory requirements of the Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR).

For more information, please visit: <https://intranet.cardiff.ac.uk/students/your-study/your-rights-and-responsibilities/procedures-and-guidance>

**Student behaviour, conduct and discipline**

You are expected to demonstrate respect for the University, staff, fellow students and the local community both on and off campus. We are committed to establishing an inclusive culture, free from discrimination and based on dignity, courtesy and respect. If students behave in a way that contradicts the University’s rules, the University may take action using the disciplinary and behaviour procedures. <https://intranet.cardiff.ac.uk/students/your-study/your-rights-and-responsibilities/student-behaviour-and-discipline>

**Fitness to study**

We are committed to provide a safe and supportive learning environment for all our students, and equally students have responsibility for their own wellbeing. When a student is unwilling or unable to manage their own wellbeing and it is felt that there is good reason to intervene, the University will do so in line with our Fitness to Study Procedure. <http://www.cardiff.ac.uk/public-information/policies-and-procedures/academic-regulations>

**Fitness to practise**

The majority of programmes within the School of Healthcare Sciences are accredited by the Professional, Statutory and Regulatory Bodies.  If you are enrolled on one of these programmes, there is an expectation that you will, throughout your studies, demonstrate that you are fit to practise in your chosen profession. You will also be asked to complete an annual declaration of fitness to practise during enrolment.  If you experience significant ill health, or breach University rules, or there is any other circumstance which calls into question your fitness to be admitted to and practise your profession, then the [Fitness to Practise Procedure](http://www.cardiff.ac.uk/regis/sfs/regs/1314acadregs/2.03-Students-Fitness-to-Practise-Procedure%2013-14.pdf) will be followed to assess whether or not you are fit to be a member of your profession.  <https://intranet.cardiff.ac.uk/students/your-study/your-rights-and-responsibilities/fitness-to-practise>

**Considering withdrawing**

*For home students*

You may be struggling with your course or finding that the course is not what you expected. If you are considering withdrawing from your programme there are many people here to support you and go through your options. You should discuss this in the first instance with your Personal Tutor, Supervisor, School Office, or someone in Student Support and Wellbeing or Student Advice. They will be able to see if anything can be done to make things better for you.

*For international students*

If you believe that withdrawing or taking an interruption of study may be the best option for you, you are strongly advised to discuss your situation with an International Student Adviser before making your final decision. If your decision is to proceed with withdrawal or an interruption of studies then, as you were issued with a visa to study in the UK, UK Visas and Immigration will expect you to return to your home country. <https://intranet.cardiff.ac.uk/students/your-study/changes-to-your-studies/absence-and-interruption-of-study>

If you take an interruption of study you will have to make a new visa application to return to the UK when you choose or are able to resume your studies. You will need to make a new visa application even if you still have time left on your old visa. This is to ensure that you do not face any problems at immigration when you re-enter the UK, as the UKVI may have cancelled your old visa without informing you.

**University student complaints procedure**

We recognise that from time to time things can go wrong and students may need to make a complaint to the University. We take all concerns/issues very seriously. If you wish to raise a concern/issue, this should be first done informally within a matter of days of the problem arising. We expect that many concerns/issues can be dealt with successfully through the Early Resolution Stage of the University's Student Complaint Procedure. However, if you are dissatisfied with the outcome of your concern/issue you may have recourse to the Formal Stage of the Procedure. Further information, including the full Student Complaint Procedure, supporting guidance and School Complaint Administrator contact details is available here: <https://www.cardiff.ac.uk/public-information/students-applicants/complaints>

**Assessment appeals**

During your time here, you will have a range of assessments (exams and coursework). Any grades or marks that you receive from summative assessments (i.e. those assessments that count toward your end of year and/or final degree mark) are confirmed by an Examining Board.

You have the right to challenge the decision of the Examining Board using the Academic Appeals Procedure, if you believe there has been an error in the Board’s decision. More information can be found on our website: <https://intranet.cardiff.ac.uk/students/your-study/exams-and-assessment/results/appeals>.

You may also wish to speak to someone and get further advice about your concern/issue, if so please contact Student Support and Wellbeing or Student Advice.

**10. Completing your studies and next steps**

**Graduation**

# Graduation week is a time to celebrate the success of our students with peers, family and friends. We hold our graduation ceremonies in July each year, marking an annual highlight in the University's calendar. All ceremonies are held in St David's Hall, Cardiff. You will be sent information about graduation closer to the event.

# Graduate advice & support

# Graduate Advice & Support is available to you after you have graduated and provides a first port of call to assess career needs. Services range from a face-to-face career consultation, mock interview and an e-guidance service to access a wealth of careers online resources, job specific information and online searchable vacancy board. <http://www.cardiff.ac.uk/alumni/benefits/careers>

graduation in March of your final year. <http://www.cardiff.ac.uk/graduation>

**Moving on to postgraduate study**

Considering continuing into further study after you have completed your undergraduate degree? At Cardiff University, we have a thriving postgraduate community, which is known internationally for outstanding research and teaching, and could be the choice for you. Your ambitions and abilities will be supported by world-class staff and dedicated resources and your career prospects will be enhanced by the qualities and capabilities you'll develop here. <http://www.cardiff.ac.uk/for/prospective/postgraduate/>

**Requesting a reference**

If you require a reference for an application for a job or further study you should ask your Personal Tutor. It is therefore important that you engage with your Personal Tutor so that they are well informed of your progress.

**Verification of study and replacement certificates**

We can provide you with evidence that you have studied here or verification of your degree classification should this be required at any time. If your original degree certificate has been lost or destroyed, you can purchase a replacement.

# <http://www.cardiff.ac.uk/alumni/new-graduates/requests-for-documents-and-references>

# Our alumni network

# With over 155,000 current members, our Alumni Network offers exclusive ways to connect with fellow alumni across the globe, both online and in person. We support professional and social groups and events and produce a bi-annual magazine and monthly e-newsletter. All our students are eligible for automatic, free lifelong membership upon graduation. <http://www.cardiff.ac.uk/alumni>

**11. Useful Contacts**

A complete list of the School of Healthcare Sciences contacts is available here: [www.cardiff.ac.uk/healthcare-sciences](http://www.cardiff.ac.uk/healthcare-sciences)

A range of useful contacts for the wider University is available here: <https://intranet.cardiff.ac.uk/students/directories>

**SECTION 2 – PROGRAMME INFORMATION**

*Please note that due to the nature of the healthcare courses your programme may change during the 3 years due to external health related drivers and/or student driven enhancement activity.*

**12. Introduction and Background**

This BSc (Hons) Radiotherapy and Oncology degree course is designed to educate radiotherapy practitioners for a challenging and changing career. Underpinning the strategy is a strong philosophy grounded in the belief that delivery of high quality care to service users is central to the desired outcome of the teaching and learning programme. Therefore, the learning environment supports the aspirations of undergraduate students such that they are able to:

* achieve their full potential;
* feel valued and value others;
* practise independently within a professional moral and ethical framework;
* become a confident and supportive team member;
* understand how to operate effectively within the radiotherapy department;
* uphold and take forward the beliefs and values of the profession.

This approach means that the attributes, knowledge and skills that prepare individuals for clinical practice also instil a commitment to reflection and lifelong learning, supporting innovation and change through partnership working and in line with service needs. The learning process ensures thorough integration of theory, evidence based research and clinical practice. Radiotherapy learners develop the necessary attitude, aptitude and ability to cope with change in the clinical environment and this leads to a commitment to the concept of continuous quality improvement to service users.

The importance of lifelong learning and continuing professional development significantly influences the radiotherapy programme’s teaching and learning styles. The educational philosophy encourages students to take an increasing responsibility for their own learning. The aim is to develop independence in both their clinical practice and research. This programme seeks to utilise a variety of educational philosophies according to the subject under consideration, the needs of the profession and the needs of the student. Students will be guided to:

* understand how to use learning resources;
* assume responsibility for their own learning;
* make decisions about how they learn best and be active in their learning;
* become reflective practitioners.

Assuming a certain level of independent thinking in all students from the outset enables the programme to introduce more complex levels of learning as the students’ knowledge and ability levels increase.

Therapeutic radiographers work closely with other members of the multidisciplinary cancer team to deliver cohesive care for patients. Therapeutic radiographers are responsible for providing safe and accurate high energy radiation treatments to individual patients with cancer and for patients’ physical and psychosocial wellbeing prior to, during and following radiotherapy. Much of the work is the provision of curative cancer treatment and a proportion is for symptom control and palliation. Rarely benign conditions are treated. These involve a continuum of care requiring the acquisition of complex technical skills in pre-treatment localisation, target delineation, planning and dosimetry, technique development, verification and management of the treatment process. A crucial aspect of the role is enabling patients to make informed decisions about treatment and supporting them through rigorous treatment regimes, thus aiding compliance, often the key to a successful outcome in treatment.

The role requires a detailed knowledge of cancer pathology and progression, cancer management and radiotherapy practice. It also requires the ability to recognise and support needs of all kinds, including physical, emotional and social. A further attribute is the ability to liaise successfully with other professionals to provide seamless care throughout what is often a long and complex journey that may involve social issues for both patients and carers. Routinely this includes roles such as:

* Radiographer led information, support and counselling;
* Planning, verification and delivery of treatment;
* On-treatment review and assessment;
* Conformal radiotherapy and intensity modulated radiotherapy;
* Volume delineation, for example, breast, prostate and neuro-axis irradiation;
* Radiographer led palliative care;
* Radiographer prescribing for treatment related toxicity;
* Radiotherapy site specialism;
* Follow up care;
* Management of the service;
* Clinical education;
* Research and research trials.

**13. Aims and Learning Outcomes of the Programme**

The programme aims to produce graduate therapeutic radiographers who:

* are responsible; adaptable; courageous and resilient with a focus on evidence-informed practice;
* recognise the importance of knowledge, understanding and enquiry to their current and future professional practice;
* are able to transfer knowledge and skills across learning environments to ensure the well-being of service users.

The learning outcomes below describe the outcomes to be demonstrated by a radiographer following a period of preceptorship. The practitioner will have developed an understanding of a complex body of knowledge. Analytical techniques and problem solving skills enable the practitioner to operate in a variety of settings including active involvement in research. The practitioner needs to be able to exercise personal responsibility and make decisions in complex and unpredictable circumstances. The learning process throughout the degree studies enables the practitioner to be able to evaluate evidence, argument and assumptions, to reach sound judgements and to adapt practice as required and to communicate effectively. Radiographers must be mindful to practise within the moral and ethical framework set out by their professional and regulatory bodies and with due regard to relevant legislation and legal precedent. The Education and Career Framework for the Radiography Workforce (2013) is intentionally non-prescriptive, reflecting the changing service context.

The learning outcomes for the programme aim to develop students into competent, reflective and inquiring therapeutic radiographers who are able to demonstrate:

1. application of the core knowledge and skills associated with the safe and effective practice of Therapeutic Radiography with due regard to radiation protection and the ethical, social, political and legal aspects of care;
2. systematic evaluation of research evidence including healthcare guidelines contributing positively to the development and integration of ethical research within the healthcare setting;
3. the ability to work as an autonomous professional exercising your own professional judgements within the scope of practice in accordance with the HCPC standards of Conduct, Performance and Ethics (2016);
4. a holistic approach to service delivery, which includes working in partnership with the service user when delivering their individual care plan;
5. an ability to analyse, select, adapt and use appropriate techniques and imaging practices to treat service users accurately and effectively;
6. adaptability to the changing role, responsibilities, working practices and environments of therapeutic radiography provision and demonstrate leadership and innovation in service user care;
7. effective team working with all members of the multiprofessional team involved in a service users care;
8. that you are eligible to apply for registration as a Therapeutic Radiographer with the HCPC;
9. a wide range of effective communication skills, including verbal, visual and written, using a critical approach to adapt these skills to ensure a collaborative approach to giving and receiving of information to a diverse range of audiences;
10. critical thinking and reasoning skills in the application of professional activities;
11. your ability to take responsibility for your own lifelong learning within a Continuing Professional Development (CPD) framework in conjunction with HCPC requirements.

**14. The Programme Rationale, Design & Delivery**

The rationale of the BSc (Hons) Radiotherapy and Oncology values the service user focussed basis of practice. This belief in the achievement of practice led goals, the importance of lifelong learning and continuing professional development has significantly influenced the whole programme’s learning and teaching style.

The programme is modular in structure has been designed to reflect the integrated nature of radiotherapy practice. This will allow students to apply knowledge across modular boundaries making the application of theory to practice clear for learners.

Teaching and learning on the programme will have an enquiry-based approach. Learners will be provided with relevant case studies that will be used to develop knowledge of specific cancer types. Resources will be available online and during lectures and tutorials to help learners and they will be actively encouraged to seek evidence from literature to help support and inform their ideas. Practical workshops in VERT, the treatment planning suite, mould room and the kilovoltage treatment room will help learners to develop skills and consolidate learning. Opportunities to hear directly from service users and carers will be provided throughout your study to enable you to understand what it is like to experience cancer from the perspective of those that have a unique insight. This will help to develop your professional practice.

Interprofessional education will run throughout the three years of the programme. At level 4, the focus of this will be on developing your ideas of what it means to be a therapeutic radiographer, in conjunction with other members of the cohort in small action learning sets. As you progress through the programme, action learning sets will expand to include other professional disciplines within and outside of the School of Healthcare Sciences allowing you to gain a greater understanding of the service user journey along their care pathway.

Practice placements will provide opportunities for observation and interactive development of the skills required to become an effective therapeutic radiographer. Tutorials will help to apply theory to the practical setting.

**Programme Staff**

The Programme Manager is Mrs Keren Williamson, the programme staff are as follows:

Table 1.

|  |  |  |
| --- | --- | --- |
| Name | Email | |
| Dr Paul Brown | | [BrownPN@cardiff.ac.uk](mailto:BrownPN@cardiff.ac.uk) |
| Ms Erica Chivers | [ChiversE1@cardiff.ac.uk](mailto:ChiversE1@cardiff.ac.uk) | |
| Dr Nick Courtier | [CourtierN@cardiff.ac.uk](mailto:CourtierN@cardiff.ac.uk) | |
| Ms Lynn Mundy | [MundyLA@cardiff.ac.uk](mailto:MundyLA@cardiff.ac.uk) | |
| Mrs Emma Pope | [PopeEL@cardiff.ac.uk](mailto:PopeEL@cardiff.ac.uk) | |
| Mrs Keren Williamson | [WilliamsonK2@cardiff.ac.uk](mailto:WilliamsonK2@cardiff.ac.uk) | |
| Ms Pat Evans | [Patricia.Evans5@wales.nhs.uk](mailto:Patricia.Evans5@wales.nhs.uk) | |
| Mrs Sue Tucker | [Sue.tucker@wales.nhs.uk](mailto:Sue.tucker@wales.nhs.uk) | |

**15. Course Structure**

**Overview**

This is a 3-year full time programme which consists of three levels of study. Each level is modular in format and has a mix of academic and practice-based modules. Modules in each level give an overall year credit value of 120 credits. At level 4 (year 1) you will study 4 x 30 credit modules; at level 5 (year 2) you will study 4 x 30 credits; at level 6 (year 3) you will study 1 x 20 credit, 2 x 30 credits and 1 x 40 credit modules. All years must be passed successfully for you to gain the award of BSc (Hons) Radiotherapy & Oncology but it is only levels 5 and 6 that contribute to the overall classification of your award.

The overall duration of each level of study is determined by the number of practice-based learning weeks which varies each year. This is necessary to ensure that you have sufficient time to acquire all of the skills required to practice efficiently as a therapeutic radiographer in line with the requirements of the HCPC and future employers.

You will undertake practice-based learning in all three years of the programme and will be required to fulfil this in all of the centres in Wales. This means that in any given year you will be expected to undertake practice-based learning at two or more centres with departments currently located in Cardiff, North Wales and Swansea. The number of practice-based learning weeks varies throughout the programme and you will be expected to attend for 35 hours per week allocated.

Within the placement modules at level 5 and 6, you will have the opportunity, should you wish, to undertake elective placements abroad, to develop you knowledge and understanding of radiotherapy practice internationally. These placements are negotiated and arranged by the individual student with help and advice provided by relevant university staff. All placements will be subject to the University’s Placement Risk Assessment processes.

**Interprofessional education**

Interprofessional education will be a strand which will run through the duration of the programme. At level 4 IPE will be launched with other students across the School at an IPE day. Programme managers from across the School will devise programme specific groups of 8-10 students. At the IPE launch you will meet with your programme specific group and two groups of students from other programmes who will work together across the 3 years developing their understanding of their own and other professionals’ role in supporting effective care. Using an enquiry based approach groups will be provided with individual patient/client situations which you will consider as part of your programme specific group to explore your professional role in delivering effective care. Sharing of this information across the wider interprofessional groups (identified during the IPE day) will allow you to begin to develop a sense of collaborative working.

At level 5, you will work within the wider interprofessional group to explore real life interprofessional working scenarios learning with and from each other in order to provide solutions. During this time, you will be supported to develop your own lines of enquiry and learning outcomes that can be used at level 6.

At level 6 you will be supported within the level 5 group to develop your own learning outcomes in line with enquiry-based learning. You will be encouraged to liaise with students from across the School and the wider University to address your learning outcomes.

Across the IPE strand some learning will be field specific and within planned content, generic information will be available as online content to help facilitate your wider learning. You will be provided with guided study and self-study time within the timetable; however, when working with students form other programmes you will need to utilise this time when best suited to their learning and the availability of the remainder of their interprofessional group. Meetings can take place face to face or on line with support in the form of facilitation being available from personal tutors or named programme representatives. IPE formative assessment will be linked to summative and will also be about developing self and CPD. Summative assessment will be within the programme modules where IPE learning outcomes are placed. Practice placements will provide opportunities for observation and interactive development of the skills required to become an effective therapeutic radiographer. Tutorials will help to apply theory to the practical setting.

**Attendance**

Student attendance at all sessions is mandatory for both academic and clinical blocks. **If you are absent you should contact Programme Support on 02920687551 on the first day of absence.** **It should be noted that poor attendance will affect a student’s ability to progress through the course.**

Further information can be found in section 1 page34 of this handbook

**Student consent**

Students should note that this programme includes practical demonstrations and dissections that utilise cadavers and parts or specimens from human bodies. Students will have given their informed consent to participate in such sessions. They form an integral part of the course and practical examinations may be based on these sessions.

**Modules**

A list of the modules, module leaders and credit rating of each module is in Table 2 below.

Table 2

**Modules/Credits and Module Leaders**

|  |  |  |
| --- | --- | --- |
| **Module Name** | **Credits** | **Module Leader** |
| HC1219 Fundamentals of Radiotherapy Practice | 30 | Dr. Paul Brown |
| HC1220 Principles of Radiotherapy Physics and Equipment | 30 | Ms. Erica Chivers |
| HC1221 Radiotherapy Practice 1 – Skin and Thorax | 30 | Mrs Emma Pope |
| HC1222 Practice-based Learning 1 | 30 | Ms. Lynn Mundy |
|  | **120** |  |
| HC2221 Radiotherapy Practice 2 – Abdomen & Pelvis | 30 | Mrs. Keren Williamson |
| HC2222 Radiotherapy Practice 3 – Head, Neck and CNS | 30 | Mrs. Emma Pope |
| HC2223 Current Trends in Radiotherapy Practice | 30 | Dr. Paul Brown |
| HC2224 Practice-based Learning 2 | 30 | Ms. Lynn Mundy |
|  | **120** |  |
| HC3297 Leadership in Radiotherapy | 20 | Mrs. Keren Williamson |
| HC3298 Complex Issues in Radiotherapy | 30 | Ms. Erica Chivers |
| HC3299 Research Practice in Radiotherapy | 30 | Dr. Nicholas Courtier |
| HC3300 Practice-based Learning 3 | 40 | Ms. Lynn Mundy |
|  | **120** |  |

The learning outcomes and reading lists for each module are available on the Student Management Information System. Learning Central will also contain detailed information for each module including assessment information.

**Module Summaries**

**HC 1219 Fundamentals of Radiotherapy Practice**

Within this module, you will be introduced to key concepts and ideas relating to radiotherapy practice. you will explore issues related to professionalism, basic anatomy and biology and they will be introduced to research principles.

You will develop the knowledge and understanding required to:

* define professionalism in relation to therapeutic radiographers and students with regard to current regulations;
* discuss basic anatomical and biological principles;
* describe cancer as a disease process;
* identify relevant research to support and inform practice;
* work with others giving due regard to the needs of the service user at all times.

**HC1220 Principles of Radiotherapy Physics and Equipment**

This module will introduce the fundamental physics and biology associated with ionising radiation. There will also be an emphasis on the equipment used throughout the radiotherapy pathway. You will also have the opportunity to develop knowledge of basic planning principles.

You will develop the knowledge and understanding required to:

* discuss how ionising radiation interacts with matter;
* describe radiotherapy pre-treatment equipment;
* explain how radiotherapy treatment equipment works (kilovoltage units and linear accelerators);
* discuss radiation protection principles in relation to radiotherapy.

**HC1221 Radiotherapy Practice 1 – Skin and Thorax**

This module will build on ideas and concepts delivered in other level 4 modules and you will be expected to bring knowledge forward during discussions. You will integrate anatomy, physiology and management options for tumours of the skin and organs of the chest. Opportunities to develop practical skills in relation to the production of lead cut-outs will be offered.

You will develop the knowledge and understanding required to:

* discuss the anatomy & physiology related to the skin and structures of the thorax;
* explain how anatomy & physiology impacts on the management of cancers in these regions;
* describe the oncology related to the systems;
* integrate principles to describe how radiotherapy is delivered to these systems.

**HC1222 Practice-based Learning 1**

This module provides the opportunity for the you to develop clinical skills and person-centred care across a variety of practice settings, through observation and practical involvement. You will be expected to combine the theoretical knowledge gained during the academic elements studied at level 4 and apply these to the practice setting, under the supervision of qualified therapeutic radiographers.

You will have the opportunity to develop the knowledge, understanding and clinical skills required to:

* treat service users with primary or secondary malignancies as part of a collaborative team;
* enable the safe moving and handling of service users and equipment in a radiotherapy setting;
* practice safely within the clinical environment;
* work effectively with others giving due regard to the needs of the service user at all times.

Key to this is the development of the attitudes and behaviours necessary to become a HCPC registered Therapeutic Radiographer. These skills will be developed across the 10 weeks of practice-based learning available at this level.

**HC2221 Radiotherapy Practice 2 – Abdomen and Pelvis**

This module will build on ideas and concepts delivered in level 4 modules and you will be expected to bring knowledge forward during discussions. You will integrate anatomy, physiology and management options for tumours arising in organs of the abdomen and pelvis.

You will develop the knowledge and understanding required to:

* discuss the anatomy & physiology related to the abdomen and pelvis;
* explain how anatomy & physiology impacts on the management of cancers in these regions;
* discuss the oncology related to the specified body regions;
* integrate principles to describe how radiotherapy is delivered to the specified body systems.

**HC2222 Radiotherapy Practice 3 – Head, Neck and CNS**

This module will build on ideas and concepts delivered in level 4 and other level 5 modules and you will be expected to bring knowledge forward during discussions. You will integrate anatomy, physiology and management options for tumours arising in the head and neck and central nervous system.

You will develop the knowledge and understanding required to:

* discuss the anatomy & physiology related to the head and neck and CNS;
* explain how anatomy & physiology impacts on the management of cancers in these regions;
* discuss the oncology related to the specified body regions;
* integrate principles to describe how radiotherapy is delivered to the specified body systems.

**HC2223 Current trends in Radiotherapy Practice**

This module will build on the knowledge, understanding and skills gained from Level 4, and other level 5 modules. It will give you the opportunity to develop knowledge and understanding of planning principles which will be applied practically through the use of our planning system to develop and evaluate individual radiotherapy treatment plans for a range of disease types. You will also be challenged to explore new and emerging technologies in conjunction with the research process to help stimulate ideas for their own research project at level 6.

You will have the opportunity to:

* develop the cognitive and evaluative skills necessary to produce clinically acceptable radiotherapy computer treatment plans
* develop an appreciation of the research process within the context of the radiotherapy profession.
* Explore emerging technologies and their current and future role in practice.

Many of the concepts delivered are ‘threshold concepts’, which are initially difficult to understand, but when fully understood are transformative and integrative. The integrated ethos of the module provides students with multiple opportunities to approach concepts from different perspectives, and thus opportunities to develop the skills required to achieve the learning outcomes.

**HC2224 Practice-based Learning 2**

This module will build on the knowledge, understanding and skills gained from Level 4, and other level 5 modules and their application within the clinical setting.

You will have the opportunity to develop the knowledge, understanding and clinical skills required to:

* practice safely in pre-treatment radiotherapy planning areas and perform required dose calculations;
* prepare service users for pre-treatment planning and provide care, advice and support throughout the procedures;
* consistently treat service users with primary or secondary malignancies to the required standard;
* provide service users with relevant information at the start of their radiotherapy journey;
* work effectively with others giving due consideration to the needs of the service user at all times.

Within this module, you will have the opportunity, should you wish, to undertake elective placements abroad, to develop your knowledge and understanding of radiotherapy practice internationally. These placements are negotiated and arranged by the individual student with help and advice provided by relevant university staff. All placements will be subject to the University’s Placement Risk Assessment processes.

**HC3297** **Leadership in Radiotherapy**

This module will explore the wider issues related to leadership within healthcare and radiotherapy specifically. It will enable students to gain an understanding of the organisation and management of Health and Social Care services within the UK and their role as autonomous practitioners within the delivery of cancer services. You will have the opportunity to critically evaluate the impact of Welsh Government policy on the provision of cancer services in Wales and explore the way in which policy drivers influence radiotherapy practice.

You will develop the knowledge and understanding required to:

* examine concepts of management and their application to current issues in healthcare provision;
* address complex ideas and concepts professional practice;
* critically evaluate their own professional practice, through personal reflection, for the benefit of service users.

**HC3298 Complex Issues in Radiotherapy**

This module will explore the complex issues associated with radiotherapy practice. You will have the opportunity to develop advanced communication skills through interaction with service users and the wider healthcare community. The concept of complex decision making will be explored through clinical scenarios relating to paediatrics, teenagers and young adults, palliative care and other psychosocial scenarios. Direct contact with service users will allow you to develop an understanding of the cancer pathway from the perspective of the individuals who have experienced it. Interactions with other healthcare professionals involved in the care pathway will help to further develop team working skills.

You will develop the knowledge and understanding required to:

* enable the application of advanced communication / counselling skills service users so that they can make reasoned decisions to continue, modify, suspend or cease radiotherapy
* evaluate management options for children, teenagers and young adults with malignant disease examine concepts of management and their application to current issues in healthcare provision
* evaluate management options for malignant disease of the haemopoietic and lymphoreticular systems address subjects of importance to healthcare practitioners and relevant to professional practice
* to reflect on the factors that should be considered in the provision of palliative care and end of life services
* explore the psychosocial impact of cancer on service users, carers and themselves
* discuss complex decisions for a range of clinical scenarios

**HC3299 Research Practice in Radiotherapy**

The purpose of this module is to enable you to demonstrate research knowledge and skills acquired throughout levels 4 and 5 by planning, managing and conducting a research project. You will research topics relevant to radiotherapy practice or radiotherapy education using appropriate research methodologies. You will complete the project with support from an individual academic supervisor but will ultimately have the individual responsibility for completing the research project. Research supervision will be provided in-line with the School’s Assessment and Feedback Strategy (available on Learning Central). As you will have ownership of the research project, you will have the opportunity to put the concept of being an active learner into practice. It will develop the skills necessary to initiate study at a higher level.

**HC3300 Practice-based Learning 3**

This module will build on the knowledge, understanding and skills gained from Level 4, 5 and other level 6 modules and their applicability within the clinical context.

You will have the opportunity to develop the knowledge, understanding and clinical skills required to:

* treat service users with primary or secondary malignancies with competency;
* effectively ensure the quality assurance of radiotherapy treatment units;
* prepare service users for radiotherapy treatment and provide care, advice and support throughout treatment;
* work effectively with others giving due consideration to the needs of the service user at all times.

**Assessment Strategy**

Please refer to section 1 page 16 and the Feedback and Assessment Strategy (available on Learning Central) to provide detailed information referred to in this chapter.

**Methods of Assessment**

Assessment methods have been considered to ensure that learners are exposed to a wide range of mediums throughout their study. These include, formal unseen written examinations, electronic examinations, practical examinations, written coursework, a research article, presentations (both group and individual) and posters.

Practice placements will be assessed through practical demonstration of skills and clinical competencies.

**Module Assessments**

The assessment components and their weightings within the module are listed in Table 3.

Table 3

|  |  |
| --- | --- |
| **Module** | **Assessment** |
| **LEVEL 4** |  |
| Fundamentals of Radiotherapy Practice | Group presentation (15min =10 mins questions) 20%  1 x written examination (1.5 hours) 80% |
| Principles of Radiotherapy Physics and Equipment | 1 x written examination (2 hours) 100% |
| Radiotherapy Practice 1 – Skin and Thorax | 1 x assignment (2000 words) 50%  1 x electronic examination 50% |
| Practice-Based Learning 1 | 1 x practical examination 100%  Observational assessment of professional behaviours Pass/Fail |
| **LEVEL 5** |  |
| Radiotherapy Practice 2 – Abdomen and Pelvis | 1 x electronic examination (2 hours) 100% |
| Radiotherapy Practice 3 – Head, Neck and CNS | 1 x individual presentation (15mins + 10mins questions) 30%  1 x electronic examination (1.5 hours) 70% |
| Current Trends in Radiotherapy Practice | 1 x portfolio (3000 words) 60%  1 x research proposal 40% |
| Practice-based Learning 2 | 1 x practical examination 100%  Observational assessment of professional behaviours Pass/Fail |
| **LEVEL 6** |  |
| Leadership in Radiotherapy | 1 x individual Presentations (15mins +10 mins questions) 100% |
| Complex issues in Radiotherapy | 1 x practical examination (15mins) 30%  1 x written examination (2 hours) 100% |
| Research Practice in Radiotherapy | 1 x research article (4000 words) 70%  1 x research poster 30% |
| Practice-based Learning 3 | 1 x practical assessment 100%  1 x Clinical Clinical Diary Pass/Fail  Observational assessment of professional behaviours Pass/Fail |

**Marking Rubrics**

Please see Learning Central for all marking rubrics.

**Assessment Regulations**

Please see Section 1 page 16 and Assessment and Feedback Strategy on Learning Central for all information regarding assessment protocol, feedback provision, submission of extenuating circumstances, requests for extensions, appeals process and extra support for assessments.

**Disclosure of Results**

Results will generally be available within 4 weeks of submission of assessment. Marks are provisional until confirmed by an Examination Board. Students will be provided with an assessment schedule at the start of each academic year which contains assessment dates and examination board dates. Students should ensure that they are aware of resit dates for all assessments and ensure that they are available at these times.

**Progression**

You must pass all assessments in all modules in order to progress through the course. There will be resit opportunities as per Cardiff University Academic Regulations. Please see Table 4 for the exit awards available at different points in the programme.

Table 4 **Exit Awards**

|  |  |  |
| --- | --- | --- |
| **Stage** | **Exit Award** | **Credit Rating** |
| **Level 4**  Year 1 | Undergraduate Certificate of Higher Education in Healthcare Studies | 120 Credits  (120 Level 4) |
| **Level 5**  Year 2 | Undergraduate Diploma of Higher Education in Healthcare Studies | 240 Credits  (120 Level 4,  120 Level 5) |
| **Level 6**  Year 3 | Pass Degree in Healthcare | 320 – 359 Credits  (120 Level 4, 120 Level 5, 80 – 119 Level 6) |
| Level 6  Year 3 | BSc (Hons) Radiotherapy and Oncology with eligibility to apply for HCPC registration | 360 Credits  (120 Level 4, 120 Level 5, 120 Level 6) |

Only the BSc (Hons) award confers eligibility to apply for HCPC registration.

**Clinical Attendance Hours**

Students must attend a minimum number of hours in a clinical department at each level as part of the requirements of obtaining a degree. Failure to meet the minimum required hours will result in the student being unable to progress. Table 4 shows the minimum hours required at each level. Students may have to make up hours outside timetabled placement times, e.g. during holiday periods, to fulfil the requirements of the programme. Each student is responsible for completing their personal attendance log each day which needs to be signed by a qualified member of clinical staff that they are working with. Clinical lecturers record attendance on a weekly basis and track this for each student in their department.

Table 5 **Attendance in Hours**

|  |  |  |
| --- | --- | --- |
| **Level** | **Maximum** | **To Meet Requirements** |
| 4 | 350 | **300** |
| 5 | 595 | **536** |
| 6 | 560 | **504** |

**Award of Degree**

The results of Level V modules contribute 40% to the degree award and the results of Level 6 modules contribute 60% to the degree award. A module mark is calculated using the individual assessment component weighting within each module. Degree award classifications are described in Table 6.

Please note only an award of an Honours degree of 360 credits confers the eligibility to apply to the Health and Care Professions Council for a certificate to practise.

Table 6 **Correlation of Marks to Degree Classification**

|  |  |
| --- | --- |
| **Mark (%)** | **Classification** |
| 70 - 100 | First Class |
| 60 - 69 | Upper Second Class |
| 50 - 59 | Lower Second Class |
| 40 - 49 | Third Class |

**16. Quality Assurance Mechanisms**

Student feedback on the course is valued by academic staff and amendments are made to courses in response to feedback received see section 1 page 27 for information related to student voice.

**Fitness to Practise**

Please refer to section 1 page 36 for information regarding the School’s Fitness to Practise policy. If you have any concerns about your fitness to practise during the programme please contact the Programme Manager.

**17. Student Support**

**IT Support**

See section 1 page 10

**Library Services**

See section 1 page 14

**Student Support**

See section 1 page 25

**Personal Tutor**

You will be allocated a personal tutor upon arrival. Further information can be found in section 1 page 24

**18. Radiation Protection**

In view of the hazards of ionising radiation there is a need to minimise the radiation dosage to patients and staff. Aspects of radiation protection are emphasised during the course and form part of the curriculum.

The School of Healthcare Sciences displays its Radiation policy in Room GF13, Ty Dewi Sant and students are required to read the document in order to be aware of and be able to act upon its contents. Personal dosimetry monitoring is implemented by issuing students and staff with a radiation monitoring device which MUST be changed every 2 months. This is a mandatory requirement and failure to comply may result in disciplinary action. Any queries should be addressed to Mr Mansell Griffiths (Radiation Protection Supervisor).

**19. Uniform**

Students will be fitted for clinical uniforms at the commencement of the course. Clean and tidy regulation uniform must be worn in clinical areas. Uniforms should not be worn outside the hospital’s perimeter. Jewellery may not be permitted in the clinical department. Students should pay attention to personal hygiene, hairstyle, hands, nails and footwear. Table 7 outlines the clinical uniform. See All Wales Uniform Policy for further details.

Table 7

|  |  |
| --- | --- |
| **All Students** |  |
| Two regulation tunic tops and navy trousers | Fitted and supplied by the School |
| Black low heeled shoes | Purchased from a supplier of your choice |