

Post qualifying and Post graduate Student handbook 2011/12

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Welcome from the Dean of Faculty

Dear Student

On behalf of all staff in the Faculty of Health Sciences I would like to welcome you to your programme of studies. We are delighted that you have chosen to the University of Southampton and hope that you will enjoy your programme and your time as a student. I hope that your experience will be rewarding and challenging and will provide opportunities for you to achieve both personal and professional goals.

As a student in the Faculty and at the University of Southampton, you will be encouraged to participate in improving the student experience and your views and comments will be valued and welcomed. I wish you every success with your studies.

Professor Jessica Corner
Dean of Faculty

Section 1 - Who's Who

Associate Dean Education and Student Experience

Rosalyn Jowett

Head of Professional Practice in Health Sciences

Kathy Owens

Head of Centre for Innovation and Leadership in Health Sciences

Steve Tee

Academic Cluster Leads

Advanced Clinical and expert practice

Anne Baileff

Leadership and Health Systems

Jan Davis

Clinical Academic Careers

Debbie Craddock

Programme Leads

The programme leads are responsible for all aspects of your programme.

BSc Clinical Practice	BSc Public Health Practice
Tracy Harding Tel: 02380 598238 Email: T.A.Harding@soton.ac.uk	Lyn Wilson Tel: +44 (0)23 8059 7852 Email: lynw@southampton.ac.uk SCPHN pathway lead: Wendy Wigley Tel: +44 (0) 23 80 598281 Email w.wigley@southampton.ac.uk
Bachelor of Nursing (Hons) Top Up degree for Advanced Diplome	BSc (Hons) Health and Social Care Top Up degree
Professor Alan Glasper Tel: +44 (0)23 8059 7890 Email: eag@southampton.ac.uk	Maureen Harrison Tel: 023 8059 5830 Email: mh20@soton.ac.uk
MSc Advanced Clinical Practice	MSc Mental Health Studies
Helen Rushforth Tel: +44 (0)23 8059 7919 Email: her@soton.ac.uk	Dr Joanne Brown Tel: +44 (0) 23 8059 8295 Email: J.C.Brown@southampton.ac.uk
MSc Clinical Leadership in Cancer, Palliative and End of Life Care	MSc Nursing Studies
Sue Duke Tel: 023 8059 7882 Email: sd11@soton.ac.uk	Lorraine Ireland Tel: 023 8059 7195 Email: Imi@soton.ac.uk

MSc Public Health Practice	MSc Leadership and Management in Health and Social Care
Lyn Wilson Tel: +44 (0)23 8059 7852 Email: lynw@southampton.ac.uk SCPHN pathway lead: Wendy Wigley Tel: +44 (0) 23 80 598281 Email: w.wigley@southampton.ac.uk	Richard Giordano Tel: +44 (0)23 8059 7979 Email: r.w.giordano@southampton.ac.uk
MRes Clinical Research	MSc Health and Rehabilitation
Bronagh Walsh Tel: 44 (0) 23 8059 7991 Email: B.M.Walsh@soton.ac.uk	Dr Pete White Tel: +44 (0)23 8059 8954 Email: pjw1@southampton.ac.uk
Doctorate in Clinical Practice (DClinP)	MPhil/PhD (Research Doctorate)
TBC	Judith Lathlean Tel: +44 (0)23 8059 8234 Email: J.Lathlean@soton.ac.uk
IAPT	
Simon Grist Tel: +44 (0)23 8059 8653 Email: S.Grist@soton.ac.uk	

Section 2- Quick Reference Support Networks:

These can be found in the university handbook at

<http://www.southampton.ac.uk/studentservices/handbook/index.html>

Quick links

Consumer Credit Counselling Debt line 0800 328 1813. See also Student Union advice www.susu.org

Occupational health (SGH) 023 8079 4156

Faculty Office: Faculty of Health Sciences 023 8059 7841/0
onestop@southampton.ac.uk

Student Funds Office 023 8059 3287 www.soton.ac.uk/studentsupport/stufunds

University Health Service 023 8055 7531 www.unidocs.co.uk

University Portal <https://sussed.soton.ac.uk>

University Study Skills website: www.studyskills.soton.ac.uk

Wellbeing Team wellbeing@soton.ac.uk

Section 3 – Student Support

Throughout your time at the University of Southampton you will often have questions about your programme or even personal issues. Friends, family and fellow students may be able to help you answer these. This handbook, as well as the University of Southampton student handbook may also provide the answers or information you are looking for.

Student Networks

First point of contact

Your first port of call should always be your Academic or Personal Tutor as they will often have an immediate answer to almost any question. However, once you become more familiar with the other networks you may find you can contact someone else to help you with more specific issues. Equally, there are several websites that can provide much more extensive information.

Some University websites are only available when you are using University computers, but you can get access to further information from home if you set up Virtual Private Networking (VPN) which you can find out more about by going to SUSSED and click on the library tab.

Second point of contact

Your second point of contact is The Student Office which is the hub of student-related information, i.e. admissions, student administration, placements and the organisation of your assessments and examinations. The Student and Academic Services team are there to help whether you need to submit an assignment, find your academic or personal tutor, or ask a question about practice experiences.

Student Office details

Tel: 023 8059 7841/0

To dial internally 27841/0

onestop@soton.ac.uk

The Faculty's main office is located on the third floor of Building 67 on the Highfield Campus in Southampton. The Student Office is open to callers throughout the year (except weekends, Bank Holidays and University closure days).

Opening hours

From Monday 26 September the Student Office is opened from Monday to Friday 9.00 a.m. to 5.00 p.m.

Other Reception teams

Each locality has a reception team happy to help you with general enquiries, direct you to areas of the building or campus, or find a member of staff to help you.

Basingstoke The Ark Centre, North Hampshire Hospital Tel: 01256 486 712	Isle of Wight St Mary's Hospital, Education Centre Tel: 01983 534112
Portsmouth St Mary's Hospital, Education Centre Tel: 023 9228 6000 x 4637	Southampton Building 67, Main entrance Reception Tel: 023 8059 7979 (main switchboard)
Southampton General Hospital Level B, South Block Tel: 023 8079 6549	Winchester Winchester Education Centre Tel: 023 8059 6973

The University Student Services Centre

The Student Services Centre is located centrally on the Highfield Campus, building 37, opposite the Jubilee Sports Centre. The Student Services Centre is staffed by trained Student Advisors who are able to offer information, support and advice on any student related subjects. For valuable information about the full range of services available to you, check out the University of Southampton SUSSED web page (under Resources): <https://sussed.soton.ac.uk/cp/home/displaylogin>

Opening Hours

Tel: 023 8059 9599

To dial internally: 29599

Monday, Tuesday, Thursday, Friday 09:00 – 17:30

Wednesday 09:00 – 15:30

Student Support Services

The Student Support Services deals with the University Enabling services, Dyslexia services, Counselling service, Assistive Technology and the Wessex Needs Assessment Centre. www.southampton.ac.uk/studentsupport/

Faculty Based Support:

Academic Tutor

The role of the academic tutor is to ensure that you are adequately supported throughout your programme of study. The academic tutor is accountable for monitoring your progress throughout the programme and ensuring that any concerns relating to overall performance and/or professional behaviour are appropriately addressed. The relationship between you and your academic tutor is based upon a partnership, which fosters your responsibility for learning and progress throughout the programme. Students will have a named academic tutor(s) for the duration of the programme and for all nursing and midwifery pre-qualifying students the academic tutor will also act as the student's learning group or action learning group facilitator.

Faculty Student Charter

Students and academics have worked together to develop a Faculty Student Charter for campus-based learning. This Charter aims to provide a minimum standard of expectations from both students and lecturers.

Students would like lecturers to:

- Provide a presentation that is more extensive than the lecture notes;
- Remind students at the beginning of the lecture that talking is not permitted;
- Pinpoint students who are talking and ask that they either leave the lecture or stop talking;
- Enable students to develop as an independent learner to fulfil the student's potential;
- Use appropriate learning resources and create a learning environment which takes into account different learning styles and experiences;
- Limit lectures to 45 minutes, although sessions are timetabled in one-hour slots, this is to allow 15 minutes gap between each.

Students have the responsibility to:

- Attend all learning activities;
- Be considerate of others within the learning environment;
- Leave the lecture quietly if they already know the content and not sit and talk through it, or remain quiet until the lecture has finished;
- Participate in a question and answer session at the end of each lecture to enhance the students understanding and learning;
- Not to eat or drink (except water) whilst lectures are taking place except when needed for medical reasons;
- Respect the furniture and not put their feet up on the chair in front or on the back of the chair;
- Respect each other, especially those with impairments affecting their perception;
- Keep the lecture theatre tidy;
- Have their phone on silent and unused;
- Take responsibility for their own learning - seek advice and ask questions;
- Use laptops for professional purposes only.

Academic Lead for Disability and Dyslexia

Michelle Cowen is the Faculty's academic lead for disability and dyslexia. Michelle's role is to offer advice to students and staff and to work closely with dyslexia and enabling services to help ensure that appropriate support is available.

Contact details:

Email: mdc4@soton.ac.uk

Tel: 023 8059 7854

Student Learning Advisors (SLA)

The SLA team provide support for specific study skills needs such as understanding and interpreting assignments, essay planning and structuring, academic writing style and revision and exam techniques. Referral is normally via your academic tutor. The Student Practice Learning Advisors (SPLA) team is there to help with difficulties in practice. They will help you to achieve specific clinical, interpersonal and professional skills and competencies.

Finance Information

Questions regarding any aspect of your finances should be directed in the first instance to the Faculty Office in Building 67. If they are unable to answer your questions or solve your problems they will refer your question to a member of the Finance team or someone else as appropriate. However, please take the time to read this first as the answer is probably in here somewhere! The Students Union is another good source of advice on a wide range of finance related issues and this is also available on the web at: www.susu.org

Remember – if you have monies owing to the University you will not normally be allowed to re-register for the following year of your course until the debt is clear. Similarly, at the end of your course, your award and professional registration will be withheld if you have a debt outstanding to the University.

Finance Questions and Answers

What if I experience financial difficulty?

If, after having taken up your full entitlement to a bursary and a loan, you find you are still in financial difficulty you can apply through the Students Union Advice and Information Centre for help from the University's access funds or hardship loans. SUAIC also offer budgeting and debt counselling to those that need guidance: <http://suaic.susu.org>.

Do I pay Council tax?

Full-time students may be either exempt or entitled to a discount from Council Tax. You should seek advice from your local authority or benefits office. Please go to Faculty Office Reception desk for the necessary documentation for evidence of your student status.

Can I claim State Benefits?

You may, in exceptional circumstances, be eligible for Housing Benefit and other social security benefits. You should seek advice about this from your Local Authority or Benefits Agency office.

Seconded Students

If you have been seconded on to the course by your Trust you will continue to receive a salary from them and are therefore not eligible for a bursary.

Can I undertake part-time work?

While it is not advised that you work during term time due to the academic demands of the programme, it is recognised that students may do so and especially during holiday periods. Do note University Regulations (go to SUSSED, click on Rules and Regulations or go directly to <http://www.calendar.soton.ac.uk/sectionIV/attendance.html>) point 2. You will need to contact the Inland Revenue to identify how much you can earn without paying tax (in addition to your bursary). However it may be that an employer will deduct tax, which you will then have to claim back from the Inland Revenue.

Section 4 - Additional Useful Information

To find the Regulations for your particular Programme, please go to:

<http://www.calendar.soton.ac.uk/sectionVII/index.html>

Enrolment

All full-time students are required to enrol online at the start of the academic year: www.enrol.soton.ac.uk (Students commencing their programme in January are required to enrol at this time and also at the start of each academic year (September)). Failure to enrol may lead to discontinuation from your programme.

Once you are enrolled you must update your address and contact details electronically. You can update your personal information at: www.sussed.soton.ac.uk (Go to resources – Your personal information) The Faculty of Health Sciences cannot accept responsibility for information sent to an out of date address if you have not updated this information.

Programme timetable

Your programme timetable can be found by going to SUSSED and clicking on the Resources button and then timetabling.

Independent learning

Independent learning/study weeks are times when you are expected to be at the University for specific events such as exams, resit exams, skills sessions, making up practice experience hours, assignment work, meetings with your academic tutor and/or programme leader. You must not book annual leave during this time as these weeks are identified as University contact weeks in your calendar.

Health

The Faculty requires students to take responsibility for their own health in the interests of public safety.

All students must be registered with a local general practitioner. Students who have health problems should not rely on their own assessment of whether their health problem might pose a risk, but should be guided by the advice of their GP. In some situations the advice of the Occupational Health Service must be sought, in which case the student must speak to their academic tutor who, in confidence, will refer to the Occupational Health Service.

Occupational Health

Occupational Health is an important service related to your health and safety during your University life. The main services can be found at Southampton General Hospital, although other sites have Occupational Health departments.

Counselling

The University offers a counselling service for students:

Tel: +44 (0)23 8059 3719

www.counsel.soton.ac.uk

Advice and information for pregnant students

This advice and information mainly refers to students studying the pre-qualifying provision however is included here for information. We strongly advise you that as soon as you know you are pregnant you notify your academic tutor who, in conjunction with your programme lead where appropriate, will discuss your options within the programme. If you are in practice you must also notify the senior practitioner in your practice area. The Faculty of Health Sciences is not required to take any action in respect of your pregnancy unless you have notified us of the same. Once we have been notified we have a legal duty to ensure that you are not exposed to any risk which would endanger you or your unborn child.

To protect you and your unborn child, alterations to your programme and practice experiences may be necessary to avoid potential hazards in the workplace. If your practice experience exposes you to any risk, you must take the safety precautions advised by the academic tutor/locality liaison lead or senior in your practice area. If necessary, re-location will be considered.

Following notification of pregnancy, a member of your Programme team will arrange to meet you as soon as possible to discuss the implications and actions to be taken.

For further information regarding the University's Maternity Policy and related issues please visit

[http://www.southampton.ac.uk/student-services/docs/Maternity%20Policy%20\(student\).pdf](http://www.southampton.ac.uk/student-services/docs/Maternity%20Policy%20(student).pdf)

Support for disabled students

There are a number of services available to support those with disabilities in their studies. Check out www.soton.ac.uk/student-support/disability which provides information on the following services:

- Wessex Needs Assessment Centre
- Enabling Services
- Dyslexia Services
- Assistive Technology Service
- University Counselling Service

Health and Safety

Health and safety is an important aspect of University and practice experience life. Everyone in the University has a legal duty to inform management of hazards they become aware of. Should you have an accident within the University premises, this must be reported. Incidents which arise out of or in connection with University activities must also be reported.

Accident definition:

An undesired event giving rise to death, ill health, injury, damage or other loss

Incident definition:

Event giving rise to an accident or having the potential to lead to an accident (NOTE: An incident where no ill health, injury, damage or other loss occurs is also referred to as a 'near miss'. The term 'incident' includes 'near misses'). Please familiarise yourself with the fire safety and emergency information located on prime notice boards in all education and practice experience areas that you attend as a student.

For further information:

http://www.soton.ac.uk/about/professionalservices/health_safety.html

Security

It is important to think about your own personal safety and security.

Insurance

The Faculty of Health Sciences accepts no responsibility for personal property lost or damaged whilst on its premises and you are therefore advised to insure against such risks.

Personal safety

You should take sensible precautions in how you conduct yourself when you find yourself alone in the dark or vulnerable areas. There is a nightline service operated by the University should you need assistance out of normal hours. Tel: 023 8059 5236. www.soton.ac.uk/~nline

For further information on safety please log into SUSSED/Student Life/Student Safety.

For security and identification purposes, please ensure you carry your University ID card with you at all times while you are in any of the education or practice experience areas. This is a policy for most Trusts and PCTs. If you lose your University ID card you must report this to the main Faculty Office in Building 67 on the Highfield Campus at the University:- 023 8059 4732.

Smoking Policy

The University smoking policy can be found at <http://www.calendar.soton.ac.uk/sectionIV/uni-property.html>

Section 5 – Regulations

Student Complaints

'The University of Southampton has established processes to deal with complaints from students. This is part of its commitment to ensure a high quality educational experience for all our students. It is the intention of the University to use the Complaints Procedure in a positive spirit. The University defines a complaint as any specific concern about learning/teaching-related or service-related provision' For further information please go to

<http://www.calendar.soton.ac.uk/sectionIV/student-complaints.html>

If you were enrolled on a programme of study at the University prior to the current year, you are entitled to invoke the procedures that were applicable when you first enrolled on that programme of study. Should you wish to do so, the appropriate regulations can be found in the University Calendar archive for the relevant year. <http://www.calendar.soton.ac.uk/sectionIV/index.html>

We would strongly advise you to seek support and/or advice from Students' Union Advice and Information Centre (SUAIC).

Tel: 023 8059 2085 Email: suaic@susu.org, www.suaic.susu.org

Academic Appeals

Students may appeal against a decision made by one of the Relevant Bodies For further information please go to

<http://www.calendar.soton.ac.uk/sectionIV/student-appeals.html>

If you were enrolled on a programme of study at the University prior to the current year, you are entitled to invoke the procedures that were applicable when you first enrolled on that programme of study. Should you wish to do so, the appropriate regulations can be found in the University Calendar archive for the relevant year. <http://www.calendar.soton.ac.uk/sectionIV/index.html>

We would strongly advise you to seek support and/or advice from Students' Union Advice and Information Centre (SUAIC).

Tel: 023 8059 2085 Email: suaic@susu.org, www.suaic.susu.org

Debts

The University of Southampton does not allow any student who has debts to the University to progress to the following year. Likewise a student who completes their programme will be neither eligible to attend their graduation ceremony nor receive their Higher Education award if they have outstanding debts to the University. Once these have been paid the awards will then be made. This may delay you securing your first employment at the end of your programme. It is therefore in your best interests to clear any debts as you proceed through the programme and before the completion.

Academic Integrity

The University is a 'learning community' within which students and staff learn from each other, from their peers and through original research. All members of the University are expected to maintain high standards of academic conduct and

professional relationships based on courtesy, honesty and mutual respect. In maintaining this learning community, the concept of **academic integrity** is fundamental'

Academic integrity statement can be found at the following address

<http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-statement.html>

Regulations can be found at the following address

<http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-regs.html>

Academic integrity procedures for handling possible breaches of Academic Integrity can be found at the following address

<http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-procedures.html>

Discipline

The University of Southampton requires that all students observe the rules and regulations as identified in the University calendar:

<http://www.calendar.soton.ac.uk/sectionIV/discipline.html>

Fitness to study

This policy applies to enable the University to respond appropriately to situations where visible signs of illness, mental health difficulties, psychological, personality or emotional disorders may have a profoundly disturbing impact on the functioning of an individual student and on the wellbeing of others around them. The University has a positive attitude towards those with impairments and is committed to maintaining students' wellbeing. The policy identifies the procedure and support available to both students and staff when a student becomes unwell and or presents a risk to self and/or others.

<http://www.southampton.ac.uk/edusupport/fitnesstostudy.html>

http://www.soton.ac.uk/quality/strategies/fitness_study.html

Progression Regulations

Progress from one year of the pre-qualifying programme to the next will depend upon the satisfactory completion of appropriate assessments, practice hours and other practical work. Progress will also depend upon providing continuing evidence of good health and good character as outlined in the Nursing and Midwifery Guidance Requirements for Evidence of Good Health and Good Character (2004). Failure to achieve this may lead to a recommendation from the Board of Examiners or Faculty Board for termination of registration on the programme, a requirement to repeat a year of the programme within the rules of the Student Grants Unit or other remedial studies/action.

<http://www.calendar.soton.ac.uk/sectionIV/progression-regs.html>

Programme Regulations

Regulations for specific programmes are located on the University Calendar at:

<http://www.calendar.soton.ac.uk/sectionVIII/healthsciences/index-healthsciences.html>

Higher Degree Regulations

Higher Degree regulations are located on the University Calendar at:

<http://www.calendar.soton.ac.uk/sectionV/sectV-index.html>

Attendance and Completion of Programme Requirements

The University policy can be found at the following address

<http://www.calendar.soton.ac.uk/sectionIV/attendance.html>

Notification of Change of Personal Details

The University policy can be found at the following address

<http://www.calendar.soton.ac.uk/sectionIV/address.html>

Section 6 - Access to the libraries

There are libraries at five sites across the University and you are automatically a member of all of them. You will also be able to use the NHS libraries where you are based. The main health collections are held at the Hartley Library, Highfield Campus and Health Services library at Southampton General Hospital.

You will be able to access the libraries (including the Health Services Library at Southampton General Hospital) using your University ID (Smart) card. It cannot be used in the NHS libraries to borrow books. If you are studying at Portsmouth, Basingstoke, Winchester or the Isle of Wight take your University student identity card to your timetabled library induction to register as a library user there. Carry your NHS card whenever you visit your local NHS library and keep it for use when you go on placement. Although you will need to register at each library that you use, you will find that all NHS libraries in Hampshire, the Isle of Wight and south west England use the same membership card.

The library website can be found at: www.libraries.swhants.nhs.uk further information for students on placement can be found at: www.soton.ac.uk/library/services/users/healthplacement.html

How do I use the libraries?

Introductions to the libraries will take place during the first term. All students will be offered a tour of the Hartley Library on the Highfield Campus in Southampton. Further information about using the University libraries can be found at: www.soton.ac.uk/library/users/introduction/index.html. Students will also be able to attend sessions providing an introduction to electronic information resources and library catalogues. Please visit www.soton.ac.uk/library/subjects/sonm/index.html for library information specific to nursing and midwifery students.

Visit the 'Resources' page on the Library website www.southampton.ac.uk/library/resources/ to discover links to electronic journals, electronic books and much more. Electronic journals can be accessed via TDNet (our journal catalogue) please use the link above. Our main 'health' electronic book suppliers are MyiLibrary, OVID and NetLibrary; find out more about these collections and access them via the Ebooks page at: www.southampton.ac.uk/library/resources/ebooks.html.

If you need further help with using libraries, the electronics resources or have an enquiry, please contact the library team who support the Faculty of Health Sciences via sohsengs@soton.ac.uk
Or go to www.southampton.ac.uk/library

There is also a Virtual Private Networking (VPN) available to allow access to the University's network from home this can be found on **SUSSED click on the Library tab**.

Section 7 - Prior to submitting your assignment

Always leave plenty of time for compiling your reference list, proof reading your assignment and preparing the assignment for submission. Your assignment word count should be within 10% (over or under) of the limit indicated in the assessment guidelines, except for dissertations when you are expected to be within the given range. You will need to note your word count and confirm its accuracy. Candidates who exceed the specified word limitation (+/-) within a module will incur a 10% penalty reduction in their assessment mark.

Assignment check list

- Have you followed the presentation guidelines which include presenting assignments electronically, using double-line spacing on an A4 page?
- Have you used Arial or Lucida Sans, size 12 font?
- Have you included a title page? The title page should not have your name, just your student ID number and your computer ID (ISS number). Do include the module code and the assignment word count on the title page.
- Check the order of the paragraphs. Do they flow in terms of the ideas presented? Are they connected? Could they be moved around to improve clarity?
- Read your assignment out loud to identify any errors in grammar or continuity.
- Ensure your writing contains gender neutral language (see Study Skills Guide on Blackboard)
- Use a spell-check facilityIf tables and diagrams are featured ensure they are fully referenced.
- Page numbering is essential.
- Have you referenced all your discussion correctly?
- Do you have the correct word count as specified in the assessment guidelines?
- The reference list precedes any appendices and should be constructed using the Faculty referencing system. The reference list is not included in the word count.

Remember:

To pass your assignment, it is essential that you:

- address each of the learning outcomes
- address all the assignment criteria including the word count
- demonstrate evidence of safe practice and attitudes
- maintain confidentiality of service users, clients, clinical areas and colleagues by using pseudonyms
- ensure that you do not plagiarise other people's work