

# Pre-registration and Undergraduate Student handbook 2011/12

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## **Welcome**

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 undertake your education at the University of Southampton and hope that you will enjoy your programme and your time as a student. The next few years will be rewarding and challenging and will provide opportunities for you to achieve both personal and professional goals. Your programme involves learning experiences in a variety of both academic and health care environments where academics work in partnership with practice colleagues to facilitate your learning; providing advice, guidance and direction. 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

Rosalynd Jowett

### Director of Learning and Teaching Excellence

Mike Potter

### Head of Professional Practice in Health Sciences

Kathy Owens

### Academic Cluster Leads

#### Bio-behavioural Health

Lead: Stephanie Meakin

#### Family, Child and Psychosocial Health

Lead: Liz Cluett

#### Physical and Rehabilitation Therapies

Lead: Jo Watson

### Programme Leads

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

#### BN (Hons) Nursing (Adult)

##### Field Lead: Chris McLean

(Programme Lead: Sue Faulds)

Tel: 023 8059 8285

Email: [cdm@soton.ac.uk](mailto:cdm@soton.ac.uk)

#### BN (Hons) Nursing (Child)

##### Field Lead: Beth Sepion

(Programme Lead: Sue Faulds)

Tel: 023 8059 6890

Email: [ejs@soton.ac.uk](mailto:ejs@soton.ac.uk)

#### BN (Hons) Nursing (Mental Health)

##### Field Lead: Yvonne Middlewick

(Programme Lead: Sue Faulds)

Tel: 023 8059 7895

Email: [ym@soton.ac.uk](mailto:ym@soton.ac.uk)

#### Postgraduate Diploma in Nursing

Wendy Wigley

Tel: 023 8059 8281

Email: [ww1@soton.ac.uk](mailto:ww1@soton.ac.uk)

#### BMid (Hons) Midwifery

Ellen Kitson-Reynolds

Tel: 023 8059 7846

Email: [elkr@soton.ac.uk](mailto:elkr@soton.ac.uk)

#### Diploma with Advanced Studies in Nursing

Teri Price

Tel: 023 8059 7844

Email: [tkl@soton.ac.uk](mailto:tkl@soton.ac.uk)

#### MSc Physiotherapy (pre-registration)

Robert Shannon

Tel: 023 8059 6804

Email: [rjs5@soton.ac.uk](mailto:rjs5@soton.ac.uk)

#### BSc (Hons) Physiotherapy

Steve Ryall

Tel: 023 8059 704

Email: [Sr6@soton.ac.uk](mailto:Sr6@soton.ac.uk)

#### BSc (Hons) Occupational Therapy

TBC

#### BSc (Hons) Podiatry

Alan Borthwick

Tel: 023 8059 5904

Email: [ab12@soton.ac.uk](mailto:ab12@soton.ac.uk)

#### BSc (Hons) Healthcare Science

Bashir Lwaleed / Sil Wallach

Tel: 023 8079 6559 / 023 8059 6802

Email: [bashir@soton.ac.uk](mailto:bashir@soton.ac.uk) /  
[lpmw@soton.ac.uk](mailto:lpmw@soton.ac.uk)

#### BSc (Hons) Health and Social Care

Maureen Harrison

Tel: 023 8059 5830

Email: [mh20@soton.ac.uk](mailto:mh20@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

Common Learning website for IPL experience [www.commonlearning.net](http://www.commonlearning.net)

Consumer Credit Counselling Debt line 0800 328 1813. See also Student Union advice [www.susu.org](http://www.susu.org)

Occupational health (SGH) 023 8079 4156

Student Office: Faculty of Health Sciences 023 8059 7841/0  
[onestop@southampton.ac.uk](mailto:onestop@southampton.ac.uk)

Student Loan Company Ltd 0845 026 2019 <http://www.slc.co.uk/> and  
<http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/index.html>

Student Funds Office 023 8059 3287 [www.soton.ac.uk/studentsupport/stufunds](http://www.soton.ac.uk/studentsupport/stufunds)

University Health Service 023 8055 7531 [www.unidocs.co.uk](http://www.unidocs.co.uk)

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

University Study Skills website: [www.studyskills.soton.ac.uk](http://www.studyskills.soton.ac.uk)

Wellbeing Team [wellbeing@soton.ac.uk](mailto:wellbeing@soton.ac.uk)

### Other useful contacts:

#### The Nursing and Midwifery Council (NMC)

When you have successfully completed your programme of education, in Nursing or Midwifery you will be entitled to register with the NMC.

#### What does the NMC do?

The NMC is the Regulatory Body for nursing and midwifery. Its purpose is to establish and improve standards of nursing and midwifery in order to protect the public. These standards are set out in the Code (2008) which the NMC will send to you when you first register.

The NMC is the UK regulator for two professions - Nursing and Midwifery. The powers of the NMC are detailed in the Nursing and Midwifery Order 2001. The work of the NMC is governed by this and other associated legislation. The core function of the NMC is to safeguard the health and wellbeing of the public. It does this through maintaining a register of nurses and midwives eligible to practise in the UK and by setting standards for their education, training, conduct and performance. The NMC Register enables anyone to check the registered status of nurses and midwives.

The Code: Standards of Conduct, Performance and Ethics for Nurse and Midwives (NMC 2008) sets out the principles enshrined in nursing and midwifery practice. It is intended to support safe and effective practice, and is an important tool in safeguarding the health and wellbeing of the public. A registered nurse or midwife is required to adhere to the standards set by the NMC. The standards set by the NMC apply to students; the content, length and assessment components of your programme are determined by these standards. When you have successfully completed your programme, the University will notify the NMC that you have met the required standards, have met the requirements of good health and good character, are 'fit to practise' and are eligible for entry on the Register.

Good health is necessary to undertake practice as a nurse or a midwife. Good health means that a person must be capable of safe and effective practice without supervision. It does not mean the absence of any disability or health condition. Many disabled people and those with long term health conditions are able to practise with or without adjustments to support their practice.

Good character is important as nurses and midwives must be honest and trustworthy. Good character is based on a person's conduct, behaviour and attitude, as well as any convictions and cautions that are not considered compatible with professional registration and which might bring the profession into disrepute. A person's character must be sufficiently good for them to be capable of safe and effective practice without supervision. It is important to be aware that your personal and professional conduct may have an impact on your fitness to practice. This applies to your conduct in your personal life, in addition to your conduct whilst on placement. Your conduct may affect your ability to complete your programme and become a Registered Nurse or Midwife.

#### **What the NMC expects of a Nursing or Midwifery Student:**

- Make the care of people your first concern, treating them as individuals and respecting their dignity;
- Work with others to protect and promote the health and wellbeing of those in your care, their families and carers and the wider community;
- Provide a high standard of practice and care at all times;
- Be open and honest, act with integrity and uphold the reputation of your profession.

For further information visit the NMC website on [www.nmc-uk.org](http://www.nmc-uk.org)

#### **The Health Professions Council (HPC)**

When you have successfully completed your programme of education, in an Allied Health Profession you will be entitled to apply to register with the HPC

#### **What does the HPC do?**

The HPC are a regulator, and were set up to protect the public. To do this, they keep a [register](#) of health professionals who meet HPC [standards](#) for their training, professional skills, behaviour and health.

The HPC operates by meeting the following aims:

- maintaining and publishing a public register of properly qualified members of the professions;

- approving and upholding high standards of education and training, and continuing good practice;
- investigating complaints and taking appropriate action;
- working in partnership with the public, and a range of other groups including professional bodies; and
- promoting awareness and understanding of the aims of the Council.

In order to register a health professional, and in order to maintain their registration, the HPC needs to be assured that you are of good character. They need to do this because it is in the Health Professions Order, the legislation that created the HPC.

*The Standards of conduct performance & ethics* document sets out the standards of conduct, performance and ethics the HPC expects from the health professionals they register. The standards also apply to people who are applying to become registered. A link to this document is here; <http://www.hpc-uk.org/aboutregistration/standards/standardsofconductperformanceandethics/>

The Standards of Proficiency are the standards which every registrant must meet in order to become registered, and must continue to meet in order to maintain their registration.

*Standards of Training.* These are standards against which the HPC assess education and training programmes. These set out the standards of education and training against that an education programme must meet in order to be approved by the HPC. These generic standards ensure that any person who completes an approved programme meets the standards of proficiency for their profession and is therefore eligible to apply for admission. <http://www.hpc-uk.org/aboutregistration/standards/sets/>

For further information visit the HPC website on <http://www.hpc-uk.org/>

Whilst you are studying on one of the Allied Health Profession programmes of education, you will be entitled to register as a student with the relevant associated professional body.

## **The Chartered Society of Physiotherapy (CSP)**

### **What does the CSP do?**

The Chartered Society of Physiotherapy is a progressive, dynamic, member-centred organisation that aims to:

- lead and support all members in developing and promoting high quality innovative patient care
- protect and further advance the interests and working lives of our members
- raise the profile of the profession and influence the health care agenda
- work openly in partnership to meet the diverse needs of both our members and their patients.

The CSP supports those who deliver physiotherapy care, education and research through professional, educational and trade union services, as well as campaigning on behalf of the profession.



A unique organisation, the CSP deliver tailored services to over 49,000 practicing physiotherapists, support workers, students, overseas and retired members via offices in every UK region. Founded in 1894, the Society is member-led and governed by an elected Council. The CSP has three main functions:

### **Professional body**

The CSP works in partnership with its members and also external bodies to achieve and promote excellence in physiotherapy. We provide resources, services and networking opportunities to lead and support members in their practice, development and conduct.

As a founder member of the World Confederation for Physiotherapy (WCPT) and a member of its European region, ER-WCPT, it is our policy to be at the leading edge of international physiotherapy development.

We also work with the wider public to promote the value of physiotherapy, offering careers advice to school leavers, and guidance to patients on how to access a physiotherapist and what to expect from treatment.

### **Trade Union**

Employment Relations & Union Services is the trade union arm of the CSP and is made up of a network of stewards and health & safety representatives that are supported by a team of full-time officers, researchers and support staff.

The Society's Industrial Relations Committee (IRC) meets three times a year and has executive responsibility for pay, conditions of service and other trade union matters.

The Society also holds an Annual Representative Conference providing an opportunity for motions to be formally carried.

### **Membership services**

The CSP offers membership to all physiotherapy students and professionals, including qualified physiotherapists and support workers.

Qualified physiotherapists gain chartered status upon becoming a member\*, and all members gain access to a first-class range of services, including insurance cover, professional and legal advice, and support for continuing professional development (CPD).

\*As long as they graduate from a CSP-approved qualifying course

### **College of Occupational Therapists (COT)**

#### **What does COT do?**

COT is the professional body and trade union for occupational therapy staff, researchers, educators and students in the United Kingdom. They support members in practice with expert resources and guidance and define standards for the profession.

COT works across the UK to influence government policies and produce COT-driven strategies to promote excellence in practice and client-centred care. They provide support and guidance to members regarding occupational therapy

practice and ethics, and seek to involve members in developing and promoting the profession.

### **Ethics and professional standards**

The College defines and promotes standards of conduct for the profession. Their Code of Ethics and Professional Conduct is a statement of the values and principles set by the College to promote and maintain high standards of professional behaviour in occupational therapy. It applies to all occupational therapists, associate members and OT students and is available for reference by service users, employers, and other organisation.

Every occupational therapist has a responsibility to maintain and improve practice and deliver high quality services. Occupational therapists should employ a range of quality activities including:

- evidence based practice
- adherence to national and professional standards and guidelines
- risk management
- continuing professional development
- listening to the views of those who use their services

More information can be found at

[http://www.cot.co.uk/Homepage/About\\_Occupational\\_Therapy](http://www.cot.co.uk/Homepage/About_Occupational_Therapy)

### **The Society of Chiropodists and Podiatrists (SCP)**

#### **What does the SCP do?**

The SCP is the Professional Body and Trade Union for registered podiatrists. Membership is restricted to those qualified for registration and the Society represents around 10,000 private practitioners, NHS podiatrists and students. The Society monitors standards of undergraduate education and provides opportunities for continuing professional development through its four faculties which are: the Faculty of Undergraduate Education; the Faculty of Podiatric Medicine; the Faculty of Podiatric Surgery and the Faculty of Clinical Administration & Development.

By joining the Society you will have access to a podiatry resource solely dedicate to supporting you throughout your professional life as a podiatrist.

More information can be found at <http://www.feetforlife.org/index.html>

## 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](mailto:onestop@soton.ac.uk)

The Student 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.

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

## **Learning Groups in Nursing and Midwifery programmes only**

Students on certain programmes will be allocated to a learning group (nursing and midwifery will be branch-specific), which is normally facilitated by an academic tutor. In addition to learning groups, other aspects of teaching and learning, lectures, seminars and skills sessions all form the key attributes of your learning experience with us. The manner in which these approaches are delivered will consist of face to face, blended and electronic approaches.

## **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](mailto: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.

### **Student Practice Learning Advisors (SPLA)**

Student Practice Learning Advisors (SPLA) are a team of experienced nurses from a range of clinical backgrounds. They support clinical skills development for students undertaking pre qualifying training. The role of the SPLA complements rather than replaces the roles of mentor and link lecturer by providing additional support based on the development of practice skills, professional conduct and other issues relevant to practice.

At all times, the SLA/SPLA will work closely with your academic tutor to provide feedback and ensure the best learning advice possible to help you get the most from your programme. Referrals may be made to other agencies such as the Centre for Language Studies, the University Counselling Service and the Learning Differences Centre.

**For more details please go to**

[http://www.southampton.ac.uk/healthsciences/study/undergraduate/pre\\_reg/learning\\_help.html](http://www.southampton.ac.uk/healthsciences/study/undergraduate/pre_reg/learning_help.html)

## Finance Information

Questions regarding any aspect of your finances should be directed in the first instance to the Student 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](http://www.susu.org) The Faculty Finance team are located on the fourth floor in Building 67.

## NHS Bursary

We recommend that you familiarise yourself with the NHS Student Grants Unit as most questions regarding your bursary entitlements can be answered from their website: <http://www.nhsbsa.nhs.uk/Students.aspx>

Please note that your bursary is an NHS Bursary that is administered and paid for by the NHS Business Services Authority. The NHS Executive sets the bursary rates and policy and the NHS Student Grants Unit assesses your bursary entitlement. Therefore bursary arrangements are a matter between yourself and the NHS Student Grants Unit (SGU). Neither the University nor the Faculty of Health Sciences pays your bursary.

Contact details <http://www.nhsbsa.nhs.uk/Students/2740.aspx>

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

**Which courses can apply for an NHS bursary and where do I find the application form?** <http://www.nhsbsa.nhs.uk/Students/967.aspx>

**Most of your questions will be answered by going to the following link and looking at the booklet relevant to your circumstances.**

<http://www.nhsbsa.nhs.uk/Students/2744.aspx>

## 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 Student Office 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.

### **What happens if my personal details change?**

If you change your bank account, remember to notify the SGU (Student Grants Unit) in writing and in good time otherwise your monthly bursary may not get into your account! Likewise if you change your address it is your responsibility to notify the Faculty and the SGU.

### **Possible additional allowances for further details go to**

<http://www.nhsbsa.nhs.uk/Students/2744.aspx>

- Dependants' Allowances
- Childcare Allowance
- Parent Learning Allowance
- Practice Placement Expenses
- Accommodation costs
- The Travel disregard
- The Disabled Students' Allowance
- Student Loans

### **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 Award, 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](http://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)). It is imperative that you enrol before you enter any practice experience. 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](http://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 lead. You must not book annual leave during this time as these weeks are identified as University contact weeks in your calendar.

### Health

The responsibility of the Faculty of Health Sciences and their service partners (e.g. NHS Trusts) is to ensure that the requirements for good health and good character detailed in NMC/HPC guidance are applied consistently through a system of robust procedures for entry to and continued participation in pre-registration programmes.

The Faculty requires students to take responsibility for their own health in the interests of public safety. Students applying for pre-registration programmes must declare themselves as in good health and report any health issue which might pose a risk to themselves, service users, clients and their families, carers or colleagues on application and whilst they are undertaking the programme.

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.

### Sickness and absence

The statutory nursing body (NMC), Health Professions Council (HPC) and the European Union directives prescribe the amount and type of experience that you must have in order to be eligible to apply for registration on completion of the programme and relatively small amounts of sickness could disrupt your

programme. Therefore, any time lost from clinical placements due to sickness and absence will need to be made up during the programme.

All sickness and absence needs to be reported as follows:

Students must contact their practice area if they are due on placement. They should update the Timesheet Module recording section on the Student Portal with their sickness/absence details.

## **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. As a University of Southampton student you are expected to utilise the Southampton service primarily. During the first few weeks of your programme you are required to attend a compulsory timetabled occupational health appointment and non-attendance will result in you not being allowed to enter practice experience areas.

## **Counselling**

The University offers a counselling service for students:

Tel: +44 (0)23 8059 3719 [www.counsel.soton.ac.uk](http://www.counsel.soton.ac.uk)

## **Advice and information for pregnant students**

This advice and information mainly refers to students studying the pre-qualifying provision. 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.

Bursary payments can be for up to 45 weeks and would normally start no earlier than 11 weeks before the expected date of delivery. You are also required to obtain a MAT B1 form from your GP / midwife which you should show to your academic tutor.

## **Paternity leave**

NHS students who are biological or adoptive fathers, nominated carers and partners will be able to continue to receive their NHS bursary for up to 4 weeks whilst taking an authorised (speak to an Programme lead) period of maternity support (paternity leave). You are also required to obtain a MAT B1 form from your GP / midwife which you should show to your academic tutor.

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

[http://www.southampton.ac.uk/studentservices/docs/Maternity%20Policy%20\(student\).pdf](http://www.southampton.ac.uk/studentservices/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/studentsupport/disability](http://www.soton.ac.uk/studentsupport/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.

A copy of the Faculty Health and Safety Policy is located on Blackboard/A Guide to Pre-registration Students/Handbook.

#### **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](http://www.soton.ac.uk/about/professionalservices/health_safety.html)

### **Security**

In a new environment 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. Whether living in halls or in shared accommodation, it is important that you insure your possessions from theft or accidental damage while at University.

## **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 or from halls (78)25236. [www.soton.ac.uk/~nline](http://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 Student 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](mailto:suaic@susu.org), [www.suaic.susu.org](http://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](mailto:suaic@susu.org), [www.suaic.susu.org](http://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>

## **Professional Regulations**

### **The NMC Code (2008)**

At all times you are a representative of the University of Southampton and a future health care professional. Therefore it is essential that you behave and conduct yourself in a manner that supports a public perception of personal and professional integrity. It is a statutory requirement for Faculty of Health Sciences pre-registration nursing and midwifery students to sign a declaration of good health and good character when completing a programme leading to registration with the Nursing and Midwifery Council (NMC 2008). It is also a requirement for each student completing a programme leading to registration 'to make a self-declaration to the effect that their health and character are sufficiently good to enable them to practise safely and effectively' (NMC 2004). When you successfully complete your programme the Faculty of Health Sciences will use this self-declaration to notify the NMC that you have met the required standards and that you are eligible for entry to the NMC register. Registration is therefore not simply an administrative process but an instrument for public protection. As highlighted in the previous section, issues related to your conduct and behaviour is treated very seriously not only by the University but in accordance with the NMC code of conduct.

### **HPC Standards of conduct, performance and ethics (2008)**

The linked document sets out the standards of conduct, performance and ethics expected from the health professionals who register with the HPC. The standards also apply to people who are applying to become registered. <http://www.hpc-uk.org/assets/documents/10002367FINALcopyofSCPEJuly2008.pdf>

The Standards state that:

1. You must act in the best interests of service users.
2. You must respect the confidentiality of service users.
3. You must keep high standards of personal conduct.

4. You must provide (to HPC and any other relevant regulators) any important information about your conduct and competence.
5. You must keep your professional knowledge and skills up to date.
6. You must act within the limits of your knowledge, skills and experience and, if necessary, refer the matter to another practitioner.
7. You must communicate properly and effectively with service users and other practitioners.
8. You must effectively supervise tasks that you have asked other people to carry out.
9. You must get informed consent to give treatment (except in an emergency).
10. You must keep accurate records.
11. You must deal fairly and safely with the risks of infection.
12. You must limit your work or stop practicing if your performance or judgement is affected by your health.
13. You must behave with honesty and integrity and make sure that your behaviour does not damage the public's confidence in you or your profession.
14. You must make sure that any advertising you do is accurate.

Guidance on conduct and ethics for students can be found at

<http://www.hpc-uk.org/assets/documents/10002C16Guidanceonconductandethicsforstudents.pdf>

## **Fitness to practise**

The requirement of programmes of study leading to professional registration for Nursing and Midwifery and Allied Health Professions include a significant component governing fitness to practise. In addition to existing University procedures for academic progression and conduct, the Faculty of Health Sciences needs to ensure that the health status of students and their professional behaviour does not constitute a risk to service users, clients and their families, carers, the public, other students or the individuals themselves. There are mechanisms in place to monitor these issues during student's studies. The Faculty of Health Sciences Fitness to Practise Policy can be accessed via Blackboard/A Guide to Pre-registration Students/Handbook.

## **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](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>

## **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.

If you are based at Basingstoke, IoW, Portsmouth or Winchester you will need to register for an NHS library card; an opportunity to do this is usually organised during your 1<sup>st</sup> week.

Please note that the Staff Library at the Royal South Hants Hospital is not a designated support library for your course. You may register as a borrower at this library only if you are studying on the Nursing mental health or learning disability programme or are on placement there. Other students may use the Staff Library for reference use and for making photocopies. The smaller community-based libraries at Hawthorn Lodge (Moorgreen), Tatchbury Mount and Lymington Hospitals are not designated support libraries and you may not borrow material from them. The library website can be found at: [www.libraries.swhants.nhs.uk](http://www.libraries.swhants.nhs.uk) further information for students on placement can be found at: [www.soton.ac.uk/library/services/users/healthplacement.html](http://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](http://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](http://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/](http://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](http://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 [sohsenqs@soton.ac.uk](mailto:sohsenqs@soton.ac.uk)  
Or go to [www.southampton.ac.uk/library](http://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 facility.
- If 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