Please read this Handbook in conjunction with the University’s Student Handbook.

All course materials, including lecture notes and other additional materials related to your course and provided to you, whether electronically or in hard copy, as part of your study, are the property of (or licensed to) UCLan and MUST not be distributed, sold, published, made available to others or copied other than for your personal study use unless you have gained written permission to do so from the Dean of School. This applies to the materials in their entirety and to any part of the materials.
Contents

1 Welcome to the Course
2 Structure of the Course
3 Approaches to teaching and learning
4 Student Support
5 Assessment
6 Classification of Awards
7 Student Feedback
8 Appendices
  8.1 Programme Specification(s)
1. Welcome to the course
Welcome to the School of Pharmacy and Biomedical Sciences at the University of Central Lancashire. We hope that you’ll enjoy your studies and experiences in Preston. The Student Handbook brings together information to help you to answer queries you might have about the course. If we have missed something that you think should be included in this Handbook then please let us know.

We want this to be a positive learning experience for you. There will be some very hard work for you, but we hope that you’ll find it interesting and stimulating, and that you’ll have the chance to enjoy yourself along the way. We believe you can succeed, and we want you to succeed. All the academic and support staff are here to help you achieve that goal. Good luck!

1.1 Rationale, aims and learning outcomes of the course

The aims of this course are:

- To develop a knowledge and understanding of human biology and disease based on a scientific foundation, with the ability to apply knowledge and analyse and evaluate information.
- To instil an appreciation of the study of biomedical science and its importance and application in different contexts.
- To involve the learner in a stimulating learning environment in which students are encouraged to achieve personal growth in terms of a wide range of skills including communication, numeracy, IT, independence, interpersonal and group-working skills.
- To develop competence in the definition, implementation and monitoring of plans for self-development.
- To prepare the learner for a career in bioscience in positions requiring knowledge of human biology in relation to health and disease.

The learning outcomes of this course are:

A. Knowledge and Understanding

Be able to discuss and critically evaluate the principles of biomedical science and the underlying biological components, including those related to disease. This will include some elements where the uncertainty, ambiguity and the limits of knowledge within the discipline are exemplified.

Be able to discuss and determine appropriate methods of biomedical science relevant to practical problems.

Be able to discuss and identify the areas of study covered within biomedical science, and discuss associated ethical issues.

Be able to determine an appropriate statistical test to analyse data that will be produced from various types of study and be able to use those tests.

Subject-specific skills
**Thinking Skills**

Be able to locate and appraise critically relevant published literature and extract pertinent information from such sources.

Be able to define and develop strategies for solving problems.

Be able to analyse a range of data derived experimentally, or from the literature or databanks, and evaluate it critically supported by logical and structured argument.

**Other skills relevant to employability and personal development**

Be able to write using an appropriate scientific style (BB 3.2 & 3.7).

Be able to work as a useful contributor to a group (BB 3.8) or independently (BB 3.9).

Be able to use IT effectively for information retrieval, analysis, communication and presentation (BB 3.7).

Be able to communicate effectively to transmit ideas and conclusions (BB 3.7).

Be able to demonstrate planning, time management; work to deadlines carry out independent learning, including undertaking career planning and development (BB 3.9).

Be able to produce a reflective portfolio based on work-based learning.

### 1.2 Course Team

Below is a list of members of academic staff who will be teaching you during your time at UCLan.

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail address</th>
<th>Subject area</th>
<th>Room number</th>
<th>Telephone extension number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pete Abel</td>
<td><a href="mailto:pabel@uclan.ac.uk">pabel@uclan.ac.uk</a></td>
<td>Haematology – Course Leader for Healthcare Sciences</td>
<td>MB107a</td>
<td>5828</td>
</tr>
<tr>
<td>Jane Alder</td>
<td><a href="mailto:jealder@uclan.ac.uk">jealder@uclan.ac.uk</a></td>
<td>Physiology</td>
<td>MB241</td>
<td>3915</td>
</tr>
<tr>
<td>Tony Ashton</td>
<td><a href="mailto:acashton@uclan.ac.uk">acashton@uclan.ac.uk</a></td>
<td>Physiology – Course Leader for Physiology and Pharmacology</td>
<td>MB137</td>
<td>3509</td>
</tr>
<tr>
<td>Steve Beeton</td>
<td><a href="mailto:sbeeton@uclan.ac.uk">sbeeton@uclan.ac.uk</a></td>
<td>Microbiology</td>
<td>MB032</td>
<td>3592</td>
</tr>
</tbody>
</table>
One of the above members of staff will be your Academic Advisor during your time as an undergraduate student. Please ensure that you arrange regular meetings with him/her to discuss your progress with your studies.

1.3 Expertise of staff
As you might expect Biomedical Science covers a wide range of specialisms within the broader field of biosciences. As you progress through your course you will come to appreciate that staff are quite often specialist in a chosen but quite narrow of bioscience. It is quite likely that they will have undertaken a considerable period of research in their particular area and may well have a significant record of publication in terms of the research that they have undertaken.

In the first year this may not be particularly apparent as many of the modules that you experience (for example study skills or biological chemistry and mathematics) are quite wide in terms of their subject content. However, as you progress through to the second and final year of your course you will soon begin to align certain staff with particular areas of your study. This will become particularly clear when you undertake your final year honours project. Staff will tend to offer projects that are related to their area(s) of specialism.

.4 Academic Advisor
You will be assigned an Academic Advisor who will provide additional academic support during the year. They will be the first point of call for many of the questions that you might have during the year. Your Academic Advisor will be able to help you with personal development, including developing skills in self-awareness, reflection and action planning.
It is well worthwhile noting the name of your academic advisor in the space below, so that you know who to contact.

My Academic Advisor is .............................................. Room .................................

1.5 Administration details
Campus Administration Services (CAS) provides academic administration support for students and staff and are located in the following hubs which open from 8.45am until 5.15pm Monday to Thursday and until 4.00pm on Fridays. The Foster Hub deals with the Bioscience courses and can provide general assistance and advice regarding specific processes such as checking and correcting academic records, extenuating circumstances and absences.

Foster Building
Forensic and Applied Social Sciences
Pharmacy and Biomedical Sciences
Psychology
Physical Sciences
telephone: 01772 891990 or 01772 891991
e-mail: fosterhub@uclan.ac.uk

1.6 Communication

The University expects you to use your UCLan email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread.

Please ensure that your contact details are up to date (UCLan e-mail address and mobile contact number) as these are the main channels of communication that staff will use. Please remember to check your UCLan e-mails regularly so that you are aware of any last minute changes to your teaching schedule.

1.7 External Examiner

The University has appointed an External Examiner for your course who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. If you wish to make contact with your External Examiner, you should do this through your Course Leader and not directly. External Examiner reports will be made available to you electronically. The School will also send a sample of student coursework to the external examiner(s) for external moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work awarded the highest and lowest marks and awarded marks in the middle range.
The external examiner may also choose to visit the university on a number of occasions throughout the academic year and may wish to meet with students to obtain their views on how the course is running.

2. Structure of the course
2.1 Overall structure

The module codes, titles and sizes are indicated in Table 1, whilst the order in which these modules fit into the scheme of the degree programme is illustrated in Figure 1. It is expected that, as a full time student, you will take three years to complete the course and you will take all the modules below in the academic year in which they are normally delivered.

In order to graduate with a BSc (Hons) degree in Biomedical Sciences you will need to complete a total of 360 credits during three years of full time study. As this course has been accredited by the professional body for Biomedical Science there is no flexibility in your programme of study during years two and three.

There is a foundation entry route available for this award. Please refer to the programme specification in appendix 8.1 for further details.

2.2 Modules Available

TABLE 1: A summary list of all the modules in the BSc (Hons) Biomedical Science degree course.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Module Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>BL1216</td>
<td>Research Skills</td>
<td>Half</td>
</tr>
<tr>
<td>BL1217</td>
<td>Introduction to Pharmacology</td>
<td>Half</td>
</tr>
<tr>
<td>BL1219</td>
<td>Biological Chemistry and Foundation Mathematics</td>
<td>Standard</td>
</tr>
<tr>
<td>BL1220</td>
<td>Integrative Biological Sciences</td>
<td>Double</td>
</tr>
<tr>
<td>BL1221</td>
<td>Introduction to Healthcare Science</td>
<td>Standard</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>Two half modules or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>one</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Standard</td>
</tr>
</tbody>
</table>

| Year 2      |                                                  |                      |
|-------------|                                                  |                      |
| BL2203      | Molecular and Cellular Biology                   | Standard             |
| BL2206      | Investigation of Disease                         | Standard             |
Further information about the above modules can be found on Blackboard and also in the section on Module Currency (below). You will need to read this information as you start each module. Please note that the only time an elective will be available to you is in Year 1. There will be a specific session in the Induction week programme for you to choose an elective module.

All the modules in Years 2 and 3 of your programme are compulsory and must be studied and passed to achieve an honours degree in Biomedical science.

Figure 1: Scheme of degree programme

YEAR 1
Module currency

Throughout your programme of study, as a full time student, you will be required to take a total of six modules per year giving eighteen modules in total at the end of three years. Module sizes are presented as either half, standard or double modules giving 10, 20 or 40 credits per module as a result. If you have transferred to the part time
route then an individual programme of study will be mapped out for you depending on the modules that you are required to take.

2.2 Modules available
Each module is a self-contained block of learning with defined aims, learning outcomes and assessment. A standard module is worth 20 credits. It equates to the learning activity expected from one sixth of a full-time undergraduate year. Modules may be developed as half or double modules with credit allocated up to a maximum of 120 credits per module.

Level 4 Modules.

Modules at Stage 1 (Level 4) are designed to introduce you to the basic concepts of biochemistry, microbiology and physiology and also to provide the necessary chemical and mathematical background to support these areas. In addition to these bioscience-specific areas you will also have the opportunity of taking one module of study as an elective. Depending on subject requirements and timetable considerations you may choose to study a subject area allied to your main degree theme or you may choose to move outside the science arena and choose a language or an IT-related topic if you feel that your IT skills could be improved.

The module BL1220 (Integrative Biological Sciences) aims to provide an introduction to basic human physiological function including the functioning of the major organ systems of the human body and the processes by which they are controlled and regulated. In addition, you will also study the structure and function of biomolecules, energy generation and utilisation, genetics, microbiology and pharmacology. Importantly the above will be introduced in both theoretical and practical forms so that you will gain a sound understanding of how the systems operate and how they can be investigated experimentally. Introduction to Healthcare Science (BL1221) will develop an awareness of the principles and techniques used in biomedical science, including how ethical considerations have shaped and informed this area.

As part of the School’s commitment to transferable skills, you will study the Research Skills modules (BL1216) to improve your skills in numeracy, scientific writing and IT. Introduction to Pharmacology (BL1217) will explore key aspects of pharmacology including membrane structure and function, intracellular messengers and the principles of drug action. Biological Chemistry and Foundation Mathematics (BL1219) ensures that you will have the appropriate chemical and mathematical skills to explore and understand the above material and also establish a base for more in-depth study in subsequent years.

Level 5 modules

Level 5 modules are designed to build upon the Level 4 modules, develop understanding of the subject areas covered, develop analytical and critical skills, and provide the core knowledge from which the Level 6 modules are developed. To this end Molecular and Cellular Biology (BL2203) provides essential biochemistry and molecular biology, building on the themes developed in BL1220. BL2211 (Practical Skills and their Application to Diagnostic Analysis) extends your practical awareness of methods that can be used in the diagnosis and treatment of a range of disease states. Biostatistics (BL2215) ensures that you have the necessary statistical
experience and techniques to make informed decisions about experimental design, data handling and the reliability and significance of experimental data. Investigation of Disease (BL2206) is designed to show the various techniques that can be used to help diagnose diseases, and is thus cross-disciplinary in nature. It also contains an introduction to immunology and examines how this area can be brought to bear on the investigation and understanding of disease processes and states. BL2216 (Cellular Investigation) examines the principles and practices of histological, immunological and microbiological methods that can be brought to bear on a range of health problems. BL2214 (Physiological Systems) adopts a practical and theoretical approach to exploring further the working of the main organ systems of the human body. This material extends upon the material covered in BL1220 during Year 1. BL2217 (Systems Pharmacology) covers the pharmacological principles by which the major organ systems of the body operate. This links in closely with BL2214 to explore the pharmacological control of major organ systems and builds upon material introduced in BL1217 (Introduction to Pharmacology).

Level 6 modules

The level 6 modules are designed to cover the various specialised areas into which biomedical science is divided. These modules provide an in-depth study in areas where you can apply the knowledge, understanding and skills gained at level 5, and especially to develop your ability to integrate and rearrange knowledge, and to develop skills of problem definition and solving, experimental design, analysis and interpretation of data, self-management and independent learning. Accordingly, a variety of skills will be developed in these modules.

BL3206 (Biology of Disease) integrates concepts developed in all the other final year taught modules to study the aetiology, pathophysiology and treatment of selected diseases. The module will be delivered using lectures, tutorials and problem based learning approaches. BL3215 (Immunology) will develop and focus on how the techniques and theory discussed in Year 2 can be applied to aid understanding of a range of disease states.

In Year 3 there are a number of specialist modules in the areas of Cell Science (BL3216), Clinical Biochemistry (BL3218), Clinical Microbiology (BL3235) and Haematology (BL3219) that focus on developments in these areas and how they can inform the investigation and treatment of a range of disease conditions. These modules will link to and expand much of the material introduced in Year 2. Molecular Biomedicine (BL3217) will provide a detailed understanding of how molecular events and techniques can aid in the diagnosis and treatment of a range of disease states.

The Research Project, is taken either on an individual basis (BL3299) or as part of a group (BL3298) and it is a lab-based practical research project, which is seen as an important component of the programme as it enables you to achieve many of the higher level aims in a more easily demonstrated way, and encourages self-management and independent learning. To graduate with an honours degree you must pass the Research Project double module.

The course is accredited by the Institute of Biomedical Science (IBMS) and, as a result, you are eligible for an e-student subscription to the IBMS for a year during the final year of your studies.
Useful Weblinks: Please see www.ibms.org for further information on Biomedical Science. This website contains a substantial amount of very useful information including details of the benefits of becoming a member of this organisation and careers information. It also provides many useful educational resources.

2.3 Course requirements

The BSc (Hons) Biomedical Science course at UCLan is accredited by the professional body for biomedical sciences, the Institute of Biomedical Science (IBMS). This has placed certain constraints upon the breadth of module choice that you have during your three years here. In terms of free choice electives you may only choose one modules worth during Year 1. The remainder of the modules that you study are mandatory.

As a student undertaking this course, you are bound by the Code of Conduct as specified by The Institute of Biomedical Science and subject to the UCLan procedure for the consideration of Fitness to Practise.

2.3 Progression Information

Discussions about your progression through the course normally take place in February each year. It is an opportunity for you to make plans for your study over the next academic year. The course team will tell you about the various modules / combinations available and you will both agree on the most appropriate (and legal) course of study for you.

The biomedical science course has little flexibility in terms of what you can study since it is accredited by the subject professional body (The IBMS) and they have worked closely with your course team to determine the degree syllabus. As there isn't any flexibility in module choice during Years 2 and 3 of your course your pattern of study is that shown in Table 1 and Figure 1 (above).

2.4 Study Time

2.4.1 Weekly timetable

See Online Timetable.

2.4.2 Expected hours of study

20 credits is a standard module size and equals 200 notional learning hours.

The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per each credit you need to achieve – this includes attendance at UCLan and time spent in private study.

Normally you will have face to face contact with a member of academic staff for, typically, 15-18 hours a week. This contact will be in the form of e.g. lectures, practicals, tutorials and workshops. The specific number of hours may change during the academic year as the modules that you take also change. The on-line timetable will have details of all the modules that you are taking in one particular academic year and can be accessed either on or off campus. As a general rule, it is expected that you will study for double the above number of
hours in terms of reading around the topics that you have covered, preparation for assessments and when you undertake revision for examinations. For specific information please see the section below on the learning agreement for each module.

All modules have a Module Handbook and this will provide you with details of the assessment timetable. The Module Handbooks can be accessed via Blackboard for each module.

Each module that you take as a part of your course has, as an integral part of the module, a learning agreement that sets out how the material in the module will be delivered and details of the time that should be spent on various learning activities. You will receive information on this from the various modules tutors at the beginning of each new period of study.

2.4.3 Attendance Requirements
You are required to attend all timetabled learning activities for each module. Notification of illness or exceptional requests for leave of absence must be made to: The Foster Hub (see section 1.5 for contact details).

The Guidance Support Coordinators will work with the Academic Advisers and be based in the Central Administration Services (CAS) Hub, and in particular

a) respond positively to requests from tutees for assistance in understanding School or University procedures, and engage in personal advocacy to support students. Assist returning students with advice and guidance and provide knowledge of the new support available by the university hubs.
b) refer students to the University’s central support services as necessary
c) keep a record of each meeting or significant contact with tutees
d) have regular meetings with academic advisors or anyone the Head of School deems appropriate to support the students
e) monitor student attendance through SAM, keeping a record of withdrawals and exit interviews, alerting appropriate individuals in the schools of any student attendance issues; dealing with stage 1 and stage 2 unfit to study processes

Our School has a set of procedures to support students in times of difficulty. One of the early indicators that a student may be having difficulty with his/her course is non-attendance. We, as academic staff, recognize the strong link between attendance at learning sessions and academic success. Attendance at all sessions will be monitored and if it is felt that you are not maximizing your chances of success then it is likely that your academic advisor will contact you with a view to arranging a meeting to discuss any issues that you might be having.

3. Approaches to teaching and learning

3.1 Expertise of staff
The academic staff that will be teaching you are all highly qualified and specialists in the areas that they teach. Many of the academic staff are engaged in research and/or scholarly activity which helps enrich your experiences with cutting-edge knowledge.
3.2 Learning and teaching methods

All School courses require you to study 6 full modules (or an equivalent made up of half and double modules) in each of the three years of your course. Each full module is given a rating of “20 credits” and corresponds to approximately 200 hours (10 hours per credit) of learning time and related activities undertaken as a part of the engagement with each module.

You should note that you will need to pass all 18 modules in order to gain a BSc Honours degree. Under exceptional circumstances, the Assessment Board does have the discretion to compensate poor performance in a limited number of modules depending on the year of study.

Throughout your course individual pieces of coursework and examinations will be marked as percentages. At the end of each semester these marks will be used to generate overall module marks, which will appear on your profile and transcript. At the end of your course these module marks will be used to calculate an Average Percentage Mark or APM which will be used to determine your degree classification.

You should note that, whilst you must pass the first year in order to proceed to the second year of your course, the actual module marks do not count towards your overall degree classification. However, having said this, experience has shown us that students who do well in the first year have a strong foundation to go on and to perform well in subsequent years.

The School’s strategy in all of its courses is to promote deep and active learning and to achieve an appropriate balance between the accumulation of subject specific knowledge, the understanding of subject-specific concepts, the application of these. The development of transferable skills is encouraged within all modules, with increased emphasis on independent and group work as you progress from Level 4 to Level 6. Personal development planning (PDP) and employability is encouraged throughout the course and via the personal tutor system, together with specific sessions related to career planning.

The School encourages learning using a range of teaching methods to accommodate the range of preferred learning styles of the students.

- Lectures are used to introduce you to new areas, define the scope of topics, communicate information, and explain concepts.
- Tutorials are used to develop skills or encourage learning through the application of the concepts covered in lectures.
- Seminars are used to develop communication skills, literature searching, and analysis and evaluation.
- Practical sessions are employed to provide demonstrations of theory and practice and to develop practical skills. You will frequently use ‘state of the art’ scientific equipment that is in regular use in a range of biomedical science laboratories as part of your practicals.
- Group exercises are effective in developing a range of skills, including communication and working with others.
- Problem-based learning is being used in an increasing number of modules to promote your active participation in determining what you need to learn.
- The final-year project, undertaken by all students, is a substantial piece of work that encourages independence and self-management.
Blackboard is being used on all modules to provide a framework for the organisation of module materials, and to support your learning.

In line with the School ethos of developing you as an independent learner, at Level 4, practicals tend to be completely directed, whilst at Level 5, and particularly at Level 6, practical exercises may be more open-ended to allow the development of independence, group working and problem solving skills.

You will have an IT induction session during your first week. The University and other Schools offer a range of IT-based electives for you to develop these important skills, and the Library Helpdesk is able to offer personal support to resolve IT-related problems. Basic IT skills (word-processing, use of email, use of library databases and simple statistical analysis) are developed during Level 4 modules. From Level 4 semester 2, all reports are expected to be submitted in a word-processed form. Further development of IT skills at Level 5 takes place as described below. The School subscribes to a number of electronic journals, textbooks and on-line services, and you are strongly encouraged to utilise these as part of your studies. Students are encouraged to use IT in a variety of ways including email communication and the accessing of important materials on the School's web site or various Blackboard folders.

The School has developed a largely common set of first year modules for all “Bioscience” courses. This is a deliberate choice on our part since it allows us to ensure that all our students benefit from the available resources and it also may allow students to transfer between some of the bioscience courses at the end of the first year.

By the end of Level 4 you will have begun to develop an understanding of the key concepts relevant to Biomedical Science and will have initiated the development of a wide range of relevant skills such as scientific communication, problem solving, data analysis and presentation. To achieve this, factual information is delivered through lectures, supported by prepared material, and the provision of lecture notes in electronic form via Blackboard. Learning and writing skills are reinforced through the use of regularly set ‘short-notes’ assignments; these are focused on the subject matter of the relevant modules, and provide an opportunity for staff to give specific feedback on writing skills. The skills modules also focus on the development of teamwork, planning, understanding accuracy and variability, and the generation of scientific hypotheses. All students are able to word-process, use e-mail, and access the University network, as demonstrated by coursework. Effective time-management is encouraged through tutorial exercises.

Modules at Level 5 and 6 are still delivered by a mixture of teaching methods, but with an increased emphasis on input from the student. Class sessions are used more widely for problem-solving and group work. A range of other skills are developed, e.g. oral skills through discussions and oral presentations. Modules use teaching aids as deemed appropriate by the module teams. These may include videos, e.g. showing an experimental technique; CAL packages; and printed material for problems, data manipulation and interpretation and case studies.

Within Biomedical Science, skills in carrying out practical work are fostered through laboratory classes with workbook or practical manuals, with safe working practices described. In addition to the above, you will also be asked to write laboratory reports and interpret other data. This approach is important in developing the skills necessary to undertake the final year project.
Throughout your course you will have the opportunity of developing a range of practical competencies based in the area of laboratory skills. These are key employment skills and are important in ensuring that you can work accurately and efficiently when dealing with biological samples.

Students studying Bioscience undergraduate courses will study BL2215 Biostatistics in which statistical and IT skills are developed. Such modules equip you with the necessary analytical and presentational skills to carry out Level 6 work and, in particular, the Honours Project.

The School offers a variety of opportunities for placement learning across our degree schemes. For Biomedical Science the main opportunity is to undertake one of the summer internships that take place over the summer period between the academic years of your course.

The Level 6 modules are designed to provide in-depth study in selected areas. By the end of the course it is expected that you will have developed the appropriate skills to undertake independent study; be able to demonstrate higher level cognitive skills such as evaluating information, and developing clear and consistent arguments; be able to plan, design and undertake investigative work; be able to work effectively as part of a group; to apply theory/knowledge to new situations; formulate and test hypotheses by designing experiments and applying practical techniques; analyse and evaluate data supported by logical and structured argument; and define and develop strategies for solving problems.

At each level you are expected to spend a significant amount of time in private study. At level 4 this is typically 15-20 hours per week, and reading is mainly of set texts. By level 6 as class contact time is reduced, more private study time is expected, with reading of reviews and the primary literature, some being suggested by academic staff and some found by you using the resources that are available to you through using the library.

Communication is developed through discussions and presentations; numeracy and statistics via practical work; IT through coursework; and teamwork through class work in problem-based learning, tutorials, case studies, and problem-solving. Generally class sizes are smaller for Level 6 modules, providing the opportunity for more of a ‘seminar’ type of approach. There is an increasing expectation that material should be prepared in advance of sessions for discussion/presentation.

The final-year research project at Levels 6 allows you particularly to develop and demonstrate your self-organisation and planning.

3.3 Study skills
During the induction process and beyond you will be introduced to a range of support services that will assist in the development of your study skills. As an introduction to what is available please see the following link WISER
http://www.uclan.ac.uk/students/study/wiser/index.php
3.4 Learning resources

3.4.1 Learning Information Services (LIS)
LIS is the central repository of many of the academic systems for the university. As a practising scientist you will need access to material that will be invaluable in placing what you study in a wider context. As you progress through your study you will be required to engage with some of the material in a much deeper way but you will receive support from academic staff to allow you to do so.

3.4.2 Electronic Resources

LIS provide access to a considerable range of electronic resources, for example e-journals and databases, e-books and images are available. In addition, the modules that form your course also have suggested e-reading lists associated with them. Further details can be found in individual module booklets via Blackboard.

There is also an on-line timetable that shows you an individual timetable for the modules that you are taking. You are advised to consult the timetable at the beginning of each week so that you can plan your study periods around organised teaching activities.

Much of the material that you will require to engage with the individual modules that you are taking can be found on ELearn (Blackboard). Here you can access module booklets and lecture notes. You will also be required to submit aspects of your course work on-line through the plagiarism checker Turnitin.

3.5 Personal development planning

The School’s PDP programme is based around core modules and assessments rather than stand-alone modules. You are introduced to the idea of PDP and career planning through sessions in induction week, including a talk from a careers advisor or employer and meetings with your personal tutor. Reflection and self-assessment on your achievements and goal setting is supported by linking selected coursework to the reflection process. The course team has identified the coursework to be included in the scheme so that it covers a wide range of skills. In years 1 and 2, two pieces of coursework per year will be used as the basis for reflection. You are asked to reflect (and record your reflections) on these pieces of work both before submission and after obtaining the mark and feedback. You will have meetings with your personal tutor, who is responsible for discussing the reflection and notifying the module tutors that it has occurred. Reflection is encouraged by assessing its occurrence by modifying coursework marks. A bonus of up to 10% of the module mark will be given for PDP if selected coursework is reflected upon and the reflection discussed with your personal tutor.

Both formative (where the marks do not contribute to the final grade) and summative (where the marks do form part of the final grade) assessments are used in your course. Individual module tutors will provide further details in specific modules.

You are advised to keep a progress file containing the reflections and examples of work. You are responsible for ensuring that any relevant information is included in the progress file. It is also advantageous to file returned course work so that you have a readily accessible record of the work that you have completed and the grades that you have obtained. You should also use the feedback on your coursework to inform and improve future submissions.
In the 3rd year, you will be required to produce a reflective diary and this will be associated with the research project. In semester 1 you will be required to produce two reflections, including one after you have received comments from your supervisor on the draft Introduction for individual projects or after the presentations for Group projects. In semester 2 you will be required to produce four reflections during the research work i.e. once a fortnight and finally one reflection after you have submitted your final report. The reflective diary will be marked on a pass/fail basis and if you pass you will be awarded an additional 5% of the overall project mark.

3.6 Preparing for your career

Your future is important to us, so to make sure that you achieve your full potential whilst at university and beyond, your course has been designed with employability learning integrated into it at every level. This is not extra to your degree, but an important part of it which will help you to show future employers just how valuable your degree is. These “Employability Essentials” take you on a journey of development that will help you to write your own personal story of your time at university:

- To begin with, you will explore your identity, your likes and dislikes, the things that are important to you and what you want to get out of life.
- Later, you will investigate a range of options including jobs and work experience, postgraduate study and self-employment,
- You will then be ready to learn how to successfully tackle the recruitment process.

You should aim to record your achievements during your time as an undergraduate student. You might like to use a career tool such as Pebblepad or Careers Hub as a means to do this.

It’s your future: take charge of it!

Careers offers a range of support for you including:

- career and employability advice and guidance appointments
- support to find work placements, internships, voluntary opportunities, part-time employment and live projects
- workshops, seminars, modules, certificates and events to develop your skills

Daily drop in service available from 09.00am-17.00 for CV checks and initial careers information. For more information come along and visit the team (in Foster building near the main entrance) or access our careers and employability resources via the Student Portal.

4. Student Support
4.1 Academic Advisors

You will be assigned an Academic Advisor during Induction Week. The Academic Advisor will generally be a member of Academic Staff who has a good understanding of your course (and most probably who teaches a significant amount of the material on your course).

The role of the Academic Advisor is to meet regularly with you and to provide a focal point for academic development, to provide individual feedback on progress, to identify areas needing
improvement and discuss strategies for achieving this and to monitor attendance and progress through the course.

The Academic Advisor also gives guidance to students following Assessment Boards. In addition, Academic Advisors should provide personal support, taking account of current problems in the student’s life and be available for informal appointments through email or requests via availability sheets posted on staff doors to provide flexible access. Students are also supported by the Course Leader.

The School expects undergraduate students to have at least six meetings with the Academic Advisor during Year 1, with at least three of these being ‘one to one’ meetings. In subsequent years, there will be at least three contacts in Year 2 and 2 during your final year. You are, of course, at liberty to seek extra meetings with your personal tutor outside of the appointments.

When appropriate, your Academic Advisor may well refer you to specialized central University support e.g. WISER for further help and support.

The School of Pharmacy and Biomedical Sciences is in the process of appointing Year tutors. Further information on their roles and how they can be contacted will be made available to you after the start of the academic year.

4.2 Students with disabilities
If you have a disability that may affect your studies, please either contact the Disability Advisory Service - disability@uclan.ac.uk - or let one of the course team know as soon as possible. With your agreement information will be passed on to the Disability Advisory Service. The University will make reasonable adjustments to accommodate your needs and to provide appropriate support for you to complete your study successfully. Where necessary, you will be asked for evidence to help identify appropriate adjustments.

Arrangements are made for students who have a disability/learning difficulty for which valid supporting evidence can be made available. Contact the Disability Adviser for advice and information, disability@uclan.ac.uk

In our School, Dr Lisa Shaw is the point of contact for students with disability. Lisa’s office is MB241 in Maudland building, email lshaw1@uclan.ac.uk or phone 01772 895829.

4.3 Students’ Union One Stop Shop
The Opportunities Centre is the Union’s One Stop Shop to find employment or volunteering whilst you study. With thousands of jobs and voluntary positions advertised, agency work through the Bridge and information on over 2000 volunteer positions within the Union.
5. Assessment

5.1 Assessment Strategy

The School recognises the main purposes of assessment as the diagnosis of strengths and weaknesses; encouragement to be involved in determining your own performance; and testing the achievement of the learning outcomes. Assessment is continuous and comprises formative and summative methods. Formative assessment encourages the development of personal self-awareness and self-evaluation such that corrective change can be instigated by the individual. This formative feedback is central to the development of the student from a dependent to independent worker which is at the heart of the programme philosophy. Formative assessment is not used in all modules and, where it is used, the nature of the assessment may vary. In some there are short tests or essays, in others there is informal feedback via activities such as tutorials or discussion of experiment results during laboratory sessions.

The summative assessment strategy in each module is designed to best test the achievement of the module learning outcomes. A range of assessment methods are utilised including short-note writing, essays, laboratory notebooks, practical exercises, data interpretation, problem solving, practical reports, presentations and examinations. Some of the above are on a group basis, and in this case there is an element of peer assessment. The examination formats change from Year 1, where multiple choice and shorter questions are used, to Year 2 and beyond where longer, more evaluative, questions and problem solving exercises are utilised.

Thus assessments are extremely important and you should devote sufficient time to each one and plan your work accordingly.

5.2 Notification of assignments and examination arrangements

Precise details of the timing and nature of individual assignments will be made available within individual Module Booklets, provided at the beginning of each semester via Blackboard. At the discretion of the Module Tutor this information may be supplemented with additional detail (including the assessment criteria – if not available in module booklet) which will be given out during taught classes when the individual assignments are set, and well in advance of the submission date.

5.3 Referencing

It is normal School policy to use the Harvard style of referencing. Below are a few examples, you will be given more guidance in your modules.

There will be times when you wish to cite authors in the text of your work, for example:

A single author: The importance of gap junctions in cardiac and smooth muscle physiology is well known (Sperelakis, 2003).
Two authors: The importance of gap junctions in cardiac and smooth muscle physiology is well known (Xiong and Sperelakis, 1995).

Three or more authors: The importance of gap junctions in cardiac and smooth muscle physiology is well known (Sperelakis et al., 2012).

Once you have cited them in the main body of your essay or practical report then you must cite them in a correctly formatted reference list at the end of your work. For example:

Chiou, Y-L. (2012) The supplementation of Zinc increased the apoptosis of airway smooth muscle cells by increasing p38 phosphorylation. Environmental Toxicology and Pharmacology 33 (1) 70-77

The above example is a fairly standard method of providing the essential information for someone to look up the reference that you have used. All the necessary information (author name, date of publication, title of the paper, journal title, volume and part number and pages details) are clearly provided. If, when preparing for an essay, you came across a very interesting article cited in a research paper but the author hadn’t provided a full reference citation then it could be very frustrating not to be able to find the original article to read!

The form of the citation may change depending on the style of printing that is used by the scientific journal that you are reading. You will be given the opportunity by a number of academic staff of experiencing a range of styles when you prepare work for assessment.

5.4 Confidential material

You may occasionally come across material of a confidential nature whilst on your course. You should be aware that there are ethical and legal guidelines that require you to respect the nature of the material and to maintain the anonymity of the individuals or organisations concerned.

5.5 Cheating, plagiarism, collusion or re-presentation

Please refer to the information included in section 6.6 of the University Student Handbook for full definitions. The University uses an online Assessment Tool called Turnitin. A pseudo-Turnitin assignment will be set up using the School space on Blackboard to allow students to check as many drafts as the system allows before their final submission to the ‘official’ Turnitin assignment. Students are required to self-submit their own assignment on Turnitin and will be given access to the Originality Reports arising from each submission. In operating Turnitin, Schools must take steps to ensure that the University’s requirement for all summative assessment to be marked anonymously is not undermined and therefore Turnitin reports should either be anonymised or considered separately from marking. Turnitin may also be used to assist with plagiarism detection and collusion, where there is suspicion about individual piece(s) of work.

You are required to sign a declaration indicating that individual work submitted for an assessment is your own.
If you attempt to influence the standard of the award you obtain through cheating, plagiarism or collusion, it will be considered as a serious academic and disciplinary offence as described within the Academic Regulations: G7 and the Assessment Handbook.

- Cheating is any deliberate attempt to deceive and covers a range of offences described in the Assessment Handbook.
- Plagiarism describes copying from the works of another person without suitably attributing the published or unpublished works of others. This means that all quotes, ideas, opinions, music and images should be acknowledged and referenced within your assignments.
- Collusion is an attempt to deceive the examiners by disguising the true authorship of an assignment by copying, or imitating in close detail another student’s work - this includes with the other student’s consent and also when 2 or more students divide the elements of an assignment amongst themselves and copy one another’s answers. It does not include the normal situation in which you learn from your peers and share ideas, as this generates the knowledge and understanding necessary for each individual to independently undertake an assignment; nor should it be confused with group work on an assignment which is specifically authorised in the assignment brief.
- Re-presentation is an attempt to gain credit twice for the same piece of work.

You will be given more guidance within certain modules during Year 1 and Year 2. To help staff detect plagiarism we use Turnitin software. You will be required to upload your word-processed work, for example an essay or a case study onto Turnitin, which is available on each module via ELearn (Blackboard). This will produce a report sheet that determines the level of similarity (hopefully very low) with material already on the data base. Staff will look at this report to help decide if plagiarism has taken place.

In Year 1 we tend to take a more lenient view of plagiarism and we call it ‘poor academic practice’. If a member of staff believes that you may have plagiarised you will be invited to discuss the situation. This will be to show you where you may have gone wrong to help you in the future but we will not invoke the University regulations on plagiarism. However, if a further issue of plagiarism occurs then the University regulations will apply, as described above.

The term ‘poor academic practice’ constitutes 2 possibilities:

1. Where a student has copied word for word or made a minimal attempt to reword information from a written source eg internet or book etc. without including a reference to the original source. In this case the student will be instructed to re-submit the assessment for a capped assessment mark of 40%.

2. Where a student has copied word for word or made a minimal attempt to reword information from a written source eg internet or book etc. but has included a reference to the original source. In this case the marker may decide that there is insufficient evidence that the student understands the area and thus a mark cannot be given. In this case the student will be instructed to re-submit the assessment for a capped assessment mark of 40%.

During induction week you will be given tutorial(s) on how to use Turnitin.
The process of investigation and penalties which will be applied can be reviewed in the Assessment Handbook, section 5. If an allegation is found to be proven then the appropriate penalty will be implemented:

In the case of a single offence of cheating, plagiarism, collusion or re-presentation:

- the penalty will be 0% for the element of assessment, and an overall fail for the module.
- the plagiarised element of assessment must be resubmitted to the required standard and the mark for the module following resubmission will be restricted to the minimum pass mark (ie 40% for levels 4, 5 and 6 work, 50% for level 7 work).
- when it is detected for the first time on a resubmission for an already failed module, no further resubmission for the module will be permitted, and the appropriate fail grade will be awarded.

In the event of a repeat offence of cheating, plagiarism, collusion or re-presentation (irrespective of whether the repeat offence involves the same form of unfair means) on the same or any other module within the course:

- the appropriate penalty will be 0% for the module with no opportunity for re-assessment. This penalty does not preclude you being able to retake the module in a subsequent year.

The penalties will apply if you transfer from one UCLan course to another during your period of study and module credits gained on the former course are transferred to the current course.

Contact the Students’ Union Advice and Representation Centre by emailing: suadvice@uclan.ac.uk for support and guidance.

6. Classification of Awards
The University publishes the principles underpinning the way in which awards and results are decided in Academic Regulations. Decisions about the overall classification of awards are made by Assessment Boards through the application of the academic and relevant course regulations.

The University publishes the principles underpinning the way in which awards and results are decided in Academic Regulation 13. Decisions about the overall classification of awards are made by Assessment Boards through the application of the academic and relevant course regulations. In simple terms an undergraduate honours degree classification is based on the highest classification.

To achieve an honours degree you must pass 18 modules, though, as mentioned before, Year 1 modules are not included in the actual Average Percentage Mark (APM) calculations. The APM calculation is based on the 12 modules passed at years 2 and 3.

School staff will already have reviewed work from you with individual module marks of 49, 59 and 69, and have either let the mark stand unaltered or have elevated it by 1% based on academic judgment.

An APM for BSc (Hons) Biomedical Sciences will be determined by either:

1. The highest APM based on a weighted average of all level 5 and 6 modules.
or

2. The APM based on all 6 modules at Level 6 or where there are only 5 modules at Level 6 and the best module at Level 5 where not all modules are studied at Level 6.

The classification of your degree will be based on the final APM as follows:

1. Half or more of the counting modules for APM purposes must be in the classification awarded (or above) and
2. The APM is no lower than 2 percentage points below that required for the higher classification.

At the Board itself therefore academic staff will:

- Use APM down to borderline grade of 69.5, 59.5, 49.5 and 39.5 and award the classification grade automatically based on this.
- Use only the profiling methodology beyond -0.5% from the borderline grade, and automatically elevate you to a higher grade if supported by this methodology, down to an APM -2% below the borderline (accepting that leapfrogging based on APM may therefore occur).

Profiling will make an upper award if half or more modules at level 5 or 6 are in the upper category.

We would of course make individual judgments if extenuating circumstances and similar issues have been lodged and have not already been taken into consideration at the Module Boards.

Rest assured that we do not use profiling methodologies to award a lower classification if your APM already favours the higher classification.

Your APM will then be used to determine the degree classification as follows:

- APM 70 - 100% - First Class Honours
- APM 60 - 69% - Upper Second Class Honours
- APM 50 - 59% - Lower Second Class Honours
- APM 40 - 49% - Third Class Honours

You should of course note that the Assessment Board does make individual judgments if extenuating circumstances and similar issues have been lodged and have not already been taken into consideration at the Module Boards.

7. Student Feedback

You can play an important part in the process of improving the quality of this course through the feedback you give.

You can play an important part in the process of improving the quality of this course through the feedback you give. In addition to the on-
going discussion with the course team throughout the year, there are a range of mechanisms for you to feedback about your experience of teaching and learning, some of these are formal and some are informal. We aim to respond to your feedback and let you know of our plans for improvement. For example, if a module team are considering changing the way in which a module is assessed or delivered then you might have already received an e-mail alerting you to this fact and asking for your agreement or further comments.

At the end of each academic year we review all our modules. During this process we take into account student views, which are discussed at Staff Student Liaison Committee (SSLC) meetings (see section 7.2 and 7.3). Following the discussions at Module Review, we may decide, for example to alter the number and/or type of module coursework assessments. Alternatively we may choose to leave the module as it is for the next academic year.

The Students Union can support you in voicing your opinion, provide on-going advice and support, and encourage your involvement in all feedback opportunities. They will be requesting that you complete the National Student Survey (during semester 2 for students in their final year of study) or the UCLan Student Survey (during semester 1 for all other students).

The Students’ Union and University work closely together to ensure that the student voice is heard in all matters of student-life. They encourage students to provide constructive feedback throughout their time at university, through course reps, surveys and any other appropriate means,

The Union’s Student Affairs Committee (SAC), and members of Students’ Council each have particular representative responsibilities, and are involved with decision making committees as high as the University Board. Therefore it is very important students engage with the democratic processes of the Students’ Union and elect the students they see as most able to represent them.

7.1 Student Staff Liaison Committee meetings (SSLCs)
Details of the Protocol for the operation of SSLCs is included in section 8.2 of the University Student Handbook.

Quite early on during your time with us you will be asked to elect a number of Course Representatives. These are fellow students who will meet regularly with academic staff to voice the opinions of the student body in terms of how well you feel that your course is progressing. This is the forum to feedback when things go well and also if you feel that things are not progressing as smoothly as you would like. The SU will co-ordinate the elections

The purpose of a SSLC meeting is to provide the opportunity for course representatives to feedback to staff about the course, the overall student experience and to inform developments which will improve future courses. These meetings are normally scheduled once per semester.

Your Course Leader will facilitate the meetings using guidelines and provide a record of the meeting with any decisions and / or responses made and / or actions taken as a result of the discussions held. The meetings include discussion of items forwarded by course representatives, normally related to the following agenda items (dependent on time of year).
The course team encourage student feedback in all areas and recognise that additional items for discussion may also be raised at the meeting:

- Update on actions completed since the last meeting
- Feedback about the previous year – discussion of external examiner’s report; outcomes of National /UCLan student surveys.
- Review of enrolment / induction experience;
- Course organisation and management (from each individual year group, and the course overall);
- Experience of modules - teaching, assessment, feedback;
- Experience of academic support which may include e.g. Personal Development Planning, personal tutoring arrangements and The Card;
- Other aspects of University life relevant to student experience e.g. learning resources, IT, library;
- Any other issues raised by students or staff.

As mentioned above (Section 7.1) the Course Representatives for Year 1 are elected each academic year and they normally continue through in each subsequent academic year. The process is co-ordinated by the Students Union and will be explained to you in the early part of the first academic semester.
8. Appendices

8.1 Programme Specification(s)

UNIVERSITY OF CENTRAL LANCASHIRE

Programme Specification

This Programme Specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided.

<table>
<thead>
<tr>
<th>1. Awarding Institution / Body</th>
<th>University of Central Lancashire</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Teaching Institution</td>
<td>University of Central Lancashire</td>
</tr>
<tr>
<td>3. University Department/Centre</td>
<td>School of Pharmacy and Biomedical Sciences</td>
</tr>
<tr>
<td>4. External Accreditation</td>
<td>Institute of Biomedical Science</td>
</tr>
<tr>
<td>5. Title of Final Award</td>
<td>BSc (Hons) Biomedical Science</td>
</tr>
<tr>
<td>6. Modes of Attendance offered</td>
<td>Full time</td>
</tr>
<tr>
<td>7. UCAS Code</td>
<td>B940</td>
</tr>
<tr>
<td>8. Relevant Subject Benchmarking Group(s)</td>
<td>Biomedical Science and Biosciences</td>
</tr>
<tr>
<td>9.</td>
<td></td>
</tr>
<tr>
<td>10. Other external influences</td>
<td>Institute of Biomedical Science</td>
</tr>
<tr>
<td>11. Date of production/revision of this form</td>
<td>February 2012</td>
</tr>
<tr>
<td>12. Aims of the Programme</td>
<td></td>
</tr>
</tbody>
</table>
• To develop a knowledge and understanding of human biology and disease based on a scientific foundation, with the ability to apply knowledge and analyse and evaluate information.

• To instil an appreciation of the study of biomedical science and its importance and application in different contexts.

• To involve the learner in a stimulating learning environment in which students are encouraged to achieve personal growth in terms of a wide range of skills including communication, numeracy, IT, independence, interpersonal and group-working skills.

• To develop competence in the definition, implementation and monitoring of plans for self-development.

• To prepare the learner for a career in bioscience in positions requiring knowledge of human biology in relation to health and disease.

13. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

A1. Be able to discuss and critically evaluate the principles of biomedical science and the underlying biological components, including those related to disease. This will include some elements where the uncertainty, ambiguity and the limits of knowledge within the discipline are exemplified.

A2. Be able to discuss and determine appropriate methods of biomedical science relevant to practical problems.

A3. Be able to discuss and identify the areas of study covered within biomedical science, and discuss associated ethical issues.

A4. Be able to determine an appropriate statistical test to analyse data that will be produced from various types of study and be able to use those tests.

Teaching and Learning Methods

A range of teaching and learning methods will be used including lectures, practicals, IT, laboratory sessions, tutorials, presentations, reading, problem solving exercises, case studies, and discussions and reflection.

Assessment methods

Students will demonstrate their knowledge and understanding through a combination of workbooks; short notes; essays; reports of various types e.g. practical reports, summaries, data analysis; group and individual presentations; end of module examinations. The final module mark is based on a weighted aggregate of all assignments in that module.

B. Subject-specific skills

B1. Be able to describe and critically evaluate methods used in biomedical science.

B2. Be able to make use of appropriate laboratory equipment to enable a biological study to be undertaken.

B3. Be able to apply specialist knowledge of biomedical science to investigations and to new situations e.g. formulation of a hypothesis and designing experiments.

B4. Be able to design, perform and interpret the results of experiments investigating biological systems.

B5. Be able to discuss the safety aspects to be considered when undertaking laboratory based investigations and to work safely within a laboratory environment.

Teaching and Learning Methods

A range of teaching and learning methods will be used including data interpretation exercises; laboratory practical work, using workbooks or laboratory manuals and the production of appropriate written and/or oral material based on the work. Write laboratory reports. Safe working practices are included in all laboratory investigations, but particularly when designing experiments and in the final year research project. Material will also be explored in lectures.
tutorials and seminars which will allow students the opportunity to discuss bioscience-based information and place it in a wider scientific context.

**Assessment methods**

Students will demonstrate their knowledge and understanding through a combination of laboratory competencies; laboratory notebooks; workbooks; presentations; examinations; essays; reports of various types e.g. practical reports, data analysis; case studies and a research project report. The final module mark is based on a weighted aggregate of all assignments in that module.

**C. Thinking Skills**

C1. Be able to locate and appraise critically relevant published literature and extract pertinent information from such sources.

C2. Be able to define and develop strategies for solving problems.

C3. Be able to analyse a range of data derived experimentally, or from the literature or databanks, and evaluate it critically supported by logical and structured argument.

**Teaching and Learning Methods**

A range of teaching and learning methods will be used including lectures; practical work; data interpretation exercises; PBL exercises; case studies; discussions within the group and with tutors. A final year research module will give the students the opportunity to develop their research skills, including selection and interpretative skills and mastery of using primary and secondary sources.

**Assessment methods**

Students will demonstrate their knowledge and understanding through a combination of workbooks; short notes; essays; presentations; examinations; reports of various types e.g. practical reports, summaries, data analysis and a final year research project. The final module mark is based on a weighted aggregate of all assignments in that module.

**D. Other skills relevant to employability and personal development**

D1. Be able to write using an appropriate scientific style (BB 3.2 & 3.7).

D2. Be able to work as a useful contributor to a group (BB 3.8) or independently (BB 3.9).

D3. Be able to use IT effectively for information retrieval, analysis, communication and presentation (BB 3.7).

D4. Be able to communicate effectively to transmit ideas and conclusions (BB 3.7).

D5. Be able to demonstrate planning, time management; work to deadlines carry out independent learning, including undertaking career planning and development (BB 3.9).

D6. Be able to produce a reflective portfolio based on work-based learning.

**Teaching and Learning Methods**

Coursework is generally required to be word processed; workshops developing skills in the use of appropriate IT sources, including the World Wide Web, the use of databases and suitable IT analytical packages; workshops on the library and literature searching; presentations; practical work incorporating numeracy and statistics; teamwork through tutorials, case studies, practicals and problem solving activities. Students are given guidance on the development of skills via the personal tutor system and associated portfolio.

**Assessment methods**

Students will demonstrate their knowledge and understanding through a combination of written reports, presentations; laboratory notebooks; group and individual work; data analysis and presentation and a final year research project report. The final module mark is based on a weighted aggregate of all assignments in that module.
### 13. Programme Structures*

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>BL3206</td>
<td>Biology of Disease</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>BL3215</td>
<td>Immunology</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>BL3216</td>
<td>Current Practice in Cell Science</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>BL3217</td>
<td>Molecular Biomedicine</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>BL3218</td>
<td>Current Practice in Clinical Biochemistry</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>BL3219</td>
<td>Current Practice in Haematology</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>BL3235</td>
<td>Current Practices in Clinical Microbiology</td>
<td>10</td>
</tr>
<tr>
<td>Or</td>
<td>BL3298</td>
<td>Group Research Project</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>BL3299</td>
<td>Research Project</td>
<td>40</td>
</tr>
</tbody>
</table>

### 14. Awards and Credits*

#### BSc (Hons) Biomedical Science

Requires 360 credits, including a minimum of 220 at Level 5 or above, and including 100 at Level 6.

#### BSc Biomedical Science

Requires 320 credits including a minimum of 180 at Level 5 or above, and including 60 at Level 6.

#### Dip HE

Requires 240 credits including a minimum of 100 at Level 5 or above.

#### Cert HE

Requires 120 credits at Level 4 or above.
All modules at level six have been designated as core modules including the project modules (either BL3298 or BL3299) and are requirements for an honours award.

15. Personal Development Planning

The PDP programme is based around a number of assessments rather than stand-alone modules. Students are introduced to the idea of PDP and career planning through sessions in induction week, including a talk from a careers advisor or employer and meetings with their personal tutor. Reflection and self-assessment on their achievements and goal setting is supported by linking selected coursework to the reflection process. Students are asked to reflect (and record their reflections) on these pieces of work both before submission and after obtaining the mark and feedback. The students have meetings with their personal tutors who are responsible for discussing the reflection and notifying the module tutors that it has occurred. Reflection is encouraged by assessing its occurrence by modifying coursework marks.

Students are advised to keep a progress file containing the reflections and examples of work. In the 3rd year, students are asked to supply to their personal tutor their best examples and reflections showing achievement in a list of skills. Any references are based on the information the student has provided plus module results. Work on career development, CV writing or further study is incorporated in group sessions scheduled in induction week and via the personal tutor system.

16. Admissions criteria

260 points including Biology or Chemistry at A2 level or Science at Advanced VCE or appropriate combination and Maths and English GCSE Grade C or above. Other acceptable qualifications include:

- Scottish Certificate of Higher Education Higher Grade passes
- Irish Leaving Certificate Higher Grade
- International Baccalaureate
- BTEC National Certificate/Diploma (DDD)
- Kite marked Access Course

Students where English is not the first language need to demonstrate their ability in the English language through obtaining an IELTS score of 6 or above or equivalent.

Applications from people with relevant work or life experience and/or non-standard qualifications are welcome.

17. Key sources of information about the programme

- Outside the University – QAA website, including the Biomedical Science benchmark statement; UCAS handbooks and web site; IBMS website.
- University sources – University/School of Pharmacy and Biomedical Sciences web sites; School of Pharmacy and Biomedical Sciences brochures; University prospectus, Student Handbook.
<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Core (C) or Compulsory (COMP) or Option (O)</th>
<th>Knowledge and understanding</th>
<th>Subject-specific skills</th>
<th>Thinking Skills</th>
<th>Other skills relevant to employability and personal development</th>
</tr>
</thead>
<tbody>
<tr>
<td>BL3206</td>
<td>Biology of Disease</td>
<td>C</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>BL3215</td>
<td>Immunology</td>
<td>C</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>BL3216</td>
<td>Current Practice in Cell Science</td>
<td>C</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>BL3217</td>
<td>Molecular Biomedicine</td>
<td>C</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>BL3218</td>
<td>Current Practice in Clinical Biochemistry</td>
<td>C</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>BL3219</td>
<td>Current Practice in Haematology</td>
<td>C</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>BL3235</td>
<td>Current Practices in Clinical Microbiology</td>
<td>C</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>BL3298</td>
<td>Group Research Project OR Research Project</td>
<td>C</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>BL3299</td>
<td>Research Project</td>
<td>C</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Course Title</td>
<td>Code</td>
<td>Level</td>
<td>COMP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------------------</td>
<td>--------</td>
<td>-------</td>
<td>------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BL2203</td>
<td>Molecular &amp; Cellular Biology</td>
<td>COMP</td>
<td>5</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BL2206</td>
<td>The Investigation of Disease</td>
<td>COMP</td>
<td>5</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BL2211</td>
<td>Practical Skills and their Application to Diagnostic Analysis</td>
<td>COMP</td>
<td>5</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BL2214</td>
<td>Physiological Systems</td>
<td>COMP</td>
<td>5</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BL2215</td>
<td>Biostatistics</td>
<td>COMP</td>
<td>5</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BL2216</td>
<td>Cellular Investigations</td>
<td>COMP</td>
<td>5</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BL2217</td>
<td>Systems Pharmacology</td>
<td>COMP</td>
<td>5</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BL1216</td>
<td>Research Skills</td>
<td>COMP</td>
<td>4</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BL1217</td>
<td>Introduction to Pharmacology</td>
<td>COMP</td>
<td>4</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BL1219</td>
<td>Biological Chemistry and Foundation Mathematics</td>
<td>COMP</td>
<td>4</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BL1220</td>
<td>Integrative Biological Sciences</td>
<td>COMP</td>
<td>4</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BL1221</td>
<td>Introduction to Healthcare Science</td>
<td>COMP</td>
<td>4</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This Programme Specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided.

Sources of information on the programme can be found in Section 17

<table>
<thead>
<tr>
<th>1. Awarding Institution / Body</th>
<th>University of Central Lancashire</th>
</tr>
</thead>
</table>
| 2. Teaching Institution and Location of Delivery | University of Central Lancashire  
Preston Campus |
| 3. University School/Centre | Forensic and Investigative Sciences |
| 4. External Accreditation | N/A |
| 5. Title of Final Award | BSc (Hons) Applied Sciences (Foundation Entry)  
Non-award bearing programme: first stage of four-year degree course |
| 6. Modes of Attendance offered | Full-time |
| 7. UCAS Code | ULASCI100 |
| 8. Relevant Subject Benchmarking Group(s) | N/A |
| 9. Other external influences | N/A |
| 10. Date of production/revision of this form | April 2014 |

11. Aims of the Programme

- To provide students with an interesting and stimulating grounding in science which will enable students to possess the necessary skills to support study at university
- To provide a foundation in the essential knowledge and understanding of theoretical and practical science skills to facilitate study at degree level at university
- To support and encourage students to appropriately apply a range of basic scientific concepts and techniques and to build the necessary skill set to enable students to become university learners
- To development in students a range of skills to support information gathering at degree level and the ability to present information in an appropriate format.
• To encourage students to develop systematic and critical thinking skills necessary for university level study

• To build self-confidence through self-assessment and reflective practices to develop and build on their employability skills

• To give students the confidence and competence to apply a range of skills to subject related topics that will underpin their development towards university level study

12. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

A1. Describe and apply basic theoretical and practical generic science
A2. Apply relevant mathematical techniques
A3. Explain specific scientific topics needed for progression

Teaching and Learning Methods

Lectures, tutorials, laboratory/practical session, directed reading, problem-solving, workshops, discussions

Assessment methods

In class and end of module tests; assignments; portfolio; practical and project reports

B. Subject-specific skills

B1. Work safely and competently in the laboratory
B2. Analyse practical results and given data
B3. Prepare scientific reports

Teaching and Learning Methods

Lectures, tutorials, laboratory/practical session, directed reading, problem-solving, workshops, discussions

Assessment methods

Practical reports and competence assessments; project report and group presentations

C. Thinking Skills

C1. Select and collate information from a range of sources
C2. Describe the differences between qualitative and quantitative data and be able to select the appropriate methodology
C3. Formulate and test selected scientific concepts and hypotheses, interpretation and application of concepts
C4. Plan, conduct research, carry out independent analysis and present the results both orally and in an appropriate written format

Teaching and Learning Methods

Lectures, tutorials, laboratory/practical session, directed reading, problem-solving, workshops, discussions

Assessment methods

Project/practical reports; poster presentation and tutorials/workshops and seminars

D. Other skills relevant to employability and personal development

D1. Research and reflect on a range of sources of information from books, scientific reports and journals, and the Internet
D2. Write reports in a concise, coherent format
D3. Demonstrate personal organisation and time management skills
D4. Take lecture notes, plan and write essays and reports
D5. Reflect and review as part of on-going professional development
D6. Undertake effective examination revision and data analysis and interpretation
D7. Communicate and present information effectively, using relevant IT skills
D8. Work to high standards independently and as part of a team

**Teaching and Learning Methods**

Lectures, tutorials, laboratory/practical session, directed reading, problem-solving, workshops, discussions

**Assessment methods**

Assignments and portfolio, practical and project reports; performance in personal tutorials/seminars, timed essay, competence based checklist

### 13. Programme Structures

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>FZC005</td>
<td>Skills for Science</td>
<td>20(C)</td>
</tr>
<tr>
<td></td>
<td>FZC006</td>
<td>Biology</td>
<td>20(C)</td>
</tr>
<tr>
<td></td>
<td>FZC007</td>
<td>Chemistry</td>
<td>20(C)</td>
</tr>
<tr>
<td></td>
<td>FZC008</td>
<td>Biochemistry</td>
<td>20(C)</td>
</tr>
<tr>
<td></td>
<td>FZC009</td>
<td>Mathematics</td>
<td>20(C)</td>
</tr>
<tr>
<td></td>
<td>FZC010</td>
<td>Physics</td>
<td>20(C)</td>
</tr>
</tbody>
</table>

14. **Awards and Credits**

Requires completion of 120 credits at Level 3. Successful completion of the course leads to progression on to Year 1 of:
- BSC Hons Chemistry
- Forensic Chemistry
- Forensic Science
- Forensic Science and Anthropology
- Sport Science
- Nutrition and Exercise Science (all routes)
- Strength and Conditioning

In order to progress to the programmes listed below students must achieve the indicated mark.

- Biological Sciences 65%
- Biomedical Science 65%
- Physiology and Pharmacology 65%
- Neuroscience 60%

Other courses may also become available.

Students who exit after the Foundation year will receive a transcript of their modules and grades.

### 15. Personal Development Planning

PDP is delivered and monitored through skills modules and the personal tutor system. Students are provided with a PDP handbook in electronic format and are introduced to the idea by their personal tutor (PT). Their PT will then guide them throughout their time at university, both in constructing their PDP and in making sure that they are developing the right skills, helping them to identify and address any issues.
Each student sees their PT six times a year for a small group tutorial where the PT and other students will discuss a particular skill or employability issue. Typically the student will have prepared a document or done a task in preparation for the meeting. These tutorials help students to identify and develop their skills and also encourage a culture of confidence between tutee and PT, so that if any specific problems arise with a student the PT will be in a position to assist.

The PT topics are constantly reviewed and updated in response to current practice in the workplace and to feedback from PTs and tutees. PTs insist on seeing a completed PDP before writing references.

16. Admissions criteria
Programme Specifications include minimum entry requirements, including academic qualifications, together with appropriate experience and skills required for entry to study. These criteria may be expressed as a range rather than a specific grade. Amendments to entry requirements may have been made after these documents were published and you should consult the University’s website for the most up to date information.

Students will be informed of their personal minimum entry criteria in their offer letter.

Entry to this Programme requires DDD or above at A2 including Biology or Chemistry. BTEC ND DMM-DDM Access to HE, IB 25 - 27P including grade 5 in Biology or Chemistry.

In addition applicants will be required to have Maths and English GCSE at Grade C or equivalent.

International Applicants will be required to have a minimum level of proficiency in English Language equivalent to IELTS grade 6 with no sub score lower than 5.5.

Please consult the UCLAN admissions department for the most up to date requirements.

17. Key sources of information about the programme

- University web site (www.uclan.ac.uk)
- UCAS web site (www.ucas.ac.uk)
- School website (www.uclan.ac.uk/forensic)
- Course Leader
- Admissions tutor
### 18. Curriculum Skills Map

*Please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed*

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Core (C), Compulsory (COMP) or Option (O)</th>
<th>Programme Learning Outcomes</th>
<th>Thinking Skills</th>
<th>Other skills relevant to employability and personal development</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A1</td>
<td>A2</td>
<td>A3</td>
<td>B1</td>
<td>B2</td>
<td>B3</td>
</tr>
<tr>
<td>Level 3</td>
<td>FZC005</td>
<td>Skills for Science</td>
<td>COMP</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>FZC006</td>
<td>Biology</td>
<td>COMP</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>FZC007</td>
<td>Chemistry</td>
<td>COMP</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>FZC008</td>
<td>Biochemistry</td>
<td>COMP</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>FZC009</td>
<td>Mathematics</td>
<td>COMP</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>FZC010</td>
<td>Physics</td>
<td>COMP</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

*Note: Mapping to other external frameworks, e.g. professional/statutory bodies, will be included within Student Course Handbooks*
Please read this Handbook in conjunction with your Course Handbook.

All course materials, including lecture notes and other additional materials related to your course and provided to you, whether electronically or in hard copy, as part of your study, are the property of (or licensed to) UCLan and MUST not be distributed, sold, published, made available to others or copied other than for your personal study use unless you have gained written permission to do so from the Dean/Head of School. This applies to the materials in their entirety and to any part of the materials.

This Handbook is produced centrally and locked for editing. Partner institutions only are given permission to contextualise the Handbook.
UCLan Mission statement
We create positive change in our students, staff, business partners and wider communities, enabling them to develop their full potential by providing excellent higher education, innovation and research.

UCLan Values
- The pursuit of excellence in all that we do.
- Equality of opportunity for all, supporting the rights and freedoms of our diverse community.
- The advancement and protection of knowledge, freedom of speech and enquiry.
- Supporting the health, safety and wellbeing of all.

Student Charter
The Student Charter has been developed by the University and the Students’ Union so that students gain the maximum from their UCLan experience. It is a two-way commitment or ‘contract’ between the University and each individual student. It acts as a means of establishing in black and white what students can expect from the University and the Union in terms of support, and in return what we expect from our students. Read the full Student Charter

Supporting Diversity at UCLan
UCLan recognises and values individual difference and has a public duty to promote equality and remove discrimination on various grounds including race, gender, disability, religion or belief, sexual orientation and age. During your time at UCLan we expect you to be able to
- experience "an integrated community based on mutual respect and tolerance where all staff and students can feel safe, valued and supported."
- contribute to creating a positive environment where discriminatory practices and discrimination no longer happen.

Please review the UCLan Equality and Diversity Policy for further information.
Contents page

1. Welcome and Introduction to the University
2. Learning Resources
3. Preparing for your career
4. Student support
5. Students’ Union
6. Rationale, aims and learning outcomes of the course
7. Assessment
8. Student Voice
1. Welcome and Introduction to the University
The University of Central Lancashire (UCLan) welcomes you and hopes that you will enjoy studying at UCLan and that you will find your course both interesting and rewarding. Part one of this Handbook provides you with generic University level information and the Course Handbook provides specific information about your programme of study.

1.1 Communication
The University expects you to use your UCLan email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded as unread.

1.2 External Examiner
The University has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. External Examiner reports will be made available to you electronically. The School will also send a sample of student coursework to the external examiner(s) for external moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work awarded the highest and lowest marks and awarded marks in the middle range. Details of the External Examiner associated with your course can be found in your Course Handbook.

1.3 Expected hours of study
The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per credit you need to achieve – this includes attendance at UCLan and time spent in private study. Please note however that this may vary depending on your particular course and programme of study. You should therefore check your Course Handbook or contact a member of staff within the relevant School.

1.4 Attendance Requirements
Student attendance at timetabled learning activities of courses and modules is required. Notification of illness or exceptional requests for leave of absence must be made as detailed in the Course Handbook. Individual modules and/or courses may incorporate a specific attendance requirement as part of the assessment criteria for successful completion of a module.

Students with continuous unauthorised absence may be deemed to have withdrawn from the course. The date of withdrawal will be recorded as the last day of attendance. You may appeal this decision by following the Complaints Procedure.

You must swipe in using your student card. Each time you are asked to enter your details on the Student Attendance Monitoring system (SAM) you must remember that the University has a responsibility to keep information up to date. You must only enter your own details on the system as to enter any other names would result in inaccurate records and be dishonest. Any student who is found to make false entries, such as scanning but not attending, can be disciplined under the Regulations for the Conduct of Students.

1.5 Data Protection
All of the personal information obtained from you and other sources in connection with your studies at the University will be held securely and will be used by the University both during your course and after you leave the University for a variety of purposes. These purposes are all explained during the enrolment process at the commencement of your studies. If you would like a more detailed explanation of the University’s policy on the use and disclosure of
2. Learning resources

2.1 Learning Information Services (LIS)

Extensive resources are available to support your studies provided by LIS – library and IT staff. Take advantage of the free training sessions designed to enable you to gain all the skills you need for your research and study.

You can find the link to the Library Opening Hours here: http://www.uclan.ac.uk/students/study/library/opening_hours.php

2.2 Electronic Resources

LIS provide access to a range of electronic resources – e-journals and databases, e-books, images and texts.

3. Preparing for your career

Your future is important to us, so to make sure that you achieve your full potential whilst at university and beyond, your course has employability learning integrated into it. This is not extra to your degree, but an important part of it.

Your course will take you on a journey of development that will help you to map your personal story of your time at university.

You will be encouraged to record your learning journey so that you can demonstrate all the work-related skills you have developed, both before and during your time at UCLan. This will help you to show future employers just how valuable your degree is and the employability skills you have acquired.

- You will be given the opportunity to explore your identity, your strengths and areas for development, your values and what you want to get out of life.
- You will be able to investigate a range of options, including jobs and work experience, postgraduate study and self-employment.
- We will support you to enable you to successfully tackle the recruitment process and to develop your enterprise skills.

UCLan Careers offers a range of support for you including:-

- One to one career and employability advice and guidance appointments.
- Advice on finding graduate jobs, including how to improve your CV with work placements, internships, voluntary opportunities and part-time employment.
- Workshops, seminars, and events to enhance your learning and develop your skills.
- Employer presentations and events, to give you the chance to network with potential employers and find out from them what they are looking for.

Our drop-in service is available from 09:00-17:00, Monday to Thursday, 9:00-16:00 on Fridays. We offer CV and cover letter checks, careers information and can tell you about our full range of services. For more information come along and visit the team (in Foster building
near the main entrance) or access our careers and employability resources via the Student Portal.

It’s your future: take charge of it!

UCLan Careers | Foster Building | University of Central Lancashire, Preston PR1 2HE
01772 895858
careers@uclan.ac.uk
www.uclan.ac.uk/careers

4. Student support, guidance and conduct

4.1 Student Support

“Got a Problem to Sort? Come to us for Support”.

The <i> is your first point of call for all enquiries, help and advice. We provide guidance to all UCLan students whatever the query may be. We are based on the ground floor of the UCLan Library and open 7 days a week most of the year. Our friendly and approachable team will do their best to ensure your query is answered. Come and have a chat with us if you have a query on any aspect of student life and study.

http://www.uclan.ac.uk/students/study/library/the_i.php

4.2 Students with disabilities

You are strongly encouraged to declare your disability on your application form when you apply to study at UCLan. If you have declared this Disability Services will be in contact with you to advise you about reasonable adjustments which may be appropriate in the circumstances. You can also tell any member of staff at the University, who will ask you to sign a disability disclosure form, to let the Disability Service know that you have a disability and agree to share this information with them. Disability Services will then get in touch with you to discuss your available options. Following this you will be assigned a Disability Adviser whom you can contact should you need any further help or assistance.

https://www.uclan.ac.uk/students/health/disability_services.php

4.3 Assessment arrangements for students with a disability

Arrangements are made for students who have a disability/specific learning difficulty for which valid supporting evidence can be made available. Contact your Disability Adviser for advice and information, disability@uclan.ac.uk

4.4 Health and Safety

As a student of the University you share responsibility for the safety of yourself and for that of others around you. You must understand and follow all the regulations and safety codes necessary for a safe campus environment. Please help to keep it safe by reporting any incidents, accidents or potentially unsafe situations to a member of staff as soon as possible.

Safety assessments have been undertaken for each module of your course and you will be advised of all applicable safety codes and any specific safety issues during the induction to your course and modules. You must ensure that you understand and apply all necessary safety codes. These form an essential element of your personal development and contribute to the safety of others.

4.5 Conduct

You will be expected to abide by the Regulations for the Conduct of Students in the University. UCLan expects you to behave in a respectful manner towards all members of
the University at all times demonstrated by using appropriate language in class, switching
mobile phones / other devices off prior to attending classes, and also in your use of any
social networking sites.

If your behaviour is considered to be unacceptable, any member of staff is able to issue an
informal oral warning and the University will support staff by invoking formal procedures
where necessary. You can read more about UCLan expectations in the regulations for the
Conduct of Students.

5. Students’ Union
You can play an important part in the process of improving the quality of your
course through the feedback you give. In addition to the ongoing discussion
with the course team throughout the year, there are a range of mechanisms
for you to feed back about your experience of teaching and learning. Where
appropriate, we aim to respond to your feedback and let you know of our plans for
improvement.

The Students’ Union is the representative body for all UCLan students. The organisation
exists separately from the University and is led by the elected officers of the Student Affairs
Committee (SAC) as well as representatives on the Students’ Council. The Students’ Union
building is located at the heart of the Preston campus, and is the hub for all student
activities.

Representation and campaigning for students’ rights is at the core of what the Students’
Union does and is encompassed by its tag line of, Making Life Better for Students. Should
you wish to make a change to any aspect of your student experience, whether it be
academically related or not, then the Students’ Union is where your voice can be heard,
actions taken, or campaigns launched.

Your Students’ Union is also the home to a fantastic range of student-led societies, sports
teams and multitudes of volunteering opportunities. You can also receive help in finding part-
time work, whilst you study. Not sure where to go? Pop into the Opportunities Centre on the
ground floor of the Students’ Union building and someone will point you in the right direction.

We hope your time at University is trouble free, but should you come into difficulties around
anything from academic appeals, to issues with housing, benefits or debt, then the Student
Union’s dedicated staff team in the Advice and Representation Centre are on hand to help
and offer impartial advice.

More information on all these things, as well as details about all the Student Union's (not-for-
profit) commercial services, including its student supermarket (Essentials) and student-bar
(Source) can be found at www.uclansu.co.uk

6. Rationale, aims and learning outcomes of the course
6.1 You will find information specific to your chosen course of study in your Course
Handbook, in the form of a ‘programme specification’. As defined by the QAA (Quality
Assurance Agency) - the regulatory body responsible for overseeing quality compliance in
the Higher Education Sector - a programme specification is a concise description of the
intended learning outcomes of an HE programme. It is the means by which the outcomes
are achieved and demonstrated. In general, modules or other units of study have stated
outcomes, often set out in handbooks provided by institutions to inform student choice.
These intended learning outcomes relate directly to the curriculum, study and assessment
methods and criteria used to assess performance. Programme specifications can show how
modules can be combined into whole qualifications. However, a programme specification is
not simply an aggregation of module outcomes; it relates to the learning and attributes
developed by the programme as a whole and which, in general, are typically in HE more
than the sum of the parts.

6.2 Sometimes certain aspects of courses may be subject to change. Applicants are
encouraged to check information on our relevant course pages from time to time, particularly
before submitting any application for their academic year of study. Material changes about a
course will be notified to you in material produced after the change is made and at the time
you are made any offer of a place of study for that course. For details about changes to
course information after you have accepted any offer, please see our Additional Information
and Conditions of Offer

7. Assessment

Please note that all modules will be assessed. You are expected to attempt all
required assessments for each module for which you are registered, and to do
so at the times scheduled unless authorised extensions, special arrangements
for disability, or extenuating circumstances have been expressly agreed by the
University to allow you to defer your assessment.

7.1 Dealing with difficulties in meeting assessment deadlines

Assignments must be submitted no later than the time and date on your assignment
instructions / brief. If you anticipate that you will have difficulty in meeting assessment
deadlines or you have missed or are likely to miss in-semester tests you must report this at
the earliest possible opportunity. An academic staff member, such as your Academic
Advisor or Module or Course Leader, will be able to provide advice to you on how to do this.
Extenuating Circumstances are defined as unforeseen, unpreventable circumstances that
significantly disrupt student performance in assessment. Where students have a temporary
unexpected circumstance that means that they are unable to complete a particular
assignment on time the student may apply for an extension of up to ten working days.

7.2 Extensions

Authorisation of the late submission of work requires written permission. Your School is
authorised to give permission for one extension period of between 1 and 10 working
days where appropriate evidence of good reason has been accepted and where submission
within this timescale would be reasonable taking into account your circumstances. Requests
for extensions should be made prior to the submission date as extensions cannot be given
Retrospectively (Academic Regulations).

You should complete and submit an extension request form, with any supporting evidence,
to your CAS Hub. Further information is available on the Student Portal at:
https://www.uclan.ac.uk/students/study/examinations_and_awards/extensions.php

We aim to let you know if the extension has been granted within 1 working day of the receipt
of the request.

If you are unable to submit work within 10 working days after the submission date due to
verifiable extenuating circumstances, you may submit a case for consideration in
accordance with the University’s Policies and Procedures on Extenuating Circumstances
(Academic Regulations and Assessment Handbook).

7.3 Extenuating circumstances

Some students face significant events in their personal life that occur after their
course has started, which have a greater impact on their studies than can be
solved by the use of an extension. If this applies to you, the University is ready
to support you, with both your course and your personal wellbeing, through a process called Extenuating Circumstances (see Academic Regulations and Assessment Handbook).

You can apply for Extenuating Circumstances online via myUCLan. You must apply no later than 3 days after any examination or assessment submission date. Do not wait until you receive your assessment results to submit a claim. It is in your own interests to submit the claim as soon as possible.

You will be expected to re-submit claims for extenuating circumstances for each semester in which they apply. All evidence provided relating to extenuating circumstances will be treated in a sensitive and confidential manner. Supporting evidence will not be kept for longer than is necessary and will be destroyed shortly after the end of the current academic year.

Further information about the submission process

In determining assessment recommendations, Assessment Boards will consider properly submitted claims from students who believe their performance has been adversely affected by extenuating circumstances. N.B. Assessment Boards are not permitted to alter individual assessment marks to take account of extenuating circumstances (Academic Regulations and Assessment Handbook).

7.4 Late submissions
If you submit work late without authorisation, a universal penalty will be applied in relation to your work:
- If you submit work within 5 working days following the published submission date you will obtain the minimum pass mark for that element of assessment.
- Work submitted later than 5 working days after the published submission date will be awarded a mark of 0% for that element of assessment.
- Unauthorised late submission at resubmission will automatically be awarded a mark of 0% for that element of assessment.
You may apply to appeal this decision in accordance with the University’s Academic Regulations.

7.5 Feedback Following Assessments
UCLan is committed to giving you clear, legible and informative feedback for all your assessments (Academic Regulations). You are expected to review and reflect on your feedback and learn from each experience to improve your performance as you progress though the course.

For courses (except distance learning):
You will be provided with generic feedback for in-module formative and summative elements of assessment which contribute to a module within 15 working days of the scheduled submission or examination date. Generic feedback on end of module assessment and dissertations will be made available within 15 days of publication of results. Generic feedback may be oral, written, posted on a website or other.

For distance learning courses:
You will be provided with generic feedback for in-module formative and summative elements of assessment which contribute to a module within 20 working days of the scheduled submission or examination date. Generic feedback on end of module assessment and dissertations will be made available within 20 days of publication of results. Generic feedback may be oral, written, posted on a website or other.
7.6 Unfair Means to Enhance Performance

The University regards any use of unfair means in an attempt to enhance performance or to influence the standard of award obtained as a serious academic and/or disciplinary offence. Such offences can include, without limitation, cheating, plagiarism, collusion and re-presentation (‘unfair means’). You are required to sign a declaration indicating that individual work submitted for assessment is your own and will be able to view your Originality Report following e-submission of assessed work.

If you attempt to influence the standard of the award you obtain through cheating, plagiarism or collusion, it will be considered as a serious academic and disciplinary offence as described within the Academic Regulations and the Assessment Handbook.

- Cheating is any deliberate attempt to deceive and covers a range of offences described in the Assessment Handbook.
- Plagiarism describes copying from the works of another person without suitably attributing the published or unpublished works of others. This means that all quotes, ideas, opinions, music and images should be acknowledged and referenced within your assignments.
- Collusion is an attempt to deceive the examiners by disguising the true authorship of an assignment by copying, or imitating in close detail another student’s work - this includes with the other student’s consent and also when 2 or more students divide the elements of an assignment amongst themselves and copy one another’s answers. It does not include the normal situation in which you learn from your peers and share ideas, as this generates the knowledge and understanding necessary for each individual to independently undertake an assignment; nor should it be confused with group work on an assignment which is specifically authorised in the assignment brief.
- Re-presentation is an attempt to gain credit twice for the same piece of work.

The process of investigation and penalties which will be applied can be reviewed in the Assessment Handbook. If an allegation is found to be proven then the appropriate penalty will be implemented as set out below:

In the case of a single offence of unfair means in an undergraduate or postgraduate assessment:
- the appropriate penalty will be 0% for the element of assessment, and an overall fail for the module (whether or not the resulting numeric average mark is above or below the minimum pass mark). The affected element of the assessment must be resubmitted to the required standard. The mark for the module following resubmission will be restricted to the minimum pass mark. Where unfair means is detected for the first time on a reassessment for an already failed module, no further reassessment for the module will be permitted, and the appropriate fail grade will be awarded.

In the event of a repeat offence of unfair means (irrespective of whether the repeat offence involves the same form of unfair means) on the same or any other module within the course:
- the appropriate penalty will be 0% for the module with no opportunity for re-assessment. This penalty does not preclude you being able to retake the module in a subsequent year.

The penalties will apply if you transfer from one UCLan course to another during your period of study and module credits gained on the former course are transferred to the current course.

Contact the Students’ Union Advice and Representation Centre by emailing: suadvice@uclan.ac.uk for support and guidance.
7.7 Appeals against assessment board decisions
If you consider that you have a reason to appeal against an assessment board decision, please bear in mind that your reasons must fall within the grounds specified in the University Academic Regulations: Section I. You cannot appeal simply because you disagree with the mark given. The specified grounds for appeal are:

1. that an Assessment Board has given insufficient weight to extenuating circumstances;
2. that the student’s academic performance has been adversely affected by extenuating circumstances which the student has, for good reason, been unable to make known to the Assessment Board;
3. that there has been a material administrative error at a stage of the examining process, or that some material irregularities have occurred;
4. that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations (this fourth ground will not be relevant to an appeal against a decision relating to an interruption or discontinuance of study. Such an appeal should be based on one or more of the three grounds above.

If you want to appeal, then you must do so within 14 days of your results being published. The onus is on you to find out your results and submit your appeal on time. Contact the Students’ Union Advice and Representation Centre by emailing suadvice@uclan.ac.uk for support and guidance.

8. Student voice
You can play an important part in the process of improving the quality of this course through the feedback you give. In addition to the on-going discussion with the course team throughout the year, there are a range of mechanisms for you to feedback about your experience of teaching and learning. We aim to respond to your feedback and let you know of our plans for improvement.

The Students Union can support you in voicing your opinion, provide on-going advice and support and encourage your involvement in all feedback opportunities. They will be requesting that you complete the National Student Survey (during semester 2 for students in their final year of study) or the UCLan Student Survey (all other students).

The Students’ Union and University work closely together to ensure that the student voice is heard in all matters of student-life. We encourage students to provide constructive feedback throughout their time at university, through course reps, surveys and any other appropriate means.

The Union’s Student Affairs Committee (SAC), members of Students’ Council and School Presidents each have particular representative responsibilities and are involved with decision making committees at levels as high as the University Board. Therefore it is very important students engage with the democratic processes of the Students’ Union and elect the students they see as most able to represent them.

8.1 Course Representatives and School Presidents
A course representative is a student who represents their fellow students’ views and opinions to the course team, school, university and students’ union. Course representatives work proactively and diplomatically to improve the academic and non-academic experiences of students.
The role of a course representative is extremely beneficial to both students on your course and the University. It enables students to have ownership of their student experience, to voice their opinions and to share positive practice with the course team, primarily at the Student Staff Liaison Committee Meetings (see below).

Course representatives will be elected every year either in April or September. Alongside receiving recognition, support and respect, being a course representative is a great opportunity to enhance your employability skills. If you are interested in becoming a course representative and wish to find out more about the role visit the Students’ Union website or by emailing: coursereps@uclan.ac.uk.

School Presidents are annually elected representatives who voice the opinions of students within each school. They communicate and engage with students in their school to gain feedback and work in partnership with senior management to create positive change. They are also trained to support and signpost course representatives where needed. If you wish to find out who your School President is or more about the role visit the Students’ Union website or email: coursereps@uclan.ac.uk

8.2 Student Staff Liaison Committee Meetings (SSLC)
The purpose of a SSLC meeting is to improve courses, to have an open discussion and respect each other’s views, to share good practice where identified, to provide opportunity for students to feedback to staff about their course and student experience, to regularly review the course to improve its development, and to jointly work together to action plan against issues raised.

There will normally be one meeting per semester which will last no more than 2 hours. Your School President will Chair the meetings with an academic co-Chair, using guidelines and will provide a record of the meeting with any decisions and / or responses made and / or actions taken as a result of the discussions held. A standard agenda and action grid template will be used. Course representatives will gather feedback from students and communicate this to the School President in advance of the meetings.

8.3 Complaints
The University recognises that there may be occasions when you have cause for complaint about the service you have received. When this happens, the University’s Complaints Procedure is intended to provide an accessible, fair and straightforward system which ensures an effective, prompt and appropriate response. Click on this link for more information University’s Complaints Procedure

If you are a student registered for a University award at a partner college, who is dissatisfied with the provision at the college, you should pursue your complaint in accordance with the college’s complaints procedure in the first instance. In the event of continuing dissatisfaction when you have completed the college’s procedure, you will be entitled to submit your complaint to UCLan.