

## Course Handbook

BSc (Hons) Psychology with Psychotherapy and Counselling  
2018-19

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School of Psychology



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

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## 1. Welcome to the course

I would like to welcome you to the School of Psychology at the University of Central Lancashire (UCLan). I hope that you will enjoy studying with us and that you will find your course both interesting and rewarding.

The School of Psychology is large, with around 50 academic staff, numerous research staff, a dedicated senior technician and approximately 40 MPhil/PhD research students. The School is based in Darwin Building, which was purpose-built for Psychology and therefore has an abundance of specialist resources available for students, which you are all encouraged to use during your time here.

The purpose of this handbook is twofold. First, it addresses many academic issues, including the modules that are available during each stage of the course. Second, it addresses many of the administrative questions that you may have during the early stages of the course. These questions may relate to enrolment or registering for the appropriate number of modules. This handbook should be used alongside other University guides and should be kept in a safe place. The handbook has been structured and laid out in a number of sections. This is to ensure that the information is clear and accessible.

The School is very proud of its undergraduate taught programmes, which are delivered by a team of dedicated and enthusiastic academics who work hard to ensure that you receive a transformative learning experience through the acquisition of cutting-edge knowledge and skills. In return we expect the highest levels of motivation and commitment from you so that you can gain the most from your time with us.

I would like to take this opportunity to wish you the very best with your studies.

*Prof Linden Ball*

*Dean of School of Psychology*



## 1.1 Rationale, aims and learning outcomes of the course



### 1.1.1 Degree Award in Psychology, Psychotherapy and Counselling

You are studying for the Joint Honours Degree Award (B.Sc.) in Psychology with Psychotherapy and Counselling. This means that you study core Psychology modules to enable Graduate Basis for Chartered Membership of the BPS (see below), with optional modules being replaced by Counselling modules.

The following degree awards are referred to as Single Honours because students study one subject only, Psychology. They are referred to collectively as the Psychology programme or routes, as they all involve the same compulsory modules at Year 1. They are all Bachelor of Science (B.Sc.) Honours degrees, although lesser awards are available for successful completion of part of the programme (e.g. Degrees without Honours).

- BSc (Hons) Psychology
- BSc (Hons) Forensic Psychology
- BSc (Hons) Health Psychology
- BSc (Hons) Neuropsychology
- BSc (Hons) Social Psychology
- BSc (Hons) Sport Psychology

You may progress to one of these Single Honours routes in Year 2, providing you pass the relevant modules in Year 1. You may also progress to a Single Honours BA (Hons) in Counselling and Psychotherapy Studies, providing you pass all the relevant modules in Year 1.

### 1.1.2 Recognition by the British Psychological Society

The British Psychological Society (BPS) is the learned society and professional body governing psychology in the UK and accredits undergraduate degree course programmes and postgraduate professional training courses in psychology. The first step on any path towards a career as a professional psychologist is the completion of an undergraduate degree course programme that is recognised by the BPS as conferring Graduate Basis for Chartered Membership (GBC). One of the main criteria for admittance to an accredited postgraduate professional training programme in any area of psychology (e.g., Forensic Psychology, Clinical Psychology) is GBC. All Single Honours awards in the School of Psychology confer GBC, as does the Combined Honours Major Professional route (Year 3 only). New Joint awards are in the process of formally applying for accreditation. However, GBC is conferred only if the final degree classification is at the Lower Second Class Honours (2.ii) level or higher, and you pass your project.

**Please note:** Students must recognise that training in Forensic, Health, Neuropsychology, Sport & Exercise Psychology (and any other area of professional psychology), and Counselling is acquired through postgraduate education and supervised practice, not through an undergraduate degree. On completion of this programme students are not qualified to practice as a Forensic, Health, Neuropsychologist, Sport & Exercise Psychologist or as a Counsellor without further training. An accredited degree in Psychology is, therefore, just the first step towards becoming a professional psychologist.

### 1.1.3 Aims of the BSc (Hons) Psychology, Psychotherapy and Counselling Programme

1. This programme aims to provide students with the knowledge and skills required by the British Psychological Society in its undergraduate syllabus. The programme will thus allow all those who meet the BPS requirements to go on to the further training which they need to embark upon careers as professional psychologists. Students will also develop a critical understanding of psychotherapy / counselling and its relationship to other helping strategies.
2. For those students who do not wish to pursue careers within psychology, it provides an understanding of human behaviour and capabilities and characteristics which would be of benefit in a range of careers which involve interacting with people.
3. Through the provision of a stimulating and supportive learning environment, students will be provided with an up-to-date curriculum in psychology which emphasises the development of skills and knowledge related to the scientific and empirical aspects of the curriculum, but also an appreciation of how these can be applied in the 'real world'.
4. The same curriculum, in its delivery and assessment, will provide students with a range of graduate skills (such as academic enquiry, analysis and construction of arguments and critical thinking) which will enhance their employability in a range of careers.
5. The development of other transferable skills such as communication, presentation and time management is also a feature of the programme enabling graduates not only to be effective employees, but to be effective members of the communities in which they live.

### 1.1.4 Assessment and Learning Outcomes

Each course (programme) has a set of objectives, referred to as Learning Outcomes. These Learning Outcomes (LOs) define the knowledge and skills we expect you to be able to demonstrate by the end of the course. Psychology employs a number of examination and coursework methods to assess LOs.

As you move through the Levels of your programme, you will encounter changes in the nature and emphasis of what you are learning. At **Year 1** (Level 4) you will be exposed to fairly straightforward, uncontroversial, material, and you will not be expected to engage in sustained critical analysis or argument. At **Year 2** (Level 5) you will be developing the capacity for criticism and argument as well as a more sophisticated understanding of methods and theories. By the end of **Year 3** (Level 6) we expect these skills to be well developed.

There will also be a change in the *manner* of learning as you move through the levels: this can be characterised as a shift from *dependence* to *independence*. This is most clearly shown in

the empirical investigations and reports that you have to complete at each level of study (moving from Year 1 lab classes, through to Year 2 small group investigations, ending with the Year 3 Project). Independence at Level 6 is also seen in the type of material you are expected to rely on in developing your arguments (that is, research journal articles rather than textbooks).

The changing manner, nature, and emphasis of the sorts of thing we are expecting you to learn over the three Levels is reflected in corresponding changes to the manner, nature and emphasis of assessment. For example, you will be expected to demonstrate LO A1 at *all* Levels: What changes from one Level to the next is the expected *degree* and *depth* of knowledge and understanding, and the ways of assessing them. With increasing level there is also a progressive differentiation between the Single Honours degree routes in aspects of course content and in the kinds of issues and problems that are addressed.

See Appendix 8.1 for detailed information about specific Learning Outcomes in respect of your programme of study.

Module Handbooks include details of how each module is assessed, and what learning outcome each assessment tests and contributes to the overall mark. Module Handbooks are available on the Blackboard Virtual Learning Environment (VLE) to students enrolled on the module.

## 1.2 Course Team

Dean of School: Prof Linden Ball

Programme Coordinator: Lynda Holyoak

Student Experience Lead: Dr Jamie Taylor

Business Development Lead: Dr Andy Morley

Special Needs Advice: Dr Beth Richardson

### Course Leaders:

BSc (Hons) Psychology - Dr Sarita Robinson

BSc (Hons) Psychology of Child Development - Dr Mike Eslea

BSc (Hons) Forensic Psychology - Dr Roxanne Khan

BSc (Hons) Health Psychology - Dr Noreen Caswell

BSc (Hons) Neuropsychology - Dr Nikola Bridges

BSc (Hons) Social Psychology - Dr Paul Seager

BSc (Hons) Sport and Exercise Psychology - Dr Jamie Taylor

BSc (Hons) Psychology & Criminology - Dr VJ Willan

BSc (Hons) Psychology, Psychotherapy & Counselling - Dr Jo Bryce

Combined Honours - Dr Andy Morley

### Academic Staff in the School of Psychology

Name	Tel	Room	Email @uclan.ac.uk
Abbott Janice	3790	229	JAbbott
Archer John	3430	231	JArcher
Ball Linden	3421	105	LBall
Bridges Nikola	3879	220	NJBridges
Bryce Jo	3437	208	JBryce
Caswell Noreen	4457	118	NCaswell1
Chu Simon	5178	215	SChu
Chronaki Georgia	4454	210	GChronaki
Cook Sharon	3439	114	SCook8
Denhovska Nadiia	4455	210	NDenhovska
Eslea Mike	3424	211	MJEslea
Field Charlotte	3446	219	CField2
Filho Edson	3436	114	EFilho
Frowd Charlie	3257	116	CFrowd1
Furman Reyhan	4451	116	RFurman
Gardner Kathryn	4463	206	KJGardner
Graham-Kevan Nicola	3726	111	NGraham-Kevan
Holyoak Lynda	3429	102	LHolyoak
Ireland Carol	3440	209	CAIreland
Ireland Jane	4471	231	JLIreland1
Judge Jeannie	5170	107	JJudge
Kannape Oliver	3448	110	OKannape
Khan Roxanne	5175	221	RKhan2
Mann Sandi	3441	209	SMann
Marsh John	3754	110	JEMarsh
Morley Andy	3449	212	AMMorley
Pilgrim Lea	3435	215	LPilgrim
Qualter Pam	3877	207	PQualter
Richardson Beth	3753	112	BHRichardson
Richardson Cassandra	3427	213	CRichardson5
Robinson Sarita	4494	212	SJRobinson1
Roy Mark	3752	113	MPRoy
Seager Paul	3426	117	PBSeager
Sullivan Cath	3428	216	CSullivan
Tarling Rachel	3880	223	RTarling
Taylor Jamie	3438	219	JATaylor2
Taylor Paul	4474	217	PJTaylor
Thornton, Abigail	3431	206	AThornton4
Wickens Andy	3444	112	AWickens
Willan VJ	3727	214	VJWillan1

**Phone Numbers:** The phone numbers listed are the extension numbers for the staff. Should you wish to call anyone from an external number then you will need to include the Preston dialing code (01772) AND **89** in front of the extension number. If you are unable to contact the member of staff by phone you could either email them, or leave a message on their voicemail.

### 1.3 Expertise of staff

Psychology is a broad and diverse discipline, dealing with human behaviour at levels ranging from the highly specific neuronal level to the general cultural level. The academic staff in the School are experts in their own field of psychology and are actively engaged in their own research which informs their teaching and ensures that the curriculum in the School is at the very cutting-edge of the field. Information about the specific research interests of the academic staff can be found in the Staff Directory of the School website. In addition, a majority of senior academic staff engaged in teaching in the School have been awarded Fellowship status by the Higher Education Academy, the organisation responsible for enhancing excellence in teaching in higher education.

The School's research strengths fall within three broad areas that form research groups: Cognitive Research Group, Forensic Research Group and the Health Research Group. With a focus on real-world issues and an underlying theme of informing practice through evidence-based research, the focus is on multidisciplinary collaboration. National and international collaborations are in place with NHS Trusts, patient groups, medical practitioners, allied health professionals, the Prison Service, police forces, Local Education Authorities, schools, athletic clubs and charitable institutions.

### 1.4 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.



### 1.5 Administration details

Campus Admin Services 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 hub can provide general assistance and advice regarding specific processes such as extenuating circumstances, extensions and appeals.

#### Allen Building

Medicine

Dentistry

telephone: 01772 895566

email: [AllenHub@uclan.ac.uk](mailto:AllenHub@uclan.ac.uk)

#### Harris Building

Lancashire Law School

Humanities and the Social Sciences

Centre for Excellence in Learning and Teaching

telephone: 01772 891996/891997

email: [HarrisHub@uclan.ac.uk](mailto:HarrisHub@uclan.ac.uk)

### **Foster Building**

Forensic and Applied Sciences  
Pharmacy and Biomedical Sciences  
Psychology  
Physical Sciences  
telephone: 01772 891990/891991  
email: [FosterHub@uclan.ac.uk](mailto:FosterHub@uclan.ac.uk)

### **Computing and Technology Building**

Art, Design and Fashion  
Computing  
Journalism, Media and Performance  
Engineering  
telephone: 01772 891994/891995  
email: [CandTHub@uclan.ac.uk](mailto:CandTHub@uclan.ac.uk)

### **Greenbank Building**

Sport and Wellbeing  
Management  
Business  
telephone: 01772 891992/891993  
email: [GreenbankHub@uclan.ac.uk](mailto:GreenbankHub@uclan.ac.uk)

### **Brook Building**

Community, Health and Midwifery  
Nursing  
Health Sciences  
Social Work, Care and Community  
telephone: 01772 891992/891993  
email: [BrookHub@uclan.ac.uk](mailto:BrookHub@uclan.ac.uk)

## **1.6 Communication**



**Email:** This is the main medium of messaging between staff and students. The University expects you to use your UCLan email address and check regularly for messages from staff. Please note that if you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread. Similarly, you should also ensure that all your emails have a meaningful subject line, as emails sent without a subject line can often be missed or automatically filtered as potential spam.

**Text Messages:** We endeavour to ensure all classes are delivered as per the timetable and module handbooks, however, if there is an unavoidable change or cancellation to your class, we will inform you via text messaging. Therefore, it is important that you ensure that your

mobile phone number details are kept up-to-date at myUCLan.

**Handbooks:** Together with this Course Handbook, Module Handbooks and extensive course materials are available on the specific module Blackboard site. These will be demonstrated to you in your induction sessions.

**Meetings:** You are encouraged to maintain regular contact with members of the course team, especially your Academic Advisor. Face-to-face meetings are normally the best way to deal with any academic or personal issues and these should be dealt with as soon as they emerge. You can arrange appointments with all members of staff. All academic staff have set aside several hours each week where students may see them and their availability is displayed on office doors. Before meetings, you should make sure that you have a clear agenda of what you would like to discuss in order to make sure that meetings are an effective use of time.

**Noticeboards:** There are notice boards displaying information about your course in Darwin Building. Information on guest lectures, upcoming events, groupings etc. are posted frequently. It is your responsibility to make sure that you are aware of the information that is posted on the course and general notice boards.

### 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. Similarly, several members of the teaching staff here in the School similarly fulfil this role for other Universities. For Psychology there are three external examiners who oversee our courses; their home institution can be found below. If you wish to make contact with your External Examiner, you should do this through your Course Leader and not directly. 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.

Current External Examiners are:

- Dr Sue Sherman, School of Psychology, University of Keele.
- Dr Aimee Aubeeluck, University of Nottingham.
- Dr Natasha Sigala, University of Sussex.

External Examiner reports will be made available to you via the Blackboard VLE during the year.



## 2. Structure of the course

There is a foundation entry programme available for this award. Details can be found in the programme specification in appendix 8.1.

### 2.1 Overall structure

Each of the three years of the course consists of a number of modules. Some of these modules are full modules and have a credit rating of 20. Others are half modules and have a credit rating of 10. The academic year is split into thirds, the first runs from autumn until the New Year, the second from New Year until the start of the summer and a third runs from the summer through to the autumn. You must note the teaching sessions associated with the modules you take.

Some modules will be delivered in Semester One, some in Semester Two and others, taught in both Semester One and Two. They are referred to as Semester One, Semester Two and Year Long modules respectively. Your course, other than to address any outstanding assessment or perhaps a placement module, will not typically utilise Semester Three, which is used for other functions within the University.

You must register for 120 credits of study on each year of your programme. This will typically mean six modules (each of 20 credits) per year. Each module carries a credit weighting (10, 20 or 40 credits): See the table in Section 2.1 for details.

You must register for the compulsory modules that form the dominant part of the programme of study. The teaching, learning and assessments that take place within the compulsory modules form the essential aspects of the programme at each level. In addition to the compulsory modules, you have the opportunity to select optional modules. You must adhere to the rules surrounding the selection of optional modules at each level.

Please note that not all “Option” modules may run in any one year and will definitely not run if undersubscribed. You should also note that option means that you have a choice of which module to take from a list of potential modules, not that this is a module you may or may not decide to take in addition to your programme of study.

#### Registering and changing modules

To register for modules or make changes to module registrations, you should fill in a **Module Change Form**, which is available from the Hub. This must be signed by you and your Academic Advisor and submitted by the deadline indicated on the form (normally early in each semester).

It is important that your programme of study is correct and you must regularly check all details on your profile (including, where different, both home and term-time address details and mobile phone number) via myUCLan. Please follow this direct [link](#).

**Note: It is your responsibility to ensure that all details on your profile are correct and up-to-date.**

## 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.

The modules available on this programme are as follows:

Module	Module Title	Comp/ Optional	Credits
<b>YEAR 1</b>			
PS1010	Methods and Practice of Psychological Inquiry	Comp	20
PS1020	Introduction to Developmental and Social Psychology	Comp	20
PS1030	Introduction to Psychobiology and Cognition	Comp	20
CG1010	Introduction to Counselling and Counselling Skills	Comp	20
CG1030	Key Issues in Counselling and Psychotherapy	Comp	20
CG1000	The Discovery of the Unconscious – Freud and Jung	Opt	20
CG1002	Introduction to CBT	Opt	20
<b>YEAR 2</b>			
PS2010	Psychological Research 1: Design and Quantitative Methods	Comp	20
PS2015	Psychological Research 2: Qualitative Methods	Comp	10
PS2020	Social and Developmental Psychology	Comp	20
PS2030	Cognitive and Physiological Psychology	Comp	20
PS2040	Individual Differences	Comp	10
CG2010	Intermediate Counselling Skills in Practice	Comp	20
CG2001	The Development of the Unconscious in Britain	Opt	20
CG2011	Person-Centred Counselling Theory in Context	Opt	20
CG2081	CBT: Skills and Applications	Opt	20
<b>YEAR 3</b>			
PS3900	Psychology Project	Comp	40
CG3006	Personal Development	Comp	20
CG3010	Integration and Contemporary Issues in Counselling and Psychotherapy	Comp	20
PS3010	Violent and Sexual Offending <b>OR</b>	Opt	20
PS3015	Crime: Impacts and Consequences	Opt	20
PS3020	Neuropsychological Disorders and Techniques <b>OR</b>	Opt	20
PS3025	Brain, Treatments and Behaviour	Opt	20
PS3040	Health Psychology: Theory and Practice <b>OR</b>	Opt	20
PS3045	Psychology of Health Promotion	Opt	20
PS3050	Applying Psychology to the Educational Setting <b>OR</b>	Opt	20
PS3051	Advanced Developmental Psychopathology	Opt	20
PS3060	Interpersonal and Organisational Psychology	Opt	20
PS3065	Contemporary Issues in Social Psychology	Opt	20
PS3070	Psychology Placement Module	Opt	20

**Please note:**

In Year 1, you must choose **ONE** of the two optional modules in counselling.

In Year 2, you must choose **ONE** of the three optional modules in counselling.

In Year 3, you must choose a further 40 credits of optional Psychology modules dependent on relevant pre-requisites.

Further information can be found in Appendix 8.1.

## 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.

As we are aware that your career aspirations might develop and change during your period of study with us, there is an element of shared common modules across the programmes. This ensures that you not only have an understanding of the core areas of psychology but provides the possibility for students on some programmes to transfer to other programmes at both the end of year 1 and end of year 2. This is to help ensure that you graduate with the degree you need at the end of your period of study, for the career you seek and not the one you wanted when applying to University. We strongly advise that you discuss such possibilities in detail with your Academic Advisor before formally requesting any such change.

## 2.4 Study Time

### 2.4.1 Weekly timetable

Your weekly timetable is available via the [Student Portal Timetable](#). You are urged to check your timetable on a daily basis in case of room or time changes.

### 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.

The course requires that you study 6 full (20-credit) modules (or an equivalent made up of half and double modules) in each of the three years of your course.

We also strongly advise that you take advantage of the other opportunities available to you via the University and the Students Union to develop not only academically but also your general life skills.

Remember, however that there are only so many hours in a day, and it is your responsibility to manage your time effectively.

### 2.4.3 Attendance Requirements



You are required to attend all timetabled learning activities for each module.

Student attendance at timetabled learning activities is required, and will be monitored using the Student Attendance Monitoring (SAM) system; this will involve you signing in at every session or swiping your card through an electronic reader. Each time you are asked to enter your details on SAM you must remember that the University has a responsibility to keep information up to date and that **you must only enter your own details on the system**. To enter any other names would result in inaccurate records and be dishonest. Any student who is found to make false entries can be disciplined under the Regulations for Student Conduct.

**If you are unable to attend** for any reason, you should inform staff in the Hub, who will notify Dr Jamie Taylor, the Student Experience Co-ordinator (who monitors attendance). If you know in advance that you are going to be absent, you must apply for authorisation for leave of absence from Dr Jamie Taylor, the Student Experience Co-ordinator. If you are absent due to illness for seven days or more, a medical certificate must be produced. A medical certificate/letter will not usually be required for shorter absences, unless one is requested (e.g., by the Student Experience Co-ordinator).

**Unauthorised absence is not acceptable.** We will contact you about absence and failure to submit coursework and expect you to respond promptly. If you have not gained the required authorisation for leave of absence, do not respond to communications from the University and/or if you are absent for four weeks or more, you may be deemed to have withdrawn from the course. If this is the case, then the date of withdrawal will be recorded as the last day of attendance.

## 3. Approaches to teaching and learning

### 3.1 Learning and teaching methods

The programme will be delivered with the following criteria in mind:

- The importance of offering a diverse range of teaching styles, both within modules where this is appropriate, and the programme as a whole.
- The need to ensure that the mode of delivery and learning for each module is appropriate to the aims and learning outcomes of both the module itself and the programme of study.
- The need to ensure the progressive development of knowledge and skill

- throughout each year of the programme.
- The need to develop confidence and independence of learning in a progressive manner through the course and encourage a reflective and critical approach to the process of learning.

**Lectures** are the most formal teaching method and serve primarily to define the syllabus. They should not be regarded as providing all you need to know, but rather as a framework of information, which you develop through private study. Be prepared to write your own notes to go with each lecture. These should supplement any lecture outlines available on the module Blackboard site.

**Practical or 'lab' classes** are a very important part of the course. Their aim is to train you in the principles and methods of empirical enquiry, and in the conventions of report writing. Guidelines on report writing are in the Assessment and Policy Handbook, and on the Blackboard lab website.

**Seminars** are aimed at helping you to develop the skills of communication (verbal and written), criticism, and problem solving through encouraging you to discuss various topics and issues. Generally, seminars place more demand on you from year to year. Successful seminars rely upon student participation, so be prepared to read materials before you arrive at the seminar, and do not be afraid to ask questions or say the wrong thing. You will often learn more from considering "wrong" answers than from the "right" responses.

**Statistics Workshops** are usually held in one of the computer rooms so you get practice at using the statistics package, while the Tutor talks you through it. As a science based course it is important that you gain a good understanding of the statistical principles and using computer packages to conduct analyses. The course is designed to introduce you to this area at a pace that will ensure that you will master this area of the course, and thereby enhance your employment prospects both within psychology and outside of the discipline. It is, however, important that you practice the skills you gain in these workshops outside of the classes. If you do this, you will be able to concentrate upon the implications of the analysis you've conducted for psychology, and understanding the statistics rather than spending these sessions trying to remember how to operate the computer package.

**Workshops** are usually aimed at giving you some practical demonstration of key areas. The intention here is to demonstrate the concepts being taught in a way that is both concrete and memorable to ensure that you have understood material that has been introduced in the lectures.

### 3.2 Study skills

You will find information about where to get help with study skills from university wide services such as WISER: (<https://www.uclan.ac.uk/students/study/wiser/index.php>)\_ and the Library/LIS: (<https://www.uclan.ac.uk/students/study/>). In addition you will find that the

development of study skills are embedded within the course.



### 3.3 Learning resources

#### 3.3.1 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.

LIS has recently subscribed to an exciting new interactive e-learning resource offering in-depth modules on four core study skills:

- Writing skills.
- Reading and Note-Making.
- Critical Thinking Skills.
- Referencing and Plagiarism.

The resource is interactive and online, and enables students to learn essential study skills in their own time and space.

#### Library opening times:

30<sup>th</sup> May – 4<sup>th</sup> September: 7.30am-10pm

14<sup>th</sup> September onwards: 24/7

#### 3.3.2 Electronic Resources

LIS provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts. The link below will take you to the LIS page for the School of Psychology where you can see subject guides and find how to access a range of on-line databases. [Psychology - LIS Resources](#).

The School provides online resources that are specific to each module as the course progresses. Access and links to online material is given through the University virtual learning environment, Blackboard, where course materials and resources can be accessed away from campus using any web browser. This system operates in a similar way to Moodle that many of you will have used at school or college.

#### 3.4 Personal development planning

The programme provides an intellectually rigorous programme of academic study and enables students to demonstrate a depth of understanding in issues in Psychology, some of the learning outcomes of the Psychology Programmes provide for transferable or key skills. Students are encouraged to engage in all aspects of the course, the school and the university to develop the skills, which will stand them in good stead in their careers. See also section 3.5.

Students may attend **School Research Seminars**. These are talks presented by invited speakers (staff or researchers either from UCLan or another university). The topic is usually some aspect of the speaker's own research e.g., a particular study or series of experiments, written for a general psychology audience. These talks can be useful to students in expanding their understanding of research issues; they will be advertised on posters around Darwin Building, on the course Facebook pages and via the School Twitter account (@uclanpsychology)



### 3.5 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. This is not extra to your degree, but an integral part of it, and will help you to show future employers just how valuable your degree is, and enable you to use your time at university to focus on developing yourself in ways that will be beneficial to your career.

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 will be able to record your journey using Pebblepad, the university's e-portfolio system, which will leave you with a permanent record of all the fantastic things you have achieved during your time at UCLan.

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 is available from 9am-5pm (Mon-Thurs) & 9am-4pm (Fri) 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.

All students have access to the **Psychology Careers Blackboard** site available when you

log on to your Blackboard account. This gives links to many useful websites including the British Psychological Society ([www.bps.org.uk](http://www.bps.org.uk)), and information about careers and further training.

## 4. Student Support

The vast majority of students progress through their degree course programme and graduate with a well-deserved honours degree without any need for specific support or guidance. However, some students face particular difficulties at various points during their studies and there are support mechanisms at both School and University level to help.



### 4.1 Academic Advisors

During the first week of a course, you will be assigned to one member of the academic staff who will serve as your Academic Advisor. In most instances you will stay with that Academic Advisor throughout your undergraduate studies, however if they leave you will be reassigned

to another member of staff. In addition, if, for good reason, you wish to change Academic Advisor during your course, then this can be done.

You will see your Academic Advisor on a regular basis. This will be more frequent in first year to ensure that you are settling in to university life, but will carry on in second and third year to keep track of your progress and to support you towards securing a job or further training at the end of the course.

Academic advisors are here to give you support on:

- Academic matters (such as module choices, or performance on assessments).
- Employability matters (such as considering career plans).
- Personal issues or difficulties.

With regard to the last point, you must remember that Academic Advisors are not counsellors. They are, however, a very useful first port of call to discuss your problems, as they can offer advice based on their knowledge of School and University procedures and regulations and can signpost you to a number of people or services who would be able to give you more specialist advice and support if you need it. If you are having difficulties which affect your ability to undertake assessments, it is not sufficient to see your Academic Advisor, you will have to make an Extenuating Circumstances submission, the process for which is detailed elsewhere in this handbook.

Most of your meetings with your Academic Advisor will be one-to-one. At points during the academic year, your Academic Advisor will email you to make an appointment to see them. Please do not ignore the email or the meeting request. There will be a good reason why they have asked to see you, and it is in your best interests to attend. Meeting attendance is monitored, and may be used to inform any decision we have to make to withdraw you from the course if we think you are not engaging with your studies. Meeting your Academic Advisor will also enable them to get to know you. As most graduates ask their Academic Advisor to

write references for jobs etc., it really helps if the member of staff knows something about you. Of course, you don't have to wait for them to invite you to a meeting: if you have an academic, employability or personal issue you wish to discuss, you can request a meeting with them. They will let you know at the outset, how best to arrange a meeting.

#### 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](mailto: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.

#### Assessment arrangements for students with a disability

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](mailto:disability@uclan.ac.uk)

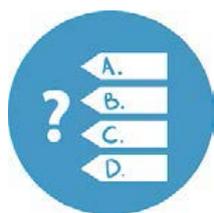
The School Lead (who advises students who have a special educational need or disability that may affect their studies) is Dr Beth Richardson. If you feel you need to discuss issues regarding disability you are encouraged to seek a confidential meeting with Dr Richardson.

#### 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

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 allow you to defer your assessment.



#### 5.1 Assessment Strategy

Each course (programme) has a set of objectives, referred to as Learning Outcomes. These Learning Outcomes (LOs) define the knowledge and skills we expect you to be able to demonstrate by the end of the course. Psychology employs a number of examination and coursework methods to assess LOs.

The Module Handbook for each module includes details of how the module is assessed, and what each assessment contributes to the overall mark.

### **5.1.1 Types of Assessment**

Module Handbooks will detail the types of assessment that will be used for each module and, if there are multiple components to the assessment, the handbook will also specify what proportion of marks will be assigned to each component of assessment. If there is an examination, you will also be told how long the examination will take, and when it will take place (normally, this is during one of the university assessment periods). Assessment periods are included in the University Academic Calendar (available on the UCLan website). The examination timetable is not released until a few weeks before the assessment period. This is, however, not the case for in-class tests where the dates are included in the Module Handbook available at the start of the module.

#### **5.1.1.1 Multiple-choice question (MCQ) examinations**

In a Multiple Choice Question examination, you are presented with a question (or a statement to complete), and asked to select what you think is the correct answer from a choice of four options. MCQ examinations are used in Year 1 and in some electives. At Level 5 (Year 2) MCQs are used as *part* of the assessment process on some modules, this is to ensure that you have the broad knowledge of the subject necessary to develop a greater depth of understanding in the specialist modules in the final year (Level 6). MCQ examinations are not used at Level 6 (Year 3).

#### **5.1.1.2 Unseen essay-type examinations**

These feature in most Level 5 modules (usually studied in Year 2 of the degree). Typically, candidates answer two questions from a selection, and have no prior knowledge of the questions. The question paper may be divided into sections, where you must answer one question from each section. You should ensure that your revision processes ensure that you have sufficient knowledge to be able to answer a range of questions, and do not rely upon apparent patterns in the year-on-year examination papers to question spot. Such patterns are entirely coincidental, are not part of our assessment strategy and should not be used to predict which topics will appear on any given examination paper.

#### **5.1.1.3 Seen essay-type examinations**

This form of assessment involves students being given the questions in advance, but answer them under normal examination conditions. You are encouraged to use your preparation time to ensure that you can produce a strong answer in the examination, as such it would be wise to refer to the assessment criteria for examinations that appears towards the back of this handbook. This will ensure that you are in a position to produce the strongest answer possible.

#### **5.1.1.4 Mixed unseen and seen essay-type examinations**

This method features in all Level 6 half-module examinations. Papers are divided into two sections: A and B. Section A is a compulsory 'seen' question, and Section B is four 'unseen' questions from which you select one, so that you answer two questions in two hours.

### **5.1.1.5 Coursework (Assignments)**

Coursework/Assignments allow you to develop your own arguments and conclusions related to set tasks as there are often many possible solutions to a particular problem. Assessment is largely based on the ability to demonstrate clearly which approach you have taken and why.

The most appropriate method of assessment has been selected in order to meet the specified learning outcomes outlined in the module handbook. Assessment methods used include:

- Empirical Investigations
- Formal essays and reports
- IT & Statistics
- Presentations

The course team have devised the assessment strategy with the needs of the Psychology discipline in mind.

There are six general criteria on which Year 2 and 3 coursework and examination answers are evaluated and classified. The six criteria are:

1. Relevance
2. Quality of Argumentation
3. Originality
4. Knowledge and Content
5. Quality of Explanation
6. Style

There is nothing comparable written for Year 1 where much of the work is about developing your skills in essay and report writing, and in other transferable skills. Year 1 marks do not go towards your degree classification as we recognise that Year 1 involves learning new material and new ways of working.

When you are asked to produce a piece of coursework, you will be given written instructions of what is required and a coursework coversheet that you should complete and submit with your work. The coversheet includes the assessment criteria and space for written feedback. Please adhere to word limits and page limits on assignments as penalties will be incurred (as per your Module Handbook). Students often make false assumptions about the penalties for exceeding a word count. Please note that there are generally penalties for exceeding word limits and that students should ensure they submit work below these limits

### **5.1.1.6. Reports of Empirical Investigations**

A substantial majority of assessed coursework is made up of reports of empirical investigations (often referred to in Years 1 and 2 as '**lab reports**'). With regard to the investigations themselves, you will find that there is a progression from Year 1 class exercises, through Year 2 group exercises, to the Year 3 Project which is a substantial piece of independent research carried out under the supervision of a member of staff. In all cases, whether done as a class, group or independent exercise, the report itself is an individual piece of work.

You will write up to lab reports in Year 1. The content for the reports is delivered in class and you have two weeks to write the report and submit it. In PS2015 you will be given direction to undertake a qualitative study on a given topic. In PS2010 you will work in a small group to design and undertake an investigation under the supervision of a member of staff. The report submission deadline takes into account the time needed to organize and carry out the group investigation.

The Year 3 Project is the most important single piece of work undertaken during the Degree Course. As a rule, students begin their Final Year with a topic or topic area and a supervisor already decided. The Project is a double module (40 credits): this means it is worth of 33% of Year 3 marks and is the most important assignment on the course in terms of weighting for the degree classification.

#### **5.1.1.7 Other Types of Report**

There are other types of report. For example, production of leaflets or consultancy type reports. Where a module involves other types of report you will be told exactly what is required. These reports will often mimic the type of tasks that you might be expected to undertake when working as a psychologist and therefore these can be viewed as good preparation for your career beyond UCLan.

#### **5.1.1.8 Essays**

You will be asked to write a 'practice' essay at the start of Year 1. This allows us to give you early feedback on your essay-writing skills using Year 1 essay assessment criteria. Essay-type examinations are common, it is important you take every opportunity to develop good essay-writing skills and build upon feedback.

#### **5.1.1.9 Presentations**

Presentations can be either individual, or, more usually, as part of a group, to an audience of peers. They usually involve a talk supported by visual aids, but other forms may be acceptable. There may also be non-assessed presentations during seminars, when you share your views with other students. A variant of the presentation is a poster presentation, where students may put together a poster regarding a topic (a commonly used presentation method at academic conferences) then will answer questions about it. You will be encouraged to apply what you know about the psychology of attention and/or memory to the completion of this work as this is likely to lead to higher marks.

## 5.2 Notification of assignments and examination arrangements

Module Handbooks give information about methods of assessment for individual modules. Individual coursework deadlines and return dates for marked work will be available within the module Blackboard space. It is your responsibility to manage the research, synthesis and production of your assignments throughout the year to ensure you submit by the submission deadlines. The majority of coursework assignments will be set, submitted, marked and returned via the BlackBoard VLE. Unless stated otherwise, the coursework submissions time will be 23:59 on the specific date set.

## 5.3 Referencing

Detailed instructions on the approach required and the style to be adopted is included in the Student Assessment Handbook, available from the Blackboard VLE, within the School of Psychology area under My Organisations.

## 5.4 Confidential material

It is possible that during your programme of study you will require access to sensitive information, particularly when working in professional domains. It is essential that you ensure that any participants remain anonymous if they are reported as part of an assignment submission.

Students should be committed to pursue their research activities (project, investigation, enquiry, survey, or any other interaction with people, including the use of data derived from that interaction) in an ethical manner. The practice of ethics is about conducting one's research activity in a disciplined manner within legal and other regulated constraints and with minimal impact on and detriment to others. In the process of research the student should:

- Safeguard the interests of those involved in or affected by their work.
- Report their findings accurately and truthfully.
- Consider the consequences of their work or its misuse for those they study and other interested parties.

Students are responsible for considering the ethical implications of all research activities and should familiarise themselves with the [University's Ethical Principles](#). If in doubt about any ethical issues related to their research students should consult their dissertation supervisor for advice.

## 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.

By submitting your work to Turnitin, you are 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.

During the early part of your course you will receive lectures on plagiarism, and be given guidance on how to avoid it. Online coursework submissions will be made to the Blackboard VLE via a submission tool called Turnitin. This will check for potential plagiarism and make the information available to the staff member marking the script. To help you avoid issues around plagiarism, the School has set up a test Turnitin submission tool that will allow you to submit a draft of your work (before the stated deadline submission date/time) and receive the Turnitin output yourself. This will help you identify any potential problems with the work and get further advice on how to avoid plagiarism before you make your final submission.

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 (i.e., 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](mailto:suadvice@uclan.ac.uk) by emailing: [suadvice@uclan.ac.uk](mailto: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. In simple terms an undergraduate honours degree classification is based on the highest classification:

1. The Average Percentage Mark (APM) of your level 5 and 6 modules (generally taken in years 2 and 3 of a full time course) weighted 30:70.  
Or
2. Your Average Percentage Mark in year 3 only (i.e. your level 6 modules).

If the APM is near a borderline, 'at the discretion of the Assessment Board, students may be classified according to the academic judgement of the Assessment Board taking into account their overall profile and performance with the minimum requirement that:

1. A minimum of 3 modules (60 credits) at level 6 are in the classification band **and**
2. The APM is no lower than 2 percentage points below that required for the higher classification.'

In operating discretion for profiling Course Assessment Boards will use academic judgement

and may refer to performance in core modules; the placement component, the dissertation/project or other factors which have been published to students.



## **7. Student Feedback**

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 asking 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), 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.

At the end of each module you will be invited to complete a Module Evaluation Questionnaire to enable you to feedback on the content and delivery of the module. These questionnaires are considered by the course teams to drive forward further improvements in the modules. We will also regularly hand out Stop/Start/Continue sheets within classes to get more prompt feedback from yourselves within the modules, which can lead to more immediate responses.

### **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.

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 and voice their opinions and share positive practice with the course team, primarily the Student Staff Liaison Committee Meetings.

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 School President, supported by a senior member of the School staff, 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 agenda items which will be advertised in advance of the meeting to enable the collation of comments from students in the School via their Course Reps.

## **8. Appendices**

### **8.1 Programme Specification(s)**

## 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.

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

<b>1. Awarding Institution / Body</b>	University of Central Lancashire
<b>2. Teaching Institution</b>	University of Central Lancashire: Preston campus
<b>3. University Department/Centre</b>	School of Psychology
<b>4. External Accreditation</b>	Application will be made to British Psychological society to recognise degree, subject to an award of a minimum lower second class honours degree.  <i>NB: The course enables students to progress to either an accredited BACP Master's degree or an accredited BPS Master's degree</i>
<b>5. Title of Final Award</b>	BSc (Hons) Psychology with Psychotherapy and Counselling
<b>6. Modes of Attendance offered</b>	Full-time and Part-time
<b>7. UCAS Code</b>	C8B9 (Main Campus)
<b>8. Relevant Subject Benchmarking Group(s)</b>	Psychology
<b>9. Other external influences</b>	British Association for Counselling & Psychotherapy(BACP)
<b>10. Date of production/revision of this form</b>	Jan 2014

## 11. Aims of the Programme

This programme aims to provide students with the knowledge and skills required by the British Psychological Society in its undergraduate syllabus. The programme will thus allow all those who meet the BPS requirements to go on to the further training which they need to embark upon careers as professional psychologists. Students will develop a critical understanding of psychotherapy/ counselling and its relationship to other helping strategies.

For those students who do not wish to pursue careers within psychology, it provides an understanding of human behaviour and capabilities and characteristics which would be of benefit in a range of careers which involve interacting with people. Through the provision of a stimulating and supportive learning environment, students will be provided with an up-to-date curriculum in psychology which emphasises the development of skills and knowledge related to the scientific and empirical aspects of the curriculum, but also an appreciation of how these can be applied in the 'real world'. The same curriculum, in its delivery and assessment, will provide students with a range of graduate skills (such as academic enquiry, analysis and construction of arguments and critical thinking) which will enhance their employability in a range of careers. The development of other transferable skills such as communication, presentation and time management is also a feature of the programme enabling graduates not only to be effective employees, but to be effective members of the communities in which they live.

## 12. Learning Outcomes, Teaching, Learning and Assessment Methods

### A. Knowledge and Understanding

Evidence up-to-date knowledge of the major areas of psychology and counselling / psychotherapy, the main methodologies and the conceptual frameworks as required by the BPS.

A1 Biological psychology

A2 Cognitive Psychology

A3. Developmental Psychology

A4. Individual Differences

A5. Social Psychology

A6. Conceptual and Historical Issues in Psychology and Counselling / Psychotherapy

A7. Research Methods

A8. Counselling and Psychotherapy.

### Teaching and Learning Methods

There are many different forms of teaching and learning employed in the programme. Lectures provide the core material of the syllabus, supported by independent work such as individual background reading and work in groups. As well as providing a framework for knowledge acquisition, lectures also afford the opportunity for student to consider case studies, reflect on issues and to ask questions of each other and of the member of staff taking the session. Online sessions provide further support for delivery of the core curriculum and for students to check their understanding of key concepts. Seminars, with their small group size, enable students to explore key issues from the curriculum, both to improve their understanding of the content and to develop their skills in, for example, communication and formulating an argument. Workshops are used often to develop practical skills such as manipulation of data in statistical packages. As these are in smaller groups than would be experienced in lectures, students are also able to interact with staff more effectively to clarify understanding. Practical laboratory sessions enable students to engage in research activities first hand. Labs will develop from being highly directed in first year, to requiring a greater

degree of independence working as a small group in second year, to the individual project in third year.

#### **Assessment methods**

Assessment within modules involves one or more of the following:

Examinations: Multiple choice questions (MCQ) only; mixed MCQ and unseen essay-type questions; unseen essay-type questions only; mixed seen and unseen essay-type questions.

Coursework: Reports of empirical investigations ('laboratory' exercises and final year projects); essays; IT and study skills exercises; statistical exercises; presentations.

#### **B. Subject-specific skills**

B1. Generate testable hypotheses about behaviour (broadly defined), devise investigations to test such hypotheses, analyse and interpret the results and write coherent reports of the investigations.

B2. Undertake research in accordance with the relevant ethical guidelines produced by the professional body.

B3. Apply multiple perspectives (e.g. theories, methods and evidence sources) to psychological issues.

B4. Integrate ideas from across psychology and to apply these to relevant issues within counselling and psychotherapy.

B5. Identify and evaluate general patterns in behaviour, functioning and experience and understand the role of brain function in these.

B6. Demonstrate key core counselling skills.

#### **Teaching and Learning Methods**

See A.

#### **Assessment methods**

See A.

#### **C. Thinking Skills**

By the end of the programme, successful students should demonstrate the following skills:

C1 Information finding and analysis.

C2. Critical reading and analysis of the published literature, leading to the clear and concise presentation of balanced, evidence-based and reasoned arguments and conclusions.

C3. Interpretation and application of psychological, counselling and psychotherapeutic theories, concepts and evidence to the understanding of behaviour and functioning.

C4. Application of problem-solving approaches.

#### **Teaching and Learning Methods**

See A.

#### **Assessment methods**

See A.

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

D1. Identify appropriate sources of evidence, analyse information and critically evaluate research.

D2. reflect on their own personal development.

D3. Organise themselves and their work and be able to sustain their efforts to complete project work.

D4. Use IT effectively to seek out evidence, to analyse data and to communicate and present their ideas.

D5. Work with numbers, both with regards to interpreting data in research and statistics provided by agencies, as well as analysis of data they have generated.

D6. Work independently.

D7. Draft a CV, research possible career opportunities and demonstrate personal effectiveness in a selection method.

D8. Work as part of a team

**Teaching and Learning Methods**

See A.

**Assessment methods**

See A.

13. Programme Structures*				14. Awards and Credits*	
Level	Module Code	Module Title	Credit rating		
Level 6	PS3900	Psychology Project (COMP)	40	<b>BSc (Hons) Psychology with Psychotherapy and Counselling</b> Requires 360 credits including a minimum of 220 at Level 5 or above and 100 at Level 6.  <b>BSc Psychology with Psychotherapy and Counselling</b> Requires 320 credits including a minimum of 180 at Level 5 or above and 60 at Level 6.	
	CG3010	Integration and Contemporary Issues in Counselling and Psychotherapy (COMP)	20		
	CG3006	Personal Development (COMP)	20		
		<b>PLUS</b> 40-credits from the following:			
	PS3070	Psychology Placement Module (O)	20		
	PS3010	<b>EITHER</b> Violent and Sexual Offending (O)	20		
	PS3015	<b>OR</b> Crime: Impacts and Consequences (O)	20		
	PS3020	<b>EITHER</b> Neuropsychological Disorders and Techniques (O)	20		
	PS3025	<b>OR</b> Brain, Treatments and Behaviour (O)	20		
	PS3040	<b>EITHER</b> Health Psychology: Theory and Practice (O)	20		
	PS3045	<b>OR</b> Psychology of Health Promotion (O)	20		
	PS3050	<b>EITHER</b> Applying Psychology to the Educational Setting (O)	20		
	PS3051	<b>OR</b> Advanced Developmental Psychopathology (O)	20		
PS3060	<b>EITHER</b> Interpersonal and Organisational Psychology (O)	20			
PS3065	<b>OR</b> Contemporary Issues in Social Psychology (O)	20			
Level 5	PS2010	Psychological Research 1: Design and Quantitative Analysis (COMP)	20	<b>Diploma of Higher Education in Psychology with Psychotherapy and Counselling</b> Requires 240 credits including a minimum of 100 at Level 5 or above.	
	PS2015	Psychological Research 2: Qualitative Methods (COMP)	10		
	PS2020	Social and Developmental Psychology (COMP)	20		
	PS2030	Cognitive and Physiological Psychology (COMP)	20		
	PS2040	Individual Differences (COMP)	10		
	CG2010	Intermediate Counselling Skills in Practice (COMP)	20		
		<b>PLUS</b> 20 credits from the following:			
	CG2001	The Development of the Unconscious in Britain (O)	20		
	CG2011	Person-Centred Counselling Theory in Context (O)	20		
CG2081	CBT: Skills & Applications (O)	20			

Level 4	PS1010	Methods and Practice of Psychological Inquiry (COMP)	20	<b>Certificate of Higher Education</b> Requires 120 credits at level 4 or above
	PS1020	Introduction to Developmental and Social Psychology (COMP)	20	
	PS1030	Introduction to Psychobiology and Cognition (COMP)	20	
	CG1010	Introduction to Counselling and Counselling Skills (COMP)	20	
	CG1030	Key Issues in Counselling and Psychotherapy (COMP)	20	
		<b>PLUS 20 credits from:</b>		
	CG1000	The Discovery of the Unconscious – Freud and Jung (O)	20	
CG1002	Introduction to CBT (O)	20		

### 15. Personal Development Planning

At the start of the course, students are briefed on what Personal Development Planning entails and the purpose of the scheme. There is a PDP Co-ordinator who oversees the preparation and dissemination of information, but the main point of contact for students is their Personal Tutor. Academic writing and thinking skills are developed through the Year 1 seminar programme, Teamwork is practiced in numerous modules within Year 1 and 2 of the course. There is a Blackboard (VLE) site for all students that gives information on careers, including using the Careers Service and other resources. All modules in all years develop a range of key skills, and students continue to have their Personal Tutor as a source of support. At the end of each year, students complete an End of Year Review.

### 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.

Offers for admissions to the course are typically made in the range of BBB to BCC from three A2 qualifications along with GCSE (or equivalent) Maths and English 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 and Kitemarked Access courses. Admissions to UK and International partners is based around equivalent national and/or international qualifications, for international students a minimum IELTS score of 6.0 or equivalent qualifications is required.

### 17. Key sources of information about the programme

- UCLan prospectus
- UCLan web site: <http://www.uclan.ac.uk/>
- Psychology Brochure
- BPS Website: <http://www.bps.org.uk/>



## 18. Curriculum Skills Map

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

Level	Module Code	Module Title	Core (C), Compulsory (COMP) or Option (O)	Programme Learning Outcomes																										
				Knowledge and understanding								Subject-specific Skills								Thinking Skills				Other skills relevant to employability and personal development						
				A1	A2	A3	A4	A5	A6	A7	A8	B1	B2	B3	B4	B5	B6	C1	C2	C3	C4	D1	D2	D3	D4	D5	D6	D7	D8	
LEVEL 6	PS3010	Violent and Sexual Offending	O	x			x		x					x	x	x		x	x	x	x	x		x	x	x	x			
	PS3015	Crime: Impacts and Consequences	O					x						x	x			x	x	x	x	x		x	x	x	x			
	PS3020	Neuropsychological Disorders and Techniques	O	x	x										x	x		x	x	x		x			x		x			
	PS3025	Brain, Treatments and Behaviour	O	x												x		x	x	x		x			x		x			
	PS3040	Health Psychology: Theory and Practice	O	x											x	x	x		x	x	x		x	x	x	x	x	x		
	PS3045	Health Promotion	O	x			x								x	x	x		x	x	x		x			x	x	x		x
	PS3050	Applying Psychology to the Educational Setting	O		x	x									x	x	x		x	x	x	x	x		x	x	x	x		
	PS3051	Advanced Developmental Psychopathology	O	x		x									x	x	x		x	x	x	x	x			x	x	x		
	PS3060	Interpersonal and Organisational Psychology	O					x							x	x	x		x	x	x	x	x			x	x	x		



PS1020	Introduction to Developmental & Social Psychology	COMP			x		x							x				x	x	x		x	x		x		x	x	
PS1030	Introduction to Psychobiology & Cognition	COMP	x	x											x			x	x	x		x	x		x		x	x	
CG1010	Introduction to Counselling and Counselling Skills	COMP	C						x		x				x			x	x	x	x	x	x	x	x	x		x	
CG1030	Key Issues in Counselling and Psychotherapy	COMP	C						x		x				x			x	x	x	x	x	x		x	x		x	
CG1000	The Discovery of the Unconscious – Freud and Jung	O	O						x		x				x			x	x	x	x	x	x		x	x	x	x	
CG1002	Introduction to CBT	O	O						x		x				x			x	x	x	x	x	x	x	x	x	x	x	

## 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.

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

<b>13. Awarding Institution / Body</b>	University of Central Lancashire
<b>14. Teaching Institution</b>	University of Central Lancashire
<b>15. University School/Centre</b>	School of Psychology
<b>16. External Accreditation</b>	N/A: NB: British Psychological Society gives Graduate Basis for Chartered Membership (GBC) on award of a minimum lower second class honours degree for BSc (Hons) Psychology.
<b>17. Title of Final Award</b>	B.Sc. (Hons) Psychology (Foundation Entry) - non-award bearing programme ; first stage of a four-year degree course
<b>18. Modes of Attendance offered</b>	Full-time and Part-time
<b>19. UCAS Code</b>	n/a
<b>20. Relevant Subject Benchmarking Group(s)</b>	Psychology
<b>21. Other external influences</b>	
<b>22. Date of production/revision of this form</b>	June 2014

<b>23. Aims of the Programme</b>
<p>The foundation entry aims to provide a stimulating and supportive learning environment that gives the opportunity to develop potential enabling progression to Level 4 study, fostering the development of the key skills that will facilitate further successful study and thereby providing access to those who would not otherwise easily be able to participate in Higher Education.</p> <p>Through the provision of a stimulating and supportive learning environment, students will be provided with an introductory curriculum in psychology which emphasises the development of skills and knowledge related to the scientific and empirical aspects of the subject, but also an appreciation of how these can be applied in the 'real world'.</p>
<b>24. Learning Outcomes, Teaching, Learning and Assessment Methods</b>
<b>A. Knowledge and Understanding</b>
<p>Identification of the major areas of psychology and the main methodologies including:</p> <p>A1 Biological psychology  A2 Cognitive Psychology  A3. Developmental Psychology  A4. Individual Differences  A5. Social Psychology  A6. Conceptual and Historical Issues in Psychology  A7. Research Methods</p>
<b>Teaching and Learning Methods</b>
<p>There are many different forms of teaching and learning employed in the programme. Lectures provide the core material of the syllabus, supported by independent work such as individual background reading and work in groups. As well as providing a framework for knowledge acquisition, lectures also afford the opportunity for student to consider case studies, reflect on issues and to ask questions of each other and of the member of staff taking the session. Seminars, with their small group size, enable students to explore key issues from the curriculum, both to improve their understanding of the content and to develop their skills in, for example, communication and formulating an argument. Workshops are used often to develop practical skills such as manipulation of data in statistical packages. As these are in smaller groups than would be experienced in lectures, students are also able to interact with staff more effectively to clarify understanding. Practical laboratory sessions enable students to engage in research activities first hand and experiencing research from the perspective of the participant.</p>
<b>Assessment methods</b>
<p>Assessment on modules involves one or more of the following:</p> <p>Examinations: Multiple choice questions (MCQ) only  Coursework: Essays</p>
<b>B. Subject-specific skills</b>
<p>B1. Identify testable hypotheses about behaviour (broadly defined), Recognise different forms of research methodology  B2. Undertake research in accordance with the relevant ethical guidelines produced by the professional body  B3. Recognise multiple perspectives (e.g. theories, methods and evidence sources) to psychological issues</p>

B4 Outline ideas from across psychology and to list their application to relevant issues.				
B5 Identify and list general patterns in behaviour, functioning and experience				
.				
<b>Teaching and Learning Methods</b>				
See A.				
<b>Assessment methods</b>				
See A.				
<b>C. Thinking Skills</b>				
By the end of the programme, successful students should demonstrate the following skills				
C1 Information finding and analysis.				
C2. Understand the role of reading and analysis of the published literature				
C3. Identification of psychological theories, concepts and outlining their role in the understanding of behaviour and functioning.				
<b>Teaching and Learning Methods</b>				
See A.				
<b>Assessment methods</b>				
See A.				
<b>D. Other skills relevant to employability and personal development</b>				
D1. Identify appropriate sources of evidence and describe research.				
D2. Reflect on their own personal development				
D3. Organise themselves and their work and be able to sustain their efforts to complete work				
D4. Use IT effectively to seek out evidence and to communicate and present their ideas.				
D5. work with numbers, both with regards to interpreting data in research and statistics provided, and understand the role of the analysis of data within psychology.				
D6. Work independently.				
<b>Teaching and Learning Methods</b>				
See A.				
<b>Assessment methods</b>				
See A.				
<b>13. Programme Structures*</b>				<b>14. Awards and Credits*</b>
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credit rating</b>	

Level 3	PSC005	Introduction to Psychology (Core)	20	<b>BSc (Hons) Psychology (Foundation Entry)</b>  Foundation Year requires the completion of 120 credits at Level 3 to progress to Year 1 of the following honours degree programmes:  BSc (Hons) Psychology BSc (Hons) Forensic Psychology BSc (Hons) Health Psychology BSc (Hons) Sport & Exercise Psychology BSc (Hons) Neuropsychology  BSc (Hons) Psychology and Criminology BSc (Hons) Psychology, Psychotherapy & Counselling BSc (Hons) Education & Psychology BSc (Hons) Law & Psychology  Students who exit after the Foundation year will receive a transcript of their modules and grades
	PSC006	Foundations of Psychology (Core)	20	
	HUC110	Essential Study Skills for Higher Education (Comp)	20	
	<i>Compulsory (Students must take at least two of the following three modules)</i>			
	CJC101	Introduction to Criminology and Criminal Justice	20	
	EDC101	An Introduction to Childhood, Education & Deaf Studies	20	
	PIC101	Introduction to Philosophy	20	
	<i>Options</i>			
	HUC111	Developing Academic Knowledge	20	
	SOC101	Introduction to Sociology	20	

### 15. Personal Development Planning

The principles of PDP application to the Psychology Programmes will be extended to those on the Foundation Entry. At the start of the course, students are briefed on what Personal Development Planning entails and the purpose of the scheme. There is a PDP Co-ordinator who oversees the preparation and dissemination of information, but the main point of contact for students is their Personal Tutor. Academic writing and thinking skills are developed through HUC110 and HUC112 that complement the development of students through the core psychology modules.

There is a Blackboard (VLE) site for all students in Psychology that gives information on careers, including using the Careers Service and other resources (including the professional body). All modules in all years develop a range of key skills, and students continue to have their Personal Tutor as a source of support. At the end of each year, students complete an End of Year Review.

### 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.

Students applying for the course are expected to have achieved an A-Level at Grade C or better (as demonstration of the potential to study at Level 4 and beyond)

For A-Level Students:

Studying three A-Levels: CDE

Studying two A-Levels CC

For BTec Students

Studying three subjects MMP

Studying two subjects DM

Applicants will be required to have GCSE English and GCSE Mathematics (or equivalent) at C (or better).

Applications from candidates with the International Baccalaureate, or Welsh Baccalaureate or other qualifications will be made an offer commensurate with qualification and equivalent to the grades outlined above. Similarly students from non-traditional backgrounds and entry routes (for example, Access to HE courses) will be considered for the course and made equivalent offers), In addition to achieving qualification equivalent to these, International and/or non-UK students will be required to demonstrate an IELTS score of 6.0 (or above).

#### **17. Key sources of information about the programme**

- UCLan web site: <http://www.uclan.ac.uk/>
- Psychology Brochure Insert
- BPS Website: <http://www.bps.org.uk/> (for details of Levels 4-6)

18. Curriculum Skills Map																										
Level	Module Code	Module Title	Core (C), Compulsory (COMP) or Option (O)	Programme Learning Outcomes																						
				Knowledge and understanding							Subject-specific Skills					Thinking Skills				Other skills relevant to employability and personal development						
				A1	A2	A3	A4	A5	A6	A7	B1	B2	B3	B4	B5	C1	C2	C3	C4	D1	D2	D3	D4	D5	D6	
LEVEL 3	PSC005	Introduction to Psychology	C	x	x	x	x	x	x	x	x	x	x	x		x	x		x	x	x	X	x	x	x	
	PSC006	Foundations of Psychology	C	x	x	x	x	x	x	x	x	x	x		x			x		x	x		x		x	
	CJC101	Introduction to Criminology and Criminal Justice	Comp													x	x	x	x	x						
	EDC101	An Introduction to Childhood, Education & Deaf Studies	Comp													x	x	x	x	x	x	x			x	
	HUC110	Essential study skills for Higher Education	Comp																	x	x	x				x
	HUC111	Developing Academic Knowledge	O																	x	x	x				x
	PIC101	Introduction to Philosophy	Comp														x	x	x	x	x	x	x			x
	SOC101	Introduction to Sociology	O														x	x	x	x	x	x	x			x



Addendum to the Course Handbook for  
 BSc (Hons) BSc (Hons) Psychology with Psychotherapy and  
 Counselling  
 Entry Year of Study 2017-18)

Page	Section	Summary of change & previous text removed (state whether addition / deletion / amendment / etc)	Date of Approval
12		Deletion of module PS3030 Theory and Practice in Sport Psychology Deletion of module PS3035 Psychology of Diet and Exercise Addition of module PS3051 Advanced Developmental Psychopathology Addition of module PS3065 Contemporary Issues in Social Psychology	May 2017
33		Deletion of module PS3030 Theory and Practice in Sport Psychology Deletion of module PS3035 Psychology of Diet and Exercise Addition of module PS3051 Advanced Developmental Psychopathology Addition of module PS3065 Contemporary Issues in Social Psychology	May 2017
36		Deletion of module PS3030 Theory and Practice in Sport Psychology Deletion of module PS3035 Psychology of Diet and Exercise	May 2017

		Addition of module PS3051 Advanced Developmental Psychopathology	
37		Addition of module PS3065 Contemporary Issues in Social Psychology	May 2017

## University Student Handbook for Taught Courses



**2018/19**

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. 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 each 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 request a review of this decision if you have grounds in line with the [Academic Appeals Procedure](#). Tuition fees will be charged in accordance with Appendix 2 of our [Tuition Fee Policy](#).

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 personal information, please see the University's Data Protection Policy and [Privacy Notice](#) or contact the Information Governance Officer, Office of the University Secretary and Legal Officer, University of Central Lancashire, Preston, PR1 2HE or email [DPFOIA@uclan.ac.uk](mailto:DPFOIA@uclan.ac.uk).

## 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](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.

The UCLan careers portal [careerEDGE](#) contains all the information and resources you will need to help navigate your way to a successful career, including access to hundreds of graduate vacancies, placements and part-time jobs.

We are based in the entrance to Foster building and are open from 09:00-17:00, Monday to Thursday, 9:00-16:00 on Fridays. Come to see us to arrange your guidance appointment, have your CV and cover letter checked, get help in applying for a job or just to find out more about our full range of services. 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](mailto:careers@uclan.ac.uk)  
[www.uclan.ac.uk/careers](http://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 offer advice on:

- Bank and Confirmation of Study Letters
- Council Tax Exemption Certificates
- International Student Support
- Library Services and Support
- Printing and Printer Credit
- Student Financial Support
- UCLan Cards
- UCLan Financial Bursary (1<sup>st</sup> year students only)
- Student Support and Wellbeing (including Disability)

and much more.

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

If you are struggling financially or have financial concerns which may prevent you from continuing on your course, you are advised to seek advice from the University's Finance Support Team, based in the <i>, or in the Advice and Representation Centre at the Students' Union.

If you are finding the course challenging or cannot complete independent study and assessments on time you should consult your Academic Advisor.

#### **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](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](mailto: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

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](http://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](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 through 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](mailto:suadvice@uclan.ac.uk) by emailing: [suadvice@uclan.ac.uk](mailto: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;
- 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](mailto: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 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 which are outlined below. Where appropriate, 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](mailto: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](mailto: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 Student 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 Student [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 under stage 3 of the procedure.