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

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

Welcome to the School of Dentistry and to its MSc programmes.

This Student Handbook will provide you with essential information about your MSc Course. It gives you information about the content of the course and introduces you to the ways in which we are going to teach and assess you over the next two years.

This Student Handbook will have been given out to you during your induction session. Further essential information will also be made available to you in the Student’s Guide to Assessment. Should you lose either of these documents then additional copies can be obtained from the University’s Blackboard Virtual Learning Environment, which will be introduced to you during your induction session.

We do hope that you will enjoy your studies within the School. We want this to be a positive learning experience for you. There will be some hard work ahead, but we hope that you will find it interesting and challenging, and that you will have the chance to enjoy yourself along the way. Good luck.

The School of Dentistry Staff

1.1 Rationale, aims and learning outcomes of the course

The School of Dentistry’s postgraduate programmes aim to provide relevant and appropriate education and training for the General Dental Practitioner, building on the skills that you will have developed through your undergraduate studies, as described in the General Dental Council (GDC) document – “The First Five Years – A Framework for Undergraduate Dental Education”.

In general our programmes are designed to provide the student with the skills and knowledge that will be required of a Dentist with Extended Skills. Additionally the course is designed to develop the relevant academic skills that will enable students to critically appraise published work within dental and oral health related journals, and be able to understand how dental research is carried out.

Your course offers flexibility for you as a dental practitioner, who can best participate in education through part-time study. The course offers a mix of theoretical and practical skills that build from basic to advanced levels. The emphasis will be upon effective evidence based service provision by practitioners who are committed to the provision of high quality care for their patients. It focuses on developing the competent, reflective, yet critical practitioners who, through study, practise and research, can contribute effectively to clinical practice.

Your programme sits within a portfolio of core postgraduate dental disciplines hosted in the School of Dentistry. The focus of the School is on Continuing Professional Development, allowing General Dental Practitioners the opportunity to further their skills and education in their chosen area of interest, whilst maintaining their clinical practice. The School works in conjunction with governing dental bodies, ensuring that the curriculum offered facilitates transferable skill development. The portfolio of existing courses are now entering their seventh year, and this two year model has been developed in response to student feedback,
reducing the number of days that require attendance in Preston, but increasing the number of days treating patients compared with the previous version.

1.2 Course Team

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Postgraduate Programmes</td>
<td>Malcolm Edwards</td>
<td><a href="mailto:MREdwards@uclan.ac.uk">MREdwards@uclan.ac.uk</a></td>
<td>01772 895878</td>
</tr>
<tr>
<td>Academic coordinator for Postgraduate programmes</td>
<td>Karen Rouse</td>
<td><a href="mailto:KARouse@uclan.ac.uk">KARouse@uclan.ac.uk</a></td>
<td>01772 895424</td>
</tr>
<tr>
<td>Prosthodontics</td>
<td>Dominic Stewardson</td>
<td><a href="mailto:DStewardson1@uclan.ac.uk">DStewardson1@uclan.ac.uk</a></td>
<td>01772 895867</td>
</tr>
<tr>
<td>Clinical Periodontology</td>
<td>Nic Hodson</td>
<td><a href="mailto:NAhodson@uclan.ac.uk">NAhodson@uclan.ac.uk</a></td>
<td>01772 895868</td>
</tr>
<tr>
<td>Dental Implantology</td>
<td>Fadi Barrak</td>
<td><a href="mailto:FNBarrak@uclan.ac.uk">FNBarrak@uclan.ac.uk</a></td>
<td>01772 895876</td>
</tr>
<tr>
<td>Endodontology</td>
<td>Shalini Kanagasingam</td>
<td><a href="mailto:SKanagasingam1@uclan.ac.uk">SKanagasingam1@uclan.ac.uk</a></td>
<td>01772 895564</td>
</tr>
<tr>
<td>Oral Surgery</td>
<td>Peter Dyer</td>
<td>TBC</td>
<td>01772 89</td>
</tr>
<tr>
<td></td>
<td>Anna Pritchard</td>
<td><a href="mailto:APRitchard@uclan.ac.uk">APRitchard@uclan.ac.uk</a></td>
<td>01772 895906</td>
</tr>
<tr>
<td>Communication and Knowledge Transfer</td>
<td>Aengus Kelly</td>
<td><a href="mailto:AKelly18@uclan.ac.uk">AKelly18@uclan.ac.uk</a></td>
<td>01772 896318</td>
</tr>
<tr>
<td>Dental Epidemiology</td>
<td>Nara Tagiyeva-Milne</td>
<td><a href="mailto:NTagiyeva-Milne@uclan.ac.uk">NTagiyeva-Milne@uclan.ac.uk</a></td>
<td>01772 893409</td>
</tr>
<tr>
<td>Public Health Epidemiology</td>
<td>Neil Cook</td>
<td><a href="mailto:NCook2@uclan.ac.uk">NCook2@uclan.ac.uk</a></td>
<td>01772 893409</td>
</tr>
</tbody>
</table>

Further details of additional members of the Course Teams can be found at: http://www.uclan.ac.uk/schools/dentistry/staff.php

1.3 Expertise of staff

Leading the course is Dr Peter Dyer. He has extensive experience in oral surgery practice and his research interests include the role of oral bacteria in systemic disease and the biology of stem cells derived from dental pulp. He is supported in the clinical teaching by experienced surgeons who have experience in providing oral surgery treatments and in training students. In addition, relevant parts of the module teaching will be delivered by other members of the course team listed above.
1.4 Academic Advisor
You will be assigned an Academic Advisor who will provide additional academic advice and 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, providing insight and direction to enable you to realise your potential.

1.5 Administration details
Course Administration Service 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

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

The Oral Surgery course team will normally communicate with you by email with most of the course information being posted on Blackboard. We will endeavour to respond within 24 hours or indicate when you can expect a more complete reply.

Staff can normally be contacted between 9.00 – 12.30 and 14.00 – 17.00; but to arrange any meetings, please telephone or email to arrange a suitable time.

Together with this Student Handbook you will receive “The Student’s Guide to Assessment” and relevant Module Handbooks during Induction Week. Over the duration of your course we will send out regular emails related to course issues and events within the School

1.7 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. The name of this person, their position and 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. 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.
2. Structure of the course

2.1 Overall structure

Students will undertake 80 credits of work in the first year, and 100 in the second, leading to awards as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Credits</th>
<th>Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>80</td>
<td>Postgraduate Certificate&lt;br&gt;Postgraduate Certificate with Merit&lt;br&gt;Postgraduate Certificate with Distinction&lt;br&gt;(Exit award only available if not progressing to MSc with 60 credits)</td>
</tr>
<tr>
<td>2</td>
<td>100</td>
<td>Postgraduate Diploma&lt;br&gt;Postgraduate Diploma with Merit&lt;br&gt;Postgraduate Diploma with Distinction&lt;br&gt;(Exit award only available if not progressing to MSc with 120 credits)</td>
</tr>
</tbody>
</table>

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. Modules may be developed as half or double modules with credit allocated up to a maximum of 120 credits per module.

<table>
<thead>
<tr>
<th>Year</th>
<th>Module</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DX4040</td>
<td>Clinical Oral Surgery 1</td>
<td>60</td>
</tr>
<tr>
<td>1</td>
<td>DX4017</td>
<td>Utilising the evidence base</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>DX4049</td>
<td>Clinical Oral Surgery 2</td>
<td>60</td>
</tr>
<tr>
<td>2</td>
<td>DX4027</td>
<td>Research Strategy</td>
<td>40</td>
</tr>
</tbody>
</table>
2.3 Course requirements

It is important to note that should your Enhanced Disclosure and Baring Service (DBS) check prove to be unsatisfactory for the purpose of the course you have applied to, your offer of a place for that course may be withdrawn. If you have already enrolled on a course and your DBS check subsequently discloses a criminal conviction, you may be required to withdraw from the course even if you have already started.

If you are aware that your DBS check will disclose a previous conviction, please contact the course leader for advice as not all convictions may preclude you from continuing with the course.

During the course you will be expected to attend up to 20 study/assessment days per year. Many of these sessions will be within the School of Dentistry on the main UCLan Preston Campus, though some sessions will be timetabled in the UCLan Dental Clinic, where you will be supported to assess, undertake and ultimately lead in clinical treatment. To accompany the study days, much of the course content, including lecture notes, PowerPoint slides, videos of lectures and assignments will be delivered to you via the University’s eLearn system allowing you to both prepare work for study days and undertake additional work independently from your home location.

Work in the early part of the course will comprise plenary lectures and practical sessions in our state-of-the-art phantom head facility, and work on pig’s head and similar systems. As you move through the first year of the course you will progress to working on live patients under close supervision in the UCLan Dental Clinic. Here skills will be developed and assessed through Direct Observations of Procedural Skills (DOPS). The academic underpinning that supports this discipline will be developed though presentations, directed reading and case-based discussions, which you and others in the group will be expected to prepare and lead. Group sizes are generally small (typically <12 per cohort) leading to an informal and supportive learning environment where you can ensure that your own learning needs are being met.

As a student undertaking this course, you are bound by the Code of Conduct as specified by the General Dental Council and subject to the UCLan procedure for the consideration of Fitness to Practise. All students have a professional obligation to declare to the course leader any information which might affect this registration.

2.3 Module Registration Options

Discussions about your progression through the course normally take place in Semester 2 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 modules you will study and provide feedback and support where appropriate.

2.4 Study Time
2.4.1 Weekly timetable

A timetable will be available once you have enrolled on the programme, through the student portal.

2.4.2 Expected hours of study

For a module of 60 credits, this equates to 600 notional learning hours.
Study days typically start at 09:00 and end at 17:00. A detailed timetable of study days will be made available during your first induction day on the programme. 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.

Thus you should expect to allocate 1800 hours of total workload for the MSc.

2.4.3 Attendance Requirements

You are required to attend all timetabled learning activities for each module. Notification of illness or exceptional requests for leave of absence must be made to:

Students should report non-attendance to the hub email – AllenHubAttendance@uclan.ac.uk or by telephoning the hub on 01772 895566.

If you have not gained the required authorisation for leave of absence, do not respond to communications from the University, 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.

Each time you are asked to enter your details on Student Attendance Monitoring 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 student guide to regulations.

3. Approaches to teaching and learning

3.1 Expertise of staff

The Course Team is led by a GDC Specialist registrant Consultant in Maxillofacial Surgery, and is supplemented with other Specialists, Consultants and experienced clinicians. Highly experienced and appropriate non-clinically qualified staff are used to provide some of the academic and scientific underpinning to the clinical subjects. Clinical supervision is provided by experienced clinical staff with a proven track record in the successful use of clinical techniques and approaches in primary and secondary practice environment. Further details about the qualifications, clinical experience and current research interests of our staff can be found at: http://www.uclan.ac.uk/schools/dentistry/staff.php

3.2 Learning and teaching methods

Please note that our courses are not CPD events in which you will be "lectured at" and leave the event unchallenged and uninspired. Work in the early part of the course will comprise plenary lectures and practical sessions in our state-of-the-art phantom head facility, and work on pig's head and similar systems. As you move through the first year of the course you will progress to working on live patients under close supervision in the UCLan Dental Clinic. Here skills will be developed and assessed through Direct Observations of Procedural Skills (DOPS). The academic underpinning that supports this discipline will be developed though presentations, directed reading and case-based discussions, which you and others in the group will be expected to prepare and lead. Group sizes are generally small (typically <12 per cohort) leading to an informal and supportive learning environment where you can ensure that your own learning needs are being met.
You will need to undertake some written assessments, in Year 1 and 2, and also a practical assessment in Year 1. Your clinical activity throughout the programme will be assessed and you will be provided with feedback.

You will produce two detailed clinical case reports on integrated care, and be expected to discuss the case management under exam conditions at the end of Year 2. There will also be an unseen case for you to assess and then discuss with the examiners.

You will be expected to engage with the on-line module, and participate in group discussions and blogs, as well as completing the on-line assessments.

Your course lead will give you further information regarding the nature of the assessments and how they are marked.

3.3 Study skills
Study Skills - ‘Ask Your Librarian’

[https://www.uclan.ac.uk/students/support/study/it_library_trainer.php](https://www.uclan.ac.uk/students/support/study/it_library_trainer.php)

You can book a one to one session with a subject Librarian via Starfish. These sessions will help with questions such as “My lecturer says I need a wider variety of sources in my references, what do I do?”
"I need to find research articles, where do I start?"
"How do I find the Journal of ...?"
"How do I use RefWorks?"

The broader Study Skills and Research Skills requirements of an MSc programme are developed in Year 1 (module DX4017 Utilising the evidence base) and in Year 2 (module DX4027 Research Strategy). It is during these modules that you will develop the important skills of critical appraisal, academic writing and presentation that will help you continue with your professional development. The modules are delivered asynchronously, meaning that pre-recorded lectures and materials are provided through Microsoft Notebook. However, students are also required to engage in frequent critical discussion and collaborative tasks with colleagues using Microsoft Teams. Specific time periods are designated for completion of such tasks in order that all students can benefit. These are supported by an extensive range of materials on Blackboard and are assessed through coursework only. Should it be clear that any student needs more support in these areas, it is possible to refer them onto other support services within the University.

3.4 Learning resources

3.3.1 Learning and Information Services (LIS)

The best place to start when exploring the Library resources available to you is:

- Your ‘Subject Guide’ can be found in the Library Resources
- Your ‘My Library’ tab in the Student Portal
- Library search

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.
3.4.2 Electronic Resources
LIS provide access to a huge range of electronic resources – e-journals and databases, ebooks, images and texts.

As our part-time MSc students generally need access at home, not on campus, we have therefore invested in a significant portfolio of e-books and e-journal available through EBSCO to provide full-text coverage of over 250 journals in the fields of dentistry and medicine. Guidance on how to use this service will be given during your induction session.

3.5 Personal development planning
Personal Development Planning aims to encourage independent life-long learners who can reflect on, understand and plan for their learning.

In that this course is specifically designed for GDPs to develop their clinical skills and theoretical understanding of the subject matter, it is clear that the “career development” aspect of PDP is an essential foundation of the programme.

The PDP programme therefore focuses on encouraging you to reflect on your learning (and other life) experiences, towards taking directed actions to ameliorate weaknesses and build on strengths. You will be introduced to the concepts of reflective practice during your induction period, and will be expected to reflect on your performance after assessments and feedback sessions. These reflective statements will be an integral part of each module. You will also be expected to reflect on clinical situations and your response to them within your case portfolios during the course.

Independent learning is developed throughout this taught programme, which starts with a series of lecture and practical sessions, accepting that you may well at this stage be a rather dependent learner, and progressing through to an individual piece of research within the project module.

3.6 Preparing for your career
Your University experience is not only about achieving your chosen award, it is also about developing as a person and realising your potential. We want you to gain the skills and attitudes that will help you to achieve your goals and aspirations.

Your MSc programme will guide you towards acquiring enhanced clinical skills but equally importantly it will provide strong academic development that will ensure that your clinical practice is research informed. You will develop broader presentational, group working and interpersonal skills and will have the opportunity to reflect on how these clinical and nonclinical skills can be used in your clinical practice / business environment.

Your MSc qualification may simply enable you to practice with greater confidence and skill and provide an improved range of services to your patients. It can also be the springboard towards specialisation or the access point to higher training in hospital dentistry, academic appointments or a research career. Many recent UCLan MSc graduates have used the experience and training to expand their businesses while others have been appointed as both undergraduate and postgraduate teachers in other dental schools, or now hold consultant hospital posts.

4. Student Support
Information on the support available is at: https://www.uclan.ac.uk/students/
4.1 Academic Advisors

Within the School of Dentistry, the MSc Course Leads will also act as Academic Advisors. The role of the Academic Advisor is to provide a focal point for your academic development, to provide individual feedback on progress, to identify areas needing improvement and discuss strategies for achieving this, and to monitor attendance and progress through the course. The Academic Advisor also gives guidance to students following Assessment Boards. In addition, Academic Advisors should provide personal support, taking account of current problems in the student’s life, and be available for informal appointment through email or telephone requests.

Should you have issues that cannot be brought to the attention of the Academic Advisor, please contact the Head of School, APMagee@uclan.ac.uk, 01772 895915, in the first instance.

4.2 Students with disabilities

UCLan is committed to providing access to and removing barriers where possible for students with special needs. A range of policies and information about disability matters have been produced and can be accessed via the link below:

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

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

Should you need any advice regarding our processes, or have issues related to disability/learning difficulty, then please contact the School’s disability Lead - Elaine Austin eaustin@uclan.ac.uk for further advice / support.

4.3 Students’ Union

The Students’ Union offers thousands of volunteering opportunities ranging from representative to other leadership roles. We also advertise paid work and employ student staff on a variety of roles. You can find out more information on our website:

http://www.uclansu.co.uk/

5. Assessment

5.1 Assessment Strategy

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. Details of the assessments will be contained on the module pages within Blackboard.
Assessments are all summative (i.e. they count towards your overall grade) and may be supplemented by formative assessments, which are for your feedback only and allow you to gauge your own progress on the programme.

Assessments at this level are less about remembering facts, and more about critically appraising available information and constructing logical arguments. Clinical assessments may be by OSCEs, Direct Observations or viva examinations of your clinical cases and activity.

5.2 Notification of assignments and examination arrangements
As the course progresses, details of individual assignments will be notified to you as “assignment briefs” that will be posted onto Blackboard (and notified to you via email), together with the required submission times.

All written assignments must be submitted in through Turnitin in the relevant Blackboard module page.

Details of examination days will be given out during induction sessions at the beginning of each year. Precise examination arrangements (rooms etc.) will be emailed out via the School Office prior to the relevant dates.

5.3 Referencing
For all written essays, assignments and for research reports you will be expected to reference correctly. The main purposes of referencing are as follows:
• to acknowledge the sources of information that you have used
• to indicate to the reader the range and scope of your literature review
• to enable the reader to find the sources easily and quickly.

The references must therefore contain enough information for the item to be traced quickly in a library catalogue.

For all assignments we will expect you to use the Harvard referencing system under which the author and date of publication appear in brackets in the body of the text and a reference list at the end of the document contains all of the journals, books, etc. that are referenced in the text. Further details on the use of referencing, and the avoidance of plagiarism, will be provided during your course.

5.4 Confidential material
Please remember your ethical, professional and legal responsibilities to respect confidentiality and maintain the anonymity of individuals and organisations within any assignments submitted. It is especially important that you ensure that patients data is anonymised or removed from all work submitted as part of your taught programme. In addition patients should clearly give informed written consent to them being part of any portfolio of work that you might submit.

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 pseudoTurnitin 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.

5.6 How do I know that my assessed work had been marked fairly?
Assessment is an integral part of the course. Module staff work closely together to design assessments, agree the marking criteria and approve final versions of assessments to ensure that these are appropriate. The criteria for assessment will be communicated to you clearly during the module teaching.

All module staff engage in development and training in assessment, marking and feedback. Once the assessments have been completed the module team will discuss the assessment methods and marking criteria, prior to starting to mark, so that there is a common understanding of what is expected of students. All assessed modules have moderation built into the marking process. Moderation involves sampling students’ assessed work to make sure that the learning outcomes and agreed marking criteria have been interpreted and applied in the same way. This ensures that you and your fellow students are treated equitably and that the academic standards are applied consistently. During the marking process the module leader will co-ordinate moderation to ensure that at least 10% of assessed work (or a minimum of three pieces) has been reviewed by other markers and any concerns about consistency or accuracy addressed with the whole module team. Your work may or may not be part of this sample, but the processes for developing assessments and marking criteria as well as moderation mean that you can be confident that teaching staff are marking assessments to the same criteria. Module teams may then use feedback from moderation to improve clarity about the nature and purpose of future assessment, or to make changes if required.

Modules are also moderated externally. The module leader will arrange for the external examiner to receive a sample of work for review and comment. External examiners cannot change individual grades but can act as ‘critical friends’ and confirm that marking standards are in line with other, similar courses in the sector. If, on reviewing the sample, external examiners feel that the marking criteria have not been applied consistently the work of the whole cohort will be reviewed.

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.

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

You will have representation on the School of Dentistry's student staff liaison committee so that student concerns and suggestions can be fed back to the course team. This feedback is also raised at school management committees. It is taken seriously and acted upon. As a result of students’ comments, the business modules in all of the MSc courses were removed to allow students more clinical time. There are other feedback routes – via email, discussion forums on Blackboard, module feedback questionnaires or just speak to your supervisors.
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.

See University Handbook section 8.

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.

SSLCs will take place throughout the year. Minutes of these meetings will be circulated via email to the student cohort and actions addressed by the Course team, or passed onto appropriate bodies for consideration (e.g. the Library & Information Service, and Facilities Management). SSLCs will also consider External Examiner reports and any staff issues that may relate to the student body.

Evaluation questionnaires provide one of the most important means for you to express your opinion about your teaching and learning experience. They capture feedback on your experience within each module and inform staff about where improvements could be made. Your Course Leader will ensure that you receive the forms for completion - please complete and return these to ensure your voice is heard - all responses are anonymous. You are likely to see the module team responses to previous student feedback in your module handbooks / information packs.
### UNIVERSITY OF CENTRAL LANCASHIRE

**Programme Specification**

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

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

<table>
<thead>
<tr>
<th>1. Awarding Institution / Body</th>
<th>University of Central Lancashire</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Teaching Institution and Location of Delivery</td>
<td>Preston Campus, University of Central Lancashire</td>
</tr>
<tr>
<td>3. University School/Centre</td>
<td>School of Dentistry</td>
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</tr>
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<td>5. Title of Final Award</td>
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</tr>
<tr>
<td>6. Modes of Attendance offered</td>
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</table>
| 7b) JACS and HECOS Code | JACS A400  
HECOS 100266 |
| 8. Relevant Subject Benchmarking Group(s) | N/A |
| 9. Other external influences | 1. Care Quality Commission  
2. Indemnity agencies |
| 10. Date of production/revision of this form | November 2018 |

**11. Aims of the Programme**

- To develop a critical understanding of the clinical theory and associated research as applied to the safe and appropriate delivery of Oral Surgery treatment.
- To provide students with the opportunity to deliver safe and appropriate periodontal treatment in a primary care environment
- To provide students with the skills to undertake a systematic search of the data base, critically appraise and present their findings.

12. Learning Outcomes, Teaching, Learning and Assessment Methods

<table>
<thead>
<tr>
<th>A. Knowledge and Understanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1. Critically appraise and apply concepts, theories and contemporary knowledge relevant to the safe practice of Oral Surgery within a primary care setting</td>
</tr>
<tr>
<td>A2. Integrate and apply evidence-based concepts, theories and knowledge relevant to effective management, educational and personal developments, and clinical application in Oral Surgery</td>
</tr>
<tr>
<td>A3. Develop a strategy for, and complete a systematic search of the data base for dental health care research, and critically appraise and present the findings</td>
</tr>
<tr>
<td>A4. Prepare a proposal for a research project in Oral Surgery</td>
</tr>
</tbody>
</table>

**Teaching and Learning Methods**

Online study, including pre-recorded lectures, reading, critical discussion and collaborative tasks. Case based discussions, case presentations and seminars.

**Assessment methods**

Written and verbal assessments, clinical performance.

<table>
<thead>
<tr>
<th>B. Subject-specific skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1 Demonstrate competent practical skills in Oral Surgery</td>
</tr>
<tr>
<td>B2 Deliver appropriate and safe Oral Surgery for the benefit of the population, profession and personal development</td>
</tr>
</tbody>
</table>

**Teaching and Learning Methods**

Formal lectures, case based discussion, demonstrations and practical sessions in the skills laboratory, clinical sessions in the clinic.

**Assessment methods**

Practical assessments, written and verbal assessments and clinical performance.

<table>
<thead>
<tr>
<th>C. Thinking Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1. Adapt methods of learning under guidance and independently, to meet new patient led demands relevant to Oral Surgery.</td>
</tr>
<tr>
<td>C2. To be able to critically appraise the underpinning evidence base</td>
</tr>
<tr>
<td>C3. To be self critical and reflect on one’s own performance</td>
</tr>
<tr>
<td>C4. To continue to develop through self directed learning</td>
</tr>
</tbody>
</table>

**Teaching and Learning Methods**

Online study, including pre-recorded lectures, reading, critical discussion and collaborative tasks. Case based discussions, case presentations and seminars.

**Assessment methods**

Written and verbal assessments, clinical performance.
D. Other skills relevant to employability and personal development

D1. Collect, apply and present information, demonstrate effective problem solving, communication and self-management skills.
D2. Demonstrate knowledge, skills and professional attitudes appropriate to a dentist playing a leading role in promoting and disseminating knowledge of Oral Surgery

Teaching and Learning Methods

Case presentations and discussions, seminars

Assessment methods

Written and verbal assessments, clinical performance

13. Programme Structures*

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 7</td>
<td>DX4017</td>
<td>Utilising the evidence base</td>
<td>20</td>
</tr>
<tr>
<td>Level 7</td>
<td>DX4040</td>
<td>Clinical Oral Surgery 1</td>
<td>60</td>
</tr>
<tr>
<td>Level 7</td>
<td>DX4049</td>
<td>Clinical Oral Surgery 2</td>
<td>60</td>
</tr>
<tr>
<td>Level 7</td>
<td>DX4027</td>
<td>Research Strategy</td>
<td>40</td>
</tr>
</tbody>
</table>

14. Awards and Credits*

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 7</td>
<td></td>
<td>Exit Award PGCert Oral Surgery</td>
<td>Requires 60 credits at Level 7</td>
</tr>
<tr>
<td>Level 7</td>
<td></td>
<td>Exit Award PGDip Oral Surgery</td>
<td>Requires 120 credits at level 7</td>
</tr>
</tbody>
</table>

MSc Oral Surgery
Requires 180 credits at level 7

15. Personal Development Planning

Personal Development Planning (PDP) is a core learning process for all levels of higher education, work-based learning and continuing professional development. The University is committed to PDP being a part of every course at all levels. PDP at postgraduate level is about students continuing to develop, for example, skills of reflection on their academic, personal and professional development, and self awareness of their skills and attitudes. PDP is about students improving their learning and performance by taking responsibility for their development, and developing independent learning skills. It is important, therefore, for students to identify their strengths and weaknesses, set goals and action plans for further development, and compile their own records of learning experiences and achievements. A further aspect of PDP is related to students reviewing their progress and managing their future career development and lifelong learning.

Students will be briefed and given guidelines to support their PDP, and web resources at the University are also provided.

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.

Applicants admitted onto the course will meet the following requirements:
• Be registered with an appropriate regulatory body and be a practicing dentist
• Be registered with a defence union.
• Hold a current certificate of immunisation against communicable disease (Hepatitis B)
• Have sufficient competency in English language (IELTS Level 7 or equivalent)

All suitable applicants will be interviewed. Interview procedures and decisions regarding applications will be conducted within the University's policies on equal opportunities and admissions.

17. Key sources of information about the programme

• University website
• School handbook
• Course lead
## 18. Curriculum Skills Map

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Core (C), Compulsory (COMP) or Option (O)</th>
<th>Knowledge and understanding</th>
<th>Programme Learning Outcomes Subject-specific Skills</th>
<th>Thinking Skills</th>
<th>Other skills relevant to employability and personal development</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DX4017</td>
<td>Utilising the evidence base</td>
<td>Comp</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEVEL 7</td>
<td>DX4040</td>
<td>Clinical Oral Surgery 1</td>
<td>Comp</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DX4027</td>
<td>Research Strategy</td>
<td>Comp</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DX4049</td>
<td>Clinical Oral Surgery 2</td>
<td>Comp</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
Learning outcomes for the award of: PGCert Oral Surgery

A1. Critically understand and apply concepts, theories and contemporary knowledge relevant to the safe practice of Oral Surgery within a primary care setting
A2. Integrate and apply evidence-based concepts, theories and knowledge relevant to effective management, educational and personal developments, and clinical application in Oral Surgery
A3. Develop a strategy for, and complete a systematic search of the data base for dental health care research, and critically appraise and present the findings
B1 Demonstrate competent practical skills in Oral Surgery
C1. Adapt methods of learning under guidance and independently, to meet new patient led demands relevant to Oral Surgery.
C2. To be able to critically appraise the underpinning evidence base
C3. To be self critical and reflect on one’s own performance
C4. To continue to develop through self directed learning
D1. Collect, apply and present information, demonstrate effective problem solving, communication and self-management skills.

Learning outcomes for the award of: PGDip Clinical Oral surgery

A1. Critically appraise and apply concepts, theories and contemporary knowledge relevant to the safe practice of oral surgery within a primary care setting
A2. Integrate and apply evidence-based concepts, theories and knowledge relevant to effective management, educational and personal developments, and clinical application in oral surgery
A3. Develop a strategy for, and complete a systematic search of the data base for dental health care research, and critically appraise and present the findings
B1 Demonstrate competent practical skills in oral surgery
B2 Deliver appropriate and safe oral surgery for the benefit of the population, profession and personal development
C1. Adapt methods of learning under guidance and independently, to meet new patient led demands relevant to Oral surgery.
C2. To be able to critically appraise the underpinning evidence base
C3. To be self critical and reflect on one’s own performance
C4. To continue to develop through self directed learning
D1. Collect, apply and present information, demonstrate effective problem solving, communication and self-management skills.
D2. Demonstrate knowledge, skills and professional attitudes appropriate to a dentist playing a leading role in promoting and disseminating knowledge of Oral surgery