

Programme Guide

2019/20

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Welcome



Welcome to Liverpool John Moores University

Liverpool John Moores University (LJMU) offers you an exceptional student experience, founded on high quality teaching, ground-breaking research and extensive links with employers, entrepreneurs and business leaders.

This next step on your academic and personal journey will shape your future career and the rest of your life.

University is about more than attending lectures, writing essays and revising for exams - it is about acquiring the experiences and skills that will enable you to tackle all of life's challenges.

LJMU is a great place to be a student. We do some amazing things and we have fantastic opportunities for you to get involved with in the city and in university life, so you can make the most of your time here and enjoy yourselves.

Your lecturers, support staff and everyone at LJMU want you to succeed in your studies. We want you to have the best years of your life at LJMU - the most challenging, the most enjoyable and the most rewarding; building friendships, relationships and skills to last a lifetime.

All university staff and our Students' Union are here for you; if you have a problem, you need advice or if you are feeling a bit out of place and unsure, you can talk to us.

It is our pleasure to welcome you to Liverpool and to LJMU - to help you achieve your potential.

Introduction to your programme

Congratulations and a huge welcome to you on joining the BSc (Hons) Paramedic Science. As you embark on your student experience beginning with the induction programme we hope that you will soon feel at home and familiar with the programme and all your surroundings. Our programme is full of new challenges for you, but you are not on your own; we have a dedicated and experienced programme team to guide you. Of course, you are part of a student cohort on this programme but you are also part of the wider university. Your experience is our focus, and we know you will have a rewarding and fulfilling time. The programme will stretch your abilities and enable you to reach academic and clinical practice levels that you may never have experienced previously. The work is demanding, and will take a high level of dedication and commitment from you, but it is enjoyable. You will have the opportunities to experience clinical placements that will provide you with an insight into the wider context of the paramedic and you will work alongside health professionals from a diverse range of backgrounds. Experience tells us that you will make friends for life as you share your experiences with your student cohort.

We are very proud of our programme at LJMU and of the close and successful relationships, we have established with our placement partners. The North West Ambulance Service (NWAS) NHS Trust provide excellent opportunities for your development, and their Practice Educators support your learning throughout your programme. In addition to NWAS, you will have experiences in NHS Acute, Primary Care and Mental Health Trusts, as well as the independent and voluntary sector. Our aim is that you graduate in three years' time as a competent and confident paramedic, who employs the highest standards of professionalism and patient care. We want you to be prepared for the demands of your future career and for the rapidly evolving paramedic profession.

Upon successful completion of the programme, you will be eligible to register with the Health and Care Professions Council (HCPC), the professional statutory and regulatory body for Paramedics. This programme is validated by the HCPC.

We want you to have a very positive experience on the programme. You will be supported by a personal tutor for the time you are here, and for the first year group, a student 'buddy' who will help you find your feet. We appreciate that everything will be new and perhaps a little strange when you first arrive but you will soon settle in to university life and begin your student journey.

I hope that you will work hard on your programme and I wish you lots of luck and happiness. I will look forward to meeting you all very soon.

Kay Hughes

Programme Lead

BSc (Hons) Paramedic Science.

What you need to know about your programme

This is a three-year programme for full-time students. You will gain 120 academic credits at level four at the end of year one, another 120 academic credits at level five at the end of year two, and on completion of year three you will receive another 120 academic credits at level six, which will complete your degree.

Within this programme, the successful completion of units of learning, known as modules, will result in the achievement of credits. The attainment of 360 academic credits in this programme means that you will be eligible for the award of Bachelor of Science with Honours in Paramedic Science.

This programme is designed in line with Health and Care Professions Council (HCPC), College of Paramedics (CoP), Liverpool John Moores University requirements. Integral to these requirements is the balance between theoretical and practice learning. In addition, your programme has been developed in partnership with service providers.

Upon successful completion of this course, you will be a knowledgeable, competent and effective practitioner who understands the context of out-of-hospital and pre-hospital care. You will have achieved the following programme aims:

1. Enable students to effectively manage specific groups of patients autonomously in the out of hospital setting, referring those patients who fall beyond their scope of professional practice and being able to practice within legal and ethical boundaries.
2. Develop and promote in students, the skills of critical, analytical and reflective thinking within an evidence and research based practice framework associated with the clinical settings.
3. Promote the ethos of life-long learning and advance a sense of personal and professional responsibility and commitment to ongoing education and development.
4. Prepare students to work effectively and competently as a member of a multi-disciplinary team and multi-professional learners.
5. Promote effective learning in both educational and practice environments.
6. Provide opportunity for progression to Master's level study.
7. Prepare students to exercise judgment in the selection of appropriate care and treatment interventions, defining and meeting individual needs and preferences during all stages of the patient pathway.
8. Prepare students to apply the physical, life, social, health, behavioural and clinical sciences to the delivery of care.
9. Develop and present leadership attributes including the underpinning knowledge associated with non-technical skills.
10. Enable students to apply health informatics associated with the paramedic profession and the wider health service.
11. Prepare students to manage and understand the resilience attributes associated with the demands of the profession.
12. Develop and understand the principles and processes related to safeguarding across the age ranges.
13. Promote equality and diversity understanding for learners.
14. Uphold and adhere to the standards of conduct, performance and ethics highlighted by the HCPC.

How will your programme be taught?

Your programme will be taught between two main buildings, The City Campus in Tithebarn Street and the Henry Cotton Building in Webster Street. There is a major refurbishment programme currently in Tithebarn Street, but your timetable will tell you specifically where you need to attend.

As you attend the introductory sessions for each module, you will be informed, by the module leader, of all the assignment requirements, the timetable, and specific aspects relating to each module. Every module leader will support your learning and inform you of what may be expected in each lecture and of the support offered outside the classroom.

The programme is structured into university attendance / placement blocks. In terms of the theory aspect,, four weeks attendance within the faculty allows for a more detailed, continuous and joined up facilitation of learning. Similarly, the four weeks in practice allows students to experience either the 'Hub' or 'Spoke' placement areas. 'Hub' placements are assessed placements with North West Ambulance Service NHS Trust (NWAS) and 'Spoke' placements are non-assessed non-ambulance placements within the wider healthcare community.

The programme design reflects key drivers that have influenced paramedic higher education:

- Quality Assurance Agency (QAA) Benchmark statements Paramedics (2016)
- HCPC Standards of Proficiency
- HCPC Standards of Conduct, Performance and Ethics
- HCPC Standards of Education and Training
- The framework for higher education qualifications in England, Wales and Northern Ireland (The Quality Assurance Agency 2008)
- High quality care for all: NHS next stage review, final report (DH 2008a)
- A high quality workforce: NHS next stage review (DH 2008b)
- Essence of Care (DH 2010a)
- Paramedic Curriculum Guidance and Competence Framework. College of Paramedics (2017)

By responding to these key drivers, the programme team have developed a portfolio of modules, which prepare students for application to the HCPC. The Paramedic programme has been designed to prepare future practitioners, who will value the teams they work with and the service users they care for. It is envisaged that graduates will be able to work effectively in a dynamic healthcare system and will continue to develop personally and professionally. It is expected that graduates will become effective practitioners, educators, leaders and researchers in healthcare

Using technology to enhance your learning

Canvas is the University's Virtual Learning Environment giving you access to learning materials, assessment activities, discussion forums and announcements for each of the modules you study. Canvas integrates with your Office 365 so you can synchronously work on documents in the cloud and submit and share them within the VLE. Canvas communicates with you on your terms; you will be able to choose where you access your Canvas notifications-you can have them sent to your email, phone or Twitter account. Tutors can communicate with you in a variety of ways; they may include audio or video comments as part of a course discussion and when marking your work; additionally, you will also have the option to use multimedia tools to enhance your contributions in interactive activities. Canvas is also fully mobile compatible and a mobile version of it is available for use with iPhone, iPad, iPod Touch, Android and Blackberry devices. You can download the App from your normal App store.

Canvas is also used as a means of submitting assignments; your tutors will assist you with the process. You may also have access to a Programme site where you will be able to engage with staff and students from all levels of your programme of study. Please make sure you engage with all learning activities both within and outside the curriculum.

If you need help with using Canvas, then a range of online help resources, including written guides and videos is available via the Canvas Student Community <https://community.canvaslms.com/community/answers/guides>.

If you have technical issues accessing Canvas, you should visit the Hub and Helpdesks in the Library or complete an Online Help Form, accessed through the LJMU Off Campus support service at www.ljmu.ac.uk/microsites/library/about-ljmu-libraries/contact-us. You can also obtain assistance from Canvas Support which is available 24/7, 365 by telephone, Chat or email. Just click on the Help link in the navigation panel when you are logged in to Canvas.

Each module tutor will guide you through the module site on Canvas to help you find all your sessions and specific supporting information.

Directed Study Week

Directed Study Week includes a wide variety of workshops, digital classes and webinars delivered by academics and professional services staff from across the university. The aim of these is to support your further development as a learner. They will give you tactics and techniques to help you achieve your potential and maximise your progress through university.

Timetabling and attendance

The more effort you put in, the more you will get out of being at LJMU. This will be reflected both in your academic marks and your personal and professional development. Please make every effort to attend all of your timetabled activities.

It is your responsibility to attend all your timetabled classes and lectures as well as any tutorials, seminars, fieldtrips or other activities delivered as part of the modules you are studying.

The student attendance policy can be accessed at www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process

You are expected to attend all your sessions and planned activities. Details will be included in your timetables and via emails for your programme team.

Disclosure and Barring Service

You are registered on a degree programme that brings you into contact with children and/or vulnerable adults. Therefore, you are required to apply for a check with the Disclosure and Barring Service through the University. The Faculty has a Criminal Convictions Panel, with external members, at which any trainee whose check shows evidence of a Police record is considered in the context of their suitability to remain on their chosen course of study.

Your Personal Tutor

You will have a Personal Tutor whose role is to support and oversee your development and progression through the programme. They will also help you find appropriate University support should issues arise that impact on your ability to complete your studies successfully. You will have a scheduled opportunity to meet individually with your Personal Tutor at least twice per year, but you may of course contact them as and when needed.

You will be introduced to your personal tutor during the induction period and tutorials will be set up for the tutor to explain how you will be supported during the programme.

Personal Development Planning

Personal Development Planning (PDP) is a structured process intended to help you become a more effective, confident and independent learner. It will support you in gaining knowledge of your strengths but also of areas in need of further development related to your academic, personal and professional aspirations. You will be enabled to undertake Personal Development Planning through your programme.

You will be introduced to your personal tutor during the induction period and tutorials will be set up for the tutor to explain how you will be supported during the programme.

Personal Development Planning (PDP) is a structured process intended to help you become a more effective, confident and independent learner. It will support you in gaining knowledge of your strengths but also of areas in need of further development related to your academic, personal and professional aspirations.

Everything regarding PDP and personal tutors will be explained to you when you start your induction period.

For additional support, first year students will be allocated a 'buddy'; a second year student who will support them during the year. This very successful scheme helps new students settle into university life and provides them with a source of support and a wealth of useful information. Second year 'progressing' students will have gained a huge amount of knowledge in relation to placement tips and contacts, travel arrangements, and study support.

Learner Digital Engagement

We know that establishing good study habits and maintaining contact (i.e. engagement) is directly linked to succeeding at University. The Learner Digital Engagement (LDE) reporting solution brings together data from the following systems to calculate the “digital engagement rating” of students in levels 3 and 4;

- how often they use Canvas
- loan books from the Library (titles are not recorded)
- use of the University’s e-books and journals (titles are not recorded)
- use of network printers
- logons to one of the University’s computers, or connection using off-campus applications
- attendance at timetabled activities

The information is available to each student’s Personal Tutor, Programme Leader, Director of School/Head of Department, and Student Engagement Officer(s). Authorised staff receive a weekly email notifying them if any of their students are not engaging and have access to a report showing engagement data for all their students. You will have direct access to your own engagement data via an app from the start of the 2019-20 academic year.

The aim of the LDE system is to enable early identification of students at risk of withdrawing, so that staff can offer timely assistance to help ensure they complete their studies.

Key contacts

First name Last name, *Director of School*

The Director is responsible for overall management of School policy, strategic developments, and line-management of School staff and control of School resources. They are responsible for representing the School at Faculty and institutional levels.

Contact Details

Prof. Raphaela Kane, Interim Dean of Faculty

Email address: R.Kane@ljmu.ac.uk

Dr. Phil Carey, *Director of School*

The Director is responsible for overall management of School policy, strategic developments, and line-management of School staff and control of School resources. They are responsible for representing the School at Faculty and institutional levels.

Contact Details

0151 231 4125

Email address: P.Carey@ljmu.ac.uk

Name	Profile	Room	Extension	E-mail (@ljmu.ac.uk)
John Ambrose	https://www.ljmu.ac.uk/about-us/staff-profiles/faculty-of-education-health-and-community/nursing-and-allied-	2.34 (HC)	4054	j.ambrose@ljmu.ac.uk
Kay Hughes	https://www.ljmu.ac.uk/about-us/staff-profiles/faculty-of-education-health-and-community/nursing-and-allied-health/kav-	2.35 (HC)	5842	k.hughes@ljmu.ac.uk
Denise Dixon	https://www.ljmu.ac.uk/about-us/staff-profiles/faculty-of-education-health-and-community/nursing-and-allied-	2.27 (HC)	4131	d.dixon@ljmu.ac.uk
Dave Preston	https://www.ljmu.ac.uk/about-us/staff-profiles/faculty-of-education-health-and-community/nursing-and-allied-	2.35 (HC)	4131	d.j.preston@ljmu.ac.uk
Ron Harris	https://www.ljmu.ac.uk/about-us/staff-profiles/faculty-of-education-health-and-community/nursing-and-allied-	2.35 (HC)	4585	r.harris@ljmu.ac.uk
Jason Comber	https://www.ljmu.ac.uk/about-us/staff-profiles/faculty-of-education-health-and-community/nursing-and-allied-	2.27 (HC)	4123	d.j.comber@ljmu.ac.uk

Modules

Your programme is divided into levels and each level into a series of smaller units of study called modules. Each module explores a subject relevant to your programme of study. What you will learn in each module is described by its intended learning outcomes. These outcomes form the basis for the criteria against which you will be assessed in order to gain credit from the module.

Core and Option Modules

Depending on your programme, modules may be designated as either a Core or an Option:

- Core modules are compulsory. You must complete these in order to proceed to the next level of the programme.
- Where option modules exist they offer choice from within a range of modules to be studied. Choice of modules may enable you to pursue particular areas of interest or to develop particular subject specialisms. In making a choice you may find it useful to think about future study and career aspirations.

The following modules are offered to students studying in 2019/20:

These are all core modules:

Year 1

4001PM Foundations of Communication and Professionalism (10 credits)
 4000PM Structure and Function of the Human Body (20)
 4002PM Illness, Diagnosis and Treatment (20) year long
 4003PM Introduction to Clinical Skills (20)
 4005PM Anatomy and Physiology in Health and Illness (20)
 4006PM Clinical Skills for the Developing Paramedic (20)

Year 2

5000PM Research Methodologies for Paramedics (10)

5001PM Pathophysiology (20)
5002PM Clinical Examination, Assessment and Decision making (20) year long
5003PM Advanced Clinical Skills (20)
5004PM Promoting Professional Values (10)
5005PM Applied Pharmacology for Paramedics (20)
5006PM Managing the Critically ill Patient (20)

Year 3

6000PM Practice Education for Paramedics (20)
6001PM Enhanced Clinical Skills (20) year long
6002PM Expanding Research in Paramedic Practice (20)
6003PM Healthcare Leadership (20)
6004PM Dissertation (40) year long

You and LJMU

We want you to have the best student experience possible so please don't be afraid to approach LJMU staff if you need any advice. For information on all the student support services, including study skills workshops, go to: www.ljmu.ac.uk/students/supporting-your-study.

The University's rules and regulations cover everything from freedom of speech and dealing with difficult personal circumstances to payment of fees and programme information. Their function is not to limit your experiences at LJMU but rather to protect your rights as a student and to define your responsibilities as a member of the University. You'll find more details in the Student Handbook:

www.ljmu.ac.uk/students/supporting-your-study/student-policy-and-regulations.

LJMU promotes an environment where everyone is treated equally and with dignity and respect. We operate a policy of zero tolerance towards any form of discrimination, harassment or bullying, including cyber-bullying. Any students or staff found to be engaging in this type of activity will be subject to the University's disciplinary procedures.

For more information on what LJMU expects with respect to student behaviour, read the Student Code of Behaviour and Disciplinary Procedures:

www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process.

The approaches the University takes to enhance teaching and learning are set out in the Teaching and Learning Strategy 2017-2022. The University sets targets in relation to the student experience which include NSS satisfaction scores for teaching and for assessment and feedback, and outcomes for student retention and achievement. The Teaching and Learning Strategy is supported by Faculty Plans and each Faculty identifies priorities and actions for the forthcoming academic year.

www.ljmu.ac.uk/microsites/teaching-and-learning-academy/educational-policies-and-guidance.

MyLJMU

MyLJMU (my.ljmu.ac.uk) is a portal for LJMU students, offering easy access from a single location to vital tools and information to support your student journey. It works equally well from a mobile or desktop device and was developed in response to user feedback. You'll see it in the 'Quick link' icons on the LJMU Student Homepage.

MyLJMU includes links to *Applications* such as Canvas, Email, Office 365 and PC/Room Bookings. You can also access *Course* information like timetables and results. It allows you to book appointments with staff, manage your University accounts and to access University forms and letter requests, all from one place.

There's also other *useful information* about connecting to Wifi, setting up access to emails on a portable device and access to home use software

Please take a minute to look at the portal and familiarise yourself with the range of support available.

International students

LJMU's International Student Advisers are dedicated to helping international students settle into life at Liverpool and the University. They are experienced in dealing with the kinds of issues that international students may face when moving to a new country, such as visa renewal, accommodation, financial concerns and the natural challenges emerging from developing a new 'home away from home'. For more details, go to: www.ljmu.ac.uk/discover/student-support/international-student-support , email: internationaladvice@ljmu.ac.uk or call 0151 321 3673. Further information is also available in the Student Handbook: www.ljmu.ac.uk/students/supporting-your-study/student-policy-and-regulations.

International students are subject to different attendance and enrolment regulations as set out by the UK Visas and Immigration Agency. For more details on LJMU's international attendance policies, go to: www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process.

Social media and you

We want your LJMU experience to be as enjoyable as possible so take a moment to consider your use of social media: your privacy settings, what you share and how it might reflect on you or the University, especially with respect to flatmates, fellow students and University staff. How you present yourself online may be noticed by potential employers in the future, and for courses leading to professional qualifications students are required to adhere to standards and Codes of Conduct defined by Professional, Statutory and Regulatory Bodies, so check if these apply to you.

If you need practical support and advice on personal issues arising from social media, contact Student Advice and Wellbeing. LJMU provides guidelines on using social media and follows strict procedures regarding behavioural standards.

Connect with LJMU on our social channels to keep up-to-date, get quick answers to queries and enhance your learning; lots of schools and programmes have their own dedicated accounts too. Visit www.ljmu.ac.uk/students/supporting-your-study/social-media for more information on using social media while studying at LJMU.

Tuition fees and student funding

LJMU's Student Advice and Wellbeing services team offers free, expert and confidential advice and guidance on the range of student funding available, including student loans, grants, bursaries and scholarships, disabled students allowance, parents learning allowance, childcare and adult dependants grants, and eligibility for benefits while you are studying. To make an appointment to see an advisor, call into the Aquinas building or email Moneyadvice@ljmu.ac.uk.

Remember, the consequences of not paying your tuition fees range from having your IT and borrowing rights removed to ultimately losing your place at the University. So please do not delay sorting out payment. For more details go to: www.ljmu.ac.uk/discover/fees-and-finance.

Libraries

In each of LJMU's three campuses – IM Marsh, City and Mount Pleasant – you'll find a library. These provide access to many services available to assist you as a student at LJMU. Libraries contain general and special collections, study spaces and computing resources as well as specialist staff who can advise on a range of academic skills. You must bring your student ID card to access the Library buildings. The library homepage provides more information at www.ljmu.ac.uk/library.

Facilities and Services:

- **Library collections**, print and electronic
- **Study spaces**, group study spaces, quiet and silent areas, with self-service booking for study rooms
- **PCs and laptops**- with self-service booking for some PCs
- **Academic Skills** – ranging from essay writing techniques, referencing, and revision skills, to Maths and Statistics support, via our dedicated drop-in sessions. Further details can be found at <https://www.ljmu.ac.uk/microsites/library/skills-ljmu>
- Ask at the **Hub** to help you get the best from the library collections, specialist staff and IT resources.

Each Library offers an identical range of services plus library and study materials tailored to meet the academic needs of the Faculties and students it supports. Information about library locations can be found here: www.ljmu.ac.uk/microsites/library/about-ljmu-libraries/visiting-the-library/library-locations.

Library Opening hours:

The Aldham Robarts and Avril Robarts library buildings are open 24/7 during semester time. The I M Marsh library is also open every day during semester time.

For exact library opening hours, please go to: www.ljmu.ac.uk/microsites/library/about-ljmu-libraries/visiting-the-library.

From May 2019 until the end of 2020, the Avril and Aldham Robarts libraries will both be refurbished in stages. Floors may be closed at time for building work and the latest information will be posted on our Library Enhancement Project web page: www.ljmu.ac.uk/microsites/library/lep.

Staff in the libraries are always happy to help. You can contact them in person at the Hub or Helpdesk, by telephone: (0151) 231 3179 or online: www.ljmu.ac.uk/microsites/library/about-ljmu-libraries/contact-us. There is an online chat service on the web pages and library staff can also respond to enquiries on Twitter: @ljmulibrary during normal service hours.

Student Advice and Wellbeing Services

Student Advice and Wellbeing Services are committed to ensuring that students benefit from their time at the University by having access to appropriate and timely information, support and guidance, and advice on practical aspects of study. There are a wide range of services available covering all aspects of student life (personal, financial, emotional and academic) and we are here to help. For further information on the range of support available, check out www.ljmu.ac.uk/discover/student-support.

Student Engagement Officers are located within all Faculties and are intended to be the first point of contact for students with concerns or issues. Details are available at www.ljmu.ac.uk/students/supporting-your-study or by emailing studentengagement@ljmu.ac.uk.

For students with additional needs the service also offers dedicated Disability provision and Study Skills support. The Disability team will be able to advise on the availability of support both internal to the University and externally through Disabled Student's Allowance, based on individual need. Further information can be found at www.ljmu.ac.uk/discover/student-support/students-with-a-disability.

Counselling and mental wellbeing services are available to all students and further information can be found at www.ljmu.ac.uk/students/supporting-your-study/health-and-wellbeing.

How your studies will enhance your career prospects

Work Related Learning

Work related learning is included in every degree programme in some way, so every student has the opportunity to engage in real world projects or go on placements and apply their skills in the context of the world of work. The work is organised and supported by academics in the faculty.

A large proportion of this programme involves placements in the clinical field. You will be informed of your placements during your induction, and receive guidance from the Practice Education Facilitators (PEFs) who support you in practice. You will also have access to a Guide to Practice for Student Paramedics.

Career Development and Employability Support Programme

The Student Advancement team provide a comprehensive range of opportunities to develop your career in graduate employment or as an entrepreneur.

All Level 4 students will have an opportunity to engage with the first stage of the '**CareerSmart**' programme, designed exclusively for LJMU students, as an integral part of the core module of study. The '**CareerSmart: Explore**' e-learning tool will introduce you to the steps involved in making informed choices about your career. It enables you to consider your strengths and development areas, career motivators, the options available to you and the necessary steps to take to achieve your career goals.

Subsequent stages to the programme are available: '**CareerSmart: Experience**', which focuses on the value of work-related learning by finding out about the range of opportunities available; and the '**CareerSmart: Engage**' resource, which supports you through each stage of the graduate recruitment process, including the job search, application process and selection methods – interviews, psychometric tests, assessment centres and more. Click here for more information: www.ljmu.ac.uk/careers/careersmart

The CareerSmart programme compliments the wide range of career-related provision and services available to LJMU students to support your personal development and boost employability skills throughout your studies. This includes: support to start your own business or apply your enterprise skills; access to Careers Zone 24/7 - LJMU's digital careers platform (www.ljmu.ac.uk/careers/careers-zone-digital-careers-tools); a range of employer events for recruitment and networking opportunities (<https://careers.ljmu.ac.uk/>); bespoke content delivered through your curriculum; and one to one careers information, advice and guidance available in the campus Careers Zones.

Where can I find out more about Careers and Employability Support at LJMU?

For more detailed information about the careers and employability support available at LJMU, call into your nearest Careers Zone (at Aldham Roberts Library, Byrom Street and IM Marsh Library), visit the Careers Team website www.ljmu.ac.uk/careers email careers@ljmu.ac.uk or call 0151 231 2048/3719.

To find out more about the support available for potential and actual student entrepreneurs, call in to the Centre for Entrepreneurship in Aldham Roberts Library, call 0151 231 3300, visit the website at www.ljmu.ac.uk/startup or email startup@ljmu.ac.uk.

Module registration

As you progress through your programme of study your registration on core modules for the following year will be processed automatically. If you are on a programme that contains option modules at the next level you will be contacted by email before the next enrolment period, with a link that takes you to your option choices, and asked to register your choices. By selecting the modules that you want to study in the following year you make it possible for the University to provide you with a timetable in advance of your return.

Checking your Details

Prior to the start of the next academic year, you will be invited to complete a Student Registration form to check the personal information that the University holds about you and make any necessary amendments. This process indicates your intention to return to the next level of your programme of study. At this stage you will also be asked to confirm how you will pay tuition fees for the next academic year. You will also be able to view the modules that you will be registered for in the next academic year.

Where to get help

LJMU has a dedicated Student Registration Helpline you can contact should you encounter any problems or have any queries – tel: +44 (0) 151 231 3289 email: studentregistration@ljmu.ac.uk.

Submitting coursework

Each module leader will inform you of the assessment details for that module during the module introduction at the beginning of each semester.

The submission of course work is usually electronic, via Turnitin. Each module leader will explain this.

The University acknowledges that there may be occasions when a student's performance in assessment may be adversely affected by serious and exceptional factors outside of their control. Such events include sudden acute illness or close personal bereavement.

The Personal Circumstances procedure operates within specific deadlines following the affected assessment event.

For information about the Personal Circumstances process please visit: www.ljmu.ac.uk/academic-registry/student/registry-services/assessment-coursework-and-examination/problems-completing-your-assessment

Marking criteria

Marking/Assessment criteria set out the knowledge, understanding and skills that you are expected to demonstrate in the particular assessment task(s). These criteria are based on the intended learning outcomes and should help you in identifying what you need to do in order to achieve a particular mark in the given assessment task. Tutors use these criteria when marking your assignments to determine the mark given and to provide feedback to you on your performance.

Institutional Grading Descriptors can be accessed in Appendix C of the Curriculum Design Guide here; <https://www.ljmu.ac.uk/about-us/public-information/academic-quality-and-regulations/academic-framework>. Please check for specific guidance and criteria supplied by module leaders.

Each module leader will explain the grading criteria to you, and provide examples on their module sites on Canvas.

Feedback strategy

Feedback is a critical part of the learning process. The purpose of feedback is not restricted to providing information on your performance on a single assignment but is also to support your development in future assessments.

LJMU's policy on feedback determines that:

- **Student assessment deadlines will be published alongside University feedback deadlines**

Details of assessment submission deadlines and feedback return will be provided in programme and module guides.

- **Feedback will be available 15 working days after the assessment deadline**

Unless otherwise stated, you should expect to receive feedback on assessed written coursework (not examinations or dissertations) 15 working days after the assessment deadline. Feedback may mean marks as well as more detailed written comments; the marks will be subject to moderation, so should not be taken as the final mark.

Working days exclude Saturday and Sunday, bank holidays and any other day on which the University is closed.

- **Feedback will relate to the assessment criteria**

All assessment tasks are marked according to published assessment criteria, as described above. Tutors will use these criteria when providing you with feedback to help you to understand how well you have done and why. In this way, feedback should be helpful to you in subsequent similar assessment tasks in any modules.

- **Students will be entitled to face-to-face feedback on their first piece of assessed work**

Early on in each year of study you will have an opportunity for face to face feedback on a piece of assessed work. This will not necessarily be in a one to one meeting with your tutor but may be done in a group setting, such as a tutorial.

Fairness, consistency and standards

For every piece of work that is formally marked there will be procedures in place to ensure that the marking is fair, consistent and upholds academic standards. For most assessments, including examinations, there is anonymous marking so that the marker does not know the student who has produced the work. A proportion of the work will be marked by a second member of staff. External examiners, experts in the subject from outside the University, are appointed to every programme and will look at samples of work from across the programme. These procedures will ensure that students work is properly and fairly marked, and any potential bias are removed. Once the marks for all the assessments on your programme have been moderated and finalised a Board of Examiners can meet.

The role of external examiners

The University appoints an external examiner to all its programmes. They will either be from another University or Higher Education Institution, or from industry where that plays a major role in your programme. The role of the external examiner is to provide informative comment and recommendations upon whether or not:

- the University is maintaining the threshold academic standards set for awards in accordance with the frameworks for higher education qualifications and applicable subject benchmark statements
- the assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme(s) and is conducted in line with the University policies and regulations
- the academic standards are comparable with those in other UK higher education institutions and that programme content is current and up-to-date
- the achievements of students are comparable with those in other UK higher education institutions.
- the external examiner also provides informative comment and recommendations on:
 - good practice and innovation relating to learning, teaching and assessment
 - opportunities to enhance the quality of the learning opportunities.

External examiners report to the University annually. This report is discussed and available to student representatives at Board of Study meetings. The External Examiner report will be made available to all students. Please ask your Programme Leader or Student Representative for further information.

External Examiners are appointed to ensure the quality management of HE programmes and it is not part of their remit to communicate with individual students. For this reason, please do not make direct contact with External Examiners in respect of your assessed work or performance. Any issues should be relayed directly to the Module or Programme Leader.

The External Examiner for the BSc (Hons) Paramedic Science degree is Sharon Hardwick from Worcester University. She will visit the University for the Board of Examiners and to meet the programme team, and students.

Progression and classification

Students are required to attempt all items of summative assessment at the appointed time as a condition of the award of credit. Failure to do so will be deemed by the Board of Examiners to constitute failure in the module unless a claim for Personal Circumstances or Special Mitigation is found valid. See the Undergraduate Academic Framework Regulations, section UG.C4.3 and UG.C4.4 for further details www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/246.pdf.

If you are following an undergraduate degree programme and you pass all your modules at Level 4 you will have 120 credits and will progress to Level 5. Similarly, at Level 5 if you achieve 120 credits at this level you will progress to Level 6.

If you have not achieved 120 credits at the first attempt, you may be allowed a referral in the modules you have failed.

Classification of final Bachelor's degree award

Under the University's Academic Framework Regulations, you need to achieve 120 credits at each level in order to get a traditional Bachelor's degree (for other programmes please refer to the Undergraduate Academic Framework Regulations at www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/246.pdf).

You must pass Level 4, your first year, but the marks you obtain are not taken into consideration for your degree classification. Classification of your degree will be calculated by counting your overall Level 5 mark as 25% of your final award mark, with the remaining 75% coming from your Level 6 marks. See the Undergraduate Academic Framework Regulations, section UG.C8.1 for further details

www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/246.pdf.

If there is a professional body associated with your programme, you need to know if any additional regulations apply to your programme. Where this is applicable, further information is available in the professional accreditations section of this guide.

Award marks determine what class of degree you will be given as follows:

- First – overall mark of 70% or above
- 2:1 – overall mark between 60 and 69%
- 2:2 – overall mark between 50 and 59%
- 3rd – overall mark between 40 and 49%

In addition, you will be awarded the higher classification of degree where:

- i. your Award Mark is 1% below the classification boundary and;
- ii. more than half of the credits at Level 6 are in a class above that indicated by the Award Mark.

If you do not fit these criteria, you will not be considered for a higher classification.

Classification of final integrated masters degree award (MArt, MChem, MComp, MEng, MNurse, MPharm, MPhys)

If you are studying for an integrated masters degree, classification of your degree will be calculated by using marks from the credits achieved at Levels 5, 6 and 7. See the Undergraduate Academic Framework Regulations, section UG.C8.5.1 for further details

www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/246.pdf.

The class of degree will be based upon the Award Mark which is the weighted average of Level 5, Level 6 and Level 7 marks. Marks achieved at Level 5 will be weighted at 10%, from Level 6 at 30% and those at Level 7 at 60%.

In addition, you will be awarded the higher classification of degree where:

- i. the Award Mark is 1% below the higher classification boundary and;
- ii. the majority of the 120 credits at Level 7 are in a class above that indicated by the Award Mark.

For further information, the Undergraduate Academic Framework Regulations are available at www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/246.pdf.

Referrals/deferrals

Referrals and exceptional second referrals

A referral is the opportunity to re-take assessment in a module in which you attained no credit after your first attempt. You only get one referral opportunity in each module. If you fail to gain the credits for a module at the second attempt, you may be eligible for an Exceptional Second Referral (ESR) for up to 20 credits, but in order to be eligible for an ESR you need to have achieved 100 credits at that level. See the Academic Framework regulations, section UG.C7.14 (and UG.C5.5.8) for further details.

www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/246.pdf.

If you are eligible, you will have a third attempt at the assessment. If you are not eligible for an ESR, you will not be able to progress onto the next level. You will be advised about the options available to you and this may include an opportunity to re-register for a Final Module Attempt (FMA – see UG.C7.13). The maximum mark obtainable from a referral, ESR or FMA is 40%, or whatever is the minimum pass mark.

Some modules may not be eligible for Exceptional Second Referrals or Final Module Attempts. These are usually modules related to professional competency requirements.

At the start of the academic year you will be told the date of the referral week, when referral assessments will take place. A Referral Board of Examiners takes place before the start of the following academic year and your progress is considered again. Students who have not achieved at least 100 credits will not be allowed to progress to the next level. However, there may be an opportunity to re-register for a Final Module Attempt (see UG.C7.13) provided that you have not completed a previous level via this mechanism.

Deferral

A deferral is the opportunity to undertake an assessment at the next assessment opportunity. This can only happen if you follow the Personal Circumstances procedure within the specified timeframe – see <https://myservices.ljmu.ac.uk>

Deferred assessment attempts are marked as if you were attempting them for the first time i.e. not capped to the minimum pass mark.

Boards of Examiners

Boards of Examiners meet to consider the progress of every student at least once a year. The Boards make decisions on level completion, progression and awards. The Board ensures the maintenance of appropriate standards of assessment and that all students are assessed fairly in accordance with the approved regulations and procedures.

How you will get your results

Students will access their results via Canvas, after the end of year Board of Examiners. Canvas will display both a

Result Statement and a Progress Transcript, the latter providing a detailed breakdown of assessment results. This is the only method by which results will be communicated and the University will not give out results over the telephone or by e-mail. Students who must undertake further assessment will have this requirement confirmed by the Board of Examiners and will receive details (including nature and timing of required re-assessment) of their referral/deferral requirements with their Result Statement.

If you fail to achieve the objectives of the assessment, please arrange an appointment with your module leader if they have not already contacted you. Referrals and deferrals will be explained throughout the programme.

Students must have 100 credits or more when they are presented at the Examiner's Board in order to progress in their programme.

Academic Appeals

All students have the right to appeal against the decision(s) of Boards of Examiners and Academic Misconduct Panels (AMP).

The Boards of Examiners receive individual student assessment profiles (module marks, level progression), make decisions on level completion and progression and make recommendations for awards. In addition, Boards of Examiners determine any requirements for deferred assessments and any referral requirements for students failing module(s) in accordance with the Academic Framework regulations. Boards of Examiners also receive decisions from the Faculty Approval Panels, note any decisions from Academic Misconduct Panels and act accordingly.

The grounds for appeal are strictly limited to the criteria outlined in the Academic Framework Regulations – students cannot submit an Academic or AMP Appeal just because they don't agree with the mark or the decision of the Panel.

Appeals will only be considered on the grounds that there has been a material administrative error, or that assessment was not conducted in accordance with the regulations or that some other material irregularity has occurred. There are also strict time limits for lodging an Appeal – within 10 working days after the publication of the decision of the Board of Examiners or the date of the decision of the Academic Misconduct Panel. Further information about Appeals can be found at: <https://myservices.ljmu.ac.uk/>

Student Complaints

LJMU is committed to providing an environment that is conducive to study and provides academic and support services to facilitate the achievement of your target award. However, we recognise that from time to time students may wish to raise issues regarding the academic, administrative, support or other services provided by the University.

Often complaints can be quickly resolved if they are raised promptly with the service directly involved or with the relevant staff member. Students are expected to try and resolve any complaints locally with the relevant Faculty, School, Department or Service Team, in the first instance. This would normally be within 30 days of the alleged matter or incident.

Where it is not appropriate for a complaint to be submitted for local resolution, or where a student is not satisfied with the outcome following local resolution, a formal complaint should be made within 3 calendar months of the alleged incident, matter or concern, to Student Governance.

Further information regarding the LJMU Student Complaints procedure, including the Student Complaint Form and Guidance Notes, can be found on the Student Governance web pages at <https://myservices.ljmu.ac.uk/>.

For independent advice about all student related issues please contact John Moores Students' Union on 0151 231 4900 or jmsuadvice@ljmu.ac.uk to book an appointment with a specialist Adviser.

Academic misconduct

Academic Misconduct is deemed to cover deliberate attempts to gain an unfair advantage in assessments. This includes attempts to cheat, plagiarise, unauthorised collusion or any other deliberate attempt to gain an unfair advantage in summatively assessed work. Summative assessment includes all forms of written work (including in-class tests), e-assessments, presentations, demonstrations, viva voces, recognition of prior learning portfolios and all forms of examination.

Cheating includes:

- (i) any form of communication with, or copying from, any other source during an examination;
- (ii) communicating during an examination with any person other than an authorised member of staff;
- (iii) introducing any written, printed or other material into an examination (including electronically stored information) other than that specified in the rubric of the examination paper;
- (iv) gaining access to unauthorised material in any way during or before an assessment;
- (v) the use of mobile phones or any other communication device during an assessment or examination;
- (vi) the submission of false claims of previously gained qualifications, research or experience in order to gain credit for prior learning;
- (vii) the falsification of research data, the presentation of another's data as one's own, and any other forms of misrepresentation in order to gain advantage;
- (viii) the submission of work for assessment that has already been submitted as all or part of the assessment for another module either at the University or another institution for credit without the prior knowledge and consent of the Module Leader for the subsequent assessments;
- (ix) the submission of material purchased or commissioned from a third party, such as an essay-writing service, as one's own.

Plagiarism is defined as the representation of the work, artefacts or designs, written or otherwise, of any other person, from any source whatsoever, as the student's own. Examples of plagiarism may be as follows:

- i) the verbatim copying of another's work without clear identification and acknowledgement including the downloading of materials from the Internet without proper referencing of materials;
- ii) the paraphrasing of another's work by simply changing a few words or altering the order of presentation, without clear identification and acknowledgement;
- iii) the unidentified and unacknowledged quotation of phrases from another's work;
- iv) the deliberate and detailed presentation of another's concept as one's own.

Collusion Includes:

- (i) the conscious collaboration, without official approval, between two or more students in the preparation and production of work which is ultimately submitted by each in an identical or substantially similar form and/or is represented by each to be the product of his or her individual efforts;
- (ii) where there is unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student's own.

The LJMU Penalty Tariff

The University strives to ensure fairness and consistency in the application of penalties to students across all Faculties and has adopted a standard penalty tariff to be used in all cases of proven academic misconduct.

The principle behind the tariff is simple and serves to ensure that all students are aware of the penalties that they will receive if they are found guilty of academic misconduct.

For information about Academic Misconduct please visit <https://myservices.ljmu.ac.uk/>.

Student Feedback

We want your feedback

Informal feedback and communication is sought from students on a daily basis. However, there are certain points in the year when the University formally asks you for your feedback in the form of surveys. The University values your feedback and encourages students to complete the formal surveys you receive in your student email account.

All survey results are looked at in-depth at various levels of the University and students should get involved in discussing any appropriate action that needs to take place to address any issues. Increasing the response rates of the surveys is vital to ensure the University is receiving the views of the majority of the student body. Publicity about the dates of the surveys will be available across the University and via your LJMU email account.

Results of previous student feedback

In 2018, the students asked for more simulation equipment and more response bags. This year, the response bags have been updated and iSimulate equipment has been purchased.

Last year the students asked for more experience with simulation. This year the students are attending 'The Emergency Services Training College (ESTC) for a day of major incident and inter agency working.

In 2018, the students asked for more extended skill practice. This year the students have attended sessions on EZ-IO, Cricothyroidotomy, and cardiac pacing.

Student representation and getting involved

LJMU aims to make every one of our courses as good as it can possibly be; for that we need students' help. Every year, each programme elects Course Reps; fellow students who represent the views of other students on their course. Course reps can influence everything from changes to the course curriculum to improving

how the course is organised and supported by lecturers. By working together as equals, Course Reps and Lecturers can have a significant impact on the experience of going to LJMU.

Course Reps are elected at the start of every academic year and will receive training designed by John Moores Students' Union. They also receive continuous support in their role from relevant programme leaders and lecturing staff, as well as the Course Representation Team at JMSU. If you are interested in becoming a Course Rep contact your Programme Leader or course reps@ljmu.ac.uk.

Follow Course Reps on Twitter @course reps

Or on Facebook search for "LJMU Course Reps".

What is the Board of Study?

The Board of Study oversees the management and operation of the programme. Membership will consist of all staff teaching on the programme, other staff essential to the running of the programme and student course representatives. You can discuss any aspects of your programme with your course representative, in this way you can contribute to the formal running of the programme. Course representatives have an obligation to then feed back to their fellow students. Programme Leaders will ensure that Board of Study papers are available to all students. The minutes of meetings will be shared in the 'My Course' area of MyLJMU <https://my.ljmu.ac.uk>.

The Boards of Study for 2019/202 will take place at 1000 hours on 16th October 2019 and 27th February 2020.

All student representatives are invited to these Boards and will make it known to their cohorts when they are going to attend. More information will be available nearer these times from the programme team.

John Moores Students' Union

Who we are:

We're JMSU. Like the name says - we are here for LJMU students. Every single one of you. We represent you, we support you, and we make sure you have an absolutely boss time at university.

You can get involved with us in loads of different ways – here's a flavour of what we have on offer.

We run 100+ student groups.

From sports teams to societies, there is a massive range of student-led groups for you to choose from. Joining a student group will help you to branch out, meet new people & get the most out of your time here. Find out more at www.jmsu.co.uk/getinvolved.

We run events year-round exclusively for LJMU students.

Get to know Liverpool, its awesome venues & other students by coming to one of our regular events. We run a different event every month during term-time, including special Halloween and Christmas events in the first semester. Our events will always be affordable and in a fab Liverpool space. See what's on at www.jmsu.co.uk/events.

We're here for support, if and when you need it.

Our Advice Centre is a professional, impartial, confidential and non-judgemental service, open to all LJMU students. We cover a range of university issues, from Academic Appeals to Personal Circumstances, to providing you with representation at university panels.

The service is free, easy to use and there for you throughout the year if ever you might need it. Book an appointment or find out more at www.jmsu.co.uk/advice.

If you're passionate about a cause, we can help you be heard.

If there is something you feel strongly about, we can help you get your opinion out there and make change in a variety of different ways – from giving you a national platform, or the chance to make a difference for your course mates at LJMU. Visit www.jmsu.co.uk/changethings.

We help you to access massive student discounts.

Totum (previously NUS Extra) is the official, internationally recognised student discount card. Discounts include Apple, Microsoft, Co-op, Dominos, Odeon, WH Smith, National Express, the 16-25 railcard and much more. Get a card at www.totum.com.

Where we are

You can find us across campus, so it doesn't matter where you study, we're always close by. Our main base is at the John Foster Building on Mount Pleasant, where our reception, Advice Centre and offices are, but we're also in the social spaces at Byrom Street, Tithebarn Street, Redmonds Building and IM Marsh.

Connect with us

You can email us at: studentsunion@ljam.ac.uk

Phone: 0151 231 4900

Website: www.ljam.ac.uk

Follow us on Facebook: [Facebook.com/johnmooreesu](https://www.facebook.com/johnmooreesu)

Twitter: [Twitter.com/johnmooreesu](https://twitter.com/johnmooreesu)

Snapchat: johnmooreesu

Instagram: [Instagram.com/johnmooreesu](https://www.instagram.com/johnmooreesu)

Appendix – Programme Specification

Your programme specification can be found here....

https://prodcatalogue.ljmu.ac.uk/Specifications/NAH/35919/3500007835/01_08_2018/version_01_01/35919-3500007835.pdf