



SCHOOL OF HEALTH SCIENCES

BSc (Hons) Physiotherapy (B160)

**ADDENDUM TO STUDENT PROGRAMME HANDBOOK FOR YEAR 2
STUDENTS (this document supplements the programme handbook for Year 1
of your programme)**

2014-2015

**On request, information in this Handbook can be made
available in an alternative format. Please contact your
Directorate Administrative Office.**

The following changes have been made to the programme handbook which was issued to you in 2014/2015.

Key School Staff:

The following table gives the contact details of the key staff in the School and their roles:

School of Health Science			
<i>Name</i>		<i>Email</i>	<i>Extension</i>
Dr Bernard Gibbon	Head of School	Bernard.Gibbon@liv.ac.uk	(0151) 794 5799
Mrs Jan Vicary	School Administrator	jvicary@liv.ac.uk	(0151) 794 5589
School Officers			
Mrs Flora Al-Samarraie	Library Co-ordinator	falsam@liv.ac.uk	(0151) 794 5013
Alison Armfield	Diversity & Equality Tutor	alisona@liv.ac.uk	(0151) 794 5689
Mrs Kathy Burgess	School Assessment Officer	k.burgess@liv.ac.uk	(0151) 794 5805
Dr Zainab Hussain	Widening Participation Officer	zay@liv.ac.uk	(1051) 794 5763
Miss Helen Orton	Safety Officer	h.p.orton@liv.ac.uk	(0151) 794 5735
Mrs Jo Sharp	Support and Welfare	jsharp@liv.ac.uk	(0151) 794 5800
Mrs Shelagh Tittle	Student Experience Lead	S.Tittle@liv.ac.uk	(0151) 794 5260
Dr Anna O'Connor	Admissions Tutor	annaoc@liverpool.ac.uk	(0)151 794 5733
Laura Blundell	TEL Support Technician	lab@liv.ac.uk	(0151) 794 5913

The full list of the academic staff of the School and their contact details can be found on the School of Health Sciences website: <http://www.liv.ac.uk/healthsciences/contacts/index.htm>.

Key Staff Contacts for Students on the Physiotherapy Programme

Directorate of Physiotherapy			
<i>Name</i>		<i>Email</i>	<i>Extension</i>
Shelagh Tittle	Head of Directorate	s.tittle@liv.ac.uk	5260
Alison Draper Pauline Keane	Co- Directors of Study	draper@liv.ac.uk pkeane@liv.ac.uk	5743 5814
Jo Sharp	Assessment Officer	jsharp@liv.ac.uk	5800
Chris Kitteringham	Admissions Tutor	cekitt@liv.ac.uk	5742
Amanda Deaves Simon Curran	Clinical Placement Tutors	a.deaves@liv.ac.uk physcurs@liv.ac.uk	4915 4915
Helen Lean	Disability & Diversity Tutor	hlean@liv.ac.uk	5742
Pauline Keane	Year One Tutor	pkeane@liv.ac.uk	5814
Mark Pinnington	Year Two Tutor	m.a.pinnington@liv.ac.uk	4915
Emily Grant	Year Three Tutor	e.grant@liv.ac.uk	5721
Helen Jones	Directorate Student Experience Administrative Assistant (Directorate Administrative Office)	hel@liv.ac.uk	5741

Prizes

Diagnostic Radiography

Year 1 Academic Prize - awarded to the student with the highest year average in 1st year

Year 2 Academic Prize - awarded to the student with the highest year average in 2nd year

Year 3 Academic Prize – awarded to the student with the highest year average in 3rd year

Research Prize – awarded to the student with the highest mark in their dissertation (MIRT 311)

Clinical Achievement Prize - students are nominated by clinical staff and the marks awarded for clinical assessments are taken into account.

Society of Radiographers Subscription Award for Achievement – awarded to the 3rd year student with the highest average based on overall achievement, but not in receipt of another award.

Nursing

Mary Jones Award - awarded to the student who achieves the highest marks at the end of year 1

Kate Morle Award – awarded to the student who accomplished the most with their Year 2 global health elective placement

Rebecca Haynes Award - awarded to the student who achieves the highest marks at the end of the final year

Occupational Therapy

Year 1 Academic Prize - awarded to the student who obtain the highest average overall mark in 1st year

Year 2 Kirstin Hart Academic Prize - awarded to the student who obtain the highest average overall mark in 2nd year

Year 3 Academic Prize - awarded to the student who obtain the highest average overall mark in 3rd year

Frances Lawton Prize for Practice Education - awarded to the student who achieves the highest overall standard in all their placements.

The Constance Owens Trust Research Prize – awarded to the student who obtains the highest mark in the research module in their final year of study.

Orthoptics

John Lee Prize - awarded to the student who achieves the highest total marks in first year examinations

Andrea Abbott Prize - awarded to the student who achieves the highest mark in second year Orthoptic modules

Jim McGalliard Prize - awarded to the student who achieves the highest mark in Clinical Ophthalmology and Clinical Visual Optics.

British & Irish Orthoptic Society (Haddick Prize) - awarded to the final year student who achieves the highest mark for Orthoptic Clinical Practice.

Roger Trimble Prize – awarded to the student who achieves the highest dissertation mark.

Joyce Mein Prize - awarded to the student who achieves the highest mark in Orthoptic Professional Studies.

Year 3 Academic Prize - awarded to the to the final year student achieving the highest increase in year average

Physiotherapy

Year 1 Academic Prize - awarded to the student who has achieved the highest marks during their first year of study.

Year 2 Academic Prize - awarded to the student who has achieved the highest marks during their second year of study.

Laidlaw Prize - awarded to the student who achieves the highest marks in their Academic skills.

Armour-Johnson Prize - awarded to the students who achieves the highest marks in the their Clinical study.

EMS Prize - awarded by Electro-medical Services awarded to the student who achieves the highest mark in their final dissertation.

Professional Portfolio Prize - awarded to the student with the highest mark for the Professional Profile and Portfolio

Radiotherapy

Year 1 Academic Prize - awarded to the student with the highest year average in 1st year

Year 2 Academic Prize - awarded to the student with the highest year average in 2nd year

Year 3 Academic Prize - awarded to the student with the highest year average in 3rd year

Research Prize - awarded to the student with the highest mark in their dissertation (RADT 304)

CCC Clinical Prize – awarded to the student with the highest number of votes by clinical staff at placement site and taking into account clinical portfolio marks (RADT 305).

The Christie Hospital Clinical Prize - awarded to the student with the highest number of votes by clinical staff at placement site and taking into account clinical portfolio marks (RADT 305).

The Rosemere Cancer Centre Clinical Prize - awarded to the student with the highest number of votes by clinical staff at placement site and taking into account clinical portfolio marks (RADT 305).

Society of Radiographers Subscription Award for Achievement – awarded to the 3rd year student with the highest average based on overall achievement, but not in receipt of another award.

PG Dip Academic Prize – awarded to the PGDip student with the highest year average.

Academic Integrity

There are conventions of academic practice, such as established referencing and citation protocols, which both display and ensure academic integrity.

Details of the University of Liverpool Academic Integrity Policy can be found at:

http://www.liv.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_L_cop_assess.pdf

It is essential that you read and understand this policy, prior to submitting your academic assessments. Failing to demonstrate academic integrity may result in mark penalties being applied to your work. Please ask your Academic Advisor for advice if you have any queries about this.

Some vocational and/or professional programmes may require students to meet specified standards in respect of their fitness to practise in the relevant vocation or profession. This could mean that any finding of plagiarism, copying, collusion and/or fabrication of data or any finding of unfair and dishonest academic practice may call into question your fitness to practise.

Submission of written assignments

Students will be provided with clear instructions in the Assessment section of each module in VITAL relating to the submission details for written assignments. Drop boxes are located in the Thompson Yates building for the submission of hard copies of assignments and TurnitinUK, through VITAL, is used for the electronic submission of assignments. The instructions in VITAL will identify if hard copy only submission, electronic only submission, or hard copy and electronic submissions are required for each written assignment.

Students need to familiarise themselves with the submission requirements for each written assignment. It is the responsibility of students to ensure they comply with these submission requirements. Students should take every effort to ensure they submit written assignments on time, using the required format, hard copy or electronic, and using the correct drop box or TurnitinUK link. Failure to do so may result in penalties being applied.

If a hard copy submission is required, students should ensure the correct document is submitted by posting into the correct drop-box, which will be clearly labelled, and signing the associated submission sheet. With electronic submissions, students should ensure the correct file is uploaded using the 'e-submission for marking' TurnitinUK link in VITAL. Under normal circumstances the submission of a hard copy or an electronic version of a written assignment is final and students need to ensure the correct item has been submitted.

Electronic submission of written assignments to TurnitinUK

TurnitinUK is an online service that can be used to identify similarities in submitted work to a database of previously submitted work, websites and other sources. Each module in VITAL will have separate TurnitinUK links for any written assignments associated with that module. Typically for each written assignment there will be a 'draft checking' TurnitinUK link and an 'e-submission for marking' TurnitinUK link.

The 'draft checking' TurnitinUK link allows students to upload a draft version of their written assignment in order to view a TurnitinUK Originality report. An Originality report is an indication of similarities between a piece of work submitted by a student and a database of previously submitted work, websites and other sources. Any submissions made using '**draft checking**', TurnitinUK links in VITAL **are draft submissions and will not be marked**. This is an optional facility that students might want to use to help develop their written assignment.

The final version of the written assignment **must be uploaded to the 'e-submission for marking'** TurnitinUK link. It is **ONLY** this submitted file which will be formally assessed by internal examiners. It is the student's responsibility to ensure the correct file is uploaded to the correct 'e-submission for marking' TurnitinUK link. In the event of a mistake being made, students must notify the Directorate Assessment Officer, or the Programme Secretary at the earliest opportunity **prior to** the assignment submission deadline.

When a submission is made to TurnitinUK, a **digital receipt** is sent via email to the student's University of Liverpool email account. This receipt will confirm the name of the file that has been submitted and the name of the module in VITAL in which the TurnitinUK link is located. Students are advised to actively check these details to confirm they have submitted the correct file to the correct module in VITAL. The digital receipt also contains a submission ID that is a unique identifier of the submission. **Students must keep a copy of their digital receipt** – this is proof of submission.

A separate digital receipt is issued for each submission made to TurnitinUK. There is a time delay between a file being uploaded to TurnitinUK and a digital receipt being issued. Students should actively check their University of Liverpool email inboxes to confirm a digital receipt has been issued for each submission made. If no digital receipt is received students are advised to assume that the submission has **NOT** been successful and they should once again upload their assignment using the appropriate TurnitinUK link.

The TurnitinUK system records the exact time, to the second, that it receives an electronic submission. There may be a delay between a student clicking on the 'upload' button to make a

submission and the system actually receiving the file. Students are strongly advised not to wait until the last possible moment prior to the submission deadline to make their electronic submission. There is a risk that the system will record an actual submission time later than the submission deadline resulting in the standard penalty being applied for late submission.

The withdrawal of submitted assignments before the submission deadline

Normally once a written assignment has been submitted it cannot be withdrawn, and a new submission made, even if the submission deadline has not yet been reached for the assignment. Students are advised, therefore, to submit their written assignments, hard copy and/or electronic copy, only when they are satisfied the work is complete and ready for submission. In the event of students wanting to withdraw a previously submitted assignment and replace it with a new submission, students should contact their Directorate Assessment Officer, or Programme Secretary at the earliest opportunity to establish if the withdrawal of the submission will or will not be allowed.

When requesting withdrawal of an electronic submission, **students must** provide a copy of the digital receipt, sent to their University of Liverpool email account when the submission was made, to allow the Directorate Assessment Officer to identify the submission. Students will not be allowed to withdraw an assignment if they cannot provide the digital receipt.

Requests to withdraw assignments and to re-submit will **not normally be considered within 2 working days** of the submission deadline for the assignment.

Financial suspension and electronic submission of written assignments

When students are placed on financial suspension, restrictions are placed on their use of all University computing services including their access to libraries, Liverpool Life, VITAL, email and their MWS account. Students who are financially suspended will not, therefore, be able to access VITAL to submit written assignments to TurnitinUK.

Students who are placed on financial suspension should contact the Director of Studies for their programme at the earliest opportunity to make alternative arrangements for the submission of written assignments. Assignments submitted late or not submitted at all due to financial suspension, when no alternative arrangements have been agreed with the Director of Studies, will have the appropriate penalty applied in keeping with the standard regulations for the late submission or non-submission of assignments.

Hard copy and electronic submissions

When a written assignment requires both a hard copy submission and an electronic submission, both submissions need to be made prior to the submission deadline. In the event of one submission not being made, hard copy or electronic, the written assignment will be deemed to be incomplete and a zero mark will be awarded. In the event of one or both submissions being made after the submission deadline, the date of the latest submission will be used to calculate the penalty to be applied for late submission even if the other submission predates the submission deadline.

When both a hard copy submission and an electronic submission is required for the same written assignment clear instructions will be given in VITAL as to what content should be included in the electronic submission. Often, appendices or a written assignment's reference list are not required

with an electronic submission when there is a corresponding hard copy submission which does contain the appendices or reference list.

It is the responsibility of the student to ensure that when a hard copy submission and an electronic submission are required for the same written assignment the content of the electronic submission matches exactly the equivalent content in the hard copy submission. If internal examiners identify difference in the content of the two submissions, other than missing components as identified in the assignment requirements (e.g. appendices or reference list), a penalty may be applied to the mark awarded for the assignment.

Student support team

The School Student Support Team can help if you are experiencing any difficulties with any aspect of University life. You can contact members of the team via (new e-mail address to be inserted here) and they will be happy to meet with students by appointment. In addition, drop in sessions area also available between 1.00 pm – 2.00 pm on the following dates:

6th October 2014
3rd November 2014
8th December 2014
2nd February 2015
16th March 2015
11th May 2015

Leaflets detailing the support available within the School of Health Sciences, including the venue for the Drop-In sessions and details of the Student Support Team will be emailed to all students each semester.

Jo Sharp (jsharp@liv.ac.uk) and members of the team will be able to provide advice and support with welfare and pastoral concerns, ensuring that you are guided to the most appropriate specialised support for your needs.

Procedures for handling mitigating circumstances claims

The School of Health Sciences (SHS) Mitigating Circumstances Committee meets before each Board of Examiners meeting. Mitigating circumstances can ONLY be taken into account if the Committee accepts them.

If students are experiencing ANY difficulties which they feel are impacting on their studies they are strongly advised to speak to the Director of Studies or one of the staff in the Directorate who will advise whether to submit a written statement (with supporting written evidence) of mitigating circumstances (forms available to download from VITAL). A statement can be submitted any time during the academic year, but ONLY up to five days after the date of an examination or a submission date.

Deadline dates for submission of mitigating circumstances will be posted on VITAL for students' information.

In clinical professional programmes, where assessments involve direct contact with the public, certain Schools (Dentistry, Medicine, Health Sciences & Veterinary Sciences) have an ethical obligation to protect the public. Where a student is aware of a pre-existing mitigating circumstance,

that may adversely affect their performance, the professional requirement is that they should not practise until well enough to do so. The student should therefore not undertake the clinical assessment (as defined by that School) and present their mitigating circumstances as normal. A student who attends a clinical assessment will therefore be declaring themselves fit-to-sit. Lodging of mitigating circumstances retrospectively in relation to the modules listed below will not be allowed and will therefore be considered as a fitness to practise matter. Where a student becomes unwell during a clinical assessment, the assessment will cease and normal mitigating circumstances procedures will be followed.

Where mitigating circumstances are lodged retrospectively, for a clinical assessment, the student is acknowledging that they did not perform to the required clinical standard. This will therefore be regarded *de-facto* as a fitness to practice matter by the relevant clinical school.

Where this exemption to mitigating circumstances applies for your programme are as follows:

Physiotherapy – None