



SCHOOL OF NURSING, MIDWIFERY  
& PARAMEDIC PRACTICE

**PROFESSIONAL  
DEVELOPMENT**

# **STUDENT HANDBOOK**

**September 2021**

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Appendix 1: Student Visa Responsibilities

## **1 Welcome from the Head of School**

A warm welcome to the School of Nursing, Midwifery and Paramedic Practice here at Robert Gordon University.

For many years the School has led the way with innovative approaches to course development and delivery. The academic staff supporting your course are very experienced in providing continuing professional development for health professionals and we are proud of the quality of our education provision and anticipate and expect high standards from our students, both personally and professionally. You will learn in an environment that utilises creative, contemporary and established methods of learning.

Working full or part-time and trying to undertake a course of study should be challenging, stimulating and focused on patient care. Our programmes aim to be flexible and our academic and support staff are here to facilitate and support your learning needs.

Within this handbook you will find general information about the University and specific information about studying at the School of Nursing, Midwifery and Paramedic Practice. Please take the time to read the information provided to you as it has been designed with you in mind. You will also be provided with information that is specific to the module/s you will be studying via the relevant study area on RGU's virtual learning environment, CampusMoodle.

Our lecturers and administrative staff are here to support you and whilst we encourage you to be autonomous learners, you should always be aware that support is at hand.

I would like to take this opportunity to wish you well as you further develop yourself as a practitioner.

With regards,

Professor Susan Dawkes

Head of School

## **2 Services & Facilities Available at RGU**

### **2.1 Location**

The RGU campus is based in the south side of the city at Garthdee. Maps can be located from:

<https://www.rgu.ac.uk/transport-and-parking/campus-map>

The School of Nursing, Midwifery and Paramedic Practice is located within the Ishbel Gordon Building next to The Sir Ian Wood building.

The entrance takes you into the 4th floor of the building; therefore, you take the stairs or the lift up one floor to the School of Nursing, Midwifery and Paramedic Practice.

Within the School there are two reception areas; H510 and the Head of School Reception. H510 is an important reception area for students and there is an internal phone available within this area for students to contact staff.

There is also a small meeting room which members of staff can use to have brief meetings with students. Students cannot access staff offices; therefore, H510 should always be your first port of call when you wish to meet with a member of staff.

### **2.2 Helpful Links**

Transport and Parking Information

<https://www.rgu.ac.uk/transport-and-parking>

Student Accommodation

<https://www.rgu.ac.uk/accommodation>

Careers and Employability Centre

<http://www.rgu.ac.uk/careersonmoodle>

Student Support including: Student Counselling & Wellbeing, Medical Services, The Inclusion Centre: Disability and Dyslexia, Nursery Facilities, Chaplaincy, Study Support Services

<http://www.rgu.ac.uk/support>

Report and Support: RGU's online platform enabling anonymous or named Gender Based Violence disclosures and offering direct help in complete confidence and detailed, specialist support

<https://reportandsupport.rgu.ac.uk/>

Silvercloud: An online resource to help mental wellbeing

<https://rgu.silvercloudhealth.com/signup/>

Catering Facilities

<https://www.rgu.ac.uk/catering>

RGU e-Hub: the online and interactive careers information and resources platform which includes specifically designed learning programmes and tools covering all stages of the career planning, job search and application process

<http://www.rgu.ac.uk/ehub>

RGU Sport

<https://www.rgu.ac.uk/rgusport>

Student Union

<https://www.rgu.ac.uk/student-union>

Finance and Funding

<https://www.rgu.ac.uk/finance>

Library

<https://www.rgu.ac.uk/library>

## 2.3 Useful Contacts

<b>Role/Name/Department</b>	<b>Contact Details</b>
<b>Head of School</b> Professor Susan Dawkes	<a href="mailto:s.dawkes@rgu.ac.uk">s.dawkes@rgu.ac.uk</a>
<b>Academic Strategic Lead: Academic Programmes</b> Dr Heather Bain	<a href="mailto:heather.bain@rgu.ac.uk">heather.bain@rgu.ac.uk</a>
<b>Academic Strategic Lead: Student Experience and Enhancement</b> Dr Neil Johnson	<a href="mailto:n.johnson@rgu.ac.uk">n.johnson@rgu.ac.uk</a>
<b>Programme Leader: Masters/CPD Education</b> Jane Mair	<a href="mailto:j.c.mair1@rgu.ac.uk">j.c.mair1@rgu.ac.uk</a> 01224 (26)2602
<b>CPD Co-ordinator</b> Billy Jackson	<a href="mailto:w.a.jackson@rgu.ac.uk">w.a.jackson@rgu.ac.uk</a>
<b>School Admin Manager</b> Christine Lauterbach	<a href="mailto:c.lauterbach@rgu.ac.uk">c.lauterbach@rgu.ac.uk</a>
<b>Administrator/Team Leader</b> Arlene Jopp	<a href="mailto:SNMPCPD@rgu.ac.uk">SNMPCPD@rgu.ac.uk</a> 01224 (26)2643
<b>Professional Development Administration:</b> Course/module enquiries Reference requests Transcript requests Jury duty request for exemption	<a href="mailto:SNMPCPD@rgu.ac.uk">SNMPCPD@rgu.ac.uk</a>
<b>Student extension and deferral requests</b>	<a href="mailto:studentrequestnmp@rgu.ac.uk">studentrequestnmp@rgu.ac.uk</a>
<b>Library</b>	<a href="mailto:library@rgu.ac.uk">library@rgu.ac.uk</a> 01224 (26)3450
<b>CampusMoodle Helpdesk</b>	<a href="mailto:campus@rgu.ac.uk">campus@rgu.ac.uk</a> 01224 (26)2233

Role/Name/Department	Contact Details
IT Helpdesk	<a href="mailto:ithelpdesk@rgu.ac.uk">ithelpdesk@rgu.ac.uk</a> 01224 (26)2777

## 2.4 Academic Regulations

The University's Academic Regulations apply to all educational provision offered by the University, which bears academic credit. The Regulations detail procedures covering aspects of the student experience such as student discipline (conduct), assessment and appeals against Assessment Board decisions.

The University expects all students to act with honesty and integrity in their studies and your attention is drawn to the following page: [Academic Honesty @ RGU](#), which provides helpful guidance on this matter. Misconduct is serious and any established misconduct can impact upon a student's progression, award and continuation of studies. The University has processes to support students and in the event you are experiencing difficulties with your studies then you are encouraged to contact your Personal Tutor or Course Leader.

The Regulations are available in full via MYRGU under the 'My Results' tab or the following link: [www.rgu.ac.uk/academicregulations](http://www.rgu.ac.uk/academicregulations)

## 2.5 CampusMoodle

CampusMoodle is the virtual learning environment for RGU which provides an enhanced set of features to support the student's learning. Each module that students study will have a study area on CampusMoodle. Tutors and lecturers will use this area to provide students with their module materials and to communicate with them.

There may also be discussion forums and other activities to allow students to communicate and collaborate with their fellow students. The online CampusMoodle User Guide for Students is available via the student's CampusMoodle account. The link to CampusMoodle is below; students log on using their normal User ID and Password. If students have any queries

about getting logged on, finding their modules or other issues, they should contact the CampusMoodle Helpdesk.

CampusMoodle Information:

<http://campusmoodle.rgu.ac.uk>

CampusMoodle Student User Guide:

<http://campusmoodle.rgu.ac.uk/course/view.php?id=74257>

CampusMoodle Helpdesk:

T: 01224 262233

E: [campus@rgu.ac.uk](mailto:campus@rgu.ac.uk)

## **2.6 Career Information**

The University has developed an app which is a platform for interactive careers information and resources. It includes specifically designed learning programmes and tools covering all stages of the career planning, job search and application process. See: [www.rgu.ac.uk/ehub](http://www.rgu.ac.uk/ehub)

Access the following link on CampusMoodle for guidance which is specifically for nursing and midwifery careers:

<http://campusmoodle.rgu.ac.uk/nursingandmidwifery>

## **2.7 Complaints Handling Procedure**

If the student has any concerns or complaints, they should discuss these with their Personal Tutor/Course Leader in the first instance.

The University has a complaints procedure which can be accessed at:

<http://www.rgu.ac.uk/complaints>

## **2.8 Clinical Skills Centre**

The Clinical Skills Centre is a state-of-the-art simulated learning environment comprising of two ward areas, a High Dependency Unit, a Child ward area, a Labour room, a home setting and a general-purpose room.

For more information about the Clinical Skills Centre, please access the following link: [www.rgu.ac.uk/clinicalskillscentre](http://www.rgu.ac.uk/clinicalskillscentre)

## **2.9 Communication**

All individual communication with students and staff at RGU will be through the student Outlook account. Students can expect a response from staff within 3 working days.

Information relating to the programme and modules will be posted on the relevant programme or module study area on CampusMoodle. It is therefore important that students access their emails and relevant study areas on CampusMoodle on a regular basis.

The University e-mail is available at: <http://mymail.rgu.ac.uk/>

Please note: When leaving a message on a member of staff's voicemail, the student should remember to state their name, intake and provide a clear telephone number.

On campus, an internal phone is available in H510 for students to contact, or leave messages, for academic staff.

## **2.10 Course Information Database**

Further information about the relevant programme can be accessed from the Course Information Database:

<http://www4.rgu.ac.uk/coursedb/>

## **2.11 Enrolment and Student Identification**

All students are required to enrol at the start of each Stage of their course. For NEW students a link to Enrol Online is provided in the RGYoU Student Portal – Welcome page. Login details will be provided by Admissions in advance of the start date of the course.

Continuing students will receive an email, providing a link to Enrol Online each time they need to re-enrol. During the online enrolment registration process, students will be required to confirm their personal details, including their home (permanent) address and term-time (contact) address, telephone numbers, and course of study. At the end of online enrolment students will be asked to accept the Terms and Conditions of the University. These are provided below for reference.

On joining a course, students will be assigned a unique matriculation number which is required for access to services such as IT facilities and the Library. Students should make a careful note of this number. Students will also be issued with a Student ID card, which should be available for inspection whenever they are on University premises. Students should take care of this card and, in the event of loss, must Student Records and Information as soon as possible.

If a student misses supported enrolment, they will be able to collect their card from Student Help Point after these dates. If a card is lost or stolen the students should visit the [Student Help Point](#) who can issue them with a new one.

**Please note:** if you do not have a crime reference number, there is a £10 charge for this. Students must be aware that their student card is a valid form of ID, and it is a criminal act to give this to another person to use.

Further information can be obtained from:

[www.rgu.ac.uk/enrolment](http://www.rgu.ac.uk/enrolment)

Student Records and Information:

T: (01224) 262205

E: [enrol@rgu.ac.uk](mailto:enrol@rgu.ac.uk)

## **2.12 International Students and Tier 4 Visas**

The University currently holds a Tier 4 Sponsor Licence on the Home Office UK Visas and Immigration (UKVI) Register.

Both students and the University must comply with official Home Office requirements under Tier 4 of the Points Based System. If students hold immigration permission as a Tier 4 student, failure to comply with these requirements can result in them being reported to the UKVI and could lead to their immigration permission being curtailed or cancelled.

In order that the University retain current students and continue to accept International Students in the future, it also has to comply with the terms of its Tier 4 sponsor licence.



A summary of responsibilities outlined in the Tier 4 policy guidance for students is set out in Appendix 1 of this handbook. Further information can be obtained from the UKVI website at: [www.gov.uk](http://www.gov.uk)

### **2.13 IT Facilities**

RGU provides modern up-to-date facilities for the benefit of the whole student body. Enrolled students can use student access computing facilities on any of the University sites.

These facilities are provided to support student education and training and provide or supplement skills, which are now a part of everyday life.

On enrolling for a course at RGU, students will be advised of the University's Policy on the use of IT Facilities. Breaching this policy could result in disciplinary actions ranging from withdrawal of access to computing facilities to dismissal from the University. Students at RGU can attend any open access labs, unless timetabled or restricted to specific departmental students.

The Policy for the use of IT Facilities and associated documentation can be accessed from:

[www.rgu.ac.uk/policies](http://www.rgu.ac.uk/policies)

When accessing IT facilities within clinical areas, students should strictly adhere to any policies governing their use.

### **2.14 IT Helpdesk**

The student's first point of call for most computer related questions or problems is the IT Helpdesk.

<http://www.rgu.ac.uk/it-helpdesk>

T: 01224 262777

E: [ithelpdesk@rgu.ac.uk](mailto:ithelpdesk@rgu.ac.uk)

## **2.15 Storage of Student Files**

Students have a personal H drive with 5GB space which is backed up daily. It is recommended that students save ALL of their University files to their H drive as this is far more reliable than storing information on memory sticks and CDs. Students can access the H drive from Lab PCs, on campus or from off campus, via a suitable web-browser by visiting [myapps.rgu.ac.uk](http://myapps.rgu.ac.uk).

## **2.16 Jury Duty**

Students are not exempt from jury duty. However, the School can request exemption on behalf of students in order not to disrupt their programme.

If the student requires us to do this, they should e-mail the Post-Reg Admin at [SNMPCPD@rgu.ac.uk](mailto:SNMPCPD@rgu.ac.uk)

Please include the following details:

Full Name

Date of Birth

Intake

Date of Jury Service

Registration Number (on Jury Citation)

Sheriff Court Address

Where relevant, the student should also contact their employer.

## **2.17 Module Teams**

All programmes are divided into modules. Each module is distinct but is linked to other modules to provide the structure for the entire programme.

Each module will have a team of lecturers who have skills and experience in the relevant module content. One member of the team will also be the module co-ordinator, a person responsible for ensuring the smooth running of the module.

Each module will have teaching content that may be delivered to students using a variety of approaches: lectures, group work, online learning and/or directed reading tutorials. Each module has an assessment that is relevant

to the content that students have studied and enables them to demonstrate achievement of the module learning outcomes. One member of the module team will be assigned to each student as an Academic Tutor. This is the person who the student can contact for specific advice about the content of the module and the assessment. It is important that the student makes a note of the name of their Academic Tutor for each module.

## **2.18 MYRGU**

MYRGU App is a key resource which provides access to information and services and is available online at <https://www.rgu.ac.uk/myrgu>. MYRGU contains information on support services (such as Careers, the Library Service and the Student Association) and can also provide you with access to *CampusMoodle* and the Outlook email system. The following forms can be accessed in MYRGU under the 'My Results' tab:

- [Coursework Extension Form](#), which is used to request an extension to a coursework submission date.
- [Deferral Request Form](#), which is used to inform the Assessment Board about any matter that has affected your ability to undertake an assessment.

These forms are also accessible at:

[www.rgu.ac.uk/academicregulationsstudentforms](http://www.rgu.ac.uk/academicregulationsstudentforms)

Assessment results and decisions on academic progress and final award will be made available through MYRGU.

See also *Extenuating Circumstances*, *Late Submission* and *Turnitin Feedback Studio: Dropbox, Originality Report and Feedback*.

## **2.19 Personal Details and Student Records**

In order to maintain accurate records and facilitate planning, it is vital that all information/documentation required or requested throughout the programme is submitted promptly. Responsibility rests with the individual student to co-operate in this regard.

### **2.19.1 Changes to Personal Details**

To enable records to be maintained accurately, it is essential that changes to personal details e.g. name, address and next of kin, are updated on the student portal (RGyoU).

If the student moves to a temporary address, it is essential that they inform anyone who may need to contact them urgently.

### **2.20 Recording of Teaching and Learning Activities**

The University has a Policy on the Recording of Teaching and Learning Activities which is available at: [www.rgu.ac.uk/assessmentpolicy](http://www.rgu.ac.uk/assessmentpolicy). Students should familiarise themselves with the Policy. Any student wishing to make a recording of teaching and learning activities for personal academic use **must seek permission** from the member of staff leading the session.

### **2.21 Student Union**

Students at Robert Gordon University have access to all the services that the Student Association has on offer. It is made up of many departments, each dealing with a different aspect of student life. There is access to support and advice, and the students will be directed to skilled staff within the University if they need help. There are over 40 different clubs and societies which welcome new students. Students can get involved in lots of different ways. Student Union link: [www.rgu.ac.uk/student-union](http://www.rgu.ac.uk/student-union)

### **2.22 Timetables**

Timetables and guidance on accessing them are available on the following website: [www.rgu.ac.uk/timetabling](http://www.rgu.ac.uk/timetabling)

See also *Assessment Schedule*.

## **3 Health, Safety and Welfare**

### **3.1 Accidents and Incidents**

If students are involved in an accident or incident (whether or not they are injured), are a witness to one or have one reported to them while they are on University premises, they must inform a member of staff as soon as possible.

To comply with Health and Safety regulations, appropriate records should be maintained. All accidents/incidents occurring within the University must be recorded using the official documents.

If students are on a Practice Learning Experience (PLE), the accident/incident should be reported immediately to the manager of the area and subsequently they should email [SNMPCPD@rgu.ac.uk](mailto:SNMPCPD@rgu.ac.uk) to notify the School and this information will be passed on to their Personal Tutor and the Practice Education Lecturer for the area.

If students spot a hazard or potential hazard in or around the University premises, they should let a member of staff know. The safety of all University users is closely monitored by the University Health and Safety Committee. Further information can be found on the University's [Health and Safety](#) web pages.

### **3.2 Eating and Drinking within Teaching/Learning Areas**

Students should note that the above is NOT permitted. This policy was introduced to ensure that teaching/learning areas, which include the Library, computer labs and the Clinical Skills Centre, are not damaged by spillage and/or litter.

### **3.3 Equality and Diversity**

The University is committed to the active promotion of equality across its functions and to addressing issues of discriminatory practice towards students, staff and external stakeholders. Further information on this is available at [www.rgu.ac.uk/diversity](http://www.rgu.ac.uk/diversity).

If students have any comments regarding discrimination, or believe they have been subject to discrimination, they should contact an appropriate member of staff within the School such as the Head of School.

### 3.4 Fire

It is the responsibility of individual students to make themselves aware of the procedure to be followed in the event of fire. Instructions are displayed in each classroom.

**In the event of fire, the number to ring (on an internal phone) is: 9 – 999.**

### 3.5 First Aid

Facilities are available to assist students who suffer illness or injury within the University. Several trained first aiders are available throughout the day. The first point of call should be Reception on Level 4 of the Ishbel Gordon building, where first aid equipment, including a defibrillator, are available. In the event that the student is required to leave the University because of illness or injury, they should ensure that a member of staff is notified.

### 3.6 Inclusion Advisory Service

Support is available for students who have a disability or dyslexia. Students requiring support should contact:

#### **Inclusion Centre**

T: 01224-262142

E: [inclusion@rgu.ac.uk](mailto:inclusion@rgu.ac.uk)

[www.rgu.ac.uk/inclusion](http://www.rgu.ac.uk/inclusion)

#### **3.6.1 Inclusion Champions: School of Nursing, Midwifery and Paramedic Practice**

<b>Names</b>	<b>Contact details</b>
Cameron Smith Zoi Papadatou	<a href="mailto:ohadjustments@rgu.ac.uk">ohadjustments@rgu.ac.uk</a>

### **3.7 Occupational Health Service**

Where applicable, an occupational health service (OHS) is provided for students that offers pre-programme and PLE fitness assessment and immunisation services. They also provide other services and students can contact them for other health-related advice, if necessary.

GO Health Services (NHS Grampian), Foresterhill Lea Building, Foresterhill Health Campus, Aberdeen. AB25 2ZY.

T: (01224) 553663

F: (01224) 559749

<https://gohealthservices.scot.nhs.uk/>

### **3.8 Personal/Lost Property**

Students are strongly advised to:

- insure personal belongings since no liability for loss, damage or theft can be accepted by the University, Health Boards, NHS Trusts or non-NHS PLE providers where students are gaining experience.
- report loss or theft to the Reception desk on Level 4 of the Ishbel Gordon Building in the University, the caretaker of their residential accommodation or the manager of their PLE area, and complete the appropriate forms.

### **3.9 Personal Safety**

It is the student's responsibility to ensure that they take the precautions necessary to minimise risk to their personal safety. Students are strongly advised to obtain and read relevant literature on personal safety. It is also recommended that students purchase a personal alarm.

### **3.10 Policies**

#### **3.10.1 Alcohol/Drug Use**

Students are not permitted to drink alcohol while attending University or on practice learning experience (PLE) or during scheduled breaks on PLE. It is also unacceptable for students to be under the influence of alcohol or to demonstrate any signs of alcohol consumption (e.g. smell of alcohol on their breath) while attending PLEs or University.

Students should also be aware of the University's Student Drug Policy, available from: [www.rgu.ac.uk/policies](http://www.rgu.ac.uk/policies)

### **3.10.2 Health and Safety**

The School has its own Health and Safety Committee which is responsible to the University's Health and Safety Committee. A copy of the Health and Safety Policy is kept in the School office and library. Students are required to adhere to Health and Safety policies and procedures both within the University and during PLEs. Every office and classroom displays fire notices. See the [University's Health and Safety homepage](#) for further information.

### **3.10.3 Smoking**

Staff, students and visitors are advised that smoking and vaping are only permitted within designated smoking areas on campus.

The RGU Smoking Policy is available from: [www.rgu.ac.uk/policies](http://www.rgu.ac.uk/policies)

## **3.11 University Property**

In the event of breakage/spillage, the persons involved should clean up or seek help from an appropriate member of staff. Damage to University property must be reported to a member of staff.

## 4 Assessment

### 4.1 Assessment Overview

The purpose of assessment is to enable the student to demonstrate that they have achieved the learning outcomes for each theoretical and clinical module that make up the course they are studying. It also provides the evidence that confirms the student has achieved the standard required for receiving the course academic award and professional registration. It refers to both coursework and examinations. Coursework includes continuous assessment such as essays, reports, practical exams, posters and clinical assessment. All assessment work must be the student's own unless it has been clearly specified that a group submission is required. Detailed guidance about assessment is provided in the School's [Assessment Charter](#).

There are five main assessment types:

- Written examinations.
- Written assessments, e.g. essays, reports, portfolios.
- Clinical examinations or OSCEs (Objective Structured Clinical Examinations).
- Clinical assessment documentation – used to assess students' performance in PLEs.
- Presentations – group and individual.

Each module team will provide students with specific information and guidance about the assessment for the module. In addition, the student will receive an Assessment Schedule which outlines the dates of submission for each assessment.

### 4.2 Assessment Responsibilities

Both the student and the University have responsibilities regarding the assessment process. These are clearly outlined in Regulation A4 of the Academic Regulations:

<http://www.rgu.ac.uk/academicregulations>

Students have a responsibility to submit all their coursework and attend for examination on the dates specified within the Assessment Schedule. At the time of an assessment the student must inform the School, using the University Deferral Request Form, of any circumstances which may have an impact on their ability to undertake the assessment.

See also *Support for Assessments*.

### **4.3 Examinations**

Guidelines and guidance notes for examinations can be accessed from:

[www.rgu.ac.uk/exam-procedures](http://www.rgu.ac.uk/exam-procedures)

Students should familiarise themselves with these guidance notes.

### **4.4 Plagiarism**

Plagiarism is the practice of presenting the thoughts, writings or other output of another or others as original, without acknowledgement of their source(s). All material used to support a piece of work, whether a printed publication or from electronic media, should be appropriately identified and referenced and should not normally be copied directly unless as an acknowledged quote. Text translated into the words of an individual student should in all cases acknowledge the source.

See also *Turnitin Feedback Studio: Dropbox, Originality Report and Feedback and Regulations*.

### **4.5 Support for Assessments**

Members of the module teams will provide students with support and guidance on the assessment of each module. Such support may be undertaken with the class as a whole, within a tutorial group, online or on an individual basis. For theory modules students will be assigned a member of the module team as an Academic Tutor for the duration of the module. The student is expected to engage in formative assessment activities during the modules which are designed to give structured feedback to the student on their progress. Such formative assessment activities may be self, peer and lecturer led. They are designed to support the student's learning as well as inform their completion of the summative assessment.

Students will need to plan and prioritise their studying and assessment workloads. It is the student's responsibility to contact relevant staff for support and guidance. Students are advised to contact their Academic Tutor regarding summative assessments in a timely manner, well before submission deadlines. Individual discussions with the student's Academic Tutor regarding their module summative assessments may include a review of an outline of work, discussion of ideas, feedback on meeting individual assessment criteria, the academic level required, etc. Please note that academic support is a formative activity and does not constitute marking of the student's work.

Personal Tutors can provide students with general academic support and guidance relating to their overall performance and progress. Personal Tutors will also monitor the student's progress in relation to practice modules.

For information about submission of coursework, please see the section *Submission of Assessment*.

Study and academic writing skills support is available from the [Study Skills and Access Unit](#).

Students should take note of any extenuating circumstances which may affect their ability to undertake an assessment, and take timely action to address any concerns which they may have. The Deferral Request Form and accompanying notes can be found at:

[www.rgu.ac.uk/academic-regulations-studentforms](http://www.rgu.ac.uk/academic-regulations-studentforms)

See also *Fit to Sit Policy: Extenuating Circumstances*.

#### **4.6 Submission of Assessment**

Students are required to submit their coursework by 12 noon, on the specified date of submission. It should be submitted through CampusMoodle in the allocated drop box. Students will have the opportunity to submit a 1st draft of their assignment to Turnitin for self-diagnostic purposes and then a final draft.

**Note:** All drop boxes will close at 12 noon.

#### **4.6.1 Presentation of Coursework**

Written assessments submitted to the School must demonstrate confidentiality and anonymity in the content, i.e.

- Actual names of service users, their families or staff cannot be included in the text. Names can be changed but a statement to that effect must appear in the introduction to the work.
- Actual clinical areas cannot be identifiable from the description given. The terms 'surgical ward' or 'a community midwifery team', etc. must be used.

See the School's [Confidentiality and Anonymity Guidelines](#).

It is recommended that coursework is word processed and double spaced, using either Arial or Verdana script in font size 11. Students will receive information about provisional feedback on their assessment via their RGU email address no later than 20 working days from the submission date.

Information about originality reports, submitting assessment and viewing feedback on Feedback Studio is available from the Assessment and Assignment Submission section in the CampusMoodle User Guide for Students:

<http://campusmoodle.rgu.ac.uk/course/view.php?id=74257>

See also *Turnitin Feedback Studio: Dropbox, Originality Report and Feedback*.

#### **4.6.2 Non-Submission of coursework and non-attendance at examinations**

It is unacceptable for students not to submit summative assessment nor attend examinations without a valid reason. Non-submission means that the student has lost that assessment opportunity and this will shift the assessment workload to a later point in the course where they will be expected to be completing other module assessments. Choosing non-submission is NOT an effective strategy for managing workload. If a student is having difficulties, they should discuss their needs with their Personal Tutor and/or Academic Tutor(s) for the relevant module(s).

There are a number of procedures, made explicit below, that students must follow when they experience difficulties in adhering to the assessment schedule. Robert Gordon University Regulations set out the student's responsibilities with respect to informing the School of any reasons why they are unable to undertake an assessment.

[www.rgu.ac.uk/academicregulations](http://www.rgu.ac.uk/academicregulations)

See also *Fit to Sit Policy: Extenuating Circumstances*.

#### **4.7 Turnitin Feedback Studio: Dropbox, Originality Report and Feedback**

The following is a brief guide to Turnitin Feedback Studio. It is essential students read the full guide available on CampusMoodle at Student Links/Turnitin Plagiarism Service/Turnitin: Feedback Studio.

Students should also refer to the Assessment section within each module's CampusMoodle study area.

Turnitin is an electronic dropbox used to allow students to submit their course work for assessment. Submissions must be made before the due date and time.

The due date and time are displayed inside the Turnitin dropbox and in the assessment schedule where appropriate.

Turnitin also checks the student's work for originality. It compares the student's work against other electronic sources such as the Internet, electronic journals, eBooks and the submissions of other students from this university as well as from other universities. It returns an originality report with an originality score and a colour coding system indicating the level of duplication of other materials from other sources. A lower score is better than a higher one. The purpose of using Turnitin is not to 'catch students out', but to give them a self-diagnostic tool and to raise their awareness of the requirement of good referencing and academic honesty. It is up to the marker to judge what score is acceptable on a submission by submission basis and to determine whether plagiarism has occurred.

**Key points about the use of Turnitin in modules are:**

- All modules on CampusMoodle contain a Draft dropbox and a Final for Marking dropbox.
- ALL attempts at module summative assessment MUST be submitted electronically into the Final for Marking dropbox. Failure to do so will mean that the assignment is registered as a non-submission.
- Before final submission, students may submit a draft of their work into the Draft dropbox. The originality report may highlight areas of concern and students will then have the opportunity to take corrective action before submitting it to the Final for Marking dropbox.
- The Draft dropbox is available 6 weeks before the first submission date and the Final for Marking dropbox is available 4 weeks before the first submission date.

**Key points about feedback are:**

- Feedback will be available to students in the Final for Marking dropbox after the post date. The post date is displayed in the Turnitin dropbox and in the assessment schedule if appropriate.
- The marker will write individual feedback on the student's assessment using the Turnitin tool called Feedback Studio.
- The student will see marked up comments on their document and there will also be an electronic marking grid which will indicate the scoring per marking criterion. The student will also get a provisional grade.

**Help with Turnitin issues:**

For any administrative issues, students should contact the admin support for their course/module.

**For any technical issues, please contact CampusMoodle Helpdesk:**

T: +44(0)1224 262233

E: [campus@rgu.ac.uk](mailto:campus@rgu.ac.uk)

## Guides

Turnitin: Feedback Studio – submit, view feedback and originality reports:

<http://campusmoodle.rgu.ac.uk/mod/book/view.php?id=3316751>

Assignment user guide – submitting coursework and viewing feedback:

<http://campusmoodle.rgu.ac.uk/mod/book/view.php?id=2901073>

These guides are also accessible from each module study area on CampusMoodle.

See also *Plagiarism*.

### 4.8 Fit to Sit Policy: Extenuating Circumstances

The University operates a *Fit to Sit Policy* which means that if you undertake an assessment then you are declaring yourself well enough to do so.

The University's Regulations require students to attend timetabled assessments and to submit work for assessments within the notified timescale and in accordance with the conditions for the course/module. [*Regulation A3 – Section 1: Academic Appeals (Awards and Progression) Procedure*]. However, the University recognises that illness or other valid circumstances can impact on a student's ability to submit and/or attend an assessment. The University's *Fit to Sit Policy*, therefore, incorporates provision for extenuating circumstances.

It is your responsibility as a student to ensure your School is informed of any extenuating circumstances, such as illness or other valid circumstances, which might prevent you from undertaking an assessment or is impacting on your ability to prepare for the assessment.

The Policy and associated forms can be accessed at:

[www.rgu.ac.uk/academicregulations](http://www.rgu.ac.uk/academicregulations)

See [University's Fit to Sit Policy](#) [video – 3 minutes] which provides a clear and concise overview of this policy.

## 4.9 Extenuating Circumstances/Late Submission

### 4.9.1 Extenuating Circumstances

If the student has any extenuating circumstances that prevent them from undertaking an assessment, they must submit a Deferral Request Form, available from:

[www.rgu.ac.uk/academicregulationsstudentforms](http://www.rgu.ac.uk/academicregulationsstudentforms)

This should be done as soon as the student identifies a problem but should arrive no later than 5 working days after the submission deadline date and/or the date of the examination. The form should be submitted to: [studentrequestnmp@rgu.ac.uk](mailto:studentrequestnmp@rgu.ac.uk).

### 4.9.2 Request for Extension to Specified Date of Submission

Requests for an extension must be made in writing using the Coursework Extension Request Form, available from:

[www.rgu.ac.uk/academicregulationsstudentforms](http://www.rgu.ac.uk/academicregulationsstudentforms)

The form should be submitted to: [studentrequestnmp@rgu.ac.uk](mailto:studentrequestnmp@rgu.ac.uk) at least 24 hours prior to the submission date and time. The decision to grant an extension rests with the Module Co-ordinator. Reasons for the request must be clearly stated and include relevant supporting evidence where possible.

**Please note:** From September 2021, the *Fit to Sit Policy* will be extended to include guidance around the duration of extensions, as follows:

- The period for an extension shall not normally extend beyond five working days.
- Only exceptionally shall an extension be granted beyond five working days and normally for no more than 10 working days.
- Only in very exceptional circumstances would an extension be granted beyond 10 working days. Normally any student seeking an extension beyond 10 working days shall be directed to the Deferral Request process.

### **4.9.3 Late Submission of Coursework**

If the student has not already been granted an extension or submitted a Deferral Request Form, coursework submitted after the specified submission date and time will be considered a non-submission.

### **4.9.4 Forms**

Deferral Request Forms and Coursework Extension Request Forms can be accessed from Student Forms at the following link:

[www.rgu.ac.uk/academic-regulations-studentforms](http://www.rgu.ac.uk/academic-regulations-studentforms)

Late submission of coursework, non-submission of coursework without mitigation or non-submission of coursework to Turnitin will be recorded as a non-submission.

See also *Fit to Sit Policy*.

### **4.10 Extenuating Circumstances Panel**

The School of Nursing, Midwifery and Paramedic Practice has a panel of staff comprising Programme/Course Leaders from across the School's portfolio of courses and programmes, and other senior staff who also have a key role in ensuring students are treated fairly and equitably as part of the programme/course of studies. The panel meets regularly throughout the year and is responsible, on behalf of the School programme/course Assessment Boards, for scrutinising the mitigating circumstances that students have raised, through the appropriate University procedures, which might prevent their ability to undertake an assessment or has an impact on their ability to prepare for the assessment.

A record of the decisions made is signed by the Convener of the panel. Decisions made are reported to the relevant Assessment Boards and are formally ratified.

See also *Extenuating Circumstances / Late Submission*.

#### 4.11 Feedback on Assessment Performance

Normally students will receive feedback on their performance in each assessment no later than **20 working days** from the date of submission of coursework or date of examination. Assessment results will be available from the Turnitin dropbox within the CampusMoodle module area. Exam, OSCE and Presentation results and feedback, where applicable, will be e-mailed to the student's RGU e-mail address.

The timing of feedback for each assessment is outlined in the Assessment Schedule, where relevant, and is also stated in the Module Timeline on CampusMoodle. The grade at this point will be provisional.

Grades remain provisional until confirmed by the Assessment Board. Every effort will be made to ensure that students receive feedback by the specified date. Students will always be informed of any changes that might occur with regards to these dates.

The feedback students receive will often be written. It is important that students read the feedback given and use the information to develop their ability to perform well in future assessments. If the student is required to re-submit or re-take an assessment, they should use the feedback to help improve their work for re-submission. Discussing the feedback with the Academic Tutor is considered crucial and this will help the student focus on how to improve their work in specific and general ways.

It is the student's responsibility to ensure they access support from their module Academic Tutor.

Internal marking is undertaken by individual lecturers of a module team. All assessments that have been awarded a Refer grade are subject to first and second marking, i.e. two lecturers from a module team will review the assessment. In addition, a sample of a range of pass grades, e.g. A-D will be subject to first and second marking to ensure that quality assurance measures are applied in the marking of assessments. See [RGU Assessment Policy](#).

**Please note:** All assessment results are provisional until confirmed by an Assessment Board.

See the School's [Assessment Charter](#) for further details.

#### **4.11.1 Resubmission of Assessment**

The requirements to resit any summative assessments will differ from those for the first attempt. Resit attempts are not a reworking of the first attempt of any summative assessments, but instead are a new assessment instrument. There may be exceptions, for example dissertations, practice-based outputs, work-based learning projects, reflective logs and PLE-related assessment.

Students who are required to submit a 2<sup>nd</sup> attempt will receive further information.

#### **4.11.2 Return of Assessment Documents**

Where relevant, competency based practice based documents will automatically be returned to students after the 20 working day period. It is therefore important that students keep a copy of their clinical assessment documentation as they may be asked to produce this at a later date. Examination scripts and dissertations must be kept within the School and will not be returned.

See also the School's [Assessment Charter](#) for further details.

### **4.12 Number of Assessments**

#### **4.12.1 Levels 9 & 10**

Students are permitted one initial assessment and, if required, one further submission for re-assessment in theory modules within the academic year. If it should be required, one further opportunity for submission will be available in the next academic year.

Please see section A4 of the University's Academic Regulations with regard to 'Assessment and Recommendations of Assessment Boards' at:

<http://www.rgu.ac.uk/academic-regulations>

See also *Assessment Board*.

#### **4.12.2 Level 11**

Postgraduate students are permitted an initial attempt and one re-assessment in each module if required.

Please see section A4 of the University's Academic Regulations with regard to 'Assessment and Recommendations of Assessment Boards' at:

<http://www.rgu.ac.uk/academic-regulations> and the Course Specification, available from: <http://www4.rgu.ac.uk/coursedb/>

See also *Assessment Board*.

#### **4.13 University Grading Scheme**

The University operates an A – F Grading Scheme. Percentages or grades can be used at component level depending on which is more appropriate for the type of assessment being utilised, but these would normally be converted to the A – F grading scheme or be a pass/fail (unsuccessful). For example, for a written assessment a grade could be awarded, but for an examination a percentage may be more suitable. Grades A-D constitute a pass, grades E and F constitute a fail.

Most importantly, the grading scheme must be transparent to students. They must have an unambiguous understanding of what students have to achieve in their assessments in order to obtain particular grades. To meet this aim, every module has a Module Descriptor which expresses the minimum standard of achievement required to attain a specific grade (within the section 'Module Performance Descriptor').

These are approved by School Academic Boards, who are also required to approve any amendments. To accompany the Module Descriptors, module teams will produce a grade profile demonstrating how each grade is determined. Full summative assessment guidelines are provided as an appendix in the Module Assessment Guide on CampusMoodle.

#### **4.14 Assessment Boards**

Assessment Boards (sometimes referred to as Examination Boards) are an important part of the University Administration and Quality Assurance system. An Assessment Board is required for every credit-bearing course and will meet at least once annually.

Assessment Boards are composed in accordance with the University's Organisational Regulations See:

<https://www.rgu.ac.uk/about/governance/organisational-regulations>

Assessment Boards will include members of academic and, where appropriate, clinical staff who are involved in delivering and assessing the course and external examiners, who are appointed for a fixed term to review assessed work and other aspects of the course, as well as other Board members with a responsibility or interest in the course.

Student results are provisional until they have been confirmed by an Assessment Board. The Assessment Board is responsible for confirming decisions on the award and progression for each individual student.

The Assessment Board's decisions on academic progress and final award will be made available through RGyoU following the relevant Assessment Board.

Assessment Boards are important, and the Assessment Schedule will inform the student when they are taking place.

See also *Number of Assessments*.

#### **4.15 External Examiners**

The function of the External Examiner is crucial to all aspects of the assessment process and their presence ensures the objectivity of an Assessment Board and ensures comparability of awards in the national context, the fair and equitable treatment of students, and correct application of the Academic Regulations.

Students **must not** make direct contact with External Examiners. External Examiners are required to inform the University of any contact initiated made by a student. Contact with an External Examiner initiated by a student may be dealt with as misconduct.

Following is a list of external examiners for our Continuing Professional Development modules:

Tommy Dickinson

David Foreman

Ursula Rolfe

Vivien Perry

Nicole Pollock

Clive Warn

Sue Harness

All students have the right to request to see a full External Examiner Annual Report (with the exception of confidential reports) for their programme of study. Students are required to give prior notice to the School to enable access – with supervision – to be arranged at a mutually agreeable time and place.

## 5 Evaluation

### 5.1 Overview

Every course and each of its modules have mechanisms for both formal and informal feedback from students. This is an important means of allowing the University and the practice areas to maintain and develop the educational experience of students. To do this, students will be asked to complete evaluation forms, and it is important that they try and give as objective a view as possible about the strengths and weaknesses of your learning experience. It is vital that we address issues you may have **during** the module; therefore, do not hesitate to bring issues to either your academic tutor or anyone else in the team and we will do our best to deal with the matter.

For further details, please access:

[www.rgu.ac.uk/student-representation-and-partnership](http://www.rgu.ac.uk/student-representation-and-partnership)

## Appendix 1: Student Visa Responsibilities

### Right to Study check

- As part of our duties as a Student Visa Sponsor, the University is required to take copies of your Immigration documents (current passport and visa/Biometric Residence Permit (BRP)) prior to enrolment to confirm your right to study.
- On arrival to the UK, please send a photo of your visa vignette and BRP (front and back) to the Student Immigration Team [passport@rgu.ac.uk](mailto:passport@rgu.ac.uk)
- If you update/renew your passport or receive a new visa/BRP please ensure that you send a photo of this to [passport@rgu.ac.uk](mailto:passport@rgu.ac.uk).

### Personal information

- Please ensure that you keep your contact information up-to-date (e.g. address, telephone number and alternative email address). You can do this via the [RGyoU Student Portal](#) or by visiting the Student Help Point.

### MY RGU

- Download the My RGU App - <https://www.rgu.ac.uk/myrgu>
- This will give you access to:
  - [ASK RGU](#) which allows you to view frequently asked questions, book appointments or ask your own questions to a number of departments.
  - [Student Immigration Moodle](#) which provides you with access to the latest visa and immigration news, welcome and student visa information.
  - University email address (usually [Student number@rgu.ac.uk](#)). Please ensure that you regularly check your University email address and respond in a timely manner to all correspondence from University staff.

## **Student Visa/BRP**

If you have successfully applied for a Student visa from outside of the UK, you will be issued with a vignette in your passport which is valid for 90 days from the date you indicated as your intended travel date in your visa application. The vignette is proof only of your permission to enter the UK and will allow you to travel to the UK. If you do not travel to the UK within this 90 day period, your visa will expire and you will need to apply for another vignette. You will be required to pay a fee for this (currently £154).

- Once you have arrived in the UK, you must collect your BRP card from the Post Office branch detailed in your decision letter. You must do this before the vignette sticker in your travel document expires. You may receive a fine of up to £1000 if you fail to collect your BRP.
- When you attend the Post Office branch to collect your BRP you must take the passport or travel document which contains your 90 day vignette. You do not need to make an appointment to collect your BRP.
- You must check your BRP carefully when you receive it, to make sure that all the details on it are correct. If you find a mistake, please **book an appointment** with an International Student Adviser as soon as possible.

## **Attendance**

- Ensure you enrol for your course on time each academic year. If you expect that you will be late for enrolment, e.g. due to flight or visa delay, you must contact the your [School](#) to confirm whether you will be accepted on your course late before travelling to the UK.
- All Schools monitor student attendance on a regular basis. As part of your visa responsibilities, you must attend all interactions (i.e. scheduled classes, tutorials, meetings with tutors/ supervisors). All Schools have monitoring systems in place and any unauthorised absences may be flagged to the Student Immigration Team as this could have implications for your Student Visa.

- You must attend Re-Registration twice a year (three for Post Graduate students). You will receive advance notification of the dates and location of Re-registration by email.
- You should [book an appointment](#) with an International Student Adviser if you choose to withdraw from or suspend your studies for any length of time, as this may have implications for your Student visa.

### **Working rules**

- You may only work the number of hours as permitted by your visa – for most Student visa holders this is currently a maximum of 20 hours per week during term-time (check your visa conditions).
- Please note that you can only work full-time during a 'vacation' period which is the period you are not attending classes/lectures, preparing for exams/resits, doing coursework, writing essays/dissertation/thesis or project or are on a reading week.
- You can also work full-time after the official submission/completion date of your final dissertation/project, final oral presentation (if applicable) or final exam, whichever is the latest.

### **'No recourse to public funds'**

- Your immigration conditions prohibit you from accessing 'public funds', which means certain welfare benefits and local authority housing. If you have UK immigration permission as a student you will not be able to claim most welfare benefits. If you apply for a welfare benefit that you do not qualify for, you will be breaching the conditions of your immigration permission.

### **Police Registration**

- Students from [certain countries](#) are required to register with the police. This requirement to register should be stated on the Home Office decision letter issued to you on receipt of your entry clearance vignette or your BRP.

- If required to register, you must make an appointment by emailing [SCDovroaberdeen@scotland.pnn.police.uk](mailto:SCDovroaberdeen@scotland.pnn.police.uk). This must be booked within 7 days of arrival into the UK or within 7 days of being granted leave to remain and you will be given a Police Registration Certificate. You must have your certificate updated at the Police Station each time you get a new visa, a new passport, if you get married or if you change address.
- There is an initial registration fee of £34. Any further updates are free of charge.

### **Visa Renewal**

- During your time at the University you may need to extend your visa. It is your responsibility to seek advice on extending your visa from an **International Student Adviser** before your current visa expires (we would recommend contacting the team approximately 3 months prior to your current visa expiring). You will be given advice on the maintenance/fee and documentation requirements that you will need for applying for a visa extension.
- The University may not be able to sponsor you for a future visa application if you overstay your visa expiry date.

### **Finance**

- If you do not pay your tuition fees by the agreed due date the [University's Debt Recovery Guidelines](#) will be applied.
- Failure to pay your tuition fees could result in your sponsorship being withdrawn by the university due to non-compliance of your Student visa responsibilities.
- Failure to comply with Student visa responsibilities may have major implications on your right to study in the UK, and the university has a legal responsibility to report to UK Visas and Immigration any changes to your student status and if you breach any conditions of your leave to remain.

## **Visa and Immigration Advice**

- If you require any visa and immigration advice during your studies, you should [book an appointment](#) to see an International Student Adviser by logging into [ASK RGU](#) and clicking on “My Appointments”

While every effort is made to ensure that our information is up-to-date, accurate and complete, Robert Gordon University does not accept responsibility for any omissions or errors. Further information on visa and immigration issues can be obtained from the Student Immigration Team.