BACHELOR OF MIDWIFERY COURSE
Student Handbook

September 2015 Intake
General Information:

Welcome
Aberdeen and the Garthdee Campus
Getting to Garthdee Campus
Location of school

A
Absence and Attendance
Academic Regulations
Accidents and Incidents
Annual Leave
Assessment

B
Bursary

C
CampusMoodle: Virtual Learning Environment
Canteen Facilities
Careers
Clinical Skills Centre
Communication
Conduct
Course Calendar
Course Information Database
Complaints

D
Disability Policy and Disability Support
Dress Standards and Uniforms

E
Equality and Diversity
Examinations
Expenses
Extemuating Circumstances
Extenuating Circumstances Panel
External Examiner

F
Fitness for Practice

G
Grademark

H
Health requirements and Occupational Health Service

I
IT Facilities & JANET

J
Jury Duty

L
Letter of Authority/Accessing placements
Library

M
Mandatory Teaching Sessions
Module Teams

N
National Student Survey
Night Duty and Out of Hours Care

P
Personal Details and Student Records
Personal Tutor
Placements
Professional Requirements and Registration
Progression and Progression Criteria

R
References and Student Status Letters
Regulations
Residential Accommodation
RGyuU

S
Student Involvement and Staff/Student Liaison Committee
Student Association/union
Student Identification
Study Support
Study Skills and Access Unit
Submission of Assessment

T
Timesheets
Timetables
Time out of the Course/Stepping off and on the course
Turnitin

U
University Grading Scheme
Unions for Student Nurses
Useful Contacts

Y
Your Gateway
It gives me great pleasure to welcome you to the School of Nursing and Midwifery as a student on the pre-registration midwifery course. You commence your studies during a dynamic time for midwifery care practice within the UK. One of the major challenges that faces the profession is ensuring the quality of experience of women and their families during pregnancy and childbirth; we are witnessing more midwifery led care with all the challenges that come with living in both urban and remote settings. This is the beginning of your journey to become a registered midwife and I hope you settle into university life and enjoy your time with us. As part of our commitment of support, you will be allocated a personal tutor, who will give you advice and support throughout your course. In addition, we have excellent systems to support you whilst you are in the practice environment where you will have an allocated mentor. Midwifery is an interesting, worthwhile but challenging profession, both academically and clinically.

All staff in the School are committed to your success and we look forward to working with you. We require and expect high standards from our students both personally and professionally. You are expected to be committed and work hard in order to achieve success, but you will also need to take the time to enjoy your leisure time and overall student experience here at the Robert Gordon University. I do hope you enjoy your course, and are happy within the university environment, if you have any questions or concerns please do not hesitate to contact your personal tutor in the first instance.

Warm regards

Ian Murray
Head of School
Aberdeen & Garthdee Campus

Robert Gordon University Campuses - Aberdeen
October 2011

KEY
1. Robertson Flats
2. Mountain Flats
3. Flora Field
4. City Simon
5. Garthdee Flats

Index
Getting to Garthdee Campus

by coach or car - if you are travelling from north of Aberdeen

From A956
• As you are entering Aberdeen from the A956 continue along King Street until it joins with Union Street.
• Continue along Union Street until it ends and joins with Holburn Street.
• Continue along Holburn Street until you come to a roundabout, where you should go straight ahead by taking the 3rd exit.
• At the mini-roundabout take the 1st exit.
• Continue along until you reach the next roundabout at the Bridge of Dee, where you should take the 2nd exit onto Garthdee Road.
• Continue through the next two roundabouts passing B & Q and Sainsbury's on the left hand side.
• Continue along Garthdee Road until you come to the entrance to the Faculty of Health and Social Care, Aberdeen Business School, Scott Sutherland School or Gray's School of Art.

From A96
• If you are travelling on the A96 take the 3rd exit at the Haudagain roundabout signposted A90.
• Continue straight along the A90 through 6 roundabouts until you reach the Bridge of Dee roundabout with Asda on your right hand side.
• At the roundabout take the 3rd exit onto Garthdee Road.
• Continue along Garthdee Road until you come to the entrance to the Faculty of Health and Social Care, Aberdeen Business School, Scott Sutherland School or Gray's School of Art.

by coach or car - if you are travelling from south of Aberdeen
• As you are entering Aberdeen from the A90 you will encounter two roundabouts.
• At the 1st roundabout take the 2nd exit over the bridge.
• At the 2nd roundabout take the 1st exit, Garthdee Road.
• Continue through the next two roundabouts passing B & Q and Sainsbury's, continuing along Garthdee Road until you come to the entrance to the Faculty of Health and Social Care, Aberdeen Business School, Scott Sutherland School or Gray's School of Art.

by train/bus
• The train and bus station are located on Guild Street, by the harbour.
• The quickest way to get to the Garthdee campus is turn left out of the train and bus station and walk along Guild Street, then turn right and up Bridge Street which takes you to Union Street.
• Take either the number 1 or 2 bus (red route).
• The number 1 will stop right outside the Faculty of Health and Social Care building on the Garthdee campus, before continuing along Garthdee Road.
The School of Nursing and Midwifery is located on the 5th floor of the Faculty of Health and Social Care Building at the Garthdee Campus. The entrance to the Faculty of Health and Social Care 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 and Midwifery.

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 Room H510 should always be your first port of call when you wish to meet with a member of staff.
You are expected to attend the pre-registration midwifery course on a full time basis, for every scheduled day on your timetable. Attendance is important as the School must provide the Nursing and Midwifery Council with confirmation that you have undertaken 135 weeks over 3 years. The Registers and timesheets are two of several ways by which we gather information to calculate your attendance. The pre-registration midwifery course is designed to provide you with the opportunity to achieve these requirements. Absence from the course will have an impact on you being able to achieve this requirement.

Employers request detailed information about student attendance during their pre-registration programme. They are particularly interested in your total amount of absences and the number of episodes. It is important you understand that from the outset of your studies, detailed records are kept about your attendance and absence and will form part of any reference from the School.

We fully understand and accept that there are times when absence from the course is legitimate and necessary. You should not worry about taking time off when you are unwell or requesting time off for unexpected events or situations that arise. In order to ensure we have accurate records of your attendance and absence it is important that you familiarise yourself with the Authorised Absence Policy and the procedures for reporting sickness, submitting certification regarding sickness and returning from sick leave.

It is also important for you to understand that there are occasions when students must take time out of their studies for health, academic, or others reasons. Sometimes this is a personal choice but at other times it is a requirement. The information over the page sets out the process for reporting sick, returning from sick leave and certification. You can access the Authorised Absence Policy via the link:


You are accredited with a core 35 hours per week for attendance at university and undertaking theoretical learning. You will be required to undertake direct clinical practice learning for 37.5 hours each week.

Absence from your course means you may not meet the requirements necessary to register. Students who have transferred into or re-entered the course will be advised on course length on an individual basis. Student midwives must note that you are required to make up every single day you miss from clinical practice, for whatever reason.

**You are required to attend all timetabled classes and all allocated placements during your course. Failure to do so without following the correct procedures will result in your bursary payments being suspended.**
University
You are expected to attend all timetabled classes and engage in all learning opportunities associated with the
 timetabled classes. All moving and handling, basic life support and administration of medicines
 sessions are mandatory (compulsory). In order to access practice placements, you must attend
 these sessions at the date and time specified for your group. Individual sessions will not be arranged. Failure to
 attend these classes will mean you cannot go to practice placements.

Students are also expected to attend meetings organised by academic staff, for example, personal tutor group
 or individual meetings, academic support tutorials or individual support sessions.
Whilst in the University, your attendance will be monitored by the School and by your personal tutor. This
 provides the School with information that is used to calculate the theoretical hours that you have undertaken.

Practice
Shift patterns in practice sometimes mean that clinical hours are calculated over a period of time longer than one week, for
 example, if you are undertaking a night midwifery experience, you might attend for 75 hours across a two week period.

You must complete a timesheet in every practice placement and you must ensure it is countersigned by your named
 mentor or other designated member of the clinical team, normally on a weekly basis. Timesheets are designated as
 part of your clinical assessment documents. It is important that timesheets are accurate as they are the only source of
 information from which the total number of clinical hours you attended during the course is calculated.

Please remember your attendance at placements will mirror the shift patterns of the clinical staff who work within the
 practice placement areas. This means you will be undertaking early shifts commencing any time from 7am onwards,
late shifts or night shifts than can be variable. You may also be on call for home births.
<table>
<thead>
<tr>
<th>Reporting off sick</th>
<th>Reporting Fit to Return</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>During University</td>
<td>During Placements</td>
<td>Notes</td>
</tr>
<tr>
<td>Call 01224 (26)2932 or email <strong><a href="mailto:studentcentre-nursing@rgu.ac.uk">studentcentre-nursing@rgu.ac.uk</a></strong>. Please note this is an answering machine for reporting sickness/absence only.</td>
<td>Notify Mentor, or person in charge, before you are due to attend. AND Notify 26(2932)</td>
<td>Placements appreciate as much prior warning as possible.</td>
</tr>
<tr>
<td></td>
<td>Notify 01224 (26)2932 of last day of incapacity</td>
<td>Notify Placement of intention to return on particular date Notify 01224 (26)2932 of last day of incapacity</td>
</tr>
<tr>
<td>1 - 7 Days</td>
<td>8 Days &amp; over</td>
<td></td>
</tr>
<tr>
<td>Call 01224 (26)2932 or email <strong><a href="mailto:studentcentre-nursing@rgu.ac.uk">studentcentre-nursing@rgu.ac.uk</a></strong>. Please note this is an answering machine for reporting sickness/absence only.</td>
<td>Self certificate to be completed and counter-signed by Mentor or person in charge of the area and submitted to H510</td>
<td>Consult your General Practitioner if minor illnesses do not clear up quickly</td>
</tr>
<tr>
<td>Medical certificate from General Practitioner to be submitted to H510, as soon as possible and at regular intervals</td>
<td>Inform Placement of continued sick leave Medical certificate from General Practitioner to H510, as soon as possible and at regular intervals</td>
<td>Your General Practitioner will not be able to supply this unless you consult him/her when you are ill. Should your ill health continue, the School may refer you to the Occupational Health provider.</td>
</tr>
<tr>
<td>Note:</td>
<td></td>
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<tr>
<td>Whatever the circumstances, ALL days of sickness must be covered by appropriate notification and certification as described above. Any absences not so covered will be regarded as unacceptable, and may affect your bursary entitlement.</td>
<td></td>
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<tr>
<td>Unauthorised absence is regarded as unacceptable, and may affect your progress on the programme.</td>
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The University’s Academic Regulations apply to all educational provision offered by the University which bears academic credit and detail procedures covering aspects of your experience such as student conduct, appeals and assessment.

Your attention is drawn to the following page: **Academic Honesty @ RGU** which provides guidance on completing your work with honesty and integrity.

The Regulations are available in full via RGyoU under the ‘My Results’ tab or the following link

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

**Accidents and Incidents**

If you are involved in an accident/incident during your course (whether or not you are injured), are a witness to one or have one reported to you, you must inform a member of staff as soon as possible.

If you are on placement, the accident/incident should be reported immediately to the manager of the area and subsequently you should notify the School using the School Absence line and this will be passed on to your Personal Tutor and the Practice Education Lecturer for the area.

To comply with Health and Safety regulations, appropriate records should be maintained. **ALL accidents/incidents occurring within The Robert Gordon University sites or while undertaking practice placement MUST be recorded using the official documents used in the area concerned.** You may also be required to complete a University incident form. If you spot a hazard or potential hazard in or around the University premises, you should let a member of staff know. The safety of all University users is closely monitored by the University Health and Safety Committee.

**Health and Safety Passport**

The Health and Safety Passport provides you with an introduction to Health and Safety within the University. The Health and Safety Passport must be completed by all students and the online resource covers key topics in relation to Health and Safety in a user friendly manner. You will be given a date for completion of the Passport and the pass-mark for this important work is nominally 75%.

Whilst the Health and Safety Passport is an introduction to the Health and Safety process and procedures that are currently in place at RGU, students must still be aware of, and complete, all safety induction courses prior to carrying out any practical work either on University premises or whilst on placement.

Further information about the Health and Safety Passport will be given to you at the start of your course.

**School Study Area: NUS017**

**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. Details of the location of first aiders and first aid equipment is held at all main reception areas. In the event of you requiring to leave the University because of illness or injury an appropriate member of staff must be notified.

**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 prominent areas throughout University buildings. As part or your course you will be require to attend fire lectures.

**In the event of a fire, the number to ring (using an internal phone) is: 9 - 999**

At the beginning of each practice placement you will receive an orientation and induction that will include information and instructions relating to health and safety procedures that are specific to the area of practice.
Holiday dates are scheduled within the course and cannot be changed. Holiday dates are from Monday to Sunday inclusive. When holiday dates are preceded and/or followed by practice placements you cannot guarantee being “off duty” on the Sunday before a holiday and must make your plans accordingly. Local Public/Bank Holidays may not be observed.

The purpose of assessment is to enable you to demonstrate that you have achieved the learning outcomes for each theoretical and clinical module that make up your course of study. Assessment also provides the evidence that confirms you have achieved the standard required for receiving the course academic award and professional registration. Assessment refers to both coursework and examinations. Coursework includes continuous assessment such as essays, dissertations, presentations, posters and clinical assessment. All assessment work must be your own unless it has been clearly specified that a group submission is required.

For each module you study you will be required to undertake the module assessment. Each module team will provide you with specific information and guidance about the assessment for the module. In addition, you will receive an Assessment Schedule for each stage of the course, outlining the dates of submission for each assessment. An indication of when you can expect to receive feedback and confirmation of your results is also included. It is important that you use this information to plan your assessment workload. As a student midwife your time is divided between placements and the University, to ensure you perform well in assessments, you must plan how you are going to use your time.

You can expect to be kept informed of matters relating to assessment and receive feedback on specific assessments. In order for this to be achieved, you must bear in mind that it is your responsibility to promptly notify the School of your change of address.

Assessment Responsibilities
Both you and the University have responsibilities regarding the assessment process. These are clearly outlined in Section A4 of the Academic Regulations:

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

You have a responsibility to submit all your coursework and attend examinations on the dates specified within the Assessment Schedule. At the time of an assessment you must inform the School using the University’s Extenuating Circumstances form, of any circumstances which may have an impact on your ability to undertake or perform well in the assessment.

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 the individual student should in all cases acknowledge the source. We use software called Turnitin, see section on Turnitin for further details.

Number of assessment opportunities
For clinical modules: students are permitted an initial assessment opportunity and, as necessary, one re-assessment opportunity.

For theoretical modules: students are permitted an initial assessment opportunity and, as necessary, two re-assessment opportunities. 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

Please note that you are encouraged to attempt to pass all modules at your first attempt.
Support for Assessments
Members of the module teams will provide you with support and guidance on the assessment for each module. Such support may be undertaken with the class as a whole, within a tutorial group or on an individual basis. For theory modules you will be assigned a member of the module team as an academic tutor for the duration of the module. You are expected to engage in formative assessment activities during the modules which are designed to give you structured feedback on your progress. Such formative assessment activities may be self, peer and lecturer led. They are designed to support your learning as well as inform your completion of summative assessment.

You will need to plan and prioritise your studying and assessment workloads. It is your responsibility to contact relevant staff for support and guidance. You are advised to make contact with your academic tutors regarding your summative assessments in a timely manner, well before submission deadlines. Individual discussions with your academic tutor regarding your module summative assessments may include a review of a outline of work, discussion of your 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 your work.

Your personal tutor can provide you with general academic support and guidance relating to your overall performance and progress. Your personal tutor will monitor your progress in relation to practice modules.

Study and academic writing skills support is available from the Study Skills and Access Unit:

http://www.rgu.ac.uk/student-life/student-advice-and-support/study-support

Please take note of any Extenuating Circumstances which may affect your assessment performance, and take timely action to address any concerns which you may have. The Extenuating Circumstances form and accompanying notes can be found at:

http://www.rgu.ac.uk/about/academic-affairs/quality-assurance-and-regulations/academic-regulations

Feedback on Assessment Performance
You should expect to receive feedback on your performance in each assessment within 20 working days of the date of submission of coursework or date of examination. The timing of feedback for each assessment is outlined in the assessment schedule and is also stated in module booklets. Every effort will be made to ensure you receive feedback by the specified date. You will always be informed of any changes that might occur to these dates.

The feedback you receive will often be written, but may take other forms, e.g. verbal feedback in the form of a podcast. It is important that you read or listen to the feedback given and use the information to develop your ability to perform well in assessments. If you are required to re-submit or re-take an assessment you should use the feedback to help improve your work for re-submission. Discussing the feedback with your academic support tutor is considered crucial as this will help you focus upon how you can improve your work in specific and general ways. ** It is your responsibility to ensure you access support from your module academic tutors.

Please note: All assessment results are provisional until confirmed by an Assessment Board. External examiners have an important role in ensuring marking procedures are robust. They review samples of the coursework, examination papers and clinical assessment documentation from all modules. You may receive feedback prior to the course leader receiving the external examiner’s comments therefore you should note that an external examiner can, and on occasions does, alter the grade for a piece of assessment that has been marked internally.

Assessment Schedule
You will be given an assessment schedule for each stage and this will be emailed to you at the beginning of each stage.
All bursary payments are paid directly into bank accounts.

You must apply online at www.saas.gov.uk every year for your bursary usually by the end of March. SAAS usually send a text and email reminder informing you when to make your application for the next year of your bursary.

The unique reference number you received from the Student Awards Agency for Scotland (SAAS) will be needed for any correspondence you have with them and any travel/subsistence claim form.

You are responsible for advising the SAAS of any changes of name or permanent address and the accuracy of your bank/building society details. If your circumstances change in relation to dependant/s’ allowance during the year you should contact the SAAS to inform them.

Each University has a responsibility to ensure that students who are claiming bursaries are making satisfactory progress through the course and that their attendance on the course is of an acceptable level. This is done on a weekly basis by SAAS. To ensure the University records match with SAAS and we can confirm your ongoing attendance you must use the same name with both organisations. E.g. if your name is Jennifer and that is the name you used on your University application you must also apply to SAAS using the name Jennifer and not Jenny or Jen.

If a student withdraws temporarily from the course he/she ceases to be a student until resumption of the course. Qualification for a bursary will normally cease from the date of temporary withdrawal. In some circumstances bursary may be continued for a period of time after a temporary withdrawal. The bursary is normally not available when a student is required to repeat parts of the course.

Only in exceptional circumstances can the University recommend, and the Scottish Government agree, to extend bursary payment beyond the minimum course length. This means that if you need to have an extension to your course to meet requirements you may have to undertake the period without a bursary.

If you have any queries regarding your bursary please contact Julie Yackiminie, j.yackiminie@rgu.ac.uk.
The University has a virtual learning environment to support your learning. Each module has an area within CampusMoodle which will provide resources to support learning. Information regarding CampusMoodle is available from:

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

RGU works in partnership with ARAMARK to provide high quality catering throughout the University. The services provided are as follows:

- Refectories
- Retail Shops
- Costa Coffee Bars
- Vending Machines
- Hospitality (mainly staff)

Full information in relation to all Catering Facilities are on:

http://www.rgu.ac.uk/catering/general/page.cfm

My Career Toolkit

www.rgu.ac.uk/careersonmoodle
The Clinical Skills Centre is a state of the art simulated learning environment comprising of two ward areas, a High Depend-ency Unit, a Child ward area, a Labour room and a home setting. The centre is located on Level 2 of the Faculty of Health and Social Care building and is used by all students in the Faculty. As a student nurse you will use the Clinical Skills Centre throughout your programme to practice key clinical skills for example; blood pressure measurement and communication skills in this safe learning environment before going to clinical placement.

The Centre is equipped with a wide range of equipment to help to simulate practice. We have several patient simulators including meti man, Paediatric Hal and sim mum, so you have the opportunity to practice skills on a mannequin before you undertake the skill on a real patient. You will also work with members of the Faculty Patient Volunteer Programme. These volunteers are members of the public who will role play a scenario in the Clinical Skills Centre to make it more realistic for you rather than working with the mannequins all the time. For example a volunteer will play the role of a confused patient or a patient in pain and you will be expected to ‘look after’ the volunteer patient. We also use video recording equipment in the Centre to aid your development and facilitate reflection on your clinical skills performance.

Prior to using the Clinical Skills Centre, all students must familiarise themselves with the Centre’s policies and procedures which are located on the Centre web pages and can be accessed from the School of Nursing and Midwifery homepage in the ‘About Us’ section.

All students using the Clinical Skills Centre must adhere to the dress code and as a nursing student you must wear a School of Nursing and Midwifery polo shirt, black or navy comfortable trousers (preferably tracksuit bottoms or leggings) and trainers.

There are several pieces of equipment in the Centre that contain Latex. If you are allergic to latex you MUST inform your personal tutor at the start of your programme and before you go to the Clinical Skills Centre.

For more information about the Clinical Skills Centre please access the website as directed below.

http://www.rgu.ac.uk/areas-of-study/subjects/health-professions/clinical-skills-centre/clinical-skills-centre

Communication

The key modes of communication are: RGU student e-mail, the notice board CampusMoodle and edu text. Please ensure that you regularly check your e-mail, intake notice board and CampusMoodle for important programme information. You will be automatically signed up for edu text and receive any urgent information via text message in relation to cancelled classes etc.

Please note: when you leave a message on a member of staff’s voicemail, remember to state your name, intake and provide a clear telephone number. An internal telephone is available in Room H510 for students to contact, or leave messages, for academic staff.

The University has a complaints procedure which can be accessed at:
http://www.rgu.ac.uk/complaints
As a student midwife, you will be working alongside other students, staff of the university and practice placements, and the public. You are likely to be in contact with members of the public at particularly difficult and vulnerable periods of their lives; when they are patients, carers, relatives or concerned citizens. It is important that you recognise and accept the expectations and responsibilities you now carry as a student midwife.

A3 of the University Academic Regulations defines the obligations, responsibilities and entitlement of students following enrolment. It explains the standards of conduct expected and specifies the procedures which are followed when misconduct is alleged. It is important you read Section 2 (Student Misconduct Procedure) of this part of the University Academic Regulations. The link below will provide access to these paragraphs;

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

As a student midwife there are additional professional body requirements you need to accept and engage with if you are to progress through your studies and become a registered midwife:

- You need to be aware that you now carry a responsibility to ensure your behaviour reflects the standards set out in The Nursing & Midwifery Council (NMC) document The Code: Professional standards of practice and behaviour for nurses and midwives (2015). You have been provided with an electronic copy of the Code and the NMC Guidance on professional conduct for Nursing and Midwifery students. It is important that you read both of these documents and consider the standards in relation to your behaviour during theoretical learning, practice learning or in your personal and social life.

- The NMC is primarily concerned with protecting the public and as part of the mechanisms for ensuring this requires the University’s Lead Midwife for Education to complete a ‘Declaration of Good Health and Good Character’ document which confirms for the NMC whether your:

  “...health and character are sufficiently good to enable safe and effective practice and that there is an intention to comply with the Code of professional conduct: standards for conduct, performance and ethics.”

  To facilitate this declaration and to ensure you are fit to continue to progress through your course, you are required to complete an annual declaration of Good Health and Good Character. Personal tutors co-ordinate the completion of the declaration at the end of each stage of the course and review your submission with you. The declaration provides an opportunity for you to discuss any new issues with your personal tutor and review any ongoing circumstances associated with health and conduct. It is important that you are open and honest in completing this declaration and that you use this process as a means of obtaining support and guidance.

- You are subject to Enhanced Disclosure and your criminal record status must meet the requirements for entry to and continuation on a midwifery course. You must report (to your course leader) any situations you become involved with which leads to the involvement of the police or criminal proceedings, or call into question your good character or which might undermine the reputation of the profession, university or public safety or confidence.

  In certain circumstances, your progression on the course may be suspended until situations relating to any areas highlighted above have been resolved.
You can access further information on the programme you are studying by accessing the Course Information Database using the following link: www.rgu.ac.uk/coursedb/
Disability Policy and Disability Support

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

<table>
<thead>
<tr>
<th>Disability Advisor Centre</th>
<th>School of Nursing and Midwifery Disability Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>T: 01224-262142</td>
<td>Mrs Josey Mackenzie T: 01224 262911</td>
</tr>
<tr>
<td>E:<a href="mailto:disability@rgu.ac.uk">disability@rgu.ac.uk</a></td>
<td><a href="mailto:j.m.mackenzie@rgu.ac.uk">j.m.mackenzie@rgu.ac.uk</a></td>
</tr>
</tbody>
</table>

| Fiona Baguley T: 01224 262652 | |
| f.baguley@rgu.ac.uk          | |

Protection of vulnerable groups (PVG) (previously enhanced disclosure)

As a student midwife you are subject to Enhanced Disclosure procedures. It is important that all individuals who will work with the public at times when they are particularly vulnerable are scrutinised in terms of any criminal record to ensure that any risk to the public is minimised and public protection is enhanced.

A condition of your entry to the course will have been a satisfactory Disclosure. Without confirmation that a satisfactory Disclosure has been received, you will not be able to access practice placements.

It is important that you inform the School through your personal tutor or the Course Leader and at the earliest opportunity, if there are any events that may impact on the status of your criminal record, for example, if you receive any cautions by police, if you are charged by the police, prosecuted or convicted of any crime. Such events do not necessarily prevent you from continuing and completing your course of study however, they may constitute non-academic misconduct and/or, in situations where the outcome is pending, you may not be permitted to access practice placements until the outcome is known.

Contact: Dr Annie Lau (B Midwifery Course Leader)

Criminal record checks are normally carried out through Disclosure Scotland as a condition of entry to the course. In addition, a PVG update will require to be carried out when students have had more than 6 months out of their studies, or where there is an indication that a criminal record check should be carried out for a particular reason.

On an annual basis you are required to sign a declaration that you continue to be of good health and of good character. Good character will include a declaration that there are no changes to your criminal record since the last Disclosure check was undertaken.

Dress Standards and Uniforms

Pre-registration students are required to wear a uniform while undertaking most practice placements.

The style of the uniform is in accordance with Health and Safety recommendations. Only in special circumstances will a student be permitted to wear an alternative style. In such cases, formal representation should be made to Mrs Susan Cumming, School Administration Manager, Room H516, 01224-262982. Each individual case will be considered on its own merit.

The purpose of the uniform is to protect both clients and staff from infection, and readily identifies the midwife as a student.

The uniform consists of a silver grey tunic top with RGU logo on left hand side and navy blue cargo style trousers.
In all situations a change of uniform every day is recommended. Students are reminded of the need to handle soiled uniforms with care to reduce the risk of spreading infection. For this reason the uniform should not be worn whilst travelling to and from the practice placement area. However, if no changing facilities are available at the practice placement, you may travel to and from the experience in uniform but appropriate over-garments should be worn during travelling. Be aware that travelling to and from the practice placement in uniform draws attention to the fact that you are a student midwife. The uniform must only be worn while undertaking practice placements as an RGU student and at no other time.

Enrolment cards must be worn in conjunction with the uniform as an aid to communication and to enhance security.

<table>
<thead>
<tr>
<th>Standard of Dress - Female Students</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tunic/Trousers</strong></td>
<td>Clean and in good repair, buttoned at all times</td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td>Preferred Option: Black or white lacing shoes</td>
</tr>
<tr>
<td></td>
<td>Alternative Option: White, plain trainers.</td>
</tr>
<tr>
<td></td>
<td>Shoes must be made of a material, either leather or synthetic, which can be wiped/ Canvas shoes are not allowed.</td>
</tr>
<tr>
<td><strong>Socks/Tights</strong></td>
<td>White socks/Light coloured tights</td>
</tr>
<tr>
<td><strong>Cardigan (Optional)</strong></td>
<td>Navy blue</td>
</tr>
<tr>
<td><strong>Hair</strong></td>
<td>Clean, tidy and off the collar. No extreme styles and no elaborate fasteners.</td>
</tr>
<tr>
<td><strong>Nails</strong></td>
<td>Short, clean. no nail varnish.</td>
</tr>
<tr>
<td><strong>Make-up</strong></td>
<td>Light make-up only.</td>
</tr>
<tr>
<td><strong>Watch</strong></td>
<td>Wristwatches must be removed when directly involved in patient activities.</td>
</tr>
<tr>
<td><strong>Rings</strong></td>
<td>Wedding rings only.</td>
</tr>
<tr>
<td><strong>Ear-rings</strong></td>
<td>None to be worn.</td>
</tr>
<tr>
<td><strong>Visible Body Piercing</strong></td>
<td>Not to be worn.</td>
</tr>
<tr>
<td><strong>Necklaces/Bracelets</strong></td>
<td>No wrist bracelets to be worn. No necklaces/neckchains to be worn that are openly displayed.</td>
</tr>
<tr>
<td><strong>Enrolment Cards</strong></td>
<td>Enrolment cards MUST be worn. No more than 2 other badges (e.g., Hospital, Trade-Union).</td>
</tr>
</tbody>
</table>

*Indoor uniform must not be worn outwith the practice placement except in Community or placements where there are no changing facilities available, when it must be covered with an appropriate jacket.*
## Standard of Dress - Male Students

<table>
<thead>
<tr>
<th>Item</th>
<th>Male Students</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tunic/Trousers</td>
<td></td>
<td>Clean and in good repair, buttoned at all times</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Loose enough to allow movement.</td>
</tr>
<tr>
<td>Shoes</td>
<td>Preferred</td>
<td>Black or white lacing shoes</td>
</tr>
<tr>
<td></td>
<td>Option</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alternative</td>
<td>White, plain trainers.</td>
</tr>
<tr>
<td></td>
<td>Option</td>
<td>Shoes must be made of a material, either leather or synthetic, which can be wiped/</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Canvas shoes are not allowed.</td>
</tr>
<tr>
<td>Socks</td>
<td></td>
<td>Dark, where appropriate</td>
</tr>
<tr>
<td>Hair</td>
<td></td>
<td>Clean, tidy and off the collar. No extreme styles and no elaborate fasteners.</td>
</tr>
<tr>
<td>Beard</td>
<td></td>
<td>Trim and tidy.</td>
</tr>
<tr>
<td>Nails</td>
<td></td>
<td>Short, clean.</td>
</tr>
<tr>
<td>Watch</td>
<td></td>
<td>Wristwatches must be removed when directly involved in patient activities.</td>
</tr>
<tr>
<td>Rings</td>
<td></td>
<td>Wedding rings only.</td>
</tr>
<tr>
<td>Ear-rings</td>
<td></td>
<td>None to be worn.</td>
</tr>
<tr>
<td>Visible Body Piercing</td>
<td></td>
<td>Not to be worn. (Requests for religious or cultural exemptions to this must be brought individually to the attention of the appropriate Programme Leader prior to placement).</td>
</tr>
<tr>
<td>Necklaces/Bracelets</td>
<td></td>
<td>No wrist bracelets to be worn. No necklaces/neckchains to be worn that are openly displayed.</td>
</tr>
<tr>
<td>Enrolment Cards</td>
<td></td>
<td>Enrolment cards MUST be worn. No more than 2 other badges (e.g., Hospital, Trade-Union).</td>
</tr>
</tbody>
</table>

**Indoor uniform must not be worn outwith the practice placement except in Community or placements where there are no changing facilities available, when it must be covered with an appropriate jacket.**
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 you have any comments regarding discrimination or believe you have been subject to discrimination, please contact an appropriate member of staff within the School or alternatively the Student Services Manager, Dr Pamela Tosh (p.tosh@rgu.ac.uk).

Guidelines and guidance notes for examinations can be accessed from:


Please ensure you familiarise yourself with these guidance notes.

If you are going on placement you may be entitled to reclaim expenses incurred for your course that are above what you would normally spend when in full-time attendance at your institution from the Student Awards Agency for Scotland (SAAS). You cannot claim for normal daily travel to and from your institution or for your normal day to day living expenses.

**Accommodation**
If you incur accommodation costs which are in addition to your normal Term Time accommodation costs you may be entitled to claim up to £25.00 per night, 5 nights from 7.

**Travel**
If your travel is more than your normal daily travel to RGU from your term time address you may be entitled to claim travel expenses less your normal daily travel to RGU.

**Accommodation**
- Students going on placement and who require B & B must arrange their own accommodation. Lists are available from Linda Anderson, l.m.anderson@rgu.ac.uk if required. Once your accommodation has been booked you should complete a 'Details of Bed and Breakfast Booked’ form which should be submitted prior to your placement.
- To reclaim B & B costs you must submit a SAAS claim form attaching all receipts for amounts claimed. All receipts MUST have the address of the accommodation, dates of accommodation provided, cost and a signature of receipt of payment. PLEASE NOTE that no expenses will be authorised unless all detailed receipts have been provided.
- Students may claim accommodation costs in advance (up to 4 weeks at any one time)
- Once you have received payment from SAAS and have paid your accommodation provider you must send the receipts for the advanced claim to Linda Anderson. Please note that no further claims for Accommodation or Travel will be processed until receipts have been received.

Advanced claims should be submitted on a SAAS claim form prior to your placement

**Travel – Orkney/Shetland/Western Isles**
- Students are entitled to claim air/ferry travel to the Islands and in addition can normally claim 1 or 2 return trips home mid placement depending on length of placement.
Travel – Other Placement Areas

- If your travel is more than your normal daily travel to RGU from your term time address you may be entitled to claim travel expenses less your normal daily travel to RGU. If you choose to use your own transport you cannot claim mileage (unless placement is audited as a ‘car user required’) but can claim the equivalent of the bus fare less your normal daily travel to RGU.

- Students who are staying in B & B can also claim 1 x return trip per week from your placement area to your term time address less your normal daily travel to RGU. Claims will be restricted to the cheapest form of transport which is normally the bus fare.

Travel – Mileage

Students who are in their third year and have their own caseload are entitled to claim mileage for their caseload mileage. Prior to your placement you must submit a ‘Mileage Pre-approval Form’ and a copy of your car insurance document which must include business use. If your ‘Mileage pre-approval Form’ is approved you will receive an e-mail with authorisation and details of the information which will be required.

Summary

- Please submit completed forms on time ensuring all relevant sections are completed.
- Ensure all necessary documentation is correct and attached to your claim.
- All claims must be submitted within one month of you moving to the next stage or completing the course.
- If you adhere to all of the above this will prevent any delays in processing your payment. If there are any issues with your claim you will either be contacted by e-mail or the form will be returned to you.
- If in doubt please check before you go on placement.
- All forms are available from the wall trays outside the main student reception (H510)
- SAAS claim forms can also be downloaded from their website [http://www.saas.gov.uk/_forms/nmsb2.pdf](http://www.saas.gov.uk/_forms/nmsb2.pdf)

The above guidelines are correct at time of print but this may be subject to alteration by SAAS. Any changes will be made on the link on the RGU website as soon as we are informed but if in doubt you should check prior to going on placement.

It is difficult to anticipate events and circumstances that might arise and impact on your performance on the course. However, it is recognised that health issues and/or other factors may arise that compromise your ability to undertake summative assessments or to produce work of the level required. In such circumstances, it is your responsibility to follow the correct university procedures for bringing the mitigating factors that are affecting the summative assessment/s, to the attention of the School Extenuating Circumstances Panel. Please go to the following link to access the University’s information on the policy and procedures for requesting an extension to the submission of course work or raising mitigating circumstances.

The Extenuating Circumstances claim form can be accessed from:

http://www.rgu.ac.uk/about/academic-affairs/quality-assurance-and-regulations/academic-regulations-student-forms

The School of Nursing and Midwifery has a panel of staff comprising course leaders from across the School 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 course of studies. The panel meets regularly throughout the year and is responsible, on behalf of the School course Assessment Boards, for scrutinising the mitigating circumstances that students have raised, through the appropriate University procedures, as having an impact on their ability to undertake summative assessments to the best of their ability.

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

Students must not make direct contact with External Examiners. External Examiners are required to inform the university of any contact made by a student; this will be dealt with as misconduct.

Wallis-Redworth, Maxine Carol, Senior Lecturer, Anglia Ruskin University, Cambridge
Wylie, Linda, University of West of Scotland, Former Programme Leader

All students have the right to request to see a full External Examiner Annual Report (with the exception of confidential reports) for their course 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.
Fitness for practice is a very important issue for all students of the health and social care professions. There are four key strands to Fitness for Practice that you must exemplify as a student midwife during each stage of your course. These four strands are monitored and assessed and failure to demonstrate acceptable levels may well prevent you from progressing through your course and registering as a midwife on completion of your course. In addition, issues in these areas may limit your future opportunities for employment.

**Knowledge:** You must be able to demonstrate that your practice is informed by current research, appropriate evidence and relevant theory. This is why attendance at university classes and engagement with directed study activities is so important and why the NMC require a minimum of theory hours to be achieved during your course.

**Skill:** You must be able to demonstrate proficiency in the full range of midwifery skills (including interpersonal skills) identified as appropriate for the stage of the course that you are in. This is why you must attend all skills classes, attend the mandatory sessions and why the NMC require a minimum number of clinical practice hours to be achieved during your course.

**Health:** Your must be deemed fit and healthy to undertake your course of study. Midwifery is a demanding profession where you will be contributing to the care of vulnerable patients and clients. To be safe and effective you must be of sufficient health yourself. Failure to attend to your own health needs could have an impact on others as well as you.

**Conduct:** Your attitudes and behaviour are now open to scrutiny now you are a student midwife. To be accepted onto your course of study, you will already have been subject to a criminal records check through Disclosure Scotland. Such scrutiny will continue throughout your course of studies where deemed necessary. In addition, the attitudes you express and the behaviour you display within the university, within your placements, in relation to your peers, the staff you encounter and members of the public are also now open to scrutiny. This includes areas such as attendance to your course, following processes and procedures, responding to situations (personal and professional) in a responsible and professional manner, and any situations that involve the police. This is a complex area but ultimately, protection of the public is what registration with the NMC is about and the School must ensure that anyone who is supported to enter the professional register is fit for practice.

In order to register when you have completed your studies, the University’s Lead Midwife for Education is required to sign a Declaration of Good Health and Good Character for the NMC. This may not happen where there are concerns about your knowledge, skills, health and conduct.

Your assessment will be marked using GradeMark which is a paperless assessment tool. Your marker will write individual feedback on your assessment which has been submitted to the ‘Final for Marking folder’ in Turnitin. Within Turnitin, there will now be an electronic grid available for you to see your feedback, the date of which is detailed on your assessment schedule.
Health Requirements and Occupational Health Services

Looking after Yourself
If this is your first time living away from home, there are some things that may help you settle into your new lifestyle. Even if you are continuing to live at home, it is worth reflecting on your lifestyle in relation to the points below:

• Get enough sleep
• Eat a balanced diet
• Organise your work so that assessments are not left to the last minute
• Make time to relax and enjoy yourself
• Try to maintain your interests outside midwifery
• Speak to your Personal Tutor if you are having problems – so that problems don’t build up

As a student midwife, you will spend a large amount of your course in various health and social care services and other establishments where patients/clients are cared for so it is important that you are fit and healthy. Looking after and being responsible for your own health and wellbeing is very important. You are expected to take appropriate steps to maintain good health.

Since you have been confirmed as fit by the Occupational Health Service (OHS) to commence your studies, it is anticipated that you will be able to progress through the course without undue interruption because of ill health. The School of Nursing and Midwifery reserves the right to refer you to OHS where it is deemed appropriate to establish your fitness to continue with the course and to declare you fit for registration.

NB. If you require health assessments during the course you must be deemed as fit to fully engage with your course of study, i.e. if you are a full time student you must be fit enough to attend on a full time basis and undertake the learning opportunities and associated assessments.

You cannot work effectively if you are unwell and/or stressed. You have a responsibility to take sick leave when unfit through illness to undertake any part of the course. In some circumstances you may be a danger to your colleagues, patients or clients. The rules about when you should report sick are very important. What might be a minor infection to you could be very serious for patients and clients. Please refer to the section Attendance and Absence to ensure you know what to do when you are ill. On return to the course following a period of sick leave you may be referred to OHS for assessment of fitness to resume your studies.

In order that you neither infect patients nor are infected by them, you are also required to have acceptable immunity to certain diseases such as rubella, tuberculosis, polio, tetanus, hepatitis B and varicella. You will be required to have tests and vaccinations to maintain this status. OHS arrange appointments for the hepatitis B programme and tuberculosis testing/vaccinations. These appointments must be kept, as they are a requirement for your practice placements.

If you are found during the course to be unfit for practice placements because of your health and/or immune status, you may not be able to continue on the course at that time. In these circumstances, a temporary suspension of studies is normally taken.
Protection against Infection with blood borne viruses

You have an overriding ethical as well as legal duty to protect the health and safety of patients or clients. If you believe you may have been exposed to infection with, for example, HIV, in whatever circumstances, you must seek medical advice and if appropriate, antibody testing. Failure to do so may breach the duty of care to patients.

If you are infected with HIV you must seek appropriate expert medical and Occupational Health advice to get guidance about the need for modification or restriction to working practices. You must cease certain care activities until this advice is sought. You should discuss any concerns in confidence with a member of staff of Occupational Health Service.

You must read and adhere to the full document.

There may be occasions as you progress through the programme, when your personal tutor or Programme Leader may refer you to the Occupational Health Service if you have personal health queries or concerns. The reason for the referral will be explained to you and you must attend the appointment. Failure, on your part, to keep appointments may result in you being required to pay the cost of alternative appointments. The contact details for the Occupational Health Service used by Robert Gordon University, School of Nursing and Midwifery are:

<table>
<thead>
<tr>
<th>Occupational Health Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>GO Health Services</td>
</tr>
<tr>
<td>Foresterhill Lea Building</td>
</tr>
<tr>
<td>Foresterhill Health Campus</td>
</tr>
<tr>
<td>Aberdeen AB25 2Z&amp;</td>
</tr>
<tr>
<td>T: +44 (0) 1224 553663</td>
</tr>
<tr>
<td>F: +44 (0) 1224 559749</td>
</tr>
<tr>
<td><a href="http://www.gohealthservices.com">http://www.gohealthservices.com</a></td>
</tr>
</tbody>
</table>

General Practitioner (GP)

You should register with a GP in the city if you have come to live locally. GPs are listed in the Yellow Pages. Should you require medical treatment on placement out with Aberdeen, this can be obtained from local GPs who will treat people who are visiting their area.

On the rare event that you are allocated to a placement that lasts over three months in one particular area, you should register for this period with a local GP. Most Health Centres and GPs offer a variety of clinics as part of their service.

Dentists

Dentists are listed in the Yellow Pages and you should find yourself a local dentist for routine check-ups and "normal" emergencies. Students should seek local information when out of Aberdeen on placements.

Personal Safety

It is your responsibility to ensure that you take the precautions necessary to minimise risk to your personal safety. Students are strongly advised to obtain and read relevant literature on personal safety. It is also recommended that you purchase a personal alarm.

Policies

Health and Safety

The Faculty of Health and Social Care has its own site Health and Safety Committee responsible to the University Health and Safety Committee. A copy of the Health and Safety Policy is kept in the School office and library. You are required to adhere to Health and Safety policies and procedures both within the University and during placements. Every office and classroom displays fire notices.

All students are required to complete a ‘Safety Passport’ during the first few weeks of their studies in order to enhance awareness and understanding of health and safety issues.
Personal Property
You are strongly advised to:
(i)  insure personal belongings since no liability for loss, damage or theft can be accepted by the University, Health Boards, NHS Trusts or non NHS placement providers where you are gaining experience.
(ii)  report loss or theft to your Personal Tutor in the University/the caretaker of the residence, or the manager of your placement as appropriate, and complete the appropriate forms.

Lost Property
Deposits, reclaims and enquiries should be made at the Faculty of Health and Social Care, Reception Desk, on level 4.

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.

Alcohol
No student is permitted to drink alcohol while attending in the university or on practice placement or during scheduled breaks on practice placement. 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 practice placement or University.

No Smoking
A No Smoking Policy has been introduced within all University buildings. You must adhere to this policy and to any smoking control policy that pertains to practice placements.

Smokers are requested to refrain from congregating at doorways and on common pathways in order to allow freedom of access for other University users.

Eating and drinking within Teaching/Learning areas
Please note that the above is NOT permitted. This policy was introduced to ensure that teaching/learning areas, which include the library, IT and skills laboratory, are not damaged by spillage and/or litter.

You are expected to comply with this policy.
Robert Gordon University provides modern up-to-date facilities for the benefit of the whole Student body. As an enrolled student you 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 Robert Gordon University you will be advised of the University’s Computer User Regulations*. Breach of these regulations could see you subject to disciplinary actions ranging from withdrawal of access to computing facilities to the ultimate dismissal from the University.

http://www.rgu.ac.uk/its

As a student at Robert Gordon University, you can attend any open access labs, unless timetabled or restricted to specific departmental students. Information can be found on the web under facilities on the http://www.rgu.ac.uk/its/services pages.

When accessing IT facilities within clinical areas, student should strictly adhere to any policies governing it’s use.

**IT Services**

The IT Services department is ready to help with all your IT needs, from using the University network to purchasing your own laptop or software. Your first point of call for most computer related questions or problems is the IT Helpdesk. The Helpdesk can be contacted by calling 262777 or email ithelpdesk@rgu.ac.uk. You may like to check out the web pages www.rgu.ac.uk/its for further advice and opening hours.

**JANET : Acceptable Usage Policy, (AUP), for the Robert Gordon University**

- The University is a legitimate User Organisation of the Joint Academic Network, (JANET) paying annual charges for the services. It uses the JANET network in the support of teaching, learning and research and to interwork with other User Organisations and others attached to JANET and to other networks reachable via interworking agreements operated by the United Kingdom Educational and Research Network Association, (UKERNA).

- Only legitimate members of the University staff and students may use the JANET services and must be identifiable by appropriate user name and password. Individual usage must conform with the University usage as given in paper 1.

- Usage of the JANET services indicates acceptance of the AUP and of the responsibilities and obligations contained.

- JANET may not be used for any of the following:

  a) the creation or transmission (other than for properly supervised and lawful research purposes) of any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;

  b) the creation or transmission of material which is designed to or likely to cause annoyance, inconvenience or needless anxiety;

  c) the creation or transmission of defamatory material;

  d) the transmission of material such that this infringes the copyright of another person;

  e) the transmission of unsolicited commercial or advertising material either to other User Organisations, or to organisations connected to other networks, save where that material is embedded within, or is otherwise part of, a service to which the member of the User Organisation has chosen to subscribe;
f) deliberate unauthorised access to facilities or services accessible via JANET;

g) deliberate activities with any of the following characteristics: Wasting staff effort or networked resources, including time on end systems accessible via JANET and the effort of staff involved in the support of those system; Corrupting or destroying other users’ data; Violating the privacy of other users; Disrupting the work of the other users; Using JANET in a way that denies service to other users (for example, deliberate or reckless overloading of access links or of switching equipment); Continuing to use an item of networking software or hardware after UKERNA has requested that use cease because it is causing disruption to the correct functioning of JANET; Other misuse of JANET or networked resources, such as the introduction of “viruses”

• It is not permitted to provide access to JANET to third parties without obtaining, through the University, the prior permission of UKERNA. Exceptionally access may be allowed to JANET to visitors or for demonstration purposes provided that no charge is made.

• The JISC has resale schemes whereby certain types of User Organisation may sell on JANET services under defined circumstances. Details may be obtained from UKERNA.

• It is acceptable for a User Organisation connected to JANET to extend access to others on a limited basis, provided no charge is made for such access. For example, it is acceptable that a visitor to the Organisation be permitted to gain access to JANET for the purpose of maintaining contact with his or her home organisation. It is intended that such use be regulated by the User Organisation in the same manner as it would regulate occasional use by third parties of its other facilities, such as its telephone and IT support systems.

• A third party, where an individual, means someone who is not acting as a member of the User Organisation. Where it applies to a separate organisation, this is defined to be any organisation that is in law a separate entity to the User Organisation.

• It is the responsibility of the IT Services Department, acting for the University to ensure compliance with the AUP and breaches of this may be treated as a disciplinary offence with IT Services responsible for investigating any alleged breach of AUP.

• Where necessary, service may be withdrawn from the User Organisation. This may take one of two forms.

  a) An indefinite withdrawal of service, should a violation of these conditions persist after appropriate warnings have been given by UKERNA. Such a withdrawal of service would only be made on the authority of the JISC. Restoration would be made only when the JISC was satisfied that the appropriate steps had been taken at the Organisation involved to ensure acceptable behaviour in future.

  b) A suspension of service, should a violation of these conditions cause serious degradation of the service to other users of JANET. Such a suspension would be made on the judgement of UKERNA, and service would be restored when the cause of the degradation of service to others had been removed.

• Where violation of these conditions is illegal or unlawful, or results in loss or damage to UKERNA or JANET resources or the resources of third parties accessible via JANET, the matter may be referred for legal action.

• It is preferable for misuse to be prevented by a combination of responsible attitudes to the use of JANET resources on the part of users and appropriate disciplinary measures taken by their Organisations.

The University’s Social Media Toolkit and Conduct/Behaviour in the Virtual Environment

The university supports the responsible use of social media and encourages active engagement with our increasingly connected world. But remember when you publish anything on-line it needs to be decent, honest, truthful and you must not share confidential information. See The Right Click, our social media toolkit, at www.rgu.ac.uk/rightclick for our best practice guide on how to get safely on-line.
Student midwives are not exempt from jury duty. However, the School can request exemption on your behalf in order not to disrupt your programme/course. If you require us to do this please e-mail the School Registry & Records team on the following e-mail address: Nursing&midwiferyrecords@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
A large percentage of the course is undertaken within placements out with the University in a variety of settings. Students are offered these placements by the local management of these organisations and are mentored and supervised by their staff. Placements are not available to students “by right” but are offered by people interested in contributing to your learning and in the education of midwives generally.

The offer of placements within the National Health Service is only slightly different from the Private Sector. Health Boards and Trusts have agreed terms for your placements and these are found within the Letter of Authority for Practice Placements that you will receive before allocation to these areas.

The terms for all other placements are similar and you are required as part of your course to abide by the following at all times:

1. You are required to attend all the programmed theoretical learning to ensure you are prepared for practice. Attendance at mandatory sessions throughout the course is a pre-requisite to accessing practice placements.

2. You are required to follow the Practice Programme arranged by The Robert Gordon University.

3. If you are unable to attend, you should inform your Mentor and the School of Nursing and Midwifery (01224-262932), as soon as possible.

4. You will be provided with an enrolment card, which you must display at all times unless practice dictates otherwise. Before you first observe or participate in practice activities, your status and the reason for your presence will be explained by your Mentor who will seek the consent of the individual, e.g., patient, client, family member if a child, etc.

5. You must not participate in the activities, undertake procedures, question or examine individuals unless prior consent has been agreed between the individual and the person in charge of your placement. If it is not practical to obtain specific consent, you must seek authorisation in advance from the person supervising you.

6. You must not initiate, or alter any placement activities on your own initiative. The person who is supervising you must agree any decision you make and that person must agree anything you propose to change in advance.

7. The management of the placement accepts no responsibility for damage to, or loss of, your personal property. You are therefore recommended to take out an insurance policy to cover your personal property.

8. You are entitled to discuss any concerns relating to your experience with your Mentor. Where appropriate, you should also consult your Practice Education Lecturer.

9. The person in charge can suspend this agreement, at any time, if your behaviour and/or performance are deemed to be unacceptable.

10. You must follow the guidance in the Scottish Executive, NHS Scotland booklet “NHS Code of Practice on Protecting Patient Confidentiality”. The principles of that document apply in all settings both within and outwith the Health Care Sector.

11. Any concerns of the Management of these areas/centres in relation to your health will be brought to the attention of the School of Nursing and Midwifery and steps will be taken to establish your fitness for placement.

12. Students are expected to adhere to local policies and procedures in any placement in which they are observing/gaining experience.

13. Students are expected to report any accidents/incidents which affect them or which they witness, to the Manager of the placements and also the School of Nursing and Midwifery.

Any agreement to access placements is contemporaneous with a student being “active” on the course. Students who are taking a temporary suspension of studies cannot access practice placements.
Information regarding the Library service can be accessed from:

http://www.rgu.ac.uk/current-students/library/library-home

Facilities include:

- Wide range of e-books and e-journals available online both on and off campus.
- A range of print books available for borrowing
- Quiet study areas
- Meeting rooms for group work
- IT and printing facilities
- Photocopying facilities
- Wireless internet access
As a student attending a course of study that receives a bursary and that leads to a professional qualification you are required to attend all timetabled sessions. There are, however, some sessions which we are required to record your attendance on the grounds of health and safety. These are all moving and handling, basic life support and administration of medicines sessions. These sessions are termed mandatory which means that it is compulsory that you attend. It is your responsibility to attend these sessions at the date and time specified for your intake group. Once there you must sign a register. It is crucial to remember that failure to attend these sessions will prevent progression to practice placement.

With all skills sessions that occur in the clinical skills centre safety issues are paramount and we stress that you must adhere to the dress code for the clinical skills centre as follows:

- Polo shirt/tunic and black or navy track suit bottoms – NOT jeans
- Appropriate footwear
- Hair must be tied back
- No jewellery (wedding rings and small stud earrings are permitted)

N.B – exceptions are made for mental health and community modules

The B Midwifery course is divided into modules. In the same way as a book is divided into chapters the modules are distinct but linked together.

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

Each module will have teaching content that may be delivered to you using a variety of approaches: lectures, group work, online learning, directed reading tutorials etc. Each module has an assessment that is relevant to the content that you have studied and enables you to demonstrate achievement of the module learning outcomes. One of the module team will be assigned to you as an academic tutor. This is the person who you can access for specific advice about the content of the module and the assessment. It is important that you make a note of the name of your academic tutor for each module.
You will be asked to complete the National Student Survey (NSS) in your final year on your course. The NSS is a census of students in their final year of a course leading to undergraduate credits across the UK. It is your opportunity to give your opinions on what you liked about your time here at Robert Gordon University, as well as the things that you felt could have been improved. The NSS asks for your opinion on areas such as assessment and feedback, course organisation and management, the teaching on your course, academic support, personal development, and others. The School of Nursing and Midwifery see the NSS as a vital component of student engagement for understanding the student experience. We work with students to identify areas in which we should share good practice, and areas for improvement. You will receive the relevant information closer to the time. Importantly, we do not wait until the end of your course to hear your feedback. There will be plenty of opportunities for you to let us know what you think about your course and the overall student experience.

It is an NMC requirement that students of nursing and midwifery experience the 24 hour, 7 day per week nature of midwifery care in order to ensure fitness for practice. You can expect whilst on practice placements for your shift patterns to match that of the staff delivering care within your allocated area. It is common practice for staff within hospital settings to undertake shift patterns that automatically involve rotation onto night working and for staff within community settings to provide out of hours care.

It is expected your timesheets and clinical assessment documentation will demonstrate that you have met the requirement. In some instances, you may be allocated to an on call rota with a community midwifery team. This will be monitored by your personal tutor.

You require to be 18 years of age prior to experiencing night duty. Please contact the course leader Dr Annie Lau if you will not be 18 when starting placements.
In order to maintain accurate records and facilitate planning, it is vital that all information/documentation required or requested throughout the course is submitted promptly. Responsibility rests with the individual student to co-operate in this regard.

Changes to Personal Details

To enable records to be maintained accurately it is essential that you notify the School of changes to personal details e.g. name, address and next of kin, in writing.

A change of personal details form should be submitted to the Room H510. The information will be forwarded to Student Records, and the Occupational Health Service.

If you move to a temporary address it is essential that you inform anyone who may need to contact you urgently.

The role of the personal tutor is pivotal for the creation of an effective learning experience for the student, and provides the student with support for pastoral, academic, and professional issues. Personal tutors can help new students adjust to University life, and the challenges presented within the midwifery course; these challenges include guiding students towards the internalisation of the attitudes and values which are expected and articulated within the NMC Code.

Your personal tutor will:

- Arrange to meet with you individually at least once each semester;
- Encourage you to get the most from your course experience;
- Facilitate your academic development through the delivery of module learning experiences, e.g. in midwifery personal tutors deliver key modules.
- Discuss pastoral, academic and professional issues with you, and refer you to relevant support services as appropriate;
- Provide you with advice regarding your course, and the university regulations and processes in relation to academic assessment, coursework extensions, extenuating circumstances and academic appeals;
- Provide you with advice regarding professional expectations of student behaviour, and the university regulations and processes in relation to non-academic conduct;
- Maintain written records of meetings, and provide written reports as required, e.g. for the assessment board;
- Write a reference for your employment and/or post graduate study at the end of your course.

However, your personal tutor can only provide you with this support when you provide the commitment to make the relationship work. To do this, and therefore get the best from your experience with us, you should:

- Keep your appointments with your personal tutor, or give as early notice as possible should you need to change the appointment;
- Contact your personal tutor should you be experiencing doubts about the course, or having difficulty attending the course, or coping with the academic and/or clinical demands of the course;
- Contact your personal tutor if you are experiencing other difficulties for example homesickness, making new friends;
- Discuss with your personal tutor your goals and aspirations for your chosen career;
- Let your personal tutor know about your successes on the course;
- Provide your personal tutor with feedback on your whole learning experience.

Further information on the personal tutor system can be accessed at [www.rgu.ac.uk/personaltutorsystem](http://www.rgu.ac.uk/personaltutorsystem)
**Practice Experience**

Just over 50% of your course will be located in practice. The course regulations require that you have the opportunity to gain a minimum number of hours clinical experience, appropriate to your midwifery course in a variety of settings within and out with the NHS. Robert Gordon University does not have its own real-life clinical experiences to offer. We would not be able to offer the course without the co-operation of colleagues out with the University. Students must therefore demonstrate commitment to the opportunities provided. Placements have been negotiated with health and social care providers in Aberdeen, Aberdeenshire, Moray, Orkney and Shetland, Tayside, Highlands and the Western Isles.

Students are required to share available clinical experiences with groups of students from other disciplines and, on occasion other midwifery courses.

A considerable amount of effort is expended by colleagues within placements to ensure you meet your clinical outcomes and proficiencies and it is important that you acknowledge the help given by our colleagues.

In allocating practice placements we aim to give a balance of experience between all placements. We endeavour to do this equitably among students. Practice placements are arranged as far in advance as possible to allow you to plan ahead. Because of the number of students requiring practice placements at any one time, it is very difficult to alter these once the planning is done. Students who are programmed from the start of stage 1 will be notified of placement locations no later than 4 weeks before the placement start date. However this may not always be possible where a student enters via re-entry or a transfer from another institution.

The University will have been made aware of personal circumstances that might impact on the location of practice placements, before the course commences and it is acknowledged that personal circumstances may change after commencement of the course. It is your responsibility to inform the School if your personal circumstances change. Such circumstances are taken into account as far as possible when practice placements are being planned but students should expect to undertake a number of practice placements of varying lengths, out with Aberdeen.

A letter of authority to undertake practice placement which sets out the conditions of the period of practice placement will be issued to you prior to you commencing placement. The offer to undertake practice experience may be withdrawn at any time if your conduct is such that it is determined that withdrawal is the correct course of action.

**Shift Patterns**

With the current changes to the shift patterns of some staff within the NHS it is timely to review the guidance on shift patterns for pre-registration nursing and midwifery students. The content of this guidance has been influenced by NMC Standards & Guidance, Health and Safety Legislation and the Equality Act.

With the above in mind the following guidance has been created:-

1. All pre-registration nursing and midwifery students are required to undertake learning experiences that reflect the 24 hour, 7 day a week nature of midwifery. The focus of placements will be the service being provided and the delivery of care.

2. Students should normally undertake the shift pattern of the placement location they are in. When planning shifts students and their mentors must ensure they adhere to points 3 – 6 under-noted.

3. Students must be supervised directly/indirectly by their named mentors for a minimum of 40% if a placement (NMC 2008).

4. Students under the age of 18 cannot undertake shifts of more than 8 hours or embark on night duty. Specifically they must not be on duty. Specifically they must not be on duty between the hours of 22.00 and 06.00 hours or 23.00 and 07.00 hours.

5. When arranging shift patterns, students and their mentors must ensure that they adhere to:-
   a. any reasonable adjustments outlined for practice
   b. EU working time requirements

6. Once a student has agreed shifts they are going to undertake they should not request of make changes to the rota at the last minute
**Practice Team**

While you are out in practice, support is managed by The Practice Team. The Practice Team is composed of individuals based within practice placements as well as the School of Nursing and Midwifery. The aim of the team is support learning and assessment in practice. It is while you are on placement that you have the opportunity to integrate theory with practice and gain valuable experience of what midwifery practice entails. Support to enable you to gain the most from placements is essential.

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**PRACTICE TEAM**

As a student you are at the heart of the team. Mentors will provide day to day support for you when on placements. Mentors are normally Registered Midwives who have had additional preparation in teaching, learning and assessment.

Practice Educators, Practice Education Facilitators, Practice Education Lecturers (PEL) work together with mentors to provide quality learning opportunities, effective assessment of student performance, and to support students and mentors to work together to address any issues identified during students’ practice placements.

Full details about the Practice Team including contact details, relevant policies & procedures, Information about Supporting Learning in Practice, Mentor preparation, Clinical Learning Environment Teams (CLET’s) and The Student Centre can be found on the School of Nursing and Midwifery Home page under Practice Education.

Sessions entitled “Preparation for Practice” delivered by the Practice Team are scheduled within each stage of the course.

Contact can be made with members of the Practice Team at any time in relation to issues related to practice.

**Confidentiality**

Throughout your course you will be in possession of confidential information particularly relating to patients/clients and staff in the practice placements where you gain experience. Under no circumstances must this information be divulged to individuals who do not have the right of access to that information. In addition, you must not divulge the names of clients/patients, practice placements, or clinical staff within course work or assessments. Failure to maintain confidentiality can be deemed non-academic misconduct.
Escorting Patients in Vehicles

In the course of your practice placement experiences, you are sometimes required to act as an escort when patients or clients are being transported from one place to another. The escorting of patients or clients should be for the benefit of both the patient’s or client’s well-being and your learning in terms of achievement of the learning outcomes.

It is acceptable for you as a midwifery student, to act as an escort in a vehicle provided that you are properly supervised (directly), or both you and the midwife or other professional in charge consider you competent and willing to take the responsibility for the supervision of client(s) or patient(s) in the vehicle.

Midwifery students are not permitted at any time to drive patients in any vehicle.

Professional Requirements and Registration

The Nursing and Midwifery Council (NMC) was established in 2002 and was set up by Parliament through the Nursing and Midwifery Order 2001 (the Order). The prime responsibility of the NMC is to protect the public. This is achieved by setting a consistent set of standards for entry to the register, for remaining on the register, and for investigating and managing allegations of impaired fitness to practice.

There are three important documents that set out the professional requirements that you need to achieve in order to become registered:

Guidance on professional conduct for nursing and midwifery students (NMC 2010)


As a developing professional, we expect you to embrace The Code and act in such a way as to assure public confidence in you as an individual and the nursing and midwifery professions, of which you are now representative.

Standards of proficiency for pre-registration midwifery education (NMC 2009)

For all pre-registration midwifery courses in the UK, this document sets out, in detail, what is required. The standards contained within this document are designed to ensure the rules of the pre-registration courses which have been established through legislation, are met.

This document deals with the entry requirements and the conditions under which students can continue in the courses, the structure and content of courses, and the proficiencies that all students must achieve in order to be eligible to register.

Much about your course has been determined by the NMC and the NMC approve all pre-registration courses and monitor them on a regular basis. The Scottish Government also oversees the content of courses and monitors annually.

In order to be eligible for professional registration you must meet all the requirements specified for your course of study. When you have met all of the requirements, you will be provided with all the information you need to apply for registration by the School.

As well as the documents you must complete to apply for registration, the University’s Lead Midwife for Education must also declare, by completing an official document that you are of good health and of good character. You will not be able to register if this document is not completed.

Link to NMC Website: http://www.nmc-uk.org

Progression and Progression Criteria

Most university courses and programmes have progression points. These are normally points in the programme or course where you successfully complete all requirements for a stage and are therefore ready and eligible to move on to begin the next stage, or exit the programme or course with an award. The progression criteria are approved by the University and the NMC and set out what the University and NMC need you to achieve in order to move on to the next stage of your course or what you need to achieve to exit with an award.
References and Student Status Letters

References are not supplied for current students. A reference will be supplied by the School (written by your personal tutor) when you are nearing completion of your programme/course. If you require a letter confirming your status as a student this can be obtained from the Student Help Point on level 3, Faculty of Health & Social Care building or by e-mailing studenthelppoint@rgu.ac.uk.

It is important that you understand that there are two different sets of regulations that directly govern you as a midwifery student and your midwifery course; the University Academic Regulations and the Nursing and Midwifery Council Regulations. The Web links below will give you access to more detailed information;

The University Academic Regulations:

The Robert Gordon University Academic Regulations

It is essential to read these regulations and your attention is drawn to Section A3: Student Conduct, Appeals and Complaints.

These regulations can be accessed on the University website:

http://www.rgu.ac.uk/about/academic-affairs/quality-assurance-and-regulations/academic-regulation

The NMC: http://nmc-uk.org

Amongst other areas, these regulations set out the following;

- The standard of conduct expected from you,
- The procedures that can be implemented when your conduct falls short of that expected,
- What you need to achieve in order to be eligible for an academic award
- What you need to achieve in order to be eligible for registration,
- The rules around assessment and appeals
- The procedures for making a complaint

It is highly recommended that you become familiar with the regulations that are pertinent to your course of study.
Out with Aberdeen several hospitals have accommodation available for students on placement. Students who have been successful in gaining accommodation from the University or NHS Grampian, Orkney and Shetland for short or longer periods should particularly note the following information.

Retention of the accommodation requires students to pay bills promptly and within deadlines provided and adhere to the local rules and regulations. Please refer to expenses section. In negotiating with accommodation providers the University expects that students allocated the accommodation will conduct themselves in an appropriate way at all times, respecting other residents, patients and staff of NHS Grampian, Orkney and Shetland and Health Boards, Nursing Homes or the University. You must not bring either the University or the midwifery profession into disrepute and you must ensure your behaviour is compatible with someone who ultimately hopes to have his/her name entered on the NMC Professional Register.

The School of Nursing and Midwifery reserves the right to use the Academic Regulations to take action where the conduct of students is considered to have a bearing on their continuation on the course. This may be in addition to any action which may be taken by others elsewhere in the University or by NHS Grampian, Orkney and Shetland, NHS Highland, NHS Western Isles and NHS Tayside/Health Boards/other providers.

RGyoU (the Student Portal) is a key resource which provides access to information and services and is available online at https://you.rgu.ac.uk RGyoU can be accessed using your standard IT username and password and it contains information on support services (such as Careers, the Library Service and the Student Association) and can also provide you with access to Campus Moodle and the Outlook email system. The following forms can be accessed in RGyoU under the ‘My Results’ tab:

- Coursework Extension Form, which is used to request an extension to a coursework submission date.
- Extenuating Circumstances Claim Form, which is used to inform the Assessment Board about any matter that has affected your assessment performance.

These forms are also accessible at: www.rgu.ac.uk/academicregulationsstudentforms

Assessment results and decisions on academic progress and final award will be made available through RGyoU.
The University is committed to continuously improving your experience as a student. To effectively do this, we need to have feedback from you. There are many ways that you can provide feedback and we fully encourage you to provide feedback through the mechanisms available to you. For more information about Student Involvement at Robert Gordon University please email:

studentinvolvement@rgu.ac.uk

We will be looking for Class representatives shortly after you start your course. This is an important role and one which can help develop knowledge and a range of skills that will be helpful to your development as a midwife. As a class representative your main role is to gather the views of your classmates and convey these at a variety of university meetings. The key meeting which we ask you to attend regularly is the Staff Student Liaison Committee. This meeting occurs about four times a year. You will also be invited to attend other meetings such as meetings with the Head of School, the Dean of the Faculty and perhaps the Principal of the University.

Being a class representative does require commitment but it does come with a free School of Nursing and Midwifery polo-shirt! In addition, active participation in a role like this throughout your studies will enhance your CV and your personal portfolio. Training is also offered by the Student Association which many students find builds their confidence.

If you are interested, speak to your personal tutor or contact the Student Association.

Student Association Web Link:
www.rgu.ac.uk/student-involvement

As a student at Robert Gordon University, you 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 should you need it, and you will be directed to skilled staff within the University if you need help. There are over 40 different clubs and societies which welcome new students. You can get involved in lots of different ways. The website provides details:

http://www.rgunion.co.uk/

All students who have been issued with an enrolment card (by the University) are required to display it at all times while on University premises. If you cannot show your enrolment card on University premises you may be denied access to the building.

Enrolment Cards
You will receive a student card for your entire university life. Information on enrolling online (and uploading your own head and shoulder photo) will be sent to you in August or September. Two working days after you have enrolled, you can pick your card up from Student Help Point (except during our supported enrolment period in Freshers Week and the first day of term, when cards are available at the supported enrolment venue in Aberdeen Business School). If your card is lost or stolen please visit the Student Help Point who can issue you with a new one; please note if you do not have a crime reference number there is a £10 charge for this.

Please be aware that your student card is a valid form of ID, and it is a criminal act to give this to another person to use.
As a School we understand that meeting the requirements of a nursing programme is challenging. We also know that there may be times during your studies when external factors and circumstances can require a great deal of your attention and effort to resolve. We aim to offer a cohesive student support system that will enable you to meet the requirements of your study.

There are many student support services available and knowing which one to go to can be confusing especially if you are dealing with many pressures in your life. Your personal tutor should be your first point of contact to enable you to discuss any issues/problems you might have and identify your best way forward. Discussing your situation early can hopefully identify a way of resolving the issue without it having a great impact on other areas of your life.

The Study Skills and Access Unit is available to all students with the aim of encouraging you to reach your full potential. Whether you have come straight from school, through an access course or via college, the Study Skills and Access Unit is here to help you develop the skills you will need to succeed. Tutors can offer support on a one-to-one basis or for a small group in areas such as academic writing, time management, drug calculation and exam preparation.

You will also find our online materials helpful, these can be accessed following the instructions below:

- Log onto your Student Portal account (from the University homepage, www.rgu.ac.uk, click onto Current Students at the top-left of the page and then Student Portal.

- Enter your username and password to log-in to the Student Portal.

- Click on the CampusMoodle link at the right-hand side of the page:

- Your CampusMoodle homepage should open automatically in a new window. Scroll down to view the Open Study Areas pane at the bottom left-hand side of the screen. Click on the link Study Skills: support with writing, maths, English & IT:

- Once you have clicked on this link, you will be asked to enrol yourself as a member of this study area. Click Yes:

- Enrolling will direct you to the study materials. A link to this study area will now be shown on your main CampusMoodle page every time you log-in, under General Study Areas.

- You will see the following screen:

- From here, click on a button or topic to access the area you’re interested in. You will be asked to enrol as a member for each individual topic; click Yes.
You are required to submit your coursework by **12 noon**, on the specified date of submission. It should be submitted through Campus Moodle in the allocated drop box. You have the opportunity to submit a 1st draft and then a Final draft of your assignment.

**Presentation of coursework**

You must include a front cover as the first page of your assignment; it should include the following details:

- Your Enrolment number
- Name of School and course you are undertaking
- Your intake
- Title of the assessment
- Date of submission
- Assessment attempt, i.e. 1st, 2nd
- Number of words in your assessment

The module team will give details of specific types of presentation of assessments. Assessments that are 10% over or under the specified word allowance will be penalised. It is a requirement that your coursework is word processed and double spaced. You should enter your matriculation number in the declaration box on the front cover to confirm that the work is your own.

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

- Actual names of patients/clients 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 ‘an antenatal ward’ or ‘a community midwifery team’ etc must be used.

**Practice Learning and Assessment Documentation**

It is your responsibility to ensure that all practice learning and assessment documentation is completed and signed appropriately by yourself and your Mentor before submission. Please submit a copy of your final interview sheet from each placement along with essential skills cluster completed forms to the Midwifery Clinical Documents Coursework Box, Level 2, for review by your personal tutor, a week after the end of each placement. Alternatively, you can email a scanned copy of this to the email address Pre-regNursing&Midwifery@rgu.ac.uk. You must follow the same process for requesting extensions or submitting mitigating circumstances for practice learning and assessment documentation as you do for theory assessments. As this documentation is to last for the whole of your course, it is important you look after it carefully.

**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-submissions mean you have lost that assessment opportunity and, for you, this will shift the assessment workload to a later point in the course where you will be expected to be completing other module assessments. Choosing non-submission is NOT an effective strategy for managing your workload. If you are having difficulties, please discuss your needs with your 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 your responsibilities with respect to informing the School of any reasons why you are unable to undertake an assessment:

[www.rgu.ac.uk/academicregulations](http://www.rgu.ac.uk/academicregulations)
With respect to the midwifery course, Dr Annie Lau, Course Leader, has delegated responsibility to receive information from students regarding any extenuating circumstances that they wish presented to the Assessment Board or the extenuating circumstances Panel.

If you have any extenuating circumstances that prevent you from undertaking an assessment you must submit an extenuating circumstances form and include verifiable supporting evidence. This should be done as soon as you identify a problem but must be done within five working days of the submission date for the assessment. The form should be submitted to Marina Veitch, (Room H510).

**Late submission of coursework**
If you have not already been granted an extension or submitted an extenuating circumstances request form, course work submitted after the specified submission date and time will be considered a non-submission.

**Request for extension to specified date of submission**
Requests for an extension will be made in writing, using the Coursework Extension Request Form to the relevant Module Leader prior to the submission date. The decision to grant an extension rests with the Module Leader. See module booklets for further information. Reasons for the request must be clearly stated and include relevant supporting evidence. If no evidence is presented then the extension is unlikely to be granted.

Extenuating Circumstances forms and Coursework Extension forms can be accessed from:

http://www.rgu.ac.uk/academicregulations
Timesheets

Timesheets form part of the summative clinical assessment and should always be submitted as per the assessment schedule you have been given. Please remember that students are required to complete a minimum amount of clinical hours to be eligible for registration with the NMC. Failure to submit timesheets so that this can be confirmed will have an impact on your eligibility to register and any extension you require at the end of your programme as a result of non-submission of timesheets will not attract a bursary. If you have any queries regarding timesheets please contact Julie Yackiminie, j.yackiminie@rgu.ac.uk.

Timetables

Timetables and guidance on accessing them are available on the following website:

http://www.rgu.ac.uk/timetabling/

You should choose this group:
NM 15 Bachelor Midwifery

Time out and stepping off and on the course

Students may find that their journey towards becoming a registered midwife is not as straightforward as they anticipated at the beginning. Things can happen along the way; this can make it necessary for students to take time out of their studies. At the School of Nursing and Midwifery we want to see you succeed therefore we can support you if you need to take time out of your course of studies.

NMC rules are clear that pre-registration students must complete their courses within 5 calendar years of commencement (full time). Therefore if you need to take time out of the course, the time out is included in the 5 years, whatever the reason for the time out. Time out for students is usually for one of the following reasons:

Temporary Suspension of Studies
The University normally allows for one period of temporary suspension of studies within a course lasting no more than one year. In some circumstances, the Scottish Government will approve a continuation of bursary during a period of temporary suspension of studies, but students must meet the criteria for this:
Long-term ill health, caring responsibilities, bereavement, compassionate reasons and maternity leave are examples of reasons students request temporary suspensions of studies and seek approval for continuation of bursary. All requests must be supported by evidence.

Refer: Part time Course
Students are not eligible to receive the bursary whilst on a refer: part time course.

Students progress to a Refer: Part time course when Progression Criteria have not been met and the Assessment Board confirms that the student needs to complete outstanding module requirements before being able to re-enter the course and continue with their studies.

Stepping off the course will enable you to address the reason for the break in your studies and will allow you to prepare to re-enter ready to continue with your studies. If you step off of the course, you will be given an appointment to meet with your personal tutor two to three months into your period of suspension or refer: part time course. The purpose of this meeting is to review your situation and/or progress and to up-date the School of any further issues or of your intention to resume your studies.
The following is a brief guide to use of the Turnitin Plagiarism Detection Software, and must be read in conjunction with the Student Guide to the Plagiarism Detection Service and the Frequently Asked Questions (students) documents available on CampusMoodle under Open Study Areas.

The key points to note are as follows:

- ALL attempts at all written essay-style assignments MUST be submitted electronically to the Turnitin Plagiarism Detection Software PRIOR to submission of your assignment in the normal way on the date set out in the assessment schedule.
- Failure to do so will mean that your assignment is registered as a non-submission.
- You must keep the email confirmation of receipt of your assignment until you receive your results for the assignment but you are not required to hand this in with your assignment.

The purpose of the Turnitin software is to ensure correct referencing which academic environments require. Therefore, the software allows you to check that your work is appropriately referenced prior to submission. It also has another function to act as a self-diagnostic tool, raising awareness of plagiarism, and allowing you to take corrective action, as appropriate, before submission of your assignment. In this module you will need to be careful of any images that you copy from the internet and be sure to acknowledge the source.

Having electronically submitted your assignment you may then view your Originality Report. The Originality Report uses a colour coding system and percentage to indicate the level of duplication of material.

Should your Originality Report highlight any areas that cause concern, you will have the opportunity to make changes to your assignment (in advance of the submission date) and then submit your amended assignment to a ‘Revision Folder’. A new Originality Report and email confirmation can then be generated. This ‘Revision Folder’ will only be made accessible to students one week prior to their submission date, in order to minimise accidental submissions to this folder.

http://campusmoodle.rgu.ac.uk/course/view.php?id=151
The University operates a $A - F$ Grading Scheme. Percentages or grades can be used depending on which is more appropriate for the type of assessment being utilised. For example, for a written assessment a grade could be awarded, but for an examination a percentage may be more suitable.

To try and reduce the burden of summative assessment each learning outcome should only be assessed once and each component should assess different learning outcomes. The number of components making up a module grade is limited to three.

Most importantly the grading scheme must be transparent to students. They must have an unambiguous understanding of what they have to achieve in their assessments in order to obtain particular grades. To meet this aim every module has a Module Performance Descriptor which expresses the minimum standard of achievement required to attain a specific grade. These are approved by School Academic Boards, who are also required to approve any amendments. To accompany the Module Performance Descriptors module teams will need to produce a grade profile demonstrating how each grade is determined. This is be presented to the student along with the marking grid and will be available in the module booklets.

Students will be admitted to Robert Gordon University Union and Aberdeen University Union on production of their Robert Gordon University enrolment card.

Professional Organisations, Trade Unions & Indemnity Insurance
Students are advised to join the student branch of an appropriate Professional Organisation or Trade Union. Membership fees are normally reduced for students. Representatives of these organisations will be available to speak to students at the start of their course.

It is particularly important that consideration be given to the need to have indemnity insurance with associated legal representation should you find yourself in a situation where you may be facing legal action following an incident connected with your course work or clinical placements.

Royal College of Midwives
The RCM is the only professional organisation and trade union that represents, solely, the interests of all midwives.

Approximately 80% of the country’s practising midwives are members of the RCM. Full membership includes effective representation on professional matters, negotiation of pay and conditions, and at disciplinary hearings.

Facilities include education services, research, legal advice and third party indemnity insurance - irrespective of whether the member is undertaking midwifery or general nursing duties.

Students pay a reduced monthly rate from the date of joining until three months after the expected date of completion of course.

RCN Office
37 Frederick Street
Edinburgh
EH2 1EP
Enquiries regarding membership: Office Manager
Any other business: Professional Officer
Telephone: (0131) 225 1633
Website: http://www.rcm.org.uk/
Unison

UNISON offers all the security and support expected of a professional trade union and encourages the recruitment of all grades of health care staff, including students of nursing. UNISON membership carries with it a wide range of services and benefits. On offer is full indemnity insurance at work of up to £1 million and a computerised research facility known as Unisearch to help members in their studies.

Unison Resource Centre
7 Alford Place
Aberdeen
AB10 1YE
T: (01224) 624624
http://www.unison.org.uk

Useful Contacts

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<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone Number</th>
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<tbody>
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<td>School of Nursing &amp; Midwifery</td>
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<td>Garthdee Road</td>
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<td>Aberdeen</td>
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<tr>
<td>Practice Education Facilitator (PEF) Tayside</td>
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</tr>
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<td>Gil Smith</td>
<td>INVERNESS IV2 3JH</td>
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<td>(01463) 255640 or (01463) 706516</td>
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<tr>
<td>Trisha Kelly</td>
<td>Practice Education Facilitator (PEF)Tayside</td>
<td>07791192489</td>
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<tr>
<td></td>
<td>Practice Education Facilitator (PEF)Highland</td>
<td><a href="mailto:patricia.kelly@stir.ac.uk">patricia.kelly@stir.ac.uk</a></td>
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<tr>
<td>Head of School Ian Murray</td>
<td>H517/1</td>
<td>(26) 2981</td>
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<tr>
<td>Course Leader Dr Annie Lau</td>
<td>Tayside</td>
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<td>Lead Midwife for Education and (PEL)</td>
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<tr>
<td>(Tayside) Stevie Walsh</td>
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<td>Practice Education Lecturer (PEL) (Grampian)</td>
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<td>Louise Holliday</td>
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<td>Nicola Mackay</td>
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<td>Kathryn Winters</td>
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