



**AECC**  
**University College**  
*Transforming lives  
through Health Sciences*

# COURSE HANDBOOK 2021/22

## MSc Physiotherapy (pre-registration)



This handbook is updated annually

School of Psychology, Sport and Physical Activity (PSPA)

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## INTRODUCTION

Welcome to AECC University College; we appreciate these are unprecedented times and we have put a lot of effort into making your experiences on the course as close to normal as possible.

We can't wait to meet you on campus but there is some specific guidance you need to see before we do.

This course handbook provides academic guidance along with practical information and advice that is specific to your studies in the MSc Physiotherapy (pre-reg).

We recommend all students to read through the contents now to give you a clear idea of what it contains; which can be cross referenced at a later date when necessary.

Wishing you the very best during your studies,

The Course Team

## SCHOOL OF PSPA – YOUR COURSE TEAM



**Professor Stewart Cotterill**

Head of School of Psychology,  
Sport and Physical Activity



**Dr Caroline Belchamber**

Course Lead  
Senior Lecturer in Physiotherapy



**Fiona Lucas**

Placement Co-ordinator  
Lecturer in Physiotherapy

## COURSE LECTURERS



**Alyx Taylor**

Lecturer (Human  
Science in Practice)



**NEW**

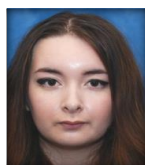
Deborah Bishop  
Supporting  
Physiotherapy Lecturer



**Lou Andrews**

Deputy Registrar

## SUPPORTING REGISTRY TEAM - contact via [courseadmin@aecc.ac.uk](mailto:courseadmin@aecc.ac.uk)



**Rowan Allen**

Timetabling Manager



**Jane Lloyd**

Assessments Officer



**Susan Deane**

Course Administrator



**Sylwia Kwasnik**

Assistant Administrator

### **NEW - Studying under the COVID-19 pandemic year**

*Now, more than ever, we all need to respect and support each other, to behave appropriately and to treat each other with kindness and compassion.*

You are asked to commit to the [University College Community Pledge and follow this code of conduct](#).

*The instructions and guidelines for working and studying safely on campus available on the VLE under “Official Documents”.*

### **NEW – Reporting Covid-19 related concerns and absences**

If you have symptoms of Covid-19 and need to self-isolate, it is important that the University College is made aware as soon as possible.

By letting us know by emailing [covidconcerns@aecc.ac.uk](mailto:covidconcerns@aecc.ac.uk), all cases of Covid-19 in our community of staff, students and visitors can be tracked and it will allow us to take swift action where appropriate to minimize the risk to others.

It will also enable us to liaise with external bodies such as Public Health England and Local Authorities to ensure that actions are effective and proportionate. Please be assured that the information received will be dealt with in a highly confidential manner and will only be seen by staff managing the University College’s response to any outbreaks, or potential outbreaks, of Covid-19 in our community.

If you have developed symptoms of Covid-19, you must contact the NHS to [arrange to have a test](#).

Please let us know the outcome of the test (whether positive or negative) within 48 hours by emailing [covidconcerns@aecc.ac.uk](mailto:covidconcerns@aecc.ac.uk)



# KEY DATES FOR THE ACADEMIC YEAR 2020-21 – DATES ARE SUBJECT TO CHANGE DUE TO COVID-19

## JANUARY 2021

<b>w/c 11.01.21</b>	Induction week
<b>w/c 18.01.21</b>	Units commence – Semester 1

## FEBRUARY 2021

<b>w/c 01.02.21</b>	Human Science in Practice MUSE
<b>w/c 22.02.21</b>	Human Science in Practice Assessment
<b>w/c 22.02.21</b>	Concepts of Practice MUSE Developing PT skills 1 MUSE

## MARCH 2021

<b>w/c 15.03.21</b>	Professional Practice MUSE
<b>w/c 29.03.21</b>	Easter Break

## APRIL 2021

<b>16<sup>th</sup> April</b>	Last day of Easter Break.
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## MAY 2021

<b>w/c 03.05.21</b>	Assessment week
<b>w/c 10.05.21</b>	Assessment week
<b>w/c 17.05.21</b>	Assessment week
<b>w/c 24.05.21</b>	Reading week
<b>w/c 28.05.21</b>	Assignment submission
<b>w/c 31.05.21</b>	Physiotherapy Practice 1 unit commences

## JUNE 2021

<b>w/c 21.06.21</b>	Reading week
<b>w/c 28.06.21</b>	Physiotherapy Practice 1: Placement 1 commences Placement de-brief and Pre-brief in Uni
<b>16.08.21</b>	Reading week
<b>w/c 16.08.21 (4 days)</b>	

## JULY 2021

	Students continuing with their placement practice
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## AUGUST 2021

<b>w/c 23.08.21</b>	Physiotherapy Practice 1: Placement 2
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## SEPTEMBER 2021

	Students continuing with their placement practice
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## OCTOBER 2021

<b>11.10.21</b>	Placement de-brief in Uni
<b>w/c 11.10.21 (2 weeks)</b>	Autumn break
<b>w/c 25.10.21</b>	Units commence – Semester 2

## NOVEMBER 2021

	Semester 2 teaching continues
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## DECEMBER 2021

<b>w/c 06.12.21</b>	Assessment week
<b>w/c 13.12.21</b>	Assessment week

## HOW WE SUPPORT STUDENTS

### Your Personal Tutor

These individuals are your first point of contact within AECC University College; someone to go to for academic and pastoral support.

The Personal Tutor you are provided with, will always be interested in your progress; helping with study skills and giving feedback on how well you are doing overall.

If you wish to change your Personal Tutor please contact Registry.

**Remember to meet with your Personal Tutor regularly throughout your time of studying at AECC University College; online or face to face depending on pandemic changes.**

### Your Course Lead

Your Course Lead has an overall pastoral responsibility for your course. Your Course Lead will try to sort out any issues as soon as they are identified.

They will work closely with your Year Student representative and the ASU.

### Unit Leaders / Tutors

The Unit Leaders / Tutors are the most important links between identifying any issues with teaching and learning and will assist in addressing these issues immediately.

**Should you have any difficulties with a subject, please contact the relevant tutor.**

If an incident arises where a group of students (including yourself) find something particularly difficult, discuss it with these core staff directly with a list of questions, so an action plan can be formed.

### Your Progress

The University College will check your academic progress regularly. If you appear to be at risk of failing the year or there are attendance or other engagement issues we will arrange for you to meet with your Course Lead and the Deputy Registrar to discuss ways in which we might help you to manage your learning more effectively.

**This is called 'Academic Probation' and the arrangements for this are set out below.**

- To identify formally the students who may be at risk of failing.
- To identify reasons for poor performance and devise strategies to improve performance.

**A student may be placed on Academic Probation if:**

- Your academic performance is poor, which is normally indicated when a mark of less than 50% is achieved in two units at the end of Semester 1
- Your attendance requirements have not been met.
- Behavioral or attitudinal problems are identified that may put your progression at risk.

Possible outcomes will be discussed and supported, including investigating study skills, drawing up a study timetable and/or seeking specific help from particular tutors.

Students identified for Academic Probation will be notified in an e-mail from Registry.

A student will be taken off Academic Probation when there is clear evidence of improvement in study skills, commitment and achievement.

## Your Additional Learning Support

If you suspect that you may have specific learning difficulties but have not yet been assessed please contact **Student Services** directly, to discuss whether an Additional Needs Assessment needs to be undertaken.

## Proof of Enrolment

If you require written proof of enrolment or any financial forms to be completed on your behalf please contact Registry.

For further information on support available please see the “Student Services” section of the University College Student Handbook available on the [VLE](#).

## Student Support

Our Student Services are normally located on the top floor of Cavendish House.

The Student Services team can offer advice and guidance on any practical issues including accommodation, student loans and funding, local services such as travel / transportation and community services.

The operating hours (outside of Covid19 pandemic) are as follows:

Monday	11.00 - 15.00
Tuesday	11.00 - 14.30
Wednesday	11.00 - 15.00
Thursday	11.00 - 14.30
Friday	11.00 - 14.30

Because of Covid-19 please in the first instance, email any queries to:

[StudentServices@aecc.ac.uk](mailto:StudentServices@aecc.ac.uk)

Please contact Student Services on (01202) 436359 during these hours.

## YOUR EXPERIENCE ON THE COURSE

### Semester 1:

#### Mid Unit Student Evaluation (MUSE)

w/c 1<sup>st</sup> Feb (Human Science in Practice)

w/c 22<sup>nd</sup> Feb (Concepts of Practice)

w/c 22<sup>nd</sup> Feb (Developing PT Skills 1)

w/c 15<sup>th</sup> March (Professional Practice)

### Semester 2:

w/c 8<sup>th</sup> November (Person-Centered Practice)

w/c 8<sup>th</sup> November (Mental Health)

The MUSE survey enables us to know at a glance how the course is going for you; the evaluations apply to all units of study.

Course specific questions are included in a separate survey towards the end of the academic year.

You will be directed when to give feedback about each of your units individually and the results, along with a response from AECC University College will be shared via the VLE.





## Student Voice

Creating opportunities for students to share their experiences is an important part of University College life.

AECC University College supports the student's voice, enabling you to nurture your thoughts and ideas in a democratic way.

We want to know how you feel about your time at the University College and we also want to make sure that you're involved in key decisions about how the College works and what it will look like in the future.

Meetings will be held once a semester for Gateway and Year 1 and once per year for other years, please try and make every effort to attend the meetings.

## Complaints

We encourage the early resolution of any issues/concerns you may have and we are normally able to deal with the majority of these quickly.

You should discuss any concerns relating to your course or to any aspect of your experience here with an appropriate staff member as soon as possible.

Feedback can also be passed back via the Student Union, your course or student year representatives.

You will not be disadvantaged by discussing how you feel about something.

If your concern cannot be resolved or clarified by an informal discussion in this way, and you wish to pursue a complaint more formally please refer to the students' complaint policy section available in the [VLE](#)

## COURSE INFORMATION

The course is composed of units of study, which are assigned a credit value indicating the amount of learning undertaken.

For example: 20 credits is the equivalent of 200 student study hours, including lectures, seminars, assessment and independent study.

20 University credits are equivalent to 10 European Credit Transfer System (ECTS) credits

Your weekly timetable has a specified number of teaching contact hours on it. During the pandemic year, a combination of blended learning approaches will be applied.

The number of hours has been planned to give you time to work on subjects, prepare for tutorials and practical classes, and complete coursework tasks.

It is expected that on full time programmes courses you should work at least 40 hours a week from Monday–Friday, including classes and self-directed study.

This means using the spaces between lectures and practical classes wisely.

It is also very likely that you will need to work during evenings and weekends to consolidate your knowledge and complete coursework assignments.

## WHAT TO EXPECT IN YOUR SCHEDULED CLASSES

### Lectures:

This year, in response to the COVID-19 pandemic, we have made necessary changes to the delivery of traditional face-to-face lectures. Lecturers have been spending the

summer creating a range of new learning materials for you to engage with. These may include (but are not limited to) videos, online books, simulations and tasks. You are expected to have completed all of the relevant materials before your face-to-face skills or seminar session/s. Make sure you follow instructions on what needs to be completed and when. The material has been specifically created to integrate with in class learning.

While “lectures” will appear in your timetable, all of the material is available at the minimum from the beginning of each week to allow you to complete the materials in your own time. You can also stick to the timetabled timings if you find this gives you more structure to your learning.

Please bear in mind some Academic staff may still host a tutorial or catch up session during the timetabled lecture session. For guidance please go to each unit on Moodle.

### **Seminars:**

In units consisting of only lectures and seminars you will attend seminars face-to-face. These classes may last for 40-50 minutes but groups are being kept small to aid social-distancing requirements. Please make sure you follow all institution guidance when attending campus including relevant use of face masks, hand washing and following one-way systems.

Where units include lectures, skills *and* seminars, the seminars will be through Microsoft Teams. A link to Teams will be available to you within the relevant unit. Please ensure you are appropriately dressed during these sessions and log on five minutes before the scheduled start time. You may be held in a lobby and admitted when the lecturer is ready to begin.

### **Clinical skills and laboratory sessions:**

Clinical skills and laboratory sessions will be held face-to-face. These sessions may last for two to four hours. Groups are being kept small to aid social-distancing requirements. Please make sure you follow all institution guidance

when attending campus including relevant use of face masks, hand washing and following one-way systems.

The Clinical Skills sessions, Human Performance, Prosection and anatomy Laboratories will all have strict guidance in place to ensure safety. Please make sure you abide by these. As such face masks will be compulsory at all times, as well the use of hand sanitizer or hand washing on arrival and regular handwashing throughout the sessions. There will also be spaces marked on the floor in the laboratories to identify where you should stand during testing / prosection to ensure social distancing. You will also be required to clean all equipment at the end of any clinical skills or laboratory sessions.

Please arrive five minutes prior to the timetabled start of the clinical skills / laboratory sessions and adhere to social distancing guidance while you wait to enter the session.

You are expected to participate in clinical skills / laboratory sessions as a model / participant. Therefore, you will need to wear loose clothing that you can move easily in, but ensure you remain appropriately covered. E.g. a pair of shorts, tracksuit / jogging bottoms, plain polo shirt or vest top, trainers or shoes with non-slip soles. You should also bring appropriate treatments for any exercise-related adverse reactions (e.g. inhalers) that you may need.

If you have any questions regarding this please consult the appropriate unit lead.



If you have any concerns relate to issues covered by the Equality Act, 2010 (such as religion, disability, and gender reassignment) the University College will be pleased to discuss with you how reasonable adjustments can be made.

Please contact Registry at:  
[courseadmin@aecc.ac.uk](mailto:courseadmin@aecc.ac.uk) for a confidential discussion.

### Teaching Timetables

Timetables are distributed to students via the VLE. Timetables will be available prior to the start of term.

Instructions on how to access your Timetable are also sent by the Timetabling Team. This email will direct students into how to use the PUBLISH timetable software to find and review your own timetable for your year of study.

Timetable changes will be published via emails and indicated within the VLE.

Please check regularly for any changes and you can view the Timetable Policy on the VLE.

## PRACTICE-BASED LEARNING

Practice-based learning makes up about a third of your course time – a minimum of 1,000 hours each. The purpose is to develop your understanding of how physiotherapy meets the needs of a wide range of people and conditions, and you will need to develop your competence and be prepared to engage creatively – and critically – to generate evidence about the impact and value of physiotherapy services.

You must have completed mandatory training, have an up to date enhanced Disclosure and Barring Service (DBS) check and attended the required amount of clinical skills sessions to be safe to go out on placement. **This will be monitored and your Personal Tutor notified if you are unsafe to go out on placement.**

During your time on the course you will be required to go on four placements, each of 7-week duration:

**Physiotherapy Practice 1:** Placement 1 and Physiotherapy Practice 1: Placement 2 will take place in year 1.

**Physiotherapy Practice 2:** Placement 3 and Physiotherapy Practice 2: Placement 4 will take place in year 2.

**Accumulated absence from clinical placement is monitored by the Placement Coordinator to ensure that you complete the minimum 1000 hours** of clinical practice required by the Chartered Society of Physiotherapy (CSP).

The Placement Coordinator will ensure that you are placed in a variety of clinical settings so that you gain experiences in a wide range of clinical specialisms. In all clinical settings there will be a focus on the development of transferable skills and clinical reasoning that will progress and develop as you continue through the first year and into your final year. You will have a mixture of on-site and off-site placements across the NHS, voluntary and private sectors. Your placements will be organized to ensure that you cover the breadth of experience needed to meet the learning outcomes and standards of proficiency required to become registered with the Health and Professions Council (HCPC) on qualifying.

There are additional opportunities to apply for volunteering with University Hospital Dorset (UHD) which will help to increase / consolidate your knowledge and develop key skills prior to going on placement or over the duration of the two-year course. If you are thinking this is something for you would like to do then please visit this link to find out what there is available and how to apply: Dorset HealthCare :: Volunteers You can also discuss this with the Placement Coordinator

**Your placement will require you to assist with data collection as well as having an expectation to behave with a professional attitude. This is comprised of many things, including:**

- **Consideration for others** - you are expected to display consideration and responsibility when interacting with your colleagues and other professionals, clients, and the teaching and support staff, following AECC University College behaviours, as well as CSP Professional values and behaviours.
- **Personal hygiene** - this should be beyond reproach. All placements (practice or volunteer) you are expected to pay special attention to your hands to ensure you have well-trimmed and clean

nails, no nail varnish. You must also have a mask (These will be provided on placement) and frequently wash your hands.

- **Uniform** – You should wear your assigned uniform and check with your Practice Educator prior to going out on placement, as there are slight differences between placements. This includes:
  - Blue Physiotherapy trousers and white tunic top or polo shirt, depending upon placement requirement, which are cleaned and ironed/crease-free
  - Clean, un-scuffed flat black rubber soled shoes or trainers, depending upon placement requirement. Toes should be enclosed so flip-flops, sandals and crocs are not acceptable.
  - Hair should be worn up if long and clean, it should not be able to fall into your eyes.
  - Facial hair should be tidy and shaped or else clean-shaven
  - You should be bare from the hands with the exception of a wedding band.
  - Small stud earring are acceptable, but no other jewelry due to health and safety requirements
  - Any tattoos that may be offensive to patients / clients should be covered

Staff have the right to refuse attendance should your state of dress be deemed unacceptable.

### **Client Confidentiality – GENERAL STATEMENT**

You are required to fully respect the confidentiality of any patient record, including all details of any patient interaction that may come to your attention during your involvement with the University College Clinic or any other clinical placement setting. You must not disclose any patient information to a third party, without explicit consent of the individual patient.



## ASSESSMENTS

AECC University College takes all academic offences very seriously.

For further information please see the section Academic Offences in the University College Student Handbook on the [VLE](#), which also signposts to the relevant policy and procedures for handling suspected cases.

It is very important that you reference written work correctly.

Courses within the School of Psychology, Sport and Physical Activity (PSPA) use the American Psychological Association (APA) referencing system. You can access the University Referencing Guide on the University College Learning Services webpages <http://aecc.libguides.com/learningservices/referencing>

### Forms of Assessment

**Please note that assessments may change due to the Covid-19 pandemic situation.**

Summative assessments/examinations are designed to give formal feedback on your progress matched against the set pass mark. You may also be able to see the distribution of results of your cohort, so you can see how well you are doing relative to others.

**Check the VLE for the specific Assessment Briefs to find details of your individual assessments.**

Assessments and examinations in units are matched to the learning outcomes of subjects, so as the year progresses you should check which learning outcomes have been completed.

You will be assessed by a range of methods each year. Unseen written papers may consist of Multiple Choice Questions (MCQ's), Extended Matching Questions (EMQ's), and Short Answer Questions (SAQ's). Coursework assignments may include group based work, laboratory and other reports, portfolios and dissertations.

Practical assessments and viva examinations will assess your subject specific skills, dexterity, attitudes to patients/colleagues, and ability to explain and demonstrate your knowledge.

### How assessments are moderated

Tutors submit questions and compile examination papers which are moderated by groups of tutors. In each case the paper is read thoroughly and checked for clarity, relevance, typographical errors, ambiguity and accuracy of the answer scheme provided. The questions are matched to the intended aims and learning outcomes for the unit and the paper length is considered.

Moderated assessments are sent to the External Examiners who check the questions against the unit aims and objectives and ensure the level and standard of the questions is appropriate for the year/level of the course. Any concerns or corrections that the External Examiners recommend are noted by Academic Staff who may modify questions as a result. More information about the role of External Examiners can be found in the University College Student Handbook. The External Examiners' reports for the course may be found on the VLE.

### Taking Assessments: rules for taking written examinations

**Examinations may be undertaken online during the pandemic year. Further details will be given to you as the Semester progresses.**

Outside of the pandemic where exams are face to face: A seating plan will be made available outside the examination room.

For further information on written and practical assessment rules please refer to "Rules for Taking Examinations" section of the [University College Student Handbook](#).

**Further instructions for submitting examination papers online (due to changes under the Covid-19 pandemic)**

**will be sent to students directly from the Assessment Officer.**

### **Taking Assessments: handing in written assignments**

#### **Submission Dates**

The submission dates of all written assessments are published in Assessment Structures available within “Your Course Information” on the VLE.

### **Process for submitting coursework ONLY**

All coursework must be submitted through the relevant unit assignment tab on to unit page on Moodle. In the case of written assignments these must be in Word or pdf format. Presentations and posters may be submitted as a PowerPoint file.

#### **Rules for submitting coursework**

All coursework submitted must have a declaration of authorship, written coursework must be submitted in a word document format. The coursework assessment brief provided by your tutors will provide more detail around this and specific penalties.

Make sure that you check the word count carefully; the word limit is a limit without any leeway. Work submitted that is over the word limit will be marked and feedback given as normal, but the mark the student receives will be capped at 50%. The policy on word limits can be found [here](#).

The deadlines you are given identify the FINAL time to submit your work by, not the ONLY time to submit your work. Try to manage your time and submit in advance of the deadline time.

If a piece of coursework is not submitted by the required deadline, the following will apply:

- If coursework is submitted within 72 hours after the deadline, the maximum mark that can be awarded is 50%. If the assessment achieves a pass mark and subject to the overall performance of the unit and the student's profile for the level, it will be accepted by the

Assessment Board as the reassessment piece. The unit will count towards the reassessment allowance for the level;

This ruling will apply to written coursework and artefacts only;

This ruling will apply to the first attempt only (including any subsequent attempt taken as a first attempt due to mitigation);

- If coursework is submitted more than 72 hours after the deadline, a mark of zero (0%) will be awarded;
- Failure to submit/complete any other types of coursework by the required deadline will result in a mark of zero (0%) being awarded.

Extensions, without penalty, may be allowed in cases of illness or exceptional personal circumstances provided that an application is made before the submission deadline, and there is good supporting evidence. The application must be made in writing using the appropriate form and submitted together with supporting evidence, to the relevant administrator for authorization before the deadline.

If you have agreed an extension with us in advance under the relevant procedure, there are consequences if you do not meet the new deadline and will be the same rules applied as above.

### **Exceptional Personal Circumstances, Coursework Extensions and Exam Postponement Requests**

We recognise that serious ill health and unexpected life events, which are outside your control may affect your examination performance, or written work submission. **This is known as ‘Exceptional Personal Circumstances’.**

All evidence supplied with any application must be officially translated into English (provision made for where evidence is delayed).

If the original document is in a language other than English, it is incumbent upon the student to get these translated into English and certified by a translator (and NOT by a member of AECC University College staff).

The full policy may be found online within the [VLE](#).

## Assessment Structures & Timeline

Your assessment structure for the course and timelines are updated and published annually and available on the VLE.

Please check to see if there are changes due to the COVID-19 Pandemic with your unit leaders.

## Assessment Regulations

All new students and all those who transferred to an AECC University College course should refer to the Assessment Regulations for all Higher Education course available on the [VLE](#)



## KEY DOCUMENTS AND USEFUL LINKS

**Policies for students** - details key information including student handbook, regulations, policies and procedures, with the relevant forms, the course specifications for each course and the relevant assessment regulations – see contents below.

**General Information** – contains other vital documents for students; including information about University College operations; such as strategy documents, reports from our External Examiners, and outcomes and responses to student surveys – see contents below.

[Covid-19 guidance for students](#)

### Policies for Students – Contents

- **Absence Reporting**
- **Student Handbooks and Agreements**
  - University College Student Handbook
  - Course Handbooks
  - University College Student Agreement
  - University College Student Charter
- **Course Specifications**
- **Assessment Regulations including Word Limits**
  - Assessment Regulations
  - Policy on Word Limits
  - Rules for taking examinations
  - Additional Learning Support Requirements
  - Group work guidance
- **Academic Appeals Policy**
- **Exceptional Personal Circumstances Policy**
- **Attendance Monitoring Policy for students on Tier 4 visas**
- **Complaints Policy**
- **Computing & Learning Services Policies**
  - IT Acceptable Use
  - IT User Access
  - Password and Security
  - Copyright
  - Policy on recording lectures and uploading material to the VLE
  - Learning Resources Rules
  - Your 'Digital footprint'
- **Conduct and Welfare**
  - Academic Offences Procedure
  - Disciplinary Procedures
  - Fitness to Practice Policy and Procedures

- Fitness to Study Policy and Procedure
- Harassment Policy
- Sexual Violence and Misconduct Policy and Procedure
- **Diversity and Equality**
  - Dignity, Diversity and Equality policy
  - Religion and Belief
- **Fees and Finance - including Tuition Fees Policy**
  - Tuition Fees Policy
  - Finance and Fees information
  - AECC Bursaries and Scholarships Policy
  - Undergraduate Bursaries and Scholarships Policy and Procedure
  - Important information to take into account when choosing your course
- **Fraud and Whistleblowing Policy**
- **Freedom of Speech & Student Events Policies**
- **Health and Safety Policy**
- **Placement Learning policy**
- **Prevent Policy**
- **Prosecution Laboratory Code of Practice**
- **Recognition of Prior Learning**
- **Research Ethics Policy**
- **Student Name Policy**
- **Study Break Procedure**
- **Student Transfer Policy**
- **Student Protection Plan and Student Refund and Compensation Policy**
- **Timetable Policy and Procedures**
- **Withdrawal procedure**
- **Covid-19 Guidance for Students**

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## **General Information for and Committee Minutes Students – Contents**

- **Academic Year Dates**
- **Admissions Procedures**
- **AECC University College Fair Access Agreements**
- **Course approval, review, modification or closure**
- **Education Strategy**
- **External Examiners**
- **Notice Posting Policy**



- [Public Information Policy Statement](#)
- [Safeguarding](#)
- [Student Engagement in Quality Enhancement Policy and Procedures](#)
- [Student Feedback and Surveys](#)
- [Acronyms List](#)
- [Committee Minutes – Academic Committees](#)