



Queen Margaret University

EDINBURGH

*School of Health Sciences*

*Division of Dietetics, Nutrition & Biological Sciences, Physiotherapy, Podiatry & Radiography*

**Dietetics, Nutrition & Biological Sciences**

**PgDip/MSc Dietetics**

**INFORMATION FOR STUDENTS**

**2017-18**

## ***Introduction***

This booklet contains information for entrants to the PgDip/MSc Dietetics programme within the Subject Area of Dietetics, Nutrition & Biological Sciences (DNBS for short):

You will find this information useful at the start of your programme and throughout. Read it carefully and refer to it as you go. Use this booklet together with the online “**Student A to Z**” which can be found on the website at:

<https://www.qmu.ac.uk/current-students/current-student-a-z/>

The University issues information during the academic year by various methods including e-mail and web-based routes, such as the Blackboard Virtual Learning Environment (**hub@qmu**); these will be explained to you. **As a student it is your responsibility to access these resources and keep up to date with information issued.**

### ***Joining Your Course: Induction and Matriculation***

During the week commencing 10<sup>th</sup> September 2018, Induction and Matriculation take place for all new entrants to Queen Margaret University. Full details of this can be found at:

<https://www.qmu.ac.uk/current-students/current-students-general-information/induction-for-new-students/>

## **Course Organisation and Administration**

For academic administration Queen Margaret University is organised into two Schools, each containing a group of Divisions and each Division is home to several academic Subject Areas.

**Your School is:** Health Sciences      **Dean of School:** Prof. Fiona Coutts

**Your Division is:** Dietetics, Nutrition & Biological Sciences, Physiotherapy, Podiatry & Radiography (DPPR)

**Head of your Division is:** Prof Jackie Waterfield

**Your Subject Area is:** Dietetics, Nutrition & Biological Sciences (DNBS)

**Programme Leader** who is responsible for the day to day running of each degree programme: Dr Jacklyn Jones [jjones@gmu.ac.uk](mailto:jjones@gmu.ac.uk)

### **Module Co-ordinators:**

The programme is modular and each module has a Module Co-ordinator i.e. a member of academic staff responsible for its detailed arrangements. You may have several staff teaching on a module but the Module Co-ordinator has overall responsibility.

### **Other roles:**

Admissions Tutor	Dr. Jacklyn Jones
Disabled Students co-ordinator	Dr. Douglas McBean
International Students Advisor	Dr. Douglas McBean
Research theme co-ordinator	
Personal Academic Tutors (see below)	All DNBS academic staff

**Technical staff:** Andrew Grainger (Technical Services Manager) Shirley Coyle, and Ross Walker.

### **Personal Academic Tutor (PAT)**

Each student is assigned a member of staff from their Subject Area as a Personal Academic Tutor. You are expected to meet your PAT at least once a semester to discuss progress. Your PAT can advise you about your studies and help out with any problems you may have. You will also have to meet with your PAT to discuss and agree your pre-placement paperwork. **It is in your own interests to meet your PAT regularly so you will feel comfortable in discussing any problems if they arise later. You can contact your PAT whenever you need support but also, you are expected to respond to any request they make for you to contact them.**

You will find out the name of your PAT at the start of the Semester and a full list will be placed on the School Office area of Blackboard should you need to check on who your PAT is.

Further details on the role of the PAT can be found at:

<http://archive.qmu.ac.uk/quality/documents/pat%20policy%20august%202012.pdf>

**My PAT is .....**

**Their e-mail address is .....**

### ***School Office***

The School Office provides administrative support for students and degree programmes. **This is your main point of contact** for general questions on assessments, change of address, council tax forms, registration on modules, submission of coursework assignments, deadline extension forms etc. School Office should be your first call to answer questions on such routine course matters. School Office does not arrange meetings for students with academic staff – if you need to contact a member of staff then email or phone them or speak to them in class to arrange a meeting.

School Office is the deposit point for submitting written coursework assignments. Office staff check and date-stamp received assignments then distribute to appropriate academic staff for marking. An additional, electronic copy is also required.

The e-mail contact for the School Office is [hsadmin@qmu.ac.uk](mailto:hsadmin@qmu.ac.uk) and you will also find a dedicated School Area on Blackboard (**hub@qmu**).

## Modules

Full details of the content, aims, objectives and learning outcomes for all modules can be found on Blackboard ([hub@qmu](mailto:hub@qmu)). Details of your timetable can be found at:

<https://www.qmu.ac.uk/current-students/current-students-general-information/timetables/>

### General structure of the MSc/PgDip Dietetics programme:

- Students take 8 modules each equivalent to 15 credits and totalling 120 credits along with 3 practice placements to complete the PgDip Dietetics. To be awarded the MSc Dietetics students complete an additional 60 credits in the form of a research project and dissertation
- Students normally complete the programme via a full time route but part-time routes are available and can be discussed with the Programme Leader
- Student engagement is expected to be 150 hours for every 15 credits studied. The 150 hours consist of class time (e.g. 24 h) plus independent study time (e.g. 126 h).
- Over an average of 14 weeks teaching this equates to approx. 40 hours per week of student effort (contact classes plus independent study time)
- DNBS has now instituted a reading week in week 6. There will be no formal timetabled classes, but you will be given self directed reading activities by your module co-ordinators ,and you are expected to undertake these activities at some point during week 7.

### Year One Modules:

Code	Module Title	Semester	Module Coordinator
DM027	Clinical Sciences	1	Dr Jacklyn Jones
DM024	Food & Nutrition	1	Dr Raquel Revuelta Iniesta
DM012	Evaluation of Practice	1 & 2	Dr Raquel Revuelta Iniesta
DM030	Therapeutic Interventions	1 & 2	Dr Sara Smith
DM031	Professional Studies	1 & 2	Dr Jacklyn Jones
DM026	Principles of Nutrition Science	2	Dr Raquel Revuelta Iniesta
DM041	Pharmacology & Pharmacogenetics	2	Dr Douglas McBean
	Introduction to Immunology and Microbiology (via the HUB)	1 & 2	Dr Mary Warnock

### Year 2 Modules

Code	Module Title	Semester	Module Coordinator
DM032	Professional Practice	2	Dr Jacklyn Jones
DM009	Masters Dissertation	2	Dr Jacklyn Jones

## ***Practice Placements***

All practice placements must be completed on a full-time basis normally Monday – Friday 9am to 5pm. Placements are allocated through a Scottish – wide system for allocation to a Scottish placement. Students who have dependants or special requirements can apply for individual matching to a practice placement. There is however no guarantee that these individual matching requests will be met.

You should be aware that is sometimes a shortage of practice placements in Scotland and across the UK as a whole but we will do all we can to make sure a placement is found for you at the correct time. However in some extreme cases students may have to defer their studies for up to a year whilst they wait for a placement. This is particularly true if students fall out of timing with the rest of their cohort due to failing assessments or previous placements. It is therefore essential that you do everything in your power to ensure you pass all assessments at the first attempt.

Prior to your placement you will attend classes to fully prepare you for your practice placement and you may meet a local practice placement provider who will discuss what is expected from you whilst in the practice setting.

Performance on practice placements are assessed by the local practice placement provider against learning outcomes set out in the HCPC Pre-registration and Training document (2003). Although the placements are assessed by the local practice placement provider you will be given support from your PAT whilst you are on placement.

More information on the allocation process and placement provision is available on the Scottish Cluster Dietetic Placement Website: <https://www3.rgu.ac.uk/scdp?>

### ***Indemnity insurance for practice placement***

Due to professional requirements, students on Nursing, Allied Health Profession and Healthcare Science qualifying programmes are required to hold professional indemnity insurance as a pre-condition of progressing to placement. This is most easily gained through the joining of the appropriate professional body, and information on this will be provided during the induction process into your programme.

## **Assessments**

An overview of the assessment pattern can be seen below. Full details on the QMU regulations governing assessment can be found at:

### **Academic Regulations**

<https://www.qmu.ac.uk/about-the-university/quality/committees-regulations-policies-and-procedures/regulations-policies-and-procedures/>

Registry arranges formal end-of-module exams and publishes exam timetables during the year. Other assessments/assignments are arranged by the relevant Module Co-ordinator, in conjunction with the School Office. **It is your responsibility** to check timetables and any other assessment information carefully and to attend exams or submit coursework as required.

**Assignments deadlines** are strictly adhered to and it is student responsibility to submit coursework on time. Late submission is penalised according to QMU regulations:

- 1st diet assignments submitted after the given time on the submission date
  - within 7 days (up to 6 days late), the mark is restricted to a maximum of 50%
  - 7 or more days late, awarded a mark of 0%.
- 2nd diet assignments (reassessment)
  - any assignment submitted late will be awarded 0%.

**Any request for an extension** to an assignment deadline (or consideration of extenuating circumstances) should be made before an assignment is due. Approval of requests is not automatic and to be fair to all students extensions are only given for a good reason and may require additional documented proof. Extenuating circumstances/Extension forms (along with guidance notes on how to complete the form) are available from the School Office Blackboard page.

You will be informed when marked coursework is ready for return and you will usually be given written **feedback** on it. Marked exam scripts are not returned but if you wish to discuss your result you can contact the module coordinator.

Although formal feedback will be given for all assignments submitted, there will be numerous opportunities to receive **feedback** throughout your programme e.g. during seminars and tutorials, post-exam discussions, one-to-one with your module co-ordinator or other members of staff and from supervisors in the practice setting. Any modules with essential group work (e.g. Clinical Sciences) can only be completed with adequate participation. **It is your responsibility** to meet any such attendance/participation requirements.

### **Explanation of terms used for types of assessments** (e.g. in module information)

- **Summative:** pieces of assessment which contribute to the final mark of a module. Their percentage contributions to module marks are listed in assessment schedule.
- **Formative:** informal assessments which do not contribute to final module marks but they are useful learning exercises and give feedback on your progress.

A full explanation of the Postgraduate Grade Marking Criteria can also be found at the above link.

The QMU website also contains a link to a Wiki on Good Scholarship, which provides useful information on many aspects of academic writing, including plagiarism. You will find this very useful site at:

<https://sites.google.com/a/qmu.ac.uk/plagiarism/>

### ***Assessment Schedule***

Below is a summary of the formative and a summative assessments included within the programme.

#### **Formative Assessments**

##### **SEMESTER 1 (YEAR 1)**

<b>Module</b>	<b>Formative Assessment</b>
Clinical Sciences	Short (5 min) presentation
Food & Nutrition	Dietary Assessment Pack
Pharmacology and Pharmacogenetics	Short presentation on specific gene
Professional Studies	Presentation skills Clinical skills
Therapeutic Interventions	Case based discussions
Professional Practice	Portfolio of Learning
Introduction to Immunology and Microbiology	Hub based quizzes



## Summative Assessments

The submission dates of all summative (mandatory) assessments are indicated but these assessment timings are provisional: if the module co-ordinator deems it necessary to change the timing, details will be published on Blackboard.

Week numbers refer to the **University Week** (see the academic calendar: <http://www.qmu.ac.uk/quality/ac/default.htm> ). This is the provisional week in which the assignment should be handed in. Unless otherwise stated, the assignment should be submitted by **4pm on the Monday** of that week. Please check the hub for finalised submission dates for assessments

### YEAR 1, SEMESTER 1

Module	Assessment	Week	Weighting
Evaluation of Practice	Research Appraisal	14	20%
Food and Nutrition	Examination	14/15	100%
Professional Studies	essay	13	50%
Clinical Sciences	case study	13	50%
Clinical Sciences	presentation	13	50%
Therapeutic Interventions	case-based assignment and literature review	24	40%

### YEAR 1, SEMESTER 2

Module	Assessment	Week	Weighting
Professional Studies	OSCE	30	50%
Evaluation of Practice	data set analysis	29	80%
Pharmacology & Pharmacogenetics	case based assignment	32	100%
Principles of Nutrition Science	assignment	34	100%
Therapeutic Interventions	exam	33/34	60%

### YEAR 2:

Module	Mode of Assessment	Week	Weighting
Professional Practice	Assignment	Approx.. 24	50%
Project with dissertation	Supervisors Mark	approx. 44	15%
Project with dissertation	Dissertation	approx. 44	85%

NB: this information was correct at the time of printing but may change – check the Hub and the QMU exam timetable for any alterations.

## ***Learning Resource Centre***

Full details of all of the resources and services available through the library and LRC can be found at:

<https://www.qmu.ac.uk/study-here/learning-facilities/library/>

Subject Area-specific resources are located at:

<http://libguides.qmu.ac.uk/diet/nutr>

The Liaison Librarians each have designated subject areas for which they are responsible and are happy to help. Our Liaison Librarian is Ileana Thomson: [ithomson@qmu.ac.uk](mailto:ithomson@qmu.ac.uk)

## ***Support and Guidance for Students***

The University offers a range of support and guidance facilities for students. Some are at local Subject Area level while others are offered centrally.

### ***Local Support***

If problems arise, you can always ask staff for help. For problems with a particular module you should first approach the teaching staff involved. For other problems, your Personal Academic Tutor or Programme Leader would be the best person to contact initially.

### ***Student representatives***

Issues affecting students on a masters degree programme can be discussed with your elected student representatives. They can approach teaching staff on behalf of their class or raise unresolved issues at Subject Staff committees. We would ideally like to have at least 2 representatives for each level of the programme.

### ***Student Staff Consultative Committee and Programme Committee***

Student representatives meet Programme Leaders and Academic Staff once a semester to discuss issues, resolve problems or make suggestions on their course.

Student representatives and academic staff also meet formally to address issues of mutual interest, approve course changes, discuss course reports and other documentation.

These committees are serviced by School Office staff who circulate members with documentation for meetings and record minutes of meetings.

**We strongly encourage** DNBS students to become student representatives – it is valuable experience and, in addition to you influencing programme issues, it contributes to your CV and employment references later. Any necessary training is provided by the Student Union.

## ***Student Conduct and Expectations***

Queen Margaret University has introduced a **Code of Conduct** to help every student enjoy and benefit from their education and life with us.

<http://archive.gmu.ac.uk/quality/documents/code%20of%20conduct.pdf>

Our ethos is one of mutual understanding and respect, through the development of friendships and by adopting good citizenship skills and attitudes. Through this we wish to enhance each person's experience throughout their time with us.

This Code of Conduct has been developed to provide clear guidelines of acceptable behaviour. This general set of Principles is supported by more detailed Codes of Conduct specifically relating to Halls of Residence, Library, Learning Environments and IT facilities.

It is expected that all students will wish to support and actively implement this Code of Conduct. Failure to adhere to the Code of Conduct may result in disciplinary action.

This Code of Conduct should be read in conjunction with the University's current Student and Academic Regulations as well as the Disciplinary and Appeals Procedures as outlined in the Student Handbook and the Equal Opportunities Policy. The Code of Conduct is compatible with the University's Data Protection Policy.

It is also important for Dietetic students to also familiarise themselves with the University's Fitness to Practise Policy which can be found at:

<http://archive.gmu.ac.uk/quality/documents/fitness%20to%20practise%20policy.pdf>

Students should also familiarise themselves with HCPC guidance on conduct and ethics as this provides guidance for practice within the clinical setting. Students should therefore incorporate it into their practice.

<http://www.hpc-uk.org/publications/brochures/index.asp?id=219>

On placement you should be aware that practice educators will be monitoring not just your skills and knowledge but also their professionalism and ability to interact appropriately with patients/clients. Part of being a responsible health professional is the self-awareness to recognise when a health or personal issue is affecting your own ability to work adequately. If concerns arise about a student's ability to practise safely or appropriately the practice educator will contact the University. It is possible that the placement may be terminated or suspended pending the outcome of an investigation.

QMU and placement supervisors will try their best to support students with health or personal issues but not where this compromises the well-being of clients / patients. In some cases it may be necessary for the student to take time out.

### **Attendance**

Attendance at lectures, seminars etc. is essential, in particular where students' absence may be detrimental to the performance of fellow students and the quality of learning experience gained. In addition, lateness is a discourtesy to the whole group and the group itself should make clear that lateness or other disruptive behaviour is not acceptable. You will be provided with guidance on absence from placement during your placement preparation classes

Students are expected to engage fully with their degree programme. Laboratory practicals, workshops, tutorials and group-work depend on active participation by students and absence can affect the quality of learning experience for other students.

Some modules have assessed material based on the practical and workshop sessions. It is important that you familiarise yourself with any links between attendance and assessment.

The use of mobile phones in lectures, seminars etc. is strictly prohibited. All phones should be switched off before entry into lectures, seminars etc.

Full details on the IT Acceptable Use Policy, which would obviously include the use of Social networking sites, can be found at:

<http://archive.qmu.ac.uk/quality/documents/acceptable%20use%20of%20ict%20and%20electronic%20resources.pdf>

### **Health**

Screening and vaccinations for all new Health Care workers who will have direct contact with patients is a Scottish Government requirement and health screening appointments are therefore arranged by the university. As this is a Scottish Government requirement you must attend these scheduled appointments. You will be advised of the date and time of your appointments by email. The university bears the cost of these health checks however if you fail to attend your scheduled appointments you may be charged. Should you have any queries or concerns about your health check, please contact [HealthClearance@qmu.ac.uk](mailto:HealthClearance@qmu.ac.uk)

You must also register with a GP close to University during your stay in Edinburgh.

Students should keep their PAT or programme leader informed of any changes to their health or disability status. The University will seek to put in place measures to support students with health problems or disabilities so far as is practical. It is essential that you discuss any concerns you might have with staff as early as possible.

To protect patient safety, you must inform your placement supervisor immediately if you contract a communicable disease.

### ***Criminal Record Checks***

You will be required to complete a criminal record check (PVG) prior to admission to the programme. This is normally done through Disclosure Scotland's Protection of Vulnerable Groups Scheme. Students bear the cost of this application. If this check discloses any cautions or criminal convictions you will be counselled by the Programme Leader regarding your progress on the programme.

### ***Communication***

Remember to check your QMU e-mail and Blackboard pages frequently. Staff often send important information by e-mail or via Blackboard announcements. There is also a School Blackboard page which contains useful information – this is also where electronic assignments are deposited. It is important that you check that your e-mail box does not exceed its limit, as this will prevent e-mails getting through to you.

Academic staff will try to respond within 48 hours for any urgent e-mail enquiries and within 5 working days for all non-urgent enquiries. The timing of any response will also be affected by other factors including staff being off-campus or on holiday.

### ***Module Evaluation***

Collecting and responding to student feedback is an essential mechanism for assuring and enhancing programme quality. Staff are required to conduct module evaluation every time a module is run. It is of the utmost importance that you complete any module evaluation form that you are given as this is the best way to ensure the maintenance and development of a quality programme of study for all.

### ***Complaints Handling Procedure***

The University has implemented a new Complaints Handling Procedure which can be found here:

<http://archive.gmu.ac.uk/quality/documents/gmu%20complaints%20procedure.pdf>

The Procedure has three stages: frontline resolution, investigation and external review. If a student has a complaint, they should discuss this with someone in the area which the student wishes to complain about (for example, for a complaint relating to a particular module should be discussed with the Programme Leader or Module Co-ordinator for the module concerned). The complaint will be considered under frontline resolution (unless complex) and a response will usually be given within 5 working days. If the complaint is complicated, it is the student's choice to take it to investigation stage immediately or it may be referred to the investigation stage by the person the student determined to discuss the complaint with at frontline resolution. Should the complaint be considered under the investigation stage, a response will normally be received within 20 working days.

Any queries about the complaints procedure or any complaints written on the Complaints Form may be emailed to [complaints@gmu.ac.uk](mailto:complaints@gmu.ac.uk)