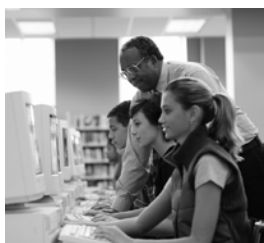


Florence Nightingale School of Nursing & Midwifery

KING'S
College
LONDON



Post-qualification Undergraduate Handbook

2011-12

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This handbook contains information that is essential to your study at the Florence Nightingale School of Nursing and Midwifery. It should be read in conjunction with the King's College London Student Handbook available at www.kcl.ac.uk/schools/nursing/ssc and the [College Regulations: a student guide](#)

This handbook is available in alternative formats such as large print or in different fonts upon request to: ascpostqual@kcl.ac.uk

Welcome from the Head of School

Dear Student

It is my great pleasure to welcome you to the Florence Nightingale School of Nursing & Midwifery which has a long tradition building upon the early work of Florence Nightingale of promoting high standards of care. Education and research are central to Florence Nightingale's legacy; she set the initial educational standards which others sought to emulate and she was a pioneer of health statistics as a means of understanding the underpinnings of good health care.

We hope that you will enjoy the challenge and inspiration of taking forward your professional education at King's. We are proud of our partnerships with NHS Trusts and other healthcare providers and the opportunities of being part of an academic health science centre, King's Health Partners.

Patients need well educated, compassionate and committed health care professionals. We wish you every success in your studies at King's and your future career. The new Head of School, Professor Helen McCutcheon, looks forward to meeting you once she takes up her post in November.

Professor Alison While
Acting Head of School

Welcome to Post-qualification Undergraduate Studies

Welcome to the Florence Nightingale School of Nursing and Midwifery. This handbook contains key information which we think you will find both helpful and relevant for your post-qualification undergraduate studies at the School. Please read it carefully.

To maximise success with your studies we recommend that you put time aside each week to read around your subject. Preparing for lectures, seminars and tutorials is essential and you should remember that part-time study requires you to do work in your own time - not just the time you spend in College. It is also important that you check your college e-mail regularly, as this is used for all official college correspondence. We cannot be held responsible if you do not receive information because you have not checked. Do tell us if you change your address, otherwise correspondence with you may go astray and we cannot be held liable for the consequences. You can use the student online portal "OneSpace" to do this.

We realise that you may be balancing work and study, and that this is sometimes challenging. Please tell us about circumstances that may have affected your performance or ability to submit work on time or attend an examination as there are official processes that can be followed and have been put in place to help you.

Your first point of contact for advice on difficulties should generally be your programme leader who fulfils the advisory role of a personal tutor/academic advisor. If you don't know, please ask.

We wish you all the best with your studies,

Dr Jacqueline Bloomfield, Head of Post-qualification Undergraduate Studies.
jacqueline.bloomfield@kcl.ac.uk 020 7848 3690

Julie Bliss, Head of Post-qualification Education
julie.bliss@kcl.ac.uk 020 7848 3211

Key contacts:

Ray Gardner, Programmes Manager (Student records)
ray.gardner@kcl.ac.uk 020 7848 3680

Cicero Souza, Post-qualification Admissions Administrator
cicero.souza@kcl.ac.uk 020 7848 3669

Salena Smith, Programme Manager (Student Services)
salena.smith@kcl.ac.uk 020 7848 3548

1. About the School

The Florence Nightingale School of Nursing & Midwifery was the world's first professional school of nursing. It is now one of nine schools within King's College London, one of the top 21 universities in the world and a prestigious Russell Group University. The School offers expertise in research, teaching and practice development. It is consistently highly rated one of the top nursing in national assessment exercises for teaching standards, the student experience and research.

The School is situated at the Waterloo Campus which is located in the heart of London on the Southbank of the River Thames. Nursing and midwifery students benefit from being located within the multi- disciplinary environment of the campus, as well as having access to all the facilities of the College and the University of London. Teaching primarily takes place in central London locations, but also on occasions in NHS Trust locations. Its programmes meet the needs of individuals seeking to become nurses, midwives or to continue professional development after registration.

The School is at the forefront of health services, policy and evaluation research.

The [National Nursing Research Unit \(NNRU\)](#), the only Department of Health-funded unit of its kind in England, can be found at the School.

King's Health Partners

King's Health Partners (<http://www.kingshealthpartners.org/info/about-us>) is a pioneering collaboration which combines the research, clinical and teaching elements of King's College London and three of London's most successful NHS Foundation Trusts. Its driving purpose is to bring about swifter and more effective improvements in health and well-being for patients by integrating world class research, care and teaching. Nurses and midwives will play a fundamental role in achieving this vision. A Nursing and Midwifery Partnership Group for King's Health Partners has been created and is in the process of identifying robust objectives and a tactical plan to ensure their effective delivery. In addition to the Florence Nightingale School of Nursing and Midwifery, the group comprises Education Leads and Chief Nurses at the following institutions:

- [South London and Maudsley NHS Foundation Trust](#)
- [King's College Hospital](#)
- [Guy's and St Thomas' NHS Foundation Trust](#)

2. OneSpace and OneSpace Student Records

OneSpace is the College online portal for students through which you can access and manage a range of personal information relevant to your studies. It is essential that you are familiar with accessing this. Further information about OneSpace can be found at:

www.kcl.ac.uk/iss/explore/access/onespace.html

3. Research and Teaching Activities

3.1 Research

In FNSNM there are currently 3 main programmes of research activity which inform and improve health care and service delivery locally, nationally and internationally:

1. **Patient and carer experience:** a programme of work that explores and seeks to improve the patient and carer experience of health care with a particular focus on cancer, mental health, diabetes and long-term conditions

2. **Healthcare workforce, organisation and service delivery:** this programme of work contributes to the understanding of health care systems at national, regional and global levels, particularly with regard to equity, access to care and workforce issues. Within this the National Nursing Research Unit (NNRU)'s major policy research programme for the Department of Health examines how the organisation of the nursing workforce impacts upon service delivery and organisation within the NHS and beyond.

3. **Health and well-being:** Public health and well-being is the focus of activity within this programme. This ranges from ensuring the safety and quality *of care for* women and their babies before, during and following birth and supporting individuals and families' wellbeing through the long-term trajectory into older age and at end of life.

3.2 Teaching and Learning strategies

A wide variety of teaching methods are used within the school. In addition to standard lectures, small group seminars, tutorials, action learning sets, discussion and practical sessions may be used. Some modules have web assisted components, where attendance at College is minimal and a large portion of the learning is done at a distance.

The College e-learning service is a virtual learning platform that facilitates access to module handbooks, learning resources and information. These may include e-learning materials, reading lists, formative assessments and links to web-based resources. Module announcements will also be posted on here. It is expected that you access this regularly throughout your module. It is accessible at through OneSpace or via the Florence Nightingale School of Nursing and Midwifery website at www.kcl.ac.uk/schools/nursing/

3.3 Information Specialist

The Nursing and Midwifery Information Specialist is a qualified Information Professional with subject specific expertise and experience. She provides advice and support on a wide range of issues:

- Introductory and advanced information literacy skills and bibliographic management software training

- Referencing, citation standard, search strategy formulation, study skills and research methodology
- Outreach and liaison work i.e. manage and coordinate ISS related inquiries on behalf of staff and students, liaise with staff and student committees

4. Student voice

The School is keen to hear students' opinion and there are a variety of methods to ensure that we do this.

During your studies you may be asked to become a student representative. This will involve your participation at key meetings between staff and students, such as module/ programme management meetings.

5. Campus and School

5.1 The Student Services Centre

The Student Services Centre (SCC) is the gateway to all student administrative services within the School from enrolment to award.

The SSC is staffed by teams of administrators supporting students through key points in the academic life cycle by facilitating and advising on subjects including:

- Admissions and Enrolment
- Student Records Management
- Clinical Placement
- Assessments
- Academic Awards

Contact Information

The Student Services Centre is located in the James Clerk Maxwell Building (JCMB) in room 3.15 and is open from 09.00 – 17.00 Monday to Friday.

Email: nightingale@kcl.ac.uk

Telephone: 020 7848 4698

Fax: 020 7848 3680

Full details can be found on the [Student Services Centre](#) website.

5.2 Non-academic queries: The Compass

The Compass is a central hub for non-academic enquiries where a variety of non-academic queries can be answered such as providing council tax exemption letters; replacement King's ID cards (a £10 replacement charge applies unless a Police crime number is provided); transcripts etc. The standard opening times in term time are:

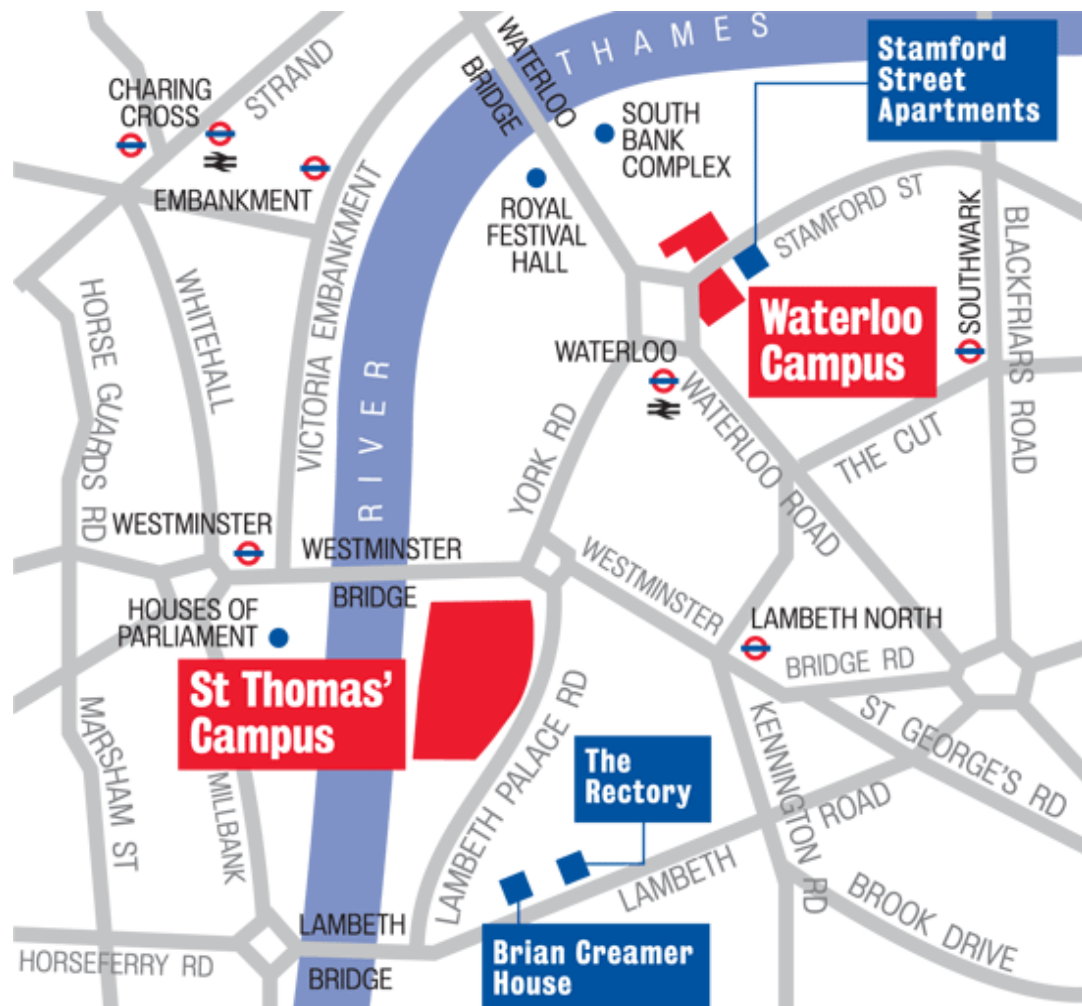
- 9.00 – 17.00 Monday
- 9.00 – 19.00 Tuesday
- 10.30 – 17.00 Wednesday
- 9.00 – 19.00 Thursday
- 9.00 – 17.00 Friday

Staff can be contacted via telephone, email, and the web which is accessible 24/7.

Link: <http://www.kcl.ac.uk/about/structure/admin/facser/centre/>

5.3 Waterloo Campus

The School is located at the Waterloo campus, in the heart of London on the Southbank of the River Thames. A map of the Waterloo campus can be found below; it is advisable that you make sure you familiarise yourself with your campus within the first few weeks at King's.





Other teaching venues

Other venues where teaching may take place include:

- The Strand campus
- King's Denmark Hill campus: Weston Education Centre
- St Thomas's campus
- Guy's campus (including the Chantler Clinical Skills Centre)

Maps and addresses for each of these locations can be accessed from the following link:

www.kcl.ac.uk/about/campuses/

6. School guidelines

6.1 Assessment criteria

The School has agreed the specific assessment criteria for study at level 4, 5, 6, and 7. Please familiarise yourself with the criteria relevant to your level of study. These are located in Appendix C.

7. Health and Safety

The College Council has ultimate responsibility for the health and safety of employees, students, visitors and others who may be affected by the College's activities and there is a College policy covering responsibilities and arrangements in respect of health and safety protection.

<http://www.kcl.ac.uk/about/structure/admin/safety/>

Students are also required to cooperate with safety arrangements. College guidance on using computers safely is available on the site above. Free personal safety alarms are available and can be ordered through the College e-shop.

7.1 General safety

One of the most basic aspects of safety is the knowledge of how to respond to an emergency situation. For this reason, the first thing to do upon arriving in a new area is to check the location of the emergency evacuation routes, fire safety points, first aid provisions, eye washes and emergency showers. Don't wait to do this until you actually have need of these facilities.

7.2 Evacuation

The most common indication of the developments of a potentially dangerous situation is the sounding of the evacuation signal, commonly, but not completely accurately known as the fire alarm. Alarms are tested at set times each week in every building. Make sure you learn these times and are able to recognise the difference between a test ringing and a genuine alarm. Remember that the sounding of the alarm may indicate a large or rapidly expanding fire, an explosion, a large scale release of toxic or noxious substances or a large scale flood. Of course, there will also be false alarms and practice evacuations, but it is imperative that you respond to every continuous sounding of the alarm in the correct way, irrespective of the cause.

At the first earliest opportunity, locate and walk TWO emergency exit routes from your building. It may be that your first choice becomes unavailable during an emergency situation.

Locate the first safety points (red and green) and learn how to use the break glasses to raise the alarm. Learn where to assemble following your exit from the building, and never attempt to re-enter the building until authorised to do so by a member of the fire brigade or College officer. It is the College's aim to appoint at least two trained evacuation marshals per floor in all buildings, and more where appropriate. It is part of the duties of evacuation marshals to ensure that persons in the areas for which they are responsible are made aware of all the above information.

7.3 First aid

Trained first aiders are appointed to provide cover for all areas of the School. Their contact details should be displayed, either on a list inside first aid kits or on the wall by the side of the kit where this is permanently wall-mounted. The College's safety web page has broader contact details and includes first aiders who are not members of the School, but who may well be nearby.

For more information:

www.kcl.ac.uk/about/structure/admin/safety/internal/firstaid/waterloo.html

In the James Clerk Maxwell Building details of first aiders are obtained through reception/security using the College emergency number 2222

For more information:

https://www.kcl.ac.uk/teares/nmvc/safety/Documents/emergency_instructions.pdf

The College has a legal duty to report personal injuries, diseases and dangerous occurrences arising out of, or in connection with, College activities, to its enforcing authority. In order to improve health and safety standards the College also seeks to collect information on all incidents and accidents including "near misses". For this reason, all accidents and dangerous incidents must be reported on the appropriate College form, which can be found on the College safety website. It is a College requirement that the completed form is sent to the College Safety Office. In addition to the above, the College requires that employees and students report unsafe conditions and activities to their supervisor or appropriate College Officer so that corrective action can be taken. For further information:

<http://www.kcl.ac.uk/about/structure/admin/safety/>

7.4 Safety Signage

You need to be aware of the categories of safety signs which you will encounter. The types of signs you will encounter are:

- **Prohibition signs.** These are red, white and black and specify activities which are forbidden e.g. No Smoking, No Exit, Do Not Enter.
- **Mandatory signs.** These are blue and white and tell you what you **MUST** do e.g. Fire Door-Keep Closed.
- **Safe condition signs.** There are green and white and they indicate safe areas and routes as well as locations of safety equipment e.g. First Aid, emergency escape route.

Further information and regular updates are available on the School safety site at:

<https://www.kcl.ac.uk/teares/nmvc/safety/>

8. General information about the post-qualification undergraduate framework

The overall aim of the post-qualification undergraduate framework is to offer CPPD education in order for practitioners to develop professionally and contribute to enhancing excellence in patient care. The philosophy of the framework is to meet the needs of contemporary practice by providing education led by practice and research. The programmes and modules offered have been developed in partnership with practitioners, managers and students and address relevant and contemporary healthcare issues. A unit of study (15, 30, 45 or 60 credits) is referred to as 'a module'. The overall Diploma (Dip HE), Graduate Certificate (GradCert) or Degree (BSc) is known as the programme.

You can enrol on a programme of study (i.e. Dip HE, GradCert or BSc) or for some modules you can enrol on a free standing basis. It is also possible to register for some modules on an attendance only basis (see Section 1.8).

8.1 Programme leaders and advisors

Programme leaders manage each programme and provide advice to students regarding planning their programme of study. Programme advisors are available to offer additional advice and support to students, so please do not hesitate to contact them.

| | | |
|--|-------------------|---|
| Cancer Nursing | | |
| Leader | Lorraine Robinson | lorraine.robinson@kcl.ac.uk 020 7848 3693 |
| Advisors | Sian Hawkins | sian.hawkins@kcl.ac.uk 020 7848 3631 |
| Cardiac Nursing | | |
| Leader | Amanda McNaughton | amanda.mcnaughton@kcl.ac.uk 020 7848 3679 |
| Children's Nursing | | |
| Leader | Lynne Wainwright | lynne.m.wainwright@kcl.ac.uk 002 7848 3037 |
| Critical Care Nursing | | |
| Leader | Mary Crawford | mary.crawford@kcl.ac.uk 020 7848 3522 |
| Evidence-Based Interventions in Psychosis | | |
| Leader | Susan Sookoo | susan.sookoo@kcl.ac.uk 020 7848 3672 |
| Haemato-oncology Nursing | | |
| Leader | Lorraine Robinson | lorraine.robinson@kcl.ac.uk 020 7848 3693 |
| Advisor | Audrey Yandle | audrey.yandle@kcl.ac.uk 020 7838 3678 |
| Independent Practice | | |
| Leader | Alison Gallagher | alison.gallagher@kcl.ac.uk 020 7848 3620 |
| Mental Health Nursing | | |

| | | |
|---|---------------------|---|
| Leader | Cheryl Jordan | cheryl.jordan@kcl.ac.uk 020 7848 3285 |
| Midwifery | | |
| Leader | Toni Turner | toni.turner@kcl.ac.uk 020 7848 3643 |
| Neonatal Nursing | | |
| Leader | Lynne Wainwright | lynne.m.wainwright@kcl.ac.uk 020 7848 3037 |
| Nursing Practice (Diploma) | | |
| Leader | Vinoda Coopamah | paravedy.coopamah@kcl.ac.uk 020 7848 3577 |
| Nursing Practice (Degree) | | |
| Leader | Joan Adams | joan.adams@kcl.ac.uk 020 7848 3564 |
| Nursing Studies | | |
| Leader | Dr Louise Barriball | louise.barriball@kcl.ac.uk 020 7848 3029 |
| Admission enquiries | | 020 7848 3233 |
| Palliative Care | | |
| Leader | Lorraine Robinson | lorraine.robinson@kcl.ac.uk 020 7848 3693 |
| Advisor | Sian Hawkins | sian.hawkins@kcl.ac.uk 020 7848 3631 |
| Primary Care Nursing | | |
| Leader | Julie Bliss | julie.bliss@kcl.ac.uk 020 7848 3211 |
| Advisor | Dr Margaret Edwards | margaret.edwards@kcl.ac.uk 020 7848 3208 |
| Specialist Community Public Health Nursing | | |
| Leader | Dr Mary Malone | mary.malone@kcl.ac.uk 020 7848 3014 |
| Woman's Health Care | | |
| Leader | Penny Charles | Penny.charles@kcl.ac.uk 020 7848 3829 |
| Advisor | Jan Bowden | jan.bowden@kcl.ac.uk 020 7848 3585 |
| Compulsory and Optional (Free Standing) | | |
| Leader | Annie Holme | annie.holme@kcl.ac.uk 020 7848 3615 |

8.3 Personal Tutors

Depending on your programme and level of study, you may be allocated a personal tutor. Your personal tutor may be someone who teaches on your programme, but their primary responsibility as

your personal tutor is not to be your academic teacher but rather to be your official first point of contact for advice and support in relation to any issues that may affect your academic progress and/or personal welfare.

Further information: <http://www.kcl.ac.uk/campuslife/services/tutor/index.aspx>

8.4 Academic credit

All modules validated by King's College London carry academic credit as part of the Credit Accumulation and Transfer Scheme (CATS). The benefit of the CATS system is that full recognition will be given for individual modules successfully completed. Modules can also be credited as part of the European Credit Transfer and Accumulation Systems (ECTS). In order to obtain a Dip HE, GradCert or a BSc (Hons) the requirements of each programme must be fulfilled, and these are discussed later in this handbook

Each module is assigned a particular credit rating, i.e. 15, 30, 45 or 60 credits. . The number of credits gained depends upon the length of the module and the assignments undertaken. Each module is also assigned a particular academic level; Level 5 (formerly 2) for Diploma modules and Level 6 (formerly 3) for Degree modules, according to the level of attainment required.

8.5 Accreditation of prior learning

Accreditation is an umbrella term used to describe the formal recognition of previous learning by a particular institution. There are two categories within accreditation:

- Accreditation of prior certified learning (APCL)
- Accreditation of prior experiential learning (APEL)

Details of the accreditation process can be found at:

<http://www.kcl.ac.uk/nursing/study/qualified/apl.aspx>

Consultation sessions, in person or via the telephone, are available to find out more about accreditation. Please contact the Accreditation Administrator to make an appointment or for an information pack and claim form on 020 7848 3240 or by emailing accreditation-nightingale@kcl.ac.uk

8.6 Period of study

The maximum time permitted for you to complete your Dip HE or BSc programme is five years.

The Graduate Certificate must be completed within a maximum of three years.

Please note that the full time BSc (Hons) Nursing Studies should normally be completed in one year with a maximum of four years. The BSc (Hons) Specialist Community Public Health Nursing must be completed within a maximum of four years.

8.7 Student regulations governing post-qualification undergraduate programmes

The King's College London Academic Regulations (see Section 5) sets out general regulations and these apply to all students of the College. The specific regulations governing your programme, including progression requirements within the BSc (Hons) programme, can be found within the Programme Specification available on the College Quality Assurance and Academic Audit website at:

<http://www.kcl.ac.uk/aboutkings/quality/academic/index.aspx>

You should read these carefully to ensure that you understand those that apply to your award. If you have any queries you should approach your programme or module leader or advisor.

8.8 Free-standing modules

A module (15, 30, 45 or 60 credits) may be undertaken on a free-standing basis by any practitioner as part of their professional development. Practitioners who request to undertake more than 15 credits on a free standing basis will normally be referred to a programme leader, where further discussion may take place. This may result in you remaining as a 'free standing' student or registering for a programme of study (Dip HE, GradCert, or BSc). This referral is essential to ensure that you are provided with accurate advice and can work towards achieving a recognised qualification in higher education, as appropriate. In certain circumstances practitioners, who do not to gain academic credit, may register on an 'attendance only' basis.

8.9 'Attendance only' basis

Practitioners who decide to register on an 'attendance only' basis can only do so with the written agreement of their manager if they are sponsored by their employer. This is arranged prior to, or at the beginning of the module and not retrospectively.

If this is not undertaken by the end of week 3 the practitioner will automatically be fully enrolled and recorded as 'non-submission' for any examination or assignment. This will constitute a fail for the module.

9. Essential administrative matters

9.1 Dates of the 2011/2012 Academic Timetable

Term 1: 26th September 2011 – 16th December 2011

Term 2: 9th January 2012 – 30th March 2012

Term 3: 23rd April 2012 – 13th July 2012

Most modules will fall within the academic timetable. However, it is essential to check this as some modules are taught outside these dates. Module dates can be found on the search for a course website at: <http://www.kcl.ac.uk/teares/nmvc/external/prospectus/index.php>

There is extended time for completion of practice assessment documents for some clinical modules. Please note that induction sessions commence the week prior to term start dates.

9.2 Student identification

9.2.1 OneSpace

OneSpace is the College online portal for students through which you can access and manage a range of personal information relevant to your studies. For further information about OneSpace please see refer to the relevant section on the Library and IT services website at: <http://www.kcl.ac.uk/library/index.aspx>

Please note that it is your responsibility to ensure that we have an up-to-date contact address for you. If correspondence does not reach you owing to incorrect information we cannot be held accountable. If you are unable to change your address via OneSpace please contact the Student Services centre.

9.2.2 King's student identification number

At enrolment you will be allocated a KCL Student Identification Number, which you retain for your studies at the College. Please use your number as a reference in any correspondence. Your KCL number will be on your student identification card and should not be confused with your candidate number.

9.2.3 King's student identity card

At enrolment you will be provided with your student identity card (ID). This will carry your photograph and act as a combined identity, library and security card. It will also be required to provide access to College buildings, the Information Services Centre and the student computing rooms.

The card should be kept with you at all times when you are in College and will be required if you wish to borrow any books or are sitting an examination.

If you have an examination for your module it is essential to bring your ID card. Without it you will not **under any circumstances** be allowed to sit the exam and will be registered as a failed attempt.

If you lose your ID card you will need to apply to the Compass for a replacement. There will be a replacement cost, however, if your ID card was stolen and you can provide a police crime number it will be replaced free of charge.

9.2.4 Email registration

When you have completed enrolment formalities and have a current student ID card, your College e-mail address will be allocated to you. If you have any queries related to your email address or passwords please go to the help desk in the Information Services Centre, Franklin-Wilkins Building. The school communicates with students via their email account; therefore, it is essential that you check your e-mail on a regular basis.

You must use your allocated King's College London email address for all communications with the School. If you do not check your King's email frequently you are likely to miss important programme information.

If you are unable to access your account please go to the help desk in the library with your ID card.

If you are a returning student following a gap in studies, your email address may have changed. Please check carefully.

9.2.5 Candidate number

Following enrolment you will be allocated a candidate number so that your work may be marked anonymously. Your candidate number will be available from OneSpace Student Records within the first few weeks of the module. If you do not receive this please contact the Examinations Office (exams.office@kcl.ac.uk). You should keep a record of this number as it will be required when you sit examinations or submit assignments. Your candidate number must be on all submitted work. An incorrect candidate number on submitted work or an examination paper may lead to a fail. You will also be required to produce it when you collect assignments. This is the only personal detail entered on any assignment or examination paper.

You should not confuse your candidate number with your King's student identification number. Your candidate number will comprise a letter followed by five numbers: e.g. N99999. Your candidate number is for use only with assessments/ examinations and will be changed annually.

10. Student participation

10.1 Attendance

Any absence must be negotiated with your module leader(s) so that you can agree on how the learning outcomes for any missed session will be achieved. For example, this may involve written work. You should also inform your module leader(s) of any annual leave or sickness. If your employer is supporting your studies they must also be informed of any non-attendance. Please note that non-attendance may result in you being ineligible to complete the module, submit assignments or sit an examination. For Mentorship and modules on the BSc Cardiac Nursing, attendance on the first day is compulsory. Please note that 100% attendance is required for sessions on the Prescribing modules and the Safeguarding Children modules.

Your attendance record may be taken into account if you request an extension due to mitigating circumstances.

10.2 Changing modules

Students may not change modules during a term without the permission of the module leader; please ensure that the module leader informs the SSC. Requests to change module after the third week of the term may not be granted. This also includes students transferring from a level 5 module to a level 6 module and vice versa. Please note that failure to withdraw from a module using the correct withdrawal procedure may result in students being charged fees. Students may also be required to pay for any additional modules they have joined after the enrolment period (see 5.1).

10.3 Employer sponsored study (Information provided to your trust and manager)

We provide feedback to trust managers/employers on a wide range of issues including attendance and performance (pass, fail, unsafe practice, non-submission, non-attendance at examination). You should also note that your manager will be informed if you commit an examination or other College offence. Your employers may consider it a disciplinary offence if you do not inform them of absences/withdrawal. If an allegation of cheating, irregularities or plagiarism is proven, and you are sponsored by your employer, the lead for education in the Trust will be informed by the Chair of the Examination Board. Your Trust may then take the matter to the Nursing and Midwifery Council (NMC).

10.4 Procedures for students' complaints and grievances

There are other sources of help available to you depending on the nature of the difficulty. A Code of Conduct at College, which should be read in conjunction with the College Regulations, can be found in Appendix A.

Should you have a complaint or problem, you should raise it in the first instance with your module or programme leader. If that proves unsatisfactory, then approach the Head of Post-qualification Education. If, after discussion, it is decided that the matter should be taken further, an application should be made in writing to the Head of School. Further details of the student complaints procedure can be found in Appendix B and on the Policy Zone at www.kcl.ac.uk/college/policyzone/

11. Studying at as a post-qualification undergraduate student

11.1 Teaching and Learning

As a post-qualification undergraduate student learning within a Higher Education culture you will experience a range of teaching and learning strategies. You will also have the opportunity to reflect on your particular professional experiences within the bigger picture: a more theoretical, deeper and broader one. Furthermore, you will be able to contribute your own knowledge and relate your experiences to your learning environment. At the same time you will be encouraged to develop your sense of curiosity and to gain new insights into your understanding of the profession. In addition to the main programme and modules there are other resources that will facilitate your studies.

11.1.1 Practical sessions

Students engaging in practical sessions at the clinical skills centre or in a classroom may be asked to sign a consent form. Further information about this will be available from your module leader.

11.1.2 Sessions about Internet resources

Introductory sessions are provided by library staff on the use of student computer terminals with access to the King's College London website, the Internet, email, and the facilities available online for King's students. You are strongly advised to attend one of these sessions. Please ensure that you bring your passwords with you. Each session will start promptly and it is not possible to enter if you arrive late. Details of these sessions, which do not need to be booked, can be found in Appendix D.

11.1.3 Sessions about literature searching

You are strongly advised to complete the online Information Retrieval Skills for Nursing and Midwifery module which is available on the College e-learning service. Alternatively you may attend one of the optional introductory literature searching sessions, which are facilitated by the information subject specialist for nursing and midwifery. These sessions provide introductory guidance on how to search the library catalogue, electronic journals, in addition to the use of electronic databases for literature searching. Session dates can be found in Appendix D. You must attend a student computing session first and bring your passwords with you.

11.1.4 Sessions about academic writing

One hour introductory sessions to help guide your academic writing will also be held. There is no need to book a place, simply turn up at the identified time. Details of these sessions can be found in Appendix D.

11.2 Online access to academic communication and study skills resources

Many students find that starting a new module can provoke some uncertainty, typically in areas such as exams, assignment writing, time management and using the library efficiently. Being a successful student requires a range of study, academic skills and practices that can be learned, rehearsed and developed.

As a post-qualification student you are expected to be largely responsible for your own learning. We would like you to feel confident in tackling activities that you may find challenging. We have developed user-friendly online materials. The aims are to share with you some ideas and experiences in study skills to help you manage your own success as a student on your module. The authors of the materials are experienced lecturers and module leaders. Their writings, combined with up to date literature, reflect their knowledge and experience of working with and supporting students.

We develop and update learning materials regularly in response to feedback. However, there must be commitment on your part for these strategies to work, you must want to develop some of the skills and techniques. In addition, as you will know with any skill acquisition, you will need to make time to rehearse and practice.

The study skills needed for your module are ultimately gained only through studying at that level. Active learning is utilised in the material because learning is usually deeper when people are actively and personally engaged, so you will be required to do some activities, however small, to increase your engagement. It is important that you also seek support offered by the lecturing staff, your module leader and your module peers.

If you are returning to study after a break or want to maximise your academic potential, you may wish to apply for the Study Skills workshops. These workshops offer guidance on reading for academic writing, planning and writing essays, referencing, and preparation for other types of assessment. The College also offers study skills support. Further information can be found at: <http://www.kcl.ac.uk/study/elc/support/studyskills.aspx>

If you require a more intensive preparation for academic study you may consider level enrolling in the Academic Practice module. This level 5, 15 credit module is specifically aimed at supporting practitioner's to achieve their academic potential through the development of academic skills.

Further information about the Study Skills workshops and the Academic Practice module can be found on the Search for a Course website at: www.kcl.ac.uk/schools/nursing/searchforacourse

11.3 English Language Centre (ELC)

Please refer to the relevant information at:

www.kcl.ac.uk/schools/humanities/depts/elc

12. Academic guidance and other support

During your programme you may find that you need support in terms of choosing your modules, help with assignments or even about difficult practice or personal matters. Depending on your query or problem there are a range of possibilities for seeking guidance:

12.1 For General progress

12.1.1 Module leader

Your module leader will facilitate your progress throughout the duration of your module. For students undertaking more than one module, please approach each module leader as necessary or the programme leader.

If you encounter any problems during the module, either academic or pastoral, you should seek the advice of your current module leader. They may be able to help you or refer you to the appropriate people within the College.

12.1.2 Role of programme leaders and advisors

For each programme there is an identified leader who co-ordinates all of the modules that fall within it. The programme leaders are responsible for providing guidance for students about their individual programme of study to ensure that it is suitable for their needs and forms a coherent pattern of study. You will need to contact your programme leader or advisor to approve your choice of study, including options as you progress through your studies. The programme leader/ advisor will also provide specific programme advice or answer any other queries in relation to this.

12.2 For students with special needs

King's College London is keen to encourage applicants with disabilities so that the student population is diverse and representative. If you are considering applying for one of our post qualification programmes or modules and you have a disability, you are welcome to visit the College for an information visit before you apply.

You can contact the School Disability Adviser (Mary Crawford) 020 7848 3522 or email mary.crawford@kcl.ac.uk or the College's Disability Support Team at disability@kcl.ac.uk

The College Disability and Dyslexia webpage can be found at:
<http://www.kcl.ac.uk/about/structure/admin/facser/support/dds/>

13. College regulations and policies

The regulations can be accessed from the College policy zone.
A student guide to college regulations can be downloaded from the following link:
www.kcl.ac.uk/college/policyzone/index.php?id=72

13.1 Interruptions and withdrawals

There is a common procedure for approving and processing Interruptions and Withdrawals. If you wish to withdraw from a module or interrupt or withdraw from your whole programme of study, you must first discuss this with your module and/or programme leader. Once the appropriate course of action has been identified you need to complete the online Interruption / Withdrawal form which you can access from the quicklinks menu on the Student Services Centre website at:
www.kcl.ac.uk/schools/nursing/ssc

Where relevant you should gain your manager's approval. You must also return your ID Card. It may be considered a disciplinary offence by your employers if you do not inform them of your intention to withdraw, so please discuss this with them in the first instance.

13.1.1 Withdrawal from a module:

If you are unable to complete a module due to illness or other adequate cause, you may withdraw from that module. If you have previously withdrawn from a module and subsequently wish to return to study the same module you must re-apply, normally pay fees and start the module from the beginning.

Please note that this is not the same as withdrawing from an exam/assessment. This is handled by the Student Services Centre, using the College's Mitigating Circumstances procedure.

13.1.2 Interruptions from a programme of study

General Academic Regulations (A1 9.4.2):

'Under authority delegated by the Academic Board, a School may, at its discretion, grant an interruption of a programme of study to a student on grounds of illness or other adequate cause provided that the period of interruption does not exceed two years.'

13.2 Misconduct regulations

Section B3 of the College Regulations details the steps that will be taken by the College in the event of an allegation of misconduct being brought against a student under the general definition of misconduct provided in Regulation 3.1.1. The regulations cover all aspects of the misconduct procedure from reporting and investigating allegations to committee hearings and appeal. There are specific guidance notes to accompany these regulations. These can be accessed from:

www.kcl.ac.uk/college/policyzone/

13.3 Academic progress

Please see regulations concerning students Section B4. Section B4 concerns itself with the removal of a student from a programme of study or refusal to admit a student to a programme of study for general academic reasons (see B4.1.2.).

These are:

- inability for any reason to fulfil the requirement of the course;
- lack of industry, including a poor attendance record;
- lack of ability or aptitude;
- any other good academic cause.

The appeal procedure is set out in regulation B4.2 and the appellant will need to demonstrate that the criteria for the appeal have been met (Regulation 4.2.1 c). There are special provisions for students undertaking a placement or period of study or practice training in an external or educational environment (Regulation 4.3).

14. Assessment

The assessment regulations used by the School of Nursing and Midwifery conform to the requirements of King's College London (KCL), the Nursing and Midwifery Council and the Quality Assurance Agency. Great care is taken to ensure that the system is fair to all students.

14.1 Assessment methods

Assessment is individualised to each module and a variety of strategies are employed, ranging from examinations, essays, recorded interviews, projects, Objective Structured Clinical Examinations (OSCEs), portfolios and clinical competence. All assessments will require you to apply the knowledge you have gained in the module to practice. Details of the assessment for each module are outlined in each module handbook. The marking criteria for undergraduate work can be found in Appendix C.

14.1.1 Formative and summative assessments

Formative assessments allow you to gain experience of applying theory to practice and of the way that work is assessed. You may also be offered a formative examination/OSCE to allow you to practice examination techniques. Formative assessment also enables your module leader to assess your performance. No grades are given for formative assessments, although you will receive feedback in either verbal or written format.

For written summative assignments you will be provided with written feedback by the markers. You will not receive this for examinations, but module leaders will be able to discuss feedback on request.

14.1.2 Guidelines on giving feedback on summative assignments for students

Lecturers are permitted to comment on a detailed plan of your proposed work or correct up to 250 words of a draft of an assignment on one occasion for each piece of work. The exception to this is dissertation modules where your work will be reviewed through supervision meetings. Students with recognised special needs may have additional arrangements as part of their student support agreement. Please ensure that you approach lecturers in good time to benefit from the feedback which may be given.

14.2 Marking

All written assignments and examinations (except dissertations) are marked using double marking by retrospective sampling. All work is marked by a single assessor with a random selection of work having been given a pass grade (10% of, or 5 scripts from each grade band (whichever is greater)) marked by a second assessor. All work given a fail grade by the first assessor is marked by a second assessor. A sample of all work (both single or double marked) is reviewed by an appointed External Examiner.

Dissertations are marked by two assessors independently. Marks are then agreed between the two markers. A sample of work is reviewed by an appointed External Examiner.

All summative assessment results and academic credits/awards are ratified by the relevant Post-qualification undergraduate Board of Examiners.

14.3 Assessment of clinical practice

Some modules include an assessment of your clinical practice. This may be undertaken by a practical examination (OSCE), Practice Assessment Document (PAD) or portfolio. The assessment tool will require you to be assessed in the clinical area, you will usually be assessed by your mentor. The completion of practice assessment documents is integral to successful completion of the module and will be assessed on a pass/fail basis. In some modules clinical placements are required, it is essential you complete these within the time period given.

If you have concerns regarding achieving competencies, it is essential to discuss this at the earliest opportunity with your module leader, please do not leave this until the end of your module as this could lead to a 'fail' being awarded.

14.4 Assignments

14.4.1 Assignment record

You should maintain a summary record of the topics and nature of assignments for all modules undertaken, including those studied elsewhere for which you have been given credit. It is your responsibility to keep it up to date. This summary enables you to demonstrate the range of topics covered during your studies.

14.4.2 Assignment topics

An assignment can only be submitted for one module. While it is possible to expand or consider a different aspect of a topic previously covered, significant new work must be presented in order to gain further academic credit. Material used on more than one occasion will be considered an examination offence.

If you are unsure about a topic, please discuss this with your module leader.

14.4.3 Confidentiality

The professional principles of confidentiality, where appropriate, must be observed in assessments. The School policy on confidentiality can be accessed from the quicklinks menu on the Student Services Centre website. This can be found at:

www.kcl.ac.uk/schools/nursing/ssc

However, where poor practice is evident, this will be shared with your employing Trust.

14.4.4 Copies of assignments

Always keep a copy of an assignment when you submit it. In the very unlikely event of work being lost, this would be your evidence that you had completed the work. In addition you should keep returned copies of your assignments, as they will be required at the culmination of your studies and presentation within your personal portfolio. In addition to assignments it is also important to keep module handbooks, as these will be invaluable if you require accreditation/transfer of credit in the future.

14.4.5 Presentation of Assignments

It is important that you adhere to the following guidelines when submitting assignments. The presentation will be considered when the assignment is marked so it is important that it is clear and legible. If the marker cannot read your script or it is poorly presented you are less likely to be successful.

- You must use the author-date referencing system.
- You must use the standard front sheet with your examination number and initials to confirm that you have read and understood the College policy on plagiarism.
- Do not use your name.
- Your candidate number should be placed on each page of your work.
- Clarity of presentation must always be considered and work should be word processed.
- Double or 1½ line spacing must be used for all typed work.
- A4 paper must be used.
- A margin should be allowed on the left hand side of the page.
- All pages should be numbered and contain the candidate number.
- The pages must be in sequence and the work should be presented in a clear plastic pocket, stapled once in the top left hand corner.
- Do not use heavy folders or individual plastic sleeves.
- If audio-tapes are included they must contain your examination number and be placed in a clear A4 pocket attached to the assignment.
- One copy of all assignments must be submitted.
- The work must contain a full and correct reference list. You are expected to use the author-date approach. Please see Appendix H 'Citing References' for further details.

Please note that final dissertations/practice development projects will require an alternative presentation, see specific guidelines contained in module handbooks.

14.4.6 Length of assignments

Work must be within the word limit. The word limit specified in module handbooks is the maximum number of words permissible and any excess will not be read or marked. The work that comes within the word limit will be assessed according to the guidelines. Therefore, if important parts of the assignment fall outside the word limit you are likely to fail the assignment. Appendices

must be used appropriately and essential information placed within the text. Please discuss with your module leader if you are unsure.

14.4.7 Submission of summative assessments

Assignments can be submitted 24/7 using the drop-off bins located in the Assessment Submissions room. This is located in room G15 in the James Clerk Maxwell Building. All assignments should be submitted by 23:59 on deadline day and the cover sheet must be clearly stamped with the date and time of submission, using the machine located in the Assessments Submission room. If submitting an assignment after hours, please ensure that you have valid student ID card to allow entry into the building. Please also note that staff will only be available to answer queries about assignment submission on Monday to Friday between the hours of 0900-1700.

Assignments may be posted but the School cannot accept liability if they are not received. It is advisable to send work via special/recorded delivery, thus ensuring a signature upon arrival. Work should be sent to the Student Service Centre (Assessments), James Clerk Maxwell Building, and must arrive by 17.00 on the submission date. Work submitted after this time will not be marked.

Each assignment must include a completed module front sheet which can be downloaded from the quicklinks menu on the Student Services Centre webpage at:

www.kcl.ac.uk/schools/nursing/ssc

It is vital that you complete the coversheet in its entirety and that the following details are included:

- Candidate number
- Module leader
- Module code
- Module title
- Assignment title

A date stamp must be included on the cover sheet in order for your assignment to be marked. Full instructions on how to use this are provided in the submissions room.

Candidate numbers can be retrieved from OneSpace or by e-mailing the examination office exams.office@kcl.ac.uk. Please note that staff in the Student Services Centre are unable to give you your candidate number.

14.4.8 Electronic submission of course work

In 2011/12 the School will be piloting electronic submission of course work. If a module that you are enrolled on is part of this pilot you will receive information and full instructions regarding the process from your module leader. Relevant information will also be available on the module e-learning site.

14.4.9 Extensions and replacements

Please see Academic regulations Section A2:

- Admission to examinations (regulation 2)
- Deferral from examinations and other assessment for illness or other good cause (regulation 4)

These regulations are of direct relevance to students, in particular Regulation 4, which sets out the procedure and criteria for deferral/withdrawal from examinations/assessment (including requesting an extension to a deadline). Regulation 4 also covers retrospective withdrawal which, if granted, may result in a replacement examination being offered. Students wishing to defer/withdraw from an examination/assessment should use the Mitigating Circumstances Form (MCF) which can be accessed from: www.kcl.ac.uk/college/policyzone/index.php?id=280

In exceptional circumstances a 2 week extension may be granted by the Chair of the Exam Board. To apply for an extension you will need to use an Extension Request Form (ERF) which can be accessed from the policy zone <http://www.kcl.ac.uk/college/policyzone/>

Being busy within your practice role will not normally be considered for mitigating circumstances. This can only be used in exceptional circumstances when supported in writing by your manager.

14.5 Plagiarism

Plagiarism using published work without referencing it or copying work is a form of cheating and a serious academic offence. All allegations of plagiarism will be investigated, and may result in action being taken under the College's Misconduct Regulations. A substantiated charge of plagiarism will result in a penalty being ordered ranging from a mark of zero for the assessed work to expulsion from the College. It is important that you read the College Plagiarism statement, which can be found at www.kcl.ac.uk/college/policyzone/index.php?id=381

The School has recently introduced the use of the plagiarism detection software, Turnitin. Individual module e-learning sites will indicate whether the Turnitin software will be used. Information and instruction will be provided. A student guide to Turnitin can be found at: <http://www.kcl.ac.uk/content/1/c6/04/96/50/ISSTurnitinUKStudentguidetosubmittingworkFeb2009.pdf>

A guide to citing references can be found in Appendix F. Please use this.

14.6 Examinations

14.6.1 Standard procedures

You will be informed of the arrangements for any examinations by email about four weeks in advance and your own personal exam timetable will be available from the online student portal. You will also be emailed a web link to the College Regulations relating to examinations, which you

should read carefully. Your examination may not be in the same venue as your teaching sessions and you should therefore, ensure you are familiar with the site and how to get there.

Within the main College examination periods, exam locations and other details are available from the College Examinations Office webpages. For examinations conducted outside this period, exam details will be listed on the School's assessment page.

It is essential to take your student ID card and candidate number to all examinations (see 2.3.1). Students with special needs may have their examination in a different venue to the rest of their cohort. Regulations state that you must take an examination at the first opportunity. Failure to do so without prior arrangement will count as a fail.

If you are unable to sit an examination due to extenuating circumstances it is essential to inform your module or programme leader before the examination so that appropriate guidance or medical care can be offered.

A leaflet containing detailed instructions about examination procedures will be provided before you sit examinations. You must ensure that you are fully aware of, and comply with, its contents.

If the module fees have not been paid you will not be permitted to take the examination.

14.7 Special needs

If you require special arrangements for your examinations (for example extra time or an amanuensis) you are required to fill in Form SN2 and supply documentary evidence (e.g. recent educational psychologist's report) of your disability or need. SN2 forms are available from either the Exams Office (exams.office@kcl.ac.uk), the Disability & Dyslexia Service (disability@kcl.ac.uk) or from the Student Services Centre (Room 3.15 James Clerk Maxwell Building). The Special Examinations Arrangements Committee will assess your application. If your application is successful, the Examinations Office will organise the necessary facilities. Late applications and retrospective applications are unlikely to be considered. Please check the website below for deadlines for applications to the Special Examinations Arrangements Committee

<http://www.kcl.ac.uk/about/structure/admin/acservices/examinations/students/sea/>

14.8 Assessment criteria

Course work is marked in accordance with the undergraduate assessment criteria. This is available in Appendix C

14.9 Collection of marked course work –

You may collect marked course work from the Student Services Centre 4 weeks following submission. Please note that feedback at this point will only depict the award of a pass/fail grade and not a mark.

Dates when work will be available for collection are as follows:

Term 1: Assignment 1: from Tuesday 7/2/12
 Assignment 2: from Tuesday 14/2/12

Term 2: Assignment 1: From Wednesday 16/5/12 (to accommodate Bank Holiday)

Assignment 2: From Wednesday 29/5/12

Term 3: Assignment 1: From Tuesday 14/8/12
 Assignment 2: From Tuesday 11/9/12

You will be able to see your final marks on OneSpace Student Records following ratification by examination boards. Ratified results are released in the week following the examination boards. Dates of the examination boards for 2011/12 can be found on the Student Services Centre home page: www.kcl.ac.uk/schools/nursing/ssc

To collect your assignment you must bring your candidate number. Alternatively you may send a stamped addressed envelope to the Student Services Centre (Room 3.15 James Clerk Maxwell Building) ensuring that this is large enough to accommodate your assignments; please quote your candidate number and the module code of the work you wish to be sent to you. Assignments will be retained for four weeks. If you have not collected your assignment by then, it will be destroyed.

You will only be permitted to collect an assignment(s) on behalf of someone else with written authorisation from the student's whose work you are collecting. Please note that this letter should include:

- Name of the person collecting the assignment
- Student number of the student whose assignment is being collected
- Candidate number of the student whose assignment is being collected
- Module and assignment title

Further details can be accessed from the Assessments webpages: www.kcl.ac.uk/schools/nursing/ssc, or by email: fnsnm-assessenq@kcl.ac.uk

All students are responsible for finding out whether they have passed or failed a specific module by collecting their work and checking OneSpace for the results. Results of assignments should be recorded and kept in your personal portfolio.

A summary of results will be available from OneSpace. Please check these carefully and notify your programme or module leader immediately if you have any queries or concerns.

Module Leaders and staff in the Student Services Centre will not release results over the telephone or in person.

14.10 Re-submission of summative assessments

A mark of 40 per cent or above must be gained for all post-qualification undergraduate assessments in order to pass. Students who fail to attract the minimum mark will be given an opportunity to resubmit a summative assessment (in part or whole, as required) or to re-sit an examination. It is strongly recommended that students seek guidance from the module leader prior to resubmitting an assignment or re-sitting an examination. If successful with a second attempt for an assessment/examination, the mark will be capped at 40 per cent.

A maximum of two attempts is normally permitted. If unsuccessful at the second attempt, this will be considered an academic fail and will result in withdrawal from the module and the programme on which a student is registered. If a student fails a free-standing module twice this may prevent registration on a future programme of study.

Re-sits for examinations and second submissions of assignments will normally be scheduled to take place the next time the assignment is due or within a reasonable period from the time of publication of the results. Details of the submission dates for 2nd attempts are contained in the module handbook. Where a module has an assessment of practice, this is considered under the same regulations as a written assignment. Students from non-contracted Trusts may be required to pay a re-sit fee for the dissertation module. Details of the fee can be obtained from the Post-qualification undergraduate administrator.

14.11 Awards

Details about award requirements and classifications can be accessed from:

www.kcl.ac.uk/about/structure/admin/acservices/asq/assessment/framework/class.html

14.12 Examination Boards

All results are ratified by the Post-qualification undergraduate Examination Board.

The Examination Board approve marks for individual modules, and make recommendations for the award of diplomas and the classification of degrees. They oversee the assessment process for Post-qualification undergraduate study and ensure that assessments/ examinations have been properly conducted. The Examination Board also take advice about the standards of modules from External Examiners, who review a selection of work for each module, and ensure appropriate action is taken in response. The School Undergraduate Board of Examiners approves mark schemes for each programme and ratifies the results of PQUG Examination Board. It considers any special cases put forward and oversees issues of policy concerning assessment/examination within the School and reports from external examiners. The College Board of Examiners has an overview function to ensure that assessments and examinations across the College are conducted properly and fairly in accordance with the Regulations. It also oversees the maintenance of standards and determines College policy in this area.

14.12.1 Representations concerning decisions of Boards of Examiners

(Regulation 14 (see Academic regulations Section A2) prescribes the conditions under which Representations concerning decisions of Boards of Examiners can be made. These are often known as 'examination appeals'. Note that the conditions under which a review may be held are tightly defined. Regulations 14.12 to 14.23 govern the establishment of an Appeal Committee and its procedures. A proforma for submitting a request for a review, the EDR2 form, is available from the Policy Zone at: www.kcl.ac.uk/college/policyzone/

15. Quality assurance in the School of Nursing and Midwifery at King's College London

Your module leader may be required to retain a copy of your written assignment. These are retained for audit purposes when College or outside agencies review the work of the School. Each module will be informally evaluated with students as an on-going activity and at the end by formal written and verbal feedback. Issues raised will be used to plan future modules. The planning of future modules takes place at module management team meetings which have academic, service and student representation. Meetings are held bi-annually and management/evaluation and strategic issues are discussed. Details of module developments in response to evaluation will be reported in subsequent module handbooks. The evaluations also inform the School of learning/resource issues and are reported via the Programme Management Boards.

The Programme Management Boards are bi-annual meetings with academic, service and student representation. If you are interested in representing your programme, we would be pleased to hear from you. Please contact your programme leader.

The programme management boards report to the Post-qualification Management Board. Student representatives from each programme are invited along with senior representatives from contracting Trusts attend the Post-qualification Management Board along with programme leaders. This Board reviews the programmes together with any other relevant issues within the Post-qualification Undergraduate and Postgraduate context.

The date for the first 2010/2011 Post-qualification Management Board meetings will be the 9th November 2011.

16. Seminar series and events

The Florence Nightingale School of Nursing & Midwifery runs a number of events, including seminars and lectures, throughout the year. These information and networking events bring together healthcare professionals, government representatives, policy makers, educators and students to talk about the status of the healthcare sector and trends in education and policy. All students and staff are welcome to attend these lectures. Details can be found at:

<http://www.kcl.ac.uk/schools/nursing/events/>

17. Appendices

Appendix A: Code of Conduct

This procedure should be read in conjunction with all elements of Section B of the College Regulations concerning students.

Code of Conduct at College

General conduct between staff and students.

1. Students and staff must behave with courtesy and respect for each other at all times whilst on college business.
2. Rudeness, intimidation or harassment whether verbal, text message or in written form will not be tolerated.
3. Students must comply with instructions given by officers or staff at the college, whether these are in verbal and/or written format (this includes information on notice boards).
4. Feedback given to staff and students should always be given constructively.
5. Disciplinary action may be instigated if the above points are not followed.

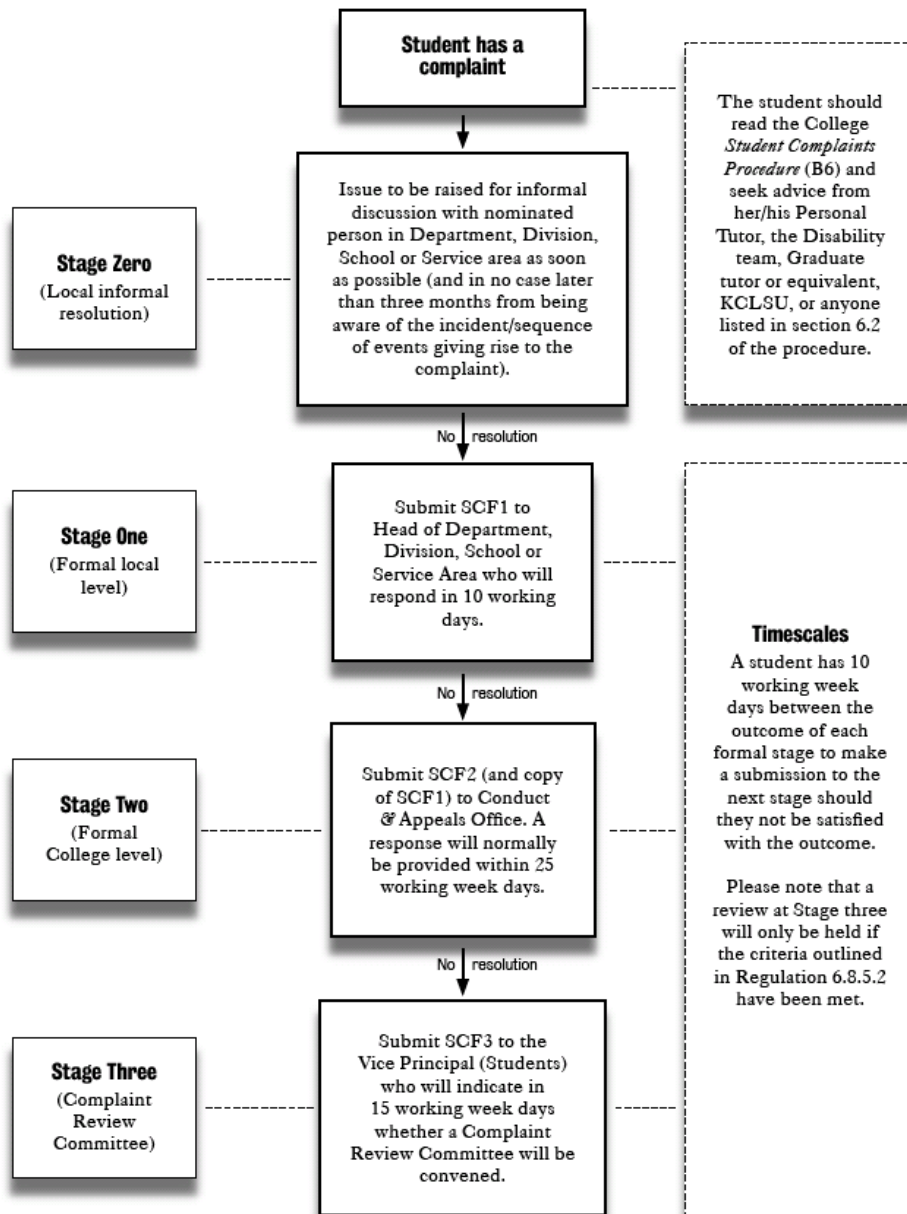
Conduct in teaching sessions and meetings

1. Students and staff are expected to arrive on time for sessions/appointments. In a taught session the first five minutes of the allocated time will be allowed for students to arrive and settle down. Students arriving after this time will be expected to enter quietly and not disturb their colleagues. Students arriving more than 10 minutes late may be prevented from entering the room. This may be clearly indicated by a sign on the door. Sessions should end on time.
2. If students wish to leave before the scheduled end time of the session, they must negotiate a departure time with the member of staff in advance.
3. Mobile phones and pagers must be on silent mode and not be used. Personal stereos must remain switched off during sessions or meetings with staff. In exceptional circumstances students may negotiate a means of being contacted.
4. Students talking or otherwise disrupting the session will be challenged. In large group sessions staff may not be aware of talking that distracts other students. If this is the case other students should bring the disruption to the attention of the member of staff. Students must respond to colleagues and staff requests to minimize disruption in sessions.

In cases where disruptive behaviour persists staff have the right to ask students to leave the environment and their names will be passed to the programme leader.

Appendix B: Student complaints flowchart

Appendix B: Student complaints flow chart



Appendix C: Post-qualification undergraduate assessment criteria

| | | Level 4 | Level 5 | Level 6 |
|---------------------------------------|-------------------------------|--|---|--|
| Grade A++ First 90-100 | All levels | Outstanding answer, well written, highly structured & informed, showing striking personal insight and originality | | |
| | Understanding | Authoritative, full understanding of key facts with originality in analysis. Highly independent and critical. | Authoritative, full understanding of key facts with much originality in analysis. Highly independent and critical. | Authoritative, full understanding of key facts with extensive originality in analysis. Highly independent and critical. |
| | Selection and Coverage | Extensive range of sources used and applied. Highly insightful and of publishable quality. | Extensive range of sources used and applied. Highly insightful and of publishable quality. | Extensive range of sources used and applied. Highly insightful and of publishable quality. |
| | Structure | Excellent structured, focused and well written presentation. Compelling argument. | Excellent structured, focused and well written presentation. Compelling argument. | Excellent structured, focused and well written presentation. Compelling argument. |
| | General | Safe and sensitive practice is demonstrated. Harvard referencing system used appropriately. | Safe and sensitive practice is demonstrated. Harvard referencing system used appropriately. | Safe and sensitive practice is demonstrated. Harvard referencing system used appropriately. |

| Grade A+ | All levels | Highly thoughtful answer informed by wider reading, showing clarity of thought, personal insight and originality | | |
|------------------------|------------------------|---|---|--|
| First 80-89 | Understanding | Thorough understanding of key facts with insightful discussion. Evidence of independent and critical evaluation. | Thorough understanding of key facts with insightful discussion. Independent and critical evaluation well demonstrated. | Thorough understanding of key facts with insightful discussion, and independent and critical evaluation integrated throughout. |
| | Selection and Coverage | Full range of sources used and applied. Insightful work, possibly of publishable quality with some minor revisions | Full range of sources used and applied. Insightful work, possibly of publishable quality with some minor revisions. | Full range of sources used and applied. Insightful work, possibly of publishable quality with some minor revisions. |
| | Structure | Clear and fluent style. Very well focused and structured. | Clear and fluent style. Very well focused and structured. | Clear and fluent style. Very well focused and structured. |
| | General | Safe and sensitive practice is demonstrated. Harvard referencing system used appropriately. | Safe and sensitive practice is demonstrated. Harvard referencing system used appropriately. | Safe and sensitive practice is demonstrated. Harvard referencing system used appropriately. |

| | | | | |
|---|-------------------------------|--|---|--|
| Grade A First 70-79 | All levels | Thoughtful answer informed by wider reading showing clarity of thought and personal insight | | |
| | Understanding | Thorough understanding of key facts with insightful discussion. | Thorough understanding of key concepts demonstrating insight and a good level of analysis. | Thorough understanding of key concepts with insightful and creative analysis. |
| | Selection and Coverage | A wide range of relevant literature / evidence is used and considers appropriate links between theory and practice. | Comprehensive range of relevant literature / evidence is used to support arguments. Relationships between theory and practice are clearly identified, showing awareness of wider issues. | Comprehensive range of relevant literature / evidence used demonstrating independent thought and extensive reading. An explicit link between theory and practice is made showing awareness of strengths and weaknesses. |
| | Structure | Clear and logical presentation. | Clear, logical and integrated presentation. | Clear, fluent, integrated and focussed presentation. |
| | General | Safe and sensitive practice is demonstrated. Harvard referencing system used appropriately. | Safe and sensitive practice is demonstrated. Harvard referencing system used appropriately. | Safe and sensitive practice is demonstrated. Harvard referencing system used appropriately. |
| Grade B Upper Second 60 – 69 | All Levels | Good understanding of basic principles and relevant evidence, with a coherent and logical argument | | |
| | Understanding | Good understanding of key facts showing evidence of discussion. | Good understanding of key concepts with development of analytical thought. | Good understanding of all key issues and wider implications with a convincing analysis. |
| | Selection and Coverage | Relevant literature / evidence is used. Links made between theory and practice. | Good use of relevant literature / evidence is used. The relationship between theory and practice is identified. | Breadth in examples and literature / evidence used without any major omissions. Demonstrates extended reading. The relationship between theory and practice is identified clearly. |
| | Structure | Coherent and logical presentation. | Coherent and logical presentation. | Coherent and logical presentation. |
| | General | Safe and sensitive practice is demonstrated. Harvard reference system used appropriately with minimal errors. | Safe and sensitive practice is demonstrated. Harvard reference system used appropriately with minimal errors. | Safe and sensitive practice is demonstrated. Harvard reference system used appropriately with minimal errors. |

| | | | | |
|---------------------------------------|-------------------------------|---|---|---|
| Grade C Lower Second 50 – 59 | All Levels | Sound understanding demonstrated with some analysis | | |
| | Understanding | Sound understanding of most facts but is mainly descriptive. | Sound understanding of the issues is demonstrated, analytical thought is generally minimal. | Sound understanding of basic principles and main issues with some evidence of analysis or synthesis. |
| | Selection and Coverage | Appropriate reading, attempts made to use the material in the work. Attempts made to link theory and practice | Appropriate reading is demonstrated to support the discussion. Some insight into the link between theory and practice. | Appropriate material accessed but little evidence of extended reading, possibly some omissions. The ability to relate theory to practice is demonstrated. |
| | Structure | Clearly presented but little development. | Clearly presented but little development. | Clearly presented but little development. |
| | General | Safe and sensitive practice. Harvard referencing system mainly used appropriately throughout. | Safe and sensitive practice. Harvard referencing system mainly used appropriately throughout. | Safe and sensitive practice. Harvard referencing system mainly used appropriately throughout. |
| Grade D Third 40 – 49 | All Levels | Basic understanding of main issues demonstrated | | |
| | Understanding | General knowledge demonstrated but lacks detail | General knowledge demonstrated but the work is mainly descriptive. | General knowledge demonstrated but analysis limited in depth and breadth. |
| | Selection and Coverage | Basic literature / material is limited. Attempt to make links between theory and practice is limited. Low quality in a number of areas. | Sparse coverage of basic literature / material. The link between theory and practice is not always made clear. Low quality in a number of areas. | Skeletal coverage of basic literature / material. Theory and practice only minimally linked. Low quality in a number of areas. |
| | Structure | Adequate presentation. Some disorganised sections. | Adequate presentation. Some unclear sections. | Adequate presentation and generally logical. |
| | General | Safe practice is demonstrated, however, sensitive practice could have been made more explicit. Harvard referencing system is presented with some errors. | Safe practice is demonstrated, however, sensitive practice could have been made more explicit. Harvard referencing system is presented with some errors. | Safe practice is demonstrated, however, sensitive practice could have been made more explicit. Harvard referencing system is presented with some errors. |

| | | | | |
|-------------------------------------|-------------------------------|--|--|---|
| Grade F Fail 30 - 39 | All Levels | Unsystematic incomplete and / or inaccurate, demonstration of unsafe practice. Demonstration of unsafe practice constitutes an overall FAIL. | | |
| | Understanding | Some knowledge but limited understanding. Work is mainly inaccurate or meaning is unclear. | Some knowledge but does not focus on the question or is very limited. Descriptive work with no recognisable analysis. | Key issues not identified, poor analysis or none evident. |
| | Selection and Coverage | Limited and/or inappropriate literature/material. No explicit links between theory and practice. | Inappropriate literature/material. Some omissions or inaccuracies in evidence. Application of theory to practice is flawed. | Inappropriate literature/material, some omissions or inaccuracies in evidence. Limited focus on the relationship between theory and practice. |
| | Structure | Disorganised/unclear presentation. | Disorganised/unclear presentation with loose ends. | Disorganised/unclear presentation. Argument sketchy. |
| | General | Safe practice is not demonstrated. Grossly insensitive practice demonstrated. Harvard referencing system is not used or presented with major errors. | Safe practice is not demonstrated. Grossly insensitive practice demonstrated. Harvard referencing system is not used or presented with major errors. | Safe practice is not demonstrated. Grossly insensitive practice demonstrated. Harvard referencing system is not used or presented with major errors. |
| Grade G Fail < 29 | All Levels | A clear FAIL in all areas. Deeply flawed understanding of main issues and unsafe demonstration of unsafe practice throughout. | | |
| | Understanding | A clear fail revealing a lack of appropriate understanding and fundamental mistakes in many places. | A clear fail revealing a lack of appropriate understanding and fundamental mistakes and lack of analysis throughout. | A clear fail. Extremely poor knowledge and understanding with absence of any analysis. |
| | Selection and Coverage | Irrelevant and/or too brief. | Irrelevant and/or too brief and heavy use of inappropriate literature/material. | Irrelevant and/or too brief with no application of any appropriate literature/material. Deeply flawed in both selection and relationship between theory/practice. |
| | Structure | Very badly written, poor logic and organisation. | Very badly written, poor logic and organisation with little or no evident argument. | Very badly written. No structure and barely comprehensible argument. |
| | General | Safe practice is not demonstrated. Grossly insensitive practice demonstrated. Harvard referencing system is not used or presented with major errors. | Safe practice is not demonstrated. Grossly insensitive practice demonstrated. Harvard referencing system is not used or presented with major errors. | Safe practice is not demonstrated. Grossly insensitive practice demonstrated. Harvard referencing system is not used or presented with major errors. |

Appendix D: Post-qualification undergraduate Student computing, Literature searching and Academic writing introductory sessions

Term 1 academic year 2011/12

All sessions will be held in the Franklin Wilkins Building, Stamford Street, London SE1 9RT. Please check the location of each session on the Room Bookings display board in the reception area of the Franklin-Wilkins Building in case of changes.

Student Computing Sessions

Pre-requisite: must bring ISS passwords

| Date | Time | Location |
|---|---------------|----------|
| Monday 26 th September 2011 | 17:00 - 18:00 | FWB 2.84 |
| Wednesday 28 th September 2011 | 13:00 - 14:00 | FWB 2.84 |
| Friday 30 th September 2011 | 09:00 - 10:00 | FWB 2.49 |
| Tuesday 4 th October 2011 | 17:00 - 18:00 | FWB 2.49 |
| Thursday 6 th October 2011 | 13:00 - 14:00 | FWB 2.87 |

Literature Searching Sessions

Pre-requisite: MUST ATTEND a Student Computing session FIRST and bring ISS passwords

| Date | Time | Location |
|---|---------------|----------|
| Monday 10 th October 2011 | 17:00 - 18:00 | FWB 2.87 |
| Wednesday 12 th October 2011 | 13:00 - 14:00 | FWB 2.49 |
| Friday 14 th October 2011 | 09:00 - 10:00 | FWB 2.49 |
| Tuesday 18 th October 2011 | 17:00 - 18:00 | FWB 2.87 |
| Thursday 20 th October 2011 | 13:00 - 14:00 | FWB 2.49 |

Academic Writing Sessions

| Date | Time | Location |
|---|---------------|----------|
| Monday 24 th October 2011 | 17:00 - 18:00 | FWB 2.47 |
| Wednesday 26 th October 2011 | 13:00 - 14:00 | FWB 2.42 |
| Friday 28 th October 2011 | 09:00 - 10:00 | FWB 2.45 |
| Tuesday 1 st November 2011 | 17:00 - 18:00 | FWB 2.42 |
| Thursday 3 rd November 2011 | 13:00 - 14:00 | FWB 2.42 |

NB: Please be advised that these are optional sessions and it is not necessary for you to attend them all.

For new students, ISS passwords will be issued at your enrolment session. For returning students your passwords should still be valid from your previous year(s). If you have forgotten it, or it has been a long time since you last studied with King's College London, then please speak to the IT help desk situated in the library of the Franklin-Wilkins Building, Stamford Street, London SE1 9RT. Alternatively you can contact them on 0207 848 3000.

Term 2 academic year 2011/12

All sessions will be held in the Franklin Wilkins Building, Stamford Street, London SE1 9RT. Please check the location of each session on the Room Bookings display board in the reception area of the Franklin-Wilkins Building in case of changes.

Student Computing Sessions

Pre-requisite: must bring ISS passwords (NB please be advised that these are drop-in sessions and it is not necessary for you to attend them all)

| Date | Time | Location |
|---|---------------|-----------------|
| Monday 9 th January 2012 | 17:00 - 18:00 | FWB 2.84 |
| Wednesday 11 th January 2012 | 13:00 - 14:00 | FWB 2.84 |
| Friday 13 th January 2012 | 09:00 - 10:00 | FWB 2.49 |
| Tuesday 17 th January 2012 | 17:00 - 18:00 | FWB 2.49 |
| Thursday 19 th January 2012 | 13:00 - 14:00 | FWB 2.87 |

Literature Searching Sessions

Pre-requisite: MUST ATTEND A STUDENT COMPUTING SESSION FIRST and bring ISS passwords (NB please be advised that these are drop in sessions and it is not necessary for you to attend them all)

| Date | Time | Location |
|---|---------------|-----------------|
| Monday 23 rd January 2012 | 17:00 - 18:00 | FWB 2.87 |
| Wednesday 25 th January 2012 | 13:00 - 14:00 | FWB 2.49 |
| Friday 27 th January 2012 | 09:00 - 10:00 | FWB 2.49 |
| Tuesday 31 st January 2012 | 17:00 - 18:00 | FWB 2.87 |
| Thursday 2 nd February 2012 | 13:00 - 14:00 | FWB 2.49 |

Academic Writing Sessions

(NB please be advised that these are drop-in sessions and it is not necessary for you to attend them all)

| Date | Time | Location |
|---|---------------|----------|
| Monday 6 th February 2012 | 17:00 - 18:00 | FWB 2.47 |
| Wednesday 8 th February 2012 | 13:00 - 14:00 | FWB 2.42 |
| Friday 10 th February 2012 | 09:00 - 10:00 | FWB 2.45 |
| Tuesday 14 th February 2012 | 17:00 - 18:00 | FWB 2.42 |
| Thursday 16 th February 2012 | 13:00 - 14:00 | FWB 2.42 |

NB: Please be advised that these are drop-in sessions and it is not necessary for you to attend them all.

For new students, ISS passwords will be issued at your enrolment session. For returning students your passwords should still be valid from your previous year(s). If you have forgotten it, or it has been a long while since you last studied with King's College London, then please speak to the IT help desk situated in the library of the Franklin-Wilkins Building, Stamford Street, London SE1 9RT. Alternatively you can contact them on 0207 848 3000.

Term 3 academic year 2011/12

All sessions will be held in the Franklin Wilkins Building, Stamford Street, London SE1 9RT. Please check the location of each session on the Room Bookings display board in the reception area of the Franklin-Wilkins Building in case of changes.

STUDENT COMPUTING SESSIONS

Pre-requisite: must bring ISS passwords (NB please be advised that these are drop-in sessions and it is not necessary for you to attend them all)

| Date | Time | Location |
|---------------------------------------|---------------|----------|
| Monday 23 rd April 2012 | 17:00 - 18:00 | FWB 2.84 |
| Wednesday 25 th April 2012 | 13:00 - 14:00 | FWB 2.84 |
| Friday 27 th April 2012 | 09:00 - 10:00 | FWB 2.49 |
| Tuesday 1 st May 2012 | 17:00 - 18:00 | FWB 2.49 |
| Thursday 3 rd May 2012 | 13:00 - 14:00 | FWB 2.87 |

Literature Searching Sessions

Pre-requisite: MUST ATTEND A STUDENT COMPUTING SESSION FIRST and bring ISS passwords (NB please be advised that these are drop-in sessions and it is not necessary for you to attend them all)

| Date | Time | Location |
|------------------------------------|---------------|----------|
| Bank Holiday | | |
| Wednesday 9 th May 2012 | 13:00 - 14:00 | FWB 2.49 |
| Friday 11 th May 2012 | 09:00 - 10:00 | FWB 2.49 |
| Tuesday 15 th May 2012 | 17:00 - 18:00 | FWB 2.87 |
| Thursday 17 th May 2012 | 13:00 - 14:00 | FWB 2.49 |

Academic Writing Sessions

(NB please be advised that these are drop in sessions and it is not necessary for you to attend them all)

| Date | Time | Location |
|-------------------------------------|---------------|----------|
| Monday 21 st May 2012 | 17:00 - 18:00 | FWB 2.47 |
| Wednesday 23 rd May 2012 | 13:00 - 14:00 | FWB 2.42 |
| Friday 25 th May 2012 | 09:00 - 10:00 | FWB 2.45 |
| Tuesday 29 th May 2012 | 17:00 - 18:00 | FWB 2.42 |
| Thursday 31 st May 2012 | 13:00 - 14:00 | FWB 2.42 |

NB: Please be advised that these are optional sessions and it is not necessary for you to attend them all.

For new students, ISS passwords will be issued at your enrolment session. For returning students your passwords should still be valid from your previous year(s). If you have forgotten it or it has been a long while since you last studied with King's College London, then please speak to the IT help desk situated in the library of the Franklin-Wilkins Building, Stamford Street, London SE1 9RT. Alternatively you can contact them on 0207 848 3000.

Appendix E: Library and IT Services and Systems

About Library Services & IT Services at King's

Library Services and IT Services work together to provide you with the information resources, IT facilities and the support required for you to undertake your studies at the College.

Log in to OneSpace, the College portal, to access our services and find guidance on how to get the most out of information resources and IT at King's.

You can find out more about the departments on the College's website www.kcl.ac.uk under 'Campus Life'.

Contact Marlene Blackstock, Information Specialist for Nursing and Midwifery via email (marlene.blackstock@kcl.ac.uk) or telephone 020 7848 4173.

Libraries

Libraries are located at all the main campuses and each one provides access to the information resources relevant to all the subjects taught locally. Library Services Information Specialists are on hand to provide subject-specific advice and guidance and the IT Service Desk team is available to offer guidance. At busy times, roving staff within the libraries can offer basic assistance so you won't always need to queue at the Library Enquiry Desk.

The libraries can be found at:

- Strand Campus – The Maughan Library at Chancery Lane
- Waterloo Campus – Franklin-Wilkins Library
- Guy's Campus – New Hunt's House Library; Wills Library in the Hodgkin Building
- Denmark Hill Campus – Weston Education Centre Library; the Institute of Psychiatry (IOP) Library
- St Thomas' Campus – St Thomas' House Library

Maps and locations for each of the Libraries and Student Computing Rooms are available from OneSpace.

Opening hours

Opening hours vary across sites during weekdays in term time, with weekend opening hours at larger sites. The opening hours in term time and vacation periods are displayed in the libraries and on OneSpace. 24/7 IT facilities are available on most sites. During the period leading up to exams, the larger libraries are open 24/7.

You will need your College ID card to enter any library, as well as the 24/7 student computing rooms (see Student Computing below). It is for your use alone and should not be shared.

Library Services

The Library catalogue

The web-based Library catalogue shows the location and number of books available across all campuses. You can also use it to find a range of resources including journals, theses, official publications, videos, DVDs, CDs, music scores and electronic resources and to request inter-library loans document delivery. You can access your Library catalogue record from OneSpace Study.

Finding journals

Use the Library catalogue to find print or electronic copies of journals (they may be available in both formats); paper copies are arranged on the shelves in alphabetical order by the full journal title. You can access electronic journals via the 'Study' section in OneSpace.

E-resources

Library Services provide access to a large and growing collection of electronic resources, including databases, e-journals and e-books. Most of these are accessible from outside King's. E-journals and databases can be accessed via OneSpace Study, and e-books via the Library catalogue (also on OneSpace). A username and password is needed to use some of the e-resources, especially off-campus - this will usually be your King's username and password. Popular databases for Nursing and Midwifery subjects include Medline, Cumulative Index of Nursing and Allied Health Literature (CINAHL), Embase and Maternity and Infant Care. Nursing Times and Nursing Standard electronic journal articles are provided by the publisher OVID, 2002 to the present.

Borrowing books

There are different loan periods of four weeks, one week, day and short loan. The table below shows the number of items you can have on loan at any one time. Some items, including print journals and theses cannot be borrowed. You need your College ID card for all borrowing. You can also return books to any site, regardless of which library loaned them.

| Four week | One week | Day loan | Short loan | Maximum |
|-----------|----------|----------|------------|---------|
| 15 | 10 | 5 | 5 | 15 |

Renewals

You can renew your books if they are not reserved by someone else and you owe less than £10.00 in fines. With your College ID card barcode and PIN, you can renew books using the Library catalogue or the automated phone service (020 7848 1555). Short and one day loans must be renewed in person at the site they were borrowed from. You can also renew books online via the Library catalogue on OneSpace Study.

Self-service machines

Self-service machines are located in all the libraries and are available to use even if the Service desk is closed. You may borrow long loan, one week and short loans from here, provided you don't have any outstanding fines of more than £10 or overdue items on your card.

Reserving books

If you find that all copies of a book are out on loan you can reserve a copy via the Library catalogue. You will receive an email notifying you when the book is ready for collection.

Fines and charges

To optimise circulation and availability of materials, we charge fines for overdue books and other items. Charges are:

- four week loans 10p per day
- one week loans 30p per day
- short/one day loans 50p per hour/part hour
- Avoid fines by regularly checking your library record and remembering to return or renew items on time

External resources

If a resource you need is not available locally, Library Services can advise on alternative libraries, archives and special collections. OneSpace Study has links to key national and international library catalogues, including the British Library, and University of London college libraries. Check OneSpace Study for more information and access details. Specific Nursing and Midwifery organisations include the Royal College of Nursing and the Royal College of Midwives. The latter's resources are accessible via their website <http://www.rcm.org.uk/>

Student Computing

There are currently 1,500 student computers available across five campuses, 12 media stations and scanners in the libraries and 26 Canon printers in the student computing rooms, as well as a suite of online services to support flexible study. In addition to fixed workstations, a laptop loan service is also available.

OneSpace

OneSpace, the College portal gives you access to study and exam support, careers and money advice, details of what's on and much more. Log in using your King's username and password.

Access King's – Global Desktop

The Global Desktop enables you to access key software applications and your personal files and documents from any computer with an internet connection, wherever you are in the world. You could be at home, on holiday, on a work placement, or in an Internet café. Applications available on the Global Desktop include SPSS, Endnote and specialist departmental software.

Access the Global Desktop at <http://desktop.kcl.ac.uk> and log in using your King's username and password. You will be presented with a standard Windows desktop. Click on the 'My Documents' folder to access your file store. Before using the Global Desktop, we recommend that you read the user guide, available on OneSpace.

File storage: Your Global Desktop file storage capacity 100 MB, and your data can be accessed from both the Global Desktop and the Campus Desktop (see 'Student computing rooms' below).

Student computing rooms

Dedicated student computing rooms are available across each campus, where you can also access student printers. Within a student computing room, there are two types of workstation:

- *Campus Desktop workstation* – access all the specialist subject applications and software and your own personal file store
- *Global Desktop workstation* – log in directly to your personalised Global Desktop. Please note: not all specialist applications are available on the Global Desktop. A list of applications that can ONLY be accessed from the Campus Desktop is available in student computing rooms, and on OneSpace IT & e-learning. Signs in the room will tell you which PCs are Global Desktop workstations.

Login access to both the Campus Desktop and Global Desktop workstations is via your King's username and password. The Global Desktop and the Campus Desktop are synchronised so when you save a work file in your Campus Desktop 'My Documents' folder, you can access it again from the Global Desktop when you log in via the internet or a Global Desktop workstation.

Laptop Loan Service

Students can borrow laptops from most of the main libraries. Twenty laptops are available to borrow, free of charge, from the Service Desk. The laptops are issued on a first-come, first-served basis, are non-bookable and loaned for a period of three hours.

Laptop bars

Throughout the College, there are a number of laptop bars available, where you can plug in and charge your laptop while working.

King's email service

The King's email service provides many features to help you get the most out of your email, including a suite of Microsoft communication tools such as: calendar and scheduling for the effective management of appointments, tasks and personal contact information, Office Communicator and synchronisation with handheld devices.

Wireless network

A high speed, secure wireless network is accessible across all sites and at most halls of residence. It is compatible with Windows PCs, Macintosh computers and handhelds (PDAs).

The Access King's network is the most secure, but the Kings wireless network is also available. You can also register to use Eduroam, which will enable you to use the network facilities at other universities participating in Eduroam. Use your King's username and password to log on to all these networks.

Printing and scanning

All libraries offer both black and white (b/w) and colour printing facilities. There are also acetate printers and an A0 poster printing service. Charges are: 5p for b/w A4, 50p for colour A4, 80p for acetate and £20 for A0 poster. Payment is by a print credit system associated with your King's username and password and all new students receive £3.00 credit at the start of their course.

Scanning facilities are available at all the main sites.

Follow-me printing

Follow me printing, available from both the Campus and Global Desktops, allows you to send a document to one of several designated 'follow me' printers located across the College. The document is only released when you enter your King's username and password into the printer.

Web printing

Web printing allows you to print from your own computer or mobile device to a King's printer when you are connected to the King's wireless network. With webprinting, you can print from home or you can print to any student computing printer. Please note that you don't need to be in the Global Desktop for this.

Photocopying

There are self-service photocopiers in all libraries. You'll need a rechargeable photocopy card from a coin-operated machine. This costs £2 and includes your first 10 units. Charges for photocopying are: 5p for b/w A4 and 10p for b/w A3, 70p for colour A4 and £1.05 for colour A3.

Library & IT Zoning

Zoning is being introduced in libraries and student computing rooms, indicating areas where different activities are appropriate. These include, silent, quiet and group study areas, and in some libraries, social space. Please respect these distinctions. You will appreciate them when you need silence yourself, or a suitable place to discuss your work with others. Most of the group study rooms contain audio-visual equipment which you can book free of charge.

Mobile phones should be set to silent in most zones. The consumption of hot food or alcohol is not allowed in any of the zones, but hot and cold soft drinks may be consumed, so long as they are in lidded, non-spill containers.

IT Security – lock IT up!

Universities are increasingly becoming targeted by IT security threats such as phishing attacks and viruses. IT Services has published a booklet that tells you all about the risks involved and provides guidance on the steps you can take to secure your work, your PC and the College network. You can download the booklet from OneSpace. IT Services also provide free antivirus software for your PCs and laptops, also available to download from OneSpace IT & e-Services.

Don't forget: King's, and any reputable organisation, will NEVER ask you for your username and password in an email. Lock IT up!

For all student computing related services, visit OneSpace IT & e-Services.

Training Opportunities

In consultation with your School and department, Library Services and IT Services provide inductions for all new students and there are opportunities for more advanced information skills training throughout your course. Ask for advice from your departmental office if you have not been offered an introduction to Library and IT services at King's. We also provide online user guides to help you make the most of information resources and services during your academic career. All students have 'anytime anywhere' access to online self paced courses from the Microsoft IT Academy, available via OneSpace Study.

Disability

The Library Services disability adviser will be able to discuss any special requirements in confidence and advice about using libraries and IT. We also provide software packages to assist students with special needs and individual tuition can be arranged. More information is available in the user guide called 'Disability guide', available from the Library Enquiry Desks or on OneSpace.

Support and Advice

For support and advice, please contact an IT Service desk located within each of our libraries. You can also call the IT Service Desk on tel 020 7848 2430 (open Monday to Friday 08:00-18:00) or email itservicedesk@kcl.ac.uk When the IT Service Desks within the libraries are closed, Library staff are on hand to provide assistance.

We also run an online real-time 'Ask Me Online' service which you can access remotely from anywhere with an internet connection.

Services & systems status updates

IT Services provides regular updates and information on planned works to the services we support. This includes the King's email service, the Global Desktop, and online library services such as the Library catalogue and e-resources. You are encouraged to check this webpage before calling the It Service Desk in the event that you cannot access a particular service. The IT Services update page is available from the homepage of OneSpace.

Get connected:

- OneSpace: <http://onespace.kcl.ac.uk>
- Global Desktop: <http://desktop.kcl.ac.uk>
- More information about Library and IT services: www.kcl.ac.uk 'Campus Life'
- Follow us on Twitter:
 - twitter.com/kingsITsystems – real-time updates on IT services across the College
 - twitter.com/KingsLibraries – information on changes to opening hours, new library services, resources and events

Appendix F: Advice on the consistent acknowledgement of print and electronic resources

In any piece of research or written work you need to acknowledge, or cite your sources of information. A list of references usually appears at the end of a piece of work. Each reference describes an item, usually published (for example a book, report or thesis) or part of an item (a chapter, journal article or electronic document). The reference will also provide essential details which enable the reader to locate the cited publications with ease. A bibliographic reference should, at a glance, answer a number of questions about the item cited: Who wrote it? Who published it? Where was it published? When was it published?

The importance of references

The literature review and the process of compiling a comprehensive list of references about the items you have consulted are both important elements of the research process.

An incomplete or inaccurate list of references reflects on the quality of your work and may devalue its impact. A detailed list of references is used to:

- ♦ give proper credit to other people's work and ideas, and to avoid plagiarism.
- ♦ show that you have consulted widely, have recognised and acknowledged the relevant debates, arguments and practice in a given field.
- ♦ substantiate any statement that you make.
- ♦ signpost others to related works and prior publications.
- ♦ enable others to check the evidence and accuracy of your information, and to consult texts which you have found relevant and useful.

Plagiarism

Referencing your work correctly enables you to avoid plagiarism. The term plagiarism describes the act of taking and using another person's thoughts, words, judgements or ideas as your own, without any indication that they are those of another person. It is a serious academic offence and can result in severe disciplinary action. The College statement on plagiarism can be found in OneSpace Study.

Citation conventions

There are recognised conventions for citing the work of others when writing essays and journal articles etc. **In-text citations** are placed at the point within the text at which reference is made to another's work, and these refer the reader to the reference list (sometimes called a bibliography) which is usually placed at the end of the essay/article.

Reference list or bibliography

The terms reference list and bibliography are sometimes used interchangeably, but here we define bibliography as a list of consulted readings - for example a list of sources that you have studied, but have not specifically cited in the text. A bibliography is not required for essays. By contrast, the reference list is defined as a list of cited sources. The sources listed in a reference list must match against the in-text citations and similarly, the in-text citations must have a matching entry in the reference list.

Quoting

In scientific writing the use of direct quotations is inappropriate, whereas in some subject areas in the Humanities or Social Sciences it is a recognised practice. In Nursing and Midwifery direct quotations should rarely be used. To make it clear when you are directly quoting from a source, use double quotation marks for short quotations or indentations for longer extracts, and include the page number in the citation.

Paraphrasing

Paraphrasing the words of others does not make them your own. It must always be clear that the ideas being expressed are those of the original author. Read the passage until you thoroughly understand it, and then write your own version without looking back too often to the original. A citation must still be given to acknowledge the source of the ideas.

Secondary referencing

The use of secondary referencing in scientific writing is strongly discouraged. You should never cite an article you have not seen in full. If it is impossible to read the original article, but you wish to include the findings of that research as reported in a review or textbook, then you must cite the article or book which refers to the original work, e.g., Brown's results cited by Jones (1999, p. 563) indicated that...

Diagrams and illustrations

Scanned or electronic images included in written work should always be acknowledged by citation. If the work is to be published, permission must be sought from the original creator before inclusion of any graphic material.

Citation and reference styles

There are three main approaches to citing references:

- ♦ in the author-date approach, the in-text citations are given using the author's surname and the date (year) in brackets, while the reference list at the end of the document is arranged alphabetically
- ♦ the numeric approach uses numbers to indicate citations within the text, and the reference list at the end is ordered numerically
- ♦ the footnotes method uses superscripted numbers within the text to refer to footnotes at the bottom of each page, in which the references are given in full

If you are writing a paper for publication, the citation style is dependent on the editorial policy of the journal in which the item is to appear. Refer to the publisher's instructions for authors.

For your academic work in the School of Nursing & Midwifery we require you to use the author-date style, and this guide will describe this style in more detail with examples based on the style used by the Journal of Advanced Nursing (JAN).

The author-date approach

This is often referred to as the **Harvard system** but please note that there is no one Harvard 'style', you may see many variations in format.

The references are cited in the main body of the text by inserting the author's surname and the year of publication in brackets at the relevant point. The reference list contains the sources you have cited in alphabetical order by author's surname.

Here is an example using the style of the Journal of Advanced Nursing:

within the text of the work:

Probing was used to ensure the credibility of the data and reduced the risk of socially desirable answers (Barriball & While 1994).

in the reference list

Barriball K.L. & While A. (1994) Collecting data using semi-structured interviews: a discussion paper. *Journal of Advanced Nursing* 19, 328–335.

Notice the use of punctuation: the author's initials are followed by full-stops, as is the article's title. There isn't any punctuation between the italicised journal title and the volume number. The volume and/or issue information is followed by a comma, and the page numbers by a final full-stop. Although this is relatively straightforward, many circumstances can arise that require additional rules.

Rules for the citations in the text

- ♦ when two or more references to the same author have been cited together they should be arranged in chronological order, e.g., (Brown 2003, Brown 2006) Remember that the reference list should also order them in chronological order by date of publication.
- ♦ when two or more references to the same author have been cited from the same year, differentiate them with an a b c annotation, e.g., (Smith 2004a, Smith 2004b). Keep each year distinguished in the same way in the reference list (e.g., (2010a) etc...) and keep them in the same order.
- ♦ if two authors have the same surname, add their punctuated initials in the citation, e.g., (Smith T.H. 2002, Smith W. 2002).
- ♦ if you refer explicitly to an author in the text you don't need to repeat their name in the citation; just the year in brackets will be sufficient, e.g., 'Cook's key paper on Hepatocellular carcinoma (1985) is often cited in this area.'
- ♦ when quoting directly from a text, the page number on which the quote appears should be given after the year and a comma, e.g., (Jones 2005, p. 255).

Rules for numbers of authors names

Rules for the number of authors' names to include in a citation and in the reference list may differ between the various author-date styles. You will be expected to do it in the following way:

in a citation:

- ♦ if the work you are referring to has two authors, use '&' (not 'and') eg (Brown & Black 2005).
- ♦ if there are three or more authors use, in italics '*et al.*' which means 'and others' e.g. (Brown *et al.* 2006).

in the reference list:

- ♦ all authors names should be included. The final authors should be joined not by a comma but by an ampersand, e.g., (White S., Brown R., Green C. & Black C.) If there are only two, then they should be joined by an ampersand.

Reference lists

Uniformity, consistency and accuracy are the three golden rules for reference lists. The examples on the following pages should help clarify how to format entries. In the meantime, also bear these points in mind:

- where an important element of a reference is not available, for example the date or author of a document, this should be stated
- including the issue number for a journal is essential where each issue starts with page 1, but is not considered essential if the page sequence continues throughout the whole volume
- preferably avoid citing unpublished works, conversations or correspondence
- check your list of references before submitting your work, even if you have used bibliographic software

Journal title abbreviations

Often journal titles are given in abbreviated format. You are required to always use the full title of a journal (as specified by the JAN style) in your reference lists. If you come across an unfamiliar abbreviation you can look up medical and biomedical journal abbreviations using the journals database in PubMed.

Reference list examples for different document types

Journal articles

A standard journal article reference should include, in this order: author(s) with initials (followed by full stops); year of publication (in brackets); title of the article; journal title (in italics); volume (in bold) (and issue if required in brackets) and first and last page numbers (followed by a full stop), e.g. Mertens E.I., Halfens R.J.G. & Dassen T. (2007) Using the Care Dependency Scale for fall risk screening. *Journal of Advanced Nursing* **58**(6), 517-622.

Book references

A reference to a book should include, in the following order: author(s) or editor(s); date of publication; title of the book (in italics); edition number (if not the first); publisher and place of publication. Book titles should be italicised like journal titles. This helps them stand out from article titles and chapters from books. References should be punctuated as in these examples:

- Books - personal author(s)
Orem D. (2001) *Nursing: Concepts of Practice*. 6th ed. Mosby, St Louis.
- Books - editor(s)
Bick D. & Graham I.D. (eds) (2010) *Evaluating the impact of evidence-based practice*. STTI/ Wiley Blackwell, Chichester.
- Book - organisation as author
British Medical Association (1993) *Complementary medicine: the BMA guide to good practice*. Oxford University Press, Oxford.

Chapter references

If you are referring to a specific chapter in a book you will have to note the title of the chapter and its author(s) as well as the title of the whole work and its editor(s) and include the first and last page numbers of the chapter, e.g.:

- ♦ Sandall J. (2004) Promoting normal birth: weighing the evidence. In *Normal Childbirth: Evidence and Debate* (Downe S. ed.) pp 161-171.

Notice the differences from a reference list entry for a whole book: the editors follow the title of their edited work, and are in brackets. Also notice that the page numbers for the chapter are preceded by 'pp.' which means 'pages'.

Official publications

- ♦ HM Government (2008) *Health is global: a UK Government strategy 2008-13* Department of Health, London.
- ♦ Munro E. (2011) *The Munro Review of Child Protection: Final Report - A Child-Centred System*. TSO, London (CM. 8062).
- ♦ Notice the CM number shown in brackets for this official policy document. This is the command number used for Secretary of State publications.
- ♦ If official publications are available only in electronic form, then cite them as web documents – see example below under 'Web documents.'

Conference Papers

These may be presented in a similar way to book chapters, e.g.:

- ♦ Carpenito-Moyet L.J. (1991) The NANDA definition of nursing diagnosis. In *Classifications of Nursing Diagnoses, Proceedings of the Ninth Conference* (Johnson C.R.M., ed.) J.B. Lippincott Company, Philadelphia, pp. 2-8.

Alternatively conference papers may be published in journal issues, when the reference will be in the style of a journal article reference.

Theses or dissertations

The degree type and university are required as well as the author, year and title, e.g.:

- ♦ Alio R. (2008) *Factors influencing leadership in nursing: the experience of nurse directors in the NHS*. PhD Thesis, King's College London.

Howard V.M. (2007) *A comparison of educational strategies for the acquisition of medical-surgical nursing knowledge and critical thinking skills: human patient simulator vs. the interactive case study*. Doctoral Dissertation, University of Pittsburgh.

Diagrams or illustrations

These can be treated in a similar way to book chapters, but with 'illus.' appended, e.g.:

- ♦ Danielson E. (2005) Efferent connections of the vermis. In *Gray's Anatomy* (Standring S., ed.), 39th edn. Elsevier, Edinburgh, p. 364, illus.

Legal documents

Different conventions apply when citing legal sources such as statutes and case reports – see OneSpace Study for information on citing legal references.

Electronic sources

Citing electronic information can be problematic. Web-based information in particular is subject to change or may disappear completely. As a result, it is very important to add the date the source was accessed.

Full-text documents online

A standard reference should contain: Author/editor, year, title, medium, place of publication and publisher.

Some database producers may provide instructions on the citation format. Indicate this in the references, e.g.:

- Tabet, N and Feldman, H. Ibuprofen for Alzheimer’s disease (Cochrane Review). In: The Cochrane Library, Issue 3, 2005. Chichester: Wiley. DOI: 10.1002/14651858.CD004031 (Citation as instructed).

Internet sources

A standard reference to an internet source should include the author, the date the information was published or updated (either year or full date) the title of the work, the URL (including the internet access protocol (for example ftp://, telnet://, http://), and the date accessed. The accessed date is the date you viewed, downloaded or printed the web page. This is necessary to allow for any subsequent changes which may be made to the page, or if the page is no longer available. The information should be presented and ordered as in the following examples:

Web documents

- Department of Health (2010) *Recognised, valued and supported: Next steps for the Carers*. Strategy Retrieved from http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_122077 on 7 June 2011.
- WHO (2008) *Global Priorities for Research in Patient Safety*. Retrieved from http://www.who.int/patientsafety/research/priorities/global_priorities_patient_safety_research.pdf on 10 December 2009.

E-journal articles

Where journals are available in print form as well as online it is unnecessary to refer to the online access details, the standard journal reference information will suffice. If the journal is only available online, then the access date may be required as there might be more than one version. However, many online-only journals provide a persistent URL to the definitive version of each article, which can be quoted, e.g.:

- Bick D.E., Kettle, C., Macdonald S., Thomas P.W., Hills R.K. & Ismail K.I. (2010) The PEARLS Study: Enhancing immediate and longer-term assessment and management of perineal trauma: a matched pair cluster trial. *BMC Pregnancy and Childbirth* 10:10 <http://www.biomedcentral.com/1471-2393/10/10>

Alternatively the DOI (a unique number that identifies the article) can be used if it is available, e.g.:

- Hasson D, Gustavsson P. (2010) Declining Sleep Quality among Nurses: A Population-Based Four-Year Longitudinal Study on the Transition from Nursing Education to Working Life. *PLoS ONE* 5(12): e14265. doi:10.1371/journal.pone.0014265

If you cannot find the DOI and there is no quoted persistent URL, then it is acceptable to include the web address of the journals home page, e.g.:

- Menezes A.M., Hallal P.C., Muino A., Chatkin M., Araujo C.L. & Barros F.C. (2007) Risk factors for wheezing in early adolescence: a prospective birth cohort study in Brazil. *Annals of Allergy, Asthma, & Immunology* 98(5), 427-31. Retrieved from <http://www.annallergy.org/> on 16 June 2007.

Discussion list messages

- Ainley P. (2005) Fairer Funding for Adult Learning. In *BERA Higher education special interest group discussion list*, July 5th. Retrieved from <http://www.jiscmail.ac.uk/lists/BERA-HE-SIG.html> on 15 July 2005.

Personal email messages

- Smith F. (fred.smith@kcl.ac.uk). (2011) April 5th. Clinical challenges for newly-qualified nurses. Personal communication. Email to J. Brown (jo.brown@kcl.ac.uk).
- You should always obtain permission from an email correspondent before quoting their email address.

General tips for electronic sources

- always bookmark useful web documents
- save and print all the documents and correspondence that you intend to cite, just in case they aren't effectively archived or disappear
- learn to appraise critically and evaluate resources in terms of currency and authority resources that don't cite a specific author or publication date should be treated with caution. You should not be referencing Wikipedia articles or other articles of dubious authority for your essays.
- if there is no apparent author, try to identify the most relevant and specific corporate unit, but if this is not possible, use the title in place of the author's name
- if no date is available, state 'no date'

Good note taking

Record the full bibliographic details of any item you read, if you think you might decide to refer to it later in your work. Specific pieces of information are required depending on the type of material being referenced – see the examples given above in Reference Lists.

Filecards are useful for noting down these details. If you keep photocopies of articles, be aware that you will not necessarily find all the information you need printed on the page, so make sure you write any missing details on the copy. If you have found your references in a database, the required information can be saved or printed out. If you use bibliographic management software, you can often save the records straight to your own database.

Bibliographic management software

This software will generate and format reference lists linked to your citations. References are entered into your personal bibliographic database, either manually or by importing them from an external source such as an online database or catalogue. Citations in your word-processed text are inserted by linking to the appropriate references in your database. The software will then format your citations and create a reference list in a specified style, saving you a great deal of time and effort.

RefWorks and Endnote Web are web-based bibliographic software services, subscribed to by ISS and available from any networked computer. EndNote is available to King's staff and students by licence agreement and is available to use on the Campus Desktop and Global Desktop. Both software programs include the style for the Journal of Advanced Nursing. Make sure you select this style when compiling your bibliography. See OneSpace Study for support in using any of these programs.

Further information

See OneSpace Study 'Plagiarism support' for more help with citing references, and also the book, Pears R., Shields G. (2005) *Cite them right* Newcastle, Northumberland University. There are copies in the libraries. However, bear in mind that the exact style described will not be the same as the Journal for Advances Nursing style that is described here.