



Postgraduate *(Taught)* Handbook

Postgraduate Handbook for Nursing and Midwifery

This handbook contains information that is essential to your study at King's College London. It should be read in conjunction with the College Regulations: a guide for students. The King's College London regulations are available for consultation at the Student Services Centre (Room 3.15 JCMB) and on the College Website at: www.kcl.ac.uk/college/policyzone/

There is a lot of information for you to take in. We hope that the essentials are covered in this book.

- Do read it.
- Do download it
- Do consult it in future.

We summarise below some absolute essentials. You can (and must) find further details elsewhere in the handbook. Although it may seem to concentrate on the negatives, our experience tells us that if we are absolutely clear on these matters everyone can concentrate on what is most important - ensuring that your experience of study is stimulating and enjoyable.

- Do check your college email regularly - it is for official correspondence.

We cannot send official correspondence to non-college email accounts although you can arrange to have your College email forwarded to another address. 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 our correspondence with you will go astray. We cannot be held liable for the consequences. You can use the web based interface '' to do this.
- Do put aside time each week to do reading around your subject.
- Do make sure that you prepare for lectures, seminars and tutorials.

We hope that you find it enjoyable and stimulating (not an extra burden) but you should remember that part time study equates to about one and a half to two days per week and full time study three to four days per week - not just the time you spend in College.

- Please note that 100% attendance is required at taught sessions if you are doing a prescribing module
- Don't book your holidays when modules are running. Failure to attend can lead to you being discontinued from the module.
- Do hand in your work for each module by the date specified. If you don't you will fail the assignment.
- Do tell us about circumstances that may have affected your performance or ability to submit work on time or attend an examination.
- Do use the official mechanisms to do this and submit evidence to the examination board before the examination board meets. The programme examination board (and only the programme examination board) makes decisions about mitigating circumstances and grants replacement assignments or examinations if appropriate. It can only consider evidence that you submit to the Student Services Centre before it meets. Second attempts are offered at the discretion of the examination board. Third attempts are not permitted. This makes it all the more important to make sure that you work to deadlines and (if relevant) ensure that the programme examination board is aware of adverse events. You cannot interrupt your studies immediately before a submission date examination. Requests to do so are treated in the same way as mitigating circumstances for missed examinations/deadlines.

Perhaps most important of all: Keep in contact with us. We can't help or advise on difficulties if you don't tell us about them. We realise that sometimes there is a temptation to bury your head in the sand if things are difficult. Sometimes the formal systems of examination boards, extensions and mitigating circumstances forms can be confusing. However there are plenty of people who can help and advise you in navigating the system.

Your first point of contact for advice on difficulties should generally be your programme or pathway leader who fulfils the advisory role of a personal tutor/academic advisor. As you progress through your studies you will find that you relate to particular members of staff and that they provide advice.

- If you don't know, please ask.

Key Contacts

Zeenya Wahab / Rakkhi Gaffur Postgraduate Administrator / Officer

Tel: +44 (0)20 7848 3368/3571

email postgrad-nm@kcl.ac.uk

Room 3.15 JCMB

This handbook is available on the College e-learning service on the postgraduate nursing and midwifery information site. It can also be provided in alternative formats such as large print, please contact the Students Services Centre.

Visiting Professors lecturers

All staff and students are welcome. Details can be found at:

www.kcl.ac.uk/schools/nursing/events/events.html

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Welcome

Welcome to the Florence Nightingale School of Nursing and Midwifery, King's College London for the 2009/2010 academic year. The School offers expertise in research, teaching and practice development, and has consistently been rated one of the top nursing research departments in the UK.

As a student within the School you are entitled to take advantage of the services of the King's College London Graduate School. Graduate study is at the heart of the College, with over 6,200 graduate students from around the world. As a graduate student, you will join a vibrant and intellectually stimulating environment that enjoys a global reputation for excellence in both its teaching and research. Details of the Graduate School can be found at: www.kcl.ac.uk/graduate/school/

Graduate students may access specially reserved lounges on the various College sites. Information on access to the graduate lounges can be found at: www.kcl.ac.uk/graduate/school/current/lounges.html

Within the School of Nursing and Midwifery graduate students come from a range of clinical backgrounds including paramedical disciplines. All students on taught programmes will have the opportunity to take courses shared with colleagues from other disciplines and our research programmes involve considerable inter disciplinary collaboration. We have developed a range of taught programmes that combine an emphasis on accessing and understanding the evidence base of professional healthcare, and developing high-level clinical and leadership skills.

These are supported by our major research streams in long term conditions and symptom alleviation, women's and family health and the health care workforce. Students are encouraged to link their project work to one of these themes.

Detail of current research work, the research groups and staff research interests can be found on the school web site at: www.kcl.ac.uk/nursing/research/index.html

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1.0 General information about the postgraduate framework

You can enrol for a programme of study (i.e. PGCert/PGDip/MSc) or for modules taken on an individual (free standing) basis. It is also possible to register for modules on an attendance only basis.

All programmes allow students to exit at intermediate points with either a PG Cert (60 M level credits) or PG Dip (120 M level credits) provided the requisite units of study have been passed. Regulations allow students to complete up to 30 credits at Level 6 (BSc level) within their PGDip/MSc programme. A unit of study is referred to as a 'module'.

1.1 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

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. Modules can also be credited as part of the European Credit Transfer and Accumulation System (ECTS)

1.2 Programme leaders, pathway leaders and advisors

Programme leaders manage each programme and pathway leaders also advise students regarding planning their programme of study.

Programme and pathway leaders

MSc Advanced Practice		
Programme leader	Dr Margaret Edwards	020 7848 3208 margaret.edwards@kcl.c.uk
Pathway leader (Generic)	Angela Parry	020 7848 3579 angela.m.parry@kcl.ac.uk
Advisor	Shelley Peacock	020 7848 3603 shelley.peacock@kcl.ac.uk
Pathway leader (Cancer Nursing)	Dr Jo Armes	020 7848 3709 jo.ames@kcl.ac.uk
Advisor	Lorraine Robinson	020 7848 3693 lorraine.robinson@kcl.ac.uk
Pathway leader (Cardiac Care)	Dr Ehsan Khan	020 7848 3509 eu.khan@kcl.ac.uk
Pathway leader (Child health Care)	Dr Edward Purssell	020 7848 3021 edward.purssell@kcl.ac.uk
Pathway leader (Cognitive Behavioural Therapy)	Lee Grant	020 7848 3514 lee.3.grant@kcl.ac.uk
Advisor	Jane Muston	020 7848 3702 jane.muston@kcl.ac.uk
Pathway leader (Critical care)	Pauline Hood	020 7848 3507 pauline.hood@kcl.ac.uk
Pathway leader (Dermatology)	Shelley Peacock	020 7848 3603 shelley.peacock@kcl.ac.uk

Pathway leader (Diabetes Care)	Dr Angus Forbes	020 7848 3367 angus.forbes@kcl.ac.uk
Advisor	Jakki Berry	020 7848 3377 jakki.berry@kcl.ac.uk
Pathway leader (Education)	Susan Edwards	020 7848 3684 susan.2.edwards@kcl.ac.uk
Pathway leader (Gastrointestinal Nursing)	Professor Christine Norton	020 7848 3828 christine.s.norton@kcl.ac.uk
Advisor	Julia Williams	020 8869 5431 julia.m.williams@kcl.ac.uk
Pathway leader (Leadership)	Julia Mingay	020 7848 3546 julia.mingay@kcl.ac.uk
Pathway leader (Neuroscience Care)	Sue Woodward	020 7848 3469 sue.woodward@kcl.ac.uk
Pathway leader (Midwifery)	Toni Barber	020 7848 3643 toni.turner@kcl.ac.uk
Pathway leader (Palliative care)	Dr Theresa Wiseman	020 7848 3229 theresa.wiseman@kcl.ac.uk
Pathway leader (Specialist Community Public Health Nursing)	Mary Malone	020 7848 3014 mary.malone@kcl.ac.uk
Advisor	Suzanne Watts	020 7848 3825 suzanne.watts@kcl.ac.uk
Pathway leader (Nurse Practitioner, Primary Care Nurse Practitioner)	Shelley Peacock	020 7848 3603 shelley.peacock@kcl.ac.uk
Pathway leader (Primary Care Nurse Practitioner, Community Matron)	Dr Margaret Edwards	020 7848 3208 margaret.edwards@kcl.ac.uk
Pathway leader (Womens Healthcare)	Beverley Bogle	020 7848 3580 beverley.bogle@kcl.ac.uk
MSc Clinical Nursing (for International Students)		
Programme leader	Dr Lee Grant	020 7848 3514 eu.khan@kcl.ac.uk
MSc Cognitive Behavioural Psychotherapy		
Programme leader	Dr Lee Grant	020 7848 3514 lee.3.grant@kcl.ac.uk
Advisor	Jane Muston	020 7848 3702 jane.muston@kcl.ac.uk
Programme leader	Susan Edwards	020 7848 3684 susan.2.edwards@kcl.ac.uk
Advisor	Julie Bliss	020 7848 3211 julie.bliss@kcl.ac.uk
MRes in Health and Social Care		
Programme leader	Dr Emma Ream	020 7848 3011 emma.ream@kcl.ac.uk
PG Cert Health Studies		
Programme leader	Dr Margaret Edwards	020 7848 3208 margaret.edwards@kcl.ac.uk

1.3 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: www.kcl.ac.uk/schools/nursing/vc/accred

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.

Accreditation Administrator

020 7848 3240

accreditation-nightingale@kcl.ac.uk

Students who wish to bring into their programme of study credits from freestanding modules undertaken at King's College London must make a formal request by emailing the postgraduate administrator.

Accreditation claims and claims for the transfer of King's College London credits should be made early in the programme, preferably in the first term to avoid delays in processing final awards.

1.4 Period of study

Programmes may be taken on a full or part time basis. The maximum time allowed for completion of an MSc programme is 6 years part time (PG Cert two years, PG Dip 4 years). The maximum time includes any interruptions (normally no more than two years).

Details of your individual programme of study will be found on the postgraduate nursing and midwifery information site on the college e-learning site, the virtual learning environment to which you will be given access on enrolment. It is important that you visit this site frequently as important notices and announcements will be posted here.

1.5 Student regulations governing postgraduate 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 can be found within the Programme Specification available on the Postgraduate Nursing and Midwifery Information site on WebCT. 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.

1.6 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 a 'free standing' student or registering for a programme of study (PGCert, PG Dip, MSc).

1.7 '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 constitutes a fail for the module.

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

2.0 Essential administrative matters

2.1 Dates of the 2009-10 Academic Timetable

Term 1: Monday 28 September – Friday 11 December 2009

Term 2: Monday 11 January – Friday 3 April 2010

Term 3: Monday 26 April – Friday 9 July 2010

Most modules will fall within the academic timetable. However, it is essential to check this for each module. Some modules are taught outside these dates.

There is extended time for completion of practice assessment documents for some clinical modules.

2.2 Administration offices

2.2.1 Student Services Centre

This is the gateway to all student administrative services within the School from enrolment to award. The Student Services Centre is located in room 3.15, James Clerk Maxwell Building (JCMB) and is open from 09.00 – 17.00 Monday to Friday.

Full details of all the services can be found at: www.kcl.ac.uk/nmvc/studentservicescentre

You can contact the School Information Officer directly by telephone on +44(0)20 7848 4698 or by emailing nightingale@kcl.ac.uk

2.3 Student identification

2.3.1 . Online student portal: OneSpace

OneSpace is the new online College portal for students through which you can access and manage a range of personal information relevant to your studies. For example, in OneSpace you can:

- Update your personal details
- Look at details of the modules you are enrolled on
- Obtain your candidate number
- Look up your assessment results
- Access the Information Services and Systems (ISS) catalogue
- Access Ejournal and databases

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 programmes office.

2.3.2 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.

2.3.3 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 public access workstation rooms (PAWS).

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 and examination passport. 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 Programmes Office for a replacement. The cost of replacement is £10. If, however, your ID card was stolen and you can provide a police crime number it will be replaced free of charge.

2.3.4 Email registration

When you have completed enrolment formalities and have a current ID card, your College e-mail address will be allocated to you. Further information will be available at enrolment. In using the College's IT facilities, you will be required to abide by the College's Regulations which cover all IT facilities including email and the internet. If you have any queries related to your email address or access codes please go to the help desk in the Information Services Centre, Franklin-Wilkins Building. The College communicates with students via their email account; therefore please check your e-mail on a regular basis.

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

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

2.3.5 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 within the first few weeks of the module. If you do not receive this please contact the Examinations Office (exam.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 is for use only with assessments/examinations and will be changed annually.

2.4 Student participation

2.4.1 Attendance

Any absence should be negotiated with your module leader(s) so that you can agree on how the learning outcomes for any missed session will be achieved. 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.. Please note that 100% attendance is required for sessions on the Prescribing modules.

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

2.4.2 Changing modules

Students may not change modules during a semester without the permission of the module leader. Requests to change module after the third week of the semester may not be granted. 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.

2.4.3 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 NMC.

2.4.4 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 at: www.kcl.ac.uk/college/policyzone/attachments/B6_Regulations2007-8.pdf

3.0 Studying at King's College London

3.1 Teaching methods

A wide variety of teaching methods are used. In addition to standard lecturers, 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 via OneSpace

3.1.2. 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 can be found on the College e-learning site via OneSpace.

3.2 Learning

3.2.1 Sessions about Internet resources

Introductory sessions are given by academic staff on the use of PAWS (Public Access Workstations) i.e. 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 C.

3.2.2 Sessions about literature searching

You are strongly advised to complete the nursing and midwifery information and literacy module which is available on the College e-learning service. Alternatively you may attend a literature searching session, which explores the library catalogue, electronic journals and the use of databases for literature searching. Session dates can be found in Appendix C and are led by an information specialist. You must attend a PAWS session first and bring your passwords with you. Further information about Information Services may be found in Appendix D.

3.2.3 Sessions about academic writing

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

3.3 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 comprises all sorts of study, academic skills and practices that can be learned, rehearsed and developed.

As a graduate student here at King's College London, 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 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.

Study skills material may be reviewed at:

www.kcl.ac.uk/schools/nursing/vc/studyskills/

Creame P, Lea MR (2003). *Writing at University*. 2nd Edition. Maidenhead: Open University Press.

Cottrell S (2008) *The Study Skills Handbook*. 3rd Edition. Basingstoke: Palgrave Macmillan .

Leech G, Deuchar M and Hoogenraad R (2006) *English Grammar for today- an introduction*. Basingstoke Macmillan.

Lewis M, Reinders H (2003) *Study Skills for Speakers of English as a Second Language*. 2nd Edition Basingstoke: Palgrave Macmillan

www.skills4study.com. www.palgrave.com/skills4study/index.asp

3.4 English Language Centre (ELC)

The ELC offers different types of Academic English and Study Skills support that should cover the challenges that all King's students, whatever stage they are at in their education, are facing. All the provision is free and runs throughout the academic year. The lectures and classes are divided into two different streams; In-sessional and Study Skills support.

In-sessional Support

This support is for you if your first language is not English, and:

- You are concerned about areas of your academic English and how you will cope in the University
- You have little or no experience of studying in an academic English environment

For full information on the courses and support available, please follow this link

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

Study Skills Support

This support is for you if you feel the challenges you are facing at King's are not necessarily to do with academic English expectations. For example:

- You may be worried about methodology in dissertations
- You might be confused by the expectations placed upon you to organise your own study time
- Your tutors may be referring to academic 'style' and how you must improve this, but it is not clear to you what this exactly is...

For information on how we can help you in these areas (and many more), please follow this link:

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

Tutorials

From Term 2, the English Language Centre also offers KCL students individual writing tutorials focusing on a piece of work in progress and ways in which it can be improved. You can either meet tutors face to face or discuss work via email. For more information on these tutorials, please follow this link.

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

Please note that these tutorials start in Term 2. We hope that you can find the answers to many of the new challenges you face by registering for the classes the Centre puts on during Term 1.

If you have any further questions you can contact:

English Language Centre
26-29 Drury Lane,
London WC2B 2RL.

Telephone: 020 7848 1600

Fax: 02 07848 1601

Email: elc@kcl.ac.uk

Website: www.kcl.ac.uk/elc

4.0 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:

4.1 For general progress

4.1.1 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.

4.1.2 Programme leader

For each programme there is an identified leader who co-ordinates all the modules located within it. One role of the programme leader is to ensure equality across modules and facilitate change as necessary. The programme leader will also provide programme advice or answer any other queries in relation to your programme.

4.2 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 thinking of applying for one of our post registration 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.

To book an appointment to see a member of the Disability Support Team, please contact the Equalities Administrator on 020 7848 3398 or via email at equality@kcl.ac.uk. Further information is available at: www.kcl.ac.uk/about/structure/admin/equal-opps/support/

When you tell us about a disability, this is looked at on an individual basis according to how the disability or health condition affects you. No general rules apply regarding particular conditions, but you may require a level of support from the College and it is therefore essential that your specific needs are identified. Any information you provide about a disability will be processed sensitively and confidentially in accordance with the Data Protection Act. You can speak confidentially to the School Disability Adviser or the College's Disability Support Team if you are concerned about this.

If you are experiencing problems with study skills, which may or may not be associated with a learning disability, you may find it helpful to discuss these concerns with a member of the Disability Support team.

4.3 Students' Union: social life and general support

All students are automatically members of the King's College London Students' Union (KCLSU). KCLSU provides representation for students within the College. It also provides a number of services: the Students Union Advice Centre which offers academic support; Sporting Clubs and Societies; the Union newspaper ROAR; the Union Shop; Bars, Catering and a Night Club. Further details can be found at: www.kclsu.org/

5.0 College regulations and policies

The regulations can be found in the College regulations a guide for students.

www.kcl.ac.uk/college/policyzone/attachments/CollegeRegulationsTheStudentsGuide2007-8WebVersion.pdf

5.1 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 is available on the Student Services Centre website

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.

Withdrawal from 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.

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.'

5.2 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 which are available from the policy zone at www.kclsu.org/advice.php

5.3 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).

6.0 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.

6.1 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) 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 work can be found in Appendix F.

6.2 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.

6.3 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 (5% of work in each grading band) and all work having been given a fail grade by the first assessor being 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 Postgraduate Taught Board of Examiners.

6.4 Assignments

6.4.1 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.

6.4.2 Confidentiality

The professional principles of confidentiality, where appropriate, must be observed in assessments. The School policy on confidentiality can be found at:

www.kcl.ac.uk/schools/nursing/vc/confidentiality

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

6.4.3 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. In addition to assignments it is also important to keep copies of module handbooks, as these will be invaluable if you require accreditation/transfer of credit in the future.

6.4.4. 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 (See Appendix F).
- You must use the standard front sheet with your candidate number and initials to confirm that you have read and understood the College policy on plagiarism.
- Do not use your name.
- Your examination 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 and only one side of the paper should be typed or written on.
- 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 pockets**
- 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 (Harvard System), please see Appendix G 'Citing References' for further details

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

6.4.5 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/content/1/c6/01/51/57/statementonplagiarism.pdf

In 2009/10 the School is introducing the use of the plagiarism detection software, Turnitin. Certain modules have been chosen for piloting. Individual module e-learning sites will indicate whether the Turnitin software will be used. Information and instruction will be provided.

6.4.6 Length of assignments

Work must be within the word limit. The word limit shown 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.

6.4.7 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 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 identification 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 10.00-16.00. You should check on the Student Services Centre website for any changes to the above arrangements prior to submission.

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 Services Centre, 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 Student Services Centre website: www.kcl.ac.uk/nmvc/studentservicescentre

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@kcl.ac.uk). Please note that staff in the Student Services Centre are unable to give you your candidate number.

6.4.8. 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/search.php?Search=Search+Policy+Zone&q=mitigating

Students wishing to request an extension to an assessment deadline should use the Extension request Form (ERF). This is available from: www.kcl.ac.uk/college/policyzone/attachments/ERF0607.pdf

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.

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)

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.

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.

7.0 Examinations

7.1 Standard procedures

You will be informed of the arrangements for any examinations by email about four weeks in advance and your own personal timetable will be available from the OneSpace. 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. It is essential to take your student ID card and candidate number (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.

7.2 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 learning difficulty, disability or need. SN2 forms are available from either the Equality and Diversity Office (equality@kcl.ac.uk) or from the Student Service Centre. The Special Examinations Arrangements Committee then assesses your application. If your application is successful, the Special Examinations Arrangements Office will organise the necessary facilities. Late applications and retrospective applications are unlikely to be considered.

For Term 1 examinations (January 2010) your application must be submitted by Friday 6th November

For Term 2 examinations (May 2009) your application must be submitted by Friday 5th March

For Term 3 examinations (August 2009) please refer to the King's College website

7.3 Notification of results

Results are released the Monday after exam boards via OneSpace, notice boards in the Franklin Wilkins Building and as attachments on the Student Services Centre Website. Marked assignments can be collected from the Student Services Centre after the results have been released.

Further details regarding this can be found at the School Registry page at:

www.kcl.ac.uk/nmvc/studentservicescentre or by emailing fnsnm-assessenq@kcl.ac.uk

All students are responsible for finding out whether they have passed or failed a specific module by checking both OneSpace and/or the notice board for the results. For full details of postgraduate assessment criteria please see Appendix F.

Results of assignments should be recorded and kept in your personal portfolio.

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

Module Leaders and School support staff may not release results over the telephone.

7.4 Re-submission of summative assessments

For all summative assessments a mark of 50 per cent or above must be gained in order to satisfy the assessment standard. Practitioners who fail to attract the minimum mark will be invited to resubmit a summative assessment/evaluation (in part or whole, as required). A maximum of two attempts is normally permitted. If unsuccessful at the second attempt, you will be withdrawn from the module. If the module is compulsory component of your PG Cert/ PG Dip/MSc programme this will constitute an academic fail and you will be withdrawn from the programme. Students who have not been successful in the compulsory elements of a programme but who have accrued 60 credits may be awarded a PG Cert Health Studies at the discretion of the Board of Examiners. Where a student is successful in resitting an assessment/ examination, the mark will be capped at 50 per cent. MSc programme regulations allow students to obtain a mark between 40% and 49% up to a maximum of 30 credits. This is known as a 'condoned fail'. You cannot have a condoned fail for a core module.

Resits for examinations will normally be scheduled to take place the next time the assignment is set or within a reasonable period from the time of publication of the results. Where a module has an assessment of practice, this is considered under the same regulations as a written assignment. Students from non contracted Trusts will be required to pay a resit fee for the dissertation module. Details of the fee can be obtained from the postgraduate administrator.

7.5 Collection of assignments

In the week following ratification by Postgraduate Board of Examiners, you may collect your assignment from the Student Services Centre. Details of location and opening times can be found at: www.kcl.ac.uk/nmvc/studentservicescentre.

To collect your assignment you must bring your candidate number. Alternatively you may send a stamped addressed envelope to the Student Services Centre ensuring that this is large enough to contain your assignments. Assignments will be retained for four weeks. If you have not collected your assignment by then, it will be destroyed.

8.0 Examination Boards

All results are ratified by the Postgraduate Board of Examiners. The Board meets four times a year:

9 March 2010

22 June 2010

14 September 2010

November 2010 TBC

Details of course work submission and examination dates and the corresponding examination board can be found at: www.kcl.ac.uk/nmvc/studentsservicescentre

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

9.0 Awards

There are three classifications of award for successful students; pass, merit or distinction based on the following criteria:

Pass – an average mark of 50 or above across all modules

Merit – an average mark of 60 or above across all modules

Distinction – an average mark of 70 or above across all modules

Additionally for students completing the MSc, dissertation marks must be 60 or above for the award of merit and 70 or above for the award of distinction.

10.0 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. Programme management boards are held twice a year and student representatives from each programme are invited. These Boards review the programmes and modules together with any other relevant issues within the postgraduate context.

The next meetings will be held :

30 November 2010

14 July 2010

Florence Nightingale School of Nursing & Midwifery

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.

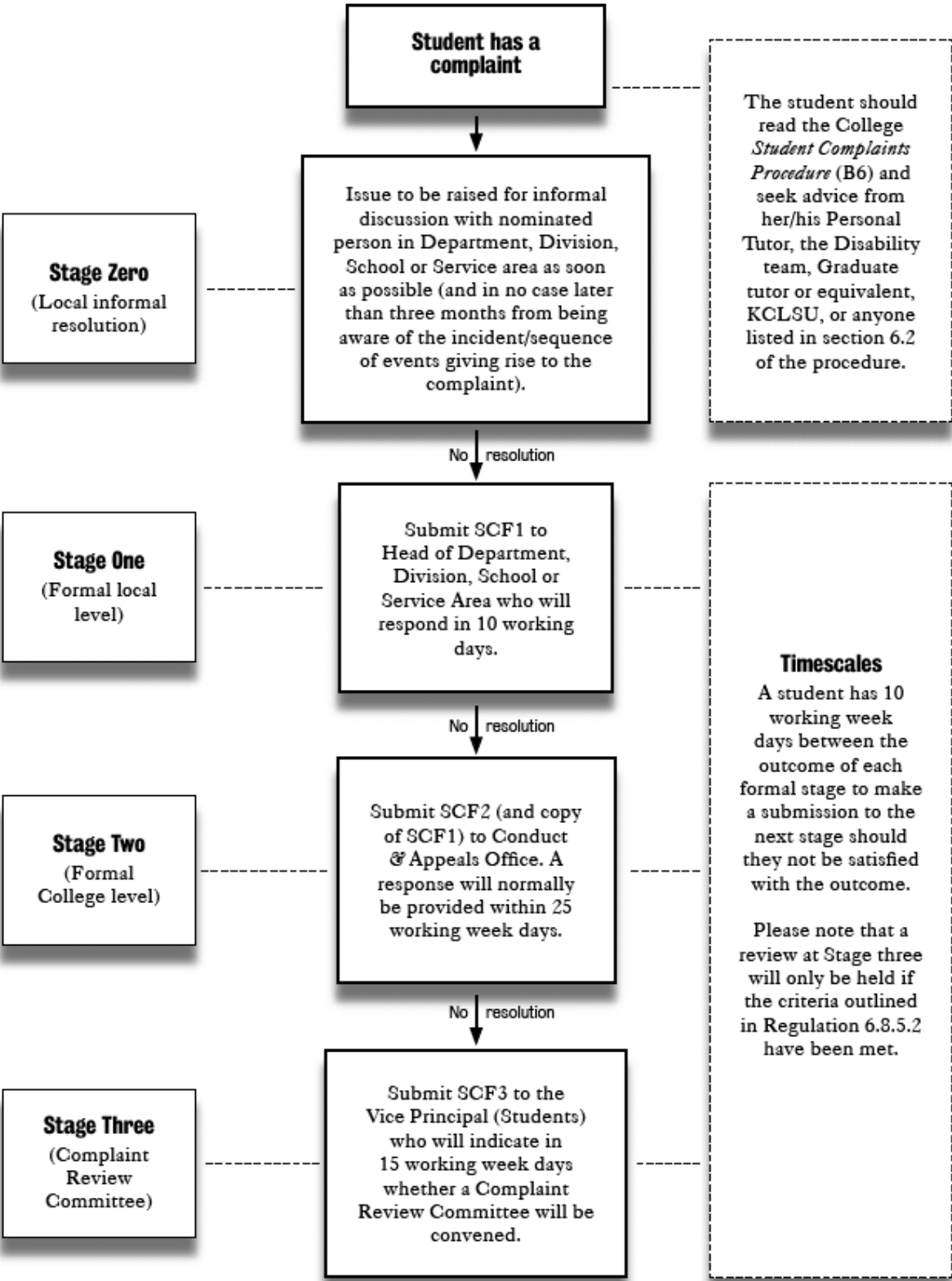
1. Students and staff must behave with courtesy and respect for each other at all times whilst on college business.
2. Rudeness, intimidation or harassment whether verbal, text message or in written form will not be tolerated.
3. Students must comply with instructions given by officers or staff at the 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 flow chart



Appendix C: Post-qualification PAWS, literature searching and academic writing training sessions

Term 1: Academic year 2009-10

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

Paws sessions

Pre-requisite: must bring ISS passwords

Date	Time
Monday 28 September	1700 – 1800
Wednesday 30 September	1300 – 1400
Friday 2 October	1300 – 1400
Tuesday 6 October	1700 – 1800
Thursday 8 October	1300 – 1400

Literature searching sessions

Pre-requisite: MUST ATTEND A PAWS SESSION FIRST and bring ISS passwords

Date	Time
Monday 12 October	1700 – 1800
Wednesday 14 October	1300 – 1400
Friday 16 October	0900 – 1000
Tuesday 20 October	1700 – 1800
Thursday 22 October	1300 – 1400

Academic writing sessions

Date	Time
Monday 26 October	1700 – 1800
Wednesday 28 October	1300 – 1400
Friday 30 October	0900 – 1000
Tuesday 3 November	1700 – 1800
Thursday 5 November	1300 – 1400

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

NB: 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 2: Academic year 2009-10

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

Paws sessions

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

Date	Time
Monday 11 January	1700 – 1800
Wednesday 13 January	1300 – 1400
Friday 15 January	0900 – 1000
Tuesday 19 January	1700 - 1800
Thursday 21 January	1300 – 1400

Literature searching sessions

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

Date	Time
Monday 25 January	1700 – 1800
Wednesday 27 January	1300 – 1400
Friday 29 January	0900 – 1000
Tuesday 2 February	1700 – 1800
Thursday 4 February	1300 – 1400

Academic writing sessions

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

Date	Time
Monday 8 February	1700 – 1800
Wednesday 10 February	1300 – 1400
Friday 12 February	0900 – 1000
Tuesday 16 February	1700 – 1800
Thursday 18 February	1300 – 1400

Term 3: Academic year 2009-10

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

Paws sessions

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

Date	Time
Monday 19 April	1700 – 1800
Wednesday 21 April	1300 – 1400
Friday 23 April	0900 – 1000
Tuesday 27 April	1700 – 1800
Thursday 29 April	1300 – 1400

Literature searching sessions

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

Date	Time
Wednesday 5 May	1300 – 1400
Friday 7 May	0900 – 1000
Tuesday 11 May	1700 – 1800
Thursday 13 May	1300 – 1400

Academic writing sessions

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

Date	Time
Monday 17 May	1700 – 1800
Wednesday 19 May	1300 – 1400
Friday 21 May	1300 – 1400
Tuesday 25 May	1700 – 1800
Thursday 27 May	1300 – 1400

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

Appendix D: ISS for schools

Information Services and Systems

About information services and systems (ISS)

Information Services and Systems (ISS) is a key department at King's College London supporting the institution's teaching, learning, research and administrative activity. We provide integrated IT and information services to enable access to an extensive range of research and teaching resources. ISS is responsible for managing all Information Services Centres (ISCs) and libraries, archives and special collections across the College's five campuses. Our Information Specialists work to ensure you can locate the most up to date resources available – either online or in print. We aim to provide world-class e-research service, including 24/7 access to e-resources.

Underpinning this drive towards 24 hour access is the College's IT infrastructure. ISS maintains the Access King's portfolio which includes the College portal OneSpace and the global desktop, as well as the PC network, telephony system and audio visual services across the College.

Login to OneSpace to access our services and guidance on how to get the most out of information resources and IT at King's.

You can find out more about the Information Services and Systems department on OneSpace.

ISS provides

- Research support
- Print and electronic resources
- Lending and reference services
- Print and electronic document delivery
- Individual and group study places
- Unique archives and special collections
- A robust IT infrastructure
- Access King's – global desktop
- High capacity email and web services
- Microsoft Office Communicator
- A network of over 1,600 student PCs (PAWS PCs)
- Software advice and distribution services
- Printing, photocopying, scanning and A0 poster printing facilities
- Audio visual support services
- Training opportunities

Information services centres (ISCs) and libraries

ISCs and libraries are at all main College sites. They are:

There are five Information Service Centres:

- **Strand Campus:** the Maughan Library and ISC at Chancery Lane
- **Waterloo Campus:** the Franklin-Wilkins Building ISC
- **Guy's Campus:** New Hunt's House ISC and the Wills Library
- **King's Denmark Hill Campus:** Weston Education Centre ISC and the Institute of Psychiatry (IOP) library.
- **St Thomas' Campus:** St Thomas' House ISC.

Maps for each of the ISCs and libraries can be found on the ISS web pages.

Information Specialists

Professionally qualified Information Specialists with subject expertise are on hand to discuss your research needs. They have developed a series of ISS subject resource pages, available on OneSpace Study, which provide access to resources and services for each School and department.

For the School of Nursing and Midwifery, the Information Specialist is:

- Caspian Dugdale
caspian.dugdale@kcl.ac.uk
020 7848 4620

ISC Opening hours

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

You will need your College ID card to enter any ISC or library, as well as the 24/7 PAWS rooms (see Student Computing below). It is for your use alone and MUST not be shared or loaned to other people.

ISC and Library services

The ISS catalogue

Use the ISS catalogue to locate ISS information resources. With your personal identification number (PIN) you can renew or reserve items, request inter-library loans document delivery or check your library record. It is available on the web and from dedicated PCs in ISCs and libraries. You can access the ISS catalogue via OneSpace.

Finding journals

Journals may be available in print, electronic or both formats. Use the ISS catalogue to find print or electronic copies of journals; they are arranged on the shelves in alphabetical order by the full journal title. You can access electronic journals from OneSpace Study.

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 such as print journals and theses are for reference only and cannot be borrowed.

You will need your College card to borrow materials from the ISCs.

Four week	One week	Day loan	Short loan	Maximum
20	10	5	5	20

Renewals

You can renew your books if they are not reserved by someone else and provided you owe less than £10.00 in fines. Renewals are possible using your library barcode and PIN via the ISS 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.

Self-service machines are located in all ISCs and are available to use when the 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. The only exception to this is the Maughan, where the policy states that people can only use self-service machines for short loans.

Reserving books

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

Fines and charges

To optimise the availability and circulation of materials, we charge for overdue 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 online and remembering to return or renew items on time.

External libraries

If a resource is not held at King's, ISS staff can advise on alternative sources. You have access to a wealth of specialist libraries, archives and collections in and around London, including the University of London and the British Library. Check OneSpace Study for more information and access details. [ADD SUBJECT SPECIFIC INFORMATION IF APPROPRIATE]

Document delivery

You can use the ISS catalogue to request journal articles from other libraries and other King's sites with the Electronic Document Delivery (EDD) service, free of charge. Your article(s) will be sent to your King's College email address as TIFF attachments. You can also request books, theses, dissertations and other publications.

Information resources

A major portfolio of multidisciplinary information resources is available in print and electronic format. This includes over 1.25 million books and thousands of journals. Other resources include theses, dissertations, reference tools, official publications, research reports, statistical data, maps, music scores, audio and video tapes, records, CDs, DVDs, photographs, manuscripts and microforms.

You can submit requests for new resources via the subject resources pages on OneSpace and discuss your needs with an ISS Information Specialist.

Electronic resources

All staff and students have access to an extensive and rapidly growing number of local and remotely accessible electronic resources; including bibliographic and full text databases, electronic journals and books, international library catalogues, internet resource discovery tools, subject gateways, data sets, subject specific databases and multimedia resources.

Prominent databases available include Medline, Embase, PsycINFO, Web of knowledge, Scopus and CINAHL among others.

Archives

ISS manages over four million original documents including records created by King's and its amalgamated institutions and ranging from minutes of governing bodies, title deeds and policy files to staff and student records, photographs and research papers. These can be viewed in the Michael Howard Reading Room on the Strand which also provides access to the Liddell Hart Centre for Military Archives. Consult the online archive catalogues and research guides for an overview of the collections. The archives team can provide advice and support to graduate students and occasional internships are available to learn more about using the archives.

Photocopying

There are self-service photocopiers in all ISCs and libraries. To use them you need to buy a rechargeable photocopy card from a coin-operated machine. This costs £2 and includes your first 10 units. Charges are: 5p for b/w A4 and 10p for b/w A3, 70p for colour A4 and £1.05 for colour A3.

Printing and scanning facilities

All sites have black and white (b/w) and colour printing facilities. There are also acetate printers and an A0 poster printing service. Payment is by a print credit system associated with your PAWS (see IT services) username and password and all new students receive £5.00 credit at the start of their course. Charges are: 5p for b/w A4, 50p for colour A4, 80p for acetate printing and £15 for A0 poster printing. Scanning facilities are available at all the main sites.

Student computing

The main student PC service is called PAWS (Public Access Workstation Service) and is available in the ISCs and libraries, elsewhere on campus and in some halls of residence. Once you have logged into a PAWS PC, you will be able to access your personalised global desktop, your files and a range of software applications (see 'global desktop' below).

Login access to PAWS PCs is via your King's username and password.

OneSpace

OneSpace is the new College portal for students. OneSpace gives you access to study and exam support, careers and money advice, details of what's on and much more. It makes every day tasks such as checking your timetable and emails and searching for e-resources intuitive. When you log in using your King's username and password, OneSpace will display services and applications that are relevant to you, and you can customise what you see.

Access King's - global desktop

The global desktop enables you to access key software applications and your personal files and documents from any PC or laptop with an Internet/wireless connection. You could be at home, on holiday or in an Internet café anywhere in the world. Applications available on the global desktop include SPSS, Endnote and Reference Manager, and specialist departmental software.

Access the global desktop at 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

If you are a taught graduate, your global desktop file storage capacity is 200 MB. If you are a research graduate, your file storage capacity is 500 MB. Your data can be accessed from both the global desktop and PAWS PCs.

'PAWS for thought' kiosk

Internet kiosks provide quick internet access to email and web browsing and are available across the College. You will need to use your King's username and password to log in to this service.

Wireless networking

Wireless networking is accessible across all sites and at most halls of residence. It is compatible with Windows PCs, Macintosh computers and handhelds (PDAs). Use your King's username and password to log on to the wireless network.

Software

A number of software products are funded by ISS for use on College computers, including SPSS, NVIVO and bibliographic management tools. You can buy other software products at discounted prices under site licences or similar agreements. Different arrangements apply from product to product and for use of software at home. Please refer to the Study Support section of OneSpace for more information.

Training opportunities

In consultation with Schools and departments, our Information Specialists provide inductions for all new students. ISS also offers training in collaboration with other College departments and plays a key role in the College's Graduate Skills Development Programme. Departmental seminars and customised resource and service updates can be arranged, as can one to one consultations. Graduates have access to a vast range of IT and iSkills short courses including email and calendar management in Outlook 2003 and 2007; Office 2007; Nvivo and SPSS; bibliographic software; and customised courses for graduate students such as Word for long documents. In addition to short courses, graduates have 'anytime anywhere' access to online self paced courses from the Microsoft IT Academy. Training opportunities for graduate students are displayed on OneSpace.

Bibliographic management

Bibliographic software enables you to store, organise and retrieve references. References can be entered manually or downloaded from a number of key internet resources. Cited reference lists can be tailored to particular journal or publishing styles. ISS offers training and support for EndNote and Reference Manager. These packages are available on PAWS and King's has a site licence allowing unlimited use on College-owned or operated computers. The web based software, RefWorks and EndNote Web are also available from any internet connection at no charge.

Research alerts

The ISS research support section on OneSpace provides advice on key research alerting strategies including RSS feeds to email discussion lists, funding alerts and other resources.

Citation and publication support

ISS can advise you on College citation standards and trends in scholarly communication. We support the use of TurnitinUK across the College. TurnitinUK is a web based suite of educational services which includes plagiarism detection. If you are required to submit work to Turnitin, you can find advice and guidance in OneSpace Study.

ISS user guides

ISS user guides are available in OneSpace Study. They provide practical information on how to use ISS services and will help answer many of your additional questions.

Disability

The ISS disability adviser will be able to discuss your needs in confidence and can advise you about using ISCs and IT services during your time at King's. We also provide software packages to assist students with special needs and individual tuition can be arranged. The ISS 'Disability guide' provides more information and is available at any ISC helpdesk and via OneSpace.

Good conduct guidelines

Please follow the ISS good conduct guidelines to provide an atmosphere conducive to research and study and to prevent damage to material:

- Respect other students by keeping noise to a minimum; if your phone is on, please ensure it will not ring and please do not use it to speak to others
- Please do not consume food or drink (other than water in sealable bottles), in the ISCs or libraries
- Take care of your personal possessions – the College cannot accept responsibility for your property
- When a fire alarm sounds please evacuate the building by following the fire exit signs and listening to tannoy instructions

IT SECURITY

Universities are increasingly becoming targeted by IT security threats such as phishing attacks and viruses. ISS 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. ISS also provides free antivirus software for your PCs and laptops, also available to download from OneSpace.

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

Feedback

To help improve our services, we encourage feedback. There are two options: you can either complete a paper comments form, available in all ISCs and libraries, or a form online via OneSpace.

HELP AND SUPPORT

For support and advice, please contact a help desk located within each of our ISCs and libraries. ISS also operates a telephone call centre: 020 7848 2430 Monday to Friday 08:00-18:00 and can be contacted via email at issenquiry@kcl.ac.uk. When help desks are closed service desk staff are also on hand to provide assistance.

ISS also runs an online real-time 'Ask ISS' service which you can access remotely from anywhere with an internet connection.

Services and systems status updates

ISS 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 ISS catalogue and e-resources. You are encouraged to check this webpage before calling the ISS helpdesk in the event that you cannot access a particular service. The Services and Systems status page is available on OneSpace.

Get connected:

- OneSpace: <http://onespace.kcl.ac.uk>
- Global desktop: <http://desktop.kcl.ac.uk>
- More information about ISS: www.kcl.ac.uk/iss

Appendix E: Postgraduate Assessment Criteria for Award and Marking Criteria

School Postgraduate Board of Examiners.

Criteria for award

- The candidate must pass all core courses for their pathway as identified in the programme specifications. Compensation is permitted if all attempts have been exhausted subject to the limits set out in the College regulations.
- Before progressing to the dissertation the candidate must complete all the taught courses and achieve a weighted average mark of 55% or more. Overall marks will normally be rounded up from .5.
- The candidate should normally have passed all core courses at first attempt.
- The candidate must have completed their degree within the maximum period specified in the Programme Specification.
- A maximum of two attempts will normally be permitted. Students achieving a mark of 29% or less will not normally be permitted a second attempt.
- Action taken in exceptional circumstances at the discretion of the Chair of the School Taught Postgraduate Programme Examination Board will not form a precedent.

Reassessment

- A candidate who fails to achieve the minimum pass mark (50%) for any piece of assessment will normally be permitted one further attempt, at the discretion of the School Board.
- The minimum threshold for reassessment is 29%
- The maximum mark awarded for all reassessment attempts will be capped at the minimum pass mark (50%).

Condoned fails

- Condoned fails are permitted up to 30 optional credits.

Mitigating circumstances

- As permitted by section 4, A2 General regulations for examinations.

Exceeding word limits

- A mark of zero will normally be awarded to candidates who exceed the published word limit for a piece of assessment.

Progression rules above the minimum

- Progression rules are detailed in the programme specifications

Arrangements for the transfer of marks for elements of assessment taken at another institution

- As permitted by section 6.2, A1 General academic regulations.
- The School is approved to consider accreditation of prior experiential learning (APEL).

Available award types

Type of award	Applicable programme types	List of applicable programmes (original registration) in the School (including joint programmes where lead School)
PGT1. Less volume, lower level (specific exit)	Level 7 integrated Masters programmes MSci, MEng	None
PGT2. Less volume, same level (specific exit)	Level 7 Masters degree programmes MSc, MA, MPH, MRes etc Level 7 PGDips	All postgraduate programmes
PGT3. Less volume, same level (generic exit)	Level 7 Masters degree programmes MSc, MA, MPH, MRes etc Level 7 PGDips	All postgraduate programmes
No exit award	PGCert/PGDip	All postgraduate programmes

Postgraduate Board Assessment Criteria

≥ 70	Excellent answer	
	Understanding	Authoritative, full understanding of all the issues with originality in analysis
	Selection & coverage	Full range of sources used selectively to support argument
	Structure	Coherent and compelling argument well presented
	General	90-100 Striking insight, of publishable quality
		80-89 Insightful, possibly of publishable quality with some minor revisions
		70-79 Excellent grasp of the subject, high quality in all areas
60-69	A coherent answer which demonstrates critical evaluation	
	Understanding	Independent, critical evaluation of full range of theories with some evidence of originality
	Selection & coverage	Complex work and concepts presented, key texts used effectively
	Structure	Argument concise and explicit
	General	65-69 Approaching excellence in some areas
		60-64 Well developed relevant argument
50-59	A coherent and logical answer which shows understanding of the basic principles	
	Understanding	Some capacity to reflect critically but with no significant evidence of originality
	Selection & coverage	Sound knowledge base of primary and secondary sources
	Structure	The argument is developed but lacks fluency
	General	55-59 Fairly well developed relevant argument
		50-54 Broadly satisfactory, appropriate and accurate
≤ 50	A superficial answer showing limited knowledge	
	Understanding	Lack of understanding and focus
Fail	Selection & coverage	Limited use of sources of out-of-date or irrelevant sources
	Structure	Argument not fully developed and lacks structure
	General	45-49 Patchy overall knowledge, presentational weakness
		35-44 Some knowledge but weak grasp of issues, poor presentation
		20-35 Fundamental mistakes
		<20 Deeply flawed, irrelevant or too brief

Appendix F

Citing references

In any piece of research or written work you need to acknowledge, or cite your sources. A list of references usually appears at the end of a piece of work. Each reference describes an item, usually published, (a book, report or thesis) or part of an item (chapter, journal article or electronic document), and provides essential details which enable the reader to locate the cited publications with the minimum of effort. A bibliographic reference should, at a glance, answer a number of questions about any given item. 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 to the items you have consulted, are 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, avoiding plagiarism
- show that you have consulted widely, recognising and acknowledging the relevant debate, 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. Plagiarism is taking and using another person's thoughts, words, judgements, ideas etc 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. Please see the link to the College statement on plagiarism on the ISS citing references web pages.

Citation conventions

There are recognised conventions for citing the work of others when writing essays, 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 textbook sources, that you have studied while composing your essay, but not specifically cited in the text. 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 conversely, the in-text citations must have a matching entry in the reference list.

Quoting

In scientific writing the use of direct quotations is inappropriate and unacceptable, whereas in some subject areas in the Humanities it is a recognised practice. Make it clear when you are directly quoting from a source by using double quotation marks for short quotations, or indenting 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, eg 'Brown's results cited by Jones (1999, p563) 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 (actually 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

There are very many variations in the style of the references in the reference list, based on the sequence of information and various punctuation and formatting conventions. Students should always check with their course tutor or School, as they may stipulate the use of a particular style.

If you have a free choice, be consistent in the use of your chosen style. 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.

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 MLA (Modern Languages Association), and APA (American Psychological Association) styles also use the author date approach.

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, eg:

within the text of the work

The ability to give clear explanations is key to effective teaching (Ramsden, 2003 p45) but engaging students in role play is significant in aiding learning (Beres et al, 2006; Bartlet et al, 2006)

in the reference list

Bartlet S, Burton D. (2006) Practitioner research or descriptions of classroom practice? A discussion of teachers investigating their classrooms. *Educational Action Research*, 14(3) 395-405.

Beres J, Young L. (2006) Teaching medical students using role play: twelve tips for successful role plays. *Medical Teacher*, 28(3) 225-229.

Ramsden P. (2003) *Learning to teach in higher education*. 2nd ed. London: Routledge Falmer.

Details

- when two or more references to the same author have been cited, arrange them in the reference list in chronological order by date of publication, eg, Brown 2003, Brown 2006
- when two or more references to the same author have been cited from the same year, differentiate them with an a b c annotation, eg, Smith 2004a, Smith 2004b
- if two authors have the same surname, add their initials in the citation, eg, Smith TH 2002, Smith W 2002
- if you refer explicitly to an author in the text, a date in brackets will be sufficient for the citation, eg, 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 also be given eg, (Jones 2005 p255)

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, eg:

In a citation:

- if the work you are referring to has two authors, use 'and' eg, (Brown and Black 2005)
- if there are three or more authors use 'et al' which means 'and others' eg, (Brown et al 2006)

In the reference list:

- all authors names should be included

The author-date style allows for amendments to be easily inserted at the last minute, but some argue that it is disruptive to the flow of text.

The numeric approach

This is also known as the citation-sequence approach, the British Standard system or, in the medical field, as the Vancouver system (recommended by the International Committee of Medical Journal Editors, who met in Vancouver). The bibliography is a numbered list of all the items you have cited, ordered in the sequence in which they were first cited. In the text, the number is inserted at the relevant point and can be placed within brackets or as a superscript, eg:

Within the text of the work

Although undernutrition is not common in developed countries (1), it is associated with an increased length of stay in hospitals (2-3).

in the reference list

1. Truswell S. ABC of nutrition. London: BMJ Books, 2003, pp 33-34.
2. Lee AH, Wang K, Gracey M, Yau KK. Factors affecting length of hospitalization of infants and children for recurrent gastroenteritis in Western Australia. *Acta Paediatr.* 2003;92(7):843-7.
3. Rasmussen HH, Kondrup J, Staun M, Ladefoged K, Kristensen K, Wengler A. Prevalence of patients at nutritional risk in Danish hospitals. *Clin Nutr.* 2007;23(5):1009-1015.

This style is less disruptive to the flow of the text, but re-numbering and re-arrangements will have to be made if there are any last minute amendments or insertions, and this can be very time consuming unless using bibliographic software (see following page).

Details

- notice the different position of the publication year using this format compared with the Harvard system
- always use the number of the initial citation if you refer to the same document and page again
- if more than two numbers are cited in a continuous sequence, connect the first and last with a hyphen, otherwise use commas: eg, (1,2,5-9,13,17)
- where two or more consecutive citations from the same source are listed, the word *Ibid* (from the Latin, 'ibidem,' in the same place) can be used, eg:
 1. Hamnett CR. *Unequal city: London in the global arena*. Routledge, London 2003, p. 109.
 2. *Ibid*. p.142.
 3. *Ibid*. p.156.
- If you wish to refer again to an earlier reference which has subsequently been followed by references to other sources, use *op cit* (from the Latin 'opere citato,' in the work cited) eg:
 4. Handy C. (1993) *Understanding organizations*. 4th ed. London, Penguin.
 5. Hamnett CR. *op.cit*. p227

The footnotes style

In this style, superscripted numbers are used in the text to refer to citations which are placed as numbered footnotes at the bottom of the page in which the citations appear. There may also be a complete list of references given at the end of the document, which is usually ordered alphabetically.

This style is used in some humanities areas, for example, the MHRA (Modern Humanities Research Association) specifies a note style which uses this format. However, the association also outlines an author-date style which may be used instead. Similarly the Chicago or Turabian style previously specified the footnote method, but now also recommends an author-date style as an alternative.

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 below 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 a web-based bibliographic software services, subscribed to by ISS and available from any networked computer. Two other popular packages, Reference Manager and EndNote are available to King's staff and students by licence agreement. See the ISS website for support in using any of these programs.

Reference lists

Uniformity, consistency and accuracy are the three golden rules for reference lists:

- refer to any guidelines you may have been given for the exact format and punctuation, eg, the year may, or may not be enclosed in brackets; the journal title may be given in italics or underlined, the volume numbers may be given in bold
- innumerable variations of order and punctuation are possible: what is essential is that all the required information is presented, and in a consistent style
- 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 in some styles it 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. If you opt to use this style, you must maintain it consistently, and use the officially recognised abbreviations. You can look up biomedical journal abbreviations using the journals database in PubMed. All that JAS (Journal Abbreviation Sources) covers all subject areas. See the ISS citing references web pages.

Examples

The examples which follow are all given in the author-date format with the year after the author's name. If using the Vancouver or numeric system, the year should be placed after the source name.

Journal articles

A standard journal article reference should include: author(s) and title of the article; journal title; year; volume; issue (if required) and first and last page numbers, eg:

Mertens EI, Halfens RJG, Dassen T. (2007) Using the Care Dependency Scale for fall risk screening. *Journal of Advanced Nursing* 58(6) 517-622.

Book and chapter references

A book reference should include: author(s) or editor(s); title; edition number (if not the first); place of publication; publisher and date of publication. 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 eg:

- Books - personal author(s)
Carpenter D. (2003) *The struggle for mastery: Britain 1066-1284*. London: Allen Lane.
- Books - editor(s)
Kumar P, Clark M. (eds.) (2005) *Kumar and Clark Clinical medicine*. 6th ed. Edinburgh: W B Saunders.
- Book - organisation as author
British Medical Association. (1993) *Complementary medicine: the BMA guide to good practice*. Oxford: Oxford University Press.
- Chapter in book
Ormond L. (2004) 'Victorian romance: Tennyson', in Saunders CJ. (ed.) *A companion to romance: from classical to contemporary*. Oxford: Blackwell, pp. 48-53.

- Official publications
Department for Trade and Industry (2007) Meeting the Energy Challenge. London,
The stationary office.

Theses or dissertations

The degree type and university are required as well as the author, year and title, eg:

Guichard V. (2003) The ABC of Film. PhD thesis. University of London.

Diagrams or illustrations

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

Danielson E. (2005) Efferent connections of the vermis. in: Standring S. (ed.) Grays Anatomy 39th ed. Edinburgh: Elsevier, p364, illus.

Legal documents – different conventions apply when citing legal sources such as statutes and case reports – see the ISS citing references web pages.

Electronic sources

Citing electronic information can be problematic. Web-based information in particular is subject to change or may disappear completely.

Full-text documents online

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

Some database producers may advise on the citation format. Indicate this in the references, eg:

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 hosting web site, if this is not obvious from the URL, plus the accessed date. The accessed date is the date you viewed, downloaded or printed the web page. This statement is necessary to allow for any subsequent changes which may be made to the page, or if the page is no longer available.

Web document

Dorman, Andrew. (2005) Overstretch: Modern Army's weakness [online].
Available: <http://news.bbc.co.uk/1/hi/uk/4097828.stm> [accessed 03.07.07]

Ejournal article

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 however the journal is only available in electronic form then the web address and access date are obviously essential, eg:

Menezes AM, Hallal PC, Muino A, Chatkin M, Araujo CL, Barros FC. (2007) Risk factors for wheezing in early adolescence: a prospective birth cohort study in Brazil. *Annals of Allergy, Asthma, and Immunology*. 98(5) 427-31. [online]. Available from: <http://lysander.annallergy.org/vl=1959650/cl=24/nw=1/rpsv/cw/acaai/10811206/v98n5/s4/p427> [accessed 16 June 2007].

Discussion list messages

Ainley P. (2005) 'Fairer Funding for Adult Learning' BERA Higher education special interest group discussion list, July 5th. [Online] available at www.jiscmail.ac.uk/lists/BERA-HE-SIG.html [accessed 15.7.05].

Personal email messages

Smith F (fred.smith@kcl.ac.uk). (2007) June 5th. New Shakespeare folio discovered. 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
- 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'

Further information

See the ISS citing references web pages at www.kcl.ac.uk/iss/ir/refs/ and the book, Pears R, Shields G. (2005) *Cite them right* Newcastle, Northumberland University. Also check your School or department handbook or web pages for specific advice

Florence Nightingale School of Nursing & Midwifery
at King's College London
James Clerk Maxwell Building
Waterloo Campus
57 Waterloo Road
London SE1 8WA

Telephone 020 7848 4698
email nightingale@kcl.ac.uk
www.kcl.ac.uk/nursing