

**FLORENCE NIGHTINGALE FACULTY OF NURSING,
MIDWIFERY & PALLIATIVE CARE**

KING'S
College
LONDON



Post-Qualification Programmes Handbook

2020-21

Welcome to King's College London from the Faculty Vice Dean

Dear Student,

You're now part of the Florence Nightingale Faculty of Nursing, Midwifery & Palliative Care at King's and I am delighted to welcome you into our student and staff community. The sense of community we have here is very strong – you'll connect with other professionals on a mission to improve care for patients in the UK and around the world through research enhanced teaching and learning.

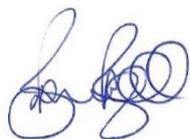
We've put this handbook together to help you make the most of your time here. I'd recommend taking a look through it and familiarising yourself with the four main sections on your life and studies at King's.

Whenever you have a question, this handbook should be the first place you look for answers. We've included everything you need to know about student life, assessments, library services, and more. You'll also find key contacts that you might need if things don't go to plan or you need to ask for extra support.

We are committed to continuously evolving our work to ensure a high-quality learning experience for all our students. Your feedback is pivotal in achieving this commitment and I encourage you to take advantage of the different opportunities offered to tell us about your experiences throughout your time studying with us. To protect your health and safety during the COVID-19 pandemic, most of your term 1 teaching will take place remotely whilst any on-site sessions will follow the government guidance on social distancing and personal protective equipment. You can find more information about the university's response to the pandemic here:

<https://www.kcl.ac.uk/coronavirus>. Your curriculum and study plans will be different but our commitment to you is to maintain high standards in teaching and student support so that you are able to shine both as students and clinicians. I really hope you enjoy your time here and I look forward to seeing you online or on campus!

With best wishes,



Louise Barriball RN, BA, PhD, FHEA

Professor of Nursing Education & Vice Dean (Education)



Contents

To help you find what you're looking for, we've split this handbook into four sections:

1. **Life at King's** – who we are, where you'll find us and what we expect of you.
2. **Your course** – find details specific to your course including key information, module lists and more.
3. **Your assessments** – questions about assignments or exams? We explain everything you need to know.
4. **Support at King's** – how to make the most of our IT services, where to go for financial advice, who to talk to about academic support, and more.

You'll find a more detailed index on pages 35-38.

1. Life at King's

Welcome! You're now part of a close-knit community of nurses, midwives and palliative care and other health professionals. We'll help you reach your potential and become an expert in your area.

This handbook is for students studying:

- Advanced Clinical Practice MSc/PGDip/PGCert
- Advanced Critical Care Practice PGDip
- Clinical Nursing MSc
- Clinical Research MRes/PGCert
- Older Persons Fellowship PGCert
- Specialist Community Public Health Nursing (Health Visiting/School Nursing) MSc/PGDip
- Maternal & Newborn Healthcare MSc/PGDip/PGCert
- Palliative Care MSc/PGDip/PGCert
- MSc by conversion course (Nursing/Midwifery)
- Clinical Practice BSc
- Nursing Studies BSc
- Specialist Community Public Health Nursing (Health Visiting/School Nursing) BSc

This section covers:

- Finding the information you need
- Important things to know
- Who's who
- What's expected of you
- Your communication online
- What to do in an emergency
- Voicing your opinion
- Joining a professional organisation
- Working with the media

Finding the information you need

In this handbook, you'll find everything you need to know about life at King's College London. It's the first place you should look if you have any questions – whether it's where to hand in your assessment, term dates or contact details for key staff.

You should use this handbook alongside our [University Handbook](#) and refer to our A-Z of regulations on the [Governance Zone](#). We also post specific regulations governing your programme on our [Quality Assurance](#) pages.

You can find module handbooks online on King's E-learning and Teaching Service (KEATS). It is important you keep these in case you need accreditation of your learning after you have left King's.

Information and support on COVID-19

As the University continues to respond to governmental and sector specialist advice on the global pandemic, please refer to our website for further information: <https://www.kcl.ac.uk/coronavirus-relating-to-COVID-19>.

Important things to know

Key dates

We add our term times to our [Faculty Calendar](#). Sometimes we need to change dates, but if this happens, we'll let you know using the student bulletin. You might also find it helpful to refer to the [University Academic Calendar](#).

Where to find us

The Faculty is based at the Waterloo Campus, opposite Waterloo train station. It's in the heart of London on the Southbank next to the River Thames.

We also teach in other venues, including:

- The Strand Campus
- King's Denmark Hill Campus:
Weston Education Centre
- St Thomas's Campus
- Guy's Campus (including the
Simulation and Interactive Learning –
SaIL Centre)

You can find maps and addresses for each of these locations on the on [our campuses webpages](#).

Access to all of our buildings this year is subject to Government safe distancing guidelines. All buildings may be subject to additional security measures and protocols to ensure your safety.

Our courses this year will include both on-campus teaching and learning, supported by blended learning using KEATS and other technologies. More information about teaching arrangements is provided below.

What to do if you have a question

If you have a general question, you can talk to the team in the Nightingale Student Hub. We'll try to get back to you in three working days, although if it's a busy time or your question is more complex, it might take a little longer.

If your question is related to the academic content of your course, we recommend talking to your programme lead first.

Note – if we need to contact you, we'll send either an email or a letter. When we email you, we'll use your King's email address, and we expect you to do the same when emailing us. This means we know that it's you that we're communicating with.

Nightingale Student Hub
Room 3.15
James Clerk Maxwell Building
57 Waterloo Road
London
SE1 8WA

Telephone: 0207 848 3714
Email: nightingale@kcl.ac.uk
Opening times: Monday, Tuesday,
Thursday, Friday: 9am – 5pm (access for
people with disabilities)
Closes at 1pm on Wednesday

Who to talk to if you need support

If you need help with matters such as housing, money or health, Student Services can provide support. You can contact the team via email or phone, or explore their pages on our website to find advice on common issues.

[Student Services](#)

Telephone: 0207 848 1234

[Contact Student Services Online](#)

Opening times: Monday to Friday 9am – 5pm

What if something isn't going well

Things don't always go smoothly. If there's a problem, let us know so that we can help you as quickly as possible. Most problems can be solved by talking to your personal tutor or programme lead.

If you decide to take the matter further, you can write to the Executive Dean of the Faculty at EA_IanNorman@kcl.ac.uk. Remember, if you decide to make a stage two formal complaint, you need to do so within three months of the incident.

[Read our formal complaints procedure.](#)

We encourage you to ask for advice before and during the procedure from:

- your Personal Tutor
- a Student Advisor
- the Disability Advisory Service
- the Diversity & Inclusion Team
- the Students' Union Advice Service

- the Student Conduct and Appeals Office
- a programme or student representative
- a nominated person in the relevant service area, e.g. in Students and Education, Estates and Facilities, Library Services and Information Technology Services
- Residences Services Manager

Updating your student records

Student Records is our online service that helps you manage your personal information and quickly complete admin tasks.

It's important you keep your contact details updated as we'll text you if there is an emergency or we need to contact you at short notice. For example, if there's heavy snow affecting travel, or we need to cancel large (main hall) lectures.

For any details that you can't change via Student Records, such as a change of name, email nightingale@kcl.ac.uk.

View the [Student Records system](#).

News and events

We have a varied calendar of events to give healthcare professionals, government representatives, policy makers, educators and students the chance to talk about healthcare challenges and trends in education and policy: [search events](#).

Diversity and inclusion

Equality, diversity and inclusion are central values to our Faculty, we recognise and value the diversity of our students and staff and our vision is clear:

We are embedding equality, diversity and inclusion into everything we do. We champion positive action. We drive change. We celebrate individuality.

We are committed to ensuring an inclusive learning environment for all (reflected in our [Inclusive Education and Accessibility Statement](#)), to discussing and identifying issues or barriers, to co-creating solutions and monitoring improvements for all students and staff. We recognise that there is always more we can do and if you wish to discuss particular issues you can do this with your personal tutor or feedback through your student representatives for your programme or EDI representative. See our [EDI webpages](#) for more information.

Digital education and technologically enhanced learning

No matter where you are or what time it is, you'll have access to teaching resources including timetables, interactive assessments and digital discussion spaces. The technology you'll use most frequently will be the [King's Virtual Learning & Teaching Environment \(KEATS\)](#). Other learning technologies that will play a central role in your time here include:

- Echo 360 – we use this to make a recording of your lectures via Lecture Capture
- Turnitin – you'll use this to check your coursework submissions for plagiarism
- EvaSys – our module evaluation software

- Talis – we use this for your online reading list
- LinkedIn Learning – where you can access supplementary training resources
- And others, e.g. simulation, video streaming server, Office 365, Microsoft Teams, etc.

[Learn more about the tools we have available.](#)

You'll also have access to [digital learning studios](#) located at Waterloo and Guy's for video conferencing and for developing and co-designing digital teaching and learning resources.

About the Informatics & Technology Enhanced Learning Hub

The Informatics and Technology Enhanced Learning Hub (iTEL Hub) is a team of learning designers and technologists who can provide technical assistance, expert advice and training for learning technologies. They are based at Guy's Campus in the Tower Wing, and at Waterloo Campus, James Clerk Maxwell Building.

Telephone: 020 7188 8707

Email: itel@kcl.ac.uk

The iTEL Hub website is currently under construction and will be published in due course.

Who's who

The Nightingale Student Hub is here to support you throughout your time at King's, whether you have questions about your studies, placement, or assessments.

Your personal tutor

When you start the course, you'll be assigned a Personal Tutor. It's their responsibility to review your progress. They'll also be your first point of contact and offer support whenever you need it. We expect you to meet with them within your first couple of weeks at King's, then at least once a term.

While you're at King's, there is a chance your personal tutor might change due to staff sickness or staff turnover. If this happens, it's up to the Faculty Senior Tutor to assign you to another member of the team.

[Find out more.](#)

The rest of the team

You will also be supported by:

- **Senior Tutor** – The Faculty's Senior Tutor is Lynne Wainwright (Lynne.m.Wainwright@kcl.ac.uk).
- **Programme Leads** – Programme Leads have oversight of the entire programme. They also monitor and report the progress of students on their programme.
- **Module Leads** – Module Leads provide academic support. You may be studying more than one module at a time so make sure you contact the relevant person if you have a question about a specific module.
- **Head of Postgraduate Taught Studies** – The Faculty's Head of Postgraduate Taught Studies is Dr Jaqualyn Moore (jaqualyn.moore@kcl.ac.uk).

What's expected of you

To help you make the most of your time at King's, we expect you to behave appropriately, respect others within our community and act professionally.

While at University

- Act with respect towards other students and staff. We will not tolerate rudeness, intimidation or harassment in any form.
- Listen to, and act on instructions given by officers or staff of the University and the Students' Union.
- Reply to emails from the University within three working days from your King's account.
- Make sure you use the specific signature format shown in the email section.
- Give constructive feedback to others.

During lectures

- Arrive on time.
- Talk to your lecturer before if you need to leave early.
- Switch mobile phones and other devices to silent – do not use these in the session unless you're using them to look at learning resources.
- Listen – do not talk or disrupt the session.

Etiquette in the online environment

Just as we would expect in a face-to-face teaching session it is important that you are engaged with and act appropriately in live online sessions. The expectations are:

- That you will be on time for the session.
- That you will be dressed appropriately.
- That you will use the hands up and chat functions of MS Teams appropriately.
- That you will be courteous to all participants.
- That in one to one or small group activities you will have your video on, unless you have a prior agreement that you do not need to do this. Using the video function enhances interactivity and helps us to develop our sense of community.
- All live sessions will be recorded and uploaded for you following the event, so that you can use them to recap and reinforce your learning.
- If you have a technical or connection problem, don't worry! It happens to all of us so just let the lecturer know, either in the chat or by email.

If staff are concerned about your behaviour, they have the right to ask you to leave a lecture and pass your name on to your programme lead.

[Read the university code of conduct.](#)

Absence and lateness

Absence from taught sessions that has not been agreed, and is not sick leave, is viewed as unprofessional. You should always be punctual and arrange personal appointments during your days off.

If you can't attend a session, let your module leader know so you can agree how you will catch up. If your employer is supporting your studies, you will also need to tell them.

Absence might prevent you from completing a module, submitting assignments or sitting an exam. Remember, 100% attendance is compulsory for sessions on prescribing and safeguarding children.

Disciplinary process

The Faculty has a disciplinary process for situations where we feel a student is not engaging with their studies or is behaving inappropriately.

You may receive a warning from the Executive Dean of Faculty. This may place your position on the programme in jeopardy.

Student regulations

The King's College London Academic Regulations apply to all students, but there are also specific regulations that govern your programme.

[Read regulations for your programme.](#)

Your communication online

The way you act online can jeopardise your ability to join and stay on the register. A growing number of cases involving social media are referred to the fitness to practise panels, so we recommend familiarising yourself with the guidance on the website for your regulatory body (e.g. NMC or HCPC).

Using social media

Do

- ✓ Remember everything you post online is public. Even with the strictest privacy settings, once something is online, it can be shared, and it's easy to lose control of it.
- ✓ Protect your own privacy. Think through what kinds of information you want to share and adjust your privacy settings.
- ✓ Take action if you find yourself the target of abuse. You can remove someone from your friend list and block them. Most sites also let you report abusive activity too.
- ✓ Read the NMC code and our guidance for students. Royal Colleges and other bodies have also produced helpful information on this subject.

Do not

- ✗ Invite university staff, clients or families to become your friends (even if patients are no longer in your care). You can ignore friend requests on most social media without the person knowing.
- ✗ Post about your work, staff or clients. Never discuss work-related issues, including conversations about patients or complaints about colleagues.
- ✗ Post pictures of patients or service users.
- ✗ Use social media for whistleblowing. The guidance from your regulatory body sets out how to report any concerns which put the safety of people in your care or the public at risk.

What to do in an emergency

Health and safety

The College Council has responsibility for the health and safety of employees, students, visitors and others who may be affected by the university's activities. We have a university policy covering our responsibilities and arrangements.

On a King's campus, the first thing to do after arriving in a new area is to check the location of:

- Emergency evacuation routes
- Fire safety points

- First aid provisions
- Eye washes
- Emergency showers

Evacuation

If there's an emergency or dangerous situation, you'll hear an evacuation signal. We test alarms at set times each week in every building, so make sure you know the difference between a test and a real alarm.

To make sure you know what to do in an emergency:

- Locate the nearest fire safety points (red and green)
- Learn how to use the break glasses to raise the alarm
- Find out where to assemble after you exit a building

[Find out about the role of evacuation marshals, practice evacuations and emergency exits.](#)

Finding a first aider

Trained first aiders cover all areas of the Faculty – their contact details are displayed inside first aid kits, or on the wall nearby. In the James Clerk Maxwell Building, ask reception or security for details of first aiders using our emergency number 0207 848 3500.

[Read our first aid information.](#)

Safety signs around campus

You need to be aware of the categories of safety signs you'll see:

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

Reporting accidents

You should report accidents, incidents and near misses using the form from our [Accident & Incident Reporting](#). You should also report unsafe conditions and activities to your supervisor or the Nightingale Student Hub.

You must complete the online KCL accident and incident reporting form as well as reporting the incident to your placement area. Please discuss any reports with your personal tutor.

Voicing your opinion

We value your feedback on all aspects of the student experience. There are a number of ways in which you can get involved and make sure the student voice is heard:

King's College London Student Union (KCLSU)

When you enrol, you automatically become a member of the King's College London Student Union (KCLSU). KCLSU provides a range of services for students and offers advice on all aspects of your experience at King's.

Course representatives

Course representatives are an important channel of communication between you and our staff. They make sure the views of students are heard at Faculty via the Postgraduate and Workforce Development Programmes Committee.

Student Experience Team

The Student Experience Team makes sure students' voices are heard via the Postgraduate and Workforce Development Programmes Committee. The team works on projects with KCLSU and course representatives to improve your experience as a student at King's and within the Faculty.

If you want to get in touch, email nightingaleexperience@kcl.ac.uk.

Nurses & Midwives Enthusiastic about Research

Nurses & Midwives Enthusiastic about Research (NaMER) is a student-led group that meet to discuss the latest nursing and midwifery research. The group invites leading researchers to talk about their projects, their career and the future of research.

If you want to get involved, hear about upcoming speakers, or join Journal Club meetings, send an email to namer@kcl.ac.uk.

Course quality

To help us provide a high-quality learning experience, we:

- Use peer representation system that links to our committee structure.
- Listen to feedback and use it to make changes.
- Ask final year students to take part in the Postgraduate Taught Experience Survey (PTES).
- Keep copies of your written assignments for audit purposes when University or outside agencies review the work of the Faculty.

[Find out more.](#)

Working with the media

Healthcare is often a hot topic for the media. Journalists are interested in interviewing anyone who can comment on the issue they're focusing on – from NHS staff to academics and students.

If you're approached:

1. Remember that you don't have to say 'yes'. It is your choice whether you want to take part or not.
2. Represent the Faculty positively – if you're filmed or photographed in uniform, remember you are representing the Faculty and King's so, photos should be taken in a positive and professional way.
3. Let the Faculty Communications team know by emailing nightingalecomms@kcl.ac.uk. They'll make a note of your appearance and share the details with others in the Faculty and on social media.

If you have any questions about being interviewed by journalists or appearing in any programmes, email the Faculty communications team at nightingalecomms@kcl.ac.uk or call 0207 848 3062.

2. Your course

This section covers:

- Key course information
- Your course
- Teaching and learning
- Module lists

Key course information

Different ways to learn

At King's, we make it possible to learn around your current lifestyle and career. You can enrol for a course (i.e. PGCert/PGDip/MSc/MRes), take individual modules, or register on an 'attendance only' basis.

- Full-time students – you'll complete 120-180 credits per year. The final year of an MSc or MRes involves an extended project as part of the dissertation module (you will need 120 credits to progress to the dissertation).
- Part-time – part-time study involves spreading the required modules for your programme over a longer period of time – normally two or three years instead of one. This varies by programme but is normally 60 or 90 credits per year.
- Free-standing modules (15, 30, 45 or 60 credits) – you'll gain credits but they do not lead to an award. If you take several modules on a free-standing basis, we might refer you to a programme leader to help you work towards achieving a recognised qualification.
- Attendance only – if you don't want to gain academic credit, you can register on a freestanding module on an 'attendance only' basis. If you're being sponsored by your employer, you'll need to show us written agreement from your manager before you enrol.

[See all postgraduate programme structures.](#)

Your modules

The course you are studying comprises short courses which contribute towards the overall credits and learning outcomes for the course.

All modules have a specific credit value and must be passed to be eligible for an award. Modules normally have a status which is either core or optional:

Core: a module which must be taken.

Optional: a module which can be selected from a range of options.

Core and optional modules, and other regulations that are specific to your course are set out in the programme (course) specification.

[Find your programme specification.](#)

Free-standing modules

Sometimes a module is also offered on a free-standing basis and does not form part of a specific course. To register for free-standing modules, you need to complete an application form or email nightingale@kcl.ac.uk. We'll confirm your place and let you know when the module starts. You may be required to pay an additional fee.

Remember to download your module handbook from the KEATS module site – this should be available about four weeks before teaching starts.

[Find free-standing module information.](#)

Changing modules

You can't change modules without permission from your programme or pathway lead. If you don't do this correctly, you'll be charged a fee to pay for any additional modules you join after the enrolment period.

Recognition of prior learning (RPL)

RPL allows applicants enrolled on masters or diploma programmes to claim credit for previous learning from elsewhere, either at another institution or in practice. The previous learning must be relevant to the course applicants are applying for and if their application is successful, the credit will count towards their chosen programme of study.

Application for RPL is via a portfolio of evidence submitted to demonstrate the learning you achieved is relevant to your course. This could be credit you obtained from a university, or a period of learning outside of formal education or training, e.g. during employment or participating in a project. Applicants must be enrolled on a programme when applying for RPL.

There are rules and regulations which allow us to manage this process. If you would like to make an RPL application, please contact NursingRPL@kcl.ac.uk or visit the Recognition of Prior Learning (RPL) site.

The time you have to complete your study depends on the programme:

BSc programme – maximum of five years

BSc (Hons) Nursing Studies (full time) – maximum of four years

BSc (Hons) Specialist Community Public Health Nursing – maximum of four years

MSc – maximum six years part time

PGDip – four years

PGCert – two years

If you study our Masters in Clinical Research or a programme leading to registration, regulations on interruption and duration vary because of funding and professional requirements.

Pausing or ending your studies

This is a serious decision. If personal circumstances mean you decide to put your studies on hold or want to leave the course, you need to make an appointment with your programme lead.

Once you've discussed your options, and if you decide to take a break from your studies, you need to complete the form on your [Student Records](#) page.

[Read the Faculty Interruption Policy.](#)

Fees

You'll need to pay an annual fee unless:

- You are sponsored by an employer.
- You have a studentship.

You can take extra modules, but you'll have to pay for these on top of the yearly fee.

[Find out more.](#)

Employer sponsored study (information provided to your trust and manager)

If you're sponsored by your employer, we'll provide feedback on your attendance and performance. Remember, your employer might consider absence or withdrawals a disciplinary offence.

If we prove an allegation of cheating, irregularities or plagiarism, the Chair of the Assessment Board may need to inform the lead for education at your organisation. In some serious cases, trusts may take the matter to the Nursing and Midwifery Council (NMC). More information can be found in the [Academic Honesty & Integrity Policy](#).

Academic study skills

Study skills modules are available on your KEATS space and have been developed by the Library (KLaSS) and King's Academy (KASL). You should take advantage of these resources, especially if you haven't been a student for a while. Additional information can be found on [Supporting You & Your Studies](#) pages. To get started, log in to KEATS using your King's username and password.

Your course

Clinical practice BSc (Hons) and Nursing studies BSc (Hons)

We offer two Level 6 pathways:

1. Clinical practice BSc (Hons) – part time over a maximum of five years
2. Nursing studies BSc (Hons) – full time

MSc Advanced Practice, MSc Advanced Clinical Practice, PGDip Advanced Critical Care Practice, MSc Maternal and Newborn Health, MSc Specialist Community Public Health Nursing and MSc Palliative Care

Awards available:

- Master of Science (MSc): 180 credits
- Postgraduate Diploma (PGDip): 120 credits
- Postgraduate Certificate (PG Cert): 60 credits

MSc Clinical Nursing

Awards available:

- Master of Science (MSc): 180 credits
- Postgraduate Diploma (PGDip): 120 credits
- Postgraduate Certificate (PG Cert): 60 credits

Duration:

- Full time – one year (non-UK students only)

The programme includes:

- 45 credits for core modules
- 60 credit dissertation
- 30 credits for optional modules (taken from the level 6 or 7 module options – you'll need to discuss your choices with the programme leader)
- Observational placement in one of our partner hospitals

MRes Clinical Research

Awards available:

- Master of Clinical Research (MRes): 180 credits
- Postgraduate Certificate in Health Studies (PG Cert): 60 credits

Duration:

- Full time – one year
- Part time – two years (90 credits per year)

Teaching and learning

Academic credit

All academic modules carry credit awarded by King's College London, so you're given full recognition by the university for modules you successfully complete. They are also granted an equivalency as part of the European Credit Transfer and Accumulation Systems (ECTS).

The module's credit rating (i.e. 15, 30, 45 or 60 credits) depends on the aims, outcomes and the assignments, as well as its academic level.

Core and optional modules

We'll automatically enrol you onto the core modules for your programme at the start of each academic year. Some programmes have optional modules – your programme lead will discuss these with you.

We post module information on King's E-learning and Teaching Service ([KEATS](#)). This is where you'll find learning materials and discussion boards, as well as timetable changes, important documents and dates for assessments.

Timetables

You can view your timetable online and via our [app](#). We'll email you when this is ready to view for the new academic year. We sometimes need to schedule exams and training during reading weeks, so you should make sure you're free.

Please note - your timetable may be subject to change, but we're committed to keeping changes to your timetable to a minimum. Where changes are made, your timetable will be updated by the Nightingale Student Hub. It's important that you check your timetable regularly to ensure you have the most up-to-date information. Where changes occur within 3 days of the teaching, the Nightingale Student Hub will notify you via email and SMS text.

Remember – teaching may take place across campuses so check the venue for each session before starting your journey.

On KEATS, you'll find the following useful information:

- Digital professionalism e-learning

Teaching arrangements

The learning that you undertake on the programme will be facilitated by a flexible learning approach. This will include:

- Online lectures that may be live or pre-recorded.
- Narrated PowerPoint Presentations.
- Student-led activities that may include: interactive workbooks, guided reading, analysis of policies or published academic papers and e-learning activities. You will be provided with instructions about how you should use and interact with any teaching resources uploaded to KEATS. All activities will be identified as either 'core' or 'extended'. Core activities are essential for you to meet the learning aims and outcomes of the module. Extended activities are additional and will enhance your learning.
- Online question and answer sessions with academic staff: these will be used for some sessions to enhance your learning and allow you to address any queries you may have related to activities you have undertaken or recorded sessions.
- Small online group work: for some sessions you may be asked to meet online with a small group of peers and undertake some learning activities. These sessions will be clearly indicated on the timetable by the module leader.
- Small group face-to-face socially distanced learning activities on campus.
- Online module leader office hours: these will happen during the module as an opportunity for you to have any queries answered by the module leader and to clarify any learning.
- Blended learning has some distinct advantages for you as a student. It can allow you to pace your learning to meet your individual circumstances and offers flexibility that is not possible when all teaching is undertaken in a face-to-face environment. In order to gain the most from your blended learning it is important that you engage with all activities and attend live timetabled sessions.

If you are not able to attend a live session please inform the lecturer/module leader, preferably in advance. Student engagement with the module will be monitored. Students whose engagement is limited will be contacted by the module lead to explore the issues that may be affecting them.

Module lists

[Information about modules can be found on our website.](#)

3. Assessments

For each module on your course, you'll have to complete an assessment. This might be an exam, essay, recorded interview, project, oral presentation, portfolio, OSCE, or clinical assessment.

This section covers:

- Types of assessment
- Completing coursework
- Submitting your work
- Taking exams
- Results from exams and assessments
- When things don't go to plan

Types of assessment

We make sure the way we assess students is fair. Our assessment regulations meet the requirements of King's College London, the Nursing & Midwifery Council and the Quality Assurance Agency.

The way you're assessed will depend on the module. Depending on the curriculum of your course, you may complete:

- Exams
- Essays
- Recorded interviews
- Projects
- Objective Structured Clinical Examinations (OSCEs)
- Portfolios and clinical competency documents
- Presentations

Online assessment arrangements

Your programme may have some module assessments that are online. If you have any circumstances that mean undertaking an online assessment will be challenging for you, please inform the module leader at the start of the module.

The expectation is that the work you complete and submit is your own as per the [Academic Regulations and the Academic Honesty and Integrity](#) policy.

In line with King's Conduct of Examination, all matters relating to the examination must be treated as confidential by students and teaching staff. This includes discussing assessments during the submission period.

Any sources that you use need to be acknowledged using the correct referencing format if required for the assessment and following the Faculty citation guidance.

Summative and formative assessments

As part of your course, you will complete summative and formative assessments.

Summative assessments count towards your final grade, but formative assessments give you a chance to practice so, are not graded. We will give you feedback on formative assessments to help you improve and develop your work.

Completing coursework

Marking criteria

Your work is marked using the university and Faculty marking criteria – it's divided into different topics such as knowledge and understanding. It's useful to look at the higher criteria and then plan your work so that you try to meet those criteria (you can find the criteria on KEATS).

The marking team, led by the module leads, will mark your work using the Faculty Marking Framework.

Most assessments are marked by a single marker. A second marker, who can see their grades and comments, moderates a sample of assessments to check the quality of marking.

Dissertations are marked by at least two internal examiners. Both examiners record their marks and a final mark is agreed.

Across all levels, any work given a fail by the first marker is marked by a second marker. A sample of all work is reviewed by an appointed external examiner.

[Find out more.](#)

Assignment record

You should keep note of assignments you complete, including ones studied elsewhere that you've been given credit for.

Submitting your work

Different assessments are submitted in different ways. You can find out how to submit work on the [KEATS](#) module e-learning site, and in your module handbook.

Word counts

Your work must be within the specified word limit – any excess will be marked down and words in excess of the limit will not be marked. Appendices, reference lists, tables and figures aren't included in the word count, but references within the main text are counted.

Avoiding plagiarism

Plagiarism means using another person's work without correct acknowledgement. This is viewed as cheating. If you are found to have plagiarised someone else's work, this will be investigated under the university's [Misconduct Regulations \(G27\)](#).

Everything you submit must be your original work. Paying for an essay to be written on your behalf is known as 'contract cheating' and is not allowed.

You can only submit an assignment once. It's fine to expand or explore a different aspect of a topic you've covered for another assessment, but you need to submit new work to achieve academic credit.

Remember – material used on more than one occasion will be considered an examination offence.

Plagiarism can be avoided by paraphrasing thoroughly and using referencing correctly. Before you submit your work, you'll have the chance to check for unintentional plagiarism via [KEATS](#).

Additional information on [Honesty and Integrity policy is available here](#).

It is recommended that you access and work through the [library resources on plagiarism](#) and referencing so that you understand what it is and how to avoid it. We've also written some useful [referencing guidance specific to the Faculty](#).

Support from lecturers

Your lecturers can comment on a plan of your work or correct up to 250 words of a draft for each piece of work (unless we offer extra support as part of your King's Inclusion Plan). The only exception is your dissertation where your work is reviewed by your supervisor.

Remember – make sure you approach lecturers in good time, so they have enough time to give you feedback.

Coursework checklist

When submitting coursework, you should:

- ✓ Write your assignment in Microsoft Word.
- ✓ Use the standard front sheet with your candidate number and initials. This confirms you understand our policy on plagiarism.
- ✓ Apply double or 1.5 line spacing.
- ✓ Add a margin of 2.5cm on the left-hand side of the page.
- ✓ Number the pages with your candidate number (not your name).
- ✓ Include a full and correct reference list (you're expected to use the author-date approach).
- ✓ Keep a copy (you might need it for your portfolio, to show for accreditation, or to transfer credit).
- ✓ After you submitted to check if the file was uploaded correctly.

For KEATS submissions

- ✓ Include your candidate number.
- ✓ Use an accepted file format (Microsoft Word (.doc), RTF, PDF or TXT - further information is available on KEATS).
- ✓ File should be a maximum of 20MB in size.
- ✓ Check that you have completed plagiarism module available from the KLaSS - King's Learning and Skills Services pages.
- ✓ Check that the uploaded submission opens correctly and you can read the work.
- ✓ Check that it has a similarity score.

Your final dissertations/practice development projects need to be presented in a specific way. You'll be given more information before you start your dissertation or project.

More information on submission of the coursework also [available here](#).

Taking exams

We'll let you know arrangements for central exams by email around four weeks before. You'll find your personal exam timetable on the student portal. [MyHandbook](#) outlines important information and processes if you need personalised exam provisions.

If your exam is scheduled by the department, you'll receive a notification from your module lead via KEATS.

Remember – take your student ID card and candidate number to all your exams.

Can't make it to an exam?

You must take an exam at the first opportunity. If you're unable to sit an exam due to extenuating circumstances, you need to submit a mitigating circumstances form and provide evidence to prove your circumstances.

Important – if you haven't paid accommodation or library fees, you will not be allowed into exams.

[Read more about mitigating circumstances.](#)

Results from assessments and exams

A summary of your results is available on the student records area of the intranet.

How we share results depends on how you submitted the work and the type of assessment:

- Hard copies – collect from the Nightingale Student Hub four to six weeks after the deadline (remember to bring your candidate number and your student ID).
- Electronic submission – download marked coursework from KEATS four to six weeks after the deadline.
- Exam results – view results on the module e-learning site four to six weeks later (you'll be able to view your exam paper and feedback for up to 42 days where permitted). Please note this does not include MCQs (Multiple Choice Question Exams).

If you haven't collected a hard copy of an assignment after four weeks, we'll dispose of it.

Module leads and staff in the Nightingale Student Hub can't release results over the telephone, so please don't ask them to.

Faculty Assessments Board

All results are ratified by Faculty Assessment Boards. The Assessment Sub-Boards determine the final recommendations on results of individual modules and normally make recommendations to the Faculty Assessment Board for progression and the classification of degrees. The Assessment Sub-Boards may ratify results and awards under Emergency Regulations.

[Read more.](#)

Feedback

The marker identifies areas of your work which are good, but also where you could improve. They base this on the marking criteria and assignment guidelines.

If you don't understand the feedback, you can contact the marker. There might be different arrangements in place if there are large numbers of students on the module.

Not sure what your results mean?

You can find details of the calculation and classification of awards on our [assessment policies and processes pages](#). Or, email nightingaleassessments@kcl.ac.uk if you have any other questions.

Confidentiality

You need to follow our principles of confidentiality for assessments.

[Read the Faculty policy.](#)

When things don't go to plan

Handing in work late?

Late submissions are accepted for 24 hours after the deadline. Although work will be marked as normal, it will be capped at the pass mark.

- If your assignment is hard copy – make sure you date stamp it and submit it in room G15, JCMB.
- If your assignment is submitted electronically – find out how to submit late on KEATS under assessment information.

Missed a deadline?

You must make every effort to meet the deadline for the submission. But we understand sometimes things happen that are out of your control, and you might need to apply for an extension by submitting a [mitigating circumstances](#) form within seven days of the deadline.

If you need to defer or withdraw from an examination or assessment, you have to fill out the mitigating circumstances form within seven days of the deadline.

Failed assessment or exam?

To pass, you must achieve a minimum of:

- 40% or more at levels 4, 5 and 6
- 50% or more at level 7

If you fail an assessment and have to resubmit, talk to your personal tutor or module lead. Your second attempt will be capped at the pass grade.

Two attempts are permitted for each assessment.

Graduation ceremony

If you are on a BSc, MSc, PGDip or PG Cert, your graduation is a formal ceremony where many senior officers of the University join us to celebrate your success. This is normally held in January or July after you complete your programme.

Dame Vivienne Westwood designed our black gowns with a different colour hood for each Faculty. Our colour is lilac.

4. Support at King's

At King's, we want to develop nurses and midwives who are curious and up for a challenge. Alongside your course, we offer a range of support to help you get the most out of your time here.

This section covers:

- Your King's ID and email
- Library & IT service
- Student computing
- Academic support
- Financial support
- Careers and employability
- Support for new parents

Your King's ID and email

When you enrol, we'll give you:

- A King's College student identification number – this is a seven-digit number on your student ID card.
- Candidate number – this is a letter followed by five numbers, e.g. A99999. This is only used for assessments and examinations. We change it every year.

Your candidate number will be available from your Student Records account around two weeks before your first submission. If you don't receive it, contact the Nightingale Assessments Team (nightingaleassessments@kcl.ac.uk).

Student ID card

While on any King's campus, you need to display your King's ID card and show it when asked. It acts as your ID, library and security card – you will need it to enter University buildings, the Information Services Centre and student computing rooms.

If you use someone else's ID or loan your ID, you might face disciplinary action. If you've lost your card, you can replace it for £10 via our [e-store](#). Or, if you can prove it was stolen, we'll replace it for free at the Nightingale Student Hub.

Remember – Bring your ID card to exams. Without it you won't be able to sit the exam.

Email

Once you're enrolled, we'll give you an email address. We only communicate with you via your King's email, so you'll need to check your inbox every couple of days.

If you're unable to access your account, go to the help desk in the Franklin-Wilkins Library or email our IT Service Desk at 8888@kcl.ac.uk.

Library and IT Services

Our Library Services provide access to:

- On and off campus electronic resources
- Inter-library and inter-site loans
- Silent, quiet or discussion zones
- Membership of Senate House Library and access to other university libraries
- Group study rooms with plasma screens
- Laptop loans service
- Training on the use of information tools and software
- Help with referencing your work correctly and avoiding plagiarism
- A0 poster printing

The enquiry desk staff are available to offer guidance on all services, including help using the student computing facilities.

[Explore our library services.](#)

Services and systems status updates

IT Services provide updates on planned works to our email service, the Global Desktop, and online library services. Keep up to date via the intranet, King's Remote App and on Twitter (@kingsITsystems and @KingsLibraries).

Need support with IT?

- Call the IT Service Desk on 020 7848 8888 (open 24 hours a day, seven days a week) or email 8888@kcl.ac.uk
- Ask library staff for help when the IT Service desk is closed
- Use our real-time '[Ask Me Online](#)' service

Library Information Specialist

The Nursing and Midwifery Information Specialist is a qualified information professional with subject-specific expertise. They provide:

- Literacy skills and bibliographic management software training.
- Advice on referencing, citation standard, search strategy formulation, study skills and research methodology.
- Outreach and liaison work (i.e. they manage and coordinate Library Services related inquiries on behalf of staff and students and liaise with staff and student committees).

To get in touch with the Nursing and Midwifery Library Information Specialist, email: libraryservices@kcl.ac.uk.

Student Computing

The [intranet](#) is our portal for students and staff. Log in using your King's username and password to access and manage a range of personal information relevant to your studies.

We have 1,300 [student computers](#) across five campuses, 12 media stations and scanners in the libraries, and 26 Canon printers in the student computing rooms, as well as our online services.

Workstations

Within a student computing room, there are two types of workstation:

- Campus Desktop – you can access all the specialist subject applications and software and your own personal file store.
- Global Desktop – log in directly to your personalised Global Desktop. Just remember not all specialist applications are available on the Global Desktop. A list of applications that are only available in student computing rooms is available on the intranet.

When you save work in My Documents folder, it will sync so you can access it again when you log in via the internet or a Global Desktop workstation.

King's Direct Access

[King's DirectAccess](#) allows you to access Windows applications and your files anywhere. Further information can be found on the IT pages.

WiFi

You can use our wireless network across all sites and most halls of residence. The network name is 'EDUROAM' – simply use your King's username (*e.g., k1234567@kcl.ac.uk*) and password to log on.

IT Security

Universities are increasingly becoming targeted by security threats such as phishing attacks. IT Services provides free anti-virus software and has created a booklet on how to secure work, PCs and the university network.

Printing and photocopying charges

We offer follow-me printing (send a document to any printer) and web printing (print from any computer or mobile when connected to the 'ACCESSKINGS' network).

Photocopying charges	
Black and white A4	5p
Black and white A3	10p
Colour A4	70p
Colour A3	£1.05

Printing charges	
Black and white A4	5p
Colour A4	20p
A0 poster	£20
Acetate	80p

[Find out more about printing, photocopying and scanning.](#)

The Library Services Disability Adviser

If you need extra support to make the most out of our services, the Library Services Disability Adviser can:

- Discuss any special requirements
- Advise about using libraries and IT
- Provide software packages to assist students with special needs
- Arrange individual tuition

To get started, email library-disability@kcl.ac.uk. You can also read our 'Disability guide', available from the Library Enquiry Desks or on the Intranet.

Academic support

Sessions on internet resources

We also run sessions on:

- Student computing rooms – get to grips with everything from using your email to making the most of the resources we offer online.
- Literature searching – find out how to search our library catalogue and electronic journals, as well as using electronic databases.
- Academic writing – learn to present your ideas effectively and make sure you write in a way that will help you achieve your potential.

We also offer Microsoft Office courses and give you the opportunity to complete a globally recognised Microsoft Office Specialist (MOS) certification.

Online resources

From time management to assignment writing, we want to help you tackle areas you might find challenging. We've developed online materials to share ideas - and they're regularly updated in response to feedback.

Find out more on our [study skills pages](#).

Language support

English in essays, exams, and tutorials is quite different to everyday English. You can join classes run by [Study Skills in the Library](#) and the King's Foundation for free across all campuses, at different times throughout the academic year.

There are two types of support available:

1. **Study Skills for all King's Students** – our team of PhD tutors offer support to all students in mathematics, statistics and academic writing.
2. **Academic English for International Students** – these sessions will suit you if English isn't your first language and you'd like some help in improving and developing your academic English.

Studying with a disability

When we refer to the term 'disability' we also include long-term medical or mental health conditions and specific learning difficulties (SpLDs).

Students with disabilities or long term medical conditions who may benefit from adjustments or additional support are encouraged to obtain a King's Inclusion Plan (KIP) through self-referral to the College Disability Support Team.

The [College Disability Support Team](#) offers information, advice and guidance to prospective and current disabled students. If you are experiencing difficulties due to a disability or think you may

have an undiagnosed disability which is impacting on your participation, there may be support solutions that will resolve the difficulties.

They can arrange assessments (e.g. for dyslexia) or help you apply for funding. They can also help you apply for personalised assessment arrangements (PAA) like extra time to take exams. Visit our [PAA](#) page.

Our Faculty Disability Liaison works with the university team to ensure disabled students have access to appropriate support and adjustment in order to succeed at university and in clinical practice.

Personal Emergency Evacuation Plan (PEEP)

If, due to your disability or long-term condition, you require assistance to evacuate any building in an emergency, you'll need to have a Personal Emergency Evacuation Plan (PEEP). If you haven't already discussed this with us or it's a temporary arrangement, please let your personal tutor know.

[Find out more about disability support.](#)

Financial support

The Student Funding Office and Student Services

The team can help you plan your budget and explore different funding options, including looking into emergency funding where possible.

[Find out more about financial support.](#)

King's Hardship Fund

The King's Hardship Fund is a limited fund that is open from September for students who need extra financial help. All full-time and most part-time 'home' students can apply.

For more information please contact the [Student Funding Office](#).

Council tax exemption

You can get a 'student status' letter for council tax purposes by logging into Student Records. Simply select Confirmation of Study Letter.

Extra costs and charges

You'll also have to pay for:

- Lost student ID cards and badges

- Academic transcripts

You'll need to make payments via our [e-store](#).

Careers and employability

King's nurses and midwives work in all the major trusts in London. And our Career and Employability service will help you take your next step.

The Career and Employability team can help with:

- CVs
- Job applications
- Interview skills
- Part-time work
- Career decisions

To talk our expert advisors, email careers@kcl.ac.uk, call 020 7848 7134, or visit www.kcl.ac.uk/careers.

Any Questions?

If you have any questions about your studies at King's that are not answered in this handbook, you can:

- [Search our FAQs section](#).
- Visit the Nightingale Student Hub on the third floor of JCMB or email nightingale@kcl.ac.uk.

Index

Welcome to King's College London from the Faculty Vice Dean	1
Contents.....	2
1. Life at King's	3
Finding the information you need	4
Information and support on COVID-19	4
Important things to know	4
Key dates	4
Where to find us.....	4
What to do if you have a question	5
Who to talk to if you need support	5
What if something isn't going well	5
Updating your student records	6
News and events	6
Diversity and inclusion.....	6
Digital education and technologically enhanced learning	6
Who's who	8
Your personal tutor.....	8
The rest of the team	8
What's expected of you	8
While at University	8
During lectures.....	9
Etiquette in the online environment	9
Absence and lateness.....	9
Disciplinary process.....	9
Student regulations	10
Your communication online	10
Using social media.....	10
What to do in an emergency	10
Health and safety	10
Evacuation	11
Finding a first aider	11
Safety signs around campus.....	11
Reporting accidents.....	11
Voicing your opinion.....	12
King's College London Student Union (KCLSU)	12

Course representatives.....	12
Student Experience Team.....	12
Nurses & Midwives Enthusiastic about Research.....	12
Course quality	13
Working with the media	13
2. Your course	14
Key course information	15
Different ways to learn	15
Your modules	15
Free-standing modules	15
Changing modules.....	16
Recognition of prior learning (RPL).....	16
Pausing or ending your studies	16
Fees.....	17
Employer sponsored study (information provided to your trust and manager)	17
Academic study skills	17
Your course	17
Clinical practice BSc (Hons) and Nursing studies BSc (Hons).....	17
MSc Advanced Practice, MSc Advanced Clinical Practice, PGDip Advanced Critical Care Practice, MSc Maternal and Newborn Health, MSc Specialist Community Public Health Nursing and MSc Palliative Care	17
MSc Clinical Nursing.....	18
MRes Clinical Research	18
Teaching and learning	18
Academic credit.....	18
Core and optional modules.....	18
Timetables	19
Teaching arrangements	19
Module lists	20
3. Assessments	21
Types of assessment	22
Summative and formative assessments	22
Completing coursework	22
Marking criteria	22
Assignment record.....	23
Submitting your work	23
Word counts	23

Avoiding plagiarism.....	23
Support from lecturers.....	24
Coursework checklist.....	24
Taking exams	24
Can't make it to an exam?.....	25
Results from assessments and exams	25
Faculty Assessments Board.....	25
Feedback.....	25
Not sure what your results mean?.....	26
Confidentiality.....	26
When things don't go to plan	26
Graduation ceremony	27
4. Support at King's.....	28
Your King's ID and email	29
Student ID card.....	29
Email.....	29
Library and IT Services	29
Services and systems status updates.....	30
Need support with IT?.....	30
Library Information Specialist.....	30
Student Computing.....	30
Workstations.....	30
King's Direct Access.....	31
WiFi.....	31
IT Security.....	31
Printing and photocopying charges.....	31
The Library Services Disability Adviser.....	31
Academic support	32
Sessions on internet resources.....	32
Online resources.....	32
Language support.....	32
Studying with a disability.....	32
Personal Emergency Evacuation Plan (PEEP).....	33
Financial support	33
The Student Funding Office and Student Services.....	33
King's Hardship Fund.....	33
Council tax exemption.....	33

Extra costs and charges	33
Careers and employability	34
Any Questions?	34
Index	35