Welcome to the University of Birmingham

Your offer from the University

Congratulations! We are delighted to inform you that you have been offered a place to study at the University of Birmingham. We do hope that you decide to accept our offer and choose to study at a university which offers you a student experience that is second to none in an exciting, cosmopolitan and diverse city.

This guide gives you information about the admissions process and what you must do next in order to accept your offer, as well as information about the University and the city of Birmingham. It is important that you read it carefully and keep it safe for future reference.

If you decide to join us you will be joining a community of more than 11,800 postgraduate students from 150 countries.

If you have any queries please do not hesitate to contact us. You will find contact details in your offer letter.

We look forward to meeting you and welcoming you as a student to the University of Birmingham.

Roderick Smith
Director of Admissions
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Admissions flow chart

- **Offer issued**

  - **Conditional offer**
    - Accept conditional offer (by the deadline stated in the offer letter)
    - Send documents to meet conditions of offer
  - **Unconditional offer**
    - Accept unconditional offer
    - Unconditional acceptance issued and Confirmation of Acceptance for Studies (CAS) for international students issued no more than six months before the start of your programme
    - Apply for visa entry clearance (if required)
    - Accommodation allocated and confirmed (non-UK students only)
    - Receive registration information, register online
    - Travel to the University of Birmingham and commence programme
  - Apply for accommodation (if required)
  - Return sponsor information (if appropriate) as soon as funding is confirmed

**Receive registration information, register online**
What you need to do next

Types of offer

Conditional offer
Your offer will be conditional if you still have examinations to take, if we need verification of your qualifications, or if you have to meet other non-academic entry requirements. The offer letter will state the examinations you must pass and the results you must achieve and any non-academic requirements; for example, providing a reference or payment of a deposit to reserve your place.

Please note that all conditions must be met in full before you will be able to register for the programme.

Unconditional offer
Your offer will be unconditional if you have already met the academic and non-academic requirements for entry.

Accepting your offer

In order to accept and secure your place, you must respond to your offer by the date stated in your offer letter. This deadline refers to your acceptance of the offer, not the fulfilment of conditions. To respond to the offer, click on the ‘Respond to Offer’ link within your applicant portal. If you think you will be unable to respond by this date, please contact us and we will be able to extend the time available. However, if you fail to respond by this deadline your offer may be declined on your behalf.

Meeting the conditions of your offer

Academic condition
If your offer is conditional upon obtaining a degree, the offer letter will state the level required. When your degree results are known, please send a certified photocopy confirming this. If you have already obtained your degree we may also ask for a certified photocopy of a transcript or certificate as confirmation. A photocopy without original certification stamps will not be acceptable. There are a small number of programmes that require you to submit original documents and your offer letter will state this.

English language condition
If your native language is not English your offer will be conditional upon obtaining a recognised English language qualification at a specified level, as detailed in your offer letter. Information about our preessional and academic English courses for international students can be found on our website

www.birmingham.ac.uk/students/eisu/preessional

Deposit condition
Not all programmes charge a deposit. Your offer letter will clearly state if you are required to pay a deposit. To pay your deposit please visit the following website for further instructions

www.payments.bham.ac.uk

Disclosure and Barring Service (DBS) checks
Some programmes require a DBS check (formerly Criminal Records Bureau (CRB) checks), and your offer letter will clearly state if this is a condition of your offer. See page 13 for further information.

Declaration of health
Some programmes require you to complete a health declaration. Your offer letter will clearly state if this is required and will provide additional information accordingly.

Fitness to practise
Some programmes require students to sign a code of conduct at the time of registration. Your offer letter will state if this is a requirement for your programme. See pages 14–15 for further information.

Passport information
If you are an international student (non-European Economic Area) you are required to upload a copy of your passport personal details page on your applicant portal. This should be from the passport with which you will be applying for your visa and travelling to the UK.

Other conditions
You may be asked to fulfil other conditions and if you have any queries please get in touch with the Admissions contact named in your offer letter.

Unconditional acceptance letter
An unconditional acceptance letter is issued via your applicant portal once you have accepted a conditional offer and met the conditions or when you have accepted an unconditional offer. International applicants will be sent a Confirmation of Acceptance for Studies (CAS) number and CAS statement no earlier than six months before the start of their programme (see additional booklet for international/EU applicants).

Deferring your offer

If you are unable to attend the programme for the academic year specified in your offer letter, please inform the Admissions contact named in your offer letter. If you wish to defer for more than one year, you will need to submit a new application to reapply for admission.

Admissions contacts

Please contact the Admissions contact named in your offer letter if you have any queries.
Programme information

**Study options**

The regulations covering all options can be found at: [www.as.bham.ac.uk/legislation](http://www.as.bham.ac.uk/legislation)

Research programmes
These are higher degrees by research alone, leading to the production of a thesis. All our research degrees include an appropriate level of research training and you work closely with a supervisor who provides guidance and support.

Combined research and taught programmes
These are structured study programmes, combining some taught elements and training in research skills and methodology, with the production of a final dissertation or thesis.

Taught programmes
Taught programmes are assessed by a combination of coursework, examination and a dissertation.

Distance learning programmes
These programmes are delivered by correspondence, telecommunications, internet and web-based media, or combinations of media, and may include short periods of on-campus attendance.

Split-location research programmes
These are research programmes where the majority of the research is undertaken in the student’s home country. You will be required to spend a minimum and maximum period of your registration on campus at the University of Birmingham and this will be stated in the offer letter.

**Start dates**

Most programmes start at the beginning of the academic year in late September or early October. The start date for your programme will be stated in your offer letter. Research programmes can usually start at the beginning of any month apart from July and August.

**Term dates for the academic year 2014–15 are:**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>29 September 2014</td>
<td>12 December 2014</td>
</tr>
<tr>
<td>12 January 2015</td>
<td>27 March 2015</td>
</tr>
<tr>
<td>21 April 2015</td>
<td>19 June 2015</td>
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</tbody>
</table>
Financial information

Fee status

Your fee status has been assessed based on the information you provided on your application form. This will be either home/EU or overseas. If you believe that we have not made the correct assessment, please inform the Admissions contact named on your offer letter. Further information on fee status can be found on the UK Council for International Affairs (UKCISA) website: www.ukcisa.org.uk

Tuition fees and payment options

The annual tuition fee is stated in your offer letter (or, occasionally, the cost per ten credits is quoted). If a deposit is a condition of your offer, the amount should be deducted from the tuition fee payable when you register.

Payment can be made as a single payment or in instalments by direct debit. Further information on how to pay your tuition fees can be found on the website www.payments.bham.ac.uk
For payment method queries email: studentfees@bham.ac.uk or telephone +44 (0)121 414 6074.

Sponsor information form

If your tuition fees are being paid by a company, a government department, an educational institution or an employer, please complete the form at www.birmingham.ac.uk/forms/admissions/sponsor-information-form.aspx. It is important that you complete and submit this form to us before you register for your programme in order for an invoice to be sent to your sponsor. If you do not complete and submit this form it will be assumed that you will be paying the tuition fees yourself when you register. Please note the University does not recognise bank loans, family members or friends as sponsors, and in such cases we will consider you as self-funded and you will be responsible for the payment of your tuition fees when you register.

Sources of funding

There are various sources of finance for postgraduate students, including grants, University scholarships and studentships from research councils, business and industry, government departments and charities. The only mandatory funding available is for teaching, social work and pre-registration physiotherapy taught programmes. The Student Loans Company does not offer loans to postgraduate students but loans are available from high street banks.

Learn more

More detailed information on funding opportunities for postgraduate students can be obtained from our booklet Sources or Finance 2014: A guide for postgraduate students. This guide is available to download at www.birmingham.ac.uk/postgraduate/pgt-fees/index.aspx
How to register for your programme

**Registration**

If you have accepted your offer, met the conditions and received your unconditional acceptance notification (see page five) you will receive a communication from the University before the start of your programme. Information regarding registration details (such as where and how to register) and other important details will be included in this communication.

If you have received your unconditional acceptance communication, are shortly due to be arriving at the University and have not yet received information on how to register, please visit the registration pages on our website at www.as.bham.ac.uk/registration

Here you will find information on how to obtain your registration username and password, and what to do to register online before arriving at the University.

**ID card**

Once you have registered online you are eligible to obtain a University ID card. For more information about ID cards, availability and where to gain access to these at the University, please visit the Enquiry Services section of our website at www.birmingham.ac.uk
How we measure up

When you are choosing a university for postgraduate study, one of the most important things to consider is its academic reputation. You want to study somewhere with a strong research culture, an institution which is at the forefront of discovery and innovation. You want a university that measures up to your expectations.

With over 11,800 postgraduate students, we are one of the most popular universities in the UK for postgraduate study. Founded in 1900, Birmingham was England’s first civic university, accepting students from all religions and backgrounds on an equal basis.

Here are some reasons why you might like to join us for your postgraduate studies:

**We are a world-renowned university**

- The University of Birmingham has been named University of the Year 2014 in The Times and The Sunday Times Good University Guide
- From among the world’s many thousands of institutions, we are 62nd in the QS World University Rankings 2013–14 – a rise of 15 places from last year
- In the 2013 Academic Ranking of World Universities (published by Jiao Tong University) we were ranked 101 out of 500 universities, placing us in the 10–14 band of the 37 UK institutions that appear in the list
- The 2014 Guardian University Guide ranked Birmingham 15th out of 119 institutions – a rise of 15 places: nine of our subjects were in the top five, with a further 12 in the top ten
- The Sunday Times University Guide 2013 ranked Birmingham 13th in the UK, a rise of 12 places

**We have an impressive graduate employment record**

The University has been recognised for its impressive graduate employment in The Sunday Times University Guide. Eighty six and a half percent of our students obtained a graduate-level job within six months of graduating, which is higher than the universities of Oxford (80.8%) and Durham (84.5%).

The International Herald Tribune, the global edition of The New York Times, has ranked the University of Birmingham eighth in the UK and 60th in the world for post-qualification employability. The rankings define the top 150 universities most frequently selected by global employers.

We were ranked eighth in the UK in High Fliers’ The Graduate Market in 2013 report, which identifies the institutions that are most targeted by leading companies. Each year we welcome large numbers of top graduate employers for campus careers fairs and recruitment promotions.

**We are one of Britain’s ‘Ivy League’ of top research institutions**

Birmingham is a member of the prestigious Russell Group, which comprises 24 leading UK universities. These institutions undertake over two-thirds of the research carried out by UK universities and two-thirds of the very best research deemed ‘world leading’. In 2011–12 the University increased its total amount of research awards from £93 million to £145 million – a jump of over 55%. The 2012–13 academic year saw awards from the EU, which in 2008–09 stood at £10 million, exceed £28 million.

Birmingham is ranked as one of the ten best-value universities in the UK. The Student Value for Money Report 2012, supported by The Telegraph, confirmed that Birmingham gives you real value for money, considering such factors as:

- Academic league table standings
- Tuition fees
- Average local rental prices

**We are one of the most beautiful universities in the UK**

The University’s campus was recently listed in a selection of the most beautiful universities in the UK by The Telegraph. Birmingham is the original campus-based university. Occupying 250 acres of green and leafy parkland in the suburbs of Edgbaston and Selly Oak, the campus provides students with a beautiful environment for their learning experience.

Learn more
www.birmingham.ac.uk/measureup
Accommodation

Whether you are looking for University accommodation or a rented property in the private sector, our accommodation services team, ‘LIVING’, can help you to find the right place.

University accommodation for postgraduates is located across the University’s three student villages: the Pritchatts Park Village, Selly Oak Village and Vale Village, all of which are within walking distance of the main campus. We have a range of accommodation types, including flats with study bedrooms, sharing bathroom and kitchen facilities; flats with en suite study bedrooms; and studio apartments, where you have exclusive use of both kitchen and bathroom facilities. International students who are new to Birmingham are guaranteed a place in accommodation, subject to certain terms and conditions. UK and EU students are also welcome to apply. For further details please see: www.birmingham.ac.uk/accommodation

Living in one of our accommodation sites means that there will be no hidden costs because the price includes all of your bills, including internet access and basic contents insurance. All of our accommodation sites offer a 24-hour reception service, open every day of the year, providing you with help when you need it, as well as peace of mind.

Pritchatts Park Village

Pritchatts Park comprises studio accommodation for postgraduate and undergraduate students within walking distance (ten minutes) of the University, close to local amenities and excellent transport links to the city centre. Limited on-site car parking is available. All of the studios are fitted to a high standard and are fully equipped and furnished. A social centre creates a sense of community and the Village has facilities such as meeting rooms, a licensed bar, a games room and a launderette.

Selly Oak Village

Jarratt Hall is the closest residence to the University, with the campus just a five-minute walk away. It is located near to the vibrant Selly Oak high street, which offers a selection of cafés, restaurants and shops. Postgraduate students are located together at Jarratt Hall in rooms with en suite facilities and a kitchen/dining area shared with four or five other students. Launderette facilities are also available on site.

The Vale Village

The Vale is just 20 minutes’ walk from the main campus, with limited on-site parking. Vale residences are set in a tranquil conservation area surrounded by trees and a lake. Postgraduate students are assigned to our Tennis Courts accommodation, offering flats with shared bathroom and kitchen facilities for groups of between six and nine students. We also have studios and apartments in Shackleton and top-floor modern apartments in Mason accommodation.

The Hub, based on the ground floor of Shackleton, offers facilities including a newly redeveloped café, a restaurant, a licensed bar, pool tables, launderettes and a convenience store.

Private sector accommodation

If you prefer not to live in University accommodation, our LIVING team will help you to find something suitable in the private sector. There is a wide range of accommodation available in the local area, including single flats, shared flats, houses for groups of various sizes, properties for families and lodgings with a residential landlord. Our accommodation search engine can also put you in touch with other prospective students before arriving in Birmingham, enabling you to rent accommodation as part of a group.

Our team can provide:
- An online search service to provide you with a comprehensive and up-to-date database of private-sector properties: www.birminghamstudentpad.co.uk
- A contract checking service
- Advice for students with families

Should you have any difficulties with your private sector accommodation at any point during your time with us, you can contact the accommodation services team in the LIVING shop, University Centre, for help and advice.

You also have access to SHAC, a lettings agency run by our Guild of Students. The service charges no fee to student tenants and only advertises accredited landlords who sign up to a code of standards guaranteeing the quality and condition of all housing.

Learn more
- Visit: www.guildshac.co.uk
- Email: shac@guild.bham.ac.uk
- Search on Facebook for ‘GUILD SHAC’

What it costs

University accommodation fees for postgraduate students start from £5,568 for self-catered accommodation, while studio accommodation fees start from £8,980. These fees are for a 50-week contract and include costs for unlimited internet access, gas, electricity and water.

For a single room in a shared house in the private sector, you should expect to pay approximately £60–80 per week (bills extra). For students with families, a three-bedroom house can be rented for approximately £500–£750 per calendar month.

Prices given for the private sector exclude gas, electricity and internet bills, which will cost approximately £90 per month per student/adult household member. You would also be required to pay one month’s rent in advance and a deposit equivalent to one month’s rent before moving into the house.

Learn more
Further details on all the accommodation available and an online application form can be found at: www.birmingham.ac.uk/accommodation
Help and support

We aim to provide you with all the resources you need to facilitate your studies and to help you realise your potential. This includes ensuring that your everyday life runs as smoothly as possible during your time here.

A wide network of support services is on hand to help you with any practical and personal issues you may encounter, leaving you free to focus on achieving your academic goals.

Before you arrive

The Postgraduate Recruitment team offers advice and support to prospective students. It also manages a postgraduate enquiry service staffed by current and recently finished students. You can contact the team at: postgraduate@contacts.bham.ac.uk

Postgraduate mentors

If you have queries or concerns about any aspect of life as a postgraduate student at Birmingham, you can get first-hand information and advice from current students as soon as you have received your offer of a place. Postgraduate mentors are available to answer your questions via email, based on their own experience of campus life, their school, the city, the transition to postgraduate study, and anything else you need to know about studying and living here. They can also help you with registration and administration procedures once you arrive.

For more information on this service, please visit: www.birmingham.ac.uk/pg-mentor

Once you are here

The University offers a wide range of support services for its postgraduate students, including:

- Counselling and Guidance Service
- Disability and dyslexia advice and support
- Advice and Representation Centre (ARC)
- Student Funding Office
- University Medical Practice
- University Dental and Implant Centre
- Childcare facilities
- Multi-faith Chaplaincy

Additional support for our international students

Our International Students Advisory Service (ISAS) provides you with a strong network of support, starting before you arrive and continuing throughout your studies. We offer specialist help and advice on a wide range of issues including immigration, finance and family concerns. ISAS can also help you clarify your tuition fee status and eligibility for student support and part-time work.

We can advise you by email (isas@contacts.bham.ac.uk) or in person at our walk-in guidance service. Alternatively you can book a one-to-one confidential appointment with an advisor. If you need help and advice before making your decision to study here you can meet our International Relations staff in your own country. We attend exhibitions and events, and work with a network of overseas representatives who can give you advice and guidance on your application.

To find out when we will be visiting your country please visit: www.birmingham.ac.uk/international/meet

Welcome International

To welcome you and help you settle into University life, we run a dedicated five-day programme in September called Welcome International. This begins with an airport collection service and includes tours of the campus and the city, help with administrative tasks such as registering with a doctor and the police, if necessary, and social events where you can meet other international postgraduates. We also arrange social events for students and their dependants throughout the year, including a Christmas party for students’ children.

Learn more www.birmingham.ac.uk/students/support

Disabilities

Your disclosure of a disability and associated needs (including mental health, dyslexia/ dyspraxia and other health conditions) to the University is a positive step. Should you disclose a disability, we want to ensure that appropriate support can be put in place for you. This will require us to notify other staff within the University, for which you will be required to complete a student consent form (www.as.bham.ac.uk/disability). If you have not yet disclosed that disability, you can disclose at any point during your time at University; however we would encourage you to do so at the earliest opportunity to assist us in putting in place the appropriate support in good time.

In order to ensure that you are able to make an informed choice of the university that is best for you, we advise you to contact the Disability and Learning Support Service before you accept any offer of a place. This will give you an opportunity to discuss with us your support needs and how they can best be met. You should be aware that if you choose not to disclose your disability, or to limit that disclosure, while we will do our best to help you, you may not be able to access the full range of support available. The Disability and Learning Support Service can be contacted by telephone on +44 (0)121 414 5130 or by email at disability@bham.ac.uk The consent form and student details form are available at www.as.bham.ac.uk/disability
Visiting the University

The best way to find out more about the University is to come and see it for yourself. There are opportunities to view the campus and its facilities, meet our staff and students, and get a flavour of University life.

A number of events are being held for potential applicants and those holding offers from the University. Further details can be found here: www.birmingham.ac.uk/pgevents

Campus tours
We organise guided tours of the campus on Tuesdays and Thursdays throughout the year. Advance booking is essential for these visits – please contact the Recruitment Office for further information:

Tel: +44 (0)121 414 3374
Email: postgraduate@contacts.bham.ac.uk
Disclosure and Barring Service (DBS) checks

It is a condition of entry for the following programmes that you provide information for a satisfactory Disclosure and Barring Service enhanced check:

- Doctorate in Applied Educational and Child Psychology
- MSc Forensic Psychology Practice
- All Special Educational Needs and Disabilities (SEND) full time programmes
- MSc Physiotherapy
- PGDip Physician Associate Studies
- All Advancing Practice Programmes
- Clinical Neuropsychiatry

The reason for the condition is that the above programmes include a placement(s) in an area where you may come into contact with children and/or vulnerable adults. The University has a duty to protect vulnerable members of society with whom our students may come into contact during their studies.

Please note: applicants from countries other than the UK are expected to provide evidence of a satisfactory background police check carried out in their home country in addition to their DBS check.

At the University of Birmingham the process operates as follows:

1. Offer letter sent to you
2. You accept offer
3. After we receive your acceptance of offer, the University sends your DBS pack with form to complete
4. You return completed DBS form along with proof of identity and payment to the University
5. University checks and countersigns form and sends it with payment to DBS
6. Disclosure document sent by DBS to you. You send original disclosure, carried out by University of Birmingham, to Nahid Choudhry, Admissions

You will receive all the information you require from the University at the correct time and at this point you do not need take any action until we send you the DBS pack. When you receive the pack, please complete and return the form to us as soon as possible as this process can sometimes take a long time.

We have to ensure that the process is carried out correctly but we will do our best to carry it out as quickly and efficiently as possible and with the minimum of disruption to you.

In the event of a query, please contact Nahid Choudhry on 0121 414 3810; email: n.choudhry@bham.ac.uk
Fitness to practise

Places on all Advancing Practice programmes, PGDip Physicians Assistant, postgraduate professional training in Educational Psychology, Clinical Psychology and Forensic Psychology, MSc Physiotherapy, and Social Work programmes are subject to the University’s fitness to practise regulations. You will be expected to sign a programme-specific code of conduct, similar to the one below, when you register for your course. For further details regarding your specific programme please use the following web address to view the code of conduct you will be expected to sign: https://intranet.birmingham.ac.uk/as/studentservices/conduct/ftp/index.aspx

Generic Code of Professional Conduct and Fitness to Practise

Please note that students, who are in the UK or wish to remain in the UK as a Student under Tier 4 of the Points-Based System, will also be subject to University requirements regarding attendance under the Points-Based System, above and beyond the professional requirements in this code.

1. Introduction
1.1. I understand that successful completion of the academic qualification I am seeking leads to admission to a professional body and that I am required, during my studies, to adhere to the requirements of that professional body and any related statutory body. I recognise that this Code of Professional Conduct and Fitness to Practise identifies the behaviour required of me, and that it is supplemented by the relevant professional body Code or guidance. I understand that breaches of this Code may lead to disciplinary action including my exclusion from the University or the inability of the University to provide me with a supportive professional reference. In the event of any breach of this Code, I understand that I may be treated differently to other students of the University of Birmingham who are not subject to this Code.

2. Personal behaviour
2.1. I will at all times behave in a manner appropriate to my position as a student of the University studying for a qualification, the successful completion of which leads to entry to a professional body and/or statutory registration.
2.2. I understand that behaviour including, for example, dishonesty, indecency, harassment, bullying, violence, abuse of drugs or alcohol, will lead to disciplinary action under this Code and may result in the inability of the College to supply a positive character reference on completion of the qualification. It may also lead to my exclusion from the programme of study.

I recognise that such disciplinary action will include consideration of any criminal convictions, including those for offences that are not connected with my studies and for offences committed prior to my registration as a student of the University. I understand that, where relevant, consideration will also be given to any disciplinary action by a current or previous employer.

2.3. I undertake to notify the appropriate person in the College should I be subject to a criminal conviction, caution and/or Community Resolution Order subsequent to my application to the University.

I understand that a criminal conviction or caution may lead to my suspension from certain aspects of my study until the relevant provider’s duty of care can be assured. I understand that this may lead to the need for me to extend my studies where it has not been possible to arrange replacement activities. I understand that the Rehabilitation of Offenders Act (1975) may not apply to the professional body to which I am seeking membership and that, should I be subject to a criminal conviction or caution, this may never be considered ‘spent’.

2.4 I consent to the College sharing with relevant partnership placements:
2.4.1: information contained in the Disclosure and Barring Service (formerly CRB) disclosure made against me, when it is requested by the placement provider where it is intended that I undertake the placement, as a pre-condition of that placement; and
2.4.2: information in connection with or arising from fitness to practise proceedings taken by the College against me.

3. Behaviour towards others
3.1. I will at all times treat my patients/clients/students/service users, colleagues, staff and other members of the University or partner institutions with due respect and conduct myself in a professional, honest, decent and courteous manner. During the course of my studies, I will use language appropriate to the situation and people involved.

3.2. I will acquire an understanding of working with diversity, including gender, race and culture, in order to work with my patients/clients/students/service users appropriately.

4. Appearance
4.1. I will follow the College guidelines on standard of dress and will ensure that I maintain a standard of appearance that will be perceived as professional by such persons as I may encounter in the pursuit of my studies.

5. Learning
5.1. The content of my programme of study is designed to meet the requirements of a professional and/or statutory body. I will pursue my studies with reasonable diligence (in accordance with University Regulation Section 5) ensuring that I avail myself of the educational opportunities made available and I will seek to acquire the range of skills and knowledge identified in the relevant professional and/or statutory body guidance.

5.2. I understand that I must take responsibility for my own learning through attendance at lectures, tutorials, seminars and practicals/clinics and through being suitably prepared for them. I will notify the appropriate person or department, in accordance with University and/or College guidelines, if I am to be absent from any part of the course, due to sickness or other reasons, and I will make up the lost
learning opportunity, making appropriate use of College support structures. I understand that if I persistently fail to follow my programme of study with reasonable diligence that I will be subject to disciplinary action under this Code.

5.3. I will not disrupt the delivery of teaching or the learning experience of fellow students, and will not jeopardise the health and safety of those involved, during attendance at lectures, tutorials, seminars and practicals/clinics.

5.4. I understand that if I behave dishonestly during the assessment process (including academic misconduct) I will be subject to disciplinary action in accordance with University Regulation 8 – Student Conduct and may be excluded from my programme of study.

5.5. I understand that if I behave dishonestly in relation to my attendance or the attendance of others by falsifying signatures or other means I will be subject to disciplinary action under this Code.

6. Insight

6.1. I understand that I should recognise my own personal and professional abilities and limits, be self-aware and reflective. When appropriate I should seek support and follow advice and guidance.

6.2. I understand that I should demonstrate consistently appropriate standards of personal and professional conduct, act with honesty and integrity, and maintain acceptable standards of ethics and behaviour in keeping with my profession.

6.3. I understand that a lack of insight into health or professional concerns may bring my fitness to practise into question.

7. Barriers to learning or professional practice

7.1. I have read the School-specific appendix to this Code which outlines the conditions which may affect my ability to follow my programme of study or take up the profession to which the qualification I am seeking leads and which should be reported.

7.2. I have reported to the appropriate authority within the College any specific requirements I may have to enable me to follow my programme of study (including any physical, health or learning requirements) and I undertake to work with the College or support services provided to address these requirements.

7.3. I undertake to report to the appropriate authority within the College any pre-existing or new condition, which may affect my ability to follow my programme of study or take up the profession to which the qualification I am seeking leads, as soon as I become aware of it. In the event of any pre-existing or new condition arising I undertake to work with the College or support services provided.

7.4. I understand that failure to report any condition, which may affect my ability to follow my programme of study or take up the profession to which the qualification I am seeking leads, may lead to my exclusion or transfer from my programme of study.

8. Duty of care

8.1. I will at all times act in the best interests of my patients/clients/students/service users and conduct myself in a professional manner in all aspects related to patient/client/student/service user care.

8.2. I will undertake to familiarise myself with all College and partner institution guidelines, including health and safety guidelines, codes of conduct and, where relevant, employment contracts, in advance of and during patient/client/student/service user contact, and will apply these guidelines in all dealings with them. I understand that breaching these guidelines and codes of practice, will lead to disciplinary action under this Code, and may include exclusion from my programme of study.

8.3. I understand that dishonesty, involving the falsification of patient/client/student/service user records, may lead to exclusion from my programme of study.

8.4. I recognise that in the course of my studies I may be placed in a position of trust and that as such I am subject to the requirements of the Sexual Offences (Amendment) Act 2003. I understand that failure to comply with the Sexual Offences (Amendment) Act 2003 will lead to disciplinary action under this Code and may result in my exclusion from the programme of study.

9. Duty to report

9.1. I undertake to report to the appropriate authority and to the College any action by others which may put patients/clients/students/service users at risk. I understand that failure to do so may lead to disciplinary action being taken against me.

10. Confidentiality

10.1. I understand that I may have access to confidential personal information and that I am required to comply with the Data Protection Act. I understand that I may not disclose this information to any third party, other than in accordance with the relevant professional code or in accordance with the law. I understand that failure to comply with this requirement will lead to disciplinary action under this Code.
Marking the University’s centenary in 2000, the Faraday Bronze by Sir Eduardo Paolozzi
The Edgbaston campus

This map, with a more detailed index, can be found on the University’s website at www.birmingham.ac.uk/directions