

UNIVERSITY OF  
BIRMINGHAM

# Postgraduate Offer Guide

2013 – 2014



[www.birmingham.ac.uk](http://www.birmingham.ac.uk)

# 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.

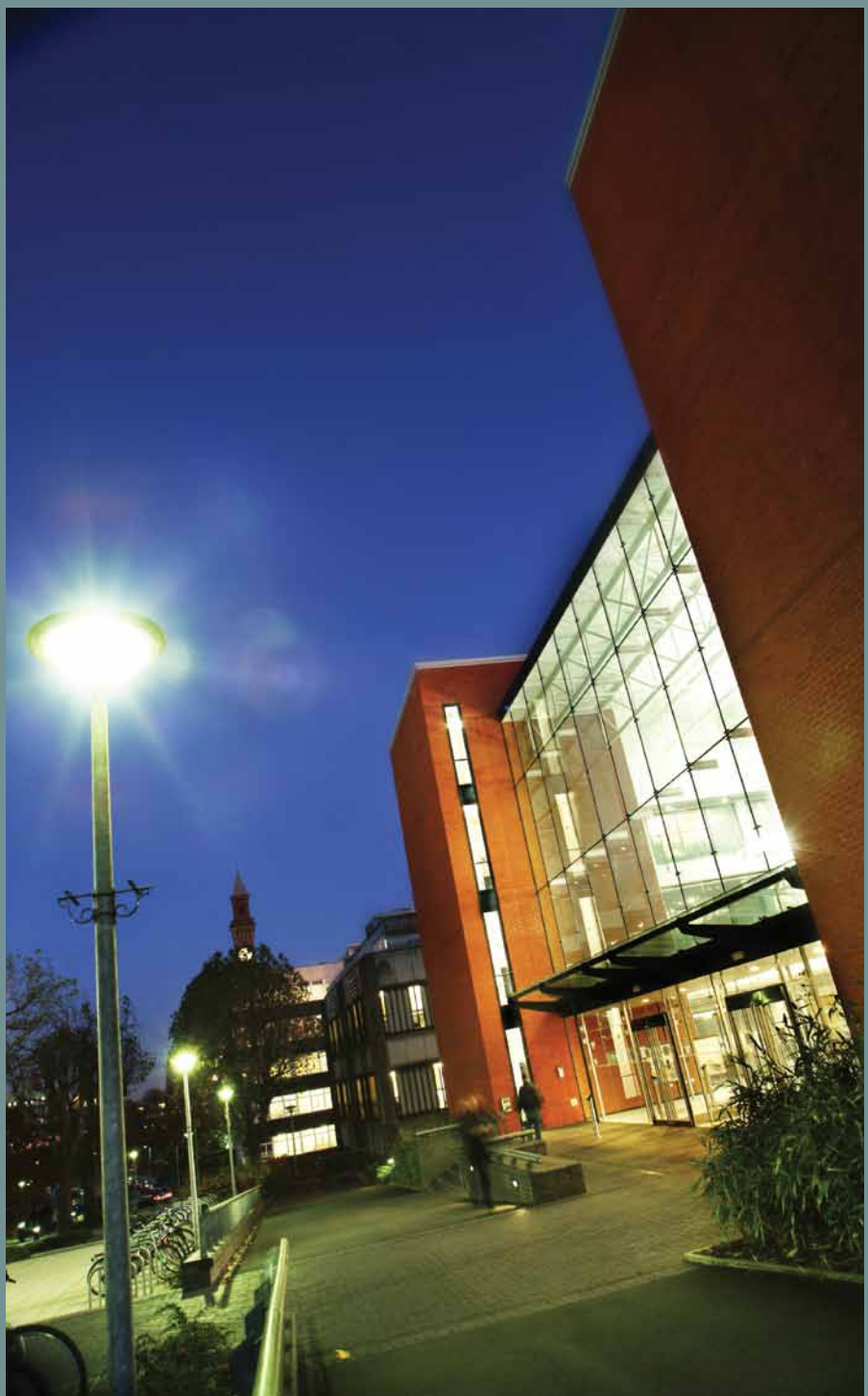
If you decide to join us you will be joining a community of more than 7,500 postgraduate students from 150 countries.

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.

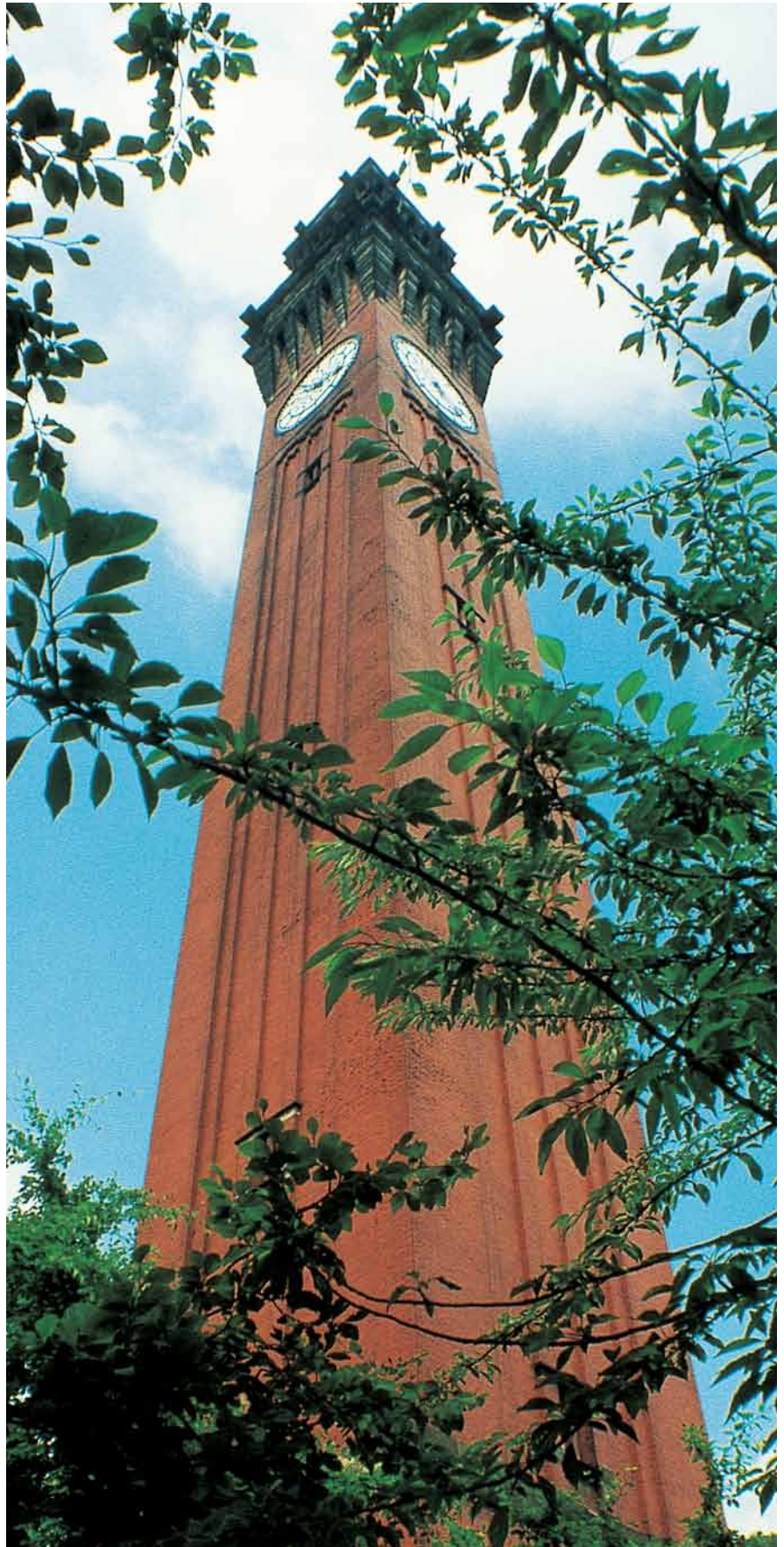


**Roderick Smith**  
Director of Admissions

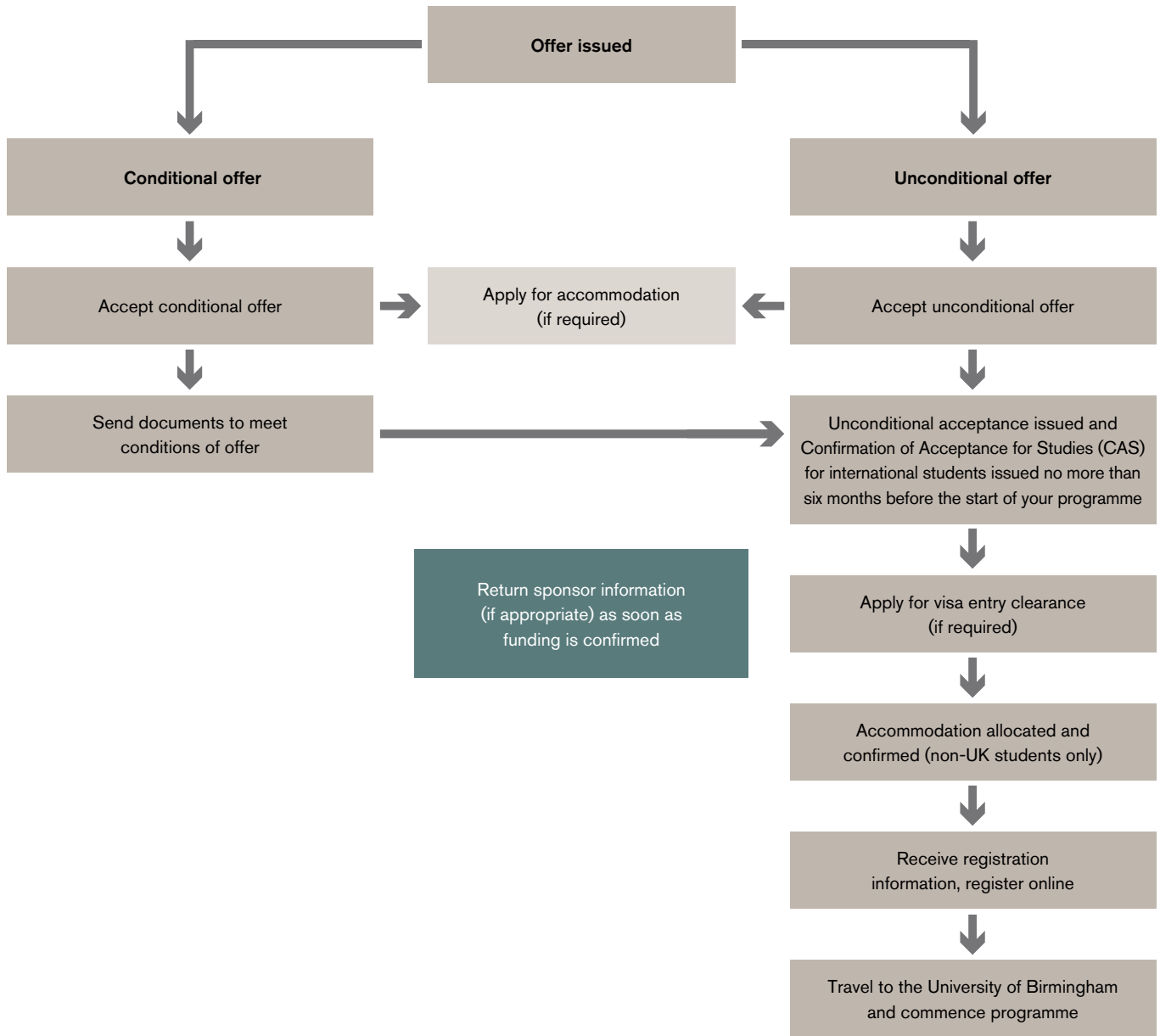


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# Admissions flow chart



# 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.

### Unconditional offer

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

## Accepting your offer

You can accept your offer via your applicant portal. You should respond to the offer within two months of the date of the offer letter (if there is a different deadline for acceptance, your offer letter will state this). The conditions do not need to have been met when you accept the offer, but they must be met before the start date of the programme.

## 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 on 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](http://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](http://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 15 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 16–17 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 on [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 on 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 2013–14 are:

30 September 2013–13 December 2013

13 January 2014–28 March 2014

28 April 2014–20 June 2014



# Financial information

Web link not working below

## 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](http://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 with direct debit. Further information on how to pay your tuition fees can be found on the website [www.payments.bham.ac.uk](http://www.payments.bham.ac.uk) For payment method queries email: [studentfees@bham.ac.uk](mailto: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/sponsorinfo.aspx](http://www.birmingham.ac.uk/forms/admissions/sponsorinfo.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 of Finance 2013. A Guide for Postgraduate Students*. This guide is available to download at [www.birmingham.ac.uk/students/fees/postgraduate](http://www.birmingham.ac.uk/students/fees/postgraduate)



# Accommodation

## International and non-UK nationals

Full-time international and non-UK nationals are guaranteed University postgraduate accommodation if they submit the online accommodation application form by 31 July 2013. You can apply online at [www.birmingham.ac.uk/accommodation](http://www.birmingham.ac.uk/accommodation)

## UK nationals

UK nationals studying on a postgraduate programme are not eligible for University accommodation. There is a limited supply of University-managed accommodation in houses owned by the University or private providers. The Accommodation Services LIVING office is located on the ground floor of University Centre and can assist with any help and advice you may require; along with a contract checking service on renting in the private sector.

Accommodation information can be found at: [www.birminghamstudentpad.co.uk](http://www.birminghamstudentpad.co.uk)

## Accommodation contacts

UK telephone number: 0121 414 8000

Overseas telephone number:  
+44 (0)121 414 8000

For University-managed accommodation enquiries:  
[unimanagedaccom@contacts.bham.ac.uk](mailto:unimanagedaccom@contacts.bham.ac.uk)

For further information on private sector landlords and private providers please email: [studenthousingadvice@contacts.bham.ac.uk](mailto:studenthousingadvice@contacts.bham.ac.uk)

## How to register for your programme

### Registration

If you have accepted your offer, met the conditions and received your unconditional acceptance notification (see page 5) 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](http://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](http://www.birmingham.ac.uk)





# Why choose Birmingham?

At Birmingham we have a tradition of innovation. From world-class cancer research to the development of a new generation of fuels, our academic expertise continues to address today's key national and global challenges. We carry out ground breaking research that ultimately has an impact on real life issues.

Birmingham postgraduate students and graduates are at the heart of our success. We count a number of Nobel Prize winners amongst our ever-increasing community, but their impact isn't limited to the world of science. We are pleased to have nurtured innovation in a diverse range of sectors and from all walks of life.

With over 350 taught programmes and a wide portfolio of research opportunities to choose from, we are one of the most popular universities for postgraduate study in the UK. Here are a number of other reasons why more than 7,500 postgraduate students from nearly 150 countries choose the University of Birmingham:

## Research at Birmingham really does save lives

- Birmingham will be at the forefront of developments in childhood cancer research thanks to the launch of a new centre that will co-ordinate ground-breaking clinical trials across the UK
- Researchers in Psychology and Computer Science are using advanced techniques in computing and robotics to discover more about how the brain learns, ages and recovers from severe injuries, stroke and degenerative or developmental neurological disorders
- A major bladder cancer trial, funded by Cancer Research UK, has shown that adding two commonly used chemotherapy drugs to traditional radiotherapy can reduce the chance of a patient's tumour coming back by a third

## Inspirational teaching

Our teaching is regularly reviewed and achieves high scores and commendations. In spring 2009, the Quality Assurance Agency for Higher Education (QAA) conducted an institutional audit at Birmingham; as well as expressing confidence in the University's



academic standards and learning opportunities, the audit also highlighted a number of areas of good practice for commendation. The full report is available at: [www.qaa.ac.uk](http://www.qaa.ac.uk)

Our learning culture takes different forms across many disciplinary areas, each of which has its own distinct character and tradition of learning. Central to our learning culture across all disciplines at Birmingham, however, is enquiry-based learning.

Enquiry-based learning enables postgraduate students to take increasing control of their own learning as they progress through their degree programme. Moreover, it encourages students to acquire essential skills which are highly valued in an increasingly competitive employment market: creativity, independence, team working, goal setting and problem solving.

## Career prospects

A postgraduate qualification helps you to distinguish yourself in a competitive job market and enables you to develop the specialist skills you need to succeed in your field of interest.

Birmingham postgraduates are highly sought after by employers and most find employment soon after finishing their degree. On average, 96% of our postgraduate students find employment within six months of leaving the University. Leading companies such as Accenture, Corus, Procter & Gamble and Unilever regularly visit the University and are keen to attract our graduates and postgraduates. Our long-standing links with business and industry mean that our research students are ideally placed to find commercial applications for their research.

Members of our careers team offer guidance and support at any time during your study. Their services include one-to-one advice, careers fairs and workshops, information on vacancies, and skills training sessions tailor-made for postgraduates.

The University's Entrepreneurship and Innovation Centre offers advice and guidance for those interested in setting up their own business, as well as supporting the commercialisation of research. Whatever your career aims, we provide the support to help you make it a reality.

### An international university

Each year, over 4,000 international students from 150 countries study at the University of Birmingham, enhancing our reputation as a truly international university and adding to our cultural diversity. Over 2,000 of these students are following postgraduate programmes. In addition, around 27% of our academic staff are overseas nationals.

We provide a strong and specialised network of support for international students, helping you to settle in and get the best out of your stay in Birmingham.

As a founding member of Universitas 21 (an international network of 21 leading research-intensive universities in 13 countries), the University offers students and staff study and research opportunities with partner institutions in countries such as Australia, China, New Zealand, South Korea, Sweden and the USA.

### Investing and improving

The University currently spends around £1 million per week on the campus to make sure that students work in surroundings that will inspire them to make the most of their time at Birmingham. We are completely refurbishing a number of academic departments and investing in facilities that will further improve the experience of those studying and working here.

New developments on campus include the 450-seat concert hall for our world-leading Department of Music. The auditorium is the most flexible performance space at a UK university and suitable for performances from solo voice to a full symphony orchestra. An investment in a pioneering new Centre for Neuroscience Research will also allow our scientists to undertake work of international importance in unlocking the secrets of the human brain.

In early 2010, we announced a £6.4 million investment programme, which will build on our existing world-leading research. New areas include: global infection; a Heritage and Cultural Learning Hub; nuclear energy; resilience and urban living; stem cells and

ageing research; and Bridge (the Birmingham Policy Commissions). These investments will allow us to increase the proportion of our research activity that is regarded as world-leading, ensuring that our students are inspired by academic colleagues of international repute.

### The campus

Our Edgbaston campus is green and spacious, with a wide range of facilities on its 250-acre site. Its central courtyard, late-Victorian buildings and fine works of sculpture make it a place to enjoy. With shops, cafés, banks, a botanic garden and railway station, it has all the amenities of a busy town.

Adding to the quality of life on campus is the Barber Institute of Fine Arts, which has been described as one of the finest small art galleries in the world. The Barber features major works by Monet, Manet, Renoir, Rubens, Degas, Picasso, Turner and Van Gogh, and also hosts regular musical events.

Also on campus is the Guild of Students which is the focus of University social life and offers a dedicated forum for postgraduates and mature students.

### The University Graduate School

As a postgraduate student you are a valued member of our learning community. The University Graduate School supports and promotes the postgraduate community, bringing together all postgraduates. Our aim is to ensure that you are equipped to carry out the highest quality research and develop a range of transferable skills that will enhance your personal effectiveness and career prospects. Centrally the University Graduate School co-ordinates the running of postgraduate events such as: postgraduate welcome sessions during welcome week; the Graduate Induction for new students; monthly networking events; the Coniston Team Skills course; the Enterprise Summer School; the annual Research Poster Conference, and many more. In addition we also have a dedicated liaison officer who is a point-of-contact for all matters relating to research council studentships.

### Learn more

[www.graduateschool.bham.ac.uk](http://www.graduateschool.bham.ac.uk)

### Did you know?

- Three University of Birmingham alumni competed in the 2008 Beijing Olympics, including the Gold medal-winning cyclist Paul Manning.
- Researchers at the University enabled the development of the radar and the microwave oven.
- We are the first university in the UK to run a fleet of hydrogen cars, exploring this new sustainable fuel source.
- We have over 6,500 trees on campus, more than one for every member of staff. Birmingham is a vibrant place to live, study and work; supporting a whole range of nationalities and cultures.



# Help and support

Birmingham has a wide range of services to ensure that each student has access to the sort of support they might need. For example:

- We operate a personal tutor scheme, whereby a member of academic staff is available to answer your academic questions and help you with other issues
- A team of professional counsellors is on hand to offer support throughout your time at university and to help you to learn how to overcome personal difficulties more effectively
- If you would like advice from a fellow student, specially trained students offer a confidential telephone service; Niteline, seven nights a week during term time
- Student mentors offer informal help or advice 24 hours a day
- International (non-UK) students and their dependants may seek advice on issues such as immigration, finance, healthcare and life in the UK from the International Students Advisory Service (ISAS) [www.as.bham.ac.uk/international](http://www.as.bham.ac.uk/international)

## 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](http://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](mailto:disability@bham.ac.uk) The consent form and student details form are available at [www.as.bham.ac.uk/disability](http://www.as.bham.ac.uk/disability)



# The city of Birmingham

Birmingham is a vibrant place to live, study and work; supporting a whole range of nationalities and cultures.

Whilst proud of its heritage as the hub of the industrial revolution, Birmingham continues to change, adopting new industries and new communities. Over the past 20 years a £9 billion regeneration programme has reshaped the city into a confident, modern commercial and retail centre. This momentum of change continues, with planning for future redevelopment projects such as a new state-of-the-art central library and an eight-acre city centre park.

## A thriving commercial centre

Birmingham presents young professionals with a wealth of exciting opportunities. Around 40% of our students choose to stay in the region following graduation – and for good reasons. The largest financial services and creative sectors outside London are located here, offering excellent career prospects.

The city has major commercial and research strengths in manufacturing, information technology and business and professional services, with one of the most advanced communications networks in Europe. Birmingham's dynamic urban renaissance over the past two decades has also made city living an attractive option for young professionals. Affordable and stylish city centre and canalside apartments, together with a remarkable breadth of leisure activities, make Birmingham an exciting place to live, study and work.

## Entertainment and events

Birmingham has a rich cultural life, with entertainment, nightlife and events to suit all tastes and interests. For live entertainment, choose from comedy clubs, local music gigs or classical concerts at Birmingham's Symphony Hall – recognised as one of the most acoustically perfect music venues in the world. Birmingham's principal theatres, the Repertory, Alexandra and Hippodrome, regularly host West End productions, as well as staging specially commissioned new work. The city is also home to the prestigious Birmingham Royal Ballet. For large-scale concerts and events the National Exhibition Centre (NEC) and National Indoor Arena (NIA) are both world-class facilities, with the NEC staging more exhibitions than any other major European centre.

Smaller performance venues also flourish throughout the city: the Drum Arts Centre focuses on British African, Asian and Caribbean arts, while the Midlands Arts Centre, just a mile from the University, hosts touring theatre and dance groups, shows films and exhibitions, and delivers short learning courses. Whatever your taste, you'll find something to enjoy. Everyone is welcome in one of the UK's most culturally diverse cities, where nearly 30% of people come from minority ethnic backgrounds. This multicultural character is reflected in its shops and restaurants: you will find Caribbean, Chinese, Greek, French, Indian, Spanish, Thai and other international cuisines in its wide variety of eating places. Birmingham hosts the third-largest St Patrick's Day parade in the world, as well as the largest Vaisakhi celebrations outside Asia.

## Shopping and style

Eager shoppers are drawn to Birmingham as the UK's new shopping capital. Bullring is Europe's largest city shopping centre development and attracts visitors from across the UK to its major stores and food outlets, with the iconic Selfridges building at its heart. Global brands including H&M, French Connection and Apple are all represented in Birmingham, offering a truly cosmopolitan shopping experience.

Birmingham also has four bustling indoor and outdoor markets selling everything from vintage clothes to fresh fruit and vegetables. The Jewellery Quarter is a unique industrial craft neighbourhood, offering fine jewellery products at the keenest prices.



**Learning and discovery**

With a wide range of art galleries and museums, Birmingham is a great place for learning and discovery. Its main Museum and Art Gallery includes one of the finest collections of Pre-Raphaelite paintings in the world, while the Ikon Gallery showcases cutting-edge, multimedia work by leading contemporary artists.

**A sporting city**

If you are a sports enthusiast, you will find plenty to interest you, whether as a spectator or a participant. Birmingham has seven golf courses, 19 swimming pools and 60 leisure centres, as well as Europe's leading urban outdoor activities centre, where you can choose from a wide range of adventure-based sports including climbing, orienteering, skiing and snowboarding.

The city is home to many sporting events, including high-level football at Aston Villa, Birmingham City and West Bromwich Albion. The Warwickshire County Cricket ground, a regular venue for international matches, is just a mile away from the main University campus, as is the Priory Tennis Club, home of the pre-Wimbledon women's AEGON Classic tournament. The Belfry golf course has hosted the Ryder Cup four times, and the National Indoor Arena regularly stages international competitions including the World Athletics Championships. Altogether, Birmingham hosts more national and international sporting championships than any other city in the UK. Not surprisingly, it was selected by the National Sports Council as the first British City of Sport.

**Taking a break**

In Birmingham, an abundance of open spaces (including local parks, nature trails and canal networks) means that you are never far away from a haven of tranquillity. Birmingham is a green city, with more parks than any other city in the UK.

If you want a break from city living, some of England's most beautiful countryside is within easy reach. Canals and waterways thread their way through the region, offering a relaxing way to explore its natural landscapes. The Severn Valley, the Malvern Hills, Ironbridge Gorge Museum (a UNESCO world heritage site) and the picturesque Cotswolds villages are all ideal destinations for a day trip.

**At the heart of it all**

Positioned at the heart of the UK, Birmingham is the ideal place to travel to and from. There are excellent road and rail links to all parts of the country, and a modern international airport with direct flights from destinations in the USA, Canada, Europe and the Middle East, making it easy for students from overseas to travel home. With an extensive public transport network, travel throughout the city is also easy and affordable.

**Learn more**  
[www.visitbirmingham.com](http://www.visitbirmingham.com)



**Did you know?**

- Half of all jewellery sold in the UK is made in Birmingham
- George Cadbury began making chocolate in Birmingham in 1824, and today Cadbury still produces many of the world's favourite chocolates
- Symphony Hall is considered one of the most acoustically perfect venues in the world, using 2,000 rubber 'shock absorbers' to shield the hall from external vibrations
- Over 40% of our students choose to stay in Birmingham after they finish their studies

# 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](http://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](mailto:postgraduate@contacts.bham.ac.uk)



# Disclosure and Barring Service (formerly Criminal Records Bureau)

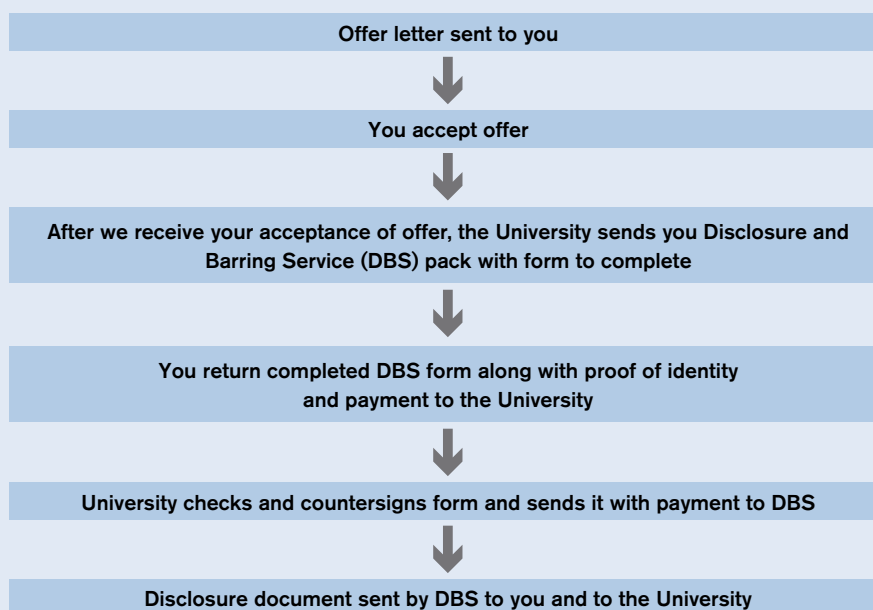
It is a condition of entry for the **following programmes** that you provide a satisfactory Enhanced check:

- **Doctorate in Applied Educational and Child Psychology**
- **MSc Forensic Psychology Practice**
- **MSc Physiotherapy**
- **PGDip Physician Assistant Studies**
- **All Advancing Practice programmes**

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.**

At the University of Birmingham the process operates as follows:



You will receive all the information you require from the University at the correct time and at this point you **do not need to 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 +44 (0)121 414 3810;  
email: [n.choudhry@bham.ac.uk](mailto: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: [www.as.bham.ac.uk/sca/fitnesstopractise/index.shtml](http://www.as.bham.ac.uk/sca/fitnesstopractise/index.shtml)

## Generic code of professional conduct and fitness to practise

### 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 from 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, and 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 directly connected with my studies. I understand that, where relevant, consideration will also be given to any disciplinary action by a current employer.

2.3. I undertake to notify the appropriate person in the College should I be subject to a criminal conviction or caution 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'.

### 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 due diligence (in accordance with University Regulation 5.2) 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 due 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 plagiarism or other forms of cheating) I will be subject to disciplinary action in accordance with University Regulation 8.2.1 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 by other means I will be subject to disciplinary action under this Code.

#### **6. Barriers to learning or professional practice**

6.1. 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.

6.2. 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.

6.3. 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.

6.4. 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.

#### **7. Duty of care**

7.1. 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.

7.2. 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.

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

7.4. 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.

#### **8. Duty to report**

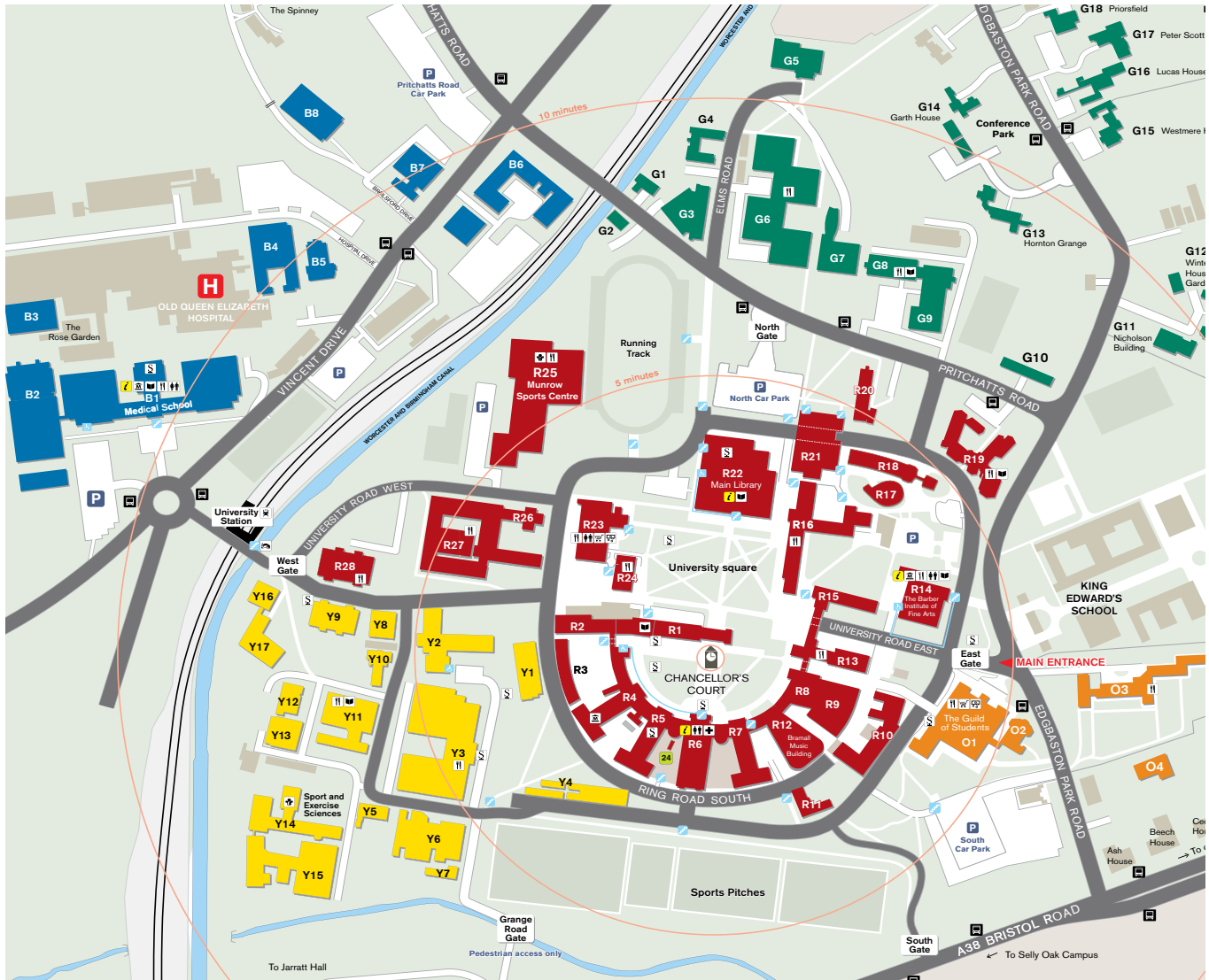
8.1. I undertake to report to the appropriate authority and to the College any action by others which may put patients/clients/students/service users at risk. I understand that failure to do so may lead to disciplinary action being taken against me.

#### **9. Confidentiality**

9.1. 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. I understand that the contents of this document do not absolve me from complying with other University regulations currently in force. The requirements of the professional body or University Regulations may be revised from time to time and I will comply with any revision.



# The Edgbaston campus



<ul style="list-style-type: none"> <li>R1 Law</li> <li>R2 Frankland Building and Hills Building</li> <li>R3 Psychology</li> <li>R4 Aston Webb Earth Sciences</li> <li>R6 Aston Webb Reception Point Great Hall</li> <li>R8 Physics West</li> <li>R9 Nuffield</li> <li>R12 Bramall Music Building</li> <li>R13 Poynting Building Physics</li> <li>R14 Barber Institute of Fine Arts art gallery</li> <li>R15 Watson Building Mathematics</li> <li>R16 Arts Building Humanities and Historical Studies</li> </ul>	<ul style="list-style-type: none"> <li>R19 Vaughan Jeffries Lecture Theatre Education</li> <li>R21 Muirhead Tower</li> <li>R22 Main Library</li> <li>R23 University Centre</li> <li>R26 Geography, Earth and Environmental Sciences</li> <li>R27 Biosciences</li> <li>R28 Learning Centre and Primary Care Clinical Sciences</li> </ul>	<ul style="list-style-type: none"> <li>O1 Guild of Students (students' union) Debating Hall (Talks) Shops/Banks/Travel Agent</li> <li>O2 St Francis Hall Inter-denominational Chaplaincy</li> <li>O3 University House, Business School</li> </ul>	<ul style="list-style-type: none"> <li>Y2 Haworth Building Chemistry</li> <li>Y3 Mechanical Engineering and Civil Engineering</li> <li>Y9 Computer Science</li> <li>Y11 Chemical Engineering</li> <li>Y14 Sport and Exercise Sciences</li> </ul>	<ul style="list-style-type: none"> <li>B1 Medical School</li> </ul>	<ul style="list-style-type: none"> <li>G3 European Research Institute</li> <li>G6 Metallurgy and Materials</li> <li>G8 Gisbert Kapp Building Electronic, Electrical and Computer Engineering</li> <li>G9 Health Sciences</li> <li>G12 Winterbourne House and Garden</li> </ul>	<p><b>Key</b></p> <ul style="list-style-type: none"> <li>Y2 Building name</li> <li>Information point</li> <li>Level access entrance</li> <li>Steps</li> <li>Public car park</li> <li>Hospital</li> <li>24 hour security</li> <li>Bus stops</li> <li>Library</li> <li>Museum</li> <li>Sport facilities</li> <li>First aid</li> <li>Food and drink</li> <li>Retail</li> <li>Toilets</li> <li>ATM</li> <li>Canal bridge</li> <li>Sculpture trail</li> <li>average walk time from Chancellors Court</li> </ul>
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This map, with a more detailed index, can be found on the University's website at [www.birmingham.ac.uk/directions](http://www.birmingham.ac.uk/directions)

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