



LEEDS ADDICTION UNIT

Student Handbook

March 2012

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Leeds and York Partnership 
NHS Foundation Trust

LAU Student Handbook

This handbook is for students on all modules offered by Leeds Addiction Unit (LAU). This document can also be found at < www.lau.org.uk/training/forms/ >

This handbook should be read in conjunction with University of Leeds *Taught Student Guide 2011-2012* available at < www.leeds.ac.uk/qmeu/tsg/ >

Welcome to Leeds Addiction Unit

Welcome to *Leeds Addiction Unit*. We hope that you will enjoy studying with us and that you will find the material interesting, stimulating and relevant.


Module specific information, including assessments and assessment dates can be found in your Module Handbook. Any questions you may have regarding academic matters should be addressed to your module leader or your personal tutor.

For any queries concerning administrative or other matters, please get in touch with the Leeds Addiction Unit Training Office:

Christine Weatherill		Training Department Manager
Davis Bwaly		Training Administrator
Andrew G Lawrence		Training Administrator

Leeds Addiction Unit

Leeds and York Partnerships NHS Foundation Trust
Training Department
19 Springfield Mount
Leeds LS2 9NG

 0113 295 1330

fax 0113 295 1320

lau@leeds.ac.uk

Key documents and where to find them

It is essential that you familiarise yourself with the documents referred to within this handbook. Most can be found on the VLE < vlebb.leeds.ac.uk/ >. School of Healthcare documents are under *Organisations* ⇒ *Healthcare*.

For LAU documents see *Essential documents and forms* on page 47. **All** the LAU documents and forms can also be found at: < www.lau.org.uk/training/forms/ >

[student_handbook.pdf](#)

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Introduction

This handbook contains details of regulations covering all assessed modules and programmes of study offered by Leeds Addiction Unit (LAU). It includes University of Leeds regulations for assessment of progress, and general regulations and procedures covering attendance, absence and withdrawal from a module or programme. It is important that you read, understand and adhere to these regulations. If you have any questions concerning the regulations please contact LAU training office on 0113 295 1330.

You will find details of individual modules, including reading lists and assessment details in your *Module Handbook*. If you are studying on a programme leading to an academic qualification (for example, the Certificate of Higher Education in Addiction Studies) you will find programme specific information in your *Programme Handbook*. Both handbooks can be found on the University of Leeds VLE (Virtual Learning Environment) at:
< <http://vlebb.leeds.ac.uk/> >

The booklet, *Study Skills Guide & Assessment Information* contains information about studying effectively and how to plan and write an essay in addition to general advice for the completion of assessments and sources of information about alcohol and substance misuse. For students on practice-based modules there is a further booklet, *Study Skills: Video Recorded Assignments and Case Studies*. We hope that you find these booklets useful. Both these documents can be found on the VLE and also at:
< www.lau.org.uk/training/forms/ >

Further information about the School of Healthcare (the University of Leeds department with which LAU collaborates) and its facilities can be found in the *School of Healthcare Student Handbook* which is also available on the VLE (please note that some of the information in this latter document applies only to full-time student based in the School of Healthcare, rather than to LAU students). If in doubt, your first point of enquiry should be LAU Training Department Manager, Christine Weatherill, on 0113 195 1330.

For more information about Leeds Addiction Unit programmes and modules see p.49

Finally, *this* handbook should be read in conjunction with the *University of Leeds Taught Student Handbook 2011-2012* at: < www.leeds.ac.uk/qmeu/tsg/ >

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Studying at LAU

Academic and personal support

Your module leader

Your module leader is your first point of contact for academic support or assistance with other matters that may impact on your studies. His/her contact details and availability can be found in your module handbook.

The role of the module leader is to support and challenge you to develop your capacity to understand what and how you are learning and to review, plan and take responsibility for your own learning. S/he will monitor and advise you on your academic progress, provide feedback and comment on the strengths and weaknesses of your assignments and suggest ways that you can improve. Module leaders are available to provide help and guidance; please do not hesitate to contact them for support, advice and to discuss your progress.

Any questions you may have of an academic nature should be addressed to your module leader either by email or by telephone during tutorial times (contact details are in your *Module Handbook*) whilst queries regarding administrative matters, attendance, submission protocols etc. should be directed to the training admin office on 0113 295 1330 or < lau@leeds.ac.uk >.

LAU training administration office

If you have any questions that are not specific to your module about procedures, protocols or rules or just general queries then please contact the LAU training admin office either by telephone or email.

Christine, Davis and Andrew will be happy to advise you about most non-academic matters and, in the unlikely event they can't help you, they will certainly be able to put you in touch with someone who can!

☎ 0113 295 1330

✉ lau@leeds.ac.uk

Your personal tutor

Each student is allocated a personal tutor. The role of the personal tutor is to support you to enable you to develop your capacity to benefit from the course and to identify any problems that might hinder your learning. They will monitor your progress and encourage you to make appropriate use of specialised sources of advice and support within the University where necessary.

If you have a problem you would rather not discuss with your module leader or personal tutor, please do not hesitate to approach the Head of Training or any member of staff in whom you feel able to confide.

help@leeds

For further information about student support, services, help and advice please see the University of Leeds / Leeds University Union *help@leeds* website useful:

< <http://help.leeds.ac.uk/> >. At the time of writing, this site was still in its pilot stage and was welcoming students' feedback.

Keeping in touch

A brief log is kept of your contact with academic and administrative staff so that we have a record for future reference. You are advised to read further information on Academic and Personal Tutoring and Progress Files in the University of Leeds *Taught Student Guide*: < www.leeds.ac.uk/qmeu/tsg/index.htm >

Contact details for the LAU administrative office can be found on the inside cover.

Change of circumstances

The following circumstances **must** be notified to LAU training office.

- Change of address
- Change of name

We will then notify the University of Leeds of any changes to your personal details.

In the case of a change of name you will be asked to complete a form and provide proof in order that our records and the records of the University of Leeds may be updated.

It is important that these forms are completed and returned in a timely manner, failure to do so may result (for example) in credits being sent to the wrong address.

Please make sure you keep the LAU admin team informed if your home address and/or your contact details change. The University will always write to you at your home address

whilst correspondence from LAU (including assignment feedback) will be sent to the address preference you indicated on your original application form.

Contact by telephone

It would also be very helpful if you could make sure we have an up-to-date (daytime) telephone contact number for you. Let us know if you would prefer us not to telephone you at work.

Contact by email

We may occasionally need to contact you by email and on such occasions we will use your University of Leeds email address. All students are given a <@leeds.ac.uk> email address when they first register with the University. Most communication from University of Leeds will be via email to this email address. Please ensure you check your University email regularly or set up a forward/redirect to your home/work email address so that you don't miss any important communications.

See the University Information Systems Services (ISS) page on Student Email at <<http://tinyurl.com/luwmail>>. This includes an *Introductory Guide to Webmail*, instructions on *How to access your Student Webmail using Outlook/Outlook Express* and *How to forward your student Webmail to an external email address*.

Teaching methods

Practice-based modules

Learning and teaching format

Practice-based modules involve the development of clinical skills and are managed by tutors with a current clinical caseload. They comprise a mix of short lectures, seminars and group discussion, demonstration of skills, video recorded practice and feedback.

You are expected to video record your practice during the module and discuss it with your module leader. Further, you are supervised by a practice mentor during a practice placement. See the appendix *Procedure for practice placement and mentor* on page 41.

Lectures

Lectures are usually ninety minute sessions and essentially are teacher led.

Tutorials

Tutorials are small teaching/learning groups and are led by a member of the appropriate module team. These usually last 20 minutes and are more interactive/discursive sessions, where your participation is fundamental to learning.

Seminars

Seminars are small teaching/learning groups and are led by students who share material for discussion. These may last one to two hours and are more interactive/discursive sessions, where again your participation is fundamental to learning. You will be expected to present material at the seminars and time is allowed within the timetable for preparation.

Private study

A substantial proportion of each module will be allocated for self-directed study, background reading and preparation for summative assessments and examinations.

Attendance

You are required to attend all taught sessions as they constitute material to assist your learning. Failure to attend may have serious implications for your ability to complete the module. Failure to attend practice placement commitments could also have serious implications for completing the module.

Please refer to *Attendance* under the *General Regulations* section on page 25 for guidance on what to do should you be ill or need to negotiate absence from a particular session.

Distance learning modules

Study Manuals

Distance learning students are provided with core course materials in the form of a Study Manual (or similar key materials) for each module, which covers the main topics to be covered over the eighteen weeks of each module. The manuals include self-assessment exercises and suggestions for further readings on each topic. These manuals are the equivalent to the weekly lecture or seminar that would be appropriate for face-to-face teaching methods. Students work their way systematically through this material and their progress is monitored through the use of individual tutorial sessions.

Additional materials

Additional reading materials are supplied to supplement the Study Manual, and you will also be advised on where appropriate resources can be found electronically or from other sources.

Core text books

In addition to the supplied study materials, students are expected to have access to some core texts for each module.

Tutorials

Module leaders are available for tutorial sessions on a weekly basis via telephone and/or email. Regular contact with your tutor is an essential element of the course and you

should make full use of the tutorial opportunities in order to give yourself the best chance of success in your studies.

Your contribution

Please refer to the School of Healthcare Handbook for information regarding the University's Partnership Agreement and the School's expectations regarding appropriate behaviour in the learning community.

The Partnership Agreement can be accessed online via the Taught Student Guide at:
< www.leeds.ac.uk/qmeu/tsg/ >

Module evaluation

We are continually trying to improve the student experience and your opinion is therefore very important. At the end of the module every student will be asked to complete a questionnaire. There are set questions against which you are asked to indicate the extent of your satisfaction (or not) with various aspects of the module and an opportunity to add any written comments you may wish to make. These forms are carefully considered by the module team and form part of the formal review of the module, which is considered by the School Learning and Teaching Committee. Your comments are borne in mind when planning the module delivery for the next session.

Equality and diversity

The University of Leeds and the School of Healthcare continue their commitment towards providing you with opportunities to maximise your learning. At times, however, students may experience a situation where their rights covered by equal opportunities legislation and Codes of Practice may be jeopardised.

It is vitally important to the School that students feel comfortable to discuss such issues with its staff and that students feel confident that such issues are taken seriously, are appropriately investigated and action taken when necessary.

You need to be aware of the relevant documentation with regards to the University's Equality and Diversity Statement; Code of Practice on harassment, bullying and discrimination and the Code of Practice on race equality. Information on the University's policies on equality and diversity and on the provision of services to students and staff is available via The Equality Service.

Concerns about unfair treatment can be raised either with the University Union Student Advice Centre: < www.leedsuniversityunion.org.uk/helpandadvice/ > or the Equality Service. Guidance on how to proceed is in the University's *Policy on Dignity and Mutual Respect: The University's Policy against bullying, harassment and*

victimisation, together with complaints procedures for staff and students which is available via: < www.equality.leeds.ac.uk/university-policies/ >

The University of Leeds Equality and Diversity Statement

The University of Leeds is proud to be a multi-cultural community. We value diversity, and are determined to ensure:

- that we treat all individuals fairly, with dignity and respect;
- that the opportunities we provide are open to all;
- that we provide a safe, supportive and welcoming environment – for staff, for students and for visitors.

We recognise that we still have work to do to secure a truly inclusive community, and we are committed to a wide-ranging plan of action to tackle discrimination and to promote diversity.

The Equality Service



The Equality Service is made-up of four teams: the Disability Team; the Equality and Diversity Team; the Assessment Centre Team; and the RNIB & University of Leeds Transcription Centre Team.

Its mission is to help deliver a truly inclusive multi-cultural community, in which every individual is treated fairly and with dignity and respect in a safe, supportive and welcoming environment. The Equality Service works to remind each individual of his/her own responsibility in building a community in which diversity is valued and discrimination is unacceptable.

The Equality Service aims to assist students of all ages and backgrounds to reach their potential in an open, inclusive and responsive setting.

< www.equality.leeds.ac.uk/ >

University of Leeds Equality Service
Ground Floor
Social Sciences Building
University of Leeds
LEEDS LS2 9JT

Open: Mon – Fri 1000 – 1600
 Reception: 0113 343 3927
RNID Typetalk welcome
 Fax: 0113 343 3944

Information for disabled and dyslexic students

The Disability Team provides a range of guidance and support to disabled and dyslexic students. Some is available free of charge, whilst others are charged for. (UK students can apply for Disabled Students Allowance to cover costs).

Services provided without charge:

- Daily drop-in sessions (no appointment needed)
- Bookable guidance sessions with a Disability Co-ordinator
- Support with exam modifications

Services for which additional funding will be required:

- An assessment of academic support needs
- One to one learning strategy support
- Trained note-takers, interpreters, personal assistants and mentors
- Transcription of material into Braille, large print, e-text and audio
- Personal assistant and/or note-taker support
- Dyslexia strategy sessions and workshops

If any of the above applies to you then you are strongly advised to contact the Disability Team at the earliest opportunity. Those who require concessions in examinations are required to register by the end of October for Semester One examinations and by the end of February for subsequent examinations. For further information please refer to the University of Leeds School of Healthcare *School Student Handbook*.

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Submitting assignments

The basics

It is the expectation that students will submit one copy of their assignment electronically (via the VLE) and **three paper copies** by the published assignment submission date unless stated otherwise in your *Module Handbook*.

Guidelines for submission of the electronic copy can be found on page 23. (You are not required to submit electronic versions of the written components of video recorded assignments or RLAs to the University of Leeds VLE.)

Guidelines for submitting *Written assignments (including case studies)* are on page 18.

Protocols for the submission of *Video recorded assignments* can be found on page 20.

For notes on marking and feedback please see *Assessment regulations* on page 29.

NOTE: For all assignments, you need to adhere to the word count specified. In line with University requirements, assignments which exceed the word count will incur a penalty. Over long or under length video recordings will be penalised in the same way as manuscripts that are lengthy or too short. See *Assignment length* on page 30

Submission deadlines

It is the student's responsibility to ensure that **both** the electronic *and* the paper copies are received by 4:00pm on the published assignment submission date. We strongly recommend the use of a **guaranteed** delivery service for your paper copies.

All assignments should be sent to:

Christine Weatherill
Training Department Manager
Leeds Addiction Unit
19 Springfield Mount
Leeds LS2 9NG

Assignments received after **4:00pm** will be booked in for the following day.

Failure to submit a paper copy will be recorded as non-submission. Failure to submit an electronic copy will result in your mark being withheld. Repeated failure to submit an electronic copy may result in activation of the unsatisfactory student procedure.

See: < <http://www.leeds.ac.uk/qmeu/tsg/12usp.htm> >

You are advised to keep a copy of your assignment.

Unseen papers (examinations)

You will be given full details of the examination venue and start time as well as protocols regarding conduct within the examination room nearer the time of your unseen paper.

Written assignments (including case studies)

By the appropriate deadline you must submit:

- Three paper copies of the your assignment (including one Assignment Submission form) to the address on page 17
- One electronic version to the VLE (see *Electronic submissions* page 23)

Please note that your assignment will not be recorded as received until the paper copies have been received by Leeds Addiction Unit training office. See *Submission deadlines* on page 17 for more details. There are penalties for late or non-submission, see page 31 for further information.

You are advised to keep a copy of your assignment.

Assignments *may not* be submitted by email or fax. However, in order to ensure parity with UK students, overseas students are permitted to fax or email copies of written assignments **in addition** to mailing three printed copies. Faxes/emails must be sent on the day *before* the published deadline and the printed copies must be postmarked on or before the published submission date. Contact the LAU training office for further details.

For full details of how to format and submit your written assignment see the submission protocol opposite

Written assignment submission protocol

It is essential to keep to a recognised format for the presentation of written assignments.

It is not necessary to incur the expense of plastic sleeves/folders or other bindings for your assignments. However, each copy of your assignment must be securely bound by stapling to the top left-hand corner or by hole-punching and fastening with a treasury tag. Care must be taken to ensure that all pages are securely fastened and that the claws of the staple are closed, i.e. flat to the page.

Assignments should be submitted in the following format:

- Typed or word processed
- 1½ line spaced
- One side of A4 only
- Use Times (12 point) or Arial (11 point) font,
- 2.5cm (1 inch) minimum margins both left and right, top and bottom
- Left justified text (right ragged edge)
- Pages should be numbered.
- 9 digit University of Leeds Student ID number on all pages
- Candidate name must be written on Assignment Submission Form only
- A cover sheet should be attached to each copy with the following information:
 - 9 digit University of Leeds Student ID number
 - Module code
 - Module title
 - Module leader
 - Assignment number (indicate if resubmission)
 - Assignment title
 - Word count
- Your name should *not* appear on the cover sheet

Each assignment should be accompanied by a completed *Assignment Submission Form* (available at: < www.lau.org.uk/training/forms/ > and on on the VLE under Organisations ⇒ Leeds Addiction Unit (MO82) ⇒ LAU Documents) which should be attached to **one** of the three copies of your assignment.

The LAU document *Guidance Notes: Written Assignment Submissions* – illustrates graphically how to present your work. This document is available on on the VLE under Organisations ⇒ Leeds Addiction Unit (MO82) ⇒ LAU Documents or at: < www.lau.org.uk/training/forms/ >

Video recorded assignments

By the appropriate deadline you must submit:

- One video recording
- Three copies of the Analysis Report
- One *Assignment Submission Form*
- One *Confirmation of Client Participation in Video Assessment* form signed by you *and* your Practice Mentor.

The *Limited Consent Form* (signed by the client) should be filed in the client's case notes at your agency and a copy given to the client/service user. You should *not* submit this document with your assignment.

Your video recording and analysis report must reach LAU training department before 4:00pm on the published assignment submission date. (See page 31 for penalties for late submission).

The three copies of your Analysis Report should be presented in accordance with the *Written assignment submission protocol* on page 19.

For full details of how to format and submit your video assignment see the protocol opposite

For suggestions about recording your session, counselling qualities and skills and writing your analysis report see the LAU document *Study Skills: Video Recorded Assignments and Case Studies* - available at: < www.lau.org.uk/training/forms/ >

Please note that you are *not* required to submit an electronic version of the written component of video recorded assignments to the University of Leeds VLE.

Video assignment submission protocol

A note on DVD Formats

Before submitting your video recording, you should ensure your DVD is 'finalised' and is 'play-only' so that it cannot be edited. Consequently only disc types that can be burned/finalised and presented as DVD-Video should be used (i.e. DVD-R, DVD-RW and DVD+R)

DVD+RW and DVD-RAM and 'unfinalised' discs are not acceptable.

Regardless of the format you use to record your face-to-face intervention you should be able to locate a company locally that will transfer/convert your recording onto the appropriate format for a reasonable fee (expect to pay between £15-25 for a 30min DVD-Video).

Submission format:

- Video recorded assignments comprise a recording of a complete session.
- Video recorded assignments may be submitted on 8cm or 12cm DVDs.
- DVDs *must* be presented in DVD-Video format (see note above). Any other format will not be assessed.
- DVDs *must* be playable on a standard DVD player
- The DVD must be a continuous representation of the session without breaks or interruptions. The DVD must commence at the start of the session.
- Only *ONE* session should be recorded on each DVD. The DVD should be blank apart from the session that is submitted for examination.
- No editing or post-production of the video is permitted. Consequently DVDs should *not* feature menu screens, chapters, titles or on-screen graphics.
- The image of the student's face and upper body should be clearly visible to someone with normal eyesight when viewed on standard equipment.
See the LAU document *Study Skills: Video Recorded Assignments and Case Studies*.
- *NO* part of the client should be visible.
- The sound should be clearly audible throughout to someone with normal hearing when played on standard equipment.
- We strongly recommend you transfer your video recording onto a new/unused disc.
- You are advised to test your recordings before submitting them!

- Check that your DVD will play on a machine other than the one you made the recording with. Should there be a fault on your recorder, then the disc may play perfectly well on your recorder, but not on anybody else's. Try it out on a different player to make sure it works there.

- Your DVD should be clearly marked with your 9-digit University of Leeds student ID, the module code, the assignment number and submission date.
- Do not attach labels or stickers to your DVD. (This may cause disc warping and un-balanced rotation, rendering it unusable.)
- Write on the label side of the disc with a soft oil-based felt pen (or similar specifically designed for the purpose). Do not use ballpoint pens or other hard writing implements. (This may cause disc warping and un-balanced rotation, rendering your disc unusable.)
- All submissions should be accompanied by a signed *Confirmation of Client Participation in Video Assessment* form.
- Where a video assignment fails to achieve a pass mark, the student will be required to resubmit a video recording on the same topic. As is the case for all assignments, students should contact their module leader before resubmitting to discuss their work and the learning points that need to be addressed.

If your video submission does not comply with the above criteria then you may be required to resubmit a new video recording of another clinical session.

The analysis report accompanying your video submission should be presented in accordance with the *Written assignment submission protocol* on page 19.

Further advice

Advice on recording video assignments (and writing case studies) is given in the LAU document *Study Skills: Video Recorded Assessment and Case Studies* which can be found on the VLE under Organisations ⇒ Leeds Addiction Unit (MO82) ⇒ Study Skills or at: < www.lau.org.uk/training/forms/ >.

Electronic submissions

All written assignments[†] must be accompanied by the submission of an electronic copy to the VLE by the appropriate deadline. This will be used for archiving purposes and for checking for plagiarism through the (JISC endorsed) *Turnitin*[®] plagiarism detector.

How to submit your assignment electronically

Please take time to familiarise yourself with the VLE and the procedure for uploading your work to *Turnitin*[®]. The University of Leeds has published a useful guide to submitting your assignments using *Turnitin*[®] at:

< <http://bit.ly/vlesub> >

Electronic submissions are subject to the same deadlines that apply to the paper copies of your assignments. See *Submission deadlines* on page 17 for more details. There are penalties for late or non-submission, see page 31 for further information.

As only one file can be uploaded, the file must contain the coursework, references and bibliography. *Turnitin*[®] accepts MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text file formats.

Log into the VLE at:

< <http://vlebb.leeds.ac.uk> >

If you are unable to log into the VLE please contact ISS (*University of Leeds Information Systems Services*): <http://iss.leeds.ac.uk/helpdesk/> >

If you are still experiencing difficulties uploading your assignment to the VLE contact the LAU training office on 0113 295 1330.

Useful links

For more general information about *Turnitin*[®] see:

Turnitin[®] UK < submit.ac.uk/ >

Turnitin[®] < turnitin.com/ >

JISC (Joint Information Systems Committee) < www.jisc.ac.uk/ >

[†] You are NOT required to submit an electronic copy of unseen papers, record of learning achievements (RLAs) or the analysis reports that accompany video recorded submissions

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General regulations

Attendance

Attendance at taught sessions of modules is compulsory. Students unable to attend for any reason are required to inform LAU training office before 09:30 that day. Students will normally be expected to attend 100% of taught components of modules. Any student whose attendance is unsatisfactory will be warned in writing by the Programme Manager. If student attendance does not improve, and when a student is funded by their employer, the employer will be informed. Students with attendance levels below 80%, may, at the discretion of the School Board of Examiners, be deemed ineligible to submit assessed work be awarded a mark of 0%. Resubmission of assignments in these circumstances will not normally be permitted. For further details, please consult the Unsatisfactory Students Procedure section of the University of Leeds *Taught Student Guide 2011-2012*:
< www.leeds.ac.uk/qmeu/tsg/12usp.htm >

Unseen examinations

Students who do not attend for an unseen examination will be awarded a mark of 0% for that examination. Students who are unable to attend an examination due to illness should send certification from a GP covering the date of the unseen paper to LAU training office. Certification must be received within seven days of the examination date.

Temporary withdrawal

No more than a one year period of temporary withdrawal will be approved at any one time. Please refer to the University of Leeds *Taught Student Guide* for further guidance
< www.leeds.ac.uk/qmeu/tsg/6sc.htm#temp >

Temporary withdrawal between modules

On successful completion of each module, you will be asked whether you want to move on immediately to another module. This decision is up to you – but remember that programmes of study have maximum completion times. Students taking a break between modules should complete a *Taught Student Leavers Form* as failure to do so may result

in a delay when re-registering. Please refer to the University of Leeds *Taught Student Guide*.

Temporary withdrawal during a module

In normal circumstances, permission to withdraw temporarily during a module will only be given within 8 weeks of the start of the module.

Students withdrawing after 8 weeks from the start of the module will have any outstanding assignments marked as non-submissions and thus attract a mark of zero. Students with mitigating circumstances may appeal to the School Special Circumstances Committee and have these marks discounted. See *Mitigation* (p.32) or contact LAU training office on 0113 295 1330 for further details.

Grounds to withdraw

Normally students must have mitigating circumstances to be allowed to withdraw temporarily in the middle of a module. "Mitigating circumstances" refers to illness or other life circumstances which will seriously affect ability to fulfil the requirements of the module. This does not include minor ailments – in which case an extension would be more appropriate – but something serious enough to have an effect for two or three months.

Permission to withdraw

If you wish to withdraw from a module you should contact your module leader in the first instance. We will then send you a Taught Student Leavers Form which you should complete and return together with a letter outlining your reasons for withdrawal and any supporting evidence (medical certificates for example) by a given date to Christine Weatherill, Training Department Manager. Failure to do so may result in a mark of zero being given for non-submission of any outstanding assignments.

Please note that the temporary withdrawal during a module process is not complete until a Taught Student Leavers Form and any course materials have been returned.

Practical implications of withdrawal

Cost

Once you have accepted a place, the full fees are payable, even if you withdraw from the course. However, when you return to the course following temporary withdrawal, only an administration fee will be payable.

Materials

All current course materials (except purchased text books) must be returned to LAU. New materials will be sent out on resumption of the module.

Restarting

When you are ready to return to study, in the event that you withdrew on health grounds, University of Leeds regulations will require you to supply a GP's letter confirming you are fit to resume your studies.

A place may not be available on the next intake that you want to join, although LAU will ensure that completion within the maximum time allowed for the programme of study is made possible.

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Assessment regulations

Assessment of progress

Levels of study

The level of study indicates the academic content and the standard and quality of work that is required. The standard of work is expected to be commensurately higher at level three than at level two and level one. Level definitions can be found in the LAU document *Assessment Criteria (v.2.6)* – see below.

Marking / assessment criteria

To find out the criteria on which your work is marked, assessment criteria for written and video assignments at levels one, two and three can be found in the LAU document *Assessment Criteria (v.2.6)* which can be found at:

< www.lau.org.uk/training/forms/ > or on the VLE under:

Organisations ⇒ Leeds Addiction Unit (MO82) ⇒ LAU Documents

Marks, feedback and results

Indicative marks and feedback

Provisional/indicative marks and feedback on the strengths and weaknesses of your assignment will normally be sent to you, by post (using your preferred correspondence address), FOUR weeks after the submission date.

LAU administrative staff are not permitted to give results over the telephone so please do not contact the training admin office.

Module Assessment Board (MAB) – agreed marks

At the end of the module your marks will be presented to the Module Assessment Board (MAB). The provisional/indicative mark given on your feedback sheet *may* go up or down and the MAB may apply penalties for late submissions and over word count resulting in

your mark being reduced. Thus the **agreed** mark will be the one you receive after the MAB and it *may* be different to that which you see on your feedback sheet.

School Board of Examiners – ratified marks

It is important to note that the **agreed** marks are those issued after the MAB while **ratified** marks are those which have been subsequently considered by the School Board of Examiners at the point of progression or completion. These ratified marks are the marks that will ultimately appear on transcripts and can be used for classification purposes.

Marking timeline

If your provisional/indicative mark indicates a fail you can contact your module leader without waiting for the MAB to meet. However, you will not be informed of your eligibility to resubmit (and resubmission dates) until after the MAB has met. See also *Failure to pass an assignment* on page 32.

In summary:

- **Provisional**/indicative marks (along with feedback) are normally given four weeks after each assignment and may go up or down at the MAB.
- **Agreed** marks are generally given after the MAB at the end of each module.
- **Ratified** marks are marks which have been considered by the School Board of Examiners at the point of progression or completion and which will appear on any transcript and can be used for classification purposes.

Assignment length

It is expected that all students will work within the boundaries of the word limit set for assignments. However, if the written work exceeds the specified word limit by 10% or more students will either receive a maximum mark of 40% or be deducted 10 marks from the total allocated mark whichever is higher. For example, if a student receives a mark of 60 prior to a penalty being imposed then 10 marks would be deducted resulting in a mark of 50%. If a student was awarded a mark of 48% then a maximum mark of 40% would be given.

You must include a **word count** on the cover sheet of each assignment.

Submission deadlines

Assignment due dates are given for each assignment. Please put these dates in your diary. It is important that you submit your work on time; the penalties for not doing so can be severe. **Five marks per day are deducted for late submissions.**

Extensions

If you experience difficulties in meeting the deadline you must seek advice from to your module leader who will advise you as to what can be done.

Genuine cases of difficulty will be treated sympathetically. It is easier to treat cases of illness or personal difficulty with sympathy if we know about them in good time and well before work is due to be submitted. You may, for example, be given an extension to the submission date. Medical evidence must be provided, if required. Extensions to assignment deadlines are only made in exceptional circumstances, and are granted by the programme manager. In accordance with the policy of the School of Healthcare extensions are normally granted for a minimum of two weeks.

After consulting with your module leader you will be required to complete an *Extension Request Form* which can be found at: < www.lau.org.uk/training/forms/ > or on the VLE under Organisations ⇒ Leeds Addiction Unit (MO82) ⇒ LAU Documents.

Extension Request Forms should be posted or faxed to Christine Weatherill, Training Department Manager, to **arrive before 4pm on the Tuesday prior to the assignment due date**. See inside front cover for contact details.

Extensions apply to one assignment only. You will not be automatically granted an extension for any subsequent work. **If you require an extension for a subsequent assignment please get in touch with your module leader in good time to discuss it.**

Assignment deadline extensions are likely to be marked outside of the normal marking schedule, consequently you may experience some delay in receiving a grade and feedback on such assignments.

If an extension is given to the last assignment of a module, the late marking of the assignment may result in the student not being able to proceed to a subsequent module at the next student intake.

Penalty for late submission / non-submission

If an assignment is not received by the published deadline (or authorised extension) then in accordance with University of Leeds Regulations, when your assignment goes forward to the Module Assessment Board (MAB) it will be penalised, by the deduction of 5 marks for every calendar day that your assignment is overdue. If the work is not submitted by the end of two weeks, following the prescribed deadline, a mark of 0 will be returned.

In the event of there being extenuating circumstances preventing you from submitting on time you may ask for these to be taken into consideration (see *Mitigation* below).

If you do not submit an electronic copy for an assessment which requires one, your mark will be withheld until you have submitted electronically. Repeated failure to submit an

electronic copy may result in activation of the unsatisfactory student procedure.

See: < <http://www.leeds.ac.uk/qmeu/tsg/12usp.htm> >

Mitigation

Should there be any special circumstances that affected your performance in an assessment or prevented you from submitting your work by the published assignment deadline, you are required to inform the School Special Circumstances Committee (SSCC) if you wish these to be taken into consideration.

You should complete a University of Leeds School of Healthcare Application for Consideration of Special Circumstances form and forward it to the School of Healthcare within FOURTEEN DAYS of the submission date of the assessment affected.

Copies of this form and guidance notes regarding mitigation are available on the VLE: Organisations ⇒ Healthcare ⇒ Key Documents ⇒ Special Circumstances Committee

The SSCC has the authority to instruct the MAB to either waive any late penalty or discount marks.

Failure to pass an assignment

Students are required to pass a module in order to be awarded academic credits. The weighting of individual assignments for each module is given in the relevant *Module Handbook*.

Students taking clinical modules (i.e. modules with a practice placement) must pass all assignments in a module in order to be awarded academic credits. Students taking non-clinical modules must achieve an overall pass mark, subject to a minimum standard of 20% for each assignment.

Candidates who fail to pass a module may be permitted, on the recommendation of the Module Assessment Board (MAB), to re-submit assignments that have been failed. The MAB has, at its discretion, the authority to award students up to three attempts per assignment.

The mark awarded to resubmitted assignments will not exceed the minimum pass mark. Where a module includes a resubmitted assignment, the final mark for the module will not exceed the minimum pass mark.

Students who fail a module having exhausted all their resubmission attempts will be required to withdraw from the programme of study on which they are registered. Students may be able to undertake further individual 'stand-alone' modules, provided the entry requirements are met and will be eligible for credits for that module on successful completion. Students may be required to demonstrate some form of appropriate remedial learning to improve the possibility of successful study before enrolling for further modules. Students may be asked to submit an essay on a topic chosen by the programme

manager, which demonstrates an appropriate academic standard before enrolling for further modules.

Candidates who fail an assignment may be permitted to commence further modules while preparing their second submission, at the discretion of the MAB. When candidates are not permitted to resubmit and commence further modules concurrently, they must pass any re-submissions before progressing to further modules with the next student intake. Candidates are advised that they should not assume that they will be able to progress to a further module and re-submit concurrently.

Students following the Diploma of Higher Education and Certificate of Higher Education distance-learning programmes are required to pass each module before proceeding to the next. Resubmissions for the Diploma of Higher Education and Certificate of Higher Education distance-learning programmes fall due with the next cohort.

Plagiarism, cheating and malpractice

The University regards plagiarism, cheating and other instances of academic malpractice with the utmost seriousness. The penalties for candidates found guilty of either can be severe. Such cases can be dealt with at School or University level, depending on the nature of the offence, and the penalties imposed can vary from receiving a mark of zero for a piece of work to exclusion from the University.

You are strongly advised to read the sections below and to familiarise yourself with the section on plagiarism and cheating in the relevant sections in the *School Student Handbook* and the University of Leeds *Taught Student Guide* at:

< www.leeds.ac.uk/qmeu/tsg/index.htm >. If you are in any doubt, please seek clarification from your module leader.

Plagiarism

Plagiarism is defined by the University as presenting someone else's work as your own. Work means any intellectual output and typically includes text, data, images, sound or performance, or any combination of these. You are reminded that assignments or dissertations submitted as part of a University of Leeds examination must be your own work. Any passages quoted from other sources (e.g. books, journals or the internet) must be clearly marked as quotations and properly attributed to their authors. Failure to do this may be regarded as plagiarism and you might incur penalties (see below). A student in any doubt on these matters should consult his/her module leader.

For more information, see the University's Guide to Plagiarism:

< www.ldu.leeds.ac.uk/plagiarism/ >

All summative assignments should be accompanied by a completed and signed copy of a Leeds Addiction Unit *Assignment Submission Form* (which incorporates the School of Healthcare's Declaration of Academic Integrity). The School of Healthcare may use

electronic techniques to monitor your work, compare it with the work of other students or with published material (including internet sites) and you are required to submit your work in electronic format for this purpose. The Senate has recently approved a revised range of penalties for students who have been found to have cheated or plagiarised in a University of Leeds assessment. These are given in full in section 11b of the Taught Student Guide 2011-2012, available at:

< www.leeds.ac.uk/qmeu/tsg/11b.plag.htm >.

Plagiarism detection software

The University is encouraging all departments to use software programmes to check student work for plagiarism. When you sign the academic integrity statement on the *Assignment Submission Form* submitted with your work, you give consent to allow your work to be checked.

Cheating in examinations

Definition

Cheating in University Examinations occurs when a candidate transgresses any of the following University Procedures governing the conduct of University Examinations. Specifically, candidates shall not:

- Copy from other candidates or from notes
- Introduce specified items (e.g. pencil cases), notes or other unauthorised material (including blank paper) into the examination room
- Communicate in any way with other candidates or person(s) except the invigilators
- Access sources of information (except as allowed by examiners or the Examinations Officer) or annotate or mark this information (except as authorised by the Examiner)
- Remove script books (blank or otherwise) from the examination room
- Bring mobile telephones or pagers into the examination room

Penalties

Cheating in University Examinations is treated as an absolute offence. Normally one of two penalties will apply.

- Repeat, as an external candidate, the examination or all the examinations in the Semester where the incident of cheating has occurred. Where a student is successful in repeating the examination(s), the credit may be awarded but a mark of zero will contribute to the degree classification.
- Withdraw permanently from the University, without award.

Malpractice in University assessments

Malpractice in University assessments occurs when a candidate attempts to mislead or deceive the examiners concerning the work submitted for assessment. This includes

colluding with others (including other students) in the preparation or submission of work. Further information is available from the Office of Academic Appeals and Regulation: < www.leeds.ac.uk/AAandR/cpff.htm >

Client and patient confidentiality

It is important that client and patient confidentiality is maintained at all times, both in the assessment process and during discussions.

It is your responsibility to ensure that any information that could identify a patient or client is omitted from any assessment you undertake. It is also good practice to omit names of organisations or agencies, and of staff.

The University of Leeds School of Healthcare views a breach of patient and client confidentiality extremely seriously and any student who is seen to break confidentiality in their assessed work may have their work referred. Please refer to the *School Student Handbook* for guidance on checks you can make to avoid this.

Dangerous practice in assessments

Dangerous practice is defined as any act or failure to act which would result in injury to a client or patient. Injury in this context refers to physical harm, pain and/or death. Dangerous practice includes bullying and unkindness to clients and patients.

Unsafe practice is synonymous with dangerous practice.

You must not write, say, or do anything in your assessments that could be viewed as dangerous practice. Where an examiner identifies statements or actions that suggest dangerous practice these will be brought to the attention of the module leader. The material will be considered by a panel of academic staff and this may result in failing your assessment. If required you could be invited to meet with School of Healthcare academic staff to discuss your work. This applies to all levels of work from level one up to postgraduate study.

Mandatory pass questions in examinations

Module leaders will identify those questions that must be passed, as an incorrect answer would demonstrate unsafe practice, for example questions calculating drugs dosages. These questions are mandatory pass questions. Failure in any one of these questions will result in failure of the entire paper, irrespective of how many other questions are answered correctly.

Incorrectly answering a question not identified as a mandatory pass question, will result in failure of the individual question only. You may still pass the overall paper provided that you correctly answer a sufficient number of other questions and do not fail any mandatory pass questions.

It is not a requirement that every examination includes a mandatory pass question(s) and there may be many instances where this will not occur.

Classification of awards

Classification of awards follows regulations in the University of Leeds *Taught Student Guide 2011-2012* and the *University Assessment Guide (Exams)* (available at: www.leeds.ac.uk/ssc/uagsection3.htm)

Appeals

Leeds Addiction Unit programmes of study are run under the academic management of the School of Healthcare of the University of Leeds. Marks awarded for assignments are ratified by the School Board of Examiners convened by the University.

A student has the right to appeal against his/her result in a University assessment. Before entering the formal appeals process however, students are encouraged to attempt to resolve the issue within the School and discuss the matter with their module leader. Only if this proves unsatisfactory should they follow the University's appeals procedure.

An appeal must be made by the student personally and correspondence from third parties will not be accepted. An appeal can be made against a decision published by the Board of Examiners (and not therefore, a provisional module grade). A student cannot graduate until his/her appeal has been concluded. And, once a student has graduated, he/she cannot appeal.

Any student wishing to start a formal appeal must read the procedure in full before beginning their appeal: www.leeds.ac.uk/AAandR/appeals.htm

Advice and Representation

Students have a right to impartial advice and representation by a third party, such as Leeds University Union. The Student Advice Centre, part of the University Union, provides literature and advice to help explain the appeals procedures and to support students in structuring their case. The Centre can advise on the procedures but will not comment on the content of the appeal.

Further information is available from:

www.leedsuniversityunion.org.uk/helpandadvice/

Study skills

Leeds Addiction Unit Library

All students on practice-based modules, or who live within easy reach of Leeds, may borrow books from the LAU library (maximum of 3 books for three weeks). Distance learning students can borrow books from the University of Leeds library (see *Library help online* below).

Students are required to return LAU library books on request, and/or on the return date, and the completion of modules. Leeds Addiction Unit, in accordance with the regulations of the University of Leeds, reserves the right to withhold awards from students who do not return books to the library when requested.

Additional resources

For further sources of health and addiction related information see the links on the VLE under: Organisations ⇒ Leeds Addiction Unit ⇒ Links. This information can also be found in the LAU document *Study Skills Guide & Assignment Information* which also includes advice on essay writing and referencing methods. Further advice on video assignments can be found in the LAU document *Study Skills: Video Recorded Assessment and Case Studies*. Both these LAU documents can be found on the VLE under Organisations ⇒ Leeds Addiction Unit ⇒ Study Skills and also at: < www.lau.org.uk/training/forms >.

Use of materials

You should always reference your sources and should put the material into your own words in such a way as to show that you have understood it. Direct copying of material from your sources without acknowledgement may be considered as plagiarism which is dealt with very severely by the University. Direct quotation should be used sparingly, never more than 5% - 10% of the whole, and should be placed in inverted commas or italics to separate it from your own work. Information on correct referencing methods can be found in the LAU booklet *Study Skills & Assignment Information* (see above). Further information can also be found on the University Library website: < <http://library.leeds.ac.uk/referencing> >

Library help online

Information about library services for distance learning students can be found at:

<<http://library.leeds.ac.uk/distance-learning>>

For a range of online guides, tutorials and workbooks to help you with your studies go to:

<<http://library.leeds.ac.uk/healthcare>> and

<<http://skills.library.leeds.ac.uk>>. There you will find:

- Step by step guides to literature searching
- Video clips demonstrating Medline and CINAHL for beginners
- Workbooks and tutorials on Medline, CINAHL, Social Work Abstracts, and PsycINFO
- Tutorials on referencing and evaluating information sources

An advanced tutorial for students doing dissertations or research projects is Researcher@library:

<<http://library.leeds.ac.uk/researcher>>

If you need help using library resources or finding information, contact the Library Enquiry Team:

<library@leeds.ac.uk>.

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APPENDIX 1

Practice placement

[From *Practice Mentor Handbook: 4. Organisation/Management of Mentoring Work*]

Procedure for practice placement and mentor

- The Practice Mentor should inform students about the approach to supervision and the methods they will use.
- The Practice Mentor should be explicit regarding practical arrangements including duration of contact time, frequency of contact time and the safety and privacy of the venue. A guideline for a minimum standard would be a meeting of one hour every fortnight throughout the module.
- The Practice Mentor and Student should arrange a preliminary meeting at the beginning of the module to review current knowledge and competences and formulate a plan of learning needs and competences.
- The Practice Mentor and Student will meet at the commencement of the module to negotiate a learning contract for the acquisition of Practice Competences linking with the Record of Learning Achievement.
- The Practice Mentor and Student will continue to meet on a regular basis as previously negotiated and agreed for the purpose of supervision and feedback to the student on their progress toward (a) the acquisition of the negotiated learning contract, (b) the acquisition of practitioner competences and (c) the self monitoring and recording of their learning. This should include the competencies required for the Record of Learning Achievement.
- The Practice Mentor should monitor and record in note form their supervision work.
- Wherever and whenever possible, the students' observed practice and supervised practice will be with the Practice Mentor. On other occasions a delegate approved by the Practice Mentor who will report their work to the Practice Mentor can carry out this work.
- Confidentiality - the Practice Mentor must maintain confidentiality with regard to personal information about students or their clients with the exception that (a) the Practice Mentor considers it necessary to prevent serious emotional damage to a client or (b) in the pursuit of a disciplinary action toward, or appeal by a student.
- With the exception of the Record of Learning Achievement, the Practice Mentor has no direct involvement with the student in their work towards achieving success in assessed work, e.g., case studies, and video/DVD presentations. However, at their own discretion, they can offer advice and guidance. For the purpose of presenting

mitigating circumstances in the case of a student experiencing difficulties, the Practice Mentor may also offer support.

- The Practice Mentor is required to witness and sign off the individual competences in the RLA when they are satisfied the student has carried out the task sufficiently. The Practice Mentor is not responsible for whether the assignment passes or fails.
- The Practice Mentor and Student will meet up at the end of the module to review the practice placement and the acquisition of all the requirements set out in the Programme and Module Handbooks.
- If disagreements cannot be resolved by discussion between Practice Mentor and student, the Practice Mentor will consult with the module leader.

APPENDIX 2

Online registration

We suggest you begin by reading the *Registration and Module Enrolment Guide* at:
< www.leeds.ac.uk/studentguide >

Go to *The Portal* at < <http://portal.leeds.ac.uk/> >. Login by entering your ISS username and password. Click on the *Student Services* tab along the top of the page and follow the on-screen instructions to access *Registration*. If you are unable to log in, a message will be displayed giving the reason. Please follow the instructions on screen.

If you have forgotten your ISS username and password, try the *Problems using the Portal* link < www.leeds.ac.uk/portal-service/problems > for assistance. Alternatively go to < <http://mypassword.leeds.ac.uk/> >

The 8 stages of online registration

Check and confirm:

- your personal details ① & ②
- your addresses, telephone numbers and emergency contacts ③
- your sports membership (join if you wish) ④
- your programme of study details ⑤

Make:

- your payment and fee payment arrangements ⑥
(if you are unable to do this, please follow the instructions displayed on screen.)

Read and agree:

- the student declaration ⑦

Last but not least:

- print your registration certificate ⑧

There is an online help facility to assist you through this process, so don't worry if you get stuck. For problems or queries, please contact the helpline on 0800 915 0402 (Mon - Fri 09.00-17.00) or email < registration@leeds.ac.uk >.

You **must** obtain a Student ID card from the University of Leeds in order to fully complete the registration process. Registration is **not** optional

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APPENDIX 3

Student ID card

You must obtain a Student ID card from the University in order to fully complete the registration process, **failure to do so may result in your registration with the University being terminated**. Your Student ID card, which remains the property of the University of Leeds at all times, is your key to the University and as such it:

- identifies you as a student of the University of Leeds
- allows you to use the University Union (subject to Union regulations)
- is your University Library Card - you will need it to enter Library buildings
- provides you with access to University Computing facilities (through Information Systems Services)
- allows you to use Sport and Physical Activity facilities (if you choose to join and pay the fee)

Your Student ID card will last for the duration of your study at the University. If you change your programme, and this has an impact on the duration of your study, you should obtain a new card (prior to the expiry of your current card) from the Student Services Centre Counter, Level 9, Marjorie & Arnold Ziff Building.

Fraudulent use of a Student ID card will be subject to action under the University Disciplinary Procedure. Such action may involve not only the perpetrator of the fraud but also the student whose card is involved if it can be shown that the student was culpable (for example if the card has been lent).

What to do if you lose your Student ID card

If you lose your Student ID card, you should go to the Student Services Centre Counter (Level 9, Marjorie & Arnold Ziff Building) to order a replacement Card for which there is a charge (non-refundable and payable with order). You will need to provide photographic identification (such as driving licence or passport) when requesting a replacement Student ID Card.

More information about obtaining a *replacement* ID Card is available on the Student Services Centre website at: <<http://tinyurl.com/leedscard>>

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APPENDIX 4

Essential documents and forms

Most LAU documents, guides and forms are no longer supplied as hard copies and are only available electronically. This includes the forms that you are required to complete and enclose with, or attach to, your assignment submissions.

It is essential that you familiarise yourself with these documents and forms which can be found on the University of Leeds *Virtual Learning Environment* (VLE) which is available from the Portal homepage or at: < vlebb.leeds.ac.uk/ > under *Organisations* ⇨ *Leeds Addiction Unit (MO82)*

They are also available at: < www.lau.org.uk/training/forms/ >

LAU Documents

Organisations ⇨ *Leeds Addiction Unit (MO82)* ⇨ *LAU Documents*

Student Handbook

< [student_handbook.pdf](#) >

Essential reading for all students. This handbook contains details of regulations and procedures covering assignment submissions, attendance, absence, resubmissions and withdrawal.

Assessment Criteria (v.2.6)

< [assessment_criteria.pdf](#) >

Level definitions and assessment criteria marking grids (for written assignments, video assignments and audio-visual presentations at levels one, two and three).

Guidance Notes: Written Assignment Submissions (v.3.0)

< [assignment_guide.pdf](#) >

Short illustrated guide on how to present written work in order to comply with the *Written assignment submission protocol* outlined in the *LAU Student Handbook*.

Forms

Organisations ⇨ *Leeds Addiction Unit (MO82)* ⇨ *Forms*

Assignment Submission Form

< [submission.pdf](#) >

ONE signed copy of this form **must** accompany all assignment submissions.

Confirmation of Client Participation in Video Assessment

< clientparticipation.pdf >

ONE copy of this form (signed by you *and* your Practice Mentor) **must** accompany all video assignment submissions.

Video submissions will **NOT** be accepted for supervision or examination without this form.

Limited Consent Form

< consent.pdf >

To be signed by the client before each recording and retained by the student in the client's personal file.

Request for Assignment Deadline Extension

< extension.pdf >

Extensions to assignment deadlines are only made in exceptional circumstances. If you experience difficulties in meeting the deadline you must seek advice from your module leader in advance.

Extensions can only be granted before the due date and apply to one assignment only. Genuine cases of difficulty will be treated sympathetically.

Study Skills

Organisations ⇒ *Leeds Addiction Unit (MO82)* ⇒ *Study Skills*

Study Skills Guide & Assignment Information

< study_skills.pdf >

Contains information about studying effectively, sources of information about alcohol and substance misuse in addition to general advice for the completion of assessments, such as how to plan and write an essay.

[Based on the University of Leeds document '*Study Skills and Assignment Information Booklet*']

Study Skills: Video Recorded Assessment and Case Studies

< video_skills.pdf >

How to video record your practice. Counselling qualities and skills. How to write analysis reports and case studies.

APPENDIX 5

Leeds Addiction Unit programmes and modules

Leeds Addiction Unit comprises a clinical unit specialising in the treatment of substance dependence, a teaching unit specialising in the training of professionals to manage problems of substance misuse in a variety of settings, and a research unit specialising in the evaluation of treatment.

The teaching unit, which has been in existence for over twenty years, provides programmes and modules accredited by the University of Leeds as well as a variety of short courses tailored to the needs of different professional groups and occupational settings. Staff who provide clinical teaching all carry an addiction caseload.

Leeds Addiction Unit offers a number of assessed courses validated by the University of Leeds School of Healthcare. Students normally study for an award such as the Certificate of Higher Education in Addiction Studies (CertHE), Community Treatment of Substance Misuse (CTSM) Certificate of Higher Education (CertHE), Diploma of Higher Education in Addiction Studies (DipHE), the Graduate Diploma in Addiction Studies (GDAS), or the Bachelor of Health Sciences (BHSc) in Addiction Studies, but modules can be studied on an individual stand-alone basis. Please note that restrictions apply regarding how many stand-alone modules may be brought into a programme. For further details, please contact LAU training office on 0113 295 1330.

The Certificate of Higher Education in Addiction Studies (CertHE) and Diploma of Higher Education in Addiction Studies (DipHE) are part-time programmes of study, delivered by distance learning, designed to provide students with the academic background necessary to prepare for a career in the addiction field or to supplement the practice skills required to work in the field. The CertHE Community Treatment of Substance Misuse (CTSM) is a part-time programme designed for staff new to the addiction field. The Graduate Diploma in Addiction Studies (GDAS) is a part time programme of study organised particularly for social workers, nurses and other professionals who are usually either specialists in the field of addiction or those planning to implement substance misuse interventions within other work settings. A significant feature of the GDAS is a focus on clinical practice and interventions with substance users. The usual time taken to complete both programmes is two years, but personal circumstances may extend this to a maximum of four years. The Bachelor of Health Sciences (BHSc) in Addiction Studies is a part-time programme that includes both theory led and clinically oriented modules. Students are able to select modules that suit their own learning needs. It usually takes four years part-time to complete the BHSc programme. Students who have completed the DipHE or GDAS may be able to top up their award to a BHSc by completing additional modules.

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UNIVERSITY OF LEEDS

IN COLLABORATION WITH

Leeds and York Partnership **NHS**

NHS Foundation Trust

Leeds Addiction Unit

LEEDS ADDICTION UNIT
Student
Handbook
2012

this document is also available at:
< www.lau.org.uk/training/forms/ >