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St Andrews

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School of Psychology & Neuroscience

Postgraduate Certificate, Diploma & MSc. Programmes:

Adults with Learning Disabilities who have Significant and
Complex needs

Adult Support, Protection and Safeguarding

POSTGRADUATE STUDENT HANDBOOK 2018-2019

This handbook is designed as a reference guide for both new and returning Postgraduate students on the School of Psychology & Neuroscience Distance Learning Programme. You should use it for reference during your time on the course.

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Summary

Supervision of Study

A member of staff is allocated to you to act as your supervisor. This person should be your first contact for advice about administrative procedures as well as matters related to your programme of study. If there are issues which cannot be resolved at these levels, you should contact the Academic Management & Support Office, in Registry, where there are dedicated Registry Assistants and a number of Faculty Officers with special responsibility for postgraduate matters.

The Course Supervisor for this programme is:

Dr Martin Campbell

Senior Lecturer & Pro-Dean of Science

School of Psychology and Neuroscience

Tel: 01334 462084

[Email: mc1@st-andrews.ac.uk](mailto:mc1@st-andrews.ac.uk)

For more information see the Supervision section of the Code of Practice for Supervisors and Students in Taught and Research Postgraduate Programmes, at:

<https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/APP.pdf>

[https://www.st-](https://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/postgraduate/research/)

[andrews.ac.uk/staff/teaching/strategypolicy/policy/postgraduate/research/](https://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/postgraduate/research/)

<https://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/>

Frequently Asked Questions

This is a list of the questions most frequently asked by students starting on the postgraduate programme.

What is it?: This is a Distance Learning course. You will access module materials online, via the University of St Andrews Moodle system, and these materials will be supported by Internet resources. The course is for qualified staff working with adults with intellectual/learning disabilities.

What qualifications are required for entry?: For the Postgraduate Certificate course you normally require a university degree *or* a professional qualification (nursing/social work/professions allied to medicine//teaching) to be considered for a place on the course. In some cases applicants with substantial relevant work experience in a cognate discipline, together with at least three years' experience will be considered, if they are working in supervisory or management positions. The

course is designed for staff employed in the field of learning disabilities, and you will be required to have the approval of your employer, as you will be asked to research information from the workplace. For the Diploma course the entry qualification is a Postgraduate Certificate at an acceptable level, (see page 9) either from University of St Andrews or a recognised UK university. For the MSc. the entry qualification is a Postgraduate Diploma at an acceptable level, either from University of St Andrews or a recognised UK university.

Before starting on your chosen course all students are required to complete an online course in training in good academic practice (sometimes referred to as 'TGAP'):
<http://www.st-andrews.ac.uk/students/rules/academicpractice/>

What level is the PG Certificate qualification?: The course is at Post Graduate level, and is accredited at 60 postgraduate points (Scottish Credit and Qualifications Framework level 11) for the Certificate, a further 60 postgraduate points for the Diploma, and 60 for the MSc. People successfully completing Certificate courses may go on to study for the Postgraduate Diploma (one additional year) and the Masters (MSc) level qualification (one additional year- see page 10).

What is studied in the programme?: For the PG Certificate *Adults with Learning Disabilities who have Significant and Complex Needs* you choose four modules from a total of six as listed below; each module is rated at 15 postgraduate points. Successful completion of the four modules within one calendar year will lead to the award of the Post Graduate Certificate.

- Challenging Behaviour (CE5001)
- Mental Health (CE5002)
- Offenders with Learning Disabilities (CE5003)
- Profound and Multiple Disabilities (CE5004)
- Adult Support and Protection/Vulnerability and Abuse (CE5005)
- Older People with Learning Disabilities (CE5006)

For the PG Certificate *Adult Support, Protection and Safeguarding* you must complete six modules as listed below; each module is rated at 10 postgraduate points. Successful completion of the six modules will lead to the award of the Post Graduate Certificate. (This Certificate is the entry qualification for PG Diploma).

- The Evidence of Harm in Adults (PS5401)
- The Ecological Model of Adult Protection (PS5402)
- The Individual at Risk and Significant Others (PS5403)
- Protective Service Designs: The Setting and Service Agency (PS5404)
- Regulatory Frameworks and Adult Protection Procedures (PS5405)
- Ecological Model Assignment (PS5406)

For the Postgraduate Diploma there are six compulsory modules.

- Module 1: Intellectual disability research (PS5101)

- Module 2: Data collection and sampling (PS5102)
- Module 3: Qualitative data analysis: flexible designs (PS5103)
- Module 4: Quantitative data analysis: fixed designs(PS5104)
- Module 5: Illustrative studies in intellectual disability research (PS5105)
- Module 6: Research proposal (PS5106)

There will be continuous assessment for these modules and this will be done online. You will be asked to submit a longer piece of written work (Research Proposal) as the assessment component of one of the modules on the Diploma course. This assessment will be related to a research proposal for a work-based study in a service setting.

How long will it take to complete the programme?: For the PG Certificate, you must complete the programme within a *maximum* of one calendar year (March to February or October to September). Student previous experience will vary, but as a rough guide, we estimate that each module will need between 80-120 hours of study time, including time spent researching and completing assessments. Each Diploma module has to be completed within two months, with the whole programme (six modules) to be completed within one year. As a rough guide, we estimate that each module will need around 80-100 hours of study time, including time spent researching and completing assessments.

Is it possible to take individual modules?: For the *PG Certificate Adults with Learning Disabilities who have Significant and Complex Needs*, it is possible to take individual modules; for all other courses, it is not. Priority for places on the Certificate courses will be given to people aiming to complete the Post Graduate Certificate. It is possible to enrol and pay for one module at a time while you are working your way towards the Post Graduate Certificate *Adults with Learning Disabilities who have Significant and Complex Needs*. This option is not available on the other programmes and all fees must be paid in advance.

What assessment methods will be used?: For the Certificate and the Diploma you will complete a number of assessments online, through the Moodle system (online learning environment). A number of different forms of assessment are used in each module and full details are given at the beginning of the course. In addition you will also be assessed on one longer piece of written work.

NB: The assessments are password protected. The password for each assessment is the code for that module which can be seen at the top of the main Moodle page for each module, e.g. CE5001, PS5401, PS5101.

Will I have to attend the university?: This is primarily a distance learning course. Students on the PGCert. will be encouraged to attend an introductory meeting at the beginning of the course, when assessment methods, presentation of assessments and online research are explained in detail. If you are unable to

attend this meeting because of distances involved you will be sent the information by post and/or email and this will be followed up by phone.

What materials will be supplied, and what facilities will I need?: You will be given password protected access to the main module materials, a range of online University Library resources, reference databases and other online resources. You will need use of a computer with internet access.

What Internet access will I have to resources?: You will be supplied with a personalised password and given Internet access to reference databases and other resources via the University of St Andrews Library. These resources include electronic databases of published research journals, books, e-journals, exam papers and newspapers, national and international Library catalogues, search engines and subject resources. You can also use a University library in your local area through the SCONUL scheme.

How much will it cost?: The cost for the whole Certificate programme, starting in March or October each year is £2163. The Diploma programme (year 2) costs £2163. The Masters (MSc.) (year 3) costs £2163. Each module may be paid for individually on the PG Certificate Adults with Learning Disabilities who have Significant and Complex Needs only, i.e. £540.75 per module. For all other courses full payment is required before you start. NB: There is also a matriculation/graduation fee for all courses.

What is studied in each module?: See individual module descriptors for details. Available on request from:

Email: mc1@st-andrews.ac.uk or go to:

http://www.st-andrews.ac.uk/psychology/prospective/distance/adults_support/index.php
and
<http://www.st-andrews.ac.uk/psychology/prospective/distance/learningdisabilities/>

Terms of Acceptance Summary

Acceptance of an application requires the agreement of the organisation or individual making the nomination subject to the following conditions.

1. Nominated students will be suitably qualified i.e. for the Certificate programme, a degree, a professional qualification, or substantial relevant work experience in a cognate discipline, together with at least three years practical experience in the field of learning disabilities in a management role; for the Diploma programme, a postgraduate Certificate pass at an acceptable level. Evidence of relevant qualifications must be supplied in support of applications.

2. Places on the course and on individual modules will be allocated strictly on a first come, first served basis to students with suitable qualifications and experience. There are two intakes per year, at the beginning of March and October.
3. Students successfully completing each module will be awarded CAT points at postgraduate level (SCQF level 11). These points can be used towards the Postgraduate Certificate, *“Adults with Learning Disabilities who have Significant and Complex Needs”*, which is at postgraduate level and is accredited at 60 postgraduate points, i.e. four modules at 15 points each, or the Postgraduate Diploma, *“Adults with learning disabilities who have significant and complex needs”*, which is at postgraduate level and is accredited at 60 postgraduate points, i.e. six modules at 10 points each. For the PG Certificate *“Adult Support, Protection and Safeguarding”* each of the six modules is accredited at 10 postgraduate points. Students must complete all six modules and no partial credit is available.
4. The University reserves the right to require a student to withdraw during the course on grounds of insufficient academic progress. Students will have one calendar year from start date to successfully complete the full Certificate, Diploma or Masters programme. Assessment will be based on written response criteria, through materials delivered via the University of St Andrews Moodle system. See full University of St Andrews regulations also <http://www.st-andrews.ac.uk/students/rules/>
5. After the agreed time for completion of each module students who have not successfully completed the assessment assignments by the due date will have deemed to have failed that module.

Payment of Course Fees

1. The ultimate responsibility for the payment of course or individual module fees lies with the individual student.
2. Students or their employers/sponsors will make arrangements for payment of fees on enrolment on the programme as part of the online matriculation process. Fees will be invoiced. All fees must be paid before the start of the course.
3. A student whose employer or other sponsor is paying course fees must indicate who is paying fees before starting the course.
4. If payment or employer’s confirmation of responsibility for fees is not received then it will be deemed that the student has not completed registration and therefore:
 - academic credit is not available
 - certification is not available

- the student will be asked to return any course materials
5. Refund of course fees is *only* available if the course has been cancelled by the University of St Andrews. Course fees will not be refunded because of student withdrawal from a course, for whatever reason, or if students fail to reach the necessary standard for a pass.
6. Students who are partly sponsored should arrange payment of fees as follows:
- Student pays full amount and is reimbursed by sponsor/employer.
 - Sponsor/employer pays full amount and is reimbursed by student.
 - Receipts can be issued to facilitate reimbursement. Contact: <http://www.st-andrews.ac.uk/students/money/tuitionfees/>

Academic Information

Assessment

Postgraduate modules are assessed using a variety of methods appropriate to the subject of study. Assessment requirements for each module in the Certificate and Diploma programmes are described in the module materials.

The final outcome of each module for the Certificate course is reported to University Faculty using a grading system, with more detailed feedback given on individual assessments. The final outcome of each module is reported to Faculty using a 0-20 reporting scale (the scale allows for increments of 0.1). More detailed information on assessments and presentation of work for assessment follows.

All assessments for each module must be completed by the due dates. A list of these dates is given in Appendix 1, at the end of this Postgraduate Handbook.

Submission of Assessed Work

Courses assessments will be submitted electronically using Moodle (see separate guidelines) with the exception of a number of longer written assignments which should be submitted by email as “WORD” documents.

1. Assessed work will be marked and reported on Moodle and you will be able to see your score.
2. Assessments must be completed by the due submission dates. These dates will be given out at the beginning of the course and are also given in Appendix 1.
3. Assessed work which is to be sent as email attachments should be typed as “WORD” documents.
4. Assessed pieces of work which have not reached the required standard will be marked as FAIL. (See also notes on Terms of Acceptance).

Grade Point Scales

The following grade point scales are used for the postgraduate courses.

Postgraduate Certificate Grade Point Scale

Module Score	Overall Score
16.5-20.0	Distinction
13.5-20.0	Automatic right of progression to Diploma
12.0-13.4	Discretionary progression to Diploma
10.0-11.9	Certificate Pass
7.00-9.9	Individual module passes only

Students must pass all Modules of their choice to pass the course overall and be awarded the Postgraduate Certificate. Students must pass all of the online assessments and pass the written assessments* for each module. Students must achieve 13.5 or more on all Modules to guarantee progression to the Diploma (2nd year). (*Students will be allowed up to two attempts at Case Study assignments only).

Postgraduate Diploma Grade Point Scale

Module Score	Written Assignment* Score	Overall Result
16.5-20.0	16.5-20.0	Distinction
13.5-16.4	13.5-16.4	Merit
10.5-13.4	10.5-13.4	Pass
7.0-10.4	7.0-10.4	Marginal Pass
4.00-6.9	4.00-6.9	Fail (right to one re-assessment)
0.0-3.9	0.0-3.9	Fail (no right to re-assessment)

Students must pass Modules 1, 2,3,4,5 and the Module 6 (Research Proposal) to pass the course overall and be awarded the Postgraduate Diploma. Students must achieve 13.5 or more on all Modules to guarantee progression to the Masters (MSc).

Referencing Your Answers

The course assignments have been devised in such a way that in answering them students are expected to draw explicitly on material and references in the modules. While it is desirable that students also draw on their own personal work experience, points made should be substantiated from references cited in the module as well as other reference material that has been systematically researched and read.

References should be presented using the author-date method and follow the **Harvard System** of referencing. This is very important at this level of study and all students should familiarise themselves with the referencing system early in their studies. Assessments throughout the Certificate, Diploma and Masters programme must be presented accurately and consistently using this system.

The sources of ideas and direct quotes in your answers should be referenced using the Harvard System. References used in answers may be derived from the references cited in the module, accessed via reference databases through the University of St Andrews Library or from other literature read. This applies to each individual assessment. References should be presented using the author-date method and follow the Harvard System of referencing.

A guide on referencing follows and you should use this during your time on the course. Note that other guidance on the Harvard System may be found in numerous web sites - simply search on "Harvard System" on your computer browser. For example: <http://libweb.anglia.ac.uk/referencing/harvard.htm>

Referencing

The Harvard System

There is a very wide range of referencing styles, and academic journals employing the same basic style may show variations in details of presentation of a single style. Any publishers of a journal or book will have their own specified style to which authors will be expected to conform, and failures to do so will be dealt with by queries back to the author or the publisher's own copy editors.

The journals that you access during this course mainly use the **Harvard reference style**, and you are required to follow this style in all of your written assessments. (In a sense you are being treated as an author would be when submitting for publication, except here the style requirement is that of your course tutors rather than publisher.) This *author-date* style requires the authors and date of publication to be cited in the text, (e.g. Smith (2008)) with the full references listed *in alphabetical order* in the reference list at the end. There is a style for both the citation in the text and for the reference itself.

Accuracy and consistency in your referencing style is critical, and it is one of the main reasons that students on this course are asked to re-do written assessments. Reference styles consist of a set of conventions, not "eternal truths" handed down

from on high. Like many conventions, however, success may depend on observing them.

Reference styles

We will begin with the style of some of the principal types of reference as they appear in reference lists. We deal here with journal articles, books, chapters in books, corporate reports (e.g. by government agencies), citations of electronic sources and personal communications.

Single Authorship

Citation of a journal article includes information on the author(s), date of publication, title of the paper, journal, volume number and page numbers as shown in Figure 1. Note that the style covers whether a letter is lower or uppercase, bold, or italicised. Note, too, the punctuation which is an important part of the referencing convention. Where there is an absence of punctuation is also important. Note in this figure there is no comma after the “A” initial of Joyce; no full stop after the second bracket enclosing the date.

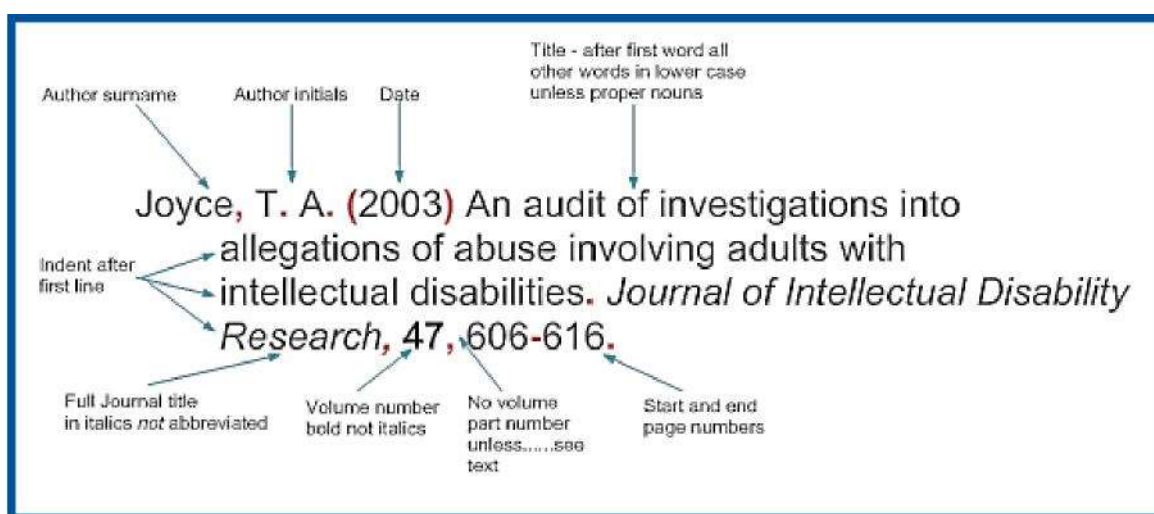


FIGURE 1 EXAMPLE OF HARVARD STYLE FOR A JOURNAL ARTICLE WITH A SINGLE AUTHOR

Note that the *part number* of the volume is not included here, i.e. the reference does not include **47 (8)**, or **47, 8**, . The convention here is as follows: if a single volume of a journal has consecutive page numbering, then the part number should not be included. For example, if part 1 of a volume finishes on p. 167 and part 2 begins on p.168 then the part number is redundant. If, however, each part begins at p. 1, then the part number is critical to retrieving the paper and should be included. In this case, both the above styles (i.e. **47 (8)**, or **47, 8**,) are acceptable. Be consistent in following this convention. Do not sometimes include the part number and other times omit it for journals with consecutive pagination.

There are two basic forms of citation in the text: The author(s) and date may be part of the overall sentence, e.g.:

Joyce (2003) undertook an audit of...

Or

In cases of abuse involving people with intellectual disabilities,
Joyce (2003) reported that...

Alternatively, the citation may be self-contained and in brackets:

A number of barriers to investigations of allegations of abuse of
people with intellectual disabilities has been reported (Joyce 2003).

Two authors

Figure 2 illustrates the style for a two author paper.

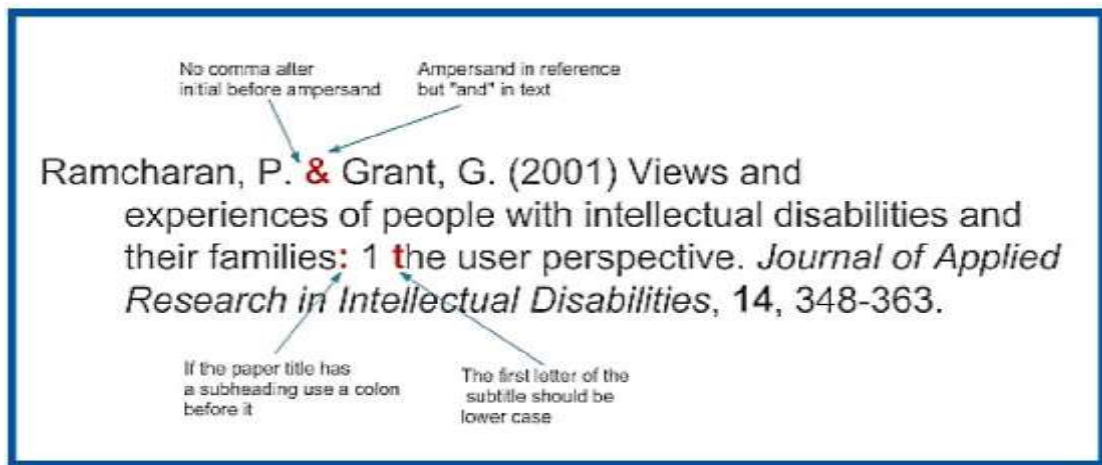


FIGURE 2 EXAMPLE OF HARD STYLE FOR A JOURNAL ARTICLE WITH TWO AUTHORS

In the case of two authors, both are cited in the text, e.g.:

Ramcharan and Gordon (2001) report that families...

Or

The experience of families caring for someone with intellectual
disabilities has received increasing attention (Ramcharan and
Grant 2001).

Three to six authors

With three to six authors the same general rules follow, though with a comma after the initial or each author, as in Figure 3.

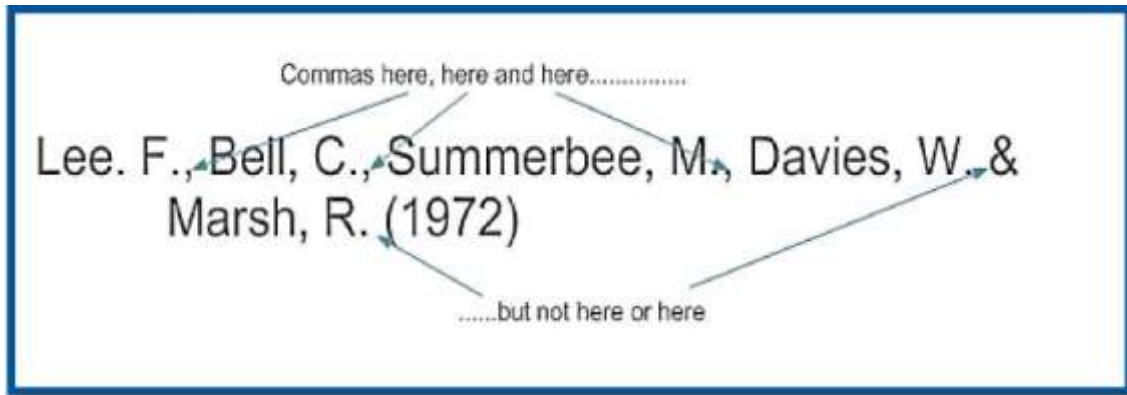


FIGURE 3 PUNCTUATION OF AUTHORS' INITIALS WITH MULTIPLE AUTHORS

If there are three to six authors, then on the first occasion in the text the reference is cited, the full authorship is given:

Joyce, Ditchfield and Harris (2001) or (Joyce, Ditchfield and Harris 2001)

After which the citation will appear as:

Joyce *et al.* (2001) or (Joyce *et al.* 2001)

The abbreviation *et al.* is short for "et alii" which means 'and others'. It has the same purpose as *et cetera*, 'and the rest'. *et al.* refers to the other authors after the first author whose name is always given in both the text citation and reference list. Do not use "op. cit." which is an abbreviation for the Latin "*opus citatum*"/"*opere citato*," meaning "*the work cited/from the cited work*". Similarly do not use "*ibid*", which refers to the *last cited source* or "*supra*" which means *cited above*. Stick with the author and date.

In the reference list *all* authors will be cited:

Joyce, T., Ditchfield, H. & Harris, P. (2001) Challenging behaviour in community services. *Journal of Intellectual Disability Research*, 45, 130-138.

More than six authors

If there are more than six authors, these would appear in the text citation *and* reference list with the first six cited and then *et al.* For example, the following reference includes all authors:

Al-Saleem, T., Wessner, L.L., Scheithauer, B.W., Patterson, K., Roach, E.S., Dreyer, S.J., Fujikawa, K., Bjornsson, J., Bernstein, J. & Henske, E.P. (1998) Malignant tumors of the kidney, brain, and soft tissues in children and young adults with the tuberous sclerosis complex. *Cancer*, 15, 2208-2216.

In the text on the first occasion the citation would be:

Al-Saleem, Wessner, Scheithauer, Patterson, Roach, Dreyer *et al.* (1998)

Or

(Al-Saleem, Wessner, Scheithauer, Patterson, Roach, Dreyer *et al.* 1998)

After this it would appear as:

Al-Saleem *et al.* (1998) or (Al-Saleem *et al.*1998)

In the reference list this reference would appear as in Figure 4:

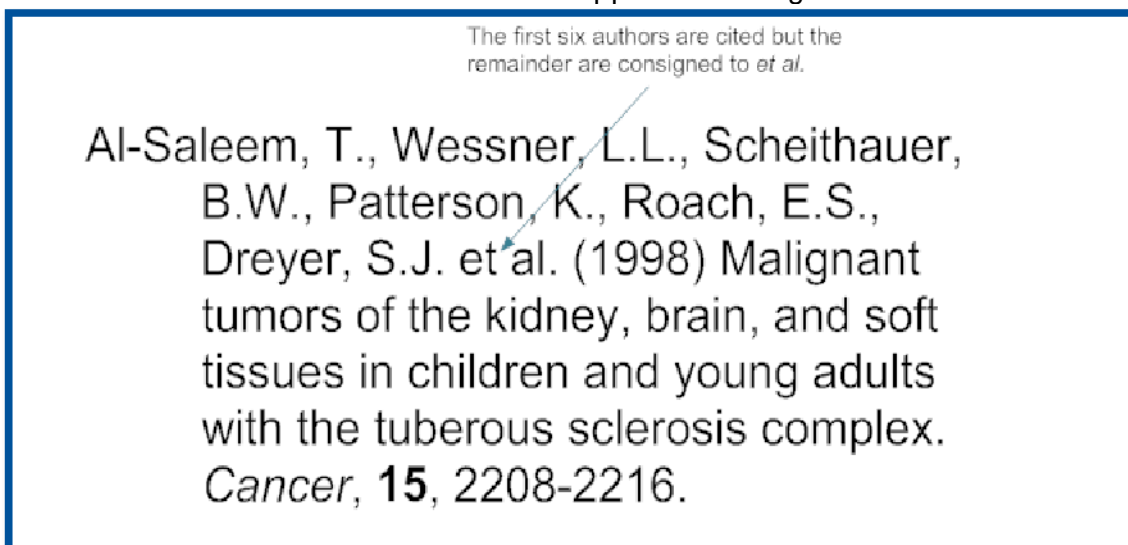


FIGURE 4 AUTHORSHIP IN REFERENCE WITH MORE THAN SIX AUTHORS

As always, you will find reference styles that will include all authors or will have a lower cut off point, i.e. five authors before “*et al.*”

Extensive lists of authors, however, tend to occur more in medical than social science publications and you may not encounter the pain of typing long lists of names.

N.B: Initials are *not* included in the citations in the text, e.g. Joyce (2003) not T. A. Joyce (2003). However, if there are two different authors with the same surname who have published in the same year then initials should be included, e.g. T.A. Joyce and J. Joyce each publish a single authored paper in 1997. These citations appear as (Joyce T. A. 1997) and (Joyce J. 1997) in the text.

Note that in all the references cited as examples above the second and subsequent lines are indented, a convention which leads to greater clarity in the reference list.

Referencing Books

The information for a reference for a book consists of the author, date, book title, place of publication and publisher, as in the following example.

Hogg *et al.* (1988)
Hogg, J., Moss, S. & Cooke, D. (1988) *Ageing and Mental Handicap*. Croom Helm, London.

In the case of an *edited* volume:

(Thompson *et al.* 2000)
Thompson, T., Felce, D. & Symons, F. (eds.) (2000) *Behavioral Observation: Technology and applications in developmental disabilities*. Brookes, Baltimore, MD.

Note in Thompson *et al.* the abbreviation for the state in which the US city is located, here MD for Maryland. For interest, a full listing of these abbreviations will be found in Figure 5.

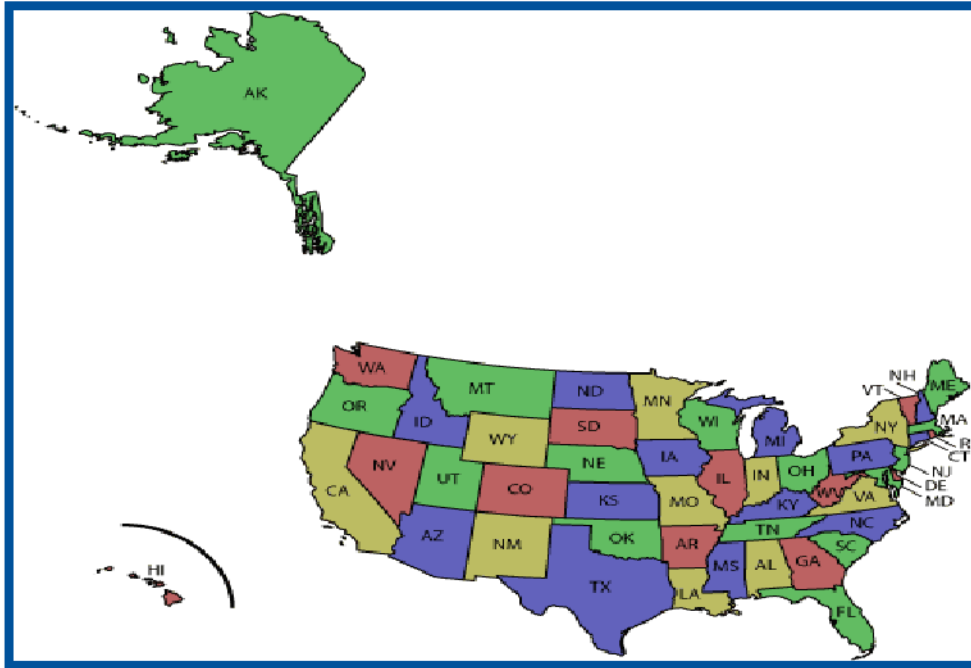


FIGURE 5 USA STATE NAME ABBREVIATIONS

If you do not know which abbreviation goes with which state name then check this on:

<http://www.stateabbreviations.us/>

Note a further small point in this reference: *Behavioral*. Always retain the original spelling in a reference, whether it uses the American or English spellings – don't amend to, for example *Behavioural*.

N.B: Citations in the text of the author-date for written and edited books follow the same rules as explained for journal articles.

Book chapters

If we wish to cite a book chapter, e.g. one by (Goode and Hogg 1994), the following style should be followed:

Goode, D. & Hogg, J. H. (1994) Towards an understanding of holistic quality of life in people with profound intellectual and multiple disabilities. In: *Quality of Life for Persons with Disabilities: International perspectives and issues* (ed D. Goode). pp. 197-207. Brookline Books, Boston MA.

Note that all words in the chapter title (apart from the first) begin lower case as do all words (apart from the first in the book's sub-title).

Corporate documents

You will quite frequently need to cite corporate documents, e.g. authored by government agencies, the National Health Service, voluntary organisations etc. Remember here the author is the corporate body as in this example:

“An extensive review of services for people with intellectual disabilities was undertaken in Scotland by the Scottish Executive (Scottish Executive 2000).”

Scottish Executive (2000) *The Same as You?* A review of services for people with learning disabilities. Edinburgh, Scottish Executive.

Note that in the text the corporate body is again the author. In this example the authorship should *not* appear as (*The Same as You?* 2000).

Citing electronic documents

Many electronic documents you access on the World Wide Web (www.) will be documents with an identified author. The general format and sequence is: author, date published or “n.d.” of no date, title of article, date retrieved and URL or *Uniform Resource Locator*, i.e. the global address of documents and other resources on the World Wide Web (WWW).

Johnson, R. B. & Onwuegbuzie, A. J. (2004) Mixed methods research: a research paradigm whose time has come. Retrieved July 16, 2008, from

<http://www.wou.edu/~mcgladm/Quantitative%20Methods/optional%20stuff/mixed%20methods.pdf>

Note, too, that the general reference format of a hanging indent after the first line is followed and the reference ends with a full stop. This reference would appear in the reference in alphabetical order by author, i.e. “J”. If, however, no author is cited, then alphabetise by title. Here is an example:

Glossary of Mixed Methods Terms/Concepts (n.d.). Retrieved July 16 2008, from <http://www.fiu.edu/~bridges/glossary.htm>

Again, this reference would be placed in alphabetical order under “G”. It is not acceptable to simply drop a “www” location into the references.

The preceding references are ones in which there is no DOI or Digital Object Identifier. Ideally it is recommended that you cite publications on the World Wide Web using the Digital Object Identifier (DOI®) System rather than the URL, when a DOI is available. DOIs are more familiar to you than perhaps you think. We have

used DOIs throughout the course to identify and give you access to journal papers. Though website names may change over time, the DOI remains constant ensuring that your reader (and yourself) will always be able to access the citation. By far the easiest way of citing the DOI for a web document is simply to copy it from the web page and paste it into your own document. Some online bibliographies hide an article's DOI under a button, e.g. one labelled "article". This button may lead to the paper and DOI. Here is an example of a journal reference with associated DOI:

Cederborg, A-C. & Lamb, M. (2008) Interviewing alleged victims with intellectual disabilities. *Journal of Intellectual Disability Research*. **52**, 49–58. DOI: 10.1111/j.1365-2788.2007.00976.x

If you wish to learn more about DOIs then see the following for an overview: <http://www.doi.org/hb.html>

The range of electronic sources that may need to be referenced is very wide and includes book reviews, graphs, on-line interviews and many more. The following web site which is based on the American Psychological Association publication style covers these sources and many more. If you are at a loss as to how to reference something you come across while surfing, this may provide the answer:

<http://owl.english.purdue.edu/owl/resource/560/10/>

Personal communications

Referencing of journals, books, book chapters, corporate documents and electronic resources as described above is the recommended method of supporting points made in your assessment answers. Very occasionally, you may receive information that you wish to cite through a personal communication from a colleague or someone who has already published in the field. This information may be an e-mail, have been transmitted orally or in a letter. It is important first to get permission from the person to cite the communication in your assignment or paper. Personal Communications are not recoverable documents and therefore should not be included in the final reference list but cited in the text in parenthesis. As full details as possible should be given in the following style:

M. Campbell (personal communication, July 16, 2016) suggests that recent inspections of services for people with intellectual disabilities have failed to identify weaknesses in staff training.

Or:

It has been suggested that recent inspections of services for people with intellectual disabilities have failed to identify weaknesses in staff training (M. Campbell, personal communication, July 16, 2016).

Organisation of reference list

References in your reference list should appear in alphabetical order. There are clear rules as to how this should be done, and here we draw on the APA 5th Edition rules – though not all of them. To begin with the obvious, it is the first author's surname initial we base the order on:

Ash, A. & Birch, C. (2000)

Beech, C. (1999)

Cercis, J., Acer, P. & Robbinia, P. (2016)

Remember "less precedes more":

Beech (1999)

Beeching (1969)

Beechingly (2010)

If the name begins with Mac, Mc or M', then order the references by the actual letters, i.e. Mac precedes Mc; Mac or Mc precedes M'.

If a prefix such as *de*, *Von*, *da*, *la* etc is part of the name then alphabetise by the prefix, e.g.

daPonte, L. (1977)

Dvorak, A. (1910)

DePouncy, G. (1989)

Maybe, R. (1999)

VonStumpf, X. (1907)

Where there are two citations with the same author or authors but the dates differ, then put references in order of date, e.g.

Campbell, M. & Hogg, J. (2014)

Campbell, M. & Hogg, J. (2015)

If, however, one or more authors publish papers on the same date then the papers are ordered on the basis of the first letter of the title excluding the definite or indefinite article, and the reference differentiated by adding 'a', 'b', 'c' etc. to the date e.g:

Campbell, M. & Hogg, J. (2007a) The effect of monetary reward on.....

Campbell, M. & Hogg, J. (2007b) Further studies of the effect of monetary reward in staff training....

Campbell, M. & Hogg, J. (2007c) Yet more studies on the effect of monetary reward....

These letters are carried over into the text, e.g.:

In three ground breaking studies of considerable significance Campbell & Hogg (2007a; 2007b; 2007c) clearly demonstrated the importance of monetary reward in effective staff training

Single authored citations precede multiple authorship where the first author's surname is the same, e.g.:

Campbell, M. (2015)

Campbell, M. & Hogg, J. (2015)

Where the first author of a series of multiply authored publications is the same, then the initial of the second or third author's surname determines the order of references. This is illustrated in Figure 6.

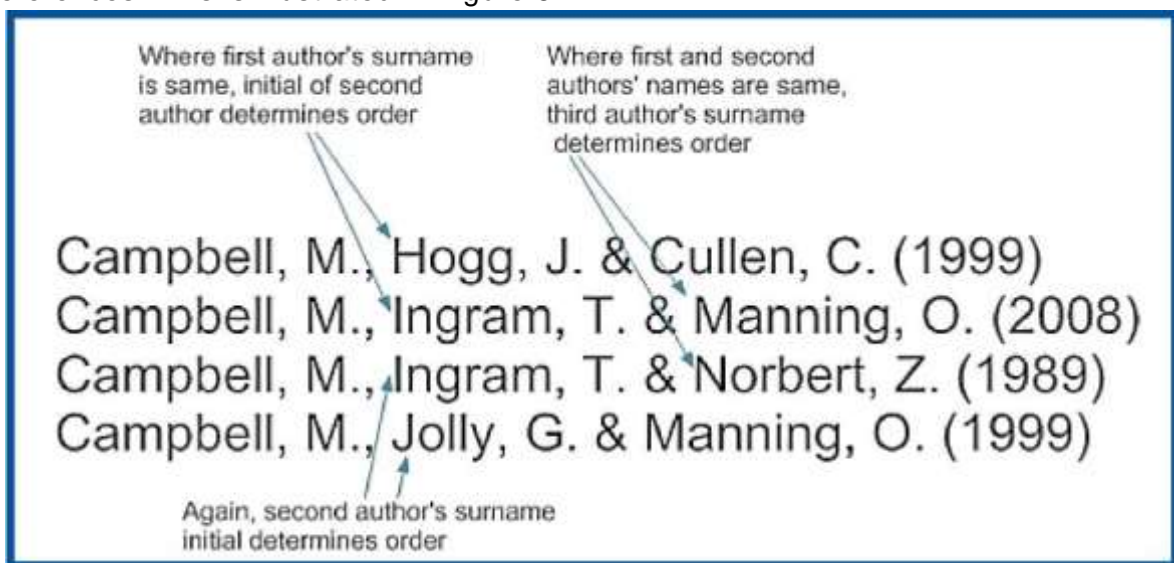


FIGURE 6 REFERENCE ORDER FOR MULTIPLE AUTHORSHIP WHERE FIRST AUTHOR'S NAME IS SAME

As you will appreciate without further illustration, the logic of this ordering can be extended to any number of authors!

Reference Software

There are various commercially available software packages that permit a variety of valuable operations when referencing. References can be stored and then the reference list generated in a wide range of styles, including a number of author-date systems. Reference lists for papers may be generated automatically guaranteeing consistency between text and reference list.

EndNote is the chosen University of St-Andrews referencing system but is only available for members of the University for Installation on University-owned computers. Students wishing to purchase a copy of the software for installation on their own computers need to purchase a separate license from the software distributor. For more information see, for example, <http://www.bilaney-consultants.co.uk/our-products/endnote.html> . PC and Macintosh versions of Endnote are available for download from the St-Andrews network for a licence fee. See: information about software downloads at:

<http://www.st-andrews.ac.uk/itsupport/>

For the purpose of assessments, acquisition of EndNote is far from essential, though students proceeding to more advanced work should seriously consider this valuable resource. In its absence, references can be stored electronically and cut and pasted into a reference list. In order to ensure consistency with citations in the text meticulous checking is required. As you read through the text:

- Note whether the author-date text citation has a corresponding reference in the reference list
- Check that authors(s) spelling and the date are the same
- Check that all the reference is included and in the required style
- Check that all the information is in the reference
- Tick the reference
- When completed check if there are any unticked references . this means they are not cited in the text. Check whether you need to add the author-date citation to the relevant place in the text or delete the reference from the reference list.

This gives you clear models on the reference types and conventions you are most likely to encounter. There will always be unfamiliar sources that may require some improvisation unless you are going to seek out one of the principal publication styles such as that of the *APA*. Remember that in the last analysis the purpose of referencing is to enable others to retrieve publications you have cited, and this is dependent on the clarity and fullness of the information you provide.

To reiterate: a high standard of referencing is expected in your assessments, and this guide should be used as a point of reference to achieve this.

Summary: The aims and objectives of referencing

The reference list is placed at the end of the paper, report or assignment. It has a number of functions: first, it documents the sources on which the writer(s) has drawn in preparing the document; second, it provides the means by which the reader can identify and access those sources; third, the reader, particularly if they are familiar with the topic, can establish how adequately the authors have represented the state of knowledge.

Marking of Assessed Work

Marking of written student work (including Case Study and Systematic Review assignments) will be assessed on the following criteria:

Structure

- Introduction clearly states subject and scope of assignment
- Information presented is relevant to topic
- Topic is covered in appropriate depth
- Adequate coverage of necessary areas for topic
- Adequate and accurate referencing
- Conclusion is clear and effectively links main points presented

Argument

- Evidence is accurate
- Logical development of points
- Purpose of argument is clear
- Evidence of independent thought on the topic

Style

Typing/Writing is comprehensible and legible

Presentation

- Correct citation of sources and references using Harvard system
- All pages appropriately referenced with name, student number and module title
- Word length is within 10% of guidelines

Extension of Studies

You may discover that you require more time to complete your work than is allowed for in the regulations of your programme, for a variety of reasons, for example illness or absence from work. In this case you should contact your course supervisor, who may be able to arrange for an extension to be approved by the Faculty where genuine reasons exist. It is very important that you negotiate periods

of extension well in advance of your anticipated end date where possible, and give clear written reasons why you need an extension to the agreed submission dates. Normally a medical certificate or an employer's letter will be needed to support your application for any extension of time. For longer periods of time you may consider applying for a Leave of Absence.

<http://www.st-andrews.ac.uk/students/advice/academic/loa/>

Identity Cards

New students are issued with an ID card at the beginning of their first academic year, during matriculation for the course. The information on the card is extracted from the Student Record system. It is very important that you submit a correct on-line personal details form. See:

<http://www.st-andrews.ac.uk/itsupport/gettingstarted/newstudents/>

and <http://www.st-andrews.ac.uk/pgstudents/>

Inaccurate information in the Student Record system means that information on your ID card will also be incorrect. Cards are valid for the entire duration of study and serve a number of functions:

- Personal identification and confirmation that you are a student at the University of St Andrews.
- Valid identification to be used with your SCONUL Libraries card to access other university libraries.
- As a library card for the University of St Andrews Library. The barcode and 10 digit number on the **reverse side** of the card is used solely by the Library for maintaining your Library record and issuing books. You may also be asked for this code when communicating with the library to gain access to other resources.

Please note that:

- ID Cards remain the property of the University of St Andrews.
- If a student leaves the University before the course end date on their card (valid until date), (s)he must return the card to: ID Cards, Business Improvements, College Gate, North Street, St Andrews, marking the envelope as 'returned ID card'.

For information about problems with lost and stolen cards, damaged or incorrect cards and changes to photographs please see

<http://www.st-andrews.ac.uk/students/idcards/>

Matriculation

All Postgraduate students are required to matriculate at the start of the course, starting either in March or October. You will do this online in the month previous to your course starting.

To complete the matriculation process, you need to complete all of steps, and your information will be available to Academic Records and the University Library.

Please note that it is your responsibility both to make changes to your personal details file whenever necessary and to ensure that you have explicitly consented, or not, to the use of your contact details. Your matriculation will not be complete until you have completed all steps and your personal details have been set to 'Complete' on the university student records.

You can add and check your details online at:

<http://www.st-andrews.ac.uk/itsupport/accounts/>

Transcripts of Academic Records

The University Registry can supply a transcript of your academic record showing the following details:

- Programme for which you were enrolled at the end of each year of study;
- Classes/modules which have been taken in each year of study;
- Assessment and reassessment grades for each class/module where appropriate;
- Number of credits gained in each module and in each year;
- Qualification/degree awarded and class (where applicable);

The University charges a fee of £13 for one single endorsed transcript and £25 for a batch of ten endorsed transcripts.

Orders for transcripts should be logged by letter, fax, or email and will usually be dispatched within three to five working days in term time (turnaround during major events e.g. Matriculation, Exams and Graduation and in holiday periods may be slower).

When ordering, please provide as many of the following details as you can: Full Name, Student Number, Date of Birth, Finishing Date, address to which the transcript should be sent, any special instructions from the intended recipient.

Contact:
Student Academic Administration Office, Registry, Old Union
Building,
79 North Street.
Telephone: 01334 463097
Fax: 01334 462144
[Email: student_academic_administration@st-andrews.ac.uk](mailto:student_academic_administration@st-andrews.ac.uk)

Academic Regulations & Codes of Practice

Submission of Written Assessment

Submission of assessments is a basic requirement for credit award, and failure to complete online assessments or submit written assessments will result in your losing the right to be assessed in that module, because of lack of academic progress.

If you are ill and unable to submit your assessments at the due dates, you must contact your supervisor at the earliest opportunity and send a medical certificate, an employer's letter as soon as possible.

Monitoring of absences will be undertaken in accordance with the regulations on Permission to Proceed on the course.

Good Academic Practice & Academic Fraud

Before starting on your chosen course all students are required to complete an online course in training in good academic practice (sometimes referred to as 'TGAP'): <http://www.st-andrews.ac.uk/students/rules/academicpractice/>

The University awards degrees and other qualifications as recognition of a student's own performance during a programme of studies. All work submitted for assessment, therefore, must be the product solely of the student concerned except when clearly stated otherwise.

The university has adopted the following statement on academic fraud:

“The University regards academic fraud as involving "the presentation of material as one's own when it is not one's own, and/or the presentation of material whose provenance is academically inappropriate". This may involve plagiarism -- "the act of taking another's ideas and representing them as one's own"; submitting work which has been submitted in another course, falsifying data, inventing citations etc. “

Advice on how to avoid academic fraud and inappropriate use of sources can be found at in the TGAP (Training in Good Academic Practice) exercise that you complete at the beginning of the course.

Details of how the University deals with allegations of Academic Fraud, i.e. the School and University level investigatory and adjudication processes, the range of possible penalties, and details of the appeals procedure, can also be found at the above website. Any incidents of Academic Fraud will seriously endanger your place on the course.

Academic Progress Difficulties

Refer to the Code of Practice for Supervisors and Students in Taught and Research Postgraduate Programmes for procedures and further guidance:

<https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/APP.pdf>

<https://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/postgraduate/research/>

Code of Practice for Supervisors & Students

See: <https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/APP.pdf>

<https://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/postgraduate/research/>

Complaints, Appeals & Discipline

The University is committed to ensuring as high a quality student experience as possible while studying at St Andrews. Occasionally things may go wrong and if you are experiencing a difficulty or are dissatisfied with your academic experience, you should raise concerns as soon as possible, in the first instance with your course

supervisor. This allows effective resolutions to be worked out quickly. Difficulties or dissatisfaction normally fall into one of three categories:

- Appeals against academic judgements - where, for example, the University has made a judgement about a student's assessed work or academic progression;
- Complaints - where a student is dissatisfied with the provision, whether academic or non-academic, that they have received from any part of the University;
- Disciplinary cases - where the University has grounds to believe that a student has conducted himself or herself in an unacceptable manner in an academic or non-academic context.

Complaints should be raised in the first instance at local level with the appropriate member of staff, course supervisor. There are occasions when an amicable solution is not possible, and in these circumstances you should refer to, and follow, the procedures outlined in the University's Code of Practice on Student Appeals, Complaints and Discipline.

If there are personal circumstances that may affect your academic performance and subsequently may result in an Academic Appeal, please bring these to the attention of your supervisor as soon as possible. If you wish for further information, consult the University's Code of Practice on Student Appeals, Complaints and Discipline, available online at:

<http://www.st-andrews.ac.uk/students/rules/appeals/>

Students can obtain guidance on the procedures relating to any of the sections of the Code from the Students' Association, the Academic Registrar, the Academic Support Adviser, or Student Support Services.

Confidentiality - Code of Practice

The Code is available online at <http://www.st-andrews.ac.uk/students/rules/> For further information, contact the University's Data Protection Officer.

Data Protection Information

Information for students is available at: www.st-andrews.ac.uk/dataprot

If you need advice on a specific issue:

University Data Protection Co-ordinator.

Telephone: 01334 463528

[Email: dataprot@st-andrews.ac.uk](mailto:dataprot@st-andrews.ac.uk)

Degree Regulations

A regulatory structure determined by Senate and Court governs the award of all qualifications. Regulations are online at:

www.st-andrews.ac.uk/registry/

Equality

The University's aim is that all staff and students, both existing and potential, should receive equal and fair treatment in all aspects of University life. The University seeks to ensure that a suitable working and studying environment is provided which is free from discrimination and where all members of the University community are treated with dignity and respect and are valued as individuals. To meet this aim, the University Court established an Equal Opportunities Committee with a remit for both staff and student issues.

Leave of Absence Programme Requirements

The Course Catalogue provides information on the module requirements for particular degree programmes and these must be met. See www.st-andrews.ac.uk/registry

Relationships between Staff and Students

The University's Code of Practice governing relationships between staff and students can be found online at

<https://www.st-andrews.ac.uk/staff/policy/hr/relationsbetweenstaffandstudents/>

For more information contact:

Human Resources:
Telephone: 01334 463096
[Email: humres@st-andrews.ac.uk](mailto:humres@st-andrews.ac.uk)

Student Records: Student Access

The University keeps records on every student. Each record contains data of two sorts - personal information (e.g. next of kin, term address) and course information (e.g. module grades already awarded, modules currently being taken). Every student has had access to his or her own personal information record and is asked to take responsibility for keeping this correct and up-to-date. Students also have access to their current electronic "record cards" and are able to print these out. If hard-copy transcripts are required (on official stationery), students contact their course supervisor.

This self-access facility is available to all students at:

<https://e-vision.st-andrews.ac.uk/>

On entering username and password, you are directed to your personal details for correcting or updating and to a module choices page computer.

Tuition Fees

Each student admitted to the University is liable for their tuition fees and is responsible for ensuring that they are paid. Arrangements must be confirmed at the start of each session (March or October) and fees must be paid *before* students begin their time on the course. Students who are in receipt of tuition fee support from any external agency, out with the U.K., will be expected to show each year at Matriculation written evidence of the level of support they will receive.

Students funding themselves, either wholly or in part, must make payment arrangements during registration. If you believe you are being funded by anyone other than yourself (i.e. employer), you should ensure that you have written evidence that you have applied for funding in advance of each year of study, that the amount of funding is clearly agreed, and that the way in which the University will receive the money is clearly understood. If the University is not able to establish whom to invoice for your fees, the bill will be sent to you directly. An invoice for course fees will normally be sent to the employer or individual student according to your instructions on your application form.

Library & Information Services

Library Facilities

NB: For information about access to University of St Andrews Library and Information Services for this programme you should consult the Powerpoint presentation sent to you at the beginning of the course.

As a student on the Postgraduate programme you will be given access to a range of library facilities, including online access to a number of electronic resources including reference databases via the University Library. You will be using the University of St Andrews library services during your time on the course, mostly for researching and referencing your assessments. You may also choose to use the facilities for researching purely work related issues, or for interest.

The University Library contains a wide variety of print and electronic resources to help you with your studies - over one million books, several thousand print and electronic journals, a video/DVD collection, as well as over 100 online information databases and a growing collection of full-text e-books.

Most of these services can be accessed from off-campus. Library staff are available to help you find information for your studies. See: <http://www.st-andrews.ac.uk/library/>

The Main Library opening hours are (closed over the Christmas and New Year period):

Semester:

Monday-Friday 08.45 - 00.00

Saturday 09.00 - 17.00 / Sunday 13.00 - 00.00

Vacation:

Monday-Friday 09.00 - 20.00

Saturday 09.00 - 13.00

Library & Information Services

Telephone: 01334 462283 - Reader Services

Telephone: 01334 462281 - General Library Enquiries

[Email: lis.library@st-andrews.ac.uk](mailto:lis.library@st-andrews.ac.uk)

Website: <http://www.st-andrews.ac.uk/library/>

As well as access to the University of St Andrews Library you can also access up to three other UK university libraries by applying for a SCONUL card. An application form for this will be included in the information sent to you at the beginning of the course.

For Library queries during your time on the course you can contact Hilda McNae at the University Library by email (hmm9@st-andrews.ac.uk).

Moodle

You will be using a computer system call Moodle to access introductory information, the main course materials and course assessments.

Moodle stands for **M**odular **O**bject **O**riented **D**ynamic **L**earning **E**nvironment. It is a Learning Management System (LMS) or a Virtual Learning Environment (VLE) for online dynamic web sites for students.

You will access course materials on Moodle via the main University of St Andrews website, but your access will be password protected. You will be given a University of St Andrews username and a password at the beginning of the course.

Moodle has a number of useful tools that can be used during your time on the course, and these will be explained at the introductory session, before you start the course. There is a general introduction to Moodle given at:

Basic Moodle information can be found on: <http://moodle.org/about/> and <https://www.st-andrews.ac.uk/students/academic/academic-advising/glossary/moodle/>

To login to Moodle, and access Module materials for the purposes of this course, you should go to: <https://moody.st-andrews.ac.uk/moodle/>

Or via the Computer and IT Support section at:

<http://www.st-andrews.ac.uk/pgstudents/>

Off-Campus Access

As a student on the Postgraduate programme you will be given online access to a number of electronic databases, books and full text journals via the University Library. These resources can be used to follow up on references given in the text of the written module materials and to research areas of interest for your assessments. Please consult the Powerpoint presentation on University of St Andrews Library resources, sent to you at the beginning of the course.

How to find the resources

- Institutional login
- Shibboleth login
- UK Access Management Federation
- UK Federation

Different resources use different terminology but clicking on any of the above links will take you to a list from which you should choose your institution. Choose University of St Andrews and then enter your University username and password at the login screen

Key Resources for your subject area

Databases

PsycARTICLES, PsycINFO and Psychology and Behavioural Sciences Collection. PsycARTICLES and the Psychology and Behavioural Sciences Collection both provide full-text articles; PsycINFO indexes hundreds of psychology journals, and provides abstracts (summaries) of articles and books, and links into many of the Library's full-text journal subscriptions.

You will find additional relevant databases listed on the Psychology subject guide. Library website > Finding Information > Subject Guides > Psychology

Journals

The University of St Andrews also holds online subscriptions to the following leading e-journals in learning disabilities:

- *Journal of Adult Protection*
- *Journal of Intellectual Disability Research*
- *British Journal of Learning Disabilities*
- *Journal of Applied Research in Intellectual Disabilities*
- *Journal of Policy & Practice in Intellectual Disabilities*

This means that you will have full text access to articles in these journals, through the links in SAULCAT – the library catalogue

NB: You are advised to check to see what you are entitled to access by searching for the journal, book, etc. in SAULCAT, the Library's online catalogue

You should take some time to access the range of electronic resources before you actually start work on the course. This will give you an idea of what is available, where it is available and whether it is relevant. It will also give you some practice on accessing what you need for this course.

If you have any queries about resources that are relevant for the course please contact the course tutor at the University of St Andrews –

Dr Martin Campbell
Telephone: 01334 462084)
[Email: mc1@st-andrews.ac.uk](mailto:mc1@st-andrews.ac.uk)

HELP!

You can contact the library immediately by using the Ask Us (Meebo) instant messaging service – simply click on the green Ask a Librarian button on the main library webpage and type your query.



Alternatively Hilda McNae, the Academic Liaison Librarian for the School of Psychology & Neuroscience will be happy to help you. Please contact her on telephone (01334 462298) or email hmm9@st-andrews.ac.uk

Codes of Practice

Library & Information Services publishes on its web pages information on the conditions governing the use of the library and computer facilities in the University. See: www.st-andrews.ac.uk/its

Computer Facilities

You have a username and password, which allow you to use the networked computers and the University's email system, and will also give you access to online information relevant to your studies in St Andrews. You can connect to the University network either via dial-up and modem (which will incur telephone charges).

Email Communication with Staff

E-mail is the usual way in which official University messages about the course will reach you, and you must read your e-mail frequently. You will be asked to supply your main email address in your application form. All communications related to the course will be sent to this address. **University staff will expect to be able to make arrangements by email and are likely to act on the assumption that you will read your email within 48 hours.**

In addition you will be given a university email address. This will be used to communicate more general information about university activities and news. All

students will have a University email account. **Your University email can be accessed via a web browser from anywhere in the world, using Office 365** as your email platform: <https://www.st-andrews.ac.uk/itsupport/accounts/email/>

See also <https://www.st-andrews.ac.uk/its>

IT Helpdesk

The IT Helpdesk in the Main Library is the first point of contact for anyone with computer-related queries or difficulties with passwords, email, printing or similar.

Opening Hours:

Semester

Monday - Friday 08.45 - 18.00

Vacation

Monday - Friday 09.00 - 17.00

Contact:

IT Helpdesk

[Email: itservicedesk@st-andrews.ac.uk](mailto:itservicedesk@st-andrews.ac.uk) (email contact preferred)

Telephone: 01334 463333

Research Centres and Institutes

The majority of the research at St Andrews takes place within the individual academic schools. However, large projects can form as research centres or institutes.

See: <http://www.st-andrews.ac.uk/research/>

Research and Enterprise Services

RES support research bids and applications from University staff and postgraduates through to award by:

- Providing advice on funding bodies
- Advising on completing application details
- Negotiating contract terms and conditions with research sponsors
- Handling and protecting intellectual property rights (IPR)

RES aims to provide assistance to all researchers and protect their individual interests whilst also ensuring that research applications & awards comply with institutional policies and benefit the academic research mission of the University and its Schools.

For further information on RES, on the University's external work policy and for information on funding bodies which sponsor research see:

<http://www.st-andrews.ac.uk/ktc/>

Student Portal

St Andrews Student Portal is a web page containing links to a number of useful information sources or services for students offered by the University. The Student Portal can be found either by going directly to https://e-vision.st-andrews.ac.uk/urd/sits.urd/run/siw_lgn

Or via the 'Student Portal' link on the Postgraduate Students

webpage <http://www.standrews.ac.uk/pgstudents/>

At present the page contains links to:

- Advising: the online system used to choose the modules you are hoping to study.
- Exam papers: online database of past papers.
- Personal details: online facility to check/amend personal details.
- Student record card: facility to view your past and present module results. • Registry: link to Registry's home page.
- Online payments: facility to make online payment for fees, etc. • Web Mail: link to University email.
- Weekly Memos: online University messages.

Links on the Student Portal change depending on the time of year.

Support & Guidance

Disabilities and Learning Difficulties (Equal Opportunities)

The Disabilities Team within Student Support Services is able to provide information and advice on all aspects of support for students with disabilities. This may include:

- Assisting you with applications for financial assistance;
- Helping you to identify technology and other support appropriate to their individual needs;
- Advising on study and arranging loan of equipment;
- Arranging appropriate teaching and examination accommodations;
- Assisting with the provision of personal assistants, readers, note takers or interpreters;
- Liaising with members of academic staff in relation to access to the curricula.

The booklet *Information for Students with Disabilities and Learning Difficulties* is available from Student Support Services in hardcopy or alternative formats or at <http://www.st-andrews.ac.uk/studentservices/>

Disabilities Team, Student Support Services, Eden Court, The Scores, St Andrews, KY16 9AS

Telephone: 01334 462720

Email: disability@st-andrew.ac.uk

Website: <http://www.st-andrews.ac.uk/students/advice/> or
<http://www.st-andrews.ac.uk/students/advice/disabilities/>

Study Support (CAPOD)

CAPOD provides a comprehensive range of opportunities to support personal, professional and academic development for all staff and students. This can include guidance for students to develop key independent learning skills (study, IT, personal development), through provision of individual consultations and learning resources (paper and electronic).

See also: <http://www.st-andrews.ac.uk/pgstudents/academic/>

Learning Support Consultant

<http://www.st-andrews.ac.uk/capod/students/>

Mathematics Support Centre. A Mathematics Support Centre has recently been opened within SALTIRE. The centre is a friendly and supportive place where students from any School can get one-to-one assistance with any mathematics-based problem. Areas people often need help with include domain specific topics such as Laplace transforms and Nash equilibrium as well as more generic skills such as:

- Basic maths (fractions, percentages, ratios)
- Logs, indices and the exponential function
- Integration and differentiation
- Mean, standard deviation, and variance
- Correlation and regression.

Coordinator of Mathematics Support Centre.

<http://www.st-andrews.ac.uk/capod/students/>

The Course Supervisor for this programme is

Dr M. Campbell, Senior Lecturer & Pro-Dean of Science, School of Psychology & Neuroscience.

Telephone:01334 462084

[Email: mc1@st-andrews.ac.uk](mailto:mc1@st-andrews.ac.uk)

Appendix 1: Dates for Completion of Module Assessments

Submission dates for assessments. **(October 2018 intake)**

The Postgraduate Certificate must be completed within one calendar year.

The assessments for each module must be completed by the following dates. (There may be circumstances in which you need to apply for an extension on the following dates. You should contact the programme coordinator to discuss.)

Submission dates for PG Diploma <i>Adults with Learning Disabilities who have Significant and Complex Needs</i>	
Module	Due Date
1	23rd November 2018
2	25th January 2019
3	22nd March 2019
4	24th May 2019
5	19th July 2019
6	29th August 2019

