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Welcome to the School of Pharmacy

On behalf of all the staff, I’d like to warmly welcome you to the school. You are starting a very important period of your lives and we are really looking forward to working with you as you develop into professionals ready to lead in the profession of pharmacy and the wider world.

The most important message I’d like to convey is that this is very much your school. We want you to feel at home and play an active part in maintaining the internationally renowned high standards that we have built over the last 90 years.

The MPharm courses at Nottingham are deliberately challenging. We are fortunate to attract some of the very best students to our course and we want to help you fulfil your potential. This means teaching at an advanced level that will stretch you. It also means creating a supportive and inclusive atmosphere so that you can enjoy your time here. At the heart of our approach is a philosophy that pharmacists must understand the science of medicines and be able to apply that knowledge in a practical way to make a genuine difference in the safe care of patients.

This handbook contains lots of useful information for your first few days and the rest of the course. The start of your University life is a busy time and it can be difficult to settle in. Our experience is that life settles down after a few weeks and everything will feel very familiar before you know it. We hope that this handbook will help to make the transition to University life as smooth as possible.

Professor Clive Roberts
Head of School of Pharmacy

Essential Guide 2018

This guide has been put together as a first point of reference to help familiarise you with the school. It contains useful information on the School of Pharmacy, the MPharm course, members of staff, examinations and where to go for help if you are having problems. Please read it carefully before you start your studies and keep it somewhere safe so that you can refer to it throughout your course.

Further information about the school, your course and the modules that you study can be found on the University’s Virtual Learning Environment (Moodle). Make sure that you look at the ‘Information for MPharm Students’ section as well as your individual taught modules.

Please note that University regulations are official and binding, and are updated from time to time. For more information, refer to

nottingham.ac.uk/academicservices/currentstudents/regulations
**Key contacts**

Professor Clive Roberts  
Head of the School of Pharmacy  
et: clive.roberts@nottingham.ac.uk

Professor Stephanie Allen  
Director of Teaching and Learning  
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Dr Helen Boardman  
Course Director MPharm (four year)  
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Course Director MPharm with Integrated Pre-registration Scheme (five year) and Head of Professional and Clinical Leadership  
et: tom.gray@nottingham.ac.uk

Dr Weng Chan  
Senior Tutor  
et: weng.chan@nottingham.ac.uk

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Senior Tutor  
et: kimberley.sonnex@nottingham.ac.uk

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Dr Jonathan Burley  
Head of MPharm year two  
et: jonathan.burley@nottingham.ac.uk

Dr Sue Chan  
Head of MPharm year three  
et: sue.chan@nottingham.ac.uk

Dr Matthew Boyd  
Head of MPharm year four  
et: matthew.boyd@nottingham.ac.uk

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**Placement Team**

The Placement Office in room A15 of the Pharmacy Building should be your first port of call if you have any queries or concerns about placements or Pre-Registration.

t: 0115 74 84161  
et: pharmacyplacements@nottingham.ac.uk

Lauren Naylor-Morrell  
Placement and Pre-Registration Manager

Sarah Pope  
Placements Administrator

Susan Tivey  
Student Services Administrator (Placements)
Student Support

Staff within the School of Pharmacy and the University are committed to supporting you throughout your time in Nottingham.

Our Student Service Centres offer you support, information and signposting to other specialist services to help you make the most of your time at University. Your nearest Student Service Centre is University Park East in the Physics Building. For more information on the service offered visit them online at www.nottingham.ac.uk/studentservices

The University has a wide range of services available to support you during your time with us and more details of the services on offer can be found on page 25 of this guide.

Your Personal Tutor is available to support and advise you throughout your time at University. In addition Student Services have dedicated Welfare Officers who can be contacted through any Student Service Centre. We have a Welfare Officer specialising in supporting Pharmacy students who is based in room A15 in the School of Pharmacy building. If you need to contact the Welfare Team at any point for advice or to arrange an appointment please use the email address below.

e: SS-Welfare-UPE@exmail.nottingham.ac.uk

Exam dates (provisional)

Monday 14 January 2019 to Saturday 26 January 2019 – including Saturday 19 January 2019

Monday 20 May 2019 to Saturday 08 June 2019 – including Saturday 25 May and 01 June 2019

Monday 19 August 2019 to Wednesday 28 August 2019 – excluding Saturday 24 August 2019

Regulations require students to be at the University throughout the full period of each term, including the first and last days.

Term dates

Autumn
Monday 24 September 2018 – Friday 14 December 2018

Spring
Monday 14 January 2019 – Friday 12 April 2019

Summer
Monday 13 May 2019 – Friday 21 June 2019

Bank holidays and University Closure Days
Please note the University will be closed on these days.

Christmas
Monday 24 December 2018 - Tuesday 1 January 2019 inclusive

Easter
Friday 19 April 2019 - Tuesday 23 April 2019 inclusive

Early spring
Monday 6 May 2019

Late spring
Monday 27 May 2019

Late summer
Saturday 24 August 2019 - Monday 26 August 2019 inclusive
**Code of Conduct**

**Standards for pharmacy professionals**

Your pharmacy course is preparing you to enter a profession. Pharmacy is one of the registered healthcare professions, and carries both privileges and responsibilities. As a pharmacy student you must demonstrate you are able to exercise those privileges and bear those responsibilities. This means you must conduct yourself professionally at all times.

Pharmacists in Great Britain must register with the General Pharmaceutical Council (GPhC) and must abide by its ‘Standards for pharmacy professionals’. These standards also apply to pharmacy students and trainees as they prepare for registration and practice. The standards explain the knowledge, attitudes and behaviours that are expected of pharmacists, pharmacy technicians, students and trainees.

There are nine standards which describe what is expected of pharmacy professionals. They are designed to explain what being a professional is, in addition to providing the safe and effective care expected by the public, and are central to maintaining trust and confidence in pharmacy. Applying these standards is central to the way you conduct yourself and is what being a professional is about. All the standards are equally important.

Pharmacy professionals must:

1. provide person-centred care
2. work in partnership with others
3. communicate effectively
4. maintain, develop and use their professional knowledge and skills
5. use professional judgement
6. behave in a professional manner
7. respect and maintain the person’s confidentiality and privacy
8. speak up when they have concerns or when things go wrong
9. demonstrate leadership

We will explain what means for you, as a pharmacy student, during lectures and workshops in week 2 of your course. These standards apply from the first day of your course, during your pre-registration training and when you qualify as a pharmacist. The standards apply both on and off campus. Where these standards are not met, it can result in fitness to practise concerns being raised, with the GPhC as a pharmacy professional and with the University as a student – again we will explain this in the lectures and workshops in week 2 and 3. Remember that wherever you are, you are representing the profession of pharmacy and your University.

**Useful contacts and further reading**

If you are unsure about how standards apply to you as a pharmacy student, contact a member of staff.

General Pharmaceutical Council (GPhC)
25 Canada Square

London E14 5LQ
0203 713 8000
info@pharmacyregulation.org
www.pharmacyregulation.org

Standards for pharmacy professionals.
(General Pharmaceutical Council, 2017)
Available at: [https://www.pharmacyregulation.org/spp](https://www.pharmacyregulation.org/spp)

British Pharmaceutical Students Association (BPSA)
bpsa.co.uk

Office of the Independent Adjudicator for Higher Education (OIAHE)
oiahe.org.uk

Higher education complaints in England and Wales

**The University Code of Discipline**

The University also has a Code of Discipline for students which can be found at [https://www.nottingham.ac.uk/governance/documents/code-of-discipline.pdf](https://www.nottingham.ac.uk/governance/documents/code-of-discipline.pdf)

This code applies to you in addition to the Standards for Pharmacy Professionals.

You should familiarise yourself with the code.
MPharm: Teaching and learning

The MPharm degree programme

Our MPharm degree course is designed to prepare you for careers in all areas of the profession. We strive to provide you with an education that will prepare you to be excellent in current practice from the day you graduate with a depth of understanding of the scientific foundations of pharmacy that will allow you to stay at the cutting edge of the profession. We believe our students should be prepared to contribute to, and hopefully lead, new initiatives that shape pharmacy, improve patient care and sustain a thriving pharmaceutical industry within the UK. To this end our broad educational objectives are:

1. To provide you with the scientific, clinical and professional expertise necessary for a career as a registered pharmacist in the UK.
2. To enable you to develop the knowledge, skills, attitudes and professional integrity required to become a competent pharmacist.
3. For you to develop a person-centred approach to your practice as pharmacists.
4. To provide a breadth of education in pharmaceutical discovery, development, action and clinical application.

Course outline

Our pharmacy programme is a full-time degree studied over five years leading to the award of an MPharm single honours degree. Topics will be case based, but according to the appropriate emphasis for a particular condition, may be weighted more or less towards different elements of teaching for that condition.

For teaching purposes the academic year is divided into two semesters (autumn and spring) that consist of 12 weeks of teaching followed by integral periods of revision and assessment. In year four, semester one is a 26 week professional pre-registration placement. Similarly in year five, the course concludes with a 26 week professional pre-registration placement.

The structure of the programme is modular, composed of modules contributing a specific number of credits. One credit represents approximately 10 hours of student work, meaning that a 20-credit module represents 200 hours of study including formal teaching, independent study, professional attachments, revision and the preparation of assessments. This degree requires the successful completion of 600 credits, 120 of which are taken in each year. The first year is called the qualifying year, which must be passed for progression to part I (second year). Part I must be passed for progression to part II (third year) and part II must be passed for progression to part III (fourth year). Part I counts for 10% and parts II, III and IV each count for 30% of the final degree classification.

All modules are compulsory with the exception of 20 credits in Part II. Although the course is modular, our degree is highly integrated and, via a series of Drug, Medicine and Patient (DMP) modules in this part of the course, provides you with the underpinning science necessary for a pharmacy degree, but rooted firmly in the context of the modern pharmacy workplace. In these modules, a particular condition (eg dyspepsia) is taught from all angles. So, it will include for example, aetiology, physiology, pathology, clinical pharmacology, chemistry of drug molecules and associated properties or methods of action, pharmaceutics, dosage forms and delivery, professional and practice aspects.

The spring semester of part II allows some specialisation through 20 credits of optional module choices. All students will also undertake a research project in this semester which allows you to develop scientific research and data analysis skills.

In part III and IV, you will expand your clinical knowledge and experience through modules, and professional pre-registration training placements which prepare you for work as a pharmacist in the UK. Throughout the course you will undertake professional placements in a variety of settings including community pharmacies and hospitals, and these will provide opportunities to interact with patients in these settings as well as within the school.

Learning outcomes

Our MPharm degree is designed to ensure that you meet the required learning outcomes defined by the GPhC. Most importantly, our curriculum is designed to ensure that ultimately you practise safely and effectively.
Competency for each of the GPhC educational standards is measured through an assessment strategy that gradually builds up through the different levels of a Miller’s Triangle (Fig. 1); whereby you gradually transition from merely ‘knowing’ about the basic subject material, to then ‘knowing how’ to apply it, before ‘showing how’ to apply it and ultimately ‘doing it’ by acting appropriately in the complex situation of an everyday or familiar context.

**GPhC Education Standards**

An example of a key GPhC standard, ‘Expectations of a pharmacy professional’ and the associated outcomes is highlighted below.

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>MPharm</th>
<th>Pre-reg*</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Recognise ethical dilemmas and respond in accordance with relevant codes of conduct</td>
<td>Shows how</td>
<td>Does</td>
</tr>
<tr>
<td>b Recognise the duty to take action if a colleague’s health, performance or conduct is putting patients or public at risk</td>
<td>Knows how</td>
<td>Does</td>
</tr>
<tr>
<td>c Recognise personal health needs, consult and follow the advice of a suitably qualified professional, and protect patients or public from any risk posed by personal health</td>
<td>Does</td>
<td>Does</td>
</tr>
<tr>
<td>d Apply the principles of clinical governance in practice</td>
<td>Knows how</td>
<td>Does</td>
</tr>
<tr>
<td>e Demonstrate how the science of pharmacy is applied in the design and development of medicines and devices</td>
<td>Shows how</td>
<td>Shows how</td>
</tr>
<tr>
<td>f Contribute to the education and training of other members of the team, including peer review and assessment</td>
<td>Shows how</td>
<td>Does</td>
</tr>
<tr>
<td>g Contribute to the development of other members of the team through coaching and feedback</td>
<td>Knows how</td>
<td>Shows how?</td>
</tr>
<tr>
<td>h Engage in multidisciplinary team working</td>
<td>Knows how</td>
<td>Does</td>
</tr>
<tr>
<td>i Respond appropriately to medical emergencies, including provision of first aid</td>
<td>Knows how</td>
<td>Shows how</td>
</tr>
</tbody>
</table>

Full details of all of the GPhC standards can be found at: [www.pharmacyregulation.org/standards](http://www.pharmacyregulation.org/standards)

Some Learning Outcomes assessed at a higher level in 5 year MPharm than traditional Pre-registration training*
Five-year MPharm overview

Our MPharm degree is taught in five phases as shown in the diagram below. Each phase contributes towards your development and the contribution of each module to your learning as required to gradually progress through the Miller’s triangle. The objectives are detailed in the following text.

<table>
<thead>
<tr>
<th>Semester one</th>
<th>Semester two</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year one</strong></td>
<td><strong>Drug, Medicine and Patient Integrated Modules (DMP)</strong></td>
</tr>
<tr>
<td>Transition to University level science. The ethos and skills of a pharmacy professional.</td>
<td></td>
</tr>
<tr>
<td><strong>Year two</strong></td>
<td><strong>Drug, Medicine and Patient Integrated Modules (DMP)</strong></td>
</tr>
<tr>
<td>Drug, Medicine and Patient Integrated Modules (DMP)</td>
<td></td>
</tr>
<tr>
<td><strong>Year three</strong></td>
<td><strong>Research and Broadening Horizons</strong></td>
</tr>
<tr>
<td>Drug, Medicine and Patient Integrated Modules (DMP)</td>
<td></td>
</tr>
</tbody>
</table>
| **Year four** | **B34IPS Integrated Pharmaceutical and Patient Care; Spring (20 credits)**  
**B34LMS Pharmacy Leadership and Management; Spring (20 credits)**  
**B34FME Future Medicines (20 credits)** |
| B34PP1 Professional Pre-Registration Placement 1 (60 credits) | |
| **Year five** | **B34PP2 Professional Pre-Registration Placement 2 (60 credits)** |
| B34IPA Integrated Pharmaceutical and Patient Care; Autumn (20 credits)  
B34LMA Pharmacy Leadership and Management; Autumn (20 credits)  
B34ADD Advanced Drug Discovery (20 credits) | |

**Phase one: Transition to Higher Education and the Pharmacy Profession**

**Year one, semester one**

This semester introduces you to the principles of professionalism and the exciting opportunities presented by a future career in Pharmacy. We are mindful that you arrive at University with diverse educational and life experiences, so here we ensure that everyone understands the expectations of a healthcare professional and explain in detail the role of pharmacists across all areas of the profession. The GPhC Standards for pharmacy professionals is used as a basis to understand your responsibility to patients, other healthcare professionals and society in general.

Phase one is an opportunity for you to gain experience in all our standard methods of assessment and to experience, with guidance, the different methods of University education (e.g. different lecture styles, e-learning, contributing to workshops and practicals).

This phase also introduces the scientific foundations required to understand the mode of action, synthesis, pharmacokinetics and formulation of drugs. In addition you will experience your first interprofessional learning (IPL) in a hands-on basic emergency course working with students from other health professions.

**Phase two: Drug, Medicine and Patient Integrated Modules (DMPs)**

**Year one, semester two, though to end of year three semester one**

This is the longest phase in the MPharm and it integrates a large body of scientific knowledge with patient-based problem solving. DMPs begin in Year 1 to ensure that you are learning about real patients, their illnesses and treatments from an early point in the course. Each DMP focuses on patients with related diseases and typically the DMP is therefore based around a disease or an organ of the body.
Case studies

During the DMP modules, you will encounter about 25 case studies (at least two per module). Each case study is an e-learning package that begins with the description by a person of their symptoms. This initiates a series of on-line videos or text based scenarios for you to consider in small groups; you will work through and debate case studies in small group workshops with staff acting as facilitators of discussions. As the case study progresses the clinical and scientific content becomes more complex providing excellent examples of how science underpins the clinical interventions of the pharmacist. Within each DMP, each case study is supported by lectures providing some of the information required.

Vertical themes

An important aspect of all modules within the MPharm, but in particular the DMPs, is the integration of a large body of science with clinical pharmacy and practice. The content of each DMP therefore is comprised of seven distinct subject areas, which we define as vertical themes. The vertical themes are:

- Biology and Physiology
- Pharmacology and Therapeutics
- Chemistry
- Absorption, Distribution, Metabolism and Elimination (ADME)
- Pharmaceutics
- Clinical and Pharmacy Practice
- Professionalism and Leadership

Each major theme gradually builds throughout the course so that knowledge is encountered in a logical order across all modules starting at year one, through to graduation. So, for example, the pharmaceutics vertical theme builds across the two years of phase two, covering all major dosage forms and all major scientific concepts required to understand the manufacturing and functionality of these dosages.

Phase three: Research and Broadening Horizons

Year three, semester two

Having completed the DMPs, in this semester you will be provided with the opportunity to undertake different educational experiences across the campus and across the world. This phase includes a research project that will allow you to undertake cutting edge research across all of the school’s highly rated research divisions. Research projects may also be undertaken abroad (subject to availability and grade requirements), including within high quality universities in Australia, New Zealand, Canada, Asia and Europe. For those of you remaining at Nottingham you will also select 20 credits of optional modules. These options can include topics such as entrepreneurship, introductory language training (including Mandarin), English literature and scientific photography.

Phase four: Advanced Studies in Clinical Pharmacy, Pharmacy Practice and Science

Years four and five

The final two years are built around the GPhC Pre-Registration Performance Standards. The three units of these standards become the vertical themes for this phase and all training within the professional pre-registration placements and at the University have been integrated to support you in achieving the standards while developing advanced clinical and scientific skills. The three units of performance standard are:

A: Personal Effectiveness
B: Interpersonal Skills
C: Medicines and Health

The two professional pre-registration placements follow the principles of a ‘traditional’ pre-registration year, during which you will be supported and assessed by your Pre-registration Tutor. In addition, a University based Pre-Registration Facilitator will support both you and your tutor during years four and five. Additional training and assessments will also be provided by the University to enhance your ‘pre-registration’ experience, and help you to prepare for the GPhC Registration Assessment.

This phase provides an opportunity to challenge you with different case studies that require integration of multiple clinical and scientific concepts. Complex patient and scientific case studies form the foundation of University teaching. These case studies also demonstrate the need for interprofessional team work. An important aspect of these case studies is that you will be expected to train a small group of peers as part of the assessment of the module.

The final two years also include modules on Pharmacy Leadership and Management. These involve teams of students encountering scenarios that require them to solve new problems. Scenarios will include commercial, clinical and ethical issues and often the students will work within realistic time and financial pressures. In addition, both final years contain significant scientific content and in particular we focus on future medicines including stem cell technologies and new biopharmaceuticals so that our graduates are ready to embrace these new therapies as they reach the point of widespread clinical adoption.

Professional competencies

As the course gradually builds through years one to five you will encounter important concepts. Regular exposure to concepts and regular practice of skills such as calculations and dispensing will ensure that these are reused and developed as you progress through the course. However, under a modular degree structure a mechanism is required to ensure that concepts are successfully built into key competencies. Therefore, for each year of the MPharm programme we have a series of competencies that must be passed to allow progression. Assessment of these competencies involves practical examinations, regular calculations tests and CPD entries. In the final year assessment will involve OSCEs, oral examinations and class tests as well as a calculations test. Examples of the key competencies to be tested in each year are summarised below.
Year one
- How to complete Continuing Professional Development (CPD) entries
- Interprofessional learning of first aid
- Demonstrating the characteristics of a professional pharmacist

Year two
- Reflecting on personal and professional approaches to practice
- Calculations
- Creating, implementing, reviewing and reflecting upon a personal development plan

Year three
- Professional practice
- Law and Ethics
- Calculations
- Establishing and maintaining patient relationships
- Recognising ethical dilemmas and responding appropriately
- Preparation for pre-registration training, placement selection and matching

Year four and five
- Professional practice
- Law and Ethics
- Taking personal responsibility for health
- Reflecting on professional approaches to practice
- Calculations
- Preparation for GPhC Registration Assessment

Interprofessional Learning (IPL)
During the MPharm you will undertake a number of IPL activities. IPL means that you will be learning alongside students from other health-related degrees courses within the University, including medicine, nursing, midwifery, dietetics, veterinary sciences and physiotherapy.

The IPL activities involve workshops looking at, for example, ethical dilemmas or case studies, in which students draw information and perspectives from the different people involved. In the first semester you will participate in interprofessional practical learning groups for basic emergency care. You will also participate in placements with students and practitioners in other healthcare disciplines.
**MPharm course modules**

All undergraduate courses at The University of Nottingham are modular in structure. In all years all students follow the same programme of study, as shown in the programme specification at: [programmespec.nottingham.ac.uk](http://programmespec.nottingham.ac.uk)

A summary of the modules you will take throughout the five years of the course is shown in the following tables. Both the current and future module code is given; the future codes will apply once MyNottingham has been launched (see page 29).

All modules must be passed to progress to the next year of the course, including zero-credit modules (which require a mark of 100%).

### Year one – qualifying year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit</th>
<th>Code (Future Code)</th>
<th>Title</th>
<th>Module convenor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>20</td>
<td>B31BPH (PHAR1001)</td>
<td>Being a Pharmacist</td>
<td>Dr Stephanie Bridges</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Mr Tony Shaw</td>
</tr>
<tr>
<td>Autumn</td>
<td>40</td>
<td>B31ESP (PHAR1002)</td>
<td>Essential Skills for Pharmacists</td>
<td>Dr Nick Holliday</td>
</tr>
<tr>
<td>Full year</td>
<td>0</td>
<td>B31PC1 (PHAR1006)</td>
<td>Professional Competencies 1</td>
<td>Dr Cristina De Matteis</td>
</tr>
<tr>
<td>Spring</td>
<td>30</td>
<td>B31DYS (PHAR1003)</td>
<td>Dyspepsia</td>
<td>Dr Dong-Hyun Kim</td>
</tr>
<tr>
<td>Spring</td>
<td>30</td>
<td>B31BF1 (PHAR1004)</td>
<td>Bacterial and Fungal Infections</td>
<td>Dr Jing Yang</td>
</tr>
</tbody>
</table>

### Year two – part one (10% course weighting)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit</th>
<th>Code (Future Code)</th>
<th>Title</th>
<th>Module convenor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>20</td>
<td>B32GIL (PHAR2001)</td>
<td>Gastrointestinal and Liver Disorders</td>
<td>Dr Mischa Zelzer</td>
</tr>
<tr>
<td>Autumn</td>
<td>20</td>
<td>B32AAI (PHAR2007)</td>
<td>Asthma, Allergies and Immune Diseases</td>
<td>Dr Richard Roberts</td>
</tr>
<tr>
<td>Autumn</td>
<td>20</td>
<td>B32CVS (PHAR2006)</td>
<td>Cardiovascular</td>
<td>Professor Michael Randall</td>
</tr>
<tr>
<td>Full year</td>
<td>0</td>
<td>B32PC2 (PHAR2008)</td>
<td>Professional Competencies 2</td>
<td>Dr Jonathan Burley</td>
</tr>
<tr>
<td>Spring</td>
<td>20</td>
<td>B32RED (PHAR2004)</td>
<td>Renal and Endocrine Diseases</td>
<td>Professor David Heery</td>
</tr>
<tr>
<td>Spring</td>
<td>20</td>
<td>B32SHP (PHAR2003)</td>
<td>Sexual Health and Pregnancy</td>
<td>Ms Laura Broad</td>
</tr>
<tr>
<td>Spring</td>
<td>20</td>
<td>B32PAI (PHAR2005)</td>
<td>Pain</td>
<td>Dr Roger Knaggs</td>
</tr>
</tbody>
</table>

### Year three – part two (30% course weighting)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit</th>
<th>Code (Future Code)</th>
<th>Title</th>
<th>Module convenor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>20</td>
<td>B33VPI (PHAR3001)</td>
<td>Viral and Parasitic Infections</td>
<td>Dr Franco Falcone</td>
</tr>
<tr>
<td>Autumn</td>
<td>20</td>
<td>B33CNS (PHAR3002)</td>
<td>Central Nervous System Disorders</td>
<td>Dr Yvonne Mbaki</td>
</tr>
<tr>
<td>Autumn</td>
<td>20</td>
<td>B33CAN (PHAR3003)</td>
<td>Cancers</td>
<td>Mr Tom Gray</td>
</tr>
<tr>
<td>Full year</td>
<td>0</td>
<td>B33PC3 (PHAR3009)</td>
<td>Professional Competencies 3</td>
<td>Dr Sue Chan</td>
</tr>
<tr>
<td>Spring</td>
<td>40</td>
<td>B33RPJ (PHAR3005)</td>
<td>Research Project</td>
<td>Dr Dong-Hyun Kim</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>OR</td>
<td>Dr Richard Roberts</td>
</tr>
<tr>
<td>Spring</td>
<td>60</td>
<td>B33RPE/M (PHAR3006/PHAR3016)</td>
<td>Research Project (External/Malaysia campus)</td>
<td>Note that by taking the 60 credit project module (B33RPE/M) students will not be able to take a 20 credit choice from the additional modules.</td>
</tr>
</tbody>
</table>

### Additional module choice information for part two

You are required to take 20 credits of optional modules from other modules taught across the University. Advice on suitable modules will be provided in advance of the module registration period. You are encouraged to review the module catalogue and seek modules that interest you. The choice of module will be subject to the approval of the school and to meeting any pre-requisite requirements. Timetabling clashes may also limit module choices.
Year four – part three (30% course weighting)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
<th>Module Code (Code)</th>
<th>Module Title</th>
<th>Module Convenor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>60</td>
<td>B34PP1 (PHAR4018)</td>
<td>Professional Pre-Registration Placement 1</td>
<td>Mr Gautam Paul</td>
</tr>
<tr>
<td>Spring</td>
<td>20</td>
<td>B34LMS1 (PHAR4021)</td>
<td>Pharmacy Leadership and Management</td>
<td>Mr Vibhu Solanki</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ms Kimberley Sonnex</td>
</tr>
<tr>
<td>Full year</td>
<td>0</td>
<td>B34PC4 (PHAR4019)</td>
<td>Professional Competencies 4</td>
<td>Dr Matthew Boyd</td>
</tr>
<tr>
<td>Spring</td>
<td>20</td>
<td>B34IPS (PHAR2017)</td>
<td>Integrated Pharmaceutical and Patient Care</td>
<td>Dr Sue Chan</td>
</tr>
<tr>
<td>Spring</td>
<td>20</td>
<td>B34FME (PHAR4014)</td>
<td>Future Medicines</td>
<td>Dr Rebecca Rickaby</td>
</tr>
</tbody>
</table>

Year five – part four (30% course weighting)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
<th>Module Code (Code)</th>
<th>Module Title</th>
<th>Module Convenor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>20</td>
<td>B34IPA (PHAR4016)</td>
<td>Integrated Pharmaceutical and Patient Care</td>
<td>Mr Gautam Paul</td>
</tr>
<tr>
<td>Autumn</td>
<td>20</td>
<td>B34ADD (PHAR4012)</td>
<td>Advanced Drug Discovery</td>
<td>Professor Barrie Kellam</td>
</tr>
<tr>
<td>Autumn</td>
<td>20</td>
<td>B34LMA (PHAR4011)</td>
<td>Pharmacy Leadership and Management</td>
<td>Mr Vibhu Solanki</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ms Kimberley Sonnex</td>
</tr>
<tr>
<td>Full year</td>
<td>0</td>
<td>B34PC5 (PHAR4024)</td>
<td>Professional Competencies 5</td>
<td>Mr Tom Gray</td>
</tr>
<tr>
<td>Spring</td>
<td>60</td>
<td>B34PP2 (PHAR4023)</td>
<td>Professional Pre-Registration</td>
<td>Mr Tom Gray</td>
</tr>
</tbody>
</table>

Each module has a module convenor (listed in the previous tables) responsible for the running and administration of the module. Full module profiles can be found at: modulecatalogue.nottingham.ac.uk/

In each module profile you will see the number of hours of contact time and suggested time for directed study and personal or non-directed study associated with that module. Module profiles also contain information on the learning outcomes relating to the levels described by the Miller’s Triangle (see page 7).

- Contact time is the time you will spend in lectures, workshops or practicals
- Directed study is the time you will spend doing work outside of class but set by the member of staff responsible for the module (e.g., writing-up lab reports, reading specific references)
- Personal study is reading around a subject and consolidating your knowledge of a particular area

The ‘Current Code’ for all modules is made up as follows:

- B3 for pharmacy
- 1, 2, 3 or 4 for the year of study
- Three letter (e.g., BPH) identification code

The ‘Future Code’ is made up as follows:

- PHAR for pharmacy
- 1, 2, 3 or 4 for the year of study
- Subsequent numbers indicate the module

Any queries relating to modules should be addressed to the module convenor. Queries about individual lectures or practical classes should be addressed to the member of staff concerned with these classes.
Teaching methods

Lectures are used as the main method of teaching large groups of students. These will form under half of your teaching here at Nottingham, and each lecture is usually scheduled to last for 50 minutes. Lectures start on the hour and finish at 10 to the hour. The remainder of your week is allocated for other activities including tutorials, case-studies, workshops, practical classes and also private study. You will be expected to broaden your knowledge by using recommended texts and by library study. Occasionally you will be taught by research fellows or visiting members of staff for specialised topics.

You may ask questions during or at the end of a lecture/taught class, or by contacting the member of staff at some other time. It is important to sort out any problems as they arise. All staff are anxious to help but remember, the onus is on you to ask.

Tutorials are discussion sessions undertaken on a one to one basis or in small groups with a member of academic staff. The tutor may ask you to prepare a certain topic for discussion at the session. Some tutorials are designed to improve your oral presentation and communication skills.

Workshops involve larger groups of students (of approximately 20) and often with more than one member of staff. Students are usually given problems to solve during the class and there may be preparation work beforehand. You can also use tutorial and workshop time to consult members of staff and discuss other areas or topics.

Practical classes are designed to emphasise aspects of the course theory taught in lectures and tutorials and to improve your practical skills. An academic member of staff will supervise your practical sessions with help from postgraduate student demonstrators. A report of the practical class prepared either during the class, or in your own time, is normally used for assessment.

PLEASE NOTE: safety spectacles and laboratory coats, along with appropriate clothing and footwear, must be worn whenever you are in the laboratory.

On-line learning will often be used to augment or reinforce material presented in lectures, tutorials and practical classes. This enables you to work at your own pace and is designed to be stimulating and interactive. For example a major feature of the DMP modules are Case Studies, each are supported by a dedicated e-learning package which initiates a series of on-line videos or text based scenarios for you to consider in small groups.

Feedback

You will be given the opportunity to comment on the module content and particular members of teaching staff by completing questionnaires at the end of a module.

Some lecturers may hold discussions at this time to ask your opinions. These give the school valuable feedback and information from which future policy and improvements may be implemented.

Everyone has a responsibility to complete the questionnaires, not just those who feel particularly happy or aggrieved.

Private study

A lot of time will be spent in lectures and practical classes but there is ample time for private study. Plan out your work, read through your lecture notes and expand them if necessary by supplementary reading from textbooks or recommended references. Write up your laboratory reports as soon as possible and use the library facilities to the full.

Please remember that a 20-credit module should occupy about 200 hours of study. Each module will include several practical sessions each requiring its own write-up. Use your time wisely to ensure that you do not spend an excessive amount of time on one aspect of the module at the expense of another. Resources are available online to help you develop as an independent learner and to study effectively - www.nottingham.ac.uk/studyingeffectively

Lectures

It is important that you do not disrupt lectures or other classes. Talking in lectures is clearly rude and inconsiderate of the needs of other students and it is much more disruptive than you might think. If classes are disrupted to the detriment of other students, then staff may require you to leave the class and will report the matter to the Head of School.

Please also note that whilst you may be asked to use your mobile devices during lectures and workshops please only use these to participate in the class so you get the most out of the session. Mobile devices must be switched off during laboratory practical classes unless you have been formally requested to use them by a member of staff as they are potentially hazardous (see Safety information section on page 27).

The vast majority of our classes run smoothly and without disruption; please help us to help all students have a happy and productive time here by having due regard for your fellow students and staff.

Lectures are recorded, mainly using ECHO360, so you can review the lectures to clarify understanding and for revision. You can find the link to ECHO360 and other recordings via the relevant Moodle pages.

Personal tutors

On arrival in the school, each student is assigned a personal academic tutor. Your tutor usually remains the same person throughout your course and will take an active interest in your academic and personal development during this time. They will eventually be responsible for providing your academic reference. Tutors also provide a valuable channel of communication between student and staff.

Meetings with your personal tutor are timetabled but if you have a problem, don’t wait, contact them immediately. All staff operate an open door policy. They have an email address and sending them a message is a reliable way of communication. If your tutor is unable to resolve a difficulty, they will be able to point you in the direction of someone who can.

If difficulties arise between you and your personal tutor that you are unable to resolve, you should inform a Senior Tutor.
Queries about individual lectures, practical classes or academic work are best addressed to the member of staff concerned with that module. However any member of staff is willing to help you if you are in need of assistance or advice. Don’t be afraid to ask!

**Attendance**

When you register as a student you are signing a written undertaking to obey the Ordinances and Regulations of the University which are in force during your period of study. See [www.nottingham.ac.uk/academicservices/qualitymanual/registrationattendanceandstudy/index.aspx](http://www.nottingham.ac.uk/academicservices/qualitymanual/registrationattendanceandstudy/index.aspx)

**Attendance monitoring**

Students must attend all teaching activities necessary for the pursuit of their studies, undertake all associated assessments and attend meetings and other activities as required by the school or the University. Where you face difficulty in attending sessions or undertaking assessments and examinations, it is your responsibility to inform the school of this fact and to provide a satisfactory explanation. Please see [www.nottingham.ac.uk/academicservices/qualitymanual/registrationattendanceandstudy/index.aspx](http://www.nottingham.ac.uk/academicservices/qualitymanual/registrationattendanceandstudy/index.aspx) for further details on attendance regulations at the University.

The school has systems in place to monitor attendance during the academic year and a formal warning will be issued to students who are absent from a registered session without approval. In the case of repeated absence, a mark of zero may be awarded for the module.

If students are continually absent without authorisation, to the point that it is not possible to continue with the course, the Registrar will write to the student stating that they will be deemed to have withdrawn from the University and their student record will be amended to show that they have withdrawn. The University will report non-attendance to appropriate authorities including the UK Border Agency as appropriate.

The regulations governing residence and attendance state that all students are expected to remain in residence throughout the full period of each term, including the first and last days.

**Attendance at practical classes, workshops and placements**

You are required to attend all timetabled practical and workshop classes and placements. If you are unable to attend for any reason you will need to complete the ‘Self-Certification of Absence Form’ for the relevant module on Moodle within seven days of your absence. The completed form will be received by the Student Office where your absence will be considered for approval. Repeated absences (for any reason) will result in a concern for non-attendance and a meeting with a senior tutor. Please note that any unapproved absences may lead to a mark of zero being given for all remaining practical classes and workshops across the whole module. In addition, there are modules which state that if you fail to attend a required number of practical classes, with or without good cause, you will be required to undertake these sessions at a later date in order to progress.

If the practical class, workshop or placement was part of an assessment then self-certification of the absence is not appropriate. Approval for absence from assessed sessions must be sought through the extenuating circumstances procedures. These are described later in this document.

**Assessment**

**MPharm assessment strategy**

**Assessment philosophy**

Your intellectual skills are assessed throughout the MPharm degree by a diverse range of methods including examination (essay, short answer, multiple choice), laboratory reports, dissertation, essay, oral presentation, poster presentation and project report. You are also required to develop your professional attributes, skills and behaviours and to maintain a comprehensive portfolio from the outset of the course so that the concept and importance of CPD is instilled from the earliest opportunity.

We use assessment to:

1. Demonstrate that you have achieved the learning outcomes required by the GPhC, and that these are met at the appropriate level (knows, knows how, shows how or does).
2. Prove that you are competent in areas of the course that relate to professional practice.
3. Quantify your academic abilities.
4. Provide comprehensive feedback on your performance enabling you to improve in future assessments.
5. Develop self-assessment skills required when you join the profession.

**Assessment of Drug, Medicine and Patient (DMP) modules**

1. At the end of each module you will undergo an assessment contributing to the final module mark. The assessment will usually be one of the following:
   - Examination - either online (Rogo) or written.
   - Coursework
   - OSCE (see below) or other oral examination. This can include questions on core science as well as pharmacy practice.

Workshops and practise sessions will be provided in early DMPs to help students.

2. The remaining marks for your DMP module will come from in-module assessment, which will take place approximately two thirds of the way through the module. This will usually take the form of the following:
   - Coursework – for example, practical reports, essays, workbooks.
   - Rogo exam
   - Poster or group presentation

3. All pass marks for DMP modules are 40%.
Assessment of professional competencies

Each year of the course includes a zero-credit ‘competency’ module which you will be required to pass to progress through the course. Note there is no pass mark associated with these modules (or the individual areas covered within) – they are passed once competency in a particular area is demonstrated. Each competency module will include:

1. Continuing professional development (CPD) entries
   You will be directed to complete CPD entries on a number of topics. These entries will be reviewed by staff.
   Your personal tutor will advise you on your CPD.

2. Submission of Personal Development Plan (PDP)
   You will need to reflect on your personal & professional progress each year and submit this together with a personal development plan with your objectives for the next academic year.

3. Law, professional practice and calculations
   These subjects will be taught and tested as part of the DMPs. However, to demonstrate competency and non-compensation of these key skills, competency tests will be introduced in years two, three and four. As with CPD, students will have two opportunities to demonstrate competency to pass at the first attempt and two further opportunities in the resit period.

Methods of assessment

Formal written examination

Some modules will be assessed through formal written examinations, which normally take place at the end of the module in the main University examination period. Exam papers may include questions of different styles, including multiple choice, short-structured questions and longer questions requiring essay-style answers (see Examinations’ section on page 17 for more detail).

OSCE

Some modules will be assessed through Objective Structured Clinical Examinations (OSCEs). These are oral examinations designed to assess clinical competency and core skills (such as communication and the understanding of underpinning concepts).

They usually comprise a circuit of several short stations, where students are examined on a one-to-one basis with one or two impartial examiners. Each station has a different examiner and students rotate through the stations, completing all the stations on their circuit.

Online (eg ROGO) assessment

Some modules are assessed by online (computer-based) examination. This usually takes the form of a series of questions (eg multiple choice or short answer), which you will be asked to work through within a defined period of time.

Oral presentation

Some modules are assessed by an oral presentation. This may be on an individual basis, such as the poster presentation for your Year 3 Research Project or a group presentation on a particular topic.

Coursework

Some modules are assessed by coursework and this usually takes the form of a practical report or an essay. Most coursework should be submitted electronically via Moodle. The member of staff responsible for setting a piece of work will also normally tell you when you can expect the work to be returned to you. This should be within 15 working days of the published submission deadline.

It is important that you hand work in on time. Work handed in late without prior agreement will be subject to a penalty. The standard University penalty for late submission is 5% per normal working day, until the mark reaches zero. Normal working days include vacation periods, but not weekends or public holidays.

Assessed coursework

You must keep all pieces of assessed coursework (lab reports, etc) that are returned to you throughout your studies. This portfolio of work must be made available to the school on request. A sample portfolio of work will be collected in at the end of each academic year and made available to external examiners.

Collection of marked work

If you have submitted coursework via Moodle, in most cases you will access your feedback through Moodle. If you are required to collect marked work, you will be notified by Student Services when this will be available for collection.
Assessment criteria

The School of Pharmacy’s marking criteria for the assessment of exams and coursework is shown below.

<table>
<thead>
<tr>
<th>The School</th>
<th>Performance</th>
<th>% range</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Excellent to outstanding</td>
<td>&gt;70%</td>
<td>Assessment criteria achieved to a very high standard. Excellent structure, cogent arguments, evidence of critical thinking and thorough integration of knowledge across all subjects. Excellent understanding, comprehensive and correct knowledge. Relevant examples used. Clear evidence of much wider study, initiative and independence. All GPhC learning outcomes reached. Patient and public safety aspects assured at all times.</td>
</tr>
<tr>
<td>Upper second</td>
<td>Very good</td>
<td>60-69</td>
<td>Assessment criteria achieved; many at a good or very good standard. As above but not necessarily with cogency and more errors or omissions. No conceptual errors or inaccuracies. Evidence of wider study but without the intellectual independence or originality of a first class body of work. All GPhC learning outcomes reached. Patient and public safety aspects assured at all times.</td>
</tr>
<tr>
<td>Lower second</td>
<td>Satisfactory</td>
<td>50-59</td>
<td>Assessment criteria achieved; many achieved at a good standard. As above, but structure and argument may be less impressive, uncritical repetition may be evident. Very few inaccuracies or inconsistencies, but some evidence of wider study. Fewer examples and less detail, but an acceptable basis of knowledge. All GPhC learning outcomes reached. Patient and public safety aspects assured at all times.</td>
</tr>
<tr>
<td>Third</td>
<td>Poor</td>
<td>40-49</td>
<td>All patient and public safety aspects assured and all GPhC learning outcomes reached but a proportion of the latter barely exceed the required threshold. Limited evidence of structure or argument, mostly uncritical repetition, poor standard of presentation. Barely adequate knowledge with insufficient information to demonstrate any depth of understanding. Scant or irrelevant examples, some minor inaccuracies and very limited evidence of wider study.</td>
</tr>
<tr>
<td>Fail</td>
<td>Unsatisfactory</td>
<td>&lt;39</td>
<td>Unsatisfactory response to question or failure to address the subject whether by lack of information or by irrelevance. Few, if any, assessment criteria attain the required standard. Response is flawed by error, significant deviation to the specifics of the assessment thereby demonstrating a fundamental lack of understanding. Patient and public safety aspects not assured in all instances and/or not all of the GPhC learning outcomes reached.</td>
</tr>
</tbody>
</table>

Examinations

Details of exam periods, useful information and answers to frequently asked questions about exams can be found at: [www.nottingham.ac.uk/academicservices/currentstudents/examinations/index.aspx](http://www.nottingham.ac.uk/academicservices/currentstudents/examinations/index.aspx)

Information specific to pharmacy students can be found on the pharmacy virtual learning environment (Moodle).

The university has put together some helpful advice on examination techniques and revision at: [www.nottingham.ac.uk/studyingeffectively/home.aspx](http://www.nottingham.ac.uk/studyingeffectively/home.aspx)


Timing

Examinations are held at the end of each semester (January and May). The timing of University examinations is not open to negotiation but there is an obligation placed on you to report unintentional clashes in the programme. Such clashes should be reported to Student Services. However, a student may request on religious grounds that an examination is not held on a given day. The University Examinations Officer, given sufficient notice, will bear such factors in mind in the preparation of the timetable.

A candidate who is unable to progress to the next stage of the course at the end of the year will have one opportunity to re-sit those assessments considered necessary by the examiners. The resit exam period is in late August/early September each year.
Rubric
You will be advised of any specific instructions for each examination paper (the rubric) before the examination period.
Where permitted you may use electronic calculators in module examinations providing they comply with the instructions on the rubric. The term "calculator" in this context includes graphical calculators. The use of an inappropriate calculator will be considered as misconduct. Visual checks to ensure that calculators satisfy these requirements will be undertaken by the invigilators during the examination.
With regard to general electronic devices, the following rubric is enforced: No electronic devices capable of storing and retrieving text, including electronic dictionaries, may be used.
You should be aware that certain examinations do not permit the removal of the examination paper. Read the rubric carefully.
Dictionaries are not allowed with the exception of those whose first language is not English who may use a translation dictionary to translate between that language and English provided that neither language is the subject of the examination.
First, second, third and fourth year examinations
Before proceeding to the second, third, fourth year or fifth year of the MPharm course you must satisfy the examiners in all modules studied in your current year.
Autumn semester marks released in February are provisional and marks may be modified, following consultations with the external examiners in June.
An interpretation of the regulations for the MPharm degree follows, but it cannot prevail over the text of the regulations themselves.
You must accumulate 120 credits before progressing to the next stage. All credit-bearing modules, including those in the final stage, must be passed with a minimum mark of 40% and no compensation is allowed (with the exception of optional modules that may be taken in Spring Semester of Year 3; these optional modules may be compensated in accordance with University regulations).
The five professional competencies modules are non credit-bearing but must be passed in order to progress to the next stage of the programme.
Candidates who have not been permitted to progress to the following stage will normally have the right to one re-sit. This resit will be for progression purposes only; the original mark will stand for the purposes of award and classification of degree.
Since the results are published within the University in term time, neither the University nor the school will take any further steps to inform you of your results. In the event of a re-sit examination being required for a module or modules, it is your responsibility to make arrangements to see your tutor for discussions. Details of arrangements for re-sit examinations are published through the student portal.
Fifth year examinations
The fifth year (part IV) of the MPharm course will provide the final 120 credits required to complete the degree programme.
An interpretation of the regulations for the MPharm degree follows, but it cannot prevail over the text of the regulations themselves.
You must accumulate 120 credits from the fifth year assessments (making 600 in total from the five years) before proceeding to the award of a degree. These credits are obtained by pass marks in written examinations and in continuously assessed work.
Students who do not satisfy the requirements for the MPharm at the end of Part III or Part IV may be awarded the degree of MSci Applied Clinical Pharmaceutical Sciences, subject to those regulations.
Degree classification
Of the three methods approved by the University for the classification of degrees, the School of Pharmacy uses Model 1 (arithmetic mean). See www.nottingham.ac.uk/academicservices/qualitymanual/assessmentandawards/degree-classificationwef201516-sep2015ug-2016pgt.aspx for details.
Regulation 26a of the Regulations for Undergraduate Courses will be applied when a degree mark falls within a borderline as follows:

- 2:1 - 1st / 68%, 69%
- 2:2 - 2:1 / 58%, 59%
- 3rd - 2:2 / 48%, 49%

When a module has been re-examined, the mark obtained at the first sitting (not the resit mark) will be used for the classification of the degree awarded. The weighted average mark from years two, three and four is used to determine degree classification:

>70% First Class
69-60% Second Class Division One
59-50% Second Class Division Two
49-40% Third Class

Examiners
The internal examiners (your lecturers) are responsible for setting examinations and coursework. All examination papers and methods of assessment are sent to nominated external examiners for their approval and to ensure comparability with other pharmacy degree courses in the UK.
The internal examiners are responsible for marking. A proportion of examination scripts and coursework is moderated to ensure comparability. For some modules all the coursework (for example dissertations, projects) is moderated to avoid bias.
The external examiners visit the school after scripts have been marked, to check that assessments are consistent and maintained to a proper standard. They give special consideration to potential failures, and to candidates in the final year whose performance leaves them on a borderline between degree classifications.
The internal and external examiners attend examiners meetings to
allow full consideration of all results. Medical and other extenuating circumstances will always be taken into account. At this meeting, the examiners will discuss and agree the results, which will then be announced as soon as possible, usually within two days.

Exam results
You will be advised of your provisional exam results by means of a transcript of marks and through BlueCastle. A transcript can be collected from your tutor who will be available for discussion and advice. Students who successfully pass all assessments will then proceed to the next year.

Re-sit examinations
If you have failed modules and cannot progress to the next year you will be given one opportunity to re-sit all failed modules.

This will usually take the form of a re-sit opportunity in each of the elements of the failed module, but may occasionally be replaced with one assessment covering all original learning objectives. Elements of assessment by examination will normally be held in the University re-sit period in late August/early September, and where the assessment is by coursework, the detail of this and an appropriate deadline will be set by the module convenor.

Following re-sit examinations the better of the original or re-sit mark is used to determine progression. Further guidance on resit examinations can be found in the University’s Quality Manual:
www.nottingham.ac.uk/academicservices/qualitymanual/assessmentandexaminations/assessment-index-page.aspx

Overseas re-sit examinations
Students in years 1 or 2 only can apply to take written and ROGO re-sit exams at the University's Malaysia Campus. Permission will only be granted if the exam(s) can be scheduled to coincide with the Nottingham sitting. This is not always possible because of the time difference between the two campuses. Information on how to apply can be found at www.nottingham.ac.uk/academicservices/currentstudents/examinations/overseas-examinations/overseas-examinations.aspx

Extemuating circumstances
Occasionally, due to circumstances beyond your control, you may need to hand in work late, miss an examination or assessment, or may have reasons for performing poorly in an examination or a module. This is referred to as extemuating circumstances.

It is your responsibility to inform the school of any circumstances that you consider are affecting your ability to study and/or undertake assessment by completing an extenuating circumstances form within the defined timeframe. Where extenuating circumstances mean that you are unable to meet a deadline for the submission of coursework you should complete the extenuating circumstance form prior to the submission deadline. Where a form has been submitted but no response has been received you should submit the work you have completed at the time of the deadline. This work will only be marked if the extenuating circumstances claim is not accepted.

The full procedure for extenuating circumstances, including an application form and examples of acceptable and unacceptable circumstances can be found at:

For details of what to do should extenuating circumstances prevent you from attending classes please see Attendance at Practical Classes on page 15.

In all cases suitable documentary evidence will be required to support your claim. If you have any queries or want to discuss a possible claim for extenuating circumstances please contact your tutor, welfare officer or Student Services.

Prizes
The school has a number of academic prizes donated by industry, community pharmacies and the Royal Pharmaceutical Society. These are awarded annually at the end of the academic year following examination results.

Teaching and learning facilities

Moodle
The University uses Moodle as its Virtual Learning Environment (VLE) to support teaching and learning activities. Each of your modules has an area on Moodle and will follow a similar format.

Moodle will be used as a central reference point for course notes, lecture handouts, details of workshops and coursework. Moodle may also contain web links to key resources and specific learning material such as e-learning packages. If you are required to submit any of your coursework online, you will find the link on your Moodle module. Moodle should therefore be your first point of call regarding information relating to your modules.

Library
The University has excellent library facilities. On arriving in the school you will have been given access to a book list, other books or recommended texts will be mentioned as the course progresses. All texts associated with the course should be listed in the online module reading lists. Each module contains a link to a reading list. Some books will be used extensively as supplementary reading material and you are encouraged to purchase your own copy. We know books are expensive and you are expected to buy only those that are essential. If you are asked to buy a book, do so immediately and get maximum use from it. Sharing the cost of a book with your colleagues may be an economical way of buying an expensive text.

Several copies of the recommended texts used on the pharmacy course are available on short-term loan from the George Green Science Library and the Greenfield Medical Library, but these are normally heavily used and you may have to go on a long waiting list to obtain them.

The PharmSoc arranges sales of second hand books in the school. Speak to a PharmSoc rep if you are interested.

Nottingham.ac.uk/pharmacy
Timetables
Your personalised teaching timetable makes it easy to see where you need to be and when you need to be there - as it's online you'll be able to see it wherever, whenever. You'll need your main University username and password to view your timetable.

www.nottingham.ac.uk/academicservices/timetabling/viewtimetables/viewwebtimetables.aspx

Please remember to check your timetable at least once a week to pick up any late changes and ensure your prompt attendance at the start of all scheduled sessions.

Printing credit
When you arrive at the School of Pharmacy you will be given an initial print credit, and further print credit can be purchased online. There are a number of computers and printers available to use within the School of Pharmacy.

Student study space
Social study space is available both on the ground floor and B floor of the Pharmacy building. Computers are available and there is good Wi-Fi coverage if you are using your own device.

IT
The school has excellent computing facilities for personal computing and computer aided learning. In workshops you will have the opportunity to practise using software so that you can use these programmes for the preparation of reports and dissertations.

IT services provide support for any IT queries you have in-person, by email or phone see nottingham.ac.uk/it-services/help/help

Computers are available on both B and C floor in the Pharmacy Building from 8.30am-5pm Monday to Friday when not in use for teaching. Computers are also available in the Atrium on the ground floor of the Pharmacy Building. The computers in the School of Pharmacy building are for the exclusive use of School of Pharmacy students and so is often quieter than other University facilities. You will also be able to access the University network from workstations based in both Cripps Computing Centres – South Building, all libraries, the QMC and all halls of residence. Computing problems relating to central user area workstations are managed by Information Services. Problems in the school can be dealt with by the IS Helpline (ext 16677) or via the online forms.

Academic misconduct
The University regards such acts as cheating, plagiarism and the fabrication of results as serious academic offences. It is an academic offence for a student to commit any act whereby he or she gains or attempts to gain an unpermitted academic advantage with intent to do so.

The University's Academic Misconduct Policy and Procedure can be found at www.nottingham.ac.uk/academicservices/qualitymanual/assessmentandawards/academic-misconduct.aspx

You should read these guidance notes in conjunction with the full policy and procedure.

What is plagiarism?
Plagiarism is using another person's work and submitting it with the intent that it should be taken as your own.

This includes copying from, for example, a fellow student, books, research papers or websites. The majority of work submitted online via Moodle uses a system called Turnitin. This produces a similarity report which highlights work which is not original.

How do I avoid plagiarism?
• DO NOT COPY!
• Reference your work - quote all sources of information
• Whilst you are encouraged to work with colleagues, any work you submit must be an individual effort. Unless you have been specifically asked to produce a group report, your write-up must be your own.
• Providing colleagues with results is plagiarism. Both the plagiariser(s) and the donor(s) may receive a zero mark. Experimental results must not be passed from one group or individual to another group or individual without the permission of the member of staff responsible for the laboratory.

Further information and tips on avoiding plagiarism can be found here:
www.nottingham.ac.uk/studyingeffectively/writing/plagiarism/index.aspx

Referencing guidelines
1. The sources of your information should be cited in the text and full citations listed at the end of the dissertation.
2. All figures and tables should have a title and be referred to from the body of the text.
3. The source of the information in tables should be clearly indicated.
4. You should draw your own figures (with an acknowledgement if appropriate) and not photocopy them from textbooks.
5. Each piece of information must be referenced. There are two commonly used referencing conventions known as Harvard and Vancouver.

Harvard
In the text: Robinson et al (1970) reported that aspirin caused gastric bleeding. Or It has been reported that aspirin caused gastric bleeding (Robinson et al 1970)

In the reference list:

Vancouver
In the text:
Robinson et al [1] reported that aspirin caused gastric bleeding.
Robinson et al reported that aspirin caused gastric bleeding. [1]

In the reference list:

6. In terms of textural referencing, ‘et al’ (in italics) is used if there are three or more authors; otherwise one or two authors are cited in the text (Robinson or Robinson & Another).

7. Where information is generally accepted (eg general textbook material) then you should put a general reference at the end of the paragraph, eg see Rang et al, 1999.

8. Do not copy sentences. If you must then place the words in quotation marks and reference them.

9. Compile a reference list as you go along.

10. References should include:
- Authors
- Journal
- Year
- Volume
- Title
- Pages

11. References given at the end of your work must be in a standard format, eg:


(Nota the standard abbreviation of the Journal, which is the British Journal of Pharmacology)

Book citations are different:


Always follow individual assignment instructions. Further information on good referencing practices can be found at www.nottingham.ac.uk/studyingeffectively/writing/referencing/index.aspx
Placements and pre-registration

Placements

Placements occur in all years of the course. These provide experience of community and hospital pharmacy, but also include ‘insight’ visits that provide a variety of interprofessional experiences. Hospital placements specifically include interprofessional elements, such as attendance at nurse-led drug administration rounds and medical student rounds.

Students on the five-year MPharm will also undertake two six-month professional pre-registration placements in years four and five, usually in two different areas of pharmacy practice.

All students will be issued with a placements handbook relevant to each year of the course, providing greater detail on each type of placement. During six-month professional pre-registration training placements, students will document evidence of competence and performance in a bespoke e-Portfolio.

An overview of the placement programme is given below, placement provision is dependent on provider availability therefore all timings are provisional and students should be available to attend placements until the last day of the summer term. As we constantly review and update our courses, placement types/formats may be subject to change each year.

<table>
<thead>
<tr>
<th>Year one</th>
<th>Semester one</th>
<th>Semester two</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No placements</td>
<td>Teaching Week 23, 24, 38 and 39</td>
</tr>
<tr>
<td>Community Pharmacy Placement, structured activities linked to first-year modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospital Visit: pre-registration pharmacist-led tour of key pharmacy areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing Placement: ward- or clinic-based, placement with nursing student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Year two | Teaching weeks 5, 9, 22 or 26: |
| Community Pharmacy Placement: structured activities linked to second-year modules |

| Throughout year: |
| Hospital Placements: pharmacist-led and ward-based with opportunities for medication history-taking and review |
| Insight Placement: based with different healthcare provider or a typical pharmacy setting |

| Year three | Teaching Week 5: |
| Enrichment week: talks and workshops from external pharmacists and healthcare professionals, focusing on leadership, practice and challenges in pharmacy, health and social care |
| Throughout year: |
| Hospital Placement: shadowing pharmacists to learn about a variety of roles |
| Interprofessional Placement: ward- or clinic-based shadowing medical or other healthcare student |

| Year four | Six-month Professional Pre-registration Placement |

| Year five | Various opportunities for engagement with patients, members of the public and other healthcare professionals |
| Six-month Professional Pre-registration Placement |

Patient workshops

Patient workshops take a variety of forms within different modules, and include opportunities for questioning and hearing about experiences of ill health, medicines and health services, and medicines use reviews.

Nottingham.ac.uk/pharmacy
Travel to placements
Students are encouraged to use public transport when travelling to and from a placement. If you choose to use your own car to drive to and from a placement you must first contact your insurer to ensure that you have the correct insurance in place. If you are involved in any accidents whilst travelling to or from a placement, claims must be dealt with through your own insurance.

Dress code for placements
Students should dress appropriately for placement visits (ie professional; collared shirt, appropriate length and cut of skirt or dress, smart trousers; no jeans, no flip-flops or trainers). When in the hospital environment there are additional rules about dress and jewellery (such as the requirement to be bare below the elbow) because of infection control measures. It is essential that these are complied with. Failure to do so will mean that students will be asked to leave the placement. Further details on this are given in the placement workbooks. If you have any concerns please discuss with the placement team.

The University of Nottingham welcomes the diversity of appearance that people can bring from different religions, backgrounds and beliefs. However, there may be health and safety or professional considerations that would restrict certain modes of dress in particular contexts for example when working on placement. In such cases, it will be necessary for the University to consult with staff/students and placement providers who may be affected by a restriction.

Student name badges
All students are issued with a 'Pharmacy Student' badge. This must be worn at all times on placement (unless otherwise instructed by the placement provider). Please look after your badge and keep it in a safe place as new badges will not be re-issued at the start of every year, and you will be charged for a replacement.

Health
Students must inform the Welfare Officer or Placement Team if they have any health concerns (eg severe drug allergies, poorly controlled diabetes or epilepsy) that could potentially cause a problem whilst on placement.

Standards for Pharmacy Professionals
Students are reminded that they must still abide by the GPhC Standards for pharmacy professionals whilst on placement.

PlaceHit Team members
Lauren Naylor-Morrell
Placements and Pre-Registration Manager
t: 0115 846 6949
e: pharmacy.placements@nottingham.ac.uk

Sarah Pope
Placements Administrator
t: 0115 74 84161
e: pharmacy.placements@nottingham.ac.uk

Susan Tivey
Student Services Administrator (Placements)
t: 0115 74 86169
e: pharmacy.placements@nottingham.ac.uk

Registration as a pharmacist
The GPhC is the sole regulator for Pharmacists, Pharmacy Technicians and registered Pharmacy premises. To work as a Pharmacist and to call yourself a Pharmacist in the UK, you must register with the GPhC.

The normal maximum time period for you to apply to register as a pharmacist is eight calendar years from the day you first enrolled on your MPharm. In the eight years, you must do all of the following:

1. Pass your MPharm
2. Pass pre-registration competencies (these are integrated within the 5 year MPharm)
3. Pass the GPhC Registration Assessment
4. Apply to register as a pharmacist

In the 5 Year MPharm you will undertake your pre-registration training in two six-month professional pre-registration training modules. Throughout this time you will receive ongoing support from your University Facilitator and Pre-registration Tutor to help you to prepare for the Registration Assessment.

Before being registered, you will have to comply with other requirements including fitness to practise and health requirements.

Should you require further information on the GPhC education and training requirements for initial registration please contact the GPhC. Contact details can be found on the GPhC’ website: pharmacyregulation.org.
Study abroad and overseas research projects

Studying abroad provides you with the opportunity to live and learn in a different country and culture, to improve your language skills and your CV and gain a different perspective on your degree subject.

There are two opportunities during your MPharm degree to apply to take a study abroad period.

The school offers you the chance to apply to take all or part of your second year at our School of Pharmacy at the Malaysia Campus. There is a limit on the number of students that the campus can accept, so in certain years not all students wishing to study in Malaysia will be able to do so. Further information on any selection procedures will be made available during the course.

The University of Nottingham Malaysia Campus welcomed its first students in September 2000 and was the first purpose-built campus of a British university outside the UK. The Malaysia campus currently has approximately 3,500 students from more than 50 countries. The campus is located on a 125-acre site near Semenyih, 35km south of Kuala Lumpur. The campus provides a high-quality living environment for students in addition to state-of-the-art teaching and learning facilities. Accommodation is available on the campus and transport is available from the campus to the nearest bus and rail stations providing easy access to Kuala Lumpur and the surrounding region. A sports facility with swimming pool and gym is a central part of the student leisure facilities along with a student association building which includes a food hall and shops.

We will be arranging a presentation and inviting you to a Study Abroad Fair in November when you will have the opportunity to meet members of the Study Abroad Team and ask questions about studying for a semester or a year at our Malaysia Campus.

For more information, please see www.nottingham.ac.uk/currentstudents/study-abroad/index.aspx

We are also able to offer the opportunity for you to apply to take your third-year research project at the Malaysia Campus, via our Erasmus partners and other major institutions across the world. In recent years students have been to Australia, New Zealand, Canada, Hong Kong, Italy and France. More information on overseas projects will be provided in your second year with us.

Communication

Email

Each student is provided with a University email account. It is essential that you check your emails on a regular basis (both in term-time and vacations) as this is the best way for us to tell you about changes to the timetable, events in school, collection of marked work and a range of other things.

Once you have registered with the University, your username and password will be provided to you.

It is expected that you check your emails daily during term-time.

Portal

The portal is a one-stop-shop for the most frequent tasks you need to do while at the University. You’ll find links to moodle and your email, access to your course marks and information on who to talk to about everything from finance to housing to health. If your personal details change (eg term-time address or telephone number) please update your record in the student portal.

Moodle

Each module on Moodle includes an announcements forum which staff may use to send out important or useful messages about the module. Some modules also use more general discussion forums.

Learning Community Forum (LCF)

Students are represented on the School’s Learning Community Forum (LCF), which reports to the Teaching and Learning Committee (TLC). The LCF comprises representatives from each year, an international student representative, and representatives from all the other courses provided in the school. Other members are the Director of Teaching and Learning, Course Directors, Student Services Manager, and senior technical staff.

The committee meets three times a year and provides a forum at which students and staff alike can air views and discuss issues relating to teaching, the school, and student welfare.

Student representatives are selected by the students and will seek general opinion on matters for discussion by this committee. Training for student representatives is available through the Academic Representation Coordinator in the Students’ Union. Students are asked to contact their year rep about any aspect of the school they feel may be relevant.

Since the LCF only meets three times a year, urgent matters should be addressed to your tutor, module convenor, Year Head, Course Director or to Liz Dennis (Student Services Manager, School of Pharmacy, email: liz.dennis@nottingham.ac.uk).
Your input into the school is important for its effectiveness, efficiency and general wellbeing. If you have any feedback or suggestions please make them known through the LCF, your personal tutor or online at http://moodle.nottingham.ac.uk/course/view.php?id=64491.

Student support

Staff both in the School of Pharmacy and the wider University are committed to supporting you throughout your time at Nottingham. The school’s Welfare Officer is available to discuss any issues you may have and to advise on other forms of support that the University may be able to provide. They can be contacted via the Student Services or by emailing the Welfare Team’s email address on SS-Welfare-UPE@exmail.nottingham.ac.uk.

A Welfare Officer is always available during working hours at any Service Centre. There’s no need to make a prior appointment, just ask at the Student Service Centre. Appointments are available at the Service Centre or in the School of Pharmacy building on request.

You will also have been allocated a personal tutor (see page 14) who you can go to for advice and support. Below is further information on services offered by the University.

Student Service Centre

The Student Service Centres are open 8am-6pm Monday-Friday and provide a range of support, information and specialist services to enhance your student experience and form part of a comprehensive network of services designed to support you throughout your studies. They can also provide you with official documents such as letters to confirm your student status.

There are three Student Services Centres on University Park campus, your nearest is University Park East in the Physics Building (no 22 on the map) other locations are listed on the website: www.nottingham.ac.uk/studentservices/index.aspx
t: 0115 74 86500
e: StudentServices@nottingham.ac.uk

Financial Support

Situated in the Student Services Centre, Financial Support can provide you with information on the sources of finance available from government agencies and on bursaries and scholarships available from the University. They run ‘drop-in’ sessions for financial help and advice.
t: 0115 823 2071
e: financialsupport@nottingham.ac.uk
w: www.nottingham.ac.uk/financialsupport

Counselling Service

This free and confidential service is available to all students, providing one-to-one and group sessions for a wide range of emotional and mental health problems. The counsellors are professionally qualified and experienced in offering appropriate support in areas including eating disorders, stress and relationships.
t: 0115 951 3695
w: www.nottingham.ac.uk/counselling
Services for students who have a disability, dyslexia and/or a long-term medical condition

At The University of Nottingham we are strongly committed to equality of opportunity for all our students. We welcome disabled and dyslexic students and aim to ensure that, as far as possible, appropriate support is offered to meet your needs.

Full information on the range of support and services available for students is available at www.nottingham.ac.uk/studentservices/index.aspx

Disclosure and confidentiality

We will respect the confidential nature of the information you provide and act in accordance with data protection regulations. Confidential information will only be shared within the University on a need-to-know basis.

If you have a disability, dyslexia or other Specific Learning Difficulties (SpLDs) and have not yet contacted us we would strongly encourage you to do so as soon as possible. Knowing about your requirements can help us to prepare and arrange support early on in your studies. Failure to do so may affect our ability to make some of the adjustments that you require.

For more information about confidentiality and disclosure, please see: www.nottingham.ac.uk/studentservices/support/supportforyourstudies/disabilitysupport/studentdisclosureandconfidentialitypolicy.aspx

What we can offer you...

Academic Support (for students with specific learning differences, such as dyslexia, dyspraxia and ADHD, and other Specific Learning Differences)) and the Disability Support Team are located in the Student Services Centre (SSC), in Portland Building on University Park, and by appointment on our Jubilee and Sutton Bonington Campuses, as well as other teaching sites.

We can assist with queries regarding:
- Support in making the transition to University
- Liaison with your school or department about any impact your condition may have on the study elements of your course
- Recommendations to academic staff for reasonable adjustments in teaching
- Recommendations and referral for adjustments to examinations and assessment
- Access to alternative formats such as Braille and large print
- Residential accommodation – adapted study bedrooms
- Accessible transport around and between campuses
- Applying for Disabled Students’ Allowances

Academic Support also provides support for students who wish to develop their strategies for academic writing and time management.

If you would like to contact us please phone the Student Service Centre on (0115) 951 3710 or email disability-support@nottingham.ac.uk or dyslexia-support@nottingham.ac.uk.

The University of Nottingham ACCESS Centre (UNAC), in the Student Services Centre, provides assessments for students who have applied for Disabled Students’ Allowances.

Disability Liaison Officers (DLO)

The school appoints Disability Liaison Officers, who provide a point of reference, advice and guidance for members of staff and students in the school about student disability issues and support. The DLOs are part of a network that meets regularly to share information and good practice. DLOs liaise with both the Academic Support and the Disability Support Teams, as necessary, in relation to individual students and general policies and procedures.

If you have any requirements or concerns talk in the first instance to your DLO or contact your personal tutor.

The DLO for the School of Pharmacy is Tracey Bradshaw. t: 0115 95 13419 e: tracey.bradshaw@nottingham.ac.uk

Equality and diversity

The University has developed an Equality and Diversity Framework which consists of our Equality and Diversity Committee, supported by Staff and Student Advisory Groups. They advise on issues of disability, gender, race, age, sexual orientation and religious belief. There are also a number of staff networks and student societies which form part of the consultative framework. This framework helps the University achieve its aim of improving and developing equality and diversity.

To fulfil its commitment the University has set up a network of Dignity Advisors who have received training to help you deal with situations should they arise. You are welcome to consult an advisor at any time. Details can be found at www.nottingham.ac.uk/hr/

International students

The University’s International Office can provide a range of advice and support for international students, including help with immigration, academic difficulties, personal issues and finance and funding. To find out more, please visit their website at www.nottingham.ac.uk/internationalstudents/support

The International Office’s Student Support Team also run events and social activities designed to help you settle in to life in Nottingham and meet fellow international students. They also operate a programme of excursions to popular UK destinations.

If you need any further advice, the Student Services Centre can also be contacted for general information.

Religious observance

Students who are unable to take examinations on a particular day during the published examination periods for reasons of religious observance (e.g. Sabbath, Friday Prayers) should complete a religious observance form by the published deadlines. The form is available on the web or from the Student Office. The University will make every effort to avoid
the times/dates in student’s requests. However, this may not be possible owing to the logistical difficulties of exam scheduling.

Faith at the University

The team of University chaplains and faith advisers offer friendship, advice and support for students of all faiths, as well as services of worship and connections with local churches and faith communities. There are chaplains available and a Chapel and Muslim Prayer room on campus. The Students’ Union supports a variety of faith-based societies who organise events and discussion groups.

t: 0115 951 3931
e: chaplains@nottingham.ac.uk
w: www.nottingham.ac.uk/chaplaincy/people

Student Advice Centre

The Student Advice Centre provides a free and impartial advice and information service to all University of Nottingham students. Education advisers offer support and advice on a range of issues including academic appeals, course progression, academic offences, complaints, fitness to practice and disciplinary matters. Welfare advice is also available on money, housing and other issues including consumer advice and legal advice.

The centre is situated on B floor in the Portland Building and they run a ‘drop-in’ session Monday to Friday, 1pm to 4pm. Alternatively you can contact them to make an appointment.

t: 0115 846 8730
e: SUAdvice@nottingham.ac.uk
w: su.nottingham.ac.uk/helpadvice

Accommodation help

Whatever your accommodation, there are a number of people you can contact if you have any problems or concerns. Hall Wardens, the Student Advice Centre, and the University’s Accommodation Service are all on hand to deal with your queries.

e: accommodation@nottingham.ac.uk
w: www.nottingham.ac.uk/accommodation

English language education

To help overseas and EU students to develop their English language skills and knowledge of academic conventions, the Centre for English Language Education (CELE) provides group classes and one-to-one consultations. These are all free.

t: 0115 951 4405
e: cele-insessional@nottingham.ac.uk
w: www.nottingham.ac.uk/cele

University Health Service

The University of Nottingham Health Service, situated at Cripps Health Centre on University Park is dedicated to providing a high quality medical service to students. The centre also houses a dental surgery and Boots Pharmacy.

t: 0115 846 8888
w: www.unhs.co.uk

Safety information

The school takes the safety of its students very seriously. You will attend a safety induction session where a more comprehensive safety handbook will be given to you. It is important that you take responsibility for your own safety, and for the safety of others who may be harmed by your actions. Please ask questions if you are unsure about the right way to do something or if you do not understand instructions given to you.

Safety spectacles and laboratory coats, along with appropriate clothing and footwear, must be worn whenever you are in the laboratory.

Allergies, sensitivities and skin complaints

If you have any allergies, we ask you to make a member of staff aware of them. You should inform Tracey Bradshaw, the School’s Disability Liaison Officer (tracey.bradshaw@nottingham.ac.uk). This information will be treated confidentially wherever possible.

Mobile devices

Mobile devices MUST be switched off in ALL classes. In practical classes they are not only disruptive but present a number of potential hazards:

- interference of phone signal with scientific equipment in the laboratory
- ignition hazard from internal sparks in the presence of flammable solvents
- contamination by chemicals etc. either through handling, or by being left on workbenches
- interference and electrical disruption to network equipment in computer user areas

Failure to follow these rules may result in you being asked to leave a class.

First aiders

There are a number of trained first aiders located in all the School of Pharmacy buildings, numerous green signs around the buildings detail who to contact in the event of an emergency.

Fire alarm

You must ensure that you know the positions of the nearest fire alarm call point, internal and external telephones, fire extinguishers and exit routes. You must also know the actions to take on discovering a fire and on hearing the fire alarm, which sounds as a continuous tone.

The fire alarm system is tested by the Estates Office each week at 9.15 on Tuesday morning in the Pharmacy Building.
and 11.20 on Wednesday morning in the Boots Science Building. A fire drill to test the school's procedures will be held at least annually.

Fire alarm signals
If you hear a single continuous tone – this is an evacuation signal.

Actions in the event of fire
- Activate the alarm system
- Dial 8888 (0115 951 8888 from an external or mobile phone) on the nearest internal telephone
- Inform security of the location of the fire
- Evacuate the building immediately
- Do not use lifts
- If practicable, switch off gas taps and live electrical devices and shut all windows
- Pull down the sash on fume hoods
- Walk out in an orderly manner via the nearest exit or fire exit, closing (not locking) all doors behind you
- DO NOT stop to collect personal belongings
- Assemble at the assembly point
- Act in a manner that will not impede the work of the emergency services
- The senior person present should assume control of the situation ensuring safe evacuation from the area of all persons present and be prepared to warn the emergency services of known special hazards.
- Do not attempt to return to the building until instructed that it is safe to do so by the evacuation coordinator or senior member of the university staff.

Assembly points
School of Pharmacy Building:
Life Sciences car park; behind the lecture theatre

Boots Science Building:
Car park behind the Boots Science Building

For other room/buildings ensure you check the procedures posted in each room/building you use.
MyNottingham Terminology

The University of Nottingham is introducing a new student records system across its campuses in the UK, Malaysia and China. Students will access the system through a web portal called MyNottingham.

When MyNottingham is launched in the UK it will introduce some new terminology that you will need to understand and become familiar with. The guide below has been developed to help prepare you for this. You will receive more information about MyNottingham and what this means for you before we launch the system to UK students.

<table>
<thead>
<tr>
<th>MyNottingham Language</th>
<th>Current Language</th>
<th>Definition</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Plan</td>
<td>Course or Programme of Study</td>
<td>An approved plan of study that provides a coherent learning experience and leads to a qualification.</td>
<td>BSc Nursing – Adult; Chemical Engineering MEng; Music and Philosophy BA; Brewing Science MSc; Law with French and French Law BA.</td>
</tr>
<tr>
<td>Accommodation</td>
<td>Reasonable adjustment</td>
<td>Learning adjustments for a student’s particular circumstances (not a reference to living accommodation).</td>
<td>Alternative examination arrangements.</td>
</tr>
<tr>
<td>Advisee</td>
<td>Tutee/Student</td>
<td>A student receiving advice from a tutor, supervisor or advisor.</td>
<td>N/A.</td>
</tr>
<tr>
<td>Career</td>
<td>No direct equivalent</td>
<td>Qualification level.</td>
<td>Undergraduate, Postgraduate.</td>
</tr>
<tr>
<td>Class</td>
<td>No direct equivalent</td>
<td>An umbrella term for specific units of teaching.</td>
<td>Lectures, seminars or labs.</td>
</tr>
<tr>
<td>eDocs</td>
<td>No direct equivalent</td>
<td>Electronic document repository for documents that are uploaded and attached to a student record</td>
<td>Evidence in support of an extenuating circumstances claim etc.</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>No direct equivalent</td>
<td>An umbrella term for any scholarships, stipends or other funding awards given to students.</td>
<td>Core bursaries, Aspire scholarships, industry scholarships etc.</td>
</tr>
<tr>
<td>Session</td>
<td>No direct equivalent</td>
<td>A specific teaching period, usually one semester but other defined teaching periods may exist.</td>
<td>Autumn Semester, Spring Term etc.</td>
</tr>
<tr>
<td>Term</td>
<td>Academic Year</td>
<td>A defined period of time, refers to the academic year, which runs from September to August.</td>
<td>September 2018 to August 2019.</td>
</tr>
</tbody>
</table>
Useful links

The General Pharmaceutical Council (GPhC)
The independent regulator for pharmacists, pharmacy technicians and pharmacy premises in Great Britain.
www.pharmacyregulation.org

Royal Pharmaceutical Society (RPS)
The dedicated professional body for pharmacists in England, Scotland and Wales.
www.rpharms.com

University of Nottingham Pharmacy Society (PharmSoc)
Run for students by students, organises many social and academic events.
www.nottingham.ac.uk/pharmsoc
facebook.com/groups/pharmsocnottingham

Student timetable
Students', module and course individual timetables.
www.nottingham.ac.uk/academicservices/timetabling/view-timetables/viewwebtimetables.aspx

Moodle
The online learning system for the University.
moodle.nottingham.ac.uk

Workspace
The University's collaborative platform helping you to share news, information and documentation.
workspace.nottingham.ac.uk

Studying effectively
Lots of useful information, tips and ideas on a wide range of academic topics including revising, referencing and plagiarism.
www.nottingham.ac.uk/studyingeffectively

Student support
For support, information and specialist services, including Financial Support, Counselling Services, Childcare Services and Disability and Academic Support.
www.nottingham.ac.uk/studentservices

Student health
Help with physical, sexual and mental health issues.
www.nottingham.ac.uk/studentservices/health

Student Advice Centre
Free and impartial advice and information service.
student-advice-centre@nottingham.ac.uk

International Office
Provides a wide range of support services for international, EU and home students.
nottingham.ac.uk/internationaloffice

Centre for English Language Education (CELE)
For those whose first language is not English CELE provides both written and spoken support in academic English for your degree.
www.nottingham.ac.uk/cele

The University's Quality Manual
The University regulations relating to undergraduate courses.
www.nottingham.ac.uk/academicservices/qualitymanual

Accommodation Services
Advice and guidance on what to do if you want to change or leave your accommodation.
www.nottingham.ac.uk/accommodation

Careers and Employability Service
To help you make a successful transition from Nottingham to a great career.
www.nottingham.ac.uk/careers

Faith at the University
To support students of any faith or none.
www.nottingham.ac.uk/chaplaincy

Sport at Nottingham
Opportunities for students to participate in sport at any level.
www.nottingham.ac.uk/sport