Academic Unit of Ophthalmology and Orthoptics

BMedSci Honours Degree in Orthoptics

Student Handbook

2016-2017

Last updated: 16/09/2016
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1. Introduction

This handbook provides you with information about the B.Med.Sci. Honours degree programme in Orthoptics. Please read the information given and refer back to it as required throughout the course. If you have any questions that are not covered, please do not hesitate to contact either your personal tutor, any of the lecturing staff, or student services (see section 7.10).

The Academic Unit of Ophthalmology and Orthoptics (Unit) lecturing staff are based on E floor of the Medical School, and support and technical staff are based on D floor. Additionally, the unit has one clinical skills room on A floor of the Royal Hallamshire Hospital and two in Jessops Wing, the Joyce Mein Rooms (JMR1 & JMR2). The Unit is in the Faculty of Medicine, Dentistry and Health.

The B.Med.Sci. programme has its own online e-learning environment, Minerva (see section 8.1). This is your main source of information about various aspects of the course, including timetabling, handouts, clinical placement information and examination information.

An introductory guide on using Minerva and other vital University systems, with hands on opportunity, will be held at 10am on Tuesday 20th September in the Arts Tower, Room AT-1012

The Orthoptics degree programme is for 3 years but you will have longer semesters in order to gain clinical experience as well as an academic qualification. The Health and Care Professions Council (HCPC) is the regulatory body that ensures the course achieves their standards of education and training and that all standards of proficiency required to practice on graduation are achieved during the programme. When you successfully complete the degree programme you are eligible to apply for registration with the HCPC (see section 10.2).

The postal address of the Unit is:
Academic Unit of Ophthalmology and Orthoptics
Faculty of Medicine, Dentistry and Health
Beech Hill Road
Sheffield
S10 2RX

Website address: 
http://www.sheffield.ac.uk/oncology-metabolism/research/units/ophthalmology-and-orthoptics

Twitter: https://twitter.com/unishef

General email: orthoptics@sheffield.ac.uk

Telephone number: +44 (0) 114 222 5540 (support staff)
1.1 Staff contact details

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
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Please see ‘Unit contact details’ on Minerva for up to date contacts.

2. B.Med.Sci.(Orthoptics) Programme Overview

2.1 Aims and Objectives

The aims of this programme are:

1. To provide an educational experience culminating in graduates who have achieved academic excellence in the study of Orthoptics and relevant disciplines, worthy of the award of B.Med.Sci (Orthoptics) with honours.

2. To develop graduates who are capable of initiating and participating in research into visual science, with an understanding of the value of continuing education and importance of research to the future development of the discipline.

3. To equip students with appropriate study skills and habits of mind for continuing development after graduation, whether they are involved in clinical practice or research.

4. To develop the professional expertise of undergraduates for clinical practice.

On completion of this course the graduate will be able to:

- evaluate orthoptic principles and practice, and implement appropriate treatment strategies, resulting in high quality patient care.
- demonstrate effective interpersonal skills in communicating with colleagues, patients, and their relatives.
- relate knowledge of biomedical sciences to the understanding of ophthalmic related disorders.
- demonstrate effective organisational skills.
- recognise the need for continuing education and professional development.
- critically evaluate research literature relating to the study of Orthoptics, and exhibit an awareness of the implication of research to clinical practice.
- take responsibility for their own learning, having developed an inquiring and investigative attitude to the reading of literature.
- identify pertinent research questions in orthoptics, and identify the value of particular research projects to the development of the field.
- participate in clinical research.
- participate in postgraduate research, under the supervision of experienced colleagues.

The programme specifications can be accessed via: http://www.progspecs.group.shef.ac.uk/0910specs/ophu01.doc
### 2.2 Programme Content

#### YEAR 1

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td>Strabismus</td>
<td>Strabismus</td>
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<tr>
<td>Clinical skills</td>
<td>Clinical skills</td>
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<tr>
<td>Optics</td>
<td>Optics</td>
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<tr>
<td>Anatomy &amp; physiology</td>
<td>Ocular anatomy, physiology &amp; neuroscience</td>
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<td>Psychology</td>
<td>Interpersonal communication skills</td>
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<td>Health Challenge</td>
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<td>Mandatory training</td>
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<td>Clinical placement 2 (2 weeks) and</td>
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<td>Clinical placement 3 (4 weeks)</td>
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<td>Clinical placement 1 (1 week)</td>
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#### YEAR 2

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<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tr>
<td>Strabismus &amp; ocular motility</td>
<td>Strabismus &amp; ocular motility</td>
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<tr>
<td>Clinical skills</td>
<td>Visual optics</td>
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<td>Visual optics</td>
<td>Clinical visual optics</td>
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<td>Clinical visual optics</td>
<td>Electrodiagnosis</td>
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<tr>
<td>Visual perception</td>
<td>Pathology</td>
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<td>Ethics and the law</td>
<td>Medical microbiology</td>
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<td>Structure and function of the NHS</td>
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<tr>
<td>Clinical placement 4 (4 weeks)</td>
<td>Clinical placement 5 (4 weeks) and</td>
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<td>Clinical placement 6 (4 weeks)</td>
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#### YEAR 3

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tr>
<td>Strabismus &amp; ocular motility</td>
<td>Strabismus &amp; ocular motility</td>
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<tr>
<td>Ophthalmology</td>
<td>Ophthalmology</td>
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<tr>
<td>Pathology</td>
<td>Pathology</td>
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<tr>
<td>Paediatric neurology</td>
<td>Research project (data analysis and</td>
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<td></td>
<td>write-up)</td>
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<td>Research project (data collection)</td>
<td>Associated professional studies</td>
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<tr>
<td>Clinical placement 7 (4 weeks)</td>
<td>Clinical placement 8 (4 weeks), Clinical</td>
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<td>placement 9 (4 weeks) and Transition</td>
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<td>placement (2 weeks)</td>
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Some variation to the above will occur depending on lecturing staff and the timing of Easter.

Transition lectures occur throughout the programme, and are an important element to help development of the expectations for University learning and professionalism.

### 2.3 Notes on Year 1 subjects

**Strabismus**

Is taught throughout the year to student orthoptists only. Clinical skills involves learning how to use various pieces of clinical equipment and how to perform clinical tests and is taught throughout year 1 and at the beginning of year 2. Tests and equipment are demonstrated by staff, then you have the opportunity to practise
using the equipment. A number of the clinical skills sessions on the timetable will be marked as either ‘supervised practice’ or ‘unsupervised practice’. **Supervised practice** sessions are times where the room is available for you to use any of the equipment on each other with a member of staff present to answer any questions and to help with any difficulties encountered. The ‘**unsupervised practice**’ sessions are where the room is booked out specifically for you to use, but no member of staff will be present. The clinical skills rooms can be booked out at other times if you wish to practise with equipment. Equipment should not be removed from these rooms. Please ensure that you are careful when using equipment and clean it as necessary, always put the equipment away and leave the room tidy and report any broken or missing equipment to a member of staff.

**Discovering Psychology**
Is taught by the Department of Psychology to students of many disciplines in a large group teaching situation, but with lab classes and small group tutorials. The member of staff responsible for co-ordinating the tutorials and for any queries is Liz Fotherby (l.fotherby@sheffield.ac.uk) and Elizabeth Milne (e.milne@sheffield.ac.uk) is the module organiser.

**Anatomy and Physiology**
Is taught by Biomedical Sciences and continues throughout the 1st year. Further details will be given to you by the Biomedical Sciences Department, details and lecture notes are posted on MOLE the University web based learning environment. These lectures are shared with the dental and speech science students. Tutorials designed to consolidate topics covered in your lectures are solely for student orthoptists and are taken by the Unit’s Biomedical Demonstrators.

**Optics**
Is taught solely to student orthoptists in semester 1 and continues throughout the year.

**Interpersonal communication skills (IPS)**
Is a short series of workshops/lectures for student orthoptists. The sessions aim to increase awareness of communication skills and encourage effective communication strategies in preparation for working with patients.

**Achieve More**
Ensures that all undergraduate students have the opportunity to explore global issues. This prepares you for the future by helping to foster deeper and broader learning and providing opportunities to enhance your academic and wider skills set. Through a series of learning activities, you will be challenged to apply your subject knowledge in creative ways, understand the role of interdisciplinary research in tackling global issues and be able to communicate the impact of your subject to non-specialists.

In practice, Achieve More means that you will participate in the following learning activities as part of your course.

**Achieve More Level 1: Faculty Challenge (first year)**
As a first year student, you will take part in Faculty-based group project activities to devise and present multi-disciplinary responses to contemporary health issues.

Achieve More Level 1 in Medicine Dentistry and Health is called the Health Challenge Module - Local Engagement Global Citizenship. This module provides you with the opportunity to work with other first year students from across the Faculty in groups of 8-9 to explore what affects health in a local community in Sheffield.
Each group will design a health intervention for a neighbourhood in Sheffield. Your group will be supported by a dedicated facilitator to help guide you through the process of carrying out a health needs assessment in a given area, exploring issues of how diversity in the community impacts on uptake and delivery of healthcare services along the way.

Your group will work together for 35 hours over a period of 7 weeks, commencing with the Opening Lecture at the Octagon Centre in February 2017 and ending with the group presentations and final session in March 2017.

Learning and teaching activities will include lectures, skills development sessions, a field visit, facilitated group seminars, a written reflection of experiences on the challenge, and independent study. At the end of the module, your group will be asked to prepare a poster and give a presentation of the outcomes from the health intervention to your peers. There will be prizes for the best posters and presentations as voted on by students, with an award for the best overall poster.

The Health Challenge Module provides a valuable opportunity for you to understand and demonstrate professional behaviours, develop skills in team work and communication, and practice how to use reflection to support learning. It also provides the chance to establish friendships with other students and build support networks beyond your own department.

**Achieve More Level 2: 10bn (second year)**

Achieve More Level Two: 10bn sees students from all Faculties come together to explore the problems and possibilities that will arise as the global population grows to more than 10 billion.

10bn will include a festival of talks, debates and exhibitions, as well as an online course, where you will reflect on your subject knowledge and develop important academic skills such as critical thinking.

10bn will be optional in 2016-17 and your participation in 10bn will be recorded on students’ Higher Education Achievement Report (HEAR).

More information will be available soon on the Achieve More web pages. You can see highlights from the 2016 Festival of 10bn here. ([http://www.sheffield.ac.uk/ssid/course/achieve-more/festival10bn16](http://www.sheffield.ac.uk/ssid/course/achieve-more/festival10bn16))

**Achieve More: (final Year)**

By the final year of your degree you will have developed experience in your subject area and should be confident discussing your ideas with students and researchers from within your own department.

However useful this is, it is also important to be able to communicate your knowledge and ideas to non-specialist audiences.

Whether you go onto further study, work in an industry closely related to your field, or do something completely different after graduation, you will need to communicate effectively with people who have expertise in areas different to your own.

All subjects at degree level involve complex concepts and technical or discipline-specific language; the skill is to make what enthuses you interesting, relevant and accessible to others - whether they are colleagues, researchers from other fields, or members of the wider public.
Achieve More Final Year will help you develop these skills by giving you the opportunity to produce audience-appropriate summaries of your final year project/dissertation to present in schools, publish in an undergraduate research journal or present at an undergraduate research conference. You may also have the opportunity to work on projects with partners in the local community, such as health care providers, schools, and other community groups.

These activities will, as far as possible, be incorporated into final year modules. Achieve More Final Year is being introduced to all programmes in a phased way. This means that all students starting the first year of their course in 2016-17 will have the opportunity to participate in these activities as part of the final year of their course. If you are currently in second year or above, you may have an opportunity to participate in these activities if your department is involved in the pilot scheme.

For further information go to www.sheffield.ac.uk/faculty/medicine-dentistry-health/achievemore-healthchallenge

2.4 Student-Staff committee and Year Representative

The University places great value on the opinions of its students and there are various opportunities for you to get involved, both to have your say and also to represent the views of other students. Being a student representative is rewarding work and can help you develop useful skills such as communication skills. It can also give you a greater understanding of how the University works as well as enabling you to play a role in decision making in your department and/or faculty.

What student representation opportunities are available?

In the department

We have a student-staff committee which is made up of student representatives and a number of academic staff. Getting involved means you will be able to take part in discussions and decision making about a range of issues eg.

- student feedback on teaching;
- changes to courses;
- departmental services (eg. hand-in arrangements, study facilities, availability of personal tutors);
- communication with students.

This committee allows opinions and discussion on various issues and meets once per semester. Discussion and feedback from student representatives is sought on a less formal basis throughout the year. The role of a representative is to facilitate discussion and feedback from staff and students on academic policy and other important issues. Membership consists of at least one representative from each year, plus individuals representing other student groups (e.g. mature). There are also representatives from both academic and technical/clerical staff. The aim is that all students feel represented on the Committee. A student representative will also sit on the Unit Teaching Committee.

Nomination forms will be circulated and candidates should nominate themselves and give a short ‘election address’ (i.e. outlining their reasons for wishing to stand and what they wish to achieve if elected) on this form. If there are more nominations than needed an election would take place.

The first staff student committee meeting in this academic year is during the first week in November, the second meeting is usually around March. Times and venues will be confirmed for both meetings.
Please see Minerva (‘Knowledge Base’ section) for the terms of reference for this committee, and other opportunities for student representation.

**In your faculty**

All Faculties have a **Learning and Teaching Committee** which has a small number of places for student representatives. In addition to this, some Faculties have other committees on which students are represented. The Faculty Learning and Teaching Committee is made up of academic staff from all departments and discusses a range of issues relating to learning and teaching eg. new University policies, changes to university regulations, new programme proposals, annual departmental reviews of Learning and Teaching. Being a student representative on a Faculty Committee is your chance to put forward the student view on issues relating to learning and teaching and this is always valued by committee members.

Faculties also have student committees which provide opportunities for students to put forward and discuss their views on issues at a faculty level.

**Institution-wide opportunities**

**SALT (Student Associates for Learning and Teaching)**

The Student Associates for Learning & Teaching (SALT) scheme is a University-wide network of students working on learning and teaching projects. The Ambassadors influence, improve and develop how students learn and how they are taught at the departmental, faculty and university level. Further details

There are also opportunities at the Student Union and student representation

**2.5 Programme Evaluation**

During your studies you will have opportunities to evaluate the quality of your programme of study. Student evaluation is an essential part of assuring the quality of the Academic Units’ provision and provides us with essential feedback on your experiences of your programmes of study.

The University requires all academic units to operate a system of anonymous student evaluation of programmes on an annual basis. Evaluations will be on Minerva for online completion towards the end of each academic year.

We will provide you with feedback on the issues that students have raised through the evaluation process and how we are addressing these. It is important that we receive a good response rate to student evaluations, as your feedback is an essential part of helping us to maintain the quality of teaching and learning provision, and may benefit you and future students. Quality reviews of a Unit’s teaching and learning consistently demonstrate ways in which student feedback often does lead to changes being made to units and programmes. A ‘You Said We Did’ document will be produced for each year group that gives a summary of key points raised. This will be published on Minerva.

**Participating in other evaluation processes**

In addition to the student evaluation operated by the Academic Unit, you may also be asked to participate in other surveys throughout your study. Final year students are asked to take part in the National Student Survey (NSS), which seeks views from students on their overall satisfaction with their programme of study. The results of this survey, which was run for the first time in 2005, are published. There is also the
UKES which is a national survey that focuses on student engagement with activities that promote learning. The University also runs an Annual Student Satisfaction Survey towards the end of semester 1, which all categories and levels of students are offered the opportunity to complete. This evaluates your satisfaction with the broad range of University services, for example, library and IT facilities, and also includes questions on academic support. The University also uses these survey results, in addition to those at departmental level, to gauge how well Academic Units are performing.

**Evaluation of Clinical Placements**

After each placement we ask you to complete an online evaluation via Minerva. These are collated at the end of each academic year and feedback is given to placement sites. If you have a specific issue during placement please speak to the clinical tutor who may be able to resolve the issue immediately, or discuss this with the clinical placement coordinator (Sonia Toor) at the time of the placement. Often tutors can help if they are made aware of a problem.

Included at the end of the online evaluation are questions relating to useful information for students being placed at that placement site in the future and informs the ‘Clinical Placements Hints and Tips’ section under ‘Semester Specific Information’ on Minerva.

### 3. Attendance

#### 3.1 Term dates 2016-2017

**Year 1**

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>2nd Term</td>
<td>16.01.2017 – 07.04.2017 (*Reading week - week beginning 09.01.2016)</td>
</tr>
<tr>
<td>3rd Term</td>
<td>24.04.2017 – 07.07.2017 (Week of 15.05.2017 : No lectures in Academic Unit of Ophthalmology &amp; Orthoptics)</td>
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**Year 2**

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>2nd Term</td>
<td>09.01.2017 – 07.04.2017 (Examination [ORT208] and Reading week – week beginning 02.01.2017)</td>
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<tr>
<td>3rd Term</td>
<td>24.04.2017 – 30.06.2017 (Reading week - week beginning 24.04.2017 Written examination period 01.05.2017 – 12.05.2017)</td>
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**Year 3**

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<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>2nd Term</td>
<td>09.01.2017 – 07.04.2017</td>
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<tr>
<td>3rd Term</td>
<td>24.04.2017 – 09.06.2017</td>
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The semester dates for 2017-2018 and are available from [http://www.sheffield.ac.uk/about/dates/index](http://www.sheffield.ac.uk/about/dates/index)
Please note that resit examinations take place during the summer vacation period from Monday 7th to Friday 26th August 2017

*N.B This is an opportunity for self study. You may feel it necessary to use the library facilities during this time. Revision sessions or catch-up lectures may be scheduled in a reading week – please check Minerva timetable.

The programme overviews (under ‘Course information’ on Minerva), show the timings of clinical teaching weeks within each semester and the examination periods. Please refer to these for further detail and future dates.

3.2 Timetables and Information; Locations of teaching rooms

Timetables will be displayed via the ‘Timetable’ section of Minerva (see section 8.1). See below for a table containing the abbreviations used to denote buildings within the timetable. Changes to timetabled sessions organised by the Unit will be notified via the ‘news announcements’ facility of Minerva.

Information regarding your teaching is frequently sent by e-mail and/or displayed on the ‘news announcements’ facility of Minerva. PLEASE MAKE SURE THAT YOU CHECK YOUR UNIVERSITY E-MAIL AND MINERVA REGULARLY.

Timetables and details regarding individual clinical placements are the responsibility of clinical placement centres. Clinical tutors may send the information electronically (to your University email account) or material for collection. This will be left in the post tray at the Medical School reception on C floor of the Medical School.

Locations of teaching rooms: Please see section 8 ‘Resources’ for location of the Unit’s own facilities. For detailed information on the universities buildings and their locations see this webpage: http://www.sheffield.ac.uk/visitors/mapsandtravel
<table>
<thead>
<tr>
<th>Building</th>
<th>Timetable Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Mappin Street</td>
<td>9MS</td>
</tr>
<tr>
<td>Alfred Denny Building</td>
<td>ADB</td>
</tr>
<tr>
<td>Arts Tower</td>
<td>AT</td>
</tr>
<tr>
<td>Arts Tower - Meetings rooms</td>
<td>ATM</td>
</tr>
<tr>
<td>Bartolome House</td>
<td>BA</td>
</tr>
<tr>
<td>Barber House</td>
<td>BH</td>
</tr>
<tr>
<td>Barber House Annexe</td>
<td>BHA</td>
</tr>
<tr>
<td>Brook Hill Hall</td>
<td>BHH</td>
</tr>
<tr>
<td>Dainton Building</td>
<td>DB</td>
</tr>
<tr>
<td>Diamond</td>
<td>DIA</td>
</tr>
<tr>
<td>Dental School</td>
<td>DS</td>
</tr>
<tr>
<td>Elmfield</td>
<td>EF</td>
</tr>
<tr>
<td>Firth Court</td>
<td>FC</td>
</tr>
<tr>
<td>Geography Building</td>
<td>GB</td>
</tr>
<tr>
<td>301 Glossop Road</td>
<td>GR301</td>
</tr>
<tr>
<td>Hadfield Building</td>
<td>HB</td>
</tr>
<tr>
<td>Medical School</td>
<td>HH</td>
</tr>
<tr>
<td>Hicks Building</td>
<td>HI</td>
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<tr>
<td>Husband Building</td>
<td>HUS</td>
</tr>
<tr>
<td>Information Commons</td>
<td>IC</td>
</tr>
<tr>
<td>Jessop Building</td>
<td>JB</td>
</tr>
<tr>
<td>Jessops Wing, Royal Hallamshire Hospital</td>
<td>JMR &amp; JMR2</td>
</tr>
<tr>
<td>Jessop West</td>
<td>JW</td>
</tr>
<tr>
<td>Management Building</td>
<td>MB</td>
</tr>
<tr>
<td>Mappin Building</td>
<td>MAPP</td>
</tr>
<tr>
<td>Northgate House</td>
<td>NG</td>
</tr>
<tr>
<td>Portobello Centre</td>
<td>PC</td>
</tr>
<tr>
<td>Pam Liversidge Building</td>
<td>PLB</td>
</tr>
<tr>
<td>Psychology Building</td>
<td>PS</td>
</tr>
<tr>
<td>Regent Court</td>
<td>RC</td>
</tr>
<tr>
<td>Richard Roberts Building</td>
<td>RRB</td>
</tr>
<tr>
<td>Sir Henry Stephenson Building</td>
<td>SB</td>
</tr>
<tr>
<td>Samuel Fox House</td>
<td>SF</td>
</tr>
<tr>
<td>St Georges Church</td>
<td>SGCH</td>
</tr>
<tr>
<td>Students Union</td>
<td>SU</td>
</tr>
<tr>
<td>Sheffield University Management School</td>
<td>SUMS</td>
</tr>
</tbody>
</table>

### 3.3 Attendance requirement

In accordance with the general regulations of the University, a full time student is required to pursue a programme of study throughout the whole of each semester. Every student is required a) to attend all lectures and classes punctually; b) to complete all written assignments, practical or other coursework; and c) to attend all examinations appropriate to the relevant programme of study. Please remember that it is good etiquette to arrive at a teaching session on time. Late arrival causes an interruption and disturbs the group. Etiquette also dictates that you do not talk whilst the lecturer is speaking.

If you miss a lecture/session, it is your responsibility to ensure that you obtain any handouts/reading/exercises etc. The majority of handouts appear on Minerva (see section 8.1) or MOLE after a lecture has been given. Please inform your personal
tutor (with copy to Karen at k.m.premi@sheffield.ac.uk) if you are unwell or have good reason to miss a teaching session and submit a ‘Student self-certification form http://www.sheffield.ac.uk/ssid/forms/circs so that this can be documented.

If a period of absence is requested for any reason (during teaching weeks or periods of clinical teaching), whether or not it is a standard religious occasion (see section 3.4), then permission must be sought for this. Applications must be made in writing (email is acceptable) as soon as possible to your personal tutor and should include details of dates of requested absence and reasons/justification. Following discussion with your academic tutor, project supervisor (year 3 only) and Programme Leader (Helen Griffiths), permission may be granted or denied. If permission is given you need to complete a Self-certification form.

Whatever the reason for your absence you may be required to make up time – particularly if absences are during periods of clinical teaching.

You will be required to sign attendance lists as evidence of your attendance at teaching sessions and it is your responsibility to make sure you do so. You MUST NOT sign anyone else in to classes, evidence of this is taken very seriously and considered as a professional issue. Student attendance will be monitored at the end of each term and your personal tutor may request to see you if there is concern about your attendance.

If there are repeated episodes of poor attendance then you may receive a letter from the Head of Orthoptics (Helen Davis), a faculty warning letter and ultimately be referred to student review (see section 5.2) on grounds of failure to attend the programme of study regularly. Similar actions may be taken if a period of unauthorised absence is identified. This committee may exclude you from further attendance and examinations. There is an appeals procedure.

An attendance record will be completed by the clinical tutor during each clinical teaching period and will be submitted to the unit with your assessment.

The semester dates for the whole of this year and next year are given in this handbook. You must ensure that neither you or your family / friends book any holidays or flights which require you to leave early or which do not guarantee your return by the start of the semester.

3.4 Student Absence for Religious Festivals

You must notify Helen Griffiths via email of any date(s) that you will be absent for religious reasons. In year 1 you will be expected to do this by the end of week 2. In years 2 and 3 you are expected to notify Helen as early as possible i.e. in the academic year prior to the event if possible, but no less than 3 months prior to the date of absence, as this may affect University block teaching or clinical placements. Please inform Helen of possible dates, even if the exact date is not yet confirmed.

Please see section 4.2 for what to do where a religious holiday falls within the examination period.

3.5 Religious Dress

University policy should be followed, whilst students are on campus should be followed (see http://www.shef.ac.uk/ssid/chaplaincy/activities/dress).
During contact with patients or members of the public acting as patients (either in a teaching session or clinical examination) whilst on campus:

1. Students should reveal their face fully.
2. Students do not need to be ‘bare below the elbow’ but should ensure that neither clothing nor religious items of jewellery prevent hand and wrist areas being washed when in private.
3. Kirpans should not be visible and must only be worn under clothing, usually in a small sling across the chest.

In the absence of any other guidance, these guidelines should be followed whilst on clinical placement. Policies do vary in different Trusts. Wherever possible, students should conform to Trust policies, however, where this is not possible an individual assessment may be made and in certain circumstances students may be unable to complete clinical placement in that Trust. Please note that most hospital Trusts do operate a bare below the elbows policy for Health and Safety reasons.

4. Examinations and Assessments

Talks about examinations and assessment will be given during the first semester

4.1 Examination Regulations and Rules

The ‘Calendar’ is the university’s publication which gives all the University regulations and procedures. A full copy of the University notes for Examination Candidates and Examination Regulations can be found in your academic diary or at http://www.shef.ac.uk/ssid/exams/notes. Please read these carefully. The University has also produced a video ‘Your Exam Dos and Don’ts which is designed to inform students about University exam rules and regulations so that you don’t unwittingly contravene them and put your education at risk. You can find this video at: https://vimeo.com/161038371

4.2 Examination Periods and Timabling of Examinations

There are two main University examination periods during the academic year: January and May/June, but examinations outside these times do occur.

University written examinations are timetabled by central examinations office and will be displayed on the University's website. (http://www.sheffield.ac.uk/ssid/exams/timetables)

Year 1 - two university examinations take place in the January period: Discovering Psychology (PSY101) and Anatomy and Physiology (BMS131). These are usually timetabled in the first week of the main University examination period. There is also a unit examination in Strabismus (the venue and time for the unit examination will be displayed on Minerva). Teaching of Strabismus and Optics continues in weeks 2 and 3 of this main university examination period.

The remainder of the written examinations take place in semester 2. Clinical Orthoptics may take place outside the main University examination period.
Year 2 - examinations are held outside the main University examination periods. One examination takes place in semester 1 (Visual Perception – ORT208), and this will be held during the week beginning 02.01.2017. The semester 2 examination period is earlier than the main University period to accommodate clinical teaching and will be from 01.05.2017 to 12.05.2017. Practical examinations take place outside of the examination period. The Clinical Orthoptics examination is held on your return from placement 6.

Year 3 - all examinations are held in semester 2, again practical exams may take place outside the main University examination period.

N.B Examinations may take place on Saturdays and bank holidays.

If you have any religious reasons why you are not able to sit an examination in an examination period you must complete a ‘Request for examination arrangements to accommodate religious days of observance’ form (available on university website: http://www.shef.ac.uk/ssid/exams/observance). You must submit this to the Registrations and Examinations office (see form for full address) no later than the third week of the semester in which the examination takes place. Please note that once examination timetables have been set it is difficult for alterations to be made.

Ramadan: Muslim students fasting during Ramadan are expected to continue with normal work and study. If you wish to discuss an individual situation, please contact the Muslim chaplain, m.ismail@sheffield.ac.uk

Examinations are identified by the University using ‘press numbers’, ‘unit numbers’ or ‘module numbers’ rather than subject titles. Make sure that you know the number of the paper you are sitting. ORT numbers refer to papers set by the Academic Unit of Ophthalmology and Orthoptics; BMS to Biomedical Sciences and PSY to Psychology.

4.3 Exemptions

If you think that you may be eligible for an exemption from any year examination, you MUST arrange to see the programme leader (Helen Griffiths) at the earliest opportunity to discuss this.

4.4 Anonymous marking

All written examinations and assignments are marked anonymously. For this reason all assignments should be submitted with only your student registration number, i.e. no name. This number can be found on your U-card and this card must be taken to all examinations. If you are unsure of the number for any reason please check your University record via MUSE. See http://www.shef.ac.uk/ssid/ucards/replacement for what to do if you lose this card.

4.5 Calculators

If you wish to take a calculator into an examination hall it must be checked by the SSID prior to the examination and a marker attached to show that the calculator has been approved for use in examinations. Further information and an online check to determine if your calculator is amongst those that will be approved can be found at: www.shef.ac.uk/ssid/exams/calculator. You should seek to get your calculator approved by the end of November, semester 1. DO NOT attempt to use a prohibited model of calculator in an examination.
4.6 Compulsory work

During the programme there may be compulsory work which do not contribute towards the overall mark awarded for the year. These may be in the form of presentations, assignments, reflective learning diaries or examinations. Such pieces of work or examinations must be completed to the required standard (this may be a pass standard or be judged to be a reasonable attempt) by the dates given in order that you can progress to the next year. Where there is group work it is important that all students contribute.

4.7 Assignments and Project

Please be advised to keep back-ups of any work being prepared. These should be kept in separate places, so that if e.g. your laptop is stolen, the back-up is not in the bag with it. Loss of work is not an acceptable reason for late submission.

4.7.1 Presentation of assessed work (including Harvard reference system)

All work submitted should conform to the following:
- Standard A4 page size
- One and a half times or double spaced
- Pages numbered
- Word count stated at end (NB word count is of the main body i.e. excluding title, contents/index, abstract, figures, tables, illustrations, acknowledgements, references, and appendices).

The Harvard system of referencing should be used, although slight variations do occur within this system. Please refer to the library referencing guide for orthoptics for information on how to reference.

http://www.librarydevelopment.group.shef.ac.uk/department/orthoptics.html

Acknowledging others’ work (referencing) will be included in a transition session prior to submission of your first assessed assignment.

4.7.2 Submission

The following apply to all assignments submitted towards B.Med.Sci. (Orthoptics), via the Academic Unit of Ophthalmology & Orthoptics.

- A submission date will be given with the assignment / project title.
- A ‘Feedback date’ will normally be given with the assignment title, by which a mark and feedback (in writing) will be given to each student. Feedback may be specific to the individual student’s work or generic.
- The subject leader will ensure that where extensions* have been agreed, these have been given to the student as a date and time.

- Students should ensure that:
  a) Work is submitted with the student registration number on (no name).
  b) A word count is included at the end of the assignment – this should exclude the title; contents list (if appropriate to include); abstract (if appropriate to include); any figures, tables, diagrams; references; appendices; acknowledgements.

- Students will sign a declaration annually that work submitted is their own original work and has not been prepared in collusion with another person.
• The deadline for submissions is normally 4.00pm on the day of submission (but please check details of assignment as there may be exceptions). This deadline applies to submission to ‘Final Submission’ section of Turnitin class (see section 4.7.4). Where a submission is after 4.00pm a penalty will apply, the first day and subsequent days running to 4.00pm.

• The penalty for late submission will be in line with University policy, that is 5% of initial marks awarded per working day (Monday to Friday, including vacation days). Work will not be accepted more than 5 days after the submission date. See University guidance, maybe useful.

• Students must keep a copy of all work submitted.

In addition to the above, for the research project:

The subject leader will:
• Ensure a google folder labelled with the students name and shared with the student, subject leader, academic supervisor and other staff where appropriate, to enable electronic submission of all related work.
• Notify the students of where the hard copy of the project should be submitted and ensure that the person collecting the work is aware of any extensions have been agreed.

Students should ensure:
• All documents relating to research project related work ie. Ethics form, project presentation, project submission, protocol and stats plan are submitted to the google folder.
• To email your supervisor when you have uploaded any work to the google folder.
• To keep back up copies of any work uploaded to the google folder and not to rely on it as the only copy of the file.
• On submission of the hard copy of the project a copy of the submission form must be signed (available on Minerva) and obtain the confirmation slip for submission. This should be retained by the student.

* Extensions will normally only be granted where there has been a period of sickness or exceptional circumstances have arisen to delay submission. Extensions will not normally be granted within 24 hours of the submission deadline. You must get the Units’ approval for an extension before the deadline or it will be penalised for being late. If you need an extension please complete email your Personal Tutor to request an extension, in their absence please see another member of academic staff in the Unit.

4.7.3 Word limits

Word limits, which exclude the reference list, bibliography and any appendices, are set for all assessed assignments and the research project. Word limits are there for a reason. They reflect the scope of the assessment exercise. Essay questions are devised with a word limit in mind, and you should be able to produce a highly effective answer without straying beyond this. If you find that you have difficulty in keeping within the word limit it may be that you have misunderstood the question, you are including irrelevant detail, or simply straying from the main point. Learning to write to a specific word limit is a valuable skill to acquire. You should aim to produce a well structured argument, expressed in clear and economical prose. It may be
tempting to assume that the more you include in your essay the more likely you are to achieve a good mark. But remember that longer essays are not necessarily better essays.

If the submitted work falls substantially below the word limit then it is likely that there are omissions and the mark will reflect this. If however all aspects have been satisfactorily covered this may not be detrimental.

The academic unit has a scheme of penalties which apply to work which is over length according to the following tariff:

- 5% over the word limit = no penalty incurred
- > 5% = deduction of marks equal to the % over the word limit
  - e.g. 10% over the word limit = 10% of the mark deducted
  - 15% over the word limit = 15% of the mark deducted

4.7.4 Turnitin - JISC Plagiarism detection service.

This is a service which is available to academic staff to enable them to identify the original source of material which helps to ensure the correct acknowledgment of information sources used by students and to discourage collusion and plagiarism (see section 4.13). The system compares submitted work to a database of current and archived material, which includes previously submitted student papers; internet sites; newspapers; journals; texts.

Demonstration and practical sessions (in computer lab) will be held on the use of Turnitin in Year 1 semester 2 before the first assignment is due; further information will be given via Minerva. There will be follow-up sessions at appropriate times during the course.

As an undergraduate on the B.Med.Sci.(Orthoptics) programme, you will submit all assignment work set by the Academic Unit of Ophthalmology and Orthoptics i.e. subjects with the prefix ORT, through this system.

When you go into MOLE, for each of your Units (i.e ORTxxx) for which you are required to submit an assignment you will see Turnitin and two sections: Draft and Final submission. You have limitless opportunities to submit a draft and review your work. You must submit to the 'Final Submission' section for your work to be deemed as submitted.

To submit an assignment:

- Click on the view/complete option next to the appropriate assignment.
- Ensure that the ‘paper submission method’ is set to single file upload.
- Type in the title of your submission, this should be your registration number, and then browse your computer files to find the correct file (the list of file types that the system will accept are listed) double click on the file. The name of the file for submission should be your registration number and short title (e.g. 14111111NHSASSIGN). Click upload.
- You will then see your work on screen, and if this is the correct work to submit, click submit. (If you have selected the wrong file click return to upload page and repeat above steps).

N.B. Note after the ‘Submission Title’ (your registration number) if you have a specific learning disability by typing ‘SpLD’.
Viewing and Interpreting your report

To see the report on your draft (or final) work, click on either ‘Expand this assignment’ or ‘Show details’ on right side of box under ‘Actions’. Then click on the box under heading ‘Report’ (this has a percentage score). It may take a little time to process and the report can be viewed eventually by refreshing the page or at a later time.

N.B. If another user submits your assignment to the same assignment upload or you submit your assignment to a different assignment upload the work will be shown to have high similarity index.

The first view given is usually the ‘Document viewer’. Click on ‘Originality’ on top left (if not already highlighted) and sections of matching text will become highlighted with number. On the right hand side the numbers are given with source of text. Click on a number (on the left hand side) and the content of source and highlighted text will appear. Clicking ‘Expand to full text’ in the box will give whole article / web page in right screen. Click x to close.

On right hand side, with cursor over source, ‘view additional sources’ option is given, click to view, or click on bar icon at bottom of section.

On this bar is also an icon for ‘view/edit filters setting’. This can be used to e.g. exclude small matches, but we suggest you do not use this. Also on the bar is ‘Text only report’. This gives a different view of the text, but still with sections in colour where matching source has been found. Select ‘show highest matches together’. By clicking in a box of text, the website match will be displayed on right side of screen.

Whichever view is used, look for blocks of highlighted text and check these are acknowledged. Often parts with high similarity are definitions, references or standard phrases. These are quite acceptable. However, ensure quotation marks are used if a direct quote is given and that the source is given where high level of matching text.

You may find that some parts of your work match to a source (usually a website) that you have not used and have never seen before! This is probably because the website used the same source that you have. Do not worry about this, so long as you have acknowledged the text(s) that you used.

Although you may receive an almost immediate response from the system (‘refresh’ page to show) at other times you may have a delay of up to three days. Therefore you are advised to submit drafts well ahead of the final submission date. Having submitted and viewed work on a previous occasion, when going back to view your report at a later date, the report may not be seen at times when the system is very busy.

There is a 10mb limit on the size of files submitted, so you may need to compress images before submission. See ‘Compressing images in PowerPoint and Word’ in the ‘How to’ section in Minerva.

Occasionally a symbol may be represented differently in Turnitin than your submitted file. This is acceptable and tutors are aware that this may occur.
Penalties

The penalty for late submission is given above. If you submit the wrong file in error, there will be no penalty if you inform the subject leader at least 24 hrs before the deadline for submission.

Results and feedback

For some subjects the result and feedback will be given via MOLE. You will be notified of this at the time of the assignment. The feedback is only available to you via MOLE in the academic year that it is given. Thus if you want to keep a copy you will need to download this.

To access your feedback and marks you need to enter the relevant course and click on the 'View/Complete' link displayed underneath the title of the assignment on the Course Content page.

This opens up the 'Assignment Inbox' showing your submission for that particular assignment.

On this page is a large blue button labelled 'View'.

You should simply click on this 'View' button to reveal your marked submission with comments clearly shown and the grade awarded.

Clicking on the usual 'X' button at the top right of screen closes this page and returns you to the Assignment Inbox.

If you have problems Viewing your feedback and you are using your own laptop to access MOLE, you might not have the right operating system/web browser combination or may not have the correct components installed to achieve a smooth running of MOLE. You should click on the orange 'MOLE Support' tab on the top of any MOLE page and then click on the 'Test your Browser' button. This runs a diagnostic test of their computers current configuration and identifies any settings etc. that MOLE is not happy about. On-screen prompts show how to remedy any problems it identifies.

For further information, please see
http://www.sheffield.ac.uk/polopoly_fs/1.381737!/file/StudentsguideQH.pdf
http://www.sheffield.ac.uk/polopoly_fs/1.396244!/file/Originality_report_for_students_Quick_Help.pdf

For your Research project, the hard copy MUST match the final submission through Turnitin.

You must submit to the ‘final submission’ assignment even if you have not made any changes to your draft copy.

If you wish to seek advice after submission of a draft, prior to final submission, please see Helen Griffiths or your personal tutor.

If you encounter any problems with using the system, please contact Debbie Proctor (d.proctor@sheffield.ac.uk).
4.8 Marking descriptors

You are expected to develop as you progress through a programme of study. Learning to certificate level (level 1 or year 1) is typified by recall of knowledge and manipulation of knowledge. Learning to intermediate level (level 2) is typified by application and analysis. Learning to honours level (level 3) is typified by synthesis and evaluation.

Progression through a programme of study may also be assessed in terms of the amount of work that is student-led. A didactic approach is utilised in certificate level. At level 2, you should be demonstrating aspects of independent learning. At honours level, the majority of work should be independent of teaching staff.

For you to be awarded a certain level of attainment, the majority of your work should be to that level. It is not necessary for all your work to be at that level. In the first year of study, some work may be to GCSE or A level standard, as basic concepts and principles are taught to all. Differing prior learning experience means differing A levels or in the case of a mature student, lack of A levels and / or alternative qualifications.

The programme of study at first year is to University of Sheffield Level 1. This roughly equates to Certificate Level according to QAA, (The framework for higher education qualifications in England, Wales and N.I.- January 2001). It defines each level as a set of measurable positive outcomes. It is not expected that you complete 100% of each year at the corresponding level. Elements of work at Honours level can be expected at Intermediate level and vice versa. The “majority” of learning should be at the correct level.

See Minerva under Assessment Information that you will find under General Course Information for descriptors at each level.

4.9 The University's Principles of Feedback

The University have a set of principles relating to feedback. You should approach an academic member of staff if you have reflected on your feedback and need further advice.

(http://www.shef.ac.uk/polopoly_fs/1.281879!/file/ThePrinciplesofFeedbackStudentguidance.pdf)

Principle 1 Student engagement with feedback is promoted
Feedback is a 2-way process, an on-going dialogue between you and your lecturers. In order for feedback to work for you, you need to engage with your feedback to improve future performance and the department should help you to do this.

Principle 2 Feedback is for learning
Feedback should help you to improve your future performance as well as provide comment on work already done. Feedback should affirm what you already know and offer encouragement. Feedback comes in many forms: written, face-to-face (both individual and collectively), from your peers, electronically via MOLE, in audio files or email. Opportunities for reflection on your feedback should be provided by personal tutors or elsewhere.

Principle 3 Feedback is clearly communicated to students
Your department will provide clear information about the types of feedback you will receive and the dates when it is available for all modules.
**Principle 4 Feedback is timely**
You will receive regular feedback throughout your modules, timed to help with your final assessment. Feedback on assessed work will normally be within 3 weeks.

**Principle 5 Feedback is consistently delivered**
Your feedback will be delivered in an accessible and consistent manner, and will relate to module assessment criteria and learning outcomes. There will be an opportunity to view exam scripts.

**Principle 6 Feedback quality is maintained**
Your department will ensure that the feedback you receive is of good quality. Your student reps will be involved in the process of maintaining that quality.

### 4.10 100 point scale and Degree classification

Examinations and assignments are marked on a 100 point scale. The pass mark is 40. If you have to resit a subject, then only the bare pass (40) is carried forward. The following bands give the equivalent points on the scale to degree classifications.

<table>
<thead>
<tr>
<th>Band</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>70-69</td>
<td>Class I</td>
</tr>
<tr>
<td>60-59</td>
<td>Class II Division 1</td>
</tr>
<tr>
<td>50-59</td>
<td>Class II Division 2</td>
</tr>
<tr>
<td>45-49</td>
<td>Class III</td>
</tr>
<tr>
<td>40-44</td>
<td>Pass*</td>
</tr>
<tr>
<td>39 and below</td>
<td>Fail</td>
</tr>
</tbody>
</table>

*Where a ‘Pass’ degree is awarded this shall be B.Med.Sci. (Ocular Studies). This is not an honours degree.

First year marks do not contribute to degree classification. Year 2 and Year 3 marks contribute to the final degree classification (Year 2: 33% and Year 3: 67%).

The degree classification is determined by a weighted mean (see table).
Contribution of subject areas to weighted mean for final degree classification

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>Second Examination</th>
<th>Final Examination</th>
<th>Total points (on 100 point scale)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strabismus and Ocular Motility</td>
<td>5</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>Clinical Orthoptics</td>
<td>5</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>Research Project</td>
<td>-</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Visual Optics</td>
<td>9</td>
<td>-</td>
<td>9</td>
</tr>
<tr>
<td>Clinical Visual Optics</td>
<td>3</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Ophthalmology</td>
<td>-</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Visual Perception</td>
<td>3</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Pathology</td>
<td>2</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>Medical Microbiology</td>
<td>2</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>Paediatric Neurology</td>
<td>-</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>APS</td>
<td>2</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>Electrodiagnosis</td>
<td>2</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>33</strong></td>
<td><strong>67</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

(a) where the weighted mean total is of a value indicated in the first column, the candidate shall normally be placed in a class not lower than that indicated in the second column:
69.5 or higher | Class I
---|---
59.5 or higher | Class II Division 1
49.5 or higher | Class II Division 2
44.5 or higher | Class III
39.5 or higher | Pass

(b) where the weighted mean total falls within the band indicated in the first column below, the candidate is considered as borderline to the corresponding class indicated in the second column:

68.0-69.4 | Class I
58.0-59.4 | Class II Division 1
48.0-49.4 | Class II Division 2
43.5-44.4 | Class III
38.0-39.4 | Pass

Consideration, will be given by the examiners to decide whether the student should be raised to the higher class, using objective criteria.

The student should be raised to the higher class if any one of the following is satisfied:

a. If the mean mark for year 3 places the candidate in the class above the borderline area;
b. If the weighted mark for year 3 work is 0.5 higher than the boundary of the higher classification.
c. If 4 or more of the year 3 subjects are in the range of the higher classification and the remaining 2 subjects are not more than 2 classifications below that to be awarded.

This shall be subject to the following:

- A minimum of 45 (on 100 point scale) should be obtained in each subject of the final examination for a second class division 1 honours degree to be awarded.
- A minimum of 55 (on 100 point scale) should be obtained in each subject of the final examination for a first class honours degree to be awarded.

Where there is documented evidence that the student has suffered from medical or personal problems that could have affected assessed work and the candidate falls into the borderline range, then the classification may be raised, even where none of the above reasons or requirements are satisfied.

**Discretion**

The General Regulations allow discretion in the operation of the procedures described above, in that it is always the duty of the Examiners to recommend the classification, which having regard to all the evidence before them, best reflects the overall performance of the candidate.

**Prizes**

Details of current prizes are given in the assessment section of Minerva.

4.11 Special arrangements: extenuating circumstances; illness

Where you are absent from the University for either a relatively short period of time or if you believe that your circumstances have affected your examinations or assessment you should either complete the Student Self-Certification Form or the
4.11.1 Student Self-Certification

You should complete the Student Self certification form for minor medical or personal absences of less than 7 calendar days.

You are not normally required to provide medical/supporting documentation for periods of absence less than 7 calendar days; however, if you have repeated periods of absences for less than 7 calendar days you may be required to complete an Extenuating Circumstances Form and provide supporting evidence.

If you have a disclosed disability and the Disability and Dyslexia Support Service (DDSS) has passed the relevant information on to the Departmental Disability Liaison Officer, you do not need to submit repeated Student Self-Certification forms.

Once you have completed the Student Self-Certification form you should send this to your personal tutor.

To download the form and for further information about Student Self-Certification go to: https://www.sheffield.ac.uk/ssid/forms/circs

4.11.2 Extenuating Circumstances

Extenuating circumstances are usually personal or medical problems that are defined as “Exceptional, short-term events which are outside of a student’s control and have a negative impact upon their ability to prepare for or take (sit) an assessment”. Further information is available from https://www.sheffield.ac.uk/ssid/forms/circsnotes

During your studies, you may experience difficulties which could affect your academic performance. These could include:

- Medical problems, including long-term problems or short periods of illness
- Diagnosed mental health problems
- Difficult events eg. bereavement
- Serious incidents eg. being affected by crime

You should complete the Extenuating Circumstances form for reporting medical or personal absences if one or more of the following applies:

- Absences of more than 7 calendar days
- Absences that have affected examinations or assessments
- Absences that have resulted in the late or non-submission of coursework (after an absence of more than 7 calendar days)

We do not consider all difficulties to be extenuating. For example, difficulty sleeping because of exams is a normal response to the situation. You are strongly advised to read the explanatory notes https://www.sheffield.ac.uk/ssid/forms/circsnotes and discuss with your personal tutor if you have any queries. This provides further information on what constitutes extenuating circumstances and guidance on when it is appropriate to submit supporting evidence.

You must report any extenuating circumstances as soon as you can by either completing the Extenuating Circumstances form http://www.sheffield.ac.uk/ssid/forms/circs, making sure you also submit documentary evidence with the form eg. medical certificate.
OR

If you are registered with the University Health Service (UHS) and the extenuating circumstances are medical, you must complete the electronic version of the Extenuating Circumstances Form located at: http://www.shef.ac.uk/health/extenuatingcircumstancesform or use the UHS app.

A copy of the form will then be printed off and provided to you with a stamped doctor’s statement attached.

(This does not normally include conditions that are/could be managed by reasonable adjustments through the Disabled and Dyslexic Student Support Team).

Once you have completed the extenuating circumstances form you should send it to your personal tutor. Any information you submit will be treated as confidential

If you are unable to hand in your work on time due to circumstances you should ask for an extension by emailing your Personal Tutor. Please note that you must get the units’ approval for an extension before the deadline or it will be penalised for being late.

If you feel that the extenuating circumstances have affected an assessment or your examination performance and you wish them to be considered then you must submit these to your personal tutor by the end of the examination period to which they apply, or for August examinations by the date of your last examination. Your personal tutor may write to support this.

You should provide supporting evidence for your extenuating circumstances. In the event of illness or personal problem this may be a medical certificate, doctor’s letter or letter from your counsellor. If the special events relate to family illness you should provide evidence of attendance at hospital appointments or a letter from the General practitioner / consultant. For bereavement, you may provide a copy of the death certificate or other evidence, such as a funeral order of service. Where you or your family have been a victim of crime, the crime number should be provided. Your case may be weakened if evidence is not provided.

Extenuating circumstances are considered by a sub-committee of the examination board. Prior to knowing your results this committee will make an objective decision as to whether the result is: not changed; raised if borderline; or you are awarded ‘not assessed’ in the case of a fail mark. In years 2 and 3, there will also be a decision as to whether the special circumstances be taken into account when considering your classification. Extensions to work may also be granted. ‘Not Assessed’ means that the examination is repeated, but considered as a first sitting. In years 2 and 3 this means that the mark awarded can go forward towards your classification, rather than a capped mark of 40.

If you would like to know the decision regarding submission of extenuating circumstances, then you may find this out after publication of results on request by email to the examinations officer (d.buckley@sheffield.ac.uk).

There may be circumstances where, for good reason, evidence cannot be submitted by the stated deadline. In such cases these may be submitted as part of an Academic Appeal. See section 4.16.

The general regulations for Faculty of Medicine, Dentistry and Health relating to Extenuating Circumstances can be found at: www.sheffield.ac.uk/ssid/exams/ugconmed/extenuating
4.11.3 Special Arrangements

There are occasionally circumstances that may affect time allocated for examinations, for example dyslexia. If you feel that you have such circumstances, it is necessary to make an appointment for assessment through the Disability and Dyslexia Service or the University Health Service (as appropriate). If you are allocated extra time, dates of examinations will be the same, but the venue and start times may be different (you will be notified of these by the examinations office). No additional time is given for clinical exams but you should email Anne Bjerre before any such exams if you have any concerns or would like any advice.

4.11.4 Illness

If you are unwell but could sit the examination in surroundings where help is available if required, then the examination may take place at an alternative venue. This can be arranged in advance by visiting University Health if the problem is foreseen. When illness occurs on the day of the examination, the student must visit University Health (even if you are not registered with them), and if judged fit to sit the examination will do so in a special venue; or obtain evidence that you are unfit to sit the examination.

If an examination is missed due to illness, supporting evidence must be submitted and an Exceptional Circumstances Form completed. In such cases the board will be requested to accept the next sitting of the exam as your first sitting. However, if the August exam is failed or a ‘Not assessed’ is awarded for whatever reason, the opportunity for resit is not normally available until the following year. Candidates sitting in August as a first sitting must complete the on-line application form as for the resit candidates, but no fee is payable (you will be directed to this page by student services when you receive your results).

4.12 Clinical Examination Dress Code

White coats need not be worn for practical examinations, but as you will have contact with patients please dress appropriately. Your dress should be professional and comply with both health and safety and infection control. Hygiene is of utmost importance and therefore nail varnish and inappropriate jewellery should be avoided and antibacterial hand gel will be available. Name badges should be worn.

Please note that failure to adhere to the dress code may result in inability to sit the exam.

4.13 Use of Unfair means

The use of unfair mean (plagiarism etc) will be discussed in the talk on examinations and assessment given during the first semester 1

Using unfair means in the assessment process is dishonest and means that you cannot demonstrate that you have acquired essential academic skills.
What constitutes unfair means?
The basic principle underlying the preparation of any piece of academic work is that the work submitted must be your own work. **Plagiarism, submitting bought or commissioned work, double submission (or self plagiarism), collusion and fabrication of results** are not allowed because they violate this principle (see definitions below). Rules about these forms of cheating apply to all assessed and non-assessed work.

**Plagiarism (either intentional or unintentional)** is using the ideas or work of another person (including experts and fellow or former students) and submitting them as your own. It is considered dishonest and unprofessional. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement.

**Submitting bought or commissioned work** (for example from internet sites, essay “banks” or “mills”) is an extremely serious form of plagiarism. This may take the form of buying or commissioning either the whole assignment or part of it and implies a clear intention to deceive the examiners. The University also takes an extremely serious view of any student who sells, offers to sell or passes on their own assessed work to other students.

**Double submission (or self plagiarism)** is resubmitting previously submitted work on one or more occasions (without proper acknowledgement). This may take the form of copying either the whole piece of work or part of it. Normally credit will already have been given for this work.

**Collusion** is where two or more people work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.

**Fabrication** is submitting work (for example, practical or laboratory work) any part of which is untrue, made up, falsified or fabricated in any way. This is regarded as fraudulent and dishonest.

**Facilitating the use of unfair means** is where any students assists a fellow student in using any of the forms of unfair means defined above, for example in submitting bought or commissioned work.

**How can you avoid the use of unfair means?**
To avoid using unfair means, any work submitted must be your own and must not include the work of any other person, unless it is properly acknowledged and referenced.

It is also important that you do not lend your work to other students, as this can implicate you if the work is then copied. As part of your programme of studies you will learn how to reference sources appropriately in order to avoid plagiarism. This is an essential skill that you will need throughout your University career and beyond. You should follow any guidance on the preparation of assessed work given by the academic department setting the assignment.

You are required to declare that all work submitted is entirely your own work, when submitting assignments / research project.
If you have any concerns about appropriate academic practices or if you are experiencing any personal difficulties which are affecting your work, you should consult your personal tutor or a member of staff involved with that unit of study.

The following websites provide additional information on referencing appropriately and avoiding unfair means:

The Library provides online information via the Information Skills Resource https://librarydevelopment.group.shef.ac.uk/index.html

The Library also has information on reference management software http://www.shef.ac.uk/library/refman/refmant

The English Language Teaching Centre operates a Writing Advisory Service through which students can make individual appointments to discuss a piece of writing. This is available for all students, both native and non-native speakers of English. http://www.shef.ac.uk/eltc/languagesupport/writingadvisory

What happens if I use unfair means?

Any form of unfair means is treated as a serious academic offence and action may be taken under the Discipline Regulations. As you are registered on a professionally accredited programme of study, action may also be taken under the Fitness to Practise Regulations (see section 5.3). Where unfair means are found to have been used, the University may impose penalties ranging from awarding a grade of zero for the assignment through to expulsion from the University in extremely serious cases.

Where cases of plagiarism are suspected the programme leader will be informed. The student will be informed in writing of the department's concerns as soon as possible and given the opportunity to provide an explanation for their actions. They should also be informed that guidance on their position can be sought from the Student Advice Centre in the Students' Union.

If the student is resident in Sheffield, they should be interviewed, by at least two people and be invited to bring a representative or friend to the meeting. At least two to three days’ notice of the meeting should be given.

If the use of unfair means is not admitted, the Faculty will be informed to determine any further action. Other work by the candidate may be reviewed and the student interviewed by the programme leader.

The programme leader will determine the action:

i) In minor cases where this is a first occurrence, and / or a student is academically inexperienced (i.e. normally only applicable in year 1) the work be awarded an appropriately reduced mark based on striking out plagiarised section(s) and the case reported to examiners' meeting and faculty in writing

ii) In minor cases but where there has been a previous occurrence, or the work is level 2 or 3, the work be awarded a mark of zero and case reported to examiners’ meeting and faculty in writing

iii) In more serious cases it will be reported to Student Services to determine if further action is taken and if so the student will go before the Discipline Committee (or in the initial instance to the Chair of this committee). In this event the student may be accompanied by, and represented by a friend or representative who may or may not be legally qualified. Support can be
In cases regarded as ‘minor’ tutorial support will be offered and / or a warning letter will be issued to the student. The student may continue to take other examinations until a decision has been made under the Discipline Regulations.

The student has the right to submit an Academic Appeal against any decision made within the unit (see section 4.16).

4.14 Notification of results

Results can be accessed through your university account via MUSE. Student services will notify you of how and when these are available, it is usually around March for Semester 1 and July for Semester 2.

In year 1 the results of Clinical Orthoptics (ORT101) are not available until the end of placement 3, this is usually after your end of year results are available via MUSE. You will still be able to view all of your other results via MUSE but your end of year results will show as deferred. The results for ORT101 are usually available the following week and you should keep checking your results page. If you are unsuccessful in any subject(s) you will then be directed to the web pages regarding information for resit examinations or, if successful in all subjects, you will be directed to details of registration for the following year. As we are a non-modular programme, the ‘Credits’ column may show zero credits or may be blank on the results statement.

For semester 1 examinations and August examinations pass / fail lists, by registration number, may be published on Minerva. Details will be given to you via Minerva of the dates for this. Anyone who does not want their registration number to appear on the list should contact the examinations officer David Buckley (d.buckley@sheffield.ac.uk).

Once you have your marks, you may obtain breakdowns for Clinical Orthoptics and Clinical Visual Optics from the subject leaders, and in the event that your mark has been capped as a resit, your actual mark may be obtained from the examinations officer. Please request these by email.

Year 2 students will be able to access a breakdown of their Clinical Orthoptics mark (ORT210) via MOLE.

4.15 Viewing of ORT Papers

In line with the University's Principles of Feedback students have the opportunity to see their marked examination papers.

To ensure integrity of scripts is maintained, viewing of papers will be under examination conditions. You are not allowed to write on the scripts but may take notes (you should bring your own paper to do this). Comments are seldom written on scripts by examiners as they are double marked.

You must submit requests to attend one week following release of results on MUSE (requests to David Buckley, Examinations officer d.buckley@sheffield.ac.uk). The viewing of papers will take place during the week commencing 17th July 2017. Further exam paper viewing sessions will be arranged at the start of semester 1 and after semester 2 exams.
Please note that neither question papers, answer sheets or examination scripts will be available to you for MCQ unless the latter are part of an examination involving essay questions.

**N.B. If you have not requested to view your paper(s), the paper will not be available at the session.**

4.16 Regulations Relating to Academic Appeals

A student may apply under these Regulations for a degree classification or examination result to be re-considered in the light of new evidence. Appeals should be made within 14 days of getting results.

Grounds for appeal:
For these purposes, 'new evidence' is defined as:
- Procedural error either by the Examiners or during the recording, transcription and reporting of the examination results
- Extenuating circumstances which the student was unable to place, or for valid reasons did not place, before the Examiners;

These are the only grounds on which representations can be made. Appeals will not be considered against the academic judgement of the Examiners.

Students wishing to appeal should seek advice at the Student Services Information Desk or visit: [http://www.shef.ac.uk/ssid/procedures/grid_academic](http://www.shef.ac.uk/ssid/procedures/grid_academic) for further information.

4.17 Resit examinations

If you are unsuccessful in the first sitting of a subject (whether during the first or second semester), a second sitting will take place during the August resit period. **There is only one opportunity to resit in each academic year.** It is important that you **do not book your holiday during the resit period** in case a resit is necessary. **The resit period for 2017 is 07.08.2017 – 26.08.2017.** The resit examination for clinical orthoptics is also held during this period.

Resit examination fees are payable by the student. You will be directed from your results to the appropriate pages on the University’s website for completion of resit application forms and details of payment. The times for the resit examinations will be displayed on the University website.

Following failure at the resit in Clinical Orthoptics, or if the student is unable to sit in August, students will normally be required to attend clinical placements during the following year and the assessments from these will count towards the next sitting of the examination only.

4.18 Progression

To progress to the second year of the programme, students must pass all first year subjects; and to progress to the third year all second year subjects must be passed. Where five fails are recorded on your record you may be referred to Student Review with a view to exclusion (see section 5.2).

In exceptional cases a level 1 student who has completed all subjects (attended and taken the assessment) at level 1 may be approved to proceed to level 2 with a conceded pass if one non-ORT unit is failed. This will be at the discretion of the
Year 1 Unit Examination Board to recommend a student, who has passed all other subjects, and obtains a grade of at least 30 in the failed unit, to have passed the First examination. In making the decision/recommendation the students’ whole profile of grades and attendance will be taken into account.

4.18.1 Application for payment of tuition fees and NHS bursaries each academic year

Before the start of each academic year you must make an NHS bursary and loan application. Even if you believe you will be awarded £0 bursary after means testing, due to example your parents’ household income being over the threshold, you must still apply in order for your course tuition fees to be paid for by the NHS.

Please note it is essential you submit a re-application for the NHS bursary, NHS loan and payment of your course tuition fees before the start of each academic year.

When applying use the three online bursary calculators (personal eligibility, student status and award estimate calculators) to assist you in starting the application process; [http://www.nhsbsa.nhs.uk/Students/3941.aspx](http://www.nhsbsa.nhs.uk/Students/3941.aspx). Once you have used the calculators you can proceed making an application by creating an online BOSS (Bursary Online Support System) account. Once your application has been processed, you can view your own personal Payment Schedule by logging onto your BOSS account. An overview of the payment dates for new and continuing students can be viewed.

Application forms will only be valid if they are received by NHS Student Bursaries within 6 months of the first day of your academic year.

For further details please visit the NHS bursary website and watch the video describing the bursary application journey: [http://www.nhsbsa.nhs.uk/Students/3947.aspx](http://www.nhsbsa.nhs.uk/Students/3947.aspx)

4.19 Overview of assignments and examinations

Examples of rubrics (instructions regarding the paper) and example questions for ORT papers may be found on Minerva. **None of the first year papers are published** – therefore no past papers are available.
The table below gives an overview of assessments in Year 1. (For more detailed information please see the Course Syllabus that is available on Minerva)

Please read all rubrics carefully as style of MCQ questions may vary between papers.

<table>
<thead>
<tr>
<th>Title and Number</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strabismus (ORT106)</td>
<td>Examination (2 hours)</td>
<td>ORT106 (2 hours)</td>
</tr>
<tr>
<td></td>
<td>Compulsory unit exam (non contributory to year mark)</td>
<td></td>
</tr>
<tr>
<td>Optics (ORT104)</td>
<td></td>
<td>ORT104 (1½ hours)</td>
</tr>
<tr>
<td>Interpersonal Communication Skills</td>
<td>Assignment (1500 words)</td>
<td></td>
</tr>
<tr>
<td>(ORT105)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy and Physiology (BMS131)</td>
<td>BMS131</td>
<td></td>
</tr>
<tr>
<td>Ocular Anatomy, Physiology and</td>
<td></td>
<td>BMS132</td>
</tr>
<tr>
<td>Neuroscience (BMS132)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discovering Psychology (PSY101)</td>
<td>PSY101</td>
<td></td>
</tr>
<tr>
<td>Clinical Orthoptics (ORT101)</td>
<td>One week clinical placement (not assessed)</td>
<td>Two week clinical placement Four week clinical placement Practical examina</td>
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<td></td>
<td></td>
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* Count towards first sitting in year only
PRACTICAL FIRST EXAMINATION: ORTHOPTICS

This examination will take the form of an Objective Structured Clinical Examination (OSCE). This consists of a series of stations around which students rotate, each station lasts for 5 minutes and will test clinical skills (history taking, clinical investigation, practical skills and communication skills). Real and simulated patients may be used. 'Static' stations, consisting of questions on clinical tests / and/or test results, and rest stations will also be included. Student performance is scored using an objective marking scheme.

Total examination time: Approximately 60 minutes

Any of the following tests may be included:

| Case History | Prism Fusion Range                  |
| Visual Acuity | Measurement of Suppression Area     |
| Cover Test   | Stereotests: TNO, Frisby, Wirt, Randot, |
| Bagolini Glasses | Lang, Lang 2 pen, FD2, Distance |
| Polarised 4 Dot | Randot.                           |
| Worth's Lights | Sbisa Bar: density of suppression, |
| Synoptophore - Measurement, | strength of BSV, elimination of |
| assessment of binocular functions, | suppression |
| density and area of suppression, AC/A ratio | |
| Maddox Rod | Bar Reading                        |
| Prism Cover Test and Simultaneous | Controlled Binocular Acuity (CBA) |
| Prism Cover Test | Stereograms                        |
| Prism Reflection Test | RAF Rule: convergence, accommodation |
| Prism Reflex Test, including 4 dioptre | AC/A Ratio                         |
|                  | Fixation                           |

A session to help you prepare for the OSCE will be held during semester 2
**Second examination**
(For more detailed information please see the Course Syllabus that is available on Minerva)

<table>
<thead>
<tr>
<th>Title and Number</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strabismus and Ocular Motility (ORT212)</td>
<td>Assignment (3000 words)</td>
<td>ORT212 (3 hours)</td>
</tr>
<tr>
<td>Visual Optics (ORT213)</td>
<td>Progress file</td>
<td>Progress file ORT213 (3 hours)</td>
</tr>
<tr>
<td>Clinical Visual Optics (ORT214)</td>
<td></td>
<td>Station Examination</td>
</tr>
<tr>
<td>Introduction to Pathology (ORT215)</td>
<td></td>
<td>ORT215 (1½ hours)</td>
</tr>
<tr>
<td>Medical Microbiology (ORT216)</td>
<td></td>
<td>ORT216 (1½ hours)</td>
</tr>
<tr>
<td>Visual Perception (ORT 208)</td>
<td>ORT 208 (2 hours)</td>
<td></td>
</tr>
<tr>
<td>Associated Professional Studies (ORT 209)</td>
<td>Assignment (1500 words)</td>
<td>Poster submission, presentation and reflection</td>
</tr>
<tr>
<td>Clinical Orthoptics (ORT 210)</td>
<td>Four week clinical placement</td>
<td>2 x four week clinical placements Practical examination</td>
</tr>
<tr>
<td>Electrodagnosis (ORT211)</td>
<td></td>
<td>ORT211 (1½ hour)</td>
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</tbody>
</table>
Final examination
(For more detailed information please see the Course Syllabus that is available on Minerva).

<table>
<thead>
<tr>
<th>Title and Number</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strabismus and Ocular Motility (ORT308)</td>
<td>Assignment (1500 words)</td>
<td>ORT308 (3 hours)</td>
</tr>
<tr>
<td>Ophthalmology (ORT303)</td>
<td></td>
<td>ORT303 (1½ hours) Practical examination</td>
</tr>
<tr>
<td>Paediatric Neurology (ORT304)</td>
<td></td>
<td>ORT304 (1½ hours)</td>
</tr>
<tr>
<td>Pathology (ORT305)</td>
<td>Assignment (1500 words)</td>
<td>Assignment (2500 words)</td>
</tr>
<tr>
<td>Clinical Orthoptics (ORT306)</td>
<td>Four week clinical placement</td>
<td>2 x four week clinical placements Practical Examination</td>
</tr>
<tr>
<td>Research Project (ORT307)</td>
<td></td>
<td>Submission of project</td>
</tr>
</tbody>
</table>

4.20 Intellectual Property

The work which you create during the course of your study here will remain your own intellectual property with the exception of the final year research project which is exempt from this policy. See [http://www.sheffield.ac.uk/lets/pp/policy/ip](http://www.sheffield.ac.uk/lets/pp/policy/ip) for further information.

4.21 Recording of Lectures and Seminars

Please note that you must not make any audio or video recordings of lectures, seminars, or tutorials without the express permission of the academic concerned. You also should not share any such recordings with anyone, unless the lecturer has explicitly provided permission for you to do so.
5. Student progress

5.1 Failure of examination(s)

Although year 1 students are normally allowed 4 sittings at each subject, they may be referred to the student review committee (see below) prior to this if they have five (or more) fails on their record throughout the period of the programme (irrespective of the current year’s results). A fail is recorded for each sitting of any subject not passed.

To progress to the second year of the programme, students must pass all first year subjects; and to progress to the third year all second year subjects must be passed. A degree with honours leads to eligibility to apply to register with the HCPC and all units must be passed to ensure all standards of proficiency are met.

As we are a non-modular course for Year 2 and Year 3 we DO NOT have ‘conceded passes’ (a conceded pass is where a pass is not achieved in one module but the student may still be able to proceed).

In exceptional cases a student at level 1 who has completed all subjects (attended and taken the assessment) at level 1 may be approved to proceed to level 2 with a conceded pass if one non-ORT unit is failed. This will be at the discretion of the Year 1 Unit Examination Board to recommend a student, who has passed all other subjects, and obtains a grade of at least 30 in the failed unit, to have passed the First examination. In making the decision/recommendation the students’ whole profile of grades and attendance will be taken into account.

If a candidate is unsuccessful at the second attempt in year 1 but wishes to resit again, they will have to join the year below. In this circumstance the student usually becomes an external student for the year, i.e. there is no attendance at lectures, placements or any form of teaching. The candidate sits only the required examination(s) and/or submits the required assignments. The student does not register for that year’s study. Examination re-entry forms must be submitted, together with the appropriate fee.

Please note that only 2 sittings at each subject is permitted in years 2 and 3 of the programme.

5.2 Student Review

In addition to failure to satisfy examiners in any examination, you may be referred to the Student Review Committee if you have failed to attend the programme of study regularly, failed to submit work requested or breached examination regulations. This committee has the power to exclude you from further study in the faculty, an appeals procedure is in place.

If you have been referred for student review and you are either awaiting the hearing or, following exclusion, have an appeal pending, your next clinical placement may be deferred. Otherwise you should continue to attend all classes and complete all examinations whilst awaiting the hearing(s).

5.3 Fitness to practise

The ‘General Regulations’ of the University include those on ‘Fitness to Practise’. Under these regulations ‘Matters which may give rise for concern include any health condition, behaviour or attitude which may affect the student’s fitness to practise in
the relevant profession’ will be raised in the initial instance with the Head of Department. However, for students on the BMedSci (Orthoptics) programme, this will normally be with the Head of Orthoptics. A student may be suspended or excluded following a hearing before the faculty committee (there is an appeals procedure).

The general regulations appear can be found at http://calendar.dept.shef.ac.uk/calendar/06i_gen_regs_relati ng_to_student_fitness_to_practise.pdf

5.4 External students, and students taking Leave of absence.

During your studies you may face challenges that you need time away from your academic studies to deal with. This is known as taking Leave of Absence (LOA). It “freezes” your period of registration without academic or financial penalty. You may take a leave of absence for personal, academic or medical reasons, or be resitting as an external candidate.

The Academic Unit has a policy regarding this with the following purposes:
- To prepare the student for the period of non-attendance and their subsequent return
- To identify any student concerns and determine strategies to address these.
- To ensure that the student is aware of the level of commitment required and has an understanding of the independent study required to successfully complete the course.
- To encourage active learning and engagement through communication with lecturers and peers.
- To ensure all students are offered equal access to available support, within the Academic unit and student support services.

Before the period of absence:
You will be invited by your personal tutor to attend a meeting, normally within one week of the decision leading to period of non-attendance. In place of a face to face meeting, the discussion may be by telephone or email.

On return:
A compulsory interview with your personal tutor will be held normally in the first week of return.

5.5 Change of Status Forms

The appropriate form should be completed by students who:
- change their programme of study
- apply for repeat study
- apply for a period of leave of absence
- notify the University of your withdrawal

This is available (with details for completion) from http://www.shef.ac.uk/ssd/tpo/records/cos

Your personal tutor is also required to fill in an exit questionnaire if you leave the programme before completion. Please let your tutor know your reasons if you change course or withdraw.
6 Clinical Placements

Please see the Clinical Placement Handbook for full details (available on Minerva)

Claiming back travel expenses and accommodation cost: You need to find out if you are eligible to claim back travel expenses and accommodation costs from clinical placements and how to claim before you go on clinical placement. The link below describes who is eligible to claim and how to claim: http://www.nhsbsa.nhs.uk/Documents/Students/FAQ_14_0612.pdf

Helen Davis is the Unit’s Clinical Placement Leader and Sonia Toor is Clinical Placement Co-ordinator.

In semester one there will be sessions to inform you about and help you prepare for clinical placements. These will also include professional behaviour expected of students whilst on placement and at the university.

6.1 Fitness to Practise in Relation to BMedSci (Orthoptics) Programme

You are a prospective registrant of the Health and Care Professions Council (HCPC) and provided you graduate with honours you are eligible to apply for registration.

In addition to the expectation of professional behaviours and attitudes whilst at University, we expect that during clinical placements you will also demonstrate professional behaviours. The HCPC Standards of Conduct, Performance and Ethics applies to prospective registrants throughout their studies.

The HCPC expects that anyone wishing to go on their register has kept to these standards prior to application for registration. The document ‘Guidance on conduct and ethics for students is found at: http://www.hpc-uk.org/assets/documents/10002C16Guidanceonconductandethicsforstudents.pdf

It is expected that you read, and are familiar with, the content of this document.

As a student it is advised that you apply to be a member of the British and Irish Orthoptic Society (see section 10.1). This professional body also has rules of professional; standards and a code of conduct. These can be found at: http://www.orthoptics.org.uk/standards (members only).

If your conduct, attitude and/or professional behaviour gives rise for concern during a placement, the lead clinical tutor (or in his/her absence their deputy) will address the issue(s) with you, and you may receive a written warning. If he/she feels it necessary he/she will contact the university’s programme and clinical placement leader (Helen Davis) or the clinical placement co-ordinator (Sonia Toor). This would only be expected to occur in extreme cases. If the programme and clinical placement leader is satisfied that you have been given opportunity to demonstrate improved behaviours, and have not done so within a reasonable time frame, and following the Academic Unit’s protocol (available on request), the placement may be terminated. You will be asked to submit a written account.

During a placement the lead clinical tutor (or in his/her absence their deputy), may have concerns regarding your health. Every effort will be made by the placement to accommodate difficulties that you may have e.g. adaptations to practice, positioning
of equipment. However, if adaptations cannot be made, or are not relevant, then following medical opinion (occupational health, general practitioner or other professional) and discussion between you, the lead clinical tutor and Placement lead the placement may be terminated. It is your responsibility to declare any health issues that may be an issue on placement as soon as possible.

In the event that a placement is terminated for these or any other reason, following investigations, the Head of Orthoptics may:

a) make arrangements that the placement be completed at another time (please see below re deferral)
b) refer you to Faculty Student Review Committee (see section 5.2)
c) refer the matter to the Faculty Fitness to Practise Committee (see section 5.3)

The regulations can also be found at:

http://calendar.dept.shef.ac.uk/calendar/06i_gen_regs_relating_to_student_fitness_to_practise.pdf

In the event of a termination of placement for whatever reason, you may, by necessity, need to complete that placement in the following year resulting in a deferral of progress until that year is complete.

Please see section 7.12 re procedures for complaints and grievances.

6.2 Disclosure and Barring Service / Police check

The disclosure and barring service (DBS), is an executive agency of the Home Office, has been implemented to facilitate safer recruitment to protect children and vulnerable adults. They provide a service, known as disclosure, which enables organisations such as a University to have access to records held by the police. The University’s policy statement relating to DBS may be found at:

http://www.shef.ac.uk/undergraduate/policies/dbs

As part of the admissions procedure, students applying for entry onto a health professions course must undergo an ‘enhanced disclosure’. The ‘enhanced disclosure certificate’ is a sensitive and confidential document.

Please retain your DBS disclosure certificate in a safe place and keep a note of the number. If you have registered with the DBS Update Service it is essential you let Karen Premi (k.m.premi@sheffield.ac.uk ) know. Some placement sites require you to produce your DBS certificate or have your DBS checked via the Update Service either prior to the placement, or during the placement. You are also reminded that it is part of your contract with the university to inform them of any criminal convictions, cautions, reprimands or final warnings after entry. The person you should inform is the programme leader.
7. Health and Safety; Student Welfare; Grievances

The student services information desk in the union of students is often the first point of contact if you are encountering difficulties or need information. Alternatively, visit their website (http://www.shef.ac.uk/ssid). From here you will find several links for specific information.

7.1 Health and Safety.

In the event of any emergency, medical or security, you should ring 82222 if in the Royal Hallamshire Hospital building or 4444 from a main University campus building.

7.2 Disability and Dyslexia Service

If you have a disability, medical condition, or specific learning difficulty, we seek to ensure that your chances of academic success are not reduced because of it. We strongly encourage you to contact the Disability and Dyslexia Support Service (DDSS).

The DDSS is a confidential and friendly service which offers a range of support, including:

- Liaising with academic staff and central services about disabled students’ support needs
- Helping students to apply for Disabled Students’ Allowances
- Organising support workers, e.g. note takers, readers, library support, scribes, interpreters
- Advising on specialist equipment and technology
- Referring dyslexic students for study skills support, at the English Language Teaching Centre
- Referring students who think that they might be dyslexic for diagnostic assessments with an Educational Psychologist
- Putting students in contact with local and national external agencies who offer support and advice to disabled people on specific issues
- Formalising alternative arrangements for examinations and assessments, e.g. extra time in examinations; reasonable adjustments to assessment tasks; or alternative assessment formats.

For further information, please contact the contact the DDSS:
http://www.shef.ac.uk/disability/

If you require alternative exam arrangements, please make sure that you contact the DDSS at the earliest opportunity. Students with a disability (including dyslexia) should have received a booklet from the central university on information which may be useful. Please ask the disability liaison officer in the unit (Anne Bjerre) if you have not received a copy or if you have any queries.

If you suspect that you have dyslexia or another problem for which you may need support, but this has not yet been diagnosed, then you are advised to seek help and advice at the earliest opportunity. Contact Anne Bjerre (a.bjerre@sheffield.ac.uk) or your personal tutor if you want to discuss this or visit the Disability and Dyslexia student support service’s web page at: http://www.shef.ac.uk/disability and contact them for an appointment.
7.3 Personal Tutors

At the beginning of the first year you will be allocated a Personal Tutor (see list given in the departmental intro meeting, or in tutorial section of Minerva). This is a member of the academic staff in your unit who is there to help support you with any difficulties you may be experiencing with your studies or if you are having personal difficulties that you are worried about or that are impacting upon your studies. They can point you in the right direction for specialist help or additional skills development you may be interested in. Your Personal Tutor is likely to be the same person throughout your degree. If your tutor leaves or is on extended leave, you will be allocated a replacement Personal Tutor.

Your Personal Tutor will organise to meet you once each semester during your time at University to discuss how you are getting on and if you have any concerns. However, if you are experiencing difficulties, don’t wait for your scheduled meeting but do contact your Personal tutor (by email or telephone) as they will want to help you identify ways to help resolve the problem. You can email or phone your Personal Tutor to ask for an appointment or visit them during their office hours. It is important to meet your personal tutor early in your programme so you know who to go to if you have a problem. Remember, your Personal Tutor is not just there to help resolve issues but to support you in reaching your full potential and making the most out of your University experience so be proactive and make the most of your meetings.

If you wish to change your Personal Tutor (for whatever reason), you should discuss this with the Helen Davis, Head of Orthoptics.

7.4 Academic Tutors for Strabismus and Clinical Orthoptics

You will be allocated an academic tutor for Strabismus section of the programme. He/she will be specifically interested in your progress in Strabismus and Clinical Orthoptics. Small group tutorials will be arranged throughout the year. Please see Minerva (timetables) for details of what to prepare for these. Practice essays will be marked and feedback given by academic tutors if presented to tutors not less than two weeks before the first day of the examination period.

For other subjects contact the specific lecturer by email if you have academic questions or problems relating to their subject.

Preparing for a tutorial is one of the topics covered, along with other study skills, during semester 1

7.5 University Health Service (Telephone 0114 22 22 100)

The University Health Service (UHS) is a National Health Service GP practice, specifically for students and their families.

If you need medical help or treatment, you might be able to quickly access this from a pharmacy/chemist or you might need to talk to someone at UHS. You can check out the options here:
https://sheffielduniversityhealth.webgp.com/
To help you choose the right NHS service if you become ill or injured, you can refer to the ‘which service is best for me?’ guide (also available to download from the UHS home page).

https://www.sheffield.ac.uk/polopoly_fs/1.402080!/file/WhichServiceisBestforMe.pdf

UHS is at 53 Gell Street, Sheffield S3 7QP (on the corner with Glossop Road). You can telephone 0114 222 2100 for an appointment or to speak to a medical professional if you are registered with UHS.

Doctors are not permitted to share information with family, friends or your department without your consent. They use a separate record system to the rest of the University which we cannot access.

Note that this is not a private clinic; it is part of the NHS. You cannot expect an instant appointment but a large number of appointments are kept for booking on the day for those who call or book online at the appropriate times and for emergencies.

http://www.shef.ac.uk/ssid/contacts/uhs

7.6 NHS Occupational Health Service (10, Claremont Place)

The Sheffield Occupational Health Service provides occupational health care for all students in the Faculty of Medicine. You must have an Occupational Health check. Occupational health will provide Hepatitis B injections. Please keep details of all inoculations as dates of these will be needed for health checks for some clinical placement centres. Staff at the occupational health service are able to advise on any medical matters that may affect your ability to undertake clinical placements. Every effort will be made by placements to accommodate difficulties that you may have e.g. adaptations to practice, positioning of equipment. This service does not replace the service provided by a G.P.

7.7 University Counselling Service (University ext: 24134)

We believe that students are resourceful individuals and have the capacity to fully engage in all aspects of university life. The University Counselling Service offers services to enhance and develop the student’s ability to recognise and strengthen their inner resources.

We have online information and self-help material that can accessed before or instead of attending an appointment.

UCS provides a streamlined online registration process. This process takes less than 2 minutes and students will then be offered a 30 minute triage appointment with a qualified Counsellor/psychotherapist (usually within 10 working days).

Most students require no more than a 30 minute session and self-help material. Other options may include:

- Student Self-Help Group
- Stress and Relaxation Workshops
- Workshops on a particular theme e.g. managing anxiety, depression, grief and loss etc.
- Ongoing Therapy group.
- Confidence building group or groups for depression
- One-to-one sessions.
- Support package for more complex cases.
The counsellors are available to help all members of the University at times of stress or other difficulties regarding personal or academic issues. The counselling service also runs workshops and seminars and, in addition to seeing people individually, are happy to be approached by groups of students requiring help with specific problems.

For further information:  [https://www.sheffield.ac.uk/ssid/counselling](https://www.sheffield.ac.uk/ssid/counselling)

**7.8 Student Illness**

If you are ill and unable to attend normal lectures and classes or clinical teaching, please follow the guidelines set out in section 4.11 in this handbook.

**7.9 Student Addresses**

It is your responsibility to ensure that you keep your University personal information (ie. address, telephone number, next of kin, Sheffield address) all up to date via MUSE. We will use this information is we need to contact you or your next of kin in an emergency. This information may also be used for sending information about forthcoming placements. If you use your home address for British and Irish Orthoptic Society correspondence, it is your responsibility to notify them of any change (this is not done by the Unit).

**7.10 Student Services Information Desk (SSID)**

Student Services will give you advice on general matters such as changing address, fees, loans, welfare, support available, complaints, grievances, housing, registration, etc.

Help available may be accessed via [http://www.shef.ac.uk/ssid/](http://www.shef.ac.uk/ssid/) or by visiting the Student Services Information desk, situated in the student’s union. Through their website can be found help on other helpful advice such as on harassment or bullying ([http://www.shef.ac.uk/ssid/welfare/harassment.html](http://www.shef.ac.uk/ssid/welfare/harassment.html)); budgeting ([www.shef.ac.uk/moneyplanner/](http://www.shef.ac.uk/moneyplanner/)) or financial support options ([http://www.shef.ac.uk/undergraduate/finance/help](http://www.shef.ac.uk/undergraduate/finance/help)). Look in their A-Z index to see what else they can help you with.

The ‘Well Connected’ project is a service to help students manage mental health and wellbeing. It provides useful advice and support from experts and other students at the University of Sheffield. Topics of advice include: Academic Pressures; Depression; Wellbeing/Happiness; Anxiety; Bereavement/Loss; Exercise; Confidence & Self Esteem; Sleep; Self Harm; Suicidal Thoughts; Relationships; Transitions, loneliness & homesickness; Eating Disorders; Food & Mood. For further details go to: [http://www.sheffield.ac.uk/ssid/well-connected](http://www.sheffield.ac.uk/ssid/well-connected)

For more general questions use [http://ssid.sheffield.ac.uk/asksheffield/](http://ssid.sheffield.ac.uk/asksheffield/)

**7.11 Student Advice Centre**

The Sheffield Student’s Union also provide a Student Advice Centre that is a free friendly service, providing advice and information to all University of Sheffield students. It is staffed by a team of professional and experienced advisers and covers all main areas of student concerns. It is independent from the University and all enquiries are dealt with in strictest confidence.
Appointments are available daily throughout the day with their advisers by calling Student Advice Centre reception on 0114 2228660 or emailing advice@sheffield.ac.uk
For further information use http://www.shef.ac.uk/union/student-advice-centre/

7.12 Complaints and Grievances

The University has procedures for making complaints; whether about the delivery and quality of services received, or about the delivery and quality of teaching, tutorial/supervisory provision or any other matters relating to your programme of study. Also there are separate procedures for dealing with complaints of personal harassment or if you feel that some form of discrimination has occurred.

It is hoped that most complaints can be resolved at an early stage by talking with the individual(s) most concerned with the issue at the local level. This may be by talking with your year representative, your personal tutor or another member of staff, or with the Head of the Unit or Service concerned.

If you are not satisfied you should seek advice from the Student Services’ web site at http://www.shef.ac.uk/ssid/procedures/grid.html

8. Resources

8.1 Minerva

The B.Med.Sci (Orthoptics) course has its own online eLearning environment. This is called Minerva and can be accessed on the web at: https://minerva-ort.shef.ac.uk

On Minerva can be found the vast majority of the information you'll need to get you through the programme such as timetables, clinical placement information, lecture notes and many other important things. It will be your first port of call for keeping up to date with what’s happening and where.

You are automatically assigned a username and password by the unit when you enrol. You can discover your username and password by using the links on Minerva’s homepage then entering your University email address (in full e.g. mda16wtf@sheffield.ac.uk) and then clicking the ‘submit’ button. This will send your Minerva account details to your University email account.

The best way to access Minerva is via MUSE. To do this go to the University homepage at: http://www.sheffield.ac.uk/ and click the ‘Log in to MUSE’ link in the top left corner. Use your University credentials (not your Minerva ones) to sign in. Now click on 'My services’ at the top of the page and a menu opens. Click ‘View all services’ at the bottom of this menu and then click on ‘M’. Now click on ‘Minerva Orthoptics’ and you'll be taken to your homepage within Minerva.

MUSE will now add ‘Minerva Orthoptics’ in yellow to the favourites area to the right of the ‘My services’ menu for quick access in subsequent sessions.
Your personal homepage within Minerva will look something like this:

The main menu sits on the left and provides access to the majority of the content. Your timetabled sessions for the day are in the top middle. Below this are the two news announcement systems. Course specific news above more general news and items for sale etc. You should check the news announcements **REGULARLY** as this service will list important information like changes to the time or venues for your lectures and tutorials. If you choose to add your mobile phone number (click on the photo in the top left of the site to the left of your name) then you will receive important information from Minerva via a text message. Usually this will be when a session venue or time is changed with less than 24hrs notice.

The top menu item is ‘Timetables’ and this is where you can access your timetable. Clicking on a date or the calendar icon at the end of a week row will change the view to display the relevant content. As the timetable is dynamic you should check regularly that there haven’t been any changes to your upcoming sessions.

The Token Scheme is run through Minerva. This is the way in which you will earn tokens to enable you to recruit participants for your third year project – read more about this on Minerva.

Please spend time exploring Minerva and locating some of the useful sections e.g. “How to’s” – which are found in the knowledge base as these will give you important information on a variety of study skills.
We hope that you will find Minerva easy to use but should you experience any difficulties or notice anything that you think is incorrect please contact Robin Farr the unit’s learning and teaching support technician.

8.2 The University Library

The Library supports your studies by providing study space, access to digital and print collections, and staff to help you find and use Library resources effectively. You’ll find all the information you need to get started at http://www.sheffield.ac.uk/library/services/new

Library sites and services
The Information Commons (IC) is open 24 hours a day, 365 days a year and is a safe and secure study environment, with 1300 study spaces, 500 PCs and wifi. It holds 100,000 core texts found on module reading lists, and there are bookable group study rooms, silent study areas and a cafe.

IC in The Diamond has almost 1000 study spaces which are accessible 24/7. There is a staffed Library Information Desk in the building, for details of the staffed hours please see https://www.sheffield.ac.uk/diamond/hours

The other sites are Western Bank Library and the Medical School, Health Sciences Library. All sites offer a range of services and resources including individual and group study spaces, PCs, laptop loans, wifi, printing, photocopying and scanning. A valid UCard is needed to gain entry to all Library sites and to borrow books. You will also need your UCard to use photocopying, printing and scanning facilities.

Finding the information you need
StarPlus, the library online catalogue, provides access to digital collections, including ebooks, ejournals and databases, and also includes information about print materials available at all library sites. You can access StarPlus from My services in MUSE.

You can find material on your reading lists from the MyResource Lists link on the StarPlus Welcome page. Library subject guides are available to signpost specialist databases and resources for your subject, and are available from the StarPlus Welcome page, under Guides & tutorials. There is also a link to the Information Skills Resource, which includes online tutorials to help you develop effective searching, evaluation and referencing skills.

Help and support
For general enquiries, contact the Library Help Desk by email library@sheffield.ac.uk telephone 0114 222 720, or ask at the Information Desk at any Library site. A list of subject contacts in the Library is available at http://www.shef.ac.uk/library/libstaff/sllist

The Library is here to support you in your studies. There is a wealth of material available; over 1,400,000 printed volumes and an extensive range of electronic resources including ebooks, ejournals and subject databases. All electronic resources are accessible both on and off-campus via your MUSE login.

The electronic library
Logging into MUSE gives you personalised access to all the University Library’s online resources.
From myServices connect to StarPlus, the Library catalogue. Use the catalogue to:
• find all electronic & print books, journals and databases.
• place book requests and manage your library account.
• access myResource lists.
• access subject guides and the Information Skills Resource where you can improve your academic skills.

Sources of help & guidance
You'll find all the information you need to get started in the library at http://www.sheffield.ac.uk/library/services/new. They also offer extensive information about making the best use of resources and services.

For subject-specific guidance contact your liaison librarian; Anthea Tucker - Liaison Librarian for Medicine, Dentistry & Health, email a.l.tucker@sheffield.ac.uk tel: 0114 222 7318

Or for general enquiries contact the Library helpdesk; Email: library@sheffield.ac.uk
Tel: 0114 222-7200
Follow Library news via Twitter @UniSheffieldLib @MDH_Librarians

8.3 Endnote and other literature searching facilities.

The Endnote reference database can be accessed via Minerva, but you need to do this on a computer which has Endnote installed and download the application. This database gives the abstract and / or key words for articles published in non-medline journals and meeting transactions. A list of journals included appears on Minerva.

A practical session on how to use Endnote will be held in year 2.

The University of Liverpool has a search facility for orthoptic journals and conference transactions (http://pcwww.liv.ac.uk/~rowef/index_files/Page646.htm); this gives only the titles and source but does cover earlier journals and transactions.

Full articles cannot be accessed via these databases but journals / transactions are held in the unit, so please ask an academic member of staff.

Medline is a database which can be accessed via the Library web page, this contains articles from other specialties as well as Orthoptics.

A training session on Starplus (the University's library catalogue), Medline and literature searching skills is offered in year 1, and recapped / expanded in year 2.

You can access a tutorial on medline at: http://librarydevelopment.group.shef.ac.uk/department/orthoptics.html

Setting up alerts
You may also set up alerts for new issues of journals. You can do this for free and you will receive an email of the table of contents, from which you can access the abstracts. You cannot access the full article and would need to go into ejournals or seek out hard copies for that. However, it is a good way of keeping up with current research.
You can usually do this from the journals home page (just google name of journal). e.g J AAPOS - Go to http://www.journals.elsevierhealth.com/periodicals/ympa and you will see on left side of screen a button for ‘New issue alert’ Click this and follow the instructions in box on right side for ‘New User’ and click ‘register’. You are then asked for your email. If you use your personal emails you will still receive these after you leave us.

8.4 301: Study Skills and Development Centre

The centre offers a range of services and activities to support your skills development.

Please visit their website to find out more http://www.sheffield.ac.uk/ssid/301/index

You may choose to attend one of the Academic skills workshops or study skills drop-in sessions. Alternatively the Academic Skills Hub provides additional guidance and online learning resources to support you in developing study skills https://www.sheffield.ac.uk/ssid/301/services/workshops/index

Maths and Statistics Help (MASH) http://www.sheffield.ac.uk/mash provides face to face support and online learning resources for developing your skills in maths or statistics.

The Writing Advisory Service (WAS) is found here. http://www.sheffield.ac.uk/eltc/languagesupport/writingadvisory

This facility is provided to help improve the writing skills of both home and international students. You can discuss any of the following areas of difficulty which you might be having with your writing:

- logical organisation and linking of ideas
- paragraph structure
- sentence length and structure
- grammar
- punctuation and spelling
- referencing both within the text and in a bibliography
- vocabulary (but not too subject-specific)
- register: formal vs. informal language
- overall structure of an essay, report, or thesis (in general rather than specific terms).

8.5 Joyce Mein Rooms (JMR1, JMR2), Orthoptic Clinical Skills

The University clinical skills room for Clinical Orthoptics is situated in Jessop wing to the rear of the Hallamshire Hospital. This room may be booked by students if they wish to practise using equipment via the google Calendar (OPH-The Joyce Mein Room, Orthoptics Clinical Skills, JW4/19 or 'OPH-JMR-2, Orthoptic Clinical Skills, JW4/41). Please note that this is a clinical room and professional behaviour is expected at all times. This includes observing clinical dress code, putting equipment away after use, keeping equipment clean and avoiding touching or marking visual stimuli. The equipment is very expensive and cannot easily be replaced, an inventory of equipment including the price of the equipment is available for your information. Please report any breakages or problems with the equipment to Robin Farr (r.farr@sheffield.ac.uk) so that equipment can be kept in full working order.
8.6 **Laboratories**

There are 2 labs which are used for research project data collection. These are both on E floor of the Medical School. These labs may be booked via the google Calendar (OPH-Eye Movement Lab – E Floor – RHH) and (OPH-Vision Sciences Lab – E Floor – RHH).

8.7 **Optics Room A39b**

The clinical skills room for Optics and Ophthalmology is situated just off the lift area of ‘A’ floor. It is equipped with 3 test types and lens boxes and contains equipment for Optics observations in year 1. When students have reached the stage where they are performing refractions (year 2), this room may be used by students to practise refracting. This room may be booked via the google Calendar (OPH-Optics Room – A39b – A Floor – RHH).

8.8 **Computer Services**

In addition to the main University Computer Services, computer facilities are available for use by students in the Medical Faculty on ‘C’ floor of the Medical School.

MUSE (My University of Sheffield Environment) gives secure access to online university resources from anywhere in the world [http://www.shef.ac.uk/cics/muse](http://www.shef.ac.uk/cics/muse).

All new students receive details of the self-authentication service to obtain their computer accounts via self-service computers. Staff from Corporate Information and Computing Services (CiCS) are available if anyone is unable to use this service. For further information see: [http://www.shef.ac.uk/cics/](http://www.shef.ac.uk/cics/).

All new students receive an email address. Email can be accessed using standard web browsers, like Internet Explorer (the University standard), or Netscape from any location with web access.

You can check online to find out where computers are currently not in use – see: [http://www.sheffield.ac.uk/cics/findapc/](http://www.sheffield.ac.uk/cics/findapc/). Also from internet-enabled phones you can find: 1) PC availability – to help you to identify where PCs are currently unoccupied and available for use; and 2) ‘Find people’ – to look up contact details for staff and students.

8.9 **English Language Teaching Centre**

The English Language Teaching Centre is situated within the Opal 3 complex, Hoyle Street. The centre offers support for dyslexic students (funded from the disability allowance and therefore available for home students). Find out more about services at: [http://www.shef.ac.uk/eltc/index](http://www.shef.ac.uk/eltc/index).

9. **General Information**

9.1 **Personal Information**

Personal information about you is held by the University and carried across University systems. The University needs to have and use this information to perform its usual business. You can be assured that access to this information is restricted, in
part or in whole. Your rights of access are protected under the English law of Data Protection, and the University adheres to strict policy on this subject.

Information collected within the Academic Unit of Ophthalmology and Orthoptics also comes under the above policy. Under the Entry Agreement you have signed for release of certain information to be passed to clinical placements, and on graduation some personal details to be given to the British and Irish Orthoptic Society and the Health and Care Professions Council.

9.2 Personal Development

9.2.1 The Sheffield Graduate
You can gain an impressive range of knowledge and skills through your studies and through the additional activities you undertake. We have identified this range of skills and knowledge for you so that you know what you should be aiming to achieve. The Sheffield Graduate is:

- knowledgeable in their subject area
- competent in applying their knowledge and skills
- information literate
- a skilled and ethical researcher
- a critical, analytical and creative thinker
- An entrepreneurial problem solver
- Someone who sees the big picture and understands the importance of context
- Experienced in working the clients, communicates and partners outside the University
- An active citizen who respects diversity and has the cultural agility to work in multinational settings
- A flexible team worker
- An independent learning
- An efficient planner and time manager
- An accomplished communicator
- Skilled in the use of IT
- Professional and adaptable
- A well rounded individual, reflective, self aware and self motivated

More information is available from [http://www.sheffield.ac.uk/sheffieldgraduate](http://www.sheffield.ac.uk/sheffieldgraduate)

The Sheffield Development Programme
The Sheffield Graduate Development Programme aims to support you in acquiring these skills and attributes. It is a process which helps you to reflect upon your learning, performance and/or achievement both within your academic studies and through extra-curricular activities, and to identify what else you need to do to achieve your goals.

Opportunities to develop your skills are provided throughout the course, for example, completing assignments, presentations, or group working and in activities such as volunteering, placement experience, being a student representative or taking part in clubs or societies.

We strongly advise you to make time to reflect on your progress and identify what else you need to do to achieve your goals. It will make you better equipped to achieve your full potential in your studies whilst also enhancing your employability as you will be better prepared to demonstrate your achievements and skills to potential employers.
Further information is available on http://www.sheffield.ac.uk/sheffieldgraduate
Including links to resources and further guidance on developing the Sheffield Graduate skills.

Guidance is available to support the process from personal tutors, peers and support services such as the careers service, but the ultimate responsibility for deriving benefit from the process rests with you as a learner in the university.

**The Sheffield Graduate Award**
The Sheffield Graduate Award is open to all students and has been developed with the purpose of recognising and rewarding your extra-curricular activities that help you to gain the Sheffield Skills. The Award is endorsed by a number of employers who recognise that students who have achieved the Award will stand out from the crowd.

By taking part in the Award, you can bring together all your different experiences, for example, volunteering, mentoring, organising clubs and societies, part time work, sporting activities and course representation, which will help employers take note of all your achievements that go beyond the academic. After successful completion of your Award portfolio in your final year, you will receive a certificate upon graduation, and a reference to the Award will be added to your transcript.

Further information and online registration for the Award can be found on: http://www.sheffield.ac.uk/thesheffieldgraduateaward

**9.2.2 Higher Education Achievement Report (HEAR)**

The HEAR is a nationally recognised degree transcript that the University is now giving to all undergraduates, to provide students with a comprehensive record of their university learning and experience – both academic and extra-curricular.

You can view your HEAR electronically via My Services in MUSE from Day 1 of your studies. This means that you can use it to help you review your progress and plan what you want to achieve at university, e.g. with your personal tutor or a Careers Advisor.

Consider taking advantage of opportunities to gain HEAR recognition for activities you undertake outside the curriculum. Find out which extra-curricular activities can be included at www.sheffield.ac.uk/hear-search.

You will be able to use our ShARE (Sheffield Authorised Records) system to give employers and others access to your HEAR, to provide evidence of your university achievements (www.sheffield.ac.uk/ssid/record/share).

Find out more by visiting the HEAR website, at www.sheffield.ac.uk/ssid/hear.

The Academic Unit of Ophthalmology and Orthoptics encourages its undergraduate students to become involved in departmental research activities, peer teaching and the admissions and recruitment process of prospective students during the 3 years of study. Six volunteering activities have been approved for HEAR, known under the name “Orthoptic volunteering” which are exclusively for orthoptic students and can be added to your extracurricular HEAR activities. The volunteering activities are:

1. Volunteer as a participant for undergraduate orthoptic research projects
2. Volunteer as a participant for research for which orthoptic tokens are given
3. Help at departmental open days
4. Peer teaching
5. Volunteer at OSCE exams
6. Attend local schools/colleges with the admissions tutor to promote the orthoptic degree programme

You will receive further information about HEAR and Orthoptic volunteering via Minerva and in a teaching session on Wednesday 12th October 2016.

9.3 Careers Service Support

Students in the Academic Unit of Ophthalmology and Orthoptics have access at any stage of their course, to the support offered by the University Careers Service. Claire Brooke, based with the Careers Service, is the careers adviser linked to the Unit and Helen Griffiths is the Unit’s Careers liaison officer. The Careers Service is based at 388 Glossop Road. In addition to sessions which will be delivered by the Careers Service in the department, the range of help available includes:

- Access to Career Connect (accessed via MUSE). Career Connect offers a number of easy to use services for students including a powerful search engine function which allows you to search for jobs including work experience, part time and graduate jobs. Appointments to see a Careers Adviser can also be booked via Career Connect and for those times when you are away from Sheffield on placement you can also use Career Connect to get advice via email.

- The Careers Service web site www.sheffield.ac.uk/careers includes advice on career planning, gaining work experience, job search strategies, postgraduate study and taking time out as well as equality and diversity issues. It also contains a number of on-line talks and videos.

- Careers Service events and workshops, as well as employer presentations www.sheffield.ac.uk/careers/events/

- For individual advice on making jobs applications, preparing for interviews, career planning and decision making, a Careers Adviser is available in the Careers Service for a 20-minute initial discussion, all day each weekday. Phone 0114 222 0910 for an appointment or book via Career Connect. If appropriate, you can then be referred for a longer appointment with the designated Careers Adviser for the Academic Unit of Ophthalmology and Orthoptics.

10. Professional and Regulatory Bodies

10.1 British and Irish Orthoptic Society (BIOS)

The British and Irish Orthoptic Society (BIOS) is the professional body concerned with Orthoptics and Orthoptists. Student membership of the BIOS is recommended for all Orthoptic undergraduates and is necessary for some clinical placements. Membership is free to student orthoptists.

Go to their website: http://www.orthoptics.org.uk/ and click on ‘Why join the BIOS?’ Then ‘Become a member now’ and follow from ‘Student 1st Year’ button.

Members of the Society receive a monthly information letter ‘Parallel Vision.’ Subscription includes access to the members’ area of the BIOS website; the annual British and Irish Orthoptic Journal; and provision of regional clinical meetings and the Annual General Meeting of the Society. Subscriptions also include professional indemnity insurance for qualified Orthoptists. Students are welcome to attend
regional clinical meetings and the A.G.M. clinical meeting. It is up to individuals to inform the BIOS of any change of address. You may arrange for BIOS mailings to be sent to the Academic Unit of Ophthalmology and Orthoptics if you wish, in order to avoid having to change address over the three years that you are a student.

On graduation your name and classification will be passed to the BIOS who publish this in the British and Irish Orthoptic Journal and on their website. If you do not wish this to happen please inform the Examinations officer.

10.2 Health and Care Professions Council (HCPC)

The Health and Care Professions Council is the independent body responsible for regulation of allied health professions. Orthoptists must be registered with the HCPC, as it is a protected title. They are responsible for approving programmes that satisfy their ‘Standards of Education and Training’ and their ‘Standards of Proficiency’. These standards may be found on the HCPC website: [http://www.hpc-uk.org](http://www.hpc-uk.org)

The ‘Standards of Proficiency’ must be met in order that a candidate may apply to become registered and are the standards which must be maintained during your career if you are to maintain your registration. These may be found at: [http://www.hpc-uk.org/assets/documents/10000516Standards_of_Proficiency_Orthoptists.pdf](http://www.hpc-uk.org/assets/documents/10000516Standards_of_Proficiency_Orthoptists.pdf)

It is recommended you familiarise yourself with the ‘Guidance on conduct and ethics for students’ before you attend clinical placements [http://www.hpc-uk.org/assets/documents/10002C16Guidanceonconductandethicsforstudents.pdf](http://www.hpc-uk.org/assets/documents/10002C16Guidanceonconductandethicsforstudents.pdf)

Provided you graduate with honours you are eligible to apply for registration and your name, date of birth, University registration number and nationality are given to the Health and Care Professions Council in order that your application may be matched to the qualification.