



DEPARTMENT OF LAW AND CRIMINOLOGY

MSc in Social Work

POST GRADUATE TAUGHT

STUDENT HANDBOOK

2022/2023

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Disclaimer

This document was published in **August 2022** and was correct at that time. The department* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

* Please note, the term 'department' is used to refer to 'departments', 'Centres and 'Schools'. Students on joint or combined degree programmes will receive two departmental handbooks.

An electronic copy of this handbook can be found on the departmental website <https://www.royalholloway.ac.uk/research-and-teaching/departments-and-schools/social-work/> where it will be possible to follow the hyperlinks to relevant webpages.

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1. Introduction to your department

1.1 Welcome

Welcome to Royal Holloway. Royal Holloway, University of London (hereafter 'the College') is one of the UK's leading research-intensive universities, with six academic schools spanning the arts and humanities, social sciences and sciences.

Welcome to Social Work at Royal Holloway, University of London. On behalf of the School of Law and Social Sciences I would like to extend a warm welcome to all incoming and returning students. We are delighted that you have chosen to pursue a degree in Social Work with us and we will do all we can to ensure that your learning experience is a positive one.

This MSc in Social Work Programme Handbook provides an overview of the programme philosophy and the professional and educational values that underpin the curriculum. The aim of this Handbook is to provide you with a clear, accurate and user-friendly guide to the University and signposts to more detailed information. Please read this handbook carefully as it contains essential information regarding policies and procedures relevant to your professional and academic qualification, as required by Social Work England, the Professional Capabilities Framework (PCF)* and University of London. The handbook should be used in conjunction with information and course syllabi provided by course co-coordinators.

This handbook lists the people who deliver the programme and others who will provide information and help when needed. It introduces the basic structure of the programme and underlines the assessment guidelines and regulations that are relevant to this programme and also provides web links to important College regulations and resources.

Our social work programmes are challenging, demanding and stimulating. The academic and administrative staff look forward to working with you on your student journey towards qualification. Please use this handbook throughout your programme in conjunction with online resources and the many resources Royal Holloway University of London offers you as a student.

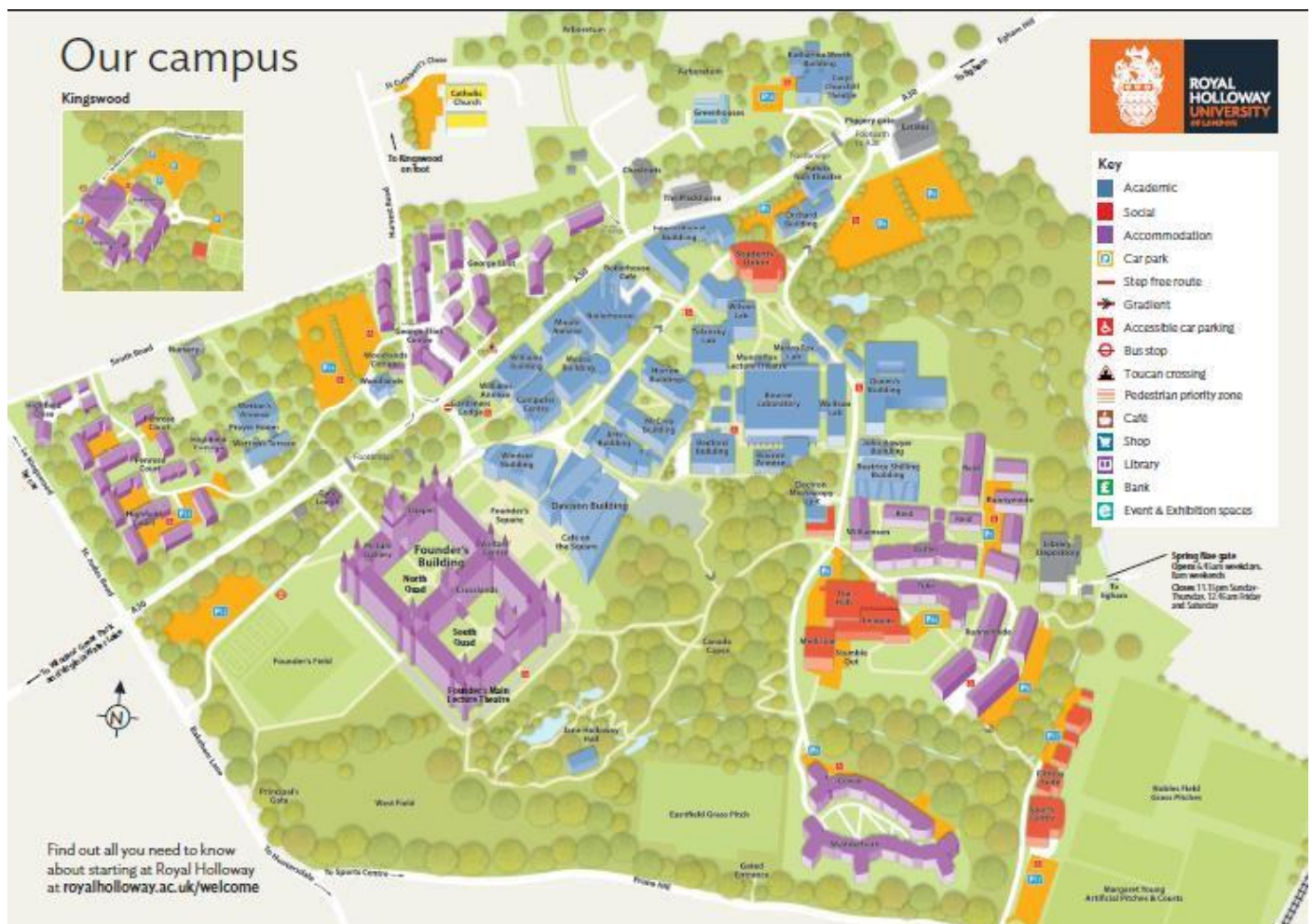
Stefan Brown
MSc Social Work Programme Lead

*N.B. The MSc Social Work programme is approved by Social Work England and was endorsed by the College of Social Work in relation to the Professional Capabilities Framework (PCF). The Professional Capabilities Framework (PCF) is an overarching professional standards framework, now managed and delivered by the British Association of Social Workers (BASW).

2. How to find us: The Department

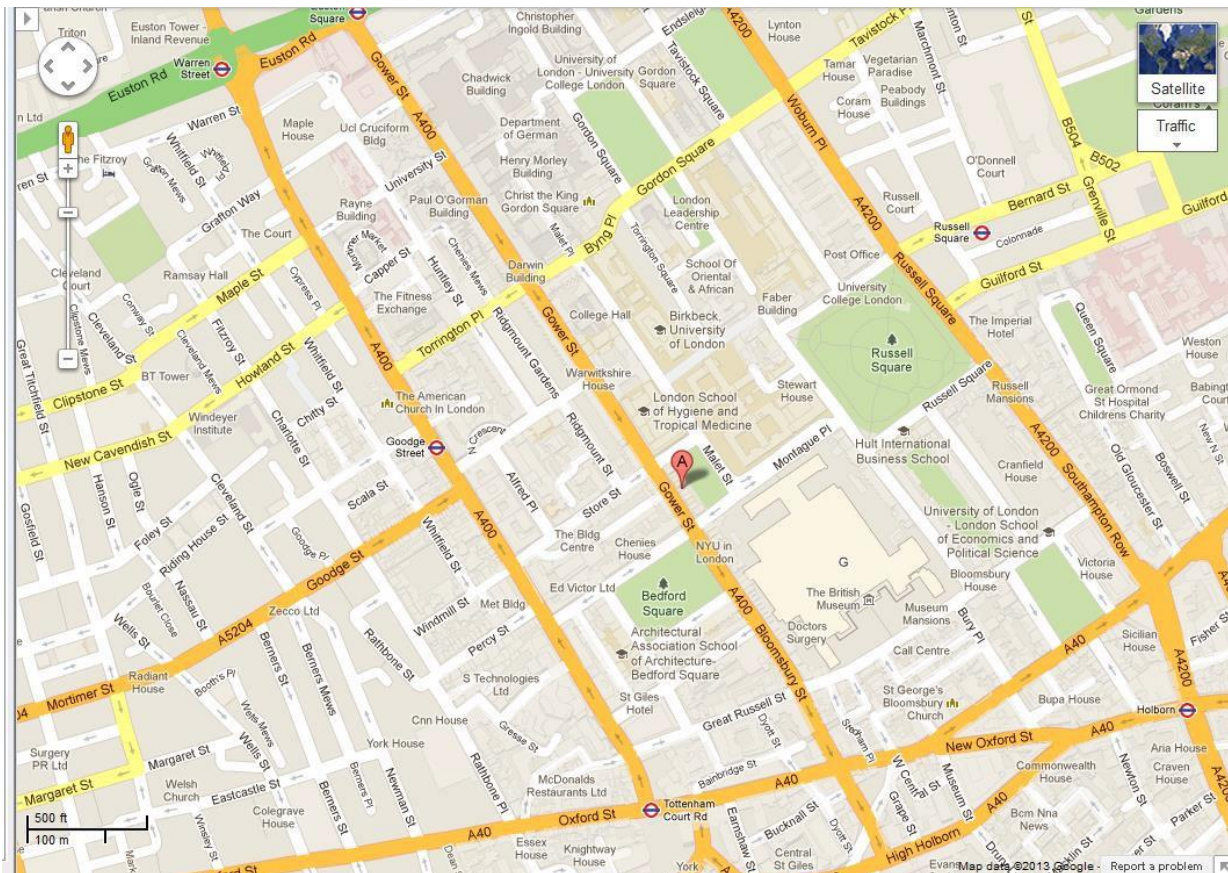
The Department of Law and Criminology administration office is located in McCrea 1-01. This can be found on the College campus map as building 17. The MSc in Social work will be taught at the university's central London campus. Staffed work across both sites.

2.1. Map of the Egham campus



Please note, student parking is very limited and is not available if you live in Halls or within 1.5 miles of campus. If you do live more than 1.5 miles away or have a particular reason why you need to come to campus by car, you must apply for a parking permit. If you have a motorbike or scooter you must also register the vehicle with College. Find more information about the Parking Permit portal [here](#).

Bedford Square Map



2.2. How to find us: the staff

CONTACT DETAILS

Head of School: Professor Mathew Humphreys
Email: Matthew.Humphreys@rhul.ac.uk;
Tel. 01784 44 6482;
Office: McCrea 1-01

Head of Department: Robert Jago
Email: robert.jago@rhul.ac.uk;
Tel. 01784 443190

Academic Staff:

MSc Social Work Programme Lead: Stefan Brown
Email: Stefan.brown@rhul.ac.uk;
Tel 01784 276 591

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Tel. 01784 443 144

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Placements lead

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Tel: 01784 443 154

Step up Programme lead: Dr. Louise O'Connor
Email: Louise.oconnor@rhul.ac.uk;
Tel: 01784 414 965

Post Qualifying Programme lead: Alix Walton
Email: Alix.walton@rhul.ac.uk;
Tel: 0207 307 8600

School Manager: Moya Watson
Email: Moya.watson@rhul.ac.uk;
Tel: 01784 443 564
Office: McCrea 1-01

Helpdesk & Student and Programme Officer: James McEwan
Email: LSS-School@rhul.ac.uk;
Tel: 01784 276 883
Office: McCrea 1-01

2.3. How to find us: the School office

The school office is located in the McCrea Building, Ground Floor 1-01, Egham Campus, Egham, Surrey, TW20 0EX

All Postgraduate enquiries should be directed to the helpdesk via email: LSS-School@rhul.ac.uk, the School helpdesk is there to help you with any questions or concerns that you may have relating to your Degree programme. Our Term time and non-Term time office hours are 10am -4pm Monday – Friday.

2.4. The Department: practical information

The Department of Social Work has offices in both the Egham campus and the Central London Campus. Please note

that all teaching is undertaken at our central London site.

Senate House & Stewart House

The Department of Social Work teaching rooms are located on the 1st Floor of Senate House (rooms 102-107). Stewart House lecture rooms 1, 2 and 3 are also located on the 1st floor of Senate House. There is a café on the ground floor and seating spaces throughout the building (usually in the lift foyers on each floor). A range of facilities and services are available at Student Central which is close to Senate House:

<https://www.studentcentral.london/>

11 Bedford Square

There is a common room, a kitchen and cloakrooms for the use of Royal Holloway postgraduate students. Apart from the times you go there for classes, you are welcome to use the building during its open hours for private study or meetings with other students. Opening hours are available at: <https://intranet.royalholloway.ac.uk/staff/campus-life/bedford-square-and-senate-house/bedford-square-and-senate-house.aspx>

2.5. Staff research interests

Research for staff focuses on the themes of Diversity, Justice and Power, and Contemporary Professionalism. The research themes cut across traditional client-group boundaries and address the increasingly complex and globalised nature of practice. The people with whom social workers work are drawn from different and dynamic communities, and a key topic within the Inequalities, Justice and Power group is the critical examination of services engagement with diversity, such as the responses of mental health services to ethnicity, gender and inequalities, and the experiences of groups that are often marginalised in social care services, such as vulnerable adults, unaccompanied asylum-seeking young people and children involved with the family justice and care systems. A developing area of work within this theme is a concern with cultural competence, which looks at ways of working with people across different cultures but also understanding their experiences, and strategies to challenge injustices in day-to-day experience.

Contemporary professionalism reflects the concern of members of the department with the policy and organisational contexts of social work and the impact of economic and social change on current and future of professional practice within social care. Key topics addressed within this theme are: the relationship between practitioners and managers, and between practitioners and other professionals; professional knowledge, particularly the use of critical reflection, the pedagogy of professional skills development; decision-making and professional discretion and the role and function of emotions in practice. A developing area of work is the international aspects of social work practice including comparative research.

For further information about our academic staff and research students, including their publications and projects, please visit the [Department of Social Work webpage](#)

3. Support and advice

3.1 Student Charter

The College aims to bring all students into a close, harmonious relationship with each other and with the wider community. The [Student Charter](#) outlines how you can support the College in achieving these goals and also seeks to encourage you to act as an effective ambassador for the College, during your time as a student and later as part of the College's alumni

This Charter is not intended to constitute a binding agreement but is offered as a framework of aspirations, designed to be of benefit primarily to you as a student and to underpin the College's aim of ensuring that you have a highly enjoyable and rewarding experience during the course of your degree.

3.2 PGT Degree Regulations

The [Postgraduate Taught Regulations](#) set out the various standards that shape the regulatory framework of your

Postgraduate Taught degree with the College. These include a variety of essential information, ranging from admissions to academic progression and examination. Some frequently used elements of the regulations are covered in this handbook.

3.3 Support within your school

The School Helpdesk is there to help you with any questions or concerns you might have about your studies. It is situated in McCrea Building, Room 1-01. Opening hours are 8:30am to 5:30pm in term time and 10:00am to 4:00pm during vacation. The Helpdesk is staffed throughout these opening hours. You can call in person during opening hours, ring 01784 276883 or email to LSS-School@rhul.ac.uk. Depending on your query, the Helpdesk will answer your questions then and there, put you in touch with a colleague who can help, or find out the answer and get back to you. If you wish, you may also talk to them in private and they will make sure you receive the support you require.

3.5 Students' Union Royal Holloway University of London (SURHUL)

The Students' Union Royal Holloway University of London (SURHUL) is a registered charity (Registered No: 1141998) and actively represents the students of Royal Holloway University of London. SURHUL promotes your needs and interests by offering employment, participation, entertainment, support and advice, your clubs and societies, catering, transport, volunteering, campaigning and advocacy.

The SU **Advice Centre**, situated on the first floor of the Students' Union, is a free service that offers you the opportunity to discuss any concerns you may have and receive impartial advice and information from the team of experienced and professional advisers. Open 9.30am - 5pm, Monday – Friday, it operates an open door policy exclusively for students during term time. However, during vacation periods students should call to book an appointment.

Phone: 01784 24 6700
Email: helpdesk@su.rhul.ac.uk

[Find out more about the Students' Union](#)

3.6 Staff-student committee

We want to hear your views on the way the department operates. There is a staff-student committee on which taught students are represented. Course representatives are elected by you to represent your views and ultimately, to help improve the quality of education provided by the College.

The Students' Unions take the lead in training and supporting course representatives, working with the department and professional services to help you make as many positive changes as possible.

The Staff-Student Committee meets at least once a term and plays an important role in the department as a forum for airing student views. For more information see the [Course Reps](#) page on the SURHUL website.

You can use the Committee to raise any issues which concern students. Notices will appear by email giving details of forthcoming elections or the names of current representatives.

3.7 Student Services Centre

The Student Services Centre is located in the Davison Building and provides a single point of contact for all non-academic related queries including accommodation, fees, enrolment and graduation.

Phone: 01784 27 6641
Email: studentservices@royalholloway.ac.uk

[Find out more about the Student Services Centre](#)

3.8 Student Advisory & Wellbeing

The College offers a high level of student wellbeing support which includes triage and support through Student Wellbeing, a BACP accredited Counselling Service, dedicated disability & dyslexia support, financial and budgeting advice and support for international students. There is also access to an NHS run GP surgery on campus.

Phone: 01784 44 3394
Email: wellbeing@royalholloway.ac.uk

[Find out more about Student Advisory & Wellbeing](#)

3.9 Student Wellbeing

Student Wellbeing provides advice and guidance to all students on personal and emotional wellbeing, to assist you in maintaining a healthy balanced lifestyle and to support you from transition to university and then in the continuation of your studies towards graduation. The Student Wellbeing team actively encourages all members of the campus community to alert them to concerns or signs of vulnerability to enable proactive engagement with intervention.

Phone: 01784 44 3395 / 44 3132 / 27 6757
Email: wellbeing@royalholloway.ac.uk

[Find out more about Student Wellbeing](#)

3.10 Disability and Neurodiversity Services (DNS)

If you have a disability, long standing medical condition or specific learning difficulty, it is important that you bring it to the College's attention as soon as possible.

The College Disability & Dyslexia Services support dyslexic and disabled students and those with mental health or chronic medical conditions to demonstrate their academic abilities by arranging support packages, dyslexia assessments and study skills sessions.

Phone: 01784 414621
Email: disability@rhul.ac.uk

[Find out more about the disability and neurodiversity](#)

[service](#)

3.11 International Student Support Office (ISSO)

The International Student Support Office offers advice to international students on visa issues, working in the UK, opening a bank account, processing federal loans and police registration.

Phone: 01784 27 6168
Email: internationaladvice@royalholloway.ac.uk

[Find out more about the International Student Support Office](#)

3.12 Academic Skills Support

The Centre for the Development of Academic Skills, [CeDAS](#), offers a variety of courses, workshops, 1:1 tutorials, online resources that aim to ensure all students at Royal Holloway reach their full academic potential in a range of areas, including academic writing, oral communication skills and maths and statistics.

Whatever your needs, CeDAS is there to ensure that you can perform to the best of your ability, whether it be through a workshop that introduces you to a crucial academic skill, a session within your department that focuses on writing in the discipline, a course that develops your confidence and competence in academic English language, or a 1:1 tutorial with a specialist to help you master a maths technique or sharpen your essay skills.

The CeDAS Office can be found on the ground floor of the International Building, room IN002, and you can follow them on Twitter: [@cedasrhul](#).

3.13 IT Services Desk

The College IT Service Desk offers a range of support covering all aspects of IT services, such as email access, connecting to the College's wireless network, connecting devices such as iPads and making use of College printing facilities. The IT Service Desk will also be able to provide expert advice and guidance on a range of more specific IT issues, should you experience any problems. They also offer a range of free software, including Microsoft Office 365, Sofos Antivirus, NVivo and SPSS.

Phone: 01784 41 4321
Email: itservicedesk@royalholloway.ac.uk
In person: Visit the IT support office in the Davison Library (ground floor)

[Find out more about IT Services](#)

4. Communication

It is vitally important that you keep in touch with us and we keep in touch with you. Members of staff will often need to contact you to inform you of changes to teaching arrangements, special preparations you may have to make for a class, or meetings you might be required to attend. You will need to contact members of the Department if, for example, you are unable to attend a class, or you wish to arrange a meeting with your Personal Tutor.

4.1 Email

The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the campus-wide portal, [CampusNet](#), or direct via [Outlook.com](#).

We will routinely email you at your College address and you should **therefore check your College email regularly** (at least daily). We will not email you at a private or commercial address. Do not ignore emails from us. We will assume you have received an email within 48 hours, excluding Saturdays and Sundays.

If you send an email to a member of staff in the department during term time you should normally receive a reply within 3-4 working days of its receipt. Please remember that there are times when members of staff are away from College at conferences or undertaking research.

4.2 Post

Communication with students will mainly be electronically (email) or by telephone. Any post addressed to you in social work department should be delivered to your private address.

4.3 Your Contact Information

There can be occasions when the programme needs to contact you urgently by telephone or send you a letter by post. It is your responsibility to ensure that your telephone number (mobile and landline) and postal address (term-time and forwarding) are kept up to date. Further information about maintaining your contact information is available [here](#).

You can find out about how the College processes your personal data by reading the [Student Data Collection notice](#).

4.4 Notice boards

Notices and events will be posted on Moodle the Social Work resources Moodle page <https://moodle.royalholloway.ac.uk/course/view.php?id=5212> or via group email – very occasionally changes have to be made at short notice and in that case email will be used.

It is your responsibility to check the times and venues of all class meetings and of any requirements (e.g. essay deadlines) relating to your courses, via the online student timetable - <https://webtimetables.royalholloway.ac.uk/SWS/SDB1920SWS/Login.aspx> . However, if in doubt, please ask!

4.5 Personal Tutors

All students are allocated a Tutor at the beginning of the course. **The tutor will fulfil the academic and placement tutor role.** Details of these roles appear in the Practice Placement Handbook.

The Tutor complements wider educational support by offering group and individual tutorials across the programme. Tutors will be available to students at agreed times to:

- Discuss learning needs, personal development planning & progress on the course
- Discuss professional development as a social worker
- Be a first point of contact in relation to any academic or personal difficulties a student is experiencing
- Oversee the placement learning opportunity and act as a consistent bridge between academic and practice learning, including ensuring clear communication and support re both the student and Practice Educator (PE). Tutors will work in conjunction with the PE's employer to guide and support them in the delivery of the placement
- Act as referee for job or further course applications

The Tutor is the person with whom students should meet to plan and review their academic development, plus placement progression. Personal and professional planning takes place throughout the Programme. It is expected that through this process, students will reflect upon their progress in order to plan their educational and professional development.

Students have a responsibility to attend all arranged group/integrative tutorials that are timetabled and to ensure they keep to any arrangements made to see their individual tutor. It is recognised that there are occasions when students require additional support from tutors and it is important that students take responsibility for letting tutors know about their needs.

Please remember that staff have other responsibilities – research, practice, writing, consultation and membership of a range of committees and professional bodies inside and outside the University. Therefore, they cannot always be immediately available.

When on placement students will be allocated a Practice Educator during their practice learning experience.

4.6 Questionnaires

Students are asked to complete evaluation forms at the end of each module. These are completed anonymously and will be distributed and collected by the programme administrator. In addition verbal feedback is sought via student staff student committees. We continually strive to improve and develop our programmes and highly value the feedback from students. Feedback from students and the external examiners are also addressed in the quality assurance reports provided annually for the College.

4.7 Space

There are a limited number of computer terminals in the basement of Bedford Square. These computer terminals are for all users of the central London campus, not just social work.

Students are advised to use their own laptops or to log onto Campus Net while at Bedford Square or Campus Anywhere (VPN) services while off campus.

5. Teaching

5.1. Dates of terms

Term dates for the year are as follows.

Autumn term: Monday 19 September to Friday 9 December 2022

Spring term: Monday 9 January to Friday 24 March 2022

Summer term: Monday 24 April to Friday 9 June 2022

You are expected to be in the UK and engaging with your studies during term time. In the case of an emergency which requires you to leave the country and/ or miss lectures/ seminars/ practical's etc., you are expected to inform your department and fill in a Notification of Absence Form ([explained further below](#)). During the summer term, after the examination period, you are expected to attend all required academic activities organized by the department and to be available should you be required to meet with College staff for any reason. Furthermore, as Master's programmes run for one calendar year from September to September you are required to engage with your studies and be available to meet with staff after the end of the Summer Term until your programme end date in September. For Master's programmes there is no summer vacation period.

5.2. Academic Timetable

Your individual student timetable will be available via the [Your Timetable](#) page on the Student Intranet. Log in with your College username and password and view your timetable via the system or download to a personal calendar. In September you will receive communications by email about exactly how to access and download your timetable, so keep any eye out for these. Timetables are subject to change during the course of the academic year, so you should check yours regularly, (as a minimum every two days) to ensure you are using the most up to date timetable. The college will endeavour to notify you via an e-mail to your RHUL account for late changes to your timetable that will affect teaching within the next two working days, so please also check your emails regularly. All classes start on the hour. They end ten minutes before the hour to allow you to move between classes.

5.3 Academic Timetable MSc Social Work 2022/23

Year 1	Monday	Tuesday	Wednesday	Thursday	Friday
Term 1 a.m.	Human behaviour Lecture SW5001	Practice Learning 1/ Readiness for Practice SW5000	Private Study Time	Private Study Time	Law for Social Workers SW5004
p.m.	Child Observation Seminars SW5001	Practice Learning 1/ Readiness for Practice SW5000 Theories and knowledge for Social Work SW5003	Private Study Time	Private Study Time	Law seminars Integrative Seminars

Term 2 a.m.	Placement	Placement	Placement	Placement	Social Policy for Social Work SW5002
p.m.	Placement	Placement	Placement	Placement	Practice Learning 1 Skills Development SW5000
Year 2	Monday	Tuesday	Wednesday	Thursday	Friday
Term 1	Critical Social Work Lecture & Seminars SW5006	Research Methods & Dissertation SW5007	Placement	Placement	Placement
	Critical Social Work Seminars SW5006	Critical Reflection Seminars SW5006	Placement	Placement	Placement
Term 2	Critical Social Work Lecture & Seminars* SW5006	Understanding Organisations SW5008	Placement	Placement	Placement
	Critical Social Work Seminars SW5006		Placement	Placement	Placement

*Until reading week.

Please note that the published Academic and Placement Calendar for social work indicates full dates including skills days and placement days occurring outside the standard timetable. Students will be informed of the rooms where lectures and seminars will take place at the beginning of each term. Timetables are subject to change. Students will be advised of any changes as soon as possible and at the beginning of the academic year.

5.4 Timetable for submission of academic work

Students will be advised at the beginning of the academic year and at the start of each course exactly when submission deadlines are. Students are expected to meet these deadlines. Penalties will apply for late submission of assessed work (see below). In the event of any changes to the assessment schedule you will be advised by the Postgraduate Administrator.

If circumstances are such that students are unlikely to meet assessment deadlines then they are required to alert their academic personal tutor and the assessment tutor by email as soon as possible. A number of options are available at that point, as detailed under **Extenuating Circumstances** below. **Any work handed in after the due date of an agreed extension will be an automatic fail.**

Course	Assessment	Academic credits
<u>MSc YEAR 1</u>		
Human Development in the Social Environment SW5001	Child observation assignment – 2,300 to 2,500 word essay to be submitted at the end of the course. (50% weighting of the final assessment). Human Development in Social Environment – 2,500 to 2,700 word essay to be submitted at the end of the course. (50% weighting of the final assessment).	20

Law for Social Work SW5004	Online unseen exam undertaken at the beginning of the Spring term. (100% weighting of the final assessment).	20
Social Policy for Social Work SW5002	Essay of 3,000 to 3,300 words to be submitted after the course. (100% weighting of the final assessment).	20
Theories and Knowledge for Social Work Practice SW5003	One essay of 2,000 to 2,200 words to be submitted at the end of the course and one essay of 2,000 – 2,500 words to be submitted during the placement. (100% weighting of the final assessment).	20
Practice Learning 1 SW5000	Readiness for Direct Practice Portfolio to be submitted at the end of the Autumn Term. A pass is required in order to undertake the 70 day placement. Practice Portfolio. Submitted at the end of the 70 day placement. A pass is required in the portfolio.	No academic credits. A Pass is required for professional qualification

<u>MSc YEAR 2</u>		
Critical Social Work SW5006	Essay of 3,000 to 3,200 word essay to be submitted at the end of the Autumn Term. (50% weighting of the final assessment). A 20 minute presentation at end of the spring team teaching session (30% weighting of the final assessment). A workbook linked to the PBL seminars will need to be submitted at the end of the of the final assessment (20% weighting).	30
Research Methods and Dissertation SW5007	Dissertation proposal of 1,500 to 1,700 words to be submitted at the beginning of the spring term. (10% weighting of the final assessment). Dissertation of 10,000 to 11,000 words to be submitted in the Summer Term. (90% weighting of the final assessment).	60
Understanding Organisations SW5008	Essay of 2,000 to 2,500 words to be submitted at the end of the course. (100% weighting of the final assessment).	10
Practice Learning 2 SW5005	Practice Portfolio. Submitted at the end of the 100 day placement.	No M credits A Pass is required for professional qualification

6. Study weeks

The reading week for the Autumn term 2022 is 31st October – 5th November 2022. Please note that not all college reading weeks are available to social work students due to placement requirements. As above, students will be advised of the Academic and Placement Calendar prior to each academic year.

7. Attending classes and engaging with your studies

Full attendance is a mandatory requirement of the MSc in Social Work programme. Social work is an extremely challenging profession and the professional qualifying programme demands a high level of engagement and participation from each student.

The College has a responsibility to ensure that all students are attending classes regularly and progressing with their studies. We also have legal obligations placed on us under the Equality Act (2010), UK Visa and Immigration (UKVI) and Student Finance to ensure we monitor your attendance and engagement with studies.

Your attendance in class and consistent engagement with your studies are essential to your learning experience with the College. If you encounter difficulties with this, do please tell your tutor or another member of staff as soon as you can. They will put you in contact with Disability and Dyslexia Services (D&DS) who will advise on what support can be offered. Failure to attend and/or absence without permission from the College can result in serious consequences and may lead to disciplinary action, including the termination of your registration.

7.1. Attendance requirements

Your classes are the learning activities deemed essential to your programme of study. These could include a variety of different activities, including lectures, seminars, tutorials, workshops, field work, laboratory work, and meetings with your Personal Tutor.

While you are expected to attend all the classes related to your programme of study, the College understands that emergencies may occur at any time throughout the year. In light of this, the programme has set a minimum attendance level at 80%. The attendance requirements for placements are outlined in the practice learning handbook. You can find out more about attendance policy [here](#).

It is vital that you manage your time effectively, so that any paid employment, voluntary work, extracurricular activities or social commitments do not interfere with periods where you are required to attend classes. The [Postgraduate Taught Programme Regulations](#) stipulate that the amount of paid work undertaken by a student enrolled with the College on a full-time basis must not exceed 20 hours per week during term time. You may not undertake paid work which may conflict with your responsibilities as a student of the College. International students must ensure that any working restrictions, as stated on their visa, are also adhered to.

7.2. Monitoring attendance

It is your responsibility to make sure that your attendance has been recorded. It is also essential that you arrive at your classes in good time, as you will be marked absent if you turn up late without good reason.

We will contact you in the event that:

- you fail to attend for **two weeks** without providing notification of your absence;
- you display a **pattern of absence** that the department feel is affecting or is likely to affect your work
- you display a pattern of absence that causes **concern over your wellbeing or which may point to an undisclosed disability**

7.3. Formal Warnings

Should it become apparent that there are no acceptable reasons for your non-attendance and/or general lack of engagement with your studies, the Department may issue you with a formal warning which can escalate to the termination of your registration at the College. You are strongly advised to read the guidance on the formal warning process and the consequences of receiving such a warning in section 17 of the [Postgraduate Taught regulations](#).

In situations where you are experiencing documented severe difficulties the programme team and College will make every effort to support you and counsel you as to the best course of action. However, there may be cases where, although non-attendance is explained by an acceptable reason, your level of attendance falls to a level which compromises educational standards and/or your ability to reach the learning outcomes of the course. In such cases it will be necessary to implement disciplinary procedures as detailed above.

7.4. Withdrawal of visa

If you are sponsored by Royal Holloway on a Tier-4 (General) Student visa, should your registration at the College be terminated for non-attendance, general lack of engagement with your studies or any other disciplinary matter you will be reported to the UK Visa and Immigration (UKVI) and your Tier 4 (General) Student visa will be withdrawn. Alternatively, in line with the College's legal obligations to UKVI, if you fail to meet the requirement of your Tier 4 (General) Student visa, including attendance and completion of assessments, the College may terminate your student registration without following the disciplinary procedures outlined in the Academic Regulations. This decision would not be open to appeal as it is part of the College's obligations to the UKVI. Please see our [Postgraduate Taught Regulations](#). Visa advice can be provided by our International Student Support Team (internationaladvice@royalholloway.ac.uk).

7.5. Missing classes

If you face difficulty in attending any classes or undertaking an assessment it is very important that you inform the department as early as possible, giving the reasons for your non-attendance. The department will decide whether or not to authorise your absence. If you are experiencing such difficulties on an ongoing basis, please contact your Personal Tutor or the MSc Social Work Programme Lead. In addition, an extensive range of additional support, guidance and advice is available from the College's Student [Advisory & Wellbeing teams](#). As explained in section 2 above, the Students' Union also operate an [Advice Centre](#).

If you are unable to attend classes for whatever reason you must tell the department in which you are taking the course(s) in question and follow the [Notification of Absence Procedure](#). You must submit a Notification of Absence Form together with any supporting documentation either before your absence begins or within five working days of the end of the period of absence. The exact form to submit depends on the reason for your absence, as explained in the [on line guidance](#).

If you are absent for a prolonged period it is essential that you keep in touch with the Department (e.g. through regular emails with your Personal Tutor). The Department will monitor the frequency of self-certified absences and the Head of Department may request a doctor's medical certificate from you in the event of multiple and/or sustained instances of self-certified illness. If you are sponsored by Royal Holloway on a Tier-4 (General) Student visa please be aware that if you do not follow the process to submit a notification of absence or have an acceptable reason for absence you are putting your Tier 4 visa at risk of withdrawal. Therefore, it is very important that you continue to communicate with the College through your Department and the Advisory & Wellbeing teams if you are struggling to attend.

7.6. Missing an examination

If you are unable to attend an exam (e.g. through reasons of sudden illness) then there are two steps to follow.

Step 1

You must notify the Student Services Centre at the earliest possibility. Wherever possible, please e-mail them at studentservices@royalholloway.ac.uk before the scheduled start of the exam with your name, student ID and confirmation of the exam that you are unable to attend. Please include a brief explanation within the email why you cannot attend the exam. The Student Services Centre will then forward this information to your department so that we are aware of your non-attendance.

Step 2

Read the Extenuating Circumstances Guidance and, if your circumstances meet the criteria outlined in the guidance, complete and submit the Extenuating Circumstances application form with your supporting evidence. [Section 8](#) below provides further details about Extenuating Circumstances.

8. Degree Structure

The MSc in Social Work enables students with a first degree to obtain a qualification as a social worker. The MSc is a generic programme and is located within a range of qualifying, post-qualifying, and postgraduate programmes within the Department of Law and Criminology within the school of Law and social science.

Full details about your programme of study, including, amongst others, the aims, learning outcomes to be achieved on completion, courses which make up the programme and any programme-specific regulations are set out in the programme specification available through the [Programme Specification Repository](#).

Additional Departmental Programmes

- [BSc in Social sciences](#)
- [PG Diploma in Social Work \(Step Up to social work\)](#)

Post qualifying programmes

- MSc in Advanced Practice

Postgraduate programme

- PhD Programme
- Professional Doctorate

Whilst all these programmes have their own distinctive characteristics, they combine in a number of important ways. Through undertaking them, we think that students will extend their knowledge and skills in working in health and social care contexts, and work with us in establishing expertise in the design, delivery, evaluation and evolution of policies and practices that influence and inform health and social care services. The social work programmes are committed to promoting high quality research based, ethical social work practice within an increasingly multi-disciplinary environment. Teaching and learning in the programme are closely informed by the active research of staff, and issues of diversity and anti-oppressive social work practice will be integrated throughout the programmes. We undertake a wide variety of commissioned research in the national and international health and welfare arena. This underpins our taught courses for social work practitioners. We develop, and support, research-literate practitioners and policy/practice-literate researchers and break down traditional barriers between these groups at every level of departmental activity from PhD registrations to short CPD courses.

8.1. Department Specific information about degree structure

To help you make good progress in your studies at RHUL, we have a simple on-line module SS1001 in 'Academic Integrity' which will guide you through preparing your assignments using the best academic standards. You will need to successfully complete this short module, and you can have as many attempts as you like before the deadline to pass it.

In addition to the outline timetable (see 4.2.6) MSc Social Work students are required to attend skills and professional development days in both academic years. These dates are incorporated into the combined Academic and Placement Calendar which will be provided at the beginning of each year.

There are nine courses that you study, as well as receiving tutorial support in undertaking research for the final dissertation. Subject specific experts will deliver lectures, seminars, and individual tutorials. In addition, your Academic Tutor will guide you throughout your programme of study, with whom you will meet regularly throughout the academic year.

1st year courses	Credits
Practice Learning 1 (incorporating Readiness for Direct Practice) – term 1 and 2	P
Human Behaviour in the Social Environment – term 1	20
Social Policy for Social Workers- term 1	20
Theories and Knowledge for SW Practice- term 2	20
Law for Social Workers – term 1	20
2nd year courses	
Practice Learning 2 – term 1 and 2	P
Critical Social Work – term 1 and 2	30
Research Methods and Dissertation – term 1 and 2	60
Understanding and Working in Organisations – term 2	10

N.B. Practice Learning 1 and 2 are assessed academically but have no Masters credits. A pass is required for each course for professional qualification.

The MSc programme incorporates 30 days skills input in line with the Social Work England education standards and PCF (BASW) requirements for 'Developing skills for practice' and assessment of 'Readiness for direct practice'.

Skills input is incorporated into a range of key courses including Practice Learning 1 (Readiness to Practice), Human Behaviour in the Social Environment and Critical Social Work. Skills sessions are devised to enhance students' readiness for practice learning and their developing professional identity with a particular focus on the skills of self-awareness, communication, intervention skills and capacity for increasingly critical reflection over the course of the social work programme. In year 1 you will be introduced to learning activities which enable you to practise generic skills in observation (of self and others), communication, reflection and self-awareness whilst developing your understanding of the social work role but without the pressures of being in assessed practice learning placements. You will be introduced to service user and carer perspectives which underpin skills-oriented learning. In year 2 you will have opportunities to develop more advanced skills, integrating theoretical input and practice learning experiences.

Students are required to complete an agreement to participate in learning activities at the beginning of the academic year. If you fail to attend any designated skills session you will be required to make up this time via attendance at timetabled sessions or completion of alternative activities as required. Attendance at required skill sessions must be verified and signed off before a student can progress to qualification. You are advised that failure to meet these requirements may extend your programme of study and impact on your progression.

8.2. Course registrations

You can only register for 180 credits' worth of courses in each academic year (this excludes courses which are being re-sat). You will have the option of changing courses up to the end of the second weeks after the start of teaching (excluding Welcome week). Any courses that you wish to take on an extracurricular basis (that is, not counting towards your degree) must be identified at the start of the academic year.

8.3. Change of programme

Where provision is made for this in the programme specification, you may transfer to another programme, subject to the following conditions being met before the point of transfer:

- you must satisfy the normal conditions for admission to the new programme;
- you must satisfy the requirements in respect of mandatory courses and progression specified for each stage of the new programme up to the proposed point of entry;
- the transfer must be approved by both the department(s) responsible for teaching the new programme and that for which you are currently registered.
- if you are a student with Tier 4 sponsorship a transfer may not be permitted by Tier 4 Immigration rules.

(e) you may not attend a new programme of study until their transfer request has been approved.

Further information about changing programmes is available in Section 8 of the [Postgraduate Taught Regulations](#).

9. Programme Approval

The Step Up PG Dip./MSc Social Work programme has been validated and approved by RHUL and Social Work England. It was endorsed by the College of Social Work (TCSW) whose Professional Capability Standards are now managed by BASW.

9.1. Course delivery and design

Social Work England Education and training standards state that the course curriculum should ensure that: -

- The learning outcomes will ensure that students meet Social Work England's professional standards
- The learning outcomes will ensure that students understand and are able to meet the expectations of professional behaviour
- The course will reflect the philosophy, core values, skills and knowledge base as articulated in any relevant curriculum guidance
- The curriculum will remain relevant to current practice
- Integration of theory and practice will be central to the course
- The learning and teaching methods used will be appropriate to the effective delivery of the learning outcomes
- The delivery of the course will support and develop autonomous and reflective thinking
- The delivery of the course will support and develop evidence-based practice
- The course will ensure that students are able to learn with, and from, professionals and students in other relevant professions
- The course will include effective processes for obtaining appropriate consent from people with lived experience of social work and students
- The education provider will identify and communicate to students the parts of the course where attendance is mandatory and will have associated monitoring processes in place

9.2. Professional Capabilities Framework

Practice placements are assessed in line with the Professional Capabilities Framework (PCF) at levels: Readiness for Direct Practice, End of First Placement and End of Last Placement.

Domains within the PCF include: -

1. PROFESSIONALISM - Identify and behave as a professional social worker, committed to professional development
2. VALUES AND ETHICS - Apply social work ethical principles and values to guide professional practice
3. DIVERSITY - Recognise diversity and apply anti-discriminatory and anti-oppressive principles in practice
4. RIGHTS, JUSTICE AND ECONOMIC WELLBEING - Advance human rights and promote social justice and economic wellbeing
5. KNOWLEDGE - Apply knowledge of social sciences, law and social work practice theory
6. CRITICAL REFLECTION AND ANALYSIS - Apply critical reflection and analysis to inform and provide a

rationale for professional decision-making

7. INTERVENTION AND SKILLS - Use judgement and authority to intervene with individuals, families and communities to promote independence, provide support and prevent harm, neglect and abuse
8. CONTEXTS AND ORGANISATIONS - Engage with, inform, and adapt to changing contexts that shape practice. Operate effectively within own organisational frameworks and contribute to the development of services and organisations. Operate effectively within multi-agency and inter-professional settings

9.3. PROFESSIONAL LEADERSHIP - Take responsibility for the professional learning and development of others through supervision, mentoring, assessing, research, teaching, leadership and management.

9.4. Suitability Requirements

Applicants applying for our programmes and current social work students have to meet the Social Work England and HEA guidance on Programme admissions

https://www.heacademy.ac.uk/system/files/resources/assessing_the_suitability_of_students_to_enter_and_remain_on_qualifying_social_work_programmes_o.pdf which include:-

- 2.1 The admissions procedures will give both the applicant and the education provider the information they require to make an informed choice about whether to take up or make an offer of a place on a programme.
- 2.2 The admissions procedures will apply selection and entry criteria, including evidence of a good command of reading, writing and spoken English.
- 2.3 The admissions procedures will apply selection and entry criteria, including criminal convictions checks.
- 2.4 The admissions procedures will apply selection and entry criteria, including compliance with any health requirements.
- 2.5 The admissions procedures will apply selection and entry criteria, including appropriate academic and / or professional entry standards.
- 2.6 The admissions procedures will apply selection and entry criteria, including accreditation of prior (experiential) learning and other inclusion mechanisms.
- 2.7 The admissions procedures will ensure that the education provider has equality and diversity policies in relation to applicants and students, together with an indication of how these will be implemented and monitored.

All students are strongly advised to be fully aware of the Suitability for Social Work policy and College Fitness to Practice policies – see appendices 4 and 5.

<https://www.royalholloway.ac.uk/ecampus/documents/pdf/regulations/fitness-to-practise-policy-and-procedures-2016-17.pdf>

It is essential that students note the implications of both policies for student behaviour on and off campus and in placement settings. Disclosure and Barring Service (DBS) checks are required at the point of application and throughout the programme. Any changes in relation to the student's Disclosure and Barring Service (DBS) check, health or personal circumstances which may impact on suitability for social work must be brought to the attention of the relevant Programme Director. Students must report any issues which may affect their suitability for social work (e.g. disciplinary inquiries at work, child protection concerns in their family, personal health or wellbeing). The programme has a positive duty to ensure that students qualifying 'are suitable to practice as a social worker & the suitability declarations are repeated at the beginning of each academic year. **Failure to report any potentially relevant matter will itself provide grounds for considering their 'suitability'. See Appendix 2 for DBS procedure & Appendices 3 & 4 for Suitability and College Fitness to Practice procedures.**

10. Facilities

10.1 The Library

The RHUL Library is housed in the **Emily Wilding Davison Building** and provides online access to a wide range of electronic resources. These include, but aren't limited to, eBooks, journal articles, newspaper articles and

conference papers. These can be accessed off campus twenty four hours a day so you can study at a time and location that suits you.

Details, including Library Search, dedicated subject guides and opening times can be found online from the [Library home page](#). There are also a range of resources available on the Library's Moodle page to help you make the most out of using the library.

If you cannot find the specific items that you require in the library, **it is possible to order an Inter-Library Loan or to gain access to the online resources of Senate House Library as well as access to use the library's physical collections or other university libraries. You can obtain further information on this here:** www.royalholloway.ac.uk/about-us/the-library/.

The Information Consultant for Social Work is Greg Leurs, who can be contacted at Greg.leurs@rhul.ac.uk.

The central London campus has access to **Senate House Library**. Students need to register to be able to use this library <https://intranet.royalholloway.ac.uk/students/campus-life/library/undergraduate/using-other-libraries/senate-house-library.aspx>. Once registered students have full borrowing privileges to Senate House Library and access to its broad range of online resources. Please note that Senate House Library does not have an extensive range of social work books.

Students are encouraged to make use of library facilities local to where they are based. Therefore, we would strongly recommend students applying for Sconul Access <https://www.sconul.ac.uk/sconul-access>.

If you cannot find the specific items that you require in the library, it is possible order an Inter-Library Loan You can obtain further information on this here: <https://intranet.royalholloway.ac.uk/staff/tools-and-links/library/using-our-libraries/inter-library-loans/inter-library-loans-ill.aspx>

The Library provides a range of training sessions designed to enhance your existing library and research skills. These are available in both class-based and self-study formats. For information on available sessions and to book a place, go to: <http://libguides.rhul.ac.uk/training>

10.2 Specialist Libraries

There are also specialist libraries relevant to Social Work students. Specialist libraries in Britain are listed in the ASLIB Directory of information sources in the United Kingdom (available in the library).

Important: In each case contact the library before visiting or visit their web pages. You may have reference access only.

Other useful resources include:

Centre for Policy on Ageing

Tel: 020 753 1787
Address: 2531 Ironmongers Row, London, EC1V 3QP
WWW: <http://www.cpa.org.uk/index.html>

DrugWise (website still available as a resource)
<https://www.drugwise.org.uk/>

Equality and Human Rights Commission

Tel: 020 3117 0235 / 0808 800 0082 (EASS)
Address: 3 More London, Riverside, Tooley Street, London, SE1 2RG
WWW: <https://equalityhumanrights.com/en>
<http://www.equalityadvisoryservice.com/>
Email: correspondence@equalityhumanrights.com

Kings Fund Centre

Tel: 020 7 267 6111

Address: 126 Albert Street, London, NW1 7NF
WWW: <http://www.kingsfund.org.uk/>

National Children's Bureau

Tel: 0207 843 6033 nearest LT station ANGEL
Address: 8 Wakeley Street, London, EC1V 7QE
WWW: <https://www.ncb.org.uk/resources>

NSPCC

Tel: 0207 825 2775 nearest LT station OLD STREET
Address: 42 Curtain Road, London, EC2A 3NH
WWW: <https://www.nspcc.org.uk/homepage/>

Important Note: In most cases your Royal Holloway College Card should act as valid ID but see the Departmental Administrator if a letter of verification of student status is required when visiting other libraries. There are also specialist libraries relevant to Social Work students. Specialist libraries in Britain are listed in the ASLIB Directory of information sources in the United Kingdom (available in the library).

10.3 Photocopying and Printing

Photocopiers are in constant use by office staff and lecturers. For this reason, we are unable to allow post-graduate students to use it.

If you require copying to be done for a seminar presentation, you need to give these materials to your tutor to copy on your behalf. Please make sure that you plan ahead and give the materials to your tutor in plenty of time.

There is limited printing available at Bedford Square. There is a printer in the basement of the building in Bedford Square, although this can get very busy.

There are many printers available for students at the Egham campus. Many of the printers are located in the Emily Davison library and the computer Centre.

10.4 Computing

There are a limited number of PC terminals in the basement of Bedford Square. These can be used by students to support their studies or complete course work. We would strongly advise that you bring a lap top and find a space in Bedford Square or Senate House if you need to do course work.

The Egham Campus has a wide range of PC's based in different buildings.

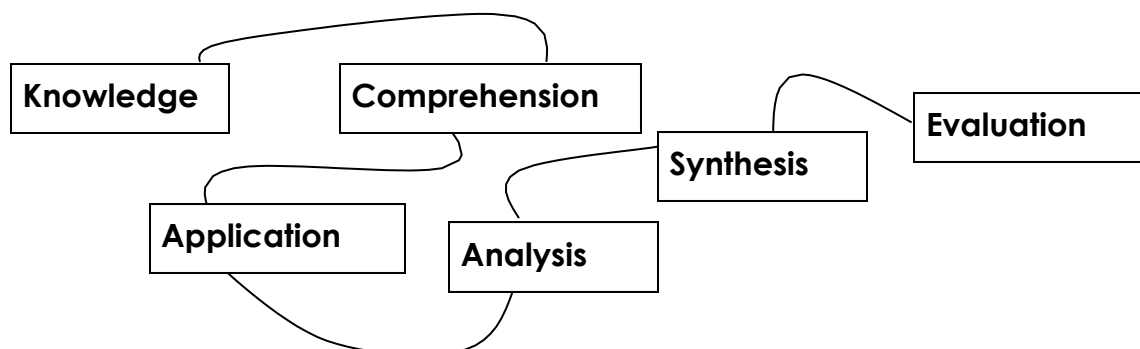
[How to find an available PC](#)

11 Assessment Information

An essay is a way of presenting the reader with an account of the ways in which you have found your learning engaging and meaningful – it's a 'know and show' opportunity for you. It is a chance to both create a map of a particular territory of knowledge, as well as an invitation for the reader to take a guided walk through that territory. It should have a clear structure and style, content that is relevant, and a rhythm and momentum to the arguments presented that the reader experiences as credible. So it should say, "Look, here is my well informed, balanced, complex view of this particular world that I'm asking you to look at, and I hope you find my ways of seeing persuasive". In all, try not to let the assignment become just a flat and dull summary of other people's ideas and thoughts. Try to present it in a way that shows the following features:

- That you have knowledge of a particular area of study including concepts, debates and issues, and research evidence that affect the issue;
- Your systematic comprehension of what is known, by putting the knowledge in your own words in an intelligible way;
- That you can analyse the material under consideration, dissecting arguments in a systematic and balanced way;
- Once you've taken apart other perspectives, you can synthesise those perspectives by putting them together again in a fresh way, looking at the connections and gaps between differing views;
- Finally that you can evaluate the material in terms of its internal coherence, its links with other perspectives and views, and in relation to your own experiences and views. This will help you to give an account of how you have weighed things up, and why you've done so in the ways that you have.

The stages of essay production could look like this. But remember, this is not a prescriptive list. You will find your own start to finish path for a written assignment and may already be familiar with these and other aspects of effective writing. Our invitation to you is to take charge of the structures, mechanisms and methods that work best for you, so long as they help you to reach your highest potential



To summarise, sometimes a basic essay structure will look like this:

Introduction: Key definitions, giving the basic directions and structure: a map of the territory you are asking the reader to enter

Literature review: knowledge and comprehension of key concepts, debates, issues, research outcomes that

you compare, analyse, synthesise

Conclusion: evaluate compare and weigh up the local to the general, drawing out key points.

11.1 The dissertation

Your dissertation (10,000 to 11,000 words) is one of the final pieces of work leading to the award of an MSc. It is important to think about its structure, so that you have a relatively clear idea of the ways in which your topic can be housed within it.

11.1.1 Choice of dissertation topic

Dissertation topics can be derived from theoretical ideas, experiences on placement or personal interest. The key is to have a clear focus and select a topic that will sustain your interest.

6.4 The dissertation supervisor

Your department will assign you a dissertation supervisor who will oversee your work. Dissertation supervisors are allocated in the light of the topic identified in your formative research proposal and staff availability. The role of your dissertation supervisor is to give advice about the suitability of the topic, appropriate reading and to advise on the structure and organisation of the dissertation and the way in which it should be presented. Support during the dissertation phase of the course will be provided by supervisors via group seminars and individual meetings.

Students are advised to ensure that they attend group supervision and keep all appointments with their supervisor. Dissertation supervisors are available to meet with students for a maximum of 2 hours per term that could include face-to-face contact, email correspondence and reading of drafts. The supervisor can look at a draft section of the dissertation up to a maximum of 2000 words, provided it is handed in 4 weeks prior to the final submission date. The supervisor will not pre-grade the dissertation draft.

In most cases students are happy with the supervisory relationship. However, there are occasions where for some reason the supervisory relationship does not work and breaks down. If this happens, you should speak as soon as possible with the Programme Director or your Academic Tutor to see whether the problem can be resolved informally, e.g. through mediation, changing supervisor. You should not wait until after you have received your final degree results to raise the matter as it is very difficult for the College to resolve such matters or take remedial action at that point.

11.2 Content of dissertation

The front page

This should be similar to the one for essays, namely

- The Programme title
- Your candidate number
- The course code for the dissertation
- The title of the dissertation
- The exact word length

An abstract

Summarise your dissertation here in 300 words or less. Try to distil the content and shape for the reader that gives an accurate idea of what the key issues, themes and debates are that you are considering, and the ways in which you've considered them, and any core findings that have emerged through your enquiry.

Contents Page

A clear neatly laid out list of the contents really signals a well-organised product. Take time to ensure that

each chapter is listed and where possible include any sub-divisions within chapters.

The chapters in a research-based dissertation

Usually you will want to include (as a minimum) the following:

Introduction: As for essays, this introduction will give the reader a beginning account of what you have chosen to examine and why you have chosen to do so. It also states how you intend to proceed, and what the rest of the chapters basically contain.

Literature review: Again, as for an essay, but with greater depth and breadth, you will tell the reader what the key issues are that you are addressing, and why it is from your point of view that they are addressed in the way that they are here. You will map out what is known, what is emerging, and any areas that remain unknown or under explored in relation to the issues you have identified. You will need to demonstrate your ability to compare, analyse and or critically synthesise the current literature. Don't just list all the different studies and their findings in your area of interest. Let the reader know which ones are important to your research and how you can use the knowledge gained from past research to help you with your study. Try and be precise about your focus. Shine your light brightly on a small area of your interest, rather than attempting to cast a more diffuse light over a bigger area. Summarise the chapter by identifying the key issues, and by briefly pointing to how they connect to the next chapter.

Methodology: Here you are making a credible case for the methods you will employ to examine the issues that emerged during the literature review. Begin the chapter with a statement of what kind of research design you will be using and then follow this up with an explanation for choosing this design. You will present the research question(s) that informed the study. Then go on to do the same for the methods, including the reasons for discarding other methodological approaches in favour of the one(s) you chose. Describe your sample of respondents and their contexts. Give an account of any ethical issues you encountered and how you responded to these. Say how your research design helped or obstructed the process of gathering data, and any ways in which expected and unexpected things happened during the enquiry. Similarly, give an account of how you analysed the data, and any ways in which you think this was fruitful or limited (ending on a positive note).

Results: Begin by summarising the results briefly, so that it creates a foundation for what you are about to lay out in more detail. Then you can begin to systematically compare and contrast your local findings with the key issues identified in the literature review. You may find it helpful to structure the results using the key issues as sub-headings.

Data Analysis: When collecting data, data analysis is a separate section. In this section you explain your findings. Say what your results confirmed, and how they differed from the literature. Synthesise and evaluate, adding your own balanced views, and drawing the chapter down to a comprehensive set of statements that make a bridge between the literature and your own findings.

Conclusion: Say what your findings are and why you think they are of significance. Here you will also discuss the implications of your research for social work practice, policy and research. Give an honest appraisal of the strengths and limitations of the methods of enquiry, once again trying to end on a positive note. Always try to let the reader know that you are aware that your research has some limitations, but that it also adds to the existing body of knowledge in whatever field you decide to research. And finally, state where you or other researchers should go from here. Point the way.

The chapters in a literature-based dissertation

Usually you will want to include (as a minimum) the following:

Introduction: As for essays, this introduction will give the reader a beginning account of what you have chosen to examine and why you've chosen to do so. It also states how you intend to proceed, and what the rest of the chapters basically contain.

Background overview: Again, as for an essay, but with greater depth and breadth, you will tell the reader what the key issues are that you are addressing, and why it is from your point of view that they are addressed in the

way that they are here. You will provide an overview of the policy and legislative contexts for the review. You may want to define the concepts and ideas relevant to your topic, as well as an overview of the conceptual frameworks and theories that informed your review. Shine your light brightly on a small area of your interest, rather than attempting to cast a more diffuse light over a bigger area. Summarise the chapter by identifying the key issues, and by briefly pointing to how they connect to the next chapter.

Methodology: Here you will clearly state the question(s) that informed the review. You will describe your search strategy that should include the search terms you used, your inclusion and exclusion criteria and the databases consulted. You will give an account of the results of your searches and the process for selecting studies for inclusion in the review. You will describe the tools you have used to extract data from the studies and explain how you have set about categorizing the studies and how themes were derived.

Results: Begin by summarising the results briefly, so that it creates a foundation for what you are about to lay out in more detail. Here you can offer the reader an overview of the types of studies included for review, the key foci of the studies and a summary of findings across the studies. It may be helpful to include a literature table to support the overview of the studies, map out what is known, what is emerging, and any areas that remain unknown or under explored in relation to the issues you have identified.

Analysis and Interpretation: In this section you present and explain your findings. Say what themes emerged from the review, present the themes and illustrate these by drawing on the studies reviewed. You will need to demonstrate your ability to compare, analyse and critically synthesise the current literature. Do not just list all the different studies and their findings in your area of interest.

Conclusion: Say what your findings are and why you think they are of significance. Reflect on the findings of your review in relation to your research questions(s). You should explore the implications of your findings for social work practice, policy and research. Give an honest appraisal of the strengths and limitations of the methods of the review, once again trying to end on a positive note. Finally, state where you or other researchers should go from here. Point the way.

Finally: An accurate Reference List that lists all the reference to other work made in the body of the dissertation should be followed by a list of appendices.

11.3 Presentation

The dissertation must be securely bound, double-spaced and at least 11pt typeface. You will be required to submit an electronic version via Turnitin.

11.4 Referencing

The reason for citing sources is to indicate to your reader where you obtained your information. Since the object is to allow readers to locate the sources of your information, it is essential that your citations are accurate and specific. It is not enough to cite a book if the reader has to read every page to find the passage to which you are referring.

11.5 Footnotes

Footnotes are not normally used in the referencing style preferred by the department.

11.6 Reference List

The reference list should include all the citations for material referenced in the text. See below.

11.7 Referencing style

The MSc in Social Work uses a version of the Harvard Referencing style – please see the departmental referencing guide: <https://www.royalholloway.ac.uk/ecampus/cedas/home.aspx>

11.8 Illustrations

Where these are used students should ensure that they fully acknowledge the source from which these were taken.

11.9 Appendices

Appendices are normally included following the reference list and do not count towards the total word count.

11.10 Word count

You will be expected to submit a 10,000 to 11,000 word dissertation in your final year of study. The usual word count limits specified in section 7.6 apply. The contents page, abstract, reference list and appendices do not count toward the final word count.

11.11 Anonymous marking and cover sheets

- All essays are anonymised and single-marked with a second internal marker sampling the first marker's results for moderating purposes. However, double marking is carried out for all fails, borderline fails, distinctions, practice studies and dissertations.
- Any assessment over which the internal markers disagree will be blind-marked by the Programme Director or another member of staff. Exceptionally the Visiting Examiner may be asked to take on this role.
- The first marker will usually be the Course Leader or the person responsible for setting the essay title/exam question.
- The first marker is also responsible for identifying the sample to be moderated which will include all fails, borderlines, distinctions and a random selection of at least 10% of the assessments from across the full range of marks.

Academic standards and consistency of internal marking are scrutinised and verified by the External Examiner, who examines a selection of examination scripts and coursework from all the marking bands together with all the assessments of borderline and failing candidates. The assignment will be passed on to academic staff for marking and moderation, and may go to external examiners for moderation and quality assurance. All work that is a distinction or a fail will be moderated by external examiners, in addition to a sample of mid-range work.

If you fail a piece of work, you will normally be allowed a second and final attempt to re-submit it at the next available opportunity. We will let you know when this is in writing, after the Sub-Board of Examiners has confirmed your marks. Please note that you will incur an administrative fee for resubmissions, this is payable to the College before you can progress into the next year of study. Details of the fee amount for resubmissions is available from Student services.

Exams normally take place in the 3rd term and dates are set centrally – you will be informed of your exam dates towards the end of the 2nd term. Resit exams and submissions normally take place in July or August. Please note: if MSc Social Work students fail 3 or more courses in one academic year they may be required to retake the entire year.

You should give the following information on the front page of the assignment. Note that you should not identify yourself by name. Work submitted without a cover sheet will not be marked.

- The Programme title - MSc in Social Work
- Your candidate number - NB this is not your student number
- Your Turnitin electronic submission id number
- The course code and title
- The title of the assignment
- The exact word length

You should make sure that all information that identifies people, locations and services is anonymised by you.

12 Submission of work

You will be told at the beginning of the academic year, and at the start of each course, exactly when your submission deadlines are. You will be expected to stick to those deadlines. Penalties will apply for late submission of assessed work (see below).

Academic submissions should be completed on MS Word documents, double-spaced and at least 11pt typeface, unless directed otherwise.

Students must submit one electronic copy via Turnitin. Please ensure that you number your pages, use your candidate number as a footer and staple pages together. Also make sure you keep a copy for yourself stored safely on a PC or device for retrieval.

Please note that when you submit your work you will be asked to sign a declaration that your submission is your own work, and that where material has been obtained by you from any source, the source has been fully acknowledged by you.

If circumstances are such that you are unlikely to meet the deadline then you should alert your tutor as well as the Assessment Tutor to the facts by email as soon as you can. A number of options are available at that point, as detailed under 'Extenuating Circumstances' below. Any work handed in after the due date of an extension will be an automatic fail.

Please remember that it is your responsibility to ensure that you upload the correct document to the correct Turnitin box and we strongly recommend that you upload your essay well before the deadline and check all submissions to avoid late penalties being applied. Once the deadline has passed work cannot be re-uploaded and any incorrect work cannot be replaced.

12.1 Stepped Marking

Work submitted for assessment will be graded by using a set of marks with the pattern X2, X5 or X8. This means that a piece of work awarded Merit would be awarded 62%, 65% or 68%. This approach, which is called stepped marking, has been found to help in better aligning grades with marking criteria and for providing greater clarity to students about the standard of their work and how close they are to lower and upper grade boundaries. For example, a 62% represents a low Merit, while a 68% indicates a high Merit.

Assessed work which is quantitative (e.g. numerical or multiple-choice tests), where there are 'right or wrong' answers, e.g. language tests/ exercises and/ or where there is a detailed mark scheme under which each question is allocated a specific number of marks will be exempt from stepped marking.

12.2 Policy on the return of marked student work and feedback

The full policy on the return of marked student work and feedback is available [here](#).

Return of marked student work and feedback

All assessed work (other than formal examinations) should be returned with feedback within 20 working days of the submission deadline, except in cases where it is not appropriate to do so for exceptional and/ or pedagogic reasons. These may include the assessment of dissertations, final year projects, taped case studies, audio visual submissions, where the marking has been delayed due to staff illness and/ or where an extension to the submission deadline has been granted. The deadline for the return of the marked work with feedback will be made clear to students when they receive their assignments. In the event that the intended deadline cannot be met for reasons such as those listed, the revised deadline will be communicated to students as soon as possible.

12.3 Progression and award requirements

The Regulations governing progression and award requirements are set out in your Programme Specification [Programme Specification Repository](#) (and also more generally in the [Postgraduate Taught Regulations](#)).

12.4 Examination results

Please see the [Examinations & Assessments](#) website for details of how you will be issued with your [results](#).

The Examinations & Assessments website is the place where you can access the “[Instructions to Candidates](#)” and details of the examinations [appeals](#) procedures.

12.5 Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with Section 13, paragraph (5) of the College’s [Postgraduate Taught Regulations](#).

Section 13 (5)

‘In the absence of acceptable extenuating cause, late submission of work will be penalised as follows:

- *for work submitted up to 24 hours late, the mark will be reduced by ten percentage marks;**
- *for work submitted more than 24 hours late, the mark will be zero.’*

*eg. an awarded mark of 65% would be reduced to 55% and a mark of 42% would be reduced to 32%.

If you believe that you will be unable to submit coursework on time because of illness or other acceptable causes then you should apply for an extension to allow you to submit the work late without suffering a penalty. If you did not request an extension but then miss a deadline due to factors which have affected your ability to submit work on time, then you may submit a request for extenuating circumstances to be considered. Please note however that if you do so, you will have to provide convincing reasons why you had been unable to request an extension.

12.6 Penalties for over-length work

Being able to express your ideas clearly and concisely are key academic skills. They are also important transferable skills. Word limits are there to help you to develop your ability writing and to encourage you to get to the point.

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13, paragraph (5) of the College's [Postgraduate Regulations](#):

Section 13 (6)

Any work (written, oral presentation, film, performance) may not be marked beyond the upper limit set. The upper limit may be a word limit in the case of written work or a time limit in the case of assessments such as oral work, presentations, films or performance. In the case of presentations, films or performance these may be stopped once they exceed the upper time limit.

12.7 What to do if things go wrong – Extensions to deadlines

You are expected to manage your time appropriately and hand in your coursework assessments on time. However, occasionally unforeseeable or unpreventable circumstances arise which prevent you from submitting your work on time. If this is the case you may be able to apply for an extension to your submission deadline without suffering a penalty.

Please refer to the Extensions Policy and guidance on the College's webpage about [Applying for an Extension](#).

Please note: - Not every assessment is eligible for an extension.

Listed below are the assessments for which extensions cannot be granted (i.e. are exempt):-

Reflective child observations
Readiness for practice portfolios
Placement portfolio submission
Theories and knowledge essays (April 2020)

12.8 What to do if things go wrong – the “Extenuating Circumstances” process.

If you are unable to submit coursework because of unforeseeable or unpreventable circumstances please refer to section 8.9 'What to do if things go wrong – Extensions to Deadlines'. If an extension is not possible, you may be able to apply for extenuating circumstances.

The policy is explained in full in the [Extenuating circumstances – Guidance for students](#).

What is an Extenuating Circumstance?

Extenuating circumstances are defined as unforeseen *circumstances which are **outside a student's control** and which may **temporarily** prevent a student from undertaking an assessment or have a **marked/significant detrimental/adverse impact** on their ability to undertake assessment by coursework or examination to the standard normally expected.* You can read more about them [here](#).

This means that such circumstances rarely occur. They are outside your control if they are:

- Unforeseeable - you would not have prior knowledge of the event (e.g. you cannot foresee whether you will be involved in a car accident);
- Unpreventable – you could not reasonably do anything in your power to prevent such an event (e.g. you cannot reasonably prevent a burst appendix.)

It is these short-term (temporary) circumstances that the College normally regards as extenuating circumstances.

Absence from an examination

Section 5 above explains what to do on the day you miss an examination if it was due to extenuating circumstances.

Applying for extenuating circumstances

Before going ahead, you should check that your circumstances meet the criteria. These are explained in full in the [Extenuating circumstances – Guidance for students](#). You should also read the section **Illness & absences from an examination and departmental assessments and extenuating circumstances** in the [Instructions to Candidates](#) issued by Student Administration.

If you apply for extenuating circumstances, you will need to supply a full explanation of your situation together with any supporting documentation.

Deadlines for submission of extenuating circumstances

Extenuating circumstances applications should be submitted as close to the affected piece of assessment/exam as possible.

The deadlines for submitting extenuating circumstances are listed in the Instructions to Candidates and the College webpages for [Exams, Assessments and Results](#)

Ongoing circumstances

If you have ongoing circumstances that you believe are adversely affecting your performance during the year, these should be raised with your department and with the College's Student Advisory & Wellbeing teams as soon as possible. This will allow us to consider strategies that will help you manage the situation. Examples might be that you have an illness that does not constitute a disability, a close family member is ill and needs your support, or you have suffered an adverse life event.

It may be that the circumstances are severely affecting your ability to study by causing you to repeatedly miss scheduled teaching and/ or affecting your ability to complete assessments. If this is the case and there is no reasonable way to help you to manage the situation, then you may need to consider, in consultation with your department and Student Advisory & Wellbeing, if it would be in your best interests to interrupt until the issues have been resolved and you are able to fully commit to and benefit from your academic studies.

Ongoing adverse circumstances do not normally constitute extenuating circumstances as they are not unforeseen and in some cases may be preventable. As such, it is unlikely that the Extenuating Circumstances Committee will be able to take action to mitigate such circumstances. For further information, please read the [Extenuating circumstances – Guidance for students](#).

12.9 Support and exam access arrangements for students requiring support

Some students at the College may have a physical or mental impairment, chronic medical condition or a Specific Learning Difficulty (SpLD) which would count as a disability as defined by the Equality Act (2010) that is, "a physical or mental impairment which has a long-term and substantial effect on your ability to carry out normal day-to-day activities". It is for such conditions and SpLDs that [Disability and Dyslexia Services](#) (DDS) can put in place adjustments, support and exam access arrangements. Please note that a "long-term" impairment is one that has lasted or is likely to last for 12 months or more.

If you have a disability or SpLD you must register with the [Disability and Dyslexia Services Office](#) for an assessment of your needs before adjustments, support and exam access arrangements (') can be put in place. There is a process to apply for special arrangements for your examinations – these are not automatically put in place – and there is a deadline in term 2 for these to be arranged. Disability and Dyslexia Services can discuss this process with you when you register with them. Please see section 2 above for further guidance

about registering with the Disability and Dyslexia Services Office.

Please note that if reasonable adjustments, including exam access arrangements, have been put in place for you during the academic year, the Sub-board will not make further allowance in relation to your disability or SpLD.

The MSc in Social Work programme has 1 exam and at least 2 presentations. Students with SPLDs should inform the Course Coordinator or Programme Director well ahead of these assessments to ensure appropriate adjustments can be put into place for these assessments.

12.10 What to do if you have difficulty writing legibly

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in writing by hand which would lead to your scripts being illegible you should contact [Disability and Dyslexia Services](#). Please note the deadline for making an application for Examination Access Arrangements is in January each year. Therefore it is in your interest to contact DDS as soon as you are able in the Autumn Term in order that you have time to get any necessary evidence required for the application.

12.11 Academic Misconduct

The College regulations on academic misconduct (also known as assessment offences) can be found on the [Attendance and Academic Regulations page](#) of the student intranet.

Academic misconduct includes, but is not limited to plagiarism (see below), commissioning, duplication of work, (that is, submitting work for assessment which has already been submitted for assessment for the same or another course), falsification, impersonation, deception, collusion, (for example, group working would constitute collusion where the discipline or the method of assessment emphasises independent study and collective ideas are presented as uniquely those of the individual submitting the work), failure to comply with the rules governing assessment, including those set out in the 'Instructions to candidates'.

The Regulations set out some of the types of academic misconduct in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read these Regulations and to speak with their Personal Tutors or other members of staff in their department should they have any queries about what constitutes academic misconduct. The College treats academic misconduct very seriously and misunderstanding about what constitutes academic misconduct will not be accepted as an excuse. Similarly, extenuating circumstances cannot excuse academic misconduct.

What is Plagiarism?

'Plagiarism' means the presentation of another person's work in any quantity without adequately identifying it and citing its source in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct expected from the student. The source which is plagiarised may take any form (including words, graphs and images, musical texts, data, source code, ideas or judgements) and may exist in any published or unpublished medium, including the internet. Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent on the method of assessment.

Identifying plagiarism is a matter of expert academic judgement, based on a comparison across the student's work and on knowledge of sources, practices and expectations for professional conduct in the discipline. Therefore it is possible to determine that an offence has occurred from an assessment of the student's work alone, without reference to further evidence.

All students on the MSc in Social Work programme are expected to complete the Moodle based Avoiding plagiarism course along with the attached test, which must be passed.

13 Careers information

The College's [Careers & Employability Service](#) is based in the Davison Building. The careers service run a number of industry themed weeks and a range of standalone events during the academic year including a careers fair in October. Our events are open to all students. One to one appointments are available all through the year where you can talk over your career ideas or get your CV, cover letter or application checked. You can also book a practice, in person or video interview.

Our website and Careers Moodle has a wide range of help and information including interview skills, writing CVs and applications, assessment centres & psychometric tests.

For more information about all Careers events and appointments visit their website or come along and speak to their friendly and helpful staff.

14 Complaints and academic appeals procedure

If you have a complaint relating to any aspect of the Department or its staff or to any academic or College matter, you should first discuss it informally with your Personal Tutor or with another member of staff in the Department. We would hope that the majority of issues of this kind can be resolved by informal discussion. There are, however, procedures that can be invoked in serious cases. These are set out in the [College Complaints Procedures](#) for students. You should raise your complaint **as soon as possible**.

If the complaint concerns an academic decision, there is an academic appeals process. Please note that an academic appeal can only be submitted once you have received your results via the College portal. Details of the appeals procedure and permitted grounds for appeal can be found on the [Academic Appeals webpage](#).

15 Health and Safety Information

The [Health and Safety webpage](#) provides general information about our health and safety policies.

15.1 Code of practice on harassment for students

The College is committed to upholding the dignity of the individual and recognises that harassment can be a source of great stress to an individual. Personal harassment can seriously harm working, learning and social conditions and will be regarded and treated seriously. This could include grounds for disciplinary action, and possibly the termination of registration as a student.

The College's [Code of Practice on personal harassment for students](#) should be read in conjunction with the [Student Disciplinary regulations](#) and the [Complaints procedure](#).

15.2 Lone working policy and procedures

The College has a 'Lone Working Policy and Procedure' that can be found [here](#).

Lone working is defined as working during either normal working hours at an isolated location within the normal workplace or when working outside of normal hours. The Department and the type of work conducted by students is classified as a medium risk activity and as such the following advice is relevant.

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator or the College Health and Safety Office.

It is likely that most activities will take place on College premises. However, the principles contained in the above section will apply to students undertaking duties off campus.

16 Placements

Information on placements can be found in the MSc Social Work practice placement handbook.

17 Equal Opportunities Statement and College Codes of Practice

17.1 Equal opportunities statement

- The University of London was established to provide education on the basis of merit above and without regard to race, creed or political belief and was the first university in the United Kingdom to admit women to its degrees.
- Royal Holloway, University of London (hereafter 'the College') is proud to continue this tradition, and to commit itself to equality of opportunity in employment, admissions and in its teaching, learning and research activities.
- The College is committed to ensure that:
 - all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins
 - both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential
 - it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity
 - teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity
 - all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material
 - it creates a positive, inclusive atmosphere, based on respect for diversity within the College
 - it conforms to all provisions as laid out in legislation promoting equality of opportunity.

18 Disclosure and Barring Service (DBS) checks and Professional Suitability

The MSc in Social Work courses are a professional qualification and over the course of the programme students will be required to demonstrate their development as professionals who will be working with vulnerable children and adults. All students are required to have a Disclosure and Barring Service (DBS) check at the commencement of the programme and then if necessary during their time on the programme. In addition students are required to complete suitability declarations prior to and during the programme. Please see Appendix 3 for details on this process.

Satisfactory Completion of All Required Disclosure Forms

Students are required to complete and sign DBS & Health and Personal Circumstances declarations during admissions and again at the beginning of each academic year. Prior to completing Readiness to Practice in advance of their first placement students are required to confirm that nothing has changed since the completion of their forms. This statement should be signed and dated in their submitted portfolio.

In order to comply with Social Work England guidance for practice placements, disclosure and barring requirements (DBS) and statutory procedures in relation to the safeguarding of children and adults all students are required to be entirely transparent about any personal circumstances that may have potential implications for engaging in a practice placement. This includes any aspect of personal health or behaviour, family circumstances including contact with children's or adults services, criminal convictions, legal records and disciplinary records, as outlined in self-declaration forms. Disclosure of information does not mean that students cannot progress into placement. However, any information disclosed will need to be discussed and reviewed fully in order to ensure that readiness for practice requirements are fully met. Students are advised that if you have any doubt whatsoever it is preferable to share information with your tutor or the programme director who will be able to provide further guidance. Students are not required to make a declaration about health problems that do not impinge upon their capacity to study or practice, or that in the normal course of social work duties, would not present a risk to others. If you are uncertain about any health matters you can discuss these with your tutor or the programme director prior to completing the form.

Nondisclosure of relevant information which is subsequently discovered could result in referral to Royal Holloway's Interim Suitability Panel or Fitness to Practice Panel and possible exclusion from training.

Upon successful completion of the programme you will be able to apply to register as a social worker with Social Work England if you have achieved the postgraduate diploma in social work. Social Work England professional standards outline the standards of behaviour that all registered social workers are required to adhere to. During your time on the programme, you will be expected demonstrate your suitability to work as a social worker, including an adherence to the Social Work England professional standards. Should concerns be raised about the conduct of any student that might possibly raise questions about his or her suitability to practice as a social worker, we have Interim Suitability and Fitness to Practice procedures that assess these concerns. Please see Appendices 4 & 5 for details of these procedures. It is important to note that expectations about student conduct relate to you from the point of recruitment and throughout your time on the programme.

19 Practice Assessment Panel

The Practice Assessment Panel is constituted as a sub-committee of the Sub board of Examiners. It has the delegated responsibility to make recommendations on all matters relating to the assessment of practice learning. This includes consideration of all students where placements have been failed or terminated. Please see the Practice Learning Handbook for details of the Practice Assessment Panel procedures.

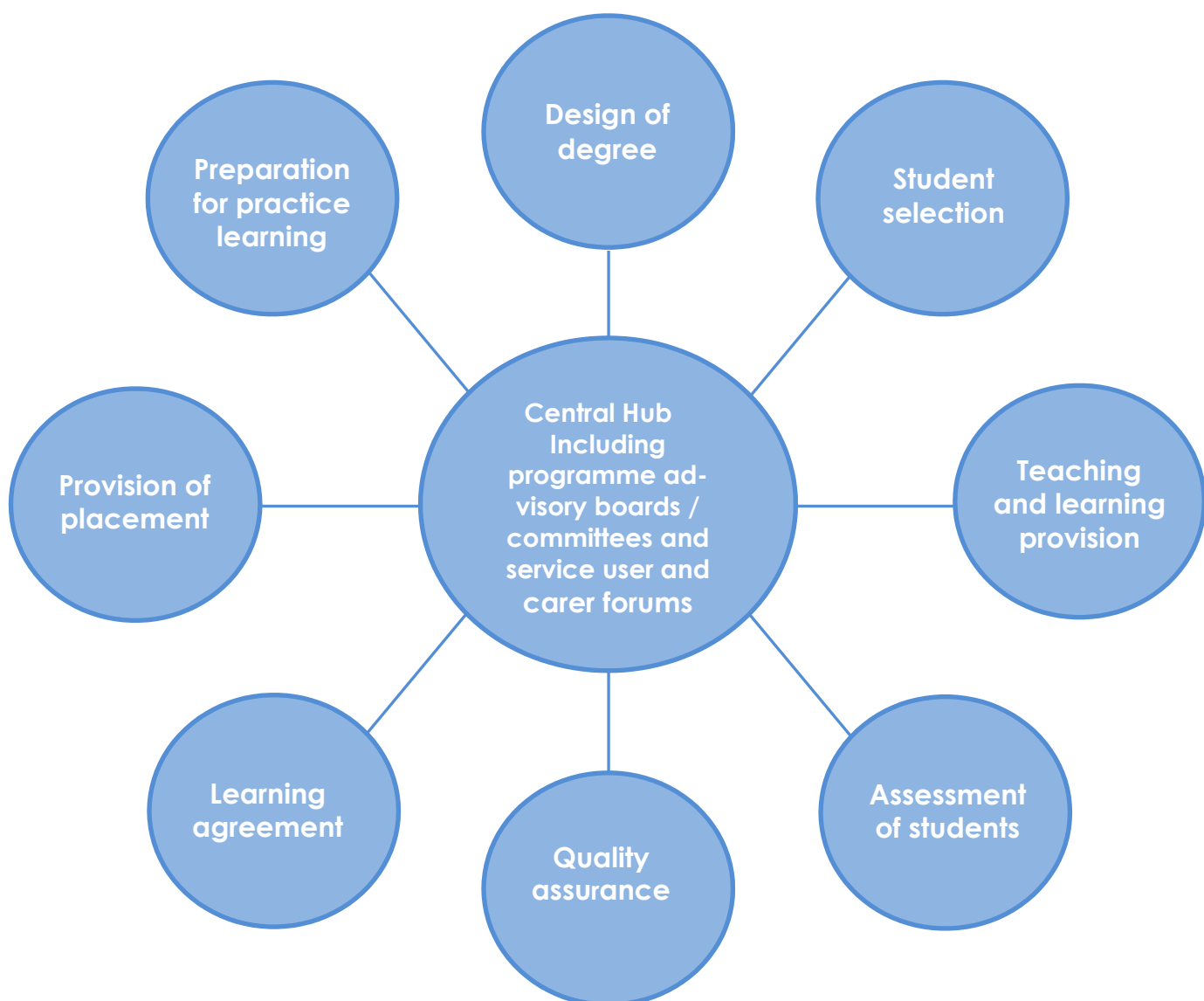
19.1 Appendix 1 Service User and Carer Involvement - Insight Network

Service User & Carer Involvement is an integral part of the MSc Social Work programme. The Department of Social work is working towards a 'hub and spoke' approach to service user and carer involvement as outlined in SCIE (2012) Report 54 on the involvement of service users and carers in social work education. This approach incorporates 8 areas of involvement as outlined below in Fig 1.

Service users and carers are involved in many aspects of our programme from curriculum design to admissions, teaching and assessment. The *Insight* Service Users and Carers Network is a group of service user and carer representatives who work closely with academic colleagues to develop and build a long-standing commitment to integrating service user and carer perspectives in every aspect of the programme.

The Department is committed to the following principles in order to involve service users and carers in ways that are both meaningful for themselves and for course participants:

1. We will be clear about the purpose of involving service users or carers in aspects of our work.
2. We will work with people who use social care and health services to agree the way that they are involved.
3. We will let service users and carers choose the way they become involved.
4. We will exchange feedback about the outcome of service users' and carers' involvement in appropriate ways.
5. We will try to recognise and overcome barriers to involvement.
6. We will make every effort to include the widest possible range of people in our work.
7. We will value the contribution, expertise and time of service users and carers.
8. We will use what we have learned from working with service users and carers to influence changes in our ways of working, to achieve better outcomes.



Commission for Social Care Inspection, 8 Main Points For Involving People Who Use Services And Carers, (2007). Fig. 1: Hub and spoke model of SUCI in social work education (Sadd, 2011, cited in SCIE, 2012, p.36).

19.2 Appendix 2: Disclosure and Barring Service (DBS) Requirement

Social Work England require that students on social work programmes have undertaken:

- a) checks by the Disclosure and Barring Service (DBS) and its successors
- b) a health check, usually by means of a self-declaration, but with an additional statement from a GP or consultant where necessary.

Social work is exempted from certain provisions of the Rehabilitation of Offenders Act 1974, and information about all previous convictions must be provided. A conviction does not automatically debar a student and the programme will seek further information about the circumstances to make an informed and considered judgement about a candidate's suitability in such instances.

The Royal Holloway social work programmes wish to preserve entry to a wide range of people from diverse backgrounds and do not wish to automatically exclude students who have a criminal or disciplinary record, or have previously experienced poor health, or have had contact with social service departments. We recognise that in many instances, there is no simple criterion of suitability and thus, each case will be assessed individually.

In order to meet Social Work England requirements students are required to make a declaration regarding their personal circumstances and previous experience at the point of application, at interview and once enrolled on the programme at the beginning of each academic year during their training.

The information that is provided will be treated as confidential within the organisational boundaries of the MSc Social Work programme but may be shared with the Social Work England if requested, or other relevant bodies, for the purpose of deciding suitability for registration. All information passed to Social Work England will be stored in compliance with the Data Protection Act 2018, which also provides the statutory right of access to personal information.

Students are required to make self-declarations regarding:

- Criminal Convictions and Legal Records
- Disciplinary Record, Unprofessional Conduct and Notifiable Listings
- Personal Health and Circumstances, including personal and family contact with social work services.

Students are not required to make a declaration about health problems that do not impinge upon their capacity to study or practice, or that in the normal course of social work duties, would not present a risk to others. However, personal health and circumstances includes any contact between you, or a member of your household, and Children's or Adults Social Services. Please see details on declaration forms.

Please Note:

Failure to disclose relevant information, which is subsequently discovered, could result in referral to Royal Holloway's Interim Suitability Panel or Fitness to Practice Panel and possible exclusion from training.

Royal Holloway Fitness to Practice and Interim Suitability Policies are available here:

<https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/academic-regulations/general-regulations-2021-22/13.-fitness-to-practise-policy-and-procedures-2021-22-fv.pdf>

19.3 Appendix 3: Interim Suitability Policy

Interim Suitability Panel Membership:

- Senior Academic (Head of Department or Programme Director) – to act as Chair of Panel
- External Agency representative
- Independent academic member of staff from Social Work department who is not related to student's case.

The Interim Suitability Panel (ISP) is to be serviced by administrative staff from the department.

Terms of Reference:

- To make preliminary enquiries into concerns raised about a student's possible fitness to practise
- To agree a schedule of remedial action with the student and a timeframe for review (where appropriate).
- In serious cases, to refer a case to a Fitness to Practise Panel.

Purpose:

This is an investigatory departmental panel which is set up to provide further information in cases where doubts have been raised as to a student's suitability to follow a programme leading to the award of a professional qualification in one of the regulated health or social care professions.

If information or circumstances indicate that there are concerns about a student's suitability which do not merit an immediate referral to the Fitness to Practise Panel then an Interim Suitability Panel (ISP) may be convened by the Programme Director. Concerns can be raised in many ways and at many stages of a student's study life. Examples include, but are not limited to, concerns raised:

- at a Practice Assessment Panel;
- where the department is advised that a LADO meeting has been convened or a referral is made to the department from a LADO meeting;
- following a DBS (formerly CRB) check;
- from a student – e.g. declaration to Head of Department of a criminal conviction;
- by a student's tutor or practice assessor that the student is experiencing serious personal and/or academic difficulties;
- as a result of student's conduct e.g. poor attendance, plagiarism, academic dishonesty, oppressive or discriminatory behaviour or behaviour in conflict with HCPC Standards of conduct, performance and ethics.

It is anticipated that some concerns might be subsequently found to be unmerited, or that issues raised could be addressed without recourse to a Fitness to Practise Panel. This would mean that only the most serious cases would need to be referred to a Fitness to Practise Panel.

The ISP may make the following findings:

- a) that the student has no case to answer;
- b) that the student's fitness to practise is not impaired, however there are concerns. The ISP may

recommend in such circumstances clear targets for change on the part of the student, together with specific criteria against which the student's achievement will be measured by a set deadline;
C) that the concerns are serious and the matter should be referred to a Fitness to Practise Panel.

Process

- Students will be given at least seven working days written notice of an ISP
- Students will be given written details of the nature of the concerns which have been raised at the same time as the written notice of the ISP
- Students may be accompanied by someone who is a member of College such as a fellow student, a representative of the Student's Union or other member of staff who may speak at the hearing, though the student is expected to represent him/herself
- Students will be given a written note of the meeting, and if they do not agree with the note prepared by the department they may submit their own written note of the meeting within 7 working days
- Should the concerns raised against the student have merit then the HCPC will be advised of the outcome of the ISP in accordance with paragraphs 10 and 11 of the Fitness to Practise Procedures
- A written record of the ISP meeting and the outcome will be maintained on the student's file in the academic department and Registry.

19.4 Appendix 4: Fitness to Practise Policy

1. The Fitness to Practise Policy applies to students registered on courses which lead to the award of a professional qualification in one of the regulated health or social work professions¹ and courses which lead to a professional registration where students are required to demonstrate their fitness to practise.
2. This policy, together with the Fitness to Practise Procedures below, aim to :
 - (a) ensure that the requirements of the relevant Professional, Regulatory or Statutory Body are properly met in relation to students being able to properly demonstrate appropriate standards of behaviour and conduct;
 - (b) protect service users, clients and patients who may come into contact with the student during their course of study; and
 - (c) protect the College from possible claims arising as a result of harm caused by a student being unfit to practise.
3. To this end, students registered on courses which lead to the award of a professional qualification in one of the regulated health or social work professions must ensure that their behaviour in the practice setting, on campus or in other environments, is at all times seen to be commensurate with that of somebody who is fit to assume the responsibilities of a health or social work professional.²
4. Students must ensure that they are cognizant of and comply with the relevant professional code of conduct for their course in relation to their behaviour, health and professional conduct.
5. A student's fitness to practise may be challenged when there is concern over any issue of behaviour, health or professional conduct which:
 - (a) creates an unacceptable risk for the student or others; and/or
 - (b) shows a serious or persistent failure to follow recognised codes of professional conduct.
6. The relevant Professional, Regulatory or Statutory Body may refuse to register a student in the event that a student's behaviour, health or professional conduct adversely affects a student's fitness to practise.

7. Anyone concerned about a student's fitness to practise has the right to raise their concern. Concerns may be identified either internally (e.g. through an Interim Suitability Panel) or externally (e.g. through a Designated Officer or team (previously Local Authority Designated Officer (LADO)) meeting). Concerns which are raised anonymously, or by somebody without a professional relationship to the student, will only be investigated at the discretion of the Course Lead. Any concerns that are considered by the Course Lead to be of a serious nature will be investigated. Concerns must be presented in writing.
8. Concerns will be investigated in accordance with the principles of natural justice³ and following the College's Fitness to Practise Procedures.
9. A written record of concerns investigated under the College's Fitness to Practise Procedures will be kept on the student's files in the academic department/school and in Student Administration.

Scope of the procedures

10. These procedures apply to students registered on courses which lead to the award of a professional qualification in one of the regulated health or social work professions. If a student seeks to voluntarily withdraw from the course, the procedures will nevertheless continue to apply, with or without a student's involvement, provided that at the point of requesting to withdraw a student has been notified in writing that a preliminary investigation into their fitness to practise is to be conducted. A student who voluntarily withdraws should be given the opportunity to participate fully in any investigation and subsequent hearing.
11. Under the terms of accreditation of such courses by the professional bodies, the College has a responsibility to assess the fitness of students to interact with service users, and their suitability for a demanding and responsible career as a health or social work professional, and to take appropriate action in respect of that assessment.
12. The College discharges this responsibility in part through its procedures for the selection and screening of applicants. The present procedures, however, treat questions of fitness to practise which may arise after a student has been admitted or come to light after admission.
13. These procedures cease to apply after the award of the professional qualification has been made to the student. Any concerns which are raised with the College about the fitness of one of its graduates to practise in his/her profession will be referred to the professional body.

Preliminary investigation and action in light of concern

14. Any concern over a student's fitness to practise should be raised immediately with the Course Lead, or an appropriate nominee, who will first either satisfy him- / herself that a reasonable attempt has been made to resolve the matter informally (if appropriate), or will make arrangements for this to be done, normally within five working days. This means that all students subject to the Fitness to Practise Policy and Fitness to Practise Procedures will be treated without bias; will be presumed innocent until the case is proven; will be given an opportunity to respond to any concerns raised against them as laid out in the Fitness to Practise Policy and Fitness to Practise Procedures and will have access to an appeal procedure.
15. If the matter cannot be resolved informally, the Course Lead will determine an appropriate and constructive way in which to conduct a preliminary investigation, such as through meetings, verbal or written communication. In relation to courses in the Department of Social Work, the Course Lead may determine that the preliminary investigation is conducted by an Interim

Suitability Panel (ISP) set up to provide further information in cases where doubts are raised as to a student's suitability for the course. In such cases the preliminary investigation will be carried out in accordance with Appendix A.

16. Regardless of the way in which the preliminary investigation is conducted, the Course Lead will provide the student with details of the allegation(s) and any supporting evidence, and an opportunity to respond in person and/or in writing. The Course Lead will also inform the student in writing if it is decided to suspend, postpone or place other limitations on his/her attendance on placement in order to safeguard service users while the matter is investigated.
17. If as a result of the preliminary investigation it is decided that the concern is unjustified, the matter will be regarded as closed, and the student and all those party to the investigation will be informed accordingly in writing by the Course Lead. Any suspended placement will be resumed forthwith, or if this is not possible or appropriate, an alternative placement will be arranged.
18. If as a result of the preliminary investigation it is decided that the concern is justified, but it would be unwarranted to seek to terminate the student's training as a health or social work professional, the student will be notified in writing by the Course Lead of clear targets for change, together with specific criteria against which his/her achievement will be measured, and an appropriate deadline for a review. The student may also be asked to interrupt his/her training for an agreed period of time. Any suspended placement will otherwise be resumed forthwith, or if this is not possible or appropriate, an alternative placement will be arranged. A written record will be kept on the student's files in the academic department/school and in Student Administration and, where appropriate, the relevant professional body will be notified.
19. If as a result of the preliminary investigation it is decided that the concern is justified and so serious in nature that it may warrant the termination of the student's training as a health or social work professional, the matter will be referred to a Fitness to Practise Panel. The student will be notified of this decision in writing, and his/her attendance on placement will be suspended in order to safeguard service users until the decision of the Fitness to Practise Panel is known.

Referral to the Fitness to Practise Panel

20. Concerns which are so serious in nature that they may warrant the termination of the student's training as a health or social work professional will be considered by a Fitness to Practise Panel convened by the Director of Academic Services comprising:
 - (a) in the Chair, a senior member of the academic staff of the College who is responsible for training health or social work professionals in a discipline other than that of the student;
 - (b) a member of the profession from outside the College with experience of training students whilst on placement;
 - (c) another member of the academic staff of the College who is responsible for training health or social work professionals in the same or a different discipline to that of the student; and
 - (d) a service user who is involved in a course (s) delivered by the College.
21. With regard to the requirements of the panel set out in paragraph 20, the Course Lead, or appropriate nominee, will provide nominations for panel members assigned to roles (b), (c) and (d). Such nominations shall be forwarded to the Director of Academic Services in advance of any written notification on panel proceedings.

22. To ensure impartiality, no member of the Panel must have had any significant prior involvement with the student.
23. An investigating officer from Academic Services will act as Secretary to the Fitness to Practise Panel.
24. The Fitness to Practise Panel will hold a hearing, following the procedures set out in paragraphs 31- 43 below.
25. The student will be given a minimum of ten working days' written notice for a hearing of the Panel, and will be given seven working days in which to supply a written statement and/or evidence of extenuating circumstances for circulation to Panel members, if s/he wishes to do so.
26. The student may choose to be accompanied by someone who is a member of the College such as fellow student, representative of the Students' Union or other member of staff who may speak at the hearing, though the student is expected to represent him- /herself. Similarly the Panel may call upon other members of the College to speak at the hearing if necessary, though the decision reached will be determined by the Panel only. Prior to the hearing notification must be given if any additional members of the College are to be present.
27. The College or student may request an adjournment if more time is reasonably required. The Chair of the Panel will decide if such a request should be granted.
28. The Panel will take all reasonable steps to hold the hearing on a date on which the student and his/ her representative are able to attend. Exceptionally, if this proves impossible or the student does not make reasonable efforts to make him-/herself available, the Chair of the Panel may decide upon a date and, if the student does not attend, may proceed with the hearing in his/ her absence.
29. A student whose behaviour is in significant breach of professional standards of practise may be subject to these procedures even if it can be shown that the breach is due to reasons of incapacity such as a serious emotional or psychiatric condition. In such cases the College will be mindful of its duty to make reasonable adjustments in order to mitigate the effects of any impairment.
30. All members of the Panel and the student will be supplied with copies of the following documentation seven working days before the hearing:
 - (a) a statement of the allegation(s) made against the student; and
 - (b) a written report from the Course Lead and, where appropriate, a recommendation on how the matter should be dealt with in accordance with the available options, set out at paragraph 38 below, together with the documents put forward in support of the recommendation.

Any additional documentation, including any further representations made by or on behalf of the student, will be circulated to all parties at least three working days in advance of the hearing itself.

Conduct of Hearings of the Fitness to Practise Panel

31. The College representative (normally the Course Lead) will present the College's case and the student, with the support of the member of the College who has accompanied him/her (if the student has chosen to be accompanied), will have a right of reply.
32. The student, the person accompanying the student in accordance with paragraph 25 above,

and the College representative will be entitled to be present throughout the whole of the proceedings except where the Panel wishes to retire for private discussions. In every case, the student directly will be given an opportunity to be heard fully. At the Chair's discretion, and on such terms as they think fit, reasonable time for private consultation or reflection during hearings may be allowed.

33. Any student subject to a hearing before the Panel will be presumed innocent until such time as the case against him/her is proven.

34. The Panel shall examine the evidence applying the civil standard of proof and it will be for the Panel to be satisfied that on the balance of probability the relevant Codes of Professional standards have been breached.

35. The Panel will decide whether or not any recommendation made by the Course Lead is accepted. If the Course Lead's recommendation is not accepted or no recommendation is made, the Panel will decide what other sanction, if any, is appropriate. The Panel will, whenever practicable, reach a decision on the day of the hearing.

36. The decision of the Panel will be on a simple majority with a second and casting vote made by the Chair in the event of an even split in the votes.

37. There will not be any disclosure of information regarding the way in which any member has voted or on whether the decision was arrived at unanimously or by a majority vote.

38. The Panel may make one of the following findings:

(a) that the student has no case to answer and therefore no sanction is imposed;

(b) that the student's fitness to practise is not impaired, however, there are concerns. The Panel may recommend in such circumstances clear targets for change on the part of the student, together with specific criteria against which the student's achievement will be measured by a set deadline; or

(c) that the student's behaviour is not commensurate with that of somebody who is fit to assume the responsibilities of a health or social work professional and that the student's training towards the award of a professional qualification, including awards for Social

Work and Clinical Psychology should be terminated. Should the Panel consider that it is not necessary to terminate the student's training the student may be asked to interrupt their training for an agreed period of time. In addition, the Panel may recommend clear targets for change on the part of the student, together with specific criteria against which the student's achievement will be measured by a set deadline.

39. Any sanction imposed will be proportionate and relevant to the concerns raised. In determining a sanction, the Panel will be mindful of the consequences for the student of the sanction imposed, and will balance this against the perceived level of risk for the student themselves and for others including service users, course providers, employers and other students. The student's previous conduct and behaviour may also be taken into account.

40. Where the Fitness to Practise Panel decides that the student's training towards the award of a professional qualification should be terminated, the outcome will be conveyed in writing by the Chair of the Panel to the student, the Course Lead and the School Progression and Awards Board who will, in consultation with the Chair of the Department Assessment Board, approve either that the student's registration with the College must be terminated for failing to satisfy the requirements to proceed on the course, or that the student must be required to transfer onto an alternative course at the College which does not lead to a professional qualification, provided such an appropriate alternative exists. The student will be notified of the right to

appeal under the terms set out below. The professional body will be notified of the outcome by the Course Lead once the period for any appeal to be lodged has elapsed. Where a student withdraws before the Fitness to Practise procedures have been completed, then if the procedures would have led to the student's removal from the course, the professional body should be notified of the withdrawal from the course.

41. Where the Fitness to Practise Panel decides that the student's training should not be terminated, the outcome will be conveyed in writing by the Chair of the Panel to the student and the Course Lead, who will then determine, in consultation with relevant parties, an appropriate way for the student to resume the course.
 42. Where the Fitness to Practise Panel decides not to terminate the student's training, but nonetheless agrees that there are concerns which must be addressed, it may recommend clear targets for change on the part of the student, together with specific criteria against which his/her achievement will be measured, and an appropriate deadline. Failure to meet these targets may result in termination of a student's training. The student may also be asked to interrupt his/her training for an agreed period of time. The requirements of the Fitness to Practise Panel will be conveyed in writing by the Chair of the Panel to the student and the Course Lead. The Course Lead will be responsible for monitoring the student's progress and will notify the Chair of the Panel once the targets set for the student have been met. In the event of the student failing to meet the requisite targets, the Course Lead will be responsible for referring the matter back to the Chair of the Panel for further consideration, which may include the reconvening of the Fitness to Practise Panel. The reconvened Fitness to Practise Panel may subsequently decide that the student's training towards the award of a professional qualification should be terminated.
 43. The consequences of any findings of the Panel for the course as a whole will be determined by the School Progression and Awards Board according to the College's regulations.
- Appeals
44. A student may appeal against the decision of the Fitness to Practise Panel on any of the following grounds:
 - (a) there is evidence of a failure to follow procedures set out in this document which might cause reasonable doubt as to the fairness of the Fitness to Practise Panel's decision;
 - (b) fresh evidence can be presented which the student could not with reasonable diligence have disclosed before the Fitness to Practise Panel's decision was made, which might cause reasonable doubt as to the fairness of that decision;
 - (c) the Fitness to Practise Panel's decision was perverse given the evidence which was available at the time.
 45. Appeals must be submitted in writing to the Lead of Academic Services within fifteen working days of the date on which notification of the Fitness to Practise Panel's decision was sent. Once an appeal is lodged, the student's registration on the course will be provisionally reinstated pending the outcome of the appeal so that the student can continue to attend classes, but the appellant will not be permitted to attend any placement until the appeal has been investigated and the outcome sent.
 46. The Director of Academic Services, or a nominee, will consider any appeal in the first instance to determine whether it satisfies the grounds set out in paragraph 44 above within fifteen working days. If it is decided that there are sufficient grounds for appeal, the Director of Academic Services, or a nominee will arrange for the appeal to be considered by an Appeal Panel, which will be convened and will operate as set out in paragraphs 30-42 above, but with the Appeal Panel members and secretary selected from people who were not involved in the

original hearing. If, however, it is decided that there are not sufficient grounds for appeal, the Director of Academic Services or a nominee will notify the student and the Course Lead in writing that the appeal has been dismissed and the student's provisional registration on the course rescinded and that the original decision of the Panel will stand (see paragraph 40 above).

47. If the Appeal Panel upholds the decision to terminate the student's training, the outcome will be conveyed in writing to the student and the Course Lead, and the student's provisional registration on the course leading to the award of a professional qualification in one of the regulated health or social work professions will be rescinded.

48. If the Appeal Panel decides that the student's training should not have been terminated, the Senior Vice-Principal (Education) or nominee will reinstate the student's registration on the course on a substantive basis. The outcome will be conveyed in writing to the student, the Course Lead, the Chair of the School Progression and Awards Board and Student Administration, who will then determine, in consultation with relevant parties, an appropriate way for the student to resume the course.

49. Where the Appeal Panel decides that the student's training should not have been terminated, but nonetheless agrees that there are concerns which must be addressed, it may recommend clear targets for change on the part of the student, together with specific criteria against which his/her achievement will be measured, and an appropriate deadline. The student may also be asked to interrupt his/her training for an agreed period of time.

50. The requirements of the Appeal Panel will be conveyed in writing by the Chair of the Panel to the student and the Course Lead. The Course Lead will be responsible for monitoring the student's progress and will notify the Chair of the Panel once the targets set for the student have been met. In the event of the student failing to meet the requisite targets, the Course Lead will be responsible for referring the matter back to the Chair of the Panel for further consideration, which may include the reconvening of the Appeal Panel

Office of the Independent Adjudicator

51. When a student has exhausted College procedures, if they consider that their case has not been appropriately conducted in line with College Procedures and Regulations, they may be able to request that the decision be reviewed by the Office of the Independent Adjudicator for Higher Education (OIA) providing that the request is eligible under its rules.

52. If a student does decide to request such a review by the OIA, the College Secretary or his/her nominee

will deal with this on behalf of the College.

Related Policies

53. This document should be read in conjunction with:
- a. Academic Regulations including the *Regulations on Assessment Offences*, and College Policies and Procedures which apply specifically to students registered on programmes which lead to the award of a professional qualification in one of the regulated health or social care professions.
 - b. The requirements (for standards of conduct and good health) of the professional regulatory bodies including Social Work England¹, the British Psychological Society (BPS)² and the British Association for Behavioural and Cognitive Psychotherapy (BABCP³);
 - c. Students may also wish to consult the University of London Ordinances, the Royal Holloway and Bedford New College Act (1985), the College Statutes and Regulations of the Council and the Student Handbook, which also includes regulations governing non-academic aspects of life as a student of the College.

¹ <https://www.socialworkengland.org.uk/standards/education-and-training-standards/>

19.5 Appendix 6: Consent for participation in practical teaching



MSc in Social Work

Consent for participation in practical teaching

It is a requirement of the Health & Care Professions Council (HCPC) that when students participate in practical elements of professional training they have given informed consent to this.

The Programme expects that students will actively participate in all aspects of the academic programme. Teaching on the Programme is not restricted to passive listening; it also involves active participation in exercises which some trainees can find stressful. For example, most people find it somewhat exposing to role play in front of their peers, to disclose personal feelings, or to discuss their personal viewpoints, all things which often occur in experiential sessions, or in sessions where the focus is on feelings about professional work and career development.

Students will be required to undertake activities such as role-plays in which they may be required to play the role of a service user or carer as well as the role of social work practitioner in order to develop their learning.

During academic teaching there should be no pressure on students to disclose personal information that they feel uncomfortable revealing, and especially personal information which they do not see as relevant to the task of training. However, the nature of the programme means that discussion of personal feelings in relation to professional development is often appropriate and necessary, and there is an expectation that trainees will be open to discussion of these feelings if these are relevant to their professional work and development. Lecturers and students are asked to show respect and keep such information confidential.

Where a student finds participation difficult they are entitled to withdraw, but the Course expects them to do this in an appropriately professional manner. This would normally include discussion with the Lecturer or their Tutor, who can arrange for them to be exempted from teaching activities, and who will also discuss the most suitable strategies for managing the situation.

Below is a formal consent form. Signing it means that you acknowledge and accept the expectations set out above. Because these make it clear that there may be circumstances where you might wish to withdraw from practical teaching, it should be clear that while you are consenting to participate in teaching this consent is not absolute, and includes the right to withdraw if there are good grounds for doing so. *Where a student finds participation difficult they are entitled to withdraw, but the Department expects them to do this in an appropriately professional manner. This would normally include discussion with the Lecturer or their Tutor, who can arrange for them to be exempted from teaching activities. Should a student withdraw on more than 3 separate occasions, we would expect the student to meet with their Lecturer or Tutor and also with a representative from the Steering Board to discuss the most suitable strategies for managing the situation.* If you have any queries about it you are free to discuss it and its implications with your Academic Tutor.

PLEASE COMPLETE

I have read the background information provided by the Course which:

- a) acknowledges the potential stresses inherent in practical teaching
- b) sets out the Course's expectations of students in relation to their participation in practical teaching

I consent to participate in the practical teaching provided by the Royal Holloway Centre for Social Work, including taking the role of the service user or carer as required.

Name of student:

Signature:

Da

19.6 Appendix 9: Accessing Moodle and Turnitin

Moodle

Moodle is the College's virtual learning environment (VLE). It will be used throughout the course for sharing information. If you have any difficulties with Moodle, please contact the Moodle team via moodle-support@rhul.ac.uk.

Accessing Moodle

Finding Moodle

1. Open Internet Explorer, or your web browser of choice
2. In the address panel enter the URL for Moodle, which is <http://moodle.rhul.ac.uk/>
3. Press [Enter] to display the Moodle homepage

Logging in to Moodle

In order to access your courses you need to login to Moodle. To do this:

1. Click on the **Login** hyperlink at the top right-hand corner of Moodle's homepage
2. In the **Username** panel enter your RHUL Username, e.g. zraa666.
3. In the **Password** panel enter your password, remembering that this is case sensitive
4. Click on Login
5. You will then see, on the left-hand side of the front page of Moodle, a 'block' titled 'My Courses'. Your courses can be accessed from here. If you do not see your courses, please contact the department.

Accessing Turnitin

This is via the moodle site. Click on the Turnitin icon to up load your essay electronically, under the Submission Title enter your Student and Candidate Number.

Accessing resources

We will now look at how to access a resource, such as a word document or a website. To do this:

1. To access a resource you just need to click on its link and choose 'open'
2. The resource will then open in a new browser window
3. If you wish to download the file, click on it, and then choose 'save' and select a drive / network / memory stick to save it to.

Editing your Moodle profile

1. Click on the link marked **Profile** in the Administration panel on the left-hand side of the screen
2. A window now displays giving an outline of your profile. To edit this profile click on the **Edit profile** link
3. You should edit only the **City/town, description** and external communication IDs (such as MSN, Skype etc)
4. To upload a profile picture, click the button marked **Browse** on the right of the new picture panel
5. Use the **File Upload** dialogue box and then navigate to the drive and folder in which the picture is saved.
6. Click on the picture and then click on **Open**. The picture will now be entered into the New picture panel
7. Click on **Update profile**
8. Return to the course 'front page' by clicking on the **course title** link in the navigation bar.

Leaving Moodle

1. When you have finished working with Moodle click on the **Logout** link at the top right-hand corner of Moodle's homepage.
2. You can then close down the browser

19.7 Appendix 10: Referencing Guide

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20 Introduction

As a member of the scholarly community it is expected that you will follow certain academic traditions and conventions along with all other students, academics and researchers. Referencing is simply ***the process of showing in your work where you obtained your ideas or information from***; and is a convention that all students need to become familiar with at university. There are three very important reasons to accurately and honestly record all your references. Firstly, to avoid accusations of plagiarism; secondly to allow the people reading your work to make judgements about it, and lastly to give credit where it is due.

1. Whether you are a student or an academic, much of our knowledge is developed by thinking about ideas put forward by others. We learn new things every day from sources such as the television, radio, newspapers, magazines, and from each other. The difference at university is that you will be constantly writing about the things that you are reading, and failing to acknowledge where your ideas (sources) came from is seen as dishonest. This is because if you do not provide a reference then it looks as if you are pretending that the ideas are all yours and is known as **plagiarism**.
2. Your referencing illustrates that you can collate information from various sources and select, summarise and extend information from your readings. It supports your arguments and gives credibility to the information you present in assignments. It enables your Tutors to check the accuracy and validity of the evidence presented and to judge your skills and effort. It is like saying to your marker: 'Hey, not only have I read some quality sources (that you can see in the reference list), but I also have the skill to select and use the best bits of those sources [which are in my in-text citation].
3. Research is hard work and recognition of that is important. Academics may dedicate their entire careers to developing the knowledge of their particular discipline. There is a pride and prestige associated with knowledge that others value and use. So please give the credit that they deserve in your references.

Finally, there is no getting away from the fact that 'you just have to', because you will lose valuable marks for poor referencing and can be accused of plagiarism without it. However, do not forget that as you progress through university you are expected to become more discerning with ideas and will learn how to develop and apply them in creative ways; referencing plays a major part in your engagement with knowledge.

This guide describes how to use the Author/Date or Harvard Referencing system for the Department of Social Work.

The Harvard referencing system is a standard system of citing and listing references makes it easier to trace academic and other knowledge efficiently.

21 What is referencing?

Whenever you refer to any work produced by another author in your academic work; in essays, reports or in seminars and presentations, it is essential that you acknowledge the material that you have consulted. This is done by creating an abbreviated expression within the text known as the in-text citation, for example (Denney, 2005), and this links to the full details of the material in the reference list at the end of the text.

Please turn to page nineteen to note how this citation for Denney (2005) is cross linked to the full entry in the reference list. You will also see that the reference list is in alphabetical order by author's surname.

The British Standards Institute define referencing as

A set of data describing a document or part of a document, sufficiently precise and detailed to identify it and enable it to be located (1990:3).

To ensure that your references can be easily identified and located there are two important points to note:

Firstly, your referencing must be as clear and accurate as possible so that your Tutor or other scholars may easily recognise and locate your sources of information. If your readers do not trust your sources then they will not trust your facts. If they do not trust your facts they will not trust your arguments and you will have a weak essay. Accurate referencing establishes trust.

Secondly, it is also very important to be consistent in your referencing to avoid confusion. This is where it can get difficult because there are many different referencing styles. For example the Psychology department uses the APA style and the History Department uses the Numeric or Footnote system. Even within the Harvard system there are variations so you will need to be aware of other styles but for your work you must **always** refer to your department's referencing guide.

Plagiarism

Writing assignments involves researching, reading and exploring ideas to help you form your own opinions. When writing about your opinions and forming an argument you will need to support your ideas with evidence. In the academic world evidence very often comes from work done by others and you must distinguish between arguments made by other writer's from your own.

Plagiarism is "an attempt to pass off another person's work as your own": whether intentionally or not and is seen as 'literary theft'.

If you use someone else's ideas and have not provided a reference telling the reader where you got the information from, then all of the examples below would be considered as plagiarism:

- Taking passages or sentences, word for word from a text
- Paraphrasing the words of a text very closely
- Using distinctive phrases or sentences you have found somewhere
- Using text downloaded from the Internet
- Using statistics from another source or person
- Copying from the essays or the notes of another student
- Downloading or copying pictures, photographs, or diagrams
- Handing in an essay which has been bought from an agency or individual

Plagiarism can happen by accident because you use an extract but forget that what you are saying came from a book or an article. Therefore, to avoid unintentional plagiarism and to save valuable time when researching make sure that you write down all of your sources in your notes as you go along. There is nothing worse than not being able to use the perfect snippet of information, because you can't remember where it came from or you cannot remember whether it is a direct quote or if you noted it down in your own words.

It is also helpful to record your information in point form or in your own words instead of copying large chunks of text as this will avoid any direct plagiarism.

Academic Dishonesty

As well as ensuring that you do not plagiarise work, students must take care to avoid academic dishonesty, which is considered alongside plagiarism to be an assessment offence. This may occur if students follow bad academic practice such as: -

- Handing in the same paper for one or more courses (this applies to their own work already presented to this or any other academic institution);
- Copying large parts (for example, copying an entire paragraph) of their own work previously presented for one or more courses in this or any other academic institution or prepared in the course of employment, without indicating that the paragraph has been copied verbatim.

Plagiarism & Academic Dishonesty can be considered under Suitability for Social Work procedures, as they are forms of dishonesty. (See Suitability Policy & HCPC Codes of Practice).

22 Direct and Indirect Quotations

To avoid plagiarising you have two options:

Direct quotation

You can quote precisely (word for word), using quotation marks and carefully incorporating their ideas in the development of your own argument. Direct quotations should be infrequent.

Example

There is some confusion about using a reference list or a bibliography. The difference is that a reference list contains a list of sources that you have *referred to* in your text but a bibliography 'provides a list of sources read but not referenced or flagged within the main text' (Lloyd and Murphy, 2008: 24).

In the above example the text in quotation marks is taken from Lloyd and Murphy's book and is in their exact words. The rest of the text is the student's own words. Please note that with a direct quotation the page number **must be given**.

Try to avoid lengthy quotations because it weakens your essays. We are looking for your explanation and analysis not the exact words of those you are learning from. Do not quote from lecture notes because they are your perception of what you have heard. In general, use a direct quotation if it is something beautiful, profound, witty, encapsulates an idea simply; or if you cannot paraphrase the text because to do so would confuse the meaning. It is important to minimise the use of direct quotations and it is far better to use your own words by paraphrasing and using indirect quotation.

Indirect quotation

Paraphrasing by putting the ideas into your own words should be very frequent. You need to show that you have assimilated those ideas, giving them words and a structure of your own.

Example

Plagiarism is often done by accident because of poor referencing rather than deliberate intent. However, it may also be illegal because you could well be violating copyright laws. Whatever the case it is considered a serious offence with stiff penalties (Lloyd and Murphy, 2008).

In both examples you must attribute the idea to the original author. Do not forget to continue using in-text citations every time that you refer to an author's idea – even if you have already cited that author before.

23 What should I reference?

The golden rule to remember is this: whenever you refer to an idea (or a fact or figure) that is directly attributable to someone, you must reference this. Otherwise: plagiarism.

Does that mean that almost everything must be referenced? No, not necessarily. The other rule to bear at the forefront of your mind is this: if what you're referring to is commonly accepted knowledge in the discipline, you do not need to reference it. Please see the next page for more on '*common knowledge*'.

The following are examples of sources you might access and need to reference:

- Print and electronic books;
- Print and electronic journal articles;
- Web pages;
- Emails;
- DVDs, videos, films, CD-ROMs & audio tape recordings;
- Newspapers;
- Conference papers;
- Papers or data published in a repository;
- Pamphlets;
- Radio/TV/internet broadcasts (you must check that your lecturer is happy for you to use this type of material in your assignment);
- Personal communication;
- Interviews (if this is a personal interview, you must always ask permission of the interviewee before using such material);
- These and other unpublished work such as reports.

Do I need to provide a reference to all my sources?

1. Quotations

If you use an author's specific word or words, you must place those words within quotation marks and you must credit the source.

2. Information and Ideas

Even if you use your own words, if you obtained the information or ideas you are presenting from a source, you must document the source.

Information: If a piece of information isn't common knowledge (see #3 below), you need to provide a source.

Ideas: An author's ideas may include not only points made and conclusions drawn, but, for instance, a specific method or theory, the arrangement of material, or a list of steps in a process or characteristics of a medical condition. If a source provided any of these, you need to acknowledge the source.

3. Common Knowledge

You do not need to cite a source for material considered common knowledge: General common knowledge is factual information considered to be in the public domain, such as birth and death dates of well-known figures, and generally accepted dates of military, political, literary, and other historical events. In general, factual information contained in multiple standard reference works can usually be considered to be in the public domain.

Field-specific common knowledge is "common" only within a particular field or specialty. It may include facts, theories, or methods that are familiar to readers within that discipline. For instance, you may not need to cite a reference to Freud's developmental stages in a psychology essay or give a source for your description of a commonly used method in a report, but you must be sure that this information is so widely known within that field that it will be shared by your readers.

If in doubt, be cautious and cite the source. And in the case of both general and field-specific common knowledge, if you use the exact words of the reference source, you must use quotation marks and credit the source. Accurate and intelligent referencing will enhance a good essay and contribute to the marks you gain.

24 What should you include?

The basic principle is that you should cite enough information for the reader to locate the source in the future. Please see below for details of what you must include in your reference list for each source. This is followed with an example of the abbreviated **in-text citation** and the full bibliographic details as they should appear in the **reference list**.

Books in general

Always use the title page and the 'copyright' page, rather than the book's cover to find these details.

1. Author(s) (surname followed by initial(s))
2. (Year of publication) in round brackets
3. Book title (in italics) in sentence case as it appears on the title page, with subtitle separated by colon
4. Edition of book (if not the first edition, abbreviate to '2nd edn.' etc.)
5. Place of publication: (the first named if there is more than one place)
6. Publisher

Single author

In-text citation

It was not until the 1960s that writers began to challenge the traditionally accepted notions of psychiatry (Thompson, 2006).

Reference list

Thompson, N. (2006) *Anti-Discriminatory Practice*. 4th ed. Basingstoke: Palgrave Macmillan.

Two authors

In-text citation

Despite the restructuring of these agencies it is clear that much work remains to be done in this area (Gupta and Blewett, 2007).

Reference list

Gupta, A. and Blewett, J. (2007) Change for children? The challenges and opportunities for the children's social work workforce. *Child and Family Social Work*, 12 (2), pp. 172-181

Three or more authors

In-text citation

Although much concern is expressed about differential parenting practices and the poor outcomes in black and Asian children, relatively little is known about parenting in minority ethnic communities (Barn et al. 2006).**

Reference list

Barn, R., Ladino, C. and Rogers, B. (2006) *Parenting in Multi-Racial Britain*. London: National Children's Bureau Enterprises Ltd.

* 'et al.' is Latin for 'and others' and it saves you from writing out all of the author's names each time that

you reference their material in the text. It is not used in the reference list where you must write out all the names in full.

* Please note that a page number is not necessary here because the writer has not used a direct quotation.

Corporate author

When a work has been published by a company or an organisation it is often difficult to identify an individual author and the particular institution can be used instead.

In-text citation

Multi agency work is currently the most effective system for providing support for children and young people (Department of Education, 2015).

Reference list

Department of Education (2015) *Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children*. Available from: <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> [accessed 26th September 2017]

If the web page does not have a date of publication you can simply add [no date] to your citation and reference list.

Multiple works by one author

You will frequently need to cite more than one work by the same author. When these are published in different years this is not a problem for example:

In-text citation

A new guidance document on protection of vulnerable adults issued by the Department of Health (2009) superseded the original guidance (Department of Health, 2004).

However to distinguish between works published in the same year, you should attach a lowercase letter of the alphabet to the publication date, starting with 'a'. The letter used should crosslink (in alphabetical order) to your reference list.

Example

In-text citation

Official guidance on consent (Department of Health, 2001b), coupled with the policy aim of improving social care services (Department of Health, 2001a) lead to changes...

Reference List

Department of Health (2001a) *Improving older people's services: inspection of social care services for older people*. London: The Stationery Office.

Department of Health (2001b) *Seeking consent: working with older people*. London: The Stationery Office.

Chapter in an edited book

1. Author(s) of chapter
2. (Year of publication)

3. 'Title of chapter', followed by 'In'
4. Name of editor(s) (abbreviated to 'ed.' or 'eds.')
5. Book title (in italics) : Subtitle separated by colon
6. Edition of book (if not the first edition, abbreviate to 'edn.')
7. Place of publication: (the first named if there is more than one place)
8. Publisher
9. Chapter page numbers

In-text citation

Critical practitioners in mental health must closely examine their dealings with service users within the framework of uneven power relations (Bailey, 2002)

Reference list

Bailey, D. (2002) Mental Health, in: Adams, R., Dominelli, L. and Payne, M. (eds.) *Critical Practice in Social Work*. Hampshire: Palgrave Macmillan, pp. 169-180

Electronic books

1. Author(s)
2. (Year of publication)
3. If no date can be identified: type "[no date]"
4. Book title (in italics, in Title case): Subtitle separated by colon
5. Name of e-book
6. supplier
7. Available at: URL
8. (Accessed: relevant date)

In-text citation

(Mandelstam, 2008) or Mandelstam (2008) states...

Reference list

Mandelstam, M. (2008) *Community Care Practice and the Law*. 4th ed. MyiLibrary E-book Collection, Available from:
<http://lib.myilibrary.com/browse/open.asp?id=189258&loc=> [Accessed 09/07/09]

Print journal

1. Author(s) (surname followed by initial(s))
2. (Year of publication)
3. 'Title of article'
4. Title of the journal (in italics)
5. Volume number (issue number), page numbers (pp. ...)

In-text citation

(Gabe, et al. 2004)

Reference List

Gabe, J., Olumide, G. and Bury, M. (2004) 'It takes three to tango': A framework for understanding patient partnership in paediatric clinics, *Social Science and Medicine*, 59 (5), pp. 1071-1079.

Electronic editions of print journals

1. Author(s) (surname followed by initial(s))
2. Year of publication (in brackets)
3. 'Title of article'
4. Title of the journal (in italics, in Title Case)
5. Volume number (issue number), page numbers (pp. ...)
6. Name of electronic journal supplier
7. Available at: URL 2 of collection
8. (Accessed: date month year)

In-text citation

(Moran et al. 2007)

Reference List

Moran, P., Jacobs, C., Bunn, A. and Bifulco, A. (2007) Multi-agency working: implications for an early-intervention social work team, *Child & Family Social Work*, 12 (2). pp. 143-151. Available from: <http://onlinelibrary.wiley.com/doi/10.1111/j.1365-2206.2006.00452.x/full> [Accessed 26/09/17]

Newspaper articles (print and online)

Online

1. Author(s) (If no author use 'anon' or title of publication)
2. Year of publication (in brackets)
3. Title of article
4. Name of Newspaper (in italics, in Title Case)
5. Date and month of publication
6. Available at: (include the web page's full address, not just the generic website)
7. (Accessed: date month year)

In-text citation

(McVeigh, 2008)

Reference List

McVeigh, T. (2008) Race dilemma at the heart of our adoption crisis, *The Observer*, 6 July. Available from: <http://www.guardian.co.uk/society/2008/jul/06/children.communities1> [Accessed 26/09/17].

Print

1. Author(s) (If no author use 'anon' or title of publication)
2. Year of publication (in brackets)
3. Title of article (in single inverted commas)
4. Title of the newspaper in italics,
5. Date and month of publication
6. Page number

In-text citation

(Davies, 2009) or Davies (2009) states...

Reference List

Davies, C. (2009) Airlines ban people with H1N1 symptoms, *The Guardian*, 20 July, p. 7.

Government documents

Many government publications are only available online and may have been updated many times so be sure to check the dates and versions carefully, especially when departments merge or change name.

1. Name of department or committee
2. (Year of publication)
3. Title of document (in *italics*)
4. Publisher
5. Series information (if any)
6. Available from:
7. (Date accessed)

In-text citation

(Department of Health, 2015)

Reference List

Department of Education (2015) *Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children*. Available from: <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> [accessed 26th September 2017]

Legislation (post 1963)

Prior to 1963 citation of legal sources was very different, and an act was cited according to the regnal year (that is, the number of years since the monarch's accession). This has now been simplified to include:

1. Name of Act: Name of sovereign: Chapter number in italics
2. (Year of publication)
3. Place of publication: Publisher

In-text citation

The statute (*Children Act 2004*) aimed to reform the framework of services that support children, young people and their families.

Reference List

Children Act 2004 (c.31). London: The Stationary Office.

Organisational or personal Internet sites

1. Author(s) (Use web page title if no author)
2. (Year that site was published/updated)
3. Title of Internet site (in *italics*)
4. Available at: URL (include the web page's full address, not just the generic website)
5. (Accessed date)

Use the date the page was updated (preferably), created or copyrighted. If no publication date is given, write (No date).

If you cannot identify the originator or age of a webpage, you should reconsider whether the information is of reliable quality.

Remember that anyone can publish anything on the Internet; It is far better to go through the library's recommended links because these have been chosen by experts in your field.

In-text citation

There has been a slight increase in average happiness ratings in 2016-2017. (Office for National Statistics, 2017).

Reference List

Office for National Statistics (2017) Personal well-being in the UK: April 2016 to March 2017. Available from:

<https://www.ons.gov.uk/peoplepopulationandcommunity/wellbeing/bulletins/measuringnationalwellbeing/april2016tomarch2017#main-points>

[Accessed 26 September 2017].

Blogs

1. Author of message
2. (Year that site was published/updated)
3. Title of message in (quotation marks)
4. Title of internet site (in italics)
5. Day/month of posted message
6. Available at: URL
7. (Accessed date)

In-text citation

According to one commentator there is a need for legislation in this area (Holman, 2008).

Reference List

Holman, A. (2008) Health inequalities for black and minority ethnic people with learning disabilities, *The Social Care Experts Blog*, 10 December. Available from: <http://www.communitycare.co.uk/blogs/social-care-experts-blog/2008/12/health.html#more> [Accessed 3 June 2009]

Social Media

1. **Author's** surname
2. Initials or username
3. Year published/ updated
4. Title of the message
5. Title of the site
6. Day and month of the post
7. Available at: URL
8. (Accessed date)

In-text citation

Recently more attention is being given to using social media and many local authorities are developing social media policies (Taylor, 2017)

Reference List

Taylor, A. (2017) Updates on social media and social work practice, *Twitter*, 12 September. Available from: <http://twitter/blogs/social-care-experts-blog/2017/12/health.html#more> [Accessed 20 September 2017].

Secondary referencing

You may sometimes wish to quote information or work that has been referred to in something that you have read. This is called 'secondary referencing' because you have not read the original work. Please note that it is bad practice to habitually use secondary referencing.

One acceptable application is when an author refers to another author's work and the primary source is not available (for example because the primary source is very old). Remember that it is good practice to consult the original text whenever possible.

However, if you have to use this method then you must make clear that you have not read the original and are referring to it from the secondary source by using 'cited in'.

In your reference list you only include the reference where you read about the original work and not the original. In the example below you would not include details from Lloyd and Fuller because you have not read their work.

In-text citation

Lloyd and Fuller (Cited by Kotecha 2009) concluded that this raises important questions about our understanding of stress.

Reference List

Kotecha, N. (2009) Black and Minority Ethnic Women, in: Fernando, S. and Keating, F. (eds.), *Mental health in a Multi Ethnic Society*. London: Routledge, pp. 58-72.

Direct quotation

Direct quotations, where you are using the exact wording from the original document should generally be brief, succinct and used only if essential. Please note that when you use direct quotations, you must reproduce the author's words exactly, including all spelling, capitalisation, punctuation, and errors. You may show the reader that you recognise an error and that you are correctly quoting the author by placing the term 'sic' in brackets after the error.

In-text citation

Risk has now 'taken on differentiated meanings that are used in both moral and political discourse' in modern society (Denny, 2005:10).

Reference List

Denney, D. (2005) *Risk and Society*. London: Sage Publications.

Longer direct quotations

Quotations that are longer than three lines will need to be separated from the paragraph, indented, without quotation marks and set in a smaller font as below.

In-text citation

As well as deriving its dominance from links with danger, risk has also been characterised as the driving force behind global development, a dynamic positive force for good, and a prerequisite to participation in a technologically based global era (Denney, 2005:11).

Reference List

Denney, D. (2005) *Risk and Society*. London: Sage Publications

Longer direct quotations should be used very sparingly. It is tempting to use them to create your argument but your own ideas are the starting point and the quotations are there to support your argument. In general it is better to paraphrase the ideas using your own words because this will help you to learn more efficiently. Of course even if you use your own words you must still provide a reference.

Reference List

The preference in the Department of Social Work is to use a reference list and not a bibliography. A reference list comprises all the material that you have referred to in the text of your work. It is therefore important to check that everything you have referred to in the text of your work is also included in the reference list. The list should be presented in alphabetical order.