

## Important information to take into account when choosing your programme

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## MChiro (Hons) Programme

### Important information to take into account when choosing your programme

When students are considering applying for the MChiro (Hons) programme they should be aware of the following:

- During practical classes students will be expected to practice physical examination and therapy skills using other students in their year group as subjects, and to act as a subject for other students. These are mixed gender groups. As well as physical contact with other students this also involves undressing down to underwear leaving the underwear on (short lycra shorts and tank tops may be worn, or students may purchase a treatment gown to wear, if they are uncomfortable wearing only their underwear).

Students should discuss any concerns about this with us before making an application for the programme or accepting an offer of a place. If the concerns relate to issues covered by the Equality Act 2010 (such as religion, disability, gender reassignment) we will be pleased to discuss with the student how reasonable adjustments can be made to enable them to study on the programme; however the College can only make adjustments where this will not interfere with the student's ability to demonstrate that they have met the learning outcomes for the programme, and meet the requirements of relevant Professional Statutory and Regulatory Bodies (PSRBs). Please contact [admissions@aecc.ac.uk](mailto:admissions@aecc.ac.uk)

- All students are required to complete a questionnaire about their health; if any issues are identified students may not be able to act as subjects in practical classes, as above.
- The programme does not run to standard term/semester dates. Years 0-3 have 2 semesters per year totalling 36 weeks per year. Classes are normally between the hours of 9am and 6pm. Year 4 MChiro is a full calendar year of clinical internship during which there are 6 weeks of holiday staggered through the year.

During the clinical internship period students are expected to be available to treat patients between the hours of 8am and 6.30pm Monday and Wednesday, 11am to 6.30pm Tuesday, Thursday and Friday and 9am to 12.30pm on Saturdays. Students have one study day (on which no patient treatments will be booked) allocated per week. Students are also allocated a one hour lunch break per day and can book themselves out for two hours per week for breaks. Any additional time out requires permission from the Director or Deputy Director of Clinic.

- We expect students on this professionally-based programme to maintain professional standards of behaviour at all time, and to act in accordance with the General Chiropractic Council (GCC)'s [Student Fitness to Practise: Guidance for Students May 2012](#) available from the GCC website.
- Students will be expected to dress smartly, adhere to the clinic dress code and wear a clinic jacket or scrubs when observing or working with patients in the clinic; they will be expected to maintain high standards of personal hygiene.
- Students are required to attend a minimum of 80% of all practical skills classes, tutorials and science laboratory sessions. We take registers of attendance at these classes and collate the results regularly. Should students fail to meet the attendance requirement this will be considered by the Assessment Board at the end of the year and may affect their progression to the next year of the programme.
- For the chiropractic and all part-time MSc programmes the pass mark is 50%.
- There are a number of items which students will be required or are recommended to purchase in order to get the maximum benefit from the programme; see below under 'additional costs'.
- Students are responsible for making their own accommodation arrangements while enrolled at the College. The Student Union can offer advice and assistance in finding private rented accommodation in the area.

## ***Additional costs***

Additional costs are mandatory or optional costs which students will need to meet in order to fully participate in and complete their programme. Students will need to budget for these costs separately as they are not included in the overall Tuition Fee they are charged.

### **Essential**

- Students on the Chiropractic programmes are required to purchase a diagnostic kit (approximate cost £300 - £550 depending on the kit option which is chosen).
- Students on the chiropractic programmes are required to purchase clinic scrubs (approximate cost £20) or a clinic jacket (approximate cost £30) (usually a minimum of two is advised).
- Most assignments require the submission of a printed paper copy. The cost of this is the students' responsibility and will vary depending on the length of the assignment. There are no photocopying or printing credits provided.
- Should a student fail any assessments during the year and be offered a chance to resit, there will be a fee to pay for each written and practical examination which is currently £30.00 at 2016-17 prices.\*
- Should a student fail any assessments and be offered an opportunity to repeat a unit or units there will be a fee payable as set out below (fees quoted at 2016-17 prices): \*

- Home / EU students
    - For students who started after 2012-2013: £1550 per unit
  - Overseas students / self-funded students
    - For students who started from 2014: £2290 per unit
    - For students who started from 2011-2013: £2275 per unit
  - UK-domiciled students are required to undergo a Disclosure and Barring Service (DBS) check (once a student has applied the College will guide them through the process). Students must meet the costs of this check (£49 in 2016).
  - Non-UK domiciled students are required to provide a satisfactory National Police check. Students must meet the costs of this check, which will vary from country to country.
- \* Fees do not apply if a student has Mitigating Circumstances accepted by the Assessment Board.

### **Recommended**

- It is recommended that students purchase a tablet or computer/laptop for their personal use, as this will enhance their learning by giving them immediate access to our Virtual Learning Environment (VLE).

### **Optional**

- Teaching materials are made available in electronic format on the Virtual Learning Environment. If students wish to have a printed copy they may print out the notes at their own cost.
- Core texts are available in the library but there are limited numbers and most students buy some but not necessarily all text books.
- We are unable to offer any storage facilities for personal belongings of students except for a limited number of lockers. Students can rent a locker from the Student Union on payment of a single fee of £10 (this includes a £5 deposit).
- There may be other costs for activities which will enhance students' time here but are not directly related to their programme. For example, there is an annual fee (currently £60) to join our gym (gym membership is a requirement to join some SU/College sports societies). Some SU-organised social events and activities through SU Societies will be at an additional cost.
- On completion of the programme students have the option to attend the graduation ceremony. Students choosing to attend must meet the cost of hiring academic dress for the ceremony; wearing of academic dress at the ceremony is compulsory. The academic dress is provided by an external company. In 2016 the hire cost was £38. There are no other charges to the graduate for the graduation ceremony. However, additional tickets for family members and friends are chargeable at £15 per head at 2016 prices.

**Where 2016-17 prices are quoted these costs are not expected to increase by any substantial amount for 2017-18.**

## Access to Health Sciences Diploma

### ***Important information to take into account when choosing your programme***

When students are considering applying for the Access Diploma they should be aware of the following:

- This 60-credit part-time Diploma runs over weekends (Friday – Sunday).
- When undertaking observations students will be expected to adhere to the dress code in force at the organisation where the observations are undertaken. For those undertaking observations in the AECC clinic this will require the wearing of an approved Access Polo shirt.
- Students are expected to attend all taught sessions. We take registers of attendance and collate the results regularly. Should students fail to meet the attendance requirement this will be considered by the Assessment Board at the end of the year.
- As with all Access Courses in the UK, students must complete all 60 credits within their registration period of one academic year. If a student fails to do so, they will not be able to complete the course, as it is not possible to repeat failed units in the following year. Students may however suspend their programme and return the following year to complete credits if they have valid mitigating circumstances, such as illness.

### ***Additional costs***

Additional costs' are mandatory or optional costs which students will need to meet in order to fully participate in and complete their programme. Students will need to budget for these costs separately as they are not included in the overall Tuition Fee they are charged.

#### **Essential**

- Students must meet travel and accommodation costs to attend classes.
- Students are required to purchase an approved Access Polo Shirt (approximate cost £20 for 2016) if they wish to undertake observations within the AECC clinic.
- Students require internet access while away from the College in order to log in to the Virtual Learning Environment (VLE) and Learning Services.

#### **Optional**

- It is recommended that students purchase a tablet or computer/laptop for their personal use, as this will enhance their learning by giving them immediate access to the VLE.
- There is no requirement to purchase equipment and core texts are available in the library; however students may wish to purchase some books from the recommended reading list provided.
- There may be other costs for activities which will enhance students' time here but are not directly related to their programme. For example, there is an annual fee (currently £60) to join our gym (gym membership is a requirement to join some SU/College sports societies). Some SU-organised social events and activities through SU Societies will be at an additional cost.

**Where 2016-17 prices are quoted these costs are not expected to increase by any substantial amount for 2017-18.**

## MSc Medical Ultrasound

### ***Important information to take into account when choosing your programme***

When students are considering applying for the MSc Medical Ultrasound programme they should be aware of the following:

- The attendance for this part-time programme takes place in blocks (normally two days, maximum of 4 days). For some units, such as the Negotiated Skills unit there are no attendance requirements and students will learn through self-directed learning with support from tutors.
- Students will need to identify their own clinical placements and clinical placement Practice Educator. When students apply for the programme they will need to complete a Clinical Workplace Agreement Form (signed by their work-place supervisor/mentor). This will identify who will be supervising their scans, the machines and QA and patient throughput so we can ensure that the clinical requirements of the programme can be met by the student. The arrangements will need to be agreed by the Programme Leader.
- It may be possible for students to undertake clinical placements at the Centre for Ultrasound Studies (CUS). If students undertake a CUS clinical placement they should expect to attend 1 - 2 clinical placement days per month, for each clinical application, for a period of at least 6 months. An additional fee is payable (see under 'Additional costs'). (Contact: sbattiston@aecc.ac.uk for clinical placement dates and further details on CUS clinical placements.)
- Students choosing to take the optional Structured Learning Event unit(s) will need to identify and attend a Continuing Professional Development (CPD) seminar/learning event for each unit, approved by the Programme Leader.
- **Practical Ultrasound Assessments:** Musculoskeletal practical assessments will take place at the Centre for Ultrasound Studies, Bournemouth. Whenever possible a student will be assessed on one day, normally in May or early June. Students will be notified of their assessment date by early April. All other skills-based units (Obstetrics, Gynaecology, General and all Negotiated Skills other than MSK Soft Tissue) will be assessed at the student's workplace with their Practice Educator in attendance and a CUS moderator. *(Where different assessment arrangements are required these may incur additional costs. Please see the additional costs information below).*

### ***Additional Costs***

Additional costs are mandatory or optional costs which students will need to meet in order to fully participate in and complete their programme. Students will need to budget for these costs separately as they are not included in the overall Tuition Fee they are charged.

- Students who undertake a musculoskeletal clinical placement externally (not at the Centre for Ultrasound Studies (CUS)) will be offered the opportunity to attend an optional mock assessment at CUS near the date of the final assessment, to assess their progress and familiarise them with the CUS machine controls which will be used for the final assessment. There will be an additional fee, currently £107 for this assessment. The programme team will provide feedback on strengths, weaknesses and advice on any remedial training.
- Students may be able to undertake their clinical placement at CUS, for which an additional fee is payable. Students undertaking a CUS clinical placement should expect to attend 1 - 2 clinical placement days per month, for each clinical application, for a period of at least 6 months. The current cost for each clinical placement day is £240. (Contact sbattiston@aecc.ac.uk for dates and further details on CUS clinical placements.)
- If you choose to take the optional Structured Learning Event unit(s) you will need to meet the costs of attending a CPD seminar /learning event for each unit, based on an appropriate topic for your

programme. The seminar/learning event will normally be of at least 8 hours duration. This will need to be approved by the Programme Leader.

- Most assignments require the submission of a printed paper copy. The cost of printing and postage is the students' responsibility and will vary depending on the length of the assignment. There are no photocopying or printing credits provided.
- Students will be responsible for funding their own travel and accommodation when attending units, assessment or CPD seminars and when attending meetings with their supervisor for the dissertation and clinical audit units (normally at least two meetings required). Where appropriate, meetings with supervisors will be offered via Skype or FaceTime.
- There are no additional fees to resubmit failed coursework or repeat any units. However repeating units will require the student to enrol for a further year and this will incur the annual tuition fee.
- *General, Obstetrics, Gynaecology and Negotiated Skills Assessments:* If assessment at the place of work is not possible because the distance is prohibitive the student will be assessed at an appropriate venue at the discretion of the Programme Leader. There are additional costs of up to £1000 per assessment (2016-17 prices) and these will be payable one month in advance of the assessments. Students will be advised of the fee at the time of booking. If a student cancels less than one month in advance of the assessment the student will be liable for any expenses incurred in preparation of the assessment.
- *General, Obstetrics, Gynaecology and Negotiated Skills Reassessments:* The normal fee to be reassessed at the student's place of work is £250 (2016-17 prices). This may change, at our discretion, subject to circumstances and the assessment venue. Students will be advised of the fee at the time of booking. The fee must be paid to us one month prior to the assessment.
- *Musculoskeletal Ultrasound Assessments:* If a student is unable to attend the set assessment date there will be an additional fee to arrange this. If a student cancels less than one month in advance or fails to attend the agreed Musculoskeletal assessment, a charge of £175 will be payable (2016-17 prices).
- *Musculoskeletal Ultrasound Reassessments:* The normal fee for a reassessment on our premises is £175 (2016-17 prices). You will be notified prior to the reassessment if a reassessment fee is payable. The fee must be paid to us one month prior to the assessment.
- On completion of the programme students have the option to attend the graduation ceremony. Students choosing to attend must meet the cost of hiring academic dress for the ceremony; wearing of academic dress at the ceremony is compulsory. The academic dress is provided by an external company. In 2016 the hire cost was £38. There are no other charges to the graduate for the graduation ceremony. However, additional tickets for family members and friends are chargeable at £15 per head at 2016 prices.
- There may be other costs for activities which will enhance students' time here but are not directly related to their programme. For example, there is an annual fee (currently £60) to join our gym (gym membership is a requirement to join some SU/College sports societies). Some SU-organised social events and activities through SU Societies will be at an additional cost.

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## MSc Medical Ultrasound delivered in Norway

When students are considering applying for the MSc Medical Ultrasound programme delivered in Norway (not offered every year) they should be aware of the following:

- The additional requirements are as set out above, except that any required attendance here is replaced with required attendance at specified locations in Norway.
- If a student is unable to attend the Norwegian-delivered seminars the student may need to attend the seminar at AECC. In this case, all travel and accommodation costs are at the student's expense.

## MSc Advanced Professional Practice Framework

### ***Important information to take into account when choosing your programme***

When students are considering applying for programmes within the MSc Advanced Professional Practice Framework they should be aware of the following:

- Students will study part-time, primarily 'at a distance', as the programme focuses on professional learning in the workplace, and self-directed learning with support from tutors. Formal attendance here is kept to a minimum and, where required, will normally take place at weekends. Formal attendance (normally one weekend for each unit) is required on the following units:
  - Professional Clinical Practice (offered at Induction Seminar)
  - Evidence-based Practice
  - Audit and Research Methods (3 ½ days)
  - CPD seminars (Learning events) on which to base the Structured Learning Event units, the Orthopaedic Practice unit and/or the Functional Health units (Functional Musculoskeletal Health programme). (Seminars can be attended elsewhere with prior approval of the unit/programme leader). Students are responsible for identifying the seminars they wish to attend, in negotiation with the relevant unit/programme leader.

For the Paediatric Musculoskeletal Health programme

- Musculoskeletal Health of the Neonate
  - Musculoskeletal Health of the Infant and Toddler
  - Growth, Development and Nutrition  
(Paediatric units are taken in the order they are presented, and are interchangeable between the Pg Cert (Stage 1) and the Pg Dip (Stage 2). Paediatric seminars will normally run on alternate years.)
- Students wishing to undertake the optional Clinical Placement unit will need to identify their own placement (outside their normal place of work) and placement supervisor, in negotiation with the Unit Leader.

### ***Additional Costs***

Additional costs are mandatory or optional costs which students will need to meet in order to fully participate in and complete their programme. Students will need to budget for these costs separately as they are not included in the overall Tuition Fee they are charged.

- For the Structured Learning Event units you will need to attend a seminar based on an appropriate topic for your programme and normally of at least 8 hours duration. This will need to be approved by the Programme Leader. However if you attend CPD seminars held at the College you will pay a reduced student rate, if available. Information about these seminars, for an indication of costs is available from <http://www.aecc.ac.uk/postgraduate-cpd/cpd-seminars/>

- Most assignments require the submission of a printed paper copy. The cost of printing and postage is the students' responsibility and will vary depending on the length of the assignment. There are no photocopying or printing credits provided.
- There are no additional fees to resubmit failed coursework or repeat any units however repeating units will require the student to enrol for a further year and this will incur the annual tuition fee.
- On completion of the programme students have the option to attend the graduation ceremony. Students choosing to attend must meet the cost of hiring academic dress for the ceremony; wearing of academic dress at the ceremony is compulsory. The academic dress is provided by an external company. In 2016 the hire cost was £38. There are no other charges to the graduate for the graduation ceremony. However, additional tickets for family members and friends are chargeable at £15 per head at 2016 prices.
- There may be other costs for activities which will enhance students' time here but are not directly related to their programme. For example, there is an annual fee (currently £60) to join our gym (gym membership is a requirement to join some SU/College sports societies). Some SU-organised social events and activities through SU Societies will be at an additional cost.

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## **MSc Advanced Professional Practice (Paediatric Musculoskeletal Health) delivered in Norway or Sweden**

### ***Important information to take into account when choosing your programme***

When students are considering applying for the MSc Advanced Professional Practice (Paediatric Musculoskeletal Health) programme delivered in Norway or Sweden they should be aware of the following:

- The additional requirements are as set out above, except that any required attendance here is replaced with required attendance at specified locations in Norway or Sweden.

### ***Additional costs***

Additional costs' are mandatory or optional costs which students will need to meet in order to fully participate in and complete their programme. Students will need to budget for these costs separately as they are not included in the overall Tuition Fee they are charged.

- The additional requirements are as set out above.

## PGCert Professional Development (Chiropractic)

### ***Important information to take into account when choosing your programme***

When students are considering applying for the PGCert Professional Development (Chiropractic) programme they should be aware of the following:

- Students will study part-time, as the programme focuses on professional learning in the workplace and self-directed learning, with support from tutors. After the initial induction there is no formal attendance requirement.
- Students will need to have contact with a mentor, trainer or senior colleague in their workplace.

### ***Additional costs***

Additional costs' are mandatory or optional costs which students will need to meet in order to fully participate in and complete their programme. Students will need to budget for these costs separately as they are not included in the overall Tuition Fee they are charged.

- For the Learning with Others unit students will need to participate in nine separate learning events , which include conference attendance, CPD attendance, healthcare professional observations and meetings with colleagues and peers. Any costs associated with these learning events will need to be met by the student. However if you attend CPD seminars held here you will pay a reduced student rate, if available. Information about these seminars, for an indication of costs is available from <http://www.aecc.ac.uk/postgraduate-cpd/cpd-seminars/>
- Most assignments require the submission of a printed paper copy. The cost of this is the students' responsibility and will vary depending on the length of the assignment. There are no photocopying or printing credits provided.
- There are no additional fees to resubmit failed coursework or repeat any units however repeating units will require the student to enrol for a further year and this will incur the annual tuition fee.
- On completion of the programme students have the option to attend the graduation ceremony. Students choosing to attend must meet the cost of hiring academic dress for the ceremony; wearing of academic dress at the ceremony is compulsory. The academic dress is provided by an external company. In 2016 the hire cost was £38. There are no other charges to the graduate for the graduation ceremony. However, additional tickets for family members and friends are chargeable at £15 per head at 2016 prices.
- There may be other costs for activities which will enhance students' time here but are not directly related to their programme. For example, there is an annual fee (currently £60) to join our gym (gym membership is a requirement to join some SU/College sports societies). Some SU-organised social events and activities through SU Societies will be at an additional cost.

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This information is reviewed annually by Academic Development and Quality Committee in October