



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

University Regulations

Postgraduate Student Guide (*Taught Degrees*)

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1 Introduction

1.1 What is the purpose of this handbook?

This handbook provides you with information about the various procedures and regulations within the University. It is intended for students on postgraduate taught degree programmes and does not cover research degree students.

The University has made every effort to make the information as full and as accurate as possible, but you should note that minor changes are made from time to time. We shall try to keep any such changes to a minimum, and you will receive advance warning in the event of any alteration.

The handbook makes frequent reference to a number of other important sources of information relating to the University and to the way in which Programmes of Study (that's the name we give to your degree course) operate. These include Programme of Study Handbooks and the University's **Academic Quality Handbook (AQH)**. The AQH contains a wide range of information about the way in which the University operates and you are advised to familiarise yourself in particular with the following chapters:

- Chapter 6 - 'Taught Award Regulations' – which explains how your Programme of Study is structured and how we make decisions about your final award;
- Chapter 7 - 'Assessment: Taught Programmes' – which contains information about the University's approach to assessment;
- Chapter 12 – 'Student Representation, Engagement and Support' - which describes how the University assures the quality of the student experience, and provides details of our arrangements for providing you with academic and personal support during your studies.
- Chapter 13 – 'Student Cases' – which includes the *Academic Appeal Procedure* and the *Procedure for Student Complaints*.

The AQH is available in both Welsh and English on the University webpages and in the Faculty Offices: <http://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/>

Please bear in mind that, occasionally, information contained in this booklet might not apply to *certain* aspects of your particular Programme of Study. For example, information about formal examinations does not apply to Programmes of Study that do not assess your work through a formal examination.

This handbook is intended to be helpful to you and we would welcome your feedback on how it might be improved. Please send any comments to the Academic Office via quality@uwtsd.ac.uk.

2 About the University

2.1 What qualifications does the University offer?

The University's Programmes of Study lead to a wide variety of qualifications. Full details of the requirements for each qualification in terms of the number of credits required at each level are provided in Chapter 6 and Chapter 8 of the AQH.

2.2 What are the Faculties?

The University is composed of Faculties with responsibility for the academic work of the institution. Every Faculty consists of a number of Schools or other units, each of which focuses upon one or more academic disciplines. Some Faculties have Schools on more than one campus. Details of the Faculties and Schools can be obtained from the website.

The structure for the Faculties in 2016/17 is as follows:

Faculty of Architecture, Computing and Engineering

School of Applied Computing
School of Architecture, Built and Natural Environments
School of Engineering

Faculty of Art and Design

School of Design and Applied Arts
School of Film and Digital Media
School of Fine Art and Photography
School of Visual Communication

Faculty of Business and Management

The Business School
School of Sport, Health and Outdoor Education
School of Tourism and Hospitality
Wales Institute of Work-based Learning

Faculty of Education and Communities

South West Wales Centre of Teacher Education
School of Early Years
School of Psychology
School of Social Justice and Inclusion

Faculty of Humanities and Performing Arts

This Faculty covers a wide range of academic disciplines and emphasises cross-disciplinary approaches. Areas covered include Acting, Anthropology, Archaeology, Chinese Studies, Classics, Creative Writing, English, History, Islamic Studies, Philosophy, Religious Studies, Sinology, Theatre Design and Production, Theology and Performing Arts. Due to the cross-disciplinary nature of its provision, this Faculty is not divided into Schools. Led by the Dean

and Assistant Deans, the operational approach adopted is instead based upon a number of cross-Faculty themes coordinated by a Faculty Management Board. In practice, any references to Schools and Heads of School within this document and other University publications are adjusted to reflect the Faculty's structure.

2.3 What is the University's Language Policy?

The University's Language Policy confirms that the University gives equal status to both the Welsh and English languages throughout its activities. This policy gives the right to all who are associated with the University to correspond and to receive a service in their chosen language. The University sees its natural bilingual context as strength and will develop and extend its provision of bilingual opportunities for the community it serves.

For assessment through the medium of Welsh, see Chapter 7 of the AQH.

2.4 How will the University contact me?

Staff from different parts of the University may need to contact you for a variety of reasons. For example, the Registry may need to pass on a message from one of your tutors.

Your student email is the main method the University will use to contact you and you must check your student email at least twice a week. You can access your email at www.student.tsd.ac.uk and via MyDay, the University's intranet. You will receive a monthly Student Bulletin outlining any major changes to regulations and University wide news.

Failure to read electronic mail sent to you, and/or failure to manage your mailbox properly, will be regarded as your responsibility.

Moodle, the University's Virtual Learning Environment, will also be used to communicate with you and will be the primary method of communicating information about your course.

Announcements about changes to services, such as IT outages and changes to opening times, will be made via the announcement section on MyDay.

In addition to your University e-mail account, the University will use the address and telephone number that you provided during enrolment. In order to ensure you receive any emergency communications swiftly you need to provide a mobile telephone number if possible. You must ensure that you can be contacted quickly and easily by the relevant School(s) and Faculties. **You must therefore ensure that the Registry is informed of any changes to your contact details.** If you are studying at Carmarthen or Lampeter, you should update your details via the MyTSD Student Portal. Otherwise, please download and complete the relevant form available on the Registry webpages and email to registry@uwtsd.ac.uk. The responsibility for informing Registry of any change of address rests with you. If we fail to contact you because you have not kept us properly informed, any consequences will be your responsibility.

2.5 What if I want to leave the University?

If you are considering withdrawing from your studies, it is extremely important that you discuss the matter with your Programme Director and with Student Services. If you decide that you definitely want to leave, then you must complete the appropriate withdrawal form,

which is available from the Registry. The form must be signed by your Programme Director and by the Dean of Faculty. Failure to fully complete all the details on this form may have financial implications for you in relation to tuition fees and student loan. The completed form should be returned to the Registry.

2.6 Will there be future research opportunities for me?

Your Master's Degree will provide you with a solid grounding for further academic study and research. The University has an excellent research tradition and caters for students from a wide variety of backgrounds. The University currently offers a variety of postgraduate qualifications, including the MPhil and PhD research degrees and a number of professional doctorates. Further details can be accessed on the University's website.

3 About enrolment and credit requirements

3.1 How do I enrol?

Information about enrolment will have been sent to you by the Registry in advance of your arrival at the University at the start of the academic year.

3.2 How many credits must I take?

Full-time students are normally required to complete 120 taught credits in one year. Part-time students will normally be expected to complete at least 40 credits per year and are required to complete the 120 taught credits over a period of no longer than three years in order to give them sufficient time to complete Part II of the Master's degree. In practice this means that you will need to choose whether you complete 40 credits per year, completing the taught credits in the maximum period of three years, or complete 60 credits per year, completing the taught credits within two years. It is important that you are realistic about the number of credits that are you able to complete as a part-time student. However, please note that if you do not complete at least 40 credits per year and there are no documented extenuating circumstances, the relevant Examining Board may decide to terminate your studies because of insufficient progress.

The maximum permitted period of study for completion of a Master's degree is three years for full-time students and five years for part-time students.

The maximum number of credits which may be accredited via the **Recognition of Prior and Experiential Learning (RPEL)** process towards a Master's degree is 120. For more information about RPEL please see Chapter 10 of the AQH.

3.3 Why do I have to give so much information to the Registry?

It is vitally important that the University Registry has an accurate record of your personal details. It is equally important to ensure that you are enrolled on the correct Programme of Study and on the correct modules.

Failure to inform the Registry of any changes in your personal details or assessment status is likely to cause some or all of the following problems:

- delays in accessing module materials and any other information related to your Programme of Study on the VLE;

- failure to keep you generally informed;
- failure to contact you in an emergency;
- clashes on your examination timetable;
- failure to progress to your dissertation as a result of not completing sufficient credits at Part I;
- delay in graduation as a result of not completing sufficient credits.

The University reserves the right to charge you an administrative fee if you fail to provide the required information, without good cause, by the end of the second week of teaching each semester.

3.4 Why do I have a Student Number?

When you first enrol as a student, you will be allocated a student number. It is not unusual for two students to have the same name, but no other student will share your student number, now or in the future. It is important that you use your student number as well as your name in your dealings with staff in different parts of the University, and include it on your assignments and examination papers. This will not only improve the efficiency of many administrative processes, it will also reduce the possibility of error.

4 Student Voice

4.1 What does the Students' Union do?

Trinity Saint David Students' Union (TSDSU) exists to enhance the experience of students studying at the University and ensure that student concerns are at the centre of University decision making.

Affiliated with the National Union of Students (NUS), the Students' Union is a charity with the primary purpose of supporting and representing you. It also organises a range of social and sporting activities that vary from campus to campus. Each year you elect full-time sabbatical officers to represent you and lead your Union: Carmarthen, Lampeter and Swansea campuses have a President each, while a Group President covers London and the FE partners in addition to having an overall University role.

You can find an assortment of activities at the Students' Union – there is something for everyone, including a volunteering program aimed at enhancing your employability. The Students' Union also runs campaigns, with the help of its part-time officers, to ensure that issues facing students are tackled constructively. The Students' Union is a democratic organisation: you can put forward ideas and, if other students agree with you, the Students' Union will work hard to make your idea a reality. Perhaps you think the University should improve sports facilities, or ban bottled water, or that the officers should lobby parliament. Whatever it is, big or small, put your idea forward.

The Students' Union is run by the students and for the students. If you have any issues or ideas its doors are always open, providing a friendly and welcoming environment for all students.

More information about the Students' Union can be found on its website: www.tsdsu.co.uk.

4.2 Student Experience Department

The Student Experience Department works in close partnership with the Students' Union to support the continuous development of a positive student experience at UWTSD. It facilitates engagement between students and the University, including supporting surveys, holding regular face to face feedback events, working on projects with the Students' Union, managing the University's digital feedback platform, termly open Student Fora across sites and conducting regular focus groups and events to better understand and solve student issues.

The Department works with the Students' Union to enhance student engagement and supports a number of projects designed to enhance the student experience.

4.3 How can I make my views known?

The University operates a number of mechanisms to ensure that students are partners in all that we do including recognising the Students' Union as the representative voice of students.

Students are represented at all levels of University decision making with elected Students' Union representatives sitting on the University's main committees.

Academic representation system

The Students' Union runs the academic representation system with support from the University. The University recognises that the course representative system is an essential part of its decision making process.

At a course level you will have an opportunity to elect a course representative who represents you in regular School-level Staff Student Committees which discuss issues within your School of study including learning resources and curriculum. These representatives also take part in other formal School meetings, such as reviews of courses and in informal meetings with School staff to ensure student issues are solved effectively. Course representatives are expected to regularly gather feedback from fellow students to inform their contribution.

There are also student representatives, appointed by the Students' Union, known as Faculty Representatives. The Faculty Representatives act as coordinators of the Course Representatives within a Faculty, they capture the views of this group and make their views known at a Faculty level; they will primarily attend Faculty-level events, such as Faculty Board and its sub-committees.

Surveys

At the end of each module, you will be asked to complete a module questionnaire outlining your experience of the module.

You will be asked to complete various other more general questionnaires at different stages during your studies. The University takes part in a number of surveys to enable us to measure our performance both nationally and internationally as well as gathering your feedback.

As a postgraduate student you will be invited to participate in the Postgraduate Taught Experience Survey, PTES, a national survey monitoring your experience of your course.

In the first term of every year we also participate in the iGraduate International Student Barometer and Student Barometer Surveys specifically to monitor and address student concerns and issues relating to induction and non-academic aspects of your experience.

Feedback Fortnights

Every term the University runs a Feedback Fortnight where we undertake a series of activities to collect feedback on your experience including holding open meetings, focus groups, pop-up feedback stalls, online polls and other methods.

5 About your Programme of Study

5.1 Structure

The University year is divided into three terms or two semesters depending on your Programme of Study.

All the University's degree programmes of study are modular. They consist of modules, which are units of study, each with its own level, credit rating and assessment requirements. All modules have a unique code. Programme of Study handbooks explain the valid combinations of core, compulsory and optional modules for a particular Programme of Study. It is very important that you consult with your Programme Director and read the relevant Programme of Study handbook to ensure that you are following an acceptable combination of modules. These handbooks also include any programme specific requirements that are not addressed elsewhere in this or in other general University documents. Programme of Study Handbooks are available on the VLE.

The University uses the level descriptors defined in the *Credit and Qualifications Framework for Wales*. According to this framework, Level 7 is used for work at Master's level. You will need to gain 180 credits at Level 7 to qualify for a Taught Master's degree normally as follows:

- Part I: Taught Modules 120 credits
- Part II: Dissertation Module 60 credits

Where your programme consists of Part I and Part II, you may provisionally start working on Part II (the dissertation or project) before the assessment of Part I has been completed. However, the Part II dissertation or project **cannot** be assessed until Part I has been successfully completed. There are two exit points in Part I if you decide not to complete Part II, or if the Progression/Award Board decides to terminate study (see AQH Chapter 6):

On the successful completion of

- 60 credits at Part I you may be awarded a Postgraduate Certificate

On the successful completion of

- 120 credits at Part I you may be awarded a Postgraduate Diploma.

5.2 What if I want to change a module or my Programme of Study?

You can only change a module or a programme following a discussion with your Programme Director and by completing the appropriate form, available from the Registry. These forms require the signed approval of the appropriate Dean or Assistant Dean of Faculty and Programme Director(s). The form(s) must be returned to Registry after completion so that your academic details can be amended. Please do not simply turn up to a different module or programme believing attendance alone will change your Programme of Study status. Changes will not be permitted after the fourth week of a semester.

5.3 What if I want to change my mode of study?

Normally, you may only change mode of study before commencing Part I or at most 4 weeks after the start of Part I. Requests for changing the mode of study from full-time to part-time, or vice versa within the normal timeframes, should be made on the appropriate form, available from the Registry. Any resulting changes to module selections should also be detailed on this form and approved by the Programme Director. Completed forms should be submitted to the Registry. Students who have completed Part I of a Taught Master's Degree will not be permitted to change mode of study during Part II unless there are extremely compelling reasons to do so.

In exceptional cases, you may be able to request to change mode of study partway through Part I. You will need to check any funding implications of such a change and complete the appropriate form which is available from the Academic Office. A decision on your request will be taken by the University's Special Cases Committee. Full details of this process can be found in Chapter 13 of the AQH.

In the event that the request is approved, the Registry will update the time-limit for completion, and inform you of the decision in writing. The Registry will also inform the Finance Department in the event that a credit note and/or an invoice is required as a result of the change.

5.4 How long will it take to complete a module?

The length of time required to complete a module will be a function of your ability and your familiarity with the subject. It is not, therefore, possible to specify how much time and effort will be required in individual cases. However, programme documents will incorporate notional hours of 100 hours for a 10 credit module, 200 hours for a 20 credit module, etc.; the 'currency' being 1 credit per 10 hours of notional study. This represents the total study effort for a typical student to complete the module successfully. It includes all timetabled and non-timetabled learning activities, and contact time with tutors and lecturers, both in and away from the formal learning environment.

5.5 How will you keep me informed about my Programme of Study?

A specific member of staff is identified to take responsibility for the management of each Programme of Study. Their duties include responsibility for ensuring that you are enrolled for the correct Programme of Study and for keeping you informed of all Programme of Study details during your time at the University. Throughout this document, this member of staff is referred to as the Programme Director.

5.6 How do I access the timetable?

For students on the Carmarthen Campus the majority of Schools will distribute either hard copy and/or electronic versions of the timetable, with Programme Directors being able to give you specific timetable information for your Programme of Study.

For students on the Lampeter campus the Faculty Office places the timetable onto the Faculty Moodle page. All students are also given a hard copy during induction. If you have any problems please contact your Programme Director.

Students on the Swansea campuses will be informed of their timetable during induction. The timetable is also available on Moodle.

In some subject areas, particularly those of a practical nature, there will inevitably be changes to the timetable over the course of the year. The University will do its best to ensure that you are informed of any changes to the timetable either in person or electronically via e-mail or the VLE as quickly as possible.

6 About assessment

6.1 How do I find out about how my work is assessed?

The rules and regulations that govern the assessment of your Programme of Study are available in Chapter 6 and Chapter 7 of the AQH. **You are strongly advised to read these chapters** which provide a detailed explanation of the awarding of credit, progression from Part I to Part II and, ultimately, the awarding of your degree. You should also pay careful attention to the assessment details for individual modules in your Programme of Study handbook(s), or in the module booklet that sometimes accompanies a module. Here, however, are some basic facts:

- You will be awarded credit for the modules that you complete.
- The pass mark for a module at Level 7 is 50%.
- **You cannot pass a module without attempting every assessment component associated with the module.**
- The marks are the result of assessment carried out during and/or at the end of the module and form the numerical basis for the calculation of the degree award. For the calculation formulae that are used for Master's Degrees, please refer to Chapter 6 of the AQH.
- Assessment is designed to:
 - (1) Establish whether the knowledge, understanding, skills and techniques that are the designated learning outcomes of the module have been acquired.
 - (2) Measure your success in mastering the content of the module and achieving those learning outcomes.
- Assessment may take several forms, including coursework (e.g. an essay, book review, oral presentation) and / or examinations.

- Tutors deliberately adopt a wide range of methods of assessment. These vary according to the learning and teaching techniques appropriate for each module.
- Modules that combine assessment by coursework with assessment by examination do not necessarily have the same proportion of marks allocated to the two elements.
- Normally, your coursework is assessed by your module tutor and he or she will be available to discuss the result if you so wish.
- In certain circumstances your work will also be assessed by a second tutor. Work is also moderated by External Examiners (these are usually academics from other universities) to ensure consistency and fairness.
- If you fail a module or assessment component, the Examining Board may permit you to be re-assessed. The maximum number of re-assessment attempts that can be allowed for a particular module will be one.
- In the event that you are re-assessed in a timed examination or any assessment where the original attempt gained a mark of 0%, you will sit a new examination or be set a new topic. In all other cases you will normally be given the opportunity to re-work and re-present the original assignment.
- In the event that you are re-assessed in a failed module in which there is only one assessment component, the maximum mark that you can be awarded for that module is 50%.
- In the event that you are re-assessed in a failed module in which there is more than one assessment component, the maximum mark that you can be awarded for the component(s) in which you are re-assessed is 50%.
- Failed modules with a maximum total credit value of 20 at Part I may be condoned by the Examining Board, subject to certain conditions, details of which can be found in Chapter 6 of the AQH.
- You **must** complete Part I of the Programme of Study successfully before Part II can be assessed.
- If you fail to progress from Part I to Part II, or fail to obtain your degree, you have the opportunity to appeal. Full details of the procedure can be found in the *Academic Appeal Procedure* published in Chapter 13 of the AQH. This can be found on the University website.

6.2 What about submission deadlines?

All essays and other written work for assessment purposes must be submitted according to deadlines. You will be informed of these deadlines by your module tutor. Differentiated deadlines may be set for students with long-term impairments, where this is specified in the relevant Statement of Compensatory Measures (see section 10.3).

If you do not hand in your work within the stipulated deadline, you will be penalised. The maximum mark that can be awarded for work that is submitted up to 1 week late is 50%.

Work cannot be accepted more than 1 week after the submission deadline and will be recorded as a non-submission.

You should submit your work electronically and/or in hard copy, in accordance with the instructions given by your Programme Director and in your Programme of Study Handbook. As part of the submission process you will be asked to confirm your ownership of the work.

6.3 But what if I have extenuating circumstances?

The University recognises that, on occasion, exceptional or 'extenuating' circumstances such as illness or bereavement may affect a student's ability to meet deadlines. Arrangements are in place to ensure that, where such circumstances exist, the student is not unfairly penalised. The arrangements are designed to ensure that students across the University are treated equally, regardless of their Programme of Study or Faculty

It is essential that you familiarise yourself with the University's regulations relating to extenuating circumstances and the accompanying guidance, which are set out in Chapter 13 of the AQH and supporting documents published on the University website. You should note in particular the sorts of events that are **not** normally accepted as being extenuating circumstances, such as minor, non-immobilising health problems with a duration of less than one week, loss of work as a result of mislaying the work, theft or computer breakdown, difficulty in gaining access to available materials, non-serious domestic or personal disruptions, and normal financial difficulties which may be experienced by students. You should take the necessary steps to protect against such circumstances affecting your assessments.

Please note that Programme Directors and module tutors are not permitted to extend deadlines for individual students – if you believe that you have extenuating circumstances, you **must** follow the procedure set out in the regulations. Further advice is available from Academic Office or Student Services.

The University does not consider disabilities or long-term impairments to be extenuating circumstances but has instead established a system of compensatory measures to support the assessment process. **If you have a disability or long-term impairment, it is essential that you refer to the information provided in sections 10.2-10.4 about the support available to you in relation to assessment.**

6.4 What marking criteria are used to assess my work?

It is not possible to compile a *single* set of marking criteria that can be applied to various modes of assessment at every level in every subject. As a result, subject and task-specific marking criteria will be available from your module tutors for every module that you study. If you have not received the assessment criteria for a module, you should contact your Programme Director.

Confirmed marks are those that have been agreed by the full Progression/Award Board and endorsed by the External Examiners. Unconfirmed marks are those which have yet to be presented to a Progression/Award Board. All marks remain unconfirmed until they have been agreed by External Examiners and a Progression/Award Board.

6.5 How do I get feedback?

Your tutors may provide feedback on your assessment in a variety of forms. Depending on the nature of the assessment task, these may include formative feedback while you are developing work for submission, oral feedback after your work has been marked or a debriefing session following a performance or presentation. Feedback may also be provided to all the students that completed an assessment task as a group.

You should always receive formal written feedback that includes a provisional mark, an indication of how it was determined and guidance on areas for development to help you improve your performance the next time you are assessed.

You will normally be given provisional marks and formal written feedback or its equivalent on your assessment for Part I modules within 20 working, term-time days of the final submission date. For taught master's dissertations (Part II), the marking must normally be completed and provisional feedback provided within 30 clear working days. For each module, your tutors should provide you with details of the dates on which you can expect to receive assessment feedback. Instances sometimes occur where it is not appropriate or not possible to do so within this timescale. In such cases, Schools/Faculties are required to discuss and negotiate an appropriate timescale for providing you with formal feedback. In the event that you do not receive your assessment feedback by that date without an acceptable explanation, you should inform your Programme Director and/or Dean of Faculty.

6.6 Do I have to sit formal exams?

Information about assessment requirements is provided in your Programme Handbook and also available from module tutors. Where formal examinations are required, they are undertaken under procedures that are designed to ensure that the examinations are conducted fairly and are well-organised; details can be requested from the Registry.

Problems arising from examinations and assessment (e.g. absences from examinations, illness, and unfair practice) are dealt with in accordance with the regulations set out Chapters 6 and 13 of the AQH.

If you are studying on-line or by distance learning, further information is provided in the *University Regulations: Distance Learning Student Guide*.

6.7 What happens if my progress is unsatisfactory?

Regulations for progression are described in Chapter 6 of the AQH. For unsatisfactory progress, please see Chapter 6 of the AQH.

You must ensure that you satisfy programme and attendance requirements and should bear in mind that it is the University's responsibility to report unsatisfactory attendance to grant awarding authorities, and where appropriate, to employers or other sponsors. If you are an international student who comes from outside the European Union, the University is required to report your non-attendance to the immigration authorities. See section 12.4 for more information about attendance requirements.

Please note that the relevant University Examining Board has the right to recommend that students who have made very little progress be advised or required to withdraw. For part-time students, normally at least 40 credits will have to be completed each academic year and Part I will have to be completed at the latest at the end of three years of study.

6.8 Who owns my work?

The University's policy on Intellectual Property Rights relates to the ownership of any copyright, design rights, invention, discovery or improvement produced by a student or students in the course of their studies. The policy aims to protect the interests of both the student and the University and is to be interpreted in a spirit of reasonableness. The regulations for issues relating to Intellectual Property Rights are described in the University's policy. The policy is published on the University website: <http://www.uwtsd.ac.uk/ip/>

7 About your dissertation

7.1 General

Detailed information about the supervision and assessment of Taught Master's dissertations (or equivalent) can be found in the Guide to Postgraduate Taught Dissertations (Appendix GA29) and the Supervision Policy for Taught Master's Students (Appendix GA30), which are available on the website (<http://www.uwtsd.ac.uk/academic-office/appendices-and-forms/>). These appendices include information about student and supervisor responsibilities, and about the dissertation support entitlement. Distance students will be able to find further information in the University's *Distance Learning Student Guide*.

On some Programmes of Study, Part II consists of a project or portfolio rather than a traditional dissertation. Throughout this Guide, all references to the dissertation will also apply to such projects and portfolios.

The dissertation is worth 60 credits. For students who enrolled for Part II of their Programme of Study prior to September 2013, the required word length is normally 20,000 words (or equivalent). For students enrolling for Part II from September 2013 onwards, the required word length will normally be 15,000 words (or equivalent).

Your dissertation supervisor is responsible for using a Postgraduate Taught Dissertation Supervision Record Form to monitor your progress, reporting absences from tutorials and taking any appropriate subsequent action.

7.2 How is a dissertation topic agreed?

Students who are about to progress from Part I to Part II should begin to develop ideas for their dissertation whilst completing the second block of 60 credits, in consultation with relevant staff. Students are required to submit a provisional title and brief outline of the proposed research on the relevant dissertation proposal form.

The dissertation should be the high point of your Master's programme in that it gives you the opportunity to undertake a substantial programme of research on a topic of your own

choice. Careful thought needs to be given to the selection of a topic. In particular, you should take the following into consideration:

The topic should be **specific**: You should avoid very general topics as these are likely to be too broad in scope and unmanageable within the context of a Master's dissertation. It is important to identify a problem or question to a specific topic as the focus for your dissertation in consultation with your dissertation supervisor.

Availability of data/information/resources: It is important at the outset to establish that the necessary data and resources are available or can be generated to meet the aims of the project.

Logistical matters: Potential issues such as travel, subsistence, laboratory requirements, availability of contacts, etc. need to be borne in mind.

A timetable for the work needs to be established at the outset. Care must be taken to ensure that the programme of work needed to meet the aims of a particular project can be realistically completed in the time available. It is your responsibility to identify times which are convenient for both you and your supervisor. Regular contact with your supervisor is crucial to the successful completion of your dissertation.

Any dissertations that involve human participants, human material, human data or animals, or if a student is concerned that ethical issues may arise from or during the research for a dissertation, will require ethical approval from the University's Ethics Committee. Your Programme Director will be able to give you information about how approval should be obtained.

7.3 What are the submission requirements?

Information about the submission of dissertations is provided in the Guide to Postgraduate Taught Dissertations (Appendix GA29), which is available on the website: <http://www.uwtsd.ac.uk/academic-office/appendices-and-forms/>

Dissertations must be submitted to the Faculty Office with the appropriate submission form. These forms are available through the VLE and can also be obtained from the Registry.

Students wishing to graduate at a July ceremony should submit their dissertation for examination no later than 1 April in order to allow for sufficient time for the internal and external marking of their dissertation and discussion of the result at the Examining Board. In order to graduate, all your financial obligations to the University must be met.

You must normally submit **two** printed copies of your dissertation (unless advised otherwise by your Faculty), plus one electronic copy in an approved format through an approved channel for submission. Please see below for details on presentation and binding.

7.4 What happens to my dissertation after it has been assessed?

Following the completion of any typographical or minor corrections recommended by the Examining Board, you must submit at least one copy of your dissertation in permanent, hardback binding for retention by the Library, and a second copy in secure binding for

retention by the School/ Faculty if the School/Faculty specifically requests this. Subject to certain conditions specified in the Guide to Postgraduate Taught Dissertations (Appendix GA29), you may also be required to submit an additional copy in permanent, hardback binding for the National Library of Wales.

Your final, permanently bound volume/s should have on the spine:

- your surname and initials;
- the full (or abbreviated) title of your work;
- the name of the degree for which it was submitted;
- the year of submission;
- the volume number, if the work comprises more than one volume.

This information should be printed along the spine in such a way as to be readable when the volume is lying flat with the front cover uppermost.

7.5 What is the Dissertation Support Entitlement?

Details are provided in the Supervision Policy for Taught Master's Students (Appendix GA30), which is available on the website:

<http://www.uwtsd.ac.uk/academic-office/appendices-and-forms/>

Dissertations will not be accepted for assessment unless they have undergone a process of tutorial supervision. The nature and demands of such tutorial supervision shall be made explicit in the Programme of Study Handbook.

8 About Unfair Practice and Plagiarism

8.1 What is unfair practice and plagiarism?

The University defines unfair practice as 'any act, intentional or otherwise, whereby a person may obtain for himself/herself or for another, an unpermitted advantage...'. Committing unfair practice in assessment is one of the most serious offences in academic life, and its consequences can be severe. It undermines the integrity of scholarship, research, and of the examination and assessment process.

Plagiarism is one type of unfair practice. Plagiarism is passing off, or attempting to pass off, another's work as your own. It includes copying the words, ideas, images or research results of another without acknowledgement, whether those words etc. are published or unpublished. It is plagiarism, for example, to copy the work of another student, of a member of staff or a published article without crediting the author. Persons who allow their work to be plagiarised are also guilty. Plagiarism is also submitting work for an assignment that has previously been submitted to the University in any form without acknowledging that this is the case (unless such re-use has been explicitly authorised under the regulations) – this is self-plagiarism.

The guidance that follows explains what is meant by plagiarism, describes the University's regulations for dealing with it, and provides help in avoiding it.

The normal expectation is that all students will submit an electronic copy of their work wherever possible. This is so that the work can be checked against the database of the

UK Higher Education Plagiarism Detection Service, Turnitin. Your tutors have the right to do so since, in enrolling as a student at the University you have consented to the submission of your work, if necessary, to the Turnitin service.

8.2 Referencing and avoiding plagiarism

Coursework, dissertations, or creative work are meant to be your own original work. Obviously you will use the work of others. Not only is this inevitable, it is expected. All scholarship builds on the work of others. However, you must acknowledge all sources of information from which you have drawn in the preparation of your work. Referencing (or citing) such sources is one of the most important skills you need to learn in your academic career. Referencing means you have acknowledged your sources for the ideas, concepts, and information that you evaluate in your assessed coursework. Usually your sources will be an article or book; however, it is important that you acknowledge other sources such as CDs, DVDs, the internet, personal communication from colleagues etc. It is essential that any information you have used is referenced correctly. Failure to reference means your work could be considered to be plagiarised.

Referencing provides the evidence that you have undertaken your own research enabling you to find the information necessary for in-depth learning. It allows you to gain a broad perspective on different issues and to consider different aspects and points of view in the subjects you study. For full guidance on correct referencing please consult your School/Faculty or Programme Referencing Handbook.

The golden rule is ***'if in doubt, provide references'***. Consult your tutors if you have any problems, in particular with the method of citing books and articles, which may differ from subject to subject. There are no penalties for asking for advice and guidance; there are severe penalties for plagiarism!

8.3 What are the penalties?

Plagiarism by students in coursework, other forms of continuous assessment, examinations, dissertations or theses will be dealt with according to the Unfair Practice Procedure and regulations. The same regulations apply to any other form of unfair practice. **These regulations can be found in Chapter 13 of the AQH.** The University applies a range of penalties, varying in severity, where unfair practice is confirmed.

All tutors are required to be vigilant in the detection of plagiarism and are required to take action in all cases where it is suspected.

With every piece of coursework you present for assessment, you will be required to fill in a pro-forma stipulating that the work is your own original work. Your work may not be marked if you do not include a plagiarism statement with your assessment. It is your responsibility to make sure that the appropriate form is included with your work. Copies of the form are available from the Faculty Offices or from the intranet.

8.4 Other forms of unfair practice including cheating in exams

Plagiarism is just one form of unfair practice. Unauthorised co-operation between two or more students (termed 'collusion'), submitting work completed by someone-else, falsifying

data and cheating in exams are all examples of unfair practice and will be dealt with by the University in accordance with the procedures in Chapter 13 of the AQH.

9 About your Personal or Year Tutor

9.1 General approach and principles

The University of Wales Trinity Saint David has been commended for the high reputation its support services has established amongst its students, and for the work of all its teaching and support staff in sustaining a caring culture throughout the University.

The University is committed to providing a thorough, consistent and supportive tutorial programme for all students. Its approach to providing student support is guided by the following principles:

- Systems for student support are focused on enabling students to take control of their own personal development, by providing opportunities for the exercise of choice, decision-making, and responsibility. The University environment is supportive of all students.
- Educational, personal and vocational guidance services offer impartial, confidential and readily accessible support and advice to all students and prospective students.
- There is strong commitment to equality of opportunity for all students, with additional resources and strategies being invested in those students who are likely to be disadvantaged in their learning or career development.
- All students are encouraged to develop a Professional Development Plan (PDP), and they may contact their Personal or Year Tutor and Careers Adviser for further information. Further information on PDPs is available to all students by accessing the Student Services website.

9.2 The Personal or Year Tutor System

The Personal or Year Tutor System is recognised by all teaching staff to be an integral part of the academic framework of the University.

The role of the University's Personal or Year Tutor system includes:

- Removing the barriers, both real and perceived, that can exist between staff and students.
- Supporting the student's personal and academic development.
- Serving as a means of internal communication between the University's central services and students.
- Gathering information on reasons for non-completion of Programmes of Study.
- Providing an additional channel for students to provide feedback.

The success of the Personal or Year Tutor system can be largely attributed to the excellent informal relationship that exists between staff and students and to the commitment of staff to the welfare of students. The code of practice for Personal or Year Tutors reflects this ethos of support.

9.3 Code of Practice for Personal or Year Tutors

Personal or Year Tutors are required to adhere to the following code of practice at all times:

- To treat all students with respect.
- To treat every student as an individual with unique needs and aspirations.
- To respect confidentiality.
- To be proactive and reactive in combating discrimination, harassment and bullying in any form.
- To be aware of the principles and values of equality and diversity.
- To act as a sympathetic friend, mentor and supporter to tutees.

9.4 Personal or Year Tutor system - *modus operandi*

- The Personal or Year Tutor system is part of a University-wide service provided to students in addition to services provided by Student Services (see section 10). Other components of this network include the Chaplaincy, Careers Service, the Accommodation Officers, Learning Support for students with Specific Learning Differences (SpLD), Study Skills Support, Counselling Service and Mental Health Adviser.
- Personal or Year Tutors provide the first point of contact for advice, guidance and support. If they cannot answer the question or help solve the problem themselves, they should, in discussion with the student(s), be able to identify a source of advice.
- All academic staff are potentially Personal or Year Tutors and personal tutorial lists are issued at the beginning of each academic session by Schools/Faculties. Every effort will be made to match tutees with appropriate tutors. Students can request a change of tutor by making a request in writing to their Head of School, outlining the reasons for the request.
- Students will be informed of their Personal or Year Tutor before or during induction and will be provided with an outline of what they can expect from the personal tutorial system, and what they can contribute to it. Students will be asked to sign a statement which indicates that they have been given these details.
- Students will normally remain with the same Personal or Year Tutor for the duration of their time at University. If a tutor leaves University or is otherwise unavailable to continue with the duties of a personal tutor, students in his/her care will be assigned another personal tutor.

10 About Student Services

10.1 Student Services

Student Services is there to offer advice, information, guidance, support and counselling to any student who needs assistance. It offers a range of services to students including:

- Careers Service;
- Financial Support (including support from University Scholarships and Bursaries, the University Hardship Fund), guidance on managing student debt, general advice regarding student finance;

- Learning Support (including screening for Specific Learning Differences (SpLD), support for disabled students – including support with Disabled Student Allowance (DSA) applications);
- Study skills support;
- Counselling Service;
- Mental Health Advisory Service;
- Support for students from a care background.

Further information on these services is available on the Student Services webpages on the University website: <http://www.uwtsd.ac.uk/student-services/>.

10.2 What support is available if I am disabled or have additional needs?

The University has established comprehensive arrangements for supporting students with additional needs. A summary is provided in Chapter 12 of the AQH and further details are available from Student Services.

The support available may include specific arrangements relating to assessment. For example, if you require assistance with writing a script, it may be possible for you to answer papers by means of an amanuensis, by using a word processor or by a different approved means. Student Services will consult with your Programme Director in order to select the amanuensis or equipment that will offer you the most appropriate assistance. In order to make the necessary arrangements for you to take an examination in circumstances in which you can perform to the best of your abilities, the Registry must be informed at least 4 weeks in advance of the date of the examination involved.

If you are studying on-line or by distance learning, further information about support is provided in the *University Regulations: Distance Learning Student Guide*.

10.3 What are compensatory measures?

'Compensatory measures' may be put in place for individual students with additional needs following a formal assessment of their potential requirements by Student Services. They are part of the normal assessment arrangements for the student, which may include as appropriate:

- i) study skills support;
- ii) support through assistive technology;
- iii) support through a specialist mentor/specialist support lecturer;
- iv) additional time for examinations;
- v) provision of an amanuensis for examinations;
- vi) differentiation of deadlines for assessments other than examinations;
- vii) avoidance of grouping of deadlines for assessments other than examinations;
- viii) rescheduling of assessment deadlines for assessments other than examinations;
- ix) alternative forms of assessment.

A 'Statement of Compensatory Measures' is the document produced by the University, in consultation with the individual student, to confirm the arrangements that have been agreed. Details of the process by which compensatory measures are established are provided in Chapter 13 of the AQH.

10.4 What is a differentiated deadline?

A differentiated deadline is a type of compensatory measure. The term is used where an individual student has been given a deadline for the submission of an assignment which is different from the deadline set for the class as a whole.

11 About Learning Resources

11.1 Where can I find out about learning resources?

Your Programme of Study Handbook will normally include information about any resources of a specialist nature available to you. General Information about the Library, IT and other Learning Resources services available to students is provided through the following webpages:

Information Services:

<http://www.uwtsd.ac.uk/its/>

IT Help and Support Pages:

<http://www.uwtsd.ac.uk/ithelp/>

Library and Learning Resources:

<http://www.uwtsd.ac.uk/library/>

A series of guides to support you in utilising all resources available at the University, The Hub, can be accessed via MyDay.

11.2 What are the regulations governing Information Technology?

The rules for the use of IT at the University are contained in the Information Services Acceptable Use Policy (AUP), and other policy and procedural documents. These can be found on Moodle and the University's intranet. Each user is responsible for reading and adhering to the contents of these documents. Failure to observe any part could result in disciplinary and/or legal action being taken by the University against offenders. In addition, it is the responsibility of all users to familiarise themselves with current IT legislation, and act in accordance with it.

11.3 What is Moodle?

Moodle is the University's Virtual Learning Environment (VLE). It is used to deliver some of the University's postgraduate programmes in their entirety, and all programmes use Moodle for some or all of the following:

- electronic access to lecture notes, reading materials, videocasts, podcasts and other materials;
- personal and social learning facilities, discussion forum;
- access to electronic resources;
- submission and feedback of assignments;
- access to support services;
- support for bilingual provision;
- support for students on Professional Teaching Experiences and work placements.

It is essential that you familiarise yourself with the resources available on Moodle. Further advice on accessing and using Moodle will be provided for you in advance of, or following, enrolment, depending on the ways in which Moodle is used in your Programme of Study.

12 About what is expected of you

12.1 General regulations

Students must observe all regulations that govern the effective organisation and management of specific areas of activity of the University. These include those relating to financial requirements, health and safety, the use of learning, computing, child care, refreshment, sport and recreational facilities, any professional codes of practice pertaining to any element of the Programme of Study and residential accommodation. There are also separate regulations pertaining to student use of Students' Union facilities.

12.2 How you should behave

All members of the University are expected to behave in a mature, responsible and reasonable manner, with due regard to fellow students, staff and members of the local community.

Whilst you are on the University campus, in University premises off campus or engaged in University activities, you must **not**:

- (a) commit physical assault, behave threateningly or engage in oral or written abuse to other students, staff or visitors to the University via any means of communication including social media;
- (b) make malicious allegations against other members of the University via any means of communication including social media;
- (c) damage University property or property of other students, staff or visitors;
- (d) misappropriate any University property, funds or assets;
- (e) act in any way which is likely to cause injury to any other person within the University community, including impairing the safety of premises or equipment and interfering with anything provided in the interests of Health and Safety at Work;
- (f) engage in any activity or behaviour which contravenes the University's Equality and Diversity policies, which are available on the University intranet;
- (g) behave in any way which unreasonably interferes with the legitimate freedoms of any other student, member of staff, or visitor, or which disrupts or interferes with activities properly carried out by the University;
- (h) commit any criminal act on or off of the University premises;
- (i) behave in such a way as may be reasonably deemed to harm or in any way undermine the reputation of the University or its relationship with the local community.

This list is not exhaustive. Any behaviour that is considered to be unacceptable, inappropriate and which may bring the University into disrepute will be regarded as a breach of general regulations, and will be subject to appropriate disciplinary action. Any behaviour that involves any form of police action and/or intervention on or off of University premises will automatically result in appropriate disciplinary action following a review by Student Services and the academic School/Faculty to which the student belongs.

12.3 Breaches of the regulations

Procedures for dealing with breaches of the academic regulations, such as non-attendance and unfair practice in assessment, are detailed in Chapters 6 and 13 of the AQH.

The general regulations relating to student discipline, including breaches of the non-academic regulations, are described in the University's Procedure for Student Discipline, published on the University's web pages.

12.4 Academic requirements

You are required to enrol during the official enrolment periods that are determined by the University.

You must observe the attendance and other requirements of your Programme of Study. You must notify your Programme Director without delay of any prolonged absence through illness or other unavoidable cause, and you must provide any necessary documentary evidence to support your absence. The University reserves the right to comment upon your attendance in any reference that it provides for you. It is also the University's responsibility to report unsatisfactory attendance to grant awarding authorities, and where appropriate, to employers or other sponsors. If you are an international student who comes from outside the European Union, the University is required to report your non-attendance to the immigration authorities. Attendance registers at scheduled classes or tutorials will be maintained for all campus-based students. Non-attendance and occasional non-attendance is usually an indication of poor commitment. Irregular attendance will generate a request to meet with your Programme Director. The University reserves the right to comment upon your attendance at lectures and other timetabled activities in your final reference.

For 'attendance' of distance learning students, please see the University's *Distance Learning Student Guide*.

You must not attempt to secure an unfair advantage over others in assessment – please see section 8.

The regulations for issues relating to Intellectual Property Rights are described in the University's policy. The policy is published on the University website:
<http://www.uwtsd.ac.uk/ip/>

If you have any question in relation to Ethics and Research please discuss with your Programme Director as to whether or not ethics approval needs to be granted before you undertake any research, and which processes need to be followed in order to gain such approval.

Monitoring your attendance, progress and conduct is, in the first instance, the responsibility of your Programme Director.

12.5 What if I have a good reason for not attending classes?

Certain procedures will come into play if you cannot attend classes at the required time.

If you have an interview, an appointment or if you are required to represent the University at a sport of some other **approved** official activity, you must notify the Programme Director **in writing** and in good time, so that alternative arrangements can be made for you.

If you are absent as result of illness, an accident or a major domestic problem, you must inform your Programme Director without delay. A medical certificate or other appropriate evidence must be provided if you are absent from your studies for seven days or more. You must take responsibility for submitting the original medical certificate(s) to the Registry and for providing a copy for the Programme Director, which may be kept until the appropriate Progression/Award Board has met.

Your Programme Director will give sympathetic consideration to all **genuine** requests to miss classes, but as a result of long experience, he/she is familiar with a very wide range of excuses, and is at liberty either to check the information provided or to require written confirmation of them.

12.6 What if I need an extension to a coursework submission date?

The University does not allow students to apply for extensions. Instead it has established systems for ensuring that students who have long-term impairment or experience extenuating circumstances are not advantaged or disadvantaged when being assessed. Please see the information provided in sections 6.3 and 10.3.

12.7 Financial requirements

Programme fees and registration fees are payable in full upon enrolment. If fees are to be paid by an LEA or sponsor, then you should produce documentary evidence of grant aid/sponsorship when enrolling.

Programme fees are normally charged on an annual basis, but in the event of a student discontinuing the programme, fees will be charged pro-rata up to the date at which the Registry is informed in writing on the appropriate form that they have withdrawn. Fee-paying by instalments requires the approval of the Finance Office and the production of an agreed payment plan.

Accommodation charges are payable termly in full.

Students who cause damage to University property will be required to pay for such damage, and students who lose University property will be required to pay for such loss. Students living in University accommodation will be held responsible for any damage to their individual rooms and to communal areas, and will be charged for any damage caused by them or by third parties both to private living areas and to communal areas.

You must ensure that sufficient funds are available to honour any personal cheques presented as payment to the University.

12.8 Finance and debt

Details of the various mechanisms that are in place to help you manage your finances are available from Student Services. You can apply for various academic scholarships and bursaries to provide you with financial support during the course of your studies. It may

also be possible for you to gain financial support for your studies from the University's Hardship Fund. This fund is managed by the University's Hardship Fund Committee and meets every two weeks during term time. Emergency applications are normally dealt with within 24 hours.

Surgeries are held on a regular basis to provide advice and guidance for dealing with student debt. However, where a current or former student is in debt to the University and has not made acceptable arrangements to manage and repay the debt, the University reserves the right to commence legal proceedings to recover the outstanding debts, and recover or replace any University property.

If you are in debt, you are strongly advised to get in touch with Student Services or with the Finance Department so that they can help you identify a mechanism for dealing with your debt.

Useful advice on funding postgraduate study is also available from the following external websites:

<https://www.gov.uk/career-development-loans/overview>

<https://www.gov.uk/funding-for-postgraduate-study>

http://www.thestudentroom.co.uk/wiki/Funding_Postgraduate_Study

12.9 Health and safety

The University Health and Safety policy can be found on the University intranet. Everyone has a responsibility for reading and adhering to the Health and Safety policy. Failure to observe any part could result in disciplinary and/or legal action being taken by the University against offenders.

If you have any questions about Health and Safety procedures in relation to your studies, please contact your Programme Director in the first instance. For any concerns about the campus or its buildings, please contact the Estates Office.

Information relating to health issues such as meningitis may be obtained from Student Services.

You must read and comply with all health, fire and safety regulations, and co-operate with all activities in respect of such regulations.

Interfering with any safety equipment, for example, obscuring smoke alarms will be regarded as a serious disciplinary offence. You should note that it is a criminal offence to set off a fire alarm maliciously. Any student found to be guilty of such actions may be liable to criminal prosecution as well as disciplinary action.

Students undertaking learning activities on campus without staff supervision must comply strictly with University regulations relating to such situations.

Students on field courses are required to comply with any health and safety instructions given by tutors or other individuals involved with the organisation and operation of the course. Health and Safety guidance will be provided by the Schools/Faculties prior to the field visit but please ask your module tutor/Programme Director if you are unsure about anything.

Students on teaching practice are required to comply with the health and safety regulations of the school to which they have been allocated for their teaching practice.

Students on work placements are required to comply with the health and safety regulations of their allocated workplace setting.

You must adhere to the University policy on smoking when you are on the University campus and on excursions and events organised by the University.

Accidents must be notified promptly to the Programme Director and to the Estates Office.

You must keep away from areas that have been designated as out of bounds to students. These areas include:

- The roofs of all buildings whether academic or residential;
- Electrical substations, conduits and switching gear;
- Boiler houses;
- Lift and hoist control mechanisms;
- Sites where building or construction are taking place;
- Master controls for the alarm systems (as distinct from activating a fire alarm in an emergency);
- Areas used to store Estates machinery and consumables;
- IT and Comms areas;
- Kitchens other than those in student residencies;
- All areas signed with Staff Only, Permit to Work Required, Authorised Persons Only, Restricted Access and other signs of a similar nature.

Students' vehicles, motor cycles and cycles must be parked in designated areas.

12.10 Does the University have liability for loss/damage?

The University is not liable for loss or damage to personal property brought on to or left on campus.

13 About complaints and appeals

13.1 Can I appeal against my marks or a decision about my academic progress?

If you believe that a mistake has been made in your marks, you should first contact your Programme Director or the Registry for confirmation that your marks are correct. You cannot appeal against a specific mark or marks but if you continue to have concerns that a mistake has been made, you may submit an appeal against the decision of the Examining Board. You may also appeal against Examining Board decisions relating to your progression or your final award.

Information about how to appeal is provided in the 'Academic Appeal Procedure' in Chapter 13 of the AQH, and in supporting documentation produced published on the University's web pages. Additional advice is available from the Students' Union. It is very important that you note carefully the grounds on which appeals may be made and submit your appeal on the appropriate form because incomplete or ineligible appeals cannot be processed.

Appeals which question the academic or professional judgement of tutors or examiners are not admissible. Appeals made on grounds that you are dissatisfied or disappointed with an assessment result are not admissible.

In the event that you are not satisfied with the outcome of an appeal, you are entitled to take the issue to the Office of the Independent Adjudicator (OIA) for Higher Education. Full details of the procedure are available from the OIA website: <http://www.oiahe.org.uk>.

13.2 How do I make a complaint?

You have a right to make a complaint about any specific concern about the provision of your Programme of Study or a related academic service. Full details of the complaints process can be found in the 'Procedure for Student Complaints' in Chapter 13 of the AQH and in supporting documentation available on the intranet.

In the event that you are not satisfied with the outcome of your complaint, you are entitled to take the issue to the Office of the Independent Adjudicator (OIA) for Higher Education. Full details of the procedure are available from the OIA website: <http://www.oiahe.org.uk>.

The Procedure for Student Complaints does not cover complaints about the behaviour of other students. If you wish to make a complaint of this nature you should instead direct it to the Director of Student Services.

14 Abbreviations and jargon

| | |
|--------|---|
| APC | Academic Policy Committee |
| AP(E)L | Accreditation of Prior (Experiential) Learning (also referred to as Recognition of Prior (Experiential) Learning) |
| APVC | Associate Pro Vice-Chancellor |
| AQH | Academic Quality Handbook |
| AQSC | Academic Quality and Standards Committee |
| CSG | Coleg Sir Gâr |
| DL | Distance Learning |
| DVC | Deputy Vice-Chancellor |
| ECP | Extenuating Circumstances Panel |
| E&D | Equality and Diversity |
| FTE | Full-time equivalent (a way of presenting student numbers) |
| HEI | Higher Education Institution |
| HEFCW | Higher Education Funding Council for Wales |
| HESA | Higher Education Statistics Agency |
| HR | Human Resources |
| NSS | National Student Survey |
| NUS | National Union of Students |
| NUSW | National Union of Students Wales |
| OIA | Office of the Independent Adjudicator for Higher Education |
| PASS | Peer Assisted Study Sessions |
| PCYDDS | Prifysgol Cymru Y Drindod Dewi Sant |
| PG | Postgraduate |
| PTES | Postgraduate Taught Experience Survey |
| PVC | Pro Vice-Chancellor |
| QA | Quality assurance |
| QAA | Quality Assurance Agency for Higher Education |
| QE | Quality enhancement |
| RDC | Research Degrees Committee |
| RP(E)L | Recognition of Prior (Experiential) Learning (also referred to as Accreditation of Prior (Experiential) Learning) |
| SAC | Student Affairs Committee |
| Senate | Senate, the senior academic decision-making body of the University |
| SET | Standard Extra Time |
| SLC | Student Loans Company |
| SMU | Swansea Metropolitan University |
| TSDSU | Trinity Saint David Students' Union |
| UG | Undergraduate |
| UKVI | UK Visas and immigration |
| UMYDDS | Undeb Myfyrwyr Y Drindod Dewi Sant |
| UW | University of Wales (sometimes also referred to as 'UOW') |
| UWTSD | University of Wales Trinity Saint David |
| VC | Vice-Chancellor |
| YDDS | Y Drindod Dewi Sant |