



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

University Regulations

Undergraduate Student Guide for students at partner institutions

September 2017

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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 related to your University programme. It is intended for students on 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, Module 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. It also provides details of the University's arrangements for providing students with academic and personal support during their studies although these arrangements will differ depending on the institution at which you are studying.
- 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: <http://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/>

Please bear in mind that, occasionally, information contained in this guide 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, cross-disciplinary teams or other units, each of which focuses upon one or more academic disciplines. Every Programme of Study delivered via one of the University's partner institutions is linked to a University School/Faculty.

Some Faculties have Schools on more than one campus. Details of the Faculties and Schools can be obtained from the website.

The Faculties are as follows:

Faculty of Architecture, Computing and Engineering

Faculty of Art and Design

Faculty of Business and Management

Faculty of Education and Communities

Faculty of Humanities and Performing Arts

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?

Although your primary contact will be at the institution at which you are studying, staff from different parts of the University may need to contact you for a variety of reasons.

Email is the main method the University will use to contact you. Your contact email address forms part of the information registered on the University's student record system. The University will receive your registration information via the institution at which you are studying. It is important that you read any emails from the University. **Failure to read electronic mail sent to you, and/or failure to manage your mailbox properly, will be regarded as your responsibility.**

In addition to your email address, the University will use the address and telephone number that you provided to the institution at which you are studying during enrolment. **You must therefore ensure that your institution is informed of any changes to your**

contact details, so that the University Registry can be informed. The responsibility for informing your institution of any change of address rests with you. If we fail to contact you because you have not kept your institution (and therefore the University) 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 other relevant staff at your institution, such as those in Students Services. If you decide that you definitely want to leave, then you must complete the appropriate withdrawal form, which is available from the institution at which you are studying. Failure to fully complete all the details on this form may have financial implications for you in relation to tuition fees and student loan. Your institution will then inform the University Registry.

3 Enrolment

3.1 How do I enrol?

Information about enrolment will have been sent to you by the institution at which you are studying in advance of your arrival there, at the start of the academic year.

Full-time students must enrol on modules with a total credit value of 120 each academic year. It is sometimes the case that students reach the end of an academic year without having studied enough modules to gain the credit required to progress to the next level. **It is your responsibility to ensure that you enrol on the correct modules for your programme, at the correct level of study and with the correct total credit value for each semester.** Advice on an appropriate module selection for your Programme of Study can be obtained from your Programme Director.

3.2 Why do I have a University Student Number?

When you first enrol as a student, you will be allocated a University 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. This will not only improve the efficiency of many administrative processes, it will also reduce the possibility of error. Your University student number will be sent to you by email.

4 About your Programme of Study

4.1 Overview

This section is intended to provide you with a straightforward overview of the information contained in Chapter 6: 'Taught Award Regulations' and Chapter 7: 'Assessment: Taught Programmes' of the AQH. You should consult this document carefully since it sets out in detail the regulations that govern the assessment of your Programme of Study. However,

you will also find it useful to refer to the condensed version below since this provides a clear and concise summary of the key aspects of the assessment framework.

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.

For full-time students enrolled on an Honours degree:

- (i) Your Programme of Study consists of three academic levels, with Level 4 as the first year of study and so on.
- (ii) At each academic level you study modules appropriate to that level and, if you successfully complete the module, you will be awarded credits.
- (iii) Normally, modules are worth 10, 20, 30 or 40 credits.
- (iv) You need 360 credits for a degree. At least 120 of the credits must be at Level 6. Normally, you will study for 120 credits at each of Levels 4, 5 and 6.
- (v) To pass a module you must gain a mark of at least 40%. You are required to attempt each component of the assessment associated with a module, and cannot pass a module without attempting every component of the assessment associated with the module.
- (vi) Midway through the academic year a Mid-session Examining Board may review your progress as a student and may make decisions on failed modules. You will receive a transcript of your marks from the University Registry. If the Mid-session Examining Board considers that you are not making satisfactory progress, you may be advised or required to leave.
- (vii) At the end of the academic year a Progression/Award Board meets to consider all your marks from both semesters. You will receive a transcript of these marks from the University Registry. This Examining Board is called a Progression/Award Board because it decides on your 'progression' as a student from one level of study to the next, or, if you are studying at Level 6, decides your degree award.
- (viii) To progress from one academic level to the next (i.e. move from Level 4 to Level 5 or Level 5 to Level 6) you must accumulate 120 credits.
- (ix) If you do not gain the necessary number of credits it *may* still be possible, in certain circumstances, to progress or to be awarded a degree. For further information about this you should consult the relevant section of Chapter 6: 'Taught Award Regulations' of the AQH.
- (x) If you are not permitted to progress from one level of study to the next or are required to leave, you have the opportunity to appeal against the Examining Board's decision. 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.
- (xi) All of your marks/grades are *provisional* marks until they are approved by a Progression/Award Examining Board.**

- (xii) If you have successfully completed at least 40 credits of full modules in a Level you will normally be re-assessed in any failed modules, but in some cases the relevant Examining Board may decide not to allow you to be re-assessed. You can find important information about procedures in Chapter 6 of the AQH.
- (xiii) Module marks are rounded to the nearest whole number to calculate your overall weighted average and degree classification.
- (xiv) You should always try and gain the highest marks of which you are capable. The University determines your final degree classification based on your 'exit velocity' as well as your performance over time. The actual classification that is awarded is determined by calculating the final overall average mark by applying one of two classification methods. The method that is most beneficial to you is always used. The best marks in 100 credits are used, and so where the lowest mark occurs in a module with a credit rating of more than 20, then the mark will be included in the calculation of the overall average for a proportion of the credit value. How it works is described in Chapter 6 of the AQH. An illustrative example can be found below.

ILLUSTRATIVE EXAMPLE: HONOURS DEGREE

Method One – The Overall Weighted Average

The average mark for each level is calculated by taking the best marks in 100 credits for the level and multiplying the number of credits by the mark for each module, then adding to find the average for the level.

Level 5				Level 6			
Module	Credits,c	Mark,m	c x m	Module	Credits,c	Mark,m	c x m
SJED5001	20	51	1020	SJED6006	20	61	1220
SJED5003	20	45	900	SJED6014	20	52	1040
SJED5012	20	46	920	SJED6015	20	63	1260
SJSI5001	20	60	1200	SJSI6009	20	62	1240
SJSI5006	20	40	Not used	SJSI6011	20	40	Not used
SJSI5011	20	55	1100	SJSI6012	20	64	1280
Average	120 (100)		5140	Average	120 (100)		6040

In calculating the final overall average mark, the Level 6 total is given twice the weighting of the Level 5 total.

Final overall average mark = $((2 \times 6040) + 5140) \div 300 = 57\%$ rounded to nearest whole number

Degree classification is 2(ii)

Note: Division is by 300 because there are 100 credits at Level 6 that are counted twice and 100 credits at Level 5, a total of $2 \times 100 + 100 = 300$.

Method Two – The Level 6 Average

The final overall average mark is calculated by taking the best marks in 100 credits for Level 6 and multiplying the number of credits by the mark for each module.

Level 5				Level 6			
Module	Credits,c	Mark,m	c x m	Module	Credits,c	Mark,m	c x m
SJED5001	20	51	Not used	SJED6006	20	61	1220
SJED5003	20	45	Not used	SJED6014	20	52	1040
SJED5012	20	46	Not used	SJED6015	20	63	1260
SJSI5001	20	60	Not used	SJSI6009	20	62	1240
SJSI5006	20	40	Not used	SJSI6011	20	40	Not used
SJSI5011	20	55	Not used	SJSI6012	20	64	1280
Average	120			Average	120 (100)		6040

Final overall average mark = $6040 \div 100 = 60\%$ rounded to nearest whole number

Degree classification is 2(i)

Note: Division is by 100 because there are 100 credits at Level 6 that are counted.

In this case, Method Two is most beneficial and so the actual classification is 2(i)

4.2 How do I choose my modules?

Programmes of Study are made up of core, compulsory and optional modules. Core modules must be passed before you can progress to the next level of study. Compulsory modules are modules you must take depending on your Programme of Study, but unlike a core module could potentially be condoned (see section 5.1). Optional modules are ones you choose from a list within the programme grid according to your own preference. Combinations of modules add up to form different Programmes of Study and Programme of Study handbooks explain the valid combinations of compulsory and optional modules for a particular Programme of Study.

It is very important that you consult with the appropriate member of staff (see section 4.8) and read the relevant Programme of Study handbooks 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.

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

You can only change programme or module following a discussion with your Programme Director and by completing the appropriate form, available from the institution at which you are studying. These forms require the signed approval of the appropriate staff. Your institution will then inform the University Registry so that your academic details can be amended. 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.

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

Normally, you may only change mode of study before commencing a level or at most 4 weeks after the start of a level of study. Requests for changing the mode of study from full-time to part-time, or vice versa, within the normal timeframe, should be made on the appropriate form, available from the institution at which you are studying. Any resulting changes to module selections should also be detailed on this form and approved by the appropriate staff. Your institution will then inform the University Registry.

In exceptional cases, you may be able to request to change mode of study outside of the normal timeframe - partway through a level of study. You will need to check any funding implications of such a change and complete the appropriate form which is available from the institution at which you are studying. 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 University Registry will update the time-limit for completion, and inform you of the decision in writing.

4.5 How much credit do I need?

You will need to gain 360 credits to qualify for an Honours Degree. The standard for these credits is normally:

120 credits at Level 4

120 credits at Level 5

120 credits at Level 6

The University uses the nationally agreed level descriptors framework. According to this framework, levels 1, 2 and 3 are used for academic study at Further Education level; levels 4, 5, 6, 7 and 8 are used for academic study at Higher Education level. This means that the modules studied in the first, second and third year of a full-time Honours Degree will be at levels 4, 5 and 6 respectively.

Every modular system of assessment must ensure that it gives you adequate opportunities to acquire these credits. For full-time Honours Degree students this normally means gaining 120 credits at the appropriate level in each of three years of study. Part-time students enrolled on an Honours Degree will have to gain exactly the same credits but over a longer period.

The pass mark for every module is 40%, and achieving a mark of 40% is one of the criteria that is required in order to be awarded the credits for a module. You must achieve 120 credit points at the end of each level in order to 'progress' to the next level. Further details regarding the structure of modular degrees are available in Chapter 6 of the AQH.

4.6 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.

4.7 What is meant by Accreditation of Prior Learning?

New students can sometimes claim credit from courses that they have previously studied at higher education level; in this case they may make a claim for the Accreditation (or Recognition) of Prior Certificated Learning. Credit for an academic award which has already been made cannot normally be used as credit towards a new qualification. The amount of credit awarded will depend upon the value of the credit already acquired relative to the programme on which the student is currently enrolling. While there is no standard expiry date after which certificated learning cannot be recognised, a judgement will be made as to how appropriate it would be to recognise credit within the context of the particular subject area and it may be deemed that the certificated learning is out of date.

Other students may have acquired similar knowledge and skills during the course of their working life, or in pursuit of private interests, and in these cases they may be able to make a claim for the Accreditation of Prior Experiential Learning. To do this they would need to complete the Recognition and Accreditation of Learning (RAL) process.

Full details of this process can be found in Chapter 10 of the AQH. Credit awarded towards a qualification via the Accreditation of Prior Learning process may be conditional and time limited.

4.8 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 on the University's Programme of Study. Throughout this document, this member of staff is referred to as the Programme Director. Your Programme Director may contact you in a variety of ways. These may include via your email account, at lectures or seminars or via notice-boards or a Virtual Learning Environment (VLE) system.

Details of the Programme Director for each Programme of Study can be obtained from your Programme of Study Handbook.

5 About assessment

5.1 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 one level to the next and, ultimately, the classification 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 Levels 4, 5 and 6 is 40%.
- 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. For Honours Degrees, the calculation of the final degree classification will be based on the marks for both Levels 5 and 6 or for just Level 6.
- 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 two, but in some cases you may not be allowed to use the maximum number of re-assessment attempts (for example if you fail all modules in a level or if you have not made a genuine effort to engage you're your programme of study).
- 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 40%.
- For all undergraduate Programmes of Study, 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 reassessed is 40%.
- Modules with a maximum total credit value of 20 at each level may potentially be condoned by the Examining Board, subject to certain conditions, details of which can be found in Chapter 6 of the AQH.

5.2 What about submission deadlines?

All essays and other written work for assessment purposes must be handed in to meet 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 7.3).

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 40%. Work cannot be accepted more than 1 week after the submission deadline and will be recorded as a non-submission.

5.3 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 and its partner institutions are treated equally, regardless of their Programme of Study or institution at which they are studying.

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 the institution at which you are studying.

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 7.2-7.4 about the support available to you in relation to assessment.**

5.4 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.

5.5 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 within 20 working, term-time days of the final submission date. 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, institutions 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 or equivalent at the institution at which you are studying.

5.6 Do I have to sit formal exams?

You may be required to sit formal examinations at times laid down by the institution at which you are studying, in liaison with the University. 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 in Chapters 6 and 13 of the AQH.

The University's examination procedures are designed to ensure that your examinations are conducted fairly and are well-organised; details can be requested from the University Registry.

5.7 What about dissertations?

Dissertations are not normally accepted for assessment unless they have been produced following a process of appropriate tutorial supervision. The nature and demands of such tutorial supervision are made explicit in the Programme of Study Handbook. Tutors employ an appropriate Supervision Pro-forma to monitor your progress, reporting absences from tutorials and taking any appropriate subsequent action.

5.8 What happens if my progress is unsatisfactory?

Most students make very satisfactory progress, but certain procedures might come into play if your tutors are concerned that you are failing to make satisfactory academic progress. These procedures are detailed in Chapter 6 of the AQH.

Note that for UK-based students the University/your institution is required to make regular reports to government organisations that provide students with financial support for their studies on the attendance, conduct and progress of students. This includes the Student Loan Company (SLC). Should a report be unsatisfactory, a student may lose part or all of the fees, grants and loans that are paid on his/her behalf.

You have a right to appeal against any decision made by the University that requires you to withdraw from your Programme of Study or that has implications for your progression. Please see section 10.

5.9 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/>.

6 About Unfair Practice and Plagiarism

6.1 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, where it is available, the work can be checked against the database of the plagiarism detection service, Turnitin (or equivalent service).

6.2 How can I avoid 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.

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!

6.3 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.

7.4 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.

7 Personal Support

7.1 General approach and principles

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.
- 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.

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

The institution at which you are studying has established arrangements for supporting students with additional needs.

The support available may include specific arrangements relating to assessment. Any specific arrangements or adaptations must be formally approved. The appropriate staff at your institution will play a key role in the assessment and approval process of any adjustments. Any adjustments and specific arrangements must be in place at least 4 weeks before a formal examination so that there is sufficient time for the institution at which you are studying to ensure that alternative arrangements are put in place.

7.3 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 staff or equivalent. 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 in consultation with the individual student, to confirm the arrangements that have been agreed. Details of the process by which compensatory measures are established at the University are provided in Chapter 13 of the AQH. These may differ at the institution at which you are studying but the principles applied will be the same.

7.4 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.

8 About Learning Resources

8.1 Where can I find out about learning resources?

Information about the Library, IT and other Learning Resources services available to students is provided by the institution at which you are studying.

Although the core learning resources for your Programme of Study are provided by the institution at which you are studying, the University is able to provide some additional resources. Further information can be found at <http://www.uwtsd.ac.uk/library/services/services-for-partner-students/>

8.2 What are the regulations governing Information Technology?

The rules for the use of IT at the institution at which you are studying will be contained in the Information Services Acceptable Use Policy (AUP) or equivalent, and other policy and procedural documents. 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 institution against offenders. In addition, it is the responsibility of all users to familiarise themselves with current IT legislation, and act in accordance with it.

8.3 What is VLE?

Most institutions will operate a Virtual Learning Environment (VLE). It is used in a variety of ways including, where appropriate:

- 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 work placements.

Instructions on accessing the VLE will be provided when you first enrol at the institution at which you are studying. It is your responsibility to familiarise yourself with the resources available and to check all module and programme related material regularly.

9 About what is expected of you

9.1 General regulations

In order to make your time at University course a safe and pleasant experience, the University and the institution at which you are studying has a framework of regulations. It's important that they are clear to all and so they need to be quite formal.

Students must observe all regulations that govern the effective organisation and management of specific areas of activity within the institution and/or linked to 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.

9.2 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 enrolled on a University Programme of Study it is expected that you will **not**:

- (a) commit physical assault, behave threateningly or engage in oral or written abuse to other students, staff or visitors to institution at which you are studying and the the University via any means of communication including social media;
- (b) make malicious allegations against other members of the institution at which you are studying and the University via any means of communication including social media;

- (c) damage property of the institution at which you are studying or the University or property of other students, staff or visitors;
- (d) misappropriate any property, funds or assets of the institution at which you are studying or the University;
- (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 from the University;
- (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 institution at which you are studying or the University;
- (h) commit any criminal act on or off of the premises of the institution at which you are studying or the University;
- (i) behave in such a way as may be reasonably deemed to harm or in any way undermine the reputation of the institution at which you are studying, the University or their relationships with the local community.

This list is not exhaustive. Any behaviour that is considered to be unacceptable, inappropriate and which may bring the institution at which you are studying and/or the University into disrepute will be regarded as a breach of general regulations, and will be subject to appropriate disciplinary action.

9.3 What happens if I break the rules?

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 available from the institution at which you are studying.

9.4 Fitness to Study and Fitness to Practise policies

If there are concerns about your fitness to study and/or your fitness to practise in the profession(s) associated with your Programme of Study, the institution at which you are studying/the University may decide to instigate formal fitness to study or fitness to practise procedures. Often such concerns may be resolved informally but where such an approach has not been successful or where the concerns are very serious formal processes are used.

9.5 Academic requirements

When you enrol on your Programme of Study, you will be provided with a Programme of Study Handbook. This will explain what is required of you in terms of matters such as, for example, attendance, teaching and assessment. It is your responsibility to become familiar with this information.

Tutors/Lecturers put a great deal of thought into their lecture programmes and regard them as an integral part of their programmes of study/modules. They also frequently include material from their own research which may not be obtainable from other sources. It is, therefore, very much in your interests to attend all lectures and seminars and to access all course material that has been made available via VLE by the module tutor. Non-attendance is usually an indication of poor commitment and will lead to a request to report to the Programme Director. You must ensure that you satisfy programme and module attendance requirements and should bear in mind that it is the responsibility of the institution at which you are studying to report unsatisfactory attendance to grant awarding authorities, and where appropriate, to employers or other sponsors. If you are an international student in the UK who comes from outside the European Union, the institution at which you are studying is required to report your non-attendance to the immigration authorities.

Coursework in the form of essays, seminar papers, or whatever else is prescribed by your lecturers or tutors **must** be presented by the dates assigned. Please see the information provided in section 5.2. If you have not received any instructions about the coursework requirements of a module, you should see your tutor as soon as possible.

You must not attempt to secure an unfair advantage over others in assessment – please see section 6.

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 the Programme Director.

9.5 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 institution at which you are studying 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 appropriate staff at the institution at which you are studying 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.

9.6 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 5.3 and 7.3.

9.7 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.

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

9.8 What happens if I am in debt to the institution where I study?

Details of the various mechanisms that are in place to help you manage your finances are available from Student Services or equivalent at the institution at which you are studying.

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

9.9 What about health and safety?

You have a responsibility for reading and adhering to the Health and Safety policy of the institution at which you are studying. Failure to observe any part could result in disciplinary and/or legal action being taken 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.

Information relating to health issues such as meningitis may be obtained from Student Services or the equivalent at the institution at which you are studying.

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 in the UK 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 the 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 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.

Accidents must be notified promptly to the Programme Director and other designated staff at the institution at which you are studying.

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.

10 About complaints and appeals

10.1 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 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. 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>.

10.2 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. Students are encouraged, in the first instance, to resolve the matter with the person or persons directly involved. If you wish to make a formal complaint, you should in the first instance pursue it through the complaints procedures of the institution at which you are studying. If you remain dissatisfied, you may request that your complaint is reviewed by the University, as outlined in the University's Student Complaints Procedure in Chapter 13 of the AQH.

In the event that you are not satisfied with the outcome of a review of a complaint by the University, 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>.

Procedures for student complaints do not normally cover complaints about the behaviour of other students. If you wish to make a complaint of this nature you should check with the institution at which you are studying as to how to take this forward.

11 Abbreviations and jargon

APC	Academic Policy Committee
AP(E)L	Accreditation 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
PVC	Pro Vice-Chancellor
QA	Quality assurance
QAA	Quality Assurance Agency for Higher Education
QE	Quality enhancement
RDC	Research Degrees Committee
RPL	Recognition of Prior Learning
SAC	Student Affairs Committee
Senate	Senate, the senior academic decision-making body of the University
SET	Standard Extra Time
SLC	Student Loans Company
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