



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

PROGRAMME OF STUDY HANDBOOK

Academic Discipline: Wales Academy for Professional Practice and Applied Research

PROFESSIONAL PRACTICE FRAMEWORK:

MA	Postgraduate Diploma	Postgraduate Certificate
Professional Practice	Professional Practice	Professional Practice
Professional Practice (<i>Social Housing</i>)	Professional Practice (<i>Social Housing</i>)	Professional Practice (<i>Social Housing</i>)
Professional Practice (<i>Leadership in Emergency Services</i>)	Professional Practice (<i>Leadership in Emergency Services</i>)	Professional Practice (<i>Leadership in Emergency Services</i>)
Professional Practice (<i>Neuro Coaching</i>)	Professional Practice (<i>Neuro Coaching</i>)	Professional Practice (<i>Neuro Coaching</i>)
Professional Practice (<i>Performance Coaching for Performing Artists</i>)	Professional Practice (<i>Performance Coaching for Performing Artists</i>)	Professional Practice (<i>Performance Coaching for Performing Artists</i>)
Professional Practice (<i>Voice Pedagogy</i>)	-	Professional Practice (<i>Voice Pedagogy</i>)
Professional Practice (<i>Systems Management in Context</i>)	-	Professional Practice (<i>Systems Management in Context</i>)
-	-	Professional Practice (<i>Clinical Leadership</i>)
-	-	Professional Practice (<i>Leadership in Public Service</i>)
-	-	Professional Practice (<i>Strategic Leadership in Higher Education</i>)

Level 7

Institute of Management and Health

2021-2022

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INTRODUCTION

This handbook provides you with information about your Programme of Study for the academic year 2021/22. Module descriptors are presented in the accompanying Module Directory document.

Because of the ongoing Covid-19 situation, the University has made a number of changes for the 2021/22 academic year, e.g. in relation to how you can access facilities on our campuses, and how your programme will be delivered.

Access to the University's physical facilities will be led by Government and Public Health advice. Essential updates can be found here (<https://uwtsd.ac.uk/coronavirus/>) and on the [Student Hwb](#). Please also make sure that you read the Student Bulletin for essential updates as a change in status may affect how your programme is delivered.

As a result of these circumstances, most programmes will be delivered through in-person and blended online delivery. This approach will work to ensure that if you are shielding or self-isolating you will still be able to access your studies. If you have any specific needs arising from the current circumstances, we ask that you make Student Services and your programme team aware so that we can work to support you.

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

FEEDBACK

Feedback on your programme of study and modules is welcome and important and will help us to improve and enhance your learning experience. You can give feedback in a number of ways:

- through the academic representative for your programme of study,
- through module evaluation questionnaires,
- through informal meetings with your academic support tutor, teaching staff, or Programme Manager,
- through focus groups to gain feedback from students on particular issues, or
- through the Students' Union.

If there are issues, then it is important that you share these with us so that we can address them. We would also be grateful if you would let us know about any changes that you think might be helpful if introduced into future handbooks. Your opinion is valued.

PROGRAMMES OF STUDY AND PROGRAMME MANAGERS

This handbook covers the following Programmes of Study. The name and contact details of the Programme Managers are also listed below.

Programme of Study	Programme Manager/Lead	Tel. No.	E-mail
MA Professional Practice	Lowri Harris	01267 676775	l.m.harris@uwtsd.ac.uk
PGDip Professional Practice			
PGCert Professional Practice			
MA Professional Practice (Voice Pedagogy)	Lowri Harris / Julie Crossman	01267 676775 / 01267 225178	l.m.harris@uwtsd.ac.uk / julie.crossman@uwtsd.ac.uk
PGCert Professional Practice (Voice Pedagogy)			
PG Cert Professional Practice (Clinical Leadership)			
MA Professional Practice (Social Housing)	Lowri Harris	01267 676775	l.m.harris@uwtsd.ac.uk
PGDip Professional Practice (Social Housing)			
PGCert Professional Practice (Social Housing)			
PGCert Professional Practice (Leadership in Public Service)			
MA Professional Practice (<i>Leadership in Emergency Services</i>)	Lowri Harris / Julie Crossman	01267 676775 / 01267 225178	l.m.harris@uwtsd.ac.uk / julie.crossman@uwtsd.ac.uk
PGDip Professional Practice (<i>Leadership in Emergency Services</i>)			
PG Cert Professional Practice (<i>Leadership in Emergency Services</i>)			
MA Professional Practice (<i>Neuro Coaching</i>)	Lowri Harris	01267 676775	l.m.harris@uwtsd.ac.uk
PGDip Professional Practice (<i>Neuro Coaching</i>)			
PG Cert Professional Practice (<i>Neuro Coaching</i>)			
MA Professional Practice (<i>Performance Coaching for Performing Artists</i>)			
PGDip Professional Practice (<i>Performance Coaching for Performing Artists</i>)			
PG Cert Professional Practice (<i>Performance Coaching for Performing Artists</i>)			
MA Professional Practice (<i>Systems Management in Context</i>)			
PG Cert Professional Practice (<i>Systems Management in Context</i>)			
PG Cert Professional Practice (<i>Strategic Leadership in Higher Education</i>)	Lowri Harris / Julie Crossman	01267 676775 / 01267 225178	l.m.harris@uwtsd.ac.uk / julie.crossman@uwtsd.ac.uk

MODULE LEAD CONTACT DETAILS

Lecturer	Area(s)	Tel. No.	E-mail
Sarah Loxdale	Recognition and Accreditation of Prior Learning	01267 225120	s.loxdale@uwtsd.ac.uk
Julie Crossman	Learning Plan Coaching and Mentoring	01267 225178	julie.crossman@uwtsd.ac.uk
Steve Darnell	Leadership	01267 225184	s.darnell@uwtsd.ac.uk
TBC	Research Methods WBL Project	TBC	TBC

SUPPORT DURING YOUR STUDIES

A member of academic staff will be identified at the beginning of the academic year to act as a point of first contact for support issues. Further support can also be accessed through the [Student Services](#) department.

ADMINISTRATIVE PROCEDURES

All relevant forms (e.g. essay submission form, dissertation form, extension request form) can be found in the postgraduate student section on the University's VLE and / or on the University's intranet.

Contact details for the Institute office administrative lead for the programme of study:

Ann Beaumont – a.beaumont@uwtsd.ac.uk / 01267 676882

EXTERNAL EXAMINERS

All taught Programmes of Study which lead to an award of the University have at least one External Examiner. The principal purposes of the University's external examiner system are to ensure that:

- the standard of each award is maintained at the appropriate level;
- the standards of student performance are comparable with standards on similar programmes or subjects in other UK institutions with which they are familiar;
- the processes for assessment and the determination of awards are sound and fairly conducted.

Students may request a copy of the previous year's External Examiner's Report for their programme of study by contacting the Programme Manager.

The current External Examiners for the Programmes of Study are:

Programme of Study	External Examiner for 2021/22 (forename/surname)	External Examiner for 2020/21 (if different to current)
MA Professional Practice	David Holifield	Same as 2021/22
PGDip Professional Practice		
PGCert Professional Practice		
MA Professional Practice (Voice Pedagogy)		
PGCert Professional Practice (Voice Pedagogy)		
PG Cert Professional Practice (Clinical Leadership)		
MA Professional Practice (Social Housing)	Kelly Young (Welsh Medium)	Same as 2021/22
PGDip Professional Practice (Social Housing)		
PGCert Professional Practice (Social Housing)		
PGCert Professional Practice (Leadership in Public Service)		
MA Professional Practice (Leadership in Emergency Services)		
PGDip Professional Practice (Leadership in Emergency Services)		
PG Cert Professional Practice (Leadership in Emergency Services)		
MA Professional Practice (Neuro Coaching)		
PGDip Professional Practice (Neuro Coaching)		
PG Cert Professional Practice (Neuro Coaching)		
MA Professional Practice (Performance Coaching for Performing Artists)		
PGDip Professional Practice (Performance Coaching for Performing Artists)		

Programme of Study	External Examiner for 2021/22 (forename/surname)	External Examiner for 2020/21 (if different to current)
PG Cert Professional Practice (<i>Performance Coaching for Performing Artists</i>)		
MA Professional Practice (<i>Systems Management in Context</i>)		
PG Cert Professional Practice (<i>Systems Management in Context</i>)		
PG Cert Professional Practice (<i>Strategic Leadership in Higher Education</i>)		

Please note that students are not permitted to make direct contact with the External Examiners without permission and to do so may be considered a disciplinary offence.

ACADEMIC YEAR 2021/22

The academic year 2021/22 will be divided up as follows:

Induction Varies per programme (please contact the office)

Semester 1: 24/09/21 - 21/01/22

Semester 2: 24/01/21 - 08/07/22

Examination Boards: normally November, March and May annually

Please note that dates are subject to change depending upon developments relating to the Coronavirus/Covid-19 pandemic.

INFORMATION ABOUT YOU AND YOUR PROGRAMME OF STUDY

Information about you and your programme of study is held by the University on a central Student Record System managed by the University Registry. It is essential that the University Registry has an accurate record of your personal details at all times. It is equally important to ensure that you are enrolled on the correct Programme of Study and on the correct modules and that you read and agree to the Enrolment Agreement.

My Student Record / MyTSD

You can view your personal details on [MyTSD](#) and make requests to amend data when your circumstances change. It is important to keep your personal details up to date. You can use MyTSD to:

- enrol for the new academic year
- generate a 'Confirmation of enrolment' letter
- generate a council tax exemption letter and/or bank letter
- view enrolment and module registration details
- amend your address
- check your financial information (e.g. fees due)
- submit a programme change request
- apply for 'Extenuating Circumstances'
- check your module results and examining board decision
- request to withdraw from your studies

Failure to keep your personal details up to date can result in a range of problems including:

- delays in obtaining your student loan;
- failure to contact you in an emergency;
- not being able to borrow materials from the Library and Learning Resources; and
- not being able to use the Information Technology services.

Please take time to check the enrolment information provided on MyTSD.

DISCLOSURE AND BARRING SERVICE (DBS) – ENHANCED

If your programme involves you coming into contact with children or vulnerable adults, you will be required to undertake a DBS check (Enhanced). Further details will be provided by the University Registry or Programme Manager.

As part of each programme's procedures relating to DBS, continuing students will normally be required to inform their Programme Manager immediately of any change to their criminal convictions status.

You will also be asked to complete a formal self declaration during the enrolment period at the beginning of the academic year, which confirms your criminal conviction status.

MODULAR TERMINOLOGY

Programme of Study (Course)

A Programme of Study or course is the collection of modules leading to a particular award.

Module

A module is an academically coherent unit of learning activity with defined aims/learning outcomes, content and assessment scheme.

Module Credit Rating

Every module has a credit rating. Credit is an award made to a learner in recognition of the verified achievement of designated learning outcomes at a specified level.

Level of Study

A level is assigned to each module to define the standard of its academic demand. Study at Master's level is called Level 7 in the National Qualifications Framework. The basic characteristics of the relevant levels of study are outlined by the Welsh Assembly government and available on their website:

<https://gov.wales/sites/default/files/publications/2018-02/level-descriptors.pdf>

Students should note that the expectations and demands of work at Level 7 is higher than those at undergraduate Levels 4-6, and that this will be reflected in the assessment and marking of the module assessments.

ASSESSMENT

At the start of each module, tutors will provide on Moodle full details of the means by which you will be assessed in that module. This will include a full assessment brief and guidelines on the criteria that will be used for marking your work as well as clear information about when the assessments are due and the turn-around feedback time for the assessments. It will also detail how you will be able to discuss the feedback on your work and your performance and what to do if you have any questions.

All assessed written coursework needs to be submitted in electronic copy via Turnitin; alternative instructions will be provided by the Programme Manager for any forms of coursework that cannot be submitted via Turnitin.

The University offers programmes in both English and Welsh. The normal expectation is that you will be assessed in the same language in which the programme or modules are delivered. If you have been taught in English and wish to be assessed in Welsh, or vice versa, you should consult your Programme Manager about the options available to you.

You will receive confirmation of your assessment marks following each exam board. Any marks released prior to formal approval by the Progression / Award Examining Board are provisional.

Extenuating Circumstances

If you believe that there are extenuating circumstances which may have adversely affected your ability to complete coursework or examinations, you should follow the University's procedures for Extenuating Circumstances for Taught Provision, which

can be found on the Academic Office section on the University's website and forms part of the *Mitigating Circumstances Policy*:

<http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/>

Additional needs in terms of assessment

If you have any additional needs in terms of assessment, it is your responsibility to liaise with Student Services regarding those needs at the start of the academic year, so that a Statement of Compensatory Measures can be drafted in line with the University's procedures for assessment of students with additional needs.

<http://www.uwtsd.ac.uk/services-for-disabled-students/>

Academic Appeals

Information about how to appeal is provided in the 'Academic Appeal Procedure' which forms part of the *Academic Appeal Policy* associated with in Chapter 12 of the *Academic Quality Handbook*, and in supporting documentation published on the Academic Office section on the University's website:

<http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/>

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.

Assessment Regulations

The rules and regulations that govern the assessment of your Programme of Study are available in Chapters 6 and 7 of the University's *Academic Quality Handbook*, a copy of which is available on the Academic Office section of the website:

<http://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/>

Responsibilities of students in relation to the assessment process

You are responsible for ensuring that:

- i) You are correctly enrolled on your programme of study (including re-enrolment for each academic year after initial enrolment).
- ii) You read and understand the information provided about how you will be assessed, how your final award will be determined, and the action to take in the event that you experience difficulties relating to assessment.
- iii) You attempt every assessment component of a module.
- iv) You attend examinations and other assessment events, including re-examination and re-assessment events, as required; and that you are available to attend oral examinations if required to do so within the published dates of terms or semesters, or other date notified to you in advance.
- v) You submit work for assessment as required and in accordance with the required format and deadline.
- vi) You inform your Programme Manager or Student Services of any disability or long-term impairment which might require special provisions for assessment.
- vii) You familiarise yourself with the University's definition of academic misconduct and undertake assessments in a manner that does not attempt to gain unfair advantage.
- viii) You follow the prescribed procedures in the event that you experience extenuating circumstances or wish to appeal against the decision of an Examining Board.
- ix) You keep a copy of work presented for assessment wherever feasible.
- x) You make your work available for sampling for external examining purposes .

VIRTUAL LEARNING ENVIRONMENT (VLE)

Moodle is the University's Virtual Learning Environment (VLE). The VLE is used to support learning and teaching. It can be accessed by **enrolled** students from anywhere in the world using the internet and a web browser.

Some of Moodle's features allow students to:

- Access course materials
- Facilitate communication between students and tutors - this may also take place via Microsoft Teams
- Support group tasks
- Take online assessments with automatic marking and feedback facilities

Moodle can be used for administration tasks such as:

- Displaying announcements e.g. lecture venue changed
- Submission of assignments electronically
- Administration of online surveys, such as module questionnaires

How to Access:

You can access Moodle in 3 different ways:

1. From Hwb
Access your Hwb dashboard either by logging into a campus PC and opening Internet Explorer, or accessing <https://hwb.uwtsd.ac.uk> from any browser on an internet-connected device. Click on the Moodle tile.
2. From the University Website
Navigate to <http://uwtsd.ac.uk> and select Quick Links (top left side of screen) and then Moodle.
3. URL Input
Open any browser on an internet-connected device and navigate to <http://moodle.uwtsd.ac.uk>

If you are already signed into the Hwb or Office 365 you should be automatically signed into Moodle when you connect, if not log in using your Network username and password which are the same as used to access a campus PC.

If you are missing courses/modules in the **My Courses** block please contact your **lecturers** to ask if they use Moodle. Please note it can take 24hrs for enrolment data to feed into Moodle. If you have problems finding resources (eg. assignment briefs) please contact the **lecturer** that delivers the course/module.

For any technical issues or error messages contact the **IT Service Desk** via:

Web: <https://webhelp.uwtsd.ac.uk>

Tel: 0300 500 5055

Or email: ITServiceDesk@uwtsd.ac.uk

In any correspondence please include your name and username (your student number) together with details of your issue.

Further information on using online and digital resources can be found at <https://digitallearning.uwtsd.ac.uk/>

ASSESSMENT FEEDBACK VIA TURNITIN

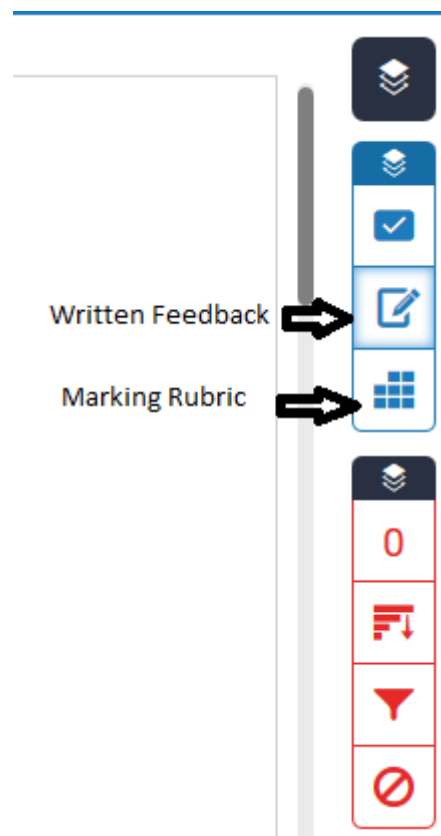
For feedback provided through Turnitin, there are two areas to get your feedback: written feedback, and the marking rubric.

Written feedback will comment on the overall work.

The marking rubric will focus on how the piece of work meets the criteria listed in the relevant rubric.

The marking rubric does not give a mathematically calculated result based on the sum of individual components, but is used holistically to help determine the mark.

Written Feedback and the Marking Rubric can be found by clicking the buttons as shown when you view your submitted assignment in Turnitin.



PROGRAMMES/PORTFOLIO SUMMARY Module Details, usage of shared modules, module status: (CR = Core / CM = Compulsory / O = Optional)				MA Professional Practice	PGDip Professional Practice	PG Cert Professional Practice
Module Code	Module Title	Credits	Level			
Compulsory options – learners must study at least one of the following modules:						
BMPF7011	Independent Study Module (Minor)	10	7	O	O	O
BMPF7012	Independent Study Module (Standard)	20	7	O	O	O
BMPF7013	Independent Study Module (Extended)	30	7	O	O	O
BMPF7007	Work-based Learning Project (Minor)	20	7	O	O	O
BMPF7008	Work-based Learning Project (Intermediate)	30	7	O	O	O
BMPF7009	Work-based Learning Project (Standard)	40	7	O	O	O
BMPF7045	Work-based Learning Project (Moderate)	45	7	O	O	O
BMPF7010	Work-based Learning Project (Major)	60	7	O	O	O
Free options – learners must select the remaining credits from the following modules:						
BMPF7033	Academi Wales Summer School*	10	7	O	O	O
BMPF7034	Academi Wales Summer School Personal Development Plan*	5	7	O	O	O
BMPF7014	An Introduction to Mentoring in the Workplace	20	7	O	O	O
BMPF7003	Application of Learning in the Workplace	15	7	O	O	O
BMPF7021	Authenticity and the Role of the Leader	30	7	O	O	O
BMPF7061/C	Coaching and Mentoring / Hyfforddi a Mentora	30	7	O	O	O
BMPF7060	Coaching in the Workplace	20	7	O	O	O
BMPF7001	Continuing Professional Development	20	7	O	O	O
BMPF7031	Delivering Citizen Focused Outcomes*	20	7	O	O	O
BMPF7027	Developing Sustainable Tenancies*	30	7	O	O	O
BMPF7059	Financial Management for Public Sector	30	7	O	O	O
BMPF7023	Leadership and Change	30	7	O	O	O
BMPF7022	Leadership in Planning and Motivation	30	7	O	O	O
BMPF7025	Leadership in the Third Sector*	30	7	O	O	O

PROGRAMMES/PORTFOLIO SUMMARY Module Details, usage of shared modules, module status: (CR = Core / CM = Compulsory / O = Optional)				MA Professional Practice	PGDip Professional Practice	PG Cert Professional Practice
Module Code	Module Title	Credits	Level			
BMPF7024	Leadership, Crisis and Resilience	30	7	O	O	O
BMPF7019	Leading Digital Marketing	20	7	O	O	O
BMPF7058	Leading Service Improvement Project	30	7	O	O	O
BMPF7018	Managing Work-based Projects	30	7	O	O	O
BMPF7029	Personal Leadership for Citizen Service*	20	7	O	O	O
BMPF7032	Planning for Learning and Development	5	7	O	O	O
BMPF7026	Principles and Practices of Social Housing*	30	7	O	O	O
BMPF7000	Recognition and Accreditation of Learning (RAL)	20	7	O	O	O
BMPF7057	Reflection on Clinical leadership*	30	7	O	O	O
BMPF7004	Research in Workplaces	10	7	O	O	O
BMPF7005	Undertaking Research in Workplaces	15	7	O	O	O
BMPF7030	The Political Context of Citizen Service*	20	7	O	O	O
BMPF7028	Understanding Housing Law*	30	7	O	O	O
BMPF7006	Work-Based Research	20	7	O	O	O
BMPF7046	Wellbeing of Future Generations Act	20	7	O	O	O

PROGRAMMES OF STUDY

(1) MA Professional Practice

also including:

- Professional Practice (*Social Housing*)
- Professional Practice (*Leadership in Emergency Services*)
- Professional Practice (*Neuro Coaching*)
- Professional Practice (*Performance Coaching for Performing Artists*)
- Professional Practice (*Voice Pedagogy*)
- Professional Practice (*Systems Management in Context*)

Programme Learning Outcomes

The following level 7 Professional Practice learning outcomes conform in full to the expectations of the QAA FHEQ (2014) and were developed with reference to the QAA Characteristics Statement for Master's Degrees (2015) and the QAA subject benchmark statement for Master's Degrees in Business and Management. The learning outcomes are categorised as follows: knowledge and understanding skills, cognitive/intellectual skills (CS), practical skills (PS) and key skills (KS).

Knowledge and Understanding Skills

Graduates of the programme will be able to demonstrate:

KU1	A systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their professional practice.
KU2	A comprehensive understanding of techniques applicable to their own research or advanced scholarship in their professional practice.
KU3	Conceptual understanding of principles, theories, techniques and methodologies relevant to their professional practice.
KU4	A systematic understanding of ethical principles and a comprehensive knowledge and coherent application of professional codes of conduct to the work/practice of self and others.
KU5	An advancement of their knowledge and understanding, and to develop new skills to achieve the breadth of credits for a master's degree.

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study).

Cognitive Skills

Graduates will be able to demonstrate a range of cognitive and intellectual skills together with techniques specific to their professional practice. Graduates will be able to:

CS1	Deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences.
CS2	Evaluate critically current research and advanced scholarship in their professional practice discipline.
CS3	Evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

CS4	Conduct independent research and enquiry into issues relevant to their professional practice through research design, the collection and analysis of qualitative and quantitative data, synthesis and reporting.
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Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study).

Practical Skills

Graduates will be able to:

PS1	Demonstrate originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in their professional practice discipline.
PS2	Use information and knowledge effectively in order to abstract meaning from information and to share knowledge including the development of information and digital literacy skills.

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study).

Key Skills

Graduates will be able to demonstrate a range of qualities and transferable skills necessary for employment. These include:

KS1	The exercise of initiative and personal responsibility.
KS2	Decision-making in complex and unpredictable situations.
KS3	The independent learning ability required for continuing professional development based on critical reflection and analysis of personal motivations, aspirations and actions.

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study).

PROGRAMME STRUCTURE

The mode of delivery is blended with a mixture of full-day workshops (delivered on campus or within the workplace), face-to-face or Teams tutorials and online activities through Moodle.

Learners will be afforded considerable flexibility in the timing of delivery of their programme to navigate issues such as workflow within their organisations. The programme accommodates this through designing each module (except the RAL and project modules) to be of 4 months' duration.

There is no specified order of the subsequent modules although learners are required to plan their programme (using the delivery schedule) to allow completion with an appropriate time scale (preferably 3 years) and within the maximum allowed time. The only specification with respect to content is that there are Work-based Learning Project and/or Independent Study modules included within the learner's pathway.

Learners are usually expected to commence with a Continuing Professional Development Module (20 credits) if they wish to gain an award - rather than modular credit. In addition to planning their programme of learning this also identifies prior learning for which credit may be claimed. Learners will then proceed to the Recognition and Accreditation of Learning Module (RAL) through which they can claim the credit for learning and 20 additional credits for their supplementary reflective

review. It is also recommended that learners undertake the Research in Workplaces module prior to the Work-based Learning Project module or Independent Study module. They can achieve the remaining credit requirement for their award (see table below) by choosing from the range of discipline-based modules within the PPF.

Learners can change their programme through negotiation with their Programme Manager and amendment to the Learning Pathway Document.

The following table shows the typical delivery schedule, although the delivery pattern of options may vary depending on staff availability and learner numbers.

Module Code	Title	Module type (core, compulsory option or optional)	Credits
Year 1, Semester 1			
BMPF7003	Application of Learning in the Workplace	Optional	15
BMPF7001	Continuing Professional Development	Optional	20
Year 1, Semester 2			
BMPF7000	RAL with RPEL/RPCL (includes 40-100-credit claim)	Optional	20+
Year 2, Semester 3			
BMPF7014	An Introduction To Mentoring In The Workplace	Optional	20
BMPF7021	Authenticity and the Role of the Leader	Optional	30
BMPF7061/ C	Coaching and Mentoring Hyfforddi a Mentora	Optional	30
BMPF7000	RAL with RPEL/RPCL (includes 60-100-credit claim)	Optional	20+
Year 2, Semester 4			
BMPF7059	Financial Management for Public Sector	Optional	30
BMPF7023	Leadership and Change	Optional	30
BMPF7022	Leadership in Planning and Motivation	Optional	30
BMPF7024	Leadership, Crisis and Resilience	Optional	30
BMPF7019	Leading Digital Marketing	Optional	20
BMPF7018	Managing Work-based Projects	Optional	30
BMPF7000	RAL with RPEL/RPCL (includes 80-100credit claim)	Optional	20+
BMPF7004	Research in Workplaces	Optional	10
BMPF7005	Undertaking Research in Workplaces	Optional	15
BMPF7006	Work-Based Research	Optional	20
BMPF7060	Coaching in the Workplace	Optional	20
BMPF7046	Wellbeing of Future Generations Act	Optional	20
Year 3, Semester 5 & 6			
BMPF7011	Independent Study (Minor)	Compulsory option	10
BMPF7012	Independent Study (Standard)	Compulsory option	20
BMPF7013	Independent Study (Extended)	Compulsory option	30
BMPF7007	WBL Project (Minor)	Compulsory option	20
BMPF7008	WBL Project (Intermediate)	Compulsory option	30
BMPF7009	WBL Project (Standard)	Compulsory option	40
BMPF7010	WBL Project (Major)	Compulsory option	60
BMPF7045	WBL Project (Moderate)	Compulsory option	45

(2) Postgraduate Diploma Professional Practice

also including:

- Professional Practice (*Social Housing*)
- Professional Practice (*Leadership in Emergency Services*)
- Professional Practice (*Neuro Coaching*)
- Professional Practice (*Performance Coaching for Performing Artists*)

Programme Learning Outcomes

The following PGDip Professional Practice learning outcomes conform in full to the expectations of the QAA FHEQ (2014) and were developed with reference to the QAA Characteristics Statement for Master's Degrees (2015) and the QAA subject benchmark statement for Master's Degrees in Business and Management. As the learning outcomes for the MA, the PGDip and the PGCert are all written at level 7, and thus develop the same level 7 skills, they are very similar, as one (and the QAA) would expect. The differentiating factor is the quantity of credits achieved for the differing level 7 awards. This PGDip is awarded to students who achieve 120 level 7 credits. The learning outcomes are categorised as follows: knowledge and understanding skills, cognitive/intellectual skills (CS), practical skills (PS) and key skills (KS).

Knowledge and Understanding Skills

Graduates of the programme will be able to demonstrate:

KU1	A systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their professional practice discipline.
KU2	A comprehensive understanding of techniques applicable to their own research or advanced scholarship in their professional practice.
KU3	Conceptual understanding of principles, theories, techniques and methodologies relevant to their professional practice.
KU4	A systematic understanding of ethical principles and a comprehensive knowledge and coherent application of professional codes of conduct to the work/practice of self and others.
KU5	An advancement of their knowledge and understanding, and to develop new skills to achieve the breadth of credits for a postgraduate diploma.

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study).

Cognitive Skills

Graduates will be able to demonstrate a range of cognitive and intellectual skills together with techniques specific to their professional practice. Graduates will be able to:

CS1	Deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences
CS2	Evaluate critically current research and advanced scholarship in their professional practice discipline.

CS3	Evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.
CS4	Conduct independent research and enquiry into issues relevant to their professional practice through research design, the collection and analysis of qualitative and quantitative data, synthesis and reporting.

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study).

Practical Skills

Graduates will be able to:

PS1	Demonstrate originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in their professional practice discipline.
PS2	Use information and knowledge effectively in order to abstract meaning from information and to share knowledge including the development of information and digital literacy skills.

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study).

Key Skills

Graduates will be able to demonstrate a range of qualities and transferable skills necessary for employment. These include:

KS1	The exercise of initiative and personal responsibility
KS2	Decision-making in complex and unpredictable situations
KS3	The independent learning ability required for continuing professional development based on critical reflection and analysis of personal motivations, aspirations and actions.

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study).

PROGRAMME STRUCTURE

The programme structure closely follows that of the MA as identified in Section (1). The principal modules are provided on a rolling basis throughout the year and learners will design their programme with their Programme Manager to allow them to complete their programme within the appropriate timescale taking into account the availability of their chosen modules.

The choice of principal modules of the programme is the same (although for this structure learners are only seeking to achieve 120 credits overall) and hence learners will join those taking the MA on the rolling provision of modules as described above. Again there is an expectation that learners wishing to gain an award rather than modular credits normally commence with a Continuing Professional Development (20 credits). In addition to planning their programme of learning this also identifies prior learning for which credit may be claimed. They then proceed to the Recognition and Accreditation of Learning Module (RAL) through which they can claim the credit for learning and 20 additional credits for their supplementary reflective

review. It is highly recommended that learners undertake the Research in Workplaces module prior to their compulsory Work-Based Project module. Depending on the amount of credit claimed within the RAL process there is a range of modules that may be undertaken in order to achieve the appropriate credits required for an award. The total number of credits required to achieve the PGDip Professional Practice is 120 credits.

Learners can change their programme of modules through negotiation with their Programme Adviser and amendment of the Learning Pathway Document as long as the modules that are to be changed and/or included are within the validated PPF framework and are available within an appropriate timescale. Successful learners can opt to continue on to complete the MA award.

The following table shows the typical delivery schedule, although the delivery pattern of options may vary depending on staff availability and learner numbers.

Module Code	Title	Module type (core, compulsory option or optional)	Credits
Year 1, Semester 1			
BMPF7003	Application of Learning in the Workplace	Optional	15
BMPF7001	Continuing Professional Development	Optional	20
Year 1, Semester 2			
BMPF7000	RAL with RPEL/RPCL (includes 40-60-credit claim)	Optional	20+
Year 2, Semester 3			
BMPF7014	An Introduction To Mentoring In The Workplace	Optional	20
BMPF7021	Authenticity and the Role of the Leader	Optional	30
BMPF7061/C	Coaching and Mentoring Hyfforddi a Mentora	Optional	30
Year 2, Semester 4			
BMPF7059	Financial Management for Public Sector	Optional	30
BMPF7023	Leadership and Change	Optional	30
BMPF7022	Leadership in Planning and Motivation	Optional	30
BMPF7024	Leadership, Crisis and Resilience	Optional	30
BMPF7019	Leading Digital Marketing	Optional	20
BMPF7018	Managing Work-based Projects	Optional	30
BMPF7004	Research in Workplaces	Optional	10
BMPF7005	Undertaking Research in Workplaces	Optional	15
BMPF7006	Work-Based Research	Optional	20
BMPF7060	Coaching in the Workplace	Optional	20
BMPF7046	Wellbeing of Future Generations Act	Optional	20
Year 3, Semester 5 & 6			
BMPF7011	Independent Study (Minor)	Compulsory option	10
BMPF7012	Independent Study (Standard)	Compulsory option	20
BMPF7013	Independent Study (Extended)	Compulsory option	30
BMPF7007	WBL Project (Minor)	Compulsory option	20
BMPF7008	WBL Project (Intermediate)	Compulsory option	30
BMPF7009	WBL Project (Standard)	Compulsory option	40
BMPF7010	WBL Project (Major)	Compulsory option	60
BMPF7045	WBL Project (Moderate)	Compulsory option	45

(3) Postgraduate Certificate Professional Practice

also including:

- Professional Practice (*Social Housing*)
- Professional Practice (*Leadership in Emergency Services*)
- Professional Practice (*Neuro Coaching*)
- Professional Practice (*Performance Coaching for Performing Artists*)
- Professional Practice (*Voice Pedagogy*)
- Professional Practice (*Systems Management in Context*)
- Professional Practice (*Clinical Leadership*)
- Professional Practice (*Leadership in Public Service*)
- Professional Practice (*Strategic Leadership in Higher Education*)

Programme Learning Outcomes

The following PGCert Professional Practice learning outcomes conform in full to the expectations of the QAA FHEQ (2014) and were developed with reference to the QAA Characteristics Statement for Master's Degrees (2015) and the QAA subject benchmark statement for Master's Degrees in Business and Management. As the learning outcomes for the MA, the PGDip and the PGCert are all written at level 7, and thus develop the same level 7 skills, they are very similar, as one (and the QAA) would expect. The differentiating factor is the quantity of credits achieved for the differing level 7 awards. This PGCert is awarded to students who achieve 60 level 7 credits. The learning outcomes are categorised as follows: knowledge and understanding skills, cognitive/intellectual skills (CS), practical skills (PS) and key skills (KS).

Knowledge and Understanding Skills

Graduates of the programme will be able to demonstrate:

KU1	A systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their professional practice discipline.
KU2	A comprehensive understanding of techniques applicable to their own research or advanced scholarship in their professional practice.
KU3	Conceptual understanding of principles, theories, techniques and methodologies relevant to their professional practice.
KU4	A systematic understanding of ethical principles and a comprehensive knowledge and coherent application of professional codes of conduct to the work/practice of self and others.
KU5	An advancement of their knowledge and understanding, and to develop new skills to achieve the breadth of credits for a postgraduate certificate.

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study).

Cognitive Skills

Graduates will be able to demonstrate a range of cognitive and intellectual skills together with techniques specific to their professional practice. Graduates will be able to:

CS1	Deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences
CS2	Evaluate critically current research and advanced scholarship in their professional practice discipline.
CS3	Evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.
CS4	Conduct independent research and enquiry into issues relevant to their professional practice through research design, the collection and analysis of qualitative and quantitative data, synthesis and reporting.

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study).

Practical Skills

Graduates will be able to:

PS1	Demonstrate originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in their professional practice discipline.
PS2	Use information and knowledge effectively in order to abstract meaning from information and to share knowledge including the development of information and digital literacy skills.

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study).

Key Skills

Graduates will be able to demonstrate a range of qualities and transferable skills necessary for employment. These include:

KS1	The exercise of initiative and personal responsibility
KS2	Decision-making in complex and unpredictable situations
KS3	The independent learning ability required for continuing professional development based on critical reflection and analysis of personal motivations, aspirations and actions.

Each of the above PLOs is covered by at least 2 modules at the appropriate level (taking into account individual patterns of study).

PROGRAMME STRUCTURE

The programme structure closely follows that of the MA as identified previously. The principal modules are provided on a rolling basis throughout the year and learners design their programme with their Programme Manager to allow them to complete their programme within the appropriate timescale taking into account the availability of their chosen modules. Below is the typical delivery schedule, the delivery pattern of option may vary depending on staff availability and learner numbers.

Learners may still take the Recognition and Accreditation of Learning (RAL) module as identified above but they can also decide not to make a claim and instead choose a discipline-based or PPF module as identified in the Programme Summary table. They can then take their compulsory Work-based Learning Project module or Independent Study Module.

Learners must achieve a minimum of 60-credits to be awarded the PGCert Professional Practice.

Learners can change their programme of modules through negotiation with their Programme Adviser and amendment to the Learning Pathway Document. Learners can opt to extend their planned programme through to the Postgraduate Diploma and Master's, which are also available as stand-alone programmes.

The following table shows the typical delivery schedule, although the delivery pattern of options may vary depending on staff availability and learner numbers.

Module Code	Title	Module type (core, compulsory option or optional)	Credits
Year 1, Semester 1			
BMPF7003	Application of Learning in the Workplace	Optional	15
BMPF7001	Continuing Professional Development	Optional	20
Year 1, Semester 2			
Year 1, Semester 3			
BMPF7014	An Introduction To Mentoring In The Workplace	Optional	20
BMPF7021	Authenticity and the Role of the Leader	Optional	30
BMPF7061/C	Coaching and Mentoring Hyfforddi a Mentora	Optional	30
BMPF7059	Financial Management for Public Sector	Optional	30
BMPF7013	Independent Study (extended)	Compulsory option	30
BMPF7023	Leadership and Change	Optional	30
BMPF7022	Leadership in Planning and Motivation	Optional	30
BMPF7024	Leadership, Crisis and Resilience	Optional	30
BMPF7019	Leading Digital Marketing	Optional	20
BMPF7018	Managing Work-based Projects	Optional	30
BMPF7000	RAL with RPEL/RPCL	Optional	20
BMPF7004	Research in Workplaces	Optional	10
BMPF7004	Research in Workplaces	Optional	10
BMPF7005	Undertaking Research in Workplaces	Optional	15

Module Code	Title	Module type (core, compulsory option or optional)	Credits
BMPF7009	WBL Project (standard)	Compulsory option	40
BMPF7009	WBL Project (standard)	Compulsory option	40
BMPF7009	WBL Project (standard)	Compulsory option	40
BMPF7006	Work-Based Research	Optional	20
BMPF7060	Coaching in the Workplace	Optional	20
BMPF7046	Wellbeing of Future Generations Act	Optional	20
Year 2, Semester 4 & 5			
BMPF7011	Independent Study (Minor)	Compulsory option	10
BMPF7012	Independent Study (Standard)	Compulsory option	20
BMPF7007	WBL Project (Minor)	Compulsory option	20

Where appropriate, the University may allow students to study modules in addition to the usual 120 credits studied for the level of study e.g. Welsh medium or IT modules. Students would need to discuss this with their Programme Manager.

The modules that are delivered each academic year will depend on a number of factors, including the number of students that opt to study that module. All the options on your Programme of Study will not necessarily be offered each year.

MODULES AVAILABLE IN 2021/22

Please contact Ann Beaumont, WAPPAR's Administrative Officer, for advice on which modules are available and when for this academic year.

Module details are correct on 1 September 2021, and will not normally be changed during the year. In the unlikely event changes having to be made to these details during the year, you will be notified in writing. Module descriptors are presented in the accompanying Module Directory document.

ADDITIONAL INFORMATION FOR STUDENTS TAKING MODULES THROUGH DISTANCE LEARNING

If you are taking this programme of study by distance learning, additional general information about studying through this mode of study is given to students in the *University Regulations – Distance Learning Student Guide*.

The Academy offers modules through distance learning and this is usually through Moodle and a series of Teams meetings. Module tutors are available during working hours or can make alternative arrangements where there is a requirement. Please contact the Academy if you have any queries.

ASSESSMENTS

Each module will be assessed independently in ways which reflect the objectives and learning outcomes of the module and the programme of study as a whole and the learning and teaching strategies employed within the module.

Details of assignments, guidance on the objectives of the assessment and criteria applied in marking will be provided at the beginning of each module.

Full information about the classification of results and regulations for progression can be found in Chapter 6 of the *Academic Quality Handbook*.

All work will normally be marked within the University's agreed clear term-time working days turn-around time for assessed coursework:

- for modules under 60-credits – 20 clear term-time working days;
- for modules of 60-credits and over - 30 clear term-time working days

You will be contacted by the module co-ordinator if this is not possible.

COURSEWORK DEADLINES

Coursework deadlines will be set by the module tutor on the first induction day.

All assessed written coursework needs to be submitted in electronic copy via Turnitin unless specified by your Module Tutor; alternative instructions will be provided by the Module Tutor for any forms of coursework that cannot be submitted via Turnitin.

DISSERTATION/PORTFOLIO PREPARATION AND ASSESSMENT

Each learner will either study a Work-based Learning Project module or an Independent Study module. Each module has a specified word limit, which does not include appendices (if any), essential footnotes, the formal declarations and statements or the bibliography and index. The appendices can act as a repository of raw data. It should be noted that examiners are not obliged to read the appendices when examining a piece of work.

If a piece of work is clearly above the indicated word limit, then the student should discuss editorial action with their supervisors before submission, otherwise, the word count policy applies.

The module codes for the Work-based Learning Projects are:

BMPF7007 – 20-credits
BMPF7008 – 30-credits
BMPF7009 – 40-credits
BMPF7045 – 45-credits
BMPF7010 – 60-credits

The module codes for the Independent Study modules are:

BMPF7011 – 10-credits
BMPF7012 – 20-credits
BMPF7013 – 30-credits

DISSERTATION

It is expected that students reaching the dissertation stage of a Master's Programme of Study will have acquired and practised research skills relevant to the modules studied. Students will be allocated a supervisor who will advise them on the issues arising at various stages in the research project.

Dissertations must be submitted in accordance with the University's requirements as set out in the Guide to Postgraduate Taught Dissertations (Appendix GA29).

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

Please note that you must hand in your dissertation at least 3 months before your intended graduation date e.g. if you would like to graduate in July, you should hand in your dissertation no later than 1 April in order to make sure that all the marking and examination procedures are completed in good time. Master's dissertations will normally be marked within the University's agreed 30 clear working days turn-around time.

Details of the responsibilities of the student and dissertation support entitlement can be found in the Supervision Policy for Taught Master's Students (Appendix GA30).

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

Nature and demands of tutorial supervision for this Programme of Study

Tutorial supervision for this programme of study is tailored to each programme and each individual's needs, please contact the programme lead for further information.

Master's Dissertation Repository

Eligibility

Master's dissertations that are awarded a distinction, or are otherwise awarded a pass and written in the Welsh language or in the academic disciplines of Welsh, Celtic Studies or Welsh history are archived to the University repository.

Master's dissertations that do not meet the above criteria, and undergraduate dissertations, are not held by Library and Learning Resources. Research degree theses are outside the scope of this document and are covered by the [electronic research theses submission process](#).

Print copies of dissertations and theses are no longer accepted by Library and Learning Resources. Historical printed dissertations and theses accepted prior to the implementation of the current policy will continue to be retained in LLR collections.

Master's dissertations accepted for archival in the repository will be electronically harvested by the National Library of Wales for the [Theses Collection Wales](#). Unlike research degree theses, UWTSd Masters dissertations are not archived by the British Library EThOS service or ProQuest.

Submitting to the repository

On submission of your dissertation for marking, you should also upload an additional PDF copy with the following form: <https://purl.org/uwtsd-llr/masters-dissertations>

- a. The form requests the data required for inclusion in the university repository, and the necessary copyright clauses.
- b. You will need to sign in to your UWTSD account before completing the form to act as a digital signature verification.
- c. You will be asked to upload your dissertation, and provide a personal email address to allow LLR to follow up any queries.
- d. The form includes a reference to the language of the dissertation and the subject matter to assess repository eligibility.
- e. Dissertations that are not eligible for inclusion will be removed from the repository.

Contacts

Queries over the submission process should be sent by email to the LLR repository team: repository@uwtsd.ac.uk

Information for students and staff is available on the LLR Open Access web pages: <https://www.uwtsd.ac.uk/library/open-access-and-research/>

UNIVERSITY ATTENDANCE POLICY

Attendance is an important indicator of your engagement with and success in your studies. All students are therefore required to attend all scheduled classes and tutorials and Institutes will record individual academic attendance. It is important that:

- you familiarise yourself with the attendance policy relevant to you (see <https://www.uwtsd.ac.uk/academic-office/other-forms-and-policies/>);
- you are fully aware of procedures to follow in case of unexpected absences.
- you are aware that disciplinary action will be taken for any sustained periods of unauthorised absence.

This is particularly important for **international students with a UKVI Student Visa**. Failure to adhere to the requirements and conditions of the Attendance Policy will lead to withdrawal from your programme and the University will also inform the UKVI to withdraw your student visa sponsorship.

Appeal against withdrawal due to poor attendance – Information on how to appeal against withdrawal due to poor attendance is provided on the University's website (<http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/>).

CODES OF CONDUCT

The University is committed to providing all students with a safe and inclusive learning environment where all students have the potential to succeed to the best of their ability.

The University expects all students to abide by the Student Code of Conduct (see <https://www.uwtsd.ac.uk/studentcharter/>).

The University also has Support for Study and Fitness to Practise Policies (see <https://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/>).

In addition, many programmes have a professional code of conduct that you are expected to adhere to. Your Programme Manager will provide you with appropriate details.

ABOUT ACADEMIC MISCONDUCT AND PLAGIARISM

The University defines academic misconduct as ‘any act, intentional or otherwise, whereby a person may obtain for himself/herself or for another, an unpermitted advantage...’. Committing academic misconduct 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.

It is very important to understand that it is no defence to claim that academic misconduct has been committed unintentionally, accidentally, due to extenuating circumstances or a long-term impairment (irrespective of whether or not these circumstances or long-term impairment have been acknowledged by the University).

Plagiarism is one type of academic misconduct. 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.

It should be noted that re-submitting work that has already been submitted for a different assessment task without noting that this is the case is also regarded as plagiarism (and is called self-plagiarism) and will be treated as such.

Plagiarism is one of the worst offences in academic life, and its consequences can be severe. It undermines the integrity of scholarship, research, and of the examination and assessment process. 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.

When enrolling as a student at the University of Wales Trinity Saint David you have consented to your work being scrutinised both electronically and in person to check for cases of plagiarism. Normally, your work will be submitted electronically via Moodle.

For submissions outside of the Moodle platform, it is equally important that you reference your sources accurately. In some cases you will be expected to submit both hard and electronic copies, which can be checked against the database of the UK Higher Education Plagiarism Detection Service. For handwritten, portfolio and process workbook submissions check with your module tutor if you are in any doubt about whether you have infringed the regulations. They are here to assist you; ensure that you take advantage of their expertise.

Plagiarism: Regulations, Procedure and Penalties

Full details of the University’s procedures and penalties for dealing with issues of plagiarism can be found in Chapter 12 of the *Academic Quality Handbook* and the associated *Academic Misconduct Policy*, which can be seen on the University website or obtained from the Institute Offices.

<https://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/>

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. The important thing to remember is always to **acknowledge your sources**. The University recognises four referencing styles: APA, Harvard, IEEE and MHRA and provides a handbook for each of these styles. For your

course of study you should be using Harvard Referencing. The handbooks can be found online: <https://www.uwtsd.ac.uk/library/infoskills/referencing-handbooks/> or in print from the Library and Learning Resources. A Referencing Essentials session will be provided during the first term of your first year but as a general rule of thumb observe the following:

- *Anything that is copied or quoted from another source, including electronic sources such as the internet, must be in quotation marks and attributed to the original author. This may be in the body of the text or as a footnote, depending on which Referencing style you are asked to use.*
- *Paraphrasing or summarising the work of others involves putting their ideas into your words. This is fine, but again, acknowledge your source.*
- *Where you are generally indebted for your ideas to one or two main sources, this can be a bit trickier. If the ideas or the way they are presented come from one or two sources, make this clear. Do the same if they come from lectures. It is important not to claim originality where it does not exist but to indicate in general where the information comes from.*
- *Full citations in timed unseen examinations are obviously not expected, but you should indicate general indebtedness and always credit any quotations you have managed to remember.*

The golden rule is; **'if in doubt, provide references'** and your Referencing Handbook will provide you with specific guidance to help you to do this correctly. For support, contact your tutor or Academic Liaison Librarian. There are no penalties for asking for advice and guidance; there are severe penalties for plagiarism and failure to reference means your work could be considered to be plagiarised.

Other types of Academic Misconduct

There are other types of academic misconduct, including, but not limited to producing work as a group where it is an individual task (called collusion), fabricating data or making false claims to have carried out research, using the service of an essay bank/essay mill, having an unauthorised source of information in an examination, prohibited communication during an examination. The same regulations, procedures and penalties apply to all types of academic misconduct.

LIBRARY AND LEARNING RESOURCES

Library and Learning Resources (LLR) supports the learning, teaching and research activities of staff and students across the University with library services available at Birmingham, Carmarthen, Lampeter, London and Swansea including online resources, social learning spaces, special collections and archives.

The library prioritises the purchase of e-books over print wherever possible and loan periods are regularly reviewed by the library to ensure that they are appropriate and provide equitable access to resources. It is expected that at least all Essential reading list items are available from the library. The LLR follows a Fairer Fines policy which means students are only fined on items if they are in heavy demand or requested by another library user.

The LLR provides a *Need More?* service which aims to provide a one stop shop for all learning resource needs, for example, if a book, journal or thesis is needed which is not in the library stock then it may be purchased or borrowed from another library. Further information can be found here: <https://uwtsd.ac.uk/library/need-more/>.

Learning Spaces

As well as collections, the library provides a variety of modern and flexible learning spaces, reflecting different styles of working e.g. group study spaces and quiet areas, as well as IT facilities, wireless internet, photocopying and printing facilities and excellent customer service.

Online Library

The LLR offers a wide range of printed and electronic resources including an extensive collection of online e-journals and e-books that are available 24/7 providing access to scholarly journals, newspapers, company reports and reference material. The library catalogue searches the whole range of print and online library materials and gives access to your library account from anywhere.

InfoSkills

All students are provided with a library tour, a Basic Skills session and a Referencing Essentials session in the first few weeks at the University. Academic Liaison Librarians will help students to develop the skills required to find, use and evaluate information sources within their subject areas. Numerous sessions are offered throughout the year to help students develop their Information Skills further to support their academic success and employability. These include sessions on identifying fake news, using statistics, Copyright awareness, and managing your online identity. The LLR operates an open door policy which enables students to ask for help and advice on the information resources available throughout the academic year. Academic Liaison Librarians are welcomed to Staff / Student Committees, and also attend other relevant Institute meetings where invited, including the Institute Board. For further information on InfoSkills provision go to:

<https://www.uwtsd.ac.uk/library/infoskills/>

Special Collections and Archives

The Library is also home to the Special Collections of UWTSd, including the University's oldest printed books, manuscripts and archives. The Special Collections include over 35,000 printed works, 8 medieval manuscripts, around 100 post medieval manuscripts, and 69 incunables. Material from the Archives includes the institutional archive of St David's College, later The University of Wales, Lampeter, and Trinity College Carmarthen, both constituent members of the University of Wales Trinity Saint David. Students are encouraged to use these wonderful resources as part of their studies, regardless of discipline. Visits and workshops are often arranged within the purpose-built reading rooms in the Lampeter campus library and there is a regular programme of exhibitions across the campuses and online.

Services for Researchers

The LLR also provides advanced support for Research Students including support for the Researcher Development Framework such as Research Data Management, Data Plans, Open Access and measuring the impact of research through use of bibliometric and altmetrics. Access to other libraries is also available via the SCONUL scheme as well as access to scanning and postal loans services via the *Need More?* service.

For recent service developments, updates and contact information please visit the University Library website at <http://www.uwtsd.ac.uk/library/>. The latest updates on

Covid related impact to services during 21/22 can be found here <https://uwtsd.ac.uk/library/help-and-support/covid-19-services/>. Please also follow the Library and Learning Resources on Facebook, Instagram or Twitter for up-to-date news, service developments and information on new services and resources: @UWTSDLib

STUDENT SERVICES

A professional support service providing high quality information, advice, guidance, practical and emotional support to enable all students to reach their full potential. Support available includes the Careers Service, Financial Support, Learning Support, Counselling Service and support for students from a care background. For further details see <http://www.uwtsd.ac.uk/student-services/>.

STUDY SKILLS

All students have access to study skills support to assist them in their studies. Details of provision are available from the Student Services offices on each campus and at <http://www.uwtsd.ac.uk/study-skills/>.

Topics covered include:

- Developing effective study strategies
- Planning and writing assignments
- Preparing presentations
- Planning for seminars
- Preparing for exams

Drop-in study skills sessions and 1:1 appointments are available online (and in person where possible) – no appointment necessary. Please see the Student Services study skills webpages for further details: <http://www.uwtsd.ac.uk/study-skills/>.

COMPLAINTS

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 *Student Complaint Policy* associated with in Chapter 12 of the *Academic Quality Handbook* and in supporting documentation published on the Academic Office section on the University's website:

<http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/>