



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

PROGRAMME OF STUDY HANDBOOK

BA in Leadership Management
(Business Skills for the Workplace)
[LEVEL – 5&6]

INSTITUTE OF INNER-CITY LEARNING

2022-2023

CONTENTS PAGE

	Page No
INTRODUCTION.....	1
FEEDBACK.....	1
PROGRAMMES OF STUDY AND PROGRAMME MANAGERS.....	2
SUPPORT DURING YOUR STUDIES	2
EXTERNAL EXAMINERS	3
ACADEMIC YEAR 2022/23.....	3
DISCLOSURE AND BARRING SERVICE (DBS) – ENHANCED.....	5
MODULAR TERMINOLOGY	6
ASSESSMENT.....	6
Extenuating Circumstances	6
Additional needs in terms of assessment.....	6
Academic Appeals.....	7
Assessment Regulations	7
Responsibilities of students in relation to the assessment process	7
VIRTUAL LEARNING ENVIRONMENT (VLE).....	8
ASSESSMENT FEEDBACK VIA TURNITIN	9
PROGRAMME OF STUDY	10
UNIVERSITY ATTENDANCE POLICY.....	144
CODES OF CONDUCT.....	144
ABOUT ACADEMIC MISCONDUCT AND PLAGIARISM	155
Plagiarism: Regulations, Procedure and Penalties	155
Avoiding Plagiarism	166
Other types of Academic Misconduct	166
LIBRARY AND LEARNING RESOURCES.....	177
DIGITAL CREATIVITY AND LEARNING (DCL)	188
IT SERVICE DELIVERY.....	188
STUDENT SERVICES	20
STUDY SKILLS.....	20
COMPLAINTS.....	20

INTRODUCTION

This handbook provides you with information about your Programme of Study for the academic year 2022/23. Module descriptors are presented in the accompanying Module Directory document.

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 representatives 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	Tel. No.	E-mail
BA (Hons) in Leadership and Management Skills in the Workplace	Md Kalam	02071277429	m.kalam@uwtsd.ac.uk

SUPPORT DURING YOUR STUDIES

A member of 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.

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 2022/23 (forename/surname)	External Examiner for 2021/22 (if different to current)
CertHE/BA Leadership and Management Skills for the Workplace	David Goodman	Dr. Suzanne Albary
CertHE/BA Leadership and Management Skills for the Workplace	Ian Hill	Ian Hill

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 2022/23

The academic year 2022/23 will be divided up as follows:

TERM DATES		
OCTOBER 2022 TERM		
TEACHING PERIOD	Monday, 10 October 2022 ~ Sunday, 18 December 2022	10 weeks
ASSESSMENT PERIOD	Monday, 19 December 2022 ~ Sunday, 8 January 2023	2 weeks
TERM BREAK	Monday, 9 January 2023 ~ Sunday, 12 February 2023	5 weeks
FEBRUARY 2023 TERM		
TEACHING PERIOD	Monday, 13 February 2023 ~ Sunday, 23 April 2023	10 weeks
ASSESSMENT PERIOD	Monday, 24 April 2023 ~ Sunday, 7 May 2023	2 weeks
TERM BREAK	Monday, 8 May 2023 ~ Sunday, 11 June 2023	5 weeks
JUNE 2023 TERM		
TEACHING PERIOD	Monday, 12 June 2023 ~ Sunday, 20 August 2023	10 weeks
ASSESSMENT PERIOD	Monday, 21 August 2023 ~ Sunday, 3 September 2023	2 weeks
TERM BREAK	Monday, 4 September 2023 ~ Sunday, 8 October 2023	5 weeks

All students will enrol on-line prior to the start of term

Public Holidays and University Closure Days

Boxing Day	~ 26 December 2022
Christmas Day bank holiday	~ 27 December 2022
Closure Day	~ 28 December 2022
Closure Day	~ 29 December 2022
Closure Day	~ 30 December 2022
New Year's Day bank holiday	~ 2 January 2023
Good Friday	~ 7 April 2023
Easter Monday	~ 10 April 2023
May Bank holiday	~ 01 May 2023
Spring Bank Holiday	~ 29 May 2023
August bank holiday	~ 28 August 2023

Assessment Periods / Examining Board Dates

October 2022 Term

Submission Period	19 Dec 2022 – 8 Jan 2023
Examining Board	w/c 6 Feb 2023

February 2023 Term

Submission Period	24 Apr 2023 – 7 May 2023
Examining Board	w/c 5 Jun 2023

June 2023 Term

Submission Period	21 Aug 2023 – 3 Sep 2023
Examining Board	w/c 2 Oct 2023

Graduation

London (venue tbc)

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.
- potential non-compliance with visa regulations.

Please take time to check your enrolment details 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

Level (of Study):

A level is assigned to each module to define the standard of its academic demand in line with the National Qualifications Framework which incorporates both Further Education and Higher Education.

The level is not necessarily synonymous with a year, though very often Level 4 will be the first year of a Programme of Study, Level 5 will be the second year, and Level 6 will be the third year. 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>

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 at the end of each year. 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 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 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 <https://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 <https://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 (timetables, lecture notes, assignment briefs etc.) 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

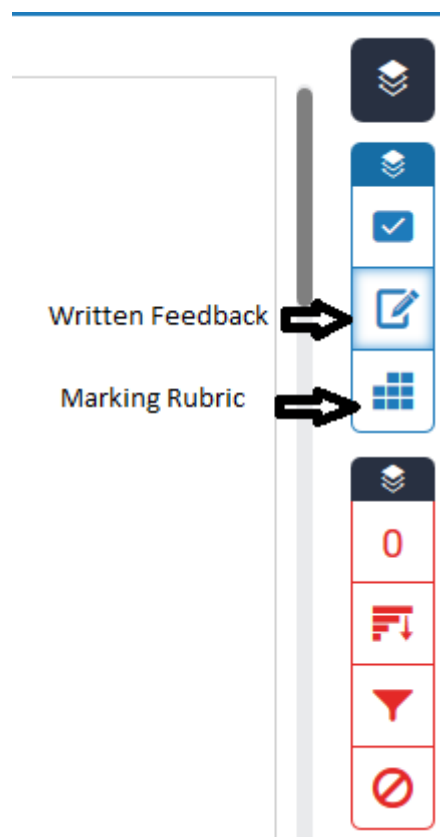
For feedback provided through Turnitin, there are two areas to get your feedback: written feedback, and the marking rubric.

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.



PROGRAMME OF STUDY

Title of Programme of Study

Certificate of Higher Education Business Skills for the Workplace

Programme Learning Outcomes

Knowledge and understanding (KU)

On Successful completion of the programme students will be able to demonstrate knowledge and understanding of the following:

KU1	The underlying concepts and principles associated with organisations and the external environment in which they operate.
KU2	The underlying concepts and principles associated with the functions and processes of organisations needed for effective management
KU3	The concepts and principles of a range of factors relevant to skills for the workplace.

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

Cognitive (thinking) skills (CS)

On Successful completion of the programme students will be able to:

CS1	Evaluate the appropriateness of different approaches to solving problems related to their area(s) of study and/or work.
CS2	Identify the underlying concepts and principles of the management of information and analysis of data.
CS3	Analyse information and appraise the strength and weaknesses of different approaches
CS4	Present, evaluate and interpret data and information.

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 (PS)

On Successful completion of the programme students will be able to:

PS1	Demonstrate the ability to complete practical tasks through the integration of theory and practice.
PS2	Reflect on and review practical tasks in order to improve performance.
PS3	Demonstrate self-awareness and confidence in skills transferable to the workplace.

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 (KS)

On Successful completion of the programme students will be able to demonstrate:

KS1	Effective skills in communication using a range of media which are widely used in business.
KS2	The ability to work collaboratively
KS3	The exercise of some personal responsibility, self-management, that is, to be resilient, self-starting and appropriately assertive, to plan, organise and manage time.
KS4	Effective problem solving and decision-making skills

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

Level 5

All Level 5 students must normally pursue 120 credits at Level 5. The credit rating of each module is specified in the module details.

Modules

BA in Leadership and Management skills in the workplace: Level 5			
Code	Title	Module type (compulsory, core, or optional)	Credits
BMSW 5101	Developing Workplace Critical Thinking.	Compulsory	20
BMSW 5102	Developing Relationships and Workplace Achievement	Compulsory	20
BMSW 5103	Understanding and Engaging in the Customer Experiences.	Compulsory	20
BMSW 5104	Managing Projects in the Organisations.	Compulsory	20
BMSW 5105	Workplace Culture and its impact on Organizational Efficiency.	Compulsory	20
BMSW 5106	Knowledge and Information Management skills for the workplace.	Compulsory	20

BA in Leadership and Management skills in the workplace: Level 6			
Code	Title	Module type (compulsory, core, or optional)	Credits
BMSW 6101	Emergent Leadership skills for the workplace.	Compulsory	20
BMSW 6102	Developing Innovation and Creativity for Business Advantage.	Compulsory	20
BMSW 6103	Leading and Implementing Workplace Change	Compulsory	20
BMSW 6104	Strategic Management for SMEs.	Compulsory	20
BMSW 6105	Coaching and Mentoring Skills for the workplace.	Compulsory	20
BMSW 6106	Developing Emotional Intelligence skills for the workplace.	Compulsory	20

PROGRAMME STRUCTURE :Level 5

Weekday Delivery

Term	Module Name	Module Name	Module Name
Oct 22 (Term 1 & 2)	BMSW5101- Developing Workplace Critical Thinking	BMSW5103- Understanding and Engaging in the Customer Experience	BMSW5105- Workplace Culture and its impact on Organisational Efficiency
Feb 23 (Term 1 & 2)	BMSW5102- Developing Relationships and Workplace Achievement	BMSW5104- Managing Projects in the Organisation	BMSW5106- Knowledge and Information Management Skills for the Workplace
Jun 23 (Term 1 & 2)	BMSW5101- Developing Workplace Critical Thinking	BMSW5103- Understanding and Engaging in the Customer Experience	BMSW5105- Workplace Culture and its impact on Organisational Efficiency

Weekend Delivery

Term	Term 1- Modules	Term 2- Modules	Term 3- Modules
Oct 22 (Term 1,2 & 3)	BMSW5101- Developing Workplace Critical Thinking	BMSW5102- Developing Relationships and Workplace Achievement	BMSW5104- Managing Projects in the Organisation
	BMSW5103- Understanding and Engaging in the Customer Experience	BMSW5105- Workplace Culture and its impact on Organisational Efficiency	BMSW5106- Knowledge and Information Management Skills for the Workplace
Feb 23 (Term 1,2 & 3)	BMSW5101- Developing Workplace Critical Thinking	BMSW5102- Developing Relationships and Workplace Achievement	BMSW5104- Managing Projects in the Organisation
	BMSW5103- Understanding and Engaging in the Customer Experience	BMSW5105- Workplace Culture and its impact on Organisational Efficiency	BMSW5106- Knowledge and Information Management Skills for the Workplace
Jun 23 (Term 1,2 & 3)	BMSW5101- Developing Workplace Critical Thinking	BMSW5102- Developing Relationships and Workplace Achievement	BMSW5104- Managing Projects in the Organisation
	BMSW5103- Understanding and Engaging in the Customer Experience	BMSW5105- Workplace Culture and its impact on Organisational Efficiency	BMSW5106- Knowledge and Information Management Skills for the Workplace

PROGRAMME STRUCTURE: Level 6

Weekday Delivery

Term	Module Name	Module Name	Module Name
Oct 22 (Term 1 & 2)	BMSW6101- Emergent Leadership Skills for the Workplace	BMSW6105- Coaching and Mentoring Skills for the Workplace	BMSW6106- Developing Emotional Intelligence Skills for the Workplace
Feb 23 (Term 1 & 2)	BMSW6102- Developing Innovation and Creativity for Business Advantage	BMSW6103- Leading and Implementing Workplace Change	BMSW6104- Strategic Management for SMEs
Jun 23 (Term 1 & 2)	BMSW6101- Emergent Leadership Skills for the Workplace	BMSW6105- Coaching and Mentoring Skills for the Workplace	BMSW6106- Developing Emotional Intelligence Skills for the Workplace

Weekend Delivery

Term	Term 1- Modules	Term 2- Modules	Term 3- Modules
Oct 22 (Term 1,2 & 3)	N/A	N/A	N/A
	N/A	N/A	N/A
Feb 23 (Term 1,2 & 3)	BMSW6102- Developing Innovation and Creativity for Business Advantage	N/A	N/A
	BMSW6103- Leading and Implementing Workplace Change	N/A	N/A
Jun 23 (Term 1,2 & 3)	BMSW6102- Developing Innovation and Creativity for Business Advantage	BMSW6101- Emergent Leadership Skills for the Workplace	N/A
	BMSW6103- Leading and Implementing Workplace Change	BMSW6105- Coaching and Mentoring Skills for the Workplace	N/A

Where appropriate, the University may allow students to study modules in addition to the 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.

Note that on Programmes of Study offering a large number of options, timetable constraints will inevitably mean that not all combinations of options will be possible.

Module details are correct on 1 September 2022 and will not normally be changed during the year. In the unlikely event of 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.

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 programme of study, you should be using Harvard referencing style. 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.

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

DIGITAL CREATIVITY AND LEARNING (DCL)

Digital learning

Digital learning encompasses a wide variety of learning models and approaches, digital technologies, and services, therefore, playing a vital role in how content is delivered and how students learn. The current Covid situation has been a catalyst to elevating the significance of high-quality digital teaching and learning resources, and also the importance of ensuring parity for both face-to-face and remote learning experiences.

A well-developed package of digital learning materials can:

- Improve learning experience
- Widen participation and collaboration
- Improve accessibility
- Develop key employability skills

IT SERVICE DELIVERY

IT support is available through our [IT Service Desk](#) who are available to help and assist you over the phone, in person or via our online Web Help Desk system.

To request IT Support, visit our [Web Help Desk](#) service. Alternatively, we also provide telephone support 24 hours a day, 365 days a year so no matter when you may need assistance, we're here to help by calling us on 0300 500 5055.

Wi-Fi

All students can access our [eduroam wireless network](#) on their laptop, mobile phone or tablet.

Eduroam is the wireless network available to use across all campuses. Eduroam also provides you with Wi-Fi access at any other eduroam enabled institution across the world.

Open Access Computers & Booking Facilities

Students can access general IT facilities through our [open access computer areas](#) across our University campuses.

What do computer rooms offer?

- PCs connected to the University's data network
- Usually a multifunctional device (MFD) offering colour and black and white printing, copying and scanning or a colour laser printer
- May also contain wireless access and more specialised equipment such as plotters, Sports Analysis Equipment and audio visual equipment
- Long opening hours with many of them open 24/7

- Ability to [pre-book a PC](#) to use remotely to make sure you have access at the time you need to study.

Student IT Exclusives

We provide students with access to free or heavily discounted software and computer solutions through our [Student IT Exclusives offers](#).

Free Microsoft Office 365

As a UWTSD student, you can download Microsoft Office 365 Pro Plus including Word, Excel and PowerPoint to use free for the duration of your studies at UWTSD.

Adobe Creative Cloud

Students studying on eligible courses are able to access Adobe Creative Cloud suite for free which can be installed on your personal device during your studies.

You can also purchase a copy of Adobe Creative Cloud directly from Adobe's Website and save over 65% discount paying on a monthly basis.

Free Windows 10 & 11

We are able to provide all students with a license to use Microsoft's latest operating system for free from our On the Hub store.

Software Discounts

We've created an online store where all students can download a huge range of free or heavily discounted software for use at home.

The EDU store

Discounts are available for students on a range of products including the Microsoft Surface, Apple devices, Phones & Smart Watches. Free 4 year warranty on all Apple products & free next day delivery on all orders.

Select Easy Upgrade

Get the Apple Product you want right now. Spread the cost with low monthly payments, upgrade to the latest device at the end of the plan or pay off the balance with the Easy Upgrade Store

Apple's Education store

You can get great Apple education pricing by visiting the Apple Education Store.

Free Autodesk

Download a range of Autodesk software including Fusion 360, Inventor Professional, Revit, AutoCAD, 3ds Max & Maya.

Print, Copy & Scan

Students have access to print, copy and scanning services which are available across all University Learning Resource Centres as well as specific computer rooms and open access areas.

UWTSD use Multi-Functional Devices (MFDs) which all have print, copy and scan functions available in full colour or black and white.

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, Well-being Support, Counselling Service and support for students from a care background. For further details see;

<https://moodle.uwtsd.ac.uk/course/view.php?id=5283>

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 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/>