

Equality *through* Social Empowerment



BA Advocacy

BA Sociology

MA Equity & Diversity in Society

MA Harmony and Sustainability: Theory and Practice

PhD Social Justice

Level 5 & 6

BA Sociology

BA Advocacy

Level 7

MA Equity & Diversity in Society

MA Harmony & Sustainability: Theory & Practice

Level 8

PhD Social Justice

STAFF

Social Empowerment Team



Associate Professor Caroline Lohmann-Hancock

c.lohmann-hancock@uwtsd.ac.uk

Institute Manager of Research Degrees: Education and Humanities

Programme Manager

- PhD Social Justice

Senior Lecturer/Module Lead

- MA Equity & Diversity in Society
- MA Harmony and Sustainability: Theory and Practice
- Supervision PhDs



Ken Dicks

ken.dicks@uwtsd.ac.uk

Programme Manager

- MA Equality & Diversity in Society
- MA Harmony and Sustainability: Theory and Practice
- BA Advocacy
- BA Sociology

Lecturer/Module Lead

- BA Advocacy
- BA Sociology
- MA Equity & Diversity in Society
- MA Harmony & Sustainability: Theory and Practice



Laura Jenkins

Laura.jenkins@uwtsd.ac.uk

Lecturer/Module Lead

- BA Advocacy
- BA Sociology



Sharon Cole sharon.cole@uwtsd.ac.uk

Lecturer/Module Lead

- MA Equity & Diversity in Society
- MA Harmony & Sustainability: Theory and Practice

Module Delivery

Block Delivery

Each block is run over a 4-week cycle

Subject Specific/Assessment Tutorials

Each Block

- Brief overview of assessments for each module during the Module Group Tutorial Sessions
- Assessment Workshop within lectures

There will be no one-to-one subject specific/assessment tutorials outside of these sessions to ensure equality.

Role of the Personal Tutor

Tutorial Support

Role of the Tutor

- Supporting the student's personal, professional and overall academic development.
- Working with the student in partnership.
- Serving as an additional means of internal communication.
- Liaising, as appropriate, with other staff that support the student.
- Providing an additional channel for students to provide feedback and raise queries.

There will be regular_group tutorials session.

In addition, there is also the Student Staff Committees where students can send issues they wish to raise via their student representatives.

Personal Tutors are here to support you to access the right resource

They are **NOT** here as additional study skills supports.

Such support is provided through Student Services and the Study Skills centrally in the University.

Module Assessment

Extension to Submission Dates	Do <u>NOT</u> ask your Tutors for extensions to assignment deadlines. Tutors cannot give extensions and there is a process for applying for 'Extenuating Circumstances' through the Academic Office • https://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/ Please contact the Hwb@uwtsd.ac.uk for further details <i>N.B. Assignments submitted 1 week <u>after</u> the deadline will be capped at 40% unless you have a Differentiated Deadline.</i>		
Differentiated deadline submissions	Submit your assignments as usual via Turnitin and NOT to the lecturer		
Support and Advice regarding assignments	For each module lecturing staff will only give feedback on the following: <table border="1" data-bbox="414 798 2134 1347"> <tr> <td data-bbox="414 798 1294 1347"> <u>Level 5:</u> • view ONE plan • view ONE PowerPoint plan OR • view 1st page of submission • view ONE PowerPoint plan PLUS ONE Turnitin DRAFT submission for Referencing feedback <u>Level 6:</u> • Feedback will be given throughout the dissertation module which students are expected to transfer across to other modules. </td><td data-bbox="1294 798 2134 1347"> <u>Level 7:</u> • view ONE plan • view ONE page of an assignment • view ONE PowerPoint plan • ONE Turnitin DRAFT submission for Referencing feedback <u>Additional Support All levels:</u> Student Services • Drop in Sessions / Study Skills sessions </td></tr> </table>	<u>Level 5:</u> • view ONE plan • view ONE PowerPoint plan OR • view 1st page of submission • view ONE PowerPoint plan PLUS ONE Turnitin DRAFT submission for Referencing feedback <u>Level 6:</u> • Feedback will be given throughout the dissertation module which students are expected to transfer across to other modules.	<u>Level 7:</u> • view ONE plan • view ONE page of an assignment • view ONE PowerPoint plan • ONE Turnitin DRAFT submission for Referencing feedback <u>Additional Support All levels:</u> Student Services • Drop in Sessions / Study Skills sessions
<u>Level 5:</u> • view ONE plan • view ONE PowerPoint plan OR • view 1st page of submission • view ONE PowerPoint plan PLUS ONE Turnitin DRAFT submission for Referencing feedback <u>Level 6:</u> • Feedback will be given throughout the dissertation module which students are expected to transfer across to other modules.	<u>Level 7:</u> • view ONE plan • view ONE page of an assignment • view ONE PowerPoint plan • ONE Turnitin DRAFT submission for Referencing feedback <u>Additional Support All levels:</u> Student Services • Drop in Sessions / Study Skills sessions		

Module Assessment continued

Return of ALL marks	All marks should be returned to students within 20 working days via Turnitin • <u>20 working days</u> are counted as Monday to Friday <u>during teaching weeks</u> in each semester weeks ONLY and does not include Bank Holidays.
Heading/Footer on top of each assignment	<u>HEADER</u> Module Code: xxx Student number: xxx Assessment No: XX NOT YOUR NAME <u>FOOTER</u> Page Number Centred See assignment Layout Sheet
Live Presentation Submissions:	• Submit your PowerPoint slides in advance <u>by the submission date</u> to Turnitin. • Then present 'live' to your lecturing on the scheduled presentation slot.
Recorded Presentation Submissions:	• Record your presentation in Teams, ensure that you also 'Share' your PowerPoint on screen as you talk to your slides. ○ The video will automatically save to your 'OneDrive' in a folder called 'Recordings'. • Next share the link to your video to the following email address: ○ Your tutors email address ???????@uwtsd.ac.uk: • PLUS ○ Ken.dicks@uwtsd.ac.uk ○ C.lohmann-hancock@uwtsd.ac.uk • This allows for moderation to occur. • Submit your PowerPoint slides in advance <u>by the submission date</u> to Turnitin.

Attendance and Contact with Staff

Attendance	• A register for all lectures will be taken in the UWTSD Student Engagement Policy. ○ https://www.uwtسد.ac.uk/studentcharter/
Recording lectures	• All lectures (whether face to face or online) will be recorded and made available to students via Moodle. • However, if you have enrolled as a on campus student you will need to attend lectures.
Email Contact with lecturers	Students <u>MUST</u> use their <u>Student Email Account</u>: • Only use your university email to contact staff. • Usually, staff will not reply to non-UWTSD student emails. ○ Staff are only <u>required</u> to reply to emails <u>during working hours</u>. • They not required to respond during staff annual leave or during college holidays. • Students should <u>not expect immediate replies</u>. • Do <u>NOT</u> use Moodle email as these do not always link up to staff email addresses.

Ground Rules

Do:

- Attend your lectures and tutorials (whether face to face or online)
- Be punctual for lectures; if there are mitigating circumstances then let your tutor know, if possible, via e-mail prior to your lecture.
- If individuals show a pattern of lateness the Student Engagement Policy on attendance may be applied.
- Switch off your microphone in lectures unless asked by the lecturer to do otherwise.
- Be prepared to work with others and show respect for colleagues and staff.
- Check your university e-mail and Moodle on a regular basis as this will be how the University, Lecturers and Tutors will communicate with you.
- Attend appointments, Moodle Scheduler/Outlook Appointments, set by Tutors/Module Lecturers; this system is in place to ensure fairness to all students.
- Fully engage with Assessment and Revision workshops for your modules.

Ground Rules (continued)

Do Not:

- Do not contact Lecturers by phone, we are not always in our offices, and this will only become frustrating for you, please contact us through your university e-mail.
- Do not turn up at a Lecturer's or a Personal Tutor's door without an appointment, outside of exceptional circumstances.
- Use mobile phones in lectures for personal communication: if you need to have your phone on for emergency purposes, please let your tutor know at the start of the lecture and leave it on silent/vibrate!
 - However, you may be asked to use your phone or electronic device in lectures to source external research etc. **Please ensure that you use eduroam as this does not cost you for access.**
- Do not engage in unacceptable behaviour in lectures.
 - That disrupts or disrespects Staff and/or other Students.
 - This will not be tolerated, and you will be asked to leave that session.
 - If this occurs this will be reported to the University in line with the UWTSD Fitness to Study Policy.

University Policies

- It is the responsibility of all students to read all relevant documents where further guidelines and procedures are outlined
- The Hwb@uwtsd.ac.uk can help you access all relevant student policies:
 - <http://hwb.uwtsd.ac.uk/>

Useful Contacts (Institute Administration)

The Hwb	0300 1313030	hwb@uwtsd.ac.uk
Registry General Enquiries	01267 676716	registry@uwtsd.ac.uk
Student Finance	01267 676830	moneydoctors@uwtsd.ac.uk Money Support University of Wales Trinity Saint David (uwtsd.ac.uk)
Library	01267 676780	library@uwtsd.ac.uk
IT Helpline	0300 500 5055	itservicedesk@uwtsd.ac.uk
Student Services	01267 676830	studentservices@uwtsd.ac.uk
Porters/Reception	01267-676767	carmarthenreception@uwtsd.ac.uk porterscarm@uwtsd.ac.uk
Estates	01267-676767	https://quantarc.uwtsd.ac.uk/maintenance-management
Student Union		https://www.uwtsdunion.co.uk/ union@uwtsd.ac.uk
Accommodation	01267 676819	accommodation@uwtsd.ac.uk



Chwarae Bwrdd | Board Game

Carmarthen Campus

- 1 Theatr yr Halliwell | Halliwell Theatre
Canolfan Gynadiadda | Conference Centre
- 2 Bwyty Myrddin | Merlin Restaurant
- 3 Llety Noakes | Noakes Accommodation
- 4 Swyddfa Llety | Accommodation Office
- 5 Canolfan Chwaraeon | Sports Centre
- 6 Adollad Dawl | Dawl Building
Darbynia | Reception
Y Golffestrfa | Registry
Cyllid | Finance
Mynediad TG 24 awr | 24 hour IT access
Desg Gymorth Llety a Chynnal a Chadw | Accommodation & Maintenance Helpdesk
Ystafelloedd BR | BR Rooms
- 7 Y Llwyfan
- 8 Hen Goleg | Old College
Desg Gwasanaeth TG | IT Service Desk
Y Cwvad | The Quad
Gwasanaethau Angraffu | Printing Services
Slop Offer Swyddfa | Stationery Shop
- 9 Undeb y Myfyrwyr | Students' Union
- 10 Pwll Nollu | Swimming Pool
- 11 Llety Tŵr | Tower Accommodation
- 12 Llety Myrddin | Myrddin Accommodation
- 13 Llyfrgell | Library
- 14 Stiwdio | Studio
- 15 Adollad Myddfai | Myddfai Building
Gwasanaethau Myfyrwyr | Student Services
- 16 Llety Non | Non Accommodation
- 17 Capel | Chapel
- 18 Adollad Dysgu ac Addysgu | Teaching and Learning Building
Ystafelloedd darlithio TL | TL Lecture Rooms
- 19 Parry
Ystafelloedd darlithio P | P Lecture Rooms
- 20 Dafydd Rowlands
Ystafelloedd darlithio DR | DR Lecture Rooms
- 21 Rob Hunter
Ystafelloedd darlithio RH | RH Lecture Rooms
- 22 Norah Isaac
Ystafelloedd darlithio N | N Lecture Rooms
Canolfan Asesu CSG | CSG Access Centre
- 23 Carwyn James
Ystafelloedd darlithio C | C Lecture Rooms
- 24 Emyr Wyn Evans
Ystafelloedd darlithio EW | EW Lecture Rooms
- 25 Y Gamfa Wen
Methrinfa | Crèche
- 26 Ceramig | Ceramic
- 27 Maes Amibwrpas Chwarae | Multi-Purpose Pitch
- 28 Gweithdy'r Theatr | Theatre Workshop