



University Regulations

Distance Learning Student Guide

**Carmarthen and Lampeter campuses
September 2012**

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1 About You and the University

1.1 What is the purpose of this handbook?

This handbook provides distance learning students with additional information, specific to distance learners about the various procedures, regulations and support systems within the University. It is intended for distance learning students on taught degree programmes at undergraduate, postgraduate taught and research levels. Distance learning students need to use the student handbook specific to their level of study (*Undergraduate Student Guide*, *Postgraduate Taught Student Guide*, or the *Research Degree Student Guide*) in conjunction with this guide. Information specific to distance learning students will also be found in your Programme of Study Handbook.

The University has made every effort to make the information as full and as accurate as possible, but you should note that minor changes are made from time to time. We shall try to keep any such changes to a minimum, and you will receive advance warning in the event of any alteration. We would also be grateful if you would let us know about any changes that you think might helpfully be introduced into future handbooks.

The handbook makes frequent reference to a number of other important sources of information relating to the University and to the way in which Programmes of Study (that's the name we give to your degree course) operate. These include the *Academic Quality Handbook*, in particular the 'Taught Award Regulations' and 'Research Degree Regulations' chapters and the chapter on the 'Framework for Distance Learning Provision', Programme of Study Handbooks and the *Procedure for Academic Appeals* and *Procedure for Complaints*. These documents are also available on the VLE, both in Welsh and in English.

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

There is a dedicated distance learning page (see link below) on the web-site with additional information on it as well as relevant information on web pages relating to your level and type of study (undergraduate, postgraduate taught).

www.trinitysaintdavid.ac.uk/en/courses/distancelearning/.

1.2 Current Developments

The University of Wales Trinity Saint David is currently in the process of merging with Swansea Metropolitan University, and in preparation for this merger, staff from the two institutions have been working together to create common academic regulations, policies and procedures for the new University. As a result, a number of changes have been made to our academic regulations, policies and procedures for the 2012/13 academic year.

Making changes of this kind is not unusual. In practice, most Universities regularly revise and fine tune their regulations, policies and procedures. Most of the current changes are

relatively minor. Please consult the student guides for your particular level of study to see how such changes will affect you.

1.3 The University's Framework for distance learning

Chapter 13 in the *Academic Quality Handbook* contains the University's framework for distance learning. As is noted at the beginning of this chapter, it is expected that all new programmes that are offered using this mode of study adhere to this framework at the point of proposal. Your current Programme of Study may already adhere completely to this framework, but it is also possible that the programme team responsible for your Programme of Study is in the process of ensuring full compliance to the framework. The University has stipulated that all Programmes of Study offered by distance learning need to adhere to the new regulatory framework by the end of the 2012/2013 academic year. Your Programme of Study Handbook will give full details with regard to the teaching format of your Programme of Study.

1.4 How can I make my views known to the University?

The University values feedback from all its students irrespective of their mode of study and every effort will therefore be made to ensure that distance learning students are able to provide feedback to the University (e.g. through module and programme questionnaires or national surveys, such as the NSS, PTES or PRES) and are able to participate in the University's student representative system. Please note that 'attendance' at events such as annual reviews, validation events, or staff-student committee may take the form of video-conferencing or participation through Skype or via videoconferencing.

1.5 Study periods and submission deadlines

For most distance learning Programmes of Study, the University year is divided into two semesters. The first semester starts in September and lasts until late January when there is an examination period. The second semester starts in February as soon as the assessment process is complete and ends in June. Some distance learning courses may also offer the opportunity to take a module over the summer, by which the University means between April and September. Your Programme of Study Handbook will give you information about this.

Please note that taught distance learners will be given deadlines for the submission of coursework throughout the academic year. These deadlines are either communicated to you in your Programme of Study Handbook or in the module information given to you at the start of the module.

1.6 What qualifications does the University of Wales Trinity Saint David offer by distance learning?

Currently at undergraduate level the School of Theology, Religious Studies and Islamic Studies and the School of Welsh and Bilingual Studies both offer programmes of study by distance learning. Almost all the taught postgraduate programmes of study within the Faculty of Humanities are available by distance learning and a range of programmes from other Schools are offered through either distance learning or so-called 'blended learning'; a full list can be found on the University's website under Distance Learning or

Postgraduate Studies on www.trinitysaintdavid.ac.uk/en/postgraduate/. All research degree programmes of study offered by the University are available through distance learning.

1.7 How will the University contact me?

All distance learning students will be supplied with a University e-mail address by Information Services prior to the start of your Programme of Study. This e-mail will be used to contact you with important information, so it is most important that you check it regularly. We ask you to use this e-mail address when contacting the university.

1.8 What is the 'MYTSD Student Portal'?

MyTSD is a new student portal, accessible from the web site, which gives students access to a range of Registry services that have traditionally been delivered on paper. The first services to be delivered online at the start of this academic year are student enrolment and module selection for returning undergraduate students. Further services will be added over time. Students can log into MyTSD using their student account log-in and password. MyTSD can be used to check personal data held in Registry, and to update information such as a change in address. Students are encouraged to visit MyTSD regularly to read correspondence from the University and to utilise the *Useful Links* sections on the *Homepage*.

2 About You and Your Academic Progress

2.1 How do I know what is expected of me and what I can expect from my tutors?

When you enrol on a taught Programme of Study or a Professional Doctorate, you will be provided with a Programme of Study Handbook. This will explain what is required of you in terms of matters such as, for example, teaching and assessment. It is your responsibility to become familiar with this information. If a programme is offered by distance learning, then it will make clear what is expected from you as a student studying through this mode. The Programme of Study Handbook will also make clear what you can expect from your module and personal tutors in terms of contact and responses to your queries. You will be given more specific information about your module (usually via the VLE) (e.g. topics of study, bibliographies and resources, teaching sessions, assessments, assessment criteria etc). It will also detail how you will be able to make contact with other students enrolled on that module (e.g. through an on-line forum and discussion boards). Such information is normally provided to students via the University's VLE.

Coursework in the form of essays, seminar papers, or whatever else is prescribed by your lecturers or module tutors must be presented by the deadline dates assigned unless there are clear extenuating circumstances and an extension has been requested from the Programme Co-ordinator or nominated member of staff within the School **in advance** of the deadline and using the correct form (details of this will be in the Programme of Study Handbook). If you have not received any instructions about the coursework requirements of a module, you should contact your module tutor or Programme Co-ordinator as soon as possible.

Distance learning students who have responsibilities and commitments in addition to their studies need to ensure that they do not enrol for more modules per semester than they are able to cope with. Please note that all part-time postgraduate distance students need to complete at least 40 credits per annum. Normally, one 20 credit module is completed per semester. A 20 credit module equates to 200 study hours.

2.2 Residential Visits and Summer Schools

An annual research summer school is held for all postgraduate taught and research degrees students. The summer school is an excellent way to meet your tutors and fellow-students and to attend sessions that look to enhance research methods and skills. Many distance learning students find attendance at such events invaluable. Further information about the annual summer school and, if relevant, residential visits will be given in your Programme of Study Handbook whilst details about cost, dates, and programme, can be obtained from the Postgraduate Research Office.

2.3 'Attendance' for Distance Learning Students

For distance learning students, 'attendance' is, of course, defined differently. Attendance for distance learning students may take the form of the submission of formative assessment during the module, the participation in online seminars, accessing videocast or podcast sessions, online forums and discussion groups, attendance at scheduled meetings with the module tutor or module group through Skype or by telephone. All module tutors will define clearly what is expected from students as part of the module information given to students at the beginning of the module. Generally, it is expected that all such contact points are compulsory elements of the course as they ensure the engagement of the student with the entire module, thus ensuring that all aims of the module and learning outcomes are met.

For distance learning students writing their dissertations or research degree theses, the same regulations will apply as for residential students.

For distance learning students attending residential visits or summer schools that are credit bearing all scheduled classes are considered to be compulsory.

2.4 What might happen if my progress is unsatisfactory?

In addition to the information given in the *Academic Quality Handbook* with regard to unsatisfactory progress, please note that the interviews for any distance learning student whose progress is regarded as unsatisfactory may, where appropriate, take place by electronic means (e.g. Skype).

3 About You and Assessment/Examinations

3.1 What are the examination requirements for Distance Learning Students?

Depending on your Programme of Study, you may be required to sit formal examinations at times laid down by the University. For general information about examinations for distance learning students, see Chapter 13 of the *Academic Quality Handbook*. Your Programme of Study Handbook will give you further details and your Programme Co-

ordinator or module tutor will be happy to answer any questions you may have in relation to examinations.

4 Support for Distance Learning Students

4.1 Pastoral Care

All distance learning students studying with the University will have a personal tutor. If you have not been told the name of your personal tutor by your School at the start of your studies, your Programme Co-ordinator will be able to tell you who your personal tutor is. Full information about the personal tutor system can be found in the *Academic Quality Handbook* and the Student Guide relevant to your level of study.

4.2 Student Services

The Student Services department provides high quality information, advice, guidance, practical and emotional support to enable all students to reach their full potential. In the case of distance learners, such assistance will normally need to be provided by telephone, e-mail or video conferencing – but the University will seek to ensure that the service provided is comparable with that provided to campus-based students.

Student Services offers a range of services to distance-learning students including:

- Careers Service;
- Counselling Service;
- Study Skills Support – advice on studying, preparing and presenting assignments etc. Details of the study skills support available to distance learners are provided on the Student Services webpages;
- Support for disabled students;
- Financial support (for eligible students) from the Financial Contingency Fund (UK-domiciled students), and the University's Scholarships and Bursaries package including a limited number of awards for international students;
- Money Doctors – general student finance advice including advice on managing student debt.

Details of how you can access these services, including e-mail and phone contact details are available on the Student Services pages of the University website.

Most of the services are delivered throughout the year, whilst some services are limited to University term-time only.

The University is firmly committed to enhancing the support services available to distance learning students and will work to improve the range and quality of services provided.

4.3 Visiting the University

As a distance learning student you may from time to time want to visit the University for a short intensive study period, for example in order to access the library or meet with your dissertation tutor for a number of supervisory sessions. The University's

Accommodation Officers will be able to help you to book a room on campus for a short period. Please note that it may not always be possible to offer visiting students a room on campus; at some times of the year the campuses get extremely busy.

5 Resources for Distance Learning Students

This section outlines the general resources available to distance learning students in terms of Information Services and the Learning Resources Centres. Details of the availability of resources of a more specialist nature are provided in Programme of Study Handbooks.

5.1 Information Services for Distance Learning Students

The University recognises that Information Technology is an indispensable tool in the delivery and management of learning and is essential to support both the academic and administrative activities of the University.

As a distance learner when you have completed the enrolment process you will receive a confirmation of enrolment email to your personal email account. Once this is received you will be able to complete our online account creation process via <https://login.tsd.ac.uk>. Please [view the quick guide for new students](#) for full details of how to setup your IT account. This account will enable you to access to the following:

- VLE (Moodle) - An online area where you will find information about your programme, modules and administrative information – View the [Getting started with Moodle guide for students](#)
- Live@edu email – A Microsoft system that provides students with a TSD email account in the format of studentnumber@student.tsd.ac.uk (e.g. 12345678@student.tsd.ac.uk)

Service Desk

Technical support is available to distance learners during office hours and all requests are dealt with taking account of priority.

The main IT support for students is via the Service Desk. All IT problems and requests should be logged via the Service Desk where possible. There are two main methods to contact the Service Desk:

- Phone the Service Desk on **0300 500 5055** (ext **5055** internally).
- Email ITServiceDesk@tsd.ac.uk.

Service Desk hours:

Monday to Thursday 8.45am - 5pm. Fridays 8.45am – 4.30pm (except Bank Holidays and University closure days)

For more information on Information Services at the University please visit our dedicated website www.tsd.ac.uk/en/information-services which contains all the information you need including:

1. [Full video and PDF guides](#) on various subjects
2. [Getting connected pages](#) with information on Student IT accounts, Email and Wireless access

5.1.1 Using the VLE

Access to the University's VLE is important for all students, but even more so for students studying through distance learning.

Currently the University VLE system is Moodle. Your username and password for Moodle will be the account details confirmed by the online account creation process detailed above.

More detailed information about the relevant VLE for your studies and how to get help is available here:

Moodle: <http://learning.tsd.ac.uk/>

If you have completed enrolment and have received your confirmation of enrolment email but are having problems setting up your IT account then please contact ITServiceDesk@tsd.ac.uk. If you have login details but still have problems logging on to the VLE, please contact your module tutor or Programme Co-ordinator as soon as possible.

Please note that you should not try to access any courses before the start of the teaching study period as a module may not yet have been set up or teaching material may not yet have been uploaded.

5.1.2 Getting started with Moodle

All distance learning programmes of study have a Moodle space. This short section will take you through finding and logging into Moodle.

1. The web address is: <http://learning.tsd.ac.uk/> (There is no need to remember the address, go to the **University home page** then to the link for **Current Students** at the bottom of the screen).
2. Once at the home page, log in (on the right side of the screen) with your usual university username and password. This will take you to *your* homepage; you will see the Schools and *your* modules on the right side of the screen.
3. Click on the module name (on the right side of the screen) to access *your* learning materials and links related to the module.
4. There is additional support within Moodle. On the left side of the screen, you will see links to *Resources for Students*. Here you will find information on how to use some of the features. At the top of the screen there are links to *Student Support*, *Students' Union* and the *Learning Resource Centre*.

5.1.3 Access to course materials

At the admission stage of your studies you will be told what the minimum requirements for software and hardware are to utilise effectively the supplied learning materials.

All e-learning materials conform to current UK legislation regarding accessibility, but please contact Student Services and your Programme Co-ordinator if you have special educational needs and have any problems with access to study materials.

5.2 Learning Resources Centre Services for Distance Learning Students

Information about services for distance learners can be found on the LRC's distance learners' web page <http://www.tsd.ac.uk/en/lrc/servicesforstudents/distancelearners/>. To find out about opening hours, contacting staff, searching the catalogue and online resources please view the LRC website <http://www.tsd.ac.uk/en/lrc/>

5.2.1 Borrowing books and periodicals from the Libraries

Please obtain your ID Card before borrowing books from the Library. If you have not already got your ID Card, please e-mail the Learning Resources Centre for assistance. We can send books from the Library (from both Carmarthen and Lampeter campuses) to your home address, as long as the items are available on the shelves and are available for loan (e.g. they are not on very short loan periods). Postage is charged for forwarding all items. Photocopying and postage charges are invoiced to all distance students at the end of each term or vacation where applicable. Books and articles can be requested by e-mailing: outreach@trinitysaintdavid.ac.uk

We will try and deal with all requests as quickly as possible during the working week, but please note that this is subject to staff availability. It is helpful if you can provide the classification number of the items at the time of requesting, and you should also give the **address** to which the items should be sent, as well as your name and Library barcode number. All requests should be made in writing, either by e-mail or post, as this ensures we have a record of your request should the items fail to arrive. Please use your Trinity Saint David e-mail address to contact us whenever possible, as this should ensure that the request has arrived safely. If you have e-mailed us and not had a response within 48 hours during the working week, please contact us by telephone to ensure that we have received your enquiry.

5.2.2 Photocopying

The LRC will undertake photocopying for distance students, as long as the copying falls within UK Copyright regulations (usually one article from one periodical issue, and one chapter, or equivalent, - from a book). All photocopying is charged at the rate of 10p per sheet, plus refund of postage costs if sent to a home address. Before requesting an article, please check the resources available online using the online resources page on the LRC website, as the item you require may be available electronically. To access most of our electronic resources off campus, you will need an Athens username and password, see www.tsd.ac.uk/en/lrc/onlineresources/athensaccounts/.

5.2.3 Reserving Items on Loan

Books which are out on loan to another person may be reserved via the Library catalogue, but we will also do this on your behalf if you have requested an item from stock, and it is currently on loan. If you have recalled any item online, please e-mail the LRC and ask that it be sent on to you when it arrives, as simply reserving it will not necessarily ensure that it is forwarded to you. Some books may be available as electronic copies, and you will need an Athens account to access these.

5.2.4 Items Not Held in the Libraries

Items requested by students can normally be obtained via the Inter-Library Loan service (subject to relevant School authorisation and budgetary limitations) when the material is not available in the libraries. Please e-mail us with your requirements, and we will obtain the items for you. We will inform you by e-mail of this.

If your Inter-Library loan is not authorised by your School, it is possible to request personal Inter-Library Loan which will be charged at the normal British Library I.L.L. rate. Students in partnership institutions should contact their own institutional libraries, or use the Inter-Library Loan service in their local public library. Students with SCONUL Access cards may find that the material they need can be borrowed from a local university library. SCONUL Access is a reciprocal service supported by most of the higher education libraries of the UK and Ireland, and provides borrowing privileges for most groups of post-graduate students. For further information click:

<http://www.trinitysaintdavid.ac.uk/en/lrc/servicesforstudents/usingotherlibraries/>.

Direct access to SCONUL Access scheme at: <http://www.access.sconul.ac.uk/>.

5.2.5 Recalls and Due Dates

Books are initially issued to postgraduate students for an eight week period, and to undergraduates (including distance undergraduates) for two weeks. Books may be renewed, but please note that they are **subject to recall at all times**. If you receive a recall for a book, it must be returned to the appropriate campus library immediately, regardless of when it was issued or is due back. If you have not yet finished with the item, please return it with a note saying that you would like a reservation to be placed on the book, and we will then re-issue it to you when the other person has finished using it. Any item that has been recalled, but not returned, will incur fines. If you receive a recall for a book, and cannot return it immediately, please contact the Learning Resources Centre, or ask someone to do so on your behalf. Recall notifications will be sent to your university e-mail address, so please check this regularly.

If you have renewed a book, please keep a note of the new due date, and ensure that the book is either returned or renewed on time. The Library does not send out reminders when books are coming up to the due date, and **it is the responsibility of all our staff and students to remember to return or renew the books they have out on loan**. Books can be renewed by phoning or e-mailing the Library, or by logging into your record on the library catalogue.

5.2.6 Returning Books

All books should be returned to the appropriate campus library (see addresses below) as soon as you have finished using them. Items should be packed securely and sent by normal first or second class post (parcel post in the case of larger or multiple items), unless we have requested that it be returned by special or recorded delivery. Inter-Library Loan books should always be returned to University of Wales Trinity Saint David libraries, and **not** directly to the supplying library.

Students are reminded that the Learning Resources Centre will help as much as possible with your research needs, but that we may not necessarily have all the material you will need for the period of your study.

You can use the SCONUL Access scheme and public libraries within your locality. Students living near the National libraries (e.g. National Library of Wales, British Library, National Library of Scotland and Ireland) should also take advantage of the facilities there wherever possible. Some Schools also provide course material in the form of study-packs, or online via the departmental website or Moodle.

5.2.7 Other Help

The Learning Resources Centre can also provide help with other information skills, such as providing assistance or training in the use of electronic resources, and specific help for students who are unable to use the internet for research purposes. Advice can be provided via e-mail, phone or by using screen sharing to provide remote tutorials. In the latter case, we can search the relevant resources on your behalf, and provide print-out of the search results: this is normally provided free of charge. We can also help with Study Skills modules by providing sample entries from encyclopaedias, book reviews, or any other kind of material you have been asked to look at, and provide advice on compiling bibliographies and conducting literature searches.

Students who are able to visit Lampeter or Carmarthen for taught-course residential visits or summer schools can also ask for a personal one-to-one session in order to familiarise themselves with the online library resources. We can also advise in such matters as the UK Copyright regulations, and help with other issues such as the best use of academic websites, different ways of citing references, and in tracing books and other materials in libraries local to you.

CONTACT DETAILS

Learning Resources Centre (Lampeter Campus)
University of Wales Trinity Saint David
Lampeter
Ceredigion
SA48 7ED

Learning Resources Centre (Carmarthen Campus)
University of Wales Trinity Saint David
Carmarthen
Carmarthenshire
SA31 3EP

General Enquiries (*please specify if you are based at Carmarthen or Lampeter campus*):
outreach@trintysaintdavid.ac.uk

or

Kathy Miles, Outreach Services Librarian k.miles@trintysaintdavid.ac.uk

Athens Accounts (*please specify if you are based at Carmarthen or Lampeter campus*):
athens@trintysaintdavid.ac.uk

Library – Carmarthen Campus: (01267) 676780

Library – Lampeter Campus: (01570) 424798

<http://lrc.tsd.ac.uk/>

6 General Information

6.1 Units and Departments

The University is committed to providing the best possible portfolio of services to its students. We would particularly draw your attention to the following individuals and services. They have been provided for your use, and you should avail yourselves of them when necessary.

Department/Unit/Service	Contact Details	Carmarthen	Lampeter
Pro Vice-Chancellor (Academic)	Dr Catrin Thomas c.e.thomas@tsd.ac.uk	01267 676691	01570 424705
Pro Vice-Chancellor (Finance and Resources)	Mr Gwyndaf Tobias g.tobias@tsd.ac.uk	01267 676788	01570 424709
Dean of Faculty of Arts and Social Studies	Mr Roger Maidment r.maidment@tsd.ac.uk	01267 676606	
Dean of Faculty of Education and Training	Mr Gwilym Dyfri Jones g.d.jones@tsd.ac.uk	01267 676675	
Dean of Faculty of Humanities	Dr Mirjam Plantinga m.plantinga@tsd.ac.uk		01570 424911
Director of Student Services	Mr Dai Rogers d.rogers@tsd.ac.uk	01267 676677	01570 424930
Student Services	Carmarthen campus: studentservices@tsd.ac.uk Lampeter campus: student.support@tsd.ac.uk	01267 676830	01570 424876
Finance	Carmarthen campus: financecc@tsd.ac.uk Lampeter campus: financelc@tsd.ac.uk	01267 676704	01570 424929
Director of Knowledge and Information	Ms Wendy Xerri w.xerri@tsd.ac.uk	01267 676946	01570 424706
Learning Resources Centre	Library and Y Cwad (Carmarthen Campus) carmarthenlrc@tsd.ac.uk	01267 676780 (Library) 01267 676786 (Y Cwad)	
	Library lampeterlrc@tsd.ac.uk		01570 424498 (Library)
	Roderic Bowen Library and Archives (RBLA) rodericbowenlibrary@tsd.ac.uk		01570 424716 (RBLA)
Head of Information Services	Mr James Cale j.cale@tsd.ac.uk	01267 676754	01570 424755
IT Service Desk	ITServiceDesk@tsd.ac.uk	0300 500 5055	0300 500 5055
Registry	registry@tsd.ac.uk	01267 676716	01570 424831
Quality Assurance Unit	quality@tsd.ac.uk	01267 676831	01267 676831

Accommodation Officers	Carmarthen campus: n.hale@tsd.ac.uk Lampeter campus: a.harris@tsd.ac.uk	01267 676819	01570 424995
Postgraduate Research Office	pgresearch@tsd.ac.uk		01570 424900
Chaplaincy	Carmarthen campus: The Revd Ainsley Griffiths ainsley.griffiths@tsd.ac.uk Lampeter campus: Father Mathew Hill m.hill@tsd.ac.uk	01267 676607 07946 036936	01570 424823 07964 631997
Health and Safety	HealthAndSafety@tsd.ac.uk	01570 424789	01570 424789
Students' Union	(Mattias Eken President) supresident@tsd.ac.uk (Welfare Officer Lampeter Campus) suwelfarelamp@tsd.ac.uk (Welfare Officer Carmarthen Campus) suwelfarecarm@tsd.ac.uk	01267 237794	01570 422619
Office of the Independent Adjudicator for Higher Education (OIAHE)	www.oiahe.org.uk	0118 959 9813	0118 959 9813

6.2 Faculties/Schools

Faculty of Arts and Social Studies			
School/Faculty	Contact Details	Carmarthen	Lampeter
Dean	Mr Roger Maidment e-mail: r.maidment@tsd.ac.uk	01267 676606	
Senior Administrator	Ms Sarah Cornelius Fax: 01267 676742 e-mail: s.cornelius@tsd.ac.uk	01267 676695	
School of Creative Arts	Miss Caroline Thraves e-mail: c.thraves@tsd.ac.uk	01267 676634 or 01554 748208 (Coleg Sir Gâr)	01267 676634 or 01554 748208 (Coleg Sir Gâr)
School of Business	Ms Conny Matera-Rogers e-mail: c.matera-rogers@tsd.ac.uk	01570 424952	01570 424952
School of Sport, Health and Outdoor Education	Mr Ceredig Emanuel e-mail: c.emmanuel@tsd.ac.uk	01267 676643	
School of Performing Arts	Mr Mark Kelley e-mail: m.kelley@tsd.ac.uk	01267 676662	

Faculty of Education and Training			
School/Faculty	Contact Details	Carmarthen	Lampeter
Dean	Mr Gwilym Dyfri Jones e-mail: g.d.jones@tsd.ac.uk	01267 676675	
Administrator	Mrs Bethan Williams e-mail: b.williams@tsd.ac.uk	01267 676686	
School of Early Childhood	Dr Siân Wyn Siencyn e-mail: s.w.siocyn@tsd.ac.uk	01267 676798	
School of Initial Teacher Education and Training (ITET)	Dr Russell Grigg e-mail: g.r.grigg@tsd.ac.uk	01267 676913	
School of Social Justice and Inclusion	Dr Sue Davies e-mail: s.davies@tsd.ac.uk	01267 676737	
School of Welsh and Bilingual Studies	Dr Christine Jones e-mail: c.m.jones@tsd.ac.uk	01267 676774	01570 424931
Associate Faculty	Mr Vaughan Salisbury e-mail: v.salisbury@tsd.ac.uk	01267 676650	

Faculty of Humanities			
School/Faculty	Contact Details	Carmarthen	Lampeter
Dean	Dr Mirjam Plantinga e-mail: m.plantinga@tsd.ac.uk		01570 424911
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School of Cultural Studies	Dr Paul Wright Head of School e-mail: p.wright@tsd.ac.uk	01267 676721	01570 424856
School of Theology, Religious Studies and Islamic Studies	Dr Robert Pope e-mail: r.pope@tsd.ac.uk		01570 424977

6.3 Useful Web addresses

General distance learning	www.tsd.ac.uk/en/courses/distancelearning/
Moodle	http://learning.tsd.ac.uk/
Information Services	www.tsd.ac.uk/en/information-services
Learning Resources Centre (LRC)	http://www.tsd.ac.uk/en/lrc/services-for-students/distance-learners/
Student Services	http://www.tsd.ac.uk/en/student-services/
Registry	http://www.tsd.ac.uk/en/registry/
Finance	www.tsd.ac.uk/en/finance/
Quality Assurance Unit (QAU)	http://www.trinitysaintdavid.ac.uk/en/quality-assurance-unit/