



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

PROGRAMME OF STUDY HANDBOOK

CILEX Paralegal

CILEX Advanced Paralegal

CILEX Lawyer

**ACADEMIC DISCIPLINE: Blue Light
Academy**

**INSTITUTE OF MANAGEMENT AND
HEALTH**

2024-2025

CONTENTS PAGE

	Page No
INTRODUCTION	1
FEEDBACK.....	1
PROGRAMMES OF STUDY AND PROGRAMME MANAGERS.....	2
SUPPORT DURING YOUR STUDIES.....	2
CILEX MEMBERSHIP	2
CILEX MODERATOR	3
ACADEMIC YEAR 2024/25	4
DISCLOSURE AND BARRING SERVICE (DBS) – ENHANCED	4
MODULAR TERMINOLOGY	6
ASSESSMENT	6
Extenuating Circumstances	6
Additional needs in terms of assessment.....	6
Academic Appeals	6
Assessment Regulations	6
VIRTUAL LEARNING ENVIRONMENT (VLE).....	7
PROGRAMMES OF STUDY	10
(1) CILEX Paralegal (Foundation Stage) – Level 3	10
(2) CILEX Advanced Paralegal (Advanced stage) – level 5.....	11
(3) CILEX Lawyer (Professional Stage) – level 6	13
PROGRAMME STRUCTURE	14
UNIVERSITY ENGAGEMENT POLICY	16
CODES OF CONDUCT	16
ABOUT ACADEMIC INTEGRITY	17
LIBRARY AND LEARNING RESOURCES	19
DIGITAL CREATIVITY AND LEARNING (DCL)	20
IT SERVICE DELIVERY	20
STUDENT SERVICES.....	22
STUDY SKILLS.....	22

COMPLAINTS.....	22
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INTRODUCTION

This handbook provides you with information about your Programme of Study for the academic year 2024/25. 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
CILEX Paralegal	Cerys Davies		cerys.davies@uwtsd.ac.uk
CILEX Advanced Paralegal			
CILEX Lawyer			

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.

CILEX MEMBERSHIP

Once you have registered with UWTSD, you will join CILEX as a Student member. As well as increasing your professional credibility with employers, CILEX membership will also give you exclusive member-only access to the latest legal HR and L&D resources, development tools, networking opportunities and discounts. Plus continuing your membership beyond your studies will ensure your progression to achieving professional membership of CILEX. Students also are required to abide by CILEX's policies and procedures where applicable.

CILEX MODERATOR

All taught Programmes of Study which lead to a CILEX qualification are examined by a CILEX appointed moderator. The principal purposes of the external moderator 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 Moderators Report for their programme of study by contacting the Programme Manager (*although there is no report for 2021/22 as this is a new programme which will be delivered for the first time in 2022/23*).

Please note that students are not permitted to make direct contact with the CILEX Moderator

ACADEMIC YEAR 2024/25

The academic year 2024/25 will be divided up as follows:

Semester 1:	23/09/24 - 24/01/25
Semester 2:	27/01/25 - 06/06/25

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
- register to attend your graduation ceremony (when applicable)

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 Admissions Team. All DBS related queries should be directed to dbs@uwttd.ac.uk.

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 assessments are completed online via CILEX.

You will receive confirmation of your assessment marks at the end of each year. Any marks released prior to formal approval by the Examining Board are provisional.

Extenuating Circumstances

Applications for Extenuating Circumstances are made directly to CILEX using the following link.

https://www.cilex.org.uk/study/information_for_students/support_for_students/special_consideration

Additional needs in terms of assessment

Applications for assistance with additional needs can be made using CILEX's Reasonable Adjustments Policy at the following link:

https://www.cilex.org.uk/study/information_for_students/support_for_students/reasonable_adjustments

Academic Appeals

applications for academic appeals can be made via CILEX using the following link:

https://www.cilex.org.uk/study/information_for_students/appeals_result_enquiries

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

CILEX's Examination Regulations can be found at the following link:

https://www.cilex.org.uk/study/information_for_students/exams/examination_regulations

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 Microsoft Edge browser, 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 Current Students (top right 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 any modules from your Moodle homepage, 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, and include screenshots of any error messages

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

PORTFOLIO OVERVIEW

The Chartered Institute of Legal Executives (CILEX) is a Professional, Statutory or Regulatory Body (PSRB) for the legal services sector. CILEX's aim is to transform the provision of legal services and to satisfy changing employer needs. CILEX has launched a new qualification framework, the CILEX Professional Qualification (CPQ), that has core legal knowledge and commercial awareness at its heart.

The CPQ is the route to becoming a CILEX Paralegal, CILEX Advanced Paralegal or CILEX Lawyer. It is a competency-based qualification framework, developed in consultation with employers, members and other stakeholders, that acknowledges the requirements of a rapidly evolving legal and business landscape.

CPQ is a progressive framework across three stages - CPQ Foundation, CPQ Advanced and CPQ Professional - founded on the CILEX Competency Framework. Each stage combines a focus on technical expertise and practical skills with the development of the core behaviours required to create forward-thinking, commercially minded, adaptable lawyers who really understand the clients they serve.

CPQ sets new standards in practice-focused training and work-readiness, broadens access to legal careers and develops professionals at all levels who are equipped from the outset to add real value to their employers and clients.

Each stage of the CILEX Professional Qualification (CPQ) comprises three elements: core legal knowledge, practice and skills; ethics and professional responsibility; and professional experience. Together these elements provide a framework for developing the skills, knowledge, behaviours and experience necessary to practise effectively as a legal professional.

Learners will be in employment in the legal services sector and will be able to begin their CPQ journey at a point corresponding to their previous legal experience and qualifications – including taking into account any CILEX qualifications they may already hold. CPQ also allows learners to pause and restart their training to flex around other commitments.

The CILEX awards and CPQ stages and are:

CILEX Paralegal (Foundation Stage) – level 3

CILEX Paralegals will be able to demonstrate a fundamental awareness of the law underpinning key practice areas by completing the CILEX Professional Qualification (CPQ) Foundation stage.

CILEX Advanced Paralegal (Advanced stage) – level 5

CILEX Advanced Paralegals will be able to demonstrate technical knowledge and the practical application of law relating to key practice areas. They will also enhance their skills, including business awareness, and their understanding of, and adherence to, professional and regulatory standards

CILEX Lawyer (Professional Stage) – level 6

CILEX Lawyers will be able to demonstrate specialist knowledge and the application of the law in specific areas of practice, and the ability to work independently and to high professional and ethical standards.

The level 3 and 5 awards are associated with the higher apprenticeship scheme, co-ordinated by Coleg Sir Gar. Funding is available for eligible learners.

UWTSD is a CILEX approved delivery centre for the CPQ. UWTSD's role in the CPQ is purely to deliver the learning and teaching sessions to prepare learners for the assessment. The module syllabi are designed by CILEX and the assessments are designed, conducted and marked by CILEX themselves. CILEX is the awarding body and hence is responsible for the standard of their awards.

Learning and teaching strategy

The learning and teaching strategy is via a blended mode; a mixture of asynchronous lessons, synchronous online delivery and face-to-face on-campus workshops.

Learners will be given access to the CILEX online bookshelf that contains an e-book to accompany every module that they will be studying at each stage. Embedded in these e-books, and also available as an accompanying Study Resource Pack, will be interactive elements to enhance the learning experience and increase the learner's chances of success.

Assessment strategy

The assessments are conducted by CILEX online and aim to assess knowledge and skills in a way that better reflects the realities of practising law.

At each stage, CILEX assesses the majority of modules by an online exam. The exceptions are the Professional and Legal Skills modules, which are assessed via coursework. Assessments will initially be offered twice a year, in January and June. Learners will have the chance to sit one assessment for each module as part of the registration fee. Resits will be charged separately (by CILEX)

PROGRAMMES OF STUDY

(1) CILEX Paralegal (Foundation Stage) – Level 3

Programme Learning Outcomes

The assessments at the Foundation stage are designed to enable learners to demonstrate a fundamental awareness of the law underpinning key practice areas but to also allow the opportunity to apply knowledge to some straightforward client scenarios. Assessments will not only test recall of knowledge and understanding but will also include questions that test the trainee's skill in analysing and applying the law, as well as evaluating and making judgements.

Modules – Level 3

Learners will undertake five mandatory modules, one of which is split into two parts:

1. Professional and Legal Skills
 - a) Legal Skills: Succeeding in the Legal Environment
 - b) Legal Skills: Using Technology to Carry Out Legal Research
2. Legal Systems
3. Contract Law
4. The Law of Tort
5. Introduction to Property and Private Client

Each module has one assessment component. Four of the modules are assessed via exam while Professional and Legal Skills, both elements, are assessed by coursework. In addition, learners on the CPQ Foundation stage are required to evidence their competence via their Professional Experience portfolio and to complete the first of the Ethics and Professional Responsibility e-learning modules.

(2) CILEX Advanced Paralegal (Advanced stage) – level 5

Programme Learning Outcomes

The assessments become more complex at each stage and gradually shift in emphasis from testing knowledge of the law to focusing on how learners evaluate and respond to complex problems or change; show informed, reasoned judgements; and present solutions to a client whilst considering their needs alongside wider impact.

Modules – Level 5

Learners undertake four mandatory modules, one of which is split into two parts:

1. Professional and Legal Skills
 - a) Legal Skills: Succeeding in the Legal Environment
 - b) Legal Skills: Using Technology to Carry Out Legal Research
2. Dispute Resolution and Litigation
3. Criminal Law and Litigation
4. Property and Conveyancing

In addition, learners are required to select at least one optional module from:

- Business and Employment Law
- Family Law and Practice
- Wills, Probate and Private Client

Each module has one assessment component. All of the modules bar one are assessed via exam while Professional and Legal Skills, both elements, is assessed by coursework. The Advanced stage law and practice assessments will not only test a learner's knowledge of the law relating to specific practice areas but also the application of the law to legal practice; the exams contain a series of automated questions and a progressive case study. The case study focuses on a client from the start to the end of a case or procedure or process stage and tests a learner's ability to analyse the law, offer the correct advice to the client and identify risk and ethical and regulatory issues.

The Professional and Legal Skills module has two assessments: Those tasks include drafting of correspondence and other key documentation.

- Assessment one, 'Succeeding in the Legal Environment', can be taken in the context of Property and Conveyancing, Dispute Resolution or Criminal Law and Litigation and follows on from the progressive case study scenario introduced in the exam. This assessment has a focus on communication and drafting, as well as managing a client, risk, and ethical and regulatory responsibility.

- The second assessment, 'Legal Skills: Using Technology to Carry Out Legal Research', tests both a learner's understanding of the CILEX accounts rules and their competence in carrying out legal research and preparing a report

Learners on the CPQ Advanced stage are also required to evidence their competence via the Professional Experience portfolio and to complete the second of the Ethics and Professional Responsibility e-learning modules. (Learners entering directly at this stage will also be required to complete Ethics and Professional Responsibility part 1.).

(3) CILEX Lawyer (Professional Stage) -- level 6

Programme Learning Outcomes

Professional stage assessments are synoptic: this means they pull together the knowledge and skills developed whilst progressing through the CPQ, from both the Foundation and Advanced stage modules. The assessments particularly focus on skills, considering the application of the knowledge learnt across the practice pathway and the critical thinking skills which follow.

Modules – Level 6

Learners undertake just one mandatory module – Professional Skills – which is assessed via coursework. This module will enable learners to undertake a written project relevant to their field of practice. Drawing on learning and skills acquired through the CPQ, the module offers a choice of research areas, all focused on a problem statement or, alternatively, an area of relevance to the firm/legal department in which the learner works.

Learners will select one further module from the options outlined below:

- Professional Skills
- Dispute Resolution
- Criminal Law and Litigation
- Residential Conveyancing
- Commercial Conveyancing
- Employment Law and Practice
- Business and Commercial Law and Practice
- Family Law and Litigation
- Wills, Probate and Private Client
- Immigration Law and Practice

The choice of module at CPQ Professional stage must be underpinned by the corresponding module at CPQ Advanced stage. Students must also all complete two Ethics and Professional Responsibility e-learning modules delivered directly by CILEX. Students wishing to acquire a practice right in Dispute Resolution, Family Litigation or Criminal Litigation will also be required to undertake an Advocacy Course.

Professional stage law and practice assessments are designed to mirror a working day. Two client case study scenarios will be issued to learners as pre-reading on the morning of each exam; tasks relating to those client scenarios will be assessed in the exam in the afternoon.

Learners on the CPQ Professional stage are also required to evidence their competence via their Professional Experience portfolio. At this stage, their professional competence will also be assessed by CILEX Regulation, thus allowing a learner to be authorised to practice in a specialist area of law.

PROGRAMME STRUCTURE

UWTSD Module Code	Module Title	Credits	Module status CP=Component Pass, CR=Core, CM=Compulsory, O=Optional			
			CILEX Paralegal	CILEX Advanced Paralegal	CILEX Lawyer	
Paralegal (Foundation Stage)						
BMCX3000	Legal Systems	Not stated	CR	n/a	n/a	
BMCX3001	Law of Tort	Not stated	CR	n/a	n/a	
BMCX3002	Contract Law	Not stated	CR	n/a	n/a	
BMCX3003	Introduction to Property and Private Client	Not stated	CR	n/a	n/a	
BMCX3004	Professional and Legal Skills	Not stated	CR	n/a	n/a	
Advanced Paralegal (Advanced Stage)						
BMCX5000	Dispute Resolution	Not stated	n/a	CR	n/a	
BMCX5001	Criminal Law and Litigation	Not stated	n/a	CR	n/a	
BMCX5002	Property and Conveyancing	Not stated	n/a	CR	n/a	
BMCX5003	Professional and Legal Skills	Not stated	n/a	CR	n/a	
BMCX5004	Wills, Probate and Private Client	Not stated	n/a	O	n/a	
BMCX5005	Family Law and Practice	Not stated	n/a	O	n/a	
BMCX5006	Business and Employment Law and Practice	Not stated	n/a	O	n/a	
Lawyer (Professional Stage)						
BMCX6000	Professional Skills	Not stated	n/a	n/a	CR	
BMCX6001	Dispute Resolution	Not stated	n/a	n/a	O	

BMCX6002	Criminal Law and Litigation	Not stated	n/a	n/a	O
BMCX6003	Residential Conveyancing	Not stated	n/a	n/a	O
BMCX6004	Commercial Conveyancing	Not stated	n/a	n/a	O
BMCX6005	Wills, Probate and Private Client	Not stated	n/a	n/a	O
BMCX6006	Family Law and Litigation	Not stated	n/a	n/a	O
BMCX6007	Employment Law and Practice	Not stated	n/a	n/a	O
BMCX6008	Business and Commercial Law and Practice	Not stated	n/a	n/a	O
BMCX6009	Immigration Law and Practice	Not stated	n/a	n/a	O

Please note that delivery schedules/timetabling can be found by accessing your personalised timetable via the [My Timetable tile](#) on the Student Hwb.

Module details are correct on 1 September 2024, 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 ENGAGEMENT POLICY

All students should familiarise themselves with the engagement policy and understand their responsibilities in relation to engaging with their course (<https://www.uwtsd.ac.uk/academic-quality-handbook>).

Student Responsibilities in relation to attendance and engagement are:

- To engage with all scheduled and asynchronous learning in their programme/module(s);
- Attend punctually and completely all scheduled and timetabled learning and teaching activities unless unable to do so for reasons of illness or other extenuating circumstances;
- To engage as appropriate with the University's support mechanisms, according to their specific needs;
- To inform their Academic Support Tutor (or other member of staff identified by the Institute) of any issues that affect or are expected to affect their engagement with their course;
- To engage proactively with all university procedures in support of their learning, including probation, action plans, etc.

This is particularly important for **international students with a Student Visa**. Failure to adhere to the requirements and conditions of the Engagement 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 lack of engagement

Information on how to appeal against withdrawal due to lack of engagement is provided within the Engagement Policy.

Withdrawal

Students who have decided they do not wish to continue their programme of study, must complete a formal University withdrawal form which is available on [MyTSD](#). (Please access the form under the 'Data Changes and Forms' tab on the 'Forms' menu). Withdrawal from a programme may have implications for student finance and this should be understood by the student prior to submitting the form.

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/about/governance-and-management/student-charter>).

The University also has Support for Study and Fitness to Practise Policies (see <https://www.uwtsd.ac.uk/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 INTEGRITY

Academic integrity is being honest in the work that you do in your studies. Honesty takes many forms; for example:

- writing your own answers in unseen exams without consulting with others or using online or printed materials;
- formally acknowledging the work and ideas of others, whether those of a friend, a lecturer, an article or book that you read, or a page on the internet that you accessed;
- ensuring that you get ethical approval for your research where necessary;
- and many other actions that you take during your studies.

Breaches of Academic Integrity are called Academic Misconduct.

The University defines academic misconduct as ‘– Any action by a student which gives or has the potential to give an unfair advantage in an examination or assessment, or might assist someone else to gain an unfair advantage, or any activity likely to undermine the integrity essential to scholarship and research’. 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).

You can find out the full regulatory framework, including penalties, on Academic Misconduct in the UWTSD Academic Misconduct Policy, which you can find here: <https://www.uwtsd.ac.uk/academic-quality-handbook>.

There are several types of Academic Misconduct. Here are some examples and how to avoid them:

Plagiarism is presenting someone else's work or ideas as one's own. Plagiarism can include phrases, sentences, ideas, viewpoints, data, tables, pictures or indeed anything that someone else has created and is presented as your own work.

How to avoid plagiarism:

1. Never copy/paste from any source, unless you have clearly identified that you are doing this.
2. Always provide references to the sources of information you have used.

Referencing is essentially acknowledging the sources of information and ideas that you have used.

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.

You can find all of the Referencing Handbooks here:

<https://intranet.uwtsd.ac.uk/departments/library-and-learning-resources/academic-and-infoskills/referencing-handbooks>

If you are uncertain which handbook is for your subject, do ask your Programme Manager or Academic Tutor.

Self-plagiarism is when you are reusing material that you have created yourself.

How to avoid self-plagiarism:

1. Never take a paragraph (or sentence or graph or image, etc.) from a previous piece of work and submit it as part of a new piece of work.

Remember Self-plagiarism is as bad as plagiarism and has the same penalties.

False authorship is a broad category of misconduct, which covers from buying an essay off an essay-mill to using paraphrasing software.

How to avoid false authorship:

1. Never ask someone else to create your work, whether that is a friend, a relative or someone you pay.
2. Never submit work that you have bought or solicited.
3. Do not use material repositories, where students store essays and notes, without full referencing.
4. Do not use paraphrasing software, unless you have been allowed to do so by the module tutor.
5. Use Generative Artificial Intelligence tools only as allowed in the assessment specification for any given assessment.

Fundamentally, the work that you submit for any part of your degree **must be your own**.

Collusion is when two or more students submit work that is very similar and there is evidence to suggest that they worked together, or one used the other's work. Collusion is only relevant when the assignment is to be completed by each student individually. Group work that is submitted on a group basis is not subject to allegations of collusion.

How to avoid collusion:

1. Keep your materials, such as notes from reading, essay drafts, etc. private.
2. Do not share them with others, whether in the same class or in another class.
3. Do not publish them online.
4. Do not leave them in shared computers without password protection.

There is no problem in discussing your work, your discoveries and knowledge with other students. On the contrary, you will often be asked to work with others informally whether in class or outside. Learning from others and teaching others is an essential avenue to deeper learning.

Cheating in examinations (or other formal assessment) includes the possession of unauthorised material or technology during an examination, and attempting to access unseen assessment materials in an advance of an examination.

When enrolling as a student at the University of Wales Trinity Saint David you have consented to your work being scrutinised both electronically and for academic misconduct. 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.

LIBRARY AND LEARNING RESOURCES

The Library and Learning Resources (LLR) aims to support and enhance the learning, teaching and research activities of staff and students across the University. There are libraries at Swansea, Carmarthen, Lampeter, London and Birmingham campuses, providing access to a variety of welcoming and flexible learning spaces. We provide on and off campus access to thousands of online journals and e-books, and subscribe to online databases relevant to each subject area; in addition to specialist digital and information literacy support, research support and special collections and archives.

The LLR is a full member of WHELF (Wales Higher Education Libraries Forum) and is also a member of the SCONUL Access (Society of College, National and University Libraries) scheme, which is a co-operative venture between most of the higher education libraries of the UK and Ireland. It enables staff, research students, full time postgraduates and part-time, distance learning and placement students to borrow material from other libraries. Librarians are welcomed to Staff / Student Committees and other relevant Institute meetings where invited, including Institute Boards.

Online Library

The LLR offers a wide range of printed and electronic resources for the programmes offered by the University. The LLR houses an extensive collection of online e-journals, e-books, and audio-visual material, with the electronic resources being available 24/7. Users may access a variety of e-resources, containing scholarly journals, newspapers, company reports and reference material.

Skills Development

Academic Liaison Librarians are the main point of contact for staff and students, and contribute to teaching and learning by helping students to develop the skills required to find, use and evaluate information sources within the subject areas taught by the Institute. All new students receive a basic skills session and a referencing session during the first term, followed by more in-depth sessions throughout their studies.

Academic Liaison Librarians also provide a wider InfoSkills programme focusing on transferable employability skills and academic skills. This includes advanced search skills, ethical use of information, referencing and managing your online identity. Support can be provided face-to-face or remotely; by email, over the phone or via Teams. Students can also book a one-to-one session directly with their librarian or digital skills advisor from the library website. Referencing guidance is also available from the LLR and can be accessed from the library intranet pages:

<https://intranet.uwtsd.ac.uk/departments/library-and-learning-resources/academic-and-infoskills>

Digital Skills

Our Digital Services team are always on hand to assist students in identifying their own skills gaps and locate appropriate structured learning resources to develop digital confidence. You can access our full range of digital skills resources at any time. Many of our courses are from LinkedIn Learning, and as a member of staff or student, you have free access. Students can gain a range of digital badges to demonstrate their knowledge and digital capabilities.

Other Specialist Support

The LLR offers access to a wide range of information sources in varied and accessible formats, ensuring equality of provision and access to learning materials. A designated member of staff can help and advise students with disabilities or specific learning requirements. Specialist support on copyright, referencing, and research activities is also provided. This includes advice on Research Data Management, using referencing software, Open Access requirements, setting up your ORCID ID and measuring the impact of research, advanced literature searching and accessing other academic and research libraries.

The Need More? Service

The LLR provides a Need More? service which takes an innovative approach to resource delivery, providing a one stop shop for all learning resource needs. If a book, journal or other resource is needed and is not in library stock, it may be purchased, borrowed from another library or rented as an e-book. The service also provides a referral mechanism so that students are introduced to their Academic Liaison Librarian to ensure they are getting the most out of existing resources or where they are working on a specialist project.

Learning Spaces

Students are welcome to use any UWTSD libraries, regardless of the subject of their study. As well as collections, the libraries provide a variety of flexible spaces, reflecting the way students work e.g. group study spaces and quiet areas, as well as IT facilities, wireless internet, photocopying and printing facilities, and excellent customer service.

Further Information

For recent service developments and updates please visit the LLR's intranet pages: <https://intranet.uwtsd.ac.uk/departments/library-and-learning-resources>. This also provides staff and library contact information for all the libraries of the University. The LLR can also be followed on Facebook, Twitter and Instagram (@UWTSDLib) and contacted by email: library@uwtsd.ac.uk.

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 portal and live chat service.

Telephone support is available 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 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://www.uwtsd.ac.uk/experience-facilities/student-support-wellbeing>.

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 <https://www.uwtsd.ac.uk/experience-facilities/student-support-wellbeing/learning-support>.

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: <https://www.uwtsd.ac.uk/experience-facilities/student-support-wellbeing/learning-support>.

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