



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

University Regulations

Programme Induction

Use of AI in Assessment

Trawsnewid Addysg, Trawsnewid Bywydau
Transforming Education, Transforming Lives

www.uwtsd.ac.uk



Student Agreement



When you enrolled into the university, you were entering into an agreement (legally binding contract) with the university: [Student Agreement](#)

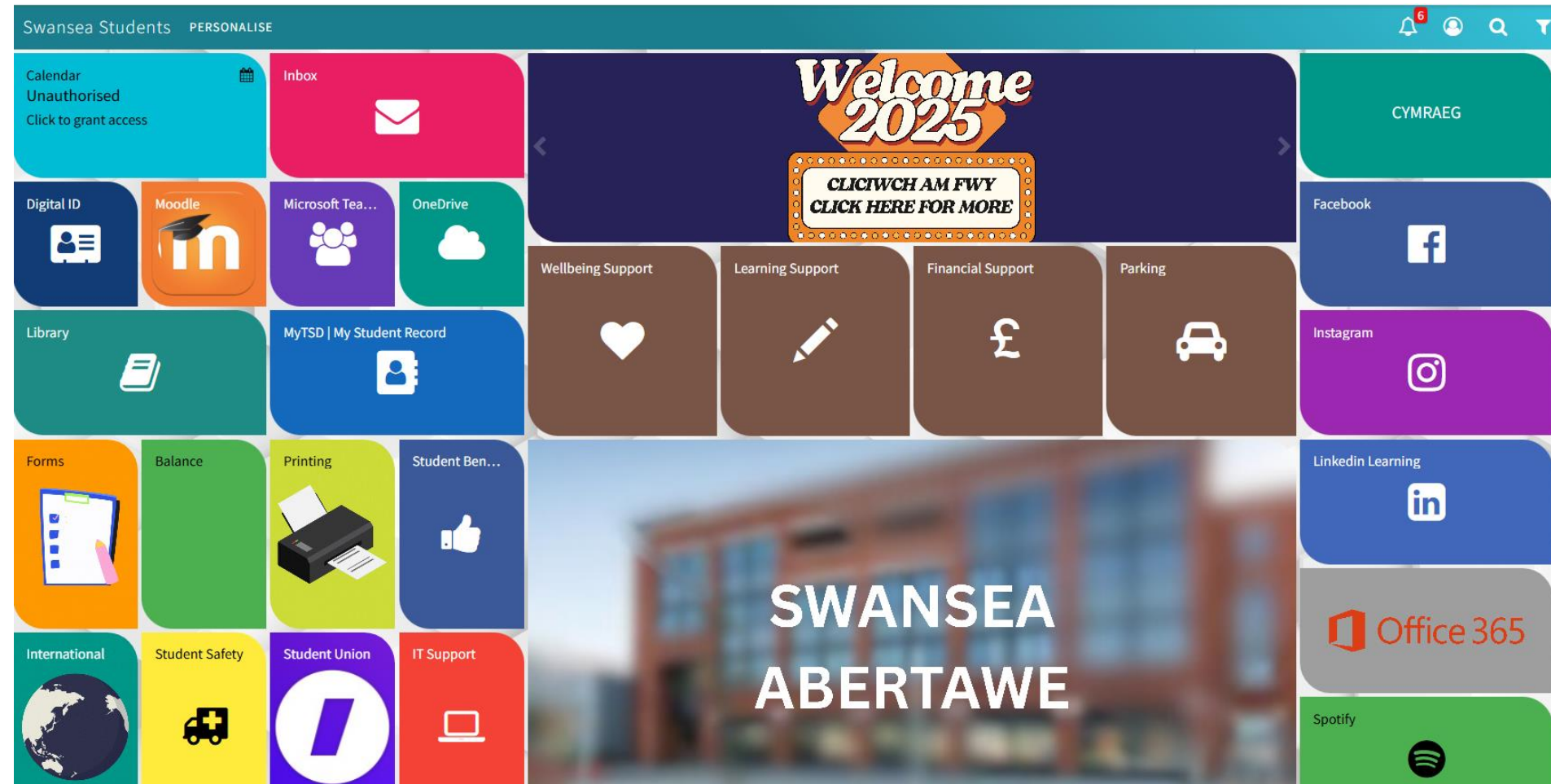


This sets out your agreement to comply with all UWTSD's Regulations, Policies, and Procedures.



You are responsible for familiarising yourself with the regulations, policies and procedures that apply to you.

Updated HWB Interface



Forms



ACADEMIC
SUPPORT
GUIDANCE



ACADEMIC
QUALITY
HANDBOOK



STUDENT
CHARTER



PROGRAMME OF
STUDY
HANDBOOKS

☒ Useful Forms and Letters

☒ Extenuating Circumstances, Interruption of Studies, Complaints & Appeals

☒ Other Student Policies

☒ Postgraduate research (PGR) students

Contact us

Cannot find the form you need?

Email hw@uwtsd.ac.uk or give us a call on 0300 131 3030

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AQH - Chapter 12: Student Policies

Student Policies and Forms



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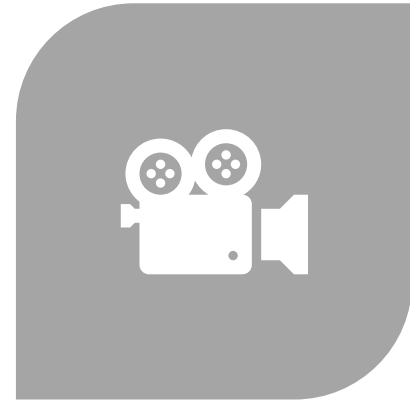
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Academic Misconduct Policy



**PROVIDES INFORMATION ON
ACADEMIC MISCONDUCT
REGULATIONS AND PROCESSES
AT UWTSD.**



**ACADEMIC
MISCONDUCT
VIDEO**

Attendance and Engagement



- Attend and Engage with all scheduled on-campus sessions
- Arrive punctually at all scheduled and timetabled learning and teaching activities
- Inform your Programme Manager of any issues that affect or are expected to affect your engagement
- Work your way through **Moodle** content continuously

Attendance and Engagement

- University monitors every two weeks:
 - Attendance at on-campus sessions
 - Engagement with Moodle
- Traffic light system used:
 - Red (at risk of non-engagement);
 - Amber (engagement concerns);
 - Green (engaged).
- Depending on category and length of time, university will take appropriate action (email > meeting > withdrawal).

Attendance and Engagement

- Attendance Monitoring will highlight:
 - Your overall % attendance at on-campus sessions
 - Your overall % of late attendance at on-campus sessions
 - Your % attendance and % late attendance at on-campus sessions for **EACH MODULE**
 - Your % attendance and % late attendance at on-campus sessions by **WEEK**
 - Log of your Moodle activity
 - Not just if you log-on to Moodle but also what you are accessing in Moodle

Teaching/Learning structure

- Full three-hours of modules will be utilised to discuss content – e.g.,
 - 45-minutes of lecturer providing topic info
 - 15-minutes Q&A
 - Break (15 minutes)
 - 45-minute task/interactive activity
 - Break (15 minutes)
 - 45-minutes class feedback/discussion
- Each week may differ on a module to fit delivery requirements
- **Different modules will also differ to each other in delivery to fit with module requirements**
- Additional materials may be provided on some modules, but focus of modules will be on-campus sessions (N.B. empirical project)



Teaching/Learning structure

- On-campus sessions involving a lecture will be recorded.
- Information on assessments will be recorded - either:
 - Live, during on-campus sessions
 - Or as a pre-recording
- Then, made available to students either:
 - On the module Moodle page
 - Or a Module Teams page



UWTSD Student Charter

Non-Academic Misconduct

- Actions causing actual/potential distress/harm to others
- Actions causing actual/potential damage to property of others
- Actions to prevent/disrupt normal functioning of University
- Actions causing reputational damage to University due to misconduct
- Actions to impede or interfere with pursuance of work/ study of University members, or impact normal operations of University
- Breaches of the University's Student Code of Conduct.

Harassment

Bullying

Victimisation

Hate Crimes

Sexual
Misconduct

Antisocial
Behaviour

Damage to
Property

To report
an incident, use the
Formal Student
Complaint Form

Online and Social Media Etiquette

- Behaviour on online platforms should reflect respect, responsibility, and courtesy.
- **Respectful Communication** – no offensive, inappropriate, or disrespectful language.
- **Professional Conduct** – actions online can impact your reputation and the institution.
- **No Misuse of Groups** – Avoid sending incorrect information maliciously, spreading rumours.
- **Digital Responsibility** – Think - once something is online, it cannot always be taken back.
- **Uphold Values** – Treat peers, staff, the community with dignity, as you would in person.
- Students are to maintain respect and professionalism in online interactions and ensure these platforms are used responsibly to create a positive and supportive environment for all.

Email Etiquette

- Academic staff will only respond to email communication from your **university student email** account
- Emails will be responded to within 48 **working** hours
 - Do not email multiple times or email different members of staff separately before the end of this timeframe
- Include a subject header and your name, programme, and level of study to end
- Do not send attachments without any textual content

UWTSD Welsh Language Standards

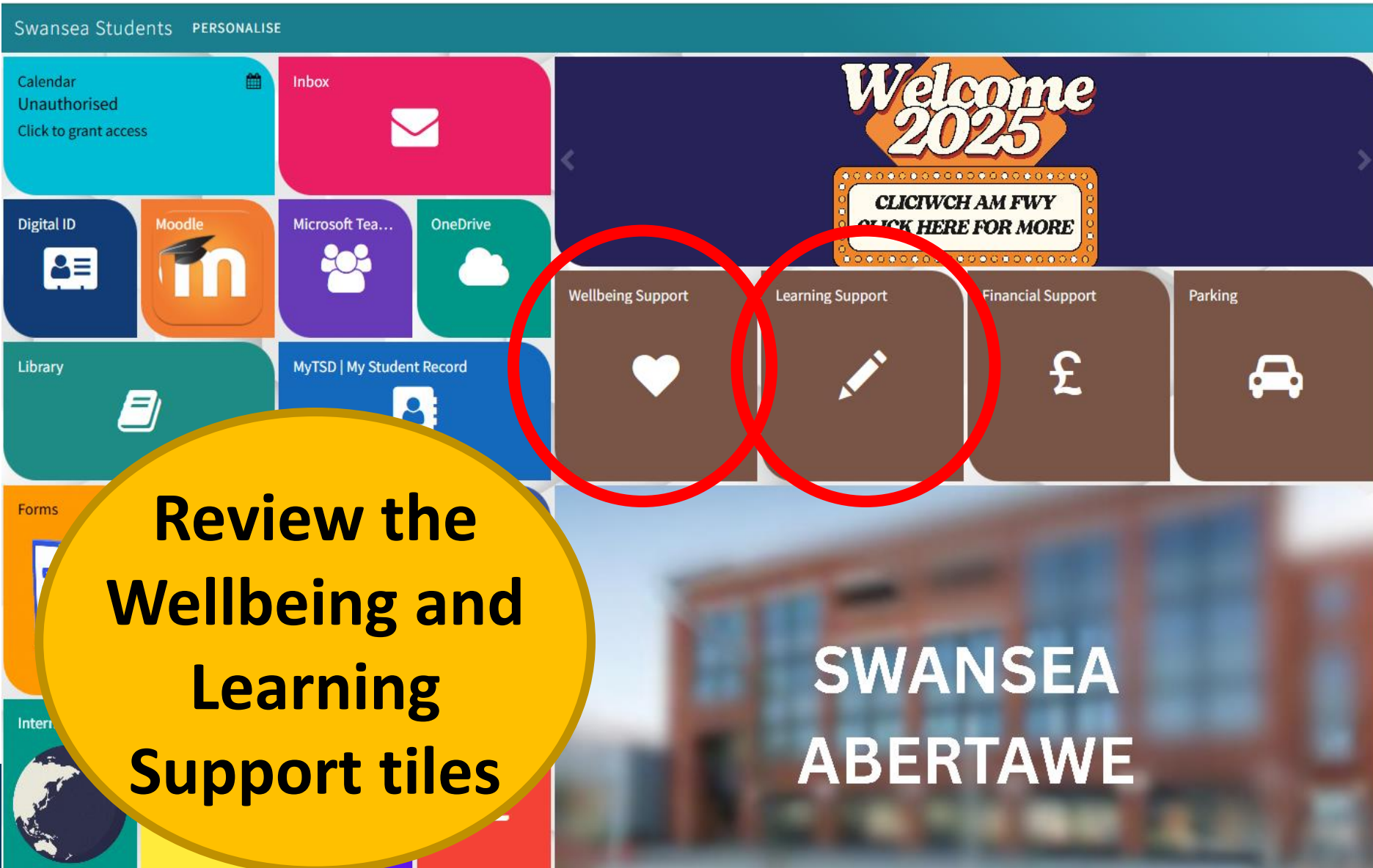
As students studying in Wales, you have a range of rights which prescribe that you can receive services through the medium of Welsh at the University.

The Welsh Language Standards enables you to receive the following in Welsh:

- Letters
- Forms
- Counselling Services
- Applications for financial support
- Meetings
- Welcome booklets
- Certificates
- The ability to present assessments in Welsh (essays, exams, etc.)
- Personal tutor
- Prospectus



Wellbeing and Learning Support



Wellbeing Support

WELLBEING SUPPORT



Explains the wellbeing support on offer at the university

SUPPORT REQUEST FORM



Any student can fill this in to request university support (physical, mental health, wellbeing, etc.)

CAUSE FOR CONCERN FORM



Anyone can fill this in if they have concerns about anyone in the university

Student Request for Support Form

- If you are struggling to manage impact of your health on your studies, you can access specialist support to help you develop self-management skills.
 - Including Counselling, Wellbeing Advice, Specialist Mental Health Mentoring, and support to access external services.
- Agree any reasonable adjustments for your study, ensure these are communicated appropriately, and are working effectively.
- Support to manage risk associated with your health or circumstances.
- If you need help accessing/completing this form, please ask the student HWB.

Safeguarding Support & PREVENT

Cause for Concern

- If you have concerns about the behaviour, safety, or overall situation of **anyone** in the University Community.
- It is also applicable for reporting concerns about how their behaviour may be affecting others.
- Others, outside of the university community (e.g., a family member) can also submit a cause for concern.

Learning Support

LEARNING SUPPORT



Explains the learning support on offer to all students at the university – e.g., Study Skills, etc.

DISABILITY SUPPORT



Explains support on offer to students with additional needs, disabilities, health conditions, etc.

SUPPORT NEEDS ENQUIRY FORM

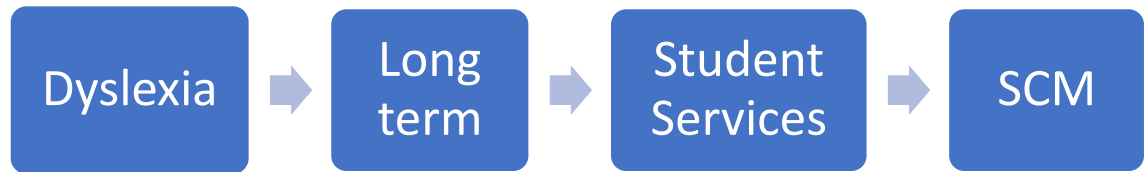


Any student can complete this to enquire about support that may be useful to them

Personal factors affecting studies

Long-term disabilities or learning difficulties considered through **Statement of Compensatory Measures (SCM)**

Example



Short-term mitigating circumstances considered through extenuating circumstances (EC).



Study Support

- Available to all students who need assistance with their studies.

- Support offered with:

- Academic writing
- Avoiding plagiarism
- Critical thinking
- Exam revision
- Planning and organisation
- Presentation skills
- Referencing
- Researching

Email:
studyskillsdistance@uwtsd.ac.uk

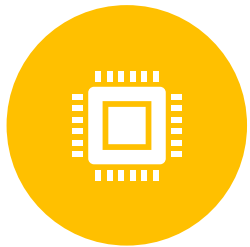
UWTSD Info Skills Programme



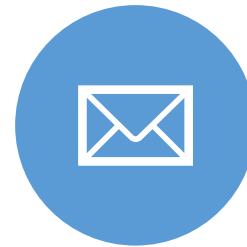
Designed to create opportunities for you to develop your transferable academic and information skills, improving both your academic success and employability.



The curriculum covers a wide range of topics – from finding library resources to fake news to managing your online presence.

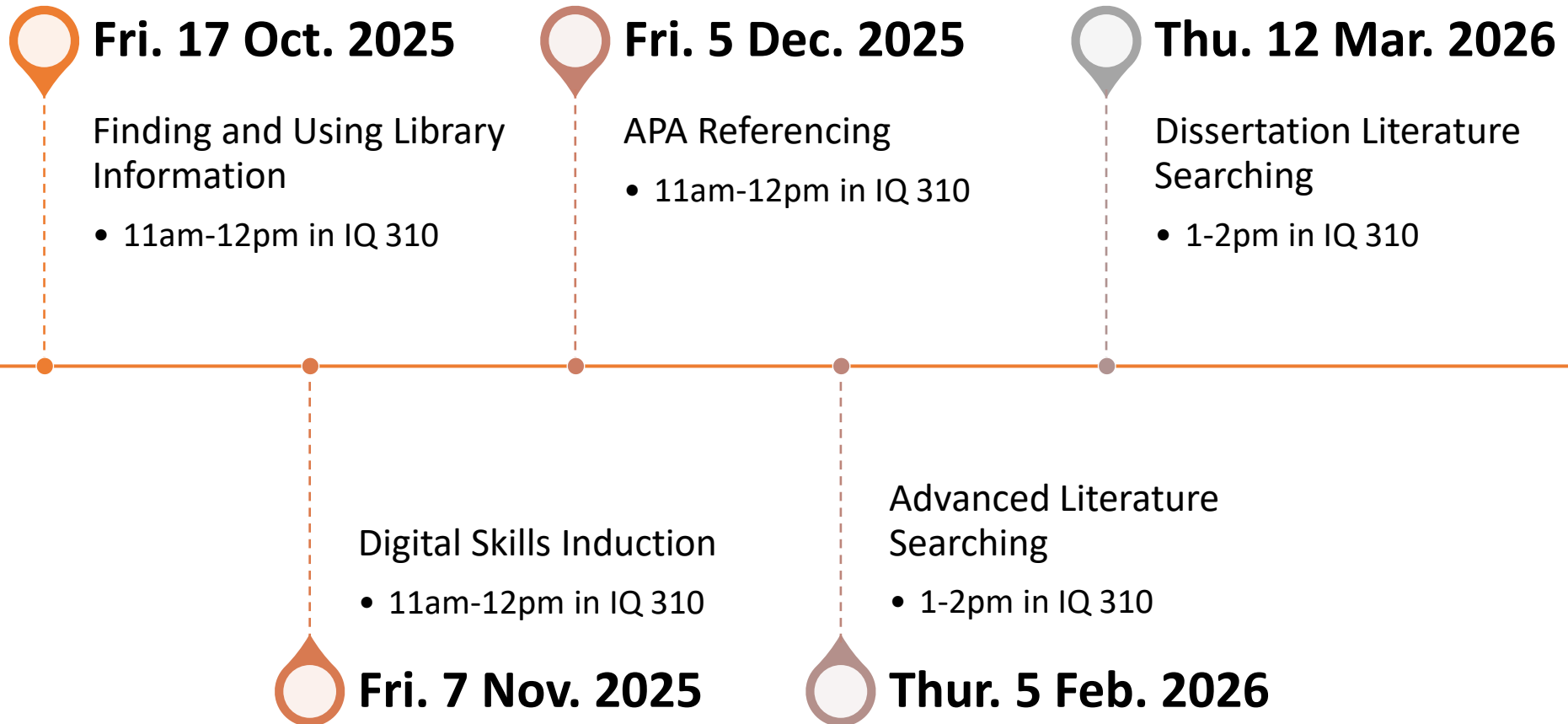


Series of online units that allow you to develop your skills anywhere, anytime, to suit you.



For further support you can [book an appointment](#) or email infoskills@uwtsd.ac.uk.

On-campus Library and Digi Skills Sessions 2025-2026:



Financial Support

- Click **Financial Support** tile on HWB
- Work your way through the tiles you feel are relevant



STUDENT
FEES



BURSARIES



MANAGING
FINANCES



IT
EXCLUSIVES

Further links to finance support can be found on:

University Money Support page: [Money Support | University of Wales Trinity Saint David \(uwtsd.ac.uk\)](https://uwtsd.ac.uk/money-support)

Use of AI in Assessment

Every Assessment Proforma contains a table identifying **allowable** use of AI, from **seven** categories, for that specific assessment.

For all assessments, you must include a separate acknowledgement of AI use page at the start of your work - either:

1. To confirm you have not used any AI tools in the creation of your work (if none are allowed or you have chosen not use any).
2. If the assessment does allow a particular type of AI support to be used, and you have made use of it, you must provide specific information of:
 1. The **name** and **link** to AI tool used
 2. The **date(s)** it was used
 3. The **purpose** of its use in relation to your work
 4. The input **prompts** you provided

Use of AI in Assessment

- All students must keep drafts of work, including notes, etc., before and after the use of any AI tool.
- All students, regardless of whether you use an AI tool (if permitted) or not, will be expected to produce drafts, notes, and any materials used to construct their assessment, as necessary.
- If suspected non-permitted use is detected, this will be dealt with in line with standard academic misconduct procedures.

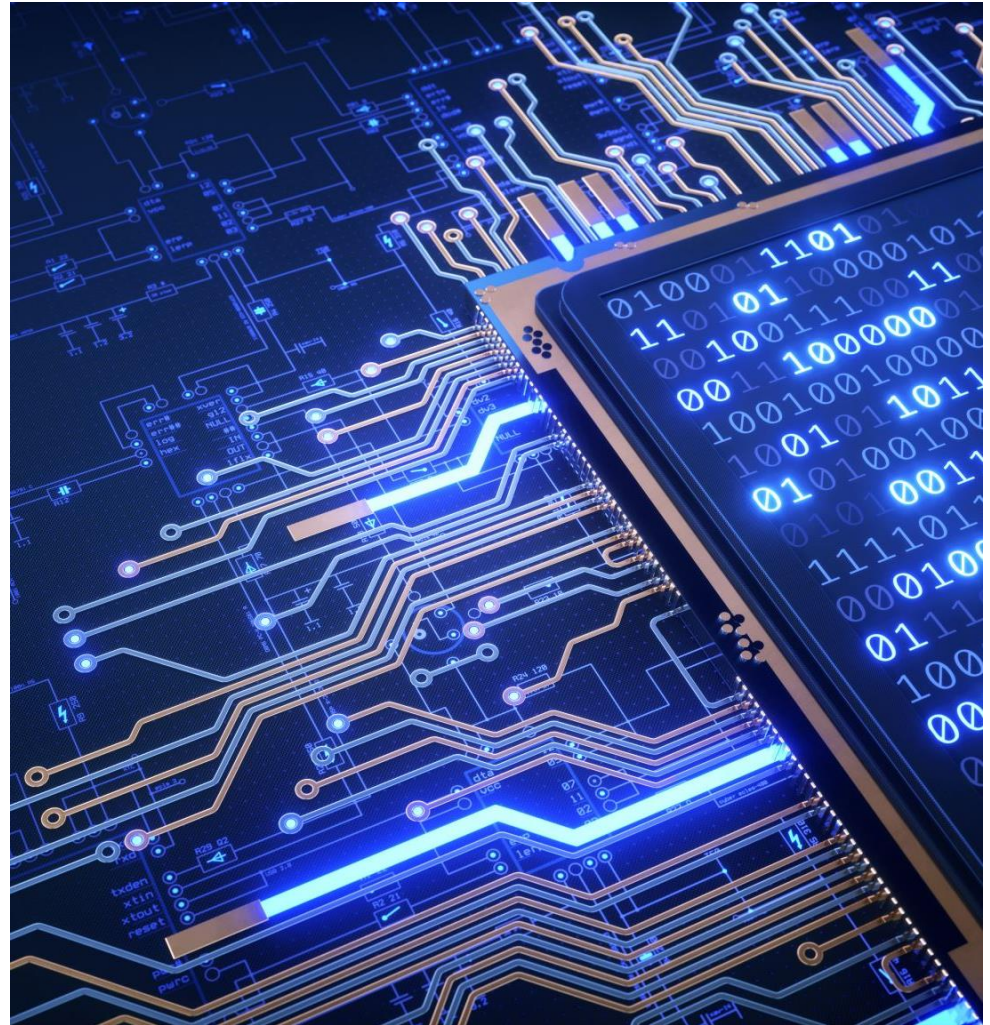
Use of AI in Assessment

Please review the AI in Assessment tile on your **Programme** Home on Moodle for guidance material

PDF Guidance	Video Guidance
•AI Acknowledgement Guidance •AI in Assessment •UWTSD AI LT Guidance •Creative Work with AI •Programming with AI •Proofreading with AI •Researching with AI •Structuring with AI •Writing with AI	•General Allowable Uses •Programming with AI •Proofread with AI •Research with AI •Structuring with AI •Writing with AI

Use of AI in Assessment

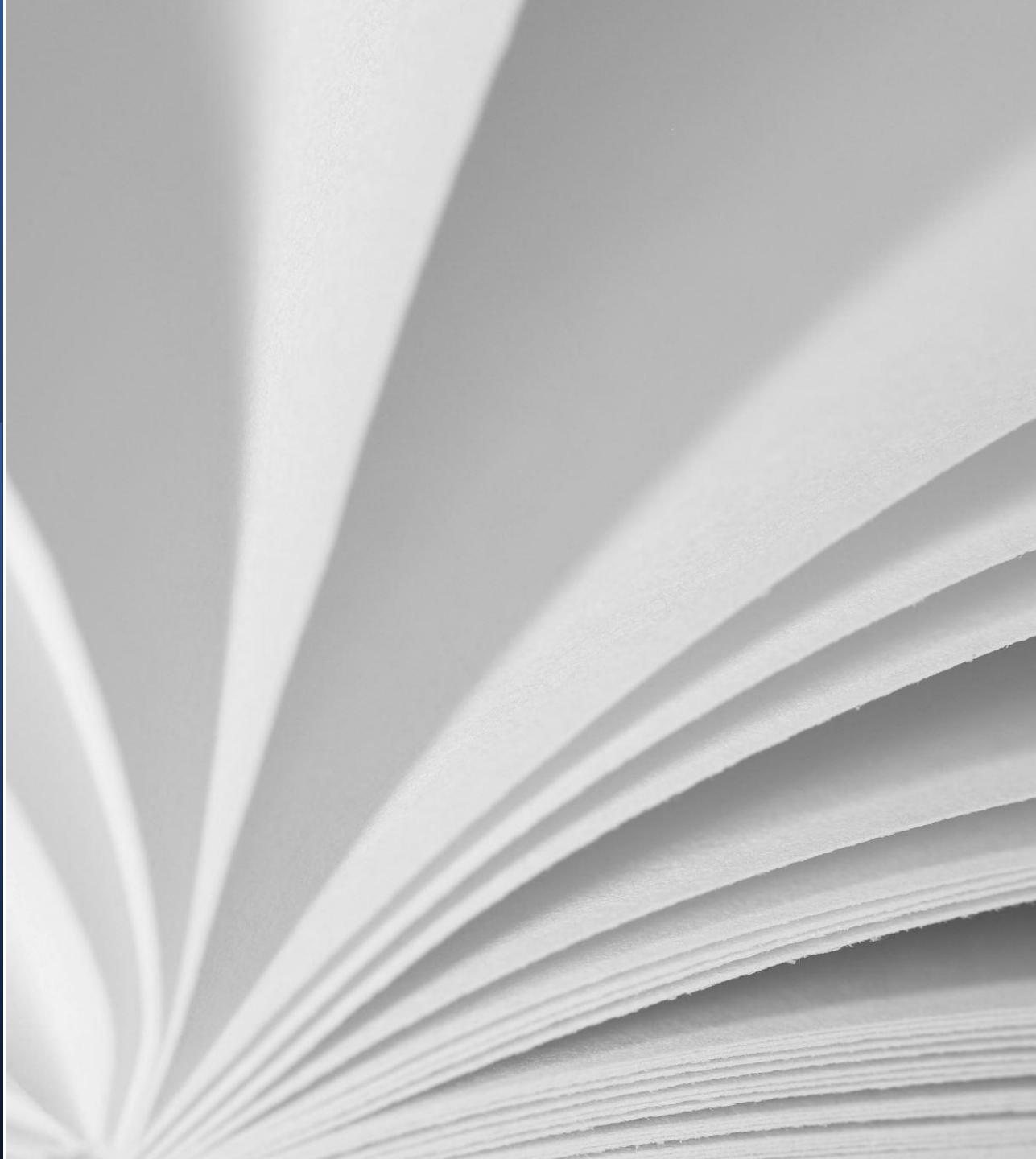
If an assessment does allow AI use (from any of the categories), corresponding guidance will also be provided and accompany that assessment on the module Moodle page.



Updates to Use of AI in Assessment

- This year, the inclusion of the Use of AI Statement is being factored into the marking of all relevant assessments.
- Under marking criteria 5 on assessment proformas: **Transferable Skills for Life and Professional Practice**, there is a statement under the *Guidance specific to this assessment*, noting:
 - *Completion of work must be in accordance with programme and UWTSD guidelines for the submission of assessments as relevant, including adherence to academic misconduct regulations, **inclusion of AI use acknowledgement statement**, and word count (or equivalent) policy.*
- **If no statement is included, or the statement does not conform to the expectations set out in the university's Use of AI policy, this will impact your mark on that marking criteria.**

Review of Programme Pages on Moodle



Student Course Reps

Integral part of partnership approach to embed student voice in decision-making at all levels.

Conduit for student voice to provide feedback on all aspects of educational experience.

Excellent for skills development and looks good on CV!

Once elected, training is provided by Students' Union.

[Course Rep Handbook](#)

Student Course Reps

• **Expectations**

- Attend and participate in all Staff/Student Committees (three a year)
- Meet with Student Voice Rep and other Course Reps to discuss ideas & issues
- Promote the role & how students can contact them
- Keep Students' Union informed of activity & issues
- Participate in Annual Programme Reviews
- Talk to students on their course, find out ideas & issues
- Promote student feedback opportunities – e.g., student feedback surveys and Student Forums



Supporting each other!

- Level Five students – what advice would you give to Level Four students?
- Level Six students – what advice would you give to Level Five students?



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Any Questions?

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Time for Lunch and Social Event