

PROGRAMME OF STUDY HANDBOOK

**BA Business Management
(Levels 4 & 5/6)**

**INSTITUTE OF THE LONDON CAMPUS
(LONDON & BIRMINGHAM)**

2020-2021

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INTRODUCTION

This handbook provides you with detailed information about your course, or Programme of Study, in the academic year 2021-2022. 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 plenty of 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 be helpful if introduced into future handbooks.

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 student representative for your programme of study, through module evaluation questionnaires, through informal meetings with your personal tutor, teaching staff, or Head of School, through focus groups set up by Schools 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. Your opinion is valued.

WELCOME MESSAGE FROM THE HEAD OF SCHOOL

It is my pleasure and privilege to welcome you.

You are part of a diverse student body. The cross-cultural communication skills you gain while studying with us will be incredibly valuable and will help you to become global citizens. We wish you success as you fulfil your academic goals, learn more about yourself and succeed in your professional career.

We will provide you with sound academic knowledge, but we also believe that the rich diversity of cultural and social experience that you will have as a student here will help you to develop a range of personal and professional qualities. Living and studying in London in itself is a great experience providing opportunities for an overall development.

We are proud of you, and believe that as you progress through your studies and graduate you will be proud of us as well. We wish you all success in your studies and life.

Dr Audsin Dhas
Executive Dean and Head of the London campus
a.dhas@uwtsd.ac.uk

PROGRAMMES OF STUDY AND PROGRAMME MANAGERS

This handbook covers the following Programmes of Study. The name and contact details of the Programme Managers are also listed below.

Programme of Study	Programme Manager	Tel. No.	E-mail
BA Business Management - London	Dr John-Paul Okeke	0207 566 7600	okeoma.okeke@uwtsd.ac.uk
BA Business Management - Birmingham	Dr Eric Osei	0300 323 0178	e.osei@uwtsd.ac.uk

SUPPORT DURING YOUR STUDIES

The Student Services team should be your first point of contact for support issues. Further support can also be accessed through various specialist support services (e.g. Disability Service), your Programme Managers, and your module tutors.

EXTERNAL EXAMINERS

All taught Programmes of Study which lead to an award of the University have at least one External Examiner. The principal purposes of the University's external examiner system are to ensure that:

- the standard of each award is maintained at the appropriate level;
- the standards of student performance are comparable with standards on similar programmes or subjects in other UK institutions with which they are familiar;
- the processes for assessment and the determination of awards are sound and fairly conducted.

Students may request a copy of the previous year's External Examiner's Report for their programme of study by contacting the Programme Director (local contact).

The current External Examiners for the Programmes of Study are:

Programme of Study	External Examiner for 2020/21 (forename/surname)
BA Business Management	Robert Stevenson and David Potter

Please note that students are not permitted to make direct contact with the External Examiners.

ACADEMIC YEAR 2020/21

The academic year 2020/21 will be divided up as follows:

	London	Birmingham
Induction	28/09/2020 – 02/10/2020	07/09/2020 – 11/09/2020
Term 1	05/10/2020 – 11/12/2020	14/09/2020 – 20/11/2020
Assessment Period	14/12/2020 – 08/01/2021	23/11/2020 – 04/12/2020
Examining Boards	09/02/2021	11/01/2021
Resit Period	February	April
Induction	08/02/2020 – 12/02/2021	11/01/2021 – 15/01/2021
Term 2	15/02/2021 – 23/04/2021	18/01/2021 – 26/03/2021
Assessment Period	26/04/2021 – 07/05/2021	29/03/2021 – 09/04/2021
Examining Boards	09/06/2021	10/05/2021
Resit Period	June	August
Induction	07/06/2021 – 11/06/2021	10/05/2021 – 14/05/2021
Term 3	14/06/2021 – 20/08/2021	17/05/2021 – 23/07/2021
Assessment Period	23/08/2021 – 03/09/2021	26/07/2021 – 06/08/2021
Examining Boards	30/09/2021	06/09/2021
Resit Period	September	December

Please note that dates are subject to change depending upon developments relating to the Coronavirus/Covid-19 pandemic.

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. Failure to inform the Registry of any changes in this respect can result in a range of problems including:

- delays in obtaining your student loan;
- failure to contact you in an emergency;
- clashes on your examination timetable;
- not being able to borrow materials from the Library and Learning Resources; and
- not being able to use the Information Technology services.

Please take time to check the enrolment information provided by the University Registry and be sure to notify the Registry of any errors or changes.

DISCLOSURE AND BARRING SERVICE (DBS) – ENHANCED

If your programme involves you coming into contact with children or vulnerable adults, you will be required to undertake a DBS check (Enhanced). Further details will be provided by the University Registry or Head of School.

As part of each programme's procedures relating to DBS, continuing students will normally be required to inform their Programme Director immediately of any change to their criminal convictions status.

You will also be asked to complete a formal self-declaration during the enrolment period at the beginning of the academic year, which confirms your criminal conviction status. This declaration will be kept within Registry.

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 in section 6.1.5 of Chapter 6 of the University's Academic Quality Handbook, a copy of which is available on the Academic Office section of the website:

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

ASSESSMENT

At the start of each module, tutors will provide on Moodle full details of the means by which you will be assessed in that module. This will include a full assessment brief and guidelines on the criteria that will be used for marking your work as well as clear information about when the assessments are due and the turn-around feedback time for the assessments. It will also detail how you will be able to discuss the feedback on your work and your performance and what to do if you have any questions.

All assessed written coursework needs to be submitted in electronic copy via Turnitin; alternative instructions will be provided by the Programme Director for any forms of coursework that cannot be submitted via Turnitin.

The University offers programmes in both English and Welsh. The normal expectation is that you will be assessed in the same language in which the programme or modules are delivered. If you have been taught in English and wish to be assessed in Welsh, or vice versa, you should consult your Programme Director about the options available to you.

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

Extenuating Circumstances

If you believe that there are extenuating circumstances which may have adversely affected your ability to complete coursework or examinations, you should follow the University's procedures for Extenuating Circumstances for Taught Provision, which can be found on the Academic Office section on the University's website:

<http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appealscomplaints-and-other-student-cases/>

Additional needs in terms of assessment

If you have any additional needs in terms of assessment, it is your responsibility to liaise with Student Services regarding those needs at the start of the academic year, so that a Statement of Compensatory Measures can be drafted in line with the University's procedures for assessment of students with additional needs.

<http://www.uwtsd.ac.uk/services-for-disabled-students/>

Academic Appeals

Information about how to appeal is provided in the 'Academic Appeal Procedure' in Chapter 13 of the Academic Quality Handbook, and in supporting documentation published on the Academic Office section on the University's website:

<http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appealscomplaints-and-other-student-cases/>

Additional advice is available from the Students' Union. It is very important that you note carefully the grounds on which appeals may be made and submit your appeal on the appropriate form because incomplete or ineligible appeals cannot be processed.

Assessment Regulations

The rules and regulations that govern the assessment of your Programme of Study are available in Chapters 6 and 7 of the University's Academic Quality Handbook, a copy of which is available on the Academic Office section of the website:

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

Responsibilities of students in relation to the assessment process

As noted in section 7.3(5) of Chapter 7 of the Academic Quality Handbook, students are responsible for ensuring that:

- i) They read and understand the information provided about how they will be assessed, how their final award will be determined, and the action to take in the event that they experience difficulties relating to assessment.
- ii) They attempt every assessment component of a module. iii) They attend examinations and other assessment events, including re-examination and re-assessment events, as required; and that they are available to attend oral examinations if required to do so within the published dates of terms or semesters, or other date notified to them in advance.
- iv) They submit work for assessment as required and in accordance with the required format and deadline.
- v) They inform their School or Student Services of any disability or long term impairment which might require special provisions for assessment.
- vi) They familiarise themselves with the University's definition of unfair practice and undertake assessments in a manner that does not attempt to gain unfair advantage.

- vii) They follow the prescribed procedures in the event that they experience extenuating circumstances or wish to appeal against the decision of an Examining Board.
- viii) They keep a copy of work presented for assessment wherever feasible.
- ix) They make their work available for sampling for external examining purposes and for archiving.

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
- 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 MyDay

Access your MyDay dashboard either by logging into a campus PC and opening Internet Explorer, or accessing myday.uwtsd.ac.uk from any browser on an internet-connected device. Click on the Moodle tile.

2. From the University Website

Navigate to <http://uwtsd.ac.uk> and select Quick Links (top left side of screen) and then Moodle.

3. URL Input

Open any browser on an internet-connected device and navigate to <http://moodle.uwstd.ac.uk>

Log in using your Network username and password which are the same used to access campus PC.

If you are missing courses/modules in the **My Courses** block please contact **Student Services**. 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.

ASSESSMENT FEEDBACK VIA TURNITIN

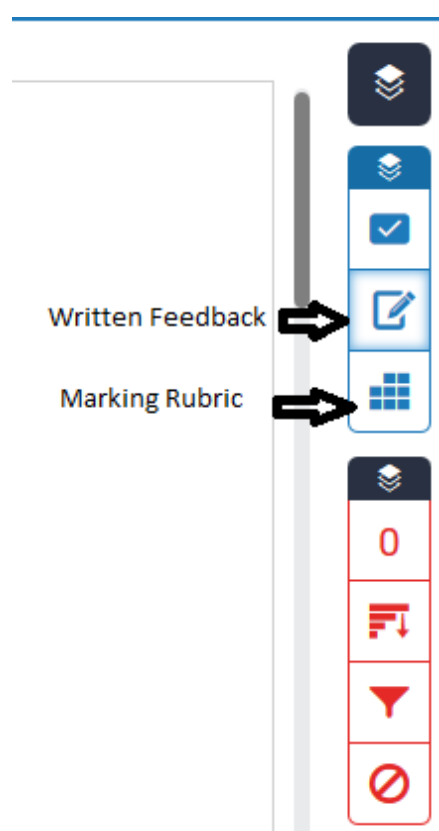
For feedback provided through Turnitin, there are two areas to get your feedback: written feedback, and the marking rubric.

Written feedback will comment on the overall work.

The marking rubric will focus on how the piece of work meets the criteria listed in the relevant rubric.

The marking rubric does not give a mathematically calculated result based on the sum of individual components, but is used holistically to help determine the mark.

Written Feedback and the Marking Rubric can be found by clicking the buttons as shown when you view your submitted assignment in Turnitin.



PROGRAMMES OF STUDY

BA Business Management

Programme Learning Outcomes BA Business Management

Graduates of the programme will be able to demonstrate a systematic understanding of key aspects of Business Management, including acquisition of coherent and detailed knowledge relating to organisations, their management, the economy and the business environment, at least some of which is at, or informed by, the forefront of defined aspects of the business discipline. This includes the following:

KU1	The development, access and operation of markets for resources, goods and services.
KU2	Marketing approaches for segmentation, targeting, positioning generating sales and the need for innovation in product and service design.
KU3	Management of customer expectations, relationships and development of service excellence.
KU4	The sources, uses and management of finance and the use of accounting and other information systems for planning, control, decision making and managing financial risk.
KU5	Leadership, management and development of people and organisations.
KU6	The design and development of organisations, including cross-cultural issues, change, diversity and values.
KU7	The management of operations and resources.
KU8	The development, management, application and implementation of information systems for business intelligence and their impact upon organisations.
KU9	The use of relevant communications for application in business and management, including the use of digital tools.
KU10	The development of strategic priorities to deliver business at speed in an environment where digital technology has reshaped traditional revenue and business models.
KU11	The development of appropriate business policies and strategies within a changing environment to meet stakeholder interests, and maximise achievement of strategic objectives.
KU12	Business innovation and enterprise development.
KU13	Social responsibility: the need for individuals and organisations to manage responsibly and behave ethically in relation to social, cultural, economic and environmental issues.

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

Cognitive (thinking) skills (CS)

Graduates of the programme will be able to:

CS1	Source, evaluate and comment upon particular aspects of current research, or equivalent advanced scholarship, in Business Management, with an appreciation of the uncertainty, ambiguity and limits of knowledge.
CS2	Demonstrate conceptual and critical thinking, analysis, synthesis and evaluation of assumptions, abstract concepts and data (that may be incomplete).
CS3	Devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of the business discipline.

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

Practical Skills (PS)

Business and management degrees are strongly related to practice and therefore provide a clear link between the development of relevant skills and employability of graduates.

Graduates of the programme will be able to:

PS1	Deploy accurately established techniques of analysis and enquiry relating to Business Management practice to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects.
PS2	Demonstrate commercial acumen, innovation, creativity and enterprise based on an awareness of the key drivers for business success, causes of failure and the importance of providing customer satisfaction and building customer loyalty.
PS3	Use quantitative skills to manipulate data, evaluate, estimate and model business problems, functions and phenomena.
PS4	Communicate information, ideas, problems and solutions to both specialist and non-specialist audiences, including an awareness of the interpersonal skills of effective listening, negotiating, persuasion and presentation.

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

Key Skills (KS)

Graduates of the programme will be able to demonstrate the qualities and transferable skills necessary for employment requiring:

KS1	The exercise of initiative and personal responsibility, self-management, that is, to be resilient, self-starting and appropriately assertive, to plan, organise and manage time.
KS2	Decision-making in complex and unpredictable contexts.
KS3	The ability to work collaboratively both internally and with external customers and an awareness of mutual interdependence.
KS4	Self-reflection, emotional intelligence, empathy and sensitivity to diversity in terms of people and cultures. This includes a continuing appetite for development and the learning ability needed to undertake appropriate further training of a professional or equivalent nature.

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

PROGRAMME STRUCTURE – BA (Hons) Business Management

Mode of study, attendance pattern, duration and intake points

Programme duration: Standard, i.e. three academic years of full-time study

Mode of study/delivery: On-campus

Pattern of delivery: Three semesters per year. Full-time students study 3 modules per semester during the daytime. Within a semester, the modules run in parallel with each other.

Pattern of attendance: Full-time only

Intake points: Full-time intake in **October, February and June** only.

The structure of the programme

Module size: All modules are of 20-credits in size except the 40-credit Dissertation at Level 6.

Balance of compulsory and optional modules: All modules at Levels 4, 5 and 6 of this programme are Compulsory – there are no optional modules.

The table below indicates the typical delivery schedule for the programme. The team reserves the right to re-organise the delivery of modules per semester, in accord with resource availability and student requests (which will be accommodated where possible).

The October intake – follow the plan as show in your diagram depicting the full time delivery plan. The February intake does their Term 1 modules in the June term (with the June intake). The June intake will follow the plan as shown in your diagram depicting the full time delivery plan, excepting of course the term dates would change.

PROGRAMME STRUCTURE

YEAR 1 – Level 4 (London)

Module Code	Module title			Module type	Credit value
INTAKE:	<i>Cohort 1</i>	<i>Cohort 2</i>	<i>Cohort 3</i>		
Term 1:	<i>Oct '20 - Dec '20</i>	<i>Feb '21 - Apr '21</i>	<i>Jun '21 - Aug '21</i>		
LCBB4000_LON	Academic Skills			Compulsory	20
LCBB4001_LON	Accounting Fundamentals			Compulsory	20
LCBB4002_LON	Community Engagement				
Term 2:	<i>Feb '21 – Apr '21</i>	<i>Jun '21 - Aug '21</i>	<i>Oct '21 - Dec '21</i>		
LCBB4003_LON	Introducing the Modern Workplace			Compulsory	20
LCBB4004_LON	Marketing Fundamentals			Compulsory	20
LCBB4005_LON	The Global Business Environment				
Term 3:	<i>Jun '21 - Aug '21</i>	<i>Oct '21 - Dec '21</i>	<i>Feb'22 - Apr '22</i>		
	Credit Retrieval & Resit Term – No taught modules			Compulsory	20

YEAR 2 – Level 5 (London)

Module Code	Module title			Module type	Credit value
INTAKE:	Cohort 1	Cohort 2	Cohort 3		
Term 1:	Oct '21 - Dec '21	Feb '22 - Apr '22	Jun '22 - Aug '22		
LCBB5000_LON	Data Handling & Business Intelligence			Compulsory	20
LCBB5001_LON	Entrepreneurship			Compulsory	20
LCBB5002_LON	Managing People				
Term 2:	Feb '22 – Apr '22	Jun'22- Aug '22	Oct '22 - Dec '22		
LCBB5003_LON	Management Economics			Compulsory	20
LCBB5004_LON	Management Accounting			Compulsory	20
LCBB5005_LON	Project Management				
Term 3:	Jun '22 - Aug '22	Oct '22 - Dec '22	Feb '23 - Apr '23		
	Credit Retrieval & Resit Term – No taught modules			Compulsory	20

YEAR 3 – Level 6 (London)

Module Code	Module title			Module type	Credit value
INTAKE:	Cohort 1	Cohort 2	Cohort 3		
Term 1:	Oct '22 - Dec '22	Feb '23 - Apr '23	Jun '23 - Aug '23		
LCBB6000_LON	Dissertation			Compulsory	40 (2 Terms)
LCBB6001_LON	International Business Communications			Compulsory	20
LCBB6003_LON	Leadership and Management Theory and Practice				
Term 2:	Feb '23 – Apr '23	Jun '23- Aug '23	Oct '23 - Dec '23		
LCBB6000_LON	Dissertation			Compulsory	40 (2 Terms)
LCBB6002_LON	International Financial Management			Compulsory	20
LCBB6004_LON	Strategic Management and Sustainability				
Term 3:	Jun '23 - Aug '23	Oct '23 - Dec '23	Feb '24 - Apr '24		
	Credit Retrieval & Resit Term – No taught modules			Compulsory	20

YEAR 1 – Level 4 (Birmingham)

Module Code	Module title			Module type	Credit value
INTAKE:	Cohort 2	Cohort 3	Cohort 4		
Term 1:	Sept '20 - Dec '20	Jan '21 - Apr '21	May '21 - Aug '21		
LCBB4000_BIRM	Academic Skills			Compulsory	20
LCBB4001_BIRM	Accounting Fundamentals			Compulsory	20
LCBB4002_BIRM	Community Engagement				
Term 2:	Jan '21 – Apr '21	May '21 - Aug '21	Sept '21 - Dec '21		
LCBB4003_BIRM	Introducing the Modern Workplace			Compulsory	20
LCBB4004_BIRM	Marketing Fundamentals			Compulsory	20
LCBB4005_BIRM	The Global Business Environment				
Term 3:	May '21 - Aug '21	Sept '21 - Dec '21	Jan '22 - Apr '22		
	Credit Retrieval & Resit Term – No taught modules			Compulsory	20

YEAR 2 – Level 5 (Birmingham)

Module Code	Module title			Module type	Credit value
INTAKE:	Cohort 2	Cohort 3	Cohort 4		
Term 1:	Sept '21 - Dec '21	Jan '22 - Apr '22	May '22 - Aug '22		
LCBB5000_BIRM	Data Handling & Business Intelligence			Compulsory	20
LCBB5001_BIRM	Entrepreneurship			Compulsory	20
LCBB5002_BIRM	Management Accounting				
Term 2:	Jan '22 – Apr '22	May '22- Aug '22	Sept '22 - Dec '22		
LCBB5003_BIRM	Management Economics			Compulsory	20
LCBB5004_BIRM	Managing People			Compulsory	20
LCBB5005_BIRM	Project Management				
Term 3:	May '22 - Aug '22	Sept '22 - Dec '22	Jan '23 - Apr '23		
	Credit Retrieval & Resit Term – No taught modules			Compulsory	20

YEAR 3 – Level 6 (Birmingham)

Module Code	Module title			Module type	Credit value
INTAKE:	Cohort 2	Cohort 3	Cohort 4		
Term 1:	Sept '22 - Dec '22	Jan '23 - Apr '23	May '23 - Aug '23		
LCBB6000_BIRM	Dissertation			Compulsory	40 (2 Terms)
LCBB6001_BIRM	International Business Communications			Compulsory	20
LCBB6003_BIRM	Leadership and Management Theory and Practice				
Term 2:	Jan '23 – Apr '23	May '23- Aug '23	Sept '23 - Dec '23		
LCBB6000_BIRM	Dissertation			Compulsory	40 (2 Terms)
LCBB6002_BIRM	International Financial Management			Compulsory	20
LCBB6004_BIRM	Strategic Management and Sustainability				
Term 3:	May '23 - Aug '23	Sept '23 - Dec '23	Jan '24 - Apr '24		
	Credit Retrieval & Resit Term – No taught modules			Compulsory	20

UNIVERSITY ATTENDANCE POLICY

Attendance is an important indicator of your engagement with and success in your studies. All students are therefore required to attend all scheduled classes and tutorials and Institutes will record individual academic attendance. It is important that:

- you familiarise yourself with the attendance policy relevant to you (see <https://moodle.uwtsd.ac.uk/course/view.php?id=5294> for BLC or in London <https://moodle.uwtsd.ac.uk/course/view.php?id=30>)
- you are fully aware of procedures to follow in case of unexpected absences;
- you are aware that disciplinary action will be taken for any sustained periods of unauthorised absence.

This is particularly important for **international students with a UKVI Tier 4 Visa**. Failure to adhere to the requirements and conditions of the Attendance Policy will lead to withdrawal from your programme and the University will also inform the UKVI to withdraw your Tier 4 visa sponsorship.

Appeal against withdrawal due to poor attendance – Information on how to appeal against withdrawal is provided on the University's website ([http://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/academic-office/quality-handbook/Appendix-AP3-Administrative-Appeal-\(Attendance\)-Procedure.pdf](http://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/academic-office/quality-handbook/Appendix-AP3-Administrative-Appeal-(Attendance)-Procedure.pdf)).

CODES OF CONDUCT

The University is committed to providing all students with a safe and inclusive learning environment where all students have the potential to succeed to the best of their ability.

The University expects all students to abide by the Student Code of Conduct (see <https://www.uwtsd.ac.uk/studentcharter/>).

The University also has Fitness to Study and Fitness to Practise Policies (see <https://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/>).

In addition, many programmes have a professional code of conduct that you are expected to adhere to. Your Programme Manager will provide you with appropriate details.

ABOUT UNFAIR PRACTICE AND PLAGIARISM

The University defines unfair practice as 'any act, intentional or otherwise, whereby a person may obtain for himself/herself or for another, an unpermitted advantage...'. Committing unfair practice 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 unfair practice has been committed unintentionally, accidentally, due to extenuating circumstances or a long-term impairment (irrespective of whether or not these circumstances or long-term impairment have been acknowledged by the University).

Plagiarism is one type of unfair practice. Plagiarism is passing off, or attempting to pass off, another's work as your own. It includes copying the words, ideas, images or research results of another **without acknowledgement**, whether those words etc. are published or unpublished.

It is plagiarism, for example, to copy the work of another student, of a member of staff or a published article without crediting the author. Persons who allow their work to be plagiarised are also guilty.

It should be noted that re-submitting work that has already been submitted for a different assessment task without noting that this is the case is also regarded as plagiarism (and is called self-plagiarism) and will be treated as such.

Plagiarism is one of the worst offences in academic life, and its consequences can be severe. It undermines the integrity of scholarship, research, and of the examination and assessment process. The guidance that follows explains what is meant by plagiarism, describes the University's regulations for dealing with it, and provides help in avoiding it.

When enrolling as a student at the University of Wales Trinity Saint David you have consented to your work being scrutinised both electronically and in person to check for cases of plagiarism. In many Schools your work will be submitted electronically via Moodle.

For submissions outside of the Moodle platform, it is equally important that you reference your sources accurately. In some cases you will be expected to submit both hard and electronic copies, which can be checked against the database of the UK Higher Education Plagiarism Detection Service. For handwritten, portfolio and process workbook submissions check with your module tutor if you are in any doubt about whether you have infringed the regulations. They are here to assist you; ensure that you take advantage of their expertise.

Plagiarism: Regulations, Procedure and Penalties

Full details of the University's procedures and penalties for dealing with issues of plagiarism can be found in Chapter 13 of the *Academic Quality Handbook*, which can be seen on the University website or obtained from the Faculty Offices. These details are also summarised in the *University Regulations – Undergraduate Student Guide* which is published on the Academic Office section on the University's website: <http://www.uwtsd.ac.uk/academic-office/university-regulations-student-guide/>

Avoiding Plagiarism

Coursework, dissertations, or creative work are meant to be your own original work. Obviously you will use the work of others. Not only is this inevitable, it is expected. All scholarship builds on the work of others. The important thing to remember is always to **acknowledge your sources**. Your School will provide sessions on referencing and plagiarism but as a general rule of thumb observe the following guidelines:

- *Anything that is copied or quoted from another source, including electronic sources such as the internet, must be in quotation marks and attributed to the original author.*

This may be in the body of the text or as a footnote. Full details of a source should be contained in a bibliography. Whatever method is used, always acknowledge your source and give full details of it (i.e. author, date, page number).

- *Synthesising the work of others involves putting their ideas into your words. This is fine, but again, acknowledge your source. This can be done in a number of ways depending on the context. For example: 'Hart (2003, 52) maintains that...' 'Hart (2003, 52) provides evidence for.': 'It is argued, or submitted by Hart (2003, 52) that...' Then give the source of the original work.*
- *Where you are generally indebted for your ideas to one or two main sources, this can be a bit trickier. If the ideas or the way they are presented come from one or two sources, make this clear. Do the same if they come from lectures. It is important not to claim originality where it does not exist but to indicate in general where the information comes from.*
- *Full citations in timed unseen examinations are obviously not expected, but you should indicate general indebtedness and always credit any quotations you have managed to remember.*

The golden rule is; **'if in doubt, provide references'**. Consult your tutors if you have any problems, in particular with the method of citing books and articles, which may differ from subject to subject. There are no penalties for asking for advice and guidance; there are severe penalties for plagiarism and failure to reference means your work could be considered to be plagiarised.

Other types of Unfair Practice

There are other types of unfair practice, including, but not limited to producing work as a group where it is an individual task (called collusion), fabricating data or making false claims to have carried out research, using the service of an essay bank/essay mill, having an unauthorised source of information in an examination, prohibited communication during an examination. The same regulations, procedures and penalties apply to all types of unfair practice.

LIBRARY AND LEARNING RESOURCES

Library and Learning Resources (LLR) supports the learning, teaching and research activities of staff and students across the University with libraries at Carmarthen, Lampeter, London and Swansea and includes online resources, social learning spaces, special collections and archives. There are seven libraries across the Carmarthen, Lampeter, London and Swansea campuses.

The library provides different loan periods for print books so that the changing needs of students can be accommodated and prioritises the purchase of e-books over print wherever possible. Loan periods are regularly reviewed by the library to ensure that they are appropriate and provide equitable access to resources. The LLR recently launched a Fairer Fines policy which means students are only fined on items if they are in heavy demand or requested by another library user.

The LLR provides a *Need More?* service which aims to provide a one stop shop for all learning resource needs, for example, if a book, journal or thesis is needed which is not in the library stock then it may be purchased or borrowed from another library.

Further information can be found here:

<http://www.uwtsd.ac.uk/library/libraryguide/need-more/>.

Online Library

The LLR offers a wide range of printed and electronic resources including an extensive collection of online e-journals and e-books that are available 24/7. Users may access an extensive collection of online e-journals and e-books that are available 24/7 including scholarly journals, newspapers, company reports and reference material. The library catalogue searches the whole range of print and online library materials and gives access to your library account from anywhere.

InfoSkills

All students are provided with a library tour, a Basic Skills session and a Referencing Essentials session in the first few weeks at the University. Academic Liaison Librarians will help students to develop the skills required to find, use and evaluate information sources within their subject areas. Numerous sessions are offered throughout the year to help students develop their Information Skills further to support their academic success and employability. These include sessions on identifying fake news, using statistics, commercial awareness, managing the information about them that is available online and accessing information sources in accessible formats. The LLR operates an open door policy which enables students to ask for help and advice on the information resources available throughout the academic year. Academic Liaison Librarians are welcomed to Staff / Student Committees, and also attend other relevant Institute meetings where invited, including the Institute Board. For further information on InfoSkills provision go to: <https://www.uwtsd.ac.uk/library/infoskills/>

For recent service developments, updates and contact information please visit the University Library website at <http://www.uwtsd.ac.uk/library/>. Please also follow the Library and Learning Resources Facebook and Twitter feeds for up-to-date news, service developments and information on new services and resources.

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, Counselling Service and support for students from a care background. For further details see BLC Moodle page (<https://moodle.uwtsd.ac.uk/course/view.php?id=5294>) and in London see Moodle page (<https://moodle.uwtsd.ac.uk/course/view.php?id=30>).

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.

Topics covered include:

Developing effective study strategies
Planning and writing assignments
Preparing presentations
Planning for seminars
Preparing for exams

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 'Procedure for Student Complaints' in Chapter 13 of the Academic Quality Handbook and in supporting documentation published on the Academic Office section on the University's website:
<http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appealscomplaints-and-other-student-cases/>