



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

PROGRAMME OF STUDY HANDBOOK

ACADEMIC DISCIPLINE OF

Certificate in Higher Education

(Skills for the Workplace)

[LEVEL – 4]

&

BA in Leadership and Management

(Skills for the Workplace)

[LEVEL – 5/6]

INSTITUTE OF INNER CITY LEARNING

(London & Birmingham)

2021-2022

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INTRODUCTION

This handbook provides you with information about your Programme of Study for the academic year 2021/22. Module descriptors are presented in the accompanying Module Directory document.

Because of the ongoing Covid-19 situation, the University has made a number of changes for the 2021/22 academic year, e.g. in relation to how you can access facilities on our campuses, and how your programme will be delivered.

The University will operate a tiered system regarding access to its physical facilities which is led by Government and Public Health advice. The University's current status and the framework can be viewed here: <https://uwtsd.ac.uk/coronavirus/>. Please make sure that you read the Student Bulletin for essential updates as a change in status may affect how your programme is delivered.

As a result of these circumstances, most programmes will be delivered through blended online and in-person delivery. You can be reassured that our blended approach to learning and teaching will ensure a seamless transition from online delivery to face-to-face as future circumstances dictate ensuring that you are able to complete your studies. This approach will work to ensure that if you are shielding or self-isolating you will still be able to access your studies. If you have any specific needs arising from the current circumstances, we ask that you make Student Services and your programme team aware so that we can work to support you.

Additionally, a number of changes have been made across the curriculum to ensure that you can successfully complete your studies. These changes take into account the lessons learnt since the advent of the coronavirus. This should ensure that there are no changes to the assessment format that you are informed about at the start of the module. All assessments now have been considered through the University's formal review processes as to how they can be delivered in all modes of delivery.

The University has enhanced its guidance on contact hours and now includes some of the active learning activities that take place within an online environment which will give you more flexibility in how you can engage with your studies.

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 student representative for your programme of study, through module evaluation questionnaires, through informal meetings with your personal 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
Certificate in Higher Education Skills for the workplace - London	Sylvia Hoffmann	0207 566 7600	s.hoffmann@uwtsd.ac.uk
BA in Leadership and Management Skills for the workplace – London	Md Kalam	0207 566 7600	m.kalam@uwtsd.ac.uk
Certificate in Higher Education Skills for the Workplace	Yohan Mendis	0300 323 0178	y.mendis@uwtsd.ac.uk
BA in Leadership and Management Skills for the Workplace - Birmingham	Dr Charles Vincent	MS Teams	c.vincent@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 Manager.

The current External Examiners for the Programmes of Study are:

Programme of Study	External Examiner for 2021/22 (forename/surname)	External Examiner for 2020/21 (if different to current)
Cert HE / BA LM (London and Birmingham)	Dr. Suzanne Albary	Same as current
Cert HE / BA LM(London and Birmingham)	Ian Hill	Same as current

Please note that students are not permitted to make direct contact with the External Examiners without permission and to do so may be considered a disciplinary offence.

ACADEMIC YEAR 2021/22

The academic year 2021/22 will be divided up as follows:

	London	Birmingham
Induction		13/09/2021 – 17/09/2021
Term 1		22/09/2021 – 26/11/2021
Assessment Period		29/11/2021 – 10/12/2021
Examining Boards		14/01/2022
Resit Period	To be announced	April
Induction		17/01/2022 – 21/01/2022
Term 2		24/01/2022 – 01/04/2022
Assessment Period		04/04/2022 – 14/04/2022
Examining Boards		18/05/2022
Resit Period	To be announced	August
Induction		16/05/2022 – 20/05/2022
Term 3		23/05/2022 – 29/07/2022
Assessment Period		01/08/2022 – 12/08/2022
Examining Boards		14/09/2022
Resit Period	To be announced	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. You should use MyTSD to keep your personal details up to date or to request a programme change. 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;
- 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 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 University Registry or Programme Manager.

As part of each programme's procedures relating to DBS, continuing students will normally be required to inform their Programme Manager 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.

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 assessed written coursework needs to be submitted in electronic copy via Turnitin; alternative instructions will be provided by the Programme Manager 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 Manager 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.

(1) 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 University's website and forms part of the *Mitigating Circumstances Policy*:

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

(2) 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/>

(3) Academic Appeals

Information about how to appeal is provided in the 'Academic Appeal Procedure' which forms part of the *Academic Appeal Policy* associated with 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-appeals-complaints-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.

(4) 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/>

(5) Responsibilities of students in relation to the assessment process

You are responsible for ensuring that:

- i) You are correctly enrolled on your programme of study (including re-enrolment for each academic year after initial enrolment).
- ii) You read and understand the information provided about how you will be assessed, how your final award will be determined, and the action to take in the event that you experience difficulties relating to assessment.
- iii) You attempt every assessment component of a module.
- iv) You attend examinations and other assessment events, including re-examination and re-assessment events, as required; and that you are available to attend oral examinations if required to do so within the published dates of terms or semesters, or other date notified to you in advance.
- v) You submit work for assessment as required and in accordance with the required format and deadline.
- vi) You inform your Programme Manager or Student Services of any disability or long-term impairment which might require special provisions for assessment.
- vii) You familiarise yourself with the University's definition of academic misconduct and undertake assessments in a manner that does not attempt to gain unfair advantage.
- viii) You follow the prescribed procedures in the event that you experience extenuating circumstances or wish to appeal against the decision of an Examining Board.
- ix) You keep a copy of work presented for assessment wherever feasible.
- x) You make your 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 Hwb**
Access your Hwb dashboard either by logging into a campus PC and opening Internet Explorer, 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 <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.uwtsd.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

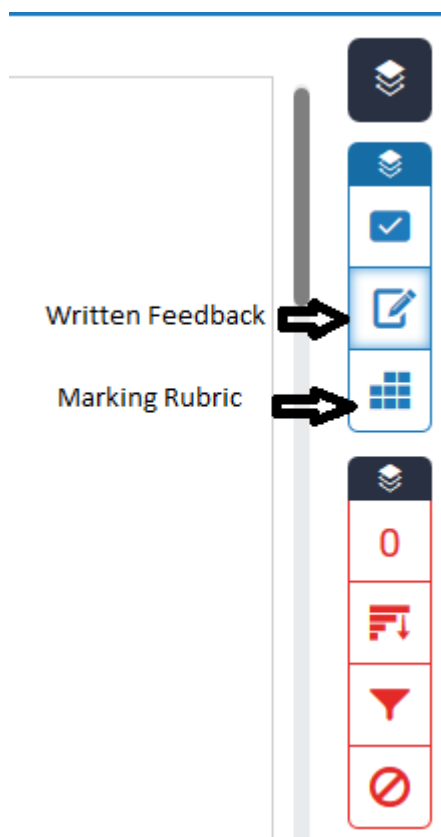
For feedback provided through Turnitin, there are two areas to get your feedback: written feedback, and the marking rubric.

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

(1) BA Leadership and Management Skills for the Workplace including the Certificate in Higher Education in Year 1

Programme Aims

The programme has the following general educational and specific aims:

- To provide learners with an opportunity to study for an award explicitly focused towards future employability and career progression;
- To introduce students to approaches, strategies and skills considered essential for employment within a generic context;
- To familiarise students with discussion and debate in the process and resolution of problems;
- To develop students' emotional intelligence and their capacity to work effectively both autonomously and within a team;
- To provide students with a range of learning experiences that are designed to assist students in the acquisition and application of knowledge;
- To provide students with a variety of teaching approaches delivered in a supportive learning environment.
- To enable learners to become reflective practitioners, able to define and achieve both personal and professional targets including responsibility for future learning and professional development

Programme Learning Outcomes: Main award, BA Leadership and Management Skills for the Workplace

On completion of this programme learners would achieve the following outcomes:

Knowledge and understanding (KU)

For learners following business and management programmes, they will be expected to demonstrate detailed knowledge and a systematic understanding of:

KU1	The key aspects of organisations, the external environment in which they operate and how to manage strategically and how to respond to and lead change
KU2	The ability to deploy accurately established techniques of analysis and enquiry, contributing to the effective management of change as it impacts the organisation.
KU3	The ability to deploy different approaches to leadership and managing people in the workplace including emotional intelligence.
KU4	The conceptual understanding of the role of coaching and mentoring in the workplace.

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)

CS1	The capability to critically think through and critically analyse the implications of courses of action.
CS2	The capability to deploy accurately established techniques of analysis and enquiry in a detailed and systematic manner, in order to identify assumptions, evaluate statements and critically evaluate logic and reasoning
CS3	To identify implicit values, to define terms adequately and generalise appropriately.
CS4	The capability to create, evaluate and assess a range of options together with the capacity to apply ideas and knowledge to a range of situations.

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)

PS1	Apply appropriate methods and techniques of effective self-management in terms of time, planning and behaviour, motivation, self-starting, individual initiative and enterprise.
PS2	Demonstrate interpersonal skills of effective listening, negotiating, persuasion and presentation.
PS3	The ability to conduct and critically evaluate work-based investigations either individually or as part of a team for projects and presentations

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)

KS1	Demonstrate effective communication, oral, and in writing, using a range of media which are widely used in business to specialist and non-specialist audiences.
KS2	The ability to critically evaluate the appropriate use of leadership and management approaches in a variety of situations
KS3	Decision making in complex and unpredictable contexts
KS4	The ability to deploy accurately established techniques of analysis and enquiry in the context of effective problem solving and decision making using appropriate quantitative and qualitative skills.
KS5	Effective performance as an individual and within a team environment
KS6	Learning to learn and developing an appetite for learning; reflective, adaptive and collaborative learning.

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

Year 1 - Certificate in Higher Education Skills for the Workplace (Level 4)

All Level 4 students must normally pursue 120 credits at Level 4. The credit rating of each module is specified in the module details.

Due to this programme being delivered on an ongoing basis, delivery is spread out across three terms. Students may join the programme at any term point.

The programme is structured in a modular format. All modules are compulsory. There are no core modules, as depicted in the table below.

BA (Hons) Leadership and Management Skills for the Workplace Modules: Level 4			
Code	Title	Module type (compulsory, core, or optional)	Credits
BMSW4001	Academic and Employability Skills	Compulsory	20
BMSW4002	Effective Team Working and Communication	Compulsory	20
BMSW4003	Digital Skills and Research Methods	Compulsory	20
BMSW4004	Problem Solving and Decision Making	Compulsory	20
BMSW4005	Professional Career Development	Compulsory	20
BMSW4006	Managing Enterprise in the 21 st Century	Compulsory	20

Year 2 (Level 5)

All Level 5 students must normally pursue 120 credits at Level 5. The credit rating of each module is specified in the module details.

BA (Hons) Leadership and Management Skills for the Workplace Modules: Level 5			
Code	Title	Module type (compulsory, core, or optional)	Credits
BMSW5101	Developing Workplace Critical Thinking	Compulsory	20
BMSW5102	Developing Relationships and Workplace Achievement	Compulsory	20
BMSW5103	Understanding and Engaging in the Customer Experience	Compulsory	20
BMSW5104	Managing Projects in the Organisation	Compulsory	20
BMSW5105	Workplace Culture and its impact on Organisational Efficiency	Compulsory	20
BMSW5106	Knowledge and Information Management Skills for the Workplace	Compulsory	20

Year 3 (Level 6)

All Level 6 students must normally pursue 120 credits at Level 6. The credit rating of each module is specified in the module details.

BA (Hons) Leadership and Management Skills for the Workplace Modules: Level 6			
Code	Title	Module type (compulsory, core, or optional)	Credits
BMSW6101	Emergent Leadership Skills for the Workplace	Compulsory	20
BMSW6102	Developing Innovation and Creativity for Business Advantage	Compulsory	20
BMSW6103	Leading and Implementing Workplace Change	Compulsory	20
BMSW6104	Strategic Management for SMEs	Compulsory	20
BMSW6105	Coaching & Mentoring Skills for the Workplace	Compulsory	20
BMSW6106	Developing Emotional Intelligence Skills for the Workplace	Compulsory	20

PROGRAMME STRUCTURE

YEAR 1 – Level 4 (Birmingham)

Module Code	Module title			Module type	Credit value
INTAKE:	Sep 2021	Jan 2022	May 2022		
Term 1:	Sept-Dec	Jan-Apr	May-Aug		
BMSW4001	Academic and Employability Skills			Compulsory	20
BMSW4003	Digital Skills and Research Methods			Compulsory	20
Term 2:	Jan-Apr	May-Aug	Sept-Dec		
BMSW4002	Effective Team working and Communication			Compulsory	20
BMSW4004	Problem Solving and Decision Making			Compulsory	20
Term 3:	May-Aug	Sept-Dec	Jan-Apr		
BMSW4005	Professional Career Development			Compulsory	20
BMSW4006	Managing Enterprise in the 21 st Century			Compulsory	20

YEAR 2 – Level 5 (Birmingham)

Module Code	Module title			Module type	Credit value
INTAKE:	Sep 2021	Jan 2022	May 2022		
Term 1:	Sept-Dec	Jan-Apr	May-Aug		
BMSW5101	Developing Workplace Critical Thinking			Compulsory	20
BMSW5102	Developing Relationships and Workplace Achievement			Compulsory	20
BMSW5103	Understanding and Engaging in the Customer Experience			Compulsory	20
Term 2:	Jan-Apr	May-Aug	Sept-Dec		
BMSW5104	Managing Projects in the Organisation			Compulsory	20
BMSW5105	Workplace Culture and its impact on Organisational Efficiency			Compulsory	20
BMSW5106	Knowledge and Information Management Skills for the Workplace			Compulsory	20
Term 3:	May-Aug	Sept-Dec	Jan-Apr		
RESIT/RE-WORK/TERM BREAK					

YEAR 3 – Level 6 (Birmingham)

Module Code	Module title			Module type	Credit value
INTAKE:	Cohort 2	Cohort 3	Cohort 4		
Term 1:	Sept-Dec	Jan-Apr	May-Aug		
BMSW6101	Emergent Leadership Skills for the Workplace			Compulsory	20
BMSW6102	Developing Innovation and Creativity for Business Advantage			Compulsory	20
BMSW6103	Leading and Implementing Workplace Change			Compulsory	20
Term 2:	Jan-Apr	May-Aug	Sept-Dec		
BMSW6104	Strategic Management for SMEs			Compulsory	20
BMSW6105	Coaching & Mentoring Skills for the Workplace			Compulsory	20

BMSW6106	Developing Emotional Intelligence Skills for the Workplace			Compulsory	20
Term 3:	May-Aug	Sept-Dec	Jan-Apr		
RESIT/RE-WORK/TERM BREAK					

YEAR 1 – Level 4 (London)

Module Code	Module title			Module type	Credit value
Term 1:	Oct-Feb	Feb-Jun	Jun-Oct		
BMSW4001	Academic and Employability Skills			Compulsory	20
BMSW4003	Digital Skills and Research Methods			Compulsory	20
Term 2:	Feb-Jun	Jun-Oct	Oct-Feb		
BMSW4002	Effective Team working and Communication			Compulsory	20
BMSW4004	Problem Solving and Decision Making			Compulsory	20
Term 3:	Jun-Oct	Oct-Feb	Feb-Jun		
BMSW4005	Professional Career Development			Compulsory	20
BMSW4006	Managing Enterprise in the 21 st Century			Compulsory	20

YEAR 2 – Level 5 (London)

Term 1 and/or 2

Module Code	Title	Module type (core, compulsory or optional)	Credits
BMSW5101	Developing Workplace Critical Thinking	Compulsory	20
BMSW5103	Understanding and Engaging in the Customer Experience	Compulsory	20
BMSW5105	Workplace Culture and its impact on Organisational Efficiency	Compulsory	20

Term 1 and/or 2

Module Code	Title	Module type (core, compulsory or optional)	Credits
BMSW5102	Developing Relationships and Workplace Achievement	Compulsory	20
BMSW5104	Managing Projects in the Organisation	Compulsory	20
BMSW5106	Knowledge and Information Management Skills for the Workplace	Compulsory	20

Term 3 (RESIT/RE-WORK/TERM BREAK)

Module Code	Title	Module type (core, compulsory or optional)	Credits

(2)

NB: Due to this programme being delivered on an ongoing basis, delivery is spread out across Three terms – October, February, and June. Students may join the programme at any term point.

For every term, same 3 modules will be delivered for term 1 and 2 (e.g. during Oct 2020 term, term 1 modules will be delivered for Term 1 and 2 students and during February 2021, Term 2 modules will be delivered for both terms and will continue accordingly)

YEAR 3 – Level 6 (London)

Term 1 and/or 2

Module Code	Title	Module type (core, compulsory or optional)	Credits
BMSW6101	Emergent Leadership Skills for the Workplace	Compulsory	20
BMSW6105	Coaching & Mentoring Skills for the Workplace	Compulsory	20
BMSW6106	Developing Emotional Intelligence Skills for the Workplace	Compulsory	20

Term 1 and/or 2

Module Code	Title	Module type (core, compulsory or optional)	Credits
BMSW6102	Developing Innovation and Creativity for Business Advantage	Compulsory	20
BMSW6103	Leading and Implementing Workplace Change	Compulsory	20
BMSW6104	Strategic Management for SMEs	Compulsory	20

Term 3 (RESIT/RE-WORK)

Module Code	Title	Module type (core, compulsory or optional)	Credits

(3)

NB: Due to this programme being delivered on an ongoing basis, delivery is spread out across Three terms – October, February, and June. Students may join the programme at any term point.

For every term, same 3 modules will be delivered for term 1 and 2 (e.g. during Oct 2020 term, term 1 modules will be delivered for Term 1 and 2 students and during February 2021, Term 2 modules will be delivered for both terms and will continue accordingly)

Where appropriate, the University may allow students to study modules in addition to the 120 credits studied for the level of study e.g. Welsh medium or IT modules. Students would need to discuss this with their Programme Manager.

Note that on Programmes of Study offering a large number of options, timetable constraints will inevitably mean that not all combinations of options will be possible.

Module details are correct on 1 September 2020, 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 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
 - London - <https://moodle.uwtsd.ac.uk/course/view.php?id=30>
 - Birmingham - https://moodle.uwtsd.ac.uk/pluginfile.php/336749/mod_resource/content/1/Attendance%20Policy%20-%20London%20and%20Birmingham.pdf?redirect=1
- 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 due to poor attendance is provided on the University's website (<http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/>).

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 ACADEMIC MISCONDUCT AND PLAGIARISM

The University defines academic misconduct as ‘any act, intentional or otherwise, whereby a person may obtain for himself/herself or for another, an unpermitted advantage...’. 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).

Plagiarism is one type of academic misconduct. 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. 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.

(1) 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* and the associated *Academic Misconduct Policy*, which can be seen on the University website or obtained from the Institute Offices.

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

(2) 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**. 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 conventions. The appropriate referencing handbook can be found online: <https://www.uwtsd.ac.uk/library/infoskills/referencing-handbooks/> or in print from the Library and Learning Resources. A Referencing Essentials session will be provided during the first term of your first year but as a general rule of thumb observe the following:

- *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, depending on which Referencing style you are asked to use.*
- *Paraphrasing or summarising the work of others involves putting their ideas into your words. This is fine, but again, acknowledge your source.*
- *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'** and your Referencing Handbook will provide you with specific guidance to help you to do this correctly. For support, contact your tutor or Academic Liaison Librarian. 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.

(3) Other types of Academic Misconduct

There are other types of academic misconduct, 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 academic misconduct.

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.

The library prioritises the purchase of e-books over print wherever possible and loan periods are regularly reviewed by the library to ensure that they are appropriate and provide equitable access to resources. It is expected that at least all Essential reading list items are available from the library. The LLR follows 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: <https://uwtsd.ac.uk/library/need-more/>.

Learning Spaces

There are six libraries across the Carmarthen, Lampeter, London and Swansea campuses. As well as collections, the library provides a variety of modern and flexible learning spaces, reflecting different styles of working e.g. group study spaces and quiet areas, as well as IT facilities, wireless internet, photocopying and printing facilities and excellent customer service.

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 providing access to 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 on Facebook, Instagram or Twitter for up-to-date news, service developments and information on new services and resources: @UWTSDLib

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;

London – <https://moodle.uwtsd.ac.uk/course/view.php?id=30>

Birmingham – <https://moodle.uwtsd.ac.uk/course/view.php?id=5283>

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 *Student Complaint Policy* associated with 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-appeals-complaints-and-other-student-cases/>