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Y Drindod Dewi Sant
UNIVERSITY OF WALES
Trinity Saint David

University Regulations

Postgraduate Student Guide *(Taught Degrees)*

September 2012
Carmarthen and Lampeter Campuses

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1 STUDYING AT THE UNIVERSITY OF WALES TRINITY SAINT DAVID

This handbook provides you with information about the various procedures and regulations within the University. It is intended for students on postgraduate taught degree programmes and does not cover research degree students. There is a separate handbook for students enrolled on research degrees.

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

The handbook makes frequent reference to a number of other important sources of information relating to the University and to the way in which Programmes of Study (that's the name we give to your degree course) operate. These include the *Academic Quality Handbook (AQH)*, in particular the chapters relating to 'Taught Award Regulations' and 'General Assessment Policy', Programme of Study Handbooks, Module Handbooks, the *Procedure for Academic Appeals* and the *Procedure for Complaints*.

Each of these documents is available online, on the University intranet, in the Faculty Offices and in the Quality Assurance Unit. You should also bear in mind that, occasionally, information contained in this booklet might not apply to *certain* aspects of your particular Programme of Study. For example, information about formal examinations does not apply to Programmes of Study that do not assess your work through a formal examination.

These documents are also available in electronic form, both in Welsh and in English, on Moodle, the University's Virtual Learning Environment (VLE).

1.1 Current Developments

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

Making changes of this kind is not unusual. In practice, most Universities regularly revise and fine tune their regulations, policies and procedures. Most of the current changes are relatively minor. As the new award regulations for postgraduate degrees are more favourable than the regulations that have been used so far by the University, the new regulations, as set out in the *Academic Quality Handbook* will be used to calculate your final award. Similarly, the new unfair practice regulations, appeal and complaints regulations as well as all disciplinary regulations will be applied to all students in accordance with the regulations as they are set out in the current *Academic Quality Handbook*.

1.2 Communicating with Your University

As a student you are represented on each of the University's main committees by the Student President or representative. Each year a student representative is elected for each Programme of Study. The representative will attend the programme's Board of Study and Annual Review on your behalf. A key forum for communicating your

views to the School and Faculty is your School's Staff-Student Committee, which meets once each term to discuss a range of matters including individual degree programmes and learning resources. Students are also represented on Faculty Boards. In addition there is the University-wide Student Forum where elected representatives are asked to give feedback to the University on a range of broader issues (e.g. accommodation, catering, learning resources, sports facilities).

At the end of each module, you will receive a module questionnaire, and at the end of the programme, you will be asked to complete a General Programme Questionnaire, both of which you should use to provide feedback to your tutors, the Programme Co-ordinator and the University. In addition to these questionnaires and surveys run by the School and University, the University also takes part in the annual PTES survey, a national survey for postgraduate taught students. The results of this survey give the University valuable additional information and allows it to benchmark its performance against other Higher Education Institutions. The University values all the information that you provide by any of these means, and makes every effort to respond to the issues which you raise.

You can also contact your Programme Co-ordinator by e-mail if you require any information to support your studies.

1.3 Your University and You

A specific member of staff is identified to take responsibility for the management of each Programme of Study. Their duties include responsibility for ensuring that you are registered for the correct Programme of Study and for keeping you informed of all Programme of Study details during your time at the University. Throughout this document, this member of staff is referred to as the Programme Co-ordinator.

1.4 Modules and Credits

All the University's degree courses are modular. Degree courses are called Programmes of Study. They consist of modules, which are units of study, each with its own level, credit rating and assessment requirements.

The University year is divided into three terms or two semesters depending upon your Programme of Study. For campus-based students your timetable will usually be given to you by your Programme Co-ordinator during the induction period for that programme.

Semester 1: starts 24 September 2012 – ends 25 January 2013

Semester 2: starts 28 January 2013 – ends 15 June 2013

Autumn Term: starts 24 September 2012 – ends 14 December 2012

Spring Term: starts 7 January 2013 – ends 28 March 2013

Summer term: starts 22 April 2013 – ends 12 July 2013

All modules have a unique code. Programme of Study handbooks explain the valid combinations of core, compulsory and optional modules for a particular Programme of Study. It is very important that you consult with your Programme Co-ordinator and read the relevant Programme of Study handbook(s) to ensure that you are following an acceptable combination of modules. These handbooks also include any programme specific requirements that are not addressed elsewhere in this or in other general University documents. Programme of Study Handbooks are available on the VLE.

1.5 Structure of Your Degree

You will need to gain 180 credits to qualify for a Taught Master's degree.

- Part I: Taught Modules 120 credits
- Part II: Dissertation Module 60 credits

The University uses the level descriptors defined in the *Credit and Qualifications Framework for Wales* (see AQH section 6.1.5.4). According to this framework, level 7 is used for work at Master's level.

Every modular system of assessment must ensure that it gives you adequate opportunities to acquire these credits. For full-time Master's students this normally means gaining 120 credits at Part I during the first year of study. Part-time students enrolled on a Master's degree will have to gain exactly the same credits but over a longer period (see Section 7).

Students **must** complete Part I of the Programme of Study successfully before being permitted to proceed to Part II, the dissertation. Further details regarding the structure of modular degrees are available in the section on the 'Taught Award Regulations' of the *Academic Quality Handbook*.

There are two exit points in Part I, if you decide not to complete the Master's, or if the Progression/Award Board decides to terminate study (see AQH Chapter 6).

On the successful completion of

- 60 credits at Part I you may be awarded a Postgraduate Certificate

On the successful completion of

- 120 credits at Part I you may be awarded a Postgraduate Diploma.

1.6 Language Policy

The University's Language Policy confirms that the University gives equal status to both the Welsh and English languages throughout its activities. This policy gives the right to all who are associated with the University to correspond and to receive a service in their chosen language. The University sees its natural bilingual context as a strength and will develop and extend its provision of bilingual opportunities for the community it serves.

For assessment through the medium of Welsh, see Chapter 7 of the *Academic Quality Handbook*.

1.7 Future Research Opportunities

Your Master's Degree will provide you with a solid grounding for further academic study and research. Trinity Saint David has an excellent research tradition and caters for students from a wide variety of backgrounds. The University currently offers a variety of postgraduate qualifications, including the MPhil and PhD research degrees and a number of professional doctorates. Further details can be accessed on the University's website.

1.8 What are the Faculties?

The University is composed of Faculties with responsibility for the academic work of the institution. Every Faculty consists of a number of Schools, each of which focuses upon one or more academic disciplines. Details of the Faculties and Schools can be obtained from the website and from the General Information section at the end of this document.

The current structure for the Faculties on the Carmarthen and Lampeter campuses is as follows:

Faculty of Arts and Social Studies

School of Business
School of Creative Arts
School of Performing Arts
School of Sport, Health and Outdoor Education

Faculty of Education and Training

School of Early Childhood
School of Initial Teacher Education and Training
School of Social Justice and Inclusion
School of Welsh and Bilingual Studies
Associate Faculty

Faculty of Humanities

School of Archaeology, History and Anthropology
School of Classics
School of Cultural Studies (Philosophy; Chinese Studies; English & Creative Writing)
School of Theology, Religious Studies and Islamic Studies

Following the merger with Swansea Metropolitan University, the University will have seven Faculties. Several of the Faculties will have Schools on more than one campus, and your School may become part of a different Faculty. If that is the case for your School, please note that the day to day operational management of your School will remain with its current Faculty for the 2012/13 academic year, and you will be informed of any changes to these arrangements that affect you as they arise.

2 ENROLLING ON A MASTER'S PROGRAMME

2.1 Induction

By the time you come to University, in most cases the Registry will already have recorded details of the programme that you intended to follow when you accepted a place at Trinity Saint David. Your first registration will be to confirm or amend these details. Depending on your Programme of Study you will be asked to complete module registration forms at the beginning of the academic year and / or at the start of each semester. These forms must be returned to Registry. The University aims to roll out electronic re-enrolment and module registration through the MYTSD student portal over the 2012-2013 academic year.

Full-time students are normally required to complete the 120 taught credits in one year. Part-time students will normally be expected to complete at least 40 credits per year and are required to complete the 120 taught credits over a period of no longer than three years in order to give them sufficient time to complete Part II of the Master's degree. In practice this means that you will need to choose whether you complete 40 credits per year, completing the taught credits in the maximum period of three years, or complete 60 credits per year, completing the taught credits within two years. It is important that you are realistic about the number of credits that are you able to complete as a part-time student. However, please note that if you do not complete at least 40 credits per year and there are no documented extenuating

circumstances, the examining board may decide to terminate your studies because of insufficient progress.

The maximum time allowed for the completion of a Master's degree is two years from the time of initial registration for full-time students, and four years for part-time students.

The maximum number of credits which may be accredited via the Accreditation of Prior and Experiential Learning (APEL) process towards a Master's degree is 120. For the process of accreditation of prior learning please see the relevant chapter in the *Academic Quality Handbook*.

Details of the modules on which you are enrolled may be obtained from the Registry or from the MYTSD Student Portal as soon as it is rolled out to postgraduate taught students, and advice on an appropriate module selection for your Programme of Study can be obtained from your Programme Co-ordinator.

You are responsible for registering the full details of your studies with the University. It is your responsibility to ensure that you enrol on modules at the correct level and with the correct total credit value. Official registration forms are supplied by the Registry. Any change in your module choices must be approved by the appropriate Programme Co-ordinator and registered according to the procedures in 2.8.

2.2 Registration for a Master's Degree

It is vitally important that the University Registry has an accurate record of your personal details at all times. It is equally important to ensure that you are registered on the correct Programme of Study and on the correct modules.

Failure to inform the Registry of any changes in this respect is likely to cause some or all of the following problems:

- failure to keep you generally informed;
- failure to contact you in an emergency;
- delays in accessing module materials and any other materials related to your Programme of Study on the VLE;
- clashes on your examination timetable (where appropriate);
- failure to progress to the dissertation as a result of not completing sufficient credits at Part I;
- delay in graduation as a result of not completing sufficient credits.

The University reserves the right to charge you an administration fee if you fail to provide the required information without good cause by the end of the second teaching week of each semester.

2.3 What is the 'MYTSD Student Portal'?

MyTSD is a new student portal, accessible from the web site, which gives students access to a range of Registry services that have traditionally been delivered on paper. The first services to be delivered online at the start of this academic year are student enrolment and module selection for returning undergraduate students. Further services will be added over time and as soon as the portal is accessible for postgraduate taught students the University will be in touch with you. The University has chosen phased access to the student portal in order to ensure a smooth introduction of this new service across the University. Students can log into MyTSD using their student account log-in and password. MyTSD can be used to check personal data held in Registry, and to update information such as a change in

address. Students are encouraged to visit MyTSD regularly to read correspondence from the University and to utilise the *Useful Links* sections on the *Homepage*.

2.4 Accessing Resources for Study

Another reason why you need to register properly is that the Registry must keep full and accurate details of your programme and assessment record. This enables the University to ensure that the combination of modules that you are studying is appropriate for the programme on which you are enrolled and has sufficient credit value to allow you to complete the current stage of your studies. The same system keeps an up-to-date record of your assessment details.

The Registry will enter the information onto the University database and create a list of students enrolled for each module. The completed registration process will allow you access to the Virtual Learning Environment (VLE), library resources and computer facilities.

Trinity Saint David has implemented a VLE system. There is one VLE system, Moodle, which is mainly used across both campuses. Most Higher Education institutions have a VLE and Moodle is widely used across the sector. The University uses this resource in a variety of ways. Where appropriate this includes:

- access to programme or module resources (such as handouts, podcasts, reading materials, video-casts, etc.);
- access to e-resources;
- collaborative learning - areas such as discussion forums, wikis and blogs;
- personal and social learning facilities;
- online assessment submissions;
- communicating with your lecturer and fellow students;
- access to support services;
- support for bilingual provision;
- online and distance learning.

The management and day to day support of the VLE is the responsibility of the Department of Knowledge and Information (DKI). More detailed information about the relevant VLE for your studies is available through the following links:

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

2.5 Accessing My Timetable (campus-based students)

For students on the Carmarthen Campus the majority of Schools will distribute either hard copy and/or electronic versions of the timetable, with Programme Co-ordinators being able to give you specific timetable information for your programme of study. Should you ever need access to the main University timetable, it is held on a package called Celcat which can be viewed through a web browser. In order to access the timetable, you will need to login at this internet address:

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

then load the 2012/13 timetable using the username **student** and the password **celcat**. Guidelines for using Celcat can be found on the University intranet. Please note that you will only be able to access Celcat whilst on campus.

For students on the Lampeter campus the Faculty Office places the timetable onto the Faculty Moodle page. All students are also given a hard copy during induction week. If you have any problems please contact your Programme Co-ordinator.

In some subject areas, particularly those of a practical nature, there will inevitably be changes to the timetable over the course of the year. The University will do its best to

ensure that you are informed of any changes to the timetable either in person or electronically via e-mail or the VLE as quickly as possible.

2.6 Contacting you during your studies

Staff from different parts of the University may need to contact you for a variety of reasons. For example, the Registry may need to pass on a message from one of your tutors. The main mechanisms that will be used by the University to contact you are 'MYTSD Student Portal', the Virtual Learning Environment or by e-mail on your University e-mail address. However, should you need to be contacted in an emergency we would first try to contact you by telephone.

E-mail remains a primary mechanism by which your tutors and other units of the University make contact with you. It is therefore vitally important that you manage your University e-mail on a daily basis, and that your account is properly maintained by deleting any unnecessary e-mail, otherwise the system will become overloaded. If you fail to read a message that was sent to you by e-mail, the consequences will be your responsibility. If we fail to deliver an e-mail message because your account was full, any consequences will also be your responsibility. You will be able to access e-mail on your University account via <http://www.student.tsd.ac.uk>.

Failure to read electronic mail sent to you, and/or failure to manage your mailbox properly, will be regarded as your responsibility.

In addition to your University e-mail account, the University will use the address and telephone number that you provided during registration. Your tutors may also contact you via the Virtual Learning Environment (VLE) Moodle system (see section 2.4). You must ensure that you can be contacted quickly and easily by the relevant School(s) and Faculties. Should they need to contact you, Schools and Faculties will use the address and telephone number on the University database. You must therefore ensure that the Registry is informed in writing of any changes of address or that you update any changes to your address via the MYTSD Student Portal. If we fail to contact you because you have not kept us properly informed, any consequences will be your responsibility.

The responsibility for informing Registry of any change of address rests with the student.

2.7 Using Your Student Number

When you first register as a student, you will be allocated a student number. It is not unusual for two students to have the same name, but no other student will share your student number, now or in the future. It is important that you use your student number as well as your name in your dealings with staff in different parts of the University. This will not only improve the efficiency of many administrative processes, it will also reduce the possibility of error. You must also include your student number on all assignments and examination papers.

2.8 Changing Programme of Study or Modules

You can only change programme or module following a discussion with your Programme Co-ordinator and by completing the appropriate forms (a Change of Programme Form). These are available from the Registry. These forms require the signed approval of the appropriate Dean or Assistant Dean of Faculty and Programme Co-ordinator(s). The form(s) must be returned to Registry after completion so that your academic details can be amended. Do not simply turn up to a different module or course believing attendance alone will change your Programme of

Study status. Changes will not normally be permitted after the fourth week of a semester.

Students wishing to change from one postgraduate Programme of Study to another should initially discuss the matter with the relevant Programme Co-ordinator.

2.9 Changing Mode of Study

Requests for changing the mode of study from Full Time to Part Time or vice versa should be made on the Application to Change Mode of Attendance Form. Any resulting changes to module selections should also be detailed on this form and approved by the Programme Co-ordinator. Completed forms should be submitted to the Registry.

In the event that the request is approved, the Registry will update the time-limit for completion, and inform the student of the decision in writing.

The Registry will update the paper and electronic student records, and inform the Finance Department, so that a credit note and/or an invoice can be raised to reflect the changes made.

2.10 Leaving the University

If you decide to withdraw from your studies, it is extremely important that you discuss the matter with your Programme Co-ordinator and with Student Services, and then complete the appropriate withdrawal form, which is available from the Registry or from the intranet. The form will need to be signed by your Programme Co-ordinator and by the Dean of Faculty. Failure to fully complete all the details on this form may have financial implications for you in relation to tuition fees and student loan. The completed form should be returned to the Registry.

2.11 Fees

Programme fees and enrolment fees are payable in full upon enrolment. If fees are to be paid by a sponsor, then you should produce documentary evidence of grant aid/sponsorship when registering.

Programme fees are normally charged on an annual basis to full-time students but in the event of a student discontinuing the programme, fees will be charged pro-rata up to the date at which the Registry is informed in writing on the appropriate form that they have withdrawn. Part-time students are normally required to complete at least 40 credits in one year. Normally, only on successful completion of 40 credits are students allowed to sign up for further credits the following year.

If students would like to pay their fees in instalments, a payment plan will need to be agreed with the Finance Office.

2.12 Accommodation

Hall of residence charges are payable termly in full.

Students living in University halls of residence will be held responsible for any damage to their individual rooms and to communal areas, and will be charged for any damage caused by them or by third parties both to private living areas and to communal areas. (see page 30 for details of the accommodation office).

2.13 Student University Debt

Details of the various mechanisms that are in place to help you manage your finances are available from Student Services or from the web-site. You can apply for various academic scholarships and bursaries to provide you with financial support during the course of your studies.

If you are experiencing financial difficulties, you are strongly advised to get in touch with Student Services. It may also be possible for you to gain financial support for your studies from the Financial Contingency Fund. This fund is managed by the Financial Contingency Fund Committee and meets every two weeks during term time. Emergency applications are normally dealt with within 24 hours.

Money Doctor Surgeries are held on a regular basis to provide advice and guidance for dealing with student debt. However, any student who is in debt to the University and who has not made acceptable arrangements to manage and repay the debt may be **excluded from University services**, including accommodation, access to the VLE and Library/LRC. In such cases, the University may not produce your transcript and may not allow you to progress. **No reference or award certificate** will be provided for any student who is in debt to the University. In addition, the University may take appropriate steps to recover any outstanding debts, and recover or replace any University property.

Where a student no longer attends the University, and where the University receives no response from the student to communication in the form of letters, telephone calls or e-mail messages, the University may instigate legal proceedings to recover the debt.

If you are in debt you are strongly advised to get in touch with Student Services or with the Finance Department so that they can help you identify a mechanism for dealing with your debt.

3 RESOURCES FOR STUDY AT MASTER'S LEVEL

This section outlines the general resources available in terms of Information Services and the Learning Resources Centre. Details of the availability of resources of a more specialist nature are provided in Programme of Study Handbooks. Further information is also provided for distance students in the University's *Distance Learning Student Guide*.

3.1 Information Services

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

For students, there are a number of strategically situated facilities on both campuses, managed by the Department of Knowledge and Information (DKI) support team. These include ground floor of Dewi building and in Learning Zones like Y Cwad and the Quiet Study area on the Carmarthen campus; at Lampeter in the Library, as well as the four Computer Rooms in the Arts building (Red Room, Blue Room, the Language/GIS lab and the Macintosh Suite). In London there is also an IT Lab with 20 PCs.

Access to networked facilities, including e-mail and the internet, is made available to all staff and students registered at the University. Student rooms in campus-based halls of residence have been wired (100% coverage) for computer network

connectivity for those students seeking to use their own workstations. Staff and Students can also make use of the wireless network facilities across all campuses. Technical support is available during office hours and all requests are dealt with taking account of priority.

Student View

Also available to Students is the TSD Student View system. Students can go to <https://login.tsd.ac.uk> once enrolled to setup their IT accounts as part of the registration process. But as well as initially setting up IT accounts students can also do the following:

- 1) Check status of account creation.
- 2) Reset their password off campus.
- 3) Student Union voting.
- 4) Change Sent Email Domain – allows students to manually change their “from” email address to either @student.tsd.ac.uk or @myfyriwr.ydds.ac.uk.

Service Desk

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

- Phone the Service Desk on **0300 500 5055** (ext **5055** internally).
- Email ITServiceDesk@tsd.ac.uk.
- In person (Carmarthen – Room N101, Lampeter – Canterbury Building, London – LRC Resources Room).

Service Desk hours:

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

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

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

3.2 Learning Resources Centre (LRC)

The University's Learning Resources Centre has in excess of 380,000 items available via its libraries to support the University's learning, teaching and research activities. The majority of these items are on open access; some additional older items are held in storage to support research and these are retrievable on request. Physically, the LRC occupies two separate areas on the Carmarthen campus - the Library, which holds the majority of the LRC's printed resources and also features networked computers and wireless internet access, and Y Cwad, a purpose-built space for social and technology enhanced learning featuring reservable group study rooms student PCs, a café, and colour photocopying. There is also a quiet study room and other study rooms will be made available in the course of the academic year. The Lampeter

campus has a large purpose built Library with study space including study rooms, computers and wireless network and also includes the University's Special Collections in the Roderic Bowen Library and Archives (RBLA).

The RBLA holds the University's oldest printed books (1470-1850) and manuscripts (the earliest from the thirteenth century). These special collections are among the most important collections of early printed books and manuscripts in Wales. They include the library of the university's founder, Bishop Burgess, the Bowdler Tract collection; the core of which dates from the seventeenth century; and thousands of books donated in the nineteenth century by the retired East India Company surgeon Thomas Phillips. A number of courses at the University make use of these treasures, including the library's oldest work, a hand illuminated bible from 1279, and some 69 other books printed before 1501. The collections are available to all students, although in the interests of security and preservation, materials must be consulted in the reading room of the Roderic Bowen Library and Archives. The RBLA is open, by appointment, 9.30-4.30 Monday – Friday; students are welcome to call in at any time but are advised to email rodericbowenlibrary@tsd.ac.uk or telephone 01570 424716 in advance.

In addition to books, the Learning Resources Centre provides:

- subscriptions to a wide range of journals and newspapers in electronic and paper format;
- a growing collection of e-books on a variety of subjects;
- a comprehensive range of databases;
- DVDs; Blu-Ray discs, videos and CDs with playback facilities;
- laptop computers, MacBooks, netbooks, scanners, digital still cameras and a camcorder for loan;
- reading magnifiers and a TV reader to assist users with visual impairment;
- artefacts;
- photocopying, printing and scanning, subject to copyright regulations;
- document binding;
- networked computers providing access to the internet, email and the Microsoft Office suite;
- wireless internet access.

The LRC's catalogue is searchable via the internet which enables you to renew or reserve materials on or off campus. Self service machines are also available within the LRC to allow quick and easy borrowing and return of material.

To ensure the most effective use of its stock, the LRC operates a number of different loan categories. This flexibility enables heavily used items to be consulted by many students within a short period of time in order to meet assignment deadlines or to facilitate group seminar work. If the LRC does not stock the material you are looking for, you can request it through the Suggest a Resource scheme. Suggestion forms are available in the Learning Resources Centre.

The Centre is a signatory to local and national Higher Education Library access agreements to support you in your studies. In those cases where travelling is impractical, an inter-library loans scheme operates to supply such material. The Centre is also a member of local borrowing schemes which enable access for the wider community, as well as allowing University students and staff to access material held in local public and academic libraries.

In line with the shift to directed but independent study, Learning Resources Centre staff help and support students in a number of ways. The LRC staff includes a team

of Subject Librarians who have responsibility for specific subject areas and who provide formal group information skills sessions as well as individual sessions which can be tailored to your needs. To book an information skills consultation please e-mail carmarthenlrc@tsd.ac.uk (Carmarthen Campus) or lampeterlrc@tsd.ac.uk (Lampeter Campus) with your LRC card number, details of the assistance you require, the course you are studying and a contact telephone number.

Further information regarding the Learning Resources Centre's services, including opening hours, is available at: <http://lrc.tsd.ac.uk/> or by contacting the Learning Resources Centre.

3.3 Student Services

Student Services is there to offer advice, information, guidance, support and counselling to any student who needs assistance.

Student Services offers a range of services to students including:

- Careers Service;
- Financial assistance from the Financial Contingency Fund, advice regarding the Student Loans Company, University Scholarships & Bursaries;
- Money Doctors – Guidance on managing student debt;
- HEFCW part-time undergraduate fee waiver scheme;
- Study Skills Support – advice on studying, preparing and presenting assignments etc;
- Screening for Specific Learning Differences (SpLD);
- Learning Support for students with specific learning differences;
- Support for disabled students (including support in relation to Disabled Student Allowance (DSA) applications);
- Limited number of visual and audio aids for students with vision and/or hearing impairments;
- Counselling Service;
- Mental Health Advisory Service;
- Accommodation and Hall Wardens.

Further information on these services is available on the Student Services web-pages on the University website.

Carmarthen Campus

The Student Services Centre, Myddfai Building (behind the Students' Union), is open throughout the year between 9:00am and 5:00pm from Monday to Thursday and between 9:00am and 4:30pm on Fridays. Student Services staff may also be available to meet with individual students and groups of students at other times (by prior arrangement).

Lampeter Campus

The Student Services Centre is in the Canterbury Building and is open between 9:00am and 5:00pm from Monday to Thursday and between 9:00am and 4:30pm on Fridays. Student Services staff may also be available to meet with individual students and groups of students at other times (by prior arrangement).

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

3.4 Student Union

The Student Union at Trinity Saint David works by bringing together students from all backgrounds, across both campuses of the University. The SU aims to ensure that student concerns are at the centre of University decision making. The SU provides students with University-wide representation, through full and part time student officers and course representatives. The University also employs a Student Representation Co-ordinator to provide further support for students undertaking this role.

Trinity Saint David Student Union (TSDSU) is currently affiliated to the National Union of Students (NUS), so that Trinity Saint David (TSD) students also have representation at the national level. TSDSU offers a number of useful services to ensure that students get the most out of their University experience. Full information can be found on the TSDSU website.

4 ABOUT YOU AND YOUR PERSONAL TUTOR

4.1 Pastoral Care

The University of Wales Trinity Saint David has been commended for the high reputation its support services has established amongst its students, and for the work of all its teaching and support staff in sustaining a caring culture throughout the University.

4.2 Policy statement

The University is committed to providing a thorough, consistent and supportive tutorial programme for all students.

4.3 Guiding principles

- Systems for student support are focused on enabling students to take control of their own personal development, by providing opportunities for the exercise of choice, decision-making, and responsibility. The University environment is supportive of all students.
- Educational, personal and vocational guidance services offer impartial, confidential and readily accessible support and advice to all students and prospective students.
- There is strong commitment to equality of opportunity for all students, with additional resources and strategies being invested in those students who are likely to be disadvantaged in their learning or career development.
- All students are encouraged to develop a Professional Development Plan (PDP), and they may contact their Personal Tutor and Careers Adviser for further information. Further information on PDPs is available to all students by accessing the Student Services website.

4.4 The Personal Tutor System

The Personal Tutor System is recognised by all teaching staff to be an integral part of the academic framework of the University

The role of the University's personal tutor system includes:

- Removing the barriers, both real and perceived, that can exist between staff and students.
- Supporting the student's personal and academic development.
- Serving as a means of internal communication between the University's central services and students.
- Gathering information on reasons for non-completion of Programmes of Study.
- Providing an additional channel whereby student opinion can inform the development of services offered by the University.

The success of the personal tutor system can be largely attributed to the excellent informal relationship that exists between staff and students and to the commitment of staff to the welfare of students. The code of practice for personal tutors reflects this ethos of support.

4.5 Code of Practice for Personal Tutors

Personal tutors are required to adhere to the following code of practice at all times:

- To treat all students with respect.
- To treat every student as an individual with unique needs and aspirations.
- To respect confidentiality.
- To be proactive and reactive in combating discrimination in any form.
- To act as a sympathetic friend, mentor and supporter to tutees.

4.6 Personal tutor system - modus operandi

- The personal tutor system is part of a University-wide service provided to students in addition to services provided by Student Services (see 3.3). Other components of this network include the Chaplaincy, Careers Service, the Accommodation Officers, Learning Support for students with Specific Learning Differences (SpLD), Study Skills Support, Counselling Service and Mental Health Adviser.
- Personal tutors provide the first point of contact for advice, guidance and support. If they cannot answer the question or help solve the problem themselves, they should, in discussion with the student(s), be able to identify a source of advice.
- All academic staff are potentially Personal Tutors and personal tutorial lists are issued at the beginning of each academic session by the Academic Schools.
- Students will be informed of their Personal Tutor before or during Induction Week and will be provided with an outline of what they can expect from the personal tutorial system, and what they can contribute to it. Students will be asked to sign a statement which indicates that they have been given these details.
- Students will normally remain with the same Personal Tutor for the duration of their time at University. If a tutor leaves University or is otherwise unavailable to continue with the duties of a personal tutor, students in his/her care will be assigned another personal tutor.

5 ASSESSMENT

5.1 An overview of key assessment regulations

The rules and regulations that govern the assessment of your Programme of Study are available in the 'Taught Award Regulations' chapter of the *Academic Quality*

Handbook. **You are strongly advised to read this section** which provides a detailed explanation of the awarding of credit, progression from one level to the next and, ultimately, the classification of your degree. **You should also pay careful attention to the assessment details for individual modules in your Programme of Study handbook(s), or in the module booklet that sometimes accompanies a module.** Here, however, are some basic facts:

- You will be awarded marks for the modules that you complete.
- The pass mark for a module is 40%.
- **You cannot pass a module without attempting every assessment component associated with the module.**
- For some modules, in addition to needing to attempt every module assessment component and achieve a module mark of at least 40%, you will need to achieve a mark of at least 35% in each assessment component in order to pass the module. Such modules will be clearly identified within your Programme of Study Handbook.
- The marks are the result of assessment carried out during and/or at the end of the module form the numerical basis for the calculation of degree classification. For the calculation formulae that are used for Master's degrees, please consult chapter 6 in the *Academic Quality Handbook*.
- Assessment is designed to:
 - (1) Establish whether the knowledge, understanding, skills and techniques that are the designated learning outcomes of the module have been acquired.
 - (2) Measure your success in mastering the content of the module and achieving those learning outcomes.
- Assessment may take several forms, including coursework (e.g. an essay, book review, oral presentation) and/or examinations.
- Tutors deliberately adopt a wide range of methods of assessment. These vary according to the learning and teaching techniques appropriate for each module.
- Modules that combine assessment by coursework with assessment by examination do not necessarily have the same proportion of marks allocated to the two elements.
- Normally, your coursework is assessed by your module tutor and he or she will be available to discuss the result if you so wish.
- In certain circumstances your work will also be assessed by a second tutor. Work is also moderated by External Examiners who usually are academics from other Universities to ensure consistency and fairness.
- In the event that you are reassessed in a failed module in which there is only one assessment component, the maximum mark that you can be awarded for that module is 40%.
- For all postgraduate Programmes of Study, in the event that you are reassessed in a failed module in which there is more than one assessment component, the

maximum mark that you can be awarded for the component(s) in which you are reassessed is 40%.

- Postgraduate taught students are only allowed one resit opportunity.
- Modules with a maximum total credit value of 20 at each level may potentially be condoned by the Examining Board, subject to certain conditions, details of which can be found in the Taught Award Regulations chapter of the *Academic Quality Handbook*.

5.2 Submission Deadlines and Procedures

All essays and other written work for assessment purposes must be submitted to meet deadlines. You will be informed of these deadlines by your module tutor.

No marks will be awarded for assignments that are submitted later than the agreed deadline. Assessment work, which is not submitted within the stipulated deadline for a particular piece of work, should be regarded as having failed by non-submission unless an extension has been agreed *in advance of* the deadline because of allowable extenuating circumstances. The work will be classified as a non-attempt and be awarded a zero.

However, where this is practical and appropriate and where students do not gain unfair advantage as a result of this, at the discretion of the module tutor, it may be possible for work that is submitted late but within one week of the published deadline (i.e. the same day and time the following week) to be considered for marking, with a capped mark of 40% (in other words, will be marked using the full range, but a mark of 40% will be recorded if a higher mark is achieved). This option is not available for assessments that, for example, take the form of a timed test, an oral presentation, group work or many types of practice-based work.

If you know that you are going to experience real difficulty in meeting a deadline you should contact your Programme Co-ordinator, not the module tutor, in good time.

Extensions to deadlines are rarely given, except in cases of certificated illness or serious personal difficulties (see the relevant sections of the *AQH*).

You should submit your work either electronically or two hard copies plus an electronic copy. Please check with your Programme Co-ordinator regarding the submission process (please see your *Programme of Study Handbook* for how to submit for your individual course). As part of the submission process you will be asked to confirm your ownership of the work.

5.3 What about assessment feedback?

Your tutors may provide feedback on your assessment in a variety of forms. Depending on the nature of the assessment task, these may include formative feedback while you are developing work for submission, oral feedback after your work has been marked or a debriefing session following a performance or presentation. Feedback may also be provided to all the students that completed an assessment task as a group.

You should always receive formal written feedback that includes a provisional mark, an indication of how it was determined and guidance on areas for development to help you improve your performance the next time you are assessed.

You will normally be given provisional marks and formal written feedback or its equivalent on your assessment within 4 weeks (i.e. 20 working days excluding public holidays) of the final submission date. For each module, your tutors should provide you with details of the dates on which you can expect to receive assessment feedback. Instances sometimes occur where it is not appropriate or not possible to do so within this timescale. In such cases, Schools are required to discuss and negotiate an appropriate timescale for providing you with formal feedback. In the event that you do not receive your assessment feedback by that date without an acceptable explanation, you should inform your Programme Co-ordinator and/or Dean of Faculty.

5.4 Marking Criteria

It is not possible to compile a single set of marking criteria that can be applied to various modes of assessment at every level in every subject. As a result, subject and task-specific marking criteria will be available from your module tutors for every module that you study. If you have not received the assessment criteria for a module, you should contact your Programme Co-ordinator.

Confirmed marks are those that have been agreed by the full Progression/Award Board and endorsed by the External Examiners.

Unconfirmed marks include the marks of assessment undertaken during or at the end of the first semester and marks of continuous assessment which have yet to be presented to a Progression/Award Board.

All marks remain unconfirmed until they have been agreed by External Examiners and a Progression/Award Board.

Where a member of staff suspects unfair practice outside a formal written examination the University will apply the Unfair Practice Procedure (see relevant section of the *AQH* section).

5.5 Unfair Practice

The University has clear procedures to deal with unfair practice and will investigate all allegations of unfair practice in accordance with the procedures set out in Chapter 7 of the *Academic Quality Handbook*.

5.6 Examinations

You may be required to sit formal examinations at times laid down by the University. Problems arising from examinations and assessment (e.g. absences from examinations, illness, unfair practices) are dealt with in accordance with the regulations set out in the 'Taught Award Regulations' and 'General Assessment Policy' chapters of the *Academic Quality Handbook*.

Further information on examinations for distance learning students can be found in chapter 13 of the *AQH*.

The University's examination procedures are designed to ensure that your examinations are conducted fairly and are well-organised. Examination procedures can be requested from the Registry.

5.6.1 Support Needs and Examinations

- If you are a disabled student and/or have support needs and you require assistance with writing a script, you may answer papers by means of an amanuensis, by using a

word processor or by a different approved means. Student Services will consult with your Programme Co-ordinator in order to select the amanuensis or equipment that will offer you the most appropriate assistance. If you are entitled to use a computer arrangements to securely record your work will be made clear to you at the start of each of your examinations. You will normally be able to take examinations in a separate room to the main examinations;

- In order to make the necessary arrangements for you to take an examination in circumstances in which you can perform to the best of your abilities please ensure that your support needs have been communicated to the Registry;
- More information about support for disabled students can be found in the *Academic Quality Handbook*.

5.6.2 Unfair Practice in Examinations

If an invigilator suspects that a candidate has engaged in an unfair examination practice, the University will apply the Unfair Practice Procedure.

5.7 Errors in the calculation of your marks

If you believe that a mistake has been made in your marks, you should contact your Programme Co-ordinator or the Registry for confirmation that your marks are correct. If you continue to have concerns that a mistake has been made, you must follow the *Procedure for Academic Appeals*.

5.8 Procedures for Appeals

It is possible to appeal against the decision of an Examining Board. Full details of the appeal process can be found in *Procedures for Academic Appeals* document which is available on the University intranet or from the Faculty Offices. Procedures can also be found in the *Academic Quality Handbook*.

In the event that you are not satisfied with the outcome of an appeal, you are entitled to take the issue to the Office of the Independent Adjudicator (OIA) for Higher Education. Full details of the procedure are available from the Quality Assurance Unit or from the OIA website: <http://www.oiahe.org.uk>.

6 REFERENCING AND AVOIDING PLAGIARISM

You must acknowledge all sources of information from which you have drawn in the preparation of your work. Acknowledgments identify the intellectual owners of the ideas you have used, and failure to provide them constitutes a type of theft known as plagiarism. Plagiarism is a very serious academic offence.

6.1 Referencing

Referencing is one of the most important skills you need to learn in your academic career. Referencing (or citing) means you have acknowledged your academic sources for the ideas, concepts, and information that you evaluate in your assessed coursework. Usually your sources will be an article or book; however, it is important that you acknowledge other sources such as CDs, DVDs, the internet, personal communication from colleagues etc. It is essential that any information you have used is referenced correctly. Failure to reference means your work could be considered to be plagiarised which is the equivalent of cheating and is a very serious offence which is not acceptable in the University.

Referencing provides the evidence that you have undertaken your own research enabling you to find the information necessary for in-depth learning. It allows you to

gain a broad perspective on different issues and to consider different aspects and points of view in the subjects you study. For full guidance on correct referencing please consult your School or Programme Referencing Handbook.

6.2 What is Plagiarism?

Plagiarism 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. 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.

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 knowingly 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 (i.e. self plagiarism) is also regarded as plagiarism and will be treated as such.

With every piece of coursework you present for assessment, you will be asked to confirm that it is your own original work.

All tutors are required to be vigilant in the detection of plagiarism and are required to take action in all cases where it is suspected. When a tutor suspects plagiarism other than in an examination, e.g. in relation to assessed coursework, dissertations or theses, the tutor responsible for the module shall seek to detect the sources of the alleged plagiarism. In doing so, the tutor shall exercise their professional judgement with regard to the nature and/or extent of their investigations and, in attempting to detect internet plagiarism, whether to avail themselves of the Plagiarism Detection software used by the University.

Full details of *Unfair Practice Procedure* are set out in Chapter 7 of the *Academic Quality Handbook*.

6.3 How to Avoid Plagiarism

Coursework, dissertations, or creative work are meant to be your own original work. Obviously you will make reference to 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 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 all other forms of unfair practice. Details of these are in the relevant section of the *Academic Quality Handbook*.

6.4 Penalties for Plagiarism

Plagiarism by students in coursework, other forms of continuous assessment, examinations, dissertations, or theses will be dealt with according to the Unfair Practice regulations. The same regulations apply to any other form of unfair practice. **These regulations can be found in Chapter 7 of the *Academic Quality***

Handbook. The University applies a range of penalties, varying in severity, where unfair practice is confirmed.

7 PROGRAMME OF STUDY

The *University's Academic Quality Handbook* will give you full information about the assessment of a Master's degree, all the progression regulations and the role and function of each of the examination boards associated with this degree. You should consult this document carefully since it sets out in detail the regulations that govern the assessment of your *Programme of Study*.

The examination boards will consider the overall progress of the students and consider the implications of any failed modules. If you fail a module you may, at the discretion of the Progression Board, be offered one resit, capped at 40%. This Board will consider your overall progress as a student. Information about procedures are set out in the '*Taught Award Regulations*' chapter of the *Academic Quality Handbook*.

Please note that the Board reserves the right to recommend that students who have made very little progress be advised or required to withdraw (see the relevant section of the *Academic Quality Handbook*). For part-time students, normally at least 40 credits will have to be completed each academic year and Part I will have to be completed at the latest at the end of three years of study.

Regulations for progression can be found in the relevant section of the *Academic Quality Handbook*.

On successful completion of Part I (120 Credits) you may be allowed to progress to the Dissertation element in Part II of the award. Progression to Part II is at the discretion of the Progression/Award Board, as set out in the *Academic Quality Handbook*. The Progression/Award Board may recommend instead that you should exit with a Postgraduate Diploma.

If you fail to progress to the next stage of your studies, you have the opportunity to appeal against the Progression/Award Board's decision. Full details of the procedure can be found in the University's *Academic Quality Handbook*.

8 ACADEMIC PROGRESS

When you enrol on your Programme of Study, you will be provided with a Programme of Study Handbook. This will normally be made available to you via the VLE. This will explain what is required of you in terms of matters such as, for example, attendance, teaching and assessment. It is your responsibility to become familiar with this information.

8.1 Attendance

Monitoring your attendance, progress and conduct is, in the first instance, the responsibility of the Programme Co-ordinator for the programme on which you are enrolled. All Schools have an attendance policy and all Schools adhere to the central University attendance policy.

Attendance registers at scheduled classes or tutorials will be maintained for all campus-based students. Non-attendance and occasional non-attendance is usually an indication of poor commitment. Irregular attendance will generate a request to meet with your Programme Co-ordinator. The University reserves the right to

comment upon your attendance at lectures and other timetabled activities in your final reference.

For 'attendance' of distance learning students, please see the University's *Distance Learning Student Guide*.

8.2 Extensions and Mitigating Circumstances

All coursework must be submitted on time. You will be deemed to have failed any work which is submitted after the deadline without having obtained an official extension in advance.

Extensions of deadlines are granted to students only in keeping with the guidelines outlined in the relevant section of the *Academic Quality Handbook*.

Extensions can normally only be authorised **in advance** of the published deadline by the Programme Co-ordinator or named member of staff authorised to give extensions within the School and in certain subject areas, extensions are not possible, for example, due to the practical nature of subject area or assessment task. All Schools provide information with regard to extensions in their *Programme of Study Handbooks*.

Any requests for extensions to assignment deadlines can be considered only by your Programme Co-ordinator (or published nominee), **not** by your module tutor.

When authorising extensions, Programme Co-ordinators will ensure that there is evidence to support the request for extension as set out in the *Academic Quality Handbook*.

In the event that a request for an extension is refused, the mark awarded for an assessment component that is submitted **after** the agreed submission deadline will be capped at 40%.

8.3 Progression

The regulations for progression from Part I to Part II of your Master's degree are available in the '*Taught Award Regulations*' chapter of the *Academic Quality Handbook*. You should bear in mind that, whenever decisions taken by a Progression Board prevent students from progressing to the next stage of their degree programme, you may appeal to have the decision reviewed.

8.4 Unsatisfactory Progress

For unsatisfactory progress, please see the relevant section of the *Academic Quality Handbook*.

8.5 Academic Appeals

You have a right to appeal against any decision made by the University that requires you to withdraw from your Programme of Study or that has implications for your progression. Appeals which question the academic or professional judgement of tutors or examiners are not admissible. In the case of trainees on Programmes of Study leading to Qualified Teacher Status, appeals that question the professional judgement of the relevant Examining Board in relation to a trainee's Fitness to Teach will not normally be considered. Appeals made on grounds that you are dissatisfied or disappointed with an assessment result shall not be admissible. Full details of the appeal process can be found in the *Procedures for Academic Appeals* document

which is available on the University intranet or from the Faculty Offices. The procedures can also be found in the *Academic Quality Handbook*.

In the event that you are not satisfied with the outcome of an appeal, you are entitled to take the issue to the Office of the Independent Adjudicator (OIA) for Higher Education. Full details of the procedure are available from the Quality Assurance Unit or from the OIA website: <http://www.oiahe.org.uk>.

8.6 Academic Complaints Procedure

You have a right to make a complaint about any specific concern about the provision of your Programme of Study or related academic service. Full details of the complaints process can be found in the *Procedures for Academic Complaints* document which is available on the University intranet or from the Faculty Offices. The procedures can also be found in the *Academic Quality Handbook*.

In the event that you are not satisfied with the outcome of your complaint, you are entitled to take the issue to the Office of the Independent Adjudicator (OIA) for Higher Education. Full details of the procedure are available from the Quality Assurance Unit or from the OIA website: www.oiahe.org.uk.

9 YOUR DISSERTATION

Detailed guidelines for the supervision of taught Master's dissertations can be found in the relevant section of the *Academic Quality Handbook*. This section includes details of the responsibility of the relevant Dean of Faculty, the Programme Co-ordinator, supervisor, and student.

Information about Dissertation support entitlement can be found in the *Academic Quality Handbook* and in the Programme of Study Handbook. Distance students will be able to find further information in the University's *Distance Learning Student Guide*.

Your dissertation is worth 60 credits and is usually 20,000 words in length. For the format used for candidates following a taught Master's programme of study in the Creative and Performing Arts, please see relevant section of the *Academic Quality Handbook*.

9.1 Agreeing a Dissertation Topic

Students who are about to progress from Part I to Part II should begin to develop ideas for their dissertation whilst completing the second block of 60 credits, in consultation with relevant staff. Students are required to submit a provisional title and brief outline of the proposed research on the Postgraduate Dissertation Proposal Form (following completion of the 120 taught credits).

The dissertation should be the high point of your Master's programme in that it gives you the opportunity to undertake a substantial programme of research on a topic of your own choice. Careful thought needs to be given to the selection of a topic. In particular, you should take the following into consideration:

The topic should be **SPECIFIC** and you should avoid very general topics as these are likely to be too broad in scope and unmanageable within the context of a Master's dissertation. It is important to identify a problem or question to a specific topic as the focus for your dissertation in consultation with your Dissertation Supervisor.

Availability of data/information/resources: It is important at the outset to establish that the necessary data and resources are available or can be generated to meet the aims of the project.

Logistical matters: Potential issues such as travel, subsistence, laboratory requirements, availability of contacts, etc. need to be borne in mind.

A timetable for the work needs to be established at the outset. Care must be taken to ensure that the programme of work needed to meet the aims of a particular project can be realistically completed in the time available. It is your responsibility to identify times which are convenient for both you and your supervisor. Regular contact with your supervisor is crucial to the successful completion of your dissertation.

Any dissertations that involve human participants, human material, human data or animals, or if a student is concerned that ethical issues may arise from or during the research for a Dissertation, will require ethical approval from the University's Ethics Committee. Your Programme Co-ordinator will be able to give you information about how approval should be obtained.

9.2 Intellectual Property Rights

Intellectual Property Rights means the ownership of any copyright, design rights, invention, discovery or improvement produced by a student or students in the course of their studies. They aim to protect the interests of both the student and the University and are to be interpreted in a spirit of reasonableness. The regulations for issues relating to Intellectual Property Rights are detailed in the University's policy on Intellectual Property Rights, a copy of which is available on the University intranet and VLE.

9.3 Preparing Your Dissertation for Submission

Tutors shall use a Postgraduate Dissertation Supervision Form to monitor students' progress, reporting absences from tutorials and taking any appropriate subsequent action.

All theses must be submitted to the Registry, with the appropriate submission forms. These forms can be obtained from the Registry and are available on the intranet and must be completed in full and submitted with the dissertation to be examined.

Students wishing to graduate at the July ceremony should submit their dissertation for examination no later than 1 April in order to allow for sufficient time for the internal and external marking of their dissertation and discussion of the result at the Examining Board.

For the submission of Taught Master's Dissertations and retrieval of failure see relevant sections of the *Academic Quality Handbook*.

You are required to submit **two** copies of your dissertation in temporary binding and **one** electronic copy to the Registry. Please see below for details on presentation and binding.

In order to graduate, all your financial obligations to the University must be met.

9.4 Layout of Your Dissertation

All copies of dissertations must be presented in permanent and legible form in typescript or print **and** electronic format. The electronic copy should be in a format approved by your Programme Co-ordinator.

9.4.1 Text

- A4 paper should be used and should be of good quality and sufficient opacity for normal reading. Text should be printed on one side of the page only;
- The characters employed in the main text (but not necessarily in illustrations, maps etc.) shall be not less than 12pt. Characters used in all other text (notes, footnotes, captions etc.) shall be not less than 10pt. Printing should be of even quality with clear black characters and capable of photographic reproduction. Double or one-and-a-half spacing should be used in the main text; but single spacing should be used in the Summary (Abstract) and in any indented quotations and footnotes;
- Margins: binding edge – not less than 40mm. Other margins – not less than 20mm.

9.4.2 Illustrations, Maps and Other Materials

- Drawings and sketches should be in black ink; unnecessary detail should be omitted, and the scale should be such that the minimum space between lines is not less than 1mm;
- Colour graphics for charts, diagrams etc. and colour photographs may be used, but candidates must ensure that material is capable of being photocopied. Copies produced by xerographic or comparable permanent processes are also acceptable. Candidates must ensure that they do not infringe copyright regulations;
- Diagrams, maps and similar documents should be submitted in a portfolio of reasonable size and should bear the particulars stated necessary for the volume;
- You may submit non-book material such as audio or video tapes with your dissertation, if such material forms a useful addition to, or explanation of, the work contained in your written submission and if such material constitutes the most appropriate method of presenting the information concerned. Any material of this type should be enclosed in a container which is suitable for storage on a library shelf and which bears the same information as that required on the spine of the thesis, so placed as to be readily legible when the container is in its stored position. If considering the submission of audio or video tapes as adjuncts to their thesis please consult your supervisor and the library staff for advice at an early stage of your project.

9.4.3 Binding Your Dissertation

Dissertations should be submitted for examination in **temporary binding** in the first instance. This allows for quite substantial corrections to be made before hard-binding, if required by the examiners. If you prefer you may submit hard-bound copies (risking the need to have them rebound). **Please note that temporary binding should not be confused with no binding.**

Temporarily-bound theses must be able to withstand handling, transit to and from examiners and the examining process itself. Care must be taken to ensure that the form of any temporary binding used is sufficiently secure not to burst or fall apart. Check with your Programme Co-ordinator regarding acceptable binding at this stage.

Spring back or spiral binding is recommended. Ring folders or lever-arch folders are not acceptable types of temporary binding, since conversion to permanent binding will be more time consuming and expensive.

Your final, permanently bound volume/s should have on the spine:

- your surname and initials;
- the full (or abbreviated) title of your work;
- the name of the degree for which it was submitted;
- the year of submission;
- the volume number, if the work comprises more than one volume.

This information should be printed along the spine in such a way as to be readable when the volume is lying flat with the front cover uppermost.

A copy of all dissertations which have passed will be deposited in the University's Learning Resources Centre and a second copy will be retained by the relevant School for its own use.

A further copy may be required to be deposited in the National Library of Wales, along with an electronic copy in the University's digital repository.

9.5 Matriculation Checklist

Please ensure that the following tasks have been completed:

- The Matriculation procedure has been completed at the beginning of the taught Master's degree scheme. This is **NOT** necessary for previous graduates of the University of Wales;
- Two printed copies of the completed dissertation, plus one copy in an approved electronic format, including the required declaration statements together with signatures and the summary, are completed.

On completion, the dissertations for students studying on the Lampeter campus should be submitted to the Faculty Office; the dissertations for students studying on the Carmarthen campus should be submitted to the relevant Programme Co-ordinator.

Please note that if you omit any of the above, there will be a delay in the examination of your dissertation.

9.6 Master's Dissertations: Oral Examinations

Regulations with regard to the use of an oral examination in relation to a Master's dissertation can be found in the relevant section of the *Academic Quality Handbook*.

9.7 Dissertation Support Entitlement

Dissertations shall not normally be accepted for assessment unless they have undergone a process of tutorial supervision. The nature and demands of such tutorial supervision shall be made explicit in the Programme of Study Handbook. Please see also sections of the *Academic Quality Handbook*.

10 YOUR CONDUCT AT UNIVERSITY

In order to make your time at Trinity Saint David a safe and pleasant experience, the University has a framework of regulations. It is important that they are clear to all and so they need to be quite formal. For your information the regulations governing student conduct are set out below.

For distance learning students, additional information can be found in the University's *Distance Learning Student Guide*.

10.1 General Regulations

Students must observe all regulations that govern the effective organisation and management of specific areas of activity within the University. These include those relating to financial requirements, health and safety, the use of learning, computing, child care, refreshment, sport and recreational facilities, any professional codes of practice pertaining to any element of the students' programme of study and residential accommodation. There are also separate regulations pertaining to student use of Students' Union facilities.

10.2 Appropriate Behaviour

Whilst you are on the University campus, in University premises off campus or engaged in University activities, you must not:

- (a) commit physical assault, behave threateningly or engage in oral or written abuse to other students, staff or visitors to the University via any means of communication including social media;
- (b) make malicious allegations against other members of the University via any means of communication including social media;
- (c) damage University property or property of other students, staff or visitors;
- (d) misappropriate any University property, funds or assets;
- (e) act in any way which is likely to cause injury to any other person within the University community, including impairing the safety of premises or equipment and interfering with anything provided in the interests of Health and Safety at Work;
- (f) engage in any activity or behaviour which contravenes the University's Equality and Diversity policies, which are available on the University intranet;
- (g) behave in any way which unreasonably interferes with the legitimate freedoms of any other student, member of staff, or visitor, or which disrupts or interferes with activities properly carried out by the University;
- (h) commit any criminal act on or off of the University premises;
- (i) behave in such a way as may be reasonably deemed to harm or in any way undermine the reputation of the University or its relationship with the local community.

This list is not exhaustive. Any behaviour that is considered to be unacceptable, inappropriate and which may bring the University into disrepute will be regarded as a breach of general regulations, and will be subject to appropriate disciplinary action. Any behaviour that involves any form of police action and/or intervention on or off of University premises will automatically result in appropriate disciplinary action following a review by Student Services and the academic School(s) to which the student belongs.

10.3 Academic requirements

You must ensure that you satisfy programme and module attendance requirements and should bear in mind that it is the University's responsibility to report unsatisfactory attendance to grant awarding authorities, and where appropriate, to employers or other sponsors.

You are responsible for notifying the Programme Co-ordinator without delay of any prolonged absence through illness or other unavoidable cause, and should provide any necessary documentary evidence to support your absence.

You must not attempt to secure an unfair advantage over others in assessment, as detailed in the University procedures for dealing with allegations of unfair practice in assessment (Chapter 7 of the *Academic Quality Handbook*).

You are required to register during the official registration periods that are determined by the University.

You must make sure that you are aware of, and abide by, the regulations as specified in the University's policy on '*Intellectual Property Rights*', a copy of which is available on the intranet and in the University's policy on Ethics and Research. Information about Ethics and Research can be found in the Programme of Study Handbooks and your Programme Co-ordinator and/or tutors will also inform you of any specific ethical guidelines linked to your field of study.

Financial requirements

Programme fees and registration fees are payable in full upon enrolment. If fees are to be paid by an LEA or sponsor, then you should produce documentary evidence of grant aid/sponsorship when registering.

Programme fees are normally charged on an annual basis but in the event of a student discontinuing the programme, fees will be charged pro-rata up to the date at which the Registry is informed in writing on the appropriate form that they have withdrawn.

Accommodation charges are payable termly in full.

Students who cause damage to University property will be required to pay for such damage, and students who lose University property will be required to pay for such loss. Students living in University accommodation will be held responsible for any damage to their individual rooms and to communal areas, and will be charged for any damage caused by them or by third parties both to private living areas and to communal areas.

You must ensure that sufficient funds are available to honour any personal cheques presented as payment to the University.

10.4 Health and Safety

The University Health and Safety policy can be found on the University intranet. Everyone has a responsibility for reading and adhering to the Health and Safety policy. Failure to observe any part could result in disciplinary and/or legal action being taken by the University against offenders.

If you have any questions about Health and Safety procedures in relation to your studies, please contact your Programme Co-ordinator or Module tutor in the first instance. For any concerns about the campus or its buildings, please contact the Estates' Office.

Information relating to health issues such as meningitis may also be obtained from the Director of Student Services.

You must read and comply with all health, fire and safety regulations, and co-operate with all activities in respect of such regulations.

Interfering with any safety equipment, for example, obscuring smoke alarms will be regarded as a serious disciplinary offence. You should note that it is a criminal

offence to set off a fire alarm maliciously. Any student found to be guilty of such actions may be liable to criminal prosecution as well as disciplinary action.

Students undertaking learning activities on campus without staff supervision must comply strictly with University regulations relating to such situations.

Students on field courses are required to comply with any health and safety instructions given by tutors or other individuals involved with the organisation and operation of the course. Health and Safety guidance will be provided by the Schools prior to the field visit but please ask your module tutor/Programme Co-ordinator if you are unsure about anything.

Students on teaching practice are required to comply with the health and safety regulations of the school to which they have been allocated for their teaching practice.

Students on work placements are required to comply with the health and safety regulations of their allocated workplace setting.

You must adhere to the University policy on smoking when you are on the University campus and on excursions and events organised by the University.

Accidents must be notified promptly to the Programme Co-ordinator and to the Estates' Office. You must keep away from areas that have been designated as out of bounds to students. These areas include:

- The roofs of all buildings whether academic or residential;
- Electrical substations, conduits and switching gear;
- Boiler houses;
- Lift and hoist control mechanisms;
- Sites where building or construction are taking place;
- Master controls for the alarm systems (as distinct from activating a fire alarm in an emergency);
- Areas used to store Estates machinery and consumables;
- IT and Comms areas;
- Kitchens other than those in student residencies;
- All areas signed with Staff Only, Permit to Work Required, Authorised Persons Only, Restricted Access and other signs of a similar nature.

Students' vehicles, motor cycles and cycles must be parked in designated areas.

10.5 Regulations Governing the Use of Information Technology

The rules for the use of IT at the University are contained in the Information Services Acceptable Use Policy (AUP), and other policy and procedural documents. These can be found on the University intranet and on the Information Services policy page <http://www.trinitysaintdavid.ac.uk/en/information/services/aboutis/policies>. Each user is responsible for reading and adhering to the contents of these documents. Failure to observe any part could result in disciplinary and/or legal action being taken by the University against offenders. In addition, it is the responsibility of all users to familiarise themselves with current IT legislation, and act in accordance with it.

10.6 Disciplinary Issues

The University has in place a series of regulations that govern disciplinary procedures. These can be found in the *Academic Quality Handbook*.

10.7 Procedures for Student Complaints and Appeals

All staff and students have every right to expect to be treated fairly and the University takes its responsibility in this respect very seriously. Appeals by students against academic assessment and progression decisions are dealt with under the Procedures for Academic Appeals. Complaints in the form of the expression of a specific concern about the provision of a module, a Programme of Study, a related academic service or a related support service are addressed within the Procedure for Student Complaints. Full details of the University's policies for dealing with such issues can be found in the Academic Quality Handbook. Complaints about the behaviour or conduct of other students cannot be addressed under the Student Complaints Procedure and should instead be directed to the Director of Student Services.

11 GENERAL INFORMATION

11.1 Units and Departments

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

Department/Unit/Service	Contact Details	Carmarthen	Lampeter
Pro Vice-Chancellor (Academic)	Dr Catrin Thomas c.e.thomas@tsd.ac.uk	01267 676691	01570 424705
Pro Vice-Chancellor (Finance and Resources)	Mr Gwynnaf Tobias g.tobias@tsd.ac.uk	01267 676788	01570 424709
Dean of Faculty of Arts and Social Studies	Mr Roger Maidment r.maidment@tsd.ac.uk	01267 676606	
Dean of Faculty of Education and Training	Mr Gwilym Dyfri Jones g.d.jones@tsd.ac.uk	01267 676675	
Dean of Faculty of Humanities	Dr Mirjam Plantinga m.plantinga@tsd.ac.uk		01570 424911
Dean of Quality and Enhancement	Ms Sarah Clark s.clark@tsd.ac.uk	01267 676939	
Director of Student Services	Mr Dai Rogers d.rogers@tsd.ac.uk	01267 676677	01570 424874
Student Services	Carmarthen campus: studentservices@tsd.ac.uk Lampeter campus: student.support@tsd.ac.uk	01267 676830	01570 424876
Finance	Carmarthen campus: financecc@tsd.ac.uk Lampeter campus: financelc@tsd.ac.uk	01267 676704	01570 424929
Director of Knowledge and Information	Ms Wendy Xerri w.xerri@tsd.ac.uk	01267 676946	01570 424706
Learning Resources Centre	Library and Y Cwad (Carmarthen Campus) carmarthenlrc@tsd.ac.uk	01267 676780 (Library) 01267 676786 (Y Cwad)	
	Library (Lampeter Campus) lampeterlrc@tsd.ac.uk		01570 424498 (Library)
	Roderic Bowen Library and Archives (RBLA) rodericbowenlibrary@tsd.ac.uk		01570 424716 (RBLA)
Head of Information Services	Mr James Cale j.cale@tsd.ac.uk	01267 676754	01570 424755
IT Service Desk	ITServiceDesk@tsd.ac.uk	0300 500 5055	0300 500 5055
Accommodation Officers	Carmarthen campus: d.doyle@tsd.ac.uk Lampeter campus: a.harris@tsd.ac.uk	01267 676714	01570 424995

Registry	registry@tsd.ac.uk	01267 676716	01570 424831
Quality Assurance Unit	quality@tsd.ac.uk	01267 676831	01267 676831
Chaplaincy	Carmarthen campus: The Revd Ainsley Griffiths ainsley.griffiths@tsd.ac.uk Lampeter campus: Father Mathew Hill m.hill@tsd.ac.uk	01267 676607 07946 036936	01570 424823 07964 631997
Health and Safety	HealthAndSafety@tsd.ac.uk	01570 424789	01570 424789
Students' Union	Mattias Eken (President) supresident@tsd.ac.uk (Welfare Officer Lampeter Campus) suwelfarelamp@tsd.ac.uk (Welfare Officer Carmarthen Campus) suwelfarecarm@tsd.ac.uk	01267 237794	01570 422619
Office of the Independent Adjudicator for Higher Education (OIAHE)	www.oiahe.org.uk	0118 959 9813	0118 959 9813

11.2 Faculty of Arts and Social Studies

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

11.3 Faculty of Education and Training

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

11.4 Faculty of Humanities

Faculty of Humanities			
School/Faculty	Contact Details	Carmarthen	Lampeter
Dean	Dr Mirjam Plantinga e-mail: m.plantinga@tsd.ac.uk		01570 424911
Senior Administrator	Mrs Marlene Tobias Fax: 01570 424988 e-mail: foh@tsd.ac.uk		01570 424708
School of Archaeology, History and Anthropology	Dr Jeremy Smith e-mail: jeremy.smith@tsd.ac.uk		01570 424741
School of Classics	Professor Mike Edwards e-mail: m.edwards@tsd.ac.uk)		01570 424895
School of Cultural Studies	Dr Paul Wright e-mail: p.wright@tsd.ac.uk	01267 676721	01570 424856
School of Theology, Religious Studies and Islamic Studies	Dr Robert Pope e-mail: r.pope@tsd.ac.uk		01570 424977