Course Handbook template 18/19 – Summary of changes:

The following are the updates made to the Course Handbook template for 2018/19:

Page no/section	2017/18 template	2018/19 template
3	Course Handbook 2017/18	Course Handbook 2018/19
8 – Course Content and Description	Course Structure Add hyperlinks to Module Descriptors on ICIS. Indicate if modules are Core/Specified/Optional. NB – the tables below are intended as a guide. You may wish to adapt these if your course is delivered based on an alternative schedule. It might be worth highlighting any additional costs of study (check your course web page) or particular pieces of kit or equipment that students may need to bring with them at the beginning of term	Course Structure Add hyperlinks to Module Descriptors on ICIS. Indicate if modules are Core/Specified/Optional. NB – the tables below are intended as a guide. You may wish to adapt these if your course is delivered based on an alternative schedule. It might be worth highlighting any additional costs of study (check your course web page) or particular pieces of kit or equipment that students may need to bring with them at the beginning of term. You should also use this section to include a summary of amendments to a your course/modules that have been approved via the modifications process since the previous academic year
9 Access to Materials Online – UniLearn	Access to Materials Online – Unilearn The University's online learning environment, Unilearn, provides access to information about your course, through your Course Organisation, and materials and resources for each of your	Access to Materials Online – UniLearn The University's online learning environment, UniLearn, provides access to information about your course, through your Course Organisation, and materials and

	modules to support your learning as set out in the University's Virtual Learning Environment (VLE) Minimum Requirements Policy. Further details and help with using UniLearn can be found at:	resources for each of your modules to support your learning as set out in the University's Virtual Learning Environment (VLE) Minimum Requirements Policy. Further details and help with using UniLearn can be found at:
10 – Academic Misconduct	The main categories are as follows: • Intention to break the regulations • Plagiarism • Cheating • Contract Cheating • Falsification • Recycling	The main categories are as follows: • Intention to break the regulations • Plagiarism • Cheating • Contract Cheating • Falsification • Recycling • Collusion
12 – How to Submit Work	Faculty information on hand in (*please note that all assignments should be submitted online unless your faculty has formally approved an exception for other forms of submission. The Advice Zone should be used for physical submissions, unless you have arranged in-situ assignment submission/receipting with the Advice Zone– for further information see the Assignment Submission Required Process http://celt.southwales.ac.uk/documents/download/285/*	Faculty information on hand in (*please note that all assignments should be submitted online unless your faculty has formally approved an exception for other forms of submission. The Advice Zone should be used for physical submissions, unless you have arranged in-situ assignment submission/receipting with the Advice Zone. Please note that the Advice Zone can only receipt assignments that have been formally approved as being exempt – for further information see the Assignment Submission Required Process http://celt.southwales.ac.uk/documents/download/285/*
13 – How we mark	http://asaqs.southwales.ac.uk/media/files/documents/2017_03_27/	http://asaqs.southwales.ac.uk/regulationstaughtcourses/

13 – Extenuating Circumstances	We recognise that there are certain times when you may not perform as well in an examination or assessment as you might have expected to do. In order to ensure that all students are treated fairly, and to make sure that students with genuine reasons for poor performance are not disadvantaged, the University has implemented an **extenuating circumstances procedure**. Further information on the procedure and how to submit a claim are available from the Extenuating Circumstances page on Unilife http://unilife.southwales.ac.uk/pages/3018-extenuating-circumstances	We recognise that there are certain times when you may not perform as well in an examination or assessment as you might have expected to do. In order to ensure that all students are treated fairly, and to make sure that students with genuine reasons for poor performance are not disadvantaged, the University has implemented an **extenuating circumstances procedure**. Further information on the procedure and how to submit a claim are available from the Extenuating Circumstances page on Unilife http://unilife.southwales.ac.uk/pages/3018-extenuating-circumstances and the FAQ section on Advice Zone Online http://unilife.southwales.ac.uk/pages/3370-advice-zone-online?locale=en
14 – Your Progress	**Personal Coaching and Progress Monitoring (A)** Describe how Personal Coaching and Progress Monitoring takes place in the Course **Advice Zones (B – through consultation with Campus Admin)**	**Personal Coaching and Progress Monitoring (A)** Describe how Personal Coaching and Progress Monitoring takes place in the Course **Advice Zones (B – through consultation with Campus Admin)**

	Advice Zones are your first point of contact for advice and information regarding university life. Friendly Advice Assistants will be able to answer and advise on your queries, questions or concerns and can book appointments and make referrals to specialist teams and services such as Counselling, Disability and Dyslexia, Money Advice and Student Progression. Details of Advice Zones can be found at: http://unilife.southwales.ac.uk/pages/3235 If you are being taught at a Partner College e.g. through a franchise course, please contact your college in the first instance if you have queries.	Advice Zones are your first point of contact for advice and information regarding university life. Friendly Advice Assistants will be able to answer and advise on your queries, questions or concerns and can book appointments and make referrals to specialist teams and services such as Counselling, Disability and Dyslexia, Money Advice and Student Progression. Details of Advice Zones can be found at: http://unilife.southwales.ac.uk/pages/3235 If you are being taught at a Partner College e.g. through a franchise course, please contact your college in the first instance if you have queries. **Advice Zone Online** Advice Zone Online is the University's online student support system. It is one central place where you can access support Advice Zone Online lets students view Frequently Asked Questions (FAQs) and ask new questions, which will connect them with the right team at the University to get help. Appointments with a range of support services can also be booked here.

		Advice Zone Online will only contact you via your University email address so it is important that you regularly check this account. Advice Zone Online can be accessed from the UniLife homepage http://unilife.southwales.ac.uk
15 – Attendance	**Attendance** Attendance is crucial to your academic and personal success. Students who attend lectures regularly often achieve the highest grades. We know that there is proven link between your engagement through attending classes, good use of the Virtual Learning Envirnment (Blackboard), frequent library usage and your success. In some classes your attendance may be formally monitored. Your personal coach is also likely to discuss your attendance and engagement in your one-to-one coaching sessions. If you are studying on an international study visa, you will be required to report regularly to the University in order that the University can confirm you are actively engaged in your studies. Staff on your campus and course will advise you of their particular requirements for reporting. Click here to find out more about the University's attendance requirements and your obligations if you are an international student on a Tier 4 study visa.	**Attendance** Attendance is crucial to your academic and personal success. Students who attend lectures regularly often achieve the highest grades. We know that there is proven link between your engagement through attending classes, good use of the Virtual Learning Environment (UniLearn), frequent library usage and your success. In some classes your attendance may be formally monitored. Your personal academic coach is also likely to discuss your attendance and engagement in your one-to-one coaching sessions. If you are studying on an international study visa, you will be required to report regularly to the University in order that the University can confirm you are actively engaged in your studies. Staff on your campus and course will advise you of their particular requirements for reporting.

		Further information about the University's attendance requirements including your obligations if you are an international student on a Tier 4 study visa is available at: http://unilife.southwales.ac.uk/pages/3106-attendance . **Where there are specific course attendance requirements, this information should be added here.**
	Where there are specific course attendance requirements, this information should be added here.	
16 – Student Casework	Student casework is the term that the University uses to group the following sets of regulations: • Academic Appeals • Academic Misconduct (including plagiarism) • Extenuating Circumstances • Fitness to Practise • Fitness to Study • Student Conduct • Student Complaints Further information can be found at: http://uso.southwales.ac.uk/StudentCasework/	Student casework is the term that the University uses to group the following sets of regulations: • Academic Appeals • Academic Misconduct (including plagiarism) • Extenuating Circumstances • Fitness to Practise • Fitness to Study • Student Conduct • Student Complaints Further information can be found at: http://uso.southwales.ac.uk/StudentCasework/AI/
17 – Your Feedback	As a student, you expect timely feedback on your work so you know what you're doing well, and what needs improving. As a University, we too would like to get feedback, for the same reasons, so we ask for your input:	As a student, you expect timely feedback on your work so you know what you're doing well, and what needs improving. As a University, we too would like to get feedback, for the same reasons, so we ask for your input:

- You can give feedback about your modules and courses at any time via Loop (https://loop.southwales.ac.uk). Your feedback is reported anonymously.

- You can raise issues with Course Reps and Student Voice Reps, who are there to help improve the courses they represent. Also, you can apply to become a Course Rep or Student Voice Rep yourself!

- In your final year, you will be asked to fill in the National Student Survey (NSS), which benchmarks the University against other UK Universities.

Student Representatives and Student Mentors   (A) and (C)
The Course Rep and Student Voice Rep schemes are run by the Students Union and have been set up to ensure that students are involved in decision making at University and Faculty level.
The role of Course Representatives is to attend meetings and give feedback to Course Management Teams, propose solutions to problems and actively engage in the organisation and running of a course. Elections for Course Reps are held in class during the first weeks of term. Further information about the role and current course representatives can be found at:
http://www.uswsu.com/course-reps
Student Voice Representatives are appointed at the start of the academic year and are a useful link between students, course representatives, faculty staff and the Students' Union. For further information about the role ask your course leader or go to:

- You can give feedback about your modules and courses at any time via Loop (https://loop.southwales.ac.uk). Your feedback is reported anonymously.

- You can raise issues with Course Reps and Student Voice Reps, who are students that have been elected in to their roles to help improve the courses or faculty they represent. Also, you can apply to become a Course Rep or Student Voice Rep yourself!

- In your final year, you will be asked to fill in the National Student Survey (NSS), which benchmarks the University against other UK Universities.

Student Representatives and Student Mentors   (A) and (C)
The Course Rep and Student Voice Rep schemes are run by the Students Union and have been set up to ensure that students are involved in decision making for academic matters at University, Faculty and Course level.
The role of Course Representatives is to attend meetings and give feedback to Course Management Teams, propose solutions to problems and actively engage in the organisation and running of a course. As Students' Union Course Reps, they are provided with

| | | http://www.uswsu.com/student-voice-reps
The University's Student Mentoring scheme enables students joining the University to receive support on practical issues from more experienced USW students;

Further information can be found at:
http://studentmentoring.southwales.ac.uk/ | training and guidance within their roles from the Student Voice Team in the Students' Union. Elections for Course Reps are held in class during the first weeks of term. Further information about the role and current course representatives can be found at:
http://www.uswsu.com/course-reps
Or by contacting the Student Voice Team in the Students' Union (details can be found on the link below) Student Voice Representatives are elected in at the annual Students' Union elections and a bursary is attached to the role. They are a useful link between students, course representatives, faculty staff and the Students' Union. Student Voice Reps help Course Reps with any problems that are bigger than course level, they attend meetings with Students' Union and University staff where they are involved in strategic decisions, and they write an educational research report on matters that affect USW students. For further information about the role and current representatives, go to:

http://www.uswsu.com/student-voice-reps
The University's Student Mentoring scheme enables students joining the University to receive support on practical issues from more experienced USW students; you can join the welcome events and range of social activities organised throughout the year. As well as having a student mentor, there are opportunities to become a trained volunteer mentor or PASS leader.

Further information can be found at: |

		http://studentmentoring.southwales.ac.uk/

18 – Employability	**Careers and Employability Service** **(C)**
	
	The Careers and Employability Service help students and graduates explore, develop and implement their career plans. Services range from professional individual guidance, sessions on job hunting and application techniques, placement support, and advice on starting your own business. We provide access to national and local employers through on campus events such as the Opportunities Fair, and can help you find a graduate, student or work experience opportunity through our online careers system, Unilife Connect, where you will also find a comprehensive range of interactive tools to help you with your applications.
	
	More details of all our services can be found on our website:
	
	    www.southwales.ac.uk/careers
	
	Grad Edge (undergraduate courses only) **(A) and (C)**
	
	Supporting your career development at the University of South Wales is the Grad Edge Award. This award is highly regarded by graduate employers. It allows you to highlight the types of skills you have developed whilst undertaking work experience. Many kinds of work experience can lead to a Grad Edge Award, such as part time paid jobs, work tasters or placements, volunteering, work shadowing and 'live' projects undertaken as part of your course.
	
	To achieve the Grad Edge Award you need to:
		Careers and Employability Service **(C)**
		
		Start to think about your career development plans using the My Future Success Tool which can be found at:
		
		http://careers.southwales.ac.uk/my-future/
		
		The Careers and Employability Service can help students and graduates explore, develop and implement their career plans. Services range from professional individual guidance, advice sessions on CV building and Linkedin, placement support, and information on starting your own business. They provide access to national and local employers through campus events such as the Opportunities Fair and a range of sector specific networking events. They can help you find a graduate, student or work experience opportunity through the online careers system, Unilife Connect, where you will also find a comprehensive range of interactive tools to help you with your applications.
		
		More details of all our services can be found on our website:
		
		    www.southwales.ac.uk/careers

	1. Reflect on your employability skills and set goals for improvement 2. Engage with a period of work experience 3. Undertake an assessment that looks at how you market yourself to graduate employers via application, CV and interview	**Grad Edge (undergraduate courses only)** **(A) and (C)** Supporting your career development at the University of South Wales is the Grad Edge Award. This award is highly regarded by graduate employers. It allows you to highlight the types of skills you have developed whilst undertaking work experience. Many kinds of work experience can lead to a Grad Edge Award, such as part time paid jobs, work tasters or placements, volunteering, work shadowing and 'live' projects undertaken as part of your course. To achieve the Grad Edge Award you need to: 1. Reflect on your employability skills and set goals for improvement 2. Engage with a period of work experience 3. Undertake an assessment that looks at how you market yourself to graduate employers via application, CV and interview Further information about Grad Edge is available at: http://careers.southwales.ac.uk/gradedge/

21 – Our Expectations of you	http://unilife.southwales.ac.uk/pages/3234	https://www.uswsu.com/the-student-charter
21	**Keeping in touch** **Email and Online Resources** **(A)** The University provides a web portal, through which you can access e-mail (University email account), programme materials, library resources, study skills, news and events. You can also browse and reserve library books and equipment online as well as access your personal file storage space. You should check your University email address regularly as although some students prefer to use their own personal accounts, the University will **only** communicate with you through your University account. **Changes to Personal Details** **(A)** We understand that the personal information you provide to the University at enrolment may change but it is vital that we have accurate contact details for you. We also need your accurate full name as it will be used for formal documentation such as your Transcripts and Certificates. 1. Changes such as your phone number or address can be updated immediately using the online service. 2. Changes to personal information that is normally permanent can also be made, but may need to be made in person at an Advice Centre/Zone. Details are explained here, please note you will be asked for some evidence to confirm the changes.	**Keeping in touch** **Email and Online Resources** **(A)** The University provides a web portal, UniLife, through which you can access e-mail (University email account), programme materials, library resources, study skills, news and events. You can also browse and reserve library books and equipment online as well as access your personal file storage space. You should check your University email address regularly as although some students prefer to use their own personal accounts, the University will **only** communicate with you through your University account. **Changes to Personal Details** **(A)** We understand that the personal information you provide to the University at enrolment may change but it is vital that we have accurate contact details for you. We also need your accurate full name as it will be used for formal documentation such as your Transcripts and Certificates. 1. Changes such as your phone number or address can be updated immediately by selecting My Account on the UniLife homepage, and clicking the 'Update your details' link.

		2. Changes to personal information that is normally permanent can also be made by raising a new question in Advice Zone Online or in person at your Campus Advice Zone. Please note you will be asked for some evidence to confirm the changes.
(A)	**Changes to Module Registration** (A) If you decide to make changes to your course or modules, please discuss this with your Course Leader in the first instance.	https://unilife.southwales.ac.uk/ **Changes to Module Registration** (A) If you decide to make changes to your course or modules, please discuss this with your Course Leader in the first instance. Module amendments can be requested through Advice Zone Online https://unilife.southwales.ac.uk/
22 – Welsh at University of South Wales / Cymraeg ym Mhrifysgol De Cymru	Any students who wish to submit work through the medium of Welsh can do so, regardless of whether or not they are studying in Welsh. Please contact your course leader at the start of the module to state if you wish to submit your assessments in Welsh. There are also some opportunities to study through the medium of Welsh, or bilingually. Please contact the Welsh Unit for further information. There are opportunities to socialise across the University and with other universities across Wales with the University's Welsh Society. Welsh language classes are available for non-Welsh speakers. Full details are available here	Any students who wish to submit work through the medium of Welsh can do so, regardless of whether or not they are studying in Welsh. Please contact your course leader at the start of the module to state if you wish to submit your assessments in Welsh. There are also some opportunities to study through the medium of Welsh, or bilingually. Please contact the Welsh Unit by e-mail cymraeg@decymru.ac.uk for further information. There are opportunities to socialise across the University and with other universities across Wales with the University's Welsh Society. There is also a Welsh Language Officer on the Students' Union Student Council, a bursary attached role that allows a student to

		represent Welsh speaking students in USW. Welsh language classes are available for non-Welsh speakers. Full details are available at: http://unilife.southwales.ac.uk/pages/3083-welsh-at-university-of-south-wales-cymraeg-ym-mhrifysgol-de-cymru
24 – Students' Union	No information	**Students' Union** The Students' Union is all about representing you, so if there's something you need from advice on casework to helping you settle in to university life, we will be there. Every student is a member of the Union, regardless of whether you are a full-time, part-time, undergrad or postgrad student. From activities, events and venues to volunteering and skill-development, we strive to make sure you have the chance to enrich every aspect of your student life. We support over 100 clubs, teams and societies, 700 SVR and Course Reps and annually hold over 150 events at our venues. So whether you want to develop your skills, become a representative on your course or socialise with friends, we've got it all. And because we're for students, not for profit, we make sure every investment you make at your SU is put back into the things you care about most.

		Further information is available on the SU website http://su.southwales.ac.uk/
24 – Graduation	If you are in your final year and expecting to graduate this year, please note that invitations to the graduation ceremonies are sent in the Spring Term via email to your university email address and any personal email address that is held on your student record. Please ensure that these are accurate and up to date. You can update your personal details online using the Maintain your Personal Details Online service below: https://unilife.southwales.ac.uk/pages/3088-maintain-your-personal-details-online	If you are in your final year and expecting to graduate this year, please note that invitations to the graduation ceremonies are sent in the Spring Term via email to your university email address and any personal email address that is held on your student record. Please ensure that these are accurate and up to date. You can update your personal details online using Advice Zone Online which can be accessed via the UniLife homepage: https://unilife.southwales.ac.uk/