**Note for Heads of Learning, Teaching and Student Experience**

Sections in blue to be populated at Faculty or School level before distribution to course leaders

**Note for Academic Subject Managers and Course Leaders…**

The course handbook is pre populated with live links to general information (regulations, student support, term dates, opening hours, timetable etc) and Faculty level information. Course Leaders are responsible for completing course level information (marked in red). They may provide additional information if they wish, particularly if this will make the handbook more interesting for students. However, please do not alter the pre-populated sections in the template.

NB - The template is designed to be used for undergraduate, on campus provision and may be adapted for post-graduate courses or courses delivered off-campus as part of a franchise arrangement for example. Any changes for these types of course must be approved and signed off by the relevant Academic Subject Manager.

Please try and avoid ‘academic jargon’ or abbreviations where possible but if you do need to introduce new terminology etc give an explanation or possibly a glossary of terms.

The completed document must be approved and signed off by the relevant Academic Subject Manager who should upload the final version as a PDF into the Blackboard Content System. For help with this process refer to:

<https://teach.southwales.ac.uk/blackboard/uploading-course-handbook-course-organization/>

Once the Academic Subject Manager has uploaded the final version, Course Leaders should then add a link to the document from within the relevant Course Organisation on Blackboard – information on this process is contained in the ‘Staff Guidance – How to use this Organisation’ section in all Course Organisations

**NB** remember to check that all notes/coloured text have been removed and to save the document as a PDF.

Please format the document as follows:

**Headings – Arial 14 (Bold – Heading 1)**

**Sub-headings Arial 12 (Bold – Heading 2)**

**Text Arial 12 (Unbold)**

 **Left Justified**

 **Include a Table of Contents**

**NB**

Sections marked (A) – should not be amended during the year

Sections marked (B) – could be amended during the year

Sections marked (C) – should be reviewed at the end of each year for any changes

If you have any queries, please contact your Faculty Head of Learning, Teaching and Student Experience.

Course Title

Course Handbook 2019/20

Name of Course Leader

School and Faculty Title

Insert a strong/striking background image that reflects the practice/personality of the School/Course. Suggest having a look at your course page on the University website for some ideas (must be approved by Marketing- details of Faculty Marketing teams are available on the Hub <https://thehub.southwales.ac.uk/Interact/Pages/Content/Document.aspx?id=1411> )

**A Welsh-medium version of this handbook is available. Please contact your course leader for a copy.**

Add a welcome message from Dean of Faculty/Head of School

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# Introduction and Welcome from the Course Leader (A)

Add a brief, welcoming statement. There is scope here to describe recent student successes and achievements, including graduate employability.

1. The Course/School Context  **(A)**

Scope to describe campus, location in relation to other facilities and range of facilities on campus or off campus.

Campus Maps can be found at:

<https://www.southwales.ac.uk/about/location/>

**Find a Room (A)**

This service provides a room number search facility:

[https://findaroom.southwales.ac.uk/](http://findaroom.southwales.ac.uk/)

1. Introduction to the course team  **(B)**

Staff Profiles (including HPLs, support staff/technicians and relevant course admin staff). An overview of the team, summarising teaching areas/responsibilities, subject expertise, research/professional practice.

Add details of the course teaching team

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Role** | **Module/s** (Add modules the individual contributes to. Specify whether module leader or lecturer) | **Room**  | **Phone (**full external number) | **Email (**ends @southwales.ac.uk) |
|  | Course Leader |  |  |  |  |
|  | Lecturer |  |  |  |  |
|  | Lecturer (part time) |  |  |  |  |

How can students find out about staff Office Hours? How do they make individual appointments? Add details of any specific tutorial hours per week.

If you have a query about a module which is taught by a Part Time Lecturer, please be aware that it may take a little longer to receive a response. If your query is urgent, please contact the relevant Module Leader.

# Course Content and Description (A) and (C)

## Course Aims and Learning Outcomes

Add course aims and learning outcomes (from Course Specification).

## Course Structure

Add hyperlinks to Module Descriptors on [ICIS](https://icis.southwales.ac.uk/). 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

**Year 1**

|  |  |  |
| --- | --- | --- |
| **Autumn Term** | **Spring Term** | **Summer Term**  |
|  |  |  |
|  |  |  |
|  |  |  |

**Year 2**

|  |  |  |
| --- | --- | --- |
| **Autumn Term** | **Spring Term** | **Summer Term**  |
|  |  |  |
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|  |  |  |

**Year 3**

|  |  |  |
| --- | --- | --- |
| **Autumn Term** | **Spring Term** | **Summer Term**  |
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|  |  |  |

## Your Learning (A) and (C)

Describe the types of classes students will experience on the course (lectures, seminars, workshops, tutorials, immersive learning). How does this learning relate to the [University Academic Plan](https://www.southwales.ac.uk/about/our-organisation/governance-and-leadership/publications/academic-plan/), specifically use of simulation based learning, active learning, employability and evidence base.

Add details of PSRB recognition, where applicable. Describe how it relates to the course, with relevant hyperlinks.

Describe the role of external contributors (outline of any key partners, such as employers, third sector organisation etc, that students engage with

## Access to Materials Online – UniLearn (B with consideration to CMA)

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 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:

<https://its.southwales.ac.uk/unilearn/>

Details of all your assessments are provided through UniLearn and short-notice changes will also be posted here, so it’s important to log in regularly. Will your students be expected to access other online material, or contribute to online environments such as Facebook? If so, please add details.

## The Learning Process (A)

As a University student you will be responsible for your own learning. You will be involved in three types of learning:

1. Contact with your lecturer (supported hours).
2. Study outside class times as directed by your lecturer (directed learning).
3. Study at your own initiative (independent learning).

Together, these make up the ‘total study hours’. A 20 credit module has 200 total study hours and a full time course is equal to 120 credits in an academic year. Therefore in total, a full-time course equates to 1200 study hours per year, which is the equivalent of a full time job during term time. The proportion of supported hours, directed learning and independent learning will change during your studies. For example, in your first year you may have more supported hours in comparison to your final year as by this stage you will be capable of advanced independent learning. While we understand that many students need to take on paid work to make ends meet, you must think very carefully before committing to time-consuming jobs or extracurricular activities as you don’t want your studies to suffer.

If you have part time students on your course, you may wish to amend the information above to refer to the amount of study hours they will typically be expected to undertake.

## Academic Misconduct (A)

The 2019/20 University of South Wales Academic Misconduct Regulations define academic misconduct as:

‘any action or attempted action that may result in creating an unfair academic advantage or disadvantage for any other member(s) of the academic community’

Developing knowledge often requires us to consider the work of other scholars and practitioners. For example, if you were analysing a famous work of art, or piece of music it would make sense to find out what other scholars have written about the subject as well as developing your own opinions. Understanding how to use the work of other scholars and practitioners, including your peers, to develop your own insights into a subject is an important professional skill. It is not acceptable to use the work of others without explicit acknowledgement. In this context, ‘work’ means words, ideas or creative output. It doesn’t matter if this ‘work’ is published or unpublished, including material from the internet. This means that whenever you include the work of others in your own assessments, you must provide a reference. Referencing correctly allows you to give respect to the original creators of the work. During your course, you will be expected to follow professional academic conventions to acknowledge when you have referred to others’ work. If you fail to do so, this could be considered an academic offence, for which there are penalties that could affect your final results.

The main categories of academic misconduct are:

* Intention to break the regulations
* Plagiarism
* Cheating
* Contract Cheating
* Falsification
* Recycling
* Collusion

Further guidance on referencing and how to avoid plagiarism is available on the Student Development and Study Skills website below:

<https://library.southwales.ac.uk/collections-subject-guides/referencing/>

## Study Skills (A)

A comprehensive list of helpful online resources and information related to study skills including writing, referencing and I.T. skills can be found at:

[https://studyskills.southwales.ac.uk/](http://studyskills.southwales.ac.uk/)

## Library Subject Guides

The Library has created useful guides that help you research your subject and make the most of library resources. The subject guide for this course can be found here:

[LINK] (see [https://libguides.southwales.ac.uk/?b=s](http://libguides.southwales.ac.uk/browse.php?o=s) for a full list of Subject Guides)

# Assessment (A) and (C)

## Types of Assessment

Describe the types of assessment on the course. Explain word limits or equivalent. Add course assessment/grading criteria linked to level outcomes as described in the CQF (. Explain how students should make use of these criteria. The CQF Learner Guide is a useful resource to include <https://gov.wales/credit-and-qualifications-framework-cqfw-learner-guide>

## Examinations (C)

Examination information can be found at:

<https://registry.southwales.ac.uk/exams/>

## Your Schedule of Assessments

Insert a chart, showing hand in dates and return by dates for all assessment points e.g.

**Year 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module Code** | **Module Title** | **Assessment Title** | **Hand In Date** | **Return Date** |
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**Year 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module Code** | **Module Title** | **Assessment Title** | **Hand In Date** | **Return Date** |
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**Year 3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module Code** | **Module Title** | **Assessment Title** | **Hand In Date** | **Return Date** |
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## How to Submit Work (A) and (C)

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* <https://celt.southwales.ac.uk/documents/1099/Assignment_Submission_Updated_Sept_2016.pdf> *).*

## Feedback on your Work (A) and (C)

The purpose of feedback is to help you understand how you can improve your work in future. Feedback doesn’t just happen at the end of the module, or when you have submitted a piece of assessment. It happens continuously throughout your course – and in a variety of ways. Feedback can be very informal, such as a verbal comment from your lecturer on how you well you have done in a class-based activity. This is called formative feedback and this helps you to understand what you need to do to succeed in your assessed work. You’ll get more formal written or verbal feedback on your assessed work – called summative feedback - within 20 working days of submission. This may seem like a long time to wait, but please remember that your lecturers have lots of other duties as well as marking, such as teaching other modules, research and administration. When you receive feedback, whether it is formal or informal, written or verbal, you should always consider it very carefully as it will help you to achieve even better results next time.

What are the typical feedback methods on this course? How is group work marked? How is work returned to students (particularly work completed in term 3)?

## How we Mark (A)

There are several safeguards in place to give you confidence that your work is being marked fairly, and that your marks are equitable with other courses at the University and across the UK. Details of how this takes place are available in the Regulations for Taught Courses:

<https://registry.southwales.ac.uk/student-regulations/regulations-taught-courses/>

## Referencing (A) and )C)

Add referencing information for your course here. Agreed USW Harvard referencing and other guidelines are at this link <https://library.southwales.ac.uk/collections-subject-guides/referencing/>

## Extenuating Circumstances (A)

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 [https://unilife.southwales.ac.uk](http://unilife.southwales.ac.uk)

and the FAQ section on Advice Zone Online

<https://advicezone.southwales.ac.uk>

## Results (C)

Results information can be found at:

<https://registry.southwales.ac.uk/results/>

Results can be accessed on the following link:

<https://results.southwales.ac.uk>

## Reassessment Arrangements (A) and (C)

Faculty statement + course information, where necessary

# 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)

Advice Zones are the first point of contact for advice and information regarding university life. Advice Assistants offer confidential, impartial guidance and advice on a range of issues including extenuating circumstances. Advice Assistants are also able to answer and advise on your queries, questions or concerns regarding booking appointments with specialist teams such as Counselling, Disability and Dyslexia, Money Advice and Progression Advice.

Details of Advice Zones can be found at: [https://unilife.southwales.ac.uk](http://unilife.southwales.ac.uk)

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 directly via [https://advicezone.southwales.ac.uk](http://advicezone.southwales.ac.uk) or from the UniLife homepage [https://unilife.southwales.ac.uk](http://unilife.southwales.ac.uk)

## What does the University mean by ‘Engagement’

The University expects that students engage fully with their course. By engagement we mean:

* attend and actively participate in all timetabled lectures, meetings and other activities arranged in relation to their course;
* make appropriate use of UniLearn (e.g. Blackboard, Panopto and Turnitin);
* submit assessments on time;
* respond to University communications in a timely manner.

Good attendance is a critical part of engagement and 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.

Students can be withdrawn for a lack of engagement. Further information can be accessed on <https://progression.southwales.ac.uk/guidance-support/engagement/>

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:

<https://advice.southwales.ac.uk/a2z/attendance-and-absence/>.

Where there are specific course attendance requirements, this information should be added here.

## Library Services (A and C)

You can visit any of the University libraries for help with finding information, to access a PC or to find a place to study. There is much more to your library than books on shelves. You have access to a library collection that includes a wide range of ebooks, DVDs and CDs, journals, newspapers, theses, specialist collections, statistics and maps. Your online experience is well supported through extensive access to ejournals, ebooks and other electronic resources. Each library offers a range of study spaces to suit your needs. The friendly and knowledgeable staff are on hand to provide guidance and support in person, online or via telephone.

Further information can be found at:

<https://library.southwales.ac.uk/>

## How your Degree Classification is Calculated (A)

Information regarding how your degree is classified can be found within the University Regulations for Taught Courses listed under section A.2.9.5:

<https://registry.southwales.ac.uk/student-regulations/regulations-taught-courses/>

## External Examiner (A) and (C)

The External Examiner is an independent academic from another institution who reviews a sample of work from your course to assure the University that marking is fair, that we have applied our regulations properly, and that standards are comparable to other Universities. All Univerities have an External Examining system and their role gives further assurance, beyond the marking and double marking that your tutors already do in-house, that marking is sound. The External Examiners for your course are listed below.

Add Course External Examiner names (not contact details)

**Can I contact my External Examiner? (A)**

No. External Examiners are required to remain impartial at all times and they do not participate in determining marks for individual students. Students should not attempt to contact any External Examiner, and External Examiners are not permitted to respond to contacts made by students or anyone on behalf of a student. They will refer the contact back to the University.

You are able to access a copy of the latest External Examiner report for your course via the Course Organisation page on Blackboard.

## Student Casework (Student Regulations) (A)

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:

<https://registry.southwales.ac.uk/student-regulations/>

# Your Feedback (A)

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 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 Representatives and Student Voice Representative 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 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:

[https://www.uswsu.com/course-reps](http://www.uswsu.com/course-reps)

Or by contacting the Student Voice Team in the Students’ Union - <https://www.uswsu.com/course-reps/students-union-support>

Student Voice Representatives are elected in at the annual Students’ Union elections. They work at faculty level and have a £500 bursary attached to the role. They are a useful link between students, Curse Representatives, faculty staff and the Students’ Union. Student Voice Representatives help Course Representatives 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 to push for changes that will positively affect the student body. For further information about the role and current representatives, go to:

[https://www.uswsu.com/student-voice-reps](http://www.uswsu.com/student-voice-reps)

## Changes we have made on the basis of your Feedback (B)

All feedback is considered and taken seriously by the University. We regularly make improvements as a result of feedback.

Add a summary of changes that have been made on the basis of student feedback i.e. the Module and Course Evaluation Process

# Employability (B)

How are employability skills taught within the Course? What placement opportunities are available and how do students find out about them?

## Careers and Employability Service (C)

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 or Freelancing. 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, where you will also find a comprehensive range of interactive tools to help you with your applications. A new Grad Edge employability award will be launched in September 2019.

USW placements have designated Work Placement Partners across all campuses with excellent industry links and faculty specific knowledge to support a range of work experience/placement opportunities.

GO Wales provide additional support to students who may encounter barriers to accessing work experience <https://careers.southwales.ac.uk/gowales/>

For students and graduates looking to freelance or start a business, the Student Enterprise Team offer a comprehensive package of support including mentoring, workshops, networking and pitching opportunities and access to funding.

More details of all our services can be found on our website:

<https://careers.southwales.ac.uk/>

**USW Graduate Attributes**

Your journey to future success will allow you to enhance and develop a particular set of attributes valued by graduate employers. Engaging and reflecting on the activities and knowledge within and alongside your USW course should give you:

* Substantial commercial and professional awareness about graduate career sectors
* Innovative and Enterprising approaches to solving real world problems
* Leadership opportunities to move people and processes forward
* Project Management approaches to ensure you deliver against tasks
* High level communication qualities to reach out to many different audiences
* A digital literacy confidence to use technology and embrace technological change

# Materials and Equipment for the Course (A)

What materials and equipment are provided for students and how can they access them?

Library facilities are available on all campuses and these are open to all USW students. As well as books and journals, the library is your gateway to online resources such as ebooks, databases and subject guides. You can book any specialist equipment you need for practical modules and access technical support when you need it. Technical support can be accessed [online](https://support.southwales.ac.uk/), by calling 82882 from any University telephone, or from your mobile/landline on 01443 482882. Please note here any additional specialist technical support or learning resources provided for your students.

Further information can be found at:

<https://library.southwales.ac.uk/>

## Print Services (A)

The University Print and Design team offer a range of print, design, copy and binding services for students. Further information can be found at:

<https://printanddesign.southwales.ac.uk/>

# Field Trips and Co Curricular Activity (A)

Indication of Field Trip Opportunities

Co-Curricular opportunities

Guest speaker programme

Study Abroad/Exchange Schemes

# Timetable (A)

## Term Dates

The University term dates can be found at the following link:

 [https://uso.southwales.ac.uk/university-key-dates/](http://uso.southwales.ac.uk/university-key-dates/)

## Course Timetable (A)

Here is a link to [Timetable](https://registry.southwales.ac.uk/teaching-timetables/view-your-timetable/) information for your course. In addition, your Module Leaders will provide you with further information on module content and student groups. Please note that your timetable is subject to change throughout the year. You must check it regularly.

Description of the timetable; individual commitment per module (by week/term).

# Our expectations of you

**What We Expect of You - The Student Charter (A)and (C)**

The Student Charter has been developed jointly by the University of South Wales and its Students’ Union to enable its students to understand what will be expected of them during their studies, and what they can expect of the University. Please ensure you read this. Further information can be found at:

https://www.uswsu.com/the-student-charter

## I.T. Regulations and Social Media (A) and (C)

Information around the I.T. and social media regulations of the University can be found at the following links:

<https://its.southwales.ac.uk/policies-and-regulations/><https://advice.southwales.ac.uk/a2z/social-media-facebook-twitter-and-more/>

If your course includes guidance for students on managing social media, please include details here.

## Keeping in Touch

**Email and Online Resources (A)**

The University provides a web portal, UniLife, which brings together various student websites, services, news and events. You can also book appointments, make payments, log into Blackboard, check your calendar, access file storage space and your University e-mail account. You need to check your university email address regularly as the University will **only** communicate with you through your university account. <https://unilife.southwales.ac.uk>

**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.

Changes such as your phone number or address can be updated immediately by selecting [’Your Account](https://unilife.southwales.ac.uk/preferences) on the UniLife homepage, and the 'Update your details' button.

Changes to personal information that is normally permanent can also be made by raising a new question in [Advice Zone Online](http://www.advicezone.southwales.ac.uk) https://advicezone.southwales.ac.uk or in person at your Campus Advice Zone. Please note you will be asked for some evidence to confirm the changes.

**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/>

**Communication (A)**

Please ensure that you communicate in a respectful, professional manner with each other, with members of staff and external organizations/individuals. In email correspondence, please be polite and avoid text language. Do not expect staff to answer emails immediately, particularly if you have sent them outside the normal working day. If you have not received a response within 2 working days, send a polite reminder.

# Welsh at University of South Wales / Cymraeg ym Mhrifysgol De Cymru (A)

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:

<https://cymraeg.decymru.ac.uk/welsh-usw/>

**\*A Welsh-medium version of this handbook is available. Please contact your course leader for a copy.**

# Health, Safety and Wellbeing (A)

## Fire

If you discover a fire please activate the nearest fire alarm and leave the building via the **nearest available** fire exit.

If the fire alarm sounds, do not stop to collect personal belongings, leave the building immediately via the nearest fire exit.  Do not use the lifts.

## First Aid

If you require first aid please speak to a member of staff who will contact a first aider for you.  Alternatively posters are displayed throughout the university with contact numbers for the nearest first aiders.

## Healthcare

Have you registered with a local Doctor’s surgery? If you move away from home it is important that you register with a local doctor (GP).

Nurse appointments are available at Treforest, Cardiff and Newport Campuses. Please register https://health.southwales.ac.uk/register/ with the USW Health Service - you will need to do this to access healthcare at university.

[https://health.southwales.ac.uk/](http://health.southwales.ac.uk/)

## Wellbeing

Information about the University’s Wellbeing Service including self-help resources is available at <https://wellbeing.southwales.ac.uk/>

## Pregnancy, Maternity, Paternity/Partners and Adoption

The University believes that becoming a parent or caring for a child should not, in itself, prevent any student from succeeding in their academic studies.

The University has prepared guidance notes covering undergraduate and postgraduate students throughout their studies:

<https://advice.southwales.ac.uk/a2z/pregnancy-maternity-paternitypartners-and-adoption>

For help or information about this subject please contact your [Advice Zone](https://unilife.southwales.ac.uk/pages/3024-advice-centres)

**Matters of concern**

If you are concerned about a health and safety related matter please raise it through faculty staff.

 If you provide additional health and safety training, such as Risk Assessment training for your students, please note the details here.

# General Information

Disclaimer: The information contained within this handbook is accurate at the time of going to press, however it is subject to change.

## Student Support Services (C)

There is a wide range of student support available at the University, so whether you need academic support or help with practical or emotional issues, one of our teams can advise you. Services include student money advice, health, counselling, mental health and disability as well as careers, library and accommodation. Further information on all our student support services can be found on UniLife https://unilife.southwales.ac.uk

## 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 Student Voice Representatives and Course Representatives 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: [www.uswsu.com](http://www.uswsu.com)

## Graduation (C)

Graduation information can be found at:

<https://registry.southwales.ac.uk/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 Advice Zone Online https://advicezone.southwales.ac.uk/ To guarantee a place for you and your guests, please respond to the invitation as soon as possible and by the appropriate deadline. If you have not received an invitation by the Easter vacation, please contact the graduation office - do NOT wait until after your results. Students are invited 'in potentia’ so any student who is deemed ineligible to attend the ceremony following the publication of results will be re-invited to attend the next appropriate graduation ceremony.