**Course Handbook template 19/20 – Summary of changes:**

The following are the updates made to the Course Handbook template for 2019/20

|  |  |  |
| --- | --- | --- |
| Page no/section | 2018/19 template | 2019/20 template |
| 1 | <http://teach.southwales.ac.uk/upload_course_handbook/> | <https://teach.southwales.ac.uk/blackboard/uploading-course-handbook-course-organization/> |
| 3 | Course Handbook 2018/19 | Course Handbook 2019/20 |
| 7 | <http://unilife.southwales.ac.uk/pages/3028-campuses-maps-and-facilities>  <http://findaroom.southwales.ac.uk/> | <https://www.southwales.ac.uk/about/location>  <https://findaroom.southwales.ac.uk/> |
| 8  Course Content and Description | **Course Aims and Learning Outcomes**  Add course aims and learning outcomes (from Programme Specification). | Course Aims and Learning Outcomes Add course aims and learning outcomes (from Course Specification). |
| 9  Your Learning  Access to Materials Online – UniLearn  The Learning Process | Hyperlink to Academic Plan updated  <http://studentit.southwales.ac.uk/>  You will be involved in three types of learning: | Hyperlink to Academic Plan = <https://www.southwales.ac.uk/about/our-organisation/governance-and-leadership/publications/academic-plan/>  <https://its.southwales.ac.uk/unilearn/>  As a University student you will be responsible for your own learning. You will be involved in three types of learning: |
| 10  The Learning Process  Academic Misconduct | A 10 credit module has 100 total study hours  The 2018/19 University of South Wales Academic Misconduct Regulations  If you fail to do so, this could be considered an academic offence, for which there are penalties which could affect your final results. The main categories of academic misconduct are:  The main categories are as follows: | A 20 credit module has 200 total study hours  The 2019/20 University of South Wales Academic Misconduct Regulations  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: |
| 11  Study Skills  Library Subject Guides  Assessment  Examinations | Further guidance on about referencing and how to avoid plagiarism is available on the Student Development and Study Skills website below:  <http://studyskills.southwales.ac.uk/tabs1/referencing/>  <http://studyskills.southwales.ac.uk/>  [LINK] (see <http://libguides.southwales.ac.uk/browse.php?o=s> for a full list of Subject Guides) Types of Assessment Describe the types of assessment on the course. Explain word limits or equivalent. Add course assessment/grading criteria. Explain how students should make use of these criteria.  <http://sasstudent.southwales.ac.uk/examinations/> | 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/>  [https://studyskills.southwales.ac.uk/](http://studyskills.southwales.ac.uk/)  [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) 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>  <https://registry.southwales.ac.uk/exams/> (on p12) |
| 13  How to Submit Work  How we Mark  Referencing  Extenuating Circumstances | [*http://celt.southwales.ac.uk/documents/download/285/*](http://celt.southwales.ac.uk/documents/download/285/)  <http://asaqs.southwales.ac.uk/regulationstaughtcourses/>  <http://studentlibrary.southwales.ac.uk/referencing/>  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)  <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 | <https://celt.southwales.ac.uk/documents/1099/Assignment_Submission_Updated_Sept_2016.pdf>  <https://registry.southwales.ac.uk/student-regulations/regulations-taught-courses/>  <https://library.southwales.ac.uk/collections-subject-guides/referencing/>  (p14) Further information on the procedure and how to submit a claim are available from [https://unilife.southwales.ac.uk](http://unilife.southwales.ac.uk)  and the FAQ section on Advice Zone Online  <https://advicezone.southwales.ac.uk> |
| 14  Results  Advice Zones  Advice Zone online | Results information can be found at:  <http://sasstudent.southwales.ac.uk/onlineresults/grade/results/>  Results can be accessed on the following link:  <http://results.southwales.ac.uk>  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 can be accessed from the UniLife homepage  <http://unilife.southwales.ac.uk> | Results information can be found at:  [https://registry.southwales.ac.uk/results//](http://sasstudent.southwales.ac.uk/onlineresults/grade/results/)  Results can be accessed on the following link:  [https://results.southwales.ac.uk](http://results.southwales.ac.uk)  (p15) 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 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) |
| 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 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. | 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/> |
| 16  Library Services  How your Degree Classification is Calculated  Can I contact my External Examiner | <http://studentlibrary.southwales.ac.uk/>  <http://asaqs.southwales.ac.uk/regulationstaughtcourses/>  If you wish to see a report written about your course or a part of your course you should email the Academic Standards and Quality Service at [extexam@southwales.ac.uk](mailto:extexam@southwales.ac.uk) | <https://library.southwales.ac.uk/>  <https://registry.southwales.ac.uk/student-regulations/regulations-taught-courses/>  You are able to access a copy of the latest External Examiner report for your course via the Course Organisation page on Blackboard.  Further information can be found at:  <https://registry.southwales.ac.uk/student-regulations/> |
| 17  Student Casework  Student Representatives and Student Mentors | Further information can be found at: <http://uso.southwales.ac.uk/StudentCasework/AI/> 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 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/> | (p 18) Further information can be found at:  <https://registry.southwales.ac.uk/student-regulations/> (p18) 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 ttached 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) |
| 18 Employability | 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](http://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:    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/  How and in which modules/activities will students have the opportunity to prepare to undertake the Grad Edge Award? If the course includes assessed work experience, identify in which modules this occurs. Otherwise, in which module will students receive advice on how to go about finding extracurricular work placements? | (p19) 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. 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 |
| 19  Materials and Equipment for the Course | Further information can be found at:  http://studentlibrary.southwales.ac.uk/ | (p21) Further information can be found at:  <https://library.southwales.ac.uk/> |
| 20  Print Services  Term Dates | <http://uswprintanddesign.co.uk/>  <http://uso.southwales.ac.uk/university-key-dates/> | (p21) <https://printanddesign.southwales.ac.uk/>  (p22) [https://uso.southwales.ac.uk/university-key-dates/](http://uso.southwales.ac.uk/university-key-dates/) |
| 21  What we expect of you – The Student Charter  IT Regulations and Social Media  Keeping in Touch | 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. Further information can be found at:  https://www.uswsu.com/the-student-charter  Information around the I.T. and social media regulations of the University can be found at the following links:  <http://its.southwales.ac.uk/it-regulations/>  <http://unilife.southwales.ac.uk/pages/3219-social-networking-facebook-twitter-and-more>  If your course includes guidance for students on managing social media, please include details here.  **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.    Changes such as your phone number or address can be updated immediately by selecting [My Account](https://unilife.southwales.ac.uk/preferences) on the UniLife homepage, and clicking the 'Update your details' link.  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) or in person at your Campus Advice Zone. Please note you will be asked for some evidence to confirm the changes.  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/ | (p22) 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  (p22) 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/>  **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://advicezone.southwales.ac.uk/  https://unilife.southwales.ac.uk/ |
| 22  Welsh at University of South Wales / Cymraeg ym Mhrifysgol De Cymru | <http://unilife.southwales.ac.uk/pages/3083-welsh-at-university-of-south-wales-cymraeg-ym-mhrifysgol-de-cymru>  **\*A Welsh-medium version of this handbook is available. Please contact your course leader for a copy.** | (p24) <https://cymraeg.decymru.ac.uk/welsh-usw/> |
| 24  Health, Safety and Wellbeing  General Information  Students’ Union  Graduation | **14.Health, Safety and Welleing** (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.  Have you registered with a local Doctor’s surgery? GP surgeries are held at Treforest and Cardiff campuses throughout the weeks.  Specialist Nurse Advisers are available on all campuses at various times during the week. Please take a look at the range of support they offer on Unilife - <http://health.southwales.ac.uk/>  **Matters of concern:** If you are concerned about a health and safety related matter please raise it through faculty staff or your course representative.  If you provide additional health and safety training, such as Risk Assessment training for your students, please note the details here. Student Support Services (C) There is a variety of specialist student support and facilities available to help you achieve in reaching your academic and career potential. Further information on each of these can be found at:  <http://unilife.southwales.ac.uk/pages/3235>  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 websitehttp://su.southwales.ac.uk/ Graduation information can be found at:  <http://sasstudent.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 which can be accessed via the UniLife homepage:  https://unilife.southwales.ac.uk/ | 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. Health Care 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. (p26) 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> (p26) 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)  (Pp26&27) 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/ |