



Swansea University  
Prifysgol Abertawe

**SCHOOL OF MANAGEMENT**  
POSTGRADUATE  
TAUGHT PROGRAMMES  
STUDENT HANDBOOK  
2017/18

**MSC MANAGEMENT / MSC ACCOUNTING AND FINANCE / MSC FINANCIAL  
MANAGEMENT / MSC FINANCE AND BUSINESS ANALYTICS / MSC  
FINANCE / MSC INTERNATIONAL BANKING AND FINANCE / MSC  
STRATEGIC ACCOUNTING / MSC INVESTMENT MANAGEMENT / MSC  
ECONOMICS / MSC ECONOMICS AND FINANCE / MSC STRATEGIC  
MARKETING**



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## DISCLAIMER

The College has made all reasonable efforts to ensure that the information contained within this publication is accurate as at the date of publication. However, some changes, for example to programmes, modules, study location, placement opportunity, facilities or fees may become necessary due to legitimate staffing, financial, regulatory and academic reasons, or due to other circumstances outside the reasonable control of the University. The College will endeavour at all times to keep any changes to a minimum and to keep students informed appropriately. Any changes to the information contained in this handbook will be updated quarterly at the online [Swansea University Academic Guide](#).

You are advised to contact the College directly if you require further information or have any queries regarding any changes you may be notified of.

If you require any further information, please use the **Contacts** listed at the end of this handbook to directly contact the relevant service.

## IF YOU READ ANYTHING, READ THIS

### **A student's guide to the most important information in this handbook:**

- ✓ Talk to your **Academic Mentor** – they can help with a lot, even if they aren't one of your lecturers.
- ✓ Check your emails daily in your University email account.
- ✓ Make sure you know your class and exam timetables – this is **your responsibility**.
- ✓ If you have a module clash, tell your **College** as soon as possible.
- ✓ Make sure you know the difference between the Standard, Flexible and Extended Postgraduate Taught Masters programmes.
- ✓ Turn up to all your timetabled classes and exams and make sure you log your attendance by swiping your card, unless you think your absence is reasonable (for exams, you will be required to prove this). If you do not, you are likely to be withdrawn from your programme of study.
- ✓ Use your **Student Representative** to pass on any academic issues you have.
- ✓ Take advantage of the services offered by the University, including financial support and health and well-being support.
- ✓ In case of emergency, **dial 333** from any University phone.
- ✓ Make yourself familiar with key information outlined in the University's Academic Guide.
- ✓ The **Student Information Office**, located on the ground floor of the School of Management Building, can help with any issues or queries you may have – you can also e-mail [SoMSupport@swansea.ac.uk](mailto:SoMSupport@swansea.ac.uk)

## WELCOME TO SWANSEA UNIVERSITY

### Meet your Vice Chancellor



“ One of my favourite responsibilities as Vice-Chancellor is welcoming our students, those of you starting out and those returning, to Swansea. I hope the time you spend with us will be some of your happiest years; we recognise that they are crucial in your academic, personal, and professional development.”

- Professor Richard B. Davies - Vice Chancellor

Founded in 1920 and now featuring two campuses, Swansea University puts students at the heart of its vision for the future. The University aims to:

- Deliver an outstanding student experience
- Have teaching of the highest quality, producing graduates ready for entry into the working world or for continuation of their studies
- Provide an excellent research environment, with research that is world-leading, globally collaborative and internationally recognised
- Use its research strength, links with industry, and global reach to drive economic growth, foster prosperity, enrich the community and cultural life of Wales, and contribute to the health, leisure, and wellbeing of its citizens

This handbook is designed to give you an easy access guide to your studies, and we hope that everything within this handbook is useful. Wherever possible, it is linked to or references the main online [Academic Guide](#), which contains all of the University's regulations and policies which govern your studies. It is important that you familiarise yourself with the key information within the Academic Guide, and in particular the overall regulations which apply to you as a [Postgraduate](#) student.

If you have any questions or need any additional support, contact your Personal Tutor or Supervisor, or the [MyUniHub](#) team.

### Getting Around

You can find [campus maps](#) online which will help you orient yourself, find your teaching spaces and locate any social or support services you may need.

## TERM AND SEMESTER DATES

The 2017/2018 Academic Year begins on **25 September 2017**

Semester 1	Semester 2	Semester 3
25 September 2017 – 15 December 2017	08 January 2018 – 15 June 2018	18 June 2018 – 30 September 2018

Michaelmas Term
18/09/2017-28/09/17 Enrolment
22/09/17-24/09/17 Arrivals Weekend
25/09/17-29/09/17 Welcome Week & Induction
02/10/17-15/12/17 Teaching Weeks
18/12/17-05/01/18 Winter Vacation/Revision

Lent Term
08/01/18-10/01/18 Winter Graduation
11/01/18-26/01/18 Examination/Assessment Weeks
29/01/18-02/02/18 Employability & Feedback Week
05/02/18-23/03/18 Teaching Weeks
26/03/18-13/04/18 Spring Vacation/Independent Learning Weeks

Summer Term
<b>Summer Term</b>
16/04/18-11/05/18 Teaching Weeks
14/05/18-18/05/18 Revision Week
21/05/18-15/06/18 Examination/Assessment Weeks
18/06/18-29/06/18 College and Award Boards
02/07/18-06/07/18 Award Results (Final Years)
09/07/18-13/07/18 Programme Boards
16/07/18-20/07/18 Programme Results (Non-Final Years)
23/07/18-28/07/18 Summer Graduation
30/07/18-10/08/18 Supplementary Revision Weeks
13/08/18-31/08/18 Supplementary Examination/Assessment Weeks <i>PGT Directed Independent Learning main deadline: 14/09/18</i>



## WELCOME TO THE SCHOOL OF MANAGEMENT



The School of Management at Swansea University is one of the UK's top providers of management, finance and economic research and education.

The School of Management has relocated to its spectacular new home on the Bay Campus. Our building, to the right of the Great Hall, is light and airy with a FTSE 100 office feel – helped by the large glass atrium roof. It will provide our students with the experience of working and learning within the type of environment they will most likely work in in the future.

Our students have been provided with excellent facilities which include large teaching rooms, PC labs and smaller break out spaces to encourage innovation and entrepreneurship. The School looks to cultivate talent in our student body and by welcoming them to our beautifully designed new building, we look forward to encouraging collaboration between academics, students and industry.

Our undergraduate programmes are specifically designed to enhance your career prospects and we will give you numerous opportunities to work and network with industry experts during your time with us. We have an established track record of placing graduates with multinational companies and we achieve a 93% graduate employment rate.

The School delivers an excellent experience for undergraduate and postgraduate students, and ensures a rich environment within which quality research can thrive.

## THE SCHOOL OF MANAGEMENT

<b>Head of College:</b>	<b>Professor Marc Clements</b>
<b>Deputy Head of College:</b>	<b>Professor Mike Williams</b>
<b>Head of College's Secretaries:</b>	<b>Lisa O'Mahoney</b>
<b>College Manager:</b>	<b>Emma Lydiard-Jenkins</b>
<b>Head of Finance and Resources:</b>	<b>Steve Poole</b>
<b>College Chair of Learning &amp; Teaching:</b>	<b>Adam Shore</b>
<b>College Academic Integrity Officers:</b>	<b>Sebastian Kitching</b>
<b>Head of the Student Information Office:</b>	<b>Phil Brophy</b>
<b>Personal Tutor for Students Under the age of 18:</b>	<b>Amy Genders</b>
<b>Director of Research:</b>	<b>Dr Nick Hajli</b>
<b>Postgraduate Officer (Research):</b>	<b>Amy Jones</b>
<b>Welsh Language Officer:</b>	<b>Dr Rhys Williams</b>
<b>Study Abroad/Erasmus/Placement Co-ordinator:</b>	<b>Sophie Lacey</b>
<b>Disability Link Tutor:</b>	<b>Amy Genders</b>
<b>Examinations Officers:</b>	<b>Kim Absolom</b>
	<b>Laura Male</b>
<b>Employability Co-ordinators:</b>	<b>Careers Team (SIO)</b>
<b>IT Infrastructure Manager</b>	<b>Steve Williams</b>
<b>Subject Librarian: (if applicable)</b>	<b>Naomi Prady</b>

A full list of Academic and Professional Services staff in the School is available on our website: [www.swansea.ac.uk/som](http://www.swansea.ac.uk/som)



## Departments in the School of Management

### Accounting and Finance

Our Accounting & Finance faculty is at the forefront of teaching and research where our staff have extensive real-world experience so they cover both theory and practice in both disciplines. In accounting, many staff within the teaching team are qualified accountants and have a wealth of teaching and practice expertise that will enrich the development of our students and contribute to the creation of technically sound and critical thinking qualified accountants that are ready for employment in practice, industry or the public sector. Equally our finance staff have a wealth of real world experience that bring the subject alive and help students gain essential skills that employers in the sector are looking for. This is evident in the department's student employability metrics which ranks us in the top ten for all universities in the UK.



Many of our researchers publish in top international journals and our research is also highly impactful where members of the faculty undertake industrial projects for local, national and regional government and private sector organisations. We offer a range of taught undergraduate and postgraduate programmes, regularly achieving some of the highest satisfaction and employability rates in the sector.

Associate Professor Terry Filer is the Head of the Department of Accounting and Finance. The Programme Directors are as follows:

Sue Evans, BSc Accounting and Finance programmes  
Tracey Williams and Dr Tim Zhou, MSc Accounting and Finance (Conversion) Programmes  
Tracey Williams, MSc Strategic Accounting  
Dr Tim Zhou, MSc Finance (Specialist) Programmes

## Business

Business is the largest academic department within the School of Management. The department is split into teaching subject groups, which reflect the teaching expertise of its members. Currently these are (in alphabetical order) the **'Entrepreneurship & Innovation'**, **'People & Organisations'**, **'Marketing'** and **'Strategic Operations & Analytics'** Teaching Subject Groups, which are focussed around delivery of our



programmes and individual modules. Whilst these groups are primarily concerned with the management of modules, they also form the base from which there are alignments in expertise from individual subject specialists – so if you enjoyed a particular type of module you may find similar sorts of modules delivered by academics within their home subject group.

Professor Nigel Morgan is the Head of the Department of Business. Programme Directors for the Business programmes are as follows:

Dr Katrina Pritchard - BSc Business Management and BSc Marketing  
 Dr Cathy McGouran – MSc Strategic Marketing  
 Sarah Owens – MSc Business Management  
 Dr Rhys Williams – MSc Engineering Leadership & Management

## Economics

The Economics department houses our resources in economics, but has close links with the Department of Business and the Department of Accounting & Finance across both our research and our teaching portfolio. The Department is home to several distinct clusters in macroeconomics, applied econometrics, industrial organisation, environmental and health economics.

The department regularly publishes in top international academic journals and recent publications by staff have appeared in outlets such as American Economic Review;



Economic Journal; *Economica*; Oxford Economic Papers; European Economic Review; British Journal of Industrial Relations; *Economics Letters*. The department is also home the Swansea tranche of WISERD, a multimillion-pound research centre in the social sciences where we specifically look at issues around civil society and its implications for individual wellbeing.

The department is led by Professor Nigel O'Leary. Dr Jonathon James is the Programme Director for the BSc Economics programme and Dr Bo Yang for the MSc Economics programme.

## The Student Information Office

The Student Information Office offers dedicated and professional support to students in the School of Management. Located in this office are the Programme Support Team, Assessment Support Team, the Student Experience team, and the Student Mobility team.

The Student Information Office offers a student focused service and acts as the first point of contact for all students who need assistance.

For students who have questions, are confused about something or do not know what to do, are experiencing difficulties with their studies or in their personal lives, our staff can offer direct help and advice and also signpost students to further sources of support on campus and external to the University.

Contact details and the opening hours are shown below:

Student Information Office  
Ground Floor, School of Management  
Swansea University  
Bay Campus  
Fabian Way  
Crymlyn Burrows  
SWANSEA  
SA1 8EN  
Telephone: 01792 606700  
e-mail: [SoMSupport@swansea.ac.uk](mailto:SoMSupport@swansea.ac.uk)



Opening hours: 9am – 5pm weekdays

**Student Information Office Team:**

Head	Phil Brophy
Programme & Assessment Manager	Kim Absolom
Assessment Officer	Laura Male
Assessment Co-ordinator	Lydia Williams (PGT and UG level 6 Students)
Assessment Co-ordinator	Sian Brown (UG level 4 and 5 Students)
Assessment Administrator	Hannah Mason
Programme Administrator	Andre Chavez (PGT Accounting and Finance)
Programme Administrator	Paul Dicks (UG Accounting and Finance)
Programme Administrator	Amy Page (PGT Management)
Programme Administrator	Claire Spearing (UG Business)
Programme Administrator	Krystyna Schneider (Economics)
Student Experience Officer	Amy Genders
Student Experience Officer	Janet Collins
Student Experience Officer	David Wilde

**Please contact/go to the Student Information Office for any general queries but also to receive assistance with:**

- Claims for extenuating circumstances – including requests to extend coursework deadlines and defer examinations
- Changes to module selections
- Teaching Timetable – including helping students with problems and queries and requests to change seminar groups
- Assisting students with their exam timetables and specialist provision for students with a disability or learning difficulties
- Set up of Turnitin submissions and seminar groups in MyStudies (Blackboard)
- Queries regarding results – progression and award
- Requests to repeat failed modules only – instead of repeating the level
- Change of Programme
- Requests to suspend studies
- Requests to withdraw from the programme
- Clickers – collection of, deposits and issue of replacement clickers
- Attendance monitoring
- General welfare and pastoral care (Student Experience Officers)
- Complaints and Appeals
- Student records and archive

**Student Mobility Team:**

Careers Officers	Emma Evans
	Morwenna Tyler
	Hannah Johns
	Jessica Loomba
Placements Officer	Sophie Lacey
Placements Coordinators	Chris Bailey
	Jax Robinson
	Charlotte Crumpler
	Aimee Roberts

The Student Mobility team focusses on enhancing students' employability through Placements, Projects, Exchanges and the provision of bespoke careers support for the School of Management. Their role is to source and administer placement and exchange opportunities, supporting students as they embark on their endeavours. Contact details and drop in sessions are shown below:

**Please contact the Student Mobility team with any queries about or to receive assistance with:**

- CVs, cover letters and interview support
- Advertised vacancies
- Job applications
- Careers advice and guidance
- Business Mentoring Scheme
- Upcoming Student Mobility fairs, events, workshops and seminars
- Information on placement or work experience opportunities
- Study Abroad exchange opportunities
- BSc Business Management Final Year Projects
- How to engage with the School as alumni once your studies are complete

## Prizes

Prizes awarded at graduation by the School of Management include:

- School Prize for Best Performing Student on MSc Management (all pathways)
- School Prize for Meritorious Performance in MSc Management (all pathways)
- School Prize for Best Performing Student in MSc Finance/MSc Financial Forecasting & Investment/MSc International Banking & Finance/MSc Investment Management
- School Prize for Meritorious Performance in MSc Finance/MSc Financial Forecasting & Investment/MSc International Banking & Finance/MSc Investment Management
- School Prize for Best Performing Student in MSc Accounting & Finance/MSc Finance & Business Analytics/MSc Financial Management
- School Prize for Meritorious Performance in MSc Accounting & Finance/MSc Finance & Business Analytics/MSc Financial Management
- School Prize for Best Performing Student on MSc Economics/MSc Economics & Finance
- School Prize for Meritorious Performance in MSc Economics/MSc Economics & Finance
- School Prize for Best Performing Student on MSc Strategic Marketing
- School Prize for Meritorious Performance in MSc Strategic Marketing
- School Prize for Best Performing Student on MSc Strategic Accounting



## STUDYING IN THE SCHOOL OF MANAGEMENT

The Masters in Management programmes offered by the Business and Management section of the School are generalist programmes and aim to provide candidates with a comprehensive set of skills and in-depth knowledge in a broad range of management disciplines. They strive to combine academic rigour with a practice-orientated perspective, so as to ensure that the contents are intellectually demanding while being properly related to the practical world of management.

These programmes are aimed at graduates of any discipline who would like to gain a broad knowledge of business and management. The MSc Management provides the opportunity to focus studies on a specific sub-area of management, with pathways in:

- Finance
- Marketing
- International Management
- International Standards
- Human Resource Management
- Operations and Supply Management
- Entrepreneurship
- Business Analytics
- e-Business

Our specialist Masters degrees aim to provide candidates with an in-depth knowledge and understanding of their chosen subject area. These programmes combine the academic theory with a practical perspective that closely reflects true- to-life issues and situations. The programmes aim to develop a sound understanding of the subject area, to extend existing knowledge, whether from previous study or practical experience and as such, to enhance employability prospects. The techniques and skills gained on the programmes will enable an accelerated start to, or continuation of career paths.

These specialist Masters degrees are aimed at graduates of related disciplines. Candidates are expected to have some prior knowledge of management, economics, finance, accounting and quantitative methods.

Our aim is to produce well-educated postgraduates with competencies and a sound knowledge of advanced economic concepts, principles and policies, and with the capacity to manage their own further learning.

## PROGRAMMES OF STUDY (duration - 1 year full time)

Route Code	Degree Programme Title	Director
<b>Accounting and Finance</b>		
PTMEB15	MSc Accounting and Finance	Dr Tim Zhou
PTMAF02	MSc Financial Management	Dr Tim Zhou
PTMAF01	MSc Finance and Business Analytics	Dr Tim Zhou
PTMEB07	MSc Finance	Dr Tim Zhou
PTMEC07	MSc International Banking and Finance	Dr Tim Zhou
PTMEB20	MSc Investment Management	Dr Tim Zhou
PTFEB25F	MSc Strategic Accounting	Tracey Williams
<b>Business and Management</b>		
PTMEB03	MSc Management	Dr Sarah Owens
PTMEB06	MSc Management (Marketing)	Dr Sarah Owens
PTMEB04	MSc Management (Finance)	Dr Sarah Owens
PTMEB12	MSc Management (Human Resource Management)	Dr Sarah Owens
PTMEB13	MSc Management (Entrepreneurship)	Dr Sarah Owens
PTMEB14	MSc Management (Operations and Supply Management)	Dr Sarah Owens
PTMEB05	MSc Management (International Management)	Dr Sarah Owens
PTMEB11	MSc Management (International Standards)	Dr Sarah Owens
PTMEB17	MSc Management (Business Analytics)	Dr Sarah Owens
PTMEB18	MSc Management (e-Business)	Dr Sarah Owens
<b>Economics</b>		
PTFEC01	MSc Economics	Dr Bo Yang
PTFEC09	MSc Economics & Finance	Dr Bo Yang
<b>Marketing</b>		
PTFEB24P	MSc Strategic Marketing	Dr Cathy McGouran

**PROGRESSION**

**Masters Programmes – Flexible Regulations**

**Progression (Semester One and Semester Two Boards)**

- the pass mark for each module is 50%
- Candidates who pass all specified module components shall be allowed to continue with their studies.
- Candidates who fail a module at the first attempt may be awarded a re-sit or supplementary assessment. Candidates who chose not to re-sit shall be awarded a mark of 0% for the resit attempt.
- Candidates who fail a module at the second attempt will not be eligible to receive a Masters degree may be considered for an appropriate exit qualification.
- Students may exit with a Postgraduate Certificate or Postgraduate Diploma, provided that they have accumulated the required number of credits i.e.

**Postgraduate Certificate** 60 credits

**Postgraduate Diploma** 120 credits [toleration allowed up to 30 credits]

**Award**

- Candidates who accumulate 180 credits may qualify for the award of a degree.
- Candidates who fail to pass all modules at the first attempt may at the discretion of the University Board, be required to sit supplementary examinations or assessments in all failed first attempts at a module for a capped mark of 50%. Students who choose not to re-sit a failed module will be awarded a mark of 0%.
- Candidates who fail up to 30 credits at the second attempt may be permitted to tolerate in these failures provided:
  - The failures are not in core modules.
  - The marks for the failed modules are no lower than 40%
  - The module is not contributing to the 60 credits of directed independent learning.
  - Passes (i.e. 50%) have been achieved in modules attracting a credit weighting of 90 credit points.

- Candidates who fail to submit their directed independent learning or approved equivalent by the deadline will be required to withdraw from the University and will be awarded a Postgraduate Diploma as an exit award. No resubmission will be permitted.

**RESUBMISSION OF DIRECTED INDEPENDENT LEARNING**

- Candidates who fail the directed independent learning or approved equivalent and who are permitted to resubmit will be subject to the following periods of time in which to resubmit. Resubmission will be capped at 50%.

<b>Mode of Study</b>	<b>09/10 Entry and After</b>
FULL TIME	3 months (after the official publication of results)

Resubmission will be capped at 50%.

Students will be expected to correct their work as highlighted by their Supervisor. Students may only make changes to the title of the work with the express permission of their Supervisor and no further original research should be expected.

- It is recognised that some candidates may fail both the directed independent learning and the taught modules at the first attempt. Such candidates will be offered one resubmission opportunity for the directed independent learning (in accordance with the regulations) and one opportunity to re-sit failed taught/placement modules.
- Candidates who fail at the second attempt will be required to withdraw from the University. Such candidates may be considered for an appropriate exit award.

**Postgraduate Certificate** 60 credits

**Postgraduate Diploma** 120 credits [toleration allowed up to 30 credits]

**SUBMISSION DEADLINE**

Full-time students starting in September 2016/17 are required to submit their dissertation by mid-September 2017.

**Students are expected to submit both an electronic and two bound hard copies of their dissertation.**

Full details of the postgraduate award regulations are available in the Academic Guide:

[www.swan.ac.uk/registry/academicguide/postgraduatetaughtawardsregulations](http://www.swan.ac.uk/registry/academicguide/postgraduatetaughtawardsregulations)

## **EXTENSIONS TO THE SUBMISSION DEADLINE**

Students who wish to request an extension to their submission deadline must receive the support of the School. Normally, extensions will be granted only on compassionate grounds, or in cases of illness, serious domestic difficulties or exceptional professional commitments which can be demonstrated to have adversely affected the candidate. Applications for extension to the deadline for submission of the directed independent learning must be completed in accordance with the University regulations. Extensions for candidates who are resubmitting will not be considered.

Applications for extension to the deadline for submission of the dissertation can be made by completing the appropriate form and submitting it to the Student Information Office. All applications must be authorised by the supervisor.

### **Student Academic Societies**

Information on all University clubs and societies can be found on the website at <http://www.swansea-union.co.uk/societies/>.

## **ACADEMIC MENTORS AND SUPERVISORS**

All students on postgraduate programmes are assigned an Academic Mentor, who you can expect to offer you:

- Academic Guidance
- Personal Development Planning
- Guidance on finding help with Personal Issues (which affect your wellbeing, attendance, and progress through University)

Your Academic Mentor will assist you as far as possible, and may also be able to direct you to other support services for certain issues.

Your Academic Mentor will usually be a member of the lecturing staff of your department. However, you should be aware that your module choices may mean that your Academic Mentor is not necessarily one of your lecturers.

You can find your Academic Mentor on your individual intranet page, under **Course Details>Course Contacts**. All Academic Mentors will meet you in the initial weeks on your course, and at least one more time mid-way through the academic year. You can be assured that student-Mentor relationships remain confidential.

Please read the University's full policy on Personal Academic Mentoring for more information.

You will be provided with a Supervisor during the directed independent learning stage of their programme. The Supervisor shall be appointed by the College and will provide advice and guidance during their directed independent learning phase. Please refer to the section of the Academic Guide on the supervision of Directed Independent Learning, which includes information about your responsibilities and what you can expect from your Supervisor and the University.

## STUDENT REPRESENTATION

Student reps are there to act as a bridge between yourselves and the University and to represent the Student Voice at all levels in the Institution.

Coordinated in partnership between the Students' Union and the University, the student rep system helps you to take active ownership of your learning experience, provide constructive feedback and to make a difference to how your courses and departments are run. There are student representatives in each year of each programme or set of related programmes (in the case of programmes with few students, which is especially the case for Taught Masters programmes), as well as a College representative.

Student Representatives will forward any academic issues that you have to staff members at certain meetings throughout the year. All students should be aware of who their representative is; if you are unaware, check the list at <https://www.swansea-union.co.uk/voice/eduzone/reps/> or contact the Student Voice Co-ordinator. If the position is vacant, you could consider running for the position yourself. Please visit the Students' Union Education Zone for information on how to do this.

Representatives should be available to the students they represent to help with any issues. Before meetings, notices are emailed to all students to ask for feedback; however, it is not necessary to wait until this time, and any issues which you would like to be addressed can be forwarded to the representative, who may be able to offer guidance or address the problem outside of meetings.

Within the School of Management we have both College level and Subject level student representatives. Included among the commitments for representatives in the School are the following meetings each year:

For Subject Area Student Representatives

- 6 Boards of Study meetings for their subject area
- 3 Student Forums



- Ad-hoc engagement work (such as promotions for the NSS)

For College Representatives

- As above, with the addition of up to 9 Learning and Teaching Committee meetings (due to the structure of the academic year the School understands that Reps may not be able to attend all of these)

Representatives should plan to attend all of these as far as is possible, as they are an important opportunity for student to raise key issues and for staff and students in the School to work in partnership.

## WORKING IN PARTNERSHIP

Swansea University is committed to working in partnership with students towards the continued enhancement of the student experience. Underpinned by the principles laid out in the [Student Charter](#), the University always seeks to work collaboratively with students, enabling you to actively participate in all aspects of your learning experience.

As an equal partner in learning, it is important to the University that you have the opportunity to participate in how the University is run in order to help its future development and ensure an excellent student learning and study experience. It is also committed to providing you with opportunities to enhance your employability and engage in extracurricular activities, which will support your personal development

There are various ways in which you can engage in University processes, and new opportunities, initiatives and student-led projects are constantly being developed.

Within your College, this partnership ethos is supported via the following structures:

- The appointment of Subject and College Representatives;
- The membership of student representatives on the following College Committees:
  - Student-Staff Committee;
  - Subject area Boards of Studies;
  - Learning and Teaching Committee;
- Encouraging student feedback and engagement with key University surveys:
  - Module Feedback;
  - Postgraduate Taught Experience Survey

## COMMUNICATION

An increasing amount of official University information, from your College, from Professional Services and from Information Services and Systems (ISS), is only sent by e-mail. Such official electronic communication from the University will be sent to your University Outlook e-mail account, given to all students when they first enrol. Student e-mail addresses are based on the six digit student ID numbers, for example 123456@swansea.ac.uk. You should check your University Outlook account on a daily basis, to ensure that you do not miss any important course, financial or ISS information. You may access e-mail via the internet by logging into [MyUni](#).

Academic Services publishes end of level/year result information to students electronically. The result information is published online on your personal student intranet account. You are normally informed by email (in November/December) of the confirmed date of publication of your results at the close of the academic session and information will also be posted on Academic Services' MyStudies (Blackboard) site. The information provided online will include: details of the modules pursued and marks achieved; your progression decision or award/classification decision and an explanation of your academic decision, and further information/guidance on the procedures for requesting an academic appeal/confirmation of the accuracy of your published marks.

In order to assist the University in maintaining successful communication with you, it is **your responsibility** to ensure that your student record is accurate and up-to-date at all times. You can do this by recording any changes to your academic and personal details on your Intranet record and notifying your College(s) without delay.

Please refer to the [Academic Guide](#) for more information relating to your student responsibilities relating to your student record and communication.

## TEACHING, ASSESSMENT AND FEEDBACK

### Feedback and Assessment – School Policy

In the School, we aim to foster a consistent and high quality student-focused approach to assessment and feedback across the School. Specifically we will:

- ensure that students receive constructive and timely feedback on all assessments;
- establish and promote inclusive learning and assessment that is fair, reliable and valid;
- enable all students to reach their academic potential and to develop the key skills required of modern graduates by providing diversity in assessment and through improved feedback; and

- enable staff to meet their commitment to students by providing effective support and guidance.

Feedback to students can take a variety of different forms and may well vary considerably between modules in both its nature and the way in which it is provided (depending on the nature of the module as well as other factors, such as the number of students involved). While there is no single universal feedback mechanism, the School recognises the importance of formative feedback for the students' learning experience and requires all modules to have well-defined and clearly communicated feedback channels and methods. It is School policy to provide feedback for assessed work within three calendar weeks.

**Assessment Methods:**

The School uses a variety of teaching methods. Formal instruction is largely through the medium of lectures, but many lectures involve live use of a personal computer, and some quantitative modules take place in computing laboratories so that individual students are able to use the computer throughout the lecture.

The wide variety of modules offered by the School has an associated wide variety of different methods of assessment. For details on each module's assessment strategy, please consult the MyStudies (MyStudies (Blackboard)) site which includes a module handbook. Normally, each module has a written examination taken after the module has finished (so a 10 credit point module taken in the first semester will be examined in January) and coursework or continuous assessment consisting of a number of assignments. Assignments may be individual assignments, group assignments, presentations, and business reports. Students thus have every opportunity to develop key-skills in the use of Information Technology to gather, coordinate and present information, and also their confidence in presentation. Typically continuous assessment might count for approximately 40% of the total mark but the proportion can vary considerably between modules.

**Methods of Assessment and Learning Outcomes:**

Assessment may be essentially designed to help guide your studies, mould your learning strategies and direct your studies to enhance your performance. Such assessment is said to be formative. Alternatively, assessment may be used primarily for summing up and assessing your abilities either at a particular time concerning a particular topic, module, or your whole degree programme. Such assessment is called summative. Most pieces of course work that are assessed contain elements of both formative and summative assessment.

In the School, we endeavour to:-

- provide adequate formative assessment as well as the necessary summative assessment throughout all degree programmes;
- foster an environment which encourages students who want to progress academically to take initiatives (such as talking to lecturers) and be pro-active in obtaining the maximum amount of feedback from the assessment schedules;
- encourage staff to reflect on the assessment process and to consider new and innovative approaches to assessment wherever feasible and sensible;
- ensure consistency and variety in assessment procedures across the individual degree programmes.

### **Feedback on academic performance**

You will receive feedback on your academic performance in several ways. The various forms of feedback available within the School of Management are as follows:

- You will receive individual written feedback on coursework submitted as part of the assessment requirements of a module. This will be made available to you on-line via Grademark which can be accessed via MyStudies (Blackboard). You will receive this feedback and the mark for the coursework within three weeks of the submission date.
- This feedback should be retained as a useful reference point. It will help you with specific subject detail but also to develop your analytical skills, structure arguments, reference correctly, etc. Overall, feedback is intended to help you to enhance your academic performance in the module concerned and more generally.
- You will have the opportunity to obtain feedback on your general academic performance during one to one meetings with your personal tutor. This will enable you to get general, rather than subject specific, feedback and advice on your academic performance.
- Where the assessment for the module includes an examination, you will be able to access generic feedback via MyStudies (Blackboard) which includes a commentary on how students in that module generally performed in the examination overall and in respect of each specific question. This feedback may also include a model answer. The Module Co-ordinator will also publish set times when s/he will be available to discuss individual examination performance.
- Depending on the module, you may also have the opportunity to receive written or verbal feedback on a formative assessment. These assessments do not count towards the final mark of a module and are not compulsory but they do provide you with a further opportunity to receive feedback on your general

academic performance. You can then draw on this feedback (for example, concerning the use of primary and secondary sources, referencing, structuring arguments, clarity of expression, etc.) when you are preparing your summative assessments which do count towards the final marks for your modules. Formative assessment can range from taking part in an in class test to submission of an essay or report.

- You will also have informal feedback opportunities especially during the course of seminar discussions.
- In cases where submission of a hard copy of coursework is a requirement of the module feedback on that particular assignment will be administered by e-mail or hard copy feedback sheets which can be collected from the Student Information Office.

The University's mission is to deliver teaching and learning which is research-led and practice-driven.

You should note which assessment and progression regulations apply to you and your programme of study:

[Standard Postgraduate Taught Master's programme](#)

[Flexible Postgraduate Taught Master's programme](#)

[Extended Postgraduate Taught Master's programme](#)

[Postgraduate Certificate of Higher Education](#)

[Postgraduate Diploma of Higher Education](#)

## Assessment and Submission of Work

You should expect to experience a variety of assessment methods across your modules, for example: coursework essays, presentations, projects and examinations, where you will have the opportunity to demonstrate and further develop a range of skills.

**Summative Assessment:** This is a formal type of assessment that will contribute to your final degree classification.

**Formative Assessment:** This is an informal type of assessment that provides you with the opportunity to practice for, or reflect on, your formal assessment by receiving feedback.

### Submission of Assessment

The type of submission normally depends on the type of assessment for each module, and could be hardcopy, electronic, or both.

Hardcopy: Submitted to your College/School Information Office

Electronic: Submitted via **TurnItIn**, an online system which is accessed via the Blackboard pages for each of your respective modules. Feedback is returned via **Blackboard**.

You may be required to submit a paper version of your directed independent learning. If this is a requirement of your College, your work will need to be printed and bound, and then submitted to the **Student Information Office** before the deadline. The University offers a [binding service](#) for a small fee (dependent upon the length of the work). You can contact [MyUniHub](#) for further advice.

The majority of assessment by written coursework is submitted via **TurnItIn**, an online system which is accessed via the Blackboard pages for each of your respective modules. Feedback on such coursework is returned the same way, via **Blackboard**. Written coursework submitted on paper is usually submitted to the **College Office** and will be returned in the same format and from the same location.

### **Electronic Submission of Coursework**

Please bear in mind the following important points when submitting work electronically through MyStudies (Blackboard):

- You may only submit once. Please do not attempt to submit draft copies of work, as this will prevent you from being able to submit any further copies. Take care to ensure that what you submit is the final version of your work.
- When submitting a piece of group work, please nominate one member of your group to submit. Do not allow multiple group members to submit the same piece of work, as this will result in a high TurnItIn score and confusion with the marking process. All group members will be held responsible for ensuring that the work is submitted on time, so please make sure you organise in advance how you will do this.
- You must include the appropriate electronic cover sheet as the first page of your work.
- It is important that you take care when submitting your work, as mistakes are difficult to correct and can interfere with TurnItIn scores and the marking process.
- Logon to MyStudies (Blackboard).
- Access the appropriate Module site.



- Click the Assignment menu button which appears on the left of the screen.
- In this folder you will see a file entitled 'Student Declaration form'. You need to complete this form and incorporate it as the first page of your coursework (not two separate files). Please do not submit coursework without the Student Declaration form as it is essential. Coursework submitted without the declaration form will be marked but the mark will be withheld until such time as the student completes a hard copy of the student declaration form and submits it to the Student Information Office in lieu of the digital copy.
- Click the Coursework. Please read the statement of originality before you click "submit". By submitting work you are agreeing to this statement and confirming it to be true.
- Complete the dialogue box with your forename and surname.
- To submit your coursework, locate the correct file on your computer by clicking the "browse" button and enter a title for the coursework. This should be the module code and your student ID, e.g. "MNB108 123456"). Click SUBMIT (please note that MYSTUDIES (BLACKBOARD) will not permit you to submit an empty file).
- You will then be asked to check if the document is the one you wish to submit and if so click YES, SUBMIT.
- You will then receive a message saying "paper successfully complete". (It is recommended that you take a 'screen shot' of this page and save it as additional evidence that submission was successful.)
- You will be taken to a digital receipt page which should show the first page of your work. This confirms that your work has been successfully submitted.
- If you return to the View/Complete page after this step you will notice that the button is now labelled Resubmit and it says Processing.
- MYSTUDIES (BLACKBOARD) will then send you a confirmation email of submission. This will not arrive instantly, and can take some time to be sent. Please keep this receipt safe as evidence of your submission.

If you experience any difficulties submitting your work via Turnitin please contact the Student Information Office straight away.

### **Feedback on Assessment**

You should expect to receive feedback on your assessments that is both constructive and timely. Undergraduate students should normally expect to receive feedback on all assessments and examinations within a maximum of three term weeks of the submission date.

For full information relating to assessment and feedback of your work, please refer to the University's Postgraduate Assessment Regulations and the University's Feedback and Assessment Policy.

### **Schedule of Assessment**

A schedule of assessment requirements for each module is available from the module handbook via MyStudies (Blackboard).

### **Submitting Assessments in Welsh**

You have the right to submit your assessment through the medium of WelshWhere teaching is normally through the medium of English, you must submit a written request to be assessed in Welsh to the College/School within 4 weeks of the start of the relevant module(s), or upon enrolment for modules less than 4 weeks long. Wherever possible the University is committed to marking assessments in the language of submission. However, in the event sufficient expertise in the language is not available, professional translationservices will be used.

The relevant form for this request can be found on Blackboard, under **Academic Services>Forms and Documents>AR1AR-1-BI Assessment Through the Medium of Welsh**. Please refer to the Guidelines on Assessment in Welsh/Another Language, for more information.

### **Referencing**

Referencing is a way of acknowledging the sources of information that you use to research your assignments. It is important that this is carried out accurately and in line with the University's approved referencing styles.

A full guide to referencing has been produced by the library and is available to access at: [http://libguides.swansea.ac.uk/ld.php?content\\_id=23633654](http://libguides.swansea.ac.uk/ld.php?content_id=23633654)

A brief guide is also available at:

[http://libguides.swansea.ac.uk/ld.php?content\\_id=23633674](http://libguides.swansea.ac.uk/ld.php?content_id=23633674)

Why reference?

The main reasons are:

- To enable your lecturer to follow up the references and find the book or journal article in a library.
- To demonstrate to your lecturer that you have read widely a range of opinions.
- To enable your lecturer to check the accuracy of the information you've given.
- Good referencing will assist in avoiding accusations of plagiarism.
- You'll lose marks if you don't acknowledge sources.

What is a referencing "style"?

There are four referencing systems in use at Swansea University:

System	Style used at SU by undergraduates	Example of in-text citation or footnote	Used by:
Author-Date	APA, 6th ed.	(Davies, 2011)	Human & Health Business Economics
Numeric	Vancouver	(1)	Science Engineering
Footnote	MHRA	1 Noam Chomsky and M. Halle, <i>The Sound Pattern of English</i> (New York: Harper & Row, 1968)	Arts & Humanities
Legal footnote	OSCOLA	34 HLA Hart, <i>The Concept of Law</i> (2nd edn, Clarendon Press 1994) 135.	Law

APA (6th ed.) is the chosen style for the School of Management as it is a well-documented and authoritative style, well suited to the discipline of social, behavioural and health science students and researchers. The style works well in bibliographic software packages such as Endnote and EndnoteWeb.

Extensions

You may wish to submit a request for an extension to the assessment deadline if you are experiencing Extenuating Circumstances, as defined by the Policy on Extenuating Circumstances Affecting Assessment. You must submit a claim for extenuating circumstances to your College/School within the assessment deadline set by the College/School. Extensions to the directed independent learning deadline must be forwarded to Academic Services. Extensions for candidates who are resubmitting will not be considered.

If your request for an extension is not accepted and you submit your work after the deadline, you will receive a penalty. You have the right to submit an academic appeal against the penalty decision.

The College operates the following penalties for the late submission of assessed work for Postgraduate students:

- Candidates who fail to submit work by the deadline shall be awarded a mark of 0%.
- Candidates, who are prevented from meeting such deadlines due to extenuating circumstances, may apply to the appropriate College Committee for consideration to be granted an extension.

### Resubmissions

Students who fail to submit their piece/pieces of directed independent learning by the deadline will fail the programme and will be awarded a Postgraduate Diploma as an exit award. Students who submit and fail the piece/pieces of directed independent learning at the first attempt shall normally be given a resubmission as outlined below.

<b>Mode of Study</b>	<b>Resubmission</b>
<b>FULL TIME</b>	3 months
<b>PART TIME</b>	6 months

Students will be expected to correct their work as highlighted by their Supervisor. Students may only make changes to the title of the work with the express permission of their Supervisor and no further original research should be expected.

### Examinations

All University examinations take place in Swansea and the main examination periods are in January and May/June, with re-sits and coursework resubmissions in August.

You should ensure that you are available for the **entire examination period**. The University reserves the right to alter the examination timetables at short notice in response to unforeseen events. Otherwise, examination timetables are published on **each student's individual intranet page**. It is **your responsibility** to ensure that you know the date, time, location, and rules surrounding each of your examinations. If there are any problems with your timetable, speak to your **Subject Representative, Academic Mentor**, or the **Examinations Officer**.

The University has a series of strict rules governing the conduct of examinations, including rules surrounding absence, conduct during an examination, and academic misconduct (including plagiarism). These rules are detailed in the Examinations Regulations and Procedures and are listed outside of the examination venues, and often inside the venues as well. As a basic guide:

- If you are unable to attend due to extenuating circumstances you must submit a request for deferral **within 5 working days** of the examination date
- If you arrive late you will **not** be given additional time at the end
- You must take your **Student Card** to all examinations (or some other form of **photographic identification** and **proof** that you are a student, such as a **photographic driving license** and a **letter from the university** including your name and student number) and display it on your table
- **Mobile phones** and **other electronic devices** are **not** allowed inside the venue
- All permitted aids (pens, pencils, etc.) must be carried in a **transparent case**

Any student who, for whatever reason, requests **special provision** with regard to assessment, must make his/her needs known and be prepared to produce **appropriate supporting evidence**. The responsibility to inform the **College**, the **Disability Office** or **Wellbeing Services** rests with the student. More information relating to special provision can be found in the University's General Regulations.

## Deferred (Uncapped or Capped) Assessment

If you are unable to attend an examination you must complete and submit to the College a Request for Deferral of Examination(s) form, available from the College, within five working days of the date of the examination. This form must be accompanied by evidence to account for the absence.

Students who are granted a deferral will normally be required to sit the examinations at the next scheduled examination point for the modules concerned (i.e. normally during the August supplementary examination period).

If your request for a deferral is accepted, Academic Services may grant either a Capped or Uncapped deferral. A **Capped Deferral** means that the maximum mark you can achieve for the examination will be 50%. An **Uncapped Deferral** means that

the actual mark scored shall contribute to your final degree classification. You are advised always to ask your doctor for a medical certificate for illnesses which affect your studies, and present these to the College in accordance with the [Policy on Extenuating Circumstances Affecting Assessment](#) in relation to examination or in accordance with the College policy on circumstances affecting continuous assessment. If your work is interrupted by illness for less than five days you are required to inform the College by submitting a completed student self-certification form available from the Student Information Office.

## Marking and Moderation

All formal written examinations will be marked anonymously, with student numbers used for identification purposes until both marking and moderation are completed. Identity will only be disclosed if you submit a request for Extenuating Circumstances, or to release provisional marks as a means of feedback (please refer to the [Policy on Publishing Student Marks](#)). Anonymity is also not maintained for final degree classifications.

Moderation is the process of assuring that all assessments have been marked correctly in reference to the marking criteria. This can be done by double marking the work of all students (sometimes double-blind, so the original marker is also unknown), or by moderating part of the cohort's work by taking a sample of the submitted work. Please refer to the [Policy on Moderation](#) for full details.

## Release of Marks

The University's [Policy on Publishing of Student Marks](#) will provide you with full details regarding the release and confirmation of your marks.

The full regulations relating to end of level progression and award issues are available in the [Postgraduate Assessment Regulations](#).

## Transcripts

At the end of your studies, you will receive an academic transcript containing all the modules you have pursued, as well as the individual module grades and the final classification of your degree. A transcript is also included in the Higher Education Achievement Report (HEAR), which is available electronically from [Gradintel](#). Please see the section on [Employability](#).

## MODULES

A module is a discrete educational component of a programme, which has specific aims, a syllabus, a reading list, a teaching and learning pattern, a method of assessment, and specific learning outcomes. All modules are assigned a unique

reference number. Typically, this reference number consists of 2-4 letters depicting the department to which the module belongs and an 'M' to indicate the level.

Each module has a specific credit weighting and is timetabled for a certain semester based on staff commitments. Modules can be defined as core, compulsory or optional as follows:

**Core:** You are required to take and pass these modules.

**Compulsory:** You are required to take these modules, but standard rules apply.

**Optional:** You can choose these modules from a range of options provided

## Module Selection/Study Choices

All students on modular degree schemes must select the appropriate number of modules:

- **Full-time taught Masters students** should select modules amounting to **60 credits** in each of the two teaching semesters.
- **Part-time taught Masters students** should select modules amounting to **60 credits** across the two teaching semesters, so taking **2 years** to do the **120 credits** of modular study.

After completion of the modules of study, Standard **taught Masters' students** will progress onto the **Directed Independent Learning** (60 credits) which **full-time** students undertake in **June-September**, and **part-time** students undertake in the **3rd year** of their course. Please note that the programme structure varies for Flexible and Extended Postgraduate Taught Masters' degrees.

It is your responsibility to ensure that you are enrolled on the correct number of credits for each year of study. Postgraduate Taught students will select their modules during their enrolment, which is typically done online in mid-September.

A list of modules can be accessed through the Module Catalogue; it should be noted that these are subject to change based on, for example, staff changes, and should not be taken as a definitive list on the modules offered by Swansea University every year. Additionally, certain programmes may offer modules in alternate years.

If you wish to change your module choices, you must notify the College. You can switch from one module to another, provided it is a module open to you and is running in the same semester, within the first 2 weeks of a module running for one semester, or within the first 4 weeks of a module running for two semesters. Please refer to the Transfer of Modules Guidance for more information. If you wish to transfer your programme, please talk to your College and refer to the Transfer of Programme Guidance.



## Module Assessment

You are strongly advised to ensure you are aware of how each module is assessed, how each assessed piece of work contributes to the modular grade, and what you should do in the case of failing an assessment or module. College-specific information is listed and you must ensure that the modules you pursue do not have any additional regulations regarding this.

## Timetable

You can access your timetable via your intranet page. Under 'Links to Services' you can select to view timetables by department, module, programme of study, or room. Any timetable clashes should be reported to your Academic Mentor as a matter of urgency, who will then take appropriate action to resolve the issue.

# ATTENDANCE

The University requires you to be available to attend all scheduled learning sessions in all weeks within term time (including Assessment, Feedback, and Employability Weeks). The University expects you to attend all scheduled learning sessions which are part of your selected modules or programme of research. Scheduled learning sessions include (but are not limited to):

- Lectures
- Seminars
- Practicals
- Example Classes
- Tutorials
- Examinations
- Supervisory Meetings
- Industrial Placements
- Field Trips

For taught students attendance is monitored by your College, based on two-week intervals. Attendance is monitored by means of a chip-enabled "swipe card" and by face-to-face meetings, academic and personal tutorials/supervisory meetings. This ensures that any absence is noted in case students are experiencing any difficulties and require support. If attendance is deemed unsatisfactory, your College will contact you to ensure that you are not experiencing any difficulties. Please ensure that you are familiar with the University's Attendance Monitoring Policy for Taught Students and any local requirements within your College.

Students enrolled on a standard/extended taught masters postgraduate programme who are undertaking the research element of their programme (the directed independent learning module(s)) will be subject to the requirements of the Student Attendance Monitoring Policy for Research Students with regard to the frequency of monitoring (on a monthly basis).

In line with UK Visas and Immigration (UKVI) regulations as well as the Immigration Rules that underpin immigration into the United Kingdom for Tier 4 sponsored students, in addition to the fortnightly monitoring by Colleges, attendance monitoring will occur on a weekly basis and will be discharged by the International Student Compliance Unit as detailed in the University's **Attendance Monitoring Policy for Tier 4 Sponsored Students**. Tier 4 Students with prolonged and/or persistent unsatisfactory attendance WILL be required to withdraw from studies. If you are a Tier 4 student please ensure that you are also familiar with the University's **Attendance Monitoring Policy for Tier 4 Sponsored Students**.

All students are required to notify their College of any planned temporary absence which exceeds five working days and make a "temporary request for leave from study". This is not usually granted to students on taught programmes during term-time, although you may request a temporary leave of study, which your College will consider based on the reason that it is being requested, the length of the absence, and the impact the absence will have on your studies. If your studies will be heavily affected, it is usually advised that you suspend your studies instead. A list of reasons which the University **will** normally accept are included in the University's Attendance Monitoring Policy for Taught Students and the **Attendance Monitoring Policy for Tier 4 Sponsored Students**.

Failure to attend/unsatisfactory attendance may result in you being withdrawn from your programme. It is therefore very important for you to familiarise yourself with the aforementioned Policy. Students withdrawn from their programme of study, in accordance with the University's Attendance Monitoring Policy for Taught Students or the Attendance Monitoring Policy for Tier 4 Sponsored Students, may request a final review of this decision. For information on how to request a final review and the applicable grounds of review please see the Final Review Procedure.

If you are absent from an examination you may submit a request for deferral in line with the Policy on Extenuating Circumstances.

The University recognises that, to help fund their studies, many students elect to undertake part-time employment alongside their study. As such, it is recommended that a full-time student should not exceed 15 hours a week of paid work in order to ensure that there is enough time to focus on your studies.

Watch the [Student Attendance Monitoring video](#) for a summary of how attendance monitoring works.

## **CONDUCT AND BEHAVIOUR**

The University expects you to conduct yourself in a respectful way. As such:

- If you commit a criminal offence within the University property you may face disciplinary action and/or criminal proceedings.
- If you attempt to obstruct teaching, study, research, or the administration of the University, or obstruct any member of the University in the performance of his/her duties, you will be liable to disciplinary action
- You are obliged to inform Academic Services immediately of any criminal arrests, charges, cautions, or convictions and of any bail conditions imposed upon you, during your time as a student.

Expected conduct is further outlined in the [Student Charter](#).

The University's [Disciplinary Procedure](#) sets out the actions which will be taken in cases of alleged student misconduct.

## **ACADEMIC INTEGRITY AND ACADEMIC MISCONDUCT**

Academic Integrity is based on how you learn being as important as what you learn, and is based on a number of core principles:

- Taking responsibility for your studies
- Respecting others' opinions, even if you do not agree with them
- Respecting the rights of others to study
- Acknowledging the work of others which has contributed to your own studies, research, or publications
- Honestly representing contributions to group work
- Following professional standards and ethical requirements related to your programme
- Avoiding actions which give you an unfair advantage
- Complying with assessment requirements
- Honestly representing results from research or experimental data

Academic Misconduct occurs when the principles and values of Academic Integrity are not adhered to, usually when a student attempts to gain an unfair advantage. Examples of academic misconduct include (but are not limited to):

- Bringing any unauthorised material into an examination venue
- Copying from or communicating with others during examinations
- Possessing electronic devices during examinations
- Impersonating another student or having someone impersonate you for any examination or piece of assessed work. Talk to your College/School if you need help with referencing your work correctly.
- **Commissioning** of work, which is the act of paying for, or arranging for another to produce a piece of work whether or not this is then submitted for assessment as though it were the student's own work
- Falsifying the results of data collection and/or analysis
- Working with another student(s) on a piece of assessment without prior authorisation, ultimately producing the same or a similar piece of work which all students involved then submit for assessment (this is called 'collusion')

The risks associated with academic misconduct are significant. If an allegation of academic misconduct is upheld, your mark(s) for the assignment, module or even your level of study may be cancelled and this may affect your overall degree result or ability to progress to the next level of study. You may also be withdrawn from the University.

The University is committed to providing support and guidance to students on study skills, to reduce cases of accidental plagiarism and you are advised to seek further advice from your Supervisor or a member of staff at your College if you are in any doubt as to what is required. Support and guidance on academic writing and referencing are also available from your Subject Librarian and the Academic Success Programme.

The University also offers a suite of on-line courses which aim to support students with their studies. One of these courses focuses on academic integrity and is available via your Blackboard account.

Detailed support and examples of referencing and citation styles are available in your Library Support section in MyStudies (Blackboard).

Please refer to the University's Academic Misconduct Procedure for full details and possible penalties. If you are suspected of Academic Misconduct, you will have an opportunity to respond to the allegations, and support and advice will be available from the Students' Union Advice and Support Centre (ASC).

## COMPLAINTS, APPEALS AND EXTENUATING CIRCUMSTANCES

### Complaints

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If you have an issue, you may prefer to try to resolve it by taking the issue to your Student Representative, or member of College staff. However, if you feel that you need to make a complaint, please follow the University's [Complaints Procedure](#).

Students should raise any informal or formal complaints as early as possible and within 3 months of the date of the event(s) giving rise to the complaint. The University will not normally consider any complaints received later than this date.

### Accuracy of Published Marks

The Accuracy of Published Marks procedure provides you with the opportunity to query with your College the accuracy of the marks/grades recorded against your name or the accuracy of the overall module / Level average. Please refer to the [Accuracy of Published Marks](#) regulations and procedure, for further information.

### Academic Appeals

An Academic Appeal is a request for a review of a decision of an Examining Board. This could be related to progression decisions, assessment marks, and final degree classification decisions. Appeals may be submitted if one or more of the following situations apply:

- You are/were prevented from continuing your studies partway through a level of study or part of a programme
- You have failed to qualify for progression into the next stage of the programme
- You are dissatisfied with your final degree classification/exit qualification
- The progression decision will significantly impact the overall result at the end of your programme, such as in a situation where marks are capped

All appeals must be submitted using the 'Request for Appeal Form' to the Academic Appeals Section of Academic Services within 3 months of notification of the relevant Examining Board decision. For full information, see the [Academic Appeals Procedure](#), or the [MyUni Hub Academic Services FAQs](#).

### Extenuating Circumstances

Extenuating Circumstances are defined as serious and acute problems or events which are beyond a student's control or ability to foresee which may have affected a student's performance and/or may have impeded a student's ability to attend, complete, or submit an assessment on time.

Through prior notification of such circumstances, the University can attempt to put into place measures to offset such circumstances, e.g. extra time in examinations or

deferring the examination until August to be taken as a further examination attempt, the marks of which are uncapped.

If you feel that your studies have been affected by such circumstances, it is important that you speak, as soon as possible, to your Personal Tutor or other member of staff in your College and complete and submit the required form and relevant evidence in accordance with the Policy on Extenuating Circumstances Affecting Assessment or College policy relating to continuous assessment.

Applications for deferrals and uncapped assessment opportunities are submitted to Academic Services for approval.

Extenuating circumstances which are raised after the published deadline (i.e for examination - 5 working days after the date of the examination) will not normally be considered. Please refer to the Policy on Extenuating Circumstances Affecting Assessment for full details.

For more information on the School's policy on Extenuating Circumstances, please contact the Student Information Office ([SoMAssessment@swansea.ac.uk](mailto:SoMAssessment@swansea.ac.uk)).

## **FITNESS TO PRACTISE REGULATIONS**

Colleges are also responsible for ensuring that you comply with the requirements of the University and any other relevant professional bodies. Accordingly, if you are pursuing a programme which leads directly (or partially) to a professional qualification, or the right to practise a particular profession or calling, and your conduct or your personal circumstances renders you unable to continue on a course, or not fit to be admitted to and practise that profession or calling, these regulations will apply.

The following are examples which may lead to a case being brought against a student under the University's Fitness to Practise Regulations:

- Drug and alcohol abuse
- Exploiting the vulnerability of a patient, pupil, or client
- Offences against children or the mentally handicapped
- Repeated failure to fix behaviour which the College has previously warned is unacceptable
- Conviction relevant to the programme of study or profession undertaken as part of the programme of study
- Acting in a violent manner
- Falsification of records and/or signatures of professional personnel
- Gross dishonesty, for example, commissioning of another student to complete your assessment

For more information, please view the University's [Fitness to Practise Regulations](#).

## **EMPLOYABILITY**

Your HEAR includes a description of the nature, level, context and status of your studies, including extracurricular activities. As well as producing and storing your HEAR, Gradintel has the following features:

- The option to share your HEAR with potential employers and/or other institutions at any time, aiding in locating graduate level employment or postgraduate positions after completion of your programme
- A personality questionnaire helping you identify areas which employers would consider your strengths and weaknesses, also matching the results to potential employers who are best suited to your way of thinking
- Psychometric assessments allowing your verbal, numerical, and logical reasoning to be tested; over 70% of graduate level employers use similar tests as part of their selection process
- A platform allowing employers to 'tag' potential recruits, which will alert the potential recruits to the job availability

In addition to HEAR, Swansea University also has the [Swansea Employability Award \(SEA\)](#), which offers opportunities to plan for future employment. The Award process will help you access extracurricular activities, student jobs, and work placements, as well as offering workshops for improvements, such as writing an effective CV, and learning interview skills. Please note that SEA also refers to the [Swansea Employability Academy](#) which offers broader information and resources relating to your future employability.

## **HEALTH, SAFETY AND ENVIRONMENT**

The University is committed to creating a positive student experience within a safe and healthy environment.

Please read carefully the information provided within the College's Information Handbook on Safety, Sustainability & Resilience.

The University has certain regulations to ensure the health and safety of all students and staff, including:



- The restriction of hours within which a building is accessible to everyone; certain buildings may allow access outside of these hours to certain people, such as staff or postgraduate students
- Smoking is not permitted inside or within 5 metres of any building
- The speed limit on campus is restricted to 15mph
- The names and locations of all first aiders must be displayed on noticeboards
- In the event of an emergency, dial 333 from any University internal phone to reach the University operator
- In the event of a fire, raise the alarm by breaking the glass and ensure someone dials 333; attack the fire only if appropriate, and, if not, leave at once, closing all doors and windows as you go
- In the event of a fire alarm, leave the building, closing all doors behind you, and proceed to the assembly area as indicated on the Fire Action signs within the building; use the nearest access, do not use lifts, do not collect personal belongings, and do not re-enter the building until informed that it is safe, even if the alarm stops sounding

## DATA PROTECTION

The University complies with the principles of the UK Data Protection Act 1998 and will comply with the General Data Protection Regulation (GDPR), which will be enforceable from 25 May 2018. All personal data of students is processed in accordance with the University's registration with the Information Commissioner. This University's registration number with the Information Commissioner is Z6102454. Remember, it is **your responsibility** as a student, to ensure that all personal data you are required to provide to the University, is accurate and up-to-date.

The University is legally required to send certain information to the Higher Education Statistics Agency (HESA). Please refer to the HESA website for more information.

Under the UK Data Protection Act 1998, you have the right to a copy of all data held about you by the University. Please refer to the University Data Protection web pages for more information on this.

## STUDENT SUPPORT CONTACTS

### Student Information Office

Ground Floor, School of Management  
Swansea University  
Bay Campus

Fabian Way  
Crymlyn Burrows  
SWANSEA, SA1 8EN

Telephone: 01792 606700  
e-mail: [SoMSupport@swansea.ac.uk](mailto:SoMSupport@swansea.ac.uk)

Opening hours: 9am – 5pm weekdays

### MyUniHub

Singleton Campus: Singleton Abbey, Stable Block  
Bay Campus: Tower Information Centre  
Opening hours: Mon-Fri, 9am-5pm

Tel: 01792 606000  
Email: [myunihub@swansea.ac.uk](mailto:myunihub@swansea.ac.uk)  
Web: <https://myuni.swan.ac.uk/>

MyUniHub brings together a number of the University's frontline Professional Services to provide a centralised one-stop student information desk, or Hub, on both Singleton and Bay campuses. These Hubs aim to offer reliable and consistent information, advice and guidance, and are your first port of call for any issues that you might encounter over the course of your academic career. If you're not sure who to ask, ask the Hub!

MyUniHub can assist with a range of personal and academic queries in the following areas:

- Enrolment
- Paying tuition and accommodation fees
- Council Tax Exemption
- Confirmation of Student Status
- Student Records
- Academic Policies and Procedures, including Academic Misconduct
- Appeals, Complaints and Discipline
- Diploma Supplements
- HEAR
- Printing and Binding Services
- Welsh Language Translation
- Suspension or Withdrawal of Studies
- Transcripts
- Visa Extensions

## CampusLife

Ground Floor, Keir Hardie Building  
Tel: 01792 602000  
Email: [campuslife@swansea.ac.uk](mailto:campuslife@swansea.ac.uk)  
Web: <http://www.swansea.ac.uk/campuslife>

CampusLife provides advice, guidance and information to offer students professional support throughout their University experience, in the following areas:

### **International@CampusLife**

Email: [international.campuslife@swansea.ac.uk](mailto:international.campuslife@swansea.ac.uk)  
Web: <http://www.swansea.ac.uk/international-campuslife/>

International@CampusLife provides information, advice and support on non-academic matters to all applicants, students, staff members, visitors to the University, ethnic minority UK residents and their dependants. Common areas of advice include UK immigration and visa extensions, financial hardship, employment regulations and dependants.

The International Student Handbook is produced each year and sent to prospective students.

### **Money@CampusLife**

Tel: 01792 606699  
Email: [money.campuslife@swansea.ac.uk](mailto:money.campuslife@swansea.ac.uk)  
Web: [www.swansea.ac.uk/money-campuslife/](http://www.swansea.ac.uk/money-campuslife/)

Money@CampusLife provides information, advice, and guidance on student funding, money management, and financial assistance, including:

- Support accessing and obtaining Student Funding
- Appeals regarding Statutory Support Student Loans and/or Grants
- Applications for Swansea University Opportunity Award and other Discretionary Funds
- Support for Students with Additional Considerations
- Budgeting and Debt advice

### **Welfare@CampusLife**

Email: [welfare.campuslife@swansea.ac.uk](mailto:welfare.campuslife@swansea.ac.uk)  
Web: <http://www.swansea.ac.uk/campuslife/welfare/>

Welfare@CampusLife are here to provide you with practical advice and support on many different welfare issues you may face during your time at Swansea University. We will work together with you and your college to ensure you have the best possible Student experience.

## Inclusive Student Support Services

### Disability Office

Ground Floor, Keir Hardie Building, open by appointment, booked through MyUniHub  
Tel: 01792 606617

Email: [disability@swansea.ac.uk](mailto:disability@swansea.ac.uk)

Web: [www.swansea.ac.uk/disability-office](http://www.swansea.ac.uk/disability-office)

The Disability Office provides and co-ordinates support for students with disabilities, including:

- Disability Caseworkers
- Specialist Tuition
- IT Training and Technical Support
- Support Schemes including Note-takers and Readers
- Assessment of Needs
- Alternative Examination Provision
- Liaising with other University bodies and external agencies to establish and maintain the necessary support
- Dyslexia Assessment

### Wellbeing Services

Ground Floor, Horton Residence

Tel: 01792 295592

Email: [wellbeing@swansea.ac.uk](mailto:wellbeing@swansea.ac.uk)

Web: <http://www.swansea.ac.uk/student-services/wellbeing/>

Wellbeing Services provides support for students experiencing problems arising from psychological, emotional, or mental health issues; options for support include:

- Individual and Couples Counselling
- Mentoring
- Autism Spectrum Disorder Support Service
- Workshops and Groups
- Meditation Groups
- Staff Training and Support
- Resources and Books on Mental Health

**Swansea University Assessment Centre**

Assessment service for disabled students eligible for Disabled Students' Allowance (DSAs)

Grove Building Extension  
Tel: 01792 513000  
Email: [dsa@swansea.ac.uk](mailto:dsa@swansea.ac.uk)

All Assessment of Needs/DSA Assessments are undertaken in our fully accessible and air-conditioned facility. The Assessment Office will demonstrate equipment and software to ensure students are able to make informed decisions about the forms of support that will most appropriately meet their needs.

**Student Union Advice & Support Centre**

Singleton Campus: Ground Floor, Fulton House (Behind Costcutter)  
Bay Campus: First Floor, SU Building  
Tel: 01792 295821  
Email: [advice@swansea-union.co.uk](mailto:advice@swansea-union.co.uk)  
Web: [www.swansea-union.co.uk/support/advicesupportcentre](http://www.swansea-union.co.uk/support/advicesupportcentre)

The Students' Union Advice Service Centre offers free, independent, and confidential advice and representation to all Swansea University students, covering a wide range of issues, including money worries, academic, housing, legal, and personal problems.

**Dental Surgery**

Ground Floor, Horton Residence  
Opening Hours: Mon-Thurs 8.30am-1pm, 1.30-4.30pm  
Fri 8.30am-3.30pm  
Tel: 01792 602222  
Web: <http://www.swansea.ac.uk/undergraduate/student-life/health-and-welfare/dentist/>

**University Health Centre**

Ground Floor, Penmaen Residence  
Opening hours: Open access (no appointment required) Mon-Fri, 9-11am  
Afternoon appointments, Mon-Fri 1.30-5.30pm  
Tel: 01792 295321  
Web: <http://www.swansea.ac.uk/undergraduate/student-life/health-and-welfare/health-centre/>

