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| uwtsd-logo-bilingual | **Partner Logo** |

PROGRAMME OF STUDY HANDBOOK

PROGRAMME TITLE e.g. BA (HONS) ACTING

(SINGLE HONOURS)

**LEVEL 6**

**NAME OF PARTNER INSTITUTION/S**

**2023-2024**

**CONTENTS PAGE**

**Page No**

[INTRODUCTION 1](#_Toc135225194)

[FEEDBACK AND STUDENT ENGAGEMENT 1](#_Toc135225195)

[WELCOME MESSAGE 1](#_Toc135225196)

[DISCLOSURE AND BARRING SERVICE (DBS) – ENHANCED 1](#_Toc135225197)

[CURRENT MEMBERS OF STAFF 2](#_Toc135225198)

[Names and Contact Details 2](#_Toc135225199)

[EXTERNAL EXAMINERS 3](#_Toc135225200)

[ACADEMIC YEAR 4](#_Toc135225201)

[MODULAR TERMINOLOGY 5](#_Toc135225202)

[ASSESSMENT 5](#_Toc135225203)

[Extenuating Circumstances 5](#_Toc135225204)

[Additional needs in terms of assessment 5](#_Toc135225205)

[Academic Appeals 6](#_Toc135225206)

[Assessment Regulations 6](#_Toc135225207)

[Responsibilities of students in relation to the assessment process 6](#_Toc135225208)

[VIRTUAL LEARNING ENVIRONMENT (VLE) 6](#_Toc135225209)

[PROGRAMME OF STUDY – INSERT TITLE e.g. BA (Hons) Acting 7](#_Toc135225210)

[Modules 7](#_Toc135225211)

[POLICIES 10](#_Toc135225212)

[ABOUT ACADEMIC INTEGRITY 11](#_Toc135225213)

[LIBRARY AND LEARNING RESOURCES 13](#_Toc135225214)

[STUDENT SERVICES 13](#_Toc135225215)

[COMPLAINTS 13](#_Toc135225216)

[STUDENTS’ UNION 13](#_Toc135225217)

# INTRODUCTION

This handbook provides you with detailed information about your course, or Programme of Study, and about the modules that will be offered for study at Level 6 in the academic year 2023/24.

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

# FEEDBACK AND STUDENT ENGAGEMENT

Feedback on your programme of study and modules is welcome and important and will help us to improve and enhance your learning experience. You can give feedback in a number of ways, including: through the academic representative for your programme of study, through module evaluation questionnaires, or through informal meetings with your teaching staff. If there are issues, then it is important that you share these with us so that we can address them. Your opinion is valued.

The University works to engage all students individually and collectively in the assurance and enhancement of their educational experience. The University has a strong commitment to students as partners in their educational experience.

It is recognised that student engagement, representation, feedback and support at collaborative partner institutions may take a different format to that at the University. For example, not all collaborative partner institutions have a Students’ Union. However, all collaborative partner institutions are expected to:

* Value student engagement and the student voice
* Have a comparable set of systems and procedures in place which reflect the requirements of the specific delivery location
* Meet the University’s principles of student engagement, representation and support
* Meet the expectations of the UK Quality Code for Higher Education
* Clearly articulate to students any variations to the principles Have good communication mechanisms in place to let students know what has been done in response to feedback.

# WELCOME MESSAGE

Insert welcome message.

# DISCLOSURE AND BARRING SERVICE (DBS) – ENHANCED

As your programme involves you coming into contact with children or vulnerable adults, you will be required to undertake a DBS check (Enhanced). Further details will be provided by ….

# CURRENT MEMBERS OF STAFF

The following members of staff will be teaching on your Programme of Study:

## Names and Contact Details

Insert name of Partner Institution/s

**Contact Telephone No. Email Address**

xxxx

(Course Leader/Programme Manager)

List all other teaching staff

# EXTERNAL EXAMINERS

All taught Programmes of Study which lead to a Higher Education award of the University have at least one External Examiner. The principal purposes of the University’s external examiner system are to ensure that:

* the standard of each award is maintained at the appropriate level;
* the standards of student performance are comparable with standards on similar programmes or subjects in other UK institutions with which they are familiar;
* the processes for assessment and the determination of awards are sound and fairly conducted.

Students may request a copy of the previous year’s External Examiner’s Report for their programme of study by contacting the Programme Manager.

The current External Examiners for the Programmes of Study are:

|  |  |  |
| --- | --- | --- |
| **Programme of Study** | **External Examiner for 2023/24****(forename/surname)** | **External Examiner for 2022/23 (if different to current)** |
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Please note that students are not permitted to make direct contact with the External Examiners without permission and to do so may be considered a disciplinary offence.

# ACADEMIC YEAR

The academic year for your programme will be divided up as follows:

(INSERT Partner Institution’s Term and Exam Board & Re-sit dates)

It is vitally important that the Name of Partner Institution/s has an accurate record of your personal details at all times. It is equally important to ensure that you are enrolled on the correct Programme of Study and on the correct modules and that you read and agree to the Partner Enrolment Agreement. Failure to inform the Name of Partner Institution/s of any changes in this respect is likely to cause some or all of the following problems:

* delay in obtaining your student loan;
* failure to keep you generally informed;
* failure to contact you in an emergency;
* clashes on your examination timetable and delays in its production;
* failure to progress to the next level of study as a result of not completing sufficient credits at the correct level;
* delay in graduation as a result of not completing sufficient credits at the correct level;
* general inefficiencies in administrative processes resulting in delays for other students.

# MODULAR TERMINOLOGY

*Level (of Study):*

A level is assigned to each module to define the standard of its academic demand in line with the National Qualifications Framework which incorporates both Further Education and Higher Education.

**The level is not necessarily synonymous with a year**, though very often Level 4 will be the first year of a Programme of Study, Level 5 will be the second year, and Level 6 will be the third year. The basic characteristics of the relevant levels of study are outlined by the Welsh Assembly government and available on their website:

<https://gov.wales/sites/default/files/publications/2018-02/level-descriptors.pdf>

# ASSESSMENT

At the start of each module, tutors will provide full details of the means by which you will be assessed in that module. This will include a full assessment brief and guidelines on the criteria that will be used for marking your work as well as clear information about when the assessments are due and the turn-around feedback time for the assessments. It will also detail how you will be able to discuss the feedback on your work and your performance and what to do if you have any questions.

All assessed written coursework needs to be submitted in electronic copy via Turnitin; alternative instructions will be provided by the Programme Manager for any forms of coursework that cannot be submitted via Turnitin.

The University offers programmes in both English and Welsh. The normal expectation is that you will be assessed in the same language in which the programme or modules are delivered. If you have been taught in English and wish to be assessed in Welsh, or vice versa, you should consult your Programme Manager about the options available to you.

You will be assessed in the same language in which the programme or modules are delivered.

You will receive confirmation of your assessment marks at the end of each year via [MyTSD](https://mytsd.uwtsd.ac.uk). Any marks released prior to formal approval by the Progression / Award Examining Board are provisional.

## Extenuating Circumstances

If you believe that there are extenuating circumstances which may have adversely affected your ability to complete coursework or examinations, you should follow the University’s procedures for Extenuating Circumstances for Taught Provision, which can be found on the Academic Office section on the University’s website and forms part of the *Mitigating Circumstances Policy*:

<http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/>

## Additional needs in terms of assessment

If you have any additional needs in terms of assessment, it is your responsibility to liaise with …….. regarding those needs at the start of the academic year, so that a Statement of Compensatory Measures can be drafted in line with the University’s procedures for assessment of students with additional needs.

Note that the period between the end of the summer examinations and the end of the summer term is an independent study period, which should be used to prepare for your next year of study. Further details will be provided by your Programme Manager.

## Academic Appeals

Information about how to appeal is provided in the ‘Academic Appeal Procedure’ which forms part of the *Academic Appeal Policy* associated with Chapter 12 of the Academic Quality Handbook, and in supporting documentation published on the Academic Office section on the University’s website:

<http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/>

Additional advice is available from the Students’ Union. It is very important that you note carefully the grounds on which appeals may be made and submit your appeal on the appropriate form because incomplete or ineligible appeals cannot be processed.

## Assessment Regulations

The rules and regulations that govern the assessment of your Programme of Study are available in Chapters 6 and 7 of the University’s Academic Quality Handbook, a copy of which is available on the Academic Office section of the website:

<http://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/>

## Responsibilities of students in relation to the assessment process

You are responsible for ensuring that:

1. You are correctly enrolled on your programme of study (including re-enrolment for each academic year after initial enrolment)
2. You read and understand the information provided about how you will be assessed, how your final award will be determined, and the action to take in the event that you experience difficulties relating to assessment.
3. You attempt every assessment component of a module.
4. You attend examinations and other assessment events, including re-examination and re-assessment events, as required; and that you are available to attend oral examinations if required to do so within the published dates of terms or semesters, or other date notified to you in advance.
5. You submit work for assessment as required and in accordance with the required format and deadline.
6. You inform your Course Leader/Programme Manager of any disability or long-term impairment which might require special provisions for assessment.
7. You familiarise yourself with the University’s definition of academic misconduct and undertake assessments in a manner that does not attempt to gain unfair advantage.
8. You follow the prescribed procedures in the event that you experience extenuating circumstances or wish to appeal against the decision of an Examining Board.
9. You keep a copy of work presented for assessment wherever feasible.
10. You make your work available for sampling for external examining purposes.

# VIRTUAL LEARNING ENVIRONMENT (VLE)

Name of Partner Institution/s has its own Virtual Learning Environment. Further details will be given to you by your Course Leader/Programme Manager.

# PROGRAMME OF STUDY – INSERT TITLE e.g. BA (Hons) Acting

**Programme Learning Outcomes**

*Insert Programme Learning Outcomes from the Definitive Programme Document*

**Level 6**

All Level 6 students must normally pursue 120 credits at Level 6. The credit rating of each module is specified in the module details.

## Modules

*Table of module codes, titles and credit values of component pass, core, compulsory and optional modules in Semester 1.*

*Table of module codes, titles and credit values of component pass, core, compulsory and optional modules in Semester 2.*

***NB: Programme Teams may identify ‘core’ or ‘component pass’ modules which must be passed or all components passed before a student can progress to the next year of study. It is possible for a module to be a core/component pass module for one Programme of Study but a non-core/component pass module for another programme. Such modules must be clearly identified in Programme of Study Handbooks.***

*Details should also be provided here of any restrictions relating to selection from the optional modules e.g. co-requisites, pre-requisite and excluded modules.*

**PROGRAMME STRUCTURE (*example of table below, shown in semesters)***

**Structure: Full-time Students**

**Semester 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Code**  | **Title**  | **Module type (component pass, core, compulsory or optional)** | **Credits** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Semester 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Code**  | **Title**  | **Module type (component pass, core, compulsory or optional)** | **Credits** |
|  |  |  |  |
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Where appropriate, the University may allow students to study modules in addition to the 120 credits studied for the level of study e.g. Welsh medium or IT modules. Students would need to discuss this with their Course Leader/Programme Manager.

Note that on Programmes of Study offering a large number of options, timetable constraints will inevitably mean that not all combinations of options will be possible.

Module details are correct on 1 September 2023, and will not normally be changed during the year. In the unlikely event of the School having to make changes to these details during the year, you will be notified in writing.

***INCLUDE THE FULL VERSION OF ALL MODULES***

*(Please contact the Collaborative Partnerships Office at UWTSD if you require advice)*

# POLICIES

The Attendance and other Policies of Name of Partner Institution/s are available from your Course Leader/Programme Manager.

**International Students with a Student Visa**

In addition to the attendance requirements of Name of Partner Institution/s international students must comply with the Partner Institution’s attendance policies for such students. Further details are available from your Course Leader/Programme Manager.

#

# ABOUT ACADEMIC INTEGRITY

Academic integrity is being honest in the work that you do in your studies. Honesty takes many forms; for example:

* Writing your own answers in unseen exams without consulting with others or using online or printed materials;
* Formally acknowledging the work and ideas of others, whether those of a friend, a lecturer, an article or book that you read, or a page on the internet that you accessed;
* Ensuring that you get ethical approval for your research where necessary;
* And many other actions that you take during your studies.

Breaches of Academic Integrity are called Academic Misconduct.

The University defines academic misconduct as ‘– Any action by a student which gives or has the potential to give an unfair advantage in an examination or assessment, or might assist someone else to gain an unfair advantage, or any activity likely to undermine the integrity essential to scholarship and research’. Committing academic misconduct in assessment is one of the most serious offences in academic life, and its consequences can be severe. It undermines the integrity of scholarship, research, and of the examination and assessment process.

It is very important to understand that it is no defence to claim that academic misconduct has been committed unintentionally, accidentally, due to extenuating circumstances or a long-term impairment (irrespective of whether or not these circumstances or long-term impairment have been acknowledged by the University).

You can find out the full regulatory framework, including penalties, on Academic Misconduct in the [UWTSD Academic Misconduct Policy](https://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/academic-office/misc-forms/Academic_Misconduct_Policy.pdf).

There are several types of Academic Misconduct. Here are some examples and how to avoid them:

**Plagiarism** is presenting someone else’s work or ideas as one's own. Plagiarism can include phrases, sentences, ideas, viewpoints, data, tables, pictures or indeed anything that someone else has created and is presented as your own work.

How to avoid plagiarism:

1. Never copy/paste from any source, unless you have clearly identified that you are doing this.
2. Always provide references to the sources of information you have used.

Referencing is essentially acknowledging the sources of information and ideas that you have used.

The University recognises four referencing styles: APA, Harvard, IEEE and MHRA and provides a handbook for each of these styles. For your programme of study, you should be using X.

You can find all of the Referencing Handbooks here:

<https://www.uwtsd.ac.uk/library/using-our-libraries/online-library/referencing-handbooks/>

If you are uncertain which handbook is for your subject, do ask your Programme Manager or Academic Tutor.

**Self-plagiarism** is when you are reusing material that you have created yourself.

How to avoid self-plagiarism:

1. Never take a paragraph (or sentence or graph or image, etc.) from a previous piece of work and submit it as part of a new piece of work.

Remember Self-plagiarism is as bad as plagiarism and has the same penalties.

**False authorship** is a broad category of misconduct, which covers from buying an essay off an essay-mill to using paraphrasing software.

How to avoid false authorship:

1. Never ask someone else to create your work, whether that is a friend, a relative or someone you pay.
2. Never submit work that you have bought or solicited.
3. Do not use material repositories, where students store essays and notes, without full referencing.
4. Do not use paraphrasing software or Artificial Intelligence Generators, unless you have been allowed to do so by the module tutor.

Fundamentally, the work that you submit for any part of your degree **must be your own**.

**Collusion** is when two or more students submit work that is very similar and there is evidence to suggest that they worked together or one used the other's work.  Collusion is only relevant when the assignment is to be completed by each student individually. Group work that is submitted on a group basis is not subject to allegations of collusion.

How to avoid collusion:

1. Keep your materials, such as notes from reading, essay drafts, etc. private.
2. Do not share them with others, whether in the same class or in another class.
3. Do not publish them online.
4. Do not leave them in shared computers without password protection.

There is no problem in discussing your work, your discoveries and knowledge with other students. On the contrary, you will often be asked to work with others informally whether in class or outside. Learning from others and teaching others is an essential avenue to deeper learning.

**Cheating in examinations** (or other formal assessment) includes the possession of unauthorised material or technology during an examination, and attempting to access unseen assessment materials in an advance of an examination.

When enrolling as a student at the University of Wales Trinity Saint David you have consented to your work being scrutinised both electronically and for academic misconduct. Normally, your work will be submitted electronically via Moodle.

For submissions outside of the Moodle platform, it is equally important that you reference your sources accurately. In some cases you will be expected to submit both hard and electronic copies, which can be checked against the database of the UK Higher Education Plagiarism Detection Service. For handwritten, portfolio and process workbook submissions check with your module tutor if you are in any doubt about whether you have infringed the regulations. They are here to assist you; ensure that you take advantage of their expertise.

# LIBRARY AND LEARNING RESOURCES

The primary provision is from the Name of Partner Institution/s library services; further details are available from the institution. In addition, students may be able to access some of the University’s electronic resources, where licensing allows. For further details please go to the Library and Learning Resources web page for partner students at:

<http://www.uwtsd.ac.uk/library/services/services-for-partner-students/>

# STUDENT SERVICES

The primary source of student support is from the Name of Partner Institution/s student services / learner support department. For further details, please contact the Name of Partner Institution’s student services / learner support department.

# COMPLAINTS

If you are dissatisfied with an aspect of your experience as a student on a UWTSD programme, you have a right to make a complaint about any specific concern about the provision of your Programme of Study or a related academic service. Students are encouraged, in the first instance, to resolve the matter with the person or persons directly involved. If you wish to make a formal complaint, you should in the first instance pursue it through the partner institution’s complaints procedures. The complaint process is available from link to partner institution complaints process. If you remain dissatisfied, you are then entitled to submit a formal complaint to the University, described in Chapter 12 of the *Academic Quality Handbook* and the associated *Student Complaint Policy.*

<https://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/>

# STUDENTS’ UNION

The Students’ Union is recognised as the voice of students within the University. It also offers support to students from collaborative partner institutions when their cases are considered centrally as outlined in the relevant policies, such as Academic Appeals and Academic Misconduct, <https://www.tsdsu.co.uk/>.