



Swansea  
University  
Prifysgol  
Abertawe

# Academic Handbook

## Undergraduate

An overview of the University's academic regulations, policies and procedures related to your studies.

College/School-specific information is available from your College/School.

# Welcome to Swansea University!



## The University's Mission

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.



# Welcome

## From Swansea University Students' Union (SUSU)



**SWANSEA  
UNIVERSITY  
STUDENTS'  
UNION**

**UNDEB  
MYFYRWYR  
PRIFYSGOL  
ABERTAWE**

Welcome from Swansea Union! We're the voice of every Swansea University student. We work across both Bay and Singleton campuses, have 4 shops, 2 bars and run over 280 events for students every year.

Our main priority is making sure that Swansea University students have the best time at University. To achieve this, we work with the University on your education, welfare and everyday student experience to ensure this is the best it can be.

Here's what we have to offer:

- Entertainment and events on and off campus including Freshers week, Summer Ball and Varsity.
- Over 120 societies and 50 sports clubs.
- An independent Advice and Support Centre, covering everything from dodgy landlords to academic disputes.
- Student representation to the University from our 300+ subject reps to our team of 18 part-time officers, we make sure your voice is heard.





33

Academic Integrity and Academic Misconduct



27

Extenuating Circumstances Policy



13

Engagement



13

Academic Mentoring



33

Referencing



30

Academic Appeals

# Welcome from

Swansea University Students' Union (SUSU)



PRESIDENT  
Ffion Davies

[ffion.davies@swansea-union.co.uk](mailto:ffion.davies@swansea-union.co.uk)



SOCIETIES & SERVICES OFFICER  
Georgia-Rose Gleeson

[georgia-rose.gleeson@swansea-union.co.uk](mailto:georgia-rose.gleeson@swansea-union.co.uk)



WELFARE OFFICER  
Liza Leibowitz

[liza.leibowitz@swansea-union.co.uk](mailto:liza.leibowitz@swansea-union.co.uk)



EDUCATION OFFICER  
Theresa Ogbekhiulu

[theresa.o@swansea-union.co.uk](mailto:theresa.o@swansea-union.co.uk)



SPORTS OFFICER  
Georgia Smith

[georgia.smith@swansea-union.co.uk](mailto:georgia.smith@swansea-union.co.uk)



WELSH AFFAIRS OFFICER  
Katie Phillips

[katie.phillips@swansea-union.co.uk](mailto:katie.phillips@swansea-union.co.uk)

# Working in Partnership

Swansea University is committed to working in partnership with students towards the continued enhancement of your student experience.

Underpinned by the principles laid out in the [Student Charter](#), the University always seeks to work collaboratively with students and the Students' Union. This enables 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, to 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 or School, this partnership ethos is supported via the following structures:

## **The appointment of Subject and College or School Representatives.**

### **The membership of Student Representatives on the following College or Student-Staff Committee:**

- Student-Staff Forum
- Subject Area Boards of Studies
- Learning and Teaching Committee

### **Membership of University Committees including:**

- Student Partnerships and Engagement Committee
- Learning, Teaching and Quality Committee
- Academic Regulations and Cases Board
- Programme Approval Committee
- Academic Data Quality Committee

### **Encouraging student feedback and engagement with key University surveys:**

- Module Feedback
- Student Experience Survey (for non-final-year undergraduates)
- National Student Survey (for mostly final-year undergraduates)

# Student Representation

Student Representatives are there to act as a bridge between students 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) as well as a College or School representative for undergraduate students.

Student Representatives will monitor any academic issues raised at key meetings throughout the year, and communicate any actions back to you.

All students should be aware of who their representative is; if you are unaware, check the list at [swansea-union.co.uk/voice/eduzone/ reps](http://swansea-union.co.uk/voice/eduzone/ reps) or contact the **Student Voice Coordinator**. 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. Student Representatives will gather feedback from you in a number of ways, including meetings – so keep a look out! Any issues which you would like to be addressed can be forwarded to the Representative, who may be able to offer guidance or resolve the problem outside of meetings.



# Getting Started



- Find out how to enrol on your course and your chosen modules, and to report to your department for induction.
- Visit [MyUniHub](#) for assistance with loans and fees, council tax exemption forms and visa enquiries.
- Browse our [arrival information](#) and welcome week events for new students.



- Make sure that you check your University Outlook email account on a daily basis, to ensure that you do not miss any important information.
- You can log in to your e-mail account by logging into [MyUni](#).



- Make sure that your student record is up-to-date at all times, so that the University is able to contact you.
- You can do this by recording any changes to your [Intranet record](#) - both academic information (e.g. programme and module) and personal details (e.g. profile and contact).
- Notify your College or School with any changes as soon as possible.



- You will be fully inducted at your [College or School](#).
- Set up your [Canvas](#) account.



- [Term and semester dates](#)



- Your timetable is your new best friend. Familiarise yourself with the times and locations for all learning sessions and watch out for notifications of any changes.



- You will need to scan your student card at every scheduled learning session to record your attendance. Please see [My Attendance User Guide](#).



- Check out the Student Support Services available across the University and identify other useful contacts, such as the doctor and dentist surgeries.



- Make sure that you familiarise yourself with the [Coronavirus Guidance for Swansea University](#) to find out about the changes introduced to learning and teaching, and the life on campus due to pandemic.



# Colleges & Schools

CLICK TO ACCESS YOUR COLLEGE OR SCHOOL'S  
WEBPAGE FOR FURTHER INFORMATION:

[College of Science](#)

[College of Arts & Humanities](#)

[College of Engineering](#)

[Hillary Rodham Clinton School of Law](#)

[School of Management](#)

[Swansea University Medical School](#)

[College of Human and Health Sciences](#)

[The College](#)



# Contents



## Communication

- Checking your emails
- Accessing your results
- Keeping your student record up-to-date



## Support for your studies

- Personal Academic Mentoring
- Engagement
- Student Support Services



## Your Studies

- Progression and Awards
- Modules and Module Selection/Study Choices
- Module and Programme Transfers
- Assessment Types
- Submission of Assessment
- Referencing
- Submitting Assessments in Welsh
- Examinations and Deferred Assessment
- Feedback on your Assessment
- Marking and Moderation
- Release of Marks
- Employability
- Graduation
- Working alongside your studies



## Have your studies been affected?

- Extenuating Circumstances Policy
- Extension to a Coursework Deadline
- Deferral of Examinations
- Accuracy of Published Marks
- Academic Appeals



## Conduct and Complaints

- Expectations and Good Conduct – Student Charter
- Drugs and Alcohol Policies
- Dignity at Work and Study (Combating Harassment)
- Disciplinary Procedures
- Fitness to Practise/Study
- Complaints Procedure
- Final Review



## Academic Integrity and Academic Misconduct

- What is Academic Integrity?
- What is Academic Misconduct?
- What happens if I am accused of Academic Misconduct?
- How can I avoid Academic Misconduct?



## Health and Safety

- Health Services
- Safety



## Data Protection

- General Data Protection Regulations (GDPR)
- University compliance
- Your personal information



# Introduction

This is the University's Academic Handbook which provides you with an overview of some of the University's academic regulations, policies and procedures that are relevant to you and your studies. The full version is available online at [Academic Regulations and Guidance](#).

You are advised to refer to this handbook to access important information that can assist you throughout the duration of your studies and at times when you might need academic support.

You will also be provided with specific information on your course by your College or School including your timetable, assessment schedule and criteria, module information, extra-curricular activities and all relevant contact details.

## Navigation

### Hyperlinks:

This handbook includes hyperlinks to enable you to jump to the information you need. Click on any blue, underlined text to access further information.

### Searching:

To help you find what you are looking for, this document is searchable.

Microsoft Users: Press the "Ctrl" and "F" keys to open the search bar.

Apple Mac Users: Press the "Command" and "F" keys to open the search bar.

You can use the search facility by typing in a [keyword](#).

## Additional Support

### Need Help?

If you are unable to find the information you need, don't panic, help is on hand either at your College or School Information Office or at [MyUniHub](#).

## Welsh

This handbook is available in [Welsh](#).

**Please don't print this handbook unless you really need to.**





# Communication

## Emails:

You need to **check your University Outlook email account daily** to ensure you don't miss any important information from the University relating to your studies.

- Your University Outlook email address includes your 6 digit student ID number, for example: 123456@swansea.ac.uk
- You can check your e-mails via the internet by logging into [MyUni](#).
- You will need to **change your default password** at first login and you are encouraged to register for multifactor authentication to ensure your data stays secure.

## Finding out your results:

Your end-of-year results will be published online on your personal student intranet account.

- You will receive an email in November/December letting you know the confirmed date of publication of your results.
- Information will also be posted on Academic Services' MyStudies (Canvas) site.



## Keeping in contact:

Make sure that your student record is up-to-date at all times so that the University can contact you.

You can do this by:

- Recording any changes to your academic and personal details on your Intranet record, and
- Notifying your College or School as soon as possible.

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





# Support for your studies

You should expect to receive appropriate and adequate support from your College or School throughout your student journey in the following areas:

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

## Personal Academic Mentoring

All students on taught programmes (undergraduate and postgraduate) are assigned an Academic Mentor, who 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 academic staff of your department. Depending on your module choices, this 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.

Please read the University's full policy on [Personal Academic Mentoring](#) for more information.

## Engagement Monitoring

- The University is currently reviewing engagement monitoring procedures for the 20/21 academic year in light of the changing circumstances surrounding the Covid-19 pandemic. The updated information will be available on this [page](#) as soon as the new procedures are confirmed.

## Why is my engagement monitored?

The University is required to monitor your engagement for a number of reasons.

- If you are experiencing any difficulties, these can be identified sooner and the appropriate support offered to help you get through it.
- It has been shown that supporting you to engage with your studies leads to more students completing their course, achieving better results and employment.
- The University has a legal duty to monitor students' engagement and to

report to external sponsors e.g. Student Loan Company.

## 'I am an international student...how does my attendance affect my Tier 4/ Student Route visa?'

- The University is **legally** required to monitor your engagement, in line with UK Visas and Immigration (UKVI) regulations and the rules that underpin immigration into the United Kingdom.
- In the case of unsatisfactory engagement, as determined by the University, a Tier 4 student will become subject to the escalation process as detailed in section 4 of the Engagement Monitoring Policy for [Tier 4/Student Route Sponsored Students](#). This will be administered centrally by the Student Compliance Services.



# Support for your studies

## What is a 'scheduled learning session'?

The University's [Statement on Engagement](#) says that you are expected to attend **all** Scheduled Learning Sessions, including, but not limited to:

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

Make sure you are aware of additional engagement requirements in your College or School and external body requirements such as:

- Professional and regulatory bodies
- Government/funding agencies
- UKVI requirements

There are specific requirements for students undertaking professional programmes and it is essential that you are aware of these requirements. Please refer to your programme handbook for more information.



## How is my engagement monitored?

The University will use a range of data sources to monitor student engagement with their studies, which includes but is not limited to:

- Card swipes at scheduled face-to-face learning sessions
- Activity in Canvas to determine resources viewed
- Access to library e-resources

## What if I am unable to engage with my studies? Let your College or School know!

If you are absent for any period of time, your College/School may ask you to submit a temporary leave from study request including an explanation for your absence. Please contact your College/School for more information.

If your studies will be heavily affected, it is usually advised that you [suspend your studies](#) instead.



# Support for your studies

## Unsatisfactory Engagement

If you do not make your College or School aware when you are not able to engage with your studies, your College or School may become concerned and will contact you in line with the University's [escalation process](#).

"Unsatisfactory engagement" includes, but is not exclusively confined to:

- Repeated or sustained failure to engage with face-to-face or virtual scheduled learning sessions and online learning resources without providing a satisfactory reason and/or
- Failure to attend a scheduled interview with a member of academic/professional service staff, particularly where such an interview is concerned with non-engagement and/or academic progress.

This may result in you being withdrawn from your programme. If this happens you 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](#).



# Support for your studies

## Your College or School Information Office

If you need any information or advice, your **College or School Information Office** is there to help you.

If you can't find the answer you need in your College or School, [MyUniHub](#) and the [Students' Union Advice Centre](#) are also available to assist you.



### Singleton Campus:

Singleton Abbey, Stable Block

### Bay Campus:

Tower Information Centre

### Opening hours:

Mon-Thu, 08:30-17:30

Friday, 08:30-17:00

**Tel: +44 (0)1792 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 and Attendance Monitoring
- Appeals, Complaints and Discipline
- Diploma Supplements
- Higher Education Achievement Report (HEAR)
- [Printing and Binding Services](#)
- Suspension or Withdrawal of Studies
- Transcripts

- International student compliance matters, including BRP card collection, visa extensions and police registration

## Nursery

The Students' Union Nursery provides high quality and affordable childcare for children aged 3 months - 8 years. Our professional and dedicated staff provide a warm, friendly and stimulating environment for children.

**Tel:** +44(0)1792 513 151

**Email:** [nursery@swansea-union.co.uk](mailto:nursery@swansea-union.co.uk)

**Web:** [www.swansea-union.co.uk/support/nursery/aboutus](http://www.swansea-union.co.uk/support/nursery/aboutus)





# Where do I find help with...?



## Campus Life

Ground Floor, Keir Hardie Building

**Web:** [www.swansea.ac.uk/campuslife](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

**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.

**Web:** [www.swansea.ac.uk/international-campuslife/](http://www.swansea.ac.uk/international-campuslife/)

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



## Money

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

**Web:** [www.swansea.ac.uk/money-campuslife/](http://www.swansea.ac.uk/money-campuslife/)



## Welfare

**Welfare@CampusLife** provides you with practical advice and support on many different welfare issues you may face during your time at Swansea University.

**Web:** [www.swansea.ac.uk/campuslife/welfare/](http://www.swansea.ac.uk/campuslife/welfare/)

## Students' Union Advice and Support Centre

Swansea University Students' Union offers advice and representation on academic and work issues including:

- Mediation with supervisors/lecturers
- Academic disputes
- Plagiarism
- Collusion
- Academic Misconduct

### Singleton Campus:

Ground Floor, Fulton House  
(Behind Costcutter)

### Bay Campus:

First Floor, SU Building

**Tel:** +44 (0)1792 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)



# Where do I find help with...?

## Wellbeing Services

Talbot Building

Web: [www.swansea.ac.uk/wellbeing/](http://www.swansea.ac.uk/wellbeing/)

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

## Disability Office

Assessment Centre, Grove Extension, Grove Building, open by appointment, booked through [MyUniHub](#).

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, medical conditions and students with Specific Learning Difficulties.

## Swansea University Assessment Centre

Grove Building Extension

Web: [www.swansea.ac.uk/dsa](http://www.swansea.ac.uk/dsa)

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

## Library Services & Information Services and Systems (ISS)

[Singleton Park Library – Map Key 5 & 7](#)

[Bay Library – Map Key 5](#)

Information Services and Systems (ISS) supports the research, learning, teaching and administrative activities of students and staff across the University.

## Centre for Academic Success

Level 4, Singleton Park Library; open Mon-Fri, 09:00-17:00

Web: <https://myuni.swansea.ac.uk/academic-success/>

[The Centre for Academic Success](#) is here to help you develop your academic study skills and reach your full potential, whatever your level, background or first language. We work closely with academic colleges and other support services to deliver a full programme of academic skills classes and confidential one-to-one appointments in all academic disciplines.

Attend our courses, workshops and one-to-one tutorials to:

- Improve your writing
- Develop critical thinking
- Manage your time better
- Refresh your maths skills
- Build your stats knowledge
- Enhance your digital skills
- Sharpen your communication skills
- Learn how to avoid plagiarism

If you have a Specific Learning Difficulty (SpLD), disability, mental health or medical condition, the Centre for Academic Success have **Specialist Tutors** to support your learning.





# Your studies

## Your Course – Progression and Awards

Academic Regulations exist to assure academic standards for your course and the award you achieve. The regulations also ensure that all students are treated fairly.

It is important that you familiarise yourself with the [Undergraduate Award General Regulations](#) together with the regulations relating to your course, to understand the rules that apply to your degree.

**Foundation Degree**

**Certificate/Diploma in Higher Education (CertHE/DipHE)**

**Bachelor's Degree**

**Advanced Initial Degree**

**Graduate Diploma**

**English Language Course**

## Undergraduate Taught Programmes

[Foundation Degree Regulations](#)

[Foundation Degree Assessment](#)

[Regulations](#)

[Certificates of Higher Education](#)

[Diploma of Higher Education](#)

[Bachelor's Degrees](#)

[Advanced Initial Degrees](#)

[Graduate Diploma](#)

[Graduate Diploma – Specific Regulations](#)

[Regulations for Associate Students](#)

[English for University Studies/ELTS Short Courses](#)

## Accredited/Professional Programmes

[Engineering Assessment Regulations](#)

[Post-Registration Professional](#)

[Development](#)

[Pre-Registration Nursing and Midwifery](#)

[MBBCh Programme Regulations](#)

[MBBCh Assessment Regulations](#)

[Master of Osteopathy Assessment Regulations](#)

[Postgraduate Certificate in Education \(PGCE\) Secondary with QTS](#)



# Your studies

## Learning and Teaching - Modules

Your Undergraduate course will be made up of a range of modules, all of which have been carefully designed to give you the best quality learning experience possible.

### What is a module?

A module will normally include:

- specific aims
- specific learning outcomes
- a syllabus
- a reading list
- a teaching and learning pattern
- the methods of assessment

The module code – a unique reference number consisting of:

- 2-4 letters = the department to which the module belongs.
- 2-4 numbers = the first of which indicates the level of study, the latter of which are specific to each module.

### TOP TIP

Use module codes to file your notes

- In some cases module code might include a letter M instead of a number.

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

You will need to select the appropriate number of modules:

- **Full-time undergraduate students** should select modules amounting to 120 credits in each year of study.
- **Part-time undergraduate students** should typically select modules amounting to 60 credits in each year of study. There are some exceptions for part-time programmes offered by the **CHHS** – please contact the College for specific details.

Access the list of modules via the [Module Catalogue](#). Please note that these are subject to change.



# Your studies

## If you want to change your module(s):

- Notify your College or School
- Check a new module is open to you and runs in the same semester
- Change it 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 want to change to a different course:

- Talk to your Academic Mentor
- Contact [MyUniHub](#) for advice about fees, funding and study visa (if applicable).

Please refer to the [Transfer of Programme Guidance](#) for more information.

**Your College or School can provide you with more detailed information and support in relation to your Study Choices and the teaching methods you should expect to experience.**



# Your studies

## Assessment

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.

Your College or School will provide you with information and support relating to your assessments, including:

- A comprehensive Schedule of Assessment, which details all assessment types, submission dates and dates by which you can expect feedback.
- How to submit your assessment:
  - **Hardcopy:** Submitted to your College or School Information Office. If you need your dissertations to be printed and bound, the University offers a **binding service** for a small fee, dependent upon the length of the work. You can contact [MyUniHub](#) for further advice.

- **Electronic:** Submitted via **TurnItIn**, an online system which is accessed via the Blackboard pages for each of your respective modules.
- Important advice about **referencing** and how to avoid being accused of academic misconduct.

### Proof Reading

**The Proof Reading Policy** sets out the University's position on proof reading in relation to coursework, whether this is formally contracted and paid for, or undertaken by a friend, colleague or

Make sure that you understand:

- how each module is assessed
- how each assessed piece of work contributes to the final module mark
- what you should do in the case of failing an assessment or module.

## Submitting Assessments in Welsh

You have the right to submit your assessment through the medium of Welsh where teaching is normally through the medium of English.

You must submit a written request to be assessed in Welsh to your College or 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. Where relevant expertise cannot be found, the University may, as a last resort, seek to have the work professionally translated.

The relevant form for this request can be found on MyUni [Academic Forms](#) > **AR1AR-1-BI Assessment Through the Medium of Welsh**.

Please refer to the [Guidelines on Assessment in Welsh/Another Language](#), for more information.



# Your studies

## Examinations

The examination period is an extremely important time when you get the opportunity to put your knowledge to the test and gain marks that will go towards your final award.

### When is the examination period?

- The main examination periods are in January and May/June.
- Re-sits and coursework resubmissions are usually in August.

Please note that some Colleges, Schools or courses follow different timetables for examinations.

The University has a series of strict rules governing the conduct of examinations, including rules surrounding absence, conduct during an examination, and academic misconduct. 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:

Before the examination - you must ensure that:

- You are available for the **entire examination period**.
- You know the date, time, location and rules surrounding each of your examinations. Examination timetables are published on your **student intranet page**.
- If there are any problems with your examination timetable, you should contact your **Subject Representative, Academic Mentor**, or the **Examinations Officer**.
- 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.

The University reserves the right to alter the examination timetables at short notice in response to unforeseen events.

During the examination – be aware that:

- 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 clearly when asked.
- **Mobile phones** and **other electronic devices** are not allowed.
- All permitted aids (pens, pencils, etc.) must be carried in a **transparent case**.

If you require **special provision** with regard to assessment, you must make your needs known and be prepared to produce **appropriate supporting evidence**. The responsibility rests with you to inform the **College or School**, the **Disability Office** or **Wellbeing Services**.

More information relating to special provision can be found in the University's [General Regulations](#).



# Your studies

## Feedback on your 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 **3 weeks** during term time.

For full information relating to assessment and feedback of your work, please refer to the [University's Undergraduate Assessment Regulations](#) and the University's [Feedback and Assessment Policy](#).

## How is my work marked?

All assessments, whether coursework or 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 not maintained for final degree classifications.

## Moderation

Moderation is the process of assuring that all assessments have been marked fairly and accurately in reference to the marking criteria. This can be done by 'double marking' the work of all or some students to ensure consistency of marking. Please refer to the [Policy on Moderation](#) for full details.

## Release of marks

The University's [Policy on Publishing 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 [Undergraduate Assessment Regulations](#).

## How is my degree classified?

The [Classification of Honours Degrees](#) regulations show you how your overall classification is worked out.





# Your studies

## Employability

The [Swansea Employability Academy](#) offers information and resources relating to your future employability, and guidance on how to improve your employability prospects.

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](#).

## Your Higher Education Achievement Report

Your Higher Education Achievement Report (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.

## Graduation

Graduation is your big moment to celebrate your achievements as a student. Please be mindful of any deadlines you need to meet to secure your place for the Graduation Congregations. All information you need is on the [Graduation](#) webpages.



# Your studies

## Working alongside your Studies

The University recognises that you may need to earn extra money during your studies.

You need to make sure your working commitments do not conflict with your studies, however, you can discuss this with your Academic Mentor.

The University's general guideline is that full-time undergraduate students should spend no more than **15 hours** per week undertaking paid-employment during term-time.

For further information please contact [studentcompliance@swansea.ac.uk](mailto:studentcompliance@swansea.ac.uk)



### Rules for Tier 4 students

- You are allowed to work up to 20 hours a week if studying degree level or above.
- You are allowed to work up to 10 hours a week if studying on a course below degree level.
- A week is defined as Monday to Sunday.
- Voluntary work (even if it is unpaid) should be included in the limits outlined above.
- If you are allowed to work, you can work full time during holidays. Find out more here: [www.swansea.ac.uk/study/semesterandtermdates](http://www.swansea.ac.uk/study/semesterandtermdates)
- If you are studying part time you are not permitted to work.
- You cannot engage in business related activity or be self employed.
- Check your BRP (visa) for your work status.





# Have your studies been affected?

## Extenuating Circumstances

The University understands that life can sometimes get in the way of your studies. These are referred to as Extenuating Circumstances, 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.”**

## Commonly accepted Grounds for Extenuating Circumstances:

- Serious illness, accident or well-being issue that is incapacitating or an unexpected deterioration in a long-term condition. Medical certification is expected to be provided, and should clearly apply to the period immediately prior to an assessment date.
- Minor illness or ailment affecting the student on the day of or immediately preceding an examination. Examples could include minor accidents or injuries, examination anxiety and stress. Medical certification is expected to be provided, and should clearly apply to the assessment date or a short period immediately prior to an assessment date.
- Death or serious illness of a close relative or friend. Supporting independent evidence must be provided.
- Significant adverse personal/family circumstances – such as divorce, burglary, fire, major court proceedings, financial difficulties beyond the control of the student. Supporting independent evidence must be provided.
- Other significant exceptional factors which have had a significant impact on the student. Supporting independent evidence must be provided.
- Part time block-release or distance-learning students **only** –unforeseen significant changes in pattern of employment. Supporting independent evidence must be provided.



# Have your studies been affected?

## Commonly accepted examples of appropriate evidence:

- A Doctor's letter or certificate which confirms the illness and clearly identifies that the time period of illness corresponds to the assessment period in which the claim is being made.
- In the case of a student taken ill during an examination, a copy of the invigilator's report. This should be accompanied by medical evidence wherever possible.
- Hospital admission and discharge letter, to confirm time spent in hospital.
- Letter of support/explanation from a support service in the University, e.g. Disability Service, Wellbeing Service etc. (Where the student is already known to the service and it is deemed appropriate).
- Death Certificate/Order of Service/Funeral Director's Letter.
- Police report; a crime reference number on its own will not be sufficient.
- News report to confirm unforeseen transport difficulties.



# Have your studies been affected?

If you feel that your studies have been affected by **extenuating circumstances**, it is important that you:

- Seek advice from your Academic Mentor and/or other members of staff in your College or School's Information Office, or from the [Students' Union Advice and Support Centre](#).
- Complete and submit the required form and relevant evidence, as per the instructions below.

Please see the [Guidelines on Extenuating Circumstances](#) for further information.

You may also find the answer you are looking for in the [Frequently Asked Questions on Extenuating Circumstances](#).

## Coursework Extension

**Problem:** I am unable to submit my coursework on time.

**Action:** Make an extenuating circumstance application, describing your Extenuating Circumstances, and attach evidence.

**Deadline:** The deadline for submitting an extenuating circumstances application as set by your College/School.

### Possible Outcomes:

- Request is accepted – Extended deadline applied.
- Request is rejected – Submit on time.
- Request is rejected – Late submission.
- Other options may be available as determined by your School/College.

## Examination Deferral

**Problem:** I am unable to attend my examination.

**Action:** Complete Request for Deferral of Examination(s) form, available from your College or School Information Office, and attach evidence.

**Deadline:** Submit within **5 working days** of the examination date.

### Possible Outcomes:

- Accepted-mark is uncapped unless the deferred examination is already a resit opportunity and capped at 40%.
- Request is rejected.

## Late Submission of Coursework

If your request for an extension is not accepted and you submit your work after the deadline, you will receive a penalty.

Check with your College or School what penalty for late submission of assessed work for Undergraduate students applies to you.



# Have your studies been affected?

## Accuracy of Published Marks

The Accuracy of Published Marks procedure provides you with the opportunity to query with your College or School 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

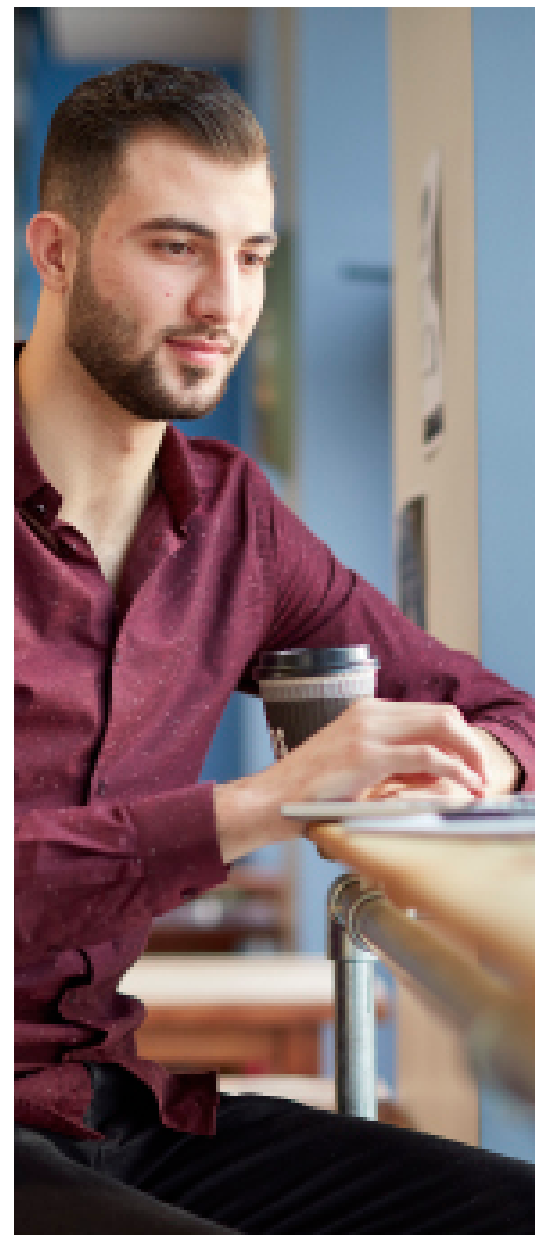
An Academic Appeal is a request for a review of a decision of an Examining Board. This could be related to progression decisions, assessment marks, and final degree classification decisions. Appeals may be submitted if one or more of the following situations apply:

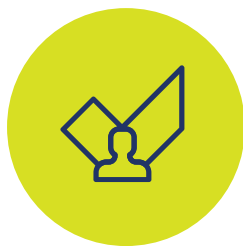
- You are/were prevented from continuing your studies partway through a level of study or part of a programme.
- You have failed to qualify for progression into the next stage of the programme.

- 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](#).

If you are not satisfied with the outcome of your complaint you may submit a Final Review according to the University's [Final Review Procedure](#).





# Conduct & Complaints

## Expectations and Good Conduct

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

As such:

- If you commit a criminal offence on 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, obstruct any member of the University in the performance of their duties, you may be subject 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](#).

Swansea University and the Students' Union are committed to promoting a safe and supportive environment in which to study, and have together created an [Alcohol Policy](#) and an [Illegal Drugs Policy](#).

If you feel that you are the victim of harassment and need advice, please refer to the University's guidelines - [Dignity at Work and Study \(Combating Harassment\)](#). There are also [Harassment Advisors](#) who you can talk to directly.

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

## Complaints

If you have an issue, you may prefer to try to resolve it by taking the issue to your Student Representative, Academic Mentor, or other member of 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 three 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.**

## Final Review

If you are not satisfied with the outcome of your complaint you may submit a Final Review according to the University's [Final Review Procedure](#).



# Conduct & Complaints

## Fitness to Practise

Colleges or Schools are also responsible for ensuring that you comply with the requirements of the University and any other relevant regulatory and 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 disabled.
- Repeated failure to fix behaviour which the College or School 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**.







# Academic Integrity & Academic Misconduct

## What is Academic Integrity?

Academic integrity is **based on the ethos** that **how** you learn is 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.

## What is Academic Misconduct?

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.
- Falsifying the results of data collection and/or analysis.
- Plagiarising another person's work by submitting it for assessment without referencing the original author. Talk to your College or 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.
- 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').



# Academic Integrity & Academic Misconduct

## What happens if I am accused of Academic Misconduct?

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.

You should recognise that the penalties incurred when an allegation of academic misconduct is upheld can be enough to close off a career pathway.

For example, a Law student could find that, if found guilty of engaging in academic misconduct, they will not be accepted as a member of the Law Society. Likewise a student aspiring to become a teacher, doctor or nurse might find themselves subject to [Fitness to Practise Procedure](#).

## How can I avoid Academic Misconduct?

The University is committed to providing support and guidance to students on study skills and to reduce cases of accidental plagiarism. You are advised to seek further advice from your Academic Mentor 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 [Centre for Academic Success](#).

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 a your Canvas account.

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

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 \(ASC\)](#).





# Health & Safety

## Health Services

### Dental Surgery

Ground Floor, Horton Residence

### Opening Hours:

Mon-Thurs: 08:30-13:00, 13:30-16:30

Fri: 08:30-15:30

**Tel:** +44 (0)1792 602222

**Web:** [www.swansea.ac.uk/undergraduate/student-life/health-and-welfare/dentist/](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: 09:00-11:00

Afternoon appointments

Mon-Fri: 13:30-17:30

**Tel:** +44 (0)1792 295321

**Web:** [www.swansea.ac.uk/study/student-life/health-and-welfare/health-centre](http://www.swansea.ac.uk/study/student-life/health-and-welfare/health-centre)

## Coronavirus Guidance

Make sure that you are familiar with the University response to Covid-19 and measures that have been put in place to ensure your safety on our campuses.

**Web:** [www.swansea.ac.uk/about-us/coronavirus/](http://www.swansea.ac.uk/about-us/coronavirus/)

## Safety

Please see the University's [Health and Safety](#) webpages for more information.

If there is an emergency, please dial 333 to contact the Emergency Hotline which is staffed 24 hours a day, all year round.

If you are unable to locate an internal phone and call the emergency services by dialling 999 from a mobile phone, please locate the nearest internal phone and notify Security immediately so the appropriate access can be arranged for emergency vehicles:

**Singleton:** +44 (0)1792 60(4271)

**Bay:** +44 (0)1792 60(6010)

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





# Data Protection

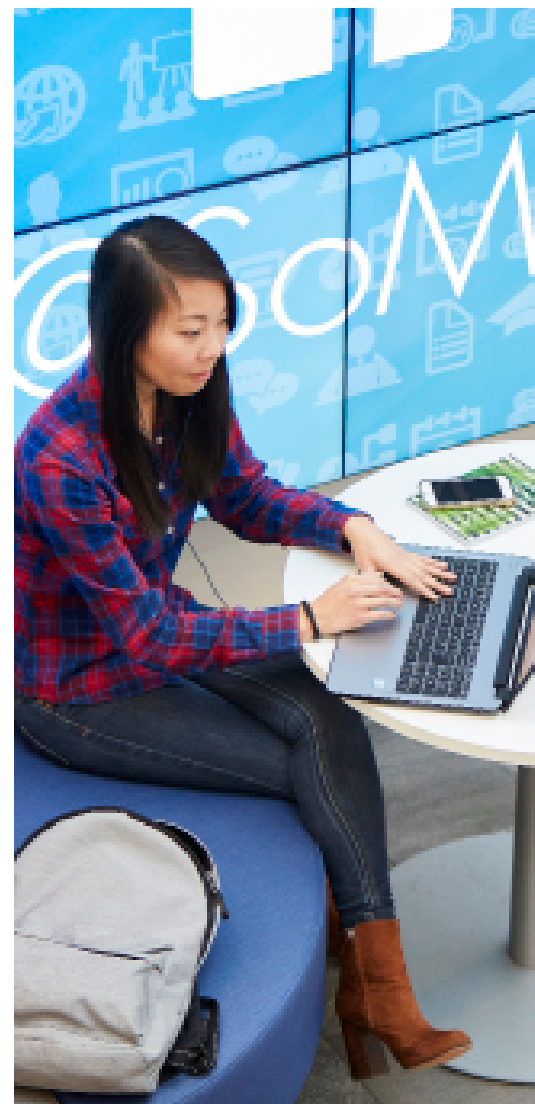
Swansea University is the data controller and is committed to protecting the rights of students in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

The University is committed to protecting your information and being transparent about what information it holds. The University has a range of data protection policies and procedures in place to process your personal data in line with [data protection legislation](#).

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

Remember, it is your responsibility as a student to ensure that all personal data which you are required to provide to the University is accurate and up-to-date.

For further information in relation to how your personal data is handled by Swansea University and your individual rights please review the [Student Data Protection Privacy Statement](#).



# Campus Maps

Singleton Park Campus



St. David's Park



Bay Campus



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.

# Keywords / Terminology

**MyUniHub** – the place in the University (in person and online) where you can get help.

**Student Information Office** – the place in your College or School where you can get help.

**Schedule of Assessment** – a ‘timetable’ of all of your assessments for the year ahead.

**Taught Students** – students studying a course which is taught by lectures and seminars (e.g. BSc or BA).

**Research Students** – students who are pursuing a research degree and are conducting independent research (e.g. PhD).

**Programme or Courses** – your degree (e.g. BSc Physics).

**Module** – the ‘building block’ which makes up your course.

**Scheduled Learning Session** – any teaching session which appears in your timetable (e.g. lectures, seminars, tutorials).

**Continuous Assessment** – coursework or any assessment which is undertaken during your course which is not an examination – this can take many forms, and is not just essays.

**Formative Assessment** – assessment which helps you to learn.

**Summative Assessments** – assessment which contributes to your module mark and degree outcome.

**Feedback** – the process by which academic staff can help you identify ways to improve your work – this is important!

**Extenuating Circumstances** – issues which may affect your ability to study to your full potential.

**Examination Deferral** – opportunity to sit an examination at a later date due to extenuating circumstances.

**Capped Deferral** – module or assessment mark will be ‘capped’ at the pass mark – you will only be able to achieve 40%.

**Uncapped Deferrals** – module or assessment mark will be standard and the mark you achieve will not be reduced or ‘capped’.

# Disclaimer



The University 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 University 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 on the online Swansea University [Academic Regulations and Guidance](#).

You are advised to contact your College or School 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 contact MyUniHub:

**Tel: +44 (0)1792 606000**

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

**Web: [myuni.swan.ac.uk](http://myuni.swan.ac.uk)**