Academic Handbook
Postgraduate Research

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

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

It is my great pleasure to offer you a warm welcome to our vibrant and diverse learning community here at Swansea University.

I very much hope that you enjoy your time with us, and that your experience will be rich, rewarding and will support you to achieve your full academic, personal and professional potential.

Professor Paul Boyle,
Vice-Chancellor

Welcome

From Swansea University Students' Union (SUSU)

Welcome from Swansea University Students' Union! We're the voice of every Swansea University student. We work across both Bay and Singleton campuses, have several shops and 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.

Welcome from

Swansea University Students' Union (SUSU)

PRESIDENT
Pablo Josiah
president@swansea-union.co.uk

SOCIETIES & SERVICES OFFICER
Ronnie Kowalska
societiesandservicesofficer@swansea-union.co.uk

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SPORTS OFFICER
Megan Chagger
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WELSH AFFAIRS OFFICER
Macsen Davies
welshaffairsofficer@swansea-union.co.uk

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 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, 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 Faculty or School, this partnership ethos is supported via the following structures:

The appointment of Subject and Faculty or School Representatives.

The membership of Student Representatives on the following Faculty or School Committees:
- Student-Staff Forum
- Subject Area Boards of Studies
- Faculty Education Committee

Also University level Committees such as:
- Postgraduate Research Committee
- Student Partnerships and Engagement Committee
- University Education Committee
- Regulations, Quality and Standards Committee
- Programme Approval Committee

Encouraging student feedback and engagement with key University surveys:
- Postgraduate Research Student Experience Survey

Student Representation

Student Representatives 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 as well as a Faculty or School representative for postgraduate research 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 **www.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 address the problem outside of meetings.

Faculties

CLICK TO ACCESS YOUR FACULTY'S WEBPAGE FOR FURTHER INFORMATION:

Faculty of Humanities & Social Sciences

Faculty of Medicine, Health and Life Science
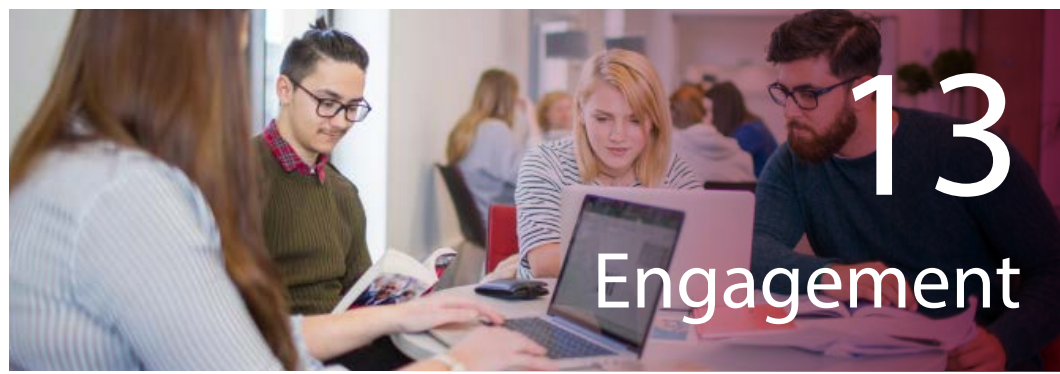
Faculty of Science and Engineering

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Getting Started

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

- Ensure you check your University email account on a regular basis so you do not miss anything important.
- You can log in to your e-mail account by logging into **MyUni.**

- It is your responsibility to ensure 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 Faculty or School with any changes as soon as possible.

- You will be fully inducted at your Faculty or School
- Set up your virtual learning platform **Canvas** account.
- Meet with your supervisor and agree a plan to confirm your candidature within the first three months.
- Familiarise yourself with the University's **PGR Training Framework**

- **Term and semester dates**
- Make sure you know the key dates of your programmes, including your minimum and maximum candidature, and any key milestones set by your Faculty or School.
- Take some time to learn about how your thesis will be examined once you submit, and how this will affect your student status.

- If you want more opportunities to socialise with other research students, try joining the **Student Union Postgraduate Research Society**; have a look at their Union webpage or join their **Facebook group**.

- Learn about the student support services available to you across the University and other useful contacts, such as the doctor and dental surgeries, Campus Life and your Faculty or School Information Office.

- Make sure that you familiarise yourself with the **Coronavirus Guidance for Swansea University**.

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 in the online **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 Faculty 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, contact your Faculty or School Postgraduate Research Office or at **MyUniHub**.

Welsh

This handbook is available in Welsh.

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

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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 six 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 multi-factor authentication to ensure your data stays secure.

📄 Finding out your results:

Academic Services publishes progression information electronically. The result information is published online on your personal student intranet account.

📞 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 Faculty or School(s) as soon as possible.

Please refer to the **Academic Regulations and Guidance** for more information relating to **your student responsibilities** relating to your student record and communication.

Support for your research

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

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

Supervision

You will be allocated a supervisory team to provide you with regular advice and guidance while you are enrolled as a research student. At a minimum, you will be assigned two supervisors; your Primary Supervisor will normally be your main contact throughout your research student journey and will have overall responsibility for your academic supervision; your Secondary Supervisor's role is to act as your first port of call should your Primary Supervisor become unavailable.

One of your supervisors, normally your Primary Supervisor, will act as Director of Studies, with primary responsibility for supporting you on a pastoral level and for the administrative oversight of your candidature.

There will be a minimum of four formal supervision/progression meetings between you and your supervisor each year, two of which will be reported to the Postgraduate Progression and Awards Board. These four meetings are completed in the RMS system by both the student and supervisor. Additionally, research engagement check meetings have been set up on a monthly basis between the supervision, progression and Confirmation of Candidature meetings, which will be logged in the RMS system by your supervisor.

Please refer to the **Guide to Research Supervision** for more information.

Engagement Monitoring

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 research 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.

Please refer to the **University's Engagement Monitoring Policy for Research Students** for more information.

Support for your studies

**'I am an international student...
how does my engagement affect my
Student Route (previously Tier 4) 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 Student Route (previously Tier 4) student will become subject to the enhanced monitoring for Student Route (previously Tier 4) students as detailed in section 4 of the **Engagement Monitoring Policy for Student Route (previoulsy Tier 4) sponsored students**. This will be administered centrally by the Student Compliance Services.

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 Faculty or School and external body requirements such as:

- Professional Bodies
- Government/funding agencies
- UKVI requirements

What if I am unable to engage with my studies?

Let your Faculty or School know!

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

Please contact your Faculty/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 Faculty or School aware when you are not able to engage with your studies, your Faculty 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 review of this decision. Please see the **Engagement Monitoring Policy for Research Students** for more information.

Support for your studies

Your Faculty or School Information Office

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

If you can't find the answer you need in your Faculty or School, **MyUniHub** and the **Students' Union Advice Centre** are also available to assist you.

MyUniHub

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
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 Engagement Monitoring
- Appeals, Complaints and Discipline
- Diploma Supplements
- Higher Education Achievement Report (HEAR)

- 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
Web: 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

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/

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/

Welfare

Welfare@CampusLife provides 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/

Council Tax

All full time Postgraduate Research students are exempt from council tax for the duration of their candidature. We also have a discretionary arrangement with local councils that allows the University to exempt full-time students during their writing up period.

However, please be aware that your candidature ends when you submit your thesis. After this time, you will no longer be considered a full-time student, which means that your exemption from council tax may end.

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 (west entrance), Fulton House

Bay Campus:
Students' Union, Y Twyni

Tel: +44 (0)1792 295821
Email: advice@swansea-union.co.uk
Web: www.swansea-union.sco.uk/support/adviceandsupport

Where do I find help with...?

Wellbeing Services
Talbot Building

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

Disability Office
Grove Building Extension

Open by appointment, booked through **MyUniHub**. 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

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

Library Services
Singleton and Bay campus libraries are open 24 hours per day and are staffed during core hours. Additional libraries are located at the St David's Park campus, South Wales Miners' Library at Hendrefoelan, and Banwen Library.

Swansea University Libraries are here to help you gain access to the resources you need for your study, research, and personal enrichment. Each Faculty and discipline has its own personal Subject Library Team tto support you. There are a number of videos and guides available to you in Canvas, as well as on their online Library Guides. They are available for online or in-person appointments to assist you in:
 • Literature searches
 • Finding and evaluating reliable information on the internet
 • How to reference your sources and avoid plagiarism.

Information Services and Systems (ISS)
Singleton Park, Fulton House
Bay Campus, Engineering Building

ISS supports the research, learning, teaching and administrative activities of students and staff across the University.

Centre for Academic Success
Singleton Park, Stable Block
open Mon-Fri, 09:00-17:00

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 Faculties 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 Research

A Postgraduate Research Degree provides you with a rewarding opportunity to use the skills you have acquired so far in your education, to undertake extensive research within a subject area of interest, and thereby contribute something original to the world of research.

Your Course – Progression and Award 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 you familiarise yourself with the type of Research Degree on which you are enrolled. The regulations relating to all Research Degrees are available in the **Research Degree Regulations**.

PhD (and Extended), PhD by Published Work, MD, MD by Published Work, Professional and Senior Doctorate

MPhil, MRes, MA/MSc/LLM by Research

Visiting & Exchange Research, Joint Doctoral Degrees, Doctoral Training Programme

Postgraduate Research Degrees

Doctor of Philosophy (PhD)

Master of Philosophy (MPhil)

Professional Doctorate

PhD (Extended Period of Study)

Master of Research (MRes)

Doctor of Medicine (MD)

Doctor of Philosophy (PhD) by Published Work

Senior Doctorate

MA/MSc/LLM by Research

Visiting and Exchange Research Students

Associate Researchers

Framework Regulations for Joint Doctoral Degrees

MD by Published Work

Doctoral Training Programme - Integrated PhD (1+3)

Doctor of Business Administration

BBSRC Doctoral Training Programme

Doctor of Philosophy (External PhD)

Your studies

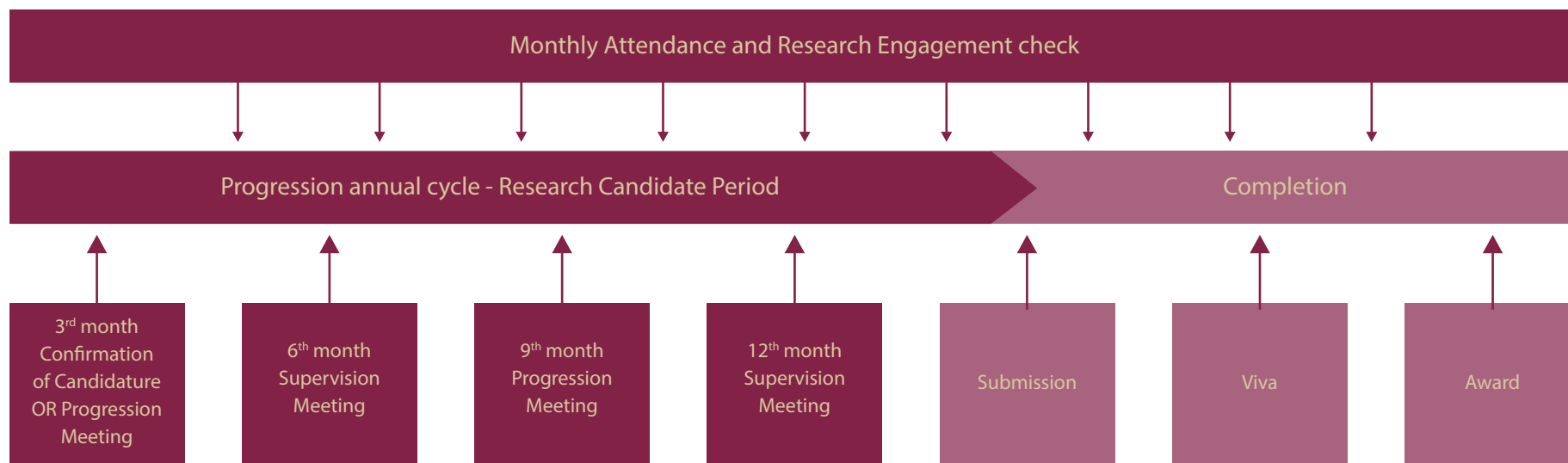## Degree Progression and Completion

During your degree, you are required to contact your supervisor monthly to note attendance and engagement with your research, and attend formal supervision and progression meetings with your supervisors at regular intervals during the progression year and completion stage. You and your supervisor will be required to record the outcomes of your progression, which will include a record of each of these meetings and agreed actions. The stages of progression and completion are as follows:

Confirmation of your Candidature is expected to take place within three months of your enrolment. During these initial three months, it is expected that you will produce a research plan and project summary, and consider, where appropriate, all possible ethical ramifications of your research. It is also at this stage your training needs will be assessed, and as far as possible, the availability of the facilities and resources you will need to complete your research project. Once Confirmation of Candidature has been completed by you and your supervisor, one of the following three outcomes will be recorded on the on-line system:

- Candidature Confirmed
- Defer for three months
- Required to Withdraw

Confirmation of Candidature constitutes your first formal assessment of your progression.

You may, in exceptional circumstances, defer confirming your candidature by three months (see **Guide to Progress Monitoring**). Please note that after Confirmation of Candidature is complete, you will not be permitted to significantly change your topic of research.

Monthly Attendance and Research Engagement check

Progression annual cycle - Research Candidate Period	Completion

3rd month Confirmation of Candidature OR Progression Meeting	6th month Supervision Meeting	9th month Progression Meeting	12th month Supervision Meeting	Submission	Viva	Award

Your studies

Progression Stage/ Supervised Research Period

During this period, you will undertake the main part of your research and compose the written thesis, having carried out a comprehensive literature review and completed the necessary training. It is during this stage that you will receive the most supervision.

Successful completion of this period will depend on you meeting the progression criteria. The second formal assessment of your progression will be a progression report, which can include one of the following decisions:

- Satisfactory Progress
- Cause for Concern
- Transfer to PhD/Doctorate
- Transfer to MPhil/Master of Philosophy
- Transfer to Master of research (MRes)
- Transfer to Masters by Research (MA/ MSc/LLM by Research)
- Required to Withdraw
- Student Voluntary Withdrawal
- Submitted/Resubmitted

It is important adhere to the University's framework governing **research ethics and integrity** throughout your research.

Completion Stage

By this time, the research has been completed and a draft has been prepared, if not the full written thesis. As such, full supervision is not likely to be required. Your progress will be formally assessed by your Faculty or School and a recommendation made indicating whether or not you are ready to submit your thesis within six months.

Please refer to the **Guide to Progress Monitoring for Research Students** for more information.

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 family member.

Your studies

Submission and Examination of the Thesis

The University has an extensive guide about **Drafting, Submitting, and Examining a Thesis,** for when you are ready to submit your thesis. It is advisable that you look at the full guide, but the main points to note include:

Submission

E-Theses (Electronic submission of your thesis)

All students are required to submit an electronic copy of their final thesis to the institutional repository **CRONFA**, in order to comply with Open Access Policy. The **E-Theses Library Guide** offers comprehensive information for students Group or 1-2-1 training is available upon request.

You must indicate your intention to submit your thesis via the on-line system at least **3 months** before the expected submission date.

Maximum word counts:

MRes or MA/MSc by Research – 40,000
MPhil – 60,000
Professional Doctorates and MD – 80,000
PhD – 100,000

NB: There is no minimum word count but the maximum word count of the research programme above can be used as a guide.

Please note there are specific requirements relating to the **submission and presentation of the thesis**, (section 6.)

Submitting in Welsh

You have the right to present your final submission in Welsh. If you wish to do so, you must submit a request within **3 months** of your start date. The relevant form for this request can be found on **MyUni**.

Your studies

Examination

After submission, you will be assessed by viva voce. This is an oral examination on the content of your thesis, which will have been read by the examiners present (normally one internal and one external examiner). Your supervisor(s) may be in attendance for the viva voce, but only with your consent. The date for the examination will be agreed by all parties, and confirmed at least **2 weeks** in advance.

The examination can be postponed due to exceptional circumstances, but only if prior notification is given. The viva voce will normally be held as a face-to-face examination; however, there are certain exceptional circumstances which may allow the candidate to request for a viva voce by electronic means (which must still include a face-to-face element, such as a video call.) The viva voce must occur within **6 months** of submission; if this does not happen due to actions on the part of the student, then the student may be required to withdraw from the University.

Please refer to the **Guide to the Examination of Research Students**, for more information relating to your chosen research degree.

Your studies

Postgraduate Research Training

Skills Development Programme for Postgraduate Research students, brings together training workshops, one-to-one support, online resources and immersive development opportunities to support your transferable skills development. Training is provided across ten themes:

- Managing information and data
- Presentation and public engagement
- Resilience, problem solving and personal effectiveness
- Leadership and working with others
- Academic writing
- Research methods
- Safety, integrity and ethics
- Career planning and progress
- Impact and commercialisation
- Teaching and demonstrating

Visit the website below to browse and book face-to-face training workshops, and access online training and resources via Canvas.
www.swansea.ac.uk/research/ researcher-development/ postgraduateresearchstudents

Language Training

The University has extensive language training facilities used to deliver classes in English language which are available via **English Language Training Services (ELTS)**. The classes are intended especially for students whose English language skills need strengthening. The classes can also be used to help familiarise you with specialised terminology and expressions that you may encounter in your research.

Postgraduate Research Showcase

The Showcase will bring together Postgraduate Research students from across all of the University's Faculties and Schools to celebrate their achievements during the academic year. The event will feature the final of the Swansea University Three Minute Thesis (3MT) competition, following the Faculty or School heats that will take place at various times throughout the year. Entries to the Swansea University Postgraduate Research poster competition will be displayed, and finalists will have the opportunity to present to their posters in front of a panel of judges. The event will be rounded off with a prize giving ceremony, during which trophies will be presented to the winners of the 3MT and poster competitions, along with other awards recognising Postgraduate Research students' achievements throughout the year.

For more information please contact the Postgraduate Research Office by emailing **skillstraining@swansea.ac.uk**.

Student Demonstrators and Tutorial Assistants

Please see Section 6 of the **Guide to the Employment of Research Students** for Senate guidelines for the Appointment of Postgraduate Student Demonstrators and Tutorial Assistants.

Your studies

Employability

The **Swansea Employability Academy** (SEA) is here to support you develop the skills and attributes employers are looking for! Prepare for your dream job with support on the recruitment process (CV's, applications, interviews, Careers Development Course), gaining work experience (placements, internships and part-time jobs), events and bursaries available.

Lean more about the support available on our webpage: **myuni.swansea.ac.uk/sea/**

Have a questions? Get in touch today by emailing **employability@swansea.ac.uk**

A **Higher Education Academy (HEA)** fellowship is also available for postgraduate research students.

Your **Higher Education Achievement Report (HEAR)** can be developed using a digital tool which will enable you to record and then promote your academic and extra-curricular achievements. The tool, supported by the 'Gradintel Portal', will enable you to record experiences and achievements such as publications, presentations, placements in industry, laboratories or overseas Universities, which might make you more attractive to future employers.

Through the web interface, 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.

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.

Research students must complete their viva and have been awarded the degree to attend the Graduation Congregations. To be awarded the degree, students must have submitted corrections, had them approved and submitted the hard bound/electronic copies of their thesis. Please be aware that there are deadlines for the Graduation Congregations which need to be adhered to.

All the information you need is on the **Graduation** webpages.

Working alongside your Studies

Subject–related Employment

There is broad agreement between UK sponsors in the matter of subject-related paid employment (mainly teaching and demonstrating). This permits employment, with the express permission of your Supervisors, to a normal maximum of 6 hours in the working week (09:00 to 17:00, Monday to Friday). Again, in most cases, the annual maximum will be 180 hours per year.

Non-subject-related Employment

In the case of privately funded students and holders of University postgraduate research studentships, the maximum amount of work shall not normally exceed 6 hours per week, generally outside of working hours.

Extensions to the 6 hour limit must be approved by the Progression and Awards Board on recommendation from your Supervisor and with the agreement of any sponsors, but may not exceed 12 hours in any single week.

Tier 4 Students

- PhD students are limited to 20 hours a week for the entirety of their course.
- A week is defined as Monday to Sunday.
- Voluntary work (even if it is unpaid) should be included in the 20 hour limit.
- If you are studying part-time you are not permitted to work.
- You cannot engage in business related activity or be self employed.
- You should check the Biometric Residence Permit (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 and/or External Examiner/Chair of Board'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.
- 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.

If you feel that your studies have been affected by such circumstances, it is important that you speak, as soon as possible, to your supervisor or a member of staff at your Faculty or School Postgraduate Research Office. You may wish to discuss the possibility of requesting an **extension of candidature or suspension of studies**.

It is very important that you make the Viva Examining Board aware of extenuating circumstances which could have an effect on your viva examination. Academic Appeals based on extenuating circumstances which could have been brought to the attention of the Examining Board prior to oral examination shall not be considered.

Please see **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**.

Students Pursuing Taught Modules

If you experience extenuating circumstances which you consider affect your performance whilst pursuing taught modules, please refer to the **Policy on Extenuating Circumstances Affecting Assessment**.

Have your studies been affected?

Suspension, Extension and Transfer

If you feel that you need to suspend your studies it is advised that, in the first instance, you speak with your Supervisors or a member of staff at your Faculty or School Postgraduate Research Office. Suspension is usually approved for 1 or multiple **3 month** periods, up to a maximum of **12 months**. If you receive an approved suspension, the end date of your candidature period will be adjusted accordingly. If you reach the end of your candidature period, you may apply for an extension based on certain grounds.

Grounds for suspension and/or extension that are usually recognised by the University include:

- Medical grounds, including illness over a period greater than 12 weeks
- Maternity leave (usually 9 months, but 12 months can be requested)
- Jury service
- Compulsory military service
- Compassionate leave, such as for serious domestic difficulties
- Technical difficulties (limited to those beyond the students' control)
- Financial difficulties (only applies to self-funded students; additionally, full-time students must demonstrate that transferring to part-time study is not a viable option)

Please refer to the **Guide to Suspensions and Extensions for Research Students** for more information. Suspension and extension request forms are available from your Canvas site.

If you would like to transfer your programme, please refer to the **Guide to Transfer and Withdrawal of Research Students** for more information. If you are considering leaving the University, your supervisor can offer you advice and support in the first instance. Withdrawal forms are available from MyUniHub on request.

Have your studies been affected?

Accuracy of Published Marks

The Accuracy of Published Marks procedure provides you with the opportunity to query with your Faculty 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**.
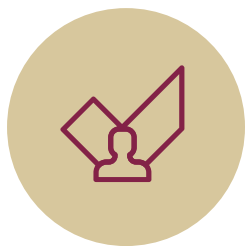
Conduct & Complaints

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, 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**.

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, Supervisor 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

Faculties/Schools 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 disabled
- Repeated failure to fix behaviour which the Faculty 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** of **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.
- Plagiarising another person's work by submitting it for assessment without referencing the original author. Talk to your Faculty 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 (person or system including AI tools when not expressly authorised and declared) 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').

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 procedures**.

How can I avoid Academic Misconduct?

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 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 Canvas account.

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

Please refer to the University's **Academic Misconduct Procedure** and **Artificial Intelligence Guidance** 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**

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**

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/**

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

Download **SafeZone** to your mobile phone, the campus safety app for students and staff.

Please read carefully the information provided within the **Faculty or School's Information Handbook on Safety, Sustainability & Resilience.**

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: **https://www.swansea.ac.uk/about-us/compliance/data-protection/**. 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.

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.

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

Candidature – The duration of your course.

Research engagement check – A monthly meeting with your supervisor to ensure you are making progress.

Supervisory/supervision meeting – A compulsory attendance event which should take place at least every three months.

Progression – How your candidature is monitored, via a sequence of milestones which you must achieve.

Submission – The event of handing in your completed thesis.

Hardbound/softbound – The two types of thesis binding – hard binding is only necessary when providing a final copy following successful examination.

Viva/Viva Voce – The method by which your thesis is examined.

Corrections/Minor corrections – A possible viva outcome can be that you pass but must include some changes in your final hard bound version.

Resubmission – A possible viva outcome can be that you are required re-submit the thesis with substantial changes within a 12 month period.

Suspension – A break in your studies that can be requested from your supervisor under certain conditions.

Bursary/Studentship/Scholarship – Terms that can describe money awarded to you to support your studies and/or money paid directly to the University to cover your tuition fees.

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 Faculty 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
Web: myuni.swan.ac.uk