

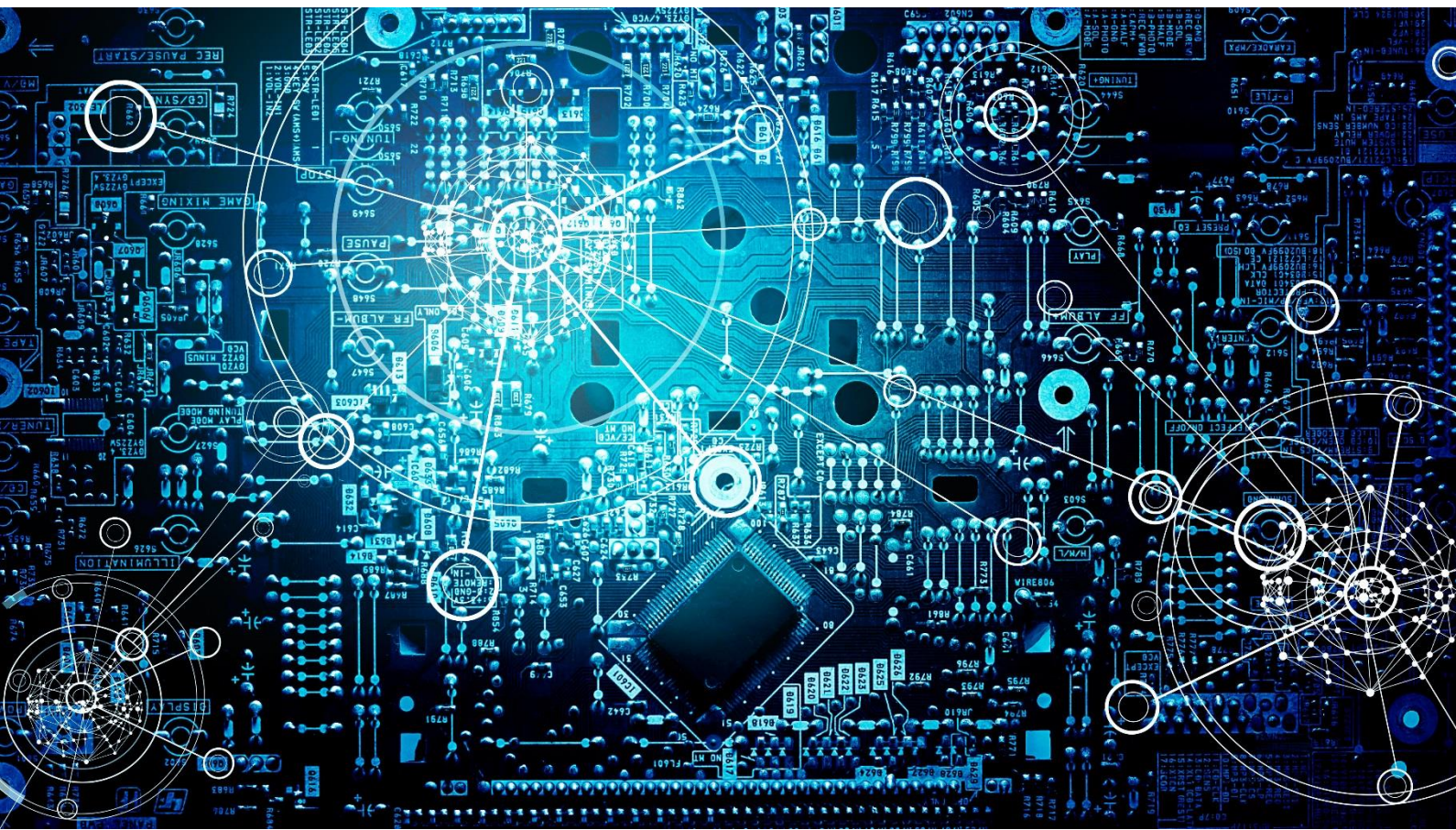
MSc Data Science

Course Handbook 2020/21

Dr Penny Holborn

School of Computing & Mathematics

Faculty of Computing Engineering & Science



A welcome message from the Pro Vice Chancellor Research and Student Experience Professor Martin Steggall.

Welcome to the University of South Wales' Academic year 2020/2021. I hope that you enjoy your studies, designed to be both intellectually challenging and rewarding. Changes to the delivery of teaching will mean that you will have time to read around the subject area and engage with both synchronous and asynchronous learning opportunities, but we all recognise that there will be bumps along the way. Being part of the USW family means that we are here to help you achieve your very best, but we can only do that in partnership with you. Find a pattern of working that enables you to focus on your work and also take regular breaks so that you can maintain your physical and mental health and well-being. The course and module teams want you to be successful, so I urge you to avail yourselves of all the support offered by the academics and professional support teams, and wish you luck in your studies.

The wellbeing and health and safety of our students and staff is paramount to us. We are committed to delivering our courses, research opportunities and other services as safely as possible. The ongoing impact of the Covid-19 pandemic means that we are having to make changes to the way in which we deliver our courses and services for the academic year 2020/2021.

Your student experience is important to us and we have been working and continue to work to ensure your overall experience. We intend to deliver our courses in a blended format; with a proportion of the teaching and learning being delivered digitally, and where it is safe to do so, some teaching and learning being delivered in person and using social distancing and/or mitigating measures as deemed appropriate in line with government guidance.

The nature and balance of learning and teaching methods and activities are sufficiently flexible to adapt and enable you to succeed in your studies. Due to the pandemic, the methods and activities adopted for the coming year may differ from those previously published and may be subject to further change through the course of your study if such change is necessary due to public health concerns, health and safety guidance or in response to Government Guidelines.

Any changes to your course have been considered and approved through the University Quality Assurance processes, which include student and external scrutiny. If any further changes are necessary we will inform you at the earliest possible opportunity.

Information that we have provided on how we plan to deliver our courses in 2020/2021, is based on the decisions that have been made to date. We aim to keep you up to date with our decision-making, the changes already made, and those that we may need to make in the future so that you can make informed decisions about your studies.

You are entitled to submit a formal complaint if you feel that we have not taken sufficient steps to appropriately respond to the situation and that this has affected your studies. When we look at the circumstances of each complaint, we will be doing so in the context of a global pandemic that is having an unprecedented impact. Information on the University's Student Complaints Procedure can be found here: <https://registry.southwales.ac.uk/student-regulations/student-complaints/>

A welcome message from the Dean

Welcome to the Faculty of Computing, Engineering and Science and the start of an exciting and challenging education. You will follow a programme of study that will develop your specialist knowledge and skills, providing you with the experience of critical thinking and practical application needed to put your education to use in the real world. As a Faculty we believe that students “learn by doing” which means that there will be plenty of opportunities to work on some of the challenges faced by Industry and Society in our excellent workshops and laboratories, or through field work and live projects. Each course is carefully designed in partnership with employers and professional bodies to ensure that when you graduate, you can take advantage of the excellent employment or postgraduate study opportunities that exist for science, engineering, technology and mathematics graduates (STEM).

Our courses are supported by dedicated, friendly experts including lecturers, technical and support staff who will be there to help you at every step of the way, ensuring that you make the best of each opportunity, as well as helping you out when things are not going to plan.

Finally, I hope you have a fantastic time. Over the course of your study with us there will be opportunities to meet new people, try new things new, extend your horizons and most importantly enjoy yourself. I wish you every success and hope to meet many of you during your time at USW.

Dr Stewart Eyres

Deon Cyfadran Cyfrifiadureg, Peirianeg a Gwyddoniaeth / Dean of the Faculty of Computing, Engineering & Science

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Disclaimer: The information contained within this handbook is accurate at the time of going to press, however it is subject to change.

NB: The following information will be provided in the language in which the course is taught.

*Bydd y wybodaeth ganlynol yn ymddangos yn yr iaith yr addysgir y cwrs.

1. Introduction and Welcome from the Course Leader

Welcome to the School of Computing and Mathematics at the University of South Wales. Studying at University can be hard work but also great fun and we hope that you have a great time while you are with us.

During your time with us you will encounter a variety of different areas of Data Science, some of these may come easily to you, others you may find more difficult, this is natural for any student at University and we hope that this will push you to achieve the very best that you are capable of.

This course was designed to give students a wide range of applicable skills and you will find that you will meet many computer packages and software that are used in industry whilst studying this course. We will be very interested to hear your opinions of both the course and its modules, so please let us know any feedback you may have during your studies.

Within the Computing & Mathematics community at the University of South Wales there are many different activities going on that you will get the opportunity to engage in. We hope that you will involve yourself as much as possible to enrich your time here with us.

We are very proud of our graduates; many have gone on to have prestigious careers in different areas utilising the skills and knowledge they gained whilst studying with us. During your time here, we will endeavor to provide you with the academic and personal skills to enable you to succeed after you have obtained your postgraduate degree.

During induction, and in this handbook, you will be given lots of information, please do not worry if you cannot take it all in, we are all willing to help, please just ask us.

Dr Penny Holborn

Course Leader

2. The Course/School Context

The University of South Wales has four faculties:

- Faculty of Business and Society
- Faculty of Computing, Engineering and Science
- Faculty of Creative Industries
- Faculty of Life Sciences and Education

You will be studying at the **Treforest** Campus and your course is run by the Faculty of Computing, Engineering and Science, which is one of the largest Faculties within the University and is divided into three Schools:

- Computing and Mathematics
- Engineering
- Applied Science

Your course is run by the School of Computing and Mathematics. The School of Computing & Mathematics is based in the Johnstown Building, labelled 9 on the Campus Map.

In response to the current situation, the University has taken the decision that all lectures will be delivered online for the remainder of 2020 and this will then be reviewed accordingly. For the MSc Data Science, we have therefore taken the decision that the best way to deliver your learning with the least disruption as possible is to deliver all our sessions online for this course. As guidance is reviewed, we would hope to be able to schedule some small group face to face support and interaction as term progresses and return to campus when possible.

Campus Maps can be found at <https://www.southwales.ac.uk/about/location/>

The '**Find a Room**' online tool provides a room number search facility:
<https://findaroom.southwales.ac.uk/>

3. Introduction to the course team

Further details of the teaching team supporting your course is available on the USW website staff.southwales.ac.uk.

Name	Role	Module/s	Room	Phone	Email
Dr Penny Holborn	Course Leader / Senior Lecturer	MS4S08/09 (Module Leader)	J420	(01443) 654370	penny.holborn@southwales.ac.uk
Filippo Cavallari	Course Tutor / Lecturer	MS4S09 (Lecturer) MS4S10 (Module Leader)	J418	(01443) 484510	filippo.cavallari@southwales.ac.uk
Dr Angelica Pachon	Lecturer	MS4S08 (Lecturer)	J414	(01443) 654730	angelica.pachon@southwales.ac.uk
Moizzah Asif	Lecturer	MS4S10 (Lecturer) MS4S21 (Module Leader)	J418	(01443) 82267	moizzah.asif@southwales.ac.uk
Gaylor Boobyer	Lecturer	IS4S761 (Module Leader)	J318	(01443) 482243	gaylor.boobyer@southwales.ac.uk
Dave Kidner	Reader	IS4S761 (Lecturer) IS4S706 (Lecturer)	J302	(01443) 482647	david.kidner@southwales.ac.uk
Dr Mark Ware	Associate Professor	IS4S706 (Module Leader)	J302	(01443) 483608	mark.ware@southwales.ac.uk

Many modules are also supported by other members of the team, including specialist and workshop technicians. If you have a query about a module which is taught by a Part Time Lecturer, please be aware that it may take a little longer to receive a response. If your query is urgent, please contact the relevant Module Leader.

The best way to contact a member of staff is through the university email system. If your query is urgent, please contact the relevant Course Leader.

Office Hours when teaching staff are available for individual student queries are indicated within module pages on Blackboard.

4. Course Content and Description

4.1 Course Aims and Learning Outcomes

To access your course aims and learning outcomes please use the following link to our Integrated Course Information System [ICIS](#).

The MSc Data Science has the following generic aims:

- To provide an education in the central themes and techniques of modern applicable computing and mathematics relevant for Data Science.
- To enable students to apply their knowledge, understanding and skills, to areas, techniques and applications beyond those they have directly experienced.
- To provide students with the analysis and interpretation skills to enable them to infer a wide variety of real world problems.
- To develop an attitude of personal enterprise and self-responsibility, to work on their own initiative and handle varying workloads while maintaining standards and targets.
- To develop transferable skills, including communication, working with others, problem solving and improving own learning and performance, and apply these to non-trivial problems.
- The MSc Data Science has the following specific aims:
- To understand the concepts and theory of analytical techniques, and explain their use in the wider context of Data Science.
- To demonstrate a detailed knowledge and understanding of a wide range of complex analytical concepts in the field of Data Science.
- To understand the concepts of modelling real world situations using industry software utilised within Data Science.
- To apply advanced programming concepts to a substantial problem and utilise standard packages to model simple well defined problems.
- To be capable of effective and clear communication to explain, with clarity, the application of complex analytical methods to a substantial problem.
- To take responsibility for planning and developing a project, and to exercise broad autonomy and judgement across a significant area of work or study.

4.2 Course Structure

The following table is an indicative list of the core taught modules that you will be studying throughout your course.

Module Code	Module Name
MS4S08	Applied Statistics for Data Science
MS4S09	Data Mining and Predictive Modelling
MS4S10	Machine Learning and Decision Making
IS4S706	Project Management and Research Methodology
IS4S761	Principles of Computing

MS4S21	Big Data Engineering and Applications
MS4T01	MSc Project – Data Science

As is the case with the majority of taught Master's modules across the university, modules will be delivered across three consecutive eight-week blocks.

On the MSc Data Science, the six taught modules are divided into two streams as demonstrated. The exception here is MS4T01 MSc Project – Data Science which will be outlined below.

Stream	Block 1	Block 2	Block 3
1 (Wednesday)	MS4S08 - Applied Statistics for Data Science	MS4S09 - Data Mining and Statistical Forecasting	IS4S706 - Project Management and Research Methodology
2 (Friday)	IS4S761 - Principles of Computing	MS4S10 - Machine Learning and Decision Making	MS4S21 - Big Data Engineering and Applications

In the first stream, the first eight-week module provides a broad introduction to applied statistics. It starts from a basic level to ensure the foundations are in place but quickly builds through the use of easy to use industry software to include a range of multivariate analysis.

The second module builds higher level analytical skills through developing statistical programming skills and also extends statistical applications to those relevant for a Data Scientist. The third module in this stream develops skills for planning and developing Data Science projects and carrying out a research project.

In the second stream, the first eight-week module provides a broad introduction to developments in computer technology, programming and database systems.

The second module in this stream focuses on combining students' acquired mathematical and computing skills and applying them in the desired field of Machine Learning and Decision Analysis. The third module in this stream further develops skills in the collection and analysis of 'Big Data', and how to plan and implement a secure data analytics system.

All students will also undertake a 60-credit individual project. This provides the opportunity for students to demonstrate independent thinking in the application of their Data Science skills to a real world problem. Typically, a full-time student would study both streams – that is, six taught modules – in one academic year, and then work on the individual project during the summer; 180 credits in 12 months.

A part-time student will study the first stream of three modules in their first academic year, then have the opportunity to start work on their individual project during the first summer. The second stream of three modules will then be undertaken in their second academic year. They will finish their individual project during the second summer. Again completing 180 credits but over two academic years.

4.3 Your Learning

The MSc Data Science is a practical course and delivered through a variety of delivery methods. Modules are designed on the basis that a 20 credit module equates to 200 hours of effort required by the student, which is divided between direct contact time, directed learning time and private study time.

The direct contact time for all taught modules will be made up of lectures, tutorials, practical sessions and seminars, as appropriate. These will be further consolidated by a series of practical exercises, projects and guest lectures. At all stages, laboratory practical sessions will be used to consolidate the understanding of fundamental principles and techniques.

To ensure the course continues to deliver an effective learning environment for students in current circumstances, and with the university making the decision that all lectures will be delivered online for this semester, the decision has been made to deliver all taught materials online for the remainder of 2020. This will be reviewed accordingly.

This equates to 6 taught hours per week, per module, broken down into approximately 2 hours of pre-recorded lecture content, 2 hours of set tasks/exercises to be completed independently and then a further 2 hours of live workshop and interaction with the lecturer.

4.4 Access to Materials Online – Blackboard

Blackboard provides access to information about your course, through your Course Organisation, and materials and resources for each of your modules to support your learning as set out in the Blackboard Minimum Requirements Policy at <https://celt.southwales.ac.uk/policy/>. Further details and help with using Blackboard can be found at: <https://its.southwales.ac.uk/Blackboard/>

Details of all your assessments are provided through Blackboard and short-notice changes will also be posted there, so it is important to log in regularly.

4.5 The Learning Process

As a University student you will be responsible for your own learning. You will be involved in three types of learning:

1. Contact with your lecturer (supported hours).
2. Study outside class times as directed by your lecturer (directed learning).
3. Study at your own initiative (independent learning).

Together, these make up the 'total study hours'. A 20-credit module has 200 total study hours and a full-time course is equal to 120 taught credits in an academic year. Therefore, in total, a full-time course equates to 1200 study hours per year, which is the equivalent of a full-time job during term time. While we understand that many students need to take on paid work to make ends meet, you must think very carefully before committing to time-consuming jobs or extracurricular activities as you don't want your studies to suffer.

For a part-time course, this will equate to 600 study hours per year. As many part-time students will undertake this course alongside full-time employment, you need to make sure you make time to study around this.

4.6 Engagement with your Course

The University expects that students engage fully with their course. By engagement we mean:

- attend and actively participate in all timetabled lectures, meetings and other activities arranged in relation to their course;
- make appropriate use of Blackboard (e.g. Blackboard, Panopto and Turnitin);
- submit assessments on time;
- respond to University communications in a timely manner.

Good attendance (whether online or on campus) is a critical part of engagement and is crucial to your academic and personal success. Students who attend lectures regularly often achieve the highest grades. We know that there is proven link between your engagement through attending classes, good use of Blackboard, frequent library usage and your success. In some classes your attendance may be formally monitored. Your personal academic coach is also likely to discuss your attendance and engagement in your one-to-one coaching sessions.

Students can be withdrawn for a lack of engagement. Further information can be accessed on <https://progression.southwales.ac.uk/guidance-support/engagement/>

4.7 Student Development and Study Skills Service

A comprehensive list of helpful online resources and information related to study skills including writing, referencing and IT skills can be found at <https://studyskills.southwales.ac.uk/>

4.8 Library Subject Guides

The Library has created useful guides that help you research your subject and make the most of library resources. The subject guide for this course can be found here:

MS4S08 – Applied Statistics for Data Science

<https://rl.talis.com/3/southwales/lists/CC54AD0D-09A0-1370-21FC-1DC2CBED58BE.html?lang=en&login=1>

MS4S09 – Data Mining & Statistical Forecasting

<https://rl.talis.com/3/southwales/lists/FAEE6F6D-ED1A-5F1B-B1EA-CA7DC5D4CB50.html?lang=en&login=1>

MS4S10 -Machine Learning & Decision Making

<https://rl.talis.com/3/southwales/lists/476B51CE-D8A7-36D6-4D3A-745D435052CA.html?lang=en&login=1>

MS4S21 – Big Data Engineering & Applications

<https://rl.talis.com/3/southwales/lists/EAE3F329-A61B-9484-F32F-EF7FDFB6A95F.html?lang=en&login=1>

Project Management & Research Methodology

<https://rl.talis.com/3/southwales/lists/DEFFE28A-B9D5-1660-CCC3-E7CF8DD5B68B.html?lang=en&login=1>

5 Assessment

5.1 Types of Assessment

The assessment strategy has been devised to reflect the diverse nature of the modules. Full details including type, word count etc. can be found in the module descriptors that can be accessed through [ICIS](#) or refer back to the table of your modules in section 4. The assessment grading criteria will be issued with the relevant assessment and can be used as a guide to the expectations of the individual piece of assessment.

5.2 Your Schedule of Assessments

MSc Data Science - Coursework Schedule 20/21 Full-time

w/c	Academic Week No	Module Code	Assessment	Percentage	Hand-in Date	Latest Feedback Date
28/09/2020	1					
05/10/2020	2					
12/10/2020	3					
19/10/2020	4					
26/10/2020	5					
02/11/2020	6	IS4S761	Principles of Computing 1 (Part 1)	25%	06/11/2020	04/12/2020
09/11/2020	7					
16/11/2020	8	IS4S761	Principles of Computing 1 (Part 2)	25%	20/11/2020	18/12/2020
23/11/2020	9	MS4S08	Applied Statistics for Data Science 1	50%	24/11/2020	29/12/2020
30/11/2020	10	IS4S761	Principles of Computing 2	50%	05/12/2020	02/01/2021
07/12/2020	11					
14/12/2020			Christmas Break			
21/12/2020						
28/12/2020						
04/01/2021	12					
11/01/2021	13	MS4S08	Applied Statistics for Data Science 2	50%	12/01/2021	09/02/2021
18/01/2021	14					
25/01/2021	15	MS4S09	Data Mining and Statistical Modelling 1	40%	26/01/2021	23/02/2021
01/02/2021	16					
08/02/2021			Break			
15/02/2021	17	MS4S10	Machine Learning and Decision Making 1	50%	16/02/2021	16/03/2021
22/02/2021	18					
01/03/2021	19					
08/03/2021	20	MS4S09	Data Mining and Statistical Modelling 2	60%	02/03/2021	30/03/2021
15/03/2021	21					
22/03/2021	22	MS4S10	Machine Learning and Decision Making 2	50%	16/03/2021	17/04/2021
29/03/2021			Easter Break			

05/04/2021							
12/04/2021							
19/04/2021	23	IS4S706	Project Management and Research Methodology 1	50%	TBC		
26/04/2021	24	IS4S706	Project Management and Research Methodology 2	50%	TBC		
03/05/2021	25	MS4S21	Big Data and Analytics 1 & 2	100%	04/05/2021		01/06/2021

MSc Data Science - Coursework Schedule 20/21 Part-time Year 1

w/c	Academic Week No	Module Code	Assessment	Percentage	Hand-in Date	Latest Feedback Date
28/09/2020	1					
05/10/2020	2					
12/10/2020	3					
19/10/2020	4					
26/10/2020	5					
02/11/2020	6					
09/11/2020	7					
16/11/2020	8					
23/11/2020	9	MS4S08	Applied Statistics for Data Science 1	50%	24/11/2020	29/12/2020
30/11/2020	10					
07/12/2020	11					
14/12/2020						
21/12/2020			Christmas Break			
28/12/2020						
04/01/2021	12					
11/01/2021	13	MS4S08	Applied Statistics for Data Science 2	50%	12/01/2021	09/02/2021
18/01/2021	14					
25/01/2021	15	MS4S09	Data Mining and Statistical Modelling 1	40%	26/01/2021	23/02/2021
01/02/2021	16					
08/02/2021			Break			
15/02/2021	17					
22/02/2021	18					
01/03/2021	19					
08/03/2021	20	MS4S09	Data Mining and Statistical Modelling 2	60%	02/03/2021	30/03/2021
15/03/2021	21					
22/03/2021	22					
29/03/2021						
05/04/2021			Easter Break			
12/04/2021						

19/04/2021	23	IS4S706	Project Management and Research Methodology 1	50%	TBC
26/04/2021	24	IS4S706	Project Management and Research Methodology 2	50%	TBC
03/05/2021	25				

MSc Data Science - Coursework Schedule 20/21 Part-time Year 2

w/c	Academic Week No	Module Code	Assessment	Percentage	Hand-in Date	Latest Feedback Date
28/09/2020	1					
05/10/2020	2					
12/10/2020	3					
19/10/2020	4					
26/10/2020	5					
02/11/2020	6	IS4S761	Principles of Computing 1 (Part 1)	25%	06/11/2020	04/12/2020
09/11/2020	7					
16/11/2020	8	IS4S761	Principles of Computing 1 (Part 2)	25%	20/11/2020	18/12/2020
23/11/2020	9					
30/11/2020	10	IS4S761	Principles of Computing 2	50%	05/12/2020	02/01/2021
07/12/2020	11					
14/12/2020						
21/12/2020						
28/12/2020						
04/01/2021	12					
11/01/2021	13					
18/01/2021	14					
25/01/2021	15					
01/02/2021	16					
08/02/2021						
15/02/2021	17	MS4S10	Machine Learning and Decision Making 1	50%	16/02/2021	16/03/2021
22/02/2021	18					
01/03/2021	19					
08/03/2021	20					
15/03/2021	21					
22/03/2021	22	MS4S10	Machine Learning and Decision Making 2	50%	16/03/2021	17/04/2021
29/03/2021						
05/04/2021						
12/04/2021						
19/04/2021	23					
26/04/2021	24					
03/05/2021	25	MS4S21	Big Data and Analytics 1 & 2	100%	04/05/2021	01/06/2021

5.3 Examinations

There are no examinations for this course.

5.4 Referencing

Agreed USW Harvard referencing and other guidelines are at this link
<https://library.southwales.ac.uk/collections-subject-guides/referencing/>

However, many mathematical journals require numerical referencing you will be given details of this and required to use it in various reports.

5.5 Academic Misconduct

The [University of South Wales Academic Misconduct Regulations](#) define academic misconduct as:

‘any action or attempted action that may result in creating an unfair academic advantage or disadvantage for any other member(s) of the academic community’

Developing knowledge often requires us to consider the work of other scholars and practitioners. For example, if you were analysing a famous work of art, or piece of music it would make sense to find out what other scholars have written about the subject as well as developing your own opinions. Understanding how to use the work of other scholars and practitioners, including your peers, to develop your own insights into a subject is an important professional skill.

The main categories of academic misconduct are:

- Intention to break the regulations
- Plagiarism
- Cheating
- Contract Cheating
- Falsification
- Recycling
- Collusion

Further guidance on referencing and how to avoid plagiarism is available on the Student Development and Study Skills website: <https://studyskills.southwales.ac.uk/>

5.6 Extenuating Circumstances

We recognise that there are certain times when you may not perform as well in an examination or assessment as you might have expected to do.

In order to ensure that all students are treated fairly, and to make sure that students with genuine reasons for poor performance are not disadvantaged, the University has implemented an extenuating circumstances procedure.

Further information on the procedure and how to submit a claim are available on UniLife
<https://advice.southwales.ac.uk/a2z/extenuating-circumstances/>

5.7 How to Submit Work

All assignments should be submitted online via Turnitin unless your course/module leader has formally approved an exception for other forms of submission.

Please note that assignments should normally be submitted online unless your faculty has formally approved an exception for other forms of submission (such as physical submission to the Advice Zone or an in-situ submission).

For further information see the Assignment Submission process at <https://celt.southwales.ac.uk/policy/> Click on Assessment Policies and Processes link and scroll down to the Assignment Submission Process.

5.8 How we Mark

There are several safeguards in place to give you confidence that your work is being marked fairly, and that your marks are equitable with other courses at the University and across the UK. Details of how this takes place are available in the Regulations for Taught Courses:

<https://registry.southwales.ac.uk/student-regulations/regulations-taught-courses/>

5.9 Feedback on your Work

The purpose of feedback is to help you understand how you can improve your work in future. Feedback doesn't just happen at the end of the module, or when you have submitted a piece of assessment. It happens continuously throughout your course – and in a variety of ways. Feedback can be very informal, such as a verbal comment from your lecturer on how you well you have done in a class-based activity. This is called formative feedback and this helps you to understand what you need to do to succeed in your assessed work.

You'll get more formal written or verbal feedback on your assessed work – called summative feedback - within 20 working days of submission. This may seem like a long time to wait, but please remember that your lecturers have lots of other duties as well as marking, such as teaching other modules, research and administration. When you receive feedback, whether it is formal or informal, written or verbal, you should always consider it very carefully as it will help you to achieve even better results next time.

Feedback is usually a combination of a mark and feedback on the work, as additional commentary, or whole group feedback during class.

5.10 Results

Information about results and your actual results can be found at:

<https://registry.southwales.ac.uk/results/>

6 Your Progress

6.1 Personal Academic Coaching (PAC) and Progress Monitoring

All students will be assigned a Personal Academic Coach (or PAC for short!). You will be introduced to your PAC at induction. Two further meetings will be scheduled in terms one and two to support you as you progress in your studies.

The role of the PAC will be to work with you to consider your academic and professional progress on your course and in university life overall, not just individual assignments or modules. They will also be able to direct you to the best support on any financial, health, disability, learning difference or personal issues you may have.

6.2 Advice Zones

Advice Zones, both online and on campus, are the first point of contact for advice and information regarding university life. Advice Assistants offer confidential, impartial guidance and advice on a range of issues including extenuating circumstances. Advice Assistants are also able to answer and advise on your queries, questions or concerns regarding booking appointments with specialist teams such as Counselling, Disability Service, Money Advice and Progression Advice.

Details of Advice Zones can be found at: <https://advice.southwales.ac.uk/>

If you are being taught at a Partner College e.g. through a franchise course, please contact your college in the first instance if you have queries.

6.3 Advice Zone Online

Advice Zone Online (AZO) is the University's online student support system. It is one central place where you can access support. It offers Frequently Asked Questions (FAQs) and enables you to ask new questions, which will connect you with the right team at the University to get help.

Appointments with a range of support services can also be booked through AZO.

Advice Zone Online will only contact you via your University email address so it is important that you regularly check this account. Advice Zone Online can be accessed directly via

<https://advicezone.southwales.ac.uk> or from the UniLife homepage <https://unilife.southwales.ac.uk>

6.4 Studying on an International visa

If you are studying on an international study visa, you will be required to report regularly to the University in order that the University can confirm you are actively engaged in your studies. Staff on your campus and course will advise you of their particular requirements for reporting.

Further information about the University's attendance requirements including your obligations if you are an international student on a Tier 4 study visa is available at:

<https://registry.southwales.ac.uk/student-regulations/attendance-monitoring/>

6.5 Library Services

You can contact any of the University libraries for help with finding information. There is much more to your library than books on shelves. You have access to a library collection that includes a wide range of ebooks, DVDs and CDs, journals, newspapers, theses, specialist collections, statistics and maps. Your online experience is well supported through extensive access to ejournals, ebooks and other electronic resources. The friendly and knowledgeable staff are on hand to provide guidance.

Further information can be found <https://library.southwales.ac.uk/>

6.6 External Examiner

The External Examiner is an independent academic from another institution who reviews a sample of work from your course to assure the University that marking is fair, that we have applied our regulations properly, and that standards are comparable to other Universities. All Universities have an External Examining system and their role gives further assurance, beyond the marking and double marking that your tutors already do in-house, that marking is sound.

Can I contact my External Examiner?

No. External Examiners are required to remain impartial at all times and they do not participate in determining marks for individual students. Students should not attempt to contact any External Examiner, and External Examiners are not permitted to respond to contacts made by students or anyone on behalf of a student. They will refer the contact back to the University.

You are able to access a copy of the latest External Examiner report for your course via the Course Organisation page on Blackboard.

7 Our Expectations of You

7.1 Student Casework (Student Regulations)

'Student casework' is the term that the University uses to group the following sets of regulations:

- Academic Appeals
- Academic Misconduct (including plagiarism)
- Extenuating Circumstances
- Fitness to Practise
- Fitness to Study
- Student Conduct
- Student Complaints

Further information can be found at: <https://registry.southwales.ac.uk/student-regulations/>

7.2 Information Technology Regulations and Social Media

Information around the I.T. and social media regulations of the University can be found at the following links:

<https://its.southwales.ac.uk/policies-and-regulations/>

<https://advice.southwales.ac.uk/a2z/social-media-facebook-twitter-and-more/>

7.3 Your University Email and Online Resources

The University provides a web portal, UniLife, which brings together various student websites, services, news and events. You can also book appointments, make payments, log into Blackboard, check your calendar, access file storage space and your University e-mail account. You need to check your university email address regularly as the University will **only** communicate with you through your university account. <https://unilife.southwales.ac.uk>

7.4 Changes to Personal Details

We understand that the personal information you provide to the University at enrolment may change but it is vital that we have accurate contact details for you. We also need your accurate full name as it will be used for formal documentation such as your Transcripts and Certificates.

Changes such as your phone number or address can be updated immediately by selecting 'Your Account' on the UniLife homepage, and the 'Update your details' button.

Changes to personal information that is normally permanent can also be made by raising a new question in Advice Zone Online <https://advicezone.southwales.ac.uk>. Please note you will be asked for some evidence to confirm the changes.

7.5 Changes to Module Registration

If you decide to make changes to your course or modules, please discuss this with your Course Leader in the first instance. Module amendments can be requested through Advice Zone Online <https://unilife.southwales.ac.uk>

7.6 Communication

Please ensure that you communicate in a respectful, professional manner with each other, with members of staff and external organizations/individuals. In email correspondence, please be polite and avoid text language. Do not expect staff to answer emails immediately, particularly if you have sent them outside the normal working day. If you have not received a response within 2 working days, send a polite reminder.

8 Giving us Your Feedback

We value your feedback on your university experience.

You can give feedback about your modules and courses at any time via Loop (<https://loop.southwales.ac.uk>). During November we will make a specific request for you to feedback on your Course level experience so far. Your feedback is reported anonymously.

You can raise issues with Course Reps and Student Voice Reps (SVRs), who are students that have been elected in to their roles to help improve the courses or faculty they represent. Also, you can apply to become a Course Rep or Student Voice Rep yourself!

In your final year, you will be asked to fill in the National Student Survey (NSS), which benchmarks the University against other UK Universities.

8.1 Student Representatives and Student Mentors

The Course Representatives and Student Voice Representative schemes are run by the Students' Union and have been set up to ensure that students are involved in decision making for academic matters at University, Faculty and Course level.

The role of Course Representatives is to attend meetings and give feedback to Course Management Teams, propose solutions to problems and actively engage in the organisation and running of a course. As Students' Union Course Reps, they are provided with training and guidance within their roles from the Student Voice Team in the Students' Union. Elections for Course Reps are held in class during the first weeks of term. Further information about the role and current course representatives can be found at:

<https://www.uswsu.com/studentvoice/course reps>

Student Voice Representatives are elected in at the annual Students' Union elections. They work at faculty level and are a useful link between students, Course Representatives, faculty staff and the Students' Union. More information can be found here:

<https://www.uswsu.com/studentvoice/svr>

8.2 Changes we have made on the basis of your Feedback

All feedback is considered and taken seriously by the University. We regularly make improvements as a result of feedback.

As a result of student feedback we have designed a new module for the course, MS4S21. This specifically looks to focus on industry application for big data and provides sought after industry knowledge and skills. We are also continuously updating technologies and techniques to ensure the course is current and applicable to industry.

9 Employability

9.1 USW Graduate Attributes

Your journey to future success will allow you to enhance and develop a particular set of attributes valued by graduate employers. Engaging and reflecting on the activities and knowledge within and alongside your USW course should give you:

- Substantial commercial and professional awareness about graduate career sectors;
- Innovative and Enterprising approaches to solving real world problems;
- Leadership opportunities to move people and processes forward;
- Project Management approaches to ensure you deliver against tasks;
- High level communication qualities to reach out to many different audiences;
- A digital literacy confidence to use technology and embrace technological change.

9.2 Careers and Employability Service

The Careers and Employability Service can help students and graduates explore, develop and implement their career plans. Services range from professional individual guidance, advice sessions on CV building and LinkedIn, placement support, and information on starting your own business or freelancing. They provide access to national and local employers through events such as the Opportunities Fair and a range of sector specific networking events. They can help you find a graduate, student or work experience opportunity through the online careers system, where you will also find a comprehensive range of interactive tools to help you with your applications.

USW placements have designated Work Placement Partners with excellent industry links and faculty specific knowledge to support a range of work experience/placement opportunities.

GO Wales provide additional support to students who may encounter barriers to accessing work experience <https://careers.southwales.ac.uk/gowales/>

For students and graduates looking to freelance or start a business, the Student Enterprise Team offer a comprehensive package of support including mentoring, workshops, networking and pitching opportunities and access to funding.

More details of all our services can be found on our website: <https://careers.southwales.ac.uk/>

10 Materials and Equipment for the Course

Library facilities are available on all campuses and these are open to all USW students. As well as books and journals, the library is your gateway to online resources such as ebooks, databases and subject guides. You can book any specialist equipment you need for practical modules and access technical support when you need it. Technical support can be accessed [online](#), by calling 82882 from any University telephone, or from your mobile/landline on 01443 482882.

Further information can be found at: <https://library.southwales.ac.uk/>

A number of industry software packages will be utilised throughout your modules and where possible student licenses of this software is available for you to download.

Alternatively, the information below provides further details on where specific software packages can be accessed on campus.

<https://its.southwales.ac.uk/facilities-and-software/software/>

10.1 Print Services

The University Print and Design team offer a range of print, design, copy and binding services for students. Further information can be found at: <https://printanddesign.southwales.ac.uk/>

11 Timetable

11.1 Term Dates

The University term dates can be found at the following link:

<https://www.southwales.ac.uk/about/term-dates/>

11.2 Course Timetable

Here is a link to timetable information for your course.

<https://registry.southwales.ac.uk/teaching-timetables/view-your-timetable/>

In addition, your Module Leaders will provide you with further information on module content and student groups. Please note that your timetable is subject to change throughout the year. You must check it regularly.

Full-time students will generally have 12 hours of set learning per week and for part-time students this would generally be 6 hours of class contact per week. This equates to 6 taught hours per module, broken down into approximately 2 hours of pre-recorded lecture content, 2 hours of set tasks/exercises to be completed independently and then a further 2 hours of live workshop with the lecturer.

12 Welsh at University of South Wales / Cymraeg ym Mhrifysgol De Cymru

Any students who wish to submit work through the medium of Welsh can do so, regardless of whether or not they are studying in Welsh. Please contact your course leader at the start of the module to state if you wish to submit your assessments in Welsh. There are also some opportunities to study through the medium of Welsh, or bilingually. Please contact the [Welsh Unit](#) by e-mail cymraeg@decymru.ac.uk for further information. There are opportunities to socialise across the University and with other universities across Wales with the University's Welsh Society. There is also a Welsh Language Officer on the Students' Union Student Council, a bursary attached role that allows a student to represent Welsh speaking students in USW. Welsh language classes are available for non-Welsh speakers. Full details are available at: <https://cymraeg.decymru.ac.uk/welsh-usw/>

13 Health, Safety and Wellbeing

13.1 Support Services

To find information on all of the Support Services on Unilife have a look at this link as the starting point <https://advice.southwales.ac.uk/a2z/support-services/>

13.2 Fire

If you discover a fire please activate the nearest fire alarm and leave the building via the **nearest available** fire exit.

If the fire alarm sounds, do not stop to collect personal belongings, leave the building immediately via the nearest fire exit. Do not use the lifts.

13.3 Health and safety

If you are concerned about a health and safety related matter please raise it through faculty staff.

13.4 First Aid

If you require first aid please speak to a member of staff who will contact a first aider for you. Alternatively posters are displayed throughout the university with contact numbers for the nearest first aiders.

13.5 Healthcare

Have you registered with a local Doctor's surgery? If you move away from home it is important that you register with a local doctor (GP).

Register with the **USW Nurse led Health Service** (<https://health.southwales.ac.uk/register/>) to set up your USW medical record and speed up access to healthcare whilst you are at university. Nurse appointments are available to book for on-line consultations.

Important health related information can be found at: <https://health.southwales.ac.uk/>

13.6 Wellbeing

Information about the University's Wellbeing Service including self-help resources is available at <https://wellbeing.southwales.ac.uk/>

13.7 Pregnancy, Maternity, Paternity/Partners and Adoption

The University believes that becoming a parent or caring for a child should not, in itself, prevent any student from succeeding in their academic studies. The University has prepared guidance notes covering undergraduate and postgraduate students throughout their studies:

<https://advice.southwales.ac.uk/a2z/pregnancy-maternity-paternitypartners-and-adoption>

For help or information please contact the Advice Zone.

14 Students' Union

The Students' Union is all about representing you, so if there's something you need from advice on casework to helping you settle into university life, we will be there.

Every student is a member of the Union, regardless of whether you are a full-time, part-time, undergrad or postgrad student.

From activities, events and venues to volunteering and skill-development, we strive to make sure you have the chance to enrich every aspect of your student life. We support over 100 clubs, teams and societies, 700 Student Voice Representatives and Course Representatives and annually hold over 150 events at our venues. So whether you want to develop your skills, become a representative on your course or socialise with friends, we've got it all. And because we're for students, not for profit, we make sure every investment you make at your SU is put back into the things you care about most.

Further information is available on the SU website: <https://www.uswsu.com/>

The Student Charter

The Student Charter has been developed jointly by the University of South Wales and its Students' Union to enable its students to understand what will be expected of them during their studies, and what they can expect of the University. Please ensure you read this. Further information can be found at: <https://www.uswsu.com/the-student-charter>.