Student Handbook

BA in Theology for Discipleship and Ministry

Academic Year 2015/16

PRIFYSGOL

glyndŵr

UNIVERSITY

CONTENTS

1.   Welcome to Glyndŵr University

We hope that you will enjoy your time here with us at Glyndŵr University.

Glyndŵr University is a student-centred university providing quality higher education and research in a welcoming, friendly and supportive environment. Programmes seek to be employment relevant, and many programmes have strong links with industry and commercial organisations.

This Programme Handbook is designed to provide you with information about your course. It complements the Student Guide, and the Academic Regulations appropriate to your award. The Student Guide contains a wide range of important information that is relevant to your studies, and the Academic Regulations set out the 'rules' which govern your programme of study, in particular the rules governing assessment. You should ensure that you have some familiarity with the contents of all these documents, as you are likely to need to refer to them on occasions throughout your time here at Glyndŵr University. Copies of these, and other useful documents referred to in this handbook, are available on the University's Virtual Learning Environment (VLE) Moodle, where you will also be signposted to a range of useful procedures, guidelines and learning resources. For example the Student Administration site includes the policies and procedures for students, and the Library, and IT site has many valuable guidelines including guidance on good referencing practice, how to avoid plagiarism and access to electronic journals. Please take time to familiarise yourself with the Glyndŵr University VLE (Moodle) site for students.

Your programme team are your first point of contact for help and assistance with your studies. The **Student and Programmes Centre (SPC)** is your first point of call for all queries related to your programme and your student record.

Simon Stewart
Head of Social and Life Sciences

2.   2014/15 Feedback

The University values the feedback that its students provide and is proactive in responding to any issues that are identified. During 2014/15 the University took the following actions in response to the feedback received from our students:

Specific requests	Actions Taken
Better access to student results	All student results are now visible on the VLE (Moodle) and transcripts are posted out after assessment boards
Improve access to University services in Regent Street	New Regent Street 'Student Hub' for university services set up in January 2015
Feedback indicated that graduation invitation process needed refinement	Improvements made to the 2015 graduation invitation process
Keep Wednesday afternoons free for sporting activities, club and societies	The University continues to avoid timetabling any teaching on Wednesday afternoons as far as possible

At a programme level the following actions were taken in response to feedback provided by your fellow students:

- Introduction of a buddy system to help new students to settle in
- More diverse ways of assessing your learning
- Establishment of contact tutor hours to ensure there is always a tutor available to offer advise

3.   Your Personal Information

Name:	
Student Number:	
Programme:	

Personal Tutor Information:	
Name:	
Telephone No:	
Room No:	
E-mail Address:	

	Module Choices:	
	Module Title	Module Code
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

4.   Academic Calendar 2015/16

FRAMEWORK - TRIMESTER DATES
The University operates within a 2 intake, 3 trimester framework. Each trimester consists of allocated weeks for teaching and University examinations and reflect the weeks when students are usually expected to be attending classes or engaged in other direct contact learning hours This is then followed by block weeks for assessment board processes to determine students' progression and award outcomes. Not all students or staff will have direct teaching contact in the 3rd trimester, which maybe for teaching, reassessment, PGT dissertations or holidays, depending on the programme.

September intake programmes
Trimester 1 - teaching
Monday 21 September 2015   to   Friday 15 January 2016
Trimester 2 - teaching
Monday 18 January 2016   to   Friday 17 June 2016
Trimester 3 - reassessment, dissertation, holiday or fast track teaching
Monday 20 June 2016   to   Friday 16 September 2016

February intake programmes
Trimester 1
Monday 8 February 2016   to   Friday 20 May 2016
Trimester 2
Monday 23 May 2016   to   Friday 9 September 2016
Trimester 3- reassessment, dissertation, holiday or fast track teaching
Monday 12 September 2016   to   Friday 4 February 7

CLOSURE DATES AND TERM DATES

UK Bank Holiday Dates 2015-16
Monday 31st August 2015   August Bank Holiday
Friday 25th December 2016   Christmas Day
Monday 28th December 2016   Boxing Day
Friday 1st January 2016   New Year's Day
Friday 25th March 2016   Good Friday
Monday 28th March 2016   Easter Monday
Monday 2nd May 2016   May Day
Monday 30th May 2016   Spring Bank Holiday

Holidays and Closure Dates 2015-16
Christmas
Students will have a 2 week Christmas Break from Friday 18th December to Monday 4th January; this is designated as vacation time for students.

The University will close for business on Thursday 24th December 2015 and re-open on Monday 4th January 2016; staff are not required to take annual leave to cover these bank holidays and closure time. The University will also have a 2 week Christmas break from Monday 21st December 2015 to Friday 1st January 2016, and staff and are encouraged to use annual leave during this time. Academic and Operational Departments may offer a reduced services and opening hours during this time.

Easter & Spring break
The University will observe the Good Friday and Easter Monday Bank Holiday weekend, and close for business on Thursday 24th March 2016 and re-open on Wednesday 30th March 2016; staff are not required to take annual leave to cover this bank holiday closure time The University will also have a 2 week fixed spring break; for 2015-16 this will be from Thursday 24th March 2016 to Friday 8th April 2016. This is designated as vacation time for students and staff are encouraged to use annual leave during this time. Academic and Operational Departments may offer a reduced services and opening hours during this time.

ALL CAMPUSES

In addition to the trimesters, term dates are set, but only to determine when fees are due and SLC payments to students are made. **Please note term dates are for SLC fee purposes only** and vary by intake and cohort, but **actual teaching weeks are in line with the trimester dates given above**.

September 2015 intake
Autumn Term
Monday 21 September 2015   to   Friday 18 December 2015
Spring Term
Monday 4 January 2016   to   Friday 18 March 2016
Summer Term – 3-year UG bachelors & other UG programmes*
Monday 4 April 2016   to   Friday 27 May 2016
Summer Term – 2-year UG bachelor's degree programmes
Monday 4 April 2016   to   Friday 2 September 2016
Summer Term – 1 year PGT programmes
Monday 4 April 2016   to   Friday 2 September 2016

February 2016 intake - 3-year UG bachelors & other UG programmes*
Spring Term
Monday 8 February 2016   to   Friday 18 March 2016
Summer Term
Monday 4 April 2016   to   Friday 20 May 2016
Autumn term *
Monday 23 May 2016   to   Friday 19 August 2016

February 2016 intake - 2-year UG bachelor's degree programmes & 1 year PGT programmes*
Spring Term
Monday 8 February 2016   to   Friday 18 March 2016
Summer Term
Monday 4 April 2016   to   Friday 19 August 2016
Autumn term *
Monday 12 September 2016   to   Friday 13 January 2017

*some professional programmes such as Nursing, Social Work, OT and specific Fds operate on different dates, programme leaders will provide details.

2015/16 Academic Year Calendar -Framework					
Timetable week number	Date	September intake UG Programmes	September intake - PGT Programmes	February intake - UG	February intake - PGT
2015-16					
1	27-Jul-15	resits/holiday	Dissertation/resits	Module Delivery	Module Delivery
2	03-Aug-15	resits/holiday	Dissertation/resits	Module Delivery	Module Delivery
3	10-Aug-15	resubmission date 13th August	Dissertation/resits	Module Delivery	Module Delivery
4	17-Aug-15	EXAMS	Dissertation/resits	assessment/exams	ssessment/exams/Dissertatio
5	24-Aug-15	assessment boards	Dissertation/resits	assessment boards	ssertation/ assessment_boar
6	31-Aug-15	assessment boards	Dissertation/resits	assessment boards	ssertation/ assessment_boar
7	07-Sep-15	assessment boards	assessment boards	assessment boards	ssertation/ assessment_boar
8	14-Sep-15	results	assessment boards	results	Dissertation/resits
9	21-Sep-15	enrolment and induction	enrolment and induction	resits/holiday	Dissertation/resits
10	28-Sep-15	re/enrolment Module Delivery	Module Delivery	resits/holiday	Dissertation/resits
11	05-Oct-15	Module Delivery	Module Delivery	resits/holiday	Dissertation/resits
12	12-Oct-15	Module Delivery	Module Delivery	resits/holiday	Dissertation/resits
13	19-Oct-15	Module Delivery	Module Delivery	resits/holiday	Dissertation/resits
14	26-Oct-15	Module Delivery	Module Delivery	resits/holiday	Dissertation/resits
15	02-Nov-15	Module Delivery	Module Delivery	resits/holiday	Dissertation/resits
16	09-Nov-15	Module Delivery	Module Delivery	resits/holiday	Dissertation/resits
17	16-Nov-15	Module Delivery	Module Delivery	resits/holiday	Dissertation/resits
18	23-Nov-15	Module Delivery	Module Delivery	resits/holiday	Dissertation/resits
19	30-Nov-15	Module Delivery	Module Delivery	resits/holiday	Dissertation/resits
20	07-Dec-15	Module Delivery	Module Delivery	resits/holiday	
21	14-Dec-15	Module Delivery	Module Delivery	resits/holiday	
22	21-Dec-15	Christmas	Christmas	Christmas	Christmas
23	28-Dec-15	Vacation	Vacation	Vacation	Vacation
24	04-Jan-16	Module Delivery	Module Delivery	resits/holiday	
25	11-Jan-16	assessment/exams	assessment/exams	assessment/exams	assessment/exams
26	18-Jan-16	Module Delivery	Module Delivery	assessment boards	assessment boards
27	25-Jan-16	Module Delivery	Module Delivery	assessment boards	assessment boards
28	01-Feb-16	Module Delivery	Module Delivery	assessment boards	assessment boards
29	08-Feb-16	Module Delivery	Module Delivery	enrolment and induction	enrolment and induction
30	15-Feb-16	Module Delivery	Module Delivery	Module Delivery	Module Delivery
31	22-Feb-16	Module Delivery	Module Delivery	Module Delivery	Module Delivery
32	29-Feb-16	Module Delivery	Module Delivery	Module Delivery	Module Delivery
33	07-Mar-16	Module Delivery	Module Delivery	Module Delivery	Module Delivery
34	14-Mar-16	Module Delivery	Module Delivery	Module Delivery	Module Delivery
35	21-Mar-16	Module Delivery	Module Delivery	Module Delivery	Module Delivery
36	28-Mar-16	spring break	spring break	spring break	spring break
37	04-Apr-16	spring break	spring break	spring break	spring break
38	11-Apr-16	Module Delivery	Module Delivery	Module Delivery	Module Delivery
39	18-Apr-16	Module Delivery	Module Delivery	Module Delivery	Module Delivery
40	25-Apr-16	Module Delivery	Module Delivery	Module Delivery	Module Delivery
41	02-May-16	Module Delivery	Module Delivery	Module Delivery	Module Delivery
42	09-May-16	assessment/exams	ssessment/exams/Dissertatio	assessment/exams	assessment/exams
43	16-May-16	assessment/exams	ssessment/exams/Dissertatio	assessment/exams	assessment/exams
44	23-May-16		Dissertation/resits	Module Delivery	Module Delivery
45	30-May-16	assessment boards	ssertation/ assessment_boar	Module Delivery	Module Delivery
46	06-Jun-16	assessment boards	ssertation/ assessment_boar	Module Delivery	Module Delivery
47	13-Jun-16	assessment boards	ssertation/ assessment_boar	Module Delivery	Module Delivery
48	20-Jun-16	results	Dissertation/resits	Module Delivery	Module Delivery
49	27-Jun-16	resits/holiday	Dissertation/resits	Module Delivery	Module Delivery
50	04-Jul-16	resits/holiday	Dissertation/resits	Module Delivery	Module Delivery
51	11-Jul-16	resits/holiday	Dissertation/resits	Module Delivery	Module Delivery
52	18-Jul-16	resits/holiday	Dissertation/resits	Module Delivery	Module Delivery
2016-17					
1	25-Jul-16	resits/holiday	Dissertation/resits	Module Delivery	Module Delivery
2	01-Aug-16	resits/holiday	Dissertation/resits	Module Delivery	Module Delivery
3	08-Aug-16	resubmission date 11th August	Dissertation/resits	Module Delivery	Module Delivery
4	15-Aug-16	EXAMS	Dissertation/resits	assessment/exams	ssessment/exams/Dissertatio
5	22-Aug-16	assessment boards	Dissertation/resits	assessment boards	ssertation/ assessment_boar
6	29-Aug-16	assessment boards	assessment boards	assessment boards	ssertation/ assessment_boar
7	05-Sep-16	assessment boards	assessment boards	assessment boards	ssertation/ assessment_boar
8	12-Sep-16	results	assessment boards	results	Dissertation/resits
9	19-Sep-16	new intake induction	new intake induction	resits/holiday	Dissertation/resits
10	26-Sep-16	re-enrolment		resits/holiday	Dissertation/resits
11	03-Oct-16			resits/holiday	Dissertation/resits
12	10-Oct-16			resits/holiday	Dissertation/resits
13	17-Oct-16			resits/holiday	Dissertation/resits
14	24-Oct-16			resits/holiday	Dissertation/resits
15	31-Oct-16			resits/holiday	Dissertation/resits
16	07-Nov-16			resits/holiday	Dissertation/resits
17	14-Nov-16			resits/holiday	Dissertation/resits
18	21-Nov-16			resits/holiday	Dissertation/resits
19	28-Nov-16			resits/holiday	Dissertation/resits
20	05-Dec-16			resits/holiday	
21	12-Dec-16			resits/holiday	
22	19-Dec-16			Christmas	Christmas
23	26-Dec-16			Christmas	Christmas
24	02-Jan-17			resits/holiday	
25	09-Jan-17			assessment/exams	assessment/exams
26	16-Jan-17			assessment boards	assessment boards
27	23-Jan-17			assessment boards	assessment boards
28	30-Jan-17			assessment boards	assessment boards

dates in red- weeks with bank holidays

University Exam Weeks - most centrally organised formal examinations will take place during these weeks, but other forms of assessment will take place throughout the year.

protected weeks - no meetings to be held in these weeks it at all possible

5.   People you need to know

Programme Leader

The Programme Leader is responsible for maintaining an overview of the delivery and administration of your programme of study. The Programme Leader is assisted by the other members of the Programme Team.

Module Leaders

Module Leaders are responsible for the delivery and administration of individual modules. The Module Leader will lead the teaching on the module, and is primarily responsible for tracking student progress and providing academic support on the module.

Personal Tutors

Students are allocated a personal tutor during induction, whose role is pastoral. It will normally be your personal tutor who will guide you through the Personal Development Planning process (see section 8.5).

Supervisors

If you are on a taught postgraduate programme you will be allocated a supervisor for Part 2 of your studies to provide support for your dissertation and guidelines for the submission of your dissertation will be included in this handbook. Records will be kept of all formal meetings, including the dates on which they take place, actions agreed, deadlines established etc. If you anticipate problems which might result in late submission, you should bring this to your supervisor's attention, in writing, as soon as possible.

Student Representatives

Every programme has a nominated student representative, who will work on behalf of their fellow students to ensure that the student voice is heard, and that issues and concerns that students raise are satisfactorily resolved with programme teams and the University. There is a student representative area on the VLE (Moodle) which includes the contact details of all student representatives.

This is a voluntary role, and one which the University encourages students to become involved with. There may however be instances where you feel that your nominated student representative is not representing the views of the student group as a whole, and in such cases, you are advised to raise this with the representative and/or speak with the Student Guild. You should remember though that the representative is not expected to resolve any personal issues, but s/he may be able to refer you to the appropriate member of staff or department that could help you further.

Head of Academic School

The University is divided into Academic Schools, which are responsible for delivering a number of related programmes. The Head of Academic School has responsibility for the effective management of the programmes in their School.

External Examiner

External Examiners are appointed to assure the quality and standards of academic programmes. The names, positions and home institutions of external examiners will be made available on the University's website. As it is not part of their remit to communicate with individual students, you should not make direct contact with them in respect of your assessed work or performance. Any issues you have should be raised with your module or programme leader in the first instance, or you may wish to follow the Academic Appeals procedure which is available on the University's VLE (Moodle) via the Policies and Procedures for Students section under Student Administration.

Student and Programmes Centre at Wrexham and Northop campuses

If you are a student at the Wrexham or Northop campus, the **Student and Programmes Centre (SPC)** is your first point of call for all queries related your studies and your student record. The **SPC** is located on B corridor (B14) at the Plas Coch campus, just off the main reception, and also has staff on site at the Regent St and the Northop campus. The SPC helps your tutors administer your programmes and can offer help and advice on your programme administration. The SPC can help you to check that you are enrolled, registered for the correct modules and credits, and help you maintain your student record accurately.

The SPC is also where you need to submit your coursework assignments, and will issue you with a receipt. The assignment submission cover sheet can be found on the University's VLE (Moodle) – it will save you time if you print it and complete it before you go to the SPC.

You should go to the SPC if:

- There are changes to your name (you will need to bring us evidence of this, e.g. a marriage certificate or deed poll authority).
- There are changes to your address, email address, phone number or other contact details (you can also update these details online – see below).
- There are changes to what you are studying, including changes of module, change of programme, changing your mode of attendance (part time to full time or vice versa), all of which must first be authorised by your programme leader.
- You wish to suspend your studies or withdraw from your programme (you must discuss this with your programme leader first).
- You wish to make an application for extenuating circumstances to be considered in respect of any assessment (you should discuss this with your programme leader first)

- You need to report any absence from your programme (sickness absence, needing to care for your child etc).
- You need to hand-in an assignment.

The SPC will help you complete the correct paperwork and can deal with most issues for you.

If you are a student at Glyndŵr University London (GUL) or one of our partner colleges, day to day student administration will be dealt with locally but you can still find essential and useful information on the Student Administration VLE (Moodle) pages.

Student Data Services

In some cases the SPC will direct you to **Student Data Services** (SDS) to complete the necessary changes. SDS is located on the third floor of the Edward Llwyd Centre. SDS exchanges information with the Student Loans Company (SLC) to confirm that you have enrolled and that you are attending your programme at the university. SDS will also notify the SLC if the circumstances of your study change (eg if you transfer programmes, or leave your programme etc). Please note that SLC payments cannot be made in advance of your programme start date and your enrolment on the programme.

If you have a query about the processing of your student loan or bursary you should contact SDS on 01978 293255 or call the SLC helpline 0800 405010. The website for Student Finance Wales also contains useful information, see: www.studentfinancewales.co.uk

Your student record - It is very important that you help us to make sure that the information we hold about you is correct, for example your correct name, address, email address, phone numbers, and the programme and modules you are studying.

View your records online and update it yourself.

You can check and change some of your own student record via the VLE (Moodle) – on the main page, click on **Check Your Student Record**. Please ensure you check your student record at least once each trimester. You should also check your University email account regularly as the SPC and SDS will both use it to send you important information.

Authorisation of Applications for Part Time Student Finance Support

If you apply for financial support for a Part Time programme then you will need this authorised by the University. SDS will arrange for this authorisation. Please contact SDS for further information.

Data Protection

Enquiries regarding Data Protection Issues are dealt with by the SPC and SDS.

Enrolment receipts

Should you require a copy of your enrolment receipt for any reason, you can print this out yourself from Moodle – on the main page, click on **Collect Your Enrolment Receipt**. Note that you may need your receipt to be authenticated depending on the use you have for it.

Opening hours and contact details

For the BA in Theology for Discipleship and Ministry, the St Padarn's Institute or your Diocesan Course Leader is usually the first point of contact for help and assistance with your programme or studies

Student & Programmes Centre (SPC)

Email: spc@glyndwr.ac.uk
Tel: 01978 293974

Opening hours**:**
Monday   9 am – 4 pm
Tuesday   10 am – 4 pm
Wednesday   9 am – 4 pm
Thursday   9 am – 4 pm
Friday   9 am – 3 pm

Student Data Services (SDS)*

Email: sds@glyndwr.ac.uk
Tel: 01978 293039

Opening hours**:**
Monday   8.30 am – 5 pm
Tuesday   8.30 am – 5 pm
Wednesday   8.30 am – 5 pm
Thursday   8.30 am – 5 pm
Friday   8.30 am – 4.30 pm

The SPC should be your first point of contact for most enquiries.

Keeping in touch

Both the SPC and SDS will use your **Glyndŵr email account** as the main means of communication with you. Your tutors and other operational departments such as Finance will also contact you in this way. It is important that you check your university email inbox regularly to ensure you do not miss important information. You should contact the IT helpdesk if you do not know how to access your student email account. If you wish, you can forward your university email account to a personal email address. Log into the VLE (Moodle), and under Library and IT click on IT Support for instructions on how to do this.

Central support staff

Remember, there are staff in the wider University who can provide you with guidance and advice about finance, study skills, personal problems and many other matters. Student Services in the Edward Llwyd Centre, can direct you to the services and guidance that you need. You can also obtain information from the VLE (Moodle) under Support for Students.

Contact details for your programme team

Staff Name	Job title	Contact No. & Email	Location	Notes
Dr Emyr Williams	Programme Leader	01978 293361 emyr.williams@glyndwr.ac.uk	M304	Contact by e-mail or phone
Mr Gareth Longden	Programme Administrator	01248 673292 gareth.stseiriol@gmail.com		Contact by e-mail or phone

6.   First steps

6.1   Enrolment

Enrolment confirms that you have been admitted to the University and is the mechanism by which you can access its facilities. You will need to enrol at the start of your first year, and also at the beginning of each subsequent year.   You must be enrolled in order to be considered for an award, including any period when you may be writing-up a dissertation.

The following are requirements of enrolment:

1. You will be required to complete an enrolment form and provide evidence of your identity and your qualifications to the Admissions Officer. You will be allocated your unique University ID Number. Once you have completed your enrolment form in full and your Programme Leader has signed your form you are formally admitted as a student at Glyndŵr University. You may be asked to provide some of your enrolment information on-line before you arrive.

2. Once you have enrolled, and when the University has all the necessary information it needs about your fees and your status, we will advise the Student Loans Company (SLC) of your attendance: the SLC will arrange for relevant grants and loans to be paid into your bank account within the following few days (please allow 5 working days from enrolment). Please also refer to further information about grants and bursaries on the VLE (Moodle) under Support for Students, Student Funding & Welfare. After enrolment you are entitled to access Glyndŵr University's facilities, join the library and the Student Guild, etc.

3. It is important for you to note that, in signing the enrolment form, you are agreeing to abide by Glyndŵr University's rules and regulations outlined in this and other publications. These rules cover matters such as attendance, conduct and financial and other responsibilities whilst studying at the University.

4. The Glyndŵr University ID card which is issued to you at enrolment is also your membership card for the library. It gives access to some buildings and can be charged with printing and photocopying credit. You will need the card in order to borrow books from the library and you should have it with you at all times whilst on campus. Please take care of it. There is a replacement charge for lost or damaged cards.

6.2   Tuition fees

You should refer to the University's website for information about tuition fees for your course and arrangements for payment.

6.3 Induction

The arrangements for induction are available from the University website. Please note that the induction timetable is not the same as the enrolment timetable - please ensure that you have the relevant information regarding your enrolment timeslot. For students studying at partner institutions, you will receive an induction at your own site but you may also be invited to an induction at the University. The contact for students studying at partner institutions is the Collaborative Partnerships Unit at partnerships@glyndwr.ac.uk or ring 01978 293006.

6.4 Recognition of Prior Learning

If you think that you be may be eligible for exemption from studying some modules on your programme because you have either prior experience or equivalent study you have already undertaken, you need to submit a claim for the recognition of prior (experiential) learning (RP(E)L) with supporting evidence, within one month of enrolling on your programme. Claim forms and additional guidance can be downloaded from the VLE (Moodle) under Student Administration. Please contact your programme leader to help you submit an RP(E)L claim to the SPC.

Please be advised that an RP(E)L claim cannot be considered once marks have been presented to an Assessment Board

6.5 Module Registration

At the beginning of each trimester you are required to register for the modules you wish to study in the forthcoming trimester. In some cases your programme will offer optional modules: you will need to consider with your programme leader which are the most suitable for you to study. When you have agreed which modules you will study then you will either note them on your enrolment form (if you are about to enrol for the first trimester) or for Trimester Two you will complete a change of course/module form. Your programme leader will check and sign your form for you. (This form can be obtained from the SPC or via Moodle under Student Administration, Commonly Used Forms).

You must register for Trimester 1 and 'year-long' modules by 12th October and Trimester 2 modules by 22nd January. Last registration date for Trimester 3 modules will be 10th June. No changes will be accepted after these dates.

It is important that you follow the guidance about registering for modules, since if you are not formally registered for modules you may not be entered for assessment associated with those modules and hence not be credited for the work you do.

7. Your programme of study

7.1 Introduction

Details relating to the BA in Theology for Discipleship and Ministry are found in the Programme Handbook provided by you Diocese. Other information relevant for your programme is included below.

Dr Emyr Williams
Programme Leader

7.2 Overview of programme structure, including module options

PASTORAL SCIENCES MODULES 2015/16 (LEVEL 4)

	MODULE CODE	MODULE	MODULE LEADER
Level 4 Term 1	REL424	An Introduction to Anglican Worship	
Level 4 Term 2	REL401	Beginning the New Testament	
Level 4 Term 3	REL409	Specialist Ministry	

PASTORAL SCIENCES MODULES 2015/16 (LEVEL 5)

	MODULE CODE	MODULE	MODULE LEADER
Level 5 Term 1	REL523	Jonah: A Prophet for Today	
Level 5 Term 2	REL502	God as Trinity	
Level 5 Term 3	REL503	Pastoral Practice	

PASTORAL SCIENCES 2015/16 (LEVEL 6)

	MODULE CODE	MODULE	MODULE LEADER

Level 6 Term 1	REL601 St Asaph & St David's	Dissertation	
	REL602 Bangor	Worship through the Christian Year	
Level 6 Term 2	REL601 St Asaph & St David's	Dissertation	
	REL604 Bangor	The Bible Today	
Level 6 Term 3	REL602 St Asaph & St David's	Worship through the Christian Year	
	REL607 Bangor	Ministry and the Church	

7.3   Programme timetable

Academic timetables can be accessed via the VLE (Moodle) Timetables link.

Timetabling Protocol for 2015-16

Standard Teaching Day	• Day-time teaching week: Monday -Thursday 9am - 5pm, Friday 9am – 4pm • Wed afternoons (1 - 5 pm): normally kept free of teaching where possible. Any teaching at these times should be by exceptional agreement with the Head of School, e.g. for day release programmes for employers • Evening teaching: Mon -Thu, 5 - 9pm. • Saturday teaching: 9am – 5pm. • All classes to start on the hour. • Sessions booked for 1 hour are comprised of 50 minutes teaching time and 10 minutes 'handover' time, at the end of the session, to allow staff and students to arrive on time for their next session, and for rooms to be empty ready for the next user.
Students and Staff	• 1 hour lunch break between 12 and 2 pm • Classes at 7-9pm normally followed by a break from 9-11 am next morning, where possible
Students	• Full time students will normally be expected to be available to attend day-time classes between 9am and 5pm. • Day release and other part time professional course will normally be delivered in one day per week wherever possible, usually within the period 12 pm -9 pm.

Occasionally it is unavoidable that classes have to be cancelled at short notice due to staff illness or other unforeseen circumstances. Whenever possible under such circumstances, the University will try to contact students as soon as possible by email to student email addresses account, by text message or by the VLE (Moodle). When classes do have to be cancelled at short notice the University will provide students with a replacement learning opportunity at a future time, but this will not necessarily be a direct rescheduling of the affected session. For example, lecture notes may be made available on the VLE (Moodle), or additional tutorial sessions offered.

7.5   Assessment

PASTORAL SCIENCES MODULES 2015/16 (LEVEL 4)

MODULE CODE	MODULE	ASSIGNMENTS	HAND IN DATES
REL424 Term 1	Introduction to Anglican Worship	Exegesis	18/12/15
		1,500 word essay	18/12/15
		1,500 practical reflection	18/12/15
REL401 Term 2	Beginning the New Testament	Exegesis	1/4/16
		1,500 word essay	1/4/16
		1,500 practical reflection	1/4/16
REL409 Term 3	Specialist Ministry	2 x 750 word essays	15/7/16
		1,500 word essay	15/7/16
		1,500 word practical reflection	15/7/16

PASTORAL SCIENCES MODULES 2015/16 (LEVEL 5)

MODULE CODE	MODULE	ASSIGNMENTS	HAND IN DATES
REL523 Term 1	Jonah: A Prophet for Today	Exegesis	18/12/15
		1,500 word essay	18/12/15
		1,500 practical reflection	18/12/15
REL502 Term 2	God as Trinity	Exegesis	1/4/16
		1,500 word essay	1/4/16
		1,500 practical reflection	1/4/16
REL503 Term 3	Pastoral Practice	Exegesis	15/7/16
		1,500 word essay	15/7/16
		1,500 word practical reflection	15/7/16

PASTORAL SCIENCES MODULES 2015/16 (LEVEL 6)

MODULE CODE	MODULE	DIOCESE	ASSIGNMENTS	HAND IN DATES
REL602 Term 1	Worship through the Christian Year	Bangor only	1,500 word practical reflection	18/12/15
			2,000 word essay	18/12/15
			1,500 word critical review	18/12/15
REL604 Term 2	The Bible Today	Bangor only	3,000 word essay	1/4/16
			2,000 word practical reflection	1/4/16
REL607 Term 3	Ministry and the Church	Bangor only	3,000 word essay	15/7/16
			2,000 word critical review	15/7/16

REL601 Terms 1 & 2	Dissertation	St Asaph & St David's only	2,000 word research proposal	18/12/15
			8,000 dissertation	1/4/16
REL602 Term 3	Worship through the Christian Year	St Asaph & St David's only	1,500 word practical reflection	15/7/16
			2,000 word essay	15/7/16
			1,500 word critical review	15/7/16

N.B. These submission dates are accurate at the time of printing. Although not expected to change, please refer to your module leader for the final details of submission.

The date for submission of course work for re-assessment will be 11 August 2016.

Criteria against which your work will be marked

DEGREE CLASS MARKING SCHEME
BA (HONS) IN THEOLOGY FOR DISCIPLESHIP AND MINISTRY

Honours classification	%	Assessment criteria %	
I	70-100	86-100	The work examined is exemplary and clear evidence of a complete grasp of the knowledge, understanding and skills appropriate to the Level of the qualification is provided. There is also considerable evidence of an excellent standard showing that all the learning outcomes and responsibilities appropriate to that Level are fully satisfied.
		76-85	The work examined is outstanding and demonstrates comprehensive knowledge, understanding and skills appropriate to the Level of the qualification. There is also evidence of an excellent standard showing that all the learning outcomes and responsibilities appropriate to that Level are fully satisfied.
		70-75	The work examined is excellent with evidence of comprehensive knowledge, understanding and skills appropriate to the Level of the qualification. There is also evidence of an excellent standard showing that all the learning outcomes and responsibilities appropriate to that Level are satisfied.
II(i)	60-69	65-69	The work examined is very good with evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. There is also evidence of a very good standard showing that all the learning outcomes and responsibilities appropriate to the Level are satisfied.
		60-64	The work examined is good with evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. There is also evidence of a good standard showing that all the learning outcomes and responsibilities appropriate to that Level are satisfied.
II(ii)	50-59	55-59	The work examined is sound with evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. There is also evidence of a sound standard showing that all the learning outcomes and responsibilities appropriate to that Level are satisfied.
		50-54	The work examined is sound but provides limited evidence of the knowledge, understanding and skills appropriate to the

			Level of the qualification. There is also sound but limited evidence showing that all the learning outcomes and responsibilities to that Level are satisfied.
III	40-49	45-49	The work examined is acceptable but provides significantly restricted evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. There is also acceptable but significantly restricted evidence showing that all the learning outcomes and responsibilities appropriate to that Level are satisfied.
		40-44	The work examined is acceptable but provides barely sufficient evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. There is also acceptable but barely sufficient evidence showing that all the learning outcomes and responsibilities appropriate to that Level are satisfied.
Fail	0-39	35-39	The work examined narrowly fails to provide sufficient evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. There is acceptable evidence showing that the great majority of the learning outcomes and responsibilities appropriate to that Level are satisfied.
		30-34	The work examined provides insufficient evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. The evidence provided shows that the majority of the learning outcomes and responsibilities appropriate to that Level are satisfied.
		20-29	The work examined is unacceptable and provides little evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. The evidence shows that only some of the learning outcomes and responsibilities appropriate to that Level are satisfied.
		10-19	The work examined is unacceptable and provides negligible evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. The evidence shows that few of the learning outcomes and responsibilities appropriate to that Level are satisfied.
		0–9	The work examined is unacceptable and provides no evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. The evidence fails to show that any of the learning outcomes and responsibilities appropriate to that Level are satisfied.

These assessment criteria apply to all module areas at the relevant level. They are to be used alongside the subject benchmark statements and relevant module learning outcomes.

Arrangements for return of your work
Your completed and marked assignments will be returned electronically via e-mail to your student account.

Arrangements for feedback on your work

Students are entitled to expect their assignments to be marked and returned normally within three working weeks. You should also expect to receive evaluative feedback on your assignments designed to help you learn from that assignment so that you can further improve your performance.

Extensions for submission of assignments

If you find that you are unable to meet a deadline due to medical or other reasons, you must make a written request (with supporting evidence) for an extension, to your programme leader **before the deadline** for submission has expired. You must be able to demonstrate that there is a valid reason for your being unable to submit on time.

If you are advised that it is too late in the trimester for an extension to be granted, because marks are required for submission to an Assessment Board, then you could consider making a case for extenuating circumstances (see below).

Late or non-submission of assignments

Unless you can prove you have a valid reason, the maximum mark for work submitted up to one week late will be **40%** and after that the work will be awarded **zero** and you will be deemed to have failed the assessment. Remember: more students fail through non-submission than through unsatisfactory work.

Extenuating Circumstances

Extenuating circumstances is the term used for circumstances outside your control which have adversely affected your academic performance, or prevented you from attending an examination. Examples might include ill health, bereavement, or eviction from your accommodation. You can find more about extenuating circumstances on the VLE (Moodle) under Student Administration. Contact your programme leader, the Students' Guild or email assessments@glyndwr.ac.uk for advice. Cases for extenuating circumstances must be submitted on the appropriate form and accompanied by evidence. Cases for extenuating circumstances should be submitted as soon as possible and by 10 working days following

the examination or submission date at the latest. (Extenuating circumstances should be submitted in respect of submission of an assignment only where an extension is not possible because it is too late in the trimester and marks are required for submission to an Assessment Board). Your case can then be submitted to the Extenuating Circumstances Panel which reviews all such cases. When submitting your form, please be aware that the University's Extenuating Circumstances Panel normally meets to consider cases on the first Friday of each month.

Please note that computer problems do **not** constitute extenuating circumstances so you should ensure that you back up your data as you go, and that the storage device that you select is secure.

Note that the computers and printers in drop-in areas can be under pressure as assignment deadlines draw near. It is therefore in your own interests to either spread your use of PCs evenly from the date the assignment is given or book a PC well in advance.

Please be advised that an Extenuating Circumstances claim cannot be considered once marks have been presented to an Assessment Board.

Assessment in the medium of Welsh

You have the right to submit examination scripts and assessed work in Welsh, regardless of whether the main language of assessment of your programme is Welsh or English. If you prefer to be assessed in Welsh, please approach your programme leader who can make appropriate arrangements. Please note you will also need to inform the Regulations, Assessment and Awards Unit (assessments@glyndwr.ac.uk) of your preference by **19th October** for first trimester assessments or by **18th January** for second trimester assessments.

Assessment and Individual Needs

Where you have a disability or individual needs then you may be eligible for special arrangements for assessment, where you can demonstrate that your performance would be constrained by the assessment method to be employed. Special arrangements might include additional time, someone to write for you (an amanuensis) or the use of special aids and equipment. You should consult with your programme leader in the first instance. Further information is available on the VLE (Moodle) via the Disability Support link under Support for Students.

Assessment Regulations

All programmes are governed by regulations. These set out the rules which govern the assessment on the programme. They are designed to ensure that all students across the University are treated equitably and that the same rules that apply in one part of the University apply in another.

The regulations describe how many 'resit' opportunities are permitted; what opportunities are provided for students to 'trail' failed modules into the next year; the banding of marks into classifications; and the rules about condonement.

Academic Regulations can be found on the VLE (Moodle) under Student Administration.

Academic Appeals

The Regulations include the procedures for seeking a review of an assessment board decision (The Appeals Procedure). This procedure allows you to request a review of a decision taken by an assessment board about your performance, provided that you can provide evidence that you have been dealt with unfairly. You can access the procedure and an application form from the VLE (Moodle) via the Student Administration section.

Please note that all requests must be submitted within 14 days of the publication of results.

Engagement with your programme
(See Also Section 9.3 Absence from the University)

You are expected to show an active engagement with your programme of study by attending regularly and on time, preparing for timetabled sessions and examinations, actively participating in seminars and group work, and doing the best work you can for assignments. If you do not demonstrate engagement with your programme, you should expect your programme team to discuss concerns with you.

Ultimately, if you cannot demonstrate that you are engaging with your studies and benefitting from them, the University may consider terminating your studies. Further information regarding the monitoring of student engagement is available on Moodle under the Policies and Procedures for Students section of the Student Administration site.

Academic Regulations

Every student should be aware of the Academic Regulations which you will be informed about at the beginning of your programme of study. The Academic Regulations include detail about a range of procedures that you might need to access, such as extenuating circumstances or Academic Appeals, as well as the assessment regulations for your programme. You can access the Academic Regulations from the VLE (Moodle) via the Student Administration section.

Notification of results to students on Undergraduate (UG) and Postgraduate Taught (PGT) Programmes

During the year, you will be given provisional marks by your tutors as part of your feedback on assessments. This is to help you with your learning, give an indication of how well you are achieving and what you need to do to improve in the future. However, all provisional marks are then subject to moderation as part of an independent external examining process. This is part of a quality assurance framework that enables the University to ensure all its assessment and marking processes are fair, rigorous and of a suitable standard. Once marks are agreed with the external examiners they are presented to a University Assessment Board for consideration and confirmation. Following the Assessment Boards, you will receive confirmed results from Academic Registry. This will be done in slightly different ways at different points of your programme.

The University holds 3 main cycles of assessment boards in January, June and September.

Undergraduate Programmes

Normally you will not receive confirmed results or information on how and when to undertake any deferred or referred modules until the end of the current level of your programme. The main progression and award assessment boards at the end of your level of study are usually in June for many programmes at Wrexham, but can be at any of the three assessment points for programmes at GUL or some partners. The format for the communication of these confirmed results may depend on your actual results. If you have passed all your modules so far and are continuing on your programme, results will be online and you will be notified in the form of an email only. If you have completed your programme or have any reassessments or deferrals to undertake as well as online results a letter and transcript will be sent to you on or before a specified date. These letters will also give details of any reassessments you need to undertake and when these reassessments will take place. Further information on reassessment opportunities can be found in the Academic Regulations which are available on the VLE (Moodle). Following reassessment, your work is submitted to the next available assessment board and you will be sent a formal results email or letter, as outlined above.

Postgraduate Masters Programmes

You will normally receive your confirmed results after the main progression and award assessment boards, at the end of the 'taught' stage of your master's programme, the format of these results will depend on your actual results. If you have passed all your modules so far, results will be available online. If you have either (i) completed all taught modules and are progressing to dissertation (ii) completed your programme, or (iii) any reassessment to take, as well as online results a letter and transcript will be sent to you on or before a specified date. These will also give details of any reassessments you may need to undertake

and when these will take place. Further information on this can be found in the Academic Regulations which are available on the VLE (Moodle).

You will not normally receive information on how and when to undertake any deferred or referred modules until the end of the taught stage of your programme. Depending on the number of credits you are referred in you may have to undertake reassessments before progressing to the dissertation stage. Specific reassessment requirements for individual students will be included in their results letter. Further information can be found in the Academic Regulations.

Following reassessment, your work is submitted to the next available assessment board and you will be sent an email or formal results letter.

Trimester 1 results

For some undergraduate programmes, for example at our London campus or partner colleges and for some postgraduate taught programmes it may also be necessary to have Trimester 1 module assessment boards, and award/progression assessment boards, usually in January, because for some students this is the end of their level of study. These award/progression boards may grant you reassessment opportunities if you have reached the end of your current level of study at this time. If you are a student whose marks go through an award /progression point at the end of Trimester 1, you will be sent a formal result email or letter, as outlined above.

If trimester 1 is not the end of your level of study, your marks will not usually be confirmed by an assessment board at this time, but you will receive feedback and provisional marks from your tutors.

Results Publication Dates.

For most programmes, results will be posted to your home address and/or posted online as outlined above, by no later than the dates given below. Please allow time for mail to be delivered and check that the home address details held by the University for you are correct. Some professional programmes such as Nursing, Occupational Therapy and Social Work, have different assessment board dates and therefore publication dates will differ.

2015/16 results publication dates

Friday 5th February 2016
Progression and award board results emails/letters posted to those students at the end of a level/stage of study

Friday 24th June 2016
Progression and award board results emails/letters posted to all students at the end of a level/stage of study

September 2016 results publication date to be confirmed

Progression and award board results emails/letters posted to all students at the end of a level/stage of study

7.6   Placements
There are no requirements for placements on this programme

7.7   Assuring the quality of your learning experience
Glyndŵr University regards its students as partners in managing the quality of their learning experience offered by the University, and is committed to working with the Students' Guild to ensure that the student voice is represented in the quality assurance processes. The Student Charter is demonstrative of the partnership that exists between the University, its students and the Students' Guild, assigning responsibilities and summarising commitments. Student participation is a very important feature of Glyndŵr University's approach to assuring and enhancing the quality of the student experience, in order for staff to:

- involve students in the decision-making processes relating to the curriculum, teaching and learning, and many other aspects of their higher education experience;
- engage with students to obtain feedback and insights in order to learn how to provide for them better in the future;
- engage in a dialogue about the learning experience, in order to develop a partnership between staff and students in solving any problems that may arise;
- support and encourage students to become more active learners.

Student views are sought in a number of different ways, for example:

- student surveys and questionnaires, at module/programme, University and even national level such as the National Student Survey for final year undergraduates
- A student 'rep' system
- Staff Student Consultative Committees;
- meetings with internal programme approval and review and external quality agency panels;
- task and finish groups ('working groups') convened to focus on a specific issue;
- membership of Academic Board and its sub-committees

Every programme must provide the opportunity for students to comment on the quality of their learning experience through Staff Student Consultative Committees (SSCCs). SSCCs should be held at regular intervals throughout the academic year, and the dates should be advertised to all students well in advance, on noticeboards and, if possible, via Moodle. Check with your programme leader or the SPC if you have not been advised of the dates of the SSCC meetings for the year.

It's really important to us that you take part in the above activities, so your voice can be heard, and we can make real changes based on what you tell us.

7.8   Programme specifications

All programmes have a distinctive 'Programme Specification' which summarises the main features of the programme. The programme specification for your programme is available on the University's courses web pages.

8. Support for learning

8.1 Library and IT resources

General information on the library is available on the VLE (Moodle). You will find the guideline information sheets particularly useful. These offer information on relevant online databases, using ebooks and finding resources in the library. Students can also access online databases and ebooks for their studies via Athens. Please email library@glyndwr.ac.uk for further details.

There are a variety of open use PCs located around the Glyndŵr University campus. These computers can be used for a number of activities including word processing and presentations, browsing the web and e-mail. We also have a range of specialist applications available relating to different courses run at Glyndŵr University. Computers are currently located in the following areas:

- Library ground floor PCs for printing and scanning.
- Library first floor
- Library second floor
- L100 (IT Suite) – Open Access (8am – Midnight)
- IT Labs (situated at the front of the Edward Llwyd Centre): L201 and L203. Computers in the IT Labs can be used when no lectures are taking place in them.
- In addition to these there are other IT Labs situated across campus for student use.

Information on IT use can be found on the VLE (Moodle) under Support for Students, Library & IT, IT Support. There are a number of useful links here. You need to read and be aware of the '*Conditions of Use'* and you may find '*FAQs*' and '*Top Ten Tips'* particularly helpful.

All Glyndŵr University staff and students are given a username to enable them to access e-mail, the internet and a range of software and other network services. All students will be given a University email account which the University will use to communicate important information, therefore you should check your email account (which will be given to you when you enrol) at least twice a week. You can set up your University e-mail account to automatically forward University e-mail to your existing e-mail account if you wish. You can do this from within your University e-mail account in Options | More Options | Forward e-mail to another account. Please follow the guidelines in the VLE (Moodle), under Support for Students, Library & IT.

For help and advice on any aspects of computing please contact the IT Service Desk via email, itservices@glyndwr.ac.uk, by phone 01978 293241 or visit the Help-desk located on the ground floor of the Edward Llwyd Centre. Please use e-mail for all non-urgent issues.

8.2 Academic integrity and avoiding plagiarism

The University expects all staff and students to act with the highest standards of academic integrity.

Academic Misconduct (cheating) is an attempt to obtain for yourself or for another an un-permitted advantage which may or may not result in a higher mark than your or his/her abilities would otherwise secure. It can occur both under exam conditions and in coursework. Suspected incidents are investigated and, if proven, will result in the student being penalised. Actions range from the issue of a verbal/ written reprimand to the cancellation of marks and disqualification from any further attempt. The procedures are in the Academic Regulations which can be found on the VLE (Moodle) under Student Administration. Information on the VLE (Moodle) also includes procedures for appeal against the decision of an Academic Misconduct investigation.

Plagiarism is a particularly common form of Academic Misconduct. It is the unacknowledged representation of the work of another person or organisation as the student's own. This can include lecture notes, handouts, presentations, and also applies to work of other students. It includes downloading from the internet. You are plagiarising if you:

- copy the work of another;
- include in your work, material which has been directly copied from the internet, books or journals;
- closely paraphrase the work of another by changing a few words or altering the order of presentation;
- quote phrases from another's work;
- deliberately present another's concept as your own.
- submit a piece of work wholly or in part which you have previously submitted for credit for another module or programme (self-plagiarism).

It is perfectly acceptable and indeed proper to draw on the work of others and the material found in texts in books, journals and the internet, however it must be referenced appropriately. One means by which to avoid plagiarism is to include, in all cases and without exception, a formal reference, normally in the Harvard style, though other systems are used for specific disciplinary areas.

Investing the effort to understand and use referencing skills effectively will mean that you can utilise the material that is useful to your academic work. You can normally expect to improve your marks with the adoption of good referencing practices since this is regarded as 'good academic practice'.

See the Harvard Referencing Guide on the Library & IT, Library and Study Skills VLE (Moodle) site. You can also contact the Academic Study Skills Team for advice about

referencing via the Academic Support, Academic Study Skills link on Moodle or by visiting the Team in the Edward Llwyd Centre.

You need to make sure that your work is not plagiarised. To avoid plagiarism, remember the following advice:

- Take the time to learn how to reference properly, understand the rules of good citation practice, and be systematic in its use;

- When taking notes from any source, remember to write down all the bibliographic details at the time (author, date, title, publisher, location). This will enable you to locate the specific reference you need more easily when you come to write up your assignment;

- When making notes, identify your own ideas from the ideas of others, so you do not inadvertently conflate your original concepts with the arguments and thoughts of other writers in your final piece of work;

- Don't be afraid to use your own words. Elegant academic writing comes with many years of practice. You are not expected to write as professionally as the authors of the books and journals you have read. Even in very competent undergraduate work, plagiarised passages can normally be discerned by markers as 'a different voice';

- A good way to use others' work effectively, is to try and develop your own ideas about the piece you are writing, and use the thoughts and arguments of others to support your ideas or to offer an alternative position. It is not good academic practice to draw on notes, articles and books, without including some elements of your own original thought.

The University takes cases of plagiarism very seriously. The penalty applied to those against whom an allegation has been proved depends on the severity of the plagiarism. There are a range of penalties which include the cancellation of a candidate's marks for a piece of assessed work in the least severe case, to the disqualification of the candidate from any future University assessment/examination in the most severe case. More information is available on the VLE (Moodle) via the Support for Students, Academic Support, Turnitin link or the "Plagiarism and how to avoid it" guide available from the Library & IT, Library and Study Skills section.

8.3 Turnitin

Turnitin's originality reporting is text-matching software that checks written work submitted by students against web pages, academic and commercial journals and publications, and previously submitted student work from all institutions subscribing to Turnitin. The originality report does not necessarily detect plagiarism or collusion, but often work that has been partly created through plagiarism or collusion will show up as having a high percentage of matching content.

The University gives students free use of Turnitin originality reporting through the VLE (Moodle), to help you in your learning; to understand paraphrasing, in-text citation, and referencing, and to develop your writing style.

Your programme team may require you to submit your assignments through Turnitin - staff will advise you regarding this. They may use this so that they have an electronic copy for marking and/or so that they can see an originality report on it if they have concerns about your work when they mark it. The University intends to move steadily towards greater use of electronic submission, marking and feedback, for the benefit of students.

Your programme team may create Turnitin drop-boxes specifically for you to submit a draft of your work. Here, your tutors can see the originality report on your work. They may contact you about it if they have a concern, so that they can help you to improve it before a final submission. You may also ask for advice once you have seen the originality report there.

If you use Turnitin originality reporting yourself, you should learn to interpret the reports properly, or you may become anxious about them without good reason. For further information, see the VLE (Moodle) under the Support for Students, Academic Support, Turnitin section. There you will find information about referencing and avoiding plagiarism and how to use Turnitin originality reporting.

8.4 Academic Study Skills support

Academic Study Skills support is open to all students. The Academic Study Skills Team can offer advice and suggest learning strategies for improving your assignments. The Team can help you to develop your academic writing and referencing. They are available throughout the academic year for: one-to-one sessions, small group tutorials, workshops or seminars. Please check their VLE (Moodle) site for new resources and workshop dates. You may want to see the Team every week or it may be a one-off meeting to discuss a particular assignment. The Team are based within the library on the ground floor of the Edward Llwyd Building. Please contact the Academic Study Skills team by telephoning 01978 293981 or 294437. Alternatively you can email academicstudyskills@glyndwr.ac.uk for further information or to make an appointment.

8.5 Personal Development Planning

Personal Development Planning (PDP) is described by the HE Academy as 'a structured and supported process undertaken by an individual to reflect upon their own learning, performance and/or achievement and to plan for their personal, educational and career development'. Whilst PDP is not mandatory, students are encouraged to engage with the process and staff are obliged to make arrangements for you to do so.

8.6   Employability

The Careers Centre, based on the Plas Coch Campus, supports all Glyndŵr undergraduate students, postgraduate students and graduates with careers education, information and guidance. We want our students and graduates to stand out from the crowd, so encouraging you to think about your career from the moment you arrive is one of our main aims.

The Careers Centre services include:

- Individual careers, advice, information and guidance
- Career development learning sessions within many programmes regarding the various aspects of job searching, careers and employability
- Work experience support
- CV and application checking
- Interview preparation
- Jobshop and Glyndwr Temps
- Volunteering opportunities
- Careers events and links to employers
- Support for current Glyndŵr students *and* graduates

Benefits of using our services

- Increased confidence, focus and motivation.
- Client-centred – we don't 'tell' you what is best for you.
- Explore your next steps and unravel your career ideas.
- Understand the value of your skills and experience.

Further details about how to contact us

Web/ Moodle: www.glyndwr.ac.uk/careers - for details about how to find us.
Tel: 01978 293240 **Email:** www.careerscentre@glyndwr.ac.uk
Facebook: glyndwrunicareers / Twitter: Glyndwr_Careers
Opening hours: Mon- Thurs 9am-5pm, Fri 9-4.30pm.*

*Please check opening times, especially during holiday periods or if you are travelling to attend an appointment.

8.7   DisAbility Team

We want you to be able to access any support quickly and easily so you can get on with studying. The DisAbility Team offers a range of additional support services to support students who have declared a disability or learning difference, such as dyslexia.

Last year over 1000 students contacted our service for information, advice and support and 24.9% of full-time undergraduate students received DSA (Disabled Students' Allowance).

You may be eligible to receive support due to a visual or hearing or mobility impairment; mental health condition such as depression; medical conditions such as epilepsy, diabetes or ME, for example; or dyslexia or other learning differences.

Together, we can arrange

- assistance in applying for Disabled Students' Allowance (DSA)
- an appointment with an educational psychologist
- one-to-one specialist dyslexia tutor support
- mental health mentor support
- learning support assistance, such as note-takers
- individual examination adjustments, such as additional time, or reader/writers

If you'd like to find out more or are not sure if you can get help, please do get in touch. Our service is confidential and we won't contact anyone without your agreement. We are based within Student Services, in the Edward Llwyd Centre. Contact 01978 293266 or e-mail disability@glyndwr.ac.uk. We look forward to hearing from you.

9.   Other important information

9.1   Student Conduct

Glyndŵr University is a community of people with diverse interests, aims and desires and actively seeks to promote values that are of benefit to that community: self-reliance, fairness, honesty, courtesy, self-respect and respect for others. You are expected to act in a manner which is of benefit to that community and to respect the rights of others living and working here.

Glyndŵr University is one of the most significant institutions in the local area. You should observe the same high standard of conduct whether on or off campus (see the Glyndŵr University Student Charter on the VLE).

The majority of our students always behave in a sensible, honest and courteous manner that reflects well on the University. You should be aware that any behaviour which results in improper interference with the functioning or activities of the University, or of those who work or study in the University; or any action which otherwise damages the University or its reputation is misconduct and may be considered under the Student Disciplinary Procedure, available on the VLE (Moodle) under Student Administration.

Glyndŵr University requires that all students and staff behave in an acceptable manner. Behaviour such as bullying and harassment either face to face, or for example, via social networking sites, is unacceptable conduct; examples of this include:

- Insults, verbal abuse (eg derogatory name-calling); innuendo or remarks calculated to offend, demean etc.

- Malicious gossip, fabricated allegations, smears, or exaggerated claims calculated to upset, damage reputation, etc;

- Threats (direct and indirect) including causing fear of assault eg by waving fists, inciting others etc;

- Foreseeably demeaning people in the presence of others (group settings; correspondence copied to others; etc)

- Excessive and unwarranted private or public criticism,

- Causing foreseeable embarrassment by deliberately disclosing confidential information ;

- Damaging individual dignity at work by critical remarks irrelevant to effective conduct and performance at work.

- Physical assault (including pushing / shoving / hitting / slapping; throwing materials at people (regardless of whether or not physical harm is caused)).

Unacceptable behaviour of this nature will be considered under the Glyndŵr University Harassment and Bullying Policy and Procedure: Students or the Student Disciplinary Procedure as appropriate. Further information on both policies is available on the VLE (Moodle) under the Student Administration section.

9.2   Health & Safety

Glyndŵr University has a duty to ensure that all reasonable measures are taken to ensure the health, safety and welfare of all staff, students, visitors and contractors. However, you also have a responsibility to take care of your own health and safety, and have a responsibility towards others who may be affected by your behaviour. If you notice anything that may present a hazard, you should report the matter to the lecturer in charge or to another member of Glyndŵr University staff, as appropriate.

You should also ensure that you are familiar with the fire and emergency procedures applicable to the locations where you study and live. Unless trained to do so, you should not use the fire extinguishers – they should, in any case, only be used to enable people to exit a building and not to tackle a fire (which should be left to the Fire Service). The deliberate discharge of fire extinguishers for reasons other than this purpose will result in the imposition of a fine and could lead to disciplinary action being taken against you.

If you have an accident while on University premises, then an official accident report must be completed and a copy forwarded to the Principal Safety Officer on the Plas Coch Campus. These forms are available online or at various locations throughout Glyndŵr University.

9.3   Absence from the University

You should inform your Programme Leader about any absence from your programme of study.

If you are ill, you need to report this as follows:

Submission of assignment or attendance at examination

If you are unable to submit an assignment or to sit an examination because of illness you must get a certificate from an independent professional practitioner such as a GP, or a Counsellor who is currently supporting you, stating clearly that you were unable to sit the examination or submit the assignment because of illness. Some practitioners may charge for this certificate.

This certificate must then be submitted in accordance with the procedure for seeking an Extension of a Deadline or the procedure for seeking a further attempt at an examination on grounds of extenuating circumstances.

A retrospective certificate will not normally be accepted – you must see the practitioner on or before the date of the examination or submission, and the certificate must clearly cover the date of the examination or assignment. It will be at the discretion of the programme leader (for an extension to deadline request) or the Extenuating Circumstances Panel whether a retrospective certificate will be considered.

Attendance at lectures

If you miss attendance at lectures or other teaching sessions because of illness, you can self-certificate for a period of up to 5 consecutive days. Beyond this period you will need to obtain a certificate from an independent practitioner (see above).

It is particularly important that you follow this procedure if attendance at lectures or teaching sessions is compulsory on your programme. Nonetheless, academic staff will be monitoring attendance and it is advisable that staff are made aware if absence is due to illness even if attendance is not compulsory. You should report your absence by emailing absences@glyndwr.ac.uk.

Where attendance is compulsory, absences unsupported by an appropriate certificate will be reported to the programme leader. Recurrent or persistent absence will be reported to the Head of Academic School.

Students on placement

If you become ill while on placement, you must inform your contact at the placement as well as staff at Glyndŵr University (via absences@glyndwr.ac.uk), in accordance with the information provided in your placement handbook.

Attendance Monitoring

The University undertakes formal monitoring of the attendance of all students. This helps the University to identify and offer support to any students who appear not to be engaging with their studies. A member of staff will contact you to discuss the reasons for your non-attendance and to offer support and advice. Staff can offer advice and guidance on academic matters; refer you to appropriate services or staff for further advice on personal problems; or discuss whether a change to the mode of study, transfer to another programme, or withdrawal from studies would be appropriate.

It's important therefore that you are aware that if you are not attending your course of study on a regular basis, you will be contacted by a member of staff who will discuss your non-attendance with you. If you find that you are unable to attend, due for example to a family emergency, discuss this with your Programme Leader and seek permission to be absent.

Students are encouraged to seek advice in the event of any difficulties they encounter, rather than wait to be contacted. Students should approach their Programme Leader for advice and guidance on academic issues. In the case of personal problems, they may wish to approach their Personal Tutor or Student Services (Counselling and Wellbeing/Disability Support/Student Funding and Welfare/Chaplaincy) for advice and support. Any student who is considering withdrawing from his/her studies should seek advice through one of these routes.

Please refer to the VLE (Moodle) via Student Administration for details regarding the monitoring of student attendance.

In the case of **international students**, the University is acting as 'sponsor' for the visa issued to the student, and is therefore required to report non-attendance on the part of international students to the Home Office (UK Visa & Immigration Service). To enable the University to fulfil this requirement, enhanced attendance monitoring is in place. Please refer to the VLE (Moodle) site via Student Administration for further information. It is essential that students comply fully with such requirements.

9.4 Withdrawal from Programmes

If you are considering withdrawing from your programme please discuss this with your Personal Tutor or a member of Student Funding and Welfare Team who can give you advice and guidance on any financial implications. They can also help you with different options, which might mean you decide not to withdraw, such as transferring to another programme, suspending your studies for a time, or changing your mode of study. In each of these cases, you and your tutor will need to complete and return the relevant form. All forms are available on the VLE (Moodle), under Student Administration, Commonly Used forms. If you do not notify the University of your withdrawal promptly, you will be liable to continue paying fees and this may result in you having to repay a bursary or student loan.

9.5   Suitability for Practice

A number of programmes in the University lead to professional practitioner status. Examples are nursing, social work, and youth and community work programmes, to mention but a few. Such programmes are designed to instil the professional standards that are required in practice. Where a student does not attain those standards, they will not be able to enter the profession for which they are being trained.

The Suitability for Practice Procedure is invoked by staff in cases where the student has exhibited behaviour which is inappropriate in terms of professional standards, leading to concern that s/he is unsuitable for their chosen profession. There may also be concerns in respect of the student's health (either physical or mental) and its impact on professional practice, which could lead to the implementation of the procedure.

Information about the Suitability for Practice procedure is available on the VLE (Moodle) via Student Administration.

9.6   Intellectual Property Rights (IPR)

Glyndŵr University staff and students work in an environment in which intellectual creativity is expected and in which the sharing and utilisation of that knowledge is encouraged. Original ideas give rise to IPR. The IPR policy and guidance for students can be found on the VLE (Moodle) under Student Administration. This makes clear who owns IPR and the procedures governing how they can be shared and/ or utilised.

9.7   Sources of information, support and guidance

Student Funding & Welfare service

As you embark on your studies and throughout your time as a student, managing your finances and your welfare is important. The Funding & Welfare team offers a wide range of services for students. The Funding and Welfare Team are committed to providing a professional, confidential and quality support service in a friendly, informal environment throughout your study.

Help which the team can offer you:

- Support and advice on student funding and welfare issues
- Advice and guidance on applying for student funding
- Guidance on what funding you may be entitled to
- Check that you are receiving the correct funding support package
- Provide advice and guidance on how to maximise your income
- Provide advice and guidance on entitlement to funding if your personal circumstances change
- Guidance if you are thinking of changing your course, suspending or withdrawing and wonder how this may impact on your student finances.

- Provide advice and guidance if you are experiencing financial difficulty
- Budgeting and money management support from our resident money doctors

You can:
- Visit our drop-in service on the 2nd floor of the Edward Llwyd Centre
- Have a one to one appointment with one of our specialist advisors
- Attend themed information/advice drop in sessions
- Access a wide range of on-line resources on Moodle

The Funding & Welfare service is located on the 2nd floor of the Edward Llwyd Centre. If you want to speak to one of our advisers, or to make an appointment to meet with one, please telephone 01978 293295, or email studentwelfare@glyndwr.ac.uk

Counselling Service

Glyndŵr University Counselling Service offers a confidential, professional and accessible service for students in a safe and supportive environment. We offer one-to-one counselling, self-help information, self-help programmes, and counsellors also have access to a comprehensive network of external services which can support individual needs.

More detailed information is available on the VLE (Moodle) where you will find a wide range of information and resources including the Online Relaxation Programme and many other self-help resources.

For appointments or further information please send a brief email with your name, contact details and preferred days for counselling to: counselling@glyndwr.ac.uk
Whilst email is our preferred way of confidentially managing counselling appointments, you can also contact Student Services on 01978 293266.

Health Care

All students studying away from home are advised to register with a local GP. Once registered, UK students can be treated as temporary residents if they fall ill while visiting their home town. A list of local GPs is provided to new students as part of the induction process.

The Safety, Health and Environment Department and the Students' Guild run regular health promotion events throughout the year. These events aim to provide plenty of advice on healthy living, especially for those students living away from home for the first time. It also provides links to other health support groups.

Chaplaincy:

The Chaplaincy is here to support students spiritually (all faiths and none) and to help you explore life's big questions.

There is a Quiet Space, situated on the second floor of the Edward Llwyd Centre, where you can pray, meditate or reflect, and the chaplaincy regularly holds worship meetings.

Also if you need someone to talk to they are there to listen. You can find out more about what the Chaplaincy can offer, including groups and events, on its VLE (Moodle) page.

Accommodation

For information and advice on accommodation issues, contact the Accommodation Office, which is located in the student village, on 01978 293344 or e-mail accommodation@glyndwr.ac.uk

Student Complaints

Please refer to the Policies and Procedures for Students link under Student Administration on the VLE (Moodle) for further information about the complaints procedure.

If you are student studying at our London campus or one of our partner institutions many of these services will be available to you at a local level however you may also still access the relevant information via the VLE (Moodle) Support for Students link.

9.8 Student Prizes

A number of student prizes are awarded at Graduation each year. The prizes currently established are:

Prize Name	Awarded to:-	Prize
Alex Rouse Award	A final year student on the BSc (Hons) Occupational Therapy programme that has shown commitment to the profession and its values and philosophy, been supportive to staff, students and patients/clients, has been an excellent facilitator of team work, recognising everyone's positive characteristics and encouraging the use of them, is intuitive, has a genuine caring interest in people and an awareness of the appropriate use of humour.	Framed certificate
Alpha Kappa Alpha Prize	The Alpha Kappa Alpha prize will be presented to an MPhil or PhD graduate from the subject area of Management, for the potential impact that his/her MPhil/PhD thesis will have in the community (action-oriented and or applied research) and is based on the potential impact of the thesis on the welfare of others or on its applied contributions.	Prize cheque not to exceed the value of £50, a prize certificate and attendance at the annual School of Management conference, with a contribution towards expenses, where the prize winner will have a 20-minute slot in which to present his/her MPhil/PhD thesis.
Alpha Omega Alpha Prize	The Alpha Omega Alpha prize will be presented to an MPhil or PhD graduate from the subject area of Management, for the outstanding impact his or her MPhil or PhD thesis has had on the relevant area of research (theoretical and methodical oriented research).	Prize cheque not to exceed the value of £50, a prize certificate and attendance at the annual School of Management conference, with a contribution towards expenses, where the prize winner will have a 20-minute slot in which to present his/her MPhil/PhD thesis.
Animal Studies Student Endeavour Prize	The prize shall be awarded annually to up to three eligible students studying on programmes listed below. • BSc (Hons) Animal Studies • FdSc Animal Studies The prize will be awarded to students who have demonstrated an outstanding contribution to the learning experience of other students, or an	Prize Certificate

	outstanding effort in overcoming personal difficulties to achieve his/her award.	
Blodwen and Christmas Evans Memorial Prize	The final year student who has achieved the highest performance of all undergraduate students graduating within that year from programmes closely associated with music, as indicated below: • BSc (Hons) Sound Technology • BSc (Hons) Studio Recording & Performance Technology (N.B. this programme is currently running out and has been replaced with the BSc (Hons) Sound Technology • BSc (Hons) Music Technology	Prize cheque to the value of £50 and a prize certificate
British Computer Society (BCS) Prize	Awarded to the final year student graduating with the highest overall marks from: • BSc (Hons) Computer Network Management and Security • BSc (Hons) Creative Media Computing • BSc (Hons) Applied Computing • BSc (Hons) Computing (and with Foundation Year) • BSc (Hons) Computer Networks and Security (and with Foundation Year) • BSc (Hons) Telecommunications (and with Foundation Year) • BSc (Hons) Creative Computing (and with Foundation Year) • BSc (Hons) Immersive Technology (and with Foundation Year) • BSc (Hons) Intelligent Computing (and with Foundation Year) • BSc (Hons) Computing Philosophy (and with Foundation Year) • BSc (Hons) Computer Science (and with Foundation Year) • BSc (Hons) Informatics (L5&6 only) • BSc (Hons) Computer Game Development (and Foundation Year)	Prize cheque to the value of £150, membership to the BCS and a prize certificate
British Psychological Society Final Year Undergraduate Prize for Overall Achievement	The prize is to be awarded to an undergraduate graduating student enrolled on the BSc (Hons) Psychology programme who has achieved the best overall performance of the cohort for that year.	Certificate from the Society, a copy of the Society's award winning book, 1 year's free graduate membership to the Society and a prize Certificate
Celtic Prize for Education Students	The prize shall be awarded to the undergraduate or postgraduate student studying on an Education programme as listed below who has demonstrated the most outstanding performance in professional practice of all the students graduating in each year.	Prize cheque not to exceed the value of £50 and a prize certificate

	- FdA Professional Education and Training - FdA Professional Education and Training: Compulsory Education Sector - FdA Learning Support: Teaching and Learning (and Foundation Year) - FdA Learning Support: Special Education Needs (and Foundation Year) - FdA Therapeutic Child Care - Dip HE Person-centred and Experiential Counselling and Psychotherapy (and Foundation Year) - MA Counselling with Children and Young People - PGCE Professional Graduate Certificate in Education - Certificate in Education		
Childhood and Family Studies Level 6 Academic Achievement Prize	This prize is to be awarded to the student graduating with the highest overall marks from any of the programmes listed below: - BA(Hons) Education and Childhood Studies - BA(Hons) Family and Childhood Studies	Prize certificate	
Childhood and Family Studies Level 6 Personal Commitment Prize	This prize will be awarded to a final year graduating student who has demonstrated an outstanding commitment to overcoming personal issues to achieve success in her/his studies, in the academic subject area of Childhood and Family Studies from one of the programmes listed below. - BA(Hons) Education and Childhood Studies - BA(Hons) Family and Childhood Studies	Prize certificate	
Ede & Ravenscroft Prize	The prize is to be awarded to a student completing his/her first year of study (level 4) from any Bachelor's Degree who achieved proportionally the highest marks for his/her award. The prize is available to Level 4 Bachelor's Degree students from all subject areas.	Prize cheque to the value of £1000 and a prize certificate	
Emmett Roberts Award	This prize is to be awarded to a graduating BA (Hons) Social Work student, who has shown outstanding commitment to service user and carer participation during his/her period of study at the university.	Prize amount to be determined each year -minimum of £20 to a maximum of £100 in book tokens and a prize certificate	
Institution of Engineering and Technology (IET) Final Year Undergraduate Prize	To the final year student showing outstanding achievement and improvement throughout their studies or the most innovative and original final year project. This prize will be made available to students enrolled on one of the IET accredited Electrical or Electronic Engineering Honours degree programme as indicated below:	2 years free graduate membership to the IET and a prize certificate	

		• BEng(Hons) in Electrical and Electronic Engineering;	
	Institution of Mechanical Engineers (IMechE) Undergraduate Project Prize	To the final year project showing the most originality and innovation. This prize will be made available to students enrolled on one of the IMechE accredited Engineering degree programmes as indicated below: • BEng(Hons) in Aeronautical and Mechanical Engineering; • BEng(Hons) in Aeronautical and Mechanical Manufacturing; • BEng(Hons) in Performance Car Technology; • BEng (Hons) in Performance Car Electronics and Technology • BSc(Hons) in Motorsport Design and Management; • BEng (Hons) Renewable Energy and Sustainable Technologies • FdEng Aeronautical Engineering (Manufacture) • FdEng Industrial Engineering • MEng Aeronautical and Mechanical Engineering; • MEng Performance Car Technology • MEng Renewable Energy and Sustainable Technologies	Prize cheque amount to be determined annually and a prize certificate
	Internet Technologies and Applications Conference (ITAC) Prize For Innovation In Project	Awarded to the student on any of the BSc (Hons) computing programmes whose final year project shows the most originality and innovation	Prize cheque to the value of £75 and a prize certificate
	John Arbuthnott Scholarship	Awarded to a student on any undergraduate level of any undergraduate engineering programme judged to have shown outstanding academic achievement and improvement throughout their studies.	Prize cheque amount to be determined annually based on the interest earned on the original prize donation and a prize certificate
	North Wales Society of Engineers Second Year Student Prize	A Year 2 student on an undergraduate honours degree within the subject areas of Mechanical, Electrical or Aeronautical Engineering who has achieved the best overall performance of the cohort for that year, calculated by arithmetic mean using the data held on the Student Records System.	Prize cheque to the value of £100 and a prize certificate
	Occupational Therapy Research Award	To the BSc (Hons) Occupational Therapy student who has demonstrated the most outstanding performance in research through achieving the highest marks in the final year Research module.	Prize certificate

	This calculation will be based on achievement in the final year module OCC611 – Research Presentation and Reflection.	
Pre-registration Nursing Sylvia Crowe Memorial Prize	One student from each cohort (March Adult branch, September Adult Branch and September Mental health branch) who have demonstrated an outstanding contribution to the learning experience of other students in the cohort, or an outstanding effort in overcoming personal difficulties to achieve his/her award.	Prize certificate
Royal Aeronautical Society Final Year Undergraduate Prize	To the final year student who has demonstrated the most outstanding achievements in that academic year and is studying on one of the following RAeS accredited Honours degree programmes within Engineering: • BEng(Hons) in Aeronautical and Mechanical Engineering; • BEng(Hons) in Aeronautical and Mechanical Manufacturing;	Prize cheque amount to be determined annually and a prize certificate
The Royal Society of Biology Academic Achievement Prize	This prize is to be awarded annually to a graduating students (level 6) on one of the following programmes graduating with the highest overall mark. • BSc (Hons) Equine Science and Welfare Management • BSc (Hons) Wildlife and Plant Biology	Prize certificate One year's free Associate membership to the Royal Society of Biology
The Avox Masters Prize for Overall Academic Achievement in Computing	This prize is to be awarded to the Masters student graduating with the highest overall marks from the subject area of Computing and studying on one of the programmes listed below: • MSc Computer Networking • MSc Computer Science • MSc Creative Media Technology • MSc Computing • MSc Creative Audio Technology • MSc High Performance Computing	Prize certificate and a prize cheque for £150
The Avox Undergraduate Prize for Overall Academic Achievement in Computing	This prize is to be awarded to a student completing his/her first year of study (level 4) in the academic subject area of Computing with the highest overall marks from one of the programmes listed below: • BSc (Hons) Computing (and with Foundation Year) • BSc (Hons) Computer Networks and Security (and with Foundation Year) • BSc (Hons) Telecommunications (and with Foundation Year) • BSc (Hons) Creative Computing (and with Foundation Year) • BSc (Hons) Immersive Technology (and with	Certificate and a prize cheque for £100

	• BSc (Hons) Intelligent Computing (and with Foundation Year) • BSc (Hons) Computing Philosophy (and with Foundation Year) • BSc (Hons) Computer Science (and with Foundation Year) • BSc (Hons) Computer Game Development (and Foundation Year) • BSc (Hons) Computer Network Management and Security (and Foundation Year) • BSc (Hons) Creative Media Computing (and Foundation Year) • BSc (Hons) Applied Computing (and International Foundation Year)	
The Doris Irene Hill Book Prize	A penultimate year student in the academic subject area of Childhood and Family Studies from one of the programmes listed below, who demonstrates a commitment to lifelong learning and continual self improvement. • BA (Hons) Families and Childhood Studies • BA (Hons) Education and Childhood Studies • FdA Childhood Studies: Families and Young Children • FdA Childhood Studies: Play • FdA Childhood Studies: Early Years Education	£30 book token and prize certificate
The GAP Personnel Prize for Project Excellence in Business	The prize will be awarded to the final year Undergraduate Business student graduating with the highest overall marks in the Project module BUS602 from one of the programmes listed below. • BA (Hons) Business Marketing • BA (Hons) Business Management • BA (Hons) Business Accounting • BSc (Hons) Entrepreneurship • BA (Hons) Business and Events Management • BA (Hons) Business Management and Information Technology	Prize certificate and Prize Cheque £500
The Lord Jones Prize for Postgraduate Research Students	Awarded to the postgraduate research student who has achieved the best overall performance of all research students graduating in the year.	Prize cheque amount to be determined annually and not to exceed £50 and a prize certificate
The National Zoological Society of Wales Prize for Academic Achievement in BSc	This prize is to be awarded to the student graduating with the highest overall marks on the BSc (Hons) Animal Studies programme.	Prize certificate and annual membership to the National Zoological Society.

Animal Studies		
The National Zoological Society of Wales Prize for Academic Achievement in FdSc Animal Studies	This prize is to be awarded to the student graduating with the highest overall marks from the FdSc Animal Studies.	Prize certificate and annual membership to the National Zoological Society
The NU Instruments Forensic Science Prize	The prize will be awarded annually to the final year student who has achieved the highest mark in their dissertation of all undergraduate students from the BSc (Hons) Forensic Science programme.	Prize cheque to the value of £250 and a prize certificate
The Professor Alex Carson Psychology Student of the Year Prize	The prize is to be awarded to an undergraduate student enrolled on the BSc (Hons) Psychology programme (from any year of study) who has demonstrated an outstanding commitment to overcoming personal difficulties to achieve success in her/his studies.	Prize certificate
The Reflex & Allen Business Prize For Overall Achievement	The prize will be awarded to the final year undergraduate Business student graduating with the highest overall marks from one of the eligible programmes listed below. • BA (Hons) Business Management • BA (Hons) Business Accounting • BA (Hons) Business Marketing • BA (Hons) Business and Events Management • BSc (Hons) Entrepreneurship • BA (Hons) Business (and with Foundation Year) • BSc (Hons) Marketing and Consumer Psychology (and with Foundation Year) • BA (Hons) Accounting & Finance (and with Foundation Year) • BA (Hons) Hospitality, Tourism and Event Management (and with Foundation Year) • BA (Hons) Global Business (and with Foundation Year) • BSc (Hons) Sports Management (and with Foundation Year) • BA (Hons) Business Management and IT (validated provision offered to NPTC Group only)	Prize cheque to the value of £100 and a prize certificate
The Sport & Exercise Sciences Award for Citizenship & Personal Academic Achievement (Undergraduate student of the year)	To a student in any year of study, although typically it may be awarded to a graduating student. The award will be made to the student who most successfully embraces the Sport & Exercise Sciences (SES) spirit with a sense of community and citizenship and who has shown outstanding personal growth academically throughout their time at Glyndŵr University.	A Trophy and a prize certificate

	Eligible programmes are: • BSc (Hons) Sport & Exercise Sciences • BSc (Hons) Sports Coaching • BA (Hons) Community Sports Development	
The Stephen Louden MSc Psychology of Religion Prize	The prize is to be awarded to the Masters student graduating with the highest overall dissertation mark from the MSc Psychology of Religion programme.	Prize cheque amount to be determined annually and a prize certificate
Welsh Branch British Psychological Society Final year Undergraduate Research Project prize	The prize is to be awarded to an undergraduate graduating student enrolled on the BSc Psychology programme who has achieved the best overall performance in the Research Project module of the programme for that year.	Prize cheque to the value of £50 and a prize certificate
Wrexham University of the Third Age Art & Design Prize	To a graduating Art and Design student who has demonstrated an outstanding contribution to the learning experience of other students, or an outstanding effort in overcoming personal difficulties to achieve his/her award. Eligible programmes are: Below is a list of old programmes that are currently running to a close which may still have students that are eligible for the prize on. • BA (Hons) Design: Communication • BA (Hons) Design: Creative Media • BA (Hons) Fine Art • BA (Hons) Design: Animation, Visual Effects and Game Art • BA (Hons) Design: Film and Photography • BA (Hons) Design: Graphic Design and Multimedia • BA (Hons) Design: Illustration, Graphic Novels and Children's Publishing	Prize cheque to the value of £100 and a prize certificate
Wrexham University of the Third Age Humanities Prize	To a graduating Humanities student who has demonstrated an outstanding contribution to the learning experience of other students, or an outstanding effort in overcoming personal difficulties to achieve his/her award. Eligible programmes include: • BA (Hons) History and Creative Writing BA (Hons) English • BA (Hons) English and History • BA (Hons) English and Creative Writing • BA (Hons) History	Prize cheque to the value of £100 and a prize certificate

Please note these prizes were correct at the time of publication and are subject to change.

9.9   Useful links for student participation in quality assurance

A range of useful online information is available about student involvement in quality assurance and enhancement.

Glyndŵr University student representatives' pages	Login to the VLE (Moodle)
Glyndŵr University student-related policies and procedures	Login to the VLE (Moodle)
Quality Assurance Agency – information for students	http://www.qaa.ac.uk/partners/students
National Union of Students in Wales	http://www.nus.org.uk/en/nus-wales/
Unistats website – information about universities and colleges in the UK	http://www.unistats.co.uk/
Information about the National Student Survey	http://www.thestudentsurvey.com/

10.   Your University – Your Legacy

Glyndŵr University is committed to listening to your ideas and striving to improve your student experience, year on year. We hope that you see the university as a legacy that you have inherited and, importantly, one that you will also help to sustain so that it may be passed onto others. Please do commit yourself to engaging with us whenever you can; sharing your ideas and enthusiasm as we build and grow our educational community together.

PLEASE NOTE:

Whilst we make every effort to keep the information contained in programme handbooks up to date, some changes to procedures, regulations, timetables, etc may occur during the course of your studies. You should, therefore, recognise that this handbook serves only as a useful guide to your learning experience.   Please note that there is also a wealth of information on all the issues covered in this handbook which is updated regularly – please refer to the University's VLE (Moodle) for further information.