



Swansea  
University  
Prifysgol  
Abertawe

# Academic Handbook

## Postgraduate Research

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

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



# Welcome to Swansea University!

## The University's Mission

Founded in 1920 and now featuring two campuses, Swansea University puts students at the heart of its vision for the future.

The University aims to:

- Deliver an outstanding student experience.
- Have teaching of the highest quality, producing graduates ready for entry into the working world or for continuation of their studies.
- Provide an excellent research environment, with research that is world-leading, globally collaborative and internationally recognised.
- Use its research strength, links with industry, and global reach to drive economic growth, foster prosperity, enrich the community and cultural life of Wales, and contribute to the health, leisure, and wellbeing of its citizens.



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

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

**Professor Paul Boyle,**  
Vice-Chancellor

# Welcome

From Swansea University  
Students' Union (SUSU)



SWANSEA  
UNIVERSITY  
STUDENTS'  
UNION

UNDEB  
MYFYRWYR  
PRIFYSGOL  
ABERTAWE

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

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

Here's what we have to offer:

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



# Welcome from

Swansea University Students' Union (SUSU)



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# Working in Partnership

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

Underpinned by the principles laid out in the [Student Charter](#), the University always seeks to work collaboratively with students and the Students' Union. This enables you to actively participate in all aspects of your learning experience.

As an equal partner in learning, it is important to the University that you have the opportunity to participate in how the University is run in order to help its future development and ensure an excellent student learning and study experience. It is also committed to providing you with opportunities to enhance your employability and engage in extracurricular activities, which will support your personal development.

There are various ways in which you can engage in University processes, and new opportunities, initiatives and student-led projects are constantly being developed. Within your Faculty or School, this partnership ethos is supported via the following structures:

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

### **The membership of Student Representatives on the following Faculty or School Committees:**

- Student-Staff Forum
- Subject Area Boards of Studies
- Faculty Education Committee

### **Also University level Committees such as:**

- Postgraduate Research Committee
- Student Futures Board
- Regulations, Quality and Standards Board
- Portfolio Approval & Enhancement Board

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

- Postgraduate Research Student Experience Survey

# Student Representation

Student Representatives are there to act as a bridge between yourselves and the University and to represent the Student Voice at all levels in the Institution.

Coordinated in partnership between the Students' Union and the University, the student rep system helps you to take active ownership of your learning experience, provide constructive feedback and to make a difference to how your courses and departments are run. There are student representatives in each year of each programme or set of related programmes as well as a Faculty/School and Welsh representative for postgraduate research students.

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

All students should be aware of who their representative is; if you are unaware, check the list at <https://www.swansea-union.co.uk/representation/> or contact the **Student Voice Coordinator**. If the position is vacant, you could consider running for the position yourself. Please visit the **Students' Union** for information on how to do this.

Representatives should be available to the students they represent to help with any issues. Student Representatives will gather feedback from you in a number of ways, including meetings, so keep a look out! Any issues which you would like to be addressed can be forwarded to the representative, who may be able to offer guidance or address the problem outside of meetings.



# Faculties

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

**Faculty of Humanities & Social Sciences**

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

**Faculty of Science and Engineering**

**The College**





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# Getting Started



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



- Ensure you check your University email account on a regular basis so you do not miss anything important.
- You can access your student email by logging directly to your [email account](#).



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



- You will be fully inducted at your [Faculty or School](#).
- Set up your virtual learning platform [Canvas](#) account.
- Meet with your supervisor and agree a plan to confirm your candidature within the first three months.
- Familiarise yourself with PGR researcher development opportunities and complete your [Development Needs Analysis \(DNA\)](#).



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



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



- Learn about the student support services available to you across the University and other useful contacts, such as the doctor and dental surgeries.

# Introduction

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

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

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

## Navigation

### Hyperlinks:

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

### Searching:

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

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

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

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

## Additional Support

### Need Help?

If you are unable to find the information you need, contact your [Hwb](#) or your Faculty PGR Support team:

[Science and Engineering](#)  
[Medicine, Health and Life Science](#)  
[Humanities and Social Sciences](#)

## Welsh

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

## Accessibility

If you require this handbook in an alternative accessible format, please contact the [University's Transcription Centre](#).

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



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# Communication

## Emails:

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

- Your University Outlook email address includes your 6 or 7 digit student ID number, for example:  
123456@swansea.ac.uk
- You can access your student email by logging directly to your [email account](#).
- You will need to **change your default password** at first login and you are required to register for multi-factor authentication to ensure your data stays secure.

## Finding out your results:

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



## Keeping in contact:

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

You can do this by:

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

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





# Support for your research

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

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

## Reasonable Adjustments

Universities aim to create an inclusive environment for all students through accessible teaching practices, inclusive assessment methods, assistive technology, and accessible physical spaces. However, students sometimes require additional support to participate fully and equally in their studies. As such, they can expect fair, personalised support designed to remove or reduce barriers to learning by means of [Reasonable Adjustments](#).

## Supervision

You will be allocated a supervisory team to provide you with regular advice and

guidance while you are enrolled as a research student. At a minimum, you will be assigned two supervisors; your Primary Supervisor will normally be your main contact throughout your research student journey and will have overall responsibility for your academic supervision; your Secondary Supervisor's role is to act as your first port of call should your Primary Supervisor become unavailable. In some cases, the Secondary Supervisor will be more actively involved e.g., to assist with particular academic aspects of the research student's work, in a similar manner to their Primary/First Supervisor.

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

There will be a minimum of four formal supervision/progression meetings between you and your supervisor each year, two of which will be reported to the Postgraduate Progression and Awards Board. These

four meetings are completed in the RMS system by both the student and supervisor. Additionally, research engagement check meetings have been set up on a monthly basis between the supervision, progression and Confirmation of Candidature meetings, which will be logged in the RMS system by your supervisor.

Please refer to the [Guide to Research Supervision](#) for more information.

## Engagement Monitoring

### Why is my engagement monitored?

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

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



# Support for your studies

- The University has a legal duty to monitor students' engagement and to report to external sponsors e.g. Student Loan Company.

Please refer to the [University's Engagement Monitoring Policy for Research Students](#) for more information.

## 'I am an international student... how does my engagement affect my Student Route visa?'

- The University is **legally** required to monitor your engagement, in line with UK Visas and Immigration (UKVI) regulations and the rules that underpin immigration into the United Kingdom.
- In the case of unsatisfactory engagement, as determined by the University, a Student Route student will become subject to the enhanced monitoring for Student Route students as detailed in the [Engagement Monitoring Policy for Research students](#).

## What is a 'scheduled learning session'?

The University's [Statement on Engagement](#) says that you are expected to attend all Scheduled Learning Sessions. which applies predominantly to:

- Monthly Supervisory Meetings

but may also include:

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

Your engagement with Monthly Supervisory Meetings is monitored through Attendance and Engagement in eVision.

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

- Professional Bodies
- Government/funding agencies
- UKVI requirements

See also the University [Guide to Engagement Monitoring for Research Students](#).

## What if I am unable to engage with my studies?

### Let your Faculty or School know!

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

Please contact your Faculty/School for more information.

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



# Support for your studies

## Unsatisfactory Engagement

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

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

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

This may result in you being withdrawn from your programme. If this happens you may request a review of this decision. Please see the [Engagement Monitoring Policy for Research Students](#) for more information.

## Requests to Study Remotely (Fieldwork/Data Collection/Placement)

Students must obtain permission to study remotely for data collection, fieldwork or placement purposes from their supervisory team, the Faculty PGR team and the VISA Compliance team (in the case of Student Route visa holders) prior to leaving Swansea and should complete the relevant form.

Students should wait until their request is approved before accepting any opportunities or finalising travel plans. Please see the [Engagement Monitoring Policy for Research Students](#) and contact the relevant teams for further guidance.



# Support for your studies

## Faculty PGR Support team

If you need any information or advice, your Faculty PGR Support Team is there to help you:

[Science and Engineering](#)

[Medicine, Health and Life Science](#)

[Humanities and Social Sciences](#)

## Hwb

### Singleton Campus:

Digital Technium

### Bay Campus:

Engineering Central

### Opening hours:

Mon-Friday 08:30-17:00

Please raise a request with Hwb via [ServiceNow](#) and a member of our team will respond within 3 working days.

**Web:** <https://hwb.swansea.ac.uk/>

[Hwb](#) brings together a number of the University's frontline Professional Services to provide a centralised one-stop student information desk, or Hwb, on both

Singleton and Bay campuses. These aim to offer reliable and consistent information, advice and guidance, and are your first port of call for any issues that you might encounter over the course of your academic career. If you're not sure who to ask, ask the [Hwb](#)!

Hwb can assist with a range of personal and academic queries in the following areas:

- Enrolment
- Paying tuition and accommodation fees
- Council Tax Exemption
- Confirmation of Student Status
- Student Records
- Academic Policies and Procedures, including Academic Misconduct and Engagement Monitoring
- Appeals, Complaints and Discipline
- Diploma Supplements
- Higher Education Achievement Report (HEAR)
- Suspension or Withdrawal of Studies
- Transcripts

## Nursery

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

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

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

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



# Where do I find help with...?



## Student Life

### 1st Floor, Talbot Building

**Student Life** provides advice, guidance and information to offer students professional support throughout their University experience in the following areas:



## International

The **Visa Advice Team** provides information, advice and support on non-academic matters to all applicants, students, staff members, visitors to the University, ethnic minority UK residents and their dependants. Common areas of advice include UK immigration and visa extensions, financial hardship, employment regulations and dependants.

**Web:** <https://hwb.swansea.ac.uk/international/visa-advice/>

The **Visa Compliance Team** can assist with right to study registration and visa extensions.

**Web:** <https://hwb.swansea.ac.uk/international/student-compliance-services/>



## Money

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

**Web:** <https://hwb.swansea.ac.uk/finance/money-advice/>



## Safeguarding

The **Safeguarding & Disclosure Response Team** support students who have made disclosures, by providing guidance, signposting to specialist services, and explaining reporting options available to them both within the university, and external agencies e.g. police. The team advise on safeguarding concerns, and work with external organisations, to protect students and others at risk.

**Web:** <https://hwb.swansea.ac.uk/support-wellbeing/feeling-unsafe-reach-out/>



## Council Tax

All full time Postgraduate Research students are exempt from council tax for the duration of their candidature. We also have a

discretionary arrangement with local councils that allows the University to exempt full-time students during their writing up period. However, please be aware that your candidature ends when you submit your thesis. After this time, you will no longer be considered a full-time student, which means that your exemption from council tax may end.

## Students' Union Advice and Support Centre

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

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

### Singleton Campus:

Ground Floor (west entrance), Fulton House

### Bay Campus:

Students' Union, Y Twyni

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

**Web:** <https://www.swansea-union.co.uk/support/adviceandsupport/>



# Where do I find help with...?

## Student Support Services

### **Talbot Building**

We offer specialist advice, guidance, and support options for students experiencing challenges during their time at university. Our services are for students experiencing emotional and personal difficulties as well as more complex long-term issues including sensory or physical impairments, long term medical conditions, specific learning difficulties (SpLD), autistic spectrum conditions (ASC), and mental health conditions; to ensure that all Swansea University students have equal learning opportunities.

## Library Services

### **Singleton Park and Bay Campus**

Additional libraries are located at the St David's Park campus, and at the South Wales Miners' Library in Y Storfa in Swansea city centre.

The Library Information Desks are staffed during core hours with the buildings operating extended opening hours during Semesters 1 and 2, and for assessment. Online [Library Guides](#), Frequently Asked Questions, and [Canvas modules](#) are here to help you gain access to the resources you need for your study, research, and

personal enrichment. Expert staff are available to assist you to:

- Navigate the physical and digital spaces
- Understand how to use specialist search tools
- Find and use subject-specific resources
- Access the University's unique archive, museum, rare book and special collections

## Digital Services

### **Bay Campus, Bay Library**

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

## Centre for Academic Success

### **Singleton Park, Stable Block open Mon-Fri, 09:00-17:00**

The Centre for Academic Success is here to help you develop your academic study skills and reach your full potential, whatever your level, background or first language.

We work closely with academic Faculties and other support services to deliver a full

programme of academic skills classes and confidential one-to-one appointments in all academic disciplines. Attend our courses, workshops and one-to-one tutorials to:

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

## Academi Hywel Teifi

### **Singleton Park, Talbot Building**

Academi Hywel Teifi works closely with all Faculties across Swansea University to provide flexible Welsh-medium study opportunities and language support, helping you to thrive and achieve your full potential during your studies.

Home to the University's branch of the Coleg Cymraeg Cenedlaethol, the Academi also offers a range of additional support, including scholarships for studying through the medium of Welsh, enrichment activities, and opportunities to enhance your academic experience, employability, and use of the Welsh language.





# Your studies

## Your Research

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

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

It is important you familiarise yourself with the type of Research Degree on which you are enrolled. The regulations relating to all Research Degrees are available in the [Research Degree Regulations](#).



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

**MPhil, MRes, MA/MSc/LLM by Research**

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

## Postgraduate Research Degrees

[BBSRC Doctoral Training Programme](#)  
[Degree of Doctor of Medicine](#)  
[Degree of Professional Doctorate](#)  
[Degree of Senior Doctorate](#)  
[Doctor of Business Administration](#)

[Doctor of Medicine by Published Work \(MD by Published Work\)](#)

[Doctor of Philosophy \(PhD\)](#)

[Doctor of Philosophy \(External PhD\)](#)

[Doctor of Philosophy \(PhD\) by Published Work](#)

[Doctoral element of the PhD \(Integrated +2\) Award](#)

[Doctoral Training Programme - Integrated PhD \(1+3\)](#)

[Framework Regulations for Joint Doctoral Degrees](#)

[MA/MSc/LLM by Research](#)

[Master of Philosophy \(MPhil\)](#)

[Master of Research \(MRes\)](#)

[MD by Published Work](#)

[PhD \(Extended Period of Study\)](#)

[Regulations for Associate Researchers](#)

[School of Social Sciences Professional Doctorates](#)

[Visiting and Exchange Research Students](#)



# Your studies

## Degree Progression and Completion

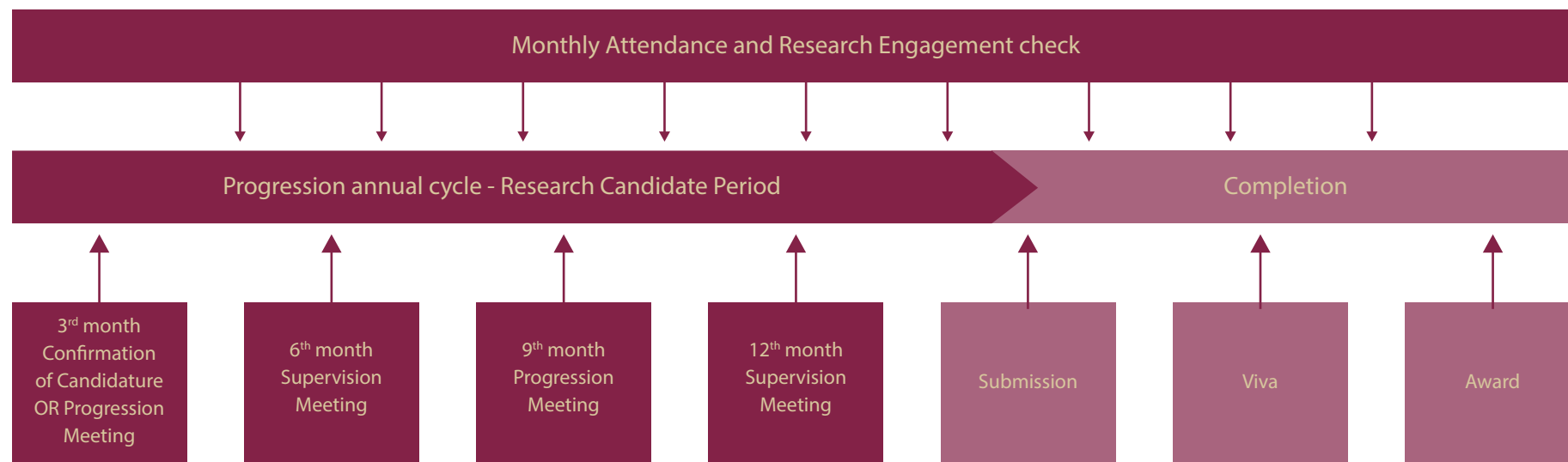
During your degree, you are required to contact your supervisor monthly to note attendance and engagement with your research, and attend formal supervision and progression meetings with your supervisors at regular intervals during the progression year and completion stage. You and your supervisor will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

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

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

[Confirmation of Candidature](#) constitutes your first formal assessment of your progression.

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



# Your studies

## Progression Stage/ Supervised Research Period

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

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

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

It is important adhere to the University's framework governing [research ethics and integrity](#) throughout your research.

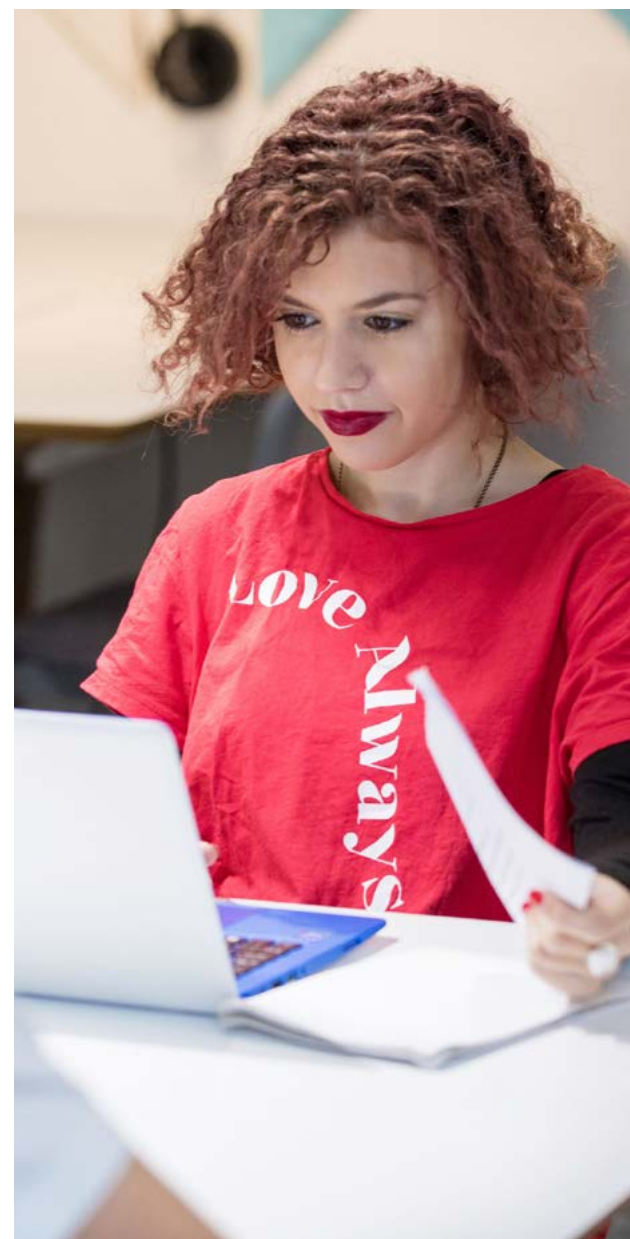
## Completion Stage

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

Please refer to the [Guide to Progress Monitoring for Research Students](#) for more information.

### Proof Reading

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



# Your studies

## Submission and Examination of the Thesis

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

### Submission

#### E-Theses (Electronic submission of your thesis)

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

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

#### Maximum word counts:

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

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

Please note there are specific requirements relating to the [submission and presentation of the thesis](#) (section 6).

### Submitting in Welsh

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



# Your studies

## Examination

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

The viva voce will normally take a hybrid format or take place entirely online. In either case, the External Examiner will engage remotely unless the student has specific learning requirements and adjustments which means they would be disadvantaged in some way.

The viva voce must occur within **6 months** of submission; if this does not happen due to actions on the part of the student, then the student may be required to withdraw from the University.

Please refer to the [Guide to the Examination of Research Students](#), for more information relating to your chosen research degree.



# Your studies

## PGR researcher development

The university's researcher development programme for PGRs is designed to support you to succeed during your programme, equipping you with the skills needed to carry out your research and the wider personal and professional skills to succeed as a researcher and in any future career.

Our programme is mapped to the Vitae Researcher Development Framework (RDF), the leading international framework for researcher development. We offer workshops and online resources to develop your skills and knowledge, as well as opportunities to put these skills into practice and connect with other researchers. When you begin your studies, you must undertake a small amount of mandatory online training which should be completed by Confirmation of Candidature.

The details of this will be shared at your induction. Visit our [webpages](#) for the latest opportunities, links to online resources (Canvas) and other key information, or contact [pgrtraining@swansea.ac.uk](mailto:pgrtraining@swansea.ac.uk).

## Language Training

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

## PGR Festival

The annual [PGR festival](#) brings together research students from across the university, providing opportunities to showcase research and connect across the PGR community. The festival includes PGR conferences in each of the three faculties, a poster competition and the final of the Swansea University Three Minute Thesis (3MT) competition. The festival is also home to the PGR awards, which celebrate academic excellence and best practice across the PGR community.

For more information about the PGR festival contact [pgrtraining@swansea.ac.uk](mailto:pgrtraining@swansea.ac.uk).

## Learning Demonstrators and Senior Teaching Assistants

Please see Section 6 of the [Guide to the Employment of Research Students](#) for Senate guidelines for the Appointment of Post-graduate Learning Demonstrators and Senior Teaching Assistants.



# Your studies

## Careers and Employability Support at Swansea University

At Swansea University, we are committed to helping you achieve your career goals.. Whether you're exploring your options, seeking work experience, or applying for graduate roles, our Careers and Employability Service offers a wide range of support tailored to your needs.

### Personalized Careers Guidance

Our team of experienced careers advisors is here to help you:

- Explore potential career paths aligned with your skills, interests, and degree
- Develop strategies for securing employment, internships, and graduate schemes.
- Provide one-to-one guidance on career decisions, applications, and interviews.

You can book individual appointments, chat to a qualified Careers Advisor on LiveChat or drop in for quick queries, ensuring support is always within reach.

### Skills Development Workshops

We offer workshops throughout the year designed to enhance your employability, including:

- CV and cover letter writing
- Interview preparation and assessment centre practice
- Networking and personal branding
- Professional skills development and workplace readiness

These sessions help you build confidence and stand out in a competitive job market.

### Work Experience and Employment Opportunities

Practical experience is key to career success. Swansea University provides:

- Access to a wide range of local, national, and international opportunities including part-time jobs, graduate jobs, volunteering, internships and placements
- Support in securing years in industry placements, including advice on

applications and funding.

- Swansea University's Career Boost programme for students facing additional barriers to recruitment

### Online Resources and Job Portals

Stay connected with employers and opportunities via:

- Job Teaser, which features job opportunities, employer profiles, and careers resources.
- Online tools to explore career options, assess your skills, and strengthen your application and interview technique
- Virtual events and webinars with industry experts
- Online work simulations.

### Employer Engagement and Networking

We facilitate connections between students and employers through:

- Careers fairs and industry networking events.
- Guest lectures, panels, and employer-led workshops.
- Alumni networks to inspire and guide your career planning.



# Your studies

## Graduate Support

Our support doesn't end at graduation. We offer lifelong careers and employability support to help you:

- Network with employers and gain work experience
- Access mentoring, coaching and guidance opportunities
- Stay informed about career opportunities and professional development.

Your career journey starts here. Whether you are undecided, aiming for a competitive graduate role, or seeking to develop your professional skills, Careers and Employability is here for you every step of the way.

For more information, visit: [Swansea University Careers and Employability](#).

## Your Higher Education Achievement Report

Your Higher Education Achievement Report (HEAR) includes a description of the nature, level, context and status of your studies, including extracurricular activities. As well as producing and storing your HEAR, Gradintel has the following features:

- The option to share your HEAR with potential employers and/or other institutions at any time, aiding in locating graduate level employment or postgraduate positions after completion of your programme.
- A personality questionnaire helping you identify areas which employers would consider your strengths and weaknesses, also matching the results to potential employers who are best suited to your way of thinking.
- Psychometric assessments allowing your verbal, numerical, and logical reasoning to be tested; over 70% of graduate level employers use similar tests as part of their selection process.
- A platform allowing employers to 'tag' potential recruits, which will alert the potential recruits to the job availability.

In addition to HEAR, Swansea University also has the [Employability Awards](#), which offer opportunities to plan for future employment. The Award process will help you access extracurricular activities, student jobs, and work placements, as well as offering workshops for improvements, such as writing an effective CV, and learning interview skills.

## Graduation

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



# Working alongside your Studies

## Subject-related Employment

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

## Non-subject-related Employment

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

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

## Student Route visa holders

- PhD students are limited to **20 hours** a week for the entirety of their course.
- A week is defined as Monday to Sunday.
- Voluntary work (even if it is unpaid) should be included in the 20 hour limit.
- You cannot engage in business related activity or be self employed.
- You should check your eVisa to confirm your permitted work hours.

If you are a Student Route visa holder and have any questions about work hours, please contact [visa.advice@swansea.ac.uk](mailto:visa.advice@swansea.ac.uk).





# Have your studies been affected?

## Extenuating Circumstances

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

**“Serious and acute problems or events which are beyond a student’s control or ability to foresee which may have affected a student’s performance and/ or may have impeded a student’s ability to attend, complete, or submit an assessment on time.”**

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

- Seek advice from your Personal Tutor and/or the Education Journeys Team to explore the options available to you.
- Complete and submit a request via the University [e:Vision portal](#)

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

You may also find the answer you are looking for in the [Extenuating Circumstances Knowledge Article](#).



# Have your studies been affected?

## Suspension, Extension and Transfer

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

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

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

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

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



# Have your studies been affected?

## Accuracy of Published Marks

The Accuracy of Published Marks procedure provides you with the opportunity to query with your Faculty or School the accuracy of the marks/grades recorded against your name or the accuracy of the overall module/Level average. Please refer to the [Accuracy of Published Marks](#) regulations and procedure, for further information.

## Academic Appeals

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

- Candidates who are prevented from continuing with their studies part-way through a level of study or part of a programme. You have failed to qualify for progression into the next stage of the programme.

- Candidates who fail to qualify to proceed to the next stage of their programme at the end of a level, end of a part or end of a year.
- Where the implications of the progression decision taken by the Examination Board may have a significant impact on the student's overall results (e.g. capping of marks).
- Candidates who have completed their programme but who wish to appeal against the result or candidates who are dissatisfied with the award of an exit qualification of the University.

All appeals must be submitted using the '[Appeal Form](#)' to the Academic Appeals Section of Education Services within **1 month** of notification of the relevant Examining Board decision. For full information, see the [Academic Appeals Procedure](#), or the [Academic Appeals FAQs](#).

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

We would also like to remind you that the Students' Union Advice Centre is able to assist you with Academic Appeals and/or offer advice.

To make an appointment to see someone at the Students' Union you can contact the [Advice Centre](#) via the new portal for contact for students where you can raise a ticket selecting category 'Advice & Support' from the drop down menu.





# Conduct & Complaints

## Expectations and Good Conduct

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

As such:

- If you commit a criminal offence on University property you may face disciplinary action and/or criminal proceedings.
- If you attempt to obstruct teaching, study, research, or the administration of the University, or obstruct any member of the University in the performance of their duties, you will be liable to disciplinary action.
- You are obliged to inform Education Services immediately of any criminal arrests, charges, cautions, or convictions and of any bail conditions imposed upon you, during your time as a student.

Expected conduct is further outlined in the [Student Charter](#).

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

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

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

## Complaints

If you have an issue, you may prefer to try to resolve it by taking the issue to your Student Representative, Supervisor or other member of staff. However, if you feel that you need to make a complaint, please follow the University's [Complaints Procedure](#).

Students should raise any informal or formal complaints as early as possible and within **1 month** of the date of the event(s) giving rise to the complaint. The University will not normally consider any complaints received later than this date.

## Final Review

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



# Conduct & Complaints

## Fitness to Practise

Faculties or Schools are also responsible for ensuring that you comply with the requirements of the University and any other relevant regulatory and professional bodies. Accordingly, if you are pursuing a programme which leads directly (or partially) to a professional qualification, or the right to practise a particular profession or calling, and your conduct or your personal circumstances renders you unable to continue on a course, or not fit to be admitted to and practise that profession or calling, these regulations will apply.

The following are examples which may lead to a case being brought against a student under the University's [Fitness to Practise Regulations](#):

- Failing to seek the appropriate medical support or engage in the process to manage any health condition/disability that impacts your fitness to practise.
- Repeated failure to rectify behaviour that has been identified to you by the Faculty/School as unacceptable.
- Any conduct or circumstances which

may prevent you from being offered a placement or to continue on an existing placement.

- A conviction relevant to the programme of study or profession undertaken as part of the programme of study.
- Falsification of records and/or signatures of professional personnel.
- Gross dishonesty, for example, unfair examination or assessment practices or falsification of records.
- Any other circumstance which may call into question your suitability to be admitted to, and to practise, your profession or calling e.g. failure to respect confidentiality, any conduct contrary to an existing code of practice, code of conduct or code of ethics governing the profession to which you aspire.

For more information, please view the University's [Fitness to Practise Regulations](#).





# Academic Integrity & Academic Misconduct

## What is Academic Integrity?

Academic integrity is based on the ethos that how you learn is as important as what you learn, and is based on a number of core principles:

- Taking responsibility for your studies. Respecting others' opinions, even if you do not agree with them.
- Respecting the rights of others to study. Acknowledging the work of others which has contributed to your own studies, research, or publications
- Honestly representing contributions to group work.
- Following professional standards and ethical requirements related to your programme.
- Avoiding actions which give you an unfair advantage.
- Complying with assessment requirements.
- Honestly representing results from research or experimental data.

## What is Academic Misconduct?

Academic Misconduct occurs when the principles and values of Academic Integrity are not adhered to, usually when a student attempts to gain an unfair advantage. Examples of academic misconduct include (but are not limited to):

- Bringing any unauthorised material into an examination venue.
- Copying from or communicating with others during examinations.
- Possessing electronic devices during examinations.
- Impersonating another student or having someone impersonate you for any examination or piece of assessed work.
- Falsifying the results of data collection and/or analysis.
- Plagiarising another person's work by submitting it for assessment without referencing the original author. Talk to your Faculty or School if you need help with referencing your work correctly.

- Using material generated by artificial intelligence (AI) without due acknowledgement, and submitting it for assessment as though it were your own. The use of AI is not explicitly banned in the production of original work, but any such use must be within the guidance given for each assignment and be clearly acknowledged and referenced. Talk to your Faculty or School if you need more guidance on this.
- Commissioning of work, which is the act of paying for, or arranging for another (person or system including AI tools when not expressly authorised and declared) to produce a piece of work whether or not this is then submitted for assessment as though it were the student's own work.
- Submitting work generated by working with another student(s) on a piece of assessment without prior authorisation, ultimately producing the same or a similar piece of work which all students involved then submit for assessment (this is called 'collusion').



# Academic Integrity & Academic Misconduct

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

The risks associated with academic misconduct are significant. If an allegation of academic misconduct is upheld, your mark(s) for the assignment, module or even your level of study may be cancelled and this may affect your overall degree result or ability to progress to the next level of study. You may also be withdrawn from the University.

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

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

## How can I avoid Academic Misconduct?

The University is committed to providing support and guidance to students on study skills, to reduce cases of accidental plagiarism and you are advised to seek further advice from your Supervisor if you are in any doubt as to what is required. Support and guidance on academic writing and **referencing** are also available from your [Subject Librarian](#) and the [Centre for Academic Success](#).

The University also offers a suite of on-line courses which aim to support students with their studies. One of these courses focuses on academic integrity and is available via your Canvas account.

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

Please refer to the University's [Academic Misconduct Procedure](#) and [Artificial Intelligence Guidance](#) for full details and possible penalties.

If you are suspected of Academic Misconduct, you will have an opportunity to respond to the allegations, and support and advice will be available from the Students' [Union Advice and Support Centre](#).





# Health & Safety

## Health Services

### Dental Surgery

Ground Floor, Horton Residence

Opening Hours: Mon-Thurs

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

Fri 08:30-15:30

Tel: +44 (0)1792 602222

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

### University Health Centre

Ground Floor, Penmaen Residence

Opening hours: Open access (no appointment required) Mon-Fri,  
09:00-11:00

Afternoon appointments,  
Mon-Fri 13:30-17:30

Tel: +44 (0)1792 295321

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

## Safety

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

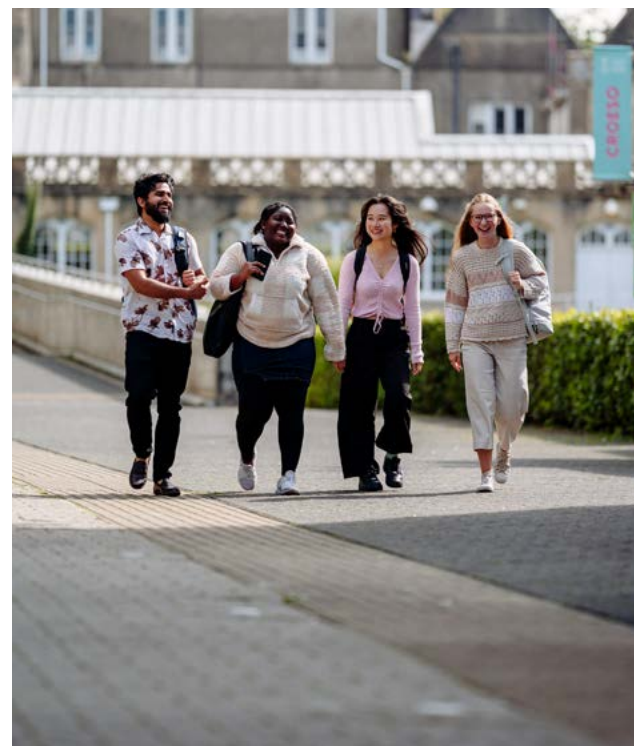
If there is an emergency, please dial 333 to contact the Emergency Hotline which is staffed 24 hours a day, all year round.

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

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

Download [SafeZone](#) to your mobile phone, the campus safety app for students and staff.

See also <https://hwb.swansea.ac.uk/living-in-swansea/health-and-safety/postgraduates/>.





# Data Protection

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

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

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

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

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



# Campus Maps

Singleton Park Campus



St. David's Park



Bay Campus



You can find campus maps online which will help you orient yourself, find your teaching spaces and locate any social or support services you may need.

# Keywords/ Terminology

**Candidature** – The duration of your course.

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

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

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

**Submission** – The event of handing in your completed thesis.

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

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

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

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

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

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

# Disclaimer



The University has made all reasonable efforts to ensure that the information contained within this publication is accurate as at the date of publication. However, some changes, for example to programmes, modules, study location, placement opportunity, facilities or fees may become necessary due to legitimate staffing, financial, regulatory and academic reasons, or due to other circumstances outside the reasonable control of the University. The University will endeavour at all times to keep any changes to a minimum and to keep students informed appropriately. Any changes to the information contained in this handbook will be updated on the online Swansea University [Academic Regulations](#) and Guidance.

You are advised to contact your Faculty or School directly if you require further information or have any queries regarding any changes you may be notified of.

If you require any further information, please contact Hwb: via [ServiceNow](#) and a member of our team will respond within 3 working days.

**Web:** <https://hwb.swansea.ac.uk/>