

Aberystwyth Law School

Law and Criminology



UNDERGRADUATE HANDBOOK

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Disclaimer

This handbook should be used in conjunction with the University's Regulations and the Academic Quality Handbook (which includes the Examination Conventions). Nothing in this handbook overrides these publications, which always take precedence. Every effort is made to ensure that the information in this handbook is accurate and current. The University does however reserve the right to amend or update the handbook during the course of an academic year. In the unlikely event of any changes you will be notified by your Institute/Department.

Welcome . . . to the Aberystwyth Law School

Along with all my colleagues at the ALS we are thrilled to have you join us as you embark on your studies here at Aberystwyth, otherwise fondly known as Aber. We hope you will find the programme of studies we offer you stimulating and enriching. In addition, we also hope you will enjoy your time here, in the superb environment that Aber provides.

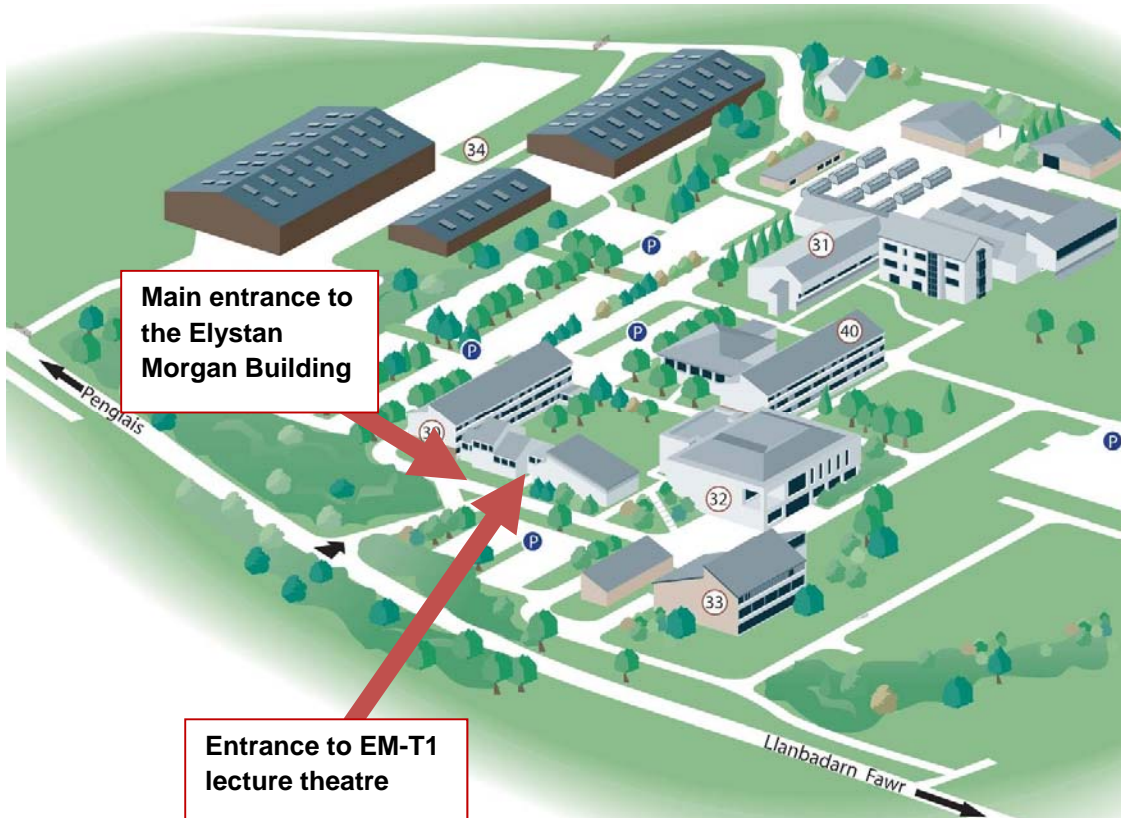
The School will be your academic base for the forthcoming years, and I hope you will feel at home with us. Major/minor degree students whose other subject is from outside the School have the luxury of two academic homes, but you are in all respects very much full members of ALS.

Professor Jo Crotty
Director of the Institute of Business & Law



A centre for a new generation of academics and professionals

Address: Aberystwyth Law School, Aberystwyth University, Elystan Morgan Building, Llanbadarn Fawr, Aberystwyth, Ceredigion, SY23 3AS



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- 30 Elystan Morgan Building – **Aberystwyth Law School (Law & Criminology)**
- 31 Rheidol Building – **Aberystwyth Business School**
- 32 Thomas Parry Library
- 33 Padarn Building – inc. Café (Blas Padarn)
- 34 Lluest Equine Centre
- 40 Coleg Ceredigion

Further information is available online www.aber.ac.uk/en/llanbadarn



Section A: Introduction

Purpose of the handbook

This handbook aims to provide you with key information about your Institute/Department, and about university policies and procedures. It is not a comprehensive guide, but aims to provide you with some of the essential information you need to have a successful, and enjoyable, academic career here at Aberystwyth University.

This handbook is accompanied by further information found on the University's website:

<https://www.aber.ac.uk/en/student/>.

Our Student Charter lays out our mutual responsibilities and aspirations. You can find it at the following web address: <https://www.aber.ac.uk/en/governance/su/student-charter/> .

The Institute/Department provides students with a new handbook each academic year that contains the most up to date information. We hope that you will find this information useful. If you would like to comment on the handbook contents, or have comments about how to improve the information provided, please forward these by email to your Institute/Department.

Please feel free to ask your Personal Tutor if you are unsure of any information in this handbook.

Equality and Diversity

Aberystwyth University are committed to developing and promoting equality and diversity in all our practices and activities. We aim to work, study and provide an inclusive culture, free from discrimination and upholding the values of respect, dignity and courtesy. Every person has the right to be treated in accordance with these values.

We are committed to advancing equality on the grounds of age, disability, sex and sexual orientation, gender identity, race, religion and belief (including lack of belief), marriage and civil partnership, pregnancy and maternity, and to embrace intersectionality and raise awareness between and across different groups.

Our Strategic Equality Plan 2016-2020 promotes equality and equality improvements across the University as required under the Equality Act 2010. Progress Reports measured against this plan will be available in our annual monitoring reports.

Our current 4 year Strategic Equality Plan 2016-2020 (and accompanying Strategic Action Plan) can be found on the Plans section of the Equality web pages: <https://www.aber.ac.uk/en/equality/>

Should you have any questions please contact Debra Croft, Director of Equality, by emailing equstaff@aber.ac.uk.

Important Dates

The University's academic year begins in September. It is organised into **two semesters**, ending in January and June, and most modules are assessed at the end of each semester. There are also **three terms**, with vacation periods at Christmas and Easter. **All full time students are required to be in Aberystwyth during term time.** The dates of term, including when examinations are held can be found here: <https://www.aber.ac.uk/en/dates-of-term/>.

Section B: Departmental/Institute Information

Communication between the University and you

The official means of communication between the University and our students is by Aberystwyth University email. If you have yet to activate your email account, please do so by following the on-line instructions: <https://myaccount.aber.ac.uk/open/activate/>.

It is vitally important that it becomes a matter of routine for you to check your Aber e-mail account on a daily basis.

In order to correspond in a business-like manner, it is important to ensure you adopt the correct tone when composing e-mails. An appropriately constructed e-mail will be more effective, and more likely to be well-received and understood by the recipient.

Consider the following points when sending e-mails:

- Think about the appropriate style to use before you start composing a message. If it is addressed to staff, your email should be in a formal, business style. This allows your message to be forwarded to others if necessary.
- The message should be written using standard rules of capitalisation and grammar. Do not use texting language, and especially avoid the use of upper case(!).
- Do not put your message into an attachment – whenever possible use the main body of the email to write your message.
- Keep it short. A shorter email is more likely to be read and understood.
- Keep formatting simple – formatting may be misinterpreted, it also sometimes makes the message difficult to read.
- If you are replying to an email include the email conversation to keep track of the points made previously. This is automatic on most systems but check before you press send.
- Always sign off the email with your full name and study scheme so that you can be immediately identified. Learn how to set up a signature see <http://www.inf.aber.ac.uk/advisory/fag/1355/>

Social Media - we are on Facebook and Twitter;



LIKE us on Facebook: Law and Criminology – Aberystwyth University



FOLLOW us on Twitter: @ALSaberUni

Attendance and Engagement

The University requires students starting their studies from September 2016 onwards to attend all timetabled activities. For students who started their studies before September 2016, attendance requirements will be set by your Institute/Department.

The School Learning Compact provides guidance to staff and students outlining expectations (general and specific) to avoid misunderstandings and facilitate good working relationships.

There is an expectation that the relationship between all parties (staff-staff-student-student-the wider community) is based on **Professionalism and Mutual Respect** – this is demonstrated in various ways, including politeness and respect in all forms of communication.

Learning Processes/Maximising Performance

Students are required to attend lectures and seminars and undertake preparation, non-assessed, and assessed work, in order to maximise their performance during the learning process. Each 10 credit module has a notional 100 hours of study associated with it; attendance at timetabled sessions provides essential structure to additional independent study.

Seminars

Students are required to attend designated seminar groups having undertaken the necessary preparation. Staff will provide guidance regarding the content of the seminar at least one full week before their seminar is scheduled to take place; groups are kept small (c. 8 per Part 1 group; max 22 for Part 2 groups); students are given the opportunity to change seminar groups if required.

Punctuality

Arrive on time, and if delayed try not to disrupt the class. If a class is cancelled, students will be informed as soon as practicably possible (usually by email).

Building a Career Profile

The School will organise a series of careers related sessions; students are expected to make an effort to attend when applicable and possible.

Full version with details online:

<https://www.aber.ac.uk/en/als/currentstudents/learningcompact/>

Meet the staff

Please click on the link for our staff profiles: <https://www.aber.ac.uk/en/als/staff-profiles/>

You will have the opportunity to meet members of staff during the Welcome Week events and the first few weeks of term. Feel free to introduce yourselves. We are very friendly!

Personal Tutors

Every undergraduate student is allocated a Personal Tutor. Personal tutors have an important role within the overall framework for supporting students and their personal development at the University. The role is crucial in helping students to take ownership of their personal development planning (PDP), to make effective use of the resources and opportunities provided by the University and to assimilate learning that is acquired across the whole of the student experience.

The Personal Tutor should provide a first point of contact between student and institute (or constituent departments/schools), be available for consultation at reasonable times, and where appropriate refer the student for specialised advice.

Full time undergraduate students will be given the opportunity to meet their Personal Tutor at least five times during the first year, at least four times in the second year, and at least three times in the third/fourth year.

More detailed information can be found here: <https://www.aber.ac.uk/en/agro/handbook/student-support/>

Coleg Cymraeg Cenedlaethol

The Aberystwyth University Branch of Coleg Cymraeg Cenedlaethol is responsible for the University's Welsh medium Academic Strategy and its members collaborate fully with the Coleg to develop and promote the Welsh medium provision at Aberystwyth. You can learn more about the Branch's academic and social activities, along with the opportunities available for students by becoming members of the Coleg. <https://www.aber.ac.uk/en/ccc/>

Welsh Medium Study

Most GF/TR modules have lectures in English and seminars in Welsh, though there are some where either all or a section of the lectures are in Welsh.

Submitting Assessments in Welsh

Aberystwyth University operates a bilingual policy for all written assessments, including coursework essays and examinations. Any student may choose, regardless of whether the main language of assessment of the module in question is Welsh or English, to submit examination scripts and assessed coursework in either Welsh or English (with the exception of assessments where language assessment is included in the module learning outcomes). Students pursuing modules through the medium of Welsh will be examined in that language; students pursuing modules through the medium of English are entitled to be assessed in Welsh.

The University has established a policy on the translation of assessed work aimed at ensuring the integrity of the process (i.e. that students are not unfairly advantaged or disadvantaged by the marking of translated work). Students who wish to submit examination scripts or assessed coursework in Welsh on English medium modules are not required to give prior notification of their intention to do so.

Employability

It is never too early to be thinking about your future career, and it is essential to remember that the best way to ensure a successful transition to a career is to make the most of your time studying with us. Developing study skills and managing academic work whilst also getting involved in other activities is something that leads to an enjoyable university life and a sound platform for achieving a good career when you finish your degree. Remember that employers are looking for able and involved employees.

The Law School also organises regular careers talks and guest lectures. We will inform you of any University careers opportunities that arise. Keep an eye out for these events. You will be informed of them by email and they will also be advertised on our social media pages.

We also work with local organisations such as the police, social services, Relate and the local Youth Offending Team to provide experience for students to work as volunteers or in other capacities in or along-side these organisations. The Choice Project within the Law School offers a number of volunteer opportunities. The project researches designing and evaluating an intervention aimed at supporting domestic abuse/ carer harm in older people - <http://choice.aber.ac.uk/volunteering/>. Please get in touch with Jeremy Newman for more information: choice@aber.ac.uk.

As opportunities arise students will be informed and provided with more information.

Opportunities to Study or Work Abroad

Most law and criminology students can in principle – depending on the requirements of their degree scheme – study a year or a semester at one of our English-speaking partner universities. While most of

our exchanges in Europe are with law departments, our links with North American and Australian universities also offer great exchange opportunities for criminology students. Please visit the following link for more information: <https://www.aber.ac.uk/en/als/currentstudents/erasmus-students/>

Your Voice: Gathering Student Feedback

Aberystwyth University is committed to providing students with a first class student experience. Students are partners in their learning, their opinion of academic programmes and the wider student experience is highly valued by the University.

Your Voice Matters is about students and staff working together to make Aberystwyth University exceptional. You can tell us what we're doing well, where we can improve and what's important to you. Get involved by contacting Aber SU academic reps or officers, talking to your lecturers or support staff, filling in the online Your Voice Matters form, or completing a Module Evaluation Questionnaire. Your feedback helps us to continue enhancing the student experience.

Your Voice Matters, so get in touch and have your say.

Module Evaluation Questionnaires (MEQ)

Each semester, all undergraduate students will be asked to complete an online Module Evaluation Questionnaire in-class for each of the modules they are taking. All feedback via MEQ is anonymous and will be used by your Department to see how the module is performing and make any possible changes. Each module coordinator will write a report analysing the results of the MEQs and the results of which will be provided to students via face-to-face discussions, emailed to students and published on Blackboard. Please provide constructive feedback on your modules, complete module evaluations honestly, with consideration and respect for the teaching and support staff for each module in accordance with the Students Rules and Regulations: <https://www.aber.ac.uk/en/regulations/> .

Students are informed when submitting a comment the University reserves the right to remove or redact comments that are deemed to be in breach of the Students Rules and Regulations.

<https://www.aber.ac.uk/en/regulations/> .

Your Voice Matters

Your Voice Matters is a process by which students are able to feedback at any time about any aspect of their University experience. Student feedback helps the University to continue to enhance the student experience, by telling us what we're doing well, where we can improve and what's important to you.

See <https://www.aber.ac.uk/en/student/your-voice-matters> for more information. Again, please provide constructive feedback with consideration and respect for staff in accordance with the Students Rules and Regulations: <https://www.aber.ac.uk/en/regulations/> .

Staff Student Consultative Committee

Students are at the heart of learning and teaching and an effective student voice, with appropriate representative structures, underpins the University's quality assurance and enhancement systems. In this, the University recognises the importance of effective student representation at many layers within the University's structure in contributing to its success in maintaining and enhancing the student experience.

The purpose of SSCCs is to establish a formal means of discussion and communication between Institutes/Departments and students on matters relating to academic issues affecting their studies. The formal contact is recognised as an important channel of effective communication between students and University staff. At a minimum, Institutes shall establish an Institute or departmental level SSCC, in accordance with Regulations: Academic Institute Structure (<https://www.aber.ac.uk/en/governance/>).

More detailed information can be found here: <https://www.aber.ac.uk/en/academic-quality-records-office/quality-handbook/support/representation/>

The Committee's role is to act as a link between students and staff. This is a two way process through which ideas, suggestions and concerns relating to teaching and learning can be discussed.

The aim is to further co-operation between staff and students within the Institute. We look at changes, suggestions for improvement, feedback of a general nature about the institute, school or a degree scheme etc. You may discuss any issues with a particular member of staff and / or contact the module co-ordinator or the Director of Undergraduate Affairs, Sofia Cavandoli.

Section C: Registration and your Programme

Registration

Before you can be known as a full-time or part-time student at Aberystwyth University you need to complete registration at the start of the session. Registration information, registration timetable and a full list of events can be found here: <https://www.aber.ac.uk/en/applicants/post-results/freshers/registration/>

If you have any queries concerning undergraduate registration, please contact the Academic Quality and Records Office (email: ugfstaff@aber.ac.uk, tel: 01970 628515/622787). It is important to inform the Academic Quality and Records Office if you are unable to register on time. **Please note: If you do not complete registration, you will not be a registered student and your access to University facilities will be suspended.**

Tier 4 Student Visa Responsibilities

Important information for non-European Economic Area (EEA) nationals in the UK on a Tier 4 student visa.

Aberystwyth University is a registered 'sponsor' under the Tier 4 Point-Based Immigration system (PBS). This gives us the ability to recruit and sponsor International students.

The Home Office, under the PBS places responsibilities on students and their University to ensure Immigration rules are followed.

As a licenced sponsor, the University has developed policies and procedures to ensure that we comply with these responsibilities. These policies and procedures are also in place to help you protect your immigration status.

To help avoid potential difficulties we have provided guidance on these responsibilities on this website and also in the resources section of the Compliance Information page.

If you have any questions, please contact the [Visa Support and Compliance Team](#).

Further information can be found here: <https://www.aber.ac.uk/en/international/compliance-information/>

Scheme Structures and Programme Specifications

Links to all current scheme structures can be found here: <https://www.aber.ac.uk/en/study-schemes/>

Links to all current programme specifications can be found here: <https://www.aber.ac.uk/en/programme-specs/index.html>.

Your degree scheme structure will include 'core modules' which you will be required to study, and may also include a choice of 'option modules'. Please note that the choice of option modules may be limited in some cases where a minimum threshold is applied. This means that the University cannot guarantee to run optional modules with very few registrations, and students may be asked to choose again.

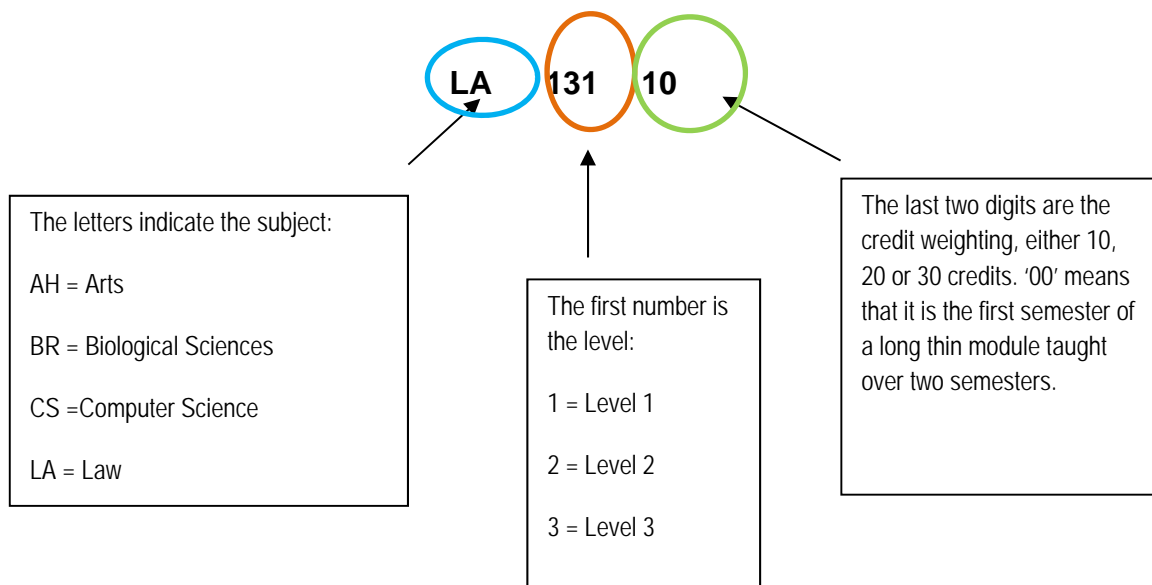
In order to gain a Qualifying Law Degree (QLD) please ensure you take the required core modules for exemption purposes. These include:

LA/GF13820/33820 Contract / Cytundebau
LA/GF13920/33920 Criminal / Trosedd
LA/GF11120/31120 Tort / Camwedd
LA/GF34030 EU / UE
LA/GF34530 Public (Consti/Admin) / Cyhoeddus
LA/GF36130 Land / Tir
LA/GF32920 Equity / Ecwiti

Module Information

A module is a unit of study within a degree scheme with its own learning outcomes. Links to individual module details can be found here: <https://www.aber.ac.uk/en/modules/>.

All modules at Aberystwyth are identified by a seven digit code. This code tells you important information about the module, as shown in the example below



Academic Timetable

Once you have registered, you can access your personalised on-line timetable via your student record: <https://studentrecord.aber.ac.uk/en/>.

Questions about individual student timetables should be referred to your departmental Timetable Officer in the first instance: <https://www.aber.ac.uk/en/timetable/departmental-timetable-officers/>

Section D: Assessment and Feedback

AberLearn Blackboard / E-Learning Resources

AberLearn Blackboard is the University's Virtual Learning Environment (VLE), accessible from any computer with an internet connection. Once you are registered for a specific module, you can access all lecture/seminar handouts, materials and lecture recordings through this platform as well as information regarding module assessments and course delivery.

Here is the link to the Student Guide to AberLearn Blackboard:

<https://blackboard.aber.ac.uk/webapps/login/>

SgiliauAber/AberSkills

SgiliauAber/AberSkills is an extensive online resource open to all students and staff of Aberystwyth University. It includes advice and guidance on a broad range of study skills. The advice is organised in sections that are closely related to assignments, exams and other forms of assessment. The information is provided at general and subject specific levels and includes advice and materials created within the university and from elsewhere. The advice includes practical guidance on academic writing, referencing, presentations, exams and a wide range of learning strategies and study resources. It is accessible from the main page of AberLearn Blackboard, or directly from the following web pages: <https://www.aber.ac.uk/en/aberskills/>

Methods of Assessment

All essays should be submitted by 2.30pm on Wednesday of the relevant week. Written work should be submitted via Turnitin on Blackboard, no hard copies are required.

Some helpful tips to get you started with e-submission:

- If you have a chance to practice using e-submission, take it. Have a go before your first real assessment, so you know what to do when you submit your work.

- If you are planning to use your own computer to submit work:
 - Check you have a supported web browser on your computer (www.inf.aber.ac.uk/advisory/faq/636/) - if you don't, contact is@aber.ac.uk;

 - Use this computer when doing your practice submission;

- If you encounter any problems on your own computer, you should use the university computers available in a number of locations across the University.
- Watch a video on how to submit: (www.inf.aber.ac.uk/advisory/faq/524/).
- Don't leave it until the last minute before submitting your work - if you are stressed and working right up to the clock, mistakes are easier to make. Give yourself some extra time and submit your assignment early. That way, you won't risk missing the deadline.
- Follow all the instructions on screen whilst you are submitting, including details of file size, file format etc. Please use a short file name (15 characters is a good length).
- If you are using the Turnitin tool, **keep the receipt** that will come to your AU email account. Please note that for all of the e-submission tools, you can also check your receipt of submission by clicking the link where you originally submitted the assignment.
- If your tutors are using e-marking, you may be able to receive your feedback through the same link. Please check with your tutors to find out how you will receive feedback.
- If you have any problems, contact your school straightaway with details of what happened. Technical problems can be reported to bb-team@aber.ac.uk. Please take screenshots of any error messages.
- Concerned your submission has not gone through correctly? See the Failed Submission Policy: <http://nexus.aber.ac.uk/xwiki/bin/download/Main/guides+%2D+Blackboard/failed%2Dsubmission%2Dpolicy.pdf>

Please note that computer problems are not considered by the University to be special circumstances for late submission (<http://www.aber.ac.uk/en/student/ug-issues/exam-assess/>).

Coursework

Coursework must be submitted to the Department/Institute according to individual departmental/institute requirements and published deadlines.

Submission

Unless otherwise advised, all text-based, word-processed coursework should be submitted online. Students should refer to the published guidance on e-submission¹

https://www.aber.ac.uk/en/academic/e-submission/2014_policy/

Deadlines

Deadlines for written work are taken very seriously by the University. Students need to manage their time responsibly so that they can submit work on time.

Essay deadlines will be available on the web and on the individual essay title cover sheet.

Late Submission

Work submitted after the deadline will be awarded a zero.

Absence from Examinations

A candidate may be deemed absent with good cause from an examination or assessment because of documented illness, accident, close bereavement or on closely related compassionate grounds. The Examination Board concerned shall have discretion to decide whether, on the basis of the evidence received, a candidate has been absent with good cause. A candidate who, without good cause, has been absent from any University examination or failed to complete other forms of assessment by the required date, shall be awarded a zero mark for the assessment concerned.

Extension Requests

Students must apply for an extension if for unavoidable reasons they are unable to submit coursework on time, by completing the Coursework Deadline Extension Request Form. The request form is available from your Institute/Department and provides detailed advice on the circumstances in which extensions may be granted, the length of extensions, and what to do if an extension is not possible or permitted.

In order to request an extension the [Extension to Coursework Request](#) must be submitted by e-mail to lexstaff@aber.ac.uk at least 3 working days prior to the submission deadline. Decisions regarding requests will be communicated to the student within 2 working days of receipt of the request.

Special Circumstances

The University aims to assess all its students rigorously but fairly according to its regulations and approved procedures. It does however rely on students to notify it of special circumstances which may affect their performance so that it can treat all students equally and equitably. Examples of Special Circumstances include, but are not limited to: short or long-term illness, severe financial problems, major accommodation problems, bereavement or other compassionate grounds. If you do wish to let the University know of special circumstances, you must complete a Special Circumstances Form and forward it to the designated people (<https://www.aber.ac.uk/en/aqro/exams/special-circumstances/stafflist/>) in all your departments together with copies of the supporting evidence. Please note the University requires students to notify it of any exceptional personal circumstances which may have adversely affected their academic performance as soon as possible and in any case before the meetings of Examining Boards.

The full guidelines can be found here: <https://www.aber.ac.uk/en/academic-quality-records-office/exams/special-circumstances/>.

Further information is also available at <https://www.aber.ac.uk/en/aqro/exams/exam---conventions/>

Marking Procedures and Moderation

All examinations are subject to the University's Anonymous Marking procedure, with candidates retaining anonymity until the Institute/Departmental Examination Board. At that stage, the recommendations of Institute/Departmental Special Circumstances Panels are also considered to take account of medical or other special circumstances which have been reported by students under the University's [Special Circumstances Procedure](#). A similar policy applies to written coursework, subject to exemptions approved by Institutes where anonymity is impractical or undesirable.

The expectation of the UK Quality Code (Chapter B6) is that higher education institutions will have in place transparent and fair systems for marking and moderation. The University needs to be assured that robust, effective and consistent internal moderation processes are being applied in all Departments across all Institutes. The details of these processes are likely to vary according to local circumstances and professional body requirements, but all Institutes should work to the definitions and minimum requirements set out in the Academic Quality Handbook in applying their own internal moderation processes.

Marking Criteria

Work assessed within the Law School will be graded in accordance with the guidelines found in the link below:

<https://www.aber.ac.uk/en/als/informationforcurrentstudents/partiundergraduates/assessmentcriteria/>

Feedback

The University's requirement on the return of feedback on coursework is within 15 working days of the date of submission. In the event of exceptional and unavoidable delays you will be informed accordingly and given an amended timescale for the return of the assessment concerned.

The University operates the following Principles of Effective Feedback to students:

- (i) Feedback should be transparent, enabling students to understand it and relate it to assessment criteria;
- (ii) Feedback should help students identify areas of strength and where they need to improve;
- (iii) Feedback should be proportionate and appropriate to the type of assessment, its timing, and the size of class;
- (iv) Students should have clear and accessible information on the types of assessment and the nature and timing of the feedback they will receive associated with each type of assessment;
- (v) Students have the right to seek clarification of marks, to help them understand what they did well and less well and how they might improve.

One of your objectives in your studies, as an undergraduate student in the Law School, should be the maximising of your academic performance so that you are in a position to fulfil your potential. Taking account of, and building upon, feedback on your work and general performance is an essential part of this process of maximising your performance.

Feedback is not about informing you of your grades or results. Rather, the purpose of feedback is to provide information about your learning and to help you to identify both strengths and weaknesses. This can assist you in reflecting on your achievements and lead to enhanced performance in the future. To gain the most benefit from the available feedback you should treat it as a two way process in which not only do you receive information but in which you can discuss the best way of acting upon it. There are a number of forms of feedback and a variety of ways in which you may receive it. Participation in seminars and interactive sessions in lectures, for example, can help you to clarify your knowledge and understanding and instil confidence in your abilities. All methods can give you confidence in your strengths and help you to address any weaknesses.

An important opportunity for feedback arises after formal assessment, whether of coursework assignments or examinations. This is designed to be a constructive process, so please do not feel nervous about seeking the feedback particularly if you think you have not performed well in an assessment. However, it is important that if you are disappointed with your performance that you try to find out how you might improve it. It is also important that if you have done well that you have a chance to reflect on your good performance with a view to consolidating it.

External Examiners

External Examiners play a critical role in supporting the maintenance of academic standards and overseeing the assessment process. The University appoints External Examiners for all provision that leads to an Aberystwyth University award.

External Examiners ensure that assessments have been carried out fairly and consistently and that standards are in line with other UK higher education institutions and/or with relevant professional body standards. The External Examiner(s) undertake a number of tasks which are outlined in the Academic Quality Handbook, Chapter 5 External Examining: (<https://www.aber.ac.uk/en/aqro/handbook/ext-exam/>). These include approving assessments compiled by Internal Examiners, reviewing a sample of assessment material, reviewing a sample of assessed work and approving the recommendations made by the Examination Board. External Examiner(s) also provide a written report on the assessment process and on the standards of student attainment which are published on the departmental modules on AberLearn Blackboard. External Examiners' reports are considered by the Quality Assurance Committee and the Academic Board.

The names of External Examiners are published under the 'staff profiles' section of departmental webpages. Annual Reports by External Examiners, with departmental responses, are published on Blackboard and made available to students.

External Examiners are required to remain impartial at all times, and do not make selective adjustments to the marks of individual students. Students should not contact External Examiners, and clarification on provisional assessment marks should be sought through the Institute/Department's standard feedback procedures, or through the University's appeal procedures after the confirmation of the final module mark.

Unacceptable Academic Practice

It is Unacceptable Academic Practice to commit any act whereby a person may obtain, for himself/herself or for another, an unpermitted advantage. The Regulation shall apply, and a student may be found to have committed Unacceptable Academic Practice, regardless of a student's intention and the outcome of the act, and whether the student acts alone or in conjunction with another/others. Any action or actions shall be deemed to fall within this definition, whether occurring during, or in relation to, a formal examination, a piece of coursework, the presentation of medical or other evidence to Examination Boards, or any form of assessment undertaken in pursuit of a University qualification or award.

The University recognises the following categories of Unacceptable Academic Practice. These are not exhaustive, and other cases may fall within the general definition of Unacceptable Academic Practice:

- Plagiarism: using another person's work and presenting it as one's own, whether intentionally or unintentionally;

- Collusion: when work that has been undertaken by or with others is submitted and passed off as solely the work of one person;
- Fabrication of evidence or data: Fabrication of evidence or data and/or use of such evidence or data in assessed work include making false claims to have carried out experiments, observations, interviews or other forms of data collection and analysis. Fabrication of evidence or data and/or use of such evidence or data also include presenting false or falsified evidence of special circumstances;

Unacceptable Academic Practice in formal examinations: introduction of unauthorised material; copying from, or communicating with, any other person; communicating electronically with any other person; impersonating an examination candidate or allowing oneself to be impersonated; presenting an examination script as one's own work when the script includes material produced by unauthorised means; failing to comply with written directions to candidates in formal examinations, and verbal instructions by examination invigilators.

- Recycling of data or text: recycling of data or text in more than one assessment when it is explicitly not permitted by the Institute or Department.

The full Regulation on Unacceptable Academic Practice can be found here: <https://www.aber.ac.uk/en/regulations/uap/>

If Unacceptable Academic Practice is substantiated, the consequences can be severe, and could potentially affect progression to the next year of study or final award of a degree. Penalties are applied in accordance with a points-based system: <https://www.aber.ac.uk/en/aqro/handbook/taught-schemes/uap-points/>

Further information regarding good academic practice and referencing can be found here: <https://www.aber.ac.uk/en/aberskills/> . If you are unsure, you must contact your Institute/Department for further guidance.

Section E: Progression Rules and Examination Conventions

Progression Rules and Examination Conventions

Examination Conventions and Progression Rules can be found here:

<https://www.aber.ac.uk/en/aqro/exams/exam---conventions/>

The Examination Conventions are used to determine progression between years of study on different types of award and the calculation of degree class at the end of degree schemes. The Conventions should be read in conjunction with the Academic Regulation on Academic Progress and include:

Honours Degree Conventions

- Bachelor's Degree – Rules for Progression
- Integrated Masters Degree – Rules for Progression
- Conventions for the classification of modular degrees
- Ordinary Degree Scheme in Mathematics
- Level 0: Life Sciences and Physics

Foundation Degree (FDSc) Conventions

- Rules for progression
- Year 1 – Requirement to enter final year
- Year 1 – Requirements to undertake Work Experience
- Classification of Award
- Progression to BSc Schemes

Conventions for the award of Certificates or Diplomas of Higher Education

Information can also be found on:

- Guidelines on Absence from Assessments: unavoidable absence from an examination or failure to submit coursework
- Guidance on Special Circumstances
- Examination Boards

What to do if things go wrong

Resits

If you fail a module and need to resit, you will be informed by your Institute/Department of which elements you need to resit. You will also need to register for resits. Further advice on resit registration is available from the Academic Quality and Records Office: <https://www.aber.ac.uk/en/aqro/students/ug-issues/>.

Details of the format of resit assessments are provided in the module database:

<http://www.aber.ac.uk/en/modules/>. Resits will normally involve repeating the assessments (e.g. essay, exam) which were failed at the first attempt.

Dates for the summer resit period in August can be found at <https://www.aber.ac.uk/en/aqro/students/ug-issues/resits/summer-resit-assessments/>.

Monitoring Academic Progress

The Academic Regulation on Academic Progress requires students starting their studies from September 2016 to attend all timetabled activities. These include, but are not limited to, lectures, seminars, practical classes and tutorials. For students who started their studies before September 2016, attendance requirements will be set by your Institute. For more information on the attendance requirements, please refer to the Attendance and Engagement section in this handbook.

The University is committed to a system of monitoring student attendance and progress as part of a duty of care for individual students. If your attendance and progress is not satisfactory, you will be contacted by your Institute/Department and given the opportunity to explain the situation. While the main focus of monitoring academic progress is to offer support, there is a risk of disciplinary action where attempts to remedy a situation of poor attendance and progress have not led to improvement. In such cases, Institute Directors can recommend that students should be excluded from the University.

The full Academic Regulation on Academic Progress, can be found here:

<https://www.aber.ac.uk/en/regulations/academic-progress/>

Undergraduate and Taught Postgraduate Academic Appeals Procedure

An academic appeal is defined as 'a request for a review of a decision of an academic body charged with taking decisions on student progression, assessment and awards.'

Appeals will only be considered if they are based on one or more of the following grounds and are accompanied by supporting evidence that was not available to be presented to the relevant Examining Board:

- Exceptional extenuating circumstances which had an adverse effect on the student's academic performance. Where a student could have reported exceptional circumstances to the Examining Board prior to its meeting, those circumstances cannot subsequently be cited as grounds for appeal.
- Defects or irregularities in the conduct of the assessments or in written instructions or in advice relating thereto, where a case can be established that such defects, irregularities or advice could have had an adverse effect on the student's performance.

- Evidence of prejudice, or of bias, or of inadequate assessment on the part of one or more of the examiners.

An appeal will only be considered if the student can provide good reasons why the grounds for appeal had not previously been made known to the University and/or were not made known to the relevant Examining Board.

Appeals questioning academic judgement shall not be considered.

Before making an appeal, you must read the full Undergraduate and Taught Postgraduate Academic Appeals Procedure which can be found here: <https://www.aber.ac.uk/en/regulations/appeals/appeals-proc/>

Advice about this Procedure may be obtained from the Assistant Registrar, Academic Quality & Records Office (caostaff@aber.ac.uk) or from a Student Adviser in the Students' Union (union.advice@aber.ac.uk).

Student Complaints Procedure

Aberystwyth University is committed to ensuring a high quality educational experience for all its students, supported by appropriate academic, administrative and welfare support services and facilities. However, there may be occasions when students are dissatisfied with the teaching and learning facilities, or services, provided. Aberystwyth University believes that students should be entitled to have access to an effective system for handling complaints and that they should feel able to make a complaint, secure in the knowledge that it will be fairly investigated.

The University's Student Complaints Procedure can be found at:

<https://www.aber.ac.uk/en/regulations/complaints/>

Section F: Student Support and Wellbeing Services

Student Welcome Centre

The Student Welcome Centre houses the Advice, Information and Money Service; the Wellbeing Service and the Accessibility Service and is your one-stop shop for advice and information on a range of support.

Our Welcome Desk is your first port of call for general enquiries about these services and the desk is open Monday to Thursday, 9am–5pm and Friday, 9am–4pm.

Further information can be found here: <https://www.aber.ac.uk/en/student-support/>

Advice, Information and Money Service

The Student Advice, Information and Money Service provides information, advice, support and referral on a wide range of issues. If you are unsure about where to go for advice or assistance please contact us. No issue is too big or too small. Our service is confidential, nonjudgmental and free of charge. We have a weekday drop-in service (see website for details) or you can make an appointment with a Student Adviser by contacting the Student Welcome Desk.

The student advisers are accredited with The National Association of Student Money Advisers (NASMA) and are able to offer professional advice on money management or any issues with Student Finance. They can also give advice and guidance on any queries relating to accommodation, academic progress, University procedures or eligibility for hardship funds.

Accessibility Service

The University welcomes applications from disabled students and those with specific learning differences, and considers them on the same academic grounds as those for other candidates. We advise you to consider, before applying, the requirements of your chosen course, identifying any elements that might present particular difficulties. We recommend that you visit the University campus and your department of choice to investigate the support that may be available, explore facilities and discuss specific needs.

Our Accessibility Advisers are happy to help before you apply. It is important that you contact your department and our advisers as early as possible as it may take time to arrange adjustments and organise support. We also recommend that you contact our Accessibility Advisers to discuss a study needs assessment and to get advice on grants, such as the Disabled Students' Allowance (DSA). Our advisers can arrange support workers, including for example, one-to-one study skills support and mentors. Individual examination arrangements may be available for students with a range of impairments including specific learning differences such as dyslexia and dyspraxia.

Our Accessibility Service also supports care leavers and can arrange support from a peer mentor for those student who are finding settling into University challenging.

Student Wellbeing Services

The Student Wellbeing Service provides advice and guidance on a range of health matters, including emotional and sexual well-being, and includes support for mental health, and counselling provision. The Student Wellbeing Service is in addition to, but not a substitute for, your own GP. Although we work closely with local GPs and hospital services to ensure that you get good care and attention when needed, it is important that you register with a local GP practice on arrival in Aberystwyth. Services are available Monday to Thursday, 9am–4.30pm and Friday, 9am–4pm.

In addition to the services located in the Student Welcome Centre support is also available from:

Student Learning Support and the International English Centre

Student Learning Support and the International English Centre provide a range of undergraduate modules, free undergraduate and postgraduate writing and information skills courses and one-to-one consultations for writing and language support. These are open to all students in the university who are studying for degree courses. Further details are available from: <https://www.aber.ac.uk/en/student-learning-support/> and <https://www.aber.ac.uk/en/international-english/>

International Office

The International Office offers a comprehensive range of services to international students from organising welcome events to specialised immigration advice. Further information is available from our international pages <https://www.aber.ac.uk/en/international/>.

Visa and Immigration Advice

Our International Student Adviser can help with all types of study visa applications, Schengen visas for those that are travelling to Europe as well as provide information and advice on other immigration issues, email contact immigrationadvice@aber.ac.uk.

International Office Trips

The International Office organises a social programme which allows students to enjoy trips and events all year round. Day trips are organised to places around Wales at the weekends, such as Cardiff, St Davids, Portmeirion and Harlech Castle. We also offer short afternoon trips to beauty spots close to Aberystwyth, and in the past have included visits to Aberaeron, Nant yr Arian and the Elan Valley. All trips are very low cost and give our students a chance to enjoy visiting places outside Aberystwyth while meeting new friends. The trips are open to all students, home and international, and are very popular so early booking is recommended to avoid disappointment.

One World Week

One World Week is an annual Aberystwyth University event celebrating the diverse culture of our university. Previous celebrations have included the One World Gala Evening, with traditional dancing and music, political debates, international film afternoons and a World Fair with food and drink samples from student's home countries, with traditional menus served in our University restaurant TaMed Da. This is a student driven event held in collaboration with the Students' Union and requires your input! Meetings to organise One World Week will be held from October onwards so come and join in and make sure that your country and culture is shared by us all.

Halal provision

Our catered establishments offer a selection of hot and cold dishes that are suitable for a Halal diet. All food is clearly marked for ease of identification.

Multi-faith and prayer room spaces

There are faith spaces available for prayer on the Penglais and Llanbadarn Campuses. The Penglais Campus prayer room is situated in the Faith Centre, Arts Centre. The Llanbadarn Campus prayer room is above the Blas Padarn cafeteria, room number 1.01.

Students' Union Advice Service

The Students' Union Advice Service offers free, confidential and independent advice to all Aberystwyth students. Students' Union Advisors are trained staff that can help you with a range of issues and specialise in providing advice and support on University processes and procedures. SU Advisors can also act as an independent advocate for you in meetings and hearings.

You can just drop in to speak to an Advisor – just ask at the Students' Union reception or head to the back offices on the ground floor or you can contact us online or via email: union.advice@aber.ac.uk. Check out Abersu.co.uk/advice for more information.

Help and Assistance with Accommodation

If you have any problems in your room or flat, e.g. you are locked out, are unwell, need a repair or have a problem with a neighbour, we have staff on hand 24 hours a day to help. All Residences are served by the Residences Team, and you can also contact our friendly porters out of office hours. For more information please refer to the following webpages: <https://www.aber.ac.uk/en/accommodation/living-residences/help/>

Resident Assistants

As a fellow student, your Resident Assistant is here to provide support and guidance to create a positive living and learning environment and ensure that the residential community you live in can flourish.

This may include guidance on resolving flat disputes, how to combat exam stress, or simply where to find the best cup of coffee in Aber! If they can't help or don't know the answer, they'll signpost you to someone who can.

They can also put you in touch with a whole host of events, activities, sports and entertainment provided by the Students' Union and Sport Aber, to enhance your student experience.

In addition to this, throughout the year, they will be arranging small residential events between flats and in the communal spaces around your accommodation, giving you the opportunity to meet new people and perhaps try something new.

Each Resident Assistant is responsible for their own 'patch' of students and they will be on hand over the Big Welcome Weekend, and the weeks that follow, to help you settle into your accommodation. Throughout the year your RA will call in to see how things are going, check if you have any worries or

concerns that they can help with and provide you with up to date information on all the amazing events and activities that are going on around campus and within your residence.

However, if at any point you need someone to chat to, or you have a concern and you're just not sure who to speak to, you can contact the Res Life team through the 24 hour Campus Life Helpline on 01970 622900 and we will arrange for your RA to call round.

Further information can be found here: <https://www.aber.ac.uk/en/accommodation/>

Section G: University Information

Undergraduate

Comprehensive information for undergraduate students can be found here:

<https://www.aber.ac.uk/en/student/ug-issues/> and includes:

- Examination and Assessments Information
- Resit Information and Resit Fees
- Registration Information
- Financial Help
- Rules and Regulations
- Academic Quality Handbook

Good luck with your studies!