General Information

and

Code of Practice

for

TAUGHT POSTGRADUATES

September 2022

https://www.aber.ac.uk/en/grad-school/forms-handbooks/

Please Note:
This document was accurate at the time of going to press. However, procedures and regulations are periodically updated. If in doubt, please contact the Graduate School.

Much of this handbook remains current, but some provision will not be as described here. Further information is available on the websites of individual departments and professional services, and the University publishes information, updates and FAQs at: https://www.aber.ac.uk/en/important-info/coronavirus/ *Please do not hesitate to contact the Graduate School for further information*.

Contents

Part One

GENERAL INFORMATION FOR TAUGHT POSTGRADUATES

1.   Introduction

The first part of this booklet is designed to introduce you to the broad range of services which are available to support you during your time of study and to enhance your student experience. Your personal tutor or degree coordinator will normally be the first port of call for advice on academic matters, but Aberystwyth is renowned for its friendliness, and specialist staff are available to give you expert advice or to refer you to those parts of the university where relevant assistance may be obtained whatever your needs are.

2.   Academic Registry

https://www.aber.ac.uk/en/academic-registry/

2.1   The Academic Registry is responsible for:
• Registration
• Maintaining the Student Record
• Taught module student transcripts
• Production of Final Degree Certificate
• Certification of student status
• Administering appeals process

2.2   Please contact the Academic Registry if you have any queries regarding:
• Registration
• Thesis or Dissertation submission deadlines
• Processing assessment results
• Rules and regulations
• Withdrawal
via pgsstaff@aber.ac.uk

Or if you need any of the following:
• Certificates of registration
• Letter of introduction to UK banking facilities
via aocstaff@aber.ac.uk or you can order directly from the website at:
https://www.aber.ac.uk/en/academic-registry/certification/

2.3 All postgraduate students must register at the start of their programme of study and in September at the start of the academic session until they reach their 'end of registration' date. Students will receive information on how and when to register in the 'Welcome to Aberystwyth Booklet' before commencing their programme. Further information and advice on registration and other issues is available from the Student Administration Office see
https://www.aber.ac.uk/en/academic-registry/students/pg-issues/

You should ensure that the information on your student record is kept up to date. You can access your student record at: https://studentrecord.aber.ac.uk/en/

3.   Graduate School
https://www.aber.ac.uk/en/grad-school/

3.1   The Graduate School is responsible for postgraduate Researcher Development within the University as a whole. It also has a co-ordinating role in relation to the following: the development of policy on postgraduate matters; the provision of facilities for postgraduates; the provision of Welsh medium research training; the award of the University's AberDoc Studentships; oversight of the University's partnership in the UKRI Doctoral Training Centres, and the monitoring of academic progress of postgraduate students. Aberystwyth is committed to the provision of an excellent level of training for postgraduate students and has established a Researcher Development Programme which is available to all students according to specific training requirements.

3.2   The Head and Deputy Head of the Graduate School works in liaison with both academic and administrative staff across the University, and is supported by a team covering all aspects of postgraduate study at Aberystwyth.

3.3   The Researcher Development Programme consists of three elements: the research training modules, the Graduate workshops, and the Professional and Transferable Skills Training workshops.

3.4   Within the Researcher Development Programme, the first year research modules that are currently offered include:

- Research Skills and Personal Development
- Sgiliau Ymchwil a Datblygiad Personol
- Principles of Research Design
- Ways of Reading
- Dulliau Darllen
- Statistics in Context: Collecting, Handling and Presenting Data
- Quantitative Data Collection and Analysis
- Qualitative Data Collection and Analysis
- Manuscript Skills: Post Medieval Palaeography and Diplomatic
- Using Manuscript Sources for Medieval Studies: Palaeography, Diplomatic and Context
- Research Skills and Personal Development for Scientists
- Public Engagement and Impact
- Ways of Working
- Leadership for Researchers.
- Statistics for Experimental Scientists
- Research Seminar Skills in the Life Sciences
- Grants Development Workshops
- The Research Writing Programme
- Entrepreneurship
- Reading and Writing Development Group

- Skills in Bioinformatics for Biologists
- Theoretical Foundations of Research in Law and Criminology
- Philosophy and Contemporary Culture
- Writing your first Journal Article
- Research Semnar Skills in Physical Sciences
- Specialist Research Skills for Scientists

Further details can be found on the Graduate School website at https://www.aber.ac.uk/en/grad-school/researcher/central-research/

4.   Health, Safety and the Environment
https://www.aber.ac.uk/en/hse/

4.1   Aberystwyth University recognises that the protection of the health and safety of our employees, students and others affected by our activities, and of the quality of the environment, is an integral part of the university's operation and a prime responsibility of management at every level.

4.2   Faculty Pro Vice-Chancellors and Heads of Professional Service Departments are responsible for the day to day management of health and safety within their Faculty or Department. In particular they are responsible for the planning, implementation, monitoring and review of measures to control risk arising from the activities of their Faculty or Department and ensuring the allocation of resources necessary for this. To assist them in this role, they may appoint Health and Safety Coordinator(s) and may arrange for duties to be further delegated, as appropriate, within their Faculty or Department.

4.3   Your Supervisor has a key role to play in ensuring that your work-related activities are safe. This is especially true for research postgraduates, where you may be working in environments of elevated risk such as laboratories or in the field. Your supervisor must ensure that all appropriate risk assessments and safe systems of work are in place and communicated to you and that you fully understand these; also that you receive all necessary training before you undertake any hazardous procedures. If you feel that you need more support and training, then make sure you ask for it!

4.4   Your supervisor or Health and Safety Coordinator will advise you of local emergency procedures and first-aid arrangements. If you are unsure of any aspect then, again, make sure you ask!

4.5   If you have an accident, an incident, or a near miss, then you must report it to your Supervisor or Health and Safety Coordinator (the details for whom will be available from your Faculty or Department), and complete the incident report form. If you accidentally break an item of equipment or identify a fault, then report this also – do not leave it for someone else to find or try to make the repair yourself.

4.6 Aberystwyth University Students:

4.6.1   Shall at all times, whilst they are on University premises or taking part in University activities, follow the Health, Safety and Environmental Policy with specific reference to Section 2.10 and comply with any health and safety rules and instructions given to them by the University, its

departments or the Students' Union;

4.6.2   Shall not, without the consent of the member of staff in charge of the area or activity, introduce any equipment for use on University premises, alter any fixed installations or portable equipment, or otherwise take any action which may create hazards for members of the University or other persons using the premises;

4.6.3   Shall not, intentionally or recklessly, alter or remove HS&E notices, interfere with or misuse equipment or facilities provided by the University in the interests of health, safety or environmental protection;

4.6.4   Shall only work in the academic buildings after hours if there is a specific need to work at such times, the activity has been approved by your supervisor and the appropriate risk assessments put into place for the work.

4.6.5   Shall not enter any unauthorized areas or use equipment where a hazard is posed to themselves, others or the environment, unless authorized to do so and all necessary training and paperwork has been suitably and sufficiently completed.

4.7   If you have any queries that cannot be handled locally, then please contact the Health, Safety and Environment Team, Email: hasstaff@aber.ac.uk. Tel: 01970 622073.

4.8   Security
        The University's estate is patrolled by uniformed Security Operatives who operate from the Campus Reception located at the entrance to Penglais Campus. They are able to provide information and advice and respond to requests for assistance from staff, students and visitors.
All security related incidents should be reported to the Security Officers either in person or on the following contact telephone numbers: extension 2649 / mobile 07889 596220.

5. Department of Research, Business & Innovation (RB&I)

https://www.aber.ac.uk/rbi

5.1 The Department of Research, Business and Innovation (RB&I) is based on the Science Park. RB&I proactively champions research and strengthens the culture of innovation and knowledge exchange at Aberystwyth University. The Department offers a range of services to support and monitor research and innovation activities across the University, with the aim of increasing research and knowledge exchange whilst reducing the related administrative burden on academic and research colleagues. The department provides support across five key areas:

- **Research Development (including research ethics and integrity)**
  - ➢ Offering direct support to academics and researchers in preparing and submitting grant applications across all disciplines and funders.
  - ➢ Supporting research ethics and integrity including ethical review processes.

- **European and Business Development**
  - ➢ Bringing academics, researchers and businesses together for knowledge exchange, innovation and research. Proactively engaging with external organisations, identifying and supporting translational funding opportunities, and facilitating the commercialisation of inventions from Aberystwyth University.
    Promoting and supporting grant applications to Horizon Europe and Regional/UK Shared Prosperity funding.

- **REF & Research Monitoring**
  - ➢ Research information management and reporting to promote the development of research excellence that delivers impact.
  - ➢ Working with information services to manage the Open Access publication and research data management agenda
  - ➢ REF and Research Monitoring staff also contribute to Postgraduate Research Training modules: Public Engagement and Impact (PGM1610) and Ethics, Plagiarism and Academic Practice for Research Students (PGM9005).

- **RB&I Project Management & Quality Assurance**
  - ➢ Monitoring large research and enterprise projects' performance and sharing good project management practice and post-award accounting.

- **RB&I Contracts & Policies**
  - ➢ Reviewing negotiating and processing contracts relating to research and knowledge exchange activities across the University and negotiating with partners.

- **Research Finance in the Finance Department:**
  - ➢ Support RB&I with the costing of research , innovation and knowledge exchange proposals. Providing financial management of grants with regular expenditure statements and reports for Principal Investigators, Faculties and University management.

5.2 RB&I has developed a Research Grant Applications Toolkit, to take researchers through Aberystwyth University's research grant application process. The toolkit provides useful information and links for e.g. finding funding, developing a research proposal, considering research ethics, costing projects, managing projects, disseminating results/impact and post award reporting https://www.aber.ac.uk/en/rbi/staff-students/toolkit/ .

5.3   RB&I hold regular 'Bitesize Briefings' on funding opportunities and schemes and 'Research Good Practice' training sessions, open to all academic staff. These are circulated regularly to all academic staff and postgraduate students and also posted on the RB&I events webpage https://www.aber.ac.uk/en/rbi/staff-students/staff/#upcoming-events

5.4   If at any time during your research you require advice on matters relating to Intellectual Property Rights (including patents, copyright, design, trademarks and confidential information), this is available from RB&I. The Aberystwyth University Guide to Intellectual Property can be found online at: https://www.aber.ac.uk/en/rbi/staff-students/busdev-techtrans/intellectual-property/ together with contact details of RB&I staff who can support and advise you.

5.5   For more information on the services offered by RB&I, please visit https://www.aber.ac.uk/en/rbi/ Alternatively, to arrange to speak with a member of the RB&I team, please contact drbi@aber.ac.uk / 01970 628734 (see addresses).

6.   Study Skills

Language and Study Support for Students

6.1   We provide language and study support for both home and international students throughout the Institution. Staff have considerable experience working with students in a range of subject fields.

6.2   Postgraduate students who wish to improve their performance in academic writing can book writing consultations for individual advice from our Royal Literary Fund Writing Fellow. Contact by email indicated in the following web page to arrange an appointment: https://www.aber.ac.uk/en/student-learning-support/rlf/

6.3   Writing workshops operate on a regular basis as in-sessional classes. These sessions cover issues such as:
•   Structuring and organising written information;
•   Achieving fluency, grammatical accuracy and an appropriate style;
•   Identifying and addressing the readership;
•   Referencing and citation.

6.4   Students seeking support for English language development can arrange one to one tutorial sessions via the International English Centre. Contact the Centre via e-mail (tesol@aber.ac.uk) or through the website to arrange an appointment. https://www.aber.ac.uk/en/international-english/one-to-onelanguageconsultationsforinternationalstudents/

6.5   Details of how to access the full range of current support are available on the web: https://www.aber.ac.uk/en/student-learning-support/
Advice and guidance is also available for international students seeking assistance with language, cultural or study related problems. Please call, phone or email to make an appointment.

7.   Supporting You

Our staff and teams in Student Services are friendly and approachable, and offer you a range of expert, professional and specialist support. Working with you, they can assist you to achieve solutions for most of the challenges of student life. The services are confidential and non-judgmental.

7.1   Student Services Centre

The Student Services Centre is your One Stop Shop for advice and information on the range of services which include, Wellbeing, Accessibility and Inclusion, Advice and Money, Visa Advice and Sexual Violence and Misconduct Support.

You can telephone the team at 01970 621761 or 01970 622087

You can email the team at student-support@aber.ac.uk or or visit our web pages:

https://www.aber.ac.uk/en/studentservices/

More about our services:

 Advice and MoneyThe Advice and Money team 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, too small. Our service is confidential, non-judgmental and free of charge. The Service also administers the University Hardship Funds

Contact us on: 01970 621761/622087

adviceandmoney@aber.ac.uk

Accessibility and Inclusion

The University welcomes applications from disabled students and those with specific learning differences. 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 Student Accessibility Advisers are happy to help before you apply. It is important that you contact your academic department and our Student Accessibility Advisers as early as possible, as it may take time to arrange adjustments and organise support. We also recommend that you contact our Student 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 for eligible disabled students, such as one-to-one study skills support and mentors. Reasonable adjustments and alternative assessments may be available for students with a range of impairments including specific learning differences such as dyslexia and dyspraxia. Contact us on: 01970 621761/622087 accessibility@aber.ac.uk

Signpost Mentoring Scheme

Signpost offers friendly, confidential, one-to-one advice on any aspect of university life. Signpost is a peer-mentoring scheme primarily for all new undergraduates to help you achieve your potential, settle down in university life, plan for the future and make the most of your time at university. However, the Service can also provide support for postgraduates if needed.

Contact us on: 01970 621761
signpost@aber.ac.uk

7.2   Student Wellbeing
The Student Wellbeing team provides advice and guidance on a range of psychological and emotional issues. The Student Wellbeing team is a supplement to, but not a substitute for, statutory services, and works with students to find appropriate support pathways, which may involve referring to external agencies.
Contact us on: 01970 621761/622087
studentwellbeing@aber.ac.uk

General Practitioner (GP) Registration
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. This is vitally important to ensure continuity of care, especially if you are in receipt of any prescription medicine or other treatment. UK students should bring their National Health Medical Cards with them.
Information on how to register with a GP practice is available from the individual practices. Click here for contact details of local GP practices: http://www.wales.nhs.uk/sitesplus/862/directory/gps

Dental Services
The University does not offer a dental service. A range of dental practices is available locally.

Emergency Contact / Next of Kin
All students are required to provide details of someone who can be contacted in the event of an emergency. This information will only be used in an emergency. When you have activated your student account, please add your emergency contact details to your student record. Please ensure that the named person is aware and has agreed to give their details to the University in the event of an emergency.

Nightline
This is an independent and non-judgemental information and listening service run by students, for students. This confidential service runs from 10pm to 2am, on Tuesday, Wednesday and Saturday during term time only on 01970 622166. Instant messaging and email listening services are also available via the Aberystwyth Nightline website http://www.nightline.aber.ac.uk/en/index.php

Advice and representation
The Students' Union runs the Advice Centre, providing independent support and representation, whether academic, welfare or financial, for students who may find themselves needing extra support while at university.

8.   International Students
8.1   Visa and Support
If you have any queries regarding your visa during the application process, or when you have registered as a student, please refer to our Visa, Support and Advice Service pages or contact the International Student Adviser (tel: 01970 621548, email immigrationadvice@aber.ac.uk .

You are welcome to contact the International Student Adviser if you have any concerns during your time at Aberystwyth University. The International Student Adviser is on hand to offer support and advice.

8.2   Student visa Responsibilities
        If you have a Student visa, please note that you have responsibilities attached to this visa. Full details of your responsibilities can be found at: Student Visa Holders - Responsibilities : Academic Registry , Aberystwyth

Please ensure that you inform your Department and the Compliance Office (compliance@aber.ac.uk) if there are any changes to your circumstances which will affect your visa status whilst in the UK. Information on what needs to be reported can be found at https://www.aber.ac.uk/en/academic-registry/compliance-information/

If you have any queries regarding your Student visa responsibilities, please contact the Compliance Office by emailing compliance@aber.ac.uk

8.3   Attendance
        Please note that it is a requirement of the Home Office that Aberystwyth University monitors your attendance and engagement during your studies. Student Engagement and Attendance requirements can be found at https://www.aber.ac.uk/en/academic-registry/compliance-information/engagement-and-attendance-monitoring/and your Department will also confirm their attendance expectations to you.

8.4   Withdrawal
        Please ensure that you follow all University procedures if you decide to withdraw from university. Please consult with the International Student Adviser (immigrationadvice@aber.ac.uk), as there are implications on your visa if you withdraw from the University. You will also need to discuss withdrawal with your financial sponsor. You will also need to discuss withdrawal with your financial sponsors.

8.5   Registration
        It is a Home Office requirement that all International Students present their valid passport and visa to Aberystwyth University before they are able to fully register.

8.6   If you are thinking of changing your course of study while at Aberystwyth University, please contact the International Student Advisor and/or the Compliance Office prior to making a decision, as any change of course may impact on your visa.

9.   Information Services
        Information Services (IS) provides IT and library services for Aberystwyth University. To make use of our facilities you will need an IT account and an Aber card.

9.1   IT Account
        You will be able to activate your University IT account online shortly before your course begins: https://myaccount.aber.ac.uk/open/activate
Your IT account gives you access to:

- Your Aberystwyth University Office 365 account providing you with email, OneDrive and TeamsYour Student Record
- Connect your own devices to the University network
- Computing facilities in libraries and computer rooms
- Eresources, ejournals and ebooks and information on your subject of study
- Blackboard, the University's virtual learning environment
- Your library account to manage your loans
- Software free to you under the University's license
- ApAber

9.2   Aber card
You should apply for your Aber card as soon as you have activated your IT account:
https://myaccount.aber.ac.uk/protected/newabercard
If you do this at least two days before you arrive on campus it should be ready for you to collect on arrival. Your Aber card is used:
- As your Student ID
- As the door key to your University accommocation
- To purchase food in University hospitality outlets; if you are in catered residences it will be credited before you arrive
- For library borrowing
- To access 24 hour computer rooms
- To access the library and other University buildings
- For printing, photocopying and scanning
- As your Student Union card
- As your Sports Centre card

9.3   IS Activities for new students
During the Big Welcome Weekend and Orientation Week we provide a range of activities to welcome new students and introduce our services, so you can make the best use of them during your time here. These include:
•   Help with activating your IT account
•   Collection of Aber cards
•   Library and IT inductions
•   Library introductory sessions to introduce new students to the library facilities and services

Full details are at:
https://www.aber.ac.uk/en/is/help/ug/welcome/

9.4   Library facilities
There are two libraries providing a variety of flexible learning spaces catering for groups and individual study. The Hugh Owen Library is at the heart of the Penglais Campus and is open 24-hours each day during term-times. Collections for humanities, life sciences, social sciences, education, rural studies and Welsh subjects are held here.
The Physical Sciences Library, also on Penglais Campus, provides for physics, mathematics and computer science subjects.
The libraries also hold several rare and special collections plus a wealth of other learning materials. Our online materials are available anywhere and anytime through our Primo catalogue and discovery

service: http://primo.aber.ac.uk/ and offer an extensive breadth of coverage from Art to Zoology. Dedicated library staff offering subject specific support can help you make the most of learning resources to best use your time. They are contactable via Teams, online chat, phone, email https://libguides.aber.ac.uk/

You can register for a free 3-year membership of the National Library of Wales in Aberystwyth which is home to an extensive collection of printed journals and other specialist collections, many available in digital format.

9.5   Enquiries
        Further information can be found on our web pages:
https://www.aber.ac.uk/en/is
If you have any questions at all please do not hesitate to contact us: Tel: 01970 622400; Email: is@aber.ac.uk

10.   National Library of Wales
        https://www.llgc.org.uk/

10.1   Opportunities for postgraduate study at Aberystwyth are enriched by the proximity of the National Library of Wales (NLW), adjacent to the University campus. As one of the six legal deposit libraries in Britain and Ireland, the Library acquires current books, periodicals, maps, music and other printed matter, and also collects electronic materials. In addition, it has extensive holdings of manuscripts and archives, pictures, photographs and drawings relating to Wales. The Library is the home of the National Screen and Sound Archive of Wales, which houses a large collection of film, TV footage and sound recordings of Welsh interest. The Library's collections as a whole represent a national resource for international scholarship.

10.2   The Reading Rooms are open from 9.30am to 6.00pm on weekdays and from 9.30am to 5.00pm on Saturdays. The Library is closed on Sundays and public holidays and some other days during the year, with limited services only available in the Reading Rooms on public holidays. Admission is by Reader's Ticket obtainable from the Library or online https://www.llgc.org.uk/en/visit/before-your-visit/readersticket/ .
All the Library building's services are open again now, but you must book a place before you visit.

10.3   For more information, please contact the National Library of Wales (see addresses).

11.   Careers Service
https://www.aber.ac.uk/en/studentservices/careers/

11.1   The Careers Service recognises postgraduate qualifications can offer our students an edge in the job market. We provide a range of tailored services to meet the needs of our postgraduate cohort, including a dedicated postgraduate Careers Consultant, tailored career development workshops, specific pages on our website and easily self-bookable one to one career consultations, either face to face or online.

In addition, all postgraduate students have full access to our wider careers services, even following graduation. These include self bookable careers consultations, daily drop-in provision for career queries and CV/application checks, employer presentations, centrally run workshops on all aspects of effective career management, bespoke work experience opportunities via our tailored AberForward+ programme, a comprehensive online website packed with useful resources, and a

vacancy and events portal allowing all students to access our range of services on-line - <u>ABERcareers</u>

11.2   The Careers Service liaises closely with all academic departments and delivers careers development workshops within the Aberystwyth Researcher Programme. Our one to one postgraduate career consultations provide an opportunity for students to explore their future goals and career direction, build insight on how to market postgraduate qualifications to a range of employers, understand and apply themselves effectively to specific recruitment processes and benefit from job interview coaching. This support is offered via face to face, MS Teams and telephone appointments and is easily self-bookable via this link <u>https://careers.aber.ac.uk/unauth</u>

11.3   Postgraduates are encouraged to engage with the careers service early to ensure they are fully equipped and ready to take on the next step in their journey throughout their time here at Aberystwyth University and come graduation.

11.4   For more information, please contact the Careers team in the Llandinam Building on our Penglais Campus. You can visit the team, email them at <u>careers@aber.ac.uk</u> or telephone on 01970 622378 You can find out more by visiting our website at Service Office <u>careers@aber.ac.uk</u> Tel: 01970 622378 or by visiting our website <u>https://www.aber.ac.uk/en/studentservices/careers/</u>

12.   The Music Centre

If you play an instrument, sing or just enjoy listening, check out the Music Centre's orchestral, band and choral programme. The Centre provides practice facilities and individual tuition is available. Music Scholarships are available to those who sing and / or play an orchestral or band instrument to a high standard. Visit our website for further information <u>www.aber.ac.uk/en/music</u> or call in to speak to us in person.

13.   Sport Aber

Sports Centre Membership for Postgraduates
https://www.aber.ac.uk/en/sportscentre/membership

13.1   The Sports Centre's indoor facilities are situated on the main 'Penglais Campus' and are a core element of student life. The Sports Centre team continue to work hard to provide all students with a safe environment in which to work out relax, enjoy sport and exercise. We have a relaxed and friendly environment that you are welcome to use. Our aim is to promote health and well-being through high quality, value-for-money sport and exercise provision.

13.2   We offer free and unlimited access to the gym, classes, spinning, swimming, sauna and climbing wall to any Postgraduate student who is staying in University residences, and for all non-residential students, we offer a subsidized rate of £135 for the whole of the academic year. This deal also gives you access to the free play slots for sporting and recreational activities such as badminton and football.

13.3   What is available?

As a consequence of Covid-19, we have re-mapped the main hall into a strength and cardio gym facility to maximise the socially distancing for students to exercise in a safe environment. The existing gym provides adequate space for 12 treadmills and a specific prowler/sledge speed track to be used independently. These areas are separated into the new gym layout, strength and conditioning free weights, and plate-loaded room. There is a swimming pool and saunarium with some relaxation chairs, a quiet zone and therapy room and a new outdoor sun deck. The dance studio caters for a majority of the dance, combat and group exercise classes. There is also a bouldering-climbing wall.

Adjacent to the main Sports Centre we have a marquee that sits on the existing 3G training area offering outdoor group exercise and club training under cover whilst providing natural airflow with all sides open to the elements. A separate full-size 3G pitch is located adjacent to the marquee area and a 400m 2-lane performance running track surrounds both facilities.

The Sports Cage provides a multi-purpose sports hall with provision to facilitate 6 badminton courts, indoor cricket, hockey, basketball, netball, 2 volleyball courts, archery and 2 squash courts.

The satellite 24-hour gym is open to all students living in residences. This is located at Y Sgubor adjacent to the student residences at Fferm Penglais.

13.4   Student Clubs

With over 50 different clubs available to students and postgrads, there is the chance to enjoy a new sport, or to take part in your favourite game. For a full list of clubs, visit the sports and activities website: https://www.abersu.co.uk/teamaber/sports/clublist/

Come to Fresher's Week where you can meet the Athletics Union President who coordinates student sports this year and find out about the clubs, when they meet, where they train and how to join. You can also meet up with the Sports Centre team where you can find out about what we have to offer from joining the gym, where everything is, how to get there, what you need and any amount of fitness advice. Check out our web pages for more information.

13.5   We hope that you enjoy your time at Aberystwyth University, and that you enjoy the community and camaraderie at the Sports Centre. If you have any queries, please feel free to contact us on 01970 621500 / 622280, Email: sports@aber.ac.uk or visit our website at www.aber.ac.uk/sportscentre/

14.   Students' Union
https://www.abersu.co.uk

14.1   Whether it's your first time in Aberystwyth or you've got caught in the Aber bubble…we're glad you've decided to study here at the University by the sea!

As soon as you register for your course, you will become a part the Students' Union here at Aberystwyth. At AberSU (as we're more commonly known) we are passionate about making sure you get the education and experience you deserve, and that your priorities are our priorities.

14.2   Who is AberSU?
AberSU is a student led independent charity where all Aberstywth students are members. As a Students' Union we want Aber students to love student life and be ready for anything. We believe Aber students should have an epic student journey. They should be happy, healthy and empowered, with lasting friendships and promising futures.

14.3   Where is the Union?
The Union building is located at the centre of Penglais campus, next to the Arts Centre. Here you can find our Officers and Staff Teams, as well as our helpful Reception where you can book any of our student rooms for meetings, events or study. We share our building with the University shop and bar, which is full of great offers and the perfect area to lounge between lectures (if you have them!).

14.4   What can the Union do for you?
Academic Representation:
Your voice maters most and we help to shape your academic experience. Our Academic representatives are there to represent your academic needs and concerns directly with the University. There are over 40 rep positions dedicated to Postgraduate Level Study.

Advice Centre:
We work to try and help students to be as happy and healthy as possible. Offering independent advice on a range of student issues, including finance, accommodation and academic concerns.

Opportunities:
We want to support students to make lasting friendships. Join our #TeamAber community of over 120 sports clubs and societies, alongside getting involved in a range of volunteering opportunities. We also established a postgraduate network last year, which provides opportunities to meet other like-minded postgrads. Alongside regular volunteering opportunities, get involved with something new or even start your own! By far the best way to make friends and build on your skills and experience to help you prepare for your next adventure.

Change Aber:

We are led by students, for students. Get involved in shaping AberSU by sharing ideas for improvement, electing or even becoming student leaders. There are a range of ways for students to directly influence what we do and to develop our work.

List of Contacts

(Note: To make a telephone call or send a fax from outside the UK, replace the code 01970 with +44 1970)

EMERGENCY SERVICES

(24 hours)

For Emergency Services (Police, Ambulance, Fire, Coastguard) dial 999 or 122 from a mobile.
For emergency assistance from University Site Security dial 01970 622649
For emergency assistance in University Residences dial 01970 622900

University Main Switchboard

(operator availability between 8.45 to 17.15 Monday to Friday) Tel: 01970 623111

Contact Addresses and Numbers

Postgraduate Admissions Office,
Cledwyn Building, Penglais Campus,
Aberystwyth, Ceredigion SY23 3DD
Tel: 01970 622023 / 622270
Fax: 01970 622921
Email: pg-admissions@aber.ac.uk
Web Page: www.aber.ac.uk/en/postgrad/

Academic Registry
Student Administration Office
Cledwyn Building, Penglais Campus,
Aberystwyth, Ceredigion SY23 3DD
Tel: 01970 622272 / 622290
Email: pgsstaff@aber.ac.uk

Graduate School
Cledwyn Building, Penglais Campus,
Aberystwyth, Ceredigion SY23 3DD
Web Page: www.aber.ac.uk/en/grad-school
Email: graduate.school@aber.ac.uk
Tel: Graduate Office: 01970 622219
Tel: Skills Development Officer: 01970 621618

Health, Safety & Environment Team
Aberystwyth University, Governance Department,
Aberystwyth, Ceredigion SY23 3BY
Tel: 01970 622169 / 01970 622073
Email: hasstaff@aber.ac.uk
Web Page: www.aber.ac.uk/en/hse

Department of Research, Business and Innovation (RB&I)
12 Cefn Llan Science Park,
Aberystwyth, Ceredigion SY23 3AH
Email: drbi@aber.ac.uk
Web Page: www.aber.ac.uk/en/rbi

Student Support Services
Student Welcome Centre, Penglais Campus,
Aberystwyth, Ceredigion SY23 3FB
Tel: 01970 621761 or 01970 622087
Email: support@aber.ac.uk
Web Page: https://www.aber.ac.uk/en/studentservices/

International Student Advisor
Room 3.63 (Third Floor), Student Support and Careers Services,
Student Welcome Centre, Penglais Campus, Aberystwyth, SY23 3FBTel: 01970 621548
Email: immigrationadvice@aber.ac.uk
Web Page: Visa Support & Advice Service: Student Support & Careers Services

Compliance Office
Cledwyn Building, Penglais Campus,
Aberystwyth, Ceredigion SY23 3DD
Tel : 01970 621769
Email : compliance@aber.ac.uk
Web page : https://www.aber.ac.uk/en/academic-registry/compliance-information/

Information Services
Hugh Owen Library, Penglais Campus,
Aberystwyth, Ceredigion SY23 3DZ
Tel: 01970 622400
Email: is@aber.ac.uk
Web Page: www.aber.ac.uk/en/is/

Students' Union
The Union, Penglais, Aberystwyth, Ceredigion SY23 3DX
Tel: 01970 621700
Email: union@aber.ac.uk
Web Page: www.abersu.co.uk

National Library of Wales
Aberystwyth, Ceredigion SY23 3BU
Tel: 01970 632800
Fax: 01970 615709
Email: gofyn@llgc.org.uk
Web Page: www.llgc.org.uk/

Careers Service
Llandinam Building,, Penglais Campus,
Aberystwyth, Ceredigion SY23 3DB
Tel: 01970 622378
Email: careers@aber.ac.uk
Web Page: www.aber.ac.uk/en/careers

The Music Centre

Tel: 01970 622685
Email: music@aber.ac.uk
Web Page: www.aber.ac.uk/music

Sports Centre
Membership Office: 01970 621500
Sports Development Officer:
01970 622278 Email:
sports@aber.ac.uk Reception:
01970 622280
AU Office: 01970 621754/55
Web Page: www.aber.ac.uk/en/sportscentre

Part Two

CODE OF PRACTICE FOR TAUGHT POSTGRADUATES

GLOSSARY OF TERMS AND POINTS TO NOTE

Some of the terms used in this Code of Practice may not be familiar to you. Others will have specific meanings within the rules and regulations of the University and those meanings may differ from other universities or may not be obvious. From time to time this leads to confusion between students and the University. This glossary defines some of the key terms you will encounter and highlights potential areas of confusion.

Offer Letter – the offer letter issued by the Postgraduate Admissions Office makes a formal offer of a place on a course. It gives details of the course and any conditions which the student needs to meet. Only the Postgraduate Admissions Office may formally offer a place to study at the University.

Matriculation – where prospective students base their applications upon qualifications which they have obtained, or are studying for, at institutions other than Aberystwyth University, the University may, as part of the admissions process, ask to see original copies of certificates in order to verify and approve the qualification. A sample group of 10% of the cohort will be required to present original documentation. This process is known as matriculation. Students who are not graduates of Aberystwyth University must matriculate (either provisionally or fully) before embarking on their course of study.

Non graduates may matriculate for Master's programmes (but not PhD programmes) on the basis of their work experience, the extent and relevance of which is verified during the admissions process.

Deferral – students who have been offered a place to study at the University but who are unable for financial or other reasons to take it up at the designated time may ask to defer entry to a later date. The Postgraduate Admissions Office will advise them on whether and for how long the place will be held open for them.

Registration – all students must register with the University at the start of their studies. Once registered, students have access to the facilities of the University. Students should note that although they may have completed the admissions process and been offered a place to study, they are not students of the University until they have registered.

Registration Period – each programme of postgraduate study has a minimum registration period during which the student must pay tuition fees and register formally at the start of session. During this period students automatically have access to University facilities. The University will certify during this period that the student is a registered, full-time or part-time student at the University. Certificates of this sort are often required for example by students who need visas or wish to seek reduction of council tax.

1. Introduction

The University's aims can be found in its Strategic Plan 2018-2023. Specifically for postgraduate students, the aims of the Postgraduate Strategy are:

1. To support postgraduate education and research,
2. To build and grow the postgraduate community,
3. To enhance the postgraduate student experience, and enhance the career opportunities and development of students (i.e. their employability),
4. To improve/sustain completion rates, and
5. To ensure that PG provision at Aberystwyth is attractive, relevant and on a sound and sustainable financial footing.

This Code of Practice has been developed as part of the University's commitment to its taught postgraduate students. Its purpose is twofold. First, it sets out the responsibilities of the University and academic departments towards postgraduate students so that they will know what they can expect from the University during their course of study. Second, the Code states clearly the responsibilities of students for their own learning so that they will know what the University expects of them. It should be read alongside the formal regulations relating to the administration of degrees and other detailed documentation relating to postgraduate activity as referred to below.

2. Admissions

2.1 Application Procedure

Applications for all postgraduate study schemes must be submitted to, and considered by Postgraduate (PG) Admissions. PG Admissions staff will assess an applicant's eligibility for admission to a postgraduate programme and will consider, in particular, previous qualifications (including non-UK qualifications), English language proficiency and any other circumstances outlined in the application, such as previous work experience.

Where possible, decisions on applications for postgraduate taught (PGT) courses are taken centrally by PG Admissions staff. More complex PGT cases, and all PGT applications for the School of Art and Department of English and Creative Writing, where samples of previous work must be reviewed, or where applicants are to be considered on the basis of previous work experience, are forwarded to the relevant academic department for consideration.

2.2 Decision Process

Central decisions on PGT applications are made by staff in PG Admissions based on a matrix of criteria agreed by academic departments within the University. Where PGT applications are forwarded to academic departments, PG Admissions will advise on the applicant's matriculation and English language proficiency status, possible funding opportunities and will provide any other relevant information.

A personal statement and reference are required for all PGT programmes, however, applications may be forwarded to departments for consideration before these documents have been received. In such cases, the submission of the documents can form a condition of any offer made. Decisions may take longer when associated with a scholarship competition or when insufficient information/documentation has been provided in the application.

If, upon decision (whether this be made by PG Admissions or the relevant academic department), an applicant is to be accepted for a programme of postgraduate study, PG Admissions will inform the applicant of this decision in the form of an offer letter for a place to study at Aberystwyth University. Applicants will also be informed in writing if their application has been unsuccessful. The programme of study may only commence when all of the conditions outlined in the offer letter have been met or agreed to by the applicant. Conditions may relate, for example, to the achievement and/or demonstration of a certain level of qualification from a previous or current programme, evidence of sufficient English language proficiency, or the submission of additional documentation.

Any questions that an applicant may wish to raise regarding specifics of their proposed postgraduate programme should be resolved before the applicant returns their Offer Reply Form to accept the terms of the offer and before the place of study is confirmed (in the Final Confirmation of Place: see 2.6 below). While Departments may contact applicants directly to informally suggest that they are prepared to accept them, only PG Admissions is authorised to issue formal offers for postgraduate study at the University.

2.3   Academic background should be considered in accordance with both University and Departmental entry requirements. Please note that some applicants who are able to matriculate may not necessarily be able to meet the specific entry requirements for the relevant course. Standard entry requirements for PGT courses at Aberystwyth University can be found at https://www.aber.ac.uk/en/postgrad/apply/entryrequirements/

2.4   Financial Requirements
All applicants are required to complete a Financial Declaration Form indicating how they intend to pay for their studies. International applicants will also have to pay a non-refundable deposit (towards their tuition fees). In addition, the financial status of applicants seeking a UK Student Visa will be checked before they are issued a Confirmation of Acceptance for Studies (CAS) for visa purposes. The costs of the proposed study are specified in the formal offer letter from PG Admissions. Sponsored students will be required to submit official notification that they will be in receipt of an award. All such documents must be original or certified copies (translated into English where necessary). Offers of any funding from the University, either central or departmental, must be made in writing and specify the exact level, duration and source of that funding. Offers of funding from external sources should also contain such specific information.

2.5   Conditions of Acceptance
Applicants who are unable at present to meet the conditions outlined in their offer letter, or who for other reasons do not wish to take up the offer of a place for the current session, may request that the offer be deferred until a later intake point. Places may be deferred for a maximum period of two years. In exceptional cases, new conditions may be attached to the initial offer in respect of a deferred offer. This is in accordance with the Consumers' Protection Act.

2.6   When all the conditions of an offer have been fulfilled, or agreed to in certain cases, PG Admissions will write to confirm that the applicant has completed the admissions process. This will be in the form of the Final Confirmation of Place letter.

2.7 Full-time campus-based international students will also be issued with a Confirmation of Acceptance of Studies (CAS) for visa purposes. Students need to be aware of both their own responsibilities under UK Student visa regulations, and those of the University. See https://www.aber.ac.uk/en/academic-registry/compliance-information/ for further information.

2.8 It is University policy to offer a place solely on academic grounds. No postgraduate applicant should receive less favourable treatment on grounds such as age, disability, gender reassignment, pregnancy, maternity, or parental status, race, religion or belief, sex, sexual orientation, or any comparable grounds.

If an applicant has disclosed a disability or medical condition during the admissions process, and has consented to PG Admissions sharing this information with Student Support, then the University will take steps to work with the applicant to assess the need for, and where necessary put in place, appropriate reasonable adjustments in order that they are able to engage with their studies on an equal basis to their peers. Applicants should contact Student Support directly (accessibility@aber.ac.uk) to discuss any additional requirements they may have.

2.9 It is the responsibility of individual applicants to declare any legal restrictions, which may impact their own studies and/or present a risk to the safeguarding of University staff and students. Students have responsibility to disclose any legal reasons that limit or prevent them entering university property, and/or working with individuals, and/or working with groups, and/or accessing the internet via the University's systems and facilities. Failure to declare this information to the University may be deemed a breach of the University's Disciplinary Procedures and penalties may be imposed accordingly.

3. Disabled Students and Those with Specific Learning Differences

3.1 Aberystwyth University aims to provide all students with an education of the highest quality. The University has a commitment to maintain and develop a first class standard of teaching and research. We aim to make our academic facilities available to all who meet our entrance requirements and to ensure that disabled students and those with specific learning differences have all reasonable access to the delivery of courses and programmes of study and all aspects of curricular provision including lectures, field trips, assessment and placements.

2.2 For information about the range of support available please contact one of our Accessibility Advisers. Contact details and further information about the support available is on the following web pages: https://www.aber.ac.uk/en/sscs/accessibility/

4. Registration and Induction

4.1 Normally full time taught Master's postgraduates need to register and pay fees for one year, part time students for two years. Information about registration and induction will be sent in advance to all incoming students.

4.2 All full-time taught postgraduate students must attend induction and complete registration during Big Welcome Weekend and Orientation Week. Part-time students are encouraged to attend the induction programme and must complete registration during Welcome Week.

4.3 After formal registration, the University will grant students access to its facilities. It will supply

certificates of registration on request to the Certification section of the Academic Registry – email **aocstaff@aber.ac.uk or order from the https://www.aber.ac.uk/en/academic-registry/certification/**

4.4 A programme of induction for all new postgraduates will be organised at the beginning of each academic year by the Graduate School. Details of the programme will be notified to new students in advance of their arrival in Aberystwyth. The programme will serve to introduce new students to the organisation and facilities of the University.

4.5 It is the student's responsibility to ensure their student record is kept up to date. You can access your student record at **https://studentrecord.aber.ac.uk/en/**

5. The Postgraduate Environment and Facilities

5.1 Postgraduate study takes place in an academic environment, which fosters and actively supports an advanced level of creative and independent scholarship including appropriate training in the process of research. Postgraduate study is integrated into the research culture and activity of the University, and departments will provide Master's students with the facilities they require to complete their course.

5.2 The University is committed to the provision of an appropriate level of training for all its postgraduate students, and as part of this commitment has established a Researcher Development Programme. It is interdisciplinary and provides a range of modules designed to help develop and enhance research skills. These modules are taken by all Master's degree students undertaking research training courses, as well as by research postgraduates. Other Master's students (i.e. those taking specialist rather than RT Master's degrees) can 'sit in' on these modules if they wish, and some may be able to take them formally as part of their course as electives. They should seek advice from their course tutor if they wish to follow either of these routes.

5.3 The University's Postgraduate Centre is located in the Llandinam Building on the Penglais Campus. This provides a variety of study spaces dedicated to postgraduate use.

6. Supervisory Arrangements

6.1 The University's good practice guidelines for the supervision of dissertations are as follows:

6.2 **The responsibilities of the University** include ensuring that:

(a) approved dissertation proposals are feasible in terms of the timescale and resources available and are allocated to supervisors with suitable expertise;

(b) supervisors are allowed sufficient time to discharge their duties, particularly where the cohort is large;

(c) Research Council guidance is followed, when appropriate, in respect of facilities to be made available (study space, library, appropriate research environment, etc.);

(d) written guidelines are issued with regard to attendance, frameworks for meetings and general expectations;

(e) the implementation of all such guidelines is monitored on a regular basis;

(f) additional help with language skills, where required, is provided as a service separate from the duties of the supervisor;

(g) a mechanism is in place whereby a student is able to request a change of supervisor, and whereby an alternative member of staff is made available should any supervisor be absent for a prolonged period of time;

(h) the number of students allocated to a supervisor is such that he/she will have the capacity to fulfil the responsibilities noted below.

6.3 **The responsibilities of the supervisor** include:

(a) providing advice and guidance to the student with the aim of facilitating the production of a dissertation of the requisite standard for a Taught Master's degree;

(b) providing supervision within his/her field of expertise, the selected topic to be defined in consultation with the student;

(c) providing guidance to the student to ensure that the dissertation proposal is suitable for completion within the allotted timespan;

(d) working with the student to agree a timetable for the submission of work and the scheduling of regular meetings;

(e) keeping a careful record, agreed between supervisor and student, of all such formal meetings including dates, action agreed and deadlines set;

(f) returning work according to specified deadlines and accompanied by constructive comment.

6.4 **The responsibilities of the student** include ensuring that:

(a) the dissertation produced is first and foremost the student's own work, albeit achieved with the benefit of advice and guidance from the supervisor;

(b) a timetable is agreed for the submission of work and the scheduling of regular meetings;

(c) a careful record is kept, agreed between supervisor and student, of all such formal meetings including dates, action agreed and deadlines set;

(d) supervisors are contacted, should additional meetings be considered necessary;

(e) work is completed within the agreed framework, with any problems relating to submission to be brought to the supervisor's attention in writing as soon as possible.

7.   Representation

7.1 All postgraduate students will be given opportunities to provide feedback on the academic provision and on the support facilities made available to them, and on more general welfare matters.

7.2 Postgraduate students will be represented on departmental Student:Staff Consultative Committees and through the membership of appropriate University/Faculty committees. Students will be encouraged to participate in the work of representative bodies, including the Students' Union.

7.3 The University will respond to the feedback given by postgraduate students, whether communicated through representative channels or made individually or confidentially.

8.   Changes between full-time and part-time

 If a student's circumstances change during the taught part of their scheme of study they may request changing between full-time and part-time study. This should first be discussed with their department and requires the approval of the Head of the Graduate School. The student must then complete a Postgraduate Change of Registration form which can be obtained from the department or online at

https://www.aber.ac.uk/en/academic-registry/students/pg-issues/research/change-reg/

Changes to Study Scheme or Modules must also be reported on a Change of Registration Form.

NB: Students who hold Student visas for their Master's studies should be studying on a full-time basis.

Full-time students on a one year course will normally complete the course within 12 months but, to allow for resit opportunities and interruption to studies, have a maximum of three years for completion. Part-time students will normally complete within three years and have a maximum of five.

9.   Withdrawal

Registered students who are unable to continue their studies or do not wish to do so may withdraw either temporarily or permanently. Where students have financial sponsors, the University must inform them of withdrawals. Temporary withdrawal requires formal approval. Students should discuss withdrawal with their department.

10.   Assessment

10.1   Each taught Master's scheme consists of taught modules making up 120 credits and a 60 credit module of independent study which may take the form of a dissertation, portfolio, exhibition or reports. The taught modules will be examined individually through a variety of assessments including written and oral examinations, coursework, and reports. For MRes courses, there are typically 60 credits of taught modules and a 120 credit dissertation.

10.2   To qualify for the Master's degree students must pass at least 160 credits. Postgraduate Certificates and Diplomas are available as intermediate awards for students who do not pass enough credits for a Master's award or exit the programme early.

10.3   If there are any special circumstances affecting performance in examinations or assessed work, these should be brought to the attention of the relevant Department or Faculty at the time through submission of a Special Circumstances form and appropriate supporting evidence.

10.4   Results will be issued on the 'Student Record' page on the web after confirmation by the relevant examination board. **Except in cases of special circumstances, module marks on resit are capped at the pass mark of 50%.** Students who retake assessment as external candidates will be required to pay a resit fee unless special circumstances are recorded against the module(s). Internal resits will not be charged. Students will have a maximum of two resit opportunities in each module.

10.5   For full-time candidates, the final, 60 or 120 credit element of assessment (the dissertation or equivalent depending on individual degree scheme requirements) must be completed and submitted by the last Friday in September at the end of the twelve month registration period. A short extension of up to two weeks may be requested

where there are mitigating circumstances. Students unable to submit due to special circumstances must submit a special circumstances form and evidence for consideration at the relevant examination board. The examination board will decide whether to allow a further opportunity to present the work for full marks. In cases of non-submission, or failure without mitigating circumstances, resits will be for a capped mark of 50%. The deadline for resubmission will be set to allow marking before the equivalent examination board in 12 months' time – e.g. where a result is confirmed by the December Examination Board, resubmission will be by the last Friday in September the following year.

10.6   Full information on time limits for postgraduate taught awards and resit rules is available in the University's Examination Conventions which can be found at: https://www.aber.ac.uk/en/academic-registry/handbook/exam-conventions/

11.   Appeals

11.1   If a candidate wishes to appeal against the Examining Board's decision this may be done through the University's Appeals Procedure (available from the Academic Registry).

11.2   Candidates who wish to appeal must do so in writing not later than two weeks after the publication of the result. An appeal can only be made on specified grounds.

Appeals which question the academic judgement of examiners are not admissible.

12.   Intellectual Property, Publishing, Unacceptable Academic Practice and Plagiarism

12.1   Departments should ensure that postgraduates are aware of the legal rules relating to intellectual property rights and the confidentiality of information which may arise from their research activities. If intellectual property is generated by the research undertaken, the position of either the University or third parties should be considered in so far as either may have provided financial sponsorship or equipment and other facilities. Intellectual property and confidentiality questions should be worked out by clear agreement so far as possible at the outset of the research. Advice on intellectual property matters can be sought from the Department of Research, Business & Innovation (**www.aber.ac.uk/en/rbi/about/**).

It is a condition of admission to all postgraduate programmes that the University's policy on Intellectual Property Rights (IPR) will apply. To view the full policy, please see **https://www.aber.ac.uk/en/hr/policy-and-procedure/au-and-bu/intellectual-property/.**

12.2   Where appropriate the University will agree to undertake responsibility for protecting, developing and/or exploiting intellectual property rights generated by postgraduate research, including the patenting, licensing and marketing of the results of research. In such cases the University will share the net financial benefits which arise from such exploitation with the student and any other party involved in originating the work covered by such rights in accordance with the University's policy on IPR.

12.3   **The University is a data controller under current data protection legislation and students are required to comply with both the General Data Protection Regulation and the Data Protection Act. Further information can be found at:** https://www.aber.ac.uk/en/infocompliance/dp/ **and specific advice can be sought from the AU Data Protection Officer who can be contacted via this page.**

12.4   A candidate is at liberty to publish the whole or part of the work produced during the candidate's period of registration, prior to its submission as a whole, or as part of a dissertation, provided that in the published work it is nowhere stated that it is in consideration for a higher degree. Such published work may later be incorporated in the dissertation submitted for examination.

12.5   Plagiarism is the act of using someone else's work and presenting it as one's own. No intellectual endeavour is entirely original. Even the most original minds depend on the thoughts and discoveries of their predecessors. You must use proper referencing, note taking and bibliographic and citation procedures to acknowledge sources used in your work. Supervisors will be able to give advice on this, and each department will provide advice on referencing, writing and bibliographic procedures. Unacceptable Academic Practice is the act of obtaining an unpermitted advantage with the intent of obtaining a higher mark. Both Unacceptable Academic Practice in general and Plagiarism in particular are proscribed activities and the university has a range of sanctions for those involved.

13.   Research Ethics and Integrity

13.1   The University is committed to ensuring that all research activity, whether conducted by staff, or undergraduate or postgraduate students, adheres to published guidelines on good practice and employs appropriate and ethically sound methodologies. Guidance on Research Ethics & Integrity can be consulted over the web at **www.aber.ac.uk/ethics** and postgraduate students are encouraged to familiarise themselves with the guidance provided.

13.2   All research involving human participants or human tissue must be in accordance with established internal and external guidelines. This applies to all research, including but not limited to surveys, interviews, questionnaires and observation projects, across the Social Sciences and Humanities as well as in Sciences.

All research proposals **must** be assessed via the online assessment form to ensure that the ethical considerations have been taken into account and if necessary, an application should be made to the relevant Research Ethics Panel (REP) for approval. The online assessment and application form is available at **www.aber.ac.uk/ethics** (research involving animals follows a separate process) and should be completed when the research design is being discussed with the supervisor.

The University wishes to ensure that the methodologies employed by researchers are sound and consistent with good practice: supervisors and departments will give detailed advice on what is required and students should recognise the need for ethical review of the procedures which they are likely to adopt in their research.

The University's ethical responsibility extends not only to protecting the safety and well-being of participants, but also its staff, students and the reputation of the institution.

Some research projects are unable to be reviewed internally by the REP and will require external ethical approval. This extends to projects involving NHS staff, patients or data; those lacking mental capacity and those in the prison and probation service. This form of approval can take significantly longer than University review and should be considered in good time. Full details can be accessed on the ethics homepage.

A failure to undertake appropriate ethical review can have serious implications and may constitute research misconduct under the applicable University policy procedure.

13.3   The University also complies with the ***Concordat to Support Research Integrity***. The Concordat sets out commitments that will provide assurances to government, the wider public and the

international community that research in the UK continues to be underpinned by the highest standards of rigour and integrity.

Developed in collaboration with the funding and research councils, the Wellcome Trust and various government departments, the Concordat will:

• Provide better coordination of existing approaches to research integrity,
• Enable more effective communication of efforts to ensure that the highest standards of rigour and integrity continue to underpin all our research,
• Encourage greater transparency and accountability at both institutional and sector levels,
• Stimulate reflection on current practices to identify where improvements can be made.

More information about the Concordat to Support Research Integrity can be found here: **https://www.aber.ac.uk/en/research/good-practice/**

Students can obtain support and advice from **ethics@aber.ac.uk** .

Guidance, FAQs, details of further training opportunities and locations of informal drop-in sessions can be found on the ethics homepage: **www.aber.ac.uk/ethics** .

14.   Work and Study Balance

The University recognises that many students fund their own postgraduate study and can only do so by undertaking paid employment. It also encourages postgraduate students to undertake paid teaching or demonstrating duties, or voluntary work, in order to gain experience and develop skills which will prepare them for employment once they graduate, as well as contributing to their departments or the wider community. However, students must ensure that they strike the correct balance between paid and unpaid work and study, to enable them to complete their degrees on time and to the required level. Students must also respect the terms of any studentship or sponsorship or of visas.

Students (and staff advising them) should note the following when considering employment while studying:

• Research Councils have their own rules regarding paid employment which studentship holders must check and respect.

• Other sponsors may also set limits on the amount or nature of work to be undertaken; students are responsible for honouring these limits.

• International postgraduate students holding a visa must not work more than 20 hours per week during term time or they will breach the visa conditions. Such students should check their visa conditions carefully regarding vacation work and work during the writing up period.

• The National Union of Students and other bodies representing student interests recognise both the importance of part-time work for many students and the potential negative impact it can have on their performance. The impact of part-time employment will obviously depend upon the nature of the individual, the nature of the employment and the working hours as well as the total number of hours worked, e.g. evening work, weekend work, vacation work. As a rough rule of thumb, full-time students working more than 15 hours per week are much more likely to encounter problems in managing their studies. *The bottom line is that students working part-time must ensure that they are able to attend any and all required classes, that they are able to remain in close contact with their supervisors, and that they are able to meet deadlines for assessments and submission of work.*

• Part-time students may already be in employment and will be able to continue in that employment provided that they are able to meet the course requirements.

15. Part-Time Students

15.1 The University regards full-time and part-time students as equally valuable members of its postgraduate community. This Code of Practice applies equally to each (and indicates those areas in which the regulations differ). There are also some points worthy of emphasis.

- All new students should attend registration and induction. Part-time students not resident in Aberystwyth may be able to arrange registration by post on the approval of their department.

- Both full-time and part-time students must come to arrangements with their dissertation supervisors which enable them to receive regular supervision. In the case of part-time students not resident in Aberystwyth, it is of particular importance that effective arrangements are made in this regard.

- access to library and computing facilities is the same for both full-time and part-time students. Students who are not based on campus should familiarise themselves with how to access resources remotely - see our **FAQ on accessing e-resources off campus**. Also, students may be eligible for limited access to the facilities of other Welsh and UK libraries – see our **webpages** for details on different schemes.;

- The facilities available to part-time students within Departments will vary according to what resources Departments decide to allocate and may differ from those on offer to full-time students.

- Part-time students are subject to council tax.