Dear Student

<u>Assessment Regulations for students pursuing Taught Master's programmes starting in September 2024 and January 2025</u>

This communication provides important information on the University's assessment regulations and other academic regulations applicable to your programme of study. You are strongly encouraged to read this communication in full.

The assessment regulations can be found here.

What are the rules relating to academic misconduct?

The University takes any form of academic misconduct, whether under examination conditions or as part of continuous assessment, very seriously. This is especially true with reference to postgraduate students. Academic misconduct includes copying in examinations/online proctored assessments; taking unauthorised material with you into an examination room/use of unauthorised material during an online proctored assessment; taking permitted texts with unauthorised written notes/annotation into an examination; communicating with another under examination conditions; impersonating another student in an examination/online proctored assessment; plagiarism; collusion and commissioning

Plagiarism can be defined as using, without acknowledgment, the work of another and submitting it for assessment as if it was your own.

Using material generated by artificial intelligence, without due acknowledgment, and submitting it for assessment as though it were your own work may be considered an academic misconduct offence. Students are therefore advised to use such tools with extreme caution in order to ensure both the academic integrity and quality of their work.

Collusion is defined as two or more students or other persons working together without prior authorisation in order to gain unfair advantage and to produce the same or similar piece of work and then attempting to present this work entirely as their own.

Commissioning of work is the act of paying for, or arranging for another to produce, a piece of work, whether or not this is then submitted for assessment as though it were the student's own work.

Please be aware that the University does not have to take intent into consideration and therefore there can be no defence that academic misconduct was committed unintentionally or accidentally. If you have any difficulties in referencing your work, you are urged to seek help from your Personal Tutor/Supervisor. The University employs a number of means of detecting academic misconduct, including Turnitin software and academic integrity vivas.

Examples of academic misconduct can be found in the University Academic Misconduct Procedure. You are strongly encouraged to read the University Procedure in full.

What do I do if I am ill/have extenuating circumstances?

It is essential that Faculties/Schools are informed, and provided with appropriate evidence, where possible, (e.g. Medical Certificates) of any circumstances which might have affected your performance either in an examination/online proctored assessment or coursework

If you are unable to undertake any assessments due to extenuating circumstances, you should inform your Personal Tutor/Supervisor/School/Faculty as soon as possible. They can then advise you of what you need to do in order for these circumstances to be taken into account. They will provide you with the appropriate application form to complete and confirm the deadline for submission of the application. It is extremely important that you submit the application form to your School/Faculty by the prescribed deadline as failure to do so may result in your application being declined.

The School/Faculty will then consider your circumstances and decide whether to accept them.

If accepted, one of the following may be agreed with reference to coursework:

- Allow you an extension i.e. give you more time to do it.
- Waive any late submission penalty.
- Offer you another attempt at the assessment.
- Award you a mark for the module based on your other work.

If the accepted application relates to an examination/online proctored assessment, you will normally be offered another attempt at the examination/assessment. This attempt will take place at the next appropriate assessment point for the module concerned.

If your circumstances are not accepted, your results will be considered by the Progression and Awards Board, and you will be awarded a decision based on the normal assessment rules.

Please note that there is no further opportunity to be reassessed between the August Supplementary Assessment period and the beginning of the next academic year. Therefore, a supplementary assessment cannot be deferred. Schools/Faculties will consider extenuating circumstances affecting August supplementary assessments and make recommendations to the relevant Progression and Awards Board; for example, a student may be permitted a further opportunity to repeat a failed module during the following academic session.

For further information on extenuating circumstances, please see the University's Policy on Extenuating Circumstances.

Assessment Periods

The University assessment periods for students who started their programmes in September are as follows:

6 January – 24 January 2025
12 May– 6 June 2025

The dates of the supplementary assessments are as follows:

4 August – 15 August 2025

However, a number of Schools/Faculties arrange assessments outside the normal assessment sessions. You must refer to your School/Faculties handbook to check if this is the case.

Please note that it is expected that your results will be published online on your student intranet account on a provisional date of Thursday 3 July 2025.

If you are enrolled on a Postgraduate programme with a January start date, the assessment periods and publication dates may differ from those listed above. Please contact your School/Faculty for further information.

You can expect to receive the following information under the 'Modules 2024' screen:

- The modules pursued and marks achieved
- If you have not yet completed your studies, your progression decision
- If you are at the end of your programme your award decision
- An explanation of your academic decision and further information/guidance on the procedures for requesting an academic appeal/accuracy of published marks

If you experience difficulty in logging into your student intranet account, please contact IT Service Desk.

If you have any queries with respect to your academic decision/results, you are advised to contact your School/Faculty in the first instance. For further information regarding who to contact in your School/Faculty, please refer to 'Online Publication of Results.'

Deadline for submission of directed independent learning.

The deadline for submission of the directed independent learning for the majority of students who started their programme in September is 30 September (full-time students) – unless you are offered supplementary reassessment(s), when it will be extended to 15 December. For part-time students, this will normally be 30 September three years after the start of your programme if on a three-year programme or 30 September two years after the start of your programme if on a two-year programme.

Your School/Faculty may have set an earlier deadline, and this should be specified in your School/Faculty handbook.

Students on two-year extended programmes and one-year flexible programmes are advised to confirm their date of submission with their School/Faculty.

If you fail to submit your directed independent learning by the deadline, you will fail your programme. No opportunity to resubmit will be given; however, you may be awarded a Postgraduate Diploma as an exit qualification.

You can check your submission date which is displayed on your Intranet record.

If you are enrolled on a Postgraduate programme with a January start date, the submission deadlines may differ from those listed above. Please contact your School/Faculty for further information.

Extension to Deadline

If you have extenuating circumstances which are affecting your ability to complete your directed independent learning in time, you must inform your School/Faculty immediately. Your School/Faculty may decide to request an extension to your deadline. Please inform your School/Faculty of any extenuating circumstances as soon as they arise. For further information please see here.

Queries

Should you wish to discuss the content of this communication or the implications of the assessment regulations, please contact your School/Faculty Assessment Team/Student Information Team in the first instance or your Personal Tutor/Supervisor. Further advice may be obtained from Student Academic Services, in Education Services by emailing myunihub@swansea.ac.uk.

Other Important Information

- It is important that the information held on the University's central record system is as accurate as possible at all times. You can access your academic and personal information via your University Intranet account: https://intranet.swan.ac.uk/login/. You are strongly encouraged to check your records regularly and ensure that your personal and academic details are correct and up to date.
- Marks released prior to formal approval by a full University Progression and Awards Board are provisional and subject to amendment.

Yours sincerely

Assessment and Awards Office
Education Services

Annwyl fyfyriwr,

Rheoliadau Asesu ar gyfer myfyrwyr sy'n dilyn rhaglenni gradd Meistr a Addysgir sy'n dechrau ym mis Medi 2024 a mis Ionawr 2025

Mae'r neges hon yn darparu gwybodaeth bwysig am reoliadau asesu'r Brifysgol a rheoliadau academaidd eraill sy'n berthnasol i'ch rhaglen astudio. Fe'ch cynghorir yn gryf i ddarllen y cyfarwyddyd hwn yn ei gyfanrwydd.

Mae'r rheoliadau asesu ar gael yma.

Beth yw'r rheolau o ran camymddygiad academaidd?

Mae'r Brifysgol yn ystyried bod unrhyw fath o gamymddygiad academaidd, boed hynny o dan amodau arholiad neu fel rhan o asesiad parhaus, yn ddifrifol iawn. Mae hyn yn enwedig o wir o ran myfyrwyr ôl-raddedig. Mae camymddygiad academaidd yn cynnwys copïo yn ystod arholiadau/asesiadau proctor ar-lein; mynd â deunydd anawdurdodedig gyda chi i ystafell arholiad/defnyddio deunydd anawdurdodedig yn ystod asesiad proctor ar-lein; mynd â thestunau a ganiateir ond sydd â nodiadau ysgrifenedig heb eu hawdurdodi i arholiad; cyfathrebu â phobl eraill o dan amodau arholiad; esgus bod yn fyfyriwr arall yn ystod arholiad/asesiad proctor ar-lein; llên-ladrad; cydgynllwynio a chomisiynu

Gellir diffinio llên-ladrad fel defnyddio gwaith person neu system, heb ei gydnabod, a'i gyflwyno i'w asesu fel eich gwaith eich hun.

Os ydych yn defnyddio deunydd wedi'i greu gan ddeallusrwydd artiffisial, heb gydnabod hynny'n briodol, ac yn ei gyflwyno i'w asesu fel eich gwaith eich hun, gellir ystyried hynny'n dramgwydd camymddygiad academaidd. Felly, cynghorir myfyrwyr i fod yn ofalus iawn wrth ddefnyddio offer o'r fath, er mwyn sicrhau uniondeb academaidd a safon eu gwaith.

Diffinnir cydgynllwynio fel dau neu fwy o fyfyrwyr yn cydweithio heb ganiatâd ymlaen llaw er mwyn cael mantais annheg a chynhyrchu'r un gwaith, neu waith tebyg, gan gyflwyno'r gwaith hwn fel eu gwaith eu hunain fel unigolion.

Comisiynu gwaith, sef talu am, neu drefnu, i rywun arall lunio darn o waith, p'un a yw hyn wedyn yn cael ei gyflwyno i'w asesu fel gwaith y myfyriwr ei hun ai peidio.

Sylwer nad oes rhaid i'r Brifysgol ystyried bwriad, felly nid oes modd amddiffyn eich hun drwy ddweud y cyflawnwyd y camymddygiad academaidd yn anfwriadol neu'n ddamweiniol. Os ydych yn cael unrhyw drafferthion wrth gyfeirnodi eich gwaith, rydym yn eich annog yn gryf i geisio cymorth gan eich Tiwtor Personol/Goruchwyliwr. Mae'r Brifysgol yn defnyddio nifer o ddulliau i ddarganfod camymddygiad academaidd, gan gynnwys meddalwedd Turnitin ac arholiadau llafar (vivas) uniondeb academaidd.

Mae enghreifftiau o gamymddygiad academaidd ar gael yng Ngweithdrefn Camymddygiad Academaidd y Brifysgol. Fe'ch cynghorir yn gryf i ddarllen Gweithdrefn y Brifysgol yn ei chyfanrwydd:

[Gweithdrefn Camymddwyn Academaidd - Prifysgol Abertawe (swansea.ac.uk)]

Beth dylwn ei wneud os bydda i'n sâl/os bydd amgylchiadau esgusodol gen i?

Mae'n hanfodol eich bod yn rhoi gwybod i'r Gyfadran/yr Ysgol a'ch bod yn darparu tystiolaeth briodol pan fo angen (e.e. Tystysgrifau Meddygol), ynghylch amgylchiadau y gallent fod wedi effeithio ar eich perfformiad naill ai'n ystod arholiad/asesiad proctor ar-lein neu wrth wneud gwaith cwrs.

Os na allwch ymgymryd ag asesiadau oherwydd amgylchiadau esgusodol, dylech roi gwybod i'ch Tiwtor Personol/Goruchwyliwr/Ysgol/Cyfadran cyn gynted â phosibl. Yna gall aelodau'r tîm eich cynghori ynghylch yr hyn y mae angen i chi ei wneud er mwyn i'r amgylchiadau hyn gael eu hystyried. Byddant yn rhoi'r ffurflen gais briodol ichi i'w chwblhau, ac yn cadarnhau dyddiad cyflwyno'r cais. Mae'n hynod bwysig eich bod yn cyflwyno'r ffurflen gais i'ch Ysgol/Cyfadran erbyn y dyddiad cau a roddwyd oherwydd bydd methu gwneud hynny'n golygu y caiff eich cais ei wrthod.

Bydd yr Ysgol/y Gyfadran yn ystyried eich amgylchiadau ac yn penderfynu a ddylid eu derbyn ai peidio.

Os cânt eu derbyn, efallai caiff un o'r canlynol ei gytuno o ran gwaith cwrs:

- Caniatáu estyniad i chi h.y. rhoi mwy o amser i chi wneud y gwaith.
- Peidio â rhoi cosb am gyflwyno'n hwyr.
- Caniatáu i chi roi cynnig arall ar yr asesiad.
- Rhoi marc i chi am y modiwl yn seiliedig ar eich gwaith arall.

Os bydd y cais a dderbynnir yn perthyn i arholiad/asesiad proctor ar-lein, fel arfer byddwch yn cael cynnig ymgais arall i sefyll yr arholiad/asesiad. Cynhelir yr ymgais hon ar adeg y cyfle priodol nesaf ar gyfer y modiwl dan sylw.

Os na dderbynnir eich amgylchiadau, bydd y Bwrdd Dilyniant a Dyfarniadau'n ystyried eich canlyniadau a dyfernir penderfyniad i chi yn seiliedig ar y rheolau asesu arferol.

Sylwer nad oes cyfle pellach i sefyll arholiadau rhwng cyfnod Asesu Atodol mis Awst a dechrau'r flwyddyn academaidd nesaf. Felly, nid oes modd gohirio asesiad atodol. Bydd Ysgolion/Cyfadrannau'n ystyried amgylchiadau esgusodol sy'n effeithio ar asesiadau atodol mis Awst ac yn gwneud argymhellion i'r Bwrdd Dilyniant a Dyfarniadau perthnasol; er enghraifft, efallai bydd myfyriwr yn cael caniatâd i gael cyfle arall i ail-wneud modiwl a fethwyd yn ystod y sesiwn academaidd ganlynol.

I gael rhagor o wybodaeth am amgylchiadau esgusodol, ewch i: [Polisi ar Amgylchiadau Esgusodol - Prifysgol Abertawe (swansea.ac.uk)]

Cyfnodau Asesu

Mae cyfnodau asesu'r Brifysgol ar gyfer myfyrwyr a ddechreuodd eu rhaglenni ym mis Medi fel a ganlyn:

6 Ionawr - 24 Ionawr 2025
12 Mai – 6 Mehefin 2025

Mae dyddiadau'r asesiadau atodol fel a ganlyn:

4 Awst – 15 Awst 2025

Fodd bynnag, mae nifer o Ysgolion/Cyfadrannau yn trefnu asesiadau y tu allan i'r sesiynau asesu arferol. Rhaid i chi gyfeirio at lawlyfr eich Ysgol/Cyfadran i wirio ai dyma'r achos.

Sylwer y disgwylir y caiff eich canlyniadau eu cyhoeddi ar-lein yn eich cyfrif myfyriwr ar y fewnrwyd ddydd Iau 3 Gorffennaf 2025, sy'n ddyddiad dros dro.

Os ydych chi wedi cofrestru ar raglen ôl-raddedig sy'n dechrau ym mis Ionawr, gallai'r cyfnodau asesu a'r dyddiadau cyhoeddi canlyniadau fod yn wahanol i'r rhai a restrir uchod. Cysylltwch â'ch Ysgol/Cyfadran am ragor o wybodaeth.

Gallwch ddisgwyl derbyn yr wybodaeth ganlynol ar y sgrîn 'Modiwlau 2024':

- Y modiwlau a ddilynwyd a'r marciau a gyflawnwyd
- Os nad ydych wedi cwblhau eich astudiaethau eto, eich penderfyniad ynghylch dilyniant;
- Os ydych ar ddiwedd eich rhaglen, eich penderfyniad ynghylch dyfarniad;
- Esboniad o'ch penderfyniad academaidd a gwybodaeth/arweiniad pellach ar y gweithdrefnau ar gyfer gwneud cais am apêl academaidd/cadarnhau cywirdeb y marciau a gyhoeddwyd

Os ydych chi'n cael anhawster mewngofnodi i'ch gyfrif myfyriwr ar y fewnrwyd, e-bostiwch: Desg Gwasanaeth TG

Os oes gennych unrhyw ymholiadau ynghylch eich penderfyniad/canlyniadau academaidd, dylech gysylltu â'ch Ysgol/Cyfadran yn y lle cyntaf. Am ragor o wybodaeth am bwy i gysylltu ag ef yn eich Ysgol/Cyfadran, defnyddiwch y ddolen ganlynol 'Cyhoeddi Canlyniadau Ar-lein'.

Y dyddiad cau ar gyfer cyflwyno'r dysgu annibynnol dan gyfarwyddyd ar gyfer y mwyafrif o fyfyrwyr a ddechreuodd eu rhaglenni ym mis Medi yw 30 Medi (myfyrwyr amser llawn) - oni bai eich bod yn cael cynnig asesiad(au) atodol, pan gaiff ei estyn tan 15 Rhagfyr. Ar gyfer myfyrwyr rhan-amser, fel arfer bydd hyn ar 30 Medi dair blynedd ar ôl dechrau eich rhaglen os ydych chi ar raglen sy'n para am dair blynedd, neu 30 Medi ddwy flynedd ar ôl dechrau eich rhaglen os ydych chi ar raglen sy'n para

am ddwy flynedd. Mae'n bosib bod eich Ysgol/Cyfadran wedi gosod dyddiad cau cynharach, y dylai fod wedi'i nodi yn llawlyfr eich Ysgol/Cyfadran.

Cynghorir bod myfyrwyr sy'n astudio rhaglen estynedig a rhaglen hyblyg un flwyddyn yn ceisio cadarnhad dyddiad cyflwyno gan eu Hysgol/Cyfadran.

Os na fyddwch yn cyflwyno'ch gwaith dysgu annibynnol dan gyfarwyddyd erbyn y dyddiad cau, byddwch yn methu eich rhaglen. Ni roddir cyfle i ailgyflwyno; fodd bynnag, efallai dyfernir Diploma Ôl-raddedig i chi fel cymhwyster ymadael.

Gallwch wirio'ch dyddiad cyflwyno ar eich cofnod ar y fewnrwyd.

Os ydych chi wedi cofrestru ar raglen ôl-raddedig sy'n dechrau ym mis Ionawr, gallai'r dyddiadau cau ar gyfer cyflwyno gwaith fod yn wahanol i'r rhai a restrir uchod. Cysylltwch â'ch Ysgol/Cyfadran am ragor o wybodaeth.

Estyniad i'r Dyddiad Cau

Os oes gennych amgylchiadau esgusodol sy'n effeithio ar eich gallu i gwblhau'ch gwaith dysgu annibynnol dan gyfarwyddyd mewn pryd, rhaid i chi roi gwybod i'ch Ysgol/Cyfadran ar unwaith. Efallai y bydd eich Ysgol/Cyfadran yn penderfynu gwneud cais am estyniad i'ch dyddiad cau. Rhowch wybod i'ch Ysgol/Cyfadran am unrhyw amgylchiadau esgusodol cyn gynted ag y byddant yn codi. Am ragor o wybodaeth, cliciwch yma.

Ymholiadau

Os hoffech drafod cynnwys y cyfathrebiad hwn neu oblygiadau'r rheoliadau asesu, cysylltwch â Thîm Asesu/Tîm Gwybodaeth Myfyrwyr eich Ysgol/Cyfadran yn y lle cyntaf, neu'ch Goruchwyliwr. Gallwch gael cyngor ychwanegol gan Wasanaethau Academaidd Myfyrwyr, yn y Gwasanaethau Addysg, drwy e-bostio myunihub@abertawe.ac.uk.

Gwybodaeth Bwysig Arall

- Mae'n bwysig bod yr wybodaeth ar system cofnodion ganolog y Brifysgol mor gywir â phosib ar bob adeg. Cewch ddefnyddio'ch cyfrif Mewnrwyd y Brifysgol i weld eich gwybodaeth academaidd a'ch gwybodaeth bersonol: https://intranet.swan.ac.uk/login/. Fe'ch anogir yn gryf i wirio'r cofnodion yn rheolaidd a sicrhau bod eich manylion personol ac academaidd yn gywir ac yn gyfredol.
- Mae'r marciau a ryddheir cyn cymeradwyaeth ffurfiol gan Fwrdd Dilyniant a Dyfarnu llawn y Brifysgol yn farciau dros dro a gellir eu diwygio.

Yn gywir,

Swyddfa Asesu a Dyfarniadau
Gwasanaethau Addysg