

The Student Guide

An essential guide to regulations, policies
and procedures at Wrexham University

2025/26

Contents

1	Introduction	3
2	Academic Regulations	3
3	Academic Appeals	4
4	Academic Calendar	5
5	Assessment and Examinations.....	5
6	Assessment and Individual Needs	6
7	Academic Engagement, Absence and Illness	6
8	Academic Integrity	7
9	Attendance Monitoring for International Students.....	8
10	Bullying.....	9
11	Bursaries.....	9
12	Communication with Students	9
13	Complaints	10
14	Disclosure and Barring Service (DBS)	10
15	Data Protection.....	10
16	Student Administration Team	10
17	Enrolment	11
18	Equal Opportunities	12
19	Ethical Approval of Research Projects or Dissertations	12
20	Extensions to Coursework.....	13
21	Extenuating Circumstances	13
22	Fees and Funding.....	15
23	Feedback on Assessed Work	15
24	Graduation.....	15
25	Harassment and Bullying	15
26	Health & Safety	16
27	ID Card	17
28	Insurance.....	18
29	Intellectual Property Rights.....	18
30	IT Services.....	18
31	Late or non-submission of assignments.....	19
32	Library Facilities.....	19
33	Learning Plans.....	20
34	Learning Skills.....	20
35	Misconduct	21
36	Module Registration	22
37	Online learning – tools, guidance and behaviour.....	23
38	Penalty for Excess Word Count.....	24

39	Student Pregnancy, Maternity, Adoption and Secondary Carer (Paternity)	24
40	Student Engagement in Quality Assurance and Enhancement	25
41	Recognition of Prior Learning	27
42	Recording of Educational Sessions and Activities	27
43	Social Media	27
44	Sources of information, support and guidance	28
45	Student Charter	30
46	Student Prizes	30
47	Student Record	31
48	Submission of Coursework Assignments	31
49	Suitability for Practice	31
50	Suspension of studies	31
51	Timetables	32
52	Turnitin	32
53	Welsh Speaking Students	32
54	Withdrawal Policy	32

1 Introduction

The Guide explains which regulations, policies and procedures are relevant to certain aspects of your life and work as a University student. For example, it tells you where to find the regulations that govern how examinations and assessment are conducted. For ease, the document is set out alphabetically.

By becoming a student at Wrexham University, you have in effect, entered into an agreement, or contract, with the University. In this agreement, as a student, you undertake to act reasonably and to observe certain regulations and policies.

Similarly, it outlines where to find the University's Academic regulations, and what the University expects of you. It also covers the complaints procedure, so if you have a complaint about the way in which the University has acted, you will know how to find the process and how to use it.

You must bear in mind however that the Guide is what it says – a guide. It cannot summarise what are quite lengthy and often complex regulations. It tells you where to find copies of the full regulations and documents and where to go for help in understanding them and how they affect you and your studies. It is important that you read these documents as they will guide you through the necessary regulations, policies, procedures and processes that you will encounter during your time at Wrexham University.

The student intranet [MyUni Portal](#) will also allow you to see how our services are organised, what each service offers and where it is located, so you can access the support and guidance you might need. The [Student Support](#) pages are your gateway to all of the information within this guide. All the policies, procedures, forms and supporting guides referred to in this guide are linked to the source where you can find further information.

The University also reviews and updates its regulations, policies and procedures annually, as part of its commitment to continual enhancement of your student experience.

The individual documents themselves should tell when they were approved, and which students they apply to. Previous versions are available on request.

Wrexham University is committed to equality of opportunity for all. If any University policy presents a problem in this respect, you should seek advice from the [Student Support Team](#) or from an appropriate member of staff so that suitable adjustments can be discussed.

2 Academic Regulations

The University's Academic Regulations provide the framework for the conduct of its academic activities. They govern matters such as admission, enrolment and assessment. The Academic Regulations consist of various sections and additional policies and procedures. The full set of documents can be found on the [Wrexham University website](#).

You are strongly advised to familiarise yourself with these regulations, available via the University website. You should refer to the specific award regulations for your programme to find further information about how your degree classification is determined. Regulations which govern the structure and content of individual programmes of study and awards offered by the University are contained within the relevant programme specification. Additionally, departments provide handbooks for students which give specific information on the individual programme – for example, which modules you must take each year, how many module credits you must pass etc. You must ensure you have read the relevant handbook for your programme.

3 Academic Appeals

The University has a policy which outlines how to undertake an academic appeal, when a student wishes to appeal against the decision made by an Assessment Board. In order to appeal, you have to have sufficient grounds and evidence to support your claim; disagreeing with your marks does not constitute grounds for an appeal as this is questioning ‘academic judgment’.

Grounds for an appeal are:

- There were procedural errors or irregularities during the recording, transcription and/or reporting of results.
- There were defects/ irregularities in the application of the Academic Regulations during the Award/Progression Board which may have negatively impacted on the recorded outcome.
- Bias or perception of bias.
- The student had extenuating circumstances which may have adversely affected their performance and there is good reason why the extenuating circumstances were not submitted in accordance with the Extenuating Circumstances Procedure, prior to the Award/Progression Board.
- There were defects/ irregularities in the constitution of the viva voce panel (for Research degrees) and there is good reason why these defects/ irregularities were not reported prior to the decision of the relevant board.

If you wish to appeal, you have to do so within 10 working days of the publication of results. It should be noted that the submission of an appeal does not mean that it will be automatically accepted. If it does not meet one of the grounds mentioned above or does not have any supporting evidence, it will not be progressed.

Contact the Student’s Union Advice Centre for independent advice and guidance: suadvice@wrexham.ac.uk
<https://www.wrexhamglyndwrsu.org.uk/main-menu/advice>.



The full policy and form are available at on the [Wrexham University website](#).



4 Academic Calendar

The University operates within a semester framework. Each semester consists of allocated weeks for teaching and University examinations and reflects the weeks when students are usually expected to be engaging in teaching and learning activity. This is then followed by block weeks of assessment board processes to determine students' progression and award outcomes. Students may also have further activities during the summer period, which may include teaching, re-assessment, postgraduate taught dissertations or holidays, depending on the programme. The published academic calendar also includes university closure dates, holiday periods and SLC (Student Loan Company) term dates.

The Academic Calendar is available on the [timetables](#) section of the MyUni Portal.

5 Assessment and Examinations

Assessments can take the form of coursework, projects, in-class tests and examinations and each programme uses different assessment methods suited to the course. The information you need about assessments, including titles and submission dates, are available in your programme module handbooks. Further information is available within the University Academic regulations and Assessment Policy which can be found on the [Wrexham University website](#).

For some courses, you will be expected to undertake formal examinations at the end of each semester. The exam timetable is published at least four weeks prior to the date of examinations and an individual timetable available [at the timetables page](#), contact timetables@wrexham.ac.uk

Examination dates for partner sites may differ and will be provided by your programme leader.

Fit to Sit notice

Prior to sitting an examination you must read the examination guidance notes, including the Fit to Sit notice – this is a declaration that confirms you are in a fit state to sit your examination and that there are no extenuating circumstances that will interfere with your exam performance.

If you do not feel well, or are dealing with exceptional personal circumstances, then you are recommended to contact your module tutor by email. If you do not sit the examination due to illness or other exceptional circumstances, you will then need to submit an extenuating circumstances claim within 15 working days of the examination date and include a doctor's note, in the case of illness, or evidence of any personal difficulties. Evidence will be required to support your claim. Please also refer to the section in this guide on Extenuating Circumstances.

If you require special arrangements for an examination or an in-class test, the University will make reasonable adjustments to assessment arrangements where they have been recommended by an approved learning needs assessor. For further advice on this, you should contact [Inclusion Services](#).



There are strict rules relating to conduct during exams and these are available in the University's Academic Regulations and Assessment Policy found on the [Wrexham University website](#).

6 Assessment and Individual Needs

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

7 Academic Engagement, Absence and Illness

The University monitors the engagement of all students in learning activities. This helps the University to identify and offer support to students who are not engaging with their studies. You are expected to actively engage with your programme of study by preparing and attending scheduled sessions, engaging with all learning activity, preparing for examinations, actively participating in tutorials, seminars and group work, and doing the best work you can for assignments. If you do not demonstrate engagement with your studies your programme team will aim to contact you to discuss any concerns. Continued non-engagement may result in your withdrawal from the programme as detailed in the Student Academic Engagement Policy available on the [Wrexham University website](#).

If you are absent during the course of your studies, you must let the University know by logging the details of absence on the self-serve portal. Details how to do this can be found in the Student Academic Engagement Policy. If you do not inform the University, it is likely your absence will be investigated as per the University's Student Academic Engagement Policy.

If you are absent for longer than five consecutive days, then you will need to provide documentary evidence such as a doctor's note. Please note you cannot use a self-certification form for the following situations:

- Extenuating circumstances evidence.
- If you are absent from an exam.
- If you are absent for a test or other form of assessment worth over 10% of your module mark.
- If you want an extension to deadline.
- If you have more than two periods of illness in one semester.

If you become ill whilst you are on placement, you must inform your contact at the placement

as well as your tutors at the University. Further information on this is available in your programme handbook.

If you are unable to engage in your programme for a period of time, for example, due to illness or emergency, then you must contact your Programme Leader to make them aware of the situation. You may be advised to suspend your studies until you are in a position to fully engage with the programme.

8 Academic Integrity

The University expects all staff and students to act with the highest standards of academic integrity and to present work that is your own and not copied/unattributed to others. This is known as academic misconduct and can take a range of forms. The University has detailed information on [Academic Integrity on the Student Support pages](#), as well as an Academic Integrity Procedure which is available on the [Wrexham University website](#), which outlines this in detail and includes:

- **Plagiarism:** using another person's words or ideas without acknowledgement and submitting them for assessment as if they were your own work. This ranges from copying of sources without quotation marks and/or in text citing but reference included in bibliography or reference list to more extensive unacknowledged use of sources.
- **Self-Plagiarism/re-submission of your own previously assessed work:** Where you reuse your own previously assessed work for another assessment either within the University or to another institution.
- **Use of work of others (e.g. from essay banks or from other students (unknown to the student) and presented as the students own work:** any action that involves a third party (i.e. a fellow student, friend or family member) undertaking work on your behalf. This includes material obtained from commercial essay sites, including where this is publicly available.
- **Contracting with an 'Essay Mill' or 'Contract cheating service':** this category includes material or writing services purchased from commercial essay sites on the internet or any other similar agencies.
- **Inappropriate Use of Artificial Intelligence sites, applications, tools etc:** this includes work generated by AI tools and then claimed as the student's own writing. This includes but is not limited to sites such as ChatGPT etc. These sites themselves may be useful tools used appropriately but it is the manner in which they are used that may constitute a breach of Academic Integrity. Students should refer to the Generative AI guidance in the Online learning – tools, guidance and behaviour section of this guide and seek advice from the Programme Team and the Learning Skills team as needed.
- **Collusion with other students:** this can take place when students work together on a piece of work and submit assignments which contain identical or very similar sections. Assessments are designed to test **your own** learning and when pieces of work are submitted which are similar, it is difficult to tell whose work is whose. Allowing

someone to copy your work is an offence so both the original author of the work and the copier may face a penalty. Do not share your work with anyone, take measures to protect your work and keep it secure at all times, avoid sharing laptops or devices where you store your work with other students.

- **Exam Malpractice:** introducing into an examination room/online exam any unauthorised materials such as a book, manuscript, data or loose papers or information obtained via any electronic device, copying from or communicating with another candidate in an examination or in-class test, impersonating another candidate in an examination or in-class test
- **Fabrication of research/project results:** when data has either been made up or changed
- **Ethical misconduct: failure to obtain appropriate permission to conduct research.** It is important to adhere to ethical principles in order to protect the dignity, rights and welfare of research participants.

The University takes all cases of academic misconduct very seriously and where it is suspected, an investigation will take place. There are a range of penalties which can be applied to students who have been found to have breached this, which depend upon the seriousness of the case. This can include termination of your studies.

If an allegation of academic misconduct is brought against you then you must read the procedures which the University will follow, so that you can be clear about your rights and responsibilities. The procedure includes a 'hearing'. If you find yourself in the situation where you are accused of academic misconduct, you are advised to attend the hearing to give your version of events, or to present the circumstances which led you to breach the standard of academic conduct which is required.

If you have been referred for academic misconduct, you can contact the Students' Union for independent advice and support at suadvice@wrexham.ac.uk or

<https://www.wrexhamglyndwrsu.org.uk/main-menu/advice>.



If you are unsure of what plagiarism is, or how to correctly acknowledge someone else's work via referencing, then you should speak to your tutor or contact the Academic Skills Team via [Student Support, Learning Skills](#), where you can also find guidance on referencing.

9 Attendance Monitoring for International Students

The University is a Student Visa sponsor for international students coming to the UK to study under the UK Visa and Immigration (UKVI) Points Based System. Under the requirements of UKVI legislation, the University's duties include attendance monitoring and reporting for all international visa-sponsored students via the UKVI Sponsor Management System (SMS).

International Students who do not comply with all the academic engagement requirements will be withdrawn from their programme and the University will notify the UKVI that the student is no longer a sponsored student. You can find more information on this in the Student Academic Engagement Policy on the [Wrexham University website](#).

10 Bullying

See the section on Harassment and Bullying in this Guide.

11 Bursaries

Details on bursaries are included in Fees and Funding section of this Guide.

12 Communication with Students

Effective communication between students, teaching staff and professional services is crucial to ensuring you have a positive learning experience. Effective communication is an exchange of information between all parties. Please use the tools available to you engage with your Module and Programme Leader, also refer to the Student Engagement in Quality Assurance and Enhancement section, for more information on the ways you can share your feedback with the University.

The University will provide students with a University email account which will be properly protected and maintained and will be available throughout your studies.

The University will use students' University email accounts to communicate important information to you. You are therefore required to check the email account at least twice a week and are advised to check it more regularly for communications from the University.

You are responsible for ensuring that your University email account remains live. If you do not know how to access your University email account, please contact the IT helpdesk (go to [Student Support](#) for information)

If you prefer to use a personal email account, the University will advise you how to forward mail automatically from the University account to your personal account. However, you must use your University email account at least once every six months to ensure that it remains live.

If you do not check your email account regularly you may miss important information about your programme, including events and opportunities, cancellation of lectures or seminars, and assessments. The University will not be responsible for you missing information that has been sent to your University email account.

13 Complaints

There are a number of ways for you to raise any concerns which you have about the University or service offered (see section on Student Engagement in Quality Assurance and Enhancement). Most complaints can be resolved easily and informally by discussing them with the relevant member of staff and we recommend you try and seek an informal solution as soon as you experience a problem. However, if an informal resolution is not possible, then you should refer to the University's Student Complaints Procedure available on the [Wrexham University website](#).

Students should seek independent support from the Students' Union Advice Centre at suadvice@wrexham.ac.uk where an advisor can offer support at the Informal stage, discuss the options available and provide guidance on the Student Complaints Procedure.



<https://www.wrexhamglyndwrsu.org.uk/main-menu/advice>

Students studying at partner institutions should follow the partner's complaints policy in the first instance.

14 Disclosure and Barring Service (DBS)

Some programmes at the University, especially those with professional or placement elements, have a requirement that you undergo a DBS check. Where this is necessary, your enrolment **cannot be finalised until the results of the DBS check have been received** by the University and you **will not be able to undertake any professional placements until the DBS check has been completed**.

15 Data Protection

All the information we collect about you is processed within the provisions of the Data Protection Act 2018 and the General Data Protection Regulations 2018. We use your information for administering your progress through your studies, to provide you with necessary support services, and to let you know about other Wrexham University programmes or services which may be of interest. We may be required to send some of the information we hold about you to a number of other organisations.

The [Student Privacy Statement](#) provides information about the use of 'personal information' when you became interested in being a student at Wrexham University, when you are registered/enrolled as a student at Wrexham University, and after you have graduated.

16 Student Administration Team

If you are a student at the Wrexham campus, [Student Administration](#) can provide help and advice on your programme administration, alongside your tutors. If you are studying on one

of our WU online programmes, you will also be supported by our Student Success Coordinators.

You should contact the Student Administration team if:

- There are changes to what you are studying, including changes of module, change of programme, changing your mode of attendance (part time to full time or vice versa), all of which must first be authorised by your programme leader.
- There are changes to your name (you will need to provide evidence of this, e.g. a marriage certificate or deed poll authority).
- You are seeking an extension to your registration period.

The Student Administration team can provide guidance regarding required paperwork and can assist / sign post you accordingly on most matters relating to your student journey. Please be sure to include your full name and student number in all correspondence with [Student Administration](#).

If you are a student at one of our partner colleges, day-to-day student administration will be dealt with locally.

17 Enrolment

Enrolment is important because it formally confirms your arrival on a programme and provides you with access to Wrexham University facilities: you will not obtain any credit for your study or receive any final award or qualification unless you have enrolled each academic year on your programme.

Enrolment at Wrexham University is also the trigger for the Student Loans Company and other supporting agencies to issue you with any loans or grants that have been offered to you: payments are usually by direct credit to your bank account. You **will not receive these loans or grants** unless you have enrolled. (Note that it will normally take the Student Loans Company up to five working days to pay loans and grants after we have told them that you have enrolled). The Student Loans Company will directly pay the University the fees for those student on Undergraduate programmes. Postgraduate students will receiving their funding and will in turn need to pay the fees to the University directly themselves.

It is very important for you to note that, in confirming your enrolment online, you are agreeing to abide by Wrexham University rules and regulations outlined in this and other publications. These rules cover matters such as attendance, conduct, and financial and other responsibilities whilst studying at the University.

Once you have enrolled you will be allocated your unique eight-digit Wrexham University **Student Number** which you keep through your lifetime as a student. This will enable you to join the Library, access eBooks and eJournals, receive an IT network account and join the



Students' Union etc. You will also be issued with a student ID card at enrolment, see section below for further information on the importance of your ID Card.

If you fail to enrol you do not have the right to access the facilities of the University. This applies to full time and part time students, undergraduate, postgraduate and research students. It applies to members of staff who are also pursuing a programme of study at the University. Your enrolment also automatically gives you access to Wrexham University's Virtual Learning Environment (VLE), for the modules you are registered for as part of your programme. If you do not enroll you cannot access this important element of your learning resources.

You must enrol within two weeks of the start of teaching each academic year. Failure to enroll will result in your withdrawal from your programme.

Please note that enrolment is required annually at the start of the new academic year, or at the start of each module for WU online students.

18 Equal Opportunities

Wrexham University is committed to supporting, developing and promoting equality and inclusion within our practices and activities. We aim to establish an inclusive culture, free from discrimination, based on dignity and respect. Students can expect equality of opportunity for all, irrespective of age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, marital status or pregnancy and maternity.

The University has certain responsibilities to its students under the Equality Act (2010) and works within guidelines provided by Advance HE (previously the Equality Challenge Unit) and the Equality and Human Rights Commission to ensure that all students have the best experience possible.

19 Ethical Approval of Research Projects or Dissertations

All students conducting research projects and dissertations must do so ethically, responsibly, and with integrity. The University requires that any research involving human participants, human materials, personal data, animals, or that may impact the environment must receive research ethics approval before beginning. All students should familiarise themselves with the University's principles and commitment to ethical research as outlined in the [University Research Ethics Policy](#).

All student applications for research ethics approval must be submitted through the [Wrexham Research Ethics System](#). User guides, research ethics guidance and University approved templates are all available on the [University Research Ethics Webpages](#). All student research ethics applications are first approved by their supervisor before being submitting to a research ethics committee for review, comments and final approval. **No research can commence until you have received confirmation of research ethics approval.**



Before submitting an application, students should discuss the ethical considerations of their research project or dissertation with their supervisor, who will assist them with the application and approval process. Student research projects are expected to be minimal risk. Students should also familiarize themselves with the [Research Ethics Committee Structure and Levels of Risk](#) documentation.

20 Extensions to Coursework

If you are aware of personal difficulties which will make it hard for you to complete your work within the specified deadline, you should speak to your Module Leader as soon as possible (and before the deadline) to see if you can have an agreed extension to that deadline.

You can make a request for a one-week extension to the submission deadline for assessed coursework. The request must be made at least 24 hours ahead of the original submission date, and you should email the request to the relevant Module Leader. Module Leaders will only consider requests of up to one week, submitted within the deadline. If you have missed the deadline or need to make a different kind of extension request, then please refer to the Extenuating Circumstances procedure below.

If you are a student that already has an extension to your submission date, because of a reasonable adjustment recommended by Inclusion Services, then you can submit a further request but it must be submitted at least 24 hours ahead of your revised submission date.

21 Extenuating Circumstances

If you have experienced unexpected events which may have had a significant impact upon your academic performance at the point of assessment, you may be able to submit a claim for extenuating circumstances. This may include (but not limited to) illness; bereavement; illness of a close family member; unexpected caring responsibilities; or other issues that you believe have had a negative impact on your learning.

The full Extenuating Circumstances Procedure can also be found on the [Wrexham University website](#).

Extenuating circumstances are situations or events that are:

- **Exceptional** - different to what you deal with in your usual day-to-day life.
- **Unforeseen** - you could not know that it was going to happen or to have planned for it.
- **Outside of your control** - there was nothing that you could do to stop it happening.
- **Short-term** - you do not expect what is happening to last very long.

All students who are studying for a qualification awarded by Wrexham University can apply for extenuating circumstances. Students experiencing unforeseen difficult circumstances

should seek support from Student Support (ASK@wrexham.ac.uk) and independent advice from the Student's Union (SUAdvice@wrexham.ac.uk). Before submitting an EC, you should consider the following::

- Have you spoken to the programme team about a short extension? The programme team can give a short extension of one week to the submission deadline.
- Is this a pre-existing condition or disability? If you present with a long-term condition or disability as defined by the Equality Act (2010), you may decide to work with your Programme Leader to develop a Learning Plan as a way to manage your course commitments. Please see section on Learning Plans.
- Are the credits I am applying for equal to or more than 80 credits? The Academic Regulations state that further attempts at assessments will normally only be granted at the next available opportunity if the taught modules with fail marks and/or approved deferred modules do not exceed 80 credits. This means that if your EC claim(s) exceeds 80 credits in total, it is likely that you will be a repeat year status at the assessment boards.
- Is this situation going to be long-term? Where a long-term absence is required, you should submit a suspension of studies form.

Submitting a claim

The claim must be submitted within **15 working days** either side of the assessment date and submitted via the online submission process on e:Vision.

Evidence provided must include a detailed account of your situation and could also include documentary evidence. Please refer to the [Evidential Requirements Guidance](#).

A guide on how to submit your claim on e:Vision can be found on the [Student Administration portal page](#).

Note: After this deadline, you will not be able to submit a claim for ECs. However, if there is good reason why you did not submit your extenuating circumstances claim prior to the Assessment Board, you may be able to submit a form for an Academic Appeal.

If your claim is upheld then you will be awarded a deferral. If you have already submitted a piece of work and received a provisional mark from your tutor, this mark will be reverted to 0 and you will normally be given the opportunity to resubmit the work at the next available opportunity without losing an attempt. If you missed a submission deadline, you will be given a mark of 0 and you will normally be given the opportunity to submit the work at the next available opportunity without losing an attempt.

For support and independent advice on making an Extenuating Circumstances claim, it is recommended that you contact the Students' Union Advice Centre:

suadvice@wrexham.ac.uk

<https://www.wrexhamglyndwrsu.org.uk/main-menu/advice>



22 Fees and Funding

As a student, it is important that you understand the University's Fees and Funding structures. You can find further information on the [Fees and Funding page](#) on the University website where you will find the Student Tuition Fee Regulations. You can also access further information on the Student Funding & Money Advice pages on the Student Support site.

The Debt Collection and Recovery Policy will be followed for the collection and recovery of student debt and various sanctions may be applied depending on the outstanding fees involved. Payment of any outstanding debt is required before your award may be conferred, certificate issued or attendance at a graduation ceremony confirmed.

If you are eligible for the NHS bursary, you should read the [Bursary Regulations](#) which provides all the information you need regarding eligibility, notification of your bursary and what happens if you suspend your studies, transfer to another programme or institution or withdraw.

23 Feedback on Assessed Work

As a general principle, unconfirmed results and feedback on assessed work should be given to students as soon as possible and normally within a maximum of three working weeks from the date of submission. These arrangements should apply to feedback on all assessment submissions throughout the year, including work submitted at year end. You should refer to your programme handbook for the formative assessment and feedback strategy for your programme.

24 Graduation

At the successful completion of your course, you will be eligible to graduate from the University. The University will communicate graduation dates to you with plenty of notice. Please be aware that if you owe the University money relating to tuition fees, you will not be able to graduate or receive your certificate.

25 Harassment and Bullying

The University aims to provide a safe and supportive environment for students and expects students to treat others with dignity and respect. The Student Charter also reminds students to:

“Be mindful and respect how your behaviour can have an impact on others and treat

others equally and respectfully, taking equality and diversity seriously, and creating an inclusive campus community.”

Unfortunately, students occasionally feel that they are being subjected to harassment or bullying, by another student(s) or by a member of staff. The University has an [Anti-Harassment and Bullying Policy and Procedure](#) which explains what is understood by harassment and bullying, and the actions you should take if you feel you are in this situation. The University takes all allegations seriously and addresses them promptly, and in confidence where possible.

The [Anti-Harassment and Bullying Policy and Procedure](#) applies equally to online interactions, as well as in-person. Students are reminded that they are expected to abide by the terms of Students are expected to abide by the terms of conditions of Use of Wrexham University’s Network and I.T. Facilities which states that:

“You should not send any messages which: harass, threaten or intentionally embarrass any intended recipient; contain offensive or profane language; or contain hateful, racially or ethnically objectionable content.”

For support and independent advice, relating to instances of harassment or bullying, please contact the Students’ Union Advice Centre: suadvice@wrexham.ac.uk

<https://www.wrexhamglyndwrsu.org.uk/main-menu/advice>



26 Health & Safety

Under the Health & Safety at Work Act (1974) and other legislation, the University has a duty to manage health and safety to ensure the health, safety and welfare of all staff, students, visitors and contractors while at the university.

In your area of study, academic staff are responsible for ensuring suitable risk assessments have been undertaken and are communicated to you. You must follow any verbal or written instructions you are given to protect your health and safety (e.g. wearing safety goggles or other protective clothing, using tools and equipment as instructed, using local extraction systems).

You have a responsibility to take care of your own health and safety, as well as that of other people who may be affected by your behaviour. You should:

- Co-operate with staff and follow any instructions given
- Not interfere or misuse, either intentionally or recklessly, any item provided for health and safety purposes
- Report to a member of staff anything that you suspect is potentially hazardous as soon as possible.

At the University we have lots of equipment to support you in your studies. All equipment

requires regular inspection and maintenance to make sure it stays safe – please DO NOT bring your own equipment or chemicals to site. This will help us to make sure we have confirmed that the equipment is safe for use.

Make sure you are familiar with the fire and emergency procedures in the locations where you study and live. There are plans which identify the nearest assembly point and escape route posted throughout the university.

If you discover a fire, make sure you activate the fire alarm by using the “break glass” alarm point which is located on fire exit points. When you hear the fire alarm, make sure you evacuate the building immediately to the nearest assembly point. Do not use the fire extinguishers to try to tackle the fire – they are in place to assist your evacuation if exits become compromised by fire. Do not try to tackle a fire – this should be left to the Fire Service. The deliberate discharge of fire extinguishers, other than in an emergency, may result in a fine and could lead to disciplinary action being taken against you.

Follow any rules in place to prevent the start and spread of fires. For example, don’t wedge fire doors open as this could compromise your safe escape, don’t let accumulations of rubbish build up, store flammable materials safely, keep fire escape routes clear.

If you need additional assistance evacuating the building because of a disability or impairment, please inform your personal tutor as soon as possible so that a personal emergency evacuation plan can be developed with you.

If you have an accident while on University premises, trained first aiders are available on all campuses to assist you. In an emergency a first aider may be contacted by calling **Campus Reception** on **01978 293494** or **Emergency Number 01978 293333** (Wrexham Campuses only).

All accidents must be reported so that we can investigate the reason it happened and, if required, implement any improvements to help to prevent a similar incident happening again. You are encouraged to report any near-miss incidents (i.e. incidents which could have caused an accident but luckily did not) so that we can make sure any improvements required are put in place before a more serious incident happens. The completed accident and near miss forms must be sent to the Safety, Health and Environment (SHE) at healthandsafety@wrexham.ac.uk. These forms are available online at [Student Support, Student Administration pages](#).

27 ID Card

If you are enrolled on a programme of study based at a University campus, or on an online programme, your Wrexham University ID card, which is normally issued at the point you enroll, is an essential ‘tool’ during your studies. You will need the card to record your attendance at timetabled teaching events. It permits access to buildings and is your library membership card. Therefore, you should have your card with you at all times while you are on campus. Please



take care of it, there is a replacement charge for lost or damaged cards.

28 Insurance

Wrexham University ensures that registered students are adequately covered for insurance purposes. Insurance cover is provided for the following:

- Wrexham University buildings.
- Compensation for injury where Wrexham University is deemed to be liable.
- Personal accidents and travel insurance for visits relating to Wrexham University business.
- Motor vehicle insurance (Wrexham University owned).

If you are involved in an incident that might have an insurance implication, please inform your Programme Leader who will complete the necessary paperwork. Please refer to the section on Health and Safety, where separate requirements for personal accidents are detailed. Please also note that personal property and vehicles brought onto Wrexham University campuses and properties are left at your own risk. This includes the property of students in Wrexham University residences.

It is strongly recommended that you take out insurance to cover your property. This is particularly relevant to students living in Wrexham University accommodation. The Students' Union can provide helpful advice on insuring your belongings. You can find more information on the [Students' Union website](#).

29 Intellectual Property Rights

During the course of your studies, you may generate some new ideas and this is known as Intellectual Property (IP). IP is a term to describe the outputs of creative endeavour in literary, artistic, industrial, scientific and engineering fields that can be broadly protected under legislation.

As the creator of Intellectual Property, you and the University have rights to this. Intellectual Property Rights give legal recognition to the ownership of IP. Further information is available in the [IP Policy on the Student Portal](#).

30 IT Services

Students are expected to abide by the terms of conditions of Use of Wrexham University's Network and I.T. Facilities which are available on the [IT Services pages, on the Student Portal](#).

Email

The University will provide you with an email account which will be properly protected and



maintained, and this is the email the University will send correspondence to. You should check this email account at least twice per week. If you prefer not to use this account, then you should set up a forward to an account that you check more regularly to ensure that you do not miss important messages from your tutors or the University.

Virtual Learning Environment (VLE) and MyUni portal

The Virtual Learning Environment (VLE) at Wrexham University is used by all programmes to schedule and deliver your learning journey and share important information about your course and course content. You are also usually asked to submit assessed work via the VLE.

The MyUni portal is your one-stop shop for links to digital tools and resources you will need for your studies, including the VLE, Resource Finder, Microsoft 365 and your student email.

Additional student guidance on the use of the VLE and other digital tools can be found on at [Student Support, Learning Skills](#).

31 Late or non-submission of assignments

Unless you have an agreed extension to deadline, the maximum mark for work submitted up to five working days late will be 40%. If your work is submitted more than five working days late, the work will be awarded zero and you will be deemed to have failed the assessment. Remember: more students fail through non-submission than through unsatisfactory work.

32 Library Facilities

Details of library facilities are available at Student Support, Library Services. The Library Catalogue – Resource Finder can be accessed from My Uni Portal. Resource Finder provides access to electronic resources (databases, electronic journals and electronic books) and makes them available to authorised users (current Wrexham University students and staff). The library signs a license with the publisher of each electronic resource. Access to electronic resources is provided under explicit terms as laid out in the license and in accordance with copyright law.

Licence terms vary from publisher to publisher but generally permitted use is as follows:

- Use for the purposes of non-commercial research, teaching or private study.
- You may print or download a single copy of an article or book chapter for personal use.
- You may share a link to an article or book chapter with Wrexham University students and staff.

Acceptable Conduct in the Library:

We aim to provide a Library conducive to study, whilst at the same time trying to offer a range of different environments for individual and group study. For those students studying at our Wrexham campus, we ask all users to be aware of the following regulations:

- **Noise** – we understand that talking quietly may be necessary in the Library. However, if the conversation is disrupting other users, we may ask you to leave.
- **Mobile Phones** – you must turn your mobile phones to silent whilst in the Library. The noise of mobile phones ringing and loud conversations are a source of disruption for other users. The sending and receiving of text messages is acceptable provided call signals and dialling are set to silent.
- **Food and Drink** – drinks and light snacks are allowed in the Library, however if these activities disrupt the ability of others to study you may be asked to eat elsewhere.

These regulations are for the benefit of all Library users and help us provide as pleasant an environment as possible.

Further information, including opening hours, borrowing and renewing books and guidance on how to find books is available at [Student Support, Library Services](#).

33 Learning Plans

A learning plan is a supportive tool which enables students who may be dealing with long term health conditions, illness or caring responsibilities to manage their learning more effectively, eg. Agreeing reasonable adjustments or deadlines.

Learning Plans should be completed with an appropriate academic, such as your Personal Tutor or Programme Leader who will submit the form and refer the student for further support if appropriate. Further advice and guidance is available from ASK.

34 Learning Skills

The Learning Skills team provide 1-2-1 support, workshops and lectures on the skills you will need to complete your programme of study.

We are here to support you throughout your time at Wrexham University and cover three main areas of academic study:

- **Academic Skills** provide support and advice on academic writing, referencing, critical thinking and time management.
- **Digital Learning** can help you with using tools such as Microsoft 365 to create your assignments, platforms like Microsoft Teams to join online sessions and meetings, and the VLE to access course content and uploading assignments.
- **Learning Resources** (Academic Support Librarians) offer guidance on Resource Finder and using the Internet effectively to find appropriate materials for your assignment.

Further information about the support available can be accessed from our [Learning Skills Guides](#).



If you are a student studying at one of our partner institutions many of these services will be available to you at a local level, however, you may also access the relevant information via the MyUni Student Support link.

35 Misconduct

Students are expected to observe University rules and regulations, to respect persons and property and to show courtesy and consideration at all times. The University has a policy relating to student conduct, and a related student disciplinary procedure, which is available on the [Wrexham University website](#).

If it is alleged that misconduct has taken place, then you will be dealt with under the appropriate University's procedure for students (see below).

Students who are also members of staff of the University are subject to staff disciplinary procedures. There are also separate regulations governing use of Students' Union facilities. Copies of the Students' Union regulations and procedures are available from the Students' Union.

Some students may undertake a placement as part of their programme. Whilst on placement students must ensure they conduct themselves professionally and in accordance with expected standards (of the University, the Placement Provider and the Professional Statutory Regulatory Body). Remember you are representing the University and the Profession at all times, any concerns raised by the Placement Provider will be considered under the Suitability for Practice Procedure.

If an allegation of academic misconduct is brought against you then you must read the procedures which the University will follow, so that you can be clear about your rights and responsibilities. The procedure includes a 'hearing'. If you find yourself in the situation where you are accused of academic misconduct, you are advised to attend the hearing to give your version of events, or to present the circumstances which led you to breach the standard of academic conduct which is required. You can obtain the procedure for Academic Integrity via the [Wrexham University website](#).

Student Disciplinary Procedure

Where it is alleged that a student has been guilty of misconduct, then the allegation will be considered under the Student Disciplinary Procedure. This is available on the [Wrexham University website](#).

Professional Misconduct and Suitability for Practice

Students who are preparing for an award that confers eligibility to practice, for example in the professions of nursing, social work or teaching, are required to demonstrate standards of behaviour which are expected of that profession. These programmes include periods of placement practice within them. Where there is a breach of professional conduct that implies

that the student may not be an appropriate person to practice that profession, then allegations are considered through specific procedures, called 'Suitability for Practice'. This procedure is available on the [Wrexham University website](#).

Fitness to Study

In accordance with the University's widening participation agenda, the University is committed to supporting students with physical or mental health conditions, in order to enable them to achieve their intellectual potential through progression in their course of study. The Fitness to Study policy is intended to provide a positive and supportive response to health issues presented by students. However, the University also expects an acceptable standard of behaviour from its students and the existence of health issues does not negate that responsibility on behalf of students. The University has a duty of care to all members of the University community (students and staff) and where an individual student's behaviour threatens the welfare of any member of that community, the University will take action in accordance with this procedure to mitigate that threat. It is intended that this procedure will provide a positive mechanism for dealing with inappropriate student behaviour resulting from ill health or disability and offer an alternative to the pursuance of the Disciplinary Procedure for Students. This policy is available on the [Wrexham University website](#).

Sexual Misconduct and Violence

The University has a Sexual Misconduct and Violence policy for staff and students to ensure that all students and staff are treated and treat others with dignity and respect, free from sexual misconduct and violence. The University aims to provide a safe and supportive environment for students to study and interact with other students, staff and visitors, and where staff can work free from any sexual misconduct and violence. Please find further advice and guidance on the [Student Support pages of the Student Portal](#). The full policy and procedure is available on the [Wrexham University website](#).

For support and independent advice on conduct related matters, it is recommended that you contact the Students' Union Advice Centre:

suadvice@wrexham.ac.uk

<https://www.wrexhamglyndwrsu.org.uk/main-menu/advice>



36 Module Registration

By registering for modules you are formally committing yourself to full engagement with teaching and learning and completing all, coursework and/or examination requirements for the modules you select. **If you are not formally registered on modules you may not be credited for the work that you do on your modules.** The information that you provide on the enrolment form will be used to allow you access to the MyUni VLE page for each module you are registered for, it will link to your personal timetable and also be used to process your results at the end of each semester and/or the end of the academic year. **You must ensure**



therefore that the University's student records system holds accurate and up-to-date information about the modules you are taking each semester.

In some cases, your programme will offer optional modules and you will need to consider, with your Programme Leader, which are the most suitable for you to study.

If you want to make changes to your module selection you will need to complete a "Change of Module" form, available from [Student Support, Student Administration, Forms](#). Your Programme Leader will need to sign and approve the request before any changes can be formally processed. The deadline for changes to your module selection is normally the end of the second full week of teaching in the relevant semester. **No changes can normally be made after these dates.** Any exceptional request to change module registrations less than 6 weeks before a final module assessment must be approved by the Director of Strategic Planning & Student Administration, or their nominee.

Notification of Results

During the year, you will be given provisional marks by your tutors as part of your feedback on assessments. This is to help you with your learning, give an indication of how well you are achieving and what you need to do to improve in the future. However, all provisional marks are then subject to confirmation at a University Assessment Board. Following the Assessment Boards, you will receive electronic notification of results.

37 Online learning – tools, guidance and behaviour

Whatever programme you are enrolled on at the University, you will use multiple digital technologies throughout your studies, including a Virtual Learning Environment (VLE) (see above) and Microsoft Office (which is free for all enrolled students). For guidance and support on using digital tools, please visit our [Digital Learning pages](#).

Some courses may include an element of online learning, whilst some will be completely online. You may wish to consult our guidance around learning [online](#), which gives tips on being an effective online learner, communicating online and engaging in live online sessions.

Generative Artificial Intelligence (AI)

Artificial Intelligence tools can be useful to support your academic work, but you need to be careful and work within the [University's guidelines for Academic Integrity](#).

The University Student [Generative Artificial Intelligence](#) guidance outlines appropriate use and make sure that you declare what GenAI you have used and how, as shown in the University Learning Skills guide: [Generative AI](#).

Behaving safely and respectfully online

It is important to remember that the expectations and etiquette for engaging in the online environment are the same as the expectations and etiquette for engaging with the University community in its physical spaces. You must treat your fellow students and all staff members

with dignity and respect, and be supportive, professional and inclusive.

Students are reminded that they are expected to abide by the terms of conditions of use of Wrexham University's network and IT Facilities, which states that:

"Users are prohibited from use of the IT resources in a way which is designed or is likely to harass, threaten or intentionally embarrass or offend any other individual.

However, treating others with respect should also apply when using any digital tool, not just University systems, for example social media (please see section below). The [Anti-Harassment and Anti-Bullying Policy and Procedure](#) applies equally to the online environment.

38 Penalty for Excess Word Count

A penalty for excess word count will be applied to all modules that include numerical marking; the word count should not include appendices, bibliographies or references. When submitting an assignment please indicate the number of words, excluding the items identified above.

The penalty for exceeding the word count will be 5 marks per 1000 words excess, if you exceed the word count limit for a coursework assessment by 10%.

39 Student Pregnancy, Maternity, Adoption and Secondary Carer (Paternity)

Wrexham University is aware of its responsibilities to all students and will support students who become pregnant or a parent during their period of study. The University believes that becoming pregnant or a parent should not in itself be a barrier to any student starting, succeeding, or completing their studies. The University is committed to showing as much flexibility as possible to facilitate a student's access, making sure that no student is disadvantaged, whilst maintaining high academic standards.

The University will not discriminate against students during the admissions process or any part of the educational experience, or in the offer or delivery of other services provided by the University. Students will not be discriminated against or treated unfavourably because of: their pregnancy, the termination of a pregnancy, maternity, or adoption leave, breastfeeding or because they are a partner of a person who is pregnant, has given birth or the partner of someone who has adopted a child.

The health and safety of a pregnant student is of paramount importance at all times and staff will deal with all students covered in this policy in a sensitive, non-judgmental and confidential manner.

Members of staff who need to be informed for valid reason, will be informed of the student's circumstances, and this will be done with the student's prior consent.

You can refer to the full policy, procedure and guidelines on the [Student Portal](#).

40 Student Engagement in Quality Assurance and Enhancement

Students are encouraged to share their views and feedback on their learning experience, this helps us to make enhancements at programme, faculty and university level. The framework for Student Engagement provides an outline of the opportunities for students to provide their feedback and how the University uses this information.

Student Course Representatives

Student Representatives are a vital resource in student feedback. At the beginning of each year we encourage students to self-select, or to nominate from within their group, a Student Representative who will be the spokesperson for the group. That person can be the focal point for communication between the group and members of staff. The University Students' Union provide training for all Student Representatives as well as a handbook, which has been developed by the Students' Union and by Officers of the University and sets out the role of the Student Representative. You are encouraged to consider becoming a Student Representative. You can find more at [Student Support, Student Representatives](#).

Unitu

Unitu is where students and student reps can raise issues informally, ask questions and offer ideas or praise. It helps the University and the Students' Union to work together with students to deliver faster improvements to the student experience. Students can use this online feedback tool anonymously or can give contact details to receive a response.

Student Voice Forum

Student Voice Forums are normally held once a semester and provide opportunities for Students to feedback to staff about their programme and overall student experience.

It supports continuous monitoring and enhancement of the current programme(s) and feeds into institutional level discussions where appropriate

Student Evaluation of Modules (SEMs)

The University requires that programme teams make arrangements for you to comment on the modules you are taking, normally via the Student Evaluation of Module (SEM) online survey. It is important that you take this opportunity to comment on modules you are taking.

External Student Surveys

On a wider level, there are a number of independent nationwide student surveys which you may be invited to complete to give your feedback on your time at Wrexham University, the results of which the University uses to improve the student experience.

Graduate Outcomes Survey

All graduates who complete a higher education course in the UK will be asked to take part in the survey 15 months after they finish their studies. Completing the Graduate Outcomes Survey is an

essential step for graduates, providing valuable insights into employment trends, career progression, and skills development. The survey is run independently from the by [HESA \(Higher Education Statistics Agency\)](#).

ISB

The International Student Barometer (ISB) is the international student experience survey of enrolled students. The survey is carried out annually and covers all aspects of student experience. It provides International students with the opportunity to share their views on their learning experience.

NSS

If you are in the final year of an undergraduate programme, you may be eligible to take part in the National Student Survey (NSS). The NSS gives students the opportunity to share their views on what has been good about their University experience and what could have been better so that the University and the Students' Union can continue to review programmes and make improvements to the student experience. The survey is normally open January – May each year and is administered by Ipsos MORI, an independent market research agency. Participants and their response remain anonymous at all times.

PTES

The Postgraduate Taught Experience Survey or PTES is a national survey carried out annually. The survey is open to both full-time and part-time postgraduate taught students and invites you to comment on your experience. The survey is run independently from the University by Advance HE.

Student Volunteer Opportunities

For students who are keen to contribute and engage with quality assurance on a wider level, the following roles are available:

Student Committee Representatives

A Student Committee Representative is a student who becomes a member of a University Committee for a specified period (minimum term is one Academic Year) to represent the student community at important meetings throughout the University. There are opportunities across all levels of the committee structure.

Student Reviewers

Student reviewers are appointed to each panel for the review and approval of new programme (validations) and re-approval of programmes (subject level revalidations). They provide a student perspective and ensure student experience has been considered in the approval of the programme(s).

If you are interested in finding out more about how you can get involved, please complete this form to register your interest: [Wrexham University Student Volunteers](#)

41 Recognition of Prior Learning

If you think that you may be eligible for exemption from studying some modules on your programme because you have prior experience or have already undertaken equivalent study, you need to submit a fully completed claim for the recognition of prior (experiential) learning (RP(E)L) with supporting evidence, **within one month of enrolling on your programme**. Additional guidance can be found on the [Wrexham University website](#).

Please contact your programme leader for help in submitting an RP(E)L claim. Please be advised that an RP(E)L claim cannot be considered once your module marks have been presented to an Assessment Board.

42 Recording of Educational Sessions and Activities

The University has a comprehensive policy detailing what is and is not acceptable with regard to recording of sessions and activities. This policy is to ensure there is a consistent, responsible approach to all learning capture sessions and activities by Wrexham University staff members, taking into account the pedagogical, legal, accessibility, intellectual property and data protection aspects. It aims to provide clarity on the rights and expectations of the University, its staff and students and third parties. Staff members should make it clear to students that live-streaming or recording is taking place at the start of any recording.

Please be aware that, if you wish to make an audio or video recording of a learning and teaching session, you may need permission to do this. Permission will not be unreasonably withheld.

Your tutor may also record your learning and teaching sessions and share the recordings with your class or group for students to watch/listen again to later. If your class is being recorded, you should be made aware of this in advance. If you prefer to not have your image or voice recorded, please make your tutor aware of this, as it should be possible to edit this out.

For full details of the University policy on the recording of lectures, and the procedure for seeking permission to record them yourself, please see [WU learning Skills](#).

43 Social Media

Make sure that your experience of social networking doesn't turn into an unpleasant one.

Protect your personal information.

- Many people can see what you post on a site, and the information you post can be used in identity fraud or can attract unwanted attention, don't post your address or telephone number or other personal information such as date of birth or anything that would be used in a bank's security questions.

- The default setting for your profile makes it visible to all your networks – this could be hundreds or thousands of people.

DO NOT post anything embarrassing.

- Remember it could be seen by your family, University staff or future employers.
- Remember that any information you post about friends and family could cause them embarrassment or problems.
- Once information is posted on-line, it is almost impossible to remove it because of archiving and file sharing.

DO NOT post anything defamatory or derogatory or that can cause offence or embarrassment to others.

- This could result in the University taking disciplinary action against you. In some circumstances it could result in legal action, for example under the Defamation Act 1996.
- While individuals are free to express their personal views on social media platforms, they should make it clear that their opinions are their own and not representative of Wrexham University unless explicitly stated otherwise.

Individuals should exercise discretion and consider potential consequences before posting content that may reflect negatively on themselves or the reputation of the University. The University may take action if it believes that social media posts are defamatory or in any other way detrimental to the reputation or standing of the University.

Please also refer to the information in the Harassment and Bullying section above.

44 Sources of information, support and guidance

Student and Campus Life

To access support for:

- Careers and Employability
- Chaplaincy
- Counselling and Mental Health
- Funding and Money Advice
- Inclusion and Disability Support
- Student Wellbeing

You can access support from any of these services by contacting Student and Campus Life on ask@wrexham.ac.uk. Alternatively, head to [Target Connect](#), to log on for support. Students can also visit our student support helpdesk in the Library and Student Support Centre on the

Wrexham Campus, where the Student Support team can offer guidance and signposting.

You can find out more about the different student support teams and how they work with students [here](#).

Careers and Employability

As a University support service, we provide careers education, information and guidance for all potential students, current students and graduates. We do this by supporting learning journeys through University and into employment or further study and by making real the university [Employability Strategy](#).

Working closely with employers we promote their job vacancies, volunteering opportunities and work-related learning activities. Further information is available on [the Careers and Employability website pages](#).

Student Funding & Money Advice

As you embark on your studies and throughout your time as a student, managing your finances and your welfare is important. The Funding & Money Advice team offers a wide range of services for students. They are committed to providing a professional, confidential and quality support service in a friendly, informal environment throughout your study. For more information, please see [Student Support, Student Funding & Money Advice](#).

Counselling Service and Mental Health

Wrexham University Counselling and Mental Health Service offers a confidential, professional and accessible service for students in a safe and supportive environment. This includes one-to-one counselling, self-help information, self-help programmes. The counsellors and mental health team also have access to a comprehensive network of external services which can support individual needs. More detailed information is available at [Student Support, Counselling](#).

Health Care

All students studying away from home are advised to register with a local GP. Once registered, UK students can be treated as temporary residents if they fall ill while visiting their hometown. A list of local GPs is provided to new students as part of the induction process. The Safety, Health and Environment Department and the Students' Union run regular health promotion events throughout the year. These events aim to provide plenty of advice on healthy living, especially for those students living away from home for the first time. It also provides links to other health support groups.

Chaplaincy

The Chaplaincy is here to support students spiritually (all faiths and none) and to help you explore life's big questions. They are also there to listen if you need someone to talk too. The Chaplaincy Office is based on the second floor of the Edward Llwyd Building, as is the Quiet Space, a room where you can pray, meditate or reflect, and the chaplaincy regularly holds

worship meetings. You can find out more about what the Chaplaincy can offer, including groups and events, at [Student Support, Chaplaincy](#).

Inclusion Services & Disability Support

The Inclusion Services and Disability Support team is dedicated to supporting students with a disability or long-term health conditions. Whether you already know that there may be individual needs arising in relation to a disability, medical condition, or specific learning difference, such as dyslexia, or you become aware of needing support during your studies – Inclusion and Disability Support Services are there to help. There are a range of services to help you right from the point you choose to disclose a disability or learning difference. Further information about the support available can be accessed from [Student Support, Inclusion Services](#).

Students Union Advice Centre

The [Students' Union Advice Centre](#) offers independent and impartial advice on a range of issues including University regulations, policies and procedures, such as Academic Appeals, Academic Integrity, Extenuating Circumstances, Complaints and Conduct. The SU Advisors support students to consider their options, complete the necessary forms and attend meetings and hearings with the University.



Students can contact the Advice Centre on suadvice@wrexham.ac.uk

45 Student Charter

Wrexham University is committed to providing the highest quality service to all of our students and the Student Charter informs you what you can expect from the University and what we can expect from you. We believe that to achieve our vision, we need to create a community of learning, characterised by mutual respect and that our students have a key role to play in developing high quality educational opportunities that are open to all.

The Student Charter is not a legally binding document; it is a statement of intent that describes the key features of the Learning Community that Wrexham University wishes to establish. A copy of the Student Charter can be found on the [Wrexham University website](#) and the [Students' Union website](#).

46 Student Prizes

A number of student prizes are awarded each year. Prizes reflect exceptional work from foundation degree to PhD level across the full range of the University's academic portfolio. Some prizes carry a monetary value, and all reflect Wrexham University's commitment to recognising hard work and high levels of achievement among our students. If you have any queries regarding eligibility for prizes, please check with your Programme Leader.

47 Student Record

Each student at Wrexham University has their own Student Number. This information is centrally held by the Directorate of Strategic Planning and Student Administration and made available, as appropriate to Programme Leaders. You can see parts of your student record online via the Student Record link on via the MyUni portal. If this record is not accurate, this portal allows you to update your personal details.

It is your responsibility to ensure that the information there is up-to-date and accurate. You can change your address online using the 'Check your student record' facility. If you change your name or transfer programmes, it is important that you inform the University in writing or by going through the Forms section on the [Student Administration pages, via the Student Portal](#).

48 Submission of Coursework Assignments

Electronic submission via the MyUni VLE is the required form of submission for student coursework, unless specific permission has been approved for an alternative method of submission for certain modules or elements e.g. for presentations. It is your responsibility to ensure that you submit the correct version of any assessments in the specified format and via the agreed platform. The expected naming convention for electronically submitted files should be in the form of *Student_Number-Module_Code-Assessment_Number*. If you do not submit the correct version the University will request that the assessment is resubmitted in the specified format. Further information can be found via the [Student Portal](#).

49 Suitability for Practice

See section headed Misconduct in this guide.

50 Suspension of studies

During the course of your studies, you may experience circumstances that make it difficult for you to continue on your programme. If you are considering suspending your studies, you should speak to your Programme Leader who will be able to advise you on how to progress and if you have sufficient grounds. Please be aware that suspensions of study must be formally agreed by the University; you will have to request a suspension and have it approved by your Programme Leader (and the Immigration Compliance Team if you are an international sponsored student).

Reasons for suspension

These are the reasons for which a student can suspend their studies:

- Health
- Financial
- Exceptional personal circumstances

- Pregnancy or parental leave

Further information on the Policy on Suspension of Studies for Students is available on the [Wrexham University website](#).

The Suspension of Studies form is available from the Forms section on the Student Administration pages, via the Student Portal.

51 Timetables

Students are advised to use the University's academic timetable, and their individual student timetables as their definitive source of timetabling information. The timetable, and further guidance is accessible via the link to Timetables on the MyUni portal.

52 Turnitin

As a student, it is important that you learn to reference your work correctly; otherwise you may be accused of plagiarism (also see section above on Plagiarism and Academic Integrity). As a student of Wrexham University, you are able to use software called Turnitin as a developmental tool to help learn about plagiarism.

Turnitin is a piece of software which allows you to upload your piece of work and it shows similarities between your work and others in its database. Further information relating to Turnitin, how it works and how it is used within the University will be provided to you by your programme team. Your programme team may require you to submit your assignments through Turnitin so that they have an electronic copy for marking and so they can view a similarity report if they have concerns about your work when they mark it. Further information regarding Turnitin, including how to interpret your similarity reports, is available [in our Learning Skills guides](#).

53 Welsh Speaking Students

Regardless of the language of teaching on a module, all students have the right to submit all written work and examinations in Welsh. Students who wish to submit through the medium of Welsh will be supported and the university's Welsh Medium Strategy is committed to ensuring that the Welsh language is treated on the equal basis to the English language.

54 Withdrawal Policy

The University's policy on withdrawal is incorporated within the Student Academic Engagement Policy which is available on the [Wrexham University Regulations and Policies page](#).

This contains all the information you need if you are considering leaving the University. If you are considering leaving, you are strongly encouraged to seek advice from your Programme Leader

regarding academic issues and from your Personal Tutor or the [Student Support Team](#) regarding any personal or financial problems. This helps you to explore all options, including suspension of studies, a transfer to another programme or change of mode of study. Once you have made your decision to leave, then you and a relevant member of staff must complete a Withdrawal Form. You may also be asked to attend an exit interview with your Personal Tutor or Programme Leader in order to understand the reasons why you wish to leave. This will allow the University to understand why students are withdrawing and so will inform future practice. This form is available from [Student Support, Student Administration, Forms](#).

It is important that you follow this procedure if you wish to leave; as if you do not, then it may result in you having to continue to pay fees. The precise date that you notify the University of your intention to withdraw may affect how much of the fee you have to pay and you should also read the section on Fees and Funding if you are considering withdrawing from your programme. You should also consider how withdrawal will affect your student loan or bursary if you have one. The Student Funding and Money Advice Team will be able to help you if you need further guidance.

If you are not engaging with your course by missing lectures, seminars or workshops, then the University has the right to withdraw you for non-engagement. If you are not engaging you will be contacted asking why you are not engaging and you will be asked to attend a meeting with the Programme Leader so that you can discuss any issues or problems you are encountering as well as the support that is available to you. If you do not respond, then further attempts will be made to contact you again. However, if you are still unresponsive then the University will assume you have withdrawn from your course.

For support and independent advice if you have been withdrawn from your course, please contact the Students' Union Advice Centre
suadvice@wrexham.ac.uk
<https://www.wrexhamglyndwrsu.org.uk/main-menu/advice>

