

SCHOOL OF MANAGEMENT

STUDENT SUPPORT AND FEEDBACK GUIDE



SCHOOL OF MANAGEMENT

SUPPORT AND ADVICE

SCHOOL TEAMS

STUDENT INFORMATION AND SUPPORT

Available to advise on a wide range of topics including programme transfers, module changes and suspension of studies and more. The team are also here to provide frontline pastoral and welfare support in-person or online. If you're not sure where to go, come to us!

studentsupport-management@swansea.ac.uk

EXTENUATING CIRCUMSTANCES

Any queries for extenuating circumstances applications i.e., exam deferrals or coursework extensions.

extenuating-management@swansea.ac.uk

STUDENT EXPERIENCE AND ENGAGEMENT

Support regarding the Student Reps system, feedback and engagement, societies, community and events.

community-management@swansea.ac.uk

ASSESSMENT AND AWARDS

Queries about assessment timetables, exams, continuous assessment, assessment and awards regulations and appeals.

assessment-management@swansea.ac.uk

EMPLOYABILITY

The Employability Team can help you find part-time or graduate roles, develop your skills, show you how to grab opportunities, plan your career goals... and more!

employability-management@swansea.ac.uk
[Employability Canvas Hub](#)

STUDY ABROAD

Contact the School Study Abroad Team regarding any potential study abroad opportunities there may be as part of your programme.

studyabroad-management@swansea.ac.uk



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ACADEMIC SUPPORT

ACADEMIC STAFF OFFICE HOURS

A chance to meet one-to-one or in a small group with your Module Coordinators to ask questions about module content or to ask for feedback.

ACADEMIC MENTOR

Meet with your mentor throughout the year through compulsory individual and group sessions. They are there to provide support and encouragement to achieve your academic potential. Find out who your mentor is via your [Intranet record](#).

SUPPORT FOR NON-NATIVE ENGLISH SPEAKERS

The [Centre for Academic Success, English Language Support webpages](#) contain a range of courses; they also offer [bookable online 1-2-1 Zoom appointments](#) for writing.

ROYAL LITERARY FELLOW

[Free tutorials with author Thomas Bunstead!](#) Thomas is a professional writer who is externally funded and is available to help you sharpen your writing skills!

SUPPORT FOR WRITING, RESEARCH AND REFERENCING

- Online resources and Subject Librarian support via [LibGuides](#).
- [Avoiding Academic Misconduct webpage](#) with all University resources related to referencing guidance and academic misconduct/integrity.
- [Assignment Survival Kit Tool](#) - Type in your assignment due date and get a timeline and specific guidance to help you get through each step of your assignment and submit on time.
- [Centre for Academic Success writing for assignments resources](#) and [bookable 1-2-1 appointments](#).

MATHS AND STATISTICS SUPPORT

The [Centre for Academic Success, Maths and Statistics webpages](#) contain a range of workshops and online resources. They also offer [bookable online 1-2-1 Zoom appointments](#) to help with various maths and statistics topics.

EXAM AND ASSIGNMENT FEEDBACK AND GUIDANCE

Your Module Coordinators will provide guidance on how to do your assessments/exams via your module Canvas pages. Feedback will be released here too.



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SUPPORT AND ADVICE

UNIVERSITY SERVICES

See the [Support and Wellbeing webpage](#) for a full list of services with specific services detailed below.

MYUNI HUB

University-level administration and advice e.g., enrolment, withdrawal, transcripts and council tax.
<https://myuni.swansea.ac.uk/myunihub/>

MONEY@CAMPUS LIFE

Financial advice and support e.g., Student Finance and financial hardship.
<https://myuni.swansea.ac.uk/finance/money-campuslife/>

IT CUSTOMER SERVICE SUPPORT

Support with various IT topics such as device and software troubleshooting and installation, University WiFi, account and password queries and printing, copying and scanning.
<https://www.swansea.ac.uk/it-services/help>

INTERNATIONAL@CAMPUS LIFE

International student non-academic support and advice e.g., visas, international community, immigration and travel.
<https://myuni.swansea.ac.uk/international/international-campuslife/>

STUDENT'S UNION SUPPORT AND ADVICE CENTRE

Independent, impartial and confidential advice and representation for a number of legal issues and personal matters, across money, welfare, academic and housing.
https://www.swansea-union.co.uk/support/advice_support_centre/

PERSONAL AND WELLBEING SUPPORT SERVICES

- [Getting Help in a Crisis](#)
- [Disabilities and Long-Term Conditions](#)
- [Specific Learning Difficulties](#)
- [Autistic Spectrum Conditions](#)
- [Mental Health Support](#)
- [Emotional Support](#)
- [Faith@CampusLife](#)
- [Student Health](#)
- [Welfare@CampusLife](#)



MODULE FEEDBACK PROCESS

For when you want to feedback on...

- Canvas module course content
- Teaching content
- Lecture recordings
- Specific coursework assignments or exams



01

- Module Coordinator

Students are advised to go directly, or via their Subject Rep. to their Module Coordinator (MC) as early as possible with any feedback.

02

- IT Services
- Student Support Team
- Mid or End-Of-Module Feedback

At that point, the MC or Subject Rep might refer the student back to another team or feedback mechanism as appropriate. Hopefully, most feedback can be worked on at this level.

03

- Programme Director
- Year Tutor

If needed, the student and/or Subject Rep/s can contact their Programme Director or Year Tutor for guidance.

At any point, the following staff can be contacted for advice:

- School Student Engagement Partner - Mrs Ellen Spender
- Student Experience and Engagement Officers
- Student's Union Student Voice Team

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PROGRAMME, SCHOOL AND FACULTY FEEDBACK PROCESS

For when you want to feedback on things like...

- Programme structure
- Programme assignment timetable
- Faculty late submission policy



01

- Programme Director
- Year Tutor

Students are advised to go directly, or via their Subject Rep to their Programme Director or Year Tutor.

02

- School Student Engagement Partner (SEP)
- School Reps

If needed, the student and/or Subject Rep/s can contact their School Student Engagement Partner (SEP) and/or School Reps for guidance.

03

- School Senior Leadership

The SEP and/or School Reps can then raise feedback with the School's senior leadership for follow up.

At any point, the following staff can be contacted for advice:

- School Student Engagement Partner - Mrs Ellen Spender
- Student Experience and Engagement Officers
- Student's Union Student Voice Team

UNIVERSITY- LEVEL FEEDBACK PROCESS

For when you want to feedback on things like...

- Bus services and travel issues.
- Parking facilities
- Sports facilities
- Catering facilities



01

- Contact the team
- MyUni Experience Feedback Form

You can contact the relevant team directly or use the MyUni Experience online feedback form. See the [MyUni Experience](#) webpage for guidance on how to do this,

02

- Unitu

You can also use the University's secure online student voice platform, [Unitu](#).

At any point, the following staff can be contacted for advice:

- School Student Engagement Partner - [Mrs Ellen Spender](#)
- [Student Experience and Engagement Officers](#)
- [Student's Union Student Voice Team](#)