Programme Handbook 2026/267

Programme Name: BSc Hons Social Work

Programme Leader: Dr. Robert Lomax & Patrick Moreno

Campus and Cohort: Glenside Cohort 2026

UWE Bristol | University of the West of England

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Aims of the Handbook

The handbook is designed to provide information relevant to the programme. The information in the handbook may also be provided in a number of other electronic or paper sources and this document provides links to the definitive data sources wherever possible.

Please note that the electronic version of the handbook will be kept up to date and you will be notified of any significant changes. If you have taken a hard copy of any information, please remember to refer back to the electronic version to ensure that you are working with the most up to date information.

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1. Programme team information

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Administrative Staff:

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BSc Social Work: https://info.uwe.ac.uk/programmes/specification.asp?file=L50C-8357.pdf

Chief external examiners from other institutions are appointed to a suite of programmes to act independently and work with the Faculty in the management of threshold academic standards, ensuring parity of approach to assessment across all awards available.

2. Key School Staff

Social work staff team: https://www.uwe.ac.uk/about/colleges-and-schools/health-science-and-society/health-and-social-wellbeing/staff-profiles#a55730f43-f302-493e-b453-88182248fb85

School senior leadership team: https://www.uwe.ac.uk/about/colleges-and-schools/health-science-and-society/health-and-social-wellbeing/staff-profiles#af9a2c5c5-8808-4e1f-9f3b-d39e9742d660

3. Programme specific information

You are asked to pay particular attention to assessment dates and ensure you check with your academic team if you are unsure when assessments are due. Students are expected to be available during these periods and absence from scheduled assessments may have a significant impact on your studies. Please take care to avoid these dates when planning any holiday.

The programme

Aim

The BSc (Hons) Social Work is underpinned by a commitment to sustainability and social justice. You will be exposed to, and engage with, the idea of sustainable development within the social work context. We aim to prepare you to consider the impact of sustainability for your future professional life. Throughout the programme you will consider the ways in which the challenges people who use social work services, and the response from services, can be related to the United Nations Sustainable Development Goals (2017). The programme is also focused on the importance of social justice. You will learn about the role and function of social workers in advocating, promoting, and protecting the legal and civil rights of marginalised groups in society.

The BSc (Hons) Social Work programme is academically rigorous and stimulating. It will provide you with knowledge, a critical understanding, and experience of working in partnership with a range of professionals, agencies, and people with lived experience of social work services. It will provide you with the educational and practice opportunities to ensure you can meet the professional standards required to apply to register as a social worker in the UK.

The programme content, structure, and delivery has been designed to support you to develop your progression from a newly enrolled student to that of a newly qualified social worker. The teaching ethos is underpinned by a commitment to promote and uphold social work values and to support you to demonstrate your professional skills and knowledge. The qualification is framed by the university's academic standards and policies, Social Work England's Education and Training Standards (2021), Social

Work England's Professional Standards (2019), the British Association of Social Work's Professional Capabilities Framework (2018), and the British Association of Social Work Code of Ethics (2021)

At Level 4, your first year, you will be introduced to several new concepts and ideas through a range of modules that will enable you to develop your understanding of the social work role, the legal and policy context of social work practice, and theories to explain human behaviour through the life course. By completing the first-year, you will be able to demonstrate your readiness for practice and therefore be prepared for your first placement.

At Level 5, your second year, your focus will be on developing your understanding of the social work role within a community context, and you will undertake a 70-day placement with a health and social care organisation. You will also further your understanding of the knowledge and skills used in social work practice within adult care, children and family services, and mental health care. You will be focussing on each specific area of practice to make the best use of current research to support your development.

At Level 6, your third year, you will complete a 100-day practice placement, which will provide you with the necessary experience to understand and demonstrate the skills and knowledge required for the statutory nature of the social work role. You will engage with research, by planning and designing your own research proposal under the guidance and support of a dedicated supervisor. You will explore further the key concepts of values and ethics, whilst also critically exploring social work leadership in a global context.

Over the course of your study, you will progress from becoming aware of some of the key themes relevant to social work practice, to establishing yourself as a critical social work practitioner. You will be able to recognise the value of engaging and promoting the involvement of people with lived experience, and of working in partnership with others. You will have the opportunity to become newly qualified practitioners aware of the centrality of research to social work interventions and equipped with the confidence to work in inter-professional and inter-disciplinary settings.

You will need to complete the programme in full to achieve the professional qualification and meet all the professional requirements, so all modules are compulsory. You will then be qualified to apply to the regulator for registration as a social worker, and to subsequently apply for employment in all areas of social work practice. In total, you will complete 200 practice learning days which will comprise of 170 days in placement and 30 days of skills development, which will be distributed across the programme. **Completion and attendance at the 200 days of practice learning is mandatory.**

A wide range of interactive teaching and learning methods such as lectures, seminar group discussions and simulations will be used to provide you with opportunities to learn in a variety of ways, which will develop your confidence in a supportive and vibrant student community. Your formative and summative assessments are designed to extend, as well as demonstrate, your learning in relation to skills development, independent research, and the application of knowledge to practice.

Rationale for development

UWE has a successful history of providing social work education for over thirty years. The new BSc (Hons) Social Work builds on the success of previous programmes. Based on consultation with

academics, practice partners and people with lived experience, the new programme provides an excellent teaching and learning experience to prepare you for professional practice. The programme will provides a clear focus on supporting you to develop your confidence and acquire the skills and attributes for readiness to practice through engaging with simulated learning opportunities, accessing a wide range of assessment types, and benefitting from a blended approach to learning. The curriculum meets the Social Work England Standards for Social Work Education (2021), the Social Work England Professional Standards (2019), and has been mapped to meet the nine domains of the Professional Capabilities Framework (2018).

The curriculum reflects the significance of the United Nations' Sustainable Developmental Goals (2017). The teaching and learning experience for each module reflects at least one of the seventeen goals, with the intention of preparing you to become sustainably minded practitioners who are able to address the societal challenges that the goals highlight.

UWE has aligned the development of its academic programmes of study with the sustainability goals since their inception. UWE ensures that all programmes of study provide opportunities for students to explore the place of their discipline and related professions in contributing to sustainable development. Social work students are able to benefit from the energy created by the key objectives of UWE Strategy 2030, which focuses on transforming futures through empowering the future workforce and helping local economies thrive, shaping the health and sustainability of communities, and creating solutions to solve global challenges. Social work students and academic staff have a role to play in contributing to the work undertaken to meet these ambitious goals at a local, national, and international level.

Library resources

You have access to UWE libraries across all sites as well as an extensive digital offering. The IT department provides IT support and is available in each of the libraries, as well as online. UWE Library Services provide and promote high quality services, collections and facilities that are developed in partnership with UWE staff to support your information and learning needs. There is a 24/7 online Chat service available to offer support at the point of need. Reading lists provide resources to support you to develop study skills in becoming independent learners.

The library has a huge range of print and electronic resources including a range of databases in support of health and social care subject areas. Open Access resources are promoted wherever possible. There are liaison librarians attached to the programme offering support for you and staff and contribute to academic module development and teaching. Embedded sessions in support of searching and effective writing are key and are recorded for future use by you. The library uses online Blackboard Collaborate to facilitate support sessions. Library workbooks on areas such as poster design and presentation, writing for university, reflective writing and work-based learning are provided on the website to support 'just in time' use. The library run a series of generic workshops covering areas such as critical writing, critical appraisal, planning your assignment, database searching and avoiding plagiarism. These are also developed as digital resources and workshops are delivered virtually.

Learning and Teaching Strategy

The programme is underpinned by the principles of social pedagogy (Charfe & Gardner, 2019) which uses a relationship-based approach, and aims to combine academic knowledge with an understanding of emotions in the context of practical social work. It is a conceptual framework that embraces the core social work values and the professional ethical standards needed to navigate the challenges of social work practice. There is a focus on social inclusion, learning and wellbeing. The programme values problem-based learning approaches, in combination with self-directed learning to complement traditional lectures and facilitated seminar groups. The programme is mapped comprehensively to the Social Work England Education and Training Standards (2021), the Social Work England Professional Standards (2019) and the Professional Capabilities Framework (2018).

Your learning is scaffolded to support your knowledge and skills development during your period of study. This enables you to move from developing an understanding of social work themes and issues towards becoming critical thinkers, where you can explore and apply theory and concepts through a range of activities. The centrality of rights, social justice and relationships are key themes in this social pedagogical approach.

You are taught to explore and recognise the importance of the use of self and the centrality of reflection as a learning tool. You are supported to do this during facilitated seminar groups discussions, and more specifically whilst on placement with your practice educator where you use a range of models and approaches suited to their learning.

The programme team recognises the value of experiential learning to prepare you for placement practice and is developing the use of simulation and case studies throughout. The programme inherits a well-established practice of using actors in simulated learning for the first year, and this will be developed for second and third years in the new programme. This enhances your learning experiences, supporting authenticity and real-world learning.

Service user and carer involvement

The programme team works closely with service users and carers through the HUB group. The group is facilitated by a member of academic staff, and members have been involved in developing the programme. They are and will be involved in selection of students for the programme, and in teaching, learning and assessment across a range of modules. Their contributions will be both in person, and through written and video materials that have been developed for use in the programme.
There may be opportunities outside module teaching, for students and members of the HUB group to explore and debate aspects of social work practice, to challenge orthodoxies and offer differing perspectives on service delivery.

Organisation of practice learning

UWE has a robust infrastructure to support the operational management, and support of Professional Practice Placements through the Professional Practice Office (PPO) focused on the School of Health and Social Wellbeing programmes. The role of the UWE PPO team is to monitor and support strategic partnerships, ensure appropriate placement allocation, liaise with the programme teams, and facilitate all the student facing aspects, including a Practice Support Line.

Each student on the programme spends 200 days gaining difference experiences and learning in practice settings. The programme allocates the *30 skills days* to the following modules:

- **Level 4 / Year 1:**
  - Readiness for professional social work practice; 6 days
  - Relationship based social work; 6 days

- **Level 5 / Year 2:**
  - Working with adults in social work practice; 3 skills days
  - Engaging with young people, children and families; 3 skills days
  - Mental health, society and social work; 3 skills days

- **Level 6 / Year 3:**
  - Equality, ethics & values for social work; 3 skills days
  - Risk, complexity & decision making; 3 skills days
  - Future practice: leadership, organisations & sustainability; 3 skills days

Attendance at Skills Day is mandatory forms part of the overall 200 days of practice learning.

Of the remaining 170 days you undertake two substantial periods of practice learning:

- **Level 5 / Year 2:**
  - 70-days practice learning as part of studying Social Work Placement 1
- **Level 6 / Year 3:**
  - 100-days practice learning as part of studying Social Work Placement 2

It is typical on the UWE programme for the **Level 5/Year 2** placement to be with a health and social care organisation from the voluntary, independent, and private (VIP) sector, and at **Level 6/Year 3** for placements to be with one of our partner local authorities. The matching process between you and placement, undertaken by members of the academic team and the UWE's Professional Placement Office ensures that a contrast – either in terms of service user group, organisational type or sector – is achieved. You are asked to set out previous experience and placement preferences in the 'Student Placement Information Form' to assist with the matching process.

All **Level 6/Year 3** you are placed within a local authority statutory setting or in an organisation with which it is possible to undertake statutory social work tasks. You will therefore be in settings that will provide sufficient experience of statutory social work tasks involving high risk decision making and legal interventions.

All UWE practice placement settings are monitored to ensure the provision of quality learning environments that effectively support practice learning. within the school. UWE provides a central source of information for you on practice, and for practice placement staff: Practice Support Net. Practice Support Net includes information that is specific to UWE's social work programmes and other

important information, such as how you can raise concerns they may have during your period of practice learning.

Every student is allocated a UWE practice tutor to work with you while they are on placement. The practice tutor, along with you (the student), agency practice educator and/or workplace supervisor, form the practice learning team. The practice educator, in partnership with you, draws up an initial Practice Learning Agreement (PLA) that sets out the arrangements for induction, supervision, support, access to resources and anticipated workload. The practice tutor will review the PLA to ensure that appropriate arrangements are in place your level of study. The practice tutor will also meet with other members of the practice learning team during the placement.

Syllabus of the programme

The programme has been designed to incorporate the key knowledge and skills you must learn and develop to be successful.

Level 4/Year 1

Readiness for Professional Social Work Practice

This module is the start of your journey to developing your professional social work practice. The module introduces you to central ideas and concepts related to professional social work practice and identity. Studying this module will support you to develop your understanding of professional social work practice. You will participate in simulated learning of practice skills and a placement observation experience to support your knowledge and skill development.

Relationship Based Social Work

This module considers the importance of the working relationship between social workers and people with lived experience. You will learn about the importance of understanding your own identity and role within professional relationships, and how to develop the practical skills needed to help work effectively with service users. The module supports you to develop your core social work communication skills and introduces you to the concept of Relationship-Based Practice. Theoretical frameworks are introduced to support your development when you begin to make links between academic learning and social work practice.

Social Work and the Life Course

The module enables you to explore how social workers are involved with individuals across the life course to develop an understanding of the journey individuals embark on from the moment they are born until the end of their life. You study psychosocial approaches to human growth and development across the life course, and their relevance to social work. The module provides knowledge about a range of key theories and concepts and enables you to understand and draw on relevant evidence to your thinking about the life course and social work practice.

Law for Social Work Practice

This module introduces the key legal frameworks that shape social work with a focus on the dilemmas that arise when the law is applied in practice. The aim of this module is to engage you to think about the legal context that influences decision making in social work and the ethical tensions that can arise. The

module teaching and assessment helps you to understand how legislation informs how social workers practice with adults, children and their families. The core focus will be on the Human Rights Act 1998, and Equality Act 2010, but will also include an introduction to key statutory legislative framework: the Children Act 1989, the Mental Health Act 1983 (2007) and the Care Act 2014. The perspective of people with lived experience is also central to how the law is taught within this module.

Rethinking Social Justice: Social Policy and Inequalities

This module introduces the academic discipline of social policy, with a particular focus on its relationship to social work practice. The aim of this module is to engage you to think about the social policy context in which social work takes place. The module teaching and assessment helps you to understand the relevance of social policy to social work and, at the same time, begin to develop your university academic skills.

Level 5/ Year 2

Social Work Placement 1

This module is the first practice learning module of the degree programme. You spend 70 days on placement with one of the university's partner agencies. Studying the module enables you to develop your skills and knowledge base and begin to reflect on your practice. The aim of this module is for you to develop the relevant skills to practice as a social worker, in line with the requirements of the social work Professional Capability Framework (PCF).

Working with Adults in Social Work Practice

This module support you to explore the diverse experiences that lead adults to have contact with social care and the law, policy, and guidance that structures statutory social work responses. This module aims to introduce the diverse contexts, law, policy, theory, research, and structures for social work practice with adults. You will explore how to apply social work values to practice in these complex contexts.

Engaging with Young People, Children And Families

This module will enable you to understand the diverse experiences of children and young people and their families and the main reasons why they come into contact with social care. You will explore how legislation, policy, and guidance that structures statutory social work responses. You will consider how people with lived experienced of social work services can influence how services develop to serve communities. You will explore the tensions of applying social work values to practice in complex scenarios.

Mental Health, Society and Social Work

This module will help you to think about mental health and mental health care: how to develop an awareness of your own mental health; and how to respond and support people who may experience poor mental in a wide variety of settings. You will consider different perspectives about mental health and understand the role of people with lived experience can play in challenging some of the myths and stigma associated with mental health. You will also develop an understanding of the unique role of social workers in drawing on social and environmental perspectives to support service users' mental health struggles. This module will explore critical practice, theory, research, law and policy in mental

health. You will develop an ethically informed understanding of issues in contemporary mental health practice and advance your skills in social work mental health interventions.

Level 6/ Year 3

Social Work Placement 2

This module is the final practice learning module of the degree programme. You spend 100 days on placement with one of the university's partner agencies. You will develop your social work practice knowledge and skills and begin to critically reflect on your practice.
The aim of this module is to give you real life experience of working in a social work agency to develop the relevant skills to practice as a social worker, in line with the requirements of the social work Professional Capability Framework (PCF). The module aims to help you develop your resilience as a practitioner in readiness for transition to qualified social work practice.

Equality, Ethics and Values for Social Work

Recognising and promoting equality, practising ethically and in accordance with social work values is essential for professional social work practice. This module aims to support you nearing the end of your qualifying degree to explore the challenges of ethical and rights driven practice with diverse service users, carers and communities, and how to apply this knowledge to your decision-making. This module aims to encourage you to reflect on the diversity of experiences they may encounter in social work and explore and apply ways that ethics and values could guide and inform your practice.

Risk, Complexity & Decision Making

This module takes decision making as its focus and explores how social workers approach the complexity and risk that is inherent in contemporary practice. The aim of this module is to develop your knowledge and understanding about how social workers approach decision making. The module will help you to understand how managing risk and complexity constitute some of the most challenging aspects of practice in health and social care, and how social workers play a significant part in ensuring the safety and wellbeing of citizens.

Future Practice: Leadership, Organisations & Sustainability

This module aims to synthesise learning from previous modules as you' progress towards the end of your programme of studies. You will study theories of leadership, models of organisational structure, and consider the role of sustainability in a social work practice context. The module supports you to synthesise previous learning but also to begin to think ahead to the transition to qualified professional practice. The module encourages you to consolidate your approach to professional practice so that you can contribute to the development of meaningful, relevant, and helpful social work.

Research Proposal Project

This module enables you to develop your skills, knowledge, and capability to write a research proposal that is ethically and methodologically sound, in relation to an area of social work practice. The aim of this module is to equip you with skills and knowledge to understand the importance of social work research and to develop your own proposal for a piece of research. By developing your own proposal, you will evaluate and appraise the tools that help you identify existing literature, ethical issues, research methods, and types of data analysis required to answer your research question. The module's teaching

and assessment will support you to develop a sound practical understanding of the importance of research to furthering social work practice.

Program assessment strategy

Background

The programme is predicated on an integrated, inclusive approach to learning and assessment. If you have disclosed a disability and are eligible for reasonable adjustments, this will allow you to participate in assessment without experiencing unnecessary barriers to achievement. Assessment is mapped across the programme to ensure a variety of assessment types. The burden of assessment has been considered and assessments will be distributed throughout the academic year to create a balanced sequence at each level of study. Formative assessment occur in each module and will support you to prepare for your summative assessment. At programmatic level, you repeat assessment types throughout the three years of study e.g., assessment via PowerPoint presentation is first introduced at Level 4 and returned to in Levels 5 and 6. The Readiness for Social Work Practice threshold will be achieved by you successfully completing all Level 4 / Year 1 modules. At Level 4 / Year 1 an assessment day will form part of the assessment for the module 'Readiness for professional social work practice'. You will take part in several simulated assessment tasks to evidence your learning. We hope that this day will also serve as an event that highlights the importance of your transition from being newly enrolled student to a student who has met the standard required to undertake practice learning at Level 5 / Year 2.

External examiners will ensure that academic standards are comparable to similar awards in other universities and that assessments are fair and conducted appropriately. External examiners are appointed to each module and the programme team will engage with them to ensure your feedback is responded to. They attend field boards where decisions on module assessments and the award of credit are made. External examiners scrutinise a sample of work from each module for which they are responsible. It is the normal practice for external examiners to undertake a scrutiny process for assessment and examination questions. Additionally, external examiners contribute to any recommendations for amendments to existing modules for which they are responsible.

You are required to complete and pass all assessments for the programme within the academic year. If you do not pass all assessment and reassessment opportunities within the academic year, you are permitted to carry over a maximum of 15 credits to the next academic year. You must successfully complete all modules at Level 4 / Year 1 to be able to study module 'Social Work Placement 1' and so undertake practice learning at Level 5 / Year 2. You must successfully complete 'Social Work Placement 1' at Level 5 / Year 2, to be able to study module 'Social Work Placement 2' at Level 6/ Year 3.

Level 4/ Year 1

Level 4 Modules	Credits	Formative assessment type	Summative assessment type	Summative assessment date	Exam Board

Readiness for professional social work practice 4 skills days	30	Practice: simulation house	Portfolio + assessment day	May	June
Relationship based social work 8 skills days	30	Practice: communication skills simulation (video)	Reflective account	November	February
Social work and the life course	30	Presentation	Essay	March	June
Law for social work practice	15	Law quiz (start & mid-point)	Case study	April	June
Rethinking social justice: social policy & inequalities	15	Poster presentation	PowerPoint presentation	December	February

Level 5/ Year 2

Level 5 Modules	**Credits**	**Formative assessment type**	**Summative assessment type**	**Summative assessment date**	**Exam Board**
Social work placement 1 (70 days)	30	-	Portfolio + presentation	May	June
Working with adults in social work practice 3 skills days	30	Simulation – multi disciplinary/ agency scenario	Written assignment based on case study	February	June

Engaging with young people, children and families 3 skills days	30	Simulation – multi disciplinary/ agency scenario	Written assignment based on practice documents	April	June
Mental health, society and social work 3 skills days	30	Simulation – multi disciplinary/ agency scenario	PowerPoint presentation	May	June

Level 6/ Year 3

Level 6 Modules	**Credits**	**Formative assessment type**	**Summative assessment type**	**Summative assessment date**	**Exam Board**
Social work Placement 2 (100 days)	30	-	Portfolio + presentation	May	June
Equality, ethics & values for social work. 3 skills days	30	Panel discussion	Case study/ essay	April	June
Risk, complexity & decision making 3 skills days	15	Creative presentation preparation	Poster presentation	December	June
Future practice: leadership, organisations & sustainability 3 skills days	15	Bitesize PowerPoint	PowerPoint Presentation	April	June

Research Proposal Project	30	Peer review of proposals	Research proposal	May	June

4. Additional Information

The academic year dates are published on the University website, see: The academic year dates
Please note though that the social work programme's timetable may differ to the standard academic year, most notably that the programme may start a week or two earlier than standard programmes.

5. Communication

The main communication channel used by the University and the Faculty is the UWE student portal, myUWE. The myUWE link appears at the top of the University staff and student intranet home page alongside that of the library and gives you access to the portal, where much of the information relevant to you will appear, including important announcements. MyUWE gives you access to a wide range of course information, including links to Blackboard for modules you are currently studying. Blackboard provides the main communication channel for module specific information and should be checked regularly for new content and announcements.

Also from myUWE you can access your UWE student email account, which you are expected to check regularly (at least twice a week) as this is the email address that the University will use to contact you. If you do not activate this account, or chose to automatically forward emails to a different email account, then the University will not be responsible if you miss important information such as details about classes, assessments, examinations, fees, registration etc.

Please see here for: information on all aspects of your myUWE portal

Changes to your Programme

We strive, and are expected, to continually enhance our Programmes by responding to feedback from students and other Stakeholders, ensuring the curriculum is kept up to date and our graduates are equipped with the knowledge and skills they need. We may make any such changes to our Programmes without consulting you if the changes will not involve a Material Change.

There may be circumstances where we have to make a Material Change to the Material Information. In these circumstances, we will give you advance notice of the change and inform you about how this change will impact on your Programme and work with you to ensure you understand the reasons for, and the effect of, the change.

A Material change would be a change to the programme from the information we provided to you when we made you an offer of a place on your Programme, which includes:

- *the published details of your Programme*, including: Programme title; entry requirements; what you will study (for example core modules);
- method of study (for example, lectures, seminars, work placements); expected workload including number of contact hours and expected self-study;
- the overall assessment strategy for your Programme (not a change to the balance of assessment within individual modules);
- the award you will receive on successful completion of your Programme;
- location of study or possible locations;
- length of your Programme;
- whether your Programme is accredited by a professional, statutory or regulatory body (PSRB).

Examples of reasons for making a Material Change to your Programme may include:

- a commissioning or accrediting body requires us to add new course content to your Programme;
- in response to feedback from stakeholders or our students;
- where there is an insufficient number of students applying to the Programme/module of a Programme to make running the Programme or module impractical to provide a suitable student experience and/or financially viable;
- to reflect the introduction of new technologies;
- where staff have taken extended leave or left the University;
- following changes to the funding we receive or that students may be eligible for;
- Government legislation

Where we wish to make a material change your rights are defined within the University's Terms and Conditions

6. Regulations/Policies

Marking criteria are found on the BSc Social Work Hons Backboard site and on individual modules pages.

Assessment Offences

In order to ensure that all students are assessed fairly and equitably, it is important that markers are able to be sure it is your own work which is being assessed and that all your assessed work is done within the University rules and regulations. If a marker or invigilator believes that you have committed an assessment offence this will be reported and the allegation will have to be investigated. The University take the committing of assessment offences very seriously. Action is always taken to investigate and follow through any such cases that are reported. The process and consequences can be found within the UWE Assessment Offences policy

An assessment offence is defined by the University as 'any action which has the potential to give a student an unfair advantage in an assessment.' Plagiarism and collusion are examples of the use of unfair means of presenting work for assessment or of aiding another student to do so.

Plagiarism – Demonstrating that you have read a wide range of material (books, journals or other sources) in writing a piece of coursework is essential, but so is ensuring that you acknowledge that work properly through correct referencing i.e. the naming of authors/sources and the use of paraphrasing, quotation marks or indented paragraphs.

Collusion – You may be asked to work with other students on a project, in class or analysing data, it is essential that any work you hand in for assessment purposes is written up by you on an individual basis. The text and diagrams / pictures etc. you use must be your own. You must be particularly careful if you are sharing a computer with another student or passing information between yourself and others in an electronic format such as email that you do not use someone else's words – or that they use your words.

Non-compliance – it is important that you follow the instructions given to you by staff and adhere to the regulations of the University. For example, non-compliance could include taking unauthorised papers or items into an examination room.

Professional Suitability

At any point during your period of study on the Social Work programme at UWE you become aware of any issue that may require investigation by the programme leader with respect to professional suitability, you must alert the programme leader immediately. Examples of such issues include cautions, convictions, disciplinary action, safeguarding enquiries. Your own conduct at university and on placement also falls under the remit of the university's suitability policies so you should familiaries yourself with its contents.

Regulations

- The University regulations are designed to ensure consistency and equity for students and to provide clarity in how they will be treated by the University in any given situation;

- Please see the UWE website for more information about how your degree will be calculated

- In addition to the academic regulations, students should pay particular attention to the IT Acceptable Use Policy as this defines what you can or cannot do for the protection of systems and of individual users.

- Details of the Assessment Content Limit Policy can be found on the website.

- Referencing is the technique used to direct readers of a piece of written work to the sources of information that have been used in the preparation of the written work.

- If you wish to refer to something you have read you MUST give a reference for this material. The University Library provides advice on managing references.

- Health and Safety: please see information on Practcie Support Net.

7. Advice and Support

Academic Support is provided through a number of roles and students should seek advice from academic staff on specific matters relating to teaching and learning.

Programme Leader:
Programme related issues, issues impacting on a number of modules within the programme, programme specific activities happening outside modules
Module Leader:
Module related issues, issues that affect that module only
Academic Personal Tutor:
Brroader issues relating to teaching and learning at the University. See the website for further information about the Academic Personal Tutor.

Other policies and guidance:

- Online resources and learning support, together with advice from Library Services on managing references and improving your learning, writing and research skills are available.

- If you need help with a particular mathematical or statistical problem, then just pop along to an espressoMaths session, sit down at the espressoMaths table, and have a chat with one of the staff on duty; this person will be able to provide you with free user-friendly advice concerning your problem.

- The University also provides **support to students** relating to a range of matters through the Information Points and specialist advisers.

- There is advice available relating to **study-related issues** including assessments, and if there are circumstances affecting your ability to study.

- Advice is available on **transferring courses**, taking time out or withdrawing from study.
- Information to help you in preparing for your final year can be found on the website.
- Prepare for **life after university** with Careers advice and guidance before, during and after your studies.
- Preparing to go on **placement** whilst at UWE. Advice on opportunities for placements or finding placements.
- Explore and practice **faith and spirituality** at UWE
- Tuition fees and information on **bursaries and scholarships**
- Residents' guides and **accommodation options.**
- Wellbeing advice, from **staying healthy** to counselling.
- Advice and guidance for **international students** at UWE.
- Information on **student feedback and surveys.**
- Link for information for the **Students Union** and how to become a student representative.
- Information on **Equality and Diversity**

8. Insurance Guidelines

The University has a range of insurance policies which provide cover to both the University, it's employees and to students. The following guidelines provide summary information on the operation of key policies in the context of University activities. If you required further information please contact J Elliott, Insurance and Data Protection Compliance Officer in Financial Services.

Students on University Premises

Indemnification of the University

The University has arranged insurance which provides indemnity in respect of the University's legal liabilities, which it may incur as a result of injury to students on its premises. There is no cover for accidents that are nobody's fault.

Personal accident

Although an element of Personal Accident insurance is included in the University's Overseas Travel policy the University does not provide general Personal Accident Insurance for students. It is the student's responsibility to arrange their own cover should they wish to do so. However, Personal Accident Insurance is available for students belonging to the various Students' Union sports clubs. For further details please contact the Students' Unions Finance Manager.

Fixed Trips

Travel insurance is provided for students undertaking overseas field trips, which are an integral part of their course. An element of Personal Accident insurance cover is included in this policy. However, students undertaking field trips in the UK or overseas may wish to obtain a more comprehensive cover themselves for the duration of the trip.

Sandwich Courses

Students enrolled on sandwich courses normally complete the work placement as employees of the host firm. It is expected that the student will be covered by the employer's insurances as they apply to its employees.

Secondment and work experience schemes

Where students are seconded to firms (except for periods of industrial training in connection with sandwich courses) public authorities or other establishments for the purpose of practical training or industrial experience, the insurance arranged indemnifies the University in connection with:

- legal liability incurred as a result of accidental injury to the students themselves
- legal liability incurred as a result of accidental injury/damage to third party persons or property arising out of any University activities.

Special arrangements may be necessary depending on the nature of the work experience. Receiving organisations should be asked to deem students to be employees for the purpose of Employers' Liability and Third Party Liability cover.

Student Overseas Travel

General

The University has automatic travel insurance cover for employees and students. This policy provides cover for employees travelling overseas on official University business and students who travel overseas as part of their UWE course. Employees are defined as persons with a contract of employment with the University. Our Insurers have confirmed that the cover will also apply to external examiners if travelling on University business and being paid by the University for their services. However it will not apply to other persons who are sub-contracting their services to the University.

No cover applies for holidays or other personal travel. Staff/students should make alternative insurance arrangements for that part of their travel which is not University business.

How to arrange cover

Overseas visits or study periods

Travel insurance cover is provided for students who are required to travel overseas for part of their course.

Claims

Details of any occurrence from which a claim may result must be sent immediately to John Elliott, Insurance and Data Protection Compliance Officer who must be kept fully informed of all developments.