

International Double Master's degree in Computational Mechanics

Module Handbook

Swansea University (SU)
Universitat Politècnica de Catalunya/CIMNE (UPC/CIMNE)

1. WELCOME

Welcome to the International Double Master's degree in Computational Mechanics. This is an innovative programme designed to promote student mobility within Masters Programmes.

Each Student will spend a full year at UPC (either year 1 or 2) and a full year at USWAN (either year 1 or 2).

The purpose of this handbook is to explain how the International Double Master's degree in Computational Mechanics will work, and what you can expect from it. The information is intended to help you find your feet and settle into postgraduate life as quickly as possible. The handbook outlines what you can expect at each stage of your studies, the resources available, the structure and staffing at each Institution where you will be studying, and procedures for dealing with any problems you may encounter.

Please read this handbook carefully as it is in your interest to familiarise yourself with the regulations and procedures.

Students who are uncertain about the information in this handbook should ask the programme coordinator or contact any of the departmental offices. We hope you will find your time as a member of the postgraduate community at each institution a rewarding and enjoyable experience.

2. DISCLAIMER

The Consortium has made all reasonable efforts to ensure that the information contained within this publication is accurate and up to date when published but can accept no responsibility for any errors or omissions.

The Consortium reserves the right to revise, alter or discontinue modules and to amend regulations and procedures at any time, but every effort will be made to notify interested parties.

It should be noted that modules are listed in Part 2 of the handbook separately.

3. BEING A STUDENT ON THE MASTERS PROGRAMME

Enrolment

Students are required to enrol at both institutions for each year of study irrespective of which institution they will currently be studying at. The enrolment process is a means of recording data on students and for Institutions to provide important information to students. During the enrolment process students also declare that they will abide by the regulations of the universities concerned.

Notification of Change of Address

Any change of address – whether it is a change in semester-time or home address should be notified to the Scheme coordinator at the current Institution they are studying. The coordinator will then have the responsibility for informing other Institution.

Address changes during the Swansea part can be updated on your University intranet account.

Regulations

By enrolling on this course, students agree to abide by the Academic Assessment; General and Financial Regulations for UPC and USWAN. Information on these is provided on the UPC and USWAN websites.

Attendance and Progress

Students are expected to attend all lectures and examinations scheduled. It is recognised however, that due to illness or exceptional circumstances, this may not be possible in all instances. Students should report absences and reasons for them to the scheme coordinator at whichever Institution they are studying. You may be required to present a medical certificate where this is appropriate.

In addition, students are reminded that they should inform the Scheme Coordinator of any circumstances they feel might adversely affect their performance. Failure to do so will result in you not having legitimate grounds for appeal of assessment decisions. The local coordinator will be responsible for informing the appropriate Examining Board.

General Conduct and Behaviour

Students shall conduct themselves in an orderly manner. Please note that:

- If you wilfully damage University property you must pay for its repair and may be subject to disciplinary action.
- If you attempt to obstruct teaching, study, research, or the administration of any Institution within the Consortium you will be liable to disciplinary action.
- Unauthorized absence from any part of your course without proper cause will render you liable to disciplinary action.
- You are under an obligation to inform the Consortium of any criminal conviction prior to and during your period as a student.

Each Institution operates its own disciplinary procedures. Information on these will be provided to students during their induction at that Institution.

Complaints

The Consortium is committed to ensuring a high-quality educational experience for its students, supported by appropriate academic, administrative and welfare support services and facilities within each of its Institutions. To help us to help you and improve our delivery and support, you are under an obligation to raise and resolve any issues that you may be dissatisfied about at the Institution in which you are studying as soon as they arise. Most issues can be resolved quickly. If problems persist issues can be raised with the programme coordinator. In exceptional circumstances students might feel the need to pursue a complaint through the formal complaints' procedures. Details of these procedures will be available in the respective Institutions. It would be envisaged that formal complaints will have been resolved before moving on to the next Institution within the Consortium.

Extensions to deadlines

Please speak to your personal tutor/mentor or programme coordinator at your current Institution for advice if you believe you have extenuating circumstances which might be affecting your studies. Seek advice on whether to apply for an extension to any course assessment deadline or to your overall deadline.

Extending the deadline for individual assessments

The assessment deadlines for each module will be given to you by the module coordinator and on the module handbook at the outset of the semester.

In exceptional circumstances due to ill health or exceptional personal reasons you may find that you are unable to meet a deadline. In this case you should contact the module coordinator as soon as you become aware that there is an issue and before the submission date in question. You should state your case in writing and provide appropriate documentary evidence to support your request.

Transcripts and Diploma Supplement

Students will be issued with an academic transcript and a Diploma Supplement at the end of their studies. The diploma supplement is a document, which aims to facilitate academic and professional recognition of qualifications across Europe. It provides a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named.

Graduation

The degree shall be conferred upon successful candidates at an awards ceremony, date and location to be confirmed. The degree certificate(s) to be issued shall include reference to the collaborative nature of the degree and shall include the name of each Institution involved in the teaching. Exit qualifications shall not normally be awarded to candidates at a ceremony, but such awards shall be conferred upon candidates administratively.

4. ORGANISERS

Both Institutions of the Consortium have a long-standing tradition in the field Computational Mechanics, with the highest standards both in research and teaching.

Universitat Politècnica de Catalunya, UPC (Spain)

<http://www.upc.edu/>

Swansea University, SU (UK)

<http://www.swan.ac.uk>

CIMNE is an autonomous international research organization specialized in the development and application of numerical methods in engineering.

<http://www.cimne.com>

Practical information about the organising Institutions is included at the end of this handbook.

5. PROGRAMME STRUCTURE

The Double Master of Science degree in Computational Mechanics field, offered by UPC and USWAN is designed for students who wish to develop their knowledge and competency in the field of computational mechanics with applications in solids, fluids and interdisciplinary fields. Students study at both institutions.

The goal is to provide the students with the skills for the modelling, formulation, analysis and implementation of simulation tools for advanced engineering problems, as well as skills for understanding these approaches in the broader context of engineering science. Students will benefit from a consortium of leading academics and an exciting international environment. Students may take the Masters as a professional terminal degree, or in preparation for a PhD. degree.

English is the language of instruction and examination throughout the programme. Non-native English speaking students must demonstrate high levels in both written and spoken English, with an IELTS minimum score of 6.5 or equivalent internationally accredited qualification. All theses must be written in English and any public defence must also be conducted in English.

The programme lasts two academic years (120 ECTS) and includes an MSc Thesis as well as Practical Training in an industrial or applied research environment. The first year is aimed at providing a solid background on computational mechanics and numerical methods as well as entrepreneurship awareness, transversal skills and practical industrial training. Students can select to follow the first year either at UPC or USWAN. The second year is designed to gain a deeper knowledge in a particular area within computational mechanics and must be pursued in the other institution.

The **first year** consists of a set of core modules (20 ECTS), transversal modules (10 ECTS) including a module in entrepreneurship skills and a set of elective modules (15 ECTS) complemented by a practical training module (15 ECTS) at industry or an applied research centre.

The **second year** consists of a minor aimed at providing a deeper knowledge in a selected area by means of a set of elective modules (15 ECTS), transversal modules (5 ECTS). In addition, the student will complete the research case study (10 ECTS) and the MSc thesis (30 ECTS) supervised by an academic.

All the students will meet with the programme coordinator to

- discuss the modules that are compulsory
- get advice for the elective modules
- get advice for the industrial placement
- get advice for the topic of the master thesis

6. ADMISSIONS

Admission Requirements

A candidate must hold a Bachelor of Science or Engineering, or an appropriate science degree deemed to be a satisfactory standard for the purpose of postgraduate admission (at least 180 ECTS) and awarded by an Institution recognized by either UPC or USWAN.

Applications must include:

- Statement of purpose (one/two pages),
- CV,
- Complete academic transcripts and
- Three letters of recommendation.

Additional Eligibility criteria

- A score of at least 6.5 IELTS (or equivalent TOEFL or TOEIC) is required for students from non-English speaking countries.
- Visa and/ or Residence Permits if required. Students are responsible for securing their own visa, and are strongly advised to apply for the visa for both countries (if applicable) before leaving their home country.

Application Process (via web)

UPC: <https://www.cimne.com/spacehome/2/31>

USWAN: <https://apply.swansea.ac.uk/#/home>

For further questions please contact programme coordinator

UPC: antonio.rodriquez-ferran@upc.edu

USWAN: r.sevilla@swansea.ac.uk

Visas and Residence Permits

Students are responsible for securing their own visa, if a visa is needed. However, partners will assist you in applying for a visa if required. Visa regulations can be very strict. Students are advised to abide by the regulations very carefully to prevent a delay in your application.

It is important that you:

- Check if all the forms are filled in completely,
- Send all the required documents within the time fixed,
- Make copies of the original documents. When original documents are required, keep a copy for your own records. If possible, save a digital copy of all important documents.

You are strongly advised to apply for the visa for both countries before you leave your home country. If this is not possible you should be able to apply for the visa for the country that you will be studying in after you arrive on the course. However, please ensure you bring all the necessary documentation with you, and you will need to be prepared to travel to Madrid/ London to make the application.

Tuition Fees

The student will pay a tuition fee directly to the institution delivering the tuition for each year of study, at the following the rates detailed in the website.

In Barcelona

<https://www.cimne.com/spacehome/2/31>

In Swansea

<https://www.swansea.ac.uk/postgraduate/taught/engineering/msc-computational-mechanics/>

7. MOBILITY AND LANGUAGE POLICY

English is the language of instruction and examination throughout the programme. Before being admitted to the course non-native English speaking students must demonstrate high levels in both written and spoken English, with an IELTS minimum score of 6.5 or equivalently internationally accredited qualification. All MSc theses must be written in English and any public defence must also be conducted in English.

Both partner Institutions have wide-ranging experience with international exchanges and have well-developed logistical systems to coordinate the welcome and assistance of international exchange students. At each partner Institution international offices, in cooperation with the local academic host (viz. department, institute, etc.), will coordinate the logistics including housing facilities, visas, social security and other relevant information before arrival.

The International Offices provide support during the stay, with dedicated staff offering supervision and advice.

8. ASSESSMENT AND PROGRESSION POLICY

Module rules

Modules shall be assessed individually, as prescribed by the relevant Institution(s). The assessment method of a module may take the form of an unseen written examination paper, set projects or other course work assignments, but must be appropriate to assess whether a student has met the learning outcomes of the module. A student may also be required to demonstrate to the appropriate examining board, satisfactory completion of any period of professional training or practical experience, failure of which may lead to failure of the module, despite a mark of 50% having been gained for the other assessed work.

In addition to satisfying the assessment requirements of a module, each student must satisfy the attendance requirements as stated in the UPC and USWAN Regulations.

A mark will be assigned to each student, based on his/her performance.

The Pass mark for modules will be set at 50%. Credits will be awarded to candidates who pass a module. All modules pursued must be passed. (However, see 4.5 below).

The late submission of assessed work shall result in a mark of 0 being awarded and a decision of fail being recorded, unless an extension has been granted prior to the deadline. There are no other penalties.

Progression rules (from year 1 to year 2)

At the end of the first year (June) the Programme Board will determine whether to permit a student to continue in year.

Students must accumulate 60 ECTS credits (by passing modules with a mark of 50 or better in each module) to progress to Year 2.

Students whose performance is deemed, by the Progression Board, to be extremely weak (i.e., who accumulate less than 10 ECTS credits on their first attempt at a Semester) will FAIL to proceed further and will not be given opportunities to redeem their failures.

Students who fail a module(s) but have accumulated 10 ECTS or more (by passing modules at 50% or above) will fail to progress and shall, at the discretion of the Programme Board, normally be permitted one further attempt prior to the start of the second year to redeem their failure in each such module.

Students eligible to progress to the next year shall not be allowed to repeat any module for which credit has been awarded to improve their performance.

Students who fail to complete the year have the right of appeal in accordance with the appeals procedure of the respective institution where the study and assessment was completed - UPC or USWAN.

To qualify for an award, students must accumulate credits as follows:

- Postgraduate Diploma in Computational Mechanics 60 ECTS credits
- Master's degree in computational Mechanics 120 ECTS credits

9. STUDENT SUPPORT

In Barcelona

International Center for Numerical Methods in Engineering (CIMNE)
Edificio C1, Campus Norte UPC, Gran Capitán s/n
08034 Barcelona, Spain
Tel. + 34 -93 401 74 41, Fax + 34 -94 401 65 17
e-mail: science@cimne.upc.edu

In Swansea

The Student Information Team provides dedicated and professional support to all students in the College of Engineering & School of Sport & Exercise Sciences. Should you require assistance, have any questions, be unsure what to do or are experiencing difficulties with your studies or in your personal lives, our team can offer direct help and advice and also signpost you to further sources of support within the University.

There are lots of ways to get information and contact the team remotely:

- Email: EngOffice@swansea.ac.uk (Monday – Friday, 9am – 5pm)
- Call: +44 (0) 1792 295514 (Monday – Friday, 10am – 12pm, 2 – 4pm).
- Live Chat: Through our webpages (Monday – Friday, 10am – 12pm, 2 – 4pm).
<https://myuni.swansea.ac.uk/college-of-engineering/>
- Zoom: By appointment. You can email, and if appropriate the team will share a link to their Zoom calendar for you to select a date/time to meet

10. PRACTICAL INFORMATION

In Barcelona

UPC's syllabuses are designed so as to address the educational needs of society. By adapting them to the changes taking place at the University and in society, they are submitted to a continuous process of revision and improvement. The syllabuses are divided into curricular areas and the first of these areas corresponds to the selection phase.

The selection phase is designed to evaluate students' ability to make satisfactory progress in the subjects they choose and to finish them in the length of time foreseen; for this reason, it includes both basic course materials and technological subjects specific to the qualification. Not all of the qualifications establish the selection phase at the same point during the course. There are one- and two-semester selection phases. Students must pass the selection phase in no longer than double the amount of time allotted to it: if the selection phase is one semester long, then the student must obtain a pass grade in a maximum of two semesters' time. This time limit does not apply to people who wish to work whilst undertaking their studies. In this case, they can request to take the selection phase under special conditions.

Most UPC Schools are located within the city of Barcelona. Its excellent location in terms of international communications, its Mediterranean climate and its cosmopolitan character are some of the characteristics which make of Barcelona a privileged city.

Barcelona has more than 2000 years of history. The history of its expansion from ancient times is marked on the walls of its buildings and streets. Its entire history is reflected in the present. The location and beauty of Barcelona go hand in hand with the warmth of its residents. Its tradition initiative, hard work and creativity are a result of the continuous influx of different peoples and cultures, which are fundamental to any hospitable and welcoming city. These factors have had an undeniable influence on the vitality of the population and its rich cultural and artistic history.

La Rambla is the main thoroughfare of Barcelona, as well as the city's most famous street. Roman walls can still be seen in the city centre. A good way to acquaint oneself with the city is to walk down La Rambla towards the port. Along this route, visitors come across the impressive old town, with its palaces, churches, museums, squares, small peaceful corners and medieval alleys where Romanesque and Gothic styles coexist. The walls reveal Barcelona's history and the avenue presents us with the city's character.

The markets and bazaars give a touch of colour to the place and testify to its trading tradition. During the long summer months, the old town becomes a light-hearted, open-air celebration.

La Rambla ends at the sea. Restoration projects carried out in this area have rehabilitated Barcelona's sea front. Currently, the city has long beaches, new ports built for leisure, and extensive and beautiful open spaces in which to enjoy a pleasant moment. Continuing along the sea front towards the North, we discover the newest part of Barcelona: the Olympic Village, with buildings designed by reputable contemporary architects and modern street furniture. This is truly a unique area, and a good place to enjoy a walk by the sea front. In a matter of seconds we have gone from the oldest to the newest area of Barcelona.

To speak of Barcelona is to speak architecture, design, painting, festivals, museums, theatre, music, etc. The generations of artists and intellectuals who chose the city as a meeting point and source of inspiration have irrevocably marked Barcelona. Here we

can find masterpieces by the main Modernista architects, Gaudí and Puig i Cadafalch: Parc Güell, La Pedrera, Palau de la Música, etc. The city's prized possessions include the Modernista paintings of Rusiñol and Casas, the Miró and Tàpies Foundations, the MACBA (Barcelona Museum of Contemporary Art) and the unique Romanesque art collections which can be found in the National Art Museum of Catalonia. Local theatre is rich, both in tradition and in renovation. During the summer, Barcelona becomes the Mediterranean capital of theatre and music thanks to the international GREC festival, which includes a variety of outdoor performances. During the rest of the year, other cultural and international festivals take place.

Additional information on Barcelona

More detailed information on Barcelona can be found at the following internet address: www.bcn.es

There are several tourism offices in Barcelona. Here are some of them:

Barcelona Information and Tourism Centre

Plaza Catalunya, 17 (metro)
Telephone: 34 906 301 282

Barcelona Information Center

La Rambla, 58
Telephone: 34 933 179 829

Sants Tourism Office

Estación ferroviaria de Sants
Telephone: 34 906 301 282

Barcelona's Area of Influence

Barcelona's area of influence extends to a network of cities surrounding Barcelona and includes the city itself. This extensive metropolitan area is currently home to three million residents.

The future of this urban system is a topic currently being considered by experts at UPC, who are investigating sustainable development proposals. An increasing number of people are moving to different municipalities in Barcelona's area of influence to live, work or study. This is true for 45% of Catalonia's population.

Some of UPC's major campuses and schools are situated in cities located within Barcelona's area of influence: Terrassa, Sant Cugat, Castelldefels and Vilanova i la Geltrú.

All these have good transport links with the city of Barcelona. Travelling to Barcelona from Terrassa, Castelldefels, Sant Cugat and Vilanova takes only 30 minutes by metro or train and is permanently guaranteed. The Manresa campus is located a bit further away. None the less, 26 trains per day connect Manresa to Barcelona in only 70 minutes.

Although they are near Barcelona, these cities each have their own personality and have much to offer.

Climate

Barcelona enjoys a Mediterranean climate, in which extreme temperatures are rare. The Universities of Barcelona have an agreement with Barcelona Housing Service for Students, a specialist organisation in youth accommodation, for the purpose of finding accommodation.

Students are advised to contact Barcelona Housing Service for Students either via Internet, e-mail or fax in order to determine the most suitable type of accommodation available (shared flat, rented apartment or university residence hall), well in advance of their moving to Barcelona.

The staff at Barcelona Housing Service for Students will inform you of the different costs involved in each option. If you do this, you will be able to go straight to your chosen place of residence upon arrival in Barcelona.

RECEPTION OFFICE

The Reception Office provides information and practical orientation to foreign students. All students, when they arrive at UPC, should go straight to the Reception Office in order to start the Technical University of Catalonia (UPC) registration process.

Reception Office staff will inform foreign students about the registration process, language courses, medical insurance and the different services offered by the University. They will also show them how to get to the school where they will be studying.

Reception Offices:

Oficina de Mobilitat Internacional de Barcelona

(International Mobility Office)

C/Jordi Girona, 1-3, mòdul A4

08034 Barcelona

Campus Nord

Tel: +34-93 401 69 37

Fax: +34-93 401 74 02

oficina.mobilitat.internacional@upc.edu

In Swansea

THE CITY

Cosmopolitan, convenient, contemporary- Swansea is a modern city with a maritime feel. Living here brings you all the benefits of living in a city, and the benefits of living by the sea.

From the Maritime Quarter with its beautiful marina scenery, exhibitions, places to eat and the beach beyond; to the town centre with its shops, multi-screen cinema featuring the latest film releases, bowling centre, museum, the Glynn Vivian Art Gallery and the Grand Theatre which presents live performances all year round and is one of Britain's finest regional theatres; there is always plenty to do.

At night, the city comes to life with its wide choice of clubs, bars and restaurants, many situated in the vibrant Wind Street, and the nearby village of Mumbles with its famous pub mile!

What makes the city of Swansea so easy is its manageable size. Nothing is too far away from the centre. Regular buses run to and from the city centre and good coach, rail and motorway connections provide excellent links to many other cities in the UK.

For further information on the city of Swansea see <http://www.swansea.gov.uk/>

THE UNIVERSITY

Founded by industry in 1920 Swansea University (SU) delivers world impacting research, and is ranked 22nd in the UK (REF 2014.) SU is a vibrant, research-led university at the forefront of academic and scientific discovery, which is based across 2 campus, Singleton, which is set within historic parkland overlooking Swansea Bay and the brand new Bay Innovation and Science campus, on the eastern approach to the City which opened in September 2015.

SU is a thriving academic community with over 15000 students, undertaking more than 500 undergraduate and 130 postgraduate courses. As a result the University provides world-leading research, innovation and educational in an enviable working and learning environment.

Mission Statement

True to the vision of its industrial founders in 1920 Swansea University will:

- *Provide an environment of research excellence, with research that is world-leading, globally collaborative and internationally recognised;*
- *Deliver an outstanding student experience, with research-led and practice-driven teaching of the highest quality that produces global graduates educated and equipped for distinguished personal and professional achievement;*
- *Use its research strength, collaboration with industry and global reach, to drive economic growth, foster prosperity, enrich the community and cultural life of Wales and, contribute to the health, leisure and wellbeing of its citizens.*

The Bay Campus

The College of Engineering has moved, along with the School of Management, to Swansea University's brand new Bay Campus, after 95 years delivering degrees on the Singleton Park Campus.

The move establishes Swansea as a dual campus university with all other subjects and the main organisational hub remaining on Singleton Campus.

The Bay Campus is situated in an outstanding location on the eastern approach into Swansea, with direct access onto the beach and its own seafront promenade.

The Bay Campus includes an extensive Engineering Quarter, designed to capitalise on Swansea's research expertise and collaboration with major companies, including Rolls-Royce and Tata Steel.

For more information on the bay campus and the specific facilities there please view <http://www.swansea.ac.uk/engineering/bay-campus/>

Academic Services

Email: academic.services@swansea.ac.uk

Academic Services is responsible for the areas of academic administration for taught programmes and postgraduate research, collaborative provision, discipline, examinations, graduation, regulations and quality, as well as being home to the University's Welsh Translation Unit. Headed by the Director of Academic Services, Adrian Novis, it has a dedicated Student Liaison section and reception where students and staff can obtain advice or gain access to a number of services, including printing and dissertation/thesis binding.

In addition, any queries that might result in having to change your personal or academic details may have to be referred to Academic Services. For further information on what the Department offers see <http://www.swansea.ac.uk/academic-services/>

Accommodation

Swansea has a good range of accommodation for new postgraduate students and priority is given to international students. For further information about accommodation at Swansea see <http://www.swan.ac.uk/accommodation/>

In addition, information on accommodation at the bay campus can be found at <http://www.swansea.ac.uk/engineering/bay-campus/accommodation/>

Student Support Services

Email: student.services@swansea.ac.uk

Student Support Services is part of the Student Services Directorate alongside Residential Services (Accommodation Office) and the English Language Training Service (ELTS). It offers a 'one-stop-shop' to provide information, advice and support to students and staff working with them. It comprises:

- Disability Office
- International Student Advisory Service (ISAS)
- Money Advice - Student Financial Aid Office
- Student Counselling Service

For further information on what services the office provide see <http://www.swan.ac.uk/student-services/>

Please note that each year the Student Services department at Swansea runs a meet and greet service to Heathrow on the weekend prior to the start of term. For more information see <http://www.swansea.ac.uk/international/> prior to the start of the September term.

International Student Advisory Service (ISAS)

Email: ISAS@Swansea.ac.uk

The International Student Advisory Service (ISAS) provides information, advice and support on non-academic matters to all international (non-UK) students and their dependants. The service operates according to the UKCISA / AISA Code of Ethics for those advising international students (<http://www.ukcisa.org.uk/content/2705/UKCISA/AISA-Code-of-Ethics>) and the Rules and Code of Standards of the Office of the Immigration Services Commissioner (www.oisc.gov.uk/). Common areas of advice include UK immigration, travelling in the EU, financial hardship, employment regulations and advice regarding visiting friends and family. ISAS operates the Home Office Batch Scheme to assist students with extending their visas, and arranges Police Registration on campus. Specific induction sessions are arranged for international students.

The International Student Handbook is produced each year and sent to prospective students. It is also available on the University website at <http://www.swan.ac.uk/isas/handbook/>

Disabilities

Email: disability@swansea.ac.uk

The University Disability Office provides a wide range of support services for those with disabilities, including:

- Disability Office Manager – service management and development
- Caseworkers - a comprehensive advice and information service for students from initial enquiries prior to application and throughout their chosen course of study.
- Dyslexia Tutor – one to one tutorials and group presentations & workshops for students with Specific Learning Difficulties
- IT Support Officer – a help desk service to resolve problems with specialist technology and training on specialist software packages
- Mental Health Coordinator – advice and information for staff and students, individual student support and coordination with NHS Mental Health Services
- Support Coordinator – coordinates non-medical support recommended in students' assessment of needs reports e.g. notetakers, readers, mentors, subject specific support, sighted assistance etc.
- An Assessment and Training Centre, where students are able to receive an assessment of needs interview and report that considers the effects of students disability on study, makes recommendations for support (equipment, personal and consumable) and indicates the associated costs. The assessment report enables students to access the Disabled Students Allowance (DSA) from LEA's to fund the recommended support.
- The Recording for the Blind Centre, which works closely with colleagues in the Disability Office and Library and Information Centre to provide materials in Braille, large print and/or tape.

For further information about the range of services on offer, please visit the website at <http://www.swansea.ac.uk/disability-office/> or consult the current Support Services Handbook for a summary.

Students Union

In addition the Student's Union operates an advice and support centre offering free confidential advice to all University students. For further information on what Swansea Students Union has to offer see <http://www.swansea-union.co.uk/>

Sports and Extra Mural Activities

For sports enthusiasts Swansea University's modern sports centre includes a fully equipped gym, multi-purpose sports hall, squash courts and a climbing wall. Next to this you will find the state-of-the-art 50m Wales National Pool. Outdoor facilities include rugby, football, lacrosse, cricket pitches and tennis courts. In addition, surfing and canoeing conditions on the Gower beaches are excellent.

For Arts enthusiasts the Taliesin Arts centre, based in the heart of campus, offers a lively programme of drama, dance concerts and an eclectic mix of films, including award winning foreign language titles not usually shown in mainstream cinema.

Study Support

A list of on-line resources for Study Skills support for students has been established at: <http://www.swan.ac.uk/lis/>

Language Classes

Free academic language support classes are also offered by the Centre for Applied Languages. Courses include general English, academic writing and reading and general study skills.

GENERAL REGULATIONS / ACADEMIC REGULATIONS

You should be aware that you must abide by the University's Academic Regulations and General Regulations, which are outlined on the Academic Services Website. <http://www.swansea.ac.uk/academic-services/academic-guide/>

SAFETY REGULATIONS & EMERGENCY PROCEDURES

The University's Safety Regulations are available for consultation on the main departmental notice board.