

CROESO I'CH LLETY

WELCOME TO YOUR ACCOMMODATION

The logo of the University of South Wales, featuring a red shield-like shape with a white border. Inside the shape, the text "University of South Wales" is written in white, followed by "Prifysgol De Cymru" in a smaller font.

University of
South Wales
Prifysgol
De Cymru

Croeso i chi i gam cyntaf eich taith brifysgol

We welcome you to the first step in your university journey

DYMA'R TÎM

Mae gennym dîm mawr yn y gwasanaethau llety. Maen nhw yma i'ch helpu chi ac i sicrhau bod eich profiad o fyw yn ein neuaddau y gorau y gall fod. O anfon parseli i drwsio goleuadau eich ystafell wely a phopeth arall allai godi!

Pennaeth Gweithrediadau Llety: Kirsty

Tîm Rheoliad – Ale, Jayne a Chloe

accom@southwales.ac.uk

Tîm Gweithrediadau – Dom, Babs, Stewart ac Elis

accomoperations@southwales.ac.uk

Tîm Cynnal a Chadw – Nathan, Andy, Martin, Corey, Craig, Christian a Rod

MEET THE TEAM

We have a big team in accommodation that are here to help you and ensure that you have the best experience of living in halls. From issuing parcels to fixing your bedroom light and everything in-between!

Head of Accommodation Operations: Kirsty

Administration Team – Ale, Jayne and Chloe

accom@southwales.ac.uk

Operations Team – Dom, Babs, Stewart and Elis

accomoperations@southwales.ac.uk

Maintenance Team – Nathan, Andy, Martin, Corey, Craig, Christian and Rod

ECH CONTRACT SIRDDOL GYFANDEB HUNAN

Dyma dy ddatganiad ysgrifenedig o'r gyfraith gofrestru gyda'r Ddeddf Rhentu Cartrefi (Cymru) 2016 ("y Ddeddf"). Mae'r gyfraith rhwng ti, fel y "dyfarnwr", a'r "landlord". Anfonwyd copi yn awtomatig i ti pan gwblhais y gyfraith ar-lein. Mae'n cynnwys telerau dy gyfraith a'r wybodaeth eglurhaol y mae angen i'r landlord ei rhoi i ti. Mae'r telerau yn gosod dy hawliau a dy gyfrifoldebau di a'r rhai o'r landlord (hynny yw, y pethau y mae'n rhaid i ti a dy landlord eu gwneud neu sydd wedi'u caniatáu i ti eu gwneud o dan y gyfraith gofrestru). Dylai ti ddarllen y telerau i sicrhau dy fod yn deall yn llwyr ac yn fodlon â hwy ac yna arwyddo ble gél ei nodi i gadarnhau dy fod yn fodlon. Dylid cadw'r datganiad ysgrifenedig yn ddiogel gan y gallai fod arnoch ei angen i droi ato yn y dyfarniad. **Os oes gennych broblem gyda'th gartref, dylech gysylltu â'th landlord yn gyntaf.**

Mae llawer o broblemau'n gallu cael eu datrys yn gyflym drwy'u codi pan fyddant yn ymddangos gyntaf.

Gallwch gysylltu â'r rhentwr drwy'r post: Prifysgol De Cymru, Gweithdai Llety, Prifysgol De Cymru, Pontypridd, CF37 1DL drwy ffôn: 01443 482845 drwy e-bost: accom@southwales.ac.uk

YOUR FIXED TERM STANDARD OCCUPATION CONTRACT

This is your written statement of the occupation contract you have made under the Renting Homes (Wales) Act 2016 ("the Act"). The contract is between you, as the "contract-holder", and the "landlord". A copy was automatically sent to you when you completed the contract online.

It contains the terms of your contract and the explanatory information that the landlord is required to give you. The terms set out your rights and responsibilities and those of the landlord (that is, the things that you and your landlord must do or are permitted to do under the occupation contract). You should read the terms to ensure you fully understand and are content with them and then sign where indicated to confirm that you are content. The written statement should be kept safe as you may need to refer to it in the future. **If you have a problem with your home, you should first contact your landlord. Many problems can be resolved quickly by raising them when they first arise.**

You can contact the landlord by post: University of South Wales, Accommodation Services, University of South Wales, Pontypridd, CF37 1DL by telephone: 01443 482845 by e-mail: accom@southwales.ac.uk

Y COD LLETY MYFYRWYR

Cyflwynodd Deddf Tai 2004 weithdrefn drwyddedu ar gyfer tai amlfeddiannaeth (TAau/HMOs) yng Nghymru a Lloegr. Mae prifysgolion wedi'u heithrio rhag gorfod trwyddedu ar yr amod eu bod yn cytuno i god ymarfer cymeradwy. Mae Cod Ymarfer Llety UUK/GuildHE (y Cod) yn un o'r rhain, ac mae Gwasanaethau Llety PDC yn cadw ato.

Mae'r codau i gyd yn ddatganiadau o arfer da y gellir eu newid a'u mireinio. Eu bwriad yw atgyfnerthu a, lle bo angen, annog gwell rheolaeth dros lety a ddarperir gan sefydliadau addysg uwch a chyflenwyr preifat mawr. Ynghyd â gofynion trwyddedu ar gyfer TAau ar gyfer eiddo rhent preifat, dylent helpu i sicrhau gwelliant parhaus i'r ffordd mae pob math o dai i fyfyrwyr yn cael eu rheoli.

Gallwch weld manylion llawn y cod ymarfer llety ar [wefan ACOP](https://www.acop.ac.uk).

<https://www.acop.ac.uk>

THE STUDENT ACCOMMODATION CODE

The Housing Act 2004 introduced licensing for houses of multiple occupations (HMOs) in England and Wales. Universities are exempt from licensing provided they sign up to an approved code of practice. The UUK/GuildHE Accommodation Code of Practice (the Code) is one of these, and USW Accommodation Services adheres to it.

All the codes are designed as statements of good practice which are subject to change and refinement. They serve to reinforce and, where necessary, encourage better management of accommodation provided by higher education institutions and major private suppliers. Together with licensing requirements for HMOs for privately rented property, they should help to effect a sustained improvement in the management of all forms of student housing.

You can find the full details of the accommodation code of practice on [the ACOP website](https://www.acop.ac.uk).

<https://www.acop.ac.uk>



RHEOLIADAU A CHWYNION

Os oes gennych broblem gyda'ch llety, dylech gysylltu â'ch landlord i gychwyn.

Gellir datrys llawer o broblemau yn gyflym trwy eu codi pan fyddant yn codi gyntaf.

Gallwch gysylltu â'r landlord drwy'r post: Gwasanaethau Llety, Prifysgol De Cymru, Pontypridd, CF37 1DL, ar y ffôn: 01443 482845, neu drwy e-bost:

accom@southwales.ac.uk

Gallwch ddod o hyd i ganllawiau yn eich contract tymor penodol ac hefyd edrych ar y Rheoliadau ac Amodau Deiliadaeth a'r Rheoliadau Ymddygiad mewn neuaddau drwy sgrolio i'r adran "Dogfennau" yn

<https://www.southwales.ac.uk/cy/llety/gwneud-cais-am-lety/>

YMWELWYR A GWESTEION

Gall preswlydd gael un gwestai o bryd i'w gilydd i aros dros nos ar yr amod bod y rheolau'n cael eu dilyn.

Os nad yw'r rheolau'n cael eu dilyn bydd y mater yn cael ei drin yn unol â Gweithdrefn Ddisgyblu'r

Neuaddau a gallech dderbyn rhybudd i adael y neuadd. Y RHEOLAU:

- Rhaid i'r gwestai fod dros 18 oed
- Rhaid i chi fod wedi rhoi enw'r person sy'n aros ac am ba hyd y bydd yn aros i'ch cyd-letywyr
- Rhaid i'r gwestai fod wedi'i gofrestru cyn aros mewn neuadd
- Yr hiraf y gall gwestai aros fydd tair noson y mis (dim mwy na 2 noson yn olynol ar unrhyw adeg).
- Ni all mwy na dau (2) breswlydd (fesul fflat) gael gwestai yn aros ar yr un pryd
- Rhaid i'r gwestai barchu rheolau'r fflatiau (ee, os yw'r fflat yn un di-alcohol ni ellir dod ag alcohol i'r fflat, os yw'r fflat ar gyfer un rhywedd yn unig, rhaid i'r gwestai fod o'r un rhyw.)
- Rhaid i'r gwestai beidio â tharfu ar breswylwyr eraill pan yn aros mewn neuadd.

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REGULATIONS AND COMPLAINTS

If you have a problem with your home, you should first contact your landlord.

Many problems can be resolved quickly by raising them when they first arise.

You can contact the landlord by post: University of South Wales, Accommodation Services, University of South Wales, Pontypridd, CF37 1DL by telephone: 01443

482845 by e-mail: accom@southwales.ac.uk

You can find guidelines in your fixed term contract and see the Regulations and Conditions of Occupancy and Regulations for Conduct in halls if you scroll down to the "Documents" section in <https://www.southwales.ac.uk/accommodation/applying-for-accommodation/>

VISITORS AND GUESTS

A resident may occasionally have one guest to stay overnight providing the rules are followed. If the rules are not followed this will be dealt with under the Halls Disciplinary Procedure and you may be served notice to leave halls. THE RULES:

- The guest must be over 18 years old
- You must have informed your fellow flat mates of the name of the person staying and let them know how long they will be staying
- The guest must be registered ahead of them staying in halls
- The maximum length of stay for a guest will be three nights per month (no more than 2 nights in a row at any time).
- No more than two (2) residents (per flat) to have a guest staying at the same time
- The guest must respect the rules of the flats (IE if the flat is a zero-alcohol flat no alcohol can be brought into the flat, if it is single gender the guest must be of the same gender.)
- The guest must not cause disruption to other residents whilst staying in halls.

DIOGELWCH TÂN

Bydd pob adeilad yn y llety yn cael ei brofi
bob dydd Mawrth rhwng 11am a 12.30pm

Mae ein polisi diogelwch tân yn bolisi pawb-allan. Mae hyn yn golygu, os bydd y larwm yn seinio ar adeg nad yw'n ddiwrnod ac amser prawf arferol, bydd angen i chi adael yr adeilad a mynd yn syth i'ch man cyfarfod, sef:

Blociau A a B – Yr ardal barbeciw y tu allan i floc A

Blociau E, C a D – Grisïau'r Hwb

Caerffili, Stiwdios Caerffili, Garth a Adeilad Mynydd Pen y Pâl – Grisïau'r Hwb

Adeilad Yr Wyddfa a Phen-y-Fan – Yr ardal barbeciw y tu allan i floc A

Blociau F ac G - Yr ardal barbeciw y tu allan i floc A

Blociau H, L, J, K, M ac N – Y maes parcio/ardal biniau y tu allan i Floc M

Blociau R, S, T, V a Tŷ Morgannwg – Y maes parcio/ardal biniau y tu allan i Dŷ Morgannwg

Gelli'r Fforest – Gadael ac ymgasglu ar y palmant ar ben yr heol

Heol Llantwit – Gadael a mynd tuag at yr heol

FIRE SAFETY

All buildings in the accommodation will be tested
every Tuesday between 11am and 12.30pm

Our fire safety policy is an all-out policy. This means that in the event of the alarm sounding outside of your test day, you will need to leave the building and head straight to your meeting point. These are:

Blocks A and B – The BBQ area outside A block

Blocks E, C and D – The Hub Steps

Caerphilly, Caerphilly Studios, Garth and Sugarloaf – The Hub Steps

Snowdon and Pen-Y-Fan – The BBQ area outside A block

Blocks F and G - The BBQ area outside A block

Blocks H, L, J, K, M and N – The car park/bin area outside M Block

Blocks R, S, T, V and Glam House – The car park/bin area outside Glam House

Forest Grove – Exit and make your way to the pavement at the top of the road

Llantwit Road – Exit and make your way towards the road

MYFYRWYR AG ANABLEDD - FFCGBP

Os oes gennych anabledd sy'n golygu y bydd angen cymorth neu fesurau ychwanegol arnoch er mwyn gwacáu adeilad mewn argyfwng, llenwch Ffurflen Cynllun Gwagio Brys Personol a fydd yn ein helpu i lunio cynllun addas.

<https://www.southwales.ac.uk/media/university-of-south-wales/site-assets/documents/accommodation/Personal-Emergency-Evacuation-Plan-Form.doc>

Unwaith y bydd wedi'i ddatblygu, y cynllun fydd y dull arfaethedig o ymadael mewn argyfwng (gan gynnwys ymarferion tân). Unwaith y byddwn wedi gwneud hyn, byddwn yn cysylltu â chi i'w drafod.

Dychwelwch eich ffurflen wedi'i llenwi atom ni yn

accomoperations@southwales.ac.uk.

<https://www.southwales.ac.uk/cy/llety/paratoi-ar-gyfer-y-brifysgol-/symud-i-mewn/cyrraedd-campws-trefforest/>

STUDENTS WITH A DISABILITY - PEEP

If you have a disability that means you may require assistance or additional measures in order to evacuate a building in an emergency, please complete a Personal Emergency Evacuation Plan Form which will help us to formulate a suitable plan.

<https://www.southwales.ac.uk/media/university-of-south-wales/site-assets/documents/accommodation/Personal-Emergency-Evacuation-Plan-Form.doc>

Once developed, the Plan will be the intended means of escape in the event of an emergency (including fire drills). Once we have this, we'll be in touch to discuss it. Please return your completed form to us at

accomoperations@southwales.ac.uk.

<https://www.southwales.ac.uk/accommodation/preparing-for-uni/moving-in/arriving-at-treforest-campus/>

DESG GYMORTH A'R DDERBYNFA

Mae Desg Gymorth Ystadau a Chyfleusterau yn galluogi staff a myfyrwyr i gofnodi cesiadau am waith cynnal a chadw, diogelwch a glanhau yn y Brifysgol.

I gofnodi cais, ewch [i'r Ddesg Gymorth](#) neu sganiwch un o'r codau QR hyn, lawrlwythwch ap Planon Live a rhwch yr URL:

<https://usw-prod.planoncloud.com>

iPhone (chwith), Android (dde).

Sylwch, fod materion a gofnodwyd gan ddefnyddio dolen y Ddesg Gymorth a'r cod QR yn cael eu monitro o ddydd Llun i ddydd Iau, 8am - 4pm a dydd Gwener, 8am - 3.30pm. Nid yw materion yn cael eu monitro yn ystod y penwythnos, gwyliau cyhoeddus neu wyliau'r Brifysgol.

Mewn argyfwng, 24/7 ffoniwch 01443 482222.

Ar gyfer ymholiadau cyffredinol, e-bostiwch estateshelpdesk@southwales.ac.uk.



HELPDESK AND RECEPTION

The Estates & Facilities Helpdesk enables staff and students to log requests for maintenance, security and cleaning at the University.

To log a request, go to the [Helpdesk](#) or scan one of these QR codes, download the Planon Live app and enter the URL:

<https://usw-prod.planoncloud.com>

iPhone (left), Android (right):

Please note, issues logged using the Helpdesk link and QR codes are monitored Monday to Thursday, 8am - 4pm and Friday, 8am - 3.30pm. Issues are not monitored over the weekend, or during public or University holidays.

For emergencies, 24/7 please call 01443 482222.

For general enquiries, please email estateshelpdesk@southwales.ac.uk.

FIDEOS CYNNAL A CHADW

AGOR A CHLOI EICH DRWS

Cwrt Morgannwg

I agor eich drws, bydd angen i chi sganio'ch cerdyn allwedd ar y drws ac yna troi'r troi bwlyn bawd. I gau eich drws bydd angen dilyn yr un broses ond gan droi'r bwlyn bawd y ffordd arall.

Neuaddau'r Mynyddoedd

Bydd angen i chi sganio'ch cerdyn allwedd ar eich drws i agor a chau'r drws.



MAINTENANCE VIDEOS

OPEN AND LOCK DOOR

Glamorgan Court

To open your door, you will need to scan your key card on the door and then turn the thumb turn. To close your door, it is the same process turning the thumb turn back the other way.

Mountain Halls

You will just need to scan your key card on your door to open and close the door.

FIDEOS CYNNAL A CHADW

DADFLOCIO'R GAWOD

I ddadflocio'ch cawod, bydd angen i chi godi gorchudd y draen yn gyntaf a gwirio gwahanol rannau'r draen, i sicrhau nad oes gwallt neu rywbeth arall yn creu rhwystr.

Os na allwch weld unrhyw beth sy'n achosi rhwystr, neu os bydd y broblem yn parhau ar ôl i chi lanhau'r draen, yna rhowch wybod i aelod o staff yn y swyddfa llety.



MAINTENANCE VIDEOS

UNBLOCK THE SHOWER

To unblock your shower, you will first need to lift up the drain cover and check the different sections of the drain, to ensure there is no hair or blockages.

If there is no blockage you can see, or if the issue continues after you have cleaned out the drain, then please report this to a member of staff at the accommodation office.

FIDEOS CYNNAL A CHADW DADFLOCIO'R SINC

I ddadflocio sinc eich ystafell ymolchi, bydd angen i chi dynnu'r plwg o'r twll plwg yn gyntaf. Yna gallwch lanhau'r plwg a sicrhau nad oes unrhyw rwystr yn y twll plwg ei hun.

Os na allwch weld unrhyw beth sy'n achosi rhwystr, neu os bydd y broblem yn parhau ar ôl i chi lanhau'r plwg a'r twll plwg, yna rhowch wybod i aelod o staff yn y swyddfa llety.



MAINTENANCE VIDEOS UNBLOCK THE SINK

To unblock your bathroom sink, you will need to first remove the plug from the plug hole. You can then clean out the plug and ensure that there is no blockage in the plug hole itself.

If there is no blockage you can see, or if the issue continues after you have cleaned out the plug and plug hole, then please report this to a member of staff at the accommodation office.

GLIDE WI-FI

Pan fyddwch chi'n cyrraedd eich llety am y tro cyntaf, cysylltwch eich dyfais â'r rhwydwaith Wi-Fi. Bydd angen chwilio am rwydwaith Glide. Os yw GlideSecure ar gael, bydd angen i chi gofrestru cyfrif ar y rhwydwaith agored yn gyntaf.

Os oes gennych gyfrif Glide eisoes, dylech rhoi eich enw defnyddiwr a'ch cyfrinair a chlicio Continue/Parhau. Os nad ydych wedi creu cyfrif eto, bydd angen i chi glicio Get Started/Cychwyn arni.

Ar ôl i chi fewngofnodi, byddwch yn gweld sgrin sy'n dweud bod eich Band Eang wedi'i alluogi, sy'n golygu y gallwch gael mynediad at y rhyngwrdd, a bod eich dyfais wedi'i mewngofnodi'n ddiogel i'r rhwydwaith Glide.

Dylech ddilyn y camau hyn ar gyfer pob cyfrifiadur, gliniadur a ffôn symudol, gan ddefnyddio'r un cyfrif ar gyfer pob un ohonyn nhw. Gwnewch yn siŵr eich bod wedi cael diffodd data symudol eich ffôn, gan y bydd angen i chi fod wedi'ch cysylltu â Wi-Fi Glide i fewngofnodi.

When you first arrive in your accommodation, connect your device to the Wi-Fi network. You're looking for the network Glide. If GlideSecure is available, you'll need to register an account on the open network first.

If you've already got a Glide account, you should enter your username and password and click Continue. If you haven't made an account yet, you'll need to click Get Started.

Once you're logged in, you'll be shown a screen that says Your Broadband is now enabled, meaning you are now able to access the internet, and your device is securely logged into the Glide network.

You should follow these steps for all computers, laptops and mobile phones, using the same account for each of them. Make sure you've got your phone's mobile data turned off, as you'll need to be connected to the Glide Wi-Fi to login.

SUT I GASGLU EICH POST

Bydd pob llythyr a pharsel yn cael ei anfon i'r porthdy llety. Bydd eich parsel wedyn naill ai'n cael ei gadw yn ein hystafell bost neu yn un o'n loceri post.

Os yw'r parsel yn cael ei roi yn un o'r loceri, byddwch yn derbyn e-bost drwy eich cyfeiriad e-bost myfyriwr, a fydd yn cynnwys eich cod mynediad.

Os caiff eich parsel ei gadw yn ein hystafell bost, yna bydd angen i chi ddod i'r swyddfa i'w gasglu, a chofiwch ddod â phrawf adnabod.

Eich cyfeiriad:
Llety Prifysgol De Cymru
Eich Bloc, rhif eich fflat, eich rhif ystafell
Heol Llantwit
CF37 1DL Pontypridd
Rhondda Cynon Taf



Helo, alla i gael parsel os gwelwch un dda

HOW TO COLLECT POST

All letters and parcels will be delivered to the accommodation lodge. Your parcel will then either be kept in our mail room or in one of our mail lockers.

If the parcel is placed in one of the lockers, then you will receive an email to your student email address, which will contain your access code.

If your parcel is kept in our mail room then you will need to come to the office to collect it and remember to bring your ID.

Your address:
University of South Wales Accommodation
Your Block, your flat number, your room number
Llantwit Road
CF37 1DL Pontypridd
Rhonda Cynon Taff

YR YSTAFELL GOLCHI DILLAD

Mae dwy ystafell golchi dillad ar y campws, y naill y tu ôl i'r Porthdy Llety, a'r llall y tu ôl i'r Hwb.

Mae'r ystafelloedd golchi dillad yn cynnwys nifer o beiriannau golchi a sychu y gallwch eu defnyddio yn ystod eich cyfnod mewn neuadd!

Llif I ddefnyddio'r lif, gallwch lawrlwytho'r ap "Circuit GO", sefydlu cyfrif a cherdyn talu, dewis eich peiriant, dewis eich gosodiadau a GO.

Am gymorth neu gyngor, siaradwch yn fyw drwy'r ap, ffoniwch 0808 281 22 88 neu e-bostiwch circuitgo.circuitgroup.com

THE LAUNDRY ROOM

There are two laundry rooms on campus, one behind the Accommodation Lodge and the second is then located behind The Hub.

The laundry rooms hold a number of washing machines and dryers that you are able to use during your time in halls!

To use the laundry, you can download the "Circuit GO" app, set up an account and a payment card, select your machine, choose your settings and GO.

For help or advice, chat live through the app, call 0808 281 22 88 or email circuitgo.circuitgroup.com

BINIAU

Yn eich fflat, bydd biniau gwahanol ar gyfer gwastraff cyffredinol ac ailgylchu. Bydd y labelu arnynt fel arweiniad.

Gallwch ddod i'r Swyddfa Llety i gasglu bagiau gwastraff cyffredinol a gwastraff bwyd, ac ar gyfer ailgylchu.

Chi sy'n gyfrifol am wagio eich biniau a mynd â nhw i'r manau sbwriel y tu allan i'ch blociau llety.



BINS

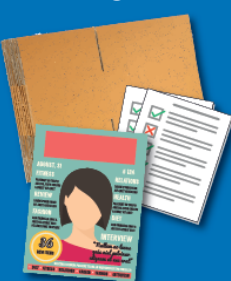
In your flat, there will be different bins for general waste and recycling. These will be labeled for guidance.

You can come to the Accommodation Office to collect general waste, recycling and food waste bags.

You are responsible for emptying bins and taking the bags to the rubbish areas located outside your accommodation blocks.

WASTE AND RECYCLING IN HALLS

GWASTRAFF AC AILGYLCHU MEWN NEUADDAU PRESWYL

Gwastraff Bwyd Food Waste Bag Biodegradable Gwyrdd Green Biodegradable Bag 	Ailgylchu Gwydr Glass Recycling Gwydr – Bag Clir neu Rhydd Glass – Clear Bag or Loose 	Ailgylchu Tuniau, Caniau a Phlastig Tins, Cans & Plastic Recycling Tuniau, Caniau a Phlastig – Bag Clir Tins, Cans & Plastic – Clear Bag 	Ailgylchu Papur a Cherdyn Paper and Card Recycling Papur a Cherdyn – Bag Clir neu Rhydd Paper and Card – Clear Bag or Loose 	Gwastraff Cyffredinol General Waste Gwastraff Cyffredinol – Bagiau Du General Waste – Black Bags 
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RECYCLING – CLEAR BAGS

AILGYLCHU – BAGIAU CLIR

METELAU, PLASTIGION A CHARTONAU METALS, PLASTICS & CARTONS

✓ **le plis** ✓ **Yes please**

Caniau diodydd, tuniau bwyd ac erosolau gwag
Food tins, drinks cans & empty aerosols

Ffoil alân
Clean foil

Poteli, potiau a thybiau plastig
Plastic bottles, pots, tubs & trays

Tetra Pak a thiwbiau creision
Tetra Pak & crisp tubes

Cwpanau coffi
Coffee cups

Cartonau bwyd a diod
Food & drink cartons

✗ **Dim diolch**

- ✗ Gwastraff bwyd neu hylifau
- ✗ Pecynnau creision
- ✗ Deunydd lapio siocled neu lasin
- ✗ Gwydr
- ✗ Bagiau neu ddeunydd lapio plastig
- ✗ Plastigion du

✗ **No thank you**

- ✗ Food waste or liquids
- ✗ Crisp packets
- ✗ Chocolate or sweet wrappers
- ✗ Glass
- ✗ Plastic bags or wrapping
- ✗ Black plastics

businessailechycymru.com | businessofrecyclingwales.com

CARDBORD A PHAPUR CARDBOARD & PAPER

✓ **le plis** ✓ **Yes please**

Cardbord
Cardboard

Papur swyddfa
Office paper

Amlenni
Envelopes

Papurau newydd
Newspapers

Llyfrynau a chatalogau
Brochures & catalogues

Cylchgronau
Magazines

✗ **Dim diolch**

- ✗ Gwastraff bwyd neu hylifau
- ✗ Bagiau Jiffy, neu amlenni gyda pheddi neu swigod
- ✗ Swigod lapio
- ✗ Bagiau neu ddeunydd lapio plastig
- ✗ Cartonau bwyd neu ddiod
- ✗ Cwpanau coffi
- ✗ Hancsi neu dyweli papur

✗ **No thank you**

- ✗ Food waste or liquids
- ✗ Jiffy bags, padded or bubble envelopes
- ✗ Bubble wrap
- ✗ Plastic bags or wrapping
- ✗ Food or drink cartons
- ✗ Coffee cups
- ✗ Paper tissues or towels

businessailechycymru.com | businessofrecyclingwales.com

POTELI A JARIAU GWYDR GLASS BOTTLES & JARS

✓ **le plis** ✓ **Yes please**

Poteli gwydr
Glass bottles

Jariau gwydr
Glass jars

✗ **Dim diolch**

- ✗ Gwydrau yfed
- ✗ Pyrex
- ✗ Gwydr fflat
- ✗ Gwydr wedi torri
- ✗ Poteli neu jariau plastig
- ✗ Cyrc

✗ **No thank you**

- ✗ Drinking glasses
- ✗ Pyrex
- ✗ Flat glass
- ✗ Broken glass
- ✗ Plastic bottles or jars
- ✗ Corks

businessailechycymru.com | businessofrecyclingwales.com

RECYCLING – CLEAR BAGS

AILGYLCHU – BAGIAU CLIR

Other Waste: What NOT to put in the bins

Some items are **never allowed** in waste or recycling bins. These items are dangerous, can cause fires, and in some cases, it is **against the law** to dispose of them incorrectly

Electrical Items (WEEE Waste)

Includes anything with a plug, cable, or electronic parts:

Kettles, toasters, lamps

Chargers, headphones, hair dryers

Do NOT place electrical items in any bin. This is **against the law** and presents a **serious fire risk**

What to do instead, Raise a job on Planon for safe collection and disposal

Batteries & Vapes – Major Fire Risk

Batteries and vapes are one of the **leading causes of fires in waste areas.**

Never put batteries or vapes in any bin. They can ignite when crushed or compacted

What to do instead: Drop off **batteries and vapes** at the **Accommodation Office**

Broken or Unwanted Furniture

Includes desks, chairs, wardrobes, bed parts, and shelving.

Do NOT leave furniture in bin stores, corridors, or communal areas

What to do instead: **Raise a job on Planon** so removal can be arranged safely

Why Getting It Right Matters

By following this guidance, you help to:

- Prevent fires and injuries
- Keep halls clean and welcoming
- Reduce landfill and carbon emissions
- Meet legal and environmental requirements
- Keep Wales among the world's recycling leaders

If you're ever unsure, **don't guess**, check signage, ask staff, or raise a job on Planon.

Thank you for doing your part to keep our halls **safe, responsible, and sustainable.**

Gwastraff Eraill: Beth NA ddylid rhoi yn y Biniau

Ni chaniateir rhai eitemau **byth** mewn biniau gwastraff neu ailgylchu. Mae'r eitemau hyn yn beryglus, gallent achosi tanau, ac mewn rhai achosion, mae yn **erbyn y gyfraith** eu gwaredu'n anghywir

Eitemau Trydanol (Gwastraff WEEE)

Yn cynnwys unrhyw beth gyda phlwg, cebl neu rannau trydanol:

• Tegellau, tostwyr, lampau

• Gwefryddau, clustffonau, sychwyr gwallt

PEIDIWCH ag rhoi eitemau trydanol mewn unrhyw bin. Mae hyn yn erbyn y gyfraith ac yn cyflwyno risg tân difrifol

Beth i'w wneud yn lle hynny, cofrestrwch docyn ar Planon ar gyfer casglu a gwaredu'n ddiogel.

FÊPS A BATRIS – Perygl Tân Sylweddol

Mae batris a fêps yn un o'r **prif achosion o dân mewn ardaloedd gwastraff.**

Peidiwch byth â rhoi batris neu fêps mewn unrhyw bin. Gallent gynnau wrth gael eu gwasgu neu eu cywasgu.

Beth i'w wneud yn lle: Gollyngwch **fatris a fêps** yn y **Swyddfa Lety**

Dodrefn Anymunol neu sydd wedi'i Thorri

Yn cynnwys desgiau, cadeiriau, cypyrddau, darnau gwely, a silffoedd

PEIDIWCH â gadael dodrefn mewn storfeydd bin, coridorau, neu ardaloedd cymunedol

Beth i'w wneud yn lle: **Codwch docyn ar Planon** fel y gellir trefnu gwarediad yn ddiogel

Pam bod Gwneud Pethau'n lawn yn Bwysig

Trwy ddilyn y canllawiau hyn, rydych chi'n helpu i:

• Atal tanau a niweidiau

• Cadw neuaddau'n lân ac yn groesawgar

• Lleihau gwastraff tirlenwi ac allyriadau carbon

• Cwrdd â gofynion cyfreithiol ac amgylcheddol

• Cadw Cymru ymhlith arweinwyr ailgylchu'r byd

Os ydych chi byth yn ansicr, **peidiwch â dyfalu**, gwiriwch arwyddion, gofynnwch i staff, neu godi docyn ar Planon.

Diolch am wneud eich rhan i gadw ein neuaddau'n **ddiogel, yn gyfrifol, ac yn gynaliadwy.**



RECYCLING – GREEN BIODEGRADABLE BAGS

Food Waste Bin

All cooked and uncooked food
Leftovers, peelings, bread, rice and pasta
Tea bags and coffee grounds
No packaging or liquids

AILGYLCHU – BAGIAU BIODDIRADDADWY GWYRDD

Bin Gwastraff Bwyd

Pob bwyd wedi'i goginio a heb ei gogini
Bwyd dros ben, croen, bara, reis a phasta
Bagiau te a gwaddodion coffi
Dim pecynnau na hylifau

CONTAMINATION HALOGIAD



No contamination – One incorrect item can cause a whole bin to be rejected
If recycling is contaminated, it will be treated as general waste, undoing all the good work done by you and your fellow students.
Bags are **Free**, please collect from the accommodation office.

Dim Halogiad - Gall un eitem anghywir achosi i'r bin cyfan gael ei wrthod
Os w eich ailgylchu wedi'i halogi, trinnir fel gwastraff cyffredinol, gan ddileu'r holl waith da a wnaethoch chi a'ch cyd-fyfyrwyr.
Mae bagiau **Am Ddim**, casglwch o swyddfa'r llety.

TURN USW GREEN - Be sustainable, climb the leaderboard, and earn vouchers.

TROWCH PDC YN WYRDD



Mae Troi PDC yn Wyrdd yn ap ar y we sy'n eich gwobrwyo â 'Phwyntiau Gwyrdd' am gamau amgylcheddol cadarnhaol sy'n eich helpu i fyw bywyd mwy cynaliadwy a helpu PDC i gyrraedd ei tharged carbon niwtral erbyn 2040.

Sut mae Troi PDC yn Wyrdd yn gweithio

Ar gyfer pob cam a gymerwch byddwch yn ennill 'Pwyntiau Gwyrdd' ac yn cystadlu ar sgorfwrdd gyda'ch cydweithwyr, cyd-fyfrwyr ac adrannau cyfan.

Gwylwch fideo Troi PDC yn Wyrdd isod i gael gwybod mwy: <https://www.youtube.com/watch?v=Jh9YSZyadCM>

Sut ydw i'n cael gafael ar Troi PDC yn Wyrdd? Chwiliwch am 'Turn USW Green' yn siop ap eich dyfais neu dethol :. 'Turn USW Green' ar gyfer Android neu 'Turn USW Green' ar gyfer iOS.

I gofrestru eich cyfrif ar gyfer y rhaglen Trowch PDC yn Wyrdd, dilynwch y camau isod:

<https://turnuswgreen.org/cym>

1. Cliciwch ar y botwm 'Register with Microsoft'
2. Rhwch eich e-bost Prifysgol De Cymru
3. Cliciwch 'Register' a dewiswch eich adran
4. Rhwch eich manylion personol a chreu cyfrinair
5. Cytunwch i'r telerau ac amodau
6. Cliciwch 'Register Now' a mwynhewch y rhaglen!



Turn USW Green is a web app that awards you 'Green Points' for positive environmental actions which help you live a more sustainable life and help USW achieve its 2040 carbon neutral target.

How Turn USW Green works

For each action you take you'll earn 'Green Points' and compete on leader boards with your colleagues, fellow students and as whole departments.

Watch the Turn USW Green video to find out more:

<https://www.youtube.com/watch?v=D6qsqgzY2hs>

How do I get Turn USW Green? Search 'Turn USW Green' in your device's app store or select:

'Turn USW Green' for Android or 'Turn USW Green' for iOS.

To register your account to the Turn USW Green programme, please follow the below steps:

<https://turnuswgreen.org>

1. Click the 'Register with Microsoft' button
2. Enter your University of South Wales email
3. Click 'Register' and select your department
4. Enter your personal details and create a password
5. Agree to the terms and conditions
6. Click 'Register Now' and enjoy the programme!



CYSYLLTIADAU DEFNYDDIOL

Os ydych chi'n teimlo bod angen cymorth ar frys a bywyd mewn perygl yn syth, ffoniwch 999 ar unwaith.

Cymorth PDC:

Tim iechyd PDC: <https://www.southwales.ac.uk/cy/myfyrwyr-presennol/tim-iechyd-pdc/>

Tim Cyngor ar Anabledd: <https://www.southwales.ac.uk/cy/myfyrwyr-presennol/cyngor-ar-anabledd/>

Llesiant Meddyliol: <https://www.southwales.ac.uk/cy/myfyrwyr-presennol/llesiant-meddyliol/>

Tim Cyngor Ariannol i Fyfrwyr: <https://www.southwales.ac.uk/cy/myfyrwyr-presennol/tim-cyngor-ariannol-i-fyfrwyr/>

Undeb y Myfyrwyr: <https://www.uswsu.com>

Adnoddau allanol:

Cofrestru gyda Meddyg Teulu - Cofrestru gyda Meddygfa Ashgrove

Dylai myfyrwyr sy'n byw yn ardal Trefforest, Glyn-taf neu Bontypridd gofrestru gyda Meddygfa Ashgrove

<https://www.campusdoctor.co.uk/cardiff/reg.html?practice=ashgrove> Wedi i chi gofrestru, bydd gennych fynediad at e-ymgyngoriadau ar-lein, dull ar-lein o gael cyngor gan eich meddyg teulu. I drefnu apwyntiad ym meddygfa Ashgrove ffoniwch **01443 404 444**.

GIG - Ffoniwch 111 i gael cyngor brys ac i gael mynediad at ofal sylfaenol brys y tu allan i oriau (Ar gael 24/7).

Samariaid – 116 123 neu 0808 164 0123 (llinell Gymraeg)

Bwrdd Iechyd Prifysgol Cwm Taf Morgannwg

Ar gyfer myfyrwyr ar gampysau Trefforest/Glyn-taf, mae'r tîm argyfwng lleol yn Ysbyty Brenhinol Morgannwg, Ffôn: 01443 443443 est 6388.

Gellir cael gwybod am adnoddau cymorth allanol eraill drwy <https://www.southwales.ac.uk/current-students/mental-wellbeing/brys-help/>

USEFUL CONTACTS

If you feel that the need is urgent and life is in danger now, call 999 immediately.

USW Support:

Health Team <https://www.southwales.ac.uk/current-students/usw-health-team/>

Disability Advice Team: <https://www.southwales.ac.uk/current-students/disability-advice-team/>

Mental Wellbeing: <https://www.southwales.ac.uk/current-students/mental-wellbeing/>

Student Money Advice Team: <https://www.southwales.ac.uk/current-students/student-money-advice-team/>

Students' Union: <https://www.uswsu.com>

External resources:

GP Registration - Registering with Ashgrove Surgery

Students living in the Trefforest, Glyntaff or Pontypridd area should register with Ashgrove Surgery

<https://www.campusdoctor.co.uk/cardiff/reg.html?practice=ashgrove> Once you are registered you will have access to online e-consultations, an online way of obtaining advice from your GP. To book an appointment at Ashgrove surgery call **01443 404 444**.

NHS - Call 111 for urgent advice and to access urgent primary care out of hours (Available 24/7).

Samaritans – 116 123

Cwm Taf Morgannwg University Health Board

For students in Trefforest/Glyntaff campus, the local crisis team is at Royal Glamorgan Hospital, Tel: 01443 443443 ext 6388.

Other external support resources can be found in

<https://www.southwales.ac.uk/current-students/mental-wellbeing/urgent-help/>

DIOGELWCH

- Mae timau diogelwch ar waith 24/7 365 diwrnod ar draws ein campws Trefforest
- Mae diogelwch yma i gadw pawb yn ddiogel, amddiffyn safle, eiddo a chynnal cymuned ddiogel.
- Wedi'u hyfforddi i ddarparu gwasanaeth ymateb cyntaf gan gynnwys cymorth cyntaf.
- Mae porthdy diogelwch wedi'i leoli wrth i chi fynd i mewn i'r campws ar yr ochr chwith.
- Diogelwch dros nos yn y neuaddau preswyl
- Rhoddir cardiau allweddol i bob myfyriwr i gael mynediad i'r bloc / fflat a'r ystafell.
- Os collwch gardiau allweddol, rhwch wybod i'r swyddfa Llety
- Rhwch wybod am bob nam ar ddrysau, h.y. nid yw'r drws yn cau'n iawn neu nid oes angen cerdyn mynediad i agor.
- Peidiwch â rhannu cardiau mynediad
- Cyhoeddir trwyddedau parcio gan y tîm diogelwch. Dim ond myfyrwyr sydd wedi cael lle parcio yn y neuaddau all ddefnyddio maes parcio'r neuaddau.
- Pasys dros dro 30 munud – Gollwng yn unig

Cysylltwch â'r Adran Diogelwch

- **Argyfwng (01443) 483333**
- Rhwch wybod i'r Adran Diogelwch os yw Ambiwlans wedi cael ei alw a ble mae'n mynd.
- **Di-argyfwng (01443) 482057**
- **Safezone – Ap PDC**

Ar ôl i chi lawrlwytho'r ap am ddim, rhwch eich cyfeiriad e-bost, dewiswch Brifysgol De Cymru, yna dilynwch y cyfarwyddiadau hawdd ar y sgrin.



SECURITY

- Security teams operates 24/7 365 days across our Trefforest campus
- Security are here to keep everyone safe, protect premises, belongings and maintain a secure community.
- Trained to provide a first response service including first aid.
- Security gatehouse is located as you enter campus on the left-hand side.
- Overnight security in halls of residence
- All students are issued with key cards to access block / flat and room.
- Lost key cards, please report to Accommodation office
- Please report all faults with doors, i.e. door does not close properly or does not require access card to open.
- Don't share access cards
- Parking permits are issued by the security team. Only students who have been allocated parking at halls can use the halls residential car park.
- 30 Minutes Temporary passes – Drop off only

Contact Security

- **Emergency (01443) 483333**
- Please inform Security if an Ambulance has been called and where it is going.
- **Non-Emergency (01443) 482057**
- **Safezone – USW App**
- Once you have downloaded the free app, simply enter your email address, select University of South Wales, then follow the easy on-screen instructions.



SAFEZONE

Amgylchedd saff a diogel ar gyfer dysgu ac ymchwil o'r radd flaenaf

Mae Prifysgol De Cymru yn cynnig profiad saff, diogel a chroesawgar i fyfyrwyr, staff ac ymwelwyr.

Yn rhan annatod o fywyd campws, mae ein tîm cyfeillgar o weithwyr diogelwch proffesiynol yn darparu gwasanaeth diogelwch 24/7 ar draws ein campysau.

Mae'r tîm ymroddedig yn dod â chyfoeth o brofiad o ddarparu gwasanaethau diogelwch i'r brifysgol ac mae wedi'i hyfforddi i ddarparu gwasanaeth ymateb cyntaf gan gynnwys cymorth cyntaf.

I gefnogi'r tîm a chynnig sicrwydd diogelwch rownd y cloc i fyfyrwyr a staff, rydym yn cynnig ap diogelwch am ddim a defnyddiol i fyfyrwyr a staff o'r enw Safezone.

Safezone-app hawdd ei ddefnyddio i'ch cadw'n ddiogel ar y campws

Mae safezone yn ap ffôn symudol am ddim i fyfyrwyr a staff Prifysgol ei ddefnyddio. Mae'n hawdd i'w lawrlwytho ac yn rhoi mynediad ar unwaith i ddiogelwch ar y campws a thîm o ymatebwyr cyntaf drwy eich ffôn symudol.

Mae SafeZone yn gadael i chi gael help yn gyflym mewn argyfwng personol, neu os oes ar rywun angen cymorth cyntaf neu help cyffredinol. Gallwch holi i mewn pan fyddwch chi'n gweithio ar eich pen eich hun neu mewn ardaloedd risg uchel, i rannu eich statws gyda'r tîm ymateb. Gallwch osod amseredd ar eich sesiwn wirio a fydd yn rhybuddio'r tîm yn awtomatig os na fyddwch yn ymateb. Mae SafeZone hefyd yn anfon hysbysiadau i chi mewn achos o argyfwng, felly rydych chi'n gwybod beth i'w wneud i gadw'n ddiogel

Sut mae mynd yn SafeZone?

- Ewch i www.safezoneapp.com a dilynwch y cyfarwyddiadau syml ar gyfer eich dyfais.
- Ar ôl i chi ddadlwytho'r app am ddim, rhwch eich cyfeiriad e-bost, dewiswch Brifysgol De Cymru, yna dilynwch y cyfarwyddiadau hawdd ar y sgrin.



University of
South Wales
Prifysgol
De Cymru

SAFEZONE

A Safe and Secure Environment for world-class learning and research

University of South Wales offers a safe, secure and welcoming experience for students, staff and visitors.

An integral part of campus life, our friendly team of security professionals provides a 24/7 security service across our campuses. The dedicated team brings a wealth of experience in providing security services to the University and is trained to provide a first response service including first aid.

To support the team and offer round-the-clock safety reassurance to students and staff, we offer a free and handy safety app to students and staff called Safezone.

Safezone - The Easy-to-Use App to Keep You Safe On Campus

Safezone is a free mobile phone app for University students and staff to use. It's easy to download and gives you immediate access to on-campus security and a team of first responders through your mobile phone.

SafeZone lets you get help quickly in a personal emergency, or if someone needs first aid or general help. You can check in when you are working alone or in high risk areas, to share your status with the response team. You can set a timer on your check-in session that will automatically alert the team if you become unresponsive. SafeZone also sends you notifications in the event of an emergency, so you know what to do to stay safe

How do I get SafeZone?

- Go to www.safezoneapp.com and follow the simple instructions for your device.
- Once you have downloaded the free app, simply enter your email address, select University of South Wales, then follow the easy on-screen instructions.

COFESTRU

P'un ai ydych chi'n fyfyrwr newydd, sy'n dychwelyd neu ryngwladol, bydd angen i chi gwblhau cofrestru i gael mynediad at wasanaethau hanfodol fel adnoddau dysgu, cyfleusterau prifysgol, a benthyciadau myfyrwyr. Bydd y camau y mae angen i chi eu dilyn yn dibynnu ar eich statws myfyrwr.

<https://www.southwales.ac.uk/cy/cychwyn-arni/sut-i-gofrestru/>

Myfyrwyr Newydd

1. Sefydlu eich cyfrif TG Er mwyn cael mynediad i'ch cyfrif myfyrwr, amserlenni ac apiau, bydd angen i chi gwblhau proses sydyn o osod eich cyfrif un waith.
2. Cyflwynwch eich gwybodaeth Mewngofnodwch i'ch cofnod myfyrwr, uwchlwythwch eich gwybodaeth bersonol a llun ar gyfer eich cerdyn adnabod myfyrwr, a dilynwch y cyfarwyddiadau a ddarperir ar-lein.
3. Casglu eich cerdyn adnabod (ID) myfyrwr Mae eich cerdyn adnabod SMART yn gwneud y cyfan. Mae'n gerdyn adnabod prifysgol, cerdyn llyfrgell, allwedd drws, a'ch tocyn i gael mynediad at ystod o wasanaethau a chyfleusterau campws.
4. Mwynhau ein digwyddiadau croeso Mae ein digwyddiadau croeso yn llawn gweithgareddau hwyliog a defnyddiol sydd wedi'u cynllunio i'ch helpu i ymgartrefu a chael teimlad o beth yw bywyd prifysgol.

Angen cymorth pellach? Am unrhyw gymorth pellach gyda chofrestru, darllenwch y Cwestiynau Cyffredin

<https://www.southwales.ac.uk/cy/myfyrwyr-presennol/ardal-gynghori/a-y/cwestiynau-cyffredin/>, Gofynnwch Gwestiwn

<https://advicezone.southwales.ac.uk/unauth?locale=cy> neu cysylltwch â'n llinell gyngor cofrestru ar: 01443 483348.

ENROLMENT

Whether you're a new, returning, or international student, you'll need to complete enrolment to access essential services like learning resources, university facilities, and student loans. The steps you need to follow will depend on your student status.

<https://www.southwales.ac.uk/getting-started/how-to-enrol/>

New students

1. Set up your IT account To be able to access your student account, timetables and apps, you'll need to complete a quick one-time setup.
2. Submit your information Log into your student record, upload your personal information and a photo for your student ID, and follow the instructions provided online.
3. Collect your student ID Your SMART ID card does it all. It's your university ID, library card, door key, and your pass
4. Enjoy our welcome events Our welcome events are packed with fun and useful activities designed to help you settle in and get a feel for what university life is all about. to access a range of campus services and facilities.

Need further help? For any further enrolment support, please read the FAQs <https://www.southwales.ac.uk/current-students/advice-zone/a-z/faqs/>, Ask a Question https://advicezone.southwales.ac.uk/unauth?locale=en_GB or contact our enrolment advice line on: 01443 483348.

AMSERLENNI

Bydd eich amserlen sefydlu ac addysgu yn llenwi eich calendr Outlook PDC yn awtomatig. Bydd diweddariadau'n cysoni'n awtomatig, sy'n golygu y bydd gennych chi'r wybodaeth ddiweddaraf ar flaenau eich bysedd ar unrhyw adeg. Gall eich amserlen newid oherwydd amgylchiadau annisgwyl a byddem yn argymhell eich bod yn gwirio eich amserlen bersonol yn rheolaidd. Os bydd eich amserlen yn cael ei haildrefnu, caiff hon ei diweddaru'n awtomatig yng nghalendr Outlook PDC.

<https://www.southwales.ac.uk/cy/y-cofrestrfa-academaidd/amserlenni/>

YOUR TIMETABLE

Your induction and teaching timetable will automatically populate your USW Outlook calendar after you have completed enrolment. Updates will automatically sync, meaning you will always have up to date information at your fingertips. Your timetable is subject to change due to unforeseen circumstances and we would recommend you check your personal timetable on a regular basis. In the event that your timetable is rescheduled, this will be automatically updated in your USW Outlook calendar.

<https://www.southwales.ac.uk/academic-registry/your-timetable/>

UNILIFE

UniLife yw prif hafan myfyrwyr PDC ac fe'i rhedir gan Wasanaethau Myfyrwyr.

I'r rhan fwyaf o fyfyrwyr PDC, UniLife yw'r man cychwyn wrth chwilio am wybodaeth neu gymorth.

Gall UniLife ateb llawer o ymholiadau myfyrwyr yn uniongyrchol ac mae'n borth i holl wasanaethau cymorth y brifysgol, sy'n cynnig cymorth mwy manwl a phersonol.

Am fwy o wybodaeth am UniLife, Gwasanaethau Myfyrwyr neu unrhyw beth arall sy'n gysylltiedig â Phrifysgol De Cymru, ewch i

<https://unilife.southwales.ac.uk/dashboard/home>

UNILIFE

UniLife is USW's main student homepage and is run by Student Services.

For most USW students, UniLife is the starting point when looking for information or support.

UniLife can directly answer many student queries and it's the gateway to all the university's support services, who offer more in-depth, personalised support.

For further information about UniLife, Student Services or anything else related to USW, go to

<https://unilife.southwales.ac.uk/dashboard/home>



ARDAL GYNGHORI AR-LEIN

Yr Ardal Gynghori Ar-lein yw system cymorth myfyrwyr ar-lein PDC. Mae'n lle canolog lle gallwch gyflwyno cwestiynau, trefnu apwyntiadau, dod o hyd i ddigwyddiadau a chwblhau rhai prosesau gweinyddol.

Mewngofnodi i'r Ardal Gynghori Ar-lein

Gallwch fewngofnodi i'r Ardal Gynghori Ar-lein gyda'ch cyfeiriad e-bost a'ch cyfrinair myfyriwr gan ddefnyddio'r botwm isod:

<https://advicezone.southwales.ac.uk/unauth>

Os ydych wedi cofrestru neu newid eich manylion personol yn ddiweddar, gall gymryd hyd at 24 awr cyn y gallwch gael mynediad i'r Ardal Gynghori Ar-lein. **Beth allaf ei wneud yn yr Ardal Gynghori Ar-lein?**

Trefnu apwyntiad Gallwch drefnu apwyntiad gydag un o wasanaethau cymorth arbenigol PDC

<https://www.southwales.ac.uk/cy/myfyrwyr-presennol/ardal-gynghori/a-y/apwyntiadau/>.

Llwybrau Llifoedd gwaith strwythuredig yw llwybrau, ac maent wedi'u cynllunio i fyfyrwyr gwblhau tasgau penodol neu gyflawni nodau penodol. Er enghraifft, gallwch ddefnyddio llwybr i ddiweddarau eich manylion personol ar system cofnodion myfyrwyr PDC.

Gofyn cwestiwn Gallwch gyflwyno cwestiwn drwy'r Ardal Gynghori Ar-lein, a fydd yn cael ei anfon yn awtomatig at 'dîm' cywir y Brifysgol. Pan fydd eich cwestiwn wedi'i ateb byddwch yn cael e-bost sy'n gofyn i chi fewngofnodi i'r system, i weld yr ymateb. Mae eich cwestiynau'n cael eu cadw'n ddiogel yn yr Ardal Gynghori Ar-lein sy'n eich galluogi i chwilio ac olrhain, ymholiadau cyfredol a blaenorol. Os nad yw'ch ymholiad wedi'i ddatrys, mae'r Ardal Gynghori Ar-lein yn ei gwneud hi'n haws rhyngweithio â staff a dod o hyd i'r ateb rydych chi'n chwilio amdano.

Cwestiynau Cyffredin Mae'r Ardal Gynghori Ar-lein yn eich cysylltu â Chwestiynau Cyffredin (a'u hatebion) ar amrywiaeth o bynciau cymorth.

Digwyddiadau Mae'r Ardal Gynghori Ar-lein yn rhestru digwyddiadau sydd ar ddod, ac yn gadael i chi neilltuo lle ar unrhyw ddigwyddiad sydd angen i chi gofrestru ymlaen llaw ar ei gyfer.

Os na allwch gael mynediad at yr Ardal Gynghori Ar-lein, e-bostiwch advicezoneonline@southwales.ac.uk

ADVICE ZONE ONLINE

Advice Zone Online is USW's online student support system. It's a central place where you can submit questions, book appointments, find events and complete certain administrative processes.

Login to Advice Zone Online with your student email address and password **<https://advicezone.southwales.ac.uk/unauth>**

If you have recently enrolled or changed your personal details, it may take up to 24 hours before you can access Advice Zone Online.

What can I do in Advice Zone Online?

Book an appointment You can book an appointment with one of USW's specialist support services. **<https://www.southwales.ac.uk/current-students/advice-zone/a-z/appointments/>**

Pathways are structured workflows designed for students to complete certain tasks or achieve specific goals. For example, you can use a pathway to update your personal details on USW's student records system.

Ask a question

You can submit a question via Advice Zone Online, which will automatically be sent to the correct University 'team'. When your question has been answered you will be sent an email, asking you to log into the system, to see the reply.

Your questions are stored securely in Advice Zone Online enabling you to search and track, current and previous queries. If your answer hasn't been resolved, Advice Zone Online makes it easier to interact with staff and find the answer you're looking for. **FAQs**

Advice Zone Online links to Frequently Asked Question (and answers) on a range of support topics.

Events Advice Zone Online lists upcoming events and lets you book a place on any event that needs you to register in advance. Privacy Statement Advice Zone Online is covered by USW's Student Privacy Notice.

If you can't access Advice Zone Online, email advicezoneonline@southwales.ac.uk

ARDAL GYNGHORI

Gofyn Cwestiwn

Gallwch ddefnyddio'r Ardal Gyngori Ar-lein <https://advicezone.southwales.ac.uk/unauth> ar unrhyw adeg i 'Ofyn Cwestiwn', a bydd yn anfon neges atom. Byddwn yn ymateb cyn pen 5 diwrnod gwaith (dydd Llun i ddydd Gwener) ac anfonir hysbysiad i'ch cyfeiriad e-bost myfyriwr, felly gwiriwch y cyfeiriad e-bost hwnnw'n rheolaidd.

Apwyntiadau Defnyddiwch yr Ardal Gyngori Ar-lein <https://www.southwales.ac.uk/cy/myfyrwyr-presennol/ardal-gynghori/a-y/apwyntiadau/> i drefnu apwyntiadau gyda gwasanaethau cymorth arbenigol PDC.

Os nad ydych yn siŵr pa apwyntiad sydd ei angen arnoch, neu os nad ydych yn gallu cael mynediad i'r Ardal Gyngori Ar-lein, cysylltwch â'r Ardal Gyngori a fydd yn gallu trefnu apwyntiad ar eich rhan.

Dros y ffôn 01443 482540 9.00am - 4.00pm, Llun - Gwener.

E-bost: advicezoneonline@southwales.ac.uk

Mewn Person / Ardaloedd Cynghori ar y Campws

Mae Ardal Gyngori ar y Campws ar bob un o bedwar prif gampws y Brifysgol. Galwch heibio i siarad ag aelod o staff.

ADVICE ZONE

Ask a Question

You can use Advice Zone Online <https://advicezone.southwales.ac.uk/unauth> at any time to 'Ask a Question', which sends a message. Advice Zone will respond within 5 working days (Monday to Friday) and you'll get a notification sent to your student email address, so check that email address regularly.

Appointments

Use Advice Zone Online to book appointments with USW's specialist support services.

<https://www.southwales.ac.uk/current-students/advice-zone/a-z/appointments/>

If you are unsure what appointment you need, or are unable to access Advice Zone Online, please contact the Advice Zone, who will be able to book an appointment on your behalf.

Telephone 01443 482540 9.00am - 4.00pm, Monday to Friday.

Email: advicezoneonline@southwales.ac.uk

In-Person Support / Campus Advice Zones

There is a Campus Advice Zone on each of the University's four main campuses. Drop-in to talk to a member of staff.

TÎM IECHYD PDC

Mae Tîm Iechyd PDC yn wasanaeth a arweinir gan nyrsys sydd ar gael i fyfyrwyr drafod neu reoli unrhyw faterion iechyd corfforol a allai fod ganddynt, gan gynnwys cyflyrau iechyd sy'n bodoli eisoes, mân anhwylderau, mân anafiadau, rheoli clwyfau, iechyd rhywiol a chynghor atal cenhedlu. Gallwn hefyd helpu gyda Chofrestru Meddygon Teulu a mynediad at wasanaethau Gofal Iechyd eraill.

Apwyntiadau gyda Thîm Iechyd Prifysgol De Cymru Cynhwyswch eich rhif ffôn symudol yn yr adran nodiadau ar y ffurflen archebu ar-lein.

<https://www.southwales.ac.uk/cy/myfyrwyr-presennol/ardal-gynghori/a-y/apwyntiadau/>

Gall ein Hymgynghorwyr Nyrsio gynnig help a chynghor gyda:

Cofrestru gyda meddygfa leol Yn aml iawn, nid oes angen i chi weld meddyg am anhwylderau mwyaf cyffredin, felly bydd y cynghor yn cynnwys eich cyfeirio at y gwasanaeth mwyaf perthnasol i'ch helpu chi yn ogystal â dewisiadau hunan-drin gan y Fferyllfa.

Gofal Clwyfau a Mân Anafiadau Cynghor yn unig oni bai bod apwyntiadau ar y campws wedi'u trefnu.

Rhoi cynghor a gwybodaeth ar faterion fel; ond heb fod yn gyfyngedig i: Ail-bresgripsiynau Dewisiadau Atal Cenhedlu Materion Iechyd Rhywiol Bwyd, Diet a Maeth Problemau cysgu

I gael gwybodaeth am ddarparwyr gofal iechyd eraill, Pa wasanaeth sy'n iawn i chi? <https://www.southwales.ac.uk/cy/myfyrwyr-presennol/tim-iechyd-pdc/pa-wasanaeth-syn-iawn-i-chi/>

Cysylltu â'r Tîm Iechyd PDC

E-bost health@southwales.ac.uk

USW HEALTH TEAM

The USW Health Team is a nurse led service available for students to discuss or manage any physical health issues that they may have, including pre-existing health conditions, minor ailments, minor injuries, wound management, sexual health & contraceptive advice. They can also help with GP Registration and access to other healthcare services.

Appointments with USW Health Team

Appointments- please include your mobile number in the notes section of the online booking form.

<https://www.southwales.ac.uk/current-students/advice-zone/a-z/appointments/>

Nurse Advisers can offer help and advice about:

Registering with a local GP surgery

Common health ailments Very often you don't need to see a doctor for most common ailments, therefore the advice will include signposting you to the most relevant service to help you as well as self-treatment options from the pharmacy.

Wound care and minor injuries Advice only unless an on-campus appointment has been booked.

Advice and information On issues including but not limited to: Repeat Prescriptions Contraception Choices Sexual Health Issues Food, Diet & Nutrition Sleep problems.

For information on other healthcare providers, please see Which service is right for you? <https://www.southwales.ac.uk/current-students/usw-health-team/which-service-is-right-for-you/>

Contact USW Health Team

Email health@southwales.ac.uk

LLESIANT MEDDYLIOL

Lles Meddyliol Mae gan PDC nifer o dimau a all eich cefnogi gyda'ch iechyd meddwl a'ch lles. Y peth cyntaf sydd angen i chi ei wneud, i gael cymorth unigol, yw trefnu Apwyntiad Cyngor Lles.

Yn ystod yr apwyntiad, bydd cynghorydd yn eich helpu i archwilio eich anghenion ac yna'ch cyfeirio at gymorth pellach. Gallan nhw eich cyfeirio at gynghorydd iechyd meddwl neu gwnselydd os yw'n briodol.

Sylwch: ni allwch chi drefnu apwyntiad iechyd meddwl neu gwnsela heb gael apwyntiad Cyngor Lles yn gyntaf.

<https://www.southwales.ac.uk/current-students/advice-zone/a-z/appointments/>

CYNGOR AR ANABLEDD

Mae'r Tîm Cyngor ar Anabledd yn helpu pobl ag anableddau i drosglwyddo i fywyd yn y Brifysgol, ac yn eu cefnogi yn ystod eu hamser fel myfyrwyr PDC. Os ydych yn niwrowahanol neu os oes gennych anabledd corfforol, synhwyaidd, iechyd meddwl neu anweledig, byddwn yn gweithio gyda chi i ystyried eich anghenion unigol, darparu gwybodaeth, trafod 'addasiadau rhesymol', a'ch helpu i wneud cais am y cymorth sydd ei angen arnoch.

<https://www.southwales.ac.uk/cy/myfyrwyr-presennol/cyngor-ar-anabledd/>

E-bost: disabilityadviser@southwales.ac.uk

Ffôn: 01443 654070, 10am-12pm, dydd Llun i ddydd Gwener (yn ystod y tymor yn unig)

Myfyrwyr Coleg Partner - cysylltwch â'ch coleg partner yn uniongyrchol i gael cymorth anabledd.

MENTAL HEALTH AND WELLBEING

USW has several teams who can support you with your mental health and wellbeing. The first thing you need to do, to get individual support, is to book a Wellbeing Advice Appointment.

During the appointment, an adviser will help you explore your needs then signpost you to further support. They can refer you to a mental health adviser or counsellor if appropriate.

NB: You cannot book a mental health or counselling appointment without first having a Wellbeing Advice appointment.

<https://www.southwales.ac.uk/current-students/advice-zone/a-z/appointments/>

DISABILITY ADVICE TEAM

The Disability Advice Team helps people with disabilities transition to life at University and supports them during their time as USW students. If you're neurodivergent or have a physical, sensory, mental health or unseen disability, we will work with you to consider your individual needs, provide information, discuss 'reasonable adjustments', and help you to apply for the support you need.

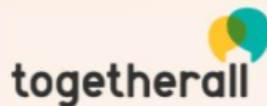
<https://www.southwales.ac.uk/current-students/disability-advice-team/>

Email: disabilityadviser@southwales.ac.uk

Telephone: 01443 654070, 10am - 12pm, Monday - Friday (term-time only)

Partner College Students - Please contact your partner college directly for disability support.

TOGETHERALL



Mae Togetherall yn blatfform llesiant digidol lle mae pobl yn cefnogi ei gilydd yn ddienw i wella iechyd meddwl a lles. Mae Togetherall am ddim i holl fyfyrwyr PDC ac ar gael 24 awr y dydd, 365 diwrnod y flwyddyn. Mae Togetherall yn cael ei safoni'n glinigol gan weithwyr iechyd meddwl proffesiynol ac mae'n cynnig lle diogel a dienw i fyfyrwyr archwilio'ch teimladau a meddwl am bethau.

Nodweddion sydd ar gael yn Togetherall

Cysylltu ag eraill sy'n profi meddyliau a theimladau tebyg
Mynegi eich hun yn greadigol trwy luniadau neu eiriau
Cadw golwg ar feddyliau a theimladau yn eich dyddlyfr eich hun
Nodi a gweithio tuag at eich nodau ac olrhain eich cynnydd
Cymryd rhan mewn cyrsiau ar-lein lle gallwch chi sgwrsio ag eraill a rhannu awgrymiadau ar yr hyn sy'n gweithio.

Sut gallwch chi ddefnyddio Togetherall

Cymuned Mae Togetherall yn cynnig cymuned ddienw i chi rannu sut rydych chi'n teimlo, gwrandao a chael eich clywed. Mae'r gymuned hefyd yn cynnig y cyfle i chi gefnogi eraill a phrofi manteision rhoi cymorth.

Cyrsiau Gallwch ddod o hyd i gyrsiau sy'n benodol i'ch pryderon a dysgu technegau i reoli'ch iechyd meddwl yn rhagweithiol.

Adnoddau Mae Togetherall yn cynnig amrywiaeth o offer, hunanasesiadau ac erthyglau sy'n eich helpu i ddeall sut rydych chi'n teimlo. Mae yna hefyd adnoddau i olrhain eich cynnydd, gan gynnwys dyddlyfr ac offer olrhain nodau. **Sut i ymuno** Mae gan holl fyfyrwyr PDC fynediad i gymorth iechyd meddwl a lles ar-lein am ddim gyda Togetherall. I ymuno, ewch i [Togetherall.com](https://togetherall.com) a:

Dewis 'Join'

Dewis 'I'm from a university of college'

Rhoi eich cyfeiriad e-bost myfyriwr. Byddwch yn cofrestru gan ddefnyddio eich cyfeiriad e-bost myfyriwr, ond bydd eich proffil yn ddienw drwy ddewis enw defnyddiwr, sef sut rydych yn cael eich adnabod ar Togetherall.

TOGETHERALL

Togetherall is a digital well-being platform where people support each other anonymously to improve mental health and wellbeing. Togetherall is free for all USW students and available 24 hours a day, 365 days a year.

Togetherall is clinically moderated by mental health professionals and offers students a safe and anonymous place to explore your feelings and think things through.

Features available in Togetherall

Connect with others who are experiencing similar thoughts and feelings
Express yourself creatively through drawings or words
Keep track of thoughts and feelings in your own journal
Identify and work towards your goals and track your progress
Take part in online courses where you can chat with others and share tips on what's working

How you can use Togetherall

Community Togetherall offers an anonymous community for you to share how you're feeling, listen and be heard. The community also offers the opportunity for you to support others and experience the benefits of giving support.

Courses You can find courses specific to your concerns and learn techniques to proactively manage your mental health.

Resources Togetherall offers a range of tools, self-assessments and articles that help you to understand how you're feeling. There are also resources to track your progress, including journaling and goal tracking tools.

How to join All USW students have access to free online mental health and wellbeing support with Togetherall. To join, visit [Togetherall.com](https://togetherall.com) and:

Select 'Join'

Select 'I'm from a university or college'

Enter your student email address. You will register using your student email address, but your profile will be anonymous by choosing a username, which is how you are known on Togetherall.

ADRODD + CHYMORTH

Mae gan bawb ym Mhrifysgol De Cymru yr hawl i deimlo'n ddiogel ac i gael eu cefnogi. Os ydych yn profi, neu'n dyst i ddigwyddiad sy'n peri pryder, gallwch ddweud wrthym drwy gyflwyno ffurflen ar y wefan hon.

Mae tair ffordd y gallwch ddweud wrthym beth ddigwyddodd:

Adrodd gyda manylion cyswllt
Addrodd yn ddienw
Rhoi gwybod am bryder diogelu

Cymorth

Camymddwyn Rhywiol, ymosodiad ac aflonyddu
Gwahaniaethu
Bwllo / Aflonyddu
Trosedd casibed
Ymosodiad
Sbeicio diodydd a ndwyddau
Iechyd meddwl a llesiant
Diogelu
Gwybodaeth gyffredinol

<https://adroddachymorth.decymru.ac.uk>



REPORT + SUPPORT

Everyone at the University of South Wales has the right to feel safe and supported.
If you experience or witness an incident of concern, you can tell us by submitting a form on this website.

There are three ways you can report what happened:

Report with contact details
Report anonymously
Report a safeguarding concern

Support areas:

Sexual misconduct and assault
Discrimination
Bullying / Harassment
Hate crime
Assault
Drink and needle spiking
Mental Health and Wellbeing
Safeguarding
General information
USW student information

<https://reportandsupport.southwales.ac.uk>

DIOLCH AM WYLIO!

Os oes gennych unrhyw gwestiynau, e-bostiwch y

Tîm Llety

accomoperations@southwales.ac.uk

accom@southwales.ac.uk

THANK YOU FOR WATCHING!

If you have any questions, please email the

Accommodation Team

accomoperations@southwales.ac.uk

accom@southwales.ac.uk