This handbook is available online or in alternative formats.
Please contact ????? if required.
WELCOME .... (page(s) for welcome to University/Department/UG or PG team/Graduate School, research team..... who’s who in the Department etc, as appropriate
UNIVERSITY-STUDENT PARTNERSHIP

The University and the Students’ Union (SU) have a longstanding commitment and culture of working in partnership to deliver the highest quality student experience. The University-Student Partnership Statement has been developed collaboratively by the Students’ Union (SU) and University to set out the mutual commitment of staff and students and our collective expectations.

Read the University-Student Partnership Statement:
http://www.bath.ac.uk/quality/documents/University-Student_Partnership_Statement.pdf

The statement sets out the shared principles that support this commitment, including working together in partnership to:

- make your transition to University life as smooth as possible;
- deliver and participate fully in the highest quality learning and teaching experience;
- recognise the important role that research plays in the University experience, ensuring there is a close working relationship between students and staff;
- maintain a strong community and environment which enable honest and constructive feedback to each other;
- consider the broad co-curricular opportunities available beyond your academic studies;
- encourage a continued University experience after graduation or completion of your studies through our Alumni network.
YOUR PROGRAMME

Insert programme and departmental specific information here including as appropriate:

KEY CONTACTS/STAFF LIST
(name, title (eg DoS), tel ext, email, room no – some may already be covered under “Welcome section above”)

DEPARTMENTAL INFORMATION
(Location of Dept, pigeonholes, relevant websites, other booklets (eg Placement Handbook)

EXPECTATIONS
(of attendance at lectures, lab classes etc)

PROGRAMME AIMS AND LEARNING OUTCOMES
(from Programme Specification)

PROGRAMME DESCRIPTION: STRUCTURE OF THE PROGRAMME
[Complete table with the relevant programme details and weightings/appendix references]

<table>
<thead>
<tr>
<th>Part</th>
<th>Stage</th>
<th>Normal period of study for this Mode</th>
<th>Unit code</th>
<th>Unit title</th>
<th>Unit status</th>
<th>Credits</th>
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Assessment weightings and decision references

<table>
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<tr>
<th>Stage</th>
<th>Weighting within programme</th>
<th>NFAAR-HY decisions reference</th>
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<tr>
<td>See: <a href="http://www.bath.ac.uk/registry/nfa/index.html#nfaar-hy">http://www.bath.ac.uk/registry/nfa/index.html#nfaar-hy</a></td>
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| Stage 1 | 100% | Main assessment: Appendix 11  
Supplementary assessment: Appendix 12 |


UNIT AND PROGRAMME CATALOGUES

Link to

PROFESSIONAL BODY ACCREDITATION

or processes/requirements to achieve professional body accreditation

TIMETABLES

information on how and when students will receive

OPTION CHOICES

Procedure for making

PLACEMENTS: aims, learning outcomes, assessment, requirements and responsibilities, selection/application procedure, overseas placements, placement tutor/support

STUDENT EXCHANGE/STUDY ABROAD

options available, any key information and dates

SUBMISSION DEADLINES

Dates or when/how students will be informed of dates

MARKING CRITERIA

PRIZES
STUDY AND SUPPORT:

GETTING THE MOST OUT OF YOUR STUDIES

MOODLE
Moodle is the Virtual Learning Environment (VLE) used at the University of Bath. It is used by academic departments to support learning and teaching at programme and unit level. It provides a platform for the delivery of resources and online activities, and can also support student interaction and collaboration.

[Insert link to Moodle page]

PERSONAL TUTOR SYSTEM
A personal tutor is assigned to all students; they will help you to get the best out of your university experience and can guide you to sources of expert help – whether on academic progress or personal/welfare issues – when or as you may need it.

You are responsible for attending the scheduled meetings with your personal tutor and letting them know in advance if you cannot attend. Remember that if you do not get to know your tutor, they will be unable to provide you later with a reference for your career. If you fail on several occasions to make contact with your tutor as expected, this will be reported to your Director of Studies.

You should expect to meet with your personal tutor on three occasions in your first semester after entry to University and you will be offered at least one meeting thereafter per semester. You can request a personal, one-to-one meeting at any time.

If you should have reason to wish to change your personal tutor please contact your Director of Studies to discuss the matter.

ACADEMIC STUDY SKILLS SUPPORT AND DEVELOPMENT
To succeed in your studies, you will need to develop subject-specific knowledge, enhance your existing skills and also develop new ones for academic study. Effective development of these skills will help you to become an independent learner and attain the very best results from your academic study here. Many of these skills are transferable to the workplace so will also benefit you in your future career and beyond.

You will receive, and have access to, academic and wider skills support and development in a number of different ways. These include:

- Subject-specific study skills support as part of your academic programme
- Study skills classes available to all students at all levels
- Online self-study resources
- One-to-one tutorials to support you in your studies
- Courses to enhance English language proficiency for non-native speakers
- Self-access language learning to develop your language skills
- Academic integrity (how to avoid plagiarism)
- Mathematics and statistics support through Mathematics Resources Centre (MASH)
- Information and referencing skills through the Library
- Information technology skills through [Computing Services](#)
Employability skills, including CV writing and interview techniques, through the Careers Service.

You can find out more about the support we offer to help you study effectively and make the most of your time here by visiting:

www.bath.ac.uk/students/support/academic/index.html

BUILDING ON YOUR SKILLS USING PERSONAL DEVELOPMENT PLANNING

Personal Development Planning (PDP) is a process of recording and reflecting on your skills and experience which will help you to plan for your personal, educational, and career development. The University provides information and tools to guide you through the process.

Further information http://www.bath.ac.uk/learningandteaching/enhance-learning-experiences/personal-development-planning.html

RECOGNITION FOR EXTRA-CURRICULAR ACTIVITIES: THE BATH AWARD

Personal Development Planning (PDP) is an important element of The Bath Award. The Bath Award recognises and accredits the skills and achievements of students engaged in all types of extra-curricular activities. It operates alongside your degree programme and aims to capture the extra-curricular achievements at University that you will find valuable in your future life and career.

Further information: www.bathstudent.com/bathaward/

THE LIBRARY

The Library is open 24 hours a day and provides print and electronic materials and information services to support study and research across the University. It houses over 520 networked workstations, wireless networking and laptop docking points and provides study areas for both quiet individual study and group work. The Library’s copy and print service includes black and white and colour photocopying, laser printing and scanning. Charges are kept as low as possible.

Information specialists, known as Subject Librarians (see the Department’s Library resources page), are responsible for services to individual Departments and Schools. They provide individual help to students and staff, as well as teaching information skills. All new students receive library introduction sessions during the induction period.

Further information
This Department’s Library resources page is [insert weblink]
For information on all library services and resources, please see www.bath.ac.uk/library/

COMPUTING FACILITIES AND IT SKILLS

You will have been issued with a unique username and password to register online. This forms your email address (username@bath.ac.uk) and once registered, you can use one of the thousand or so Computing Services student access workstations anywhere on campus. These enable you to use email, the internet, file storage, Office programs such as word
processing and often give access to the more complex software used on your programme. The machines print to laser-printers in the library for which there is a charge per page.

With your username and password you can also register your own laptop, smart phone or similar for connection to the campus wireless network (which covers communal areas, the Library, cafes and similar) or to around 150 student docking ports.

Support is available from the IT Service Desk on level 2 of the Library or online at http://www.bath.ac.uk/bucs/help/index.html. Tutorials and FAQs are provided in the self-help section.

If you have a disability or learning difficulty, Computing Services can support you with your computing needs. An Assistive Technologist is available to provide advice and support. Additional resources available include a purpose-built room, specialist software, and computer hardware, including laptops for loan.

The IT shop in the Library stocks popular products such as academic software, DVDs, network cables and headsets. You can order many further IT products through the shop. Prices are often lower than in high street shops.

Include any Faculty/School and/or Department specific information on IT facilities/skills here.

Further information
Computing Services: http://www.bath.ac.uk/bucs/  
Guide to computing services:  www.bath.ac.uk/bucs/services/  
E-learning:  www.bath.ac.uk/e-learning/  
Information for new users:  www.bath.ac.uk/bucs/help/newusers/  
Information for users with a disability or learning difficulty:  www.bath.ac.uk/bucs/services/assistivetechnologies/  
IT shop:  www.bath.ac.uk/bucs/services/itpurchasing/

STUDENT REPRESENTATION
Feeding back your views to the University
The University is committed to reviewing and improving its practice. The main ways in which we seek feedback are through
(a) Staff / Student Liaison Committees (SSLCs),
(b) surveys, and
(c) the Students’ Union.
We also use focus groups, Departmental working parties, and various kinds of feedback session.

You can get actively involved in determining how your educational and student experiences are organised by becoming active in the Students’ Union or by letting the Department know that you are interested in contributing.

The University requires every Department to have a formal system so that all students can comment routinely, in confidence, and anonymously on the teaching they have received. Such comments help us to check that:

- you have a clear idea of the aims and requirements of each unit you study;
- our teaching is effective and stimulating;
- the advice and feedback we provide on your work is helpful;
- our resources are adequate.
The main method by which we seek your feedback is through short unit evaluations. You will be asked to complete an evaluation for each unit you have studied, and a survey on your whole programme at the end of each year. Please complete each evaluation fully, thoughtfully, and candidly. In particular, please tell us, not only your opinion on the unit and programme you have studied, but also the reasons behind your opinion.

When we receive responses to evaluations, we analyse them – especially any criticisms or suggestions they provide. The Director of Studies will then present the results of evaluations to the SSLC, where the elected Academic Reps have the opportunity to input into the action plan which is uploaded to Moodle for you to see. The results will also be discussed at Department Learning, Teaching and Quality Committees so that appropriate action can be taken. Summaries of the feedback and the actions taken will be included in Director of Studies’ Annual Monitoring Reports. Each report is presented to the Faculty/School Learning, Teaching and Quality Committee, which will make sure that the actions taken are adequate, appropriate, and properly implemented and summaries are presented to University committees.

Your feedback is important to both the University and the Students’ Union. Please keep telling us what is going well and what needs to get better and we shall make clear how your comments on your units, and the wider student experience have been acted upon. The Better@Bath web pages (http://www.bath.ac.uk/students/betteratbath/) provide a central source of information on why we are “better at Bath”. The Students’ Union has an initiative called Ideas to Action which you can use to put forward ideas to improve your Students’ Union or the University, and enables you to work with the Students’ Union on the changes you want to see. The Ideas to Action web page (http://www.bathstudent.com/your-union/campaigns/ideastoaction/) provides more information.

**Student representatives**

As a student of the University you are automatically a member of the Students’ Union. Officers of the Students’ Union represent students’ interests on University decision-making bodies. In addition, numerous elected student representatives play important roles on various Departmental, Faculty/School and University committees. All student representatives are elected through Students’ Union online elections.

There are many opportunities for elected student representatives. If you are elected by fellow students to serve on Departmental, Faculty/School or University committees you will be expected to represent the views of your fellow students and provide feedback following meetings.

**Departmental level:** Each Department has at least one Departmental SSLC. These comprise six or more elected student members, known as Academic Reps and an equal or smaller number of staff members. Academic Reps are elected at the beginning of every year through online elections. Their role involves collecting the views of the students on their programme, attending SSLCs where they represent these views to their Department.

Each SSLC produces an Annual Overview briefly outlining their work and highlighting good practice, the key themes explored and the actions that have been taken as a result. The Students’ Union reviews all these reports and prepares a summary report for the University highlighting issues which need to be addressed by the institution as a whole.

There is also provision for student membership of the Department Learning, Teaching and Quality Committee: normally one undergraduate and one postgraduate taught representative.
**Faculty/School level:** Four student representatives (including at least one undergraduate and one postgraduate) are elected as **Faculty Reps** to sit on a number of Faculty/School level committees such as the Faculty/School Board of Studies, Learning and Teaching Quality Committees, and Research Students Committees. The Board makes most decisions in relation to teaching and research and reports to Senate. The Faculty/School Learning, Teaching and Quality Committee considers all matters relating to taught programmes across the Departments within the Faculty and makes recommendations to the Faculty/School Board of Studies. **Faculty Reps are also members of the Students' Union Academic Exec Committee.**

**University level:** University committees with student representation include the Council/Senate/Students’ Union, the University Learning, Teaching and Quality Committee; University Research Students’ Committee, the Programmes and Partnership Approval Committee and Senate. Elections to many of these posts take place at the start of the academic year.

**Students’ Union:** Academic Reps also sit on the Academic Council of the Students’ Union. This meets **approximately** every three weeks during semester time in order to:

- keep Students' Union Officers and fellow Academic Reps informed of academic developments throughout the University;
- discuss common problems and interests affecting Departments;
- gather student opinions and views to be used by the University and the Students’ Union;
- update Academic Reps on key issues.

If you are interested in representing student views at Faculty/School or University level, please contact the Students’ Union Education Officer: email academicreps@bath.ac.uk. The Students’ Union runs a full training programme for student representatives including an online course in Moodle and additional sessions through the Skills-training programme.

Do feel free to approach your student Academic Reps at any time to inform them of good practice or areas for enhancement in your units and programmes. These are normally the people who represent your year or degree scheme on the Departmental SSLC.

If you need to raise a concern, remember there are various routes open to you. You can discuss issues directly with a lecturer, your Personal Tutor, or the Director of Studies. Individual problems are often more readily resolved in this way. The Students’ Union Advice and Representation Centre, described below, also provides students with information and confidential advice.

**Further information**

Better@Bath: [http://go.bath.ac.uk/betteratbath](http://go.bath.ac.uk/betteratbath)

Your SSLC: Insert link to Dept/Faculty/School SSLC web pages


Contact details of Academic Reps: [http://www.bathstudent.com/education/mydepartment](http://www.bathstudent.com/education/mydepartment)


Outline election procedures are included in QA48 Staff/Student Liaison Committees at [http://www.bath.ac.uk/quality/documents/QA48.pdf](http://www.bath.ac.uk/quality/documents/QA48.pdf)

Students’ Union Skills Training programme: [http://www.bathstudent.com/skills-training/](http://www.bathstudent.com/skills-training/)
STUDENT WELFARE

Most students find there are occasions when it can help to talk to someone about a personal problem or issue. In many cases your Personal Tutor, Director of Studies, or Resident Tutor will be able to help. However, there is also a range of specialist University support services that you may be referred to, or can approach directly. Your two main contact points are the Student Services Centre in 4W and the Advice and Representation Centre in the Students' Union.

The Student Services Centre can provide or direct students to advice on a range of issues including academic skills, disability, funding, health and well-being, and visa queries. It runs various “drop-in” sessions. Full details can be obtained from the Student Services Centre. It also provides letters confirming student status for a variety of purposes, which can be requested by logging onto Registration on-line (http://www.bath.ac.uk/registration-on-line/).

The Students’ Union Advice and Representation Centre deals with academic and welfare issues, ranging from representation at academic reviews and appeals to housing and welfare issues. It also provides information for students, including those wanting to submit individual mitigating circumstances, change their programme or experiencing problems with their programme.

Further information and contacts
A guide to the wide variety of support and information available to students can be found at www.bath.ac.uk/student and the Students’ Union website www.bathstudent.com. This includes essential information on medical services and security and other facilities such as the Chaplaincy

Student Services Centre in 4W is open from 09:30 to 16:30 throughout the year: tel: 01225 385538. The Helpdesk can also be contacted via the Student Services Helpdesk tab on your personal student record ‘SAMIS’ page. For the full range of services see www.bath.ac.uk/students/support/services

The Students’ Union Advice and Representation Centre is open Monday to Friday 09:00 to 17:00 in term time (From 10:00 on Fridays) and 10:00 to 16:00 during vacations; tel: 01225 386906; email at suadvice@bath.ac.uk

For the full range of services see http://www.bathstudent.com/advice/

The Careers Advisory Service in Norwood is open from Monday to Friday 09:15 to 16:30, with lunch time closure from 13:00-14:00 in vacations.

INTERNATIONAL STUDENT ADVICE

The International Student Advice Team is based in Student Services. They provide a tailored pre-arrival and induction programme, including a mentoring scheme, and advice and support for all international students, including a ‘check and send’ service for students wishing to send Tier 4 applications to the Home Office. The team offers workshops, a ‘drop in’ service, advice via email, phone and web based platforms or individual appointments can be made through the Helpdesk in the Student Services Centre, 4 West.

Further information: http://www.bath.ac.uk/international/advice/isat.html

DEALING WITH A PROBLEM INVOLVING THE UNIVERSITY

We want to ensure that, if you have a problem concerning the University, it is resolved as quickly as possible. As described above, there are student representatives on all formal decision-making committees – at Programme, Departmental, and University level. Student
representatives help to anticipate problems and, when problems occur, to deal with them promptly. As a result we can often resolve problems before they get to the stage where a formal complaint might be necessary.

Complaints
If you do need to make a complaint, there are procedures in place to deal with it, outlined at [http://www.bath.ac.uk/regulations/Appendix1.pdf](http://www.bath.ac.uk/regulations/Appendix1.pdf). These procedures are designed to ensure that your complaint will be dealt with in good faith and that you will not be penalised for complaining. When we receive a complaint, we will first seek to deal with it through informal discussion. If this fails to resolve the issue at hand, you can raise the complaint formally.

In addition, there are procedures for requesting a review of progression or award classification decisions, or of the level of attainment. For information on these procedures, please see section below on Procedures for Academic Reviews (Appeals).

Bullying, harassment and victimisation
We believe that all our students and employees are entitled to dignity and respect and to be free from unlawful discrimination, victimisation, bullying, or any form of harassment. This is set out in the University’s policy, Dignity and Respect for Students and Staff of the University of Bath: Policy and Procedure for Dealing with Complaints, available at [http://www.bath.ac.uk/qualities/policiesandpractices/dignityandrespectpolicy.pdf](http://www.bath.ac.uk/qualities/policiesandpractices/dignityandrespectpolicy.pdf). This policy and procedure applies to all staff, students and third parties (e.g. contractors to the University).

Mediation
If you are involved in a disagreement or dispute, you can seek help from the University’s Mediation Service. This service is impartial, non-judgemental, and confidential. Requests for mediation support should in the first instance be made either to the Mediation Service Manager, or the Students’ Union Advice and Representation Centre coordinator.

Further information and contacts
Mediation Service: [http://www.bath.ac.uk/equalities/activities/mediation/index.html](http://www.bath.ac.uk/equalities/activities/mediation/index.html)

Mediation Service Manager: Marlene Bertrand: M.Bertrand@bath.ac.uk (01225 383098) or Students’ Union Advice and Community Manager: Carol Lacey: C.Lacey@bath.ac.uk (01225 386906)

ADVICE FOR STUDENTS WITH DISABILITIES, LONG-TERM ILLNESS, AND SPECIFIC LEARNING DIFFICULTIES
If you have a disability and/or specific learning difficulty (such as dyslexia), we strongly advise you to disclose this. This will enable us to assess your needs and make arrangements to support you.

Please speak to the Student Disability Advice team, your Personal Tutor or Director of Studies, as soon as possible – preferably before your course begins. Any personal information you give when disclosing your disability will be treated in confidence and made available only to relevant members of staff and only with your permission.

Please recognise that if you don’t disclose your disability – or if you withhold permission to forward information to the relevant members of staff – you may make it difficult for the University to provide suitable support to help you achieve your academic targets. Disclosure will not disadvantage you in any way.
Student Disability Advice provides advice, guidance, information and support for a range of needs including:

- Autism Spectrum Disorders/Asperger's Syndrome;
- dyslexia and other specific learning difficulties;
- mental health;
- mobility impairments;
- sensory impairments;
- unseen disabilities like Epilepsy/HIV/AIDS/Chronic Fatigue

Disability advisers can advise students about support available and putting support into practice. A screening process is available if you feel you may have a specific learning difficulty/dyslexia. Disability Advisers are responsible for making applications for alternative arrangements for exams and assessments. Therefore, if you think that, because of a disability, you need alternative exam arrangements (such as extra time or the use of a computer) discuss this with a Disability Adviser without delay.

**Further information**

Student Disability Advice: [www.bath.ac.uk/disabilityadvice](http://www.bath.ac.uk/disabilityadvice)

**PREGNANCY AND MATERNITY**

The University of Bath believes that being or becoming pregnant, terminating a pregnancy or having a very young child should not, in itself, be a barrier to applying for, starting, or succeeding in, or completing a programme of study. The University is committed to being as flexible as possible in supporting students in these circumstances to ensure they have access to their programme of study.

Students are not under any obligation to inform their Faculty/Department/School or College if they become pregnant, have a child, or decide to terminate a pregnancy while they are a Bath student. However, University or partner organisation staff will not be able to take a flexible approach to an individual’s programme of study or offer her specific support, unless she informs them of her situation.

Students are able to gain advice, guidance and support via Directors of Study, Personal Tutors and the University’s Student Services.

**CAREERS ADVISORY SERVICE**

The University Careers Advisory Service can support you through the career planning process. In addition to providing support with developing your employability, and guidance on how to make informed career decisions, Careers Advisers will provide help with writing your CV, practising aptitude tests, and improving your interview skills. Being in regular contact with several hundred major employers, the Service is also the best source of summer internships and graduate vacancies for Bath students.

**Further information**

The Careers Advisory Service ([www.bath.ac.uk/careers/](http://www.bath.ac.uk/careers/)) in Norwood is open from 9.15am to 4.30pm, with lunch time closure from 1-2pm in vacations. [www.bath.ac.uk/careers/](http://www.bath.ac.uk/careers/) includes the Myfuture vacancies portal

**ASSESSMENT**

HY programmes that need to refer to NFAAR-HY provisions
The following section on the New Framework for Assessment (NFAAR-HY) should only be included in single-stage Honours Year programme handbooks which come within the scope of the NFAAR-HY. Note there are now separate provisions and texts for UG programmes (NFAAR-UG), PGT programmes (NFAAR-PGT), Foundation degree programmes (NFAAR-FD), and Continuing Professional Development framework programmes excluding units not registered for an award aim (NFAAR-CPD).

Important information
For full details of the NFAAR-HY, visit: www.bath.ac.uk/registry/nfa/index.htm

ASSESSMENT
This section summarises the University’s assessment framework for types of programmes including the one you are undertaking. It explains the regulations that govern assessment and outlines how the University makes decisions concerning students’ progression through their programme and awards. Complete information is available in the NFAAR-HY document.

The New Framework for Assessment: Assessment Regulations
The New Framework for Assessment: Assessment Regulations (NFAAR-HY) specifies the rules governing Honours Year programmes. The rules cover all areas of assessment, including supplementary assessment and the extent to which failure may be condoned. If you began your programme in or after the 2011/12 academic year, NFAAR-HY applies to you. (If you began before then, please ask the Director of Studies for guidance on assessment).

Your programme is covered by the NFAAR-HY, so your work will be assessed according to its rules.

This section may contain terms unfamiliar to you. In addition to the explanations we give below you can find full definitions at www.bath.ac.uk/registry/nfa/nfaar-hy-appendix-02.pdf.

If at any time you are in doubt about how NFAAR-HY provisions apply to your work, please consult the Director of Studies.

Your programme and how you are assessed
Within your programme of study, there are compulsory units (i.e. those units in a programme which must be taken by every student registered on the programme), and optional units (i.e. those units you may choose from a range of options).

The “Programme Description: Structure of the programme” section earlier in this Handbook shows the structure of your programme. In the table, compulsory and optional units are labelled “C” and “O” respectively.

Please note that you can also access this information via links in your programme’s description in the Programme & Unit Catalogues available at: www.bath.ac.uk/catalogues/.

At the end of the table, there is a link to the relevant appendix of the NFAAR-HY which states exactly how the assessment rules operate.

Either: Use the following paragraph if your programme contains DEUs
There are some units that you must pass in order to achieve the normal award for the programme at the end. Such units are called Designated Essential Units (DEUs). Failure in a DEU – even marginal failure – will prevent you from successfully completing your
programme. Within prescribed limits, these units are the only ones where failure may be retrieved through supplementary assessment.

[Or: Use the following paragraph if your programme does not contain DEUs]
Some programmes have Designated Essential Units (DEUs) that must be passed in order to achieve the normal award for the programme at the end. Your programme does not have any of these units.

The following points will help you to understand how the assessment rules relate to your specific programme:

The normal pass mark for a unit is 40%. In some units, you might need to achieve a threshold mark in one or more component assessments in order to pass the unit overall.

A Board of Examiners will decide at the end of your programme whether you have met all the requirements for your target award. The outcomes will depend on both your performance in individual units and your overall performance. Generally, if you pass each of your units, you will be recommended for an award.

If you fail units beyond certain credit values, this will result in failure of the programme — without any opportunity for supplementary assessment.

[Either: Use the following if your programme contains DEUs]
If you fail any DEUs, you will have to undertake supplementary assessment — unless you have failed so much that you fails the programme outright and cannot be recommended for an award. If you fail only non-DEU units, your overall performance will determine whether you are still eligible for an award and at what level.

[Or: Use the following if your programme does not contain DEUs]
If you fail only some units, your overall performance will determine whether you are still eligible for an award and at what level.

The contribution of a unit’s assessment to the award calculations will normally be directly proportional to the credit-values of the units concerned. Your degree result is based on the calculation of your Overall Programme Average (OPA), with the Work-based Research Project potentially playing a key role if your OPA is close to the borderline for a higher classification. Follow the links provided in the “Programme Description: Structure of the programme” table earlier in this Handbook to see a clear description of the assessment rules for your programme.

Supplementary assessment and/or re-takes

“Supplementary assessment” is the term normally used for an opportunity given to a student to retrieve failure. In Honours Year programmes, it is normally available only for failed DEUs, and only within prescribed limits. It generally involves re-doing coursework or re-sitting an examination. Beyond this, it is only used to allow for deferred assessment where an individual mitigating circumstances claim has been accepted.

Supplementary assessments will be taken at the student’s normal examination venue, in the normal end-of-stage supplementary assessment periods. In single-stage Honours Year programmes, the need for, and eligibility to undertake, any supplementary assessment (other than for deferred assessment) can only be determined at the end of the programme. Thus, students on both full-time and part-time Honours Year programmes will take any supplementary assessment that is required after the end of the normal period of the programmes; neither will take supplementary assessment at any earlier point in their programmes (unless in relation to deferred assessment).
[Either use the following for programmes undertaken within the University]

Students undertaking supplementary assessments are likely to have do so at the University in the summer re-sit examinations. For the 2014–15 academic year, this period will be 19 August to 28 August 2015.

[Or give equivalent information for the relevant College]

Students undertaking supplementary assessments are likely to have do so at the College in the summer re-sit examinations. For the 2014–15 academic year, this period will be [Enter details:] <supplementary assessment date range>.

Unless specifically granted the opportunity to take assessment as for the first time at a supplementary assessment point, you will have the opportunity to gain credit for units then successfully passed and to have the mark gained reported to you for feedback purposes, but a maximum mark of 40% will be awarded and used in the overall programme average, and in any award calculation. Where the assessment is taken as for the first time, the marks gained will be used in the overall programme average, and in any award calculation.

The normal pass mark for a supplementary assessment is 40%. The alternative pass mark where mandatory extra work is required (whereby a student has to re-work an examination paper in her/his own time) is 70% (which if gained will result in the use of the capped normal pass mark of 40% being used in the calculation for the determination of eligibility for a Bachelor with Honours degree and its classification.

FEEDBACK TO STUDENTS ON ASSESSMENT

Please provide details of your Departmental feedback policy here. The NSS shows that one area where students would particularly welcome more information is in individual feedback on their work. Departments/Schools are required to have an appropriate policy in place for feedback to students on assessed work which should be clearly described in student handbooks.

EXTERNAL EXAMINERS

The University attaches great importance to the role of External Examiners as a key means of assuring that academic standards are at an appropriate level, comparable to those of other higher education institutions and that assessment processes are rigorous and fair. External examiners also make a valuable contribution to the enhancement of programmes. The External Examiner(s) for your programme is (are):

Insert name, position, institution, professional body link if external has professional body responsibilities as part of External Examiner role)

It is inappropriate for students to make direct contact with External Examiners, in particular regarding their individual performance in assessments. The sections of this Handbook on “Procedures for Academic Reviews (Appeals)” and “Dealing with a Problem Involving the University/Complaints” explain what to do if you are dissatisfied in this respect and are considering a formal or informal complaint or appeal. The section on “Student Representation” sets out how students can engage formally with the quality management process through which institutions consider and respond to External Examiners’ comments and suggestions.

You can read the latest External Examiner’s report for your programme at www.bath.ac.uk/quality/externalinput/external-examiners-reports.php/index.html
WORD COUNTS
Written coursework tasks will normally have a word range or limit. You will be required to declare the word count when submitting work for assessment and there are penalties for non-compliance which should be stated in writing when the assignment task is distributed. You should check with your Director of Studies if you have questions about word counts and penalties.

Insert Departmental policy and practice on penalties for exceeding word limits here if relevant.

LATE SUBMISSION OF COURSEWORK
You will be expected to hand in all assessed coursework by a specified date. This is to ensure equity amongst students and also to enable staff to mark efficiently.

If there are valid circumstances preventing you from meeting a deadline, the Director of Studies may grant an extension to a submission date. Forms to request an extension are available from the Department. You will need to provide a description of the circumstances which you feel support your request. The Director of Studies may ask you to produce supporting evidence.

If you submit a piece of work after the submission date (and no extension has been granted), the maximum mark possible will be the pass mark. If you submit work more than five working days after the submission date, you will normally receive a mark of 0 (zero), unless you have been granted an extension or a panel has agreed that there are Individual Mitigating Circumstances (IMCs), as outlined below. You do not need to submit an IMC claim if you have already had an extension approved.

INDIVIDUAL MITIGATING CIRCUMSTANCES
Individual Mitigating Circumstances (IMCs) are the conditions which temporarily prevent you from undertaking assessment or significantly impair your performance in assessment: as such, the measure of their severity is not about impact on you, but impact on your assessment.

Full information and guidance on Individual Mitigating Circumstances and Assessment is available at www.bath.ac.uk/registry/imc/imc-students.html. It is strongly advised that you become familiar with the available guidance so that you are prepared should such circumstances arise.

Definitions of IMCs can be found in “What are Individual Mitigating Circumstances” (www.bath.ac.uk/registry/imc/documents/what-are-imcs.pdf). You should make yourself familiar with these definitions, in addition to any IMC guidance offered by your Department, and support and guidance offered through the Student Disability Advice Team (www.bath.ac.uk/disabilityadvice/) or the Students’ Union Advice and Representation Centre (http://www.bathstudent.com/advice/).

Your Department will be able to advise you on how to submit an IMC claim. Should you wish any IMCs to be taken into account by the Board of Examiners for Programmes when considering your progression or award classification, notify your Director of Studies within three working days of completion of the relevant assessment. The form you should use to do this is available from your Department or from www.bath.ac.uk/registry/imc/documents/imc-report-form.doc. You will need to submit evidence of how your circumstances affected the relevant assessment(s), for example, a medical certificate in the case of illness or injury.
If you know of an IMC before you begin an assessment period, please notify your Director of Studies/programme leader in advance.

REFERENCING, PLAGIARISM AND CHEATING

Presenting work that is not your own for assessment constitutes plagiarism. Plagiarism occurs when a student 'borrows' or copies information, data, or results from an unacknowledged source, without quotation marks or any indication that the presenter is not the original author or researcher.

Another form of plagiarism (and hence cheating) is auto-plagiarism or self-plagiarism. This occurs when a student submits work (whether a whole piece or part of a piece) without acknowledging that they have used this material for a previous assessment.

If you use someone else’s pre-existing work – say, by summarising it or quoting from it – you must reference the original author. This applies to all types of material – not only text, but also diagrams, maps, tables, charts, and so on. Be sure to use quotation marks when quoting from any source (whether original or secondary). Fully reference not only quotations, but also paraphrases and summaries. Such references should then be included in a bibliography or reference list at the end of the piece of work. Note that the need for referencing also applies to web-based material; appropriate references according to the type of work or image should always be given.

There are several acceptable methods of referencing material. Examples include the Harvard system and the Numeric system. **Ask your Director of Studies or personal tutor for further information and advice on the referencing system used on your programme.**

Guidance concerning referencing and plagiarism is available from several sources, in addition to staff in the Department. They include:

- online student support and resources at [http://www.bath.ac.uk/students/support/academic/academic-integrity/index.html](http://www.bath.ac.uk/students/support/academic/academic-integrity/index.html)
- the Library at [http://www.bath.ac.uk/library/infoskills/referencing-plagiarism/](http://www.bath.ac.uk/library/infoskills/referencing-plagiarism/) and courses run by library staff
- courses delivered by the [Academic Skills Centre](http://www.bath.ac.uk/elc).

Any student who is found to have used unfair means in an examination or assessment procedure will be penalised. 'Unfair means' here include:

- cheating (for example, unauthorised use of notes or course material in an examination);
- fabrication (for example, reporting on experiments that were never performed);
- falsification (for example, misrepresentation of the results of experimentation);
- plagiarism (as discussed above);
- self-plagiarism (duplication of one’s own work, as discussed above);
- unfair collaboration or collusion (representation of work produced in collaboration with another person or persons as the work of a single candidate).

Penalties for unfair practice will be determined by the Department or by the Faculty/School Board of Studies. They may include failure of the assessment unit or part of a degree, with no provision for reassessment or retrieval of that failure. Proven cases of plagiarism or cheating can also lead to an Inquiry Hearing or disciplinary proceedings.
If you are accused of an offence, the Students’ Union’s welfare services are available to support you when your case is being examined.

**ACADEMIC INTEGRITY TRAINING AND TEST**

*The following text assumes that your students will take the standard Academic Integrity training and test provided centrally by the University. If your students are expected to take an alternative test or training provided by their Department the highlighted text will need to be modified.*

All students registered on an award at the University are required to undertake training and a test aimed at providing a common baseline of knowledge and understanding of good academic writing practice. This includes an understanding of plagiarism and other assessment offences, and the skills necessary to reference your work appropriately.

You will find an online tutorial and test, for this purpose, on Moodle at [http://moodle.bath.ac.uk/](http://moodle.bath.ac.uk/). Once you have accessed Moodle using your BUCS username and password, clicking on the link entitled Academic Integrity Initiative will take you to the training module and test. The training can also be accessed directly at [http://www.bath.ac.uk/learningandteaching/BathEpigeum/epigeum2011.bho/index.html](http://www.bath.ac.uk/learningandteaching/BathEpigeum/epigeum2011.bho/index.html).

If you do not have access to your own Department / School's online test in Moodle, please contact your Programme Administrator via your Faculty / School Office, and they will be able to add you to the appropriate SAMIS unit and the linked Moodle course for your Department / School.

When you have completed the training tutorial – perhaps a couple of times - and are confident that you have understood it, you should undertake the mandatory test of understanding.

Your Director of Studies will inform you about the arrangements for the training and the test. To pass the test you will need to achieve a mark of 85%.

If you do not pass the test, you will need to re-visit the training and/or look at the other guidance available to you via the Student Skills site - [www.bath.ac.uk/students/support/academic/index.html](http://www.bath.ac.uk/students/support/academic/index.html) - or as required by your Director of Studies, and then re-take the test.

You can take the test as many times as necessary until you pass.

**You will not be able to progress** beyond the next progression point in your studies, irrespective of your programme marks, until you pass this test. Ultimately this means that, if you have not passed the test, you will not be able to receive your award. Your Director of Studies will be able to confirm when the next progression point occurs for your stage of your programme.

Once you have passed the test it will be assumed that you understand the concept of plagiarism and its consequences. Therefore, after this point, if you are found to have plagiarised in your work, you will not be able to claim ignorance of plagiarism or its consequences in mitigation.

The University’s QA Code of Practice, QA53 Examination and Assessment Offences, sets out the consequences of committing an offence and the penalties that might be applied.

**Further information**

[http://www.bath.ac.uk/students/support/academic/academic-integrity/index.html](http://www.bath.ac.uk/students/support/academic/academic-integrity/index.html)
When you hand in a piece of assessed coursework, you will be expected to make a declaration that the work is your own and, where you have re-used your own work and/or used other sources of information, that you have referenced the material appropriately.

The University uses the JISC Plagiarism Detection Service, Turnitin. This service checks electronic, text-based submissions against a large database of material from other sources and for each submission, produces an 'originality report'. It makes no judgement on the intention behind the inclusion of unoriginal work; it simply highlights its presence and links to the original source.

The service complies with European Data Protection legislation. When you registered with the University, you gave it permission to process your personal data for a variety of legitimate purposes. This includes allowing the University to disclose such data to third parties for purposes relating to your studies. The University, at its sole discretion, may submit the work of any student to the Plagiarism Detection Service (in accordance with Regulation 15.3e) and may make, or authorise third parties to make, copies of any such work for the purposes of:

i. assessment of the work;
ii. comparison with databases of earlier work or previously available works to confirm the work is original;
iii. addition to databases of works used to ensure that future works submitted at this institution and others do not contain content from the work submitted.

The University will not make any more copies of your work than are necessary, and will only retain these for so long as remains necessary, for these purposes.

Please note that, if at any time the University submits any of your work to the JISC Plagiarism Detection Service, the service will be provided with, and will retain, certain personal data relating to you – for example, your name, email address, programme details and the work submitted. Such data may be transferred by the Plagiarism Detection Service to countries worldwide (some of which may not be governed by EU Data legislation) in order for the work to be checked and an originality report generated in accordance with the proper workings of the Plagiarism Detection Service. Personal data is retained indefinitely by the JISC Plagiarism Service upon submission of work. You may ask for your personal data to be removed by contacting the University’s Data Protection Officer.

Further information
The University's procedures on Examination and Assessment Offences (QA53) are described at http://www.bath.ac.uk/quality/documents/QA53.pdf

PROCEDURES FOR ACADEMIC REVIEWS (APPEALS)
Students wishing to submit a request for an academic review should refer to Regulation 17 (www.bath.ac.uk/regulations). Students are also strongly advised to read the online guidance provided by the Academic Registry (www.bath.ac.uk/registry/appeals/acad-review-appraisal.htm).

Regulation 17 outlines the decisions and results that students can request to be reviewed. The regulation also lays out the grounds under which a review request can be made. All students should note that dissatisfaction with a mark or set of marks, or any other aspect of
the properly exercised academic judgement of the examiners, is not valid grounds for an academic review.

Students considering a request for an academic review may first wish to informally discuss the matter with their Director of Studies or their Personal Tutor. Independent guidance about the academic review process is offered by the Students’ Union Advice and Representation Centre (http://www.bathstudent.com/advice/guides/academic/appeals).

All formal review requests must be submitted within the timescales set out in Regulation 17. Students must provide the required information and evidence, including a completed AR1 form (http://www.bath.ac.uk/registry/appeals/academic-review-form.pdf).

Complaints are dealt with under separate procedures: http://www.bath.ac.uk/regulations/Appendix1.pdf

GENERAL INFORMATION

THE ACADEMIC YEAR 2014-15

Semester 1

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>New student arrivals</td>
<td>Saturday 20 September 2014 - Sunday 21 September 2014</td>
</tr>
<tr>
<td>Induction and Freshers’ Week</td>
<td>Monday 22 September 2014 - Sunday 28 September 2014</td>
</tr>
<tr>
<td>Semester 1</td>
<td>Monday 29 September 2014 - Friday 12 December 2014</td>
</tr>
<tr>
<td>Semester 1 vacation</td>
<td>Monday 15 December 2014 - Friday 2 January 2015</td>
</tr>
<tr>
<td>Semester 1</td>
<td>Monday 5 January 2015 - Friday 23 January 2015</td>
</tr>
</tbody>
</table>

Semester 2

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 2</td>
<td>Monday 2 February 2015 - Friday 27 March 2015</td>
</tr>
<tr>
<td>Semester 2 vacation</td>
<td>Monday 30 March 2015 - Friday 10 April 2015</td>
</tr>
<tr>
<td>Semester 2</td>
<td>Monday 13 April 2015 - Friday 29 May 2015</td>
</tr>
</tbody>
</table>

UNIVERSITY REGULATIONS FOR STUDENTS
are available at: http://www.bath.ac.uk/regulations/

REGISTRATION STATUS
Note that only registered students may use the University’s facilities, such as email and the Library. You will be asked to register online at the start of your programme of study and then to re-register at the start of every academic year thereafter until you have completed your programme. It is a requirement of University Regulations that you register when asked to do so. Tuition fees for each academic year are payable at registration in full or in instalments.
(Note that failure to pay your fees at the appropriate time may ultimately result in you being withdrawn from the University, or your degree certificate being withheld.)

ACCESSING UNIVERSITY EMAIL
The University will often communicate with you about a range of important matters including registration, unit-enrolment, assessment, and degree ceremonies, via your University email account. So that you do not miss out on (and as a consequence fail to act on) important information, it is a University Regulation that you access your University email account regularly, even if you are out on placement or study abroad. You therefore have a responsibility to ensure that your University email account can receive incoming mail and that you read your email regularly.

CHANGE IN YOUR CIRCUMSTANCES

Personal circumstances
You must ensure that the University holds your correct, up-to-date, personal and academic details. The Student Records' database (SAMIS) needs to be kept up-to-date. If you change your address – either your semester-time or home address – please ensure that you update your details online at www.bath.ac.uk/registration-on-line/.

If during your studies you change your name, you will need to complete form CC1 (Notification of Change of Student’s Personal Circumstances) and to provide proof of change (for example, a marriage certificate). Please submit the form to the Department or the Student Records & Examinations Office.

Academic circumstances
If you are considering suspending your studies, transferring from one programme to another, or withdrawing from your programme, please discuss your situation with your Director of Studies. He/she will be able to advise you on an appropriate course of action. It is a University Regulation that you attend regularly; if circumstances are such that you are not able to do so, then please contact your Director of Studies to discuss your situation and agree an appropriate course of action.

Your personal tutor will also be able to provide support and guidance on matters relating to your programme.

The financial implications of withdrawing from the University or suspending your studies can be significant so you should also consult with the Student Finance Office and Student Services Centre, who will be able to advise you on implications for fees and on how to suspend any student funding you are receiving.

If you are an international student who holds a visa allowing you to study in the UK, you should consult the International Student Advisers in Student Services about the implications of suspending or withdrawing from your programme.

Please register any change of academic circumstance, including change of optional units, with the University using the appropriate form (see below) available from your Department:

<table>
<thead>
<tr>
<th>Change in circumstance</th>
<th>Undergraduate/ Postgraduate Taught</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suspension/discontinuation of registration</td>
<td>UG, PGT</td>
<td>CC2</td>
</tr>
<tr>
<td>Extension of registration</td>
<td>PGT</td>
<td>CC3</td>
</tr>
<tr>
<td>Change in mode of study (e.g. FT to PT)</td>
<td>PGT</td>
<td>CC3</td>
</tr>
</tbody>
</table>
Change of optional units selected for the current academic year | UG/PGT | Form CC4
---|---|---
Take up a placement option, having formerly been registered on a programme without a placement. (This entails a change of programme.) | UG | Form CC4
Transfer from one programme to another within the same Department | UG/PGT | Form CC4
Change of programme of study to a different Department | UG/PGT | Form CC5

**Further information**
www.bath.ac.uk/regulations
http://www.bath.ac.uk/student-records/student-visa-info/index
http://www.bath.ac.uk/university-secretary/compliance/index.html
http://www.bath.ac.uk/university-secretary/compliance/attendance/index.html

**Insert the following only if your students are subject to checks by the Criminal Records Bureau**

**DISCLOSURE AND BARRING SERVICE (DBS) CHECKS**
You are required to provide a satisfactory DBS check prior to commencing your programme. If the check is pending at registration, you will be permitted to register provided the application process for the relevant check has been completed. Should the DBS check subsequently returned prove to be unsatisfactory the University reserves the right to terminate your registration and require you to withdraw.

**HEALTH AND SAFETY**
The University’s Health and Safety Policy is available at [http://www.bath.ac.uk/hr/stayingsafewell/HealthandSafetyPolicy/index.html](http://www.bath.ac.uk/hr/stayingsafewell/HealthandSafetyPolicy/index.html) and is also displayed throughout the campus. Staff within the University Health, Safety and Environment Service (WH3.6) monitor the health and safety performance of the University and provide professional advice on health and safety issues.

**Further information**
[http://www.bath.ac.uk/hr/stayingsafewell/index.html](http://www.bath.ac.uk/hr/stayingsafewell/index.html) or [email uhse@lists.bath.ac.uk](mailto:uhse@lists.bath.ac.uk).

Current University policy and guidance on fieldwork: [http://www.bath.ac.uk/hr/stayingsafewell/workingoffsite/index.html](http://www.bath.ac.uk/hr/stayingsafewell/workingoffsite/index.html)

**DATA PROTECTION**
The University’s Data Protection Guidelines may be accessed via the data protection website - [http://www.bath.ac.uk/internal/data-protection/](http://www.bath.ac.uk/internal/data-protection/)

*If appropriate include reference to the guidance notes for students and academics undertaking research ([www.bath.ac.uk/internal/data-protection/academic-research.htm](http://www.bath.ac.uk/internal/data-protection/academic-research.htm)).*
EQUALITY AND DIVERSITY

Everyone at the University of Bath has a responsibility for promoting equality and fostering good relations between all members of the community, students and staff, and also for eliminating unlawful discrimination, harassment and victimisation against anyone for reasons of age, disability, gender, pregnancy and maternity, race (means colour, nationality (including citizenship) ethnic or national origins), religion or belief, sexual orientation, transgender status. The new equality duty also covers marriage and civil partnership with regards to eliminating discrimination in employment. Follow this web link to an important document which explains the practices in the University:
http://www.bath.ac.uk/equalities/policiesandpractices/EqualityObjectives.pdf

Further information:
http://www.bath.ac.uk/equalities/ or email equalsdiv@bath.ac.uk.