



**Faculty of Humanities and Social Science**

**Department for Health PGT Handbook  
2023/24**

**MSc Global Public Health and Policy**

This handbook is available online or in alternative formats.

Please contact [health-pgt@bath.ac.uk](mailto:health-pgt@bath.ac.uk)

if required.

12 September 2023

## Contents

Purpose and scope.....	2
The Department.....	2
Introduction to the Department .....	2
Departmental information including course teams.....	3
Personal tutoring.....	4
Contact information .....	4
External Examiners.....	6
The University's expectations of students.....	6
University regulations .....	6
Attendance expectations .....	6
Learning and Teaching delivery .....	<del>6</del> 7
Timetables.....	<del>6</del> 7
Learning resources, Moodle, and recorded lectures .....	<del>6</del> 7
Research ethics.....	<del>7</del> <b>Error! Bookmark not defined.</b>
Student Representation .....	7
Assessment .....	8
Assessment Regulations.....	8
Your programme and how you are assessed .....	8
Calculating your degree outcome .....	<del>11</del> 10
Exit awards .....	<del>12</del> 11
Switching courses.....	<del>12</del> 11
Individual Mitigating Circumstances (IMCs) .....	<del>12</del> 11
Coursework .....	<del>12</del> 11
Assignment briefs, word counts and deadlines .....	<del>12</del> 11
Coursework extensions .....	<del>13</del> 12
Late submission of coursework .....	<del>13</del> 12
Examinations .....	<del>13</del> 12
Marking and feedback.....	<del>14</del> 13
Your course .....	<del>14</del> 13
Programme and Unit Catalogue.....	<del>14</del> 13
Course Specification .....	<del>13</del> <b>Error! Bookmark not defined.</b>

## Purpose and scope

Your handbook for academic year 2023/24 comprises the following three documents which should be read alongside each other:

1. University information
2. **Department handbook (this document)**
3. Your course specification

**These documents were made available to you as pdf files at the beginning of the academic year. You are expected to familiarise yourself with the contents.**

This handbook includes important information, about the Department and about your course, that you should be aware of whilst studying here.

This handbook can be provided in alternative formats. Please contact [health-pgt@bath.ac.uk](mailto:health-pgt@bath.ac.uk).

The content of this handbook is accurate at the time of publication but information contained within may sometimes be subject to change after this handbook has been issued. You will be informed of any changes and issued with a revised version, if there are any material changes to the information in this handbook.

**Please note that links to further information are embedded in the title of each section or in applicable text.**

## The Department

### Introduction to the Department

*Welcome to the University, and to the MSc in Sport management which marks and exciting new collaboration between the Department for Health and School of Management. We are very proud of our courses at Bath, and at how the research we do in the field of sport management, development and policy directly feeds into our teaching, so we hope you will enjoy learning from our staff and seeing the topics you are interested in coming to life. Our aim is for the course to not only stretch you intellectually, but also to provide insight into how all that you learn can be applied in practice. The dissertation or practicum unit at the end of the course have been specifically designed with this in mind, and we hope will provide a launchpad for the next phase of your career.*

*We hope you will enjoy your studies with us, and of course all the other opportunities that being part of the community at the University of Bath brings with it.*

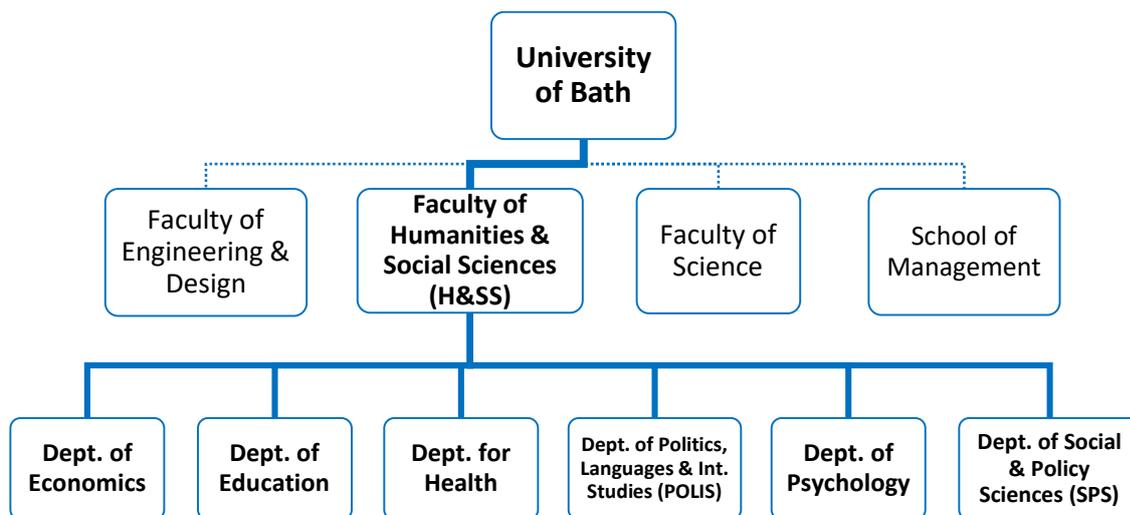


Dr Polly McGuigan

Departmental information including course teams

Welcome to the University of Bath. Your programme is delivered by the **Department of Health** within the **Faculty of Humanities & Social Sciences (HSS)**. The Faculty is one of three Faculties and one School in the University (see below) and comprises six academic **Departments**.

[Economics](#), [Education](#), [Health](#), [Politics, Languages & International Politics](#), [Psychology](#) and [Social & Policy Sciences](#).



### Faculty H&SS Taught Programmes administration

Undergraduate and Postgraduate Taught (Masters) programmes are delivered by academic staff in departments, with administrative support provided by our Taught Programmes Team. Our Taught Programmes Team consist of expert Managers, Officers, Administrators and Administrative Assistants, located in Hub Offices across our Faculty buildings – 3 East, 1 West North, 1 West and 10 West.

Our Taught Programmes Team is responsible for all aspects of administrative support for all taught programmes in the Faculty, ensuring that services are efficient, effective and adapt to changing circumstances. We provide students with support and advice from registration to graduation and support academic teaching staff in our departments.

Our duties include:

- managing administrative processes of the Faculty's taught programmes
- acting as a central point of contact for staff and students seeking advice
- offering programme-related operational support for academic teaching staff in departments

It is important that you get to know the administrators who look after your particular programme, as they can often provide invaluable guidance on various aspects of the programme. If your administrator is unavailable then please speak to any other of our other administrators listed on our wiki page [here](#), all of whom will be very happy to help you. If you have any problems, then please contact one of the Programmes Officers or Managers.

Emails are managed via shared mailboxes to deal with enquiries from students and academic staff and these are regularly monitored by designated members of the team.

### Personal tutoring

When you join the University, you are assigned a Personal Tutor who is a member of academic staff. They will act as a personalised point of contact within your department, supporting your academic and personal development.

Your Tutor should arrange to meet with you on three occasions during your first semester and offer at least one meeting per semester on an ongoing basis for the remainder of your studies. Your Personal Tutor can provide information and guidance about:

- your transition into the University community and your academic studies
- unit choices, placement opportunities and future career plans
- sources of support with any personal matters or situations involving your health and wellbeing
- providing you with a reference for work experience, internships, your placement, further studies, or career

Organised personal tutorials will be conducted throughout the academic year. Your personal tutor will contact you to arrange these meetings. Outside of these organised sessions, you may contact your personal tutor at any stage of the course to discuss matters that relate to the issues outlined above.

### Contact information

#### **Administration Staff**

#### **How to contact us in person**

The Taught Programmes Team hub office (1WN 3.2) is open between 10am and 4pm from Monday to Friday for in-person enquiries. Please use our hatch for student and staff enquiries.

We are currently operating 'hybrid working' in the team which means that we will work some of our time on campus in the office and some of it from home each week.

## How to contact us remotely

You can contact us using our shared mailboxes with your enquiries. We are happy to take your calls on Teams if you would like to talk to us, however we may not be able to answer immediately if, for example, we are in a meeting. You can use our shared mailboxes to email us and book in a time when we can call you back.

## Do you have an urgent enquiry?

If your enquiry is urgent, we advise sending an email to the relevant shared mailbox which will be monitored between 9am and 5pm from Monday to Friday.

Programmes Team	Administrators & Teams/Phone	Mailbox
MSc Global Public Health & Policy	Monia Andreucci 01225 38 7464	health-pgt@bath.ac.uk

## Key Academic Contacts

Who are we?	Area of expertise?	Where to find us?
Dr Polly McGuigan Head of Department	Biomechanics	ABS 1.304 <a href="mailto:mpm21@bath.ac.uk">mpm21@bath.ac.uk</a> Ext. 3541
Dr Jo Cranwell Director of Studies	Public health	1 West <a href="mailto:jc2701@bath.ac.uk">jc2701@bath.ac.uk</a>
Professor Dylan Thompson Deputy Head of Department	Physiology	<a href="mailto:Spsdt@bath.ac.uk">Spsdt@bath.ac.uk</a>
Dr Anthony Bush Deputy Head of Department	Sport & Social Science	<a href="mailto:adsajbb@bath.ac.uk">adsajbb@bath.ac.uk</a>
Dr Alice Fabbri	Commercial determinants of health Conflict of interest	<a href="mailto:af987@bath.ac.uk">af987@bath.ac.uk</a> 1W 4.116
Dr Alexandra Zeimann	Health services research Implementation science	<a href="mailto:az620@bath.ac.uk">az620@bath.ac.uk</a> Ext. 4329 3East 3.36

Please find all department for Health academic staff listed here  
<https://www.bath.ac.uk/teams/department-for-health-academic-staff/>

### External Examiners

External Examiners are appointed for a course or set of courses and are important in assuring academic quality and standards. Please note that it is not appropriate for students to contact an External Examiner directly. If you have any queries or concerns, please contact your Director of Studies in the first instance.

Dr Janas Harrington, Senior Lecturer in Public Health at Cork University

## The University's expectations of students

### [University regulations](#)

When you registered with the University you agreed to abide by the Regulations for Students. These are important documents which set out the roles and responsibilities of both you as a student and the University. **You are expected to familiarise yourself with these.**

### [Attendance expectations](#)

**You are expected to be in attendance and participate in all scheduled learning and teaching activities required by your course.** If you are ill or are likely to be ill for more than three days, please contact your personal tutor and unit convenors for any sessions you will miss during your absence. If the absence will be longer than a week, please contact your personal tutor and Director of Studies.

## Learning and Teaching delivery

### [Timetables](#)

Using [MyTimetable](#), you can access your personal timetable and download it into an electronic calendar. MyTimetable updates regularly, so should there be a change to your timetable, it will be reflected.

Any ad hoc changes to your teaching schedule will be conveyed to you via the Announcement forums on Moodle and /or relayed by email using course and unit mailing lists.

### [Learning resources, Moodle, and recorded lectures](#)

Learning materials for each unit will be available on Moodle and any lecture recordings via re: View. Becoming familiar with your unit Moodle pages is essential for accessing learning resources.

## Research ethics

It is crucial that, in carrying out dissertation work and Practice Projects, students adopt a continuing personal commitment to ethical practice and consult their supervisor about ethical issues as necessary. Ethical commitment means that the interests and rights of those involved in or connected to your research are respected and protected.

You can only begin collecting/analysing data for your dissertation or Practice Track project once ethical approval has been granted. To obtain ethics approval, you must complete your application online (details of which are provided in your Practice Track Handbook and the Dissertation Common Guidelines). Please note that, in completing this application, you will also need to develop and submit research materials, such as a Participant Information Form, an Informed Consent Form (which are used if your dissertation or Practice Track project includes human subjects), and an example of your data collection tool (e.g., interview guide).

All ethics applications are reviewed by two independent readers in conjunction with the Department for Health's REACH ethics subcommittee. Any ethical concerns will be flagged and may require alteration to your study design or proposed project idea. Remember: ethical practice is relevant throughout your dissertation and Practice Track project. Once you have received ethics approval, you of course must act in accordance with good ethical practice afterwards.

Further information and relevant links pertaining to research ethics and conduct have been provided in the Practice Track Handbook and the Dissertation Common Guidelines. These will be introduced to you and discussed in detail at the unit level.

## Student Representation

Mechanisms for student representation are designed to enable you to be an active partner in continually improving your learning and teaching experience. The main ways in which your feedback will be sought will be through:

- Staff/Student Liaison Committees (SSLCs) ([Academic and Faculty Reps](#))
- surveys and evaluations
- [the Students' Union](#)

Nominations for joining the Academic Rep team will open in the first week of your first semester. We encourage you to consider becoming an Academic Rep to help shape the future of your programme and play a key role in student voice.

## Assessment

### Assessment Regulations

The University's New Framework for Assessment: Assessment Regulations: Phases 2 & 3 for postgraduate taught programmes ('NFAAR-PGT') specifies the rules governing progression from one stage of your programme to the next as well as for the award of degrees. The rules cover all areas of assessment, including supplementary assessment and the extent to which failure may be condoned.

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

This section highlights areas of the University's assessment framework for the type of programme you are undertaking. It explains the regulations that govern your assessment and outlines how the University makes decisions concerning your progression through your programme and award. Complete information is available in the [NFAAR-PGT document](#).

The full NFAAR-PGT, and definitions of terms used in it, are available online.

## YOUR PROGRAMME AND HOW YOU ARE ASSESSED

We are delighted to welcome you to the University of Bath to study on our MSc Global Public Health and Policy programme.

### **Director of Studies Welcome**

Dear Student,

Welcome to the University of Bath and the Department for Health. You are joining a thriving community with expertise across the spheres of, public health and social care, medical science, rehabilitation, sport and exercise science, and policy development and implementation. Our aim is to deliver teaching and research of the highest academic quality and with applications in the real world.

The MSc Global Public Health & Policy is a programme delivered jointly by the Department for Health and Department of Social and Policy Sciences to provide an integrated, interdisciplinary programme for graduates and professionals. It provides a route for undergraduate students from a range of programmes to study your chosen UG subject areas in more depth, alongside expanding your field of learning to the other disciplines related to public health. It is also designed for professionals embarking on a career in public health wanting to gain qualifications in order to progress. The programme provides a route for both traditional PhD and Professional Doctorate candidates to develop a broad postgraduate understanding of global public health before embarking on doctoral level study. Students leaving the programme prematurely may be eligible for a PG Certificate or a PG Diploma, if specific conditions are met.

The programme builds on the University's internationally leading profile in social policy, governance and public policy, international development, health and social care, health psychology and applied health research. You will have opportunities to be taught and supervised by world class academics and researchers from key research centres, including the Tobacco Control Research Group, the Centre for Motivation and Health Behaviour Change, the Centre for the Analysis of Social Policy, and the Centre for Development Studies. Each of these centres have professional affiliates from across the world, enabling you to learn from academics currently engaged in both researching and creating national and global public health policy, and with first-hand knowledge of policy making in practice.

During the teaching weeks you will meet your fellow students and lecturers face to face. There will be opportunities to create a student community which is highly functional and supportive. This allows you to share information, provide ideas for better practice, exchanges opinions and reflects on current practices. As a student on this programme you will undoubtedly bring your own unique skill set and experiences to these discussions, so it is important that you engage with your peers to get the most out of the programme and the opportunities that it provides.

The purpose of this Handbook is to provide information and guidance to help you with your studies. It covers the ethos of the programme and a large amount of specific information about university and programme level regulations. **It is important that you understand this information and how the programme works, so please read it carefully as it should answer many of the queries that you have throughout your time on the programme.**

We are sure that being a student again will be a challenge at times, but hopefully a fun and rewarding one!

We look forward to working with you.

Kind regards,



Dr Jo Cranwell

Director of Studies.

**In the Programme and Unit Catalogues, there are links to the relevant appendices of the NFAAR-PGT which state exactly how the assessment rules operate for each stage of your programme.**

The following points will help you to understand how the assessment rules relate to your specific programme, such as pass marks, averaging of marks and dealing with any failures:

Firstly, there are several references below to the persistent generic rules on the extent of any failures of units permitted overall. The rules are that you can only (1) fail and retrieve units, or (2) marginally fail units and have them condoned, **within set limits**. Breaking these rules results in failure of the programme.

**A1.** Your programme has Designated Essential Units (DEUs) which you must pass to gain the award you seek; even marginal failure in these units cannot be condoned.

**A2.** Your programme is divided into stages and follows the general principle that all stage assessment must be successfully completed before progression to the next stage is permitted. This means that, if you are required to undertake supplementary assessment, you will have to do so before you can progress further. You must also never break one of the persistent generic rules.

**A3.** Your programme has units that constitute the Taught Stage(s) Credits in a separate phase before the period in which you will do the Dissertation/Project type unit(s), as indicated in the table showing the structure of your programme. The Programme Progression Requirement to get from the taught phase to the Dissertation/Project phase is 40%.

**A4.** Should you fail to qualify for the award of the degree of Master, you may be considered for the award of a related Postgraduate Diploma or Postgraduate Certificate (subject to your having met the requirements for one of those awards).

**A5.** 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. Particular rules apply to failure of units of the 'Taught type', or in the 'taught' stages. They are as follows:

- If you fail any DEUs, you will have to undertake supplementary assessment – unless you have failed so many DEUs that you fail outright or the attempted retrieval would break the rule on how much failure can be retrieved.
- If you fail any non-DEU units badly (i.e. achieve less than 35%), you will have to undertake supplementary assessment – unless you have failed so many units that you fail outright or the attempted retrieval would break the rule on how much failure can be retrieved.
- If you fail only non-DEU units marginally (i.e. achieve 35%-39%), you might be able to progress without supplementary assessment. Whether you do progress will depend on the total credit value of the failed units.

**A6.** Dissertation/Project units have their own special rule on failure: only cases of marginal failure (i.e. 35%-39%) will be given permission for attempted retrieval through supplementary assessment, and any resubmission that is permitted for marginal failure must be made within a specified period. Ultimately, you must pass a Dissertation/Project unit (or have an average of at least 40% for them if there are more than one) for satisfactory completion of the requirements for Dissertation/Project elements.

**A7.** Your unit results are combined as follows to make overall assessment/award decisions:

- The Taught Stage(s) Average (TSA) will be calculated by taking the credit-weighted average of marks for all units required to contribute to the taught stage(s), or by taking the credit-weighted average of marks for all units defined as of 'Taught type' required to contribute to the programme.
- The Dissertation/Project Average (DPA) will be calculated by taking the credit-weighted average of marks for the unit(s) required to contribute to the Dissertation/Project stage(s), or by taking the credit-weighted average of marks for the unit(s) defined as of 'Dissertation/Project type' required to contribute to the programme.
- The Overall Programme Average (OPA) will be calculated by taking the credit-weighted average of marks for all units required to contribute to the programme.

### **CALCULATING YOUR DEGREE OUTCOME**

A Board of Examiners will decide at appropriate points whether you are continuing to meet the requirements for the programme (including not breaking persistent generic rules whereby you can only fail and retrieve, or marginally fail and have condoned, units within set limits), and/or whether you have met all the requirements for your target award or any alternative that might be available. 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 progress and, in due course, be recommended for an award.

If you fail units beyond certain credit values, or you fail some too badly, you might break one of the persistent generic rules whereby you can only fail and retrieve, or marginally fail and have condoned, units within set limits, and this will result in failure of the programme – without any opportunity for supplementary assessment. (Further information on supplementary assessment is provided below.)

The criteria for making awards with distinction or with merit are described in the relevant NFAAR-PGT rules (paras. 78-80).

### **Supplementary assessment**

'Supplementary assessment' is the term normally used for an opportunity given to a student to retrieve failure before starting the next stage of a programme, or by the end of the programme if it is a single-stage programme or the failed units are not Stage Required Units (SRUs).

[Academic year dates](#), including the supplementary assessment period, can be found online.

Each unit's method of supplementary assessment is shown in the online Unit Catalogue.

At supplementary assessment, students will normally have the opportunity to gain credit for units they successfully passed and to have the mark gained reported to them for feedback purposes, but a maximum mark of 40% will be awarded and used in the Overall Stage

Average, the Overall Programme Average, the Taught Stage(s) Average, and any award calculation.

If you pass all your supplementary assessments, you will be able to progress onto the next stage of your programme and/or, as appropriate, be considered for an award. If you do not pass them all, the outcome will depend on your overall performance including consideration of the rules about passing particular types of units and the persistent generic rules (as set out above).

### Exit awards

If you leave the University early, without completing your course, you may be eligible for an exit award. You will find information on these awards in your course specification.

### Switching courses

If you are considering transferring to a different course, where this would be permitted, you should speak to your Director of Studies in the first instance. In certain circumstances you may be able to or may be required to transfer onto a specific alternative course, known as a Designated Alternative Course/Programme (DAC/P) if you have not met the criteria to remain on your current course of study.

Academic Registry have also published [further information and guidance on assessment arrangements](#). This also includes a link to the [University's Academic Integrity Training and Test](#). **All students will be unable to progress beyond the next progression point in their studies until they pass the test.** The test has a pass mark of 85% but you can take the test as many times as you need to.

### [Individual Mitigating Circumstances \(IMCs\)](#)

We acknowledge that you may experience circumstances that disrupt your assessment attempt or performance. Submitting an IMC claim allows you to report any conditions which prevented you from taking assessment or significantly impaired your performance. If accepted an IMC recognises that your assessment was affected.

**You are expected to familiarise yourself with the information available about IMCs** including the process for submission, the evidence requirements, how claims are considered and what can (and cannot) happen if a claim is accepted as valid.

### Coursework

#### Assignment briefs, word counts and deadlines

Coursework assessments will be introduced as part of your units. Assignment briefs and deadlines for coursework will be confirmed by the convenor responsible for each unit. You will be able to find this information on the Moodle page for each unit.

*Students will normally receive the following information about an assessment task:*

- *its weighting in calculating the mark for the unit*
- *the assessment criteria, and any grade criteria relevant to the subject*
- *the timing, nature, and extent of feedback they can expect and whether this is to be accompanied by the return of assessed work*

Students will receive clear and accurate information which sets out the expectations of the assessment task(s). This will normally include:

- the requirements of the assessment task(s)
- the word limit/range, and the penalty for non-compliance. If a penalty policy is not stated in writing the University default policy will apply
- any specific requirements of professional, regulatory, or statutory bodies
- any special presentation or referencing preferences/requirements
- the date for submission of the work
- the dates when any further detailed information about the individual task(s) will be communicated and how they will be communicated
- for in-class tests, information on the conditions under which the test will be conducted (e.g., open-book) or other specific requirements
- whether the work is to be submitted anonymously]

Coursework tasks will normally have a word limit or word range. This, and the penalty for not adhering to this, will be confirmed when you receive an assignment. Markers may stop reading/marking your work at the point it exceeds the word/page limit.

#### [Coursework extensions](#)

If you find you are facing circumstances that are preventing you from submitting on time you can request an extension to your deadline before the work is due. Short extensions are often granted but occasionally there may be a better measure to support you depending on your individual circumstances and the type of assessment. You will need to give a brief explanation of how your circumstances are impacting on your ability to complete on time. Extension requests require evidence to confirm what has happened and when.

Students who wish to apply for extension to coursework deadlines are required to consult the Unit Convenor **in advance** of the deadline. Extension requests must then be submitted via SAMIS to your Director of Studies and **must be supported with evidence**. The normal acceptable reasons for a coursework extension can be found [[here](#)]. Circumstances that are foreseeable and preventable, busy assessment schedule or “normal life” events would not normally be considered valid.

#### [Late submission of coursework](#)

To ensure fairness to all students, you will be expected to hand in all assessed coursework and dissertations/projects by a specified date and time, and [there are penalties for submitting work after the specified deadline](#). **If you are experiencing difficulties completing work on time, please seek help before the deadline.**

#### [Examinations](#)

There are three formal assessment periods during which examinations take place, January, May and June, and August. Details of examinations times and dates are published online in advance of each assessment period.

## Marking and feedback

We have in place processes to ensure that assessment is conducted and marked in a fair and rigorous manner which upholds the academic standards of the University. You can find further information [on such processes, and their purpose, on our website.](#)

Grade Descriptors, Assessment Criteria and Learning Outcomes for unit assessment, and department feedback policy are available on the [Moodle Hub for your course.](#)

## Your course

### [Programme and Unit Catalogue](#)

This is where you will find details about individual units for the current academic year. The catalogues also provide links to the relevant assessment regulations.

### [Course Specification](#)

Course Specifications set out important key information about your course, including the award title, the intended learning outcomes, and the structure of the course, as well as regulations for meeting the requirements for any exit awards and any agreed exemptions from your Assessment Regulations. You are expected to be familiar with this document and its contents.