



Faculty of Humanities and Social Science

**Department for Health PGT Handbook
2024/25
MSc Football Medicine**

This handbook is available online or in alternative formats. Please contact football-med@bath.ac.uk if required.

[September 2024]

[PGTAR VERSION]

Contents

The Department.....	3
Introduction to the Department	3
DIRECTOR OF STUDIES WELCOME	4
Departmental information including course teams.....	5
About the Department 2023/24	5
Key contacts/staff list.....	5
Contacting Us and How We Contact You.....	6
Personal tutoring.....	7
External Examiners.....	8
The University's expectations of students.....	8
University regulations	8
Attendance expectations	8
Learning and Teaching delivery	8
Timetables	8
Learning resources, Moodle, and recorded lectures	9
Moodle	9
Your Learning	9
Order of Study.....	9
Student Representation	10
Assessment	10
Assessment Regulations.....	10
Supplementary assessment	10
Exit awards	10
Switching courses.....	10
Individual Mitigating Circumstances (IMCs)	11
Coursework	11
Assignment briefs, word counts and deadlines	11
Coursework extensions	12
Late submission of coursework.....	12
Examinations	12
Marking and feedback.....	12

Your course	14
Programme and Unit Catalogue.....	14
Course Specification	14
Any other course specific information	14
Suspensions.....	14

Purpose and scope

Your handbook for academic year 2024/25 comprises the following three documents which should be read alongside each other:

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

All three of these documents were made available to you at the beginning of the academic year and/or the start of your studies. You are expected to familiarise yourself with the contents.

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

This handbook is available online and can be provided in alternative formats. Please contact football-med@bath.ac.uk

The content of this handbook is accurate at the time of publication September 2024 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

Head of Department welcome 2024/5

Dear Student,

Welcome to the University, and to our sport and health related courses in the Department for Health. We are very proud of our courses, and the research that our staff are doing that directly feeds into our teaching, so we hope you will enjoy learning from them and seeing some of the subjects you are interested in coming to life. We are lucky to be studying and researching topics that have the potential for such direct impact on people's lives, and hope that your time at Bath is a launchpad for you into a career that you really enjoy and really makes a difference.

Whilst much of your learning and interaction with staff and each other on your course will be through our virtual learning environment, Moodle, and other online interactive tools such as MS Teams and Zoom, we very much look forward to welcoming you to the University of Bath campus for the residential teaching events which form a central part of your course. Through your course we hope you meet a wide variety of new and inspiring colleagues across Sport and Exercise Medicine, Sports Physiotherapy and Football Medicine who shape your thinking, contribute to your development and help you along the journey to the end of your MSc or PG Diploma.

We hope you will enjoy your studies with us over the next few years, and of course all the other opportunities that coming to the University of Bath brings with it.

Best wishes

A handwritten signature in black ink that reads "Polly McGuigan". The signature is written in a cursive, flowing style.

Dr Polly McGuigan

Head of Department for Health

DIRECTOR OF STUDIES WELCOME

Dear Student,

Welcome to the University of Bath and the Department for Health. You are joining a thriving Department with expertise across the spheres of sport and exercise science, health and social care, medical science, rehabilitation, 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 in Football Medicine in association with FIFA was developed to meet the increased need for specialty expertise in the field of football medicine. Joining the University of Bath programme will lead you to a wide range of opportunities to practise at a high standard, whether you will be working with amateur footballers or those who play at the top level of the game.

The programme has been developed primarily to meet the needs of working doctors. Web-based resources and activities form the basis for learning, and these are supplemented by residential weeks and practice-based learning in students' own clinical environments. Whilst there are several opportunities to meet your fellow students and tutors face-to-face, online communication is at the heart of our programme. We hope you will contribute to creating a virtual community to support you through your studies; such communities act as a hub for sharing information, improving practice, exchanging opinions, and engaging in reflective development. You will be encouraged to engage in a range of online activities to facilitate your learning and help you achieve your full potential. All students bring their own unique skill set and experiences to these discussions, so it is important that you engage with them 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 Carly McKay, Director of Studies.

Departmental information including course teams

About the Department 2023/24

Key contacts/staff list

Key contacts include your Director of Studies (a member of academic staff who has overall responsibility for the programme) and your programme administrator, specifically:

	Responsibilities	Room	Telephone	Email
<u>Director(s) of Studies</u>				
Academic Director of Studies: Dr Carly McKay	All aspects of your study on the programme, including problems and requests for suspensions or deferrals of units. (Any queries about specific units of the programme should be directed in the first instance to the Unit Convenor.)	1 West 4.104	01225 38 5544 (Monday to Thursday)	football-med-dos@bath.ac.uk
Clinical Director of Studies: Dr Steve Boyce	The stewardship of the clinical content.			
<u>Academic and Digital Programme Lead</u>				
Dr Rhod Woodhouse	Academic tutoring lead, development of academic resources, and distance learning digital expertise	1 West 5.113	01225 38 7683	rkw32@bath.ac.uk
<u>Programme Administrator</u>				
Lucy Gaffney	Administrative support	1 W 3.04	01225 38 4039 (Monday to Thursday)	football-med@bath.ac.uk
<u>Programmes Officer</u>				
Jo Wright	Distance-learning team leader and occasional administrative support for SEM	1 W 3.04	01225 386887 (Monday, Wednesday and Thursday)	health-sem-events@bath.ac.uk

<u>Unit Convenors</u>	Unit Convenors have responsibility for the content and operation of a unit of study. Their key areas of responsibility include: unit design and ongoing development of content; leading students through a unit and communicating information about content, activities and assessment; facilitating discussion and ensuring that student queries are answered; co-ordination of assignment marking and provision of feedback; liaising with other tutors, and administration staff.			
	<i><u>Football Medicine in Practice 1:</u></i> Andrew Leaver			al292@bath.ac.uk mailto:rc2303@bath.ac.uk uk
	<i><u>The Sport and Exercise Doctor:</u></i> Dr Brian Blacklidge	External		bb224@bath.ac.uk
	<i><u>Foundations of Biomechanics and Physiology for Clinicians:</u></i> TBC			
	<i><u>Football Medicine in Practice 2:</u></i> Dr Steve Boyce			
	<i><u>Advanced Football Medicine</u></i> TBC			
	<i><u>The rest of the 2nd year units will be available in 2025/6 due to Curriculum Transformation</u></i>			
	<i><u>Research Project Design</u></i> Dr Rhod Woodhouse	1 West 5.113	01225 38 7683	rkw32@bath.ac.uk
	<i><u>SEM Research Project</u></i> Dr Sheree Bekker	1 West	01225 38 5951	S.Bekker@bath.ac.uk
<u>Professional Development Advisors</u>	<p>The Professional Development Advisors (PDAs) on the programme are there to guide students through the Football Medicine in Practice units. They are experienced football clinicians who can give guidance on professional development and how to gain appropriate experience. Your PDA will fill the same role as a Personal Tutor would have during your undergraduate studies. Each student will be assigned a personal PDA.</p> <p>The names and contact details of the PDAs involved in the programme can be found on the Football Medicine in Practice 1 Moodle page: https://moodle.bath.ac.uk/course/view.php?id=59962.</p>			
<u>Dissertation Supervisors</u>	Dissertation supervisors will be appointed when you have progressed to the Research Phase of the programme. Supervision of dissertations will be provided throughout the Research Phase.			

Contacting Us and How We Contact You

Your Bath email address is the primary method for contacting you. Therefore, it is vital that you check your Bath emails **daily**. Guidance on accessing your university account online is available on the Bath webpages: <https://www.bath.ac.uk/guides/accessing-your-university-email-and-calendar/>.

You must ensure that your email inbox does not become full otherwise emails cannot be sent to you and you will miss important information.

The best way to contact staff with individual queries is by email (see above contact list). If you have queries related to a specific unit of study, you can post these on the discussions of the unit Moodle page where your tutors or fellow students will be able to respond. It is likely that your fellow students may also have the same query and therefore you will all benefit from posting queries though these discussion boards.

Programme staff will post announcements relevant to all students on the *SEM, SPY and Football Medicine Online* Moodle page: <https://moodle.bath.ac.uk/course/view.php?id=59159> . These announcements will also be emailed to your Bath email address (@bath.ac.uk).

Should you have any **queries or problems** that you have not been able to resolve using the various sources of information in this handbook, or elsewhere, you should talk to us. **If you are using email to contact us you MUST only use your University of Bath email account, as opposed to your personal or work email account. Emails sent from personal or work email accounts will not be read or actioned.**

For any issues relating to your studies on a particular unit, you should contact the Unit Convenor for that unit. For any other issues relating to your studies, contact the Director of Studies or the Administrative team. Administrators are available in office hours (typically 10.00 to 12.00, 14.00 to 16.00, Monday to Friday).

Any post should be addressed as follows:

*The Department for Health
MSc Football Medicine

1 W 3.04
University of Bath
Claverton Down

Bath BA2 7AY*

Personal tutoring

In the Football Medicine Programme the **personal tutor is called a Professional Development Advisor (PDA)**. You will be allocated a PDA within the first 3 months of your study. PDAs will support your development through tutorials which take place virtually. PDAs are either members of the FM Programme Team or external clinicians working in the field of Sport and Exercise Medicine. The PDAs are there to guide students through the FM in Practice units. They are experienced sports doctors who can give guidance on professional development and how to gain appropriate experience. The PDA role includes some of the roles that would be covered by a Personal Tutor during your undergraduate studies. For any queries regarding

non-clinical aspects of the programme such as deferring or suspending your studies, or broader academic issues, please contact the Director of Studies.

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.

The External Examiner for your programme is:

Prof Courtney Kipps, Consultant in Sport & Exercise Medicine at University College London Hospitals, Institute of Sport Exercise & Health (ISEH).

The University's expectations of students

University regulations

<https://www.bath.ac.uk/publications/postgraduate-taught-assessment-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 require a leave of absence from the University for any reason, please contact:

football-med@bath.ac.uk

Learning and Teaching delivery

Timetables

It is your responsibility to ensure that you are aware of the unit you are currently studying. A detailed timetable can be found on *SEM, SPY & Football Medicine Online*:

<https://moodle.bath.ac.uk/course/view.php?id=59159>. Individual timetables for each module can be found in the Unit Outlines available on their respective Moodle pages. The dates of the residential weeks will be available in the detailed timetable. The timings of the residential sessions will be made available shortly before these weeks take place.

When you start your units, you will be able to access associated online material at a time that suits your schedule. You will be notified of any changes to the published schedule by email or by forum posts.

Learning resources, Moodle, and recorded lectures

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. This is the primary learning platform for the SEM programme.

Your Learning

Your learning will consist of structured activities – both in person teaching on campus during the residential weeks, and structured online learning delivered through the University's virtual learning environment – as well as independent learning.

Online activities may include following a recorded lecture, or other learning materials, or joining a timetabled live interactive session through Teams or Zoom.

Information on IT support and key software for this academic year is available online.

In our postgraduate taught units, we seek to create an interactive rather than a didactic teaching environment, with students actively contributing to the educational experience of the group as a whole. In many cases, as part of this collective educational experience, we have students working in groups and this is sometimes formally assessed. This rich learning environment obviously relies on students attending and participating in all activities (on-line or on campus).

Whilst studying a unit, we would expect you to engage with all activities (unless mitigating circumstances dictate otherwise). Non-engagement will not only reduce your own learning experience, but could potentially reduce that of others in the group. We hope that you will appreciate the importance of this issue, in that students are partners in a collective learning experience.

Order of Study

Students are required to complete the units in the order shown on the academic calendar found [here](#). Exceptions would be at the discretion of the Director of Studies. Within the MSc Phase, students must pass the Research Project Design unit before progressing with their Research Project.

Please note that progression to the final year Research Phase is dependent on passing ALL elements of the taught units in Y2, this includes an end of year OSCE. There is only ONE opportunity to take this exam at the end of the academic year and you must pass to progress to the final Research Phase. If a student fails the OSCE, the resit is typically in the Spring of the following academic year, thus providing students time to prepare. However, this also means that there will be a waiting period of one academic year before you can enter the Research Phase.

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](#)

Assessment

Assessment Regulations

The [Postgraduate Taught Assessment Regulations](#) (PGTAR) set out the rules for your course including: how the University governs your outcomes; progression requirements and what happens if you fail; award eligibility and how your classification is calculated. If your course has **any exemptions** to the Postgraduate Taught Assessment Regulations, you will find this information in your course specification. **You are expected to familiarise yourself with these.**

Supplementary assessment

Supplementary assessment describes the type of assessment you will be expected to undertake either to retrieve failure in a unit's main assessment or in the case of deferred assessment.

More information on the timing of supplementary assessment is provided in PGTAR. Supplementary assessment may be held during September. You may be required to return to Bath to sit any in-person supplementary exams during the supplementary assessment period.

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

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 (DAC) if you have not met the criteria to remain on your current course of study. The only DAC available for this course is a PG Diploma in Football Medicine, which would mean exiting at the end of the taught phase of the programme (Year 2). Please contact the Director of Studies if you would like more information about this option.

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

For this programme of study, all units are *compulsory* (i.e. must be taken by every student registered on the programme). There are no *optional units*.

In the Programme and Unit Catalogues, there are links to the relevant appendices of the PGTAR 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

Please note the following requirements in QA16 regarding the information students can expect:

6.13 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

6.14 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
- 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.

[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. You can request an extension in SAMIS under “Student Tasks”, more information is available on [your programme Moodle page](#) If you are experiencing difficulties completing work on time, please seek help before the deadline.**

[Examinations](#)

There is an Objective Structured Clinical Examination (OSCE) at the end of Year 2. It will be held at the University of Bath and students will be responsible for arranging travel and accommodation to attend the exam. Costs for this are the responsibility of the student and in addition to programme tuition fees. Dates for the exam will be communicated to you directly by the programme team and will be available on Moodle.

Revision opportunities will be available prior to the exam. Details will be communicated to you via Moodle.

[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 about [such processes, and their purpose, on our website](#).

[Postgraduate Taught Generic Assessment Criteria](#)

This Faculty-level generic assessment criteria is used by academic staff when designing assessment tasks. It shows the standards of work expected for work submitted as part of postgraduate taught courses that use the Postgraduate Taught Assessment Regulations (PGTAR) for the 2024/25 academic year. Academic staff can use these generic criteria to create specific, contextualised criteria for student-facing material. [Learn more about the PGT generic assessment criteria](#).

Marking: Assessments you will complete during your programme are marked according to:

- Generic Assessment/Marking Criteria

This is the full set of criteria which capture the knowledge, application of ideas, skills, and competencies you are expected to demonstrate across the whole range of your assessments. This incorporates grade descriptors which are descriptions of levels of achievement to differentiate between grade boundaries for each criterion.

- **Specific Assessment/Marking Criteria**

This is the set of criteria, chosen from the Generic Assessment Criteria, which highlight the knowledge, application of ideas, skills, and competencies you are expected to demonstrate in relation to a specific assessment. These criteria will reflect the learning outcomes for a unit.

- **Marking scheme**

This is a detailed framework for assigning marks, where a specific number of marks is given to individual components of the assignment. These marks could be assigned as a percentage, e.g. 30% of the mark is assigned to subject knowledge.

Anonymous marking: The University has adopted a principle of anonymous marking in order to protect students and staff from bias, and the perception of bias, in the marking process. It applies to all assessment where practicable. It is not possible to mark all coursework anonymously as in some types of assessment the student can be easily identified by the marker (e.g. presentations, group work, laboratory work) or it might not be practical, or in the student interest, to do so. You will be informed when your coursework is to be marked anonymously.

Moderation: Both the setting and the marking of assessments are independently checked through a process known as moderation to ensure that questions test the learning outcomes and are set at the right standard, and that marking is consistent and fair. Moderation is conducted by internal examiners and also by your External Examiner (see below).

Boards of Examiners: Assessment decision-making at the University is the responsibility of Boards of Examiners established at three levels: assessment outcomes go first to *Boards of Examiners for Units*, then *Boards of Examiners for Courses*, then finally to *Boards of Studies*. Boards of Studies confirm decisions relating to student progression, re-assessment, and the final award. **The assessment marks you are given initially by markers are therefore provisional up until the point when they have been confirmed by the Board of Studies (BoS) for your programme.** An official release date is set when your confirmed results will be made available to you via SAMIS (the University's student records system). An academic appeal can only be made in relation to a confirmed result.

Scaling: All marks for a unit are reviewed at a meeting of a Board of Examiners for Units which will verify that the assessment process has been conducted appropriately and that the marks are an accurate reflection of the standards achieved. A Board of Examiners can decide to recommend a change to the provisional marks, based on evidence that there was

a problem with the assessment which means the initial marks do not reflect the standards achieved by students. This adjustment is known as scaling and under these circumstances the marks of all affected students will be changed.

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.

[Any other course specific information](#)

There are two residential weeks during the course. The first, called *Sport Science Week*, takes place partway through Year 1 and is held at the University of Bath. It is **optional**, but students are encouraged to attend. The dates and an agenda for the week will be communicated to you directly by the programme team and will be available on Moodle. The second residential event, called *Clinical Week*, takes place partway through Year 2 and is hosted by FIFA in Zurich, Switzerland. This is **mandatory** for students to attend. The dates, an agenda, and location details for the week will be communicated to you directly by the programme team and will be available on Moodle. For both residential weeks, travel and accommodation costs are the responsibility of the student and are in addition to tuition fees. Students will be expected to make their own travel and accommodation arrangements.

[Suspensions](#)

During your programme of study, you are allowed two periods of suspension up to 12 months each. These will usually be taken following completion of a unit. Please discuss this with the Director of Studies as these will need formal approval.

Due to the nature of the programme (units are only run once a year), you will usually be required to take a 12-month period of suspension so you can restart the programme where you suspended study. If you're struggling with your workload, please do get in touch as soon as possible so we can help adjust your study plan accordingly. Please note that your tuition fee may have increased when you return to study.