

Faculty of Humanities and Social Science

Department for Health PGT Handbook 2024/25

MSc Sport & Exercise Medicine

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

[September 2024]

[PGTAR VERSION]

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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 sem@bath.ac.uk

The content of this handbook is accurate at the time of publication [*Sept 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 2024/25

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

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 Post-graduate Diploma/MSc in Sport and Exercise Medicine was developed to meet the increased need for expertise in the field of sports medicine. Joining the University of Bath programme leads you to a wide range of opportunities to practise at a high standard, from working with patients in General Practice to the care of athletes at elite levels of competition.

The programme has been developed primarily to provide learning that is appropriate to the needs of working doctors. Web-based resources and activities form the basis for learning, and these are supplemented by practice/work-based experience and residential weeks. The residential weeks enable students to meet and work together on real-world problems, engaging with practitioners from a variety of contexts and sharing knowledge across disciplines.

Whilst there are several opportunities to meet your fellow students and tutors face to face, online communication is at the heart of our programme. Our students create a virtual community which is highly functional and supportive. Every cohort is one such community that shares information, critically appraises evidence, provides ideas for better practice, exchanges opinions and reflects on current practices. These activities facilitate your learning and have a very positive impact on your academic performance. All students bring their own unique skill set and experiences to these discussions, so it is important that you engage with the activities 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 on the programme will provide a stimulating, challenging, and enjoyable learning environment that will enhance your knowledge and applied practice.

Welcome to Sport and Exercise Medicine. We look forward to working with you.

Kind regards,



Dr Pete Rouse, Director of Studies.

Departmental information including course teams

Personal tutoring (PERSONAL DEVELOPMENT ADVISORS)

In the SEM 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 SEM Programme Team or external clinicians working in the field of Sport and Exercise Medicine. The PDAs are there to guide students through the SEM 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 (Peter Rouse).

Contact information

Your Department

The MSc in Sport and Exercise Medicine is delivered by the Department for Health. The Department is located in 1 West – see the campus map at <https://www.bath.ac.uk/publications/claverton-down-campus-map/>

Information regarding the department, including a list of academic staff, their individual research interests, departmental research activities, events (including seminars which you may be able to attend) and news items can be found at <http://www.bath.ac.uk/health/>.

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 Pete Rouse	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 4.106[PR1]		sem-dos@bath.ac.uk

Clinical Director of Studies: Dr Patrick O'Halloran	The stewardship of the clinical content.			poh26@bath.ac.uk
<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	sem@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)	sem@bath.ac.uk

<u>Unit Convenors</u>	<p>A key person in the programme with responsibility for the content and operation of a unit of study.</p> <p>The key areas of responsibility are:</p> <p>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, liaison with other tutors, and administration staff.</p>			
	<i><u>SEM in Practice 1:</u></i> Dr Roland Teare	1 West 5.113	01225 38 4225	rjt27@bath.ac.uk
	<i><u>The Sport & Exercise Doctor:</u></i> Dr Brian Blackledge	External		bb224@bath.ac.uk
	<i><u>Foundations of biomechanics and physiology for clinicians:</u></i> Dr Polly McGuigan	1 West 4.114		mmp21@bath.ac.uk
	<i><u>Exercise behaviour change for population health</u></i> Dr Peter Rouse	1 West 4.106		sem-dos@bath.ac.uk

	<u><i>The rest of the 2nd year units will be available in 2025/6 due to Curriculum Transformation</i></u>			
<u>Professional Development Advisors</u>	<p>The Professional Development Advisors (PDAs) on the programme are there to guide students through the SEM in Practice units. They are experienced sports doctors 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 SEM in Practice 1 Moodle page: https://moodle.bath.ac.uk/course/view.php?id=59133</p>			
<u>Dissertation Supervisors</u>	<p>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.</p>			

Contacting Us and How We Contact You

Internal messages are usually sent by **email** and you should make a point of checking your account every day. 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 through 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/user/index.php?id=59159>. These announcements will be emailed to your Bath email address (@bath.ac.uk).

University messages (such as requirements for your registration, or messages from the Computing Services team for example) are usually sent by email and always to your Bath email address, so you should make a point of checking your account regularly. You can also access your university account online <https://www.bath.ac.uk/guides/accessing-your-university-email-and-calendar/> Please do check this account regularly for University information. **You must ensure that your email inbox does not become full otherwise emails cannot be sent to you and you therefore run the risk of missing important information.**

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, we strongly recommend you talk to us. For any issues relating to your studies please contact your Director of Studies or the Unit Convenor of the specific unit you are studying, if the query relates just to that unit. Administrators are also available in office hours (typically 10.00 to 12.00, 14.00 to 16.00, Monday to Friday). **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.** If you can't find anybody, or you have not had your queries answered, please contact the Faculty Taught Programme Management Team (details above).

Any post should be addressed as follows:

*The Department for Health
MSc/PG Dip Sport and Exercise Medicine*

*1 W 3.04
University of Bath
Claverton Down*

Bath BA2 7AY

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(s) 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/regulations-for-students-2024-25/) <https://www.bath.ac.uk/publications/regulations-for-students-2024-25/>

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:

sem@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 and 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.

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 the summer (August). You may be required to return to Bath to sit any in-person supplementary exams during the August 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

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 (DAC) 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](#)

All assignment briefs are available on the unit Moodle page for the relevant unit. They are also included in the unit outline for each unit.

[Submission deadlines](#)

You will be informed of the deadline to submit your assessment via the relevant Moodle page for the specific unit.

[Word counts](#)

Coursework tasks will normally have a word limit. This, and the penalty for not adhering to this, will be confirmed when you receive an assignment. The departmental policy is that tutors stop marking a student's work at the word limit. **To be clear, there is not** a policy of marking work beyond the word limit by 10%. Thus, **any text above the word limit will not be assessed** and will not contribute to your mark. The same rule applies when there are 'page', rather than 'word' limits. Any text over the page limit will not be marked. Markers may stop reading/marking your work at the point it exceeds the word/page limit.

[Feedback on assessment](#)

During your course, you will receive feedback on your assessed work. This feedback may take different forms, depending on the subject and type of assessment. You will be informed of the timing and nature of the feedback you will receive on each assessment, including whether the piece of work itself will be returned to you. For exam-type assessment, you may receive general feedback relevant to all who took the assessment rather than individual feedback. You can discuss feedback you receive on assessments alongside your performance and progress in your studies at meetings with your Unit Convenor, Director of Studies or Academic and Digital Lead. Students receive formal feedback after submission of each summative

assessment. Feedback will be provided at the earliest opportunity and will focus on providing both complimentary and constructive feedback that can be utilised to feed-forward into your following assessments. Please note, the marking and moderation process does take numerous weeks to complete and the individual unit times lines will be communicated on the Moodle unit forums. Informal feedback and guidance is provided by tutors or professional development advisors on the submissions of milestones which contribute to the compilation of the portfolio submission for the SPY in Practice units. Students should contact the Unit Convenor in the first instance if they have concerns regarding feedback for an assignment. You are also encouraged to discuss your feedback on written assignments with your Professional Development Advisor or Director of Studies, if required.

To access your marks you will need to:

- 1) Log on to SAMIS using your University username and password
- 2) Click on view module marks
- 3) Select 'view all results' from the drop down menu
- 4) Click 'view results'

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.

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.

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](#)

You will have an OSCE Exam in year 2 held at University of Bath. This is part of the SEM in Practice 2 unit. This must be passed to continue with the programme. There will be three stations to complete comprising two clinical stations and a viva. [LG2]

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 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.

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.

[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.

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.

Please note there may be changes to your study pathway as a result of the changes to the curriculum being implemented in 2024/5. Please discuss your options with the Director of Studies.