



**Faculty of Humanities and Social Science**

**Department for Health PGT Handbook  
2024/25**

**MSc Sport Management**

This handbook is available online or in alternative formats. Please contact [health-pgt@bath.ac.uk](mailto:health-pgt@bath.ac.uk) if required.

11 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 [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.*

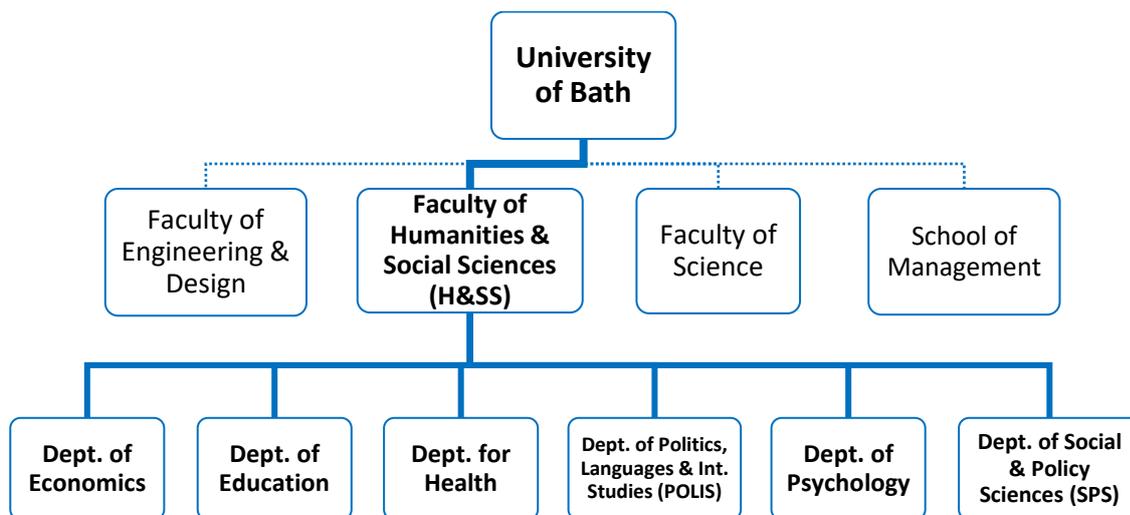


Dr Polly McGuigan

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.

### Academic Advisor (formerly known as Personal Tutor)

*At the start of 2024/25 the role of Personal Tutor was renamed Academic Advisor to better reflect the nature of the role.*

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. This includes when away on placement or study year abroad. 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 Sport Management	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 Elizabete Cardoso Director of Studies	Sport Management and Marketing	<a href="mailto:ec600@bath.ac.uk">ec600@bath.ac.uk</a> 1W 3.101
Dr Anthony Bush Deputy Head of Department	Sport & Social Science	<a href="mailto:adsajbb@bath.ac.uk">adsajbb@bath.ac.uk</a>
Dr Andrew Manley	City and issues of urbanism Community	1 West 3.108 <a href="mailto:atm29@bath.ac.uk">atm29@bath.ac.uk</a>

	Organisational culture Technology	Ext. 5751
Dr Rui Biscaia	Sport consumer behaviour Branding Sponsorship	<a href="mailto:rdb51@bath.ac.uk">rdb51@bath.ac.uk</a> 1W 5.125 Ext. 5429
Dr Haydn Morgan	Sport for development Sport and criminal justice Employability Community inclusion	<a href="mailto:hjm23@bath.ac.uk">hjm23@bath.ac.uk</a> 1W 3.117
Dr Daniel Daly	Business Management Entrepreneurship	<a href="mailto:dd694@bath.ac.uk">dd694@bath.ac.uk</a> 10 East 3.93 Ext. 7715

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.

The external examiner for MSc Sport Management is:  
Dr Benoit Senaux, Professor of Sport Management at Coventry 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 require a leave of absence from the University for any reason, please contact your Director of Studies and Academic Advisor.

If you are ill, or think that you are likely to be ill, for more than three days, please get in touch with the above-named contact within three days of becoming ill.

## 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 track 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. 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 [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](#)

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 about [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](#).

#### [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](#).

#### [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.