



Faculty of Humanities and Social Sciences

Department for Health PGT Handbook 2024/25

MSc Sports Physiotherapy

This handbook is available online or in alternative formats. Please contact spy@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 spy@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 script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Dr Polly McGuigan

[Departmental information including course teams](#)

Welcome 2024/25

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 Sports Physiotherapy was developed to meet the increased need for expertise in the field. Joining the University of Bath programme leads you to a wide range of opportunities to practise at a high standard, from working with recreational athletes in an out-patient setting, 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 physiotherapists. Web-based resources and activities form the basis for learning, and these are supplemented by practice/work-based experience and residential weeks.

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, 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 of our 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.

The SPY team are delighted to welcome you to studying on the MSc Sports Physiotherapy degree and are excited to get to know you and be part of your learning journey. Returning to being a student may be challenging at times, however, the SPY team and your fellow peers will offer support and encouragement, helping you to have a rewarding and enjoyable experience.

Warm Regards,

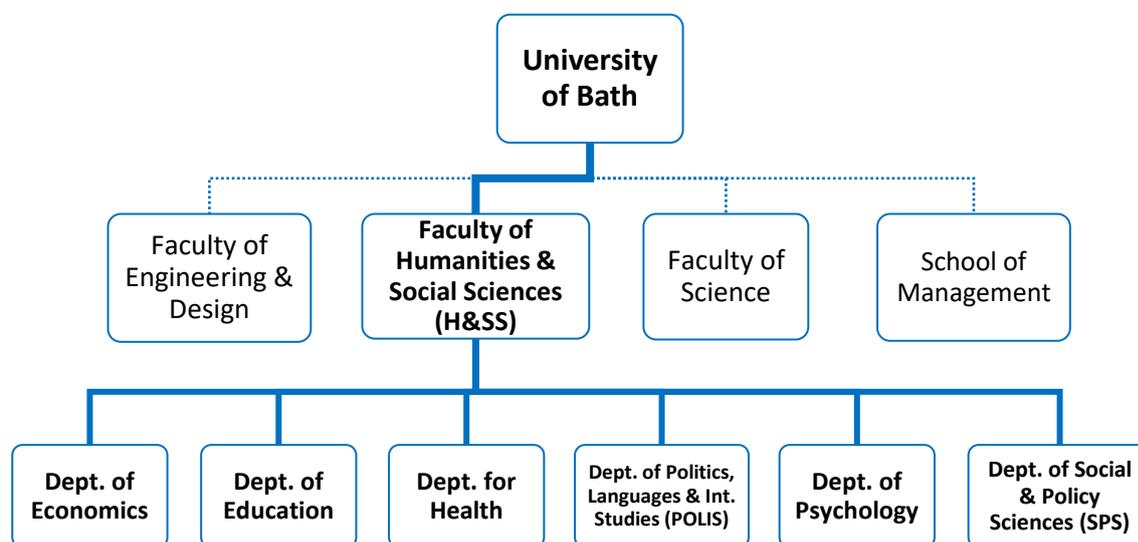
A handwritten signature in black ink, appearing to read 'Sian Morgan', enclosed in a thin black rectangular border.

Sian Morgan, HCPC, MCSP

Director of Studies, MSc Sports Physiotherapy

About the Department 2024/25

Welcome to the University of Bath. Your programme is delivered by the Department for 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 [webpage](#), 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 (PROFESSIONAL DEVELOPMENT ADVISORS)

In the SPY Programme, the **Academic Advisor 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 the completion of feedback exercises and online communication. PDAs are either members of the SPY Programme Team or external clinicians working in the field of Sports Physiotherapy. The PDAs are there to guide students through the SPY in Practice units. They are experienced sports physiotherapists who can give guidance on professional development and how to gain appropriate experience. The PDA role offers you professional guidance linked to your learning; for any academic queries of the programme, such as deferring/suspending your studies and broader academic issues, please contact the Director of Studies.

Contact information

Your Department

The MSc in Sports Physiotherapy 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
Director(s) of Studies				
Academic Director of Studies:	All aspects of your study on the programme, including problems and requests for	1 West 5.113	01225 38 4990	spy-dos@bath.ac.uk

Ms Sian Morgan	suspensions or deferrals of units. (Any queries about specific units of the programme should be directed in the first instance to the Unit Convenor.)			
Academic and Digital Programme Lead and Deputy Director of Studies				
Dr Rhod Woodhouse	Academic tutoring lead, development of academic resources, and distance learning digital expertise	1 West 5.113		rkw32@bath.ac.uk
SPY Lecturer				
Ms Becky Davison	Unit Convenor in year 2 and part of the SPY Team		Please call via MS Teams	rcd39@bath.ac.uk
Programme Administrator				
Rachel Sherring-Lucas	Administrative support	1 West 3.04	01225 38 3302	spy@bath.ac.uk
Programmes Officer				
Jo Wright	Distance-learning team leader and occasional administrative support for SPY	1 West 3.04	01225 38 6887 (Monday, Wednesday and Friday)	spy@bath.ac.uk

<u>Year 1 Unit Convenors</u>	A key person in the programme with responsibility for the content and operation of a unit of study. The key areas of responsibility are. 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.			
	<u>Sports Environment:</u> Ms Sian Morgan	1 West 5.113	01225 384990	s.a.morgan@bath.ac.uk
	<u>SPY in Practice 1:</u> Ms Sian Morgan	1 West 5.113	01225 384990	s.a.morgan@bath.ac.uk
	<u>Foundations of Biomechanics and Physiology for Clinicians</u> Dr Polly McGuigan	1 West 4.114	Please call via MS Teams	m.p.mcguigan@bath.ac.uk
	Year 2 Unit Convenors will be confirmed by the time you start year 2 in September 2025			
<u>Professional Development Advisors</u>	The Professional Development Advisors (PDAs) on the programme are there to guide students through the SPY in Practice units. They are experienced sports physiotherapists 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. The names and contact details of the PDAs involved in the programme can be found on the SPY in Practice Moodle pages.			

Dissertation Supervisors	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.
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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 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 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 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 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 Sports Physiotherapy*

*1 West 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.

Dr Simon Lack
MSc Lead and Senior Lecturer
Queen Mary University London

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:

spy@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 SPY 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.

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.

Option choices

If your course has option choices, then information about [how and when to choose your optional units](#) can be found online. If applicable, you will receive an email notification at the relevant point in the year when online unit selection is available. If you want to discuss your option choices, please contact your Director of Studies.

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)
- surveys and evaluations
- [the Students' Union](#)

We strongly encourage you to partake in the feedback process as this enables the SPY staff to reflect on your feedback and feedforward any changes to the course. This is likely to

benefit you in future units and will help us to improve the course for students in the following years. Additionally, if you are keen on becoming a student representative, where you can represent and deliver feedback from the SPY students at the department level, please contact the Director of Studies.

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](#)

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 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.

[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 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](#). **Please be aware that an extension request needs to be submitted before the original 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](#)

You will complete the clinical exams in your second year; these will take place during your residential week. These exams will contribute to your SPY in Practice 2 unit and must be passed to continue with studying on the programme.

[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:

- *marking criteria (or assessment criteria)* - these are the knowledge, understanding and skills that students should demonstrate in the assessment. They are based on the learning outcomes being assessed
- *marking schemes* - these are detailed descriptions of how specific numbers of marks should be assigned against individual components of an answer within the assessment task
- *grade descriptors* - these are descriptions of the levels of achievement required in order to get a result within a given band of marks (e.g., 70% or more).

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.

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 Programmes*, 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

Professional Body Accreditation

We are currently not accredited to any professional body, however, we do align our course learning to the Chartered Society of Physiotherapy (CSP), Physios in Sport (ACPSEM), and the International Federation of Sport Physical Therapy (IFSPT).

[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.

Other course specific information

Suspensions

During your programme of study, you are allowed a maximum of 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.