



Faculty of Humanities & Social Sciences

**Department of Education
PGT Handbook
2024/25**

MA International Education and Globalisation

This handbook is available online or in alternative formats. Please contact education-pgt-admin@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 education-pgt-admin@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



On behalf of the Department of Education and the Faculty of Humanities & Social Sciences (H&SS), I am delighted to welcome you as a new student. You are about to join an academic department with an international reputation for research and widely recognised by its teaching excellence. I'm sure you will find in our department an intellectually stimulating and inclusive environment in which to learn.

As an International Education and Globalisation student, you'll be part of the Faculty of Humanities & Social Sciences, home to a wider community of scholars from six different disciplines (i.e., Education, Economics, Health, Politics, Languages & International Studies, Psychology, and Social & Policy Sciences). We are sure you will be inspired by and benefit from the breadth and vitality within the Faculty of H&SS, with world-class teaching and in-depth specialist expertise available to you.

Please do take the time to explore all the information in this handbook - if you have any questions, please get in touch with us.

Together with my academic colleagues, and the Department's professional services team, I wish you a very rewarding and thought-provoking year!

I look forward to meeting you soon.

Elisabeth Barratt Hacking

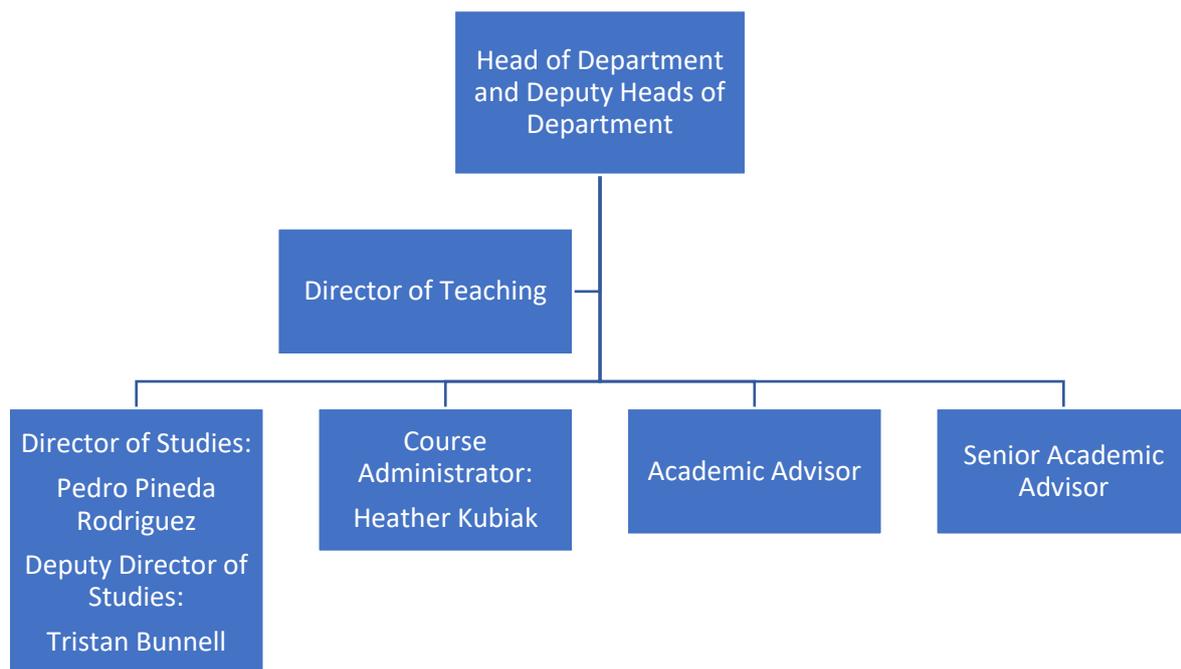
Head of Department

Departmental information including course teams

The structure of the Department of Education is explained below. The people you will most frequently contact are the following:

- Director of Studies: general issues about the course that are not specific to a unit.
- Course Administrator: administrative aspects about the course.
- Academic Advisor: your first point of contact for any pastoral issues.

It is unlikely you will have much, if any, contact with the remaining figures, expect in specific circumstances. If in doubt about who to contact, start with your Academic Advisor (for pastoral issues) or Director of Studies (for course-related issues).



Unit tutors

For most units of study, you will have two or more unit tutors. Any questions that you have about your units of study should be directed in the first instance to your unit tutors. They should be your first point of contact for any matters regarding the unit, including feedback on assignment outlines, drafts, or final assignments. Each unit of study also has a Unit Convenor who coordinates the unit overall. This person also contributes to teaching on the unit.

Director of Studies for the MA IEG programme

The Director of Studies, Dr Pedro Pineda Rodriguez (pcpr20@bath.ac.uk), has responsibility for academic matters relating to the MA IEG programme. The Deputy Director of Studies, Dr Tristan Bunnell (tb541@bath.ac.uk), is responsible for student issues. This includes SSLC, requests for extensions, etc.

Dissertation supervisors

Dissertation supervisors will be appointed in Semester 2, after you have submitted your Dissertation Proposal Form. Supervision of MA IEG dissertations will take place between May and September. Please note that supervisors are likely to take some annual leave in July or August.

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 an academic staff member as an Academic Advisor. They will act as a personalised point of contact throughout your time here, supporting your transition, and your academic and personal development. It is important to respond to communications and requests from your Academic Advisor, and to attend scheduled meetings.

Your Academic Advisor 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 Academic Advisor 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 that may be impacting your studies
- providing you with a reference for work experience, internships, your placement, further studies, or career

All new students on the MA IEG programme are assigned an Academic Advisor during Welcome Week. Please, feel free to contact your Academic Advisor at any other time. There is a Senior Academic Advisor (Dr Artemio Cortez Ochoa, aco43@bath.ac.uk) who coordinates the team of Academic Advisors.

Contact information

The best way to contact the course team is by email.

MA IEG Teaching Team

| Name | Role | Email |
|---------------------------|---------------------|--|
| Dr Pedro Pineda Rodriguez | Director of Studies | pcpr20@bath.ac.uk |

| | | |
|---------------------------|---|--|
| | <p>Unit Convenor – Policy and leadership in education</p> <p>Unit Convenor - Complementary programme</p> <p>Unit Tutor</p> | |
| Dr Tristan Bunnell | <p>Deputy Director of Studies</p> <p>Unit Convenor – Globalisation and educational policy</p> <p>Unit Convenor – Enrichment programme</p> <p>Unit Tutor</p> | tb541@bath.ac.uk |
| Dr Nicola Savvides | <p>Unit Convenor – Educational research design</p> <p>Unit Convenor – Final project</p> <p>Unit Tutor</p> | ns915@bath.ac.uk |
| Dr Rita Chawla-Duggan | <p>Unit Convenor – Learning and culture</p> <p>Unit Tutor</p> | edsrkd@bath.ac.uk |
| Dr Shona McIntosh | <p>Unit Convenor – Understanding international education</p> <p>Unit Tutor</p> | spm25@bath.ac.uk |
| Prof Lizzi Milligan | <p>Unit Convenor - Education and sustainable development</p> <p>Unit Tutor</p> | emam25@bath.ac.uk |
| Elisabeth Barratt Hacking | Unit Tutor | edsecbh@bath.ac.uk |
| Michael Fertig | Unit Tutor | edsmf@bath.ac.uk |
| Dandan Li | Graduate Teaching Assistant (GTA) Tutor | dl2080@bath.ac.uk |
| Dr MariCarmen Gil Ortega | Director of Teaching | mdcgo20@bath.ac.uk |

| | | |
|--|--|--|
| | (with overview of all taught courses in the Department of Education) | |
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Please note that other Department of Education staff may be involved with Dissertation supervision and guest inputs into sessions.

Administrative Contacts

| Course | Administrator | Room | Email |
|--|---|--|--|
| MA International Education and Globalisation | Heather Kubiak Telephone number: 01225 38 3237 Please leave a message if we cannot answer you call at the time. | Office located in: 10 West, Main Foyer Please go to the hatch for in-person enquiries. Please address to room 1.05 if posting to office. | education-pgt-admin@bath.ac.uk |

The Taught Programmes Team hub office hatch is open between 10am and 4pm from Monday to Friday for in-person 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.

The best way to contact your Programme Administrator is via the education-pgt-admin@bath.ac.uk mailbox.

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 course is:

Dr Helen Young, Associate Professor in Education, London South Bank 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 Deputy Director of Studies, Dr Tristan Bunnell, via email: tb541@bath.ac.uk.

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 and the relevant unit tutor 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

Students enrolled in the MA International Education and Globalisation (MA IEG) programme should consult the Moodle platform for comprehensive and up-to-date information on each of their units as well as resources available through the Hub. On Moodle, accessible at <https://moodle.bath.ac.uk/> you can find a variety of essential learning materials. The MA IEG Hub <https://moodle.bath.ac.uk/course/view.php?id=56552> serves as a gateway to a wealth of resources. Within the Hub, students will discover key documents for their academic journey, such as assignment deadlines and the Dignity and Respect Policy. Additionally, forums for peer interaction and resource sharing are available to enhance the learning experience.

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

Department prizes

This information is to be confirmed.

Research ethics

You are expected to approach your studies on the course in an ethical manner; this is especially important when undertaking educational research for your studies. The University of Bath expects its researchers to act with honesty, integrity, accountability, openness, minimal risk to participants, collaborators and themselves, and sensitivity to cultures and environments (University of Bath Research Integrity and Ethics)

<https://www.bath.ac.uk/guides/ethics-review-process/>

The research that you do for your MA IEG Dissertation will almost certainly have ethical implications. For this reason, we require you to obtain ethical approval for your research before you collect any data.

Ethics approval is sought through the Ethics@Bath online review system.

<https://www.bath.ac.uk/guides/ethics-review-process/>

Detailed information about this can be found here.

Your Department Research Ethics Officer (DREO) is Dr Hugo Santiago Sanchez (hss30@bath.ac.uk).

Please read the guidelines published by the British Educational Research Association (BERA), which are also available on the Dissertation Moodle page. Please also discuss the ethical implications of your research with your supervisor/ tutor.

Your completed Dissertation should include discussion of ethical issues and how they were managed, together with your reflections and evaluation in relation to this aspect of your research.

Please also note that when undertaking research as part of your studies the requirements of the Data Protection Act will be relevant.

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

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.

The submission of students' work and the provision of tutor feedback are administered via the Moodle virtual learning environment.

[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.

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.

[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 no exam type assessments on this course.

[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](#).

Everything related to marking and feedback, including Grade Descriptors, Assessment Criteria, and Learning Outcomes for unit assessment, along with the department's feedback policy, can be found within the MA IEG Hub

<https://moodle.bath.ac.uk/course/view.php?id=56552>

This comprehensive resource is designed to provide students with all the necessary information regarding the assessment process. For any queries or clarifications regarding these materials or policies, students should reach out to the designated unit convenor or Director of Studies or Deputy Director of Studies.

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.