



Faculty of Humanities & Social Sciences

Department of Education
PGT Handbook
2024/25

MA Teaching English to Speakers of Other Languages

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 a Teaching English to Speakers of Other Languages 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

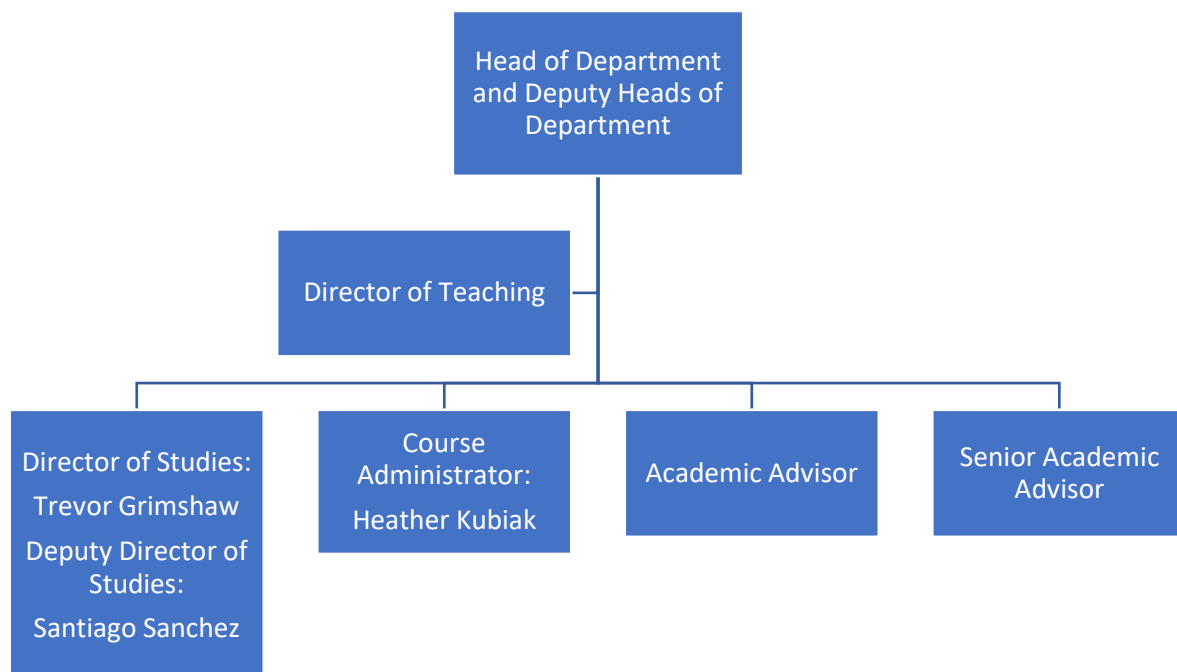
Head of Department

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 each unit of study you will have several 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 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 TESOL programme

The Director of Studies, Dr Trevor Grimshaw (edstg@bath.ac.uk), has responsibility for academic matters relating to the MA TESOL programme. The Deputy Director of Studies, Dr Hugo Santiago Sanchez (hss30@bath.ac.uk) is responsible mostly for student issues. These include requests for extensions, assessment offences, implementation of reasonable adjustments for disabled students, etc.

Dissertation supervisors

Dissertation supervisors will be appointed in Semester 2, after you have submitted your Dissertation Registration and Outline Form, usually by the end of April. Supervision of MA TESOL dissertations will be provided throughout the summer months.

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 TESOL 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 TESOL Teaching Team

Name	Role	Email
Dr Trevor Grimshaw	Director of Studies Unit Convenor – English Language Curriculum and Pedagogies for Global Contexts (ELCPGC) Unit Tutor	edstg@bath.ac.uk
Dr Hugo Santiago Sanchez	Deputy Director of Studies Unit Convenor – Final Project (Dissertation) Unit Tutor	hss30@bath.ac.uk
Dr Janina Iwaniec	Unit Convenor – Second Language Acquisition (SLA) Unit Tutor	ji283@bath.ac.uk
Prof Gail Forey	Unit Convenor – Language Awareness (LA) Unit Tutor	gf370@bath.ac.uk
Dr Reka Ratkaine Jablonkai	Unit Convenor – Teaching & Assessing English as an International Language (TAEIL) Unit Convenor – Professional skills and Practice in TESOL (PSPT) - Semester 1 Unit Tutor	rirj20@bath.ac.uk
Dr Samantha Curle	Unit Convenor – Professional Skills and Practice in TESOL (PSPT) - Semester 2 Unit Tutor	smc20@bath.ac.uk

Prof Xiao Lan Curdt-Christensen	Unit Tutor	xlcc20@bath.ac.uk
Otter Baker	Tutor for Advanced English Communication (AEC)	mlsosb@bath.ac.uk
David Busby	Tutor for Critical Reading & Writing (CRW)	drb45@bath.ac.uk
Dr Nicola Savvides	Unit Convenor – Educational Research Design (ERD)	ns915@bath.ac.uk
Dan Zhao	Graduate Teaching Assistant (GTA) Tutor – Semester 1	dz549@bath.ac.uk
Lizzy Emelue	Graduate Teaching Assistant (GTA) Tutor – Semester 2	eue23@bath.ac.uk
Dr MariCarmen Gil Ortega	Director of Teaching (with overview of all taught courses in the Department of Education)	mdcgo20@bath.ac.uk

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 Teaching English to Speakers of Other Languages	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 Examiners for your course are:

Dr Erhan Aslan, Associate Professor of Applied Linguistics, University of Reading

Dr Dario Banegas, Senior Lecturer in Language Education, The University of Edinburgh

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: Dr Hugo Santiago Sanchez via email hss30@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](#)

All materials given in the sessions will be available online (reading materials, handouts, recordings of sessions) through Moodle. In special cases lectures and seminars will also be given online in MS Teams or Zoom.

[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

The MA TESOL Prize is awarded to the student with the highest overall programme average. If on any occasion two or more students share the highest overall programme average, other aspects of the students' work (e.g. the dissertation mark) will be taken into account in deciding the overall winner.

Research ethics

The research that you do for your MA TESOL Dissertation will almost certainly have ethical implications. For this reason, we require you to obtain ethics 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).

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 PG TAR. 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.

When you submit an assignment or dissertation, make sure that you include a front Cover and Feedback Sheet. You can find a copy of this on Moodle.

[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](#).

[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.](#)

MA TESOL Feedback Policy

Coursework for the MA TESOL course is assessed through written assignments or oral presentation. The submission of students' work is administered via the Moodle virtual learning environment.

What students can expect:

Formative feedback on taught unit assignments will be provided in a variety of ways which may include Question & Answer sessions, individual or group tutorials, email correspondence, Moodle forums and peer feedback discussions. Students are encouraged to seek advice from unit tutors, peers and other relevant sources of support such as Academic Skills Centre tutors and the Subject Librarian. It is the responsibility of students to take advantage of these opportunities to receive feedback before submitting their final assignments. Dissertation supervisors will provide supervision and formative feedback on one outline (max. 500 words) of each individual chapter of a dissertation. This feedback may be written (including email correspondence) and/or verbal.

The nature of the feedback provided Formative feedback will provide students with an indication of how to refine the focus of the assignments, the range of sources being used, the ways in which the assignments could be structured, and the extent to which the assignments address the assessment criteria. In no case will the tutor give an indication of the mark that might be awarded for the assignments. Feedback on final assignments will be provided in word-processed format on the MA TESOL Assignment Feedback Form. The programme uses a standardised assessment feedback form incorporating common elements of feedback on strengths and feedback on areas which could be improved.

Feedback on oral presentations may be both written and audio-recorded. All feedback on final assignments will be uploaded to Moodle. The feedback will:

- be both summative and formative.
- recognise the focus of the assignment and the issues that it seeks to address.
- refer to the Assessment Criteria.

Important: Tutors will not edit the language used in assignments but will provide feedback on language use in line with the marking criteria. After the marks and grades have been released on SAMIS, students are encouraged to contact their tutors to have an opportunity to ask questions and comment on the feedback that they have received.

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.