Faculty of Humanities and Social Sciences

Department of Politics, Languages and International Studies

PGT Handbook

2023/24

MA in Interpreting and Translating (MAIT)

MA in Translation and Professional Language Skills (TPLS)

MA in Translation with Business Interpreting (TBI)

This handbook is available online or in alternative formats. Please contact polis-pg-langs@bath.ac.uk if required.

Issue date 25/September/2023

[NFAAR-PGT-VERSION]

Contents

Purpose and scope

Your handbook for academic year 2023/24 comprises the following three documents which should be read alongside each other:

1. University information
2. **Department handbook (this document)**
3. Your course specification

These documents were made available to you as pdf files at the beginning of the academic year. You are expected to familiarise yourself with the contents.

This handbook includes important information, about the Department and about your course, that you should be aware of whilst studying here.

This handbook can be provided in alternative formats. Please contact polis-pg-langs@bath.ac.uk.

The content of this handbook is accurate at the time of publication *[25/September/2023]* 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

Your programme is delivered by the Department of Politics, Languages & International Studies within the Faculty of Humanities & Social Sciences (HSS). The Faculty is one of three Faculties and one School in the University and comprises six academic Departments: Economics, Education, Health, Politics, Languages & International Politics, Psychology and Social & Policy Sciences.
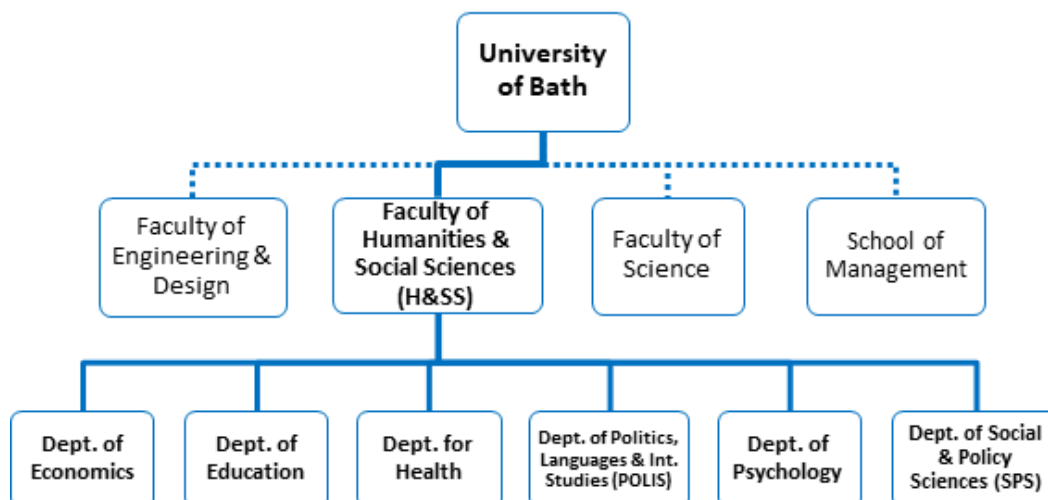
Information regarding the department, including a list of academic staff, their individual research interests, departmental research activities, events (including seminars to which you may be able to attend) and news items can be found on the [department website](#).

Further PGT Languages specific information can be found on the [Masters programmes - MAIT, TPLS & TBI Moodle Page](#). The page contains important information related to your programme. For students studying in PGT Languages programmes, we have also set up [a Teams page](#) to facilitate communications.

Internal messages are usually sent by email and you should make a point of checking your account every day. You can also access your account via the internet by typing https://mail.bath.ac.uk or clicking on "[Email and calendar](#)" on the University's internal home page. 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.

The best way to contact staff is by email. Should you have any queries or problems (that you have not been able to resolve using the various sources of information in this handbook and elsewhere) we strongly recommend you talk to us. Any issues relating to your work then please contact either the lecturer concerned or your Director of Studies. In general, if you wish to arrange a meeting with a member of staff then please email in advance to organise a suitable time, unless the staff member has notified you of alternative office hours.

Welcome from Head of Department

It is a pleasure to welcome you to PoLIS. You are joining PoLIS at a very exciting time. A few months ago, we launched our new Centre for the Study of Violence, and six new research groups on Future Politics; Gender, Politics & Society; Reactionary Politics; International Relations; Democracy & Contention; Memory Politics & Culture, which showcase our staff's research expertise. At PoLIS we are committed to research-led teaching and to high standards in teaching and research, and you'll be taught by experts in the field you are studying. Our new Centre and groups will also organise talks and discussions with visitors, and I hope you'll be able to participate in these additional activities to further your own understanding of the contemporary world.

Starting university, returning after a year abroad or on placement, or even just after the summer, can feel a bit daunting at times, and it might feel like you've lost the studying habit. My advice to you is to try to keep up-to-date with your lectures, seminars, activities and recommended readings. If you do a little every week it is much easier to have everything ready by the essay and assignment deadlines and avoid last minute stress. Please make full use of all the possibilities for contact that we have provided: come to all your campus classes, join in any additional online classes, and make use of staff's office hours. In [University information](#) document of the Handbook you'll find all the relevant links to University services designated to support you with everything from health to finances to careers advice. The key contacts within PoLIS who are here to support you are listed further down in this document.

Remember to let us, and especially your personal tutors, know how you are getting on throughout the year. I have no doubt that together we'll make a success of this new academic year, and that with your enthusiasm, and a little work every week you'll do very well. Of course, university life is about more than your studies, so I'd also like to encourage you to take advantage of some of the activities that the Student Union, societies and sports clubs have been working on all summer. I wish you all a productive and exciting year.

Maria Garcia
Head of Department (Dept of Politics, Languages & International Studies)

Departmental information including course teams

The Administrative team
In addition to your Director of Studies and Personal Tutor the Administrative Team are on hand to support you and act as a central point of contact. The team can be found in the PoLIS and Health Hub at 1WN 3.02 and are there to share information and provide signposting.

In-Person Administrative Support
During Welcome Week and the first two weeks of both Semester 1 and 2, the Taught Programmes Team hub office is open from Monday to Friday between 9am and 4pm for in-person enquiries. For all other weeks of the year, the opening hours are from 10am- 4pm.

We ask that students do not enter the office unless you are invited in. Please use our hatch for student 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.

Remote Administrative Support

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.

Urgent Enquiries

If your enquiry is urgent, we advise sending an email to the relevant shared mailbox at polis-pg-langs@bath.ac.uk which will be monitored **between 9am and 5pm from Monday to Friday**.

Key Contact information

Director of Studies for PGT Languages programmes

Mr. Miguel Fialho - mlmmfff@bath.ac.uk

Please contact your Director of Studies for academic issues such as changes to your study arrangements or to discuss teaching and learning.

Course Director for MAIT European Stream and TPLS programme

Mrs. Elena Kidd - mlsek@bath.ac.uk

Course Directors for MAIT Chinese stream

Mr. Wei-Gang Ding - wgd26@bath.ac.uk

Dr. Yukteshwar Kumar - yk212@bath.ac.uk

Course Director for TBI programme

Mr. Miguel Fialho - mlmmfff@bath.ac.uk

Programme Administrator for MAIT, TPLS, TBI

Maria Melkko – polis-pg-langs@bath.ac.uk, 01255 38 7538

Please contact your Programmes Administrator for day-to-day queries such as timetabling issues, Moodle access and unit selections.

Personal tutoring

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. 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

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 PGT Languages programmes are:

Name	Position	Institution	Units covered
Marta Tomaszewski	Editor, précis writer, teacher and translator	Freelance	Editing and Revision; Précis-writing; Proofreading; Technology in the Translation Industry
Reuben Imray	Conference interpreter	European Parliament	French, German and Italian consecutive, simultaneous and public service interpreting
Marina Zadara	Conference interpreter and translator	Freelance	English to Russian translation; Russian to/from English consecutive, simultaneous and public service interpreting; Public Speaking
Josephina Worrall	Freelance translator	JW Translation Ltd	French and Russian translation; Enterprise Skills; Understanding the Commercial Translation Industry
Robyn Hackett	Freelance translator and interpreter	Freelance	Italian and German translation
Lynsey Dullaghan	Conference interpreter	United Nations	Spanish translation, consecutive, simultaneous and public service interpreting
Cheng Ma	Freelance interpreter and translator	Freelance	English to Chinese interpreting and translating; Chinese/English liaison, public service, business interpreting
Esther Tyldesley	Teaching fellow in Chinese	University of Edinburgh	Chinese to English interpreting and translating; Management and Enterprise Skills for Translators and Interpreters; Using Technology in the Translation Industry

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 are ill or are likely to be ill for more than three days, please contact the relevant Course Director in the first place (refer to Key Contact information).

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

The key platform organizing the study material and delivery is Moodle. Moodle lists all the units of study and provides access to other supportive sessions. Students will find all important information and links on Moodle: unit outlines, readings and other study material, recorded lectures (if applicable) and links to other online teaching, discussion fora, contact on unit convenors and teachers, unit-specific schedules and submission points to upload their assignments.

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.

Research ethics

The University has a wide range of resources available to you to help you understand the importance of academic integrity and how you can enhance your academic writing and practice. When writing at postgraduate level it is crucial to ensure that your work is referenced correctly and that you make clear reference to the resources that you have read and cited throughout your work.

The University of Bath have published their own referencing guide designed to support academic writing and citing work correctly. This can be found online at: https://library.bath.ac.uk/referencing.

Further support can be found at the Skills Centre who provide academic skills support and enhancement to all students at the university. In order to attend a skills masterclass, access academic writing support or find self-access online academic skills resources contact the Skills Centre at: https://www.bath.ac.uk/professional-services/academic-skills/.

The Ethics Officer in the PoLIS Department is Dr. Jorge Marco (jm2308@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

Student representatives for PGT Languages SSLC will be elected in October in the online election organised by the SU. More information about nominations and elections is available at the SU webpage. PGT Languages SSLC will have four meetings during the academic year, usually two in each semester.

Assessment

Assessment Regulations

The University's New Framework for Assessment: Assessment Regulations: Phases 2 & 3 for postgraduate taught programmes ('NFAAR-PGT') specifies the rules governing progression from one stage of your programme to the next as well as for the award of degrees. The rules cover all areas of assessment, including supplementary assessment and the extent to which failure may be condoned.

If at any time you are in doubt about how NFAAR-PGT provisions apply to your work, please consult your Director of Studies.

This section highlights areas of the University's assessment framework for the type of programme you are undertaking. It explains the regulations that govern your assessment and outlines how the University makes decisions concerning your progression through your programme and award. Complete information is available in the NFAAR-PGT document.

The full NFAAR-PGT, and definitions of terms used in it, are available online.

YOUR PROGRAMME AND HOW YOU ARE ASSESSED

Within a programme of study, there are *compulsory units* (i.e. those units in a programme which must be taken by every student registered on the programme), and there may also be *optional units* (i.e. those units students may choose from a range of options).

In the Programme and Unit Catalogues, there are links to the relevant appendices of the NFAAR-PGT which state exactly how the assessment rules operate for each stage of your programme.

The following points will help you to understand how the assessment rules relate to your specific programme, such as pass marks, averaging of marks and dealing with any failures:

Firstly, there are several references below to the persistent generic rules on the extent of any failures of units permitted overall. The rules are that you can only (1) fail and retrieve units, or (2) marginally fail units and have them condoned, **within set limits.** Breaking these rules results in failure of the programme.

- Your programme does not have any Designated Essential Units (DEUs).

- Your programme is divided into stages, but does NOT have Stage Required Units (SRUs) that must be passed before being permitted to progress to the next stage. This means that, if you are required to undertake supplementary assessment, it will only have to be completed before the end of the programme. You must also never break one of the persistent generic rules.

- Your programme has units that constitute the Taught Stage(s) Credits in a separate phase before the period in which you will do the Dissertation/Project type unit(s), as indicated in the table showing the structure of your programme. The Programme Progression Requirement to get from the taught phase to the Dissertation/Project phase is minimum 40%.

- Should you fail to qualify for the award of the degree of Master, you may be considered for the award of a related Postgraduate Diploma or Postgraduate Certificate (subject to your having met the requirements for one of those awards).

The normal pass mark for a unit is 40%. In some units, you might need to achieve a threshold mark in one or more component assessments in order to pass the unit overall. Particular rules apply to failure of units of the 'Taught type', or in the 'taught' stages. They are as follows:

- If you fail any units badly (i.e. achieve less than 35%), you will have to undertake supplementary assessment – unless you have failed so many units that you fail outright or the attempted retrieval would break the rule on how much failure can be retrieved.
- If you only fail units marginally (i.e. achieve 35%-39%), you might be able to progress without supplementary assessment. Whether you do progress will depend on the total credit value of the failed units.

Dissertation/Project units have their own special rule on failure: only cases of marginal failure (i.e. 35%-39%) will be given permission for attempted retrieval through supplementary assessment, and any resubmission that is permitted for marginal failure must be made within a specified period. Ultimately, you must pass a Dissertation/Project unit (or have an average of at least 40% for them if there are more than one) for satisfactory completion of the requirements for Dissertation/Project elements.

Your unit results are combined as follows to make overall assessment/award decisions:

- The Taught Stage(s) Average (TSA) will be calculated by taking the credit-weighted average of marks for all units required to contribute to the taught stage(s), or by taking the credit-weighted average of marks for all units defined as of 'Taught type' required to contribute to the programme.
- The Dissertation/Project Average (DPA) will be calculated by taking the credit-weighted average of marks for the unit(s) required to contribute to the Dissertation/Project stage(s), or by taking the credit-weighted average of marks for the unit(s) defined as of 'Dissertation/Project type' required to contribute to the programme.
- The Overall Programme Average (OPA) will be calculated by taking the credit-weighted average of marks for all units required to contribute to the programme.

CALCULATING YOUR DEGREE OUTCOME

A Board of Examiners will decide at appropriate points whether you are continuing to meet the requirements for the programme (including not breaking persistent generic rules whereby you can only fail and retrieve, or marginally fail and have condoned, units within set limits), and/or whether you have met all the requirements for your target award or any alternative that might be available. The outcomes will depend on both your performance in individual units and your overall performance. Generally, if you pass each of your units, you will progress and, in due course, be recommended for an award.

If you fail units beyond certain credit values, or you fail some too badly, you might break one of the persistent generic rules whereby you can only fail and retrieve, or marginally fail and have condoned, units within set limits, and this will result in failure of the programme – without any opportunity for supplementary assessment. (Further information on supplementary assessment is provided below.)

The criteria for making awards with distinction or with merit are described in the relevant NFAAR-PGT rules (paras. 78-80).

Supplementary assessment

'Supplementary assessment' is the term normally used for an opportunity given to a student to retrieve failure before starting the next stage of a programme, or by the end of the

programme if it is a single-stage programme or the failed units are not Stage Required Units (SRUs).

[Academic year dates](), including the supplementary assessment period, can be found online.

Each unit's method of supplementary assessment is shown in the online Unit Catalogue.

At supplementary assessment, students will normally have the opportunity to gain credit for units they successfully passed and to have the mark gained reported to them for feedback purposes, but a maximum mark of 40% will be awarded and used in the Overall Stage Average, the Overall Programme Average, the Taught Stage(s) Average, and any award calculation.

If you pass all your supplementary assessments, you will be able to progress onto the next stage of your programme and/or, as appropriate, be considered for an award. If you do not pass them all, the outcome will depend on your overall performance including consideration of the rules about passing particular types of units and the persistent generic rules (as set out above).

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/Programme (DAC/P) 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.

Submission deadlines for each unit will be provided within the unit outline and displayed on the unit Moodle page. The university is committed to anonymous marking, and the Department of PoLIS is practicing anonymous submissions where practical (presentations and dissertations will remain some of the exceptions). Where applicable, the process of submission of anonymised work will be as follows: Assignments must be submitted by the due date electronically via Moodle. You must retain an electronic copy of every piece of coursework you submit. This is in case of loss.

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 can be granted but occasionally there may be a better measure to support you depending on your individual circumstances and the type of assessment. You will need to give a brief explanation of how your circumstances are impacting on your ability to complete on time. Extension requests require evidence to confirm what has happened and when.

You can request an extension in SAMIS under "Student Tasks". Please be aware that an extension request needs to be submitted BEFORE the original deadline.

Late submission of coursework

To ensure fairness to all students, you will be expected to hand in all assessed coursework and dissertations/projects by a specified date and time, and [there are penalties for submitting work after the specified deadline](). **If you are experiencing difficulties completing work on time, please seek help before the deadline.**

Examinations and final assignment deadlines

There are three formal assessment periods during which examinations and final assignment deadlines take place, January, May and June, and August.

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 [on such processes, and their purpose, on our website.]() All marks will be provisional until approved by the Board of Studies.

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.

Further information on the university's feedback policy can be found in [QA16 Assessment, Marking and Feedback.]()

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.