



Faculty of Humanities and Social Sciences

**Department of Politics, Languages and
International Studies**

PGT Handbook

2024/25

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.

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[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 polis-pg-langs@bath.ac.uk.

The content of this handbook is accurate at the time of publication 12 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

Welcome from Head of Department

Welcome to the Department of Politics, Languages and International Studies.

We are very proud of our courses, the quality of our teaching and the enthusiasm and passion of our staff. We are also proud of the cutting-edge research that our staff are doing that directly feeds into our teaching. We hope that you will enjoy learning about new things, developing your skills, knowledge and critical analysis and feel inspired by the course. Hopefully your time at Bath will not only be a positive and memorable experience but also a launchpad for you into a career that you enjoy and makes a difference to the world.

The transition into postgraduate University life is exciting, but we know that it can be daunting at times and there can be some unexpected challenges along the way. The University offers a wide range of support services which are detailed in this brochure and which you can also find out about from the course team, your Academic Advisor and the Students' Union. Please do reach out to these sources of support if you have any concerns about your studies, University life or anything else.

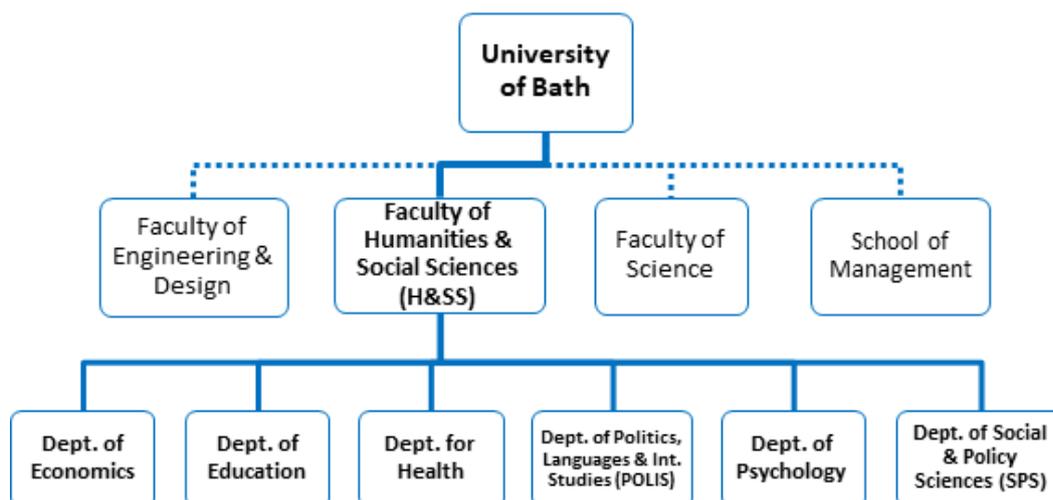
University is a lot more than your studies, so we encourage you to get involved in some of the vast range of sporting, cultural, political and community activities that the University and the Students' Union offer to make the very best of your student experience. Through your course and these activities, we hope you meet a wide variety of new and inspiring friends and colleagues who shape your thinking, contribute to your development and help and support you along the journey to graduation.

We wish you all the best for your course and hope that your time at the University of Bath is rewarding, enjoyable and memorable.

*Peter Lambert
Head of Department*

Introduction to the Department

Your course 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 courses - MAIT, TPLS & TBI Moodle Page](#). The page contains important information related to your course. For students studying in PGT Languages courses, 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.

Departmental information including course teams

[Please find more information on POLIS academic and teaching staff and their contact details.](#)

[The Administrative team](#)

In addition to your Director of Studies and Academic Advisor 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.

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.

[Academic Advisor \(formerly known as Personal Tutor\)](#)

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

Contact information

Director of Studies for PGT Languages courses

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 Coordinator for MAIT European stream

Mrs. Louise Jarvis – lkj20@bath.ac.uk

Course Coordinator for TPLS stream

Ms Becky Lavin – bl974@bath.ac.uk

Course Coordinators for MAIT Chinese stream

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

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

Course Coordinator for TBI stream

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

Programmes Administrator for all streams

polis-pg-langs@bath.ac.uk

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

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.

Name	Position	Institution	Units covered
Marta Tomaszewski	Editor, précis writer, teacher and translator	Freelance	Editing and Revision; Précis-writing; Proofreading; Translation Technology
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; Translation Theory and Practice
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
TBC			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

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:

Director of Studies for PGT Languages courses Mr. Miguel Fialho, mlmmfff@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 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

We use virtual learning environment called Moodle. It is the main platform for organizing the study material and delivery. 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.

Please note that Moodle is mainly used for non-interpreting units. For your interpreting classes, teachers may use e-mail, Teams and other platforms to convey information such as preparation for specific classes and other related issues.

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.

Placements and placement support

Our courses try to arrange study visits to international organisations or longer placements for translation/proofreading/editing at various organisations and agencies. These study visits/placements are not compulsory or guaranteed. However, they can be a very important part of your learning process and help you better understand the subject you are studying. Further information will be provided to students in the Welcome Week talks and throughout the academic year by your Course Coordinator or teachers. Most placements/study visits take place during Semester Two or over the Easter/summer period.

If you are going on placement, please read the information on the website, about [planning your finances](#) including loans, other funding support, paying taxes and other tips.

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 Departmental Research Ethics Officer 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 are 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 [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.

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: Name your file using 5-digit candidate number and the unit code. 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 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.

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](#)

There are three formal assessment periods during which examinations 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 about [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](#).

[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

[Course 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.