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 Simone Osborn *so402@bath.ac.uk.*

The content of this handbook is accurate at the time of publication 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 your Departments

Your programme is jointly run by the Department of Economics and the Department of Psychology, although, each year, one Department 'hosts' the programme. This year, your programme is hosted by the Department of Economics.

History of the Department of Economics

The Economics Department at Bath began as the Political Economy Group (PEG) of the School of Humanities and Social Sciences (HSS) when the university was founded in 1966. In the beginning PEG had four economists and one political scientist. When the political scientists left in 1995 there were eleven economists in what then became the Economics Group. There were 12 when that group formed the Department of Economics and International Development in 1997 and 20 when that department morphed into the Department of Economics in 2009. By 2015 there were 34 full time lecturing staff, plus eight teaching fellows and full time researchers.

The rapid growth in the last 15 years reflects the Department's growing research reputation, its graduates' enviable employability, and its consequent ability to recruit excellent students both in the UK and overseas. 2001 the undergraduate courses were given the highest possible rating of 24 out of 24 by the national Quality Assurance Agency in its Economics Subject Review.

The Department has a very successful undergraduate degree programme in Economics and two bespoke joint honours degrees in Economics & Politics and Economics & Mathematics. It also has successful taught postgraduate programmes in Economics & Finance, Applied Economics, Economics, Economics for Business Intelligence and Systems (offered jointly with the Department of Computer Science and the School of Management) and Applied Psychology and Economic Behaviour (offered jointly with the Department of Psychology).

The Department's current research groups are: **'Economic Theory', 'Macroeconomics and Finance', 'Labour, Education and Health Economics', 'Public and Environmental Economics', and 'Econometrics'**. These groups reflect the traditional sub-fields and methodological approaches in Economics and play a vital role in realising synergies between researchers within the Department and in communicating our work to the wider academic community.

Since 2017, the Department has further refined its research infrastructure by introducing four dedicated **Research Themes** that cluster academics in the Department around real-world challenges that typically transcend classical research group boundaries: **'Innovation and Productivity', 'Governance of Institutions and Systems', 'Social Determinants of Health', and 'Sustainable Living'**. These themes bring together researchers from all our research groups with the aim of addressing topical issues in a collaborative and multi-disciplinary manner. Furthermore, they facilitate discussion and collaboration with external stakeholders on economic issues of interest to wider audiences.

History of the Department of Psychology

The Psychology Department formally came into existence in 1997, though for 15 years there had been joint degrees in Psychology within the School of Humanities and Social Sciences. The always attractive placement scheme gave students wide opportunities for work experience and often applied dissertations. Many placements were and continue to be international. The early period of the Department of Psychology focused especially on applied dimensions of social and health psychology, and human-digital interaction. The new Department expanded rapidly with innovative and interdisciplinary Masters degrees in Applied Social Psychology, Health Psychology, Research Methods, Science Culture and Communication, and Human Communication and Computing. In the following decade, more expansion broadened the research and teaching range within psychology, including the introduction of the very successful Doctorate in Clinical Psychology and new Masters courses in Clinical Psychology, Forensic Psychology, and Economic Behaviour. Since 2016, Psychology moved to a new building, 10 West witha multi-million pound investment in new state-of-the art facilities, including a cross-modal lab, a VR facility, Pain lab, EEG/ERP labs, Social Observation Labs, Testing Labs, and an HCI lab. In the 2021 Research Excellence Framework, 83% or our output was rated as world leading or internationally excellent. Now with over 1000 students across our programmes, and with our graduates working in a wide range of fields all over the world, the Department is frequently among the top five in the Guardian University and Times and Sunday Times League Tables. We continue to grow and experiment with innovative thinking in all our research, teaching, and practice.

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. This includes when away on placement or study year abroad. 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

Seminars and tutorials will be arranged by Unit Convenors and involve staff affiliated with those units (Personal Tutors are not associated with seminars or tutorials).

Contact information

Name	Role	Dept	Room	Ext	email
Dr Andreas Schaefer	Director of Learning and Teaching	Economics	3 East 4.20	5828	a.schaefer@bath.ac.uk
	Director of Studies,				
Dr Neal Hinvest	Deputy Director of Studies, Senior Lecturer	Psychology	10 West 2.30	3691	n.hinvest@bath.ac.uk
Jorg Franke	Senior Lecturer	Economics	3 East 4.28	5747	smc93@bath.ac.uk

Dr Janina Hoffmann	Lecturer	Psychology	10 West 4.30	3367	jah253@bath.ac.uk
Mark Brosnan	Head of Department	Psychology			
Simone Osborn	Programme Administrator	Faculty of Humanities and Social Sciences	10 West 1.02	3285	Psy-pg-apeb@bath.ac.uk

External Examiners

External Examiners are appointed for a course or set of courses and are important in assuring academic quality and standards. Please note that it is not appropriate for students to contact an External Examiner directly. If you have any queries or concerns, please contact your Director of Studies in the first instance.

Dr Matteo Galizzi, Associate Professor of Behavioural Science; Department of Psychological and Behavioural Science; London School of Economics and Political Science; Houghton Street; WC2A2AE London.

The University's expectations of students

University regulations

When you registered with the University you agreed to abide by the Regulations for Students. These are important documents which set out the roles and responsibilities of both you as a student and the University. **You are expected to familiarise yourself with these.**

Attendance expectations

You are expected to be in attendance and participate in all scheduled learning and teaching activities required by your course. If you are ill or are likely to be ill for more than three days, please contact your Director of Studies or Deputy Director of Studies .

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

Moodle is the central place where you will find the majority of your learning resources. Staff will typically post material such as lecture material, relevant articles and activities. Sometimes, you may need to access software to carry out learning activities and assessments. You will be directed to such software at appropriate times during your degree. Lectures are typically recorded but the final decision to do so is down to the individual content provider and content of the lecture. Recorded lectures can be access via Panopto.

Department prizes

There is a prize for the highest overall programme average (OPA). This is awarded at graduation.

Research ethics

Research, and researcher, integrity is central to good and proper research. The University has robust and strict policies applied to research to protect all individuals associated with research, including participants and the researchers themselves. Where you will most likely engage with these processes is when you carry out your dissertation. You will be given training in research practices throughout the degree and, more specifically, when and how to engage with the University's ethical approval process.

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 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).

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 has Designated Essential Units (DEUs) which you must pass to gain the award you seek; even marginal failure in these units cannot be condoned.

- Your programme is a single-stage programme, so your eligibility for the award you seek will only be judged at the end of the programme. You must also never break one of the persistent generic rules.

- Since your programme has just one stage comprising both the units that constitute the Taught Stage(s) Credits and the Dissertation/Project type unit(s), there is no Programme Progression Requirement to get from the taught phase to the Dissertation/Project phase. The status of the different units is indicated in the table showing the structure of your programme.

- 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 DEUs, you will have to undertake supplementary assessment – unless you have failed so many DEUs that you fail outright or the attempted retrieval would break the rule on how much failure can be retrieved.
- If you fail any non-DEU 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 fail only non-DEU 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.

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

You 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

You will also receive 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 special presentation or referencing preferences/requirements
- the date for submission of the work
- 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

Submission deadlines

You will be informed of the deadline to submit your assessment. Assessment deadlines will be posted on the Moodle pages of relevant units.

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 there are valid circumstances preventing you from meeting a deadline, your Director, or Deputy Director, of Studies may grant you an extension to the specified submission date. Forms to request an extension are available from the Department.

Word counts

Coursework tasks will normally have a word limit or word range. This, and the penalty for non-compliance, will be confirmed when you receive an assignment. Word limits are absolute. Even one word over a word limit may lead to a mark's penalty. There is no penalty for going under the word limit to any extent.

The ability to submit a piece of work which is within the stated word limit is one of the criteria taken into account when a piece of work is being marked. Students must state the number of words at the end of each piece of work (or on the title page for your projects). You will be penalised if you are one word over the word limit.

When a piece of work is over the stated word limit the work will be subject to the following penalties:

- if the work is between 0 - 10% over the word limit, 5 marks will be docked;

- if it is between 11 - 30% over the word limit, 15 marks will be docked;

- if the work is more than 30% over the word limit, the work is an automatic fail at 39%.

For the purpose of calculating the word count, headings and subheadings, footnotes, quotes, in text citations for example (Smith et al., 2011), and tables are included. The title, contents pages, abstracts (or equivalent, e.g. executive summaries), figures, appendices and reference lists/bibliographies are excluded.

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.

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 on reasonable grounds may be appropriate 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.

Instructions on how to apply for an extension

If you need to ask for an extension to your coursework or essay assignment deadline, you must request this in good time BEFORE the original submission deadline.

Extension requests are submitted via SAMIS. You will find the form to fill in under "Student Tasks". See video guidance on how to log a request in SAMIS.

*All extensions will need to be approved by your Director, or Deputy Director, of Studies and you might need to provide evidence. Please note extensions are **not** granted based on*

academic reasons, ie. "If I have more time, I will do better and provide higher quality piece of assessment".

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. In your course, you have no exams within the formal assessment periods.

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.

Your host Department has a feedback policy, which you will be able to access through the general course page on moodle. Assessment criteria and learning outcomes will be available through moodle. Where they are located will depend on the assessment and unit in question and you will be able to access them in plenty of time before an assessment is due.

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.