



**Faculty of Health and Social Sciences  
Department of Psychology**

**Department of Psychology PGT Handbook**

**MSc Applied Psychology with  
Placement**

**Course Handbook  
2024/25**

This handbook is available online or in alternative formats. Please contact Simone Osborn if required.

September 2024

[PGTAR VERSION]

## Contents

The Department.....	2
Introduction to the Department .....	2
Academic Advisor (formerly known as Personal Tutor).....	3
Contact information.....	3
External Examiners.....	4
The University’s expectations of students.....	4
University regulations .....	4
Disclosure and Barring Service (DBS) checks .....	4
Attendance expectations .....	5
Learning and Teaching delivery .....	6
Timetables.....	6
Learning resources, Moodle, and recorded lectures .....	6
Placements and placement support .....	7
Placement Cost.....	7
Research ethics.....	8
Student Representation .....	8
Assessment .....	8
Assessment Regulations.....	8
Supplementary assessment .....	8
Exit awards .....	8
Switching courses.....	8
Individual Mitigating Circumstances (IMCs) .....	9
Coursework .....	9
Assignment briefs, word counts and deadlines. ....	9
Coursework extensions .....	10
Late submission of coursework .....	10
Marking and feedback.....	10
Your course .....	11
Professional Body Accreditation .....	11
Course and Unit Catalogue .....	11
Course Specification .....	11

## 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 *Simone Osborn* [so402@bath.ac.uk](mailto:so402@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

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.

In 2016, Psychology moved to a new building, 10W – a 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, Group Labs, and an HCI lab. In the 2021 Research Excellence

Framework, 83% of 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.

### 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
- 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.

Some of these meetings will take place either within or following the Reflective Practice Sessions (on Tuesdays) and will include both group and individual meetings at different times. Your tutor will give you those dates, but you can always email for additional meetings as and when you need them.

### Contact information.

<b><u>Academic Team</u></b>	<b>Role</b>	<b>Room</b>	<b>email</b>
-----------------------------	-------------	-------------	--------------

Prof Catherine Hamilton-Giachritsis	Professor of Forensic and Clinical Psychology; Director of Studies	10 West 3.23	<a href="mailto:chg26@bath.ac.uk">chg26@bath.ac.uk</a>
Dr Sarah Elliott	Lecturer in Forensic Psychology; Deputy Director of Studies	10 West 3.42	<a href="mailto:sje55@bath.ac.uk">sje55@bath.ac.uk</a>
Dr Iris Lavi	Lecturer in Forensic Psychology; Admissions Tutor	10 West 3.43	<a href="mailto:il343@bath.ac.uk">il343@bath.ac.uk</a>
Dr Alex Jack	Lecturer in Forensic Psychology	10 West 3.42	<a href="mailto:Aj2474@bath.ac.uk">Aj2474@bath.ac.uk</a>
<b>Administration</b>			
Simone Osborn	Programme Administrator	10 West 1:02	<a href="mailto:so402@bath.ac.uk">so402@bath.ac.uk</a> Tel: 01225 383285
<b>Placements Team</b>			
Victoria Maskell	Placement Officer	1W 3.06	<a href="mailto:psychology-placements@bath.ac.uk">psychology-placements@bath.ac.uk</a> Tel: 01225 383723

### 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.

Professor Theresa Gannon School of Psychology, University of Kent

### 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.**

#### Disclosure and Barring Service (DBS) checks

Placements will take place in a variety of settings, such as the NHS, prison in-reach, charities, children's, or youth offending services and research settings. Different placements will have different requirements but will likely include:

- A satisfactory Enhanced Disclosure and Barring Service (DBS) check (for all placements)
- Sometimes higher-level vetting (e.g., for prison access)
- Health and safety regulations (including checks on up-to-date immunisations). You will have been advised to bring proof of any existing vaccinations with you on starting the course. Any outstanding vaccinations will need to be completed prior to the start of your placement (please note some courses of vaccinations can take up to 6 months to complete, so this process needs to be started promptly).

You are required to provide a satisfactory [Enhanced](#) DBS check. Please be aware that an individual Enhanced DBS check currently costs approximately £38 which you will have to cover) these will be done via the University. If the DBS check subsequently returned proves to be unsatisfactory, the University reserves the right to terminate your registration and require you to withdraw.

Please note that forensic psychology as a profession is exempt from the [Rehabilitation of Offenders Act](#); hence, no conviction is ever considered Spent. You **must disclose any convictions** to the course supervisor and placement provider. If you do not satisfy any of the required checks, then your placement opportunities may be limited.

Overseas applicants and UK applicants who have lived abroad for a period of six months or more, within the last five years, will also be required to produce a criminal records check, or "certificate of good character" from those countries that they have lived in.

#### ***Further information***

[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

[Criminal records checks for overseas applicants - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

**As you were advised in your admissions letter and in the Welcome email prior to your arrival, if you live abroad, it is often easier to get some documentation that will help in this process before you move to the UK. If you have not done so, we would advise you to start this process as soon as possible.** If you fail to obtain that information in advance, it may impact on your placement opportunities (e.g., research placement only) or your start date and therefore your ability to complete the full placement requirements in the time available.

#### [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:

Prof Catherine Hamilton-Giachritsis, (Director of Studies)

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.

Prof Catherine Hamilton-Giachritsis, (Director of Studies) and Simone Osborn (Programme Administrator), or your Academic Advisor if neither of them are available.

## 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 following spaces will be used to support our teaching:

- **Moodle:** this is the space where all the details about your programme, units, slides, etc are available. Discussion forums are also a useful source of information.

This is the key place for you to access learning materials. In this space, you will have required and additional readings, pre-session work, links to useful resources etc. All the materials for your workshops and lectures will be placed here.

- **Microsoft Teams:** all students are part of an online classroom in Microsoft Teams. Materials for the Reflective Practice and Skills-Based sessions on Tuesdays will be found here. Within the 'general' space in the classroom, chat and files can be used in the same way but will be accessible to all of the cohort.

Additionally, each tutor group will have a separate channel, accessible only to those students and their academic tutor plus the DoS (Director of Studies). Each tutor group can use this forum to chat within their group and to work collaboratively, including uploading files to work on together.

On the rare occasions that teaching needs to be provided online, it will usually be on your Teams page.

- **Zoom (Bath):** The University of Bath has a zoom license (bath-ac-uk.zoom.us). This links well with Moodle so, if required, may occasionally be used.

- Please note, we do not routinely record lectures given the required compulsory attendance at sessions along with the sensitive nature of the material. If a student has a DAP, then this or alternatives (e.g., a scribe) will be considered to find the best outcome.

### Placements and placement support

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.

The MSc in Applied Forensic Psychology with Placement compulsory one-year placement will be organised by the programme / placement staff, considering (where possible) individual needs and requirements, including caring responsibilities.

Full details of the placements available for cohort 2024-2026 will be uploaded onto your cohort Teams page. Other documents there will also explain the process for placement selection and allocation. When you go on placement, you will have a Placement Handbook for Students and your Placement Supervisor will be provided with a Placement Supervisors Handbook.

In brief, the placement:

- Is compulsory (assessments are pass/fail)
- Usually runs from beginning of June in year 1 to end of May of year 2
- Must be based in the UK (and the student must be based in the UK, even if a virtual placement)

If, for whatever reason, a student does not satisfactorily complete and pass the placement unit, they may (if other conditions are met) be eligible for an exit award information can be found in the [Course & Unit Catalogues - University of Bath](#)

### Placement Cost

Prior to placement, you will require an Enhanced DBS check. See below for further information.

Travel to and from placements will be at your own cost, but most placements will reimburse students for any travel that is undertaken as part of the placement (e.g., visit to client). Since the placement duration is one year, students can consider relocating to be nearer a placement, if needed. As a reminder, students who are in university accommodation can apply for early release from their contract. The date is yet to be confirmed but is usually around early June.

Most placements will be in the Southwest of England, but we occasionally have placements available in other parts of the country. For example, in previous years we have had placements offered in Wales, London, Dorset, Oxford, and Leeds; but this will change year to year.

## Research ethics

Details of the research ethics procedures are covered in your Placement Handbook for Students. It is important that you read this information thoroughly.

## Student Representation

Mechanisms for student representation are designed to enable you to be an active partner in continually improving your learning and teaching experience. The main ways in which your feedback will be sought will be through:

- Staff/Student Liaison Committees (SSLCs) ([Academic and Faculty Reps](#))
- surveys and evaluations
- [the Students' Union](#)

## Assessment

### Assessment Regulations

The [Postgraduate Taught Assessment Regulations](#) (PGTAR) set out the rules for your course including: how the University governs your outcomes; progression requirements and what happens if you fail; award eligibility and how your classification is calculated. If your course has **any exemptions** to the Postgraduate Taught Assessment Regulations, you will find this information in your course specification. **You are expected to familiarise yourself with these.**

### Supplementary assessment

Supplementary assessment describes the type of assessment you will be expected to undertake either to retrieve failure in a unit's main assessment or in the case of deferred assessment.

More information on the timing of supplementary assessment is provided in PGTAR. Supplementary assessment may be held during the summer (August). You may be required to return to Bath to sit any in-person supplementary exams during the August supplementary assessment period.

### Exit awards

If you leave the University early, without completing your course, you may be eligible for an exit award. You will find information on these awards in your course specification.

### Switching courses

If you are considering transferring to a different course, where this would be permitted, you should speak to your Director of Studies in the first instance. In certain circumstances you may be able to or may be required to transfer onto a specific alternative course, known as a Designated Alternative Course (DAC) if you have not met the criteria to remain on your current course of study.

Academic Registry have also published [further information and guidance on assessment arrangements](#). This also includes a link to the [University's Academic Integrity Training and Test](#). **All students will be unable to progress beyond the next progression point in their studies until they pass the test.** The test has a pass mark of 85% but you can take the test as many times as you need to.

### [Individual Mitigating Circumstances \(IMCs\)](#)

We acknowledge that you may experience circumstances that disrupt your assessment attempt or performance. Submitting an IMC claim allows you to report any conditions which prevented you from taking assessment or significantly impaired your performance. If accepted an IMC recognises that your assessment was affected.

**You are expected to familiarise yourself with the information available about IMCs** including the process for submission, the evidence requirements, how claims are considered and what can (and cannot) happen if a claim is accepted as valid.

### [Coursework](#)

Assignment briefs, word counts and deadlines.

Full details of your assessments and their requirements are listed in the Unit and Assessment Handbook, which will be available on Moodle along with a list of deadlines, by unit and in date order. A table outlining unit and assessment weightings is included in the appendices of that handbook.

All items of assessed coursework have a **stated word limit** (outlined in the Unit and Assessment Handbook) and the Department of Psychology policy is that all coursework (including the Dissertation) **should not exceed this word limit**. It is fine to submit work under the stated limit but any coursework which exceeds the stated word limit will be subject to penalties. 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.**

**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 up to 15% over the word limit, 10 marks will be docked.
- if it is between 15 - 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 failure at a maximum of 49%. However, if the students mark for the work is lower than 49%, they will receive the lower mark.

For the purpose of calculating the word count, headings and subheadings, footnotes, quotes, in text citations (for example, Smith et al., 2011) are included in the word count. The

title, contents pages, executive summaries, appendices and reference lists/bibliographies are excluded.

### [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.

*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 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.**

### 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](#).

[https://www.bath.ac.uk/publications/postgraduate-taught-assessment-regulations/attachments/Postgraduate\\_Assessment\\_Regulations\\_PGTAR.pdf](https://www.bath.ac.uk/publications/postgraduate-taught-assessment-regulations/attachments/Postgraduate_Assessment_Regulations_PGTAR.pdf)

### 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

### Professional Body Accreditation

This programme is accredited by the [British Psychological Society \(BPS\)](#) and is the first step to becoming a forensic psychologist. Successful completion of this course fulfils Stage 1 of the requirements towards Chartered Membership of the Society and full membership of the [Division of Forensic Psychology](#).

Information on routes into Forensic Psychology can be found at

<https://www.bps.org.uk/revised-qualification-forensic-psychology-post-july-2021>

### [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.