



Faculty of Humanities and Social Sciences

**Department of Social & Policy
Sciences PGT Handbook**

2023/24

MSc Humanitarianism, Conflict & Development

This handbook is available online or in alternative formats. Please contact mpp-hcdadmin@bath.ac.uk if required.

[Issued: September 2023]

[NFAAR-PGT-VERSION]

Contents

Purpose and scope.....	3
The Department.....	3
Introduction to the Department	3
WELCOME	3
Departmental information including course teams.....	5
About Your Programme	5
Your Department.....	6
Contact information	7
Key contacts/staff list.....	7
Personal tutoring.....	10
External Examiners.....	10
Student Representatives.....	10
The University's expectations of students.....	10
University regulations	10
Attendance expectations	10
Learning and Teaching delivery	10
Timetables	10
Learning resources, Moodle, and recorded lectures	10
Student Representation	11
Assessment	11
Assessment Regulations.....	11
YOUR PROGRAMME AND HOW YOU ARE ASSESSED	11
CALCULATING YOUR DEGREE OUTCOME.....	13
Exit awards	14
Switching courses	14
Individual Mitigating Circumstances (IMCs)	14
Coursework	14
Assignment briefs, word counts and deadlines	14
Submission deadlines.....	15
Coursework extensions	15
Late submission of coursework.....	15
KEY PROGRAMME TERMINOLOGY.....	15

Marking and feedback.....	16
PARTICIPATING AND CONTRIBUTING	17
STAYING IN TOUCH	17
Your course	18
Programme and Unit Catalogue.....	18
Course Specification.....	18
Any other course specification information	19
Suspensions.....	19

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 mpp-hcdadmin@bath.ac.uk

The content of this handbook is accurate at the time of publication (Sept 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

WELCOME

This is a critical time to be studying humanitarianism, conflict and development. Over recent years, there has been a sharp rise in the total number of people displaced or in acute need of humanitarian assistance. Across a variety of contexts – from South Sudan to Yemen, Syria to Ukraine – we have seen widespread human suffering caused by wars, disasters and crises.

There is a tendency in the academic world and in policy to treat development, humanitarian response, peacebuilding and human rights as separate domains. Our approach is different – we want to explore first of all how these different fields are inter-linked. In order to do that we emphasise the importance of context, exploring how interventions and initiatives play out in different ways in particular places at specific times.

Case studies are central to the course. The programme case studies are designed to provide an empirical thread that runs throughout the programme, helping us to make connections between the themes covered in the 4 units of the programme (Conflict, Development and Peacebuilding; Humanitarianism; Human Rights in context; and Negotiating the Field).

In much of the academic research and policy work, there is a tendency to explore these topics in the abstract and in isolation from one another. By working with country case studies, we seek to foreground an analysis of the intersections between these different kinds of interventions. By providing four in-depth studies, we seek to develop a more granular picture of how theoretical questions about, for example, humanitarian ethics, or how the causes of conflict play out in practice. The case studies help to challenge the ahistorical character of much international policymaking and research in this area by allowing us to explore how historical factors (colonial interventions, the evolution of institutions, historical relations between social groups) shape the contemporary landscape.

Doing a blended learning masters programme is very much a collaborative exercise. We all have a lot to learn from each other and the programme works best when students participate fully. If you face problems which prevent you from participating – please contact your personal tutor. In addition, your Director of Studies or Unit Convenor can provide help.

The purpose of this Handbook is to provide information and guidance to help you with your studies. It covers the ethos of the programme and a large amount of specific information about University and programme-level regulations. It is really important that you understand this information and how the programme works, so please read it carefully as it should answer many of the queries that you have throughout your time on the programme.

We are sure that being a student again will be challenging at times, but also fun and rewarding!

We look forward to working with you.

Professor Jason Hart,

A handwritten signature in black ink that reads "Jason Hart". The signature is fluid and cursive, with "Jason" on the top line and "Hart" on the bottom line.

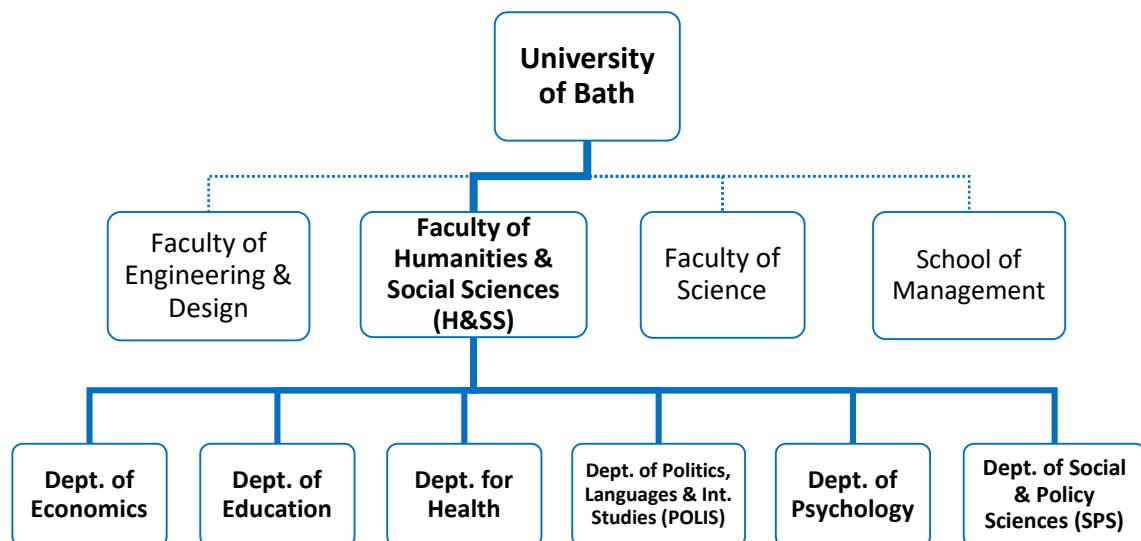
Director of Studies

Departmental information including course teams

About Your Programme

Welcome to the University of Bath. The MSc Humanitarianism, Conflict and Development is delivered by the Department for Social and Policy Sciences within the [**Faculty of Humanities & Social Sciences \(HSS\)**](#). The Faculty is one of three Faculties and one School in the University (see below) and comprises six academic [**Departments**](#).

[Economics](#), [Education](#), [Health](#), [Politics](#), [Languages & International Politics](#), [Psychology](#) and [Social & Policy Sciences](#).



Faculty H&SS Taught Programmes Administration

Undergraduate and Postgraduate Taught (Masters) programmes are delivered by academic staff in departments, with administrative support provided by our Taught Programmes Team. Our Taught Programmes Team consist of expert Managers, Officers, Administrators and Administrative Assistants, located in Hub Offices across our Faculty buildings – 3 East, 1 West North, 1 West and 10 West.

Our Taught Programmes Team is responsible for all aspects of administrative support for all taught programmes in the Faculty, ensuring that services are efficient, effective and adapt to changing circumstances. We provide students with support and advice from registration to graduation, and support academic teaching staff in our departments.

Our duties include:

- managing administrative processes of the Faculty's taught programmes
- acting as a central point of contact for staff and students seeking advice

- offering programme-related operational support for academic teaching staff in departments

It is important that you get to know the administrators who look after your particular programme, as they can often provide invaluable guidance on various aspects of the programme. If your administrator is unavailable then please speak to any of our other administrators listed on our wiki page [here](#), all of whom will be very happy to help you. If you have any problems, then please contact one of the Programmes Officers or Managers.

Emails are managed via shared mailboxes to deal with enquiries from students and academic staff and these are regularly monitored by designated members of the team.

Taught Programmes Support Hub

Location: 1 West (office 3.04)

Faculty: Postgraduate Distance Learning programmes

Programmes Administrator:

- [Emma Bartlett](#) Programme Administrator, MSc Humanitarianism, Conflict and Development: mpp-hcdadmin@bath.ac.uk

Your Department

The MSc Humanitarianism, Conflict and Development is delivered by the Department of Social and Policy Sciences. The Department is located in 3 East – see the campus map at <https://www.bath.ac.uk/locations/university-of-bath-claverton-down-campus/>

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 at www.bath.ac.uk/departments/department-of-social-policy-sciences

About CDS and the international development group at Bath

The Humanitarianism, Conflict and Development programme is run by academics based in the [Department for Social and Policy Sciences](#). We are a group of around 15 academic members of staff who work on development and humanitarian issues, from a range of disciplinary perspectives (including, but not limited to, economics, anthropology, and politics and international relations). Many of the group are actively involved in policy debates and many of our team advise or collaborate with development, humanitarian and peacebuilding organisations as part of our research.

The academic staff who are running the HCD programme are also affiliated with the [Centre for Development Studies \(CDS\)](#), which is an interdisciplinary collaborative research centre

critically engaging with international development policy and practice, also based at the University of Bath. CDS is one of the most long-standing research institutes for the study of international development in the UK and its members conduct research across the world: in Asia, Africa, Latin America, and the Middle East. CDS runs regular events and has a [blog](#) where you can keep up to date with the work of academic staff from across the university working on issues relating to international development.

Contact information

[Key contacts/staff list](#)

	Responsibilities	Room	Telephone	Email
Director of Studies: Prof Jason Hart	All aspects of your study on the programme, including problems and requests for suspensions or deferral of units. (Any questions about specific units of the programme should be directed in the first instance to the unit convenor.)	3 East 3.31	+44 (0)1225 384156	jh462@bath.ac.uk

Unit Convenors	A key person in the programme with responsibility for the content and operation of a unit of study. The key areas of responsibility are: unit design and ongoing development or content, leading students through a unit and communicating information about content, activities and assessment, facilitating discussion and ensuring that student queries are answered, co-ordination of assignment marking and provision of feedback, liaison with other tutors and administration staff.		
	Room	Number	Email
SP50313 (Unit 1) Touseef Mir	3 East 3.13	+44 (0)1225 383611	tm2227@bath.ac.uk
SP50314 (Unit 2)	3 East 4.11	+44 (0)1225 384156	paw37@bath.ac.uk

Polly Winfield			
SP50315 (Unit 3) Peter Manning	3 East 4.2	+44 (0)1225 385285	p.manning@bath.ac.uk
SP50316 (Unit 4) Katharina Lenner	3 East 2.10A	+44 (0)1225 38 4612	kl612@bath.ac.uk
SP50317 (Dissertation) Supervisors	Dissertation supervisors will be appointed when you have progressed to the research phase of the programme. Supervision of dissertations will be provided throughout the research phase.		

Internal messages are usually sent by **email** and you should make a point of checking your account every day. The best way to **contact staff** with individual queries is by email (see above contact list). If you have queries related to a specific unit of study you can post these on the discussions of the unit Moodle page where your tutors or fellow students will be able to respond. It is likely that your fellow students may also have the same query and therefore you will all benefit from posting queries through these discussion boards.

Programme staff will post announcements relevant to all students on the programme hub Moodle page. These announcements will be emailed to your University email account, so please make sure that you regularly check your email.

University messages (such as requirements for your registration, or messages from the DD&T team for example) are usually send by email to your email address registered in SAMIS and you should make a point of checking your account regularly. You can also access your University account online by typing mail.bath.ac.uk. **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.**

Should you have any queries of 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. For any issues relating to your studies please contact your Director of Studies or the Unit Convenor of the specific unit you are studying, if the query relates to just that unit. The programme administrator is also available during office hours (typically 10:00-12:00 or 12:00-14:00 Monday, Wednesday and Thursday). If you can't find anybody to speak to or you have not had your queries answered, please contact the Faculty Taught Programme Management Team (details above).

Any post should be addressed as follows:

Faculty of Humanities and Social Science

Department of Social and Policy Sciences

MSc Humanitarianism, Conflict and Development

University of Bath

Claverton Down

Bath BA2 7AY

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.

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.

Student Representatives

The two student reps serve to convey, anonymously, questions and concerns of a general nature to the Director of Studies. They may also provide an anonymous means to raise questions and voice concerns to the staff member convening a particular unit.

In this academic year the reps are:

Lucy Theobald: lt977@bath.ac.uk

Matthew Hildyard: mh2624@bath.ac.uk

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, please contact: mpp-hcdadmin@bath.ac.uk

Learning and Teaching delivery

Timetables

Unit timetables can be found in the Programme Calendar on Moodle.

Learning resources, Moodle, and recorded lectures

Moodle is the Virtual Learning Environment (VLE) used at the University of Bath. It is used by academic Departments to support learning and teaching at programme and unit level. It provides a platform for the delivery of resources and online activities, and can also support

student interaction and collaboration. This is the primary learning platform for the HCD programme.

Further information

MSc Humanitarianism, Conflict & Development Moodle [page](#)

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), 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 and follows the general principle that all stage assessment must be successfully completed before progression to the next stage is permitted. This means that, if you are required to undertake supplementary assessment, you will have to do so before you can progress further. 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 50%.
- 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

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.

UNIT ASSESSMENT

Each unit is assessed individually. The assignments are delivered and must be submitted online and the formative assessment includes moderated online discussions and feedback on essay plans.

Summative assessment will vary between units but will typically include some of the following:

- Essays
- Case studies
- Group presentations
- Blog posts
- Contribution to web discussion forums

In order to successfully complete the unit, you must gain 40% or above in each summative assessment, unless otherwise stated.

Details on how to submit coursework can be found on [Moodle](#).

Students are reminded that it is the student's responsibility to submit their assignments online in the appropriate location by the due date, unless an extension has been discussed with the Director of Studies prior to the due date.

Full details regarding the rules of assessment can be found in the [Programme Regulations](#) and [Postgraduate Taught Assessment Regulations](#).

[Submission deadlines](#)

You will be informed of the deadline to submit your assessment via the unit page on Moodle.

[Coursework extensions](#)

If you find you are facing circumstances that are preventing you from submitting on time you can request an extension to your deadline before the work is due. Short extensions are often granted but occasionally there may be a better measure to support you depending on your individual circumstances and the type of assessment. You will need to give a brief explanation of how your circumstances are impacting on your ability to complete on time. Extension requests require evidence to confirm what has happened and when.

Details of how to submit a request for a coursework extension can be found on [Moodle](#).

[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.**

[KEY PROGRAMME TERMINOLOGY](#)

Moodle pages: 'Moodle' is the name of the virtual learning environment at Bath, where all online programme information is stored. It is used by academic Departments to support learning and teaching at programme and unit level. It is a platform for the delivery of resources and online activities, and can also support student interaction and collaboration.

The MSc Humanitarianism, Conflict and Development has a set of dedicated pages in which you can find all content, additional resources and links to further information.

Learning resources hub: programme-level repository of library/writing skills/additional guides, accessible within the programme's Moodle pages

Case study library hub: programme-level repository of public policy case study materials on specific case studies.

Unit: Basic component part of the programme, with specific learning objectives and assessments. There are four taught units in the MSc Humanitarianism, Conflict and Development. Each unit is divided into 3 blocks.

Block: the basic sub-division of unit content that groups topics under a common theme. Each block covers 3-6 topics and includes a webinar/online group discussion on the overall theme. Blocks may have an assessment attached.

Topic: sub-division of block. Content for the programme is mostly presented through topics & topic guides. A topic would normally cover learning and reading for two weeks.

Block guide: a pdf document introducing all the topics in a particular block, setting out key reading, and the significant questions & debates of the topic, as well as introducing additional resources, activities and links to wider reading.

Discussion forum: Each topic is completed with a discussion forum activity. This is usually structured around one or two key questions linked to reading or another resource (e.g. film). These must be completed by the set date (see programme calendar on the programme hub.) Academic staff responsible for each specialist topic will provide feedback on the forum contributions during the topic period or in the week following.

Programme case studies: These four country case studies provide an overview of 4 conflicts (Cambodia, Israel/Palestine, Sierra Leone and Sri Lanka) from different parts of the world, focusing in particular on how humanitarian, development and peacebuilding responses have played out in these different contexts. The case studies are designed to provide an empirical thread that runs throughout the programme, helping us to make connections between the themes covered in the 4 units of the programme (Conflict, Development and Peacebuilding; Humanitarianism; Human Rights in context; and Negotiating the Field).

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.](#)

Details about course specific marking criteria and feedback can be found on [Moodle](#).

Feedback.

Students receive feedback to enhance their learning in four main ways.

1. For **each topic**, contributions to online web-forum discussions or any alternative activities, will have formative written or oral group feedback. Brief individual written feedback may be provided.
2. For **each block**, webinar contributions, & discussions, debates & presentations during residencies will involve oral feedback to the individual and group.
3. For **each unit**, summative and formative individual written feedback will be provided on assessments.
4. For **research-based work**, formative individual feedback will be provided during supervisions for case study, dissertation or portfolio.

PARTICIPATING AND CONTRIBUTING

This programme has been structured to develop a sustained and rich interactive learning community over the lifetime of the programme. Evidence shows that knowledge and understanding are fully developed in a collective interaction, rather than a didactic teaching environment.

Actively participating in all elements of the programme will contribute to the learning and educational experience of yourself, and the group as a whole.

In many cases, as part of this collective educational experience, we have students working in groups, sometimes with formal assessment.

Whilst studying a unit, we would expect you to engage with all activities, such as discussion forums and webinars.

It is also a University Regulation that you participate regularly. If you will be unable to participate in discussion forums, webinars or residencies due to ill health, then you must contact your Director of Studies as soon as possible to discuss your situation. This will enable us to take an appropriate course of action.

Special regulations apply if illness affects your ability to complete assessments. See section on Individual Mitigating Circumstances below.

STAYING IN TOUCH

Email and Moodle discussion forums are the main means of staying in touch. Here are some simple guidelines:

Do you need to access programme content, or notifications of discussion forums?

Make sure you check your University email account regularly as this is where notifications will be sent.

Do you need to access important communications from the University or teaching staff writing to you individually?

- University messages and direct messages to you are sent to your email address registered in SAMIS.

- To update your email address registered on SAMIS please go to: www.bath.ac.uk/samis. You can also access your University account online by typing mail.bath.ac.uk.
- You should make a point of checking your account regularly and ensure your email inbox does not become full otherwise you run the risk of missing important information.

Do you have a query about teaching content or have a problem of understanding?

Post on the unit discussion board in Moodle, so everyone can see your query, contribute to answering it, learn and participate.

Do you have a query about the programme, or any practical, technological, regulation or assessment issues (including accessing material)?

Check the relevant sections of this Handbook. If you cannot find the answers you need, use the programme email address: MPP-HCAdmin@bath.ac.uk.

You may also wish to convey any concerns or needs to the Director of Studies via your student representatives. In this academic year the reps are:

Lucy Theobald: lt977@bath.ac.uk

Matthew Hildyard: mh2624@bath.ac.uk

Do you have a confidential matter to discuss, or a problem with a staff member or fellow student?

Email your personal tutor or Director of Studies directly

Do you have a problem that cannot be addressed by your personal tutor or Director of Studies?

Please refer to the [Student Handbook: University Information 2023/24](#) for details about support services, student union representatives, wellbeing advisors, as well as appeals and complaints procedures.

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

PROGRAMME STRUCTURE

Year 1	Unit 1: Conflict, Development and Peacebuilding (18 credits)	Unit 2: Humanitarianism in Principle and Practice (18 credits)
Year 2	Unit 3: Approaches to Human Rights in Context (12 credits)	Unit 4: Negotiating the Field (12 credits)
Dissertation (30 credits)		

Any other course specification information

Suspensions

During your programme of study, you are allowed two periods of suspension up to 12 months each. These will usually be taken following completion of a unit. Please discuss this with the Director of Studies as these will need formal approval.

Due to the nature of the programme (units are only run once a year), you will usually be required to take a 12-month period of suspension so you can restart the programme where you suspended study. If you're struggling with your workload, please do get in touch as soon as possible so we can help adjust your study plan accordingly. Please note that your tuition fee may have increased when you return to study.

Please note there may be changes to your study pathway as a result of the changes to the curriculum being implemented in 2024/5. Please discuss your options with the Director of Studies.