



Faculty of Humanities and Social Sciences

**Department of Social & Policy
Sciences PGT Handbook
2024/25**

MSc Humanitarianism, Conflict & Development

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

[Issued: September 2024]

[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:

[Student handbook: university information](#)

Department handbook (this document)

[Your course specification \(this link will be updated soon\)](#)

These documents were made available to you as 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 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 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

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 cursive script, reading 'Jason Hart'.

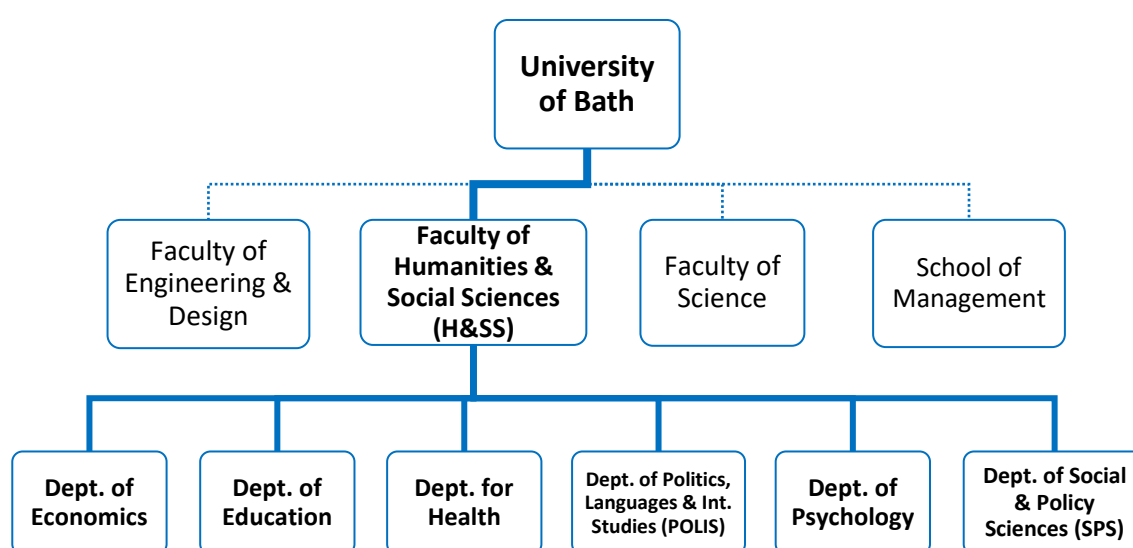
Director of Studies

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:

[Susie Freeman](#) 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
SP52093 (Unit 1) UC: Touseef Mir	3 East 3.13	+44 (0)1225 383611	tm2227@bath.ac.uk

SP52102 (Unit 2) UC: Polly Winfield	3 East 4.11	+44 (0)1225 384156	paw37@bath.ac.uk
Unit code TBC (Unit 3) UC: Polly Winfield	3 East 4.11	+44 (0)1225 384156	paw37@bath.ac.uk
Unit code TBC (Unit 4) UC: Katharina Lenner	3 East 2.10A	+44 (0)1225 38 4612	kl612@bath.ac.uk
Unit code TBC (Dissertation) Supervisors UC: Katharina Lenner	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 sent 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 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. 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 programmes administrator, [Susie Freeman](#), is also available during office hours (typically 8.30-13.00 and 13.30-16:30 Monday, Tuesday and Thursday). Please email her on mpp-hcdadmin@bath.ac.uk 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:

Susie Freeman
Room 1W, 3.04
Faculty of Humanities and Social Science
Department of Social and Policy Sciences
MSc Public Policy
University of Bath
Claverton Down
Bath BA2 7AY

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

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

[External Examiners](#)

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

contact your Director of Studies in the first instance.

The MSc Humanitarianism, Conflict and Development External Examiner is Dr Althea Rivas, SOAS, University of London

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: TBC

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 (please click on the link above).**

[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 If you require a leave of absence from the University for any reason, please contact: Jason Hart jh462@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](#)

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 [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/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 50% 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.](#)

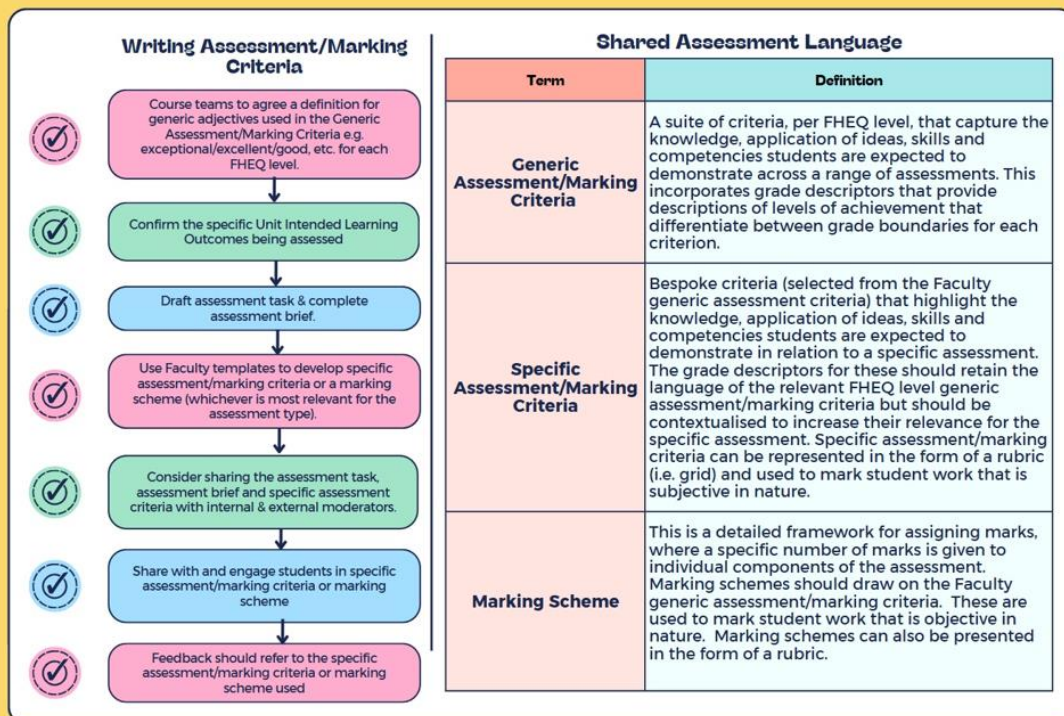
Details about course specific marking criteria and feedback can be found on [Moodle](#).

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.](#)

DEVELOPING ASSESSMENT/MARKING CRITERIA

This guidance has been produced to facilitate a more consistent approach to the development and use of assessment/marking criteria within courses and Departments within the Faculty of HSS



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 residentials 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 residentials 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-HCDAdmin@bath.ac.uk.

[You may also wish to convey any concerns or needs to the Director of Studies via your student representatives.](#)

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](#) for details about support services, student union representatives, wellbeing advisors, as well as appeals and complaints procedures.

Your course

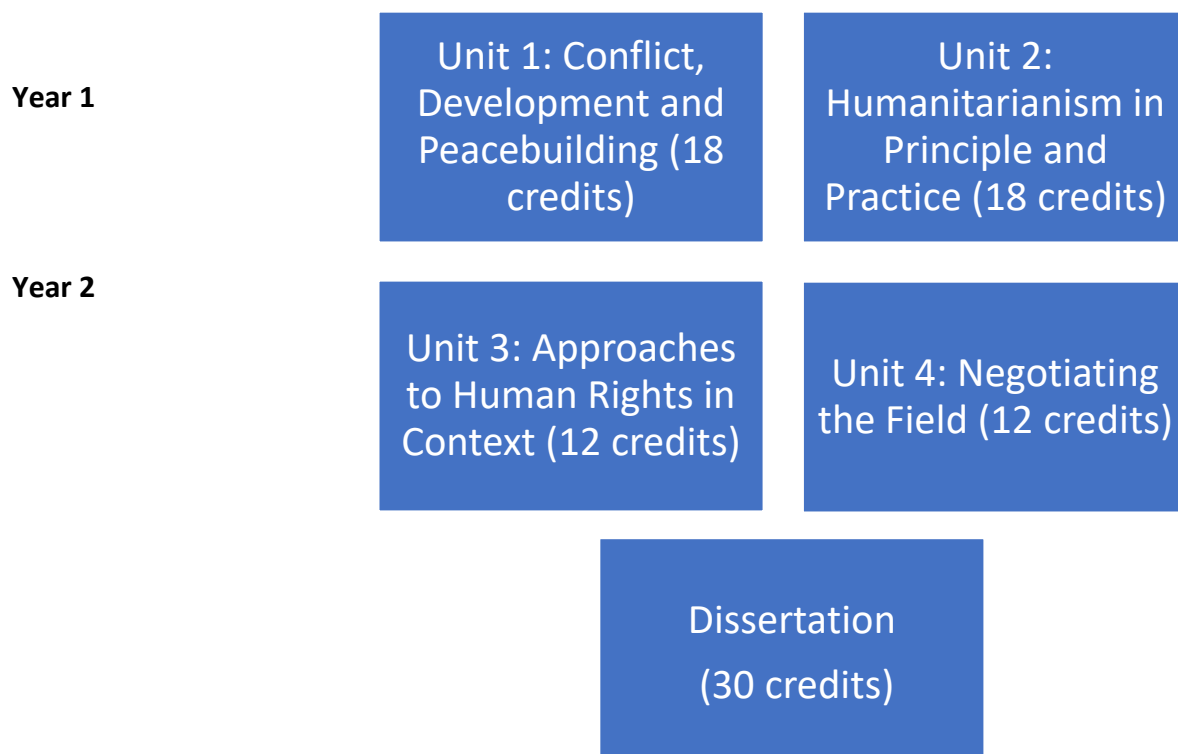
[Programme and Unit Catalogue](#)

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



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 discuss your options with the Director of Studies.