

Faculty of Humanities & Social Sciences Graduate School

Department for Health

Professional Doctorate in Health (DHealth)

Research Student Handbook
2016/17

This guide contains important information for the successful completion of your research here at Bath.
Please read it through carefully.

In addition to this Handbook, please make full use of the University and Department web sites indicated, as this is where more detailed and up-to-the minute information may be found over the year.

This handbook is available online or in alternative formats. Please contact the Programme Administrator at hss-pgr-pdhealth@bath.ac.uk if required.

Contents

University-Student Partnership	5
Welcome from the Director of Studies	6
Introduction	7
Faculty Graduate School	8
Departmental Information	8
Key Contacts	8
Study and support	11
Moodle.....	11
HSS Graduate School Web Pages for Current Students	12
SAMIS Online	12
Academic Study Skills Support and Development	12
Study Guidance	13
Personal Development Planning	13
Academic Skills Centre.....	14
The Library.....	14
Support for Distance Learners.....	14
Computing facilities and IT skills	15
Student Support and Representation	16
Feeding back your views to the University	16
Student representation	16
Student welfare	18
Dealing with a problem involving the University	18
Procedures for ACADEMIC REVIEWS (Appeals).....	18
Complaints.....	19
Bullying, harassment and victimisation	19
Mediation	19
Advice for students with disabilities, long-term illness, and specific learning difficulties	20
Pregnancy and Maternity.....	20
Careers Service.....	20
Equality and diversity	21
Health and Safety	21
Accommodation at the University	21
The DHealth Programme: Overview	22
Registration.....	22
Accessing University email	22
Registration Status.....	23
Personal Circumstances	23
Changes in Academic Circumstances	24
Research Postgraduates	24
Change of Programme and Unit Choice	24
Absence.....	24
Fees and financial support.....	25
The Programme	26
Educational Aims.....	26
Learning Outcomes	26
Unit Aims and Objectives	27
Mode of Delivery	27
Programme Format and Structure	28
Content and Units	28
Duration	29
Progress.....	29

Unit Progression.....	31
Progression in the Research Phase of the Professional Doctorate (Phase Three)	31
Pg Cert/ Dip/ MSc in Research Methods in Health Practice	32
Assessment	33
Late submission of coursework	33
Word limits for assessed course work (excluding dissertations and doctoral theses)....	34
Marking criteria.....	34
The process for submitting your work	35
Penalties for late submission of coursework	36
Feedback policy	36
Staff responsibilities	36
Student responsibilities	37
Obtaining marks from SAMIS.....	37
Re-submission of failed assignments.....	37
Award criteria	37
Individual Mitigating Circumstances.....	38
Referencing, plagiarism and cheating.....	38
Plagiarism detection and personal data	39
Department for Health Policy on Plagiarism Detection	40
Academic integrity training and test (mandatory).....	40
Phase Three – The Research Phase	41
Candidature Form	41
Identifying your Supervisory Panel	41
Effective Supervision in Phase Three.....	41
Change of Supervision	42
The University Research Postgraduate Ombudsman.....	42
Annual Progress Reports	42
Writing Up and Submission of Thesis	42
Thesis Presentation	43
Examination Procedures.....	43
Viva Voce Examination.....	44
Outcome of Examination	44
Graduation	44
Studying at a Distance and Resources for Learning.....	45
Virtual Learning Environment, Moodle	45
Online Induction Event.....	45
Study Guidance	45
Preparing Material for Assessment.....	45
Quoting and Listing References	46
Ethical Considerations.....	46
Data Protection	47
Supporting the Supporters	49
Externality	49
Assessment and Progression Regulations	50
Unit and Programme Catalogues	51
Other resources	52
OLE and Key Dates.....	53

University-Student Partnership

The University and the Students' Union (SU) have a longstanding commitment and culture of working in partnership to deliver the highest quality student experience. The University-Student Partnership Statement has been developed collaboratively by the Students' Union (SU) and University to set out the mutual commitment of staff and students and our collective expectations.

Read the [University - Student Partnership Statement](#).

The statement sets out the shared principles that support this commitment, including working together in partnership to:

- make your transition to University life as smooth as possible;
- deliver and participate fully in the highest quality learning and teaching experience;
- recognise the important role that research plays in the University experience, ensuring there is a close working relationship between students and staff;
- maintain a strong community and environment which enable honest and constructive feedback to each other;
- consider the broad co-curricular opportunities available beyond your academic studies;
- encourage a continued University experience after graduation or completion of your studies through our Alumni network.

Welcome from the Director of Studies

Welcome to the Professional Doctorate in Health programme!

The Professional Doctorate in Health Programme (PD in Health Programme) aims to provide a stimulating and supportive environment to enable you to undertake and complete research in your area of practice.

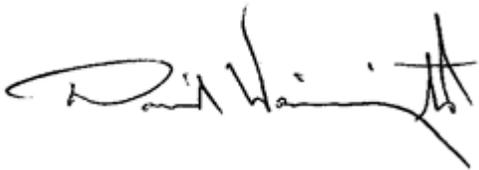
The University has a national and international reputation for innovative and challenging research, and postgraduate students make a major contribution to the success of the University as a whole. Research is a priority in the Department for Health and postgraduate students make an enormous contribution to the life and vitality of the Department. The purpose of this handbook is to introduce you to postgraduate research on the PD Health programme within the Department for Health at the University of Bath.

Your time as a postgraduate student should be stimulating and enjoyable, and should ultimately provide the foundations on which to innovate in your practice, informed by your research. The information in this handbook is designed to help you make sense of the PD in Health programme and to address many of your initial questions about the Department for Health.

The following information is specific to the Department for Health and should be read in conjunction with the University's Quality Management webpages and other relevant documents and links highlighted throughout this Handbook.

The PD Health programme should present you with new challenges, and we hope that you find it enjoyable.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Wainwright', with a stylized flourish at the end.

Dr David Wainwright
Director of Studies

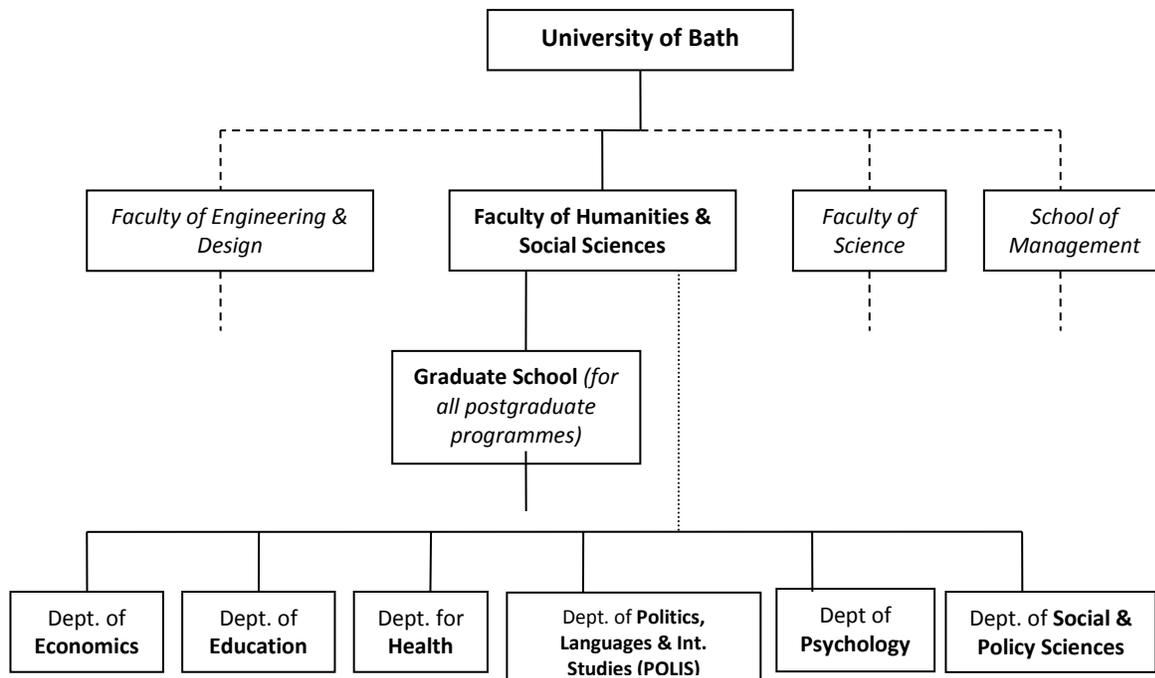
Department for Health
University of Bath
Claverton Down
Bath
BA2 7AY

Tel No: +44 (0) 1225 38 5477
Email: D.Wainwright@bath.ac.uk

Introduction

Welcome to the University of Bath and to the Professional Doctorate in Health programme. The programme is delivered by the Department for Health within the Faculty of Humanities & Social Sciences (HSS). The Faculty (one of three Faculties and one School in the university) comprises six departments:

- Economics
- Education
- Health
- Politics, Languages & International Studies (*prior to August 2011, known as the Dept. of European Studies & Modern Languages*)
- Psychology
- Social & Policy Sciences



The Faculty is also part of the Economic & Social Research Council (ESRC) accredited South-West Doctoral Training Centre (SWDTC), one of the UK's largest units of postgraduate research training for social sciences that has been established in collaboration with the University of Exeter and Bristol University. Newly-formed for 2011/12 onwards, the Faculty is working with the SWDTC to develop innovative collaborative provision across the three universities, initially aimed at PGR students but also opening-up opportunities for taught students. Activities currently being developed include summer schools, conferences and workshops.

Faculty Graduate School

Whilst departmental postgraduate programmes are delivered by academic staff in departments, all of our postgraduate programmes (taught and research) are supported by the [HSS Graduate School](#) (which comprises the postgraduate and research administrators). By bringing all administrators together in the Graduate School this enables us to provide you with an improved service, through sharing of best practice and the provision of cover when colleagues are on leave, ill, etc.

It is important that you get to know the research administrator who looks after your particular programme, as they can often provide invaluable guidance on various aspects of the programme. If your research administrator is unavailable then please feel free to speak to any other of our research administrators all of whom will be very happy to help you. If you have any problems then please feel free to contact the Graduate School Manager or Deputy.

The Graduate School is responsible for managing in excess of 1,800 postgraduate students (taught and research) across the Faculty, equating to approximately 40% of the total number of postgraduate students in the University as a whole.

Departmental Information

The Professional Doctorate in Health is delivered by the Department for Health. The Department is located in 1 West. Please follow this link for a [detailed campus map](#).

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 by visiting the [department website](#).

Key Contacts

For details of Department of Health Academic and Teaching staff, please visit the [Department for Health's website](#). In addition to the individuals below, if you need to contact any member of staff or student, you can check for their details by using the university's [Person Finder](#).

We recognise that distance learning students need support and guidance which is available in a number of different ways:

Role	Room	Ext. No.	Email	Responsibility
Director of Studies				
Dr David Wainwright	1 West 5.106	+44 (0) 1225 38 5477	D.Wainwright@bath.ac.uk	<p>The Director of Studies (DoS) is responsible for academic management of the programme of study; working with the programme team to assure appropriate, necessary and innovative support for learners; working with the course development team to develop new and innovative approaches to the design and delivery of the programme and ensuring that the overall learning experience for participants is positive and rewarding.</p> <p>The DoS is also responsible for monitoring student progress and counselling individuals who have particular difficulties or who are considering changes in registration status. The DoS also coordinates the Staff Student Liaison Committee and collates student feedback and part of the annual student evaluation of the programme of study.</p>

Personal Development Advisers				
Dr Alan Buckingham	1 West 5.116	5543	A.buckingham@bath.ac.uk	The Personal Development Adviser (PDA) is responsible for providing individual support to participants for the

Dr Nikki Coghill	1 WN 4.3	6623	N.Coghill@bath.ac.uk	personal development planning and learning needs assessment components of the programme. The PDA will help participants to negotiate their way through the programme, plan and organise their learning and advise on opportunities to develop their research skills.
Dr Gordon Taylor	1 West 5.115	5415	G.J.Taylor@bath.ac.uk	
Dr David Wainwright	1 West 5.106	5477	D.Wainwright@bath.ac.uk	
Dr Andrea Taylor	5 West 3.32	6029	A.D.J.Taylor@bath.c.uk	
Unit Convenors				
Unit 1			Dr Andrea Taylor A.D.J.Taylor@bath.ac.uk	The Unit Convenor (UC) is a key person in the programme with responsibility for the content and operation of a unit. The key areas of responsibility are supporting participants on the unit by: <ul style="list-style-type: none"> • Answering unit and academic support requests. • Moderating seminars and discussions on the discussion fora. • Reviewing drafts of assignments where specified. • Grading and providing feedback for assignments for the unit. • Reviewing assignment questions and ensuring timely updates. • Ensuring that tutors involved in the unit (if applicable) carry out their responsibilities and that the unit is adequately staffed • Moderating marks for assignments.
Unit 2/3			Dr Alan Buckingham A.buckingham@bath.ac.uk	
Unit 5,6 & 8			Dr David Wainwright D.Wainwright@bath.ac.uk	
Unit 4 & 7			Dr Nikki Coghill N.Coghill@bath.ac.uk	
Unit Tutor				
To be confirmed after Summer School				The Unit Tutor is linked to a specific unit, and they are responsible for a new cohort of students each time a unit is run. The key areas of responsibility are: <ul style="list-style-type: none"> • Answering academic support requests from students generated through the student support system. • Normally responsible for moderating seminars and discussions on the discussion board. • Reviewing drafts of assignments for the unit and providing feedback to students. • Grading and providing feedback for final submitted assignments for the unit.
Supervisory Panel				
To be confirmed after Summer School				This panel is responsible for supporting participants as they develop their individual research projects in Phase Two and Three of the programme. Panels will be formed after detailed discussion with participants about their areas of research interest, which will emerge during Phase One of the programme and finalised during Phase Two. Panel members will be drawn together in response to clarification of the specific research interests of the participant, with one member of the panel always being a member of staff of the University of Bath.
Postgraduate Officer				
Emily Austin		3142	hss-pgr-pdhealth@bath.ac.uk	The Officer is responsible for: <ul style="list-style-type: none"> • Administration of the online applications. • Processing enquiries and applications from students. • Overseeing the student registration process for programmes. • Organisation and administration of the Summer School.

				<ul style="list-style-type: none"> • Contact with students, providing advice and guidance as required. • Regular contact with tutors. • Liaison with University Graduate Office for student admissions. • Monitoring students through their studies, maintaining cohort lists, working with students' Unit Convenors, Tutors and Personal Development Advisers as necessary. <p>The Postgraduate Officer should normally be the first point of contact if there are any queries about the programme.</p>
Head of Department for Health				
Prof James Bilzon	1 West 4.114	3461	J.Bilzon@bath.ac.uk	
Subject Librarian				
Peter Bradley	Library 5.5	4784	P.G. Bradley@bath.ac.uk	
Department for Health				
	1 West Level 5		hss-pgr-pdhealth@bath.ac.uk	Department for Health, 1 West Level 5, Claverton Down, Bath BA2 7AY, United Kingdom

The best way to contact staff with individual queries is by email (see above contact list). If you have a query related to a unit provided online, it may be worth posting this on the discussion fora of the unit 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 though these discussion boards.

Announcements relevant to all students will be circulated via email or on the [Department's Moodle page](#).

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 that you talk to us. Any issues relating to your work then please contact either the lecturer concerned or your Director of Studies (most academic staff are available at specific times of the week). Research administrators are available (1 West 3.04) during office hours (typically 10.00 to 12.00, 14.00 to 16.00, Monday to Friday). If you can't find anybody, or you have not had your queries answered, please contact the Graduate School Manager or Deputy.

Name	Role	Room	Ext. No.	Email
John Brice	Graduate School Manager	1W 3.12	6033	J.R.Brice@bath.ac.uk
Elise Merker	Deputy Graduate School Manager	1W 3.12	3224	E.M.Merker@bath.ac.uk

Study and support

Getting the most out of your studies

Moodle

The University uses a virtual learning environment, open to students, called “Moodle”. The Faculty Graduate School and associated departments use this environment to host all relevant information on processes, procedures and activities for all research students and supervisors. You must sign in to view the research student Moodle pages within the first week of arriving, and should familiarise yourself with the information held on these pages.

Moodle can be accessed at with your user name and password.

For online directed learning units, this virtual learning environment provides a gateway to activities and assignments, communication and discussion with tutors and fellow learners, as well as a wide range of resources relevant to your studies. Moodle pages may contain:

- Key Resource texts and recommended/additional reading lists
- Audio and/or video files
- Journal articles
- References to books
- Web links
- Discussion forum activities
- Chat facilities
- Tutor support
- Assessments

For units provided at a summer or winter School, general unit information is provided within the unit page in Moodle.

IMPORTANT: The information contained on Moodle is extremely important, and you are strongly recommended to check this page regularly for updates.

Moodle can be accessed by anyone with a University of Bath user name and password without the need for formal training. Moodle can be found by following [this link](#). You can access this from any PC at the University or elsewhere.

To get started, you can go to our [Wiki Student Support](#) page and read through the support documents.

Key Programme Materials including forms, instructions coursework cover sheets, and links to others resources can be found on the [PD Home page](#).

Each unit Moodle page may include details including unit outlines, unit materials, unit schedules, presentations, reading lists and assessment information.

You may find the following Moodle pages useful:

- [HSS Graduate School Research Students](#)
This page is a hub for other web pages and moodle pages relevant to PGR students in the Faculty.
- [Researcher Development for Doctoral Students \(HSS\)](#)
This page gives further details on the various types of skills training available to PGR students in HSS
- [Researcher Development Online \(Central\)](#)
This is a central university page containing links to online training courses

- [Information Skills for Research Postgraduate Students \(Library\)](#)
This is the Library's moodle page for PGR students

There are also PGR Moodle pages specific to each department:

- [Economics](#)
- [Education](#)
- [Health](#)
- [POLIS](#)
- [Psychology](#)
- [SPS](#)

When you log on to Moodle links to relevant pages should be listed in the 'My Courses' section of your homepage. If you are unable to see the link to the page for your particular department, please contact your department's Postgraduate Research Administrator.

HSS Graduate School Web Pages for Current Students

We are developing a series of web pages for current HSS PGR students. To date there are pages covering the following topics:

Events for Current PGR Students

This lists any upcoming and previous events (both internal and external) that may be of interest to PGR students in HSS.

Funding Opportunities for Current PGR Students

This lists any funding opportunities that arise for current PGR students in HSS

SAMIS Online

SAMIS online provides an online portal to the University's student database where you can view details about your registration. For PGR students this includes the various milestones or 'events' that take place during your time here. It will show the expected dates of these and whether or not any of these have been completed. It will also provide details of who your supervisors are and is the system used for the 6 monthly progress reports that you will complete in conjunction with your supervisor.

Further information (including instruction manuals) can be found [here](#).

Academic Study Skills Support and Development

To succeed in your studies, you will need to develop subject-specific knowledge, enhance your existing skills and also develop new ones for academic study. Effective development of these skills will help you to become an independent learner and attain the very best results from your academic study here. Many of these skills are transferable to the workplace so will also benefit you in your future career and beyond.

Both the University and the Students' Union provide a range of resources and other learning opportunities for academic and wider skills development. You can visit the [Skills for Study](#) and [PGSkills](#) web pages to find further information about the skills development available.

If you are at the beginning of your studies, you may find a special resource called [Academic Orientation](#) useful, which aims to answer your questions about studying at University.

You will receive, and have access to, academic and wider skills support and development in a number of different ways. These include:

- Subject-specific study skills support as part of your academic programme
- Study skills classes available to all students at all levels
- Online self-study resources
- One-to-one tutorials to support you in your studies
- Courses to enhance English language proficiency for non-native speakers
- [Self-access language learning](#) to develop your language skills
- Academic integrity (how to avoid plagiarism)
- Mathematics and statistics support through [Mathematics Resources Centre \(MASH\)](#)
- Information and referencing skills through the [Library](#)
- Information technology skills through [Computing Services](#)
- Employability skills, including CV writing and interview techniques, through the [Careers Service](#).

Doctoral students are expected to undertake 10 days of skills training per year (pro-rata if part-time). The range of courses available from Bath's PGSkills catalogue can help doctoral students to develop their skills, and are mapped against the UK National Researcher Development Framework.

Study Guidance

You will need to plan your study programme in the way that best suits your circumstances. It is advisable to start with a weekly study plan to analyse your time and the amount you can realistically devote to study. After establishing your own weekly study plan, compile a programme with clear target dates, dividing your time into manageable chunks and setting yourself realistic targets. Many distance learning students have attributed their success to organisation and self-discipline. The online material is broken down into sections which should help you to pace yourself.

Moodle has a built-in calendar which you may wish to use to plan your study. Online discussion events (referred to as Online Learning Events or OLEs) are a component of your study on the programme, and these occur over a specific time period within the unit timeline. The Induction event will prepare you for participation in these events as well as helping you orientate to your study on the programme as a whole.

Unlike conventional degree programmes, you will not have daily face to face contact with your fellow students to help motivate you. However, Moodle provides a unique opportunity to network, discuss key health-related issues and develop your ideas with other participants on the programme. It is vital to your success to participate in the discussions.

For the online environment please let us know promptly if you have any technical difficulties or if any links or resources are not accessible by email: health-technical@rt.bath.ac.uk.

Personal Development Planning

Personal Development Planning (PDP) is a process of recording and reflecting on your skills and experience which will help you to plan for your personal, educational, and career development. The University provides information and tools to guide you through the process.

PDP is an important element of The Bath Award. The Bath Award recognises and accredits the skills and achievements of students engaged in all types of extra-curricular activities. It operates alongside your degree programme and aims to capture the extra-curricular achievements at university that you will find valuable in your future life and career.

Academic Skills Centre

The Academic Skills Centre (ASC) offers a range of English courses during term time to support undergraduates and postgraduates in their studies and to improve their English. The ASC's in-session programme includes classes that will help students with academic writing, giving presentations and taking part in seminars, as well as Cambridge examination classes.

Recognising the importance of effective academic writing, communication skills and clear English, for both native and non-native speakers, the ASC offers a range of courses for all students at every level during term time. Note that they can schedule sessions for students who do not live in Bath. Please visit their web pages for further information and how to register.

The ASC also runs full-time pre-session courses to prepare you for your studies at Bath, designed specifically for non-native speakers. These preparation courses include a full social programme, with trips to local places of interest and a range of leisure activities. You can find out more by visiting these web pages.

While most of its units are for non-native speakers of English, it also offers an academic writing unit for students whose first language is English.

There is also have a well-resourced Self Access Language Centre (SALC) offering a variety of material to support the study of English and other languages.

The Library

The Library is open 24 hours a day and provides materials and information services to support study and research across the University. It houses over 520 networked workstations, wireless networking and laptop docking points and provides study areas for both quiet individual study and group work. The Library's copy and print service includes black and white and colour photocopying, laser printing and scanning. Charges are kept as low as possible.

Information specialists, known as Subject Librarians (see the Department's Library home page), are responsible for services to individual Departments and Schools. They provide individual help to students and staff, as well as teaching information skills. All new students receive library introduction sessions during the induction period.

Information specialists, known as Subject Librarians (see the Department's Library resource), are responsible for services to individual Departments and Schools. They provide individual help to students and staff, as well as teaching information skills. All new students receive library introduction sessions during the induction period.

The name of your Subject Librarian is Peter Bradley who can be contacted at +44(0)1225 385117 and p.g.bradley@bath.ac.uk.

Support for Distance Learners

The Library provides print and online materials and information services, to support teaching and research across the University, on campus and at a distance. For an explanation of the services provided by the Library and details of opening hours when you are on campus, please visit their website.

An online induction to the Library and its services is also available, together with information specifically for distance learners. This website provides lots of useful information and includes a link to 'Ask a Librarian' the web-based enquiry service which has proved popular with distance learning students. You can also find details of the 'Bath copies' service where, for a small fee, we will copy and post to you an article from a periodical or a chapter from a book held by the Library.

The DHealth resource page can be found by following this link.

Computing facilities and IT skills

You will have been issued with a unique username and password to register online. This forms your email address (username@bath.ac.uk) and once registered, you can use one of the thousand or so BUCS (Bath University Computing Service) student access workstations anywhere on campus. These enable you to use email, the internet, file storage, Office programs such as word processing and often give access to the more complex software used on your programme. The machines print to laser-printers in the library for which there is a charge per page.

With your username and password you can also register your own laptop, smart phone or similar for connection to the campus wireless network (which covers communal areas, the Library, cafes and similar) or to around 150 student docking ports.

Support is available from the BUCS User Support Desk on level 2 of the Library or [online](#). Tutorials are provided in the self-help section.

If you have a disability or learning difficulty, BUCS can support you with your computing needs. A BUCS technician specialises in assistive technology support. Resources available include a purpose-built room, specialist software, and computer hardware, including laptops for loan.

The IT shop in the Library stocks popular products such as academic software, DVDs, network cables and headsets. You can order many further IT products through the shop. Prices are often lower than in high street shops.

Postgraduate students are encouraged to use Pure, the University's Current Research Information System (CRIS), to record any conferences attended or publications produced. The [Pure user guide](#) includes an [Adding Activities](#) page offering guidance about recording conference attendance and an [Adding Publications](#) page offering guidance about recording publications.

Further information

[BUCS](#)

[Guide to BUCS services](#)

[Information for new users](#)

[Information for users with a disability or learning difficulty](#)

[IT shop](#)

Student Support and Representation

Feeding back your views to the University

The University is committed to reviewing and improving its practice. The main ways in which we seek feedback are through (a) surveys and (b) Staff / Student Liaison Committees (SSLCs). We also use focus groups, Departmental working parties, and various kinds of feedback session.

You can get actively involved in determining how your educational and student experiences are organised by becoming active in the Students' Union or by letting the Department know that you are interested in contributing.

The University requires every Department to have a formal system so that all students can comment routinely, in confidence, on the teaching they have received. Such comments help us to check that:

- you have a clear idea of the aims and requirements of each unit you study;
- our classroom teaching is effective and stimulating;
- the advice and feedback we provide on your work is helpful;
- our resources are adequate.

DHealth students raise any issues via an SSLC which will be held three times a year, either online or face to face during the Summer School in September. The SSLC forum can be found [here](#).

The main method by which we seek your feedback is through short questionnaires. As a minimum, you will be asked to complete a questionnaire for each unit you have studied, and a survey on your whole programme at the end of each year. Please complete each questionnaire fully, thoughtfully, and candidly. In particular, please tell us, not only your opinion on the unit and programme you have studied, but also the reasons behind your opinion.

When we receive responses to questionnaires, we analyse them – especially any criticisms or suggestions they provide. The Director of Studies will then present the results of questionnaires to the SSLC, and to the wider student body. The results will also be discussed at Department Learning, Teaching and Quality Committees so that appropriate action can be taken. Summaries of the feedback and the actions taken will be included in Director of Studies' Annual Monitoring Reports. Each report is presented to the Faculty/School Learning, Teaching and Quality Committee, which will make sure that the actions taken are adequate, appropriate, and properly implemented.

Your feedback is important to both the University and the Students' Union. Please keep telling us what is going well and what needs to get better and we shall make clear how your comments on the programme and the wider student experience have been acted upon. The Better@Bath web pages (<http://www.bath.ac.uk/students/betteratbath/>) provide a central source of information on why we are “better at Bath”.

Student representation

As a student of the University you are automatically a member of the Students' Union. Officers of the Students' Union represent students' interests on University decision-making bodies. In addition, numerous elected student representatives play important roles on various Departmental, Faculty/School and University committees.

Department level

There are many opportunities for elected student representatives. If you are elected by fellow students to serve on Departmental, Faculty/School or University committees you will be expected to represent the views of your fellow students and provide feedback following meetings. SSLC representatives are normally elected at the Summer School. Outline election procedures are included in [QA48 Staff/Student Liaison Committees](#) document.

Each Department has at least one Departmental SSLC. These comprise six or more elected student members, known as Student Academic Representatives (or 'Academic Reps') and an equal or smaller number of staff members. SSLC student representatives are elected at the beginning of every year through online elections. Their role involves attending Departmental meetings and also gathering information which is passed on to various University Committees and Departments. The DHealth department has its own

SSLC and papers from meetings are available for students to view on [Moodle](#).

Each SSLC produces an Annual Report briefly outlining their work and highlighting good practice, the key themes explored and the actions that have been taken as a result. The Students' Union reviews all these reports and prepares a summary report for the University highlighting issues which need to be addressed by the institution as a whole.

There is also provision for student membership of the Department Learning, Teaching and Quality Committee: normally one undergraduate and one postgraduate representative.

Faculty/School level

Four student representatives (including at least one undergraduate and one postgraduate) are elected as Faculty Representatives to sit on a number of Faculty/School level committees such as the Faculty/School Board of Studies, Learning and Teaching Quality Committees, and Research Students Committees. The Board makes most decisions in relation to teaching and research and reports to Senate. The Faculty/School Learning, Teaching and Quality Committee considers all matters relating to taught programmes across the Departments within the Faculty and makes recommendations to the Faculty/School Board of Studies.

University level

University committees with student representation include the Council/Senate/Students' Union, the University Learning, Teaching and Quality Committee, and Senate. Elections to many of these posts take place at the start of the academic year.

Student's Union

Student Academic Representatives also sit on the Academic Council of the Students' Union. This meets every three weeks during semester time in order to:

- keep Students' Union Officers and Representatives informed of developments throughout the University;
- discuss common problems and interests affecting Departments;
- gather student opinions and views to be used by the University and the Students' Union;
- update Representatives on Students' Union activities.

If you are interested in representing student views at Faculty/School or University level, please contact the Students' Union Education Officer: sueducation@bath.ac.uk. The Students' Union runs a full training programme for student representatives including an online course in Moodle and additional sessions through the Skills-training programme.

Do feel free to approach your student academic representative at any time. This is normally the person who represents your year or degree scheme on the Departmental SSLC.

If you need to raise a concern, remember there are various routes open to you. You can discuss issues directly with a lecturer, or your Director of Studies. Individual problems are often more readily resolved in this way. The Students' Union Advice and Representation Centre, described below, also provides students with information and confidential advice.

Postgraduate representation

All postgraduate students of the University (on taught and research programmes) are automatically members of the Students' Union and it's [Postgraduate Association](#). The Postgraduate Association is dedicated to representing the interests and views of all postgraduate students.

Further information

Better@Bath:

<http://go.bath.ac.uk/betteratbath>

Your SSLC

[Election of representatives](#) provides information on student representation and contact details of academic representatives.

On becoming a [Student Academic Representative](#)

Outline election procedures are included in [QA48 Staff/Student Liaison Committees](#) document.

[Skills Training](#)

Student welfare

Most students find there are occasions when it can help to talk to someone about a personal problem or issue. In many cases, Director of Studies will be able to help. However, there is also a range of specialist University support services that you may be referred to, or can approach directly. Your two main contact points are the Student Services Centre and the Students' Union Advice and Support Service.

The Student Services Centre can provide or direct students to advice on a range of issues including academic skills, disability, funding, health and well-being, and international matters. It also provides letters confirming student status for a variety of purposes.

The Students' Union Advice and Support Service deals with academic and welfare issues, ranging from representation at academic reviews and appeals to housing and welfare issues. It also provides information for students, including those wanting to submit individual mitigating circumstances, change their course or experiencing problems with their course.

Further information and contacts

A guide to the wide variety of support and information available to students can be found on the Students' Union website. This includes essential information on medical services and security and other facilities such as the Chaplaincy.

The Student Services Centre in 4W (tel: 01225 385538) is open from 09:30 to 16:30 throughout the year. The Helpdesk can also be contacted via the Student Services Helpdesk tab on your personal student record 'SAMIS' page. For the full range of services visit the Support Services webpages.

The Students' Union Advice and Representation Centre (tel: 01225 386906; suadvice@bath.ac.uk) is open Monday to Thursday 09:00 to 17:00 in term time (from 10:00 on Fridays) and 10:00 to 16:00 during vacations. For the full range of services please visit the Education or the Advice & Support webpages.

The Careers Advisory Service in Norwood is open from Monday to Friday 09:15 to 16:30, with lunch time closure from 13:00-14:00 in vacations.

The International Student Advice Team is based in Student Services. They provide a tailored pre-arrival and induction programme, including a mentoring scheme, and advice and support for all international students, including a 'check and send' service for students wishing to send Tier 4 applications to the Home Office. The team offers workshops, a 'drop in' service, advice via email, phone and web based platforms or individual appointments can be made through the Helpdesk in the Student Services Centre, 4 West. Further information.

Dealing with a problem involving the University

We want to ensure that, if you have a problem concerning the University, it is resolved as quickly as possible. As described above, there are student representatives on all formal decision-making committees – at Programme, Departmental, and University level. Student representatives help to anticipate problems and, when problems occur, to deal with them promptly. As a result we can often resolve problems before they get to the stage where a formal complaint might be necessary.

Procedures for ACADEMIC REVIEWS (Appeals)

Students wishing to submit a request for an academic review should refer to Regulation 17. Students are also strongly advised to read the online guidance provided by the Academic Registry.

Regulation 17 outlines the decisions and results that students can request to be reviewed. The regulation also lays out the grounds under which a review request can be made. All students should note that dissatisfaction with a mark or set of marks, or any other aspect of the properly exercised academic judgement of the examiners, is not valid grounds for an academic review.

Students considering a request for an academic review may first wish to informally discuss the matter with their Director of Studies or their Personal Tutor. Independent guidance about the academic review process is offered by the Students' Union Advice and Representation Centre.

All formal review requests must be submitted within the timescales set out in Regulation 17. Students must provide the required information and evidence, including a completed [AA1 form](#).

Complaints

If you do need to make a complaint, there are procedures in place to deal with it, outlined [here](#). These procedures are designed to ensure that your complaint will be dealt with in good faith and that you will not be penalised for complaining. When we receive a complaint, we will first seek to deal with it through informal discussion. If this fails to resolve the issue at hand, you can raise the complaint formally. In addition, there are procedures for requesting a review of decisions concerning failure of a unit or part of a degree or failure to be able to progress to the next part of the degree. For information on these procedures, please see section below on External Examination

The University attaches great importance to the role of External Examiners as a key means of assuring that academic standards are at an appropriate level, comparable to those of other higher education institutions and that assessment processes are rigorous and fair. External examiners also make a valuable contribution to the enhancement of programmes -see [QA12 External Examining - Taught Provision](#).

External Examiners are responsible for:

- verifying that the standards achieved by students are appropriate for awards conferred
- for ensuring that the assessment process is fair and is operated equitably
- for helping to confirm that the academic standards sought and achieved are comparable with other universities in the United Kingdom

External Examiners should take into account nationally recognised guidelines, e.g. Framework for Higher Education Qualifications (FHEQ), national subject benchmarks, requirements of professional or statutory bodies. External Examiners will be expected to act in accordance with University's Policy on Equal Opportunities for Students.

Duties of the EE include reviewing/commenting on draft examination papers and on a selection of the assessed work (work sent to the EE comprises all moderated papers). They are present at the Final Board of Examiners for Programmes where they are invited to comment on all aspects of the programme. They also produce an Annual Report which is submitted to the Vice Chancellors office, part of which may be placed on the SSLC Moodle page for students to view.

It is inappropriate for students to make direct contact with External Examiners, in particular regarding their individual performance in assessments. The sections of this Handbook on "Procedures for Academic Reviews (Appeals)" and "Dealing with a Problem Involving the University/Complaints" explain what to do if you are dissatisfied in this respect and are considering a formal or informal complaint or appeal. The section on "Student Representation" sets out how students can engage formally with the quality management process through which institutions consider and respond to External Examiners' comments and suggestions.

You can read the latest External Examiner's report for your programme [here](#).

Bullying, harassment and victimisation

We believe that all our students and employees are entitled to dignity and respect and to be free from unlawful discrimination, victimisation, bullying, or any form of harassment. This is set out in the University's policy, [Dignity and Respect for Students and Staff of the University of Bath: Policy and Procedure for Dealing with Complaints](#). This policy and procedure applies to all staff, students and third parties (e.g. contractors to the University).

Mediation

If you are involved in a disagreement or dispute, you can seek help from the University's Mediation Service. This service is impartial, non-judgemental, and confidential. Requests for mediation support should in the first instance be made either to the Mediation Service Manager, or the Students' Union Advice and Representation Centre coordinator.

Further information and contacts

Mediation Service

Mediation Service Manager: Marlene Bertrand (01225 383098); M.Bertrand@bath.ac.uk

Students' Union Advice and Support coordinator: Carol Lacey C.Lacey@bath.ac.uk; (01225 386906)

Advice for students with disabilities, long-term illness, and specific learning difficulties

If you have a disability and/or specific learning difficulty (such as dyslexia), we strongly advise you to disclose this. This will enable us to assess your needs and make arrangements to support you.

Please speak to the Student Disability Advice team, your Director of Studies, as soon as possible – preferably before your course begins. Any personal information you give when disclosing your disability will be treated in confidence and made available only to relevant members of staff and only with your permission.

Please recognise that if you don't disclose your disability – or if you withhold permission to forward information to the relevant members of staff – you may make it difficult for the University to provide suitable support to help you achieve your academic targets. Disclosure will not disadvantage you in any way. Student Disability Advice provides advice, guidance, information and support for a range of needs including:

- Autism Spectrum Disorders/Asperger's Syndrome
- dyslexia and other specific learning difficulties
- mental health
- mobility impairments
- sensory impairments
- unseen disabilities like Epilepsy/HIV/AIDS/Chronic Fatigue

Disability advisers can advise students about support available and putting support into practice. A screening process is available if you feel you may have a specific learning difficulty / dyslexia. Disability Advisers are responsible for making applications for alternative arrangements for exams and assessments. Therefore, if you think that, because of a disability, you need alternative exam arrangements (such as extra time or the use of a computer) discuss this with a Disability Adviser without delay.

Further information:

Disability Advice

Pregnancy and Maternity

The University of Bath believes that being or becoming pregnant, terminating a pregnancy or having a very young child should not, in itself, be a barrier to applying for, starting, or succeeding in, or completing a programme of study. The University is committed to being as flexible as possible in supporting students in these circumstances to ensure they have access to their programme of study.

Students are not under any obligation to inform their Faculty/Department/School or College if they become pregnant, have a child, or decide to terminate a pregnancy while they are a Bath student. However, University or partner organisation staff will not be able to take a flexible approach to an individual's programme of study or offer her specific support, unless she informs them of her situation.

Students are able to gain advice, guidance and support via Directors of Study, and the University's Student Services.

Careers Service

The Careers Service can support you through the career planning process. In addition to providing support with developing your employability, and guidance on how to make informed career decisions, Careers Advisers will provide help with writing your CV, practising aptitude tests, and improving your interview skills. Being in regular contact with several hundred major employers, the Service is also the best source of summer internships and graduate vacancies for Bath students.

Further information

The [Careers Service](#) in Norwood is open from 9.15am to 4.30pm, with lunch time closure from 1-2pm in vacations. The webpages include the Myfuture vacancies portal.

Equality and diversity

Everyone at the University of Bath has a responsibility for promoting equality and fostering good relations between all members of the community, students and staff, and also for eliminating unlawful discrimination, harassment and victimisation against anyone for reasons of age, disability, gender, pregnancy and maternity, race (means colour, nationality (including citizenship) ethnic or national origins), religion or belief, sexual orientation, transgender status. The new equality duty also covers marriage and civil partnership with regards to eliminating discrimination in employment. Please read the University's [Statement of Equality Objectives](#).

Health and Safety

The University's [Health and Safety Policies](#) are available online and are also displayed throughout the campus. Staff within the University Health, Safety and Environment Service (WH3.6) monitor the health and safety performance of the University and provide professional advice on health and safety issues.

Further information

[Staying Safe and Well](#)

[Current University policy and guidance on working off site](#)

Accommodation at the University

Accommodation for the Professional Doctorate Summer School will normally be arranged by the student. Bookings for accommodation on campus can be booked directly with the [Guest Accommodation Team](#). Students who prefer to stay off-campus can obtain details of guest houses and hotels in Bath from the [Tourist Information Centre](#), Abbey Chambers, Abbey Churchyard, Bath, Tel. 0906 711 2000 (UK callers), +44 (0)870 444 6442 (Overseas)

The DHealth Programme: Overview

Registration

Note that only registered students may use the University's facilities, such as email and the Library. You will be asked to register online at the start of your programme of study and then to re-register at the start of every academic year thereafter until you have completed your programme. It is a requirement of University Regulations that you register when asked to do so. Tuition fees for each academic year are payable at registration in full or in instalments. (Note that failure to pay your fees at the appropriate time may ultimately result in you being withdrawn from the University, or your degree certificate being withheld).

Register on-line (ROL).

In case of any difficulty with this procedure, please contact:

Student Records & Examinations Office, University of Bath, Bath BA2 7AY

Tel: +44 (0) 1225 38 3127 Fax: +44 (0) 1225 38 6366

E-mail: sreo@bath.ac.uk

All students are issued with a username and password to enable them to complete registration on-line. Once you have completed registration, you will be allowed to use the BUCS (Bath University Computing Service) machines anywhere on campus. The machines print to laser-printers in the Library and around campus. There is a BUCS User Support Help Desk on level 2 of the Library and Learning Centre (tel: 01225 383535).

Note that failure to pay your fees at the appropriate time may ultimately result in you being withdrawn from the University, or your degree certificate being withheld.

Once registration online has been successfully completed, students can obtain a library card from the library Issue Desk. Library induction sessions are given by the librarian with responsibility for Health, Mr Peter Bradley, before the start of DHealth units. He will also offer individual assistance either in person or in response to email requests.

International Students' Identity cards are only available to full time students and can be obtained from the campus travel shop.

Once a DHealth student has successfully completed the taught part of the programme and has been allocated a supervisory team for the thesis an application must be made to the Faculty Research Students' Committee for 'Approval of Candidature' – see section 2 of this Handbook.

NB In order to ensure that your registration is kept in force, you MUST register online at the beginning of each academic year.

Accessing University email

The University will often communicate to you a range of important matters including registration, unit-enrolment, assessment, and degree ceremonies, via your University email account. So that you do not miss out on (and as a consequence fail to act on) important information, it is a University regulation that you access your University email account regularly, even if you are out on placement or study abroad. You should make a point of checking your account every day.

You can access your account via the internet. You must ensure that your email box does not become full otherwise emails cannot be sent to you and you therefore run the risk of missing important information. Information on how to re-direct your University of Bath e-mail to an off-campus account can be found here.

Further information on how to manage your University of Bath email account can be found on the Computing Services webpages.

Registration Status

Period of Registration

Initially, you register as a PD in Health Programme student with the University and pay fees as appropriate. Three years is the minimum period from registration to graduation for part-time study. To do this you would need to complete Phases One and Two in two academic years with your thesis requiring a further years' study. Eight years is the maximum time allowed to complete the degree. In exceptional circumstances an extension of 12 months to your period of registration may be considered.

Students will be charged for each year of study that they are registered on the programme. Therefore, the total cost of undertaking the programme is dependent on the student's academic progression. You are advised to contact the Director of Studies and/or Postgraduate Officer to discuss what impact any suspension of studies or extension of registration may have upon your study fees.

Suspension of Registration (Deferral)

Suspension of registration can be obtained for a period of up to one year, but this option is only available to you once and should only be considered when you've discussed all other options with the Director of Studies. Typical reasons for this could be illness, change of job, or unexpected family commitments. It is often difficult to appreciate when you will need this suspension but you are advised to apply in writing to the Director of Studies as soon as you realise that you need it. The Graduate Office will inform you of the Board of Studies' decision.

Withdrawal of Registration

If you find that it is not possible to complete the programme of study, you must formally withdraw in writing addressed to the Director of Studies. The reason for this and the effective date of withdrawal should be indicated if possible. This information is required for statutory reasons.

Personal Circumstances

You must ensure that the University holds your correct, up-to-date, personal and academic details. The Student Records' database (SAMIS) needs to be kept up-to-date. Only registered students are entitled to use the University's facilities such as email and the Library. You will be asked to register online at the start of your programme of study and to re-register at the start of every academic year thereafter until you complete your programme. If you change your address – either your semester-time or home address – please ensure that you update your details online.

If during your studies you change your name, you will need to complete a CC1 form (Notification of Change of Student's Personal Circumstances) and to provide proof of change (for example, a marriage certificate). Please submit the form to the Department or the Student Records & Examinations Office.

STUDENTS SHOULD CHANGE THEIR OWN ADDRESS INFORMATION VIA REGISTRATION ONLINE (ROL). ADDRESS CHANGES CAN BE MADE VIA ROL THROUGHOUT THE YEAR.

Changes in Academic Circumstances

All changes of academic circumstances other than changes of name and address must be approved by the Board of Studies or the Faculty Research Students Committee acting under powers delegated from the Board of Studies. Examples of possible changes are listed below. Should you wish to make any of these changes, you should discuss it with your Director of Studies and Lead Supervisor so that the appropriate form can be completed and approved.

- A suspension of registration (PGR 5)
- An extension of registration (PGR 6)
- A change in mode of study (e.g. full time to part time) (PGR4)
- Discontinuation of registration (PGR 9)

If you are considering withdrawing from your degree programme you should speak with either your supervisor(s) or the Director of Studies. They will be able to give you advice and support.

If you are considering suspending your studies, you can also look at the [Student Services website page](#) for advice.

If you are an international student who holds a visa allowing you to study in the UK, you should consult the [International Student Advisers](#) in Student Services about the implications of suspending or withdrawing from your course.

All forms are also available online and should be submitted to the DHealth Course Administrator for consideration by the Director of Studies and processing after completion.

Further information

[Suspending your studies](#)

[University of Bath regulations](#)

Research Postgraduates

All changes of academic circumstances other than changes of name and address must be approved by the Board of Studies.

If you are considering withdrawing from your degree programme speak with your Personal Tutor/PDA or Director of Studies. They will be able to give you advice and support. You should also consult with the [Student Finance Office](#) and [Student Money Advice](#) who will be able to advise you on the fee implications and how to suspend any student funding you are receiving

Change of Programme and Unit Choice

A form must also be used should you wish to transfer from one programme to another within the same department.

If you need to update the University with any changes to your circumstances it is best to discuss this with the Director of Studies first. You can then use one of the forms as appropriate.

Once completed the form will be submitted to the Director of Studies for approval and processed via the Faculty Research Student's Committee.

Absence

There is no formal attendance requirement apart from the annual Summer School (phases 1 and 2). Students in Phases One and Two must attend the Summer School while students in or about to join Phase Three are encouraged to attend the University at least once per year to meet with their academic supervisor and engage with the generic [Researcher Development Programme](#).

If, however, you are taking a break from your studies, in keeping with University practice, a planned absence of more than 6 weeks for distance or part-time students, should be agreed by your Supervisors and the Director of Studies. For an absence of an extended period of time (due to illness, jury service or other factors beyond your control) you should consider applying for a suspension of registration.

Further information

For your information and guidance, you may find the following University web pages helpful:

- [University of Bath](#) home page
- [Department for Health](#) home page
- [Moodle](#)
- [Student Services](#)
- [Useful information for new Postgraduate Students](#)

Fees and financial support

Fees are charged each academic year and are payable annually. There are several ways to pay your fees. Please visit the [Student Finance webpages](#) for more information.

Current fee information is available on the [Department for Health](#) website.

Details on research postgraduate funding in the Faculty of Humanities and Social Sciences can be found on the [Graduate School webpages](#). The University of Bath is not usually in a position to offer scholarships for part time study to assist with tuition or other fees. Potential students arrange their own funding, either personally or through the support of a sponsor. Please note that accommodation and other costs are additional to the fees.

The Programme

The Professional Doctorate in Health is a modular, postgraduate, Doctoral (D) level programme designed to meet the professional needs of a range of health practitioners interested in developing as expert practitioners and researchers in practice. The programme develops participants' critical thinking about practice and health service delivery in a holistic and integrated way.

It offers flexibility enabling students to build their knowledge and skills in designing and conducting programmes of research. In parallel, participants develop their individual research ideas, culminating in the completion of a piece of novel, independent research, which is peer reviewed and submitted for examination at Doctoral level.

The programme has the following underpinning principles:

- Using and contributing to evidence at the forefront of practice.
- Developing critical thinking and high level analytical skills.
- Emphasis on personal development planning.

Educational Aims

Drawing from a broad practice base, the programme aims to enable health practitioners to:

- Engage in programmes of research on their practice.
- Develop as 'expert practitioners' in their practice areas.
- Have a far reaching view of policy and practice in the context of international healthcare systems and service.

Learning Outcomes

Completing the Professional Doctorate should help you to gain valuable life experience and provide the opportunity for an enhanced and rewarding professional career and continued personal achievement. We aim to help you achieve the following:

Knowledge and understanding:

- Understand, evaluate, select and deploy a range of research methods, techniques and approaches that are appropriate for particular research questions and contexts, and understand issues relating to their validity and reliability.
- Make informed judgements on complex issues in professional, health related and other specialist fields, often in the absence of complete data and to be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences.
- Understand the principles of ethical research practice and be able to apply these principles to the research process, including the development and submission of a successful application for research ethics approval.

Intellectual skills:

- Create and interpret new knowledge through original research, comparative health policy analysis, or other advanced scholarship of a quality to satisfy peer review, extend the forefront of their practice and merit publication.
- Conceptualise, design and implement a project for the generation of new knowledge applications or understanding at the forefront of their practice and to adjust the project design in the light of unforeseen problems.
- Apply techniques for research and advanced professional and academic enquiry.

Professional Practical Skills:

- Use evidence available at the forefront of practice to inform practice activity and decisions and to be

aware of the value, relevance and reliability of such evidence.

- Apply critical reflection as a tool for practice and professional enhancement.
- Continually develop and enhance own practice (and influence the practice of others) for the benefit of patients and service users, and to generate greater efficiency (drawing on published evidence and own findings, as above).

Transferable Skills:

- Present complex and novel ideas effectively, using different media and formats, to communicate practice developments to a range of different audiences, including conference presentations, lectures, policy documents, and professional peer reviewed publications.
- Exercise personal responsibility and largely autonomous initiative in complex and unpredictable situations in professional or equivalent environments.
- Use web based learning technologies to develop and fulfil a negotiated personal development plan.

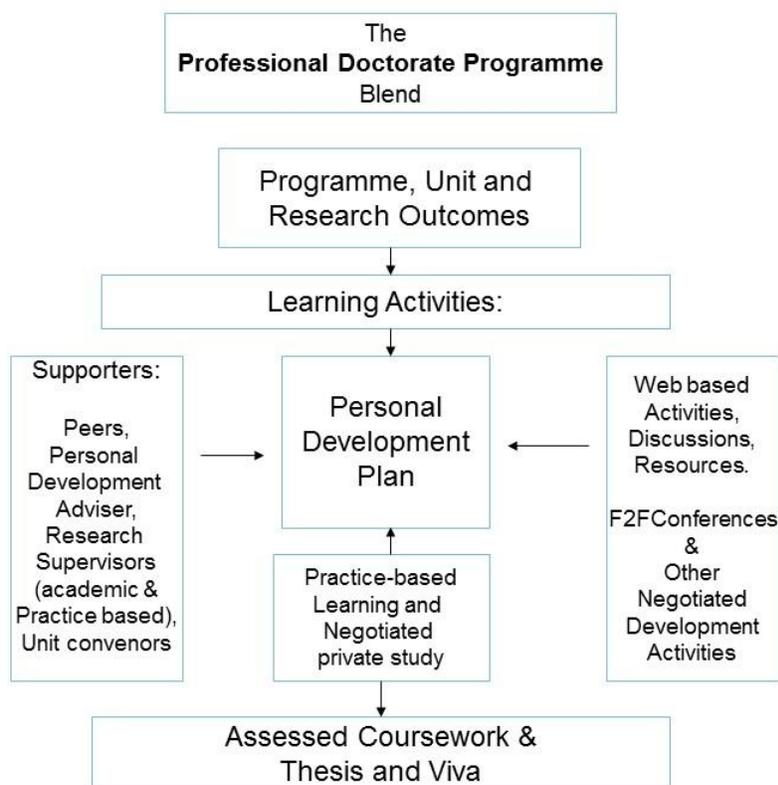
Unit Aims and Objectives

The aims and objectives of each unit are clearly set out in detail in the Study Guides on the DHealth Moodle pages and are included in the Unit Description Templates. These are consistent with the programme aims and objectives and measured using a variety of methods including small project work, critical appraisals, tutor marked assignments, peer review, portfolio development and thesis preparation culminating in a final viva voce examination for the DHealth award.

Mode of Delivery

The programme provides an innovative and integrated blend of knowledge-based, activity-based and experiential learning underpinned by self-reflection and peer review, encouraging participants to draw on their own practice-based experiences and data. Your learning is driven by a learning needs analysis (LNA) and personal development plan (PDP) developed with the support of your Personal Development Adviser. This helps to identify the direction of your learning and any gaps that should be addressed to meet the programme's learning outcomes.

The majority of units are delivered by a combination of work-based learning (drawing on available evidence), web based distance learning with online support, portfolio building or thesis preparation (with tutor support) and research 'conferences' either as face to face workshops at the Summer School or via an e-learning discussion board located on Moodle. The 'Research and Thesis' Phase (Phase Three) is supervised by a panel of specialists comprising an academic member of staff of the University (to ensure that the work is of a sufficient standard to attain the award of PD) and one or a number of practice-based specialists who co-supervise this work. The blend of delivery methods is summarised overleaf.



Programme Format and Structure

The Programme has three Phases which may overlap depending on your prior knowledge and experience:

Phase One develops your knowledge in a range of research techniques and research design approaches. This Phase is achieved by completing Masters (M) level units in research-oriented subjects and D level work on designing and planning for practice-based research, including a thorough assessment of the implications of your research, and specifically, ethical considerations.

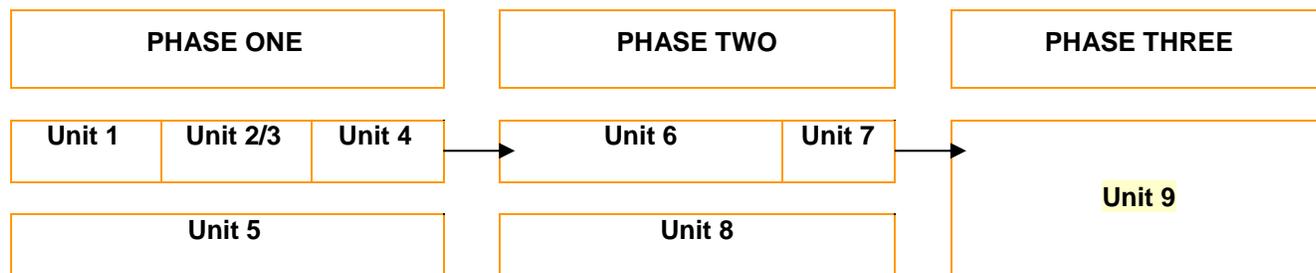
Phase Two develops your knowledge of current issues in professionalism and service delivery in the health context. This involves completing D level units in aspects of policy and practice. You will expand on your research question, research methodology and secure necessary approvals to support your independent research in Phase Three. You may also peer review the research design and ethical approval submission of fellow students to develop well rounded research designs.

Phase Three involves work on your individual research project, including support and supervision for data collection, analysis, reporting, presentation of findings, thesis preparation and publication of the final work as both a thesis for examination by the University, but also for publication in relevant and appropriate peer-reviewed journals.

Content and Units

Within your programme of study, all units are *compulsory units*, (i.e. those units in a programme which must be taken by every student registered on the programme).

This table shows the structure of the Professional Doctorate in Health programme. Please note that you can also access information via links in your programme's description in the Programme & Unit Catalogues available at: www.bath.ac.uk/catalogues/



Units HL50079, HL50105, HL50082 are studied sequentially in Phase One. Unit HL60086 is studied in parallel with these units.

Units HL60084 and HL60085 are studied sequentially in Phase Two. Unit HL60086 is studied in parallel with these units.

Unit HL60087 is completed by the submission of a 45,000 word maximum dissertation.

Professional Doctorate	Comprises 9 Units	Total Credits 270	
PHASE ONE	UNIT	CREDITS	LEVEL
HL50079	Introduction to Research Design	6	M
HL50105	Research Design and Methods	12	M
HL50082	Evidence Based Practice	6	M
HL60083	Research Project Planning and Preparation, including skills for the competent researcher	12	D
Phase Two	UNIT	CREDITS	LEVEL
HL60084	Professional Issues in Health 1 – Comparative Health Policy	12	D
HL60085	Professional Issues in Health 2 - Practice	12	D
HL60086	Research Project Design and Development, including skills for the competent researcher	12	D
Phase Three	UNIT	CREDITS	LEVEL
HL60087	Independent Practice Research – thesis for the Professional Doctorate including skills for the competent researcher	198	D

For the award of DHealth candidates must complete 270 credits from units 1-9 above.

Unit descriptions for the Professional Doctorate are available in Moodle within the [Programme Information](#) folder.

Duration

Candidates will enrol on an annual basis to start in September. The programme is usually only available part-time, with students completing phases 1 & 2 in the first two years, and phase 3 (the research stage) usually taking a further 2-4 years. Students are normally allowed a maximum of 8 years in total to complete their studies.

Progress

The programme has the following progression points:

Phase One

At the end of Phase One, the Board of Examiners reviews progress. Participants successfully completing the M and D level units from Phase One will be permitted to progress to Phase Two. Students who are considering applying to moving to a PhD at the end of Phase One must discuss this with the Director of Studies at an early stage of Phase One.

If a participant fails any M level component of Phase One they will be counselled by the Director of Studies about their options. These would include:

- resubmission and, if successful, progress to the next Phase
- resubmission for progress to the Pg Cert/Dip or MSc in Research Methods in Health Practice
- withdrawal from the programme



Phase Two

At the end of Phase Two, the Board of Examiners reviews participants' progress. In order to progress to the research phase students must have successfully completed all Units in phases 1 and 2 and passed a transfer interview. The transfer interview will normally be conducted by an internal assessor and the student's academic supervisor. Successful completion of Phase Two and the transfer interview will be treated as the transfer mechanism to Phase Three.

Students who are considering applying to moving to a PhD at the end of Phase Two must discuss this with the Director of Studies at an early stage of Phase Two.

If a participant fails any component of Phase Two they will be counselled by the Director of Studies about their options. These would include:

- resubmission and, if successful, progress to the next Phase
- being counselled on whether they wish to transfer any M or D level credits accumulated towards a different award.
- withdrawal from the programme



Phase Three

At the end of each year of study in Phase Three of the programme, participants are required to submit a report of progress to their supervisory panel. The Faculty annually reviews student's progress on the basis of these submissions.

When their research study is complete, participants prepare and submit a thesis for examination. An external examiner and internal examiner assess this work and conduct a viva voce examination of the participant.

Unit Progression

There will be a Board of Examiners for Units held at the end of each unit. To enable participants to continue in a cohort, they will be allowed to progress to the next unit of study awaiting confirmation of marks from a Board of Examiners for Units. Participants will not be permitted to progress on from that next study unit until the marks from the outstanding unit have been received. This prevents participants from studying a large number of units without receiving feedback and advice on progress. A Board of Examiners for Programmes is held once, often twice a year to consider all matters of student progress and confirm participants transfer to the next phase of the Programme.

Students successfully completing Phase One of the programme may progress to Phase Two and those who successfully complete Phase Two of the programme may progress to Phase Three or. If participants do not wish or are deemed unable to progress to the next Phase they may choose to transfer their study to Pg Cert Research Methods in Health Practice or Dip/MSc Research in Health Practice as described below.

Progression in the Research Phase of the Professional Doctorate (Phase Three)

This section describes the process by which students will progress from Phase Two to Phase Three of the Professional Doctorate in Health. Students who are considering applying to moving to a PhD at the end of Phase One or Phase Two must discuss this with the Director of Studies at an early stage of their studies.

It is supplementary to information contained in this handbook and should be read in conjunction with it. Particular reference should be made to sections: 7.2 ASSESSMENT- Unit Assessment; and the unit Description Template for Unit 8.

The procedure progression from Phase Two to Phase Three is as follows:

All practice-based supervisors must be approved via the Faculty of Humanities and Social Sciences Research Students Committee and Board of Studies prior to a contract being awarded. The Postgraduate Officer should be informed by the student of the contact details for this individual as early as possible in the programme and ideally no later than the start of Phase Two.

In addition, a Candidature form must be completed and submitted for approval to the Faculty of Humanities and Social Sciences Research Students Committee the same day as the transfer interview. This will contain details of their practice and academic supervisors and a brief description of their research area.

Following this approval an internal assessor will be appointed for each student. The Director of Studies will be responsible for nominating the assessors; this process will be completed during Phase Two.

The assessor will be a member of staff of the University of Bath who is familiar with the student's field of research, but is independent of the supervisory panel. The assessor and one of the student's supervisors (normally the academic supervisor) will comprise the Transfer Interview panel.

Once the student, **their supervisors and PDA deem that the Unit 8 portfolio is ready for submission** the student will contact the Postgraduate Officer to inform them that a submission is pending.

Submission of the Unit 8 portfolio will normally be between the 1st July to the first working day of the new calendar year.

An electronic version of the Unit 8 assignment must be submitted in the assessment zone of Moodle. If students wish to present their portfolio in a formatted folder, they may additionally submit two hard copies of the Unit 8 assignment to the Postgraduate Officer, for marking purposes. One copy will be sent to the internal assessor and the second to the academic or practice based supervisor. The Postgraduate Officer will liaise with the Transfer Interview panel and the student to identify a mutually convenient date for the Transfer interview. This will normally be within two months of portfolio submission.

The external examiner will be informed of all transfer interview dates and may choose to be present. All Phase Two portfolios will be available for scrutiny by the external examiner.

Please note: It is possible to meet the learning outcomes for Unit 8 and pass the unit, but fail the transfer interview.

On successful completion of the Transfer interview students will progress to Phase Three. **Please see section 6 of this handbook for details on guidance on failure and 7.7 for mitigating circumstances.**

When studying in Phase Three, students are required to submit a progress report at the end of each year of study. If this report indicates satisfactory progress then participants may continue with their studies.

Pg Cert/ Dip/ MSc in Research Methods in Health Practice

For participants who do not wish to proceed past Phase One of the programme, there is an opportunity to transfer to the Pg Cert Research Methods in Health practice or Dip/MSc Research in Health Practice and to study additional M level units (including some from programmes available elsewhere in the University. This parallel programme is described in the programme specification and offers the following award routes:

Pg Certificate	30 M level credits
Pg Diploma	60 M level credits
MSc	90 M level credits

Participants opting to study the Pg Certificate will accumulate 24 M level credits as part of completing their studies on Phase One of the PD in Health programme. They will then be required to study a further 6 credit unit – HL50089 Research in practice-preparation and planning:

- HL50079: Introduction to practice-based research
- HL50105 Research design and methods
- HL50082 Evidence into Practice
- HL50089 Research project preparation and planning

Participants choosing to study the Pg Diploma will accumulate 30 M level credits as part of completing their studies on Phase One of the PD Health programme. They will then be required to study a further 30 credits:

- HL50079: Introduction to practice-based research
- HL50105 Research design and methods
- HL50082 Evidence into Practice
- HL50089 Research in practice-preparation and planning
- HL50090 Research in practice-design and development
- HL50159 Professional, Organisational and Quality Issues in Practice

AND undertake either HL50158 Health Policy in an International Context **OR** a further 12 credits from a range of M-level units already available at the University in a health or related discipline (contact the Postgraduate Officer for a list of appropriate and available options).

Participants who wish to study for the award of MSc Research in Health Practice must complete 60 credits as above. They will then complete the remainder unit as follows:

Masters Project and Dissertation HL50088 30 credits (M-level)

Further, as an alternative, students who fail HL50089 at D level may request that their work is considered towards unit HL50105 in order to use this credit toward one of the taught masters level awards available within the programme.

The University's standard progression rules for master's degrees will apply to the PGCertificate, PGDiploma and MSc Research Methods in Health Practice programmes.

Assessment

Scheme of Assessment

Formal assessment is made through written assignments including portfolios of evidence, individual presentations, the thesis and final viva voce examination.

Peer and self-assessment will be used throughout the programme to enable participants to explore dimensions of their own and other's practice. Assessment and Progression Regulations for the programme are supplied at the end of this document.

Unit Assessment

Each unit is assessed individually. There are two forms of assessment – 'formative' assessment, which does not contribute toward the final mark for a unit, but which enables the programme team to provide feedback on progress to participants; and 'summative' assessment, which provides a final mark for a piece of work which is used to assess an individual's progress on the programme.

The formative assessment varies, but generally includes completing drafts of work, referred to as 'milestones', in preparation for the compilation of a summative 'portfolio of research practice'; moderated online discussions; self-assessment questions; online multiple choice tests; critical review of each other's work, etc.

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

- Written assignments of up to 3000 words for M level units
- Written assignments of up to 6000 words for D level units
- Compilation of a Portfolio of evidence of research practice
- Individual presentations
- Preparation of a research poster

Detailed information on assessments (including topic, word length or format and relevant deadlines) can be found on Moodle within the Assessment Zones and in the Unit Templates.

The period required for marking a unit assessment is normally 3 weeks from the receipt of the script at the University to its return to the student.

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

If you have any queries about the summative assessment for a unit, please contact the Unit Convenor.

The assessed assignments should be submitted online. Word limits for assignments must be adhered to and the amount of words within the work submitted must be shown on the completed cover sheet. Work must be submitted by the deadline stated in the Unit Guide. Students should note that it is their responsibility to submit their assignment(s) on time, in the appropriate location by the stated due date, UNLESS an extension has been discussed with the Unit Convenor (for extensions of no more than two weeks) or the Director of Studies (if an extension of more than 2 weeks is to be needed) BEFORE the due date.

Late submission of coursework

You will be expected to hand in all assessed coursework by a specified date. This is to ensure equity amongst students and also to enable staff to mark efficiently.

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

will need to provide a description of the circumstances which you feel support your request. The Director of Studies may ask you to produce supporting evidence.

If you submit a piece of work after the submission date (and no extension has been granted), the maximum mark possible will be the pass mark. If you submit work more than five days after the submission date, you will normally receive a mark of 0 (zero), unless you have been granted an extension or a panel has agreed that there are Individual Mitigating Circumstances (IMCs), as outlined below. You do not need to submit an IMC claim if you have already had an extension approved.

Word limits for assessed course work (excluding dissertations and doctoral theses)

Unless otherwise stipulated in the unit assessment guidelines, all Department for Health Postgraduate Taught M and D Level Programmes are subject to the following guidelines on word counts and penalties. The word count **MUST** be included on the cover sheet of your assignment.

All course work assignments that contribute to the assessment of a unit are subject to a word limit, as specified in the assessment entry for that unit. The word limit is clearly stated on the assessment web-page and in any statement about the assignment distributed to students.

The following guidance is given as to what is included in the word count and what should be excluded

- The word limit is from the Introduction to the Conclusion and does not include the title page, contents page, reference list or appendices.
- Appendices should not be included in assignments unless specifically requested and if included, should not be included in the word count.
- Original diagrams, graphs, images etc. do not count towards the word count (however text within text boxes does count).

You will be penalised if you attempt to circumvent the word count by putting material in the appendices that should be in the main body of the report e.g. implementation plans.

Word count will be assessed using the “Tools-word count” feature in Microsoft WORD. While it is accepted that there are some idiosyncrasies around this e.g. the word count includes individual characters, this will still be the basis for all calculations.

It is a Department policy that a penalty for exceeding the word limit will normally be applied and therefore students are required to provide an accurate word count on the front cover of their assignment.

Marking criteria

M-Level Credit

These procedures relate to the award of M level credit and in Phase One.

RANGE	CATEGORY	CRITERIA
70% and above	Distinction	Work of excellent standard reflecting outstanding knowledge of material and critical ability and a high level of competence in clinical areas
40-69%	Pass	Work with well-defined focus, reflecting a good working knowledge of material and its critical assessment and a safe level of competence in clinical areas
0-39%	Fail	Lacking in basic knowledge and critical ability or in clinical competence

There is no compensation, each unit must be passed.

Where there is more than one specified component to a summative assessment, each component must achieve a pass. For example, where a unit is assessed by an assignment AND a presentation, you must attain a mark above 40% in both elements.

Assessment Criteria for D Level Units in Phase One and Two

These units will be assessed using the broad categories used for the M level work. Details of marking schemes for these units can be accessed from Moodle.

Assessment Criteria for D Level Unit 9 (the Phase Three Research and Dissertation)

The research enquiry completed in Phase Three of the award will be assessed by the normal arrangements applied to research degrees. Further details can be found in the 'Phase Three – The Research Phase' section.

Assignment Presentation prior to Submission

When submitting work for assessment please present it in the following format:

- 1.5 line spacing
- In Arial or equivalent sans serif font
- Following Harvard or equivalent formally recognised referencing system
- Please include page numbers and ensure your name appears clearly on the document e.g. front page or in footer.

You will find your assignments in Moodle in the Study Guide for each unit, in the Assignment Zone, and in the relevant Unit Resource Library. Any dates associated with these assignments will be shown in red in the calendar as Unit Events.

The process for submitting your work

1. The assignment document must be named according to the following naming convention:

Cohort name (mmyy) - Tutor's initials – assignment name – student name

e.g. A student, whose username is Joe Bloggs, beginning the Introduction to Research Methods unit in January 2010, and wanting to submit the Introduction to Research Methods 1 unit to Dr. Gordon Taylor (a tutor), should name their assignment file:

0110-GT-rm1-joebloggs

The file format **MUST** be .doc

2. Use the supplied ASSIGNMENT COVER SHEET as the first page of your assignment submission which should also state the word count for that assignment. You will need to update the footer in the file to show your personal details. To do this in Word, click on the View pull-down menu, choose "View Header and Footer" and you will be taken automatically into the Header. To get to the Footer, hover your mouse over the icons to see what each of them is for until you find one to "Switch Between Header and Footer". Select this and then update this with your name and the assignment name. The page numbers will update themselves automatically. Click "Close" to exit the footer and return to the main part of the document.

3. To upload your assignment, go to the Unit assignment page. At the bottom of the page there is a box that looks like this:

4. Click on the browse button and look for the file containing your assignment, then click Open. Then click on Upload this file.

5. You should see a message:

- a. Uploaded "Filename" successfully
- b. Click Continue

6. You will then be taken back to the assignment page, and at the bottom of the page you should see:

Your submission

Last modified: date
Filename

- Remember also to use the Assignment Cover Page as the first page of the assignment file.
- You can make multiple submissions BUT the last file or folder that you submitted will be overwrite what is already there.
- Assignments submitted after the submission deadline without the prior agreement of the Director of Studies will be deemed to have failed.

Penalties for late submission of coursework

All coursework for assessment will have a specified date for submission. It is important to meet the submission date to ensure equity amongst students and to enable staff to mark efficiently. The Director of Studies may grant an extension to a submission date should there be valid circumstances affecting your ability to meet the deadline.

If no extension has been granted and a piece of work is submitted after the submission date the maximum mark possible will be the pass mark. Any coursework (for which there are no mitigating circumstances or an agreed extension) submitted later than five days after the submission date will normally receive a mark of 0.

Forms to request an extension are available from Moodle. You should briefly describe the circumstances which you feel support your request. The Director of Studies may ask you to produce supporting evidence.

Feedback policy

Assessment methods on the postgraduate programmes consist mainly of written assignments which are submitted via [Moodle](#). Presentations and oral examinations take place during the residential teaching events of some of the programmes where appropriate to the learning outcomes and requirements of the programme. There are no written examinations.

Staff responsibilities

Unit conveners will provide guidance prior to submission of assignments relating to the format of the assignment and the learning outcomes it is assessing. This will be given in the Study Guide of the unit, on the assignment page in Moodle and via discussions on Moodle.

Where possible and appropriate individual feedback on all written assignments will be uploaded to Moodle within 3 weeks of the submission deadline. This feedback will be given on the assignment cover sheet in addition to annotations on the assignment itself or on a separate feedback sheet. Students will be invited to contact the marker of the assignment if they have any queries relating to the feedback or require further clarification of any points.

Where possible and appropriate general feedback will be provided on assessments. This will highlight common mistakes and examples of good practice and will be uploaded or posted to an appropriate place on Moodle.

In many of the units students are given the opportunities to submit milestones during the course of a unit. These are non-compulsory assignments on which formative feedback is provided in order to shape the final summative assessment. Feedback on milestones will be provided in the same way as feedback on summative assignments: within 3 weeks of the submission deadline. If students do not submit a milestone by the stated deadline it is at the discretion of the tutor whether feedback is provided.

Tutors will provide on-going feedback on student's performance during Moodle discussions by responding to discussion posts.

Student responsibilities

Students will read the Study Guide for individual units and discussion forum posts, as important information relating to assignments will be communicated via these means.

Students will submit assignments and milestones by the stated deadlines in order to ensure that feedback is received within 3 weeks of that submission deadline.

Students will read the feedback that is provided and contact the relevant tutor if they have any queries relating to the feedback or require clarification of any points.

Obtaining marks from SAMIS

After a Unit Board meeting has been held to confirm a student's marks for a particular unit, the Programme Coordinator will make the results available online via the [SAMIS database](#).

Enter your BUCS Username and Password (the same as you would enter for Moodle).

Click on 'View your results so far' and then change the drop down list at the top of the page "Select study period" so that it says "View all results" rather than for a specific academic year.

Re-submission of failed assignments

If a piece of written work fails to reach a satisfactory level, (i.e. fail or less than 40%), The Unit Convenor will recommend that you re-submit it, after studying the relevant sections of the unit again. You will normally be permitted to re-submit a piece of work on one occasion only. Further details about the consequences of failure linked to the whole award are detailed in the 'Procedures for Academic Reviews (Appeals)' section.

Award criteria

Award of credit for M Level

Credits will be awarded for successful achievement of the learning outcomes specified for each unit. This is defined as the achievement of at least 40% of the total marks available from the summative assessments.

Award of credit for D Level Phases One & Two

Credits will be awarded for successful achievement of the learning outcomes specified for each unit. This is defined as the achievement of at least a pass in the assessments for each and all of the units in these phases.

Consequences of Failure (excluding Thesis and viva)

Deferral: A student may be permitted to make a first attempt at an individual assessment/examination if they have requested deferral from that unit. Requests should be made to the Director of Studies and before the due date for the assignment. The Director of Studies will consider the implications of deferral on the student's progress and counsel them appropriately.

Referral: A student is permitted one further attempt, following initial failure, at an individual assessment/examination. The Programme Board of Examiners, having due consideration for the academic standards of the award, will determine the nature of the re-assessment requirement. In this case the threshold standard for the assessment will be 40% and marks following referred assessment will be recorded on the transcript but will not be carried forward for the purposes of grading the award.

Students will not be permitted to re-sit the whole programme. Credit for units will be given a 'lifetime' after which it will no longer count toward an award. This lifetime will normally be four years from commencement of the Unit unless otherwise stated in the Unit Description.

Award of credit for D Level Phase Three

Award outcomes are as for regulation 16.1 and are as follows:

The Board of Examiners may recommend to the Board of Studies either:

- that the candidate be awarded the Degree of Doctor of Health;
- that the candidate be awarded the Degree of Doctor of Health subject to minor corrections to the thesis being executed to the satisfaction of the internal examiner(s);
- that the candidate not be awarded the Degree of Doctor of Health but be given the opportunity of submitting a revised thesis for examination;
- that the candidate fail and not be awarded the Degree of Doctor of Health.

Individual Mitigating Circumstances

Individual Mitigating Circumstances (IMCs) are the conditions which temporarily prevent you from undertaking assessment or significantly impair your performance in assessment: as such, the measure of their severity is not about impact on you, but impact on your assessment.

Information and guidance on [Individual Mitigating Circumstances and Assessment](#). It is strongly advised that you become familiar with the available guidance so that you are prepared should such circumstances arise.

Definitions of IMCs can be found in '[What are Individual Mitigating Circumstances](#)'. You should make yourself familiar with these definitions, in addition to any IMC guidance offered by your Department, and support and guidance offered through [Disability Advice](#) or the [Students' Union Advice and Representation Centre](#).

Your Department will be able to advise you on how to submit an IMC claim. Should you wish any IMCs to be taken into account by the Board of Examiners for Programmes when considering your progression or award classification, notify your Director of Studies within three working days of completion of the relevant assessment. The form you should use to do this is available from your Department or via [Registry](#). You will need to submit evidence of how your circumstances affected the relevant assessment(s), for example, a medical certificate in the case of illness or injury.

If you know of an IMC before you begin an assessment period, please notify your Director of Studies/programme leader in advance.

Referencing, plagiarism and cheating

Presenting work that is not your own for assessment constitutes plagiarism. Plagiarism occurs when a student 'borrows' or copies information, data, or results from an unacknowledged source, without quotation marks or any indication that the presenter is not the original author or researcher.

Another form of plagiarism (and hence cheating) is auto-plagiarism or self-plagiarism. This occurs when a student submits work (whether a whole piece or part of a piece) without acknowledging that they have used this material for a previous assessment.

If you use someone else's pre-existing work – say, by summarising it or quoting from it – you must reference the original author. This applies to all types of material – not only text, but also diagrams, maps, tables, charts, and so on. Be sure to use quotation marks when quoting from any source (whether original or secondary). Fully reference not only quotations, but also paraphrases and summaries. Such references should then be included in a bibliography or reference list at the end of the piece of work. Note that the need for referencing also applies to web-based material; appropriate references according to the type of work or image should always be given.

There are several acceptable methods of referencing material. Examples include the Harvard system and the Numeric system. **Ask your Director of Studies or personal tutor for further information and advice on the referencing system used on your programme.**

Guidance concerning referencing and plagiarism is available from several sources, in addition to staff in the Department. They include:

- Student support and resources
- The Library and courses run by library staff
- The Students' Union Skills Training programme
- Courses delivered by the Academic Skills Centre

Any student who is found to have used unfair means in an examination or assessment procedure will be penalised. 'Unfair means' here include:

- cheating (for example, unauthorised use of notes or course material in an examination)
- fabrication (for example, reporting on experiments that were never performed)
- falsification (for example, misrepresentation of the results of experimentation)
- plagiarism (as discussed above)
- self-plagiarism (duplication of one's own work, as discussed above)
- unfair collaboration or collusion (representation of work produced in collaboration with another person or persons as the work of a single candidate)

Penalties for unfair practice will be determined by the Department or by the Faculty/School Board of Studies. They may include failure of the assessment unit or part of a degree, with no provision for reassessment or retrieval of that failure. Proven cases of plagiarism or cheating can also lead to an Inquiry Hearing or disciplinary proceedings.

If you are accused of an offence, the Students' Union's welfare services are available to support you when your case is being examined.

Plagiarism detection and personal data

When you hand in a piece of assessed coursework, you will be expected to make a declaration that the work is your own and, where you have re-used your own work and/or used other sources of information, that you have referenced the material appropriately.

The University uses the JISC Plagiarism Detection Service, Turnitin. This service checks electronic, text-based submissions against a large database of material from other sources and for each submission, produces an 'originality report'. It makes no judgement on the intention behind the inclusion of unoriginal work; it simply highlights its presence and links to the original source.

The service complies with European Data Protection legislation. When you registered with the University, you gave it permission to process your personal data for a variety of legitimate purposes. This includes allowing the University to disclose such data to third parties for purposes relating to your studies. The University, at its sole discretion, may submit the work of any student to the Plagiarism Detection Service (in accordance with Regulation 15.3e) and may make, or authorise third parties to make, copies of any such work for the purposes of:

- i. assessment of the work;
- ii. comparison with databases of earlier work or previously available works to confirm the work is original;
- iii. addition to databases of works used to ensure that future works submitted at this institution and others do not contain content from the work submitted.

The University will not make any more copies of your work than are necessary, and will only retain these for so long as remains necessary, for these purposes.

Please note that, if at any time the University submits any of your work to the JISC Plagiarism Detection Service, the service will be provided with, and will retain, certain personal data relating to you – for example, your name, email address, programme details and the work submitted. Such data may be transferred by the Plagiarism Detection Service to countries worldwide (some of which may not be governed by EU Data

legislation) in order for the work to be checked and an originality report generated in accordance with the proper workings of the Plagiarism Detection Service. Personal data is retained indefinitely by the JISC Plagiarism Service upon submission of work. You may ask for your personal data to be removed by contacting the University's Data Protection Officer.

Further information

The University's procedures on [Examination and Assessment Offences \(QA53\)](#).

Department for Health Policy on Plagiarism Detection

The Department for Health will routinely pass all final submissions of summative written assessment through the universities plagiarism detection software. This will be done by the Postgraduate Officer following the submission deadline.

All cases which show what is considered to be a significant match will be analysed. The Postgraduate Officer will make all the Turnitin reports available to the relevant Unit Convenor so that they can determine any potential case of plagiarism is to be reviewed by the Director of Studies. (e.g. In some cases a high match may simply show a pro forma match as opposed to literature match).

In cases of plagiarism detection (or any assessment offence) Directors of Studies will refer to the [QA53 document](#).

Academic integrity training and test (mandatory)

"There can be no excellence without academic integrity"

The Training

All students registered on an award at the University are required to undertake training and a test aimed at providing a common baseline of knowledge and understanding of good academic writing practice. This includes an understanding of plagiarism and other assessment offences, and the skills necessary to reference your work appropriately.

You will find an online tutorial and test, for this purpose on [Moodle](#). Once you have accessed Moodle using your BUCS username and ID, clicking on the link entitled Academic Integrity Initiative will take you to the training module and test. The training can also be accessed [here](#).

If you do not have access to your own Department / School's online test in Moodle, please contact your Programme Administrator via your Faculty / School Office, and they will be able to add you to the appropriate SAMIS unit and the linked Moodle course for your Department/ School.

When you have completed the training tutorial – perhaps a couple of times - and are confident that you have understood it, you should undertake the mandatory test of understanding.

Your Director of Studies will inform you about the arrangements for the training and the test. To pass the test you will need to achieve a mark of 85%.

If you do not pass the test, you will need to re-visit the training and/or look at the other guidance available to you via the [Skills for Study](#) page, or as required by your Director of Studies, and then re-take the test.

You can take the test as many times as necessary until you pass.

You will not be able to progress beyond the next progression point in your studies, irrespective of your programme marks, until you pass this test. Ultimately this means that, if you have not passed the test, you will not be able to receive your award. Your Director of Studies will be able to confirm when the next progression point occurs for your stage of your programme.

Once you have passed the test it will be assumed that you understand the concept of plagiarism and its consequences. Therefore, after this point, if you are found to have plagiarised in your work, you will not be able to claim ignorance of plagiarism or its consequences in mitigation.

The University's QA Code of Practice, QA53 Examination and Assessment Offences, sets out the consequences of committing an offence and the penalties that might be applied.

Further information

Academic integrity

Quality Assurance Code of Practice

Phase Three – The Research Phase

A significant element of your research project will be based in your work or practice base. This work will be supervised by a panel of specialists comprising an academic member of staff of the University (to ensure that the work is of a sufficient standard to attain the award of PD) and one or a number of practice-based specialists who will co-supervise this work. Normally a practice-based research supervisor will be identified as an exemplar in practice and will be appointed as a visiting member of staff of the University of Bath.

As a part-time student, you will normally have a minimum of 12 months to complete and submit the research project and thesis for the PD degree.

Your research will culminate in the production of a 45,000 words thesis. Your research will be assessed through a *viva voce* examination at the university by a member of staff (not your supervisor) and by an external examiner.

During the research phase of your programme any changes in academic circumstances must be approved by the Board of Studies.

Candidature Form

The same day as your transfer interview, you must complete a Candidature Form with the help of your PDA and supervisor which must include a research proposal and thesis title which is sent to the Board of Studies for approval. Students will be notified via their SAMIS intray 3 weeks before submission of the Application for Candidature is due. Students who do not receive this notification should contact their Graduate School. Guidance about how to use the e-form is available [here](#).

Any subsequent change to details shown on the 'Candidature Form' must be approved by the Board of Studies.

Identifying your Supervisory Panel

Supervision of participants on the PD in Health is by a supervisory panel. This panel comprises of at least 2 members, a practice-based supervisor, and a university supervisor. When joining the programme you need to consider who would be suitable to act as a practice-based supervisor for your work as it is the responsibility of the student to identify this supervisor. A practice-based supervisor should be someone who is working at the forefront of practice in your area of research interest and who can provide advice, guidance and support to you in developing your ideas for the practice context. The Department will identify an appropriate member of staff to act as the academic supervisor and they will be responsible for ensuring that all academic matters relating to your research are attended to. In Phase Three there may be times when the specific skills of a PDA are beneficial to a student's Phase Three research and they can be a co-opted third member of the supervisory panel but as a co-supervisor rather than PDA.

Effective Supervision in Phase Three

You should plan to be in contact with members of your supervisory panel regularly. Remember that other members of the programme team are also a valuable resource available to you. Effective supervision

involves mutual obligation: on students to seek supervision, and on academic and practice-based supervisors to provide it. If you are not receiving the advice and other support that you need, please discuss this with the Director of Studies. The Annual Progress Reports are intended to monitor the supervision you are receiving as well as the work you are doing in Phase Three.

Further information about the University's Code of Practice for Research Degree Students, their Supervisors and Directors of Study for Postgraduate Students can be found [here](#). [A guide to supervision](#) is available from Moodle.

Change of Supervision

It may be necessary for there to be a change of supervisor, for example if a member of staff leaves their employment. Occasionally students wish to change their supervisor for a variety of reasons. If this is the case, or if you have any other concerns about supervision, please contact the Director of Studies. The request for change of supervision must be made on the 'Change of Supervision Form' to be found online <http://www.bath.ac.uk/grad-office/docs/index.html>. A change from joint to single supervision similarly requires approval.

The University Research Postgraduate Ombudsman

The University Senate has asked Dr Michael Threadgill of the Department of Pharmacy and Pharmacology to act as ombudsman for research postgraduates who may have problems in their research supervision which cannot be resolved within their Department or School. A recent survey in the University has indicated that this occurs only on a very few occasions but that when it does it would be very beneficial for students to have a third party whom they could approach for help and guidance.

Dr Threadgill can be contacted directly at the Department of Pharmacy and Pharmacology (01225 386840, e-mail: M.D.Threadgill@bath.ac.uk), or through the [Students' Union](#).

Annual Progress Reports

Every twelve months (or part of) following your successful transfer from Phase Two to Phase Three of the programme, you will be required to complete a progress report on your work in conjunction with your lead supervisor. The report provides the opportunity to outline of your work during those twelve months and give an evaluation of your supervision procedures and the Department's provision for them. It also contains a section for the supervisor to comment on the progress achieved and any problems associated with the research.

If this report indicates satisfactory progress then you may proceed with your studies. At the end of Phase Three you may submit a single dissertation of 45,000 words depending on the year that you began your studies. Please contact your [Programme Administrator](#) for guidance about your particular situation.

The report has been designed in the spirit of mutual interest and support but if any areas of disagreement between you and your supervisor are brought to light they will be taken up by the Director of Studies.

For the all progress reports you will be notified via email when it is due and you and your supervisor will need to log onto [SAMIS online](#) to complete it.

Writing Up and Submission of Thesis

Deadlines for Submission / Extension of Registration

A **part-time** PD Health Programme candidate shall present their thesis for examination within 8 years of the date of registration. A candidate unable to do so may, before the end of the eighth year, seek an extension of registration for a period not exceeding 12 months and the Board of Studies may grant one such 12 month extensions only.

NB Three years is the minimum period from registration to graduation for **part-time** study. The minimum period of registration for full-time students is two years.

An extension of registration must be applied for in writing to the Director of Studies at least **4 months** before the end of the normal registration. The form for Extension of Registration must be completed. The Graduate Office will inform you of the Board of Studies' approval.

Notification of Intention to Submit

- The Faculty Research Students Committee recommends examiners to the Faculty Board of Studies, and you must notify them via the Director of Studies **at least three months** before you intend to submit your thesis. This period allows the Department time to negotiate and appoint examiners.
- At this stage the Department will appoint an independent internal reader to read the completed thesis and feed comments back to you. This person may already be a member of your Supervisory Panel.
- Notice of your intention to submit must be given to the Graduate Office by filling in form HD1 at least **two months** in advance.
- Candidates are advised to consult Dr Lisa Isted, Graduate Office, ext. 5695, email L.Isted@bath.ac.uk, for any advice regarding the submission of the thesis.

Thesis Presentation

The thesis should be no more than 45,000 words long (as explained above). Students who feel they have a case to exceed these limits should first gain permission from the Director of Studies. These word limits do not include appendices.

The Graduate Office produces a '[Specification for Higher Degrees](#)' information sheet which gives instructions regarding thesis submission.

It is your responsibility to read the information sheet carefully and ensure that your thesis is submitted in the correct format.

Soft Bound Thesis Submission occurs in the Postgraduate Research Office in 1 West 3.12. All students should present their thesis there, to the Department for Health's PG Research Administrator.

If your thesis has been referred and you are allowed to re-submit, your examiners will let you know how long you have to make corrections and re-submit.

Once your *viva voce* examination has been successfully completed, you should have three copies hardbound and then return them to the Department's Postgraduate Research Administrator. From January 2008 all successfully completed thesis must be submitted to the Library electronically, where they will then be stored on the OPuS database. See [this link](#) for full information.

One copy is for your academic supervisor, one copy is for the University Library and the other copy will be returned to you.

NB It is important that you refer to the 'Referencing, Plagiarism and Cheating' section to ensure that you follow the correct procedures for citing references and have familiarized yourself with the regulations about Cheating and Plagiarism.

Examination Procedures

Appointment of Examiners

Your supervisor(s) will normally want to consult you about the appointment of examiners, who must be approved by the Faculty's Research Students Committee, and Board of Studies and Senate before the oral examination can take place.

An external and an internal examiner will need to be appointed, **at least 3 months** before the date you intend to submit your thesis. Your supervisor will send the name of the internal examiner and the name, address, title and CV of the external examiner to the Director of Studies in good time for it to be sent to the Faculty's Research Students Committee, Faculty Board of Studies and Senate.

NB Although your supervisor(s) may have seen draft chapters of your thesis, they may want to see portions of your thesis in something close to the final form before approaching the examiners. See the Guidelines in QA7.

The *viva voce* examination usually takes place about 8-10 weeks after the thesis is submitted, but it may take longer depending on the examiners.

Your supervisor **cannot** be an examiner but may attend the *viva voce* examination as an observer.

Viva Voce Examination

The *viva voce* examination is your opportunity to defend your thesis. You are the expert on the particular focus of your study and need to convince the examiners that it contributes to the body of knowledge. Although it is an examination it can also be an enjoyable debate giving you the opportunity to discuss your work and its importance.

The *viva* will be held at a suitable venue with informal seating arrangements. Your supervisor may attend, if you wish him/her to do so, but he/she is not allowed to participate in the discussion. You may wish him/her to be there for support or you may prefer him/her not to be present. Talk to your supervisor well before your *viva* date about whether or not you wish him/her to be present.

The external examiner chairs the session and explains how the process will be managed. The examiners will have copies of your thesis but take your own copy to refer to. The *viva* will normally last between 1-2 hours. The external examiner will let you know when the examination is finished and ask you to leave the room. They will then discuss their recommendation and will invite you back to the room to inform you of their decision.

Outcome of Examination

The recommendations of the Examiners relating to thesis assessment for the award of a DHealth are considered and approved by the Faculty Board of Studies. While a student may be informed of the recommendations of the Examiners, for example, following a *viva voce* examination, the decision is not final until it has been approved by the Faculty Board of Studies.

Graduation

The University holds its Degree Congregations in July and December. You will be invited to attend the ceremony that follows the Faculty Board of Studies approval of the award of your degree. All students who may be able to graduate at a specific ceremony will receive relevant information from the University Student Records and Examinations Office several months prior to the Degree Congregation date. This information includes details of obtaining guest invitations and arrangements for gown hire. If you are not able to attend, you will be allowed to graduate *in absentia*. In this case, your degree certificate would be posted to you soon after the Programme Co-ordinator has your correct address.

Please note: If you owe the university money, e.g. fees, library fines, bank charges, your degree will not be awarded until this has been cleared.

Studying at a Distance and Resources for Learning

Virtual Learning Environment, Moodle

The programme team recognises the value of meeting fellow students on the programme, not just at the Summer School, but also on a continuing basis. This helps to reduce any feelings of isolation.

Moodle is a powerful learning medium forming the focus for organising learning and providing a platform for discussion and sharing of ideas (peer review). It also stores learning objects that you can use to address gaps identified in your PDP (including textual, video, digital and audio sources). It acts as a conduit for links to seminal works, live links to current news items, direct links to relevant and appropriate evidence based sites and a repository for storing participant-identified examples of good practice. It is also used to support the discussion fora running in parallel to the programme enabling students to peer review research designs, debate policy, practice, research governance and ethical issues and to review and refine ethical approval before formal submission to the appropriate external or internal ethics review body. Working together in group activities provides opportunities for students to give and receive feedback and peer review and to gain from the experience of field specialists, fellow students, academic tutors and practice-based supervisors.

The programme is highly interactive: the web-based resources are supported by online tutors; practice based development is facilitated by a practice-based research supervisor and the discussion fora and peer review will have both academic and PDA support.

Online Induction Event

The online Induction Event aims to prepare you for the academic, technical and social demands of the programme. All students should participate in the Induction Event (you should have received details of this in advance of the Summer School).

You may also like to undertake some of the [online study units](#).

Study Guidance

You will need to plan your study programme in the way that best suits your circumstances. It is advisable to start with a weekly study plan to analyse your time and the amount you can realistically devote to study. After establishing your own weekly study plan, compile a programme with clear target dates, dividing your time into manageable chunks and setting yourself realistic targets. Many distance learning students have attributed their success to organisation and self-discipline. The online material is broken down into sections which should help you to pace yourself.

Moodle has a built-in calendar which you may wish to use to plan your study. Online discussion events (referred to as Online Learning Events or OLEs) are a component of your study on the programme, and these occur over a specific time period within the unit timeline. The Induction event will prepare you for participation in these events as well as helping you orientate to your study on the programme as a whole.

Unlike conventional degree programmes, you will not have daily face to face contact with your fellow students to help motivate you. However, Moodle provides a unique opportunity to network, discuss key health-related issues and develop your ideas with other participants on the programme. It is vital to your success to participate in the discussions.

For the online environment please let us know promptly if you have any technical difficulties or if any links or resources are not accessible by email at health-technical@rt.bath.ac.uk.

Preparing Material for Assessment

The most frequent criticism made by academic tutors when marking students' work is that they have failed to answer the question. Read the question several times and ask yourself what information the question is really seeking. Underline the key words in the title to help you focus on the main areas you need to cover in the assignment. Diagrams can be useful to illustrate something simply which otherwise may take pages to describe, but make sure that appropriate references are acknowledged.

To ensure that your answer is well structured, begin by designing an assignment plan. There are several guidelines to bear in mind when writing your assignment. These include the following:

- Be concise – it is important to be clear in your presentation and not to fall into the trap of using too many words to fill the space. A logical argument must be maintained throughout.
- Ensure all data/statistics/figures are accurate and logically presented – diagrams, graphs and tables are likely to be helpful because they convey information clearly and succinctly. However, it is important to explain the way in which they support or illustrate key arguments – do not leave this to the imagination of the reader.
- Be careful to use your own words and avoid jargon and clichés. It is acceptable to paraphrase from sources providing you reference all quotes clearly.
Read through your final copy and check for correct use of grammar and spelling. This final copy should include references and a bibliography.

Your personal experiences are only relevant if they relate to, and support, your overall argument in the assignment, unless you are asked specifically to write a reflective account. Remember, all arguments must be supported by theoretical reasoning and evidence.

Quoting and Listing References

Literature references should always be clear and accurate. This implies that you should include sufficient detail to allow the reference to be identified without recourse to further searching; author and title alone are not sufficient. There is more than one acceptable system of referencing, but the University of Bath has adopted the Harvard system as its preferred house style. Further information on referencing work and plagiarism can be found on the [Skills for study webpages](#). Guidance is also available in the Library publication 'Guide to Citing & Referencing'.

Consistency is all important. If you are preparing a paper for a particular journal however, you must follow the style used by that journal.

In addition to the use of quotation marks when quoting from original sources and secondary material, full reference for both quotes and paraphrases or summaries of published material must be given. All references should then be included in a bibliography at the end of the piece of work. Appropriate references for web-based material must also be given, including the relevant URL. Please also see the 'Referencing, plagiarism and cheating' section earlier in this document.

Web-based material

References to web sites may be made in research degree theses, and the details, not only of the author and the website, but also of the date and time at which the material was accessed, must be recorded in accordance with the [Guide to Citing and Referencing](#).

- Students are advised not to use web material as primary references unless they can be sure that the source is reliable and that the material has been refereed.
- In considering web-based material, students should exercise the same levels of critical judgement that they would when considering paper-based material.
- In cases where material exists both in hard copy and on the web, students should refer to the hard copy.

If in doubt, students should consult their supervisors before including a web reference in work to be submitted for a higher degree.

Ethical Considerations

Before you begin any experimental or other research work you must consider the ethical implications of the proposed work. All investigations that involve human subjects must be carried out according to best practice and in line with the Declaration of Helsinki (1964, and revised 1975). Before conducting any work you should seek guidance from your PDA and / or Supervisory Panel over the ethical implications of your proposed research.

Normally, you will be required to submit an ethical proposal to the Faculty's Research Ethics Committee and an appropriate ethics review body such as your NHS Research Ethics Committee. It must be emphasised that the independent approval of the project by the Ethics Committee does not make you or the University immune from accusations of negligence or assault from subjects who feel they have been damaged or abused. See Moodle for details of the formal ethics procedure that will normally occur in Phase Two.

In particular, you should ensure that:

- potential ethical issues are identified and in-built in designing research at an early stage
- you are open and honest about the aims, methods and intended use of results from your postgraduate studies;
- permission is sought from the relevant authorities before recording data in any form (e.g. photographs, video or audio recordings, note taking)
- confidentiality of data on individuals is maintained within the limits of the law
- respondents (individuals as well as institutions) are offered anonymity in the dissertation/thesis, but where this is not possible, you must obtain written consent for names to appear. The same procedure must also be followed where, although a name is not specifically mentioned, a reader might reasonably be able to determine who the respondent was. You are reminded that defamatory statements or recorded observations are actionable in the courts without proof of damage if they concern a person's professional standing or competence
- whenever appropriate and possible, your findings are communicated to your respondents for comment
- the design and methods used in conducting the research conform to the ethical standards of the community of scholars and researchers to which the research will be addressed
- in the case of highly sensitive information you ask the Board of Examiners to recommend to the Board of Studies that the thesis be placed on restricted access on library shelves.

Data Protection

Information on data protection is available [here](#) which includes guidance notes for students and academics undertaking research.

Support for DHealth Students

Studying at a distance may be quite new to you, and you may find that at times it is difficult to keep going. Please don't give up! Participants will be supported by a combination of practice-based and University-based research supervisors, a Personal Development Adviser, a Unit Convenor, the Postgraduate Officer and the input and contributions of peers. The programme team are at the end of the telephone or an email and always willing to help and offer you some useful suggestions. The different levels of support are:

Programme-wide Support

- *Programme Committee* is responsible for the academic and professional coherence and relevance of the programme. It has representation from across the University and from a range of health professionals. It is also the key quality assurance body for programmatic issues.
- *Director of Studies* is responsible for the academic stewardship of the programme and for ensuring that all student progress and academic quality assurance matters are dealt with in a professional and timely manner.
- *Personal Development Adviser* provides individual support for the personal development planning and learning needs assessment components of the programme. In this respect the Adviser will fulfil many of the functions of a personal tutor.
- *Postgraduate Officer* delivers the day to day administrative and learner support and is responsible to the Director of Studies and Programme Team.

Support in the different programme Phases

Phase One

- Unit Convenors have overall responsibility for the coherence, relevance and quality of individual units in the programme.
- Unit Tutors are responsible for supporting learners on discrete units within the programme.

Phase Two

- Unit Convenors – as above.

Phase Three

- Supervisory Panel which is there to support you in your individual research project. Panel members are drawn together on an ad-hoc basis in response to clarification of the research interests of each individual student. The minimum number of members of a supervisory panel is three in Phase Two, as follows:
- University Supervisor with responsibility for student progress and university quality assurance matters.
- Practice Based Supervisor responsible for matters of technical specialism within the research area of your project and access to practice-based learning/research environments.
- PDP Adviser providing advice to you AND the panel about wide policy and practice, and giving you support on progress and resource matters.

This normally reduces to two members in Phase Three when the PDA leaves the panel. From time to time, it may be necessary to appoint more than one practice-based supervisor, dependent on the nature of the practice based enquiry. The total membership of such a panel may not exceed 5 members.

Supporting the Supporters

The programme enlists the help of high level practitioners and researchers in practice to contribute to the Supervisory Panel; acknowledging that experience of practice is the domain of the practitioners and not university academics. However, these practitioners may lack in depth experience of the supervisory mechanisms of the University. To ensure consistency and equity in the support that these supervisors will provide to course participants a full range of support measures are provided by the PD Health programme.

Externality

Externality refers to the many contributions made by 'outsiders' such as academic peers, employers, professional accrediting bodies and external examiners to, in particular, the design and review of programmes of study and of student assessment processes.

Working with external partners and employers gives us different perspectives on the quality of the learning and teaching that is offered to students at the University of Bath.

Though this activity will not be immediately obvious to most students, some of its consequences for you as a student are that:

- Specialisations offered to you within undergraduate and taught postgraduate programmes accurately present relevant and up to date professional or academic themes.
- You can expect to see that the academic staff know about the latest developments and standards elsewhere, as many of them are involved in work with other departments, Universities, employers and accrediting bodies;
- Research projects that are developed through industrial or commercial links attract more funding which often benefits the quality of labs, or benefits students in other ways;
- On many programmes students can expect to leave with professional qualifications acquired in tandem with their degree programme;
- The assessment of your work has been scrutinised by externals in a process that maintains rigorous standards and fairness;
- Your career prospects are considerably enhanced by the relevance and quality of the training you have received, any placement experience you have had, and the reputation of the University in general.
- Your awareness of these aspects can help you to promote yourself in your CV or employment applications.

If you are a student representative on a staff/student liaison committee or on a degree scheme review panel, you will come across some of these processes.

Assessment and Progression Regulations

Programme code	RHHL-APD03
Programme title	DHealth Professional Doctorate in Health (Distance Learning)
Award type	Doctoral
Award title	Professional Doctorate in Health (DHealth) (comprising : TSCs & DPCs from Stages 1, 2, and 3) with the following intermediate qualifications: THHL-ADC01 PG Cert Research Methods in Health Practice (Stage 1) (Distance Learning) THHL-ADL15 PG Dip Research in Health Practice (Stage 1 & Stage 2) (Distance Learning) THHL-ADT01 CPD Research Methods in Health Practice (Distance Learning)
Mode of Attendance	DISTANCE LEARNING
Length	3 to 8 years
State any designated alternative programme(s)	PG Certificate in Research Methods in Health Practice (comprising TSCs from Stage 1) PG Diploma in Research in Health Practice (comprising TSCs from Stage 1 and 2)
Approving body and date of approval	

Year 1 (for implementation with effect from 2012/13)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits	Notes	
4	1	12 months	YEAR 1								
			HL50079	Introduction to practice-based research	C	6	DEU	SRU	TSC		
			HL50105	Research design and methods	C	6	DEU	SRU	TSC		
			HL50082	Evidence into practice	C	12	DEU	SRU	TSC		
				HL60083	Research project preparation and planning	C	12	DEU	SRU	TSC	
	2	12 – 24 months	YEAR 2								
			HL60084	Professional issues in health 1 – comparative health policy	C	12	DEU	SRU	TSC		
			HL60185	Professional issues in health 2 – Practice	C	12	DEU	SRU	TSC		
				HL60086	Research project design and development	C	12	DEU	SRU	TSC	
	3	12 – 72 months	Progression from Phase Two to Phase Three of the programme requires successful completion on a Phase Two/Three Transfer Interview. Any conditions stipulated by the Examiners at the interview must have been met prior to the student being progressed to Phase Three of the programme.								
			YEAR 3								
				HL60087	Thesis for professional doctorate	C	198	DEU	SRU	DPC	

where:

C Compulsory

O Optional

Students will be sent notification of their results and details of any supplementary assessment requirements in writing. However, in cases where this written notification is not received, for whatever reason, **it is the student's responsibility to ensure that s/he is aware of details for supplementary assessment requirements.** It is strongly advised that as soon as students are aware of having failed a unit (e.g. when marks are released on SAMIS) that they contact their Unit Convenor or their Director of Studies to determine any retrieval requirements.

Unit and Programme Catalogues

Details of programmes and individual units can be found in the Programme & Unit Catalogue at <http://www.bath.ac.uk/catalogues/2014-2015/index.html>

Other resources

The following Annexes have been added to provide guidance on specific aspects of your studies.

Annex 1	Coursework guidelines
Annex 2	Thesis Guidelines
Annex 3	Marking Guidelines, Moderation and Penalties

The Professional Doctorate programme (including PG Diploma Research in Health Practice and PG Certificate Research Methods in Health Practice exit awards) Assessment and Progression Regulations align with (although are not governed by) the New Framework for Assessment: Assessment Regulation (NFAAR), details of which can be found in Part 2 of this handbook. The key aspects are summarised below.

Professional Doctorate in Health (DHealth)
Awards
Professional Doctorate in Health - a student must achieve: 270 credits , 24 of these credits being gained at M level; the remaining 246 being gained at D level
Condoning
Designated Essential Units (DEU) <u>cannot</u> be condoned. All units within the Professional Doctorate in Health are DEU. Stage Required Units (SRUs) are units that must be satisfactorily passed before the student can proceed to the next stage of the programme. Should a student fail an SRU in one stage, they must have satisfactorily completed the supplementary assessment before they are permitted to continue their studies.
Retrieval (supplementary assessment)
Maximum of 12 credits for taught units (TSC) may be retrieved after failure by supplementary assessment in Stage One. Maximum of 24 credits for taught units (TSC) may be retrieved after failure by supplementary assessment in Stage One and Stage Two. A student will be permitted one attempt only to retrieve a failed unit. Unit marks will be capped at 40% on retrieval. Stage 3 of the programme is governed by the Faculty and University QA Procedures and University Regulations regarding viva voce examinations and doctoral thesis. Key references include: <u>QA7</u> <u>Research Degrees with associated Appendices</u> , and <u>Regulation 16</u>

In addition to the assessment regulations set out above and in the programme description please note the additional regulations in relation to the schedule of supplementary assessments:

Supplementary assessments will commence immediately following the announcement of each of the Boards recommendations; with a deadline of 3 months for completion. Students will have the opportunity to carryout supplementary assessment for a maximum of one unit alongside each concurrent Stage 1 or Stage 2 unit. All supplementary assessments must be passed before progression onto the next stage will be permitted.

A combined Board of Examiners for Units and Board of Examiners for Programmes will be convened at the end of each unit to consider and make decisions regarding supplementary assessments and progression.

All supplementary assessments from Stage 1 must be completed before a student can progress to Stage 2. Therefore, a student may need to suspend their studies until Stage 2 commences. Similarly, all Stage 2 supplementary assessments must be completed before a student can progress to Phase Three. Progression from Phase Two to Phase Three of the programme requires successful completion of a Phase Two/Three Transfer Interview. Any conditions stipulated by the Examiners at the interview must have been met prior to the student being progressed to Phase Three of the programme. The timescale for completion of these conditions will be determined by the examiners.

Where students have more than one unit of supplementary assessment outstanding, a maximum of one retrieval may be carried out at a time. Therefore, retrieval of the second unit will normally commence following the successful retrieval of the first; as recommended by the Board of Examiners for Programmes. Where students wish to carry out more than one unit's worth of supplementary assessment alongside concurrent units, approval must be sought from the DoS.

Students who are considering exiting the Professional Doctorate in Health with an intermediate award (PG Diploma Research in Health Practice and PG Certificate Research Methods in Health Practice) should consult the programme regulations for those programmes
http://moodle.bath.ac.uk/mod/resource/view.php?id=17275&subdir=/Specific_MSc_Programme_Information

Students who exit with an intermediate award (namely either the PG Cert or the PG Dip) may re-apply to take the next stage of their studies. However: (i) their return will be subject to agreement by the Admissions Tutor; (ii) their return must be within 5 years of their initial registration; (iii) the payment of additional fees will be required; (iv) the student must return their original certificate and (v) all Stage 1 SRUs for the Professional Doctorate in Health must have been successfully completed.

The full range of marks will be used in the marking of supplementary assessment and in the feedback to students. However, a capped pass mark of 40% will be recorded. This capped pass mark will also be entered onto the students' Transcript.

Students will be sent notification of their results and details of any supplementary assessment requirements in writing. However, in cases where this written notification is not received, for whatever reason, **it is the student's responsibility to ensure that s/he is aware of details of supplementary assessment requirements.** It is strongly recommended that as soon as students are aware of having failed a unit (e.g. when marks are released on SAMIS) that they contact their Unit Convener or their Director of Studies to determine any retrieval requirements.

Other resources

The following Annexes have been added to provide guidance on specific aspects of your studies (currently provided above within the main handbook).

Annex 1	Coursework Guidelines
Annex 2	Thesis Guidelines
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Professional Doctorate in Health

OLE and Key Dates

Phase One key dates, including dates of summer schools, can be found here:
<https://moodle.bath.ac.uk/course/view.php?id=56020>

Phase Two key dates, including dates of summer schools, can be found here:
<https://moodle.bath.ac.uk/course/view.php?id=56021>