Faculty of Humanities & Social Sciences

Master of Research Programme Suite:

Advanced Quantitative Methods
Education
Economics
Sustainable Futures
European Social Policy
Global Political Economy
Health and Wellbeing
International Development
Politics and International Studies
Psychology
Security, Conflict and Human Rights
Social Policy
Social Work
Sociology
Sustainable Futures

Taught Postgraduate Student Handbook 2018/19

IMPORTANT: Further Programme-specific guidance, along with this handbook, forms, instructions for coursework submissions, dissertation requirements, dissertation supervision guidelines, marking guidelines and links to others resources can be found in the *MRes Generic Moodle page*:. This information is extremely important, and you are strongly recommended to check this page regularly for updates.

WELCOME FROM THE MRES PROGRAMME DIRECTOR OF STUDIES, Dr KERRY PAPPS

As MRes Programme Director within the Faculty of Humanities, I would like to extend a warm welcome to all students in the University of Bath. The Faculty of Humanities is one of three faculties and one school in the University that offer an unprecedented range of innovative programmes at undergraduate and graduate level.

We are confident that this rich mix of opportunities will make study in the University of Bath an exciting and stimulating experience, where you will benefit from the experience of leading academics in your field and also from being part of a large, diverse and international student community.

The Faculty of Humanities and Social Sciences is committed to providing a student experience of the highest standard, and during this year we will be asking you how effective we are in meeting your needs and fulfilling your aspirations. I urge you to participate in this conversation, and use every opportunity to let us know how we can improve the quality education we provide.

This Handbook contains material specific to the programme of study or the discipline area in which your studies will be based.

Dr Kerry Papps
MRes Programme Director
Office: 3 East 4.33
Extn: 4338
Email: K.L.Papps@bath.ac.uk

ABOUT THIS HANDBOOK

This Handbook is intended for students on the MRes programmes in the Faculty of Humanities and Social Sciences commencing in the year 2018/19.

Please note that the contents of this Handbook are accurate as of September 2018, but that information may sometimes be subject to change after this Handbook has been issued.

- While this Handbook signposts information about **regulations for student**s, it does not have regulatory status itself, and the Regulations available online (Regulations for Students: www.bath.ac.uk/regulations and Assessment Regulations: www.bath.ac.uk/registry/nfa) are the most up-to-date and take precedence over the contents of this Handbook.
- For further information about unit and programme changes, see the **Unit and programme changes** section in this Handbook.

If in doubt about what applies to you, or if your circumstances change (for example if you are returning from a suspension of study, or transferring to a different programme) please contact your Director of Studies for advice

WELCOME TO THE UNIVERSITY OF BATH AND THE MRES PROGRAMMES

Welcome to the University of Bath. The programmes are delivered within the **Faculty of Humanities & Social Sciences (HSS)** (http://www.bath.ac.uk/hss/). The Faculty (one of three Faculties and one School in the university – see below and http://www.bath.ac.uk/departments/) comprises six departments

Economics http://www.bath.ac.uk/economics/

Education http://www.bath.ac.uk/education/

Health http://www.bath.ac.uk/health/

Politics, Languages & International Studies http://www.bath.ac.uk/polis/

Psychology http://www.bath.ac.uk/psychology

Social & Policy Sciences http://www.bath.ac.uk/soc-pol/

University of Bath

Faculty of Engineering & Design | **Faculty of Humanities & Social Sciences** | *Faculty of Science* | *School of Management*

Graduate School *(for all postgraduate programmes)*

Dept. of **Economics** | Dept. of **Education** | Dept. for **Health** | Dept. of **Politics, Languages & Int. Studies (POLIS)** | Dept of **Psychology** | Dept. of **Social & Policy Sciences**
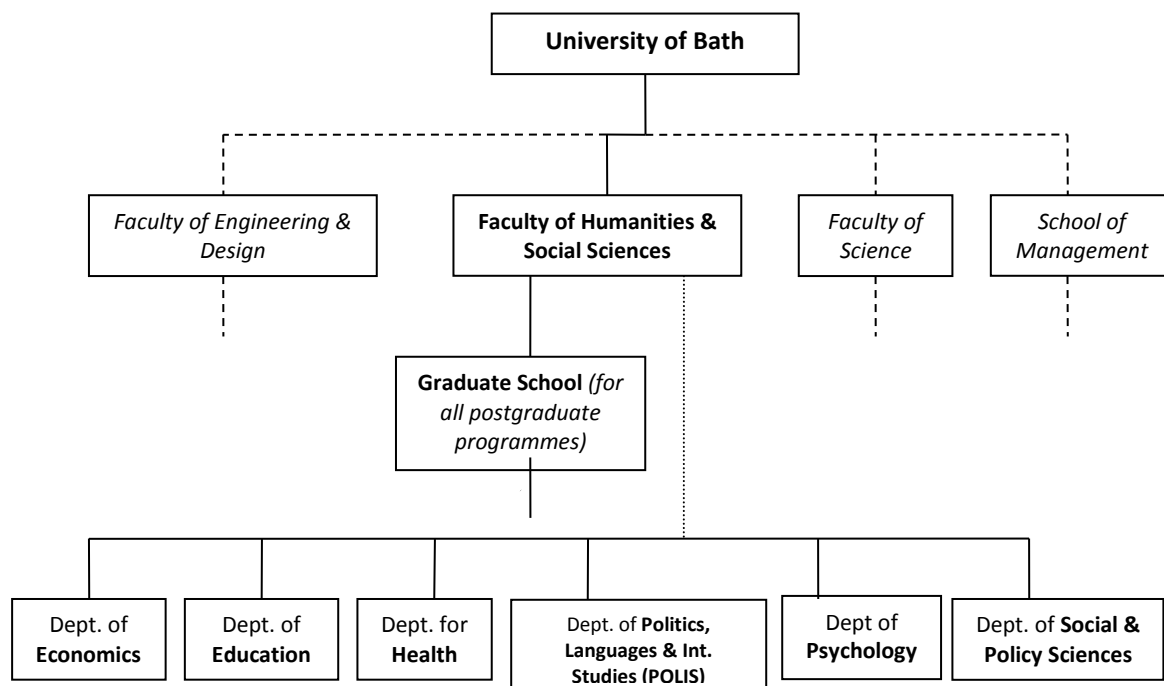
All students on the MRes Programmes follow both the core units coordinated by the Faculty, and discipline-specific units coordinated by the Departments.

FACULTY TAUGHT PROGRAMMES - UNDERGRADUATE AND POSTGRADUATE

Undergraduate and Postgraduate departmental taught programmes are delivered by academic staff in departments, with administrative support provided by our Taught Programmes Team. Our Taught Programmes Team consist of expert managers, officers, administrators and administrative assistants, located in office hubs across our Faculty buildings – 3 East, 1 West North, 1 West and 10 West.

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

 Our duties include:

- managing administrative processes of the Faculty's taught programmes
- acting as a central point of contact for staff and students seeking advice
- offering programme-related operational support for academic teaching staff in departments

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

Programme specific email addresses are used to manage enquiries from students and academic staff and these are regularly monitored by designated members of the team.

Our Taught Programmes Team members are based in Taught Programmes Support Hubs across the Faculty.

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Taught Programmes Support Hub

Departments: Economics and Social and Policy Sciences

Location: 3 East (Offices 3E 3.17 & 3E 4.19)

Undergraduate Economics programmes: economics-ug-admin@bath.ac.uk

- Thea Piper, Programmes Administrator (Room 3 East 4.19)
- Rachel Pender-Cudlip, Programmes Administrator (Room 3 East 4.19)

Postgraduate Economics programmes:

MSc Applied Economics: economics-pg-applied@bath.ac.uk

- Andy Carrington, Programmes Administrator (Room 3 East 3.17)

MSc Economics / MSc Economics and Finance / MRes Economics: economics-pg@bath.ac.uk

- Juliet Warburton, Postgraduate Taught Administrator (Room 3 East 3.17)

Undergraduate Social and Policy Sciences programmes (excluding Social Work): hss-socialpolicy@bath.ac.uk

- Claire Goldie, Undergraduate Administrator (Room 3 East 3.17)

Undergraduate Social Work: hss-socialwork@bath.ac.uk

- Emma Tarbuck, Programmes Administrator (Room 3 East 3.17)

Postgraduate Social and Policy Sciences Programmes including MRes programmes: sps-pg-admin@bath.ac.uk

- Andy Carrington, Programmes Administrator (Room 3 East 3.17)
- Sandra Swaby, Postgraduate Administrative Assistant (Room 3 East 3.17)

Location: 1 West North, Level 3 (Office 1WN 3.2)

Undergraduate Education programmes: education-ug@bath.ac.uk

- Alison Mayes, Undergraduate Administrator

Postgraduate Education programmes:

MA International Education and Globalization: education-ieg@bath.ac.uk / MA TESOL: education-tesol@bath.ac.uk / MRes in Education

- Heather Kubiak, Postgraduate Taught Administrator

Undergraduate Health programmes

Sport and Social Sciences: hss-sass@bath.ac.uk / Sports Performance: hss-sportsperformance@bath.ac.uk

- Lucy Gaffney, Undergraduate Administrator

Sport and Exercise Science: hss-ses@bath.ac.uk

- Thom Lepic, Programmes Administrator

Health and Exercise Science: hss-hes@bath.ac.uk

- Nagma Van Kampen, Undergraduate Administrator

NB. See Distance Learning hub section below for further information about Education and Health postgraduate programmes

Taught Programmes Support Hub

Department of Politics, Languages & International Studies

Location: 1 West North, Level 2 (Office 1WN 2.6)

Undergraduate Programmes

Undergraduate politics programmes: polis-ug-admin@bath.ac.uk

Undergraduate Modern Languages and European Studies / International Management and Modern Languages: polis-ug-admin@bath.ac.uk

- Anna McGregor, Undergraduate Administrator
- Emily Toynbee, Undergraduate Administrator
- Lauren Jones, Undergraduate Administrator

Postgraduate Programmes

Postgraduate Interpreting and Translation programmes (MAIT, TPLS, MATBI): polis-pg-langs@bath.ac.uk

- Emily Toynbee, Undergraduate Administrator

Postgraduate politics programmes (Euromasters, MAIR, MIREP, MAIS, MRes): politics-pg-admin@bath.ac.uk

- Lisa Snowdon-Harris, Programmes Administrator

- Anne Coleborn, Undergraduate Administrative Assistant

Taught Programmes Support Hub

Department of Psychology

Location: 10 West Ground (Office 10W 1.02)

Undergraduate programmes: psychology-ug@bath.ac.uk

- Cynthia Spencer, Undergraduate Administrator

Postgraduate programmes:

MSc Health Psychology: psy-pg-health@bath.ac.uk / MSc Applied Clinical Psychology: psy-pg-clinical@bath.ac.uk / MRes Psychology

- Caroline Chapman, Postgraduate Taught Administrator

Supporting Undergradudate and Postgraduate programmes:

Emily Horne Programmes Administrative Assistant

Taught Programmes Support Hub

PGT Distance Learning programmes (Department of Education & Department for Health)

MRes Programmes Coordinator

Location: 1 West (Office 1W 3.04)

Education postgraduate distance learning

MA Education: education-ma@bath.ac.uk

- Kath Earle, Postgraduate Taught Administrator

Health postgraduate distance learning

MSc Sports and Exercise Medicine: SEM@bath.ac.uk / MSc Sports Physiotherapy: SPY@bath.ac.uk

- Rachel Sherring-Lucas, Postgraduate Taught Administrator

- Nicola Topping, Postgraduate Administrative Assistant

Faculty MRes Programmes Coordinator

- Juliet Need, Programmes Officer

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Faculty Taught Programmes Management Team

Programmes Managers

- Elise Merker
- Abby Stacey

Programmes Officers: fac-hss-pgo@bath.ac.uk

- Emma Scrase (Health & Education) (Room 1 West North 3.2)
- Kate Difford (Economics & SPS) (Room 3 East 3.17 & 3 East 4.19)
- Andie Barlow (PoLIS & Psychology) (Room 1 West North 2.6 & 10 West 1.02)
- Jo Wright (PGT Distance Learning in Health, Education and SPS) (Room 1 West 3.04)

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- Juliet Need (MRes Programmes Coordinator) (Room 1 West 3.17)

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DEPARTMENTAL INFORMATION

Each of the MRes Programmes is led by a Director of Studies (DoS) from the appropriate Department. The Director of Studies is responsible for all aspects of your study on the programme, including problems and requests for extensions (Any academic queries should be directed in the first instance to the unit co-ordinator).

The DoS is supported by a **Departmental Postgraduate Administrator**. **These are the primary contacts for MRes students.**
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 linking from http://www.bath.ac.uk/hss/.

KEY CONTACTS/STAFF LIST

Key contacts include your Director of Studies (a member of academic staff who has overall responsibility for the programme) and your administrator, specifically:

Taught Programmes Support Hub Location: 3 East (offices 3.17 + 4.19) Departments: SPS and Economics programmes				
Taught Programmes Support Hub Location: 1 West (office 3.06) Departments: MRes Health and Wellbeing programme				
Taught Programmes Support Hub Location: 1 West North (office 3.2) Department: MRes Education programme				
Taught Programmes Support Hub Location: 1 West North (office 2.6) Department: PoLIS programmes				
Taught Programmes Support Hub Location: 10 West (office 1.02) Department: Psychology programmes				
Programme	**Contact**	**Room**	**Ext. No.**	**email**
MRes Director of Programmes (overseeing all programmes)	**DoS - Dr Kerry Papps**	3 East 4.33	**X4338**	K.L.Papps@bath.ac.uk
MRes Administrator (XX units, Boards, general administration)	**Administrator – Juliet Need**	**1W 3.17**	**X6851**	jn552@bath.ac.uk
MRes Health	Dr Sean Cumming –	1W 4.110	x6251	s.cumming@bath.ac.uk

and Wellbeing	DoS			
	Juliet Need – Administrator	1W 3.17	X6851	jn552@bath.ac.uk
MRes Education	Dr Michael Donnelly – Dos	1WN 4.13	X5458	m.p.donelly@bath.ac.uk
	Heather Kubiak – Administrator	1WN 3.2	X3237	h.kubiak@bath.ac.uk
MRes European Social Policy, MRes Social Work, MRes Sociology, MRes International Development, MRes Global Political* Economy, MRes Security, Conflict and Human Rights*, MRes Advanced Quantitative Methods * please speak to your Pathway Lead for specific issues on programme content etc	**Dr Louise Brown – DoS for all MRes SPS programmes and main point of contact for student issues, eg extensions**	3E 3.33	X5284	l.brown@bath.ac.uk
	Andy Carrington – Administrator	3 East 3.17	x3860	sps-pg-admin@bath.ac.uk
MRes Politics and International Studies	Dr Andrea Purdekova – Dos	1WN 4.24	X5460	a.purdekova@bath.ac.uk
	Lisa Snowdon-Harris – Administrator	1WN 2.6	X6178	l.snowdon-harris@bath.ac.uk
MRes Psychology	Dr Jeff Gavin – Dos	10W 4.26	x6591	j.gavin@bath.ac.uk
	Caroline Chapman – Administrator	10W 1.02	X5597	c.chapman@bath.ac.uk
MRes Sustainable Futures	Dr Tim Kurz – DoS	10W 4.32	X3908	t.kurz@bath.ac.uk
	Caroline Chapman – Administrator	10W 1.02	X5597	c.chapman@bath.ac.uk
MRes Economics	Dr Kei Tsutsui – DoS	3 East 4.7	X6402	k.tsutsui@bath.ac.uk

Julia Warburton - Administrator	3 East 3.17	X6817	economics-pg@bath.ac.uk

Internal messages are usually sent by **email** and you should make a point of checking your account every day. You can also access your account via the internet by typing https://mail.bath.ac.uk or clicking on "Webmail" on the University's internal home page. **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.**

The best way to **contact staff** is by email. If you want to send hard copy mail to a member of staff, you can hand this to the administrator who will place it in the appropriate 'pigeon-hole' (mail box).

Should you have any **queries or problems** (that you have not been able to resolve using the various sources of information in this handbook and elsewhere) we strongly recommend you talk to us. 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). Administrators are available in 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.

You can collect your **post** from the pigeon holes located within your Department (see your Departmental Administrator for further details). Any mail addressed to you care of the University or the Department, internal mail, and messages from members of staff will be placed there, and you can also leave messages for other students. You should check your pigeon-hole as soon as you arrive at the University and at least once a week thereafter. The Department cannot accept responsibility for mail not collected by students.

EXPECTATIONS

Attendance of Units
In our postgraduate taught units, we seek to create an interactive rather than a didactic teaching environment, with students actively contributing to the educational experience of the group as a whole. In many cases, as part of this collective educational experience, we have students working in groups, and then making presentations to the class as a whole. Sometimes these presentations might be formal. This rich learning environment, be it in lectures or in group activities, obviously relies on students attending and participating in all activities.

It is a University Regulation that you attend regularly. If circumstances are such that you are not able to do so, then please contact your Director of Studies to discuss your situation and agree an appropriate course of action.
See Regulation 3: www.bath.ac.uk/regulations

In deciding to take a unit, we would expect you to attend all lectures and participate in any group-work activities (unless mitigating circumstances dictate otherwise). Non-attendance would not only reduce your own learning experience but could potentially reduce that of others in the group. We hope that you will appreciate the importance of this issue, in that students are partners in a collective learning experience.

YOUR PROGRAMME

INTRODUCTION TO MRES PROGRAMME

In 2002, the Faculty of Humanities and Social Sciences introduced the MRes Programmes, offering four Programmes in 2002/03. There are now thirteen MRes Programmes offered by the Faculty, and one offered by the School of Management. There are MRes qualifications in: Economics, Education, Sustainable Futures, European Social Policy, Global political economy: transformations & policy analysis, Health and wellbeing, International Development, Management, Politics and International Studies, Psychology, Security, Conflict and Human Rights, Social Policy, Social Work, Sociology.   All MRes Programmes are coordinated by the Faculty.

MRES PROGRAMME AIMS AND LEARNING OUTCOMES

The overall aim of the MRes Programme is to develop fully trained and competent social science researchers, able to understand and use research techniques appropriate to their subject area, and fully conversant with approaches used by other social scientists.

The MRes is both a stand-alone Programme of research training and a Programme that offers doctoral students high quality training to enable them to carry out their doctoral research.

 All MRes Programmes share four broad aims**:**

- To review systematically, and to evaluate critically, alternative approaches, methodologies and paradigms of research in social and educational enquiry;
- To review systematically, and to evaluate critically, the application of these approaches in the specific areas of social and educational enquiry in which students are specialising;
- To support students, within an active research community, in identifying and investigating their own original research questions;
- To equip students with the skills to contribute to research projects using any of the main methodologies of the social sciences.

In all of this, students should be participating in and contributing to the research culture of their Departments and Faculty/School.

In achieving the above aims the MRes Programmes also set out to enhance the students' learning experience (knowledge and understanding) and improve their key skills (intellectual skills, professional practical skills and transferable skills). These key objectives determine the forms of assessment for the individual Units. Each MRes Programme's objectives and learning outcomes can be found in the programme specification on Moodle - MRes Programme – Generic Information

Details of programmes and individual units can be found in the Programme & Unit Catalogue at http://www.bath.ac.uk/catalogues/2018-2019/.

Aims and Learning objectives

Specific programme aims and learning objectives can be found in the programme specifications in Appendix 5

PROGRAMME DESCRIPTION: STRUCTURE OF THE PROGRAMME

Please note that the content of the programme description is correct at the time of publication and that units are subject to reasonable change. Up-to-date versions of the units are available via the programme and unit catalogue: http://www.bath.ac.uk/catalogues/
The MRes Programme is unique in being delivered across the five departments in the Faculty and also in conjunction with the School of Management. Each MRes Programme is also part of a family of taught postgraduate Programmes offered by a Department or the School of Management. MRes students identify both with others on the various MRes programmes, and also other research students within their own Department or School. Each MRes Programme is led by a Director of Studies (DoS) and supported by a Departmental Postgraduate Administrator/Secretary.

The MRes Programme Coordinator and the MRes Programme Director bring all MRes Programmes together at Faculty level.   The Faculty, the Departments, and the School of Management work closely together in managing and administering the MRes Programmes. The MRes Programmes Policy Committee meetings provide regular opportunities to ensure coordination, resolve any issues that might arise, and ensure consistency across all the MRes Programmes. All DoS and the Faculty Programme Coordinator are members of this Committee, which is chaired by the overall MRes Programme Director.

The MRes Programmes' central Units, which have Unit codes prefixed by XX, are taken by most MRes students, and are coordinated centrally by the Faculty. Each of these Units has two coordinators (normally from different departments) and teaching is undertaken by lecturers from across the Faculty and from the School of Management. Guidelines and Assessment Regulations are consistent across all XX Units (including the Dissertation) and are explained later in this Handbook, on the MRes Programmes – Generic Information Moodle page.

Guidelines and Assessment Regulations for non-core (non-XX) specific Units may differ, therefore it is important to refer to information about those Units provided by the Departments / School of Management on their web pages, Moodle pages, and communicated by the lecturers. Clarification can be sought from either the DoS or the Postgraduate Administrator/Secretary.

The organisational structure of the MRes Programmes is illustrated on the following page:

MRes Organisational Structure Diagram

Faculty of Humanities and Social Sciences (MRes Programme Director and MRes Coordinator)	Dept of Economics →	MRes Economics
	Dept of Education →	MRes Education
	Dept for Health →	MRes Health and Wellbeing
	Dept of Politics, Language and International Studies →	MRes Politics and International Studies
	Dept of Psychology →	MRes Psychology MRes Sustainable Futures
	Dept of Social & Policy Sciences →	MRes European Social Policy MRes Sociology MRes Social Work MRes Social Work MRes International Development MRes Global Political Economy MRes Security, Conflict & Human Resources MRes Advanced Quantitative Methods

Core Units
Delivered by unit coordinators drawn from across the Faculty / School, following the joint MRes guidance and procedures

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Subject Specific Units
Delivered by departments / School of Management following department specific guidance and procedures

Feed into each MRes

Each programme comprises a number of units, some of which may be compulsory others may be optional (see *Assessments* below for further details and other definitions). Each unit is defined by their own learning outcomes and assessment requirements.

The size of each unit is defined by its **credit tariff** which relates to the approximate amount of study required (for example, a 6-credit unit equates to approximately 120 hours of study, split between lectures, seminars, presentations and private study). The academic attainment demonstrated by successful completion of a unit is defined by its **level** – in the case of a taught Master's degree, at least 75% of the units studied must be at Masters **M level**. For a description of Masters level study see *Framework for Higher Education Qualifications, Section 4 'Qualification Descriptors', published by the QAA at: http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/FHEQ08.pdf*

The standard size for taught Masters units, other than dissertations and the Large Apprenticeship Research Project, is 6 credits – other sizes tend to be multiples of 6 credits (e.g. 12 or 30 credits).

Basic details of every unit can be found on the Unit Catalogues at *http://www.bath.ac.uk/catalogues/*. Each Lecturer will produce a Unit Outline at the beginning of the semester (and will be added to the unit page on Moodle as soon as possible) – these outlines comprise the basic details plus Reading Lists, Lecture Schedule, Assessment details/guidance, etc.

Postgraduate Certificates and **Postgraduate Diplomas** are available as stopping-off points on some MRes programmes. The award of any of these three university qualifications requires the successful completion of units equating to a specific number of credits – the PG Certificate requires 30 credits, the PG Diploma requires 60 credits and the MA/MSc/MRes requires 90 credits.

Please see the Programme Descriptions in Appendix 5

Please note:

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1. Whilst every effort is made to make all combinations of units available to students, timetabling and room constraints mean that **some units may reach capacity or certain unit combinations may not be possible**. Students will then be asked to select an alternative unit or combination of units.

2. Whilst every effort is made to ensure that all units are available, **the university reserves the right to withdraw a unit at any time** – reasons may include too few students electing to take a unit and the availability of teaching staff/facilities.

3. Similarly, due to the continual improvement/development of the various programmes of study, **the programme structures and availability of units may change from one year to the next**.

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/2018-2019/

ACCREDITATION OF PRIOR LEARNING AND ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING

Accreditation of Prior Learning (APL) and **Accreditation of Prior Experiential Learning (APEL)** are the processes by which the University recognises that a student has *either* completed a formal course of education in an area related to their programme of study which has enabled them to demonstrate achievement of the learning outcomes of one or more of its units *or* has demonstrated achievement of the learning outcomes of one or more of its units through experience and practice. Specific details, including the maximum credits that can be awarded, can be found in at
http://www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA45.pdf and at

Specifically, and **subject to agreement by the Director of Studies/Admissions Tutor** responsible for the particular programme of study, APL and APEL can **ONLY be arranged before the beginning of the semester** in which the specified units run – under no circumstances can these be considered once any form of assessment has been taken.

Further information
See section below on Careers Service

The University Careers Service can support you through the career planning process, whatever your career aspirations. In addition to providing support with developing your employability, and guidance on how to make informed career decisions, Careers Advisers can help you by providing feedback on your CV and applications, and your interview technique. The Careers Service also provides a wealth of careers information, and access to resources such as online aptitude tests. Being in regular contact with several hundred major employers, the Careers Service is also a fantastic source for graduate job vacancies for Bath students, as well as the organiser of several major careers fairs each year.

Further information
The Careers Service is open throughout the year, including the vacations.
Check the web site for opening times: www.bath.ac.uk/students/careers
The web site includes the *Myfuture* vacancies portal.

Contact careers@bath.ac.uk or 01225 386009 or follow the Careers Service on Twitter @CareersatBath or Facebook (search for BathUniCareers).

Assessment
Definitions of assessment terms: www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-02.pdf.

TIMETABLES

Timetables can be found at http://www.bath.ac.uk/timetable/programmes.htm - since these are subject to change we recommend that you check these regularly (whilst the programme team will endeavour to inform people of changes, it is the student's responsibility to check for changes).

You can also use MyTimetable to create a customised programme timetable that can be downloaded into an electronic calendar: www.bath.ac.uk/timetable/MyTimetable.htm

On the timetable, each entry indicates the Unit code (for example Principles and Skills of Social Research is XX50170), the type of activity (e.g. Lect – Lecture, Sem – Seminar, Comp – Computer, etc.), the room and the week number. Weeks are numbered from week

1 (week commencing 1 October 2018) and continue throughout the vacations see the Academic Year Chart for 2018/2019 at http://www.bath.ac.uk/publications/academic-year-charts/attachments/academic-year-chart-2018-to-2019.pdf .

A standard lecture runs from **15 minutes past the hour to 5 minutes past the hour**, allowing 10 minutes gap between lectures. For example, a '2-hour' lecture scheduled to commence at 10.15 will end at 12.05 (i.e. 1 hour, 50 minutes).

The semester 2 timetable will be circulated before the Christmas vacation.

OPTION CHOICES: PROCEDURE FOR MAKING

Information about how and when to choose your option units can be found at:
www.bath.ac.uk/catalogues/information/students/online-unit-selection

You will receive an email notification at the relevant point in the year when online unit selection is available. If you want to discuss your option choices, please contact your Director of Studies.

PART-TIME STUDENTS

In the case of part-time students, the units selected, and the balance between one year and the next, will vary between programmes of study and the individual student's specific requirements. This will be determined through discussion with, and subsequent agreement by, the Director of Studies. Typically, most part-time students opt to complete the programme over a two-year period, possibly with the dissertation extending into the third year.

Directors of study, supervisors, and students need to be aware that the submission dates for part time students on the SRAP and LRAP units do not coincide with the submission dates for full time students. Part time students are expected to submit their SRAP assignment on the same date (in year one) that full time students submit their LRAP assignments. Similarly, part time students are expected to submit their LRAP assignment on the same date that full time students, in the following academic year, submit their SRAP assignment (i.e., year two). Part-time students are expected to submit their dissertations in year two on the same date that full time students submit their dissertations. Part time students do have the option to submit their dissertations 6 months later at the Christmas deadline; however, doing so may incur additional fees due to the fact that this deadline falls after their second year of study.

SKILLS TRAINING AVAILABLE TO MRES STUDENTS

The University of Bath organises a programme of generic and transferable skills training, supported by the UK Research Councils. The main areas covered by generic skills training are:

Research skills and techniques
Research environment
Research management
Personal effectiveness
Communication skills
Networking and team working
Career management

The Faculty of Humanities & Social Sciences and the School of Management both organise additional training programmes to complement training offered centrally by the University and also within academic departments. Although aimed at Research Students, MRes students can request places on appropriate courses. Further information is available from the Faculty Postgraduate Coordinator who also coordinates the MRes Programmes, Juliet Need.

The University also has available a series of online courses that provide an introduction to key research skills such as Research ethics, Getting Published, and Project Management. Information about 'Research Skills Online' is available
http://www.bath.ac.uk/learningandteaching/rdu/

STAFF DEVELOPMENT COURSES FOR POSTGRADUATE STUDENTS

Following the completion of the University's review of generic and transferable skills training provision, the Staff Development Department will again be running a range of workshops to help postgraduates with their research. The Staff Development webpage has a postgraduate page and later in the autumn a comprehensive timetable will be posted.

In previous years the workshops included: The PhD: Rights, Roles & Responsibilities; Communicate with confidence; Completing your PhD; So you want to be a researcher?; Effective Writing for PhD students.

This is not an exhaustive list as other courses such as project management, general writing skills, careers workshops, and sessions for postgraduates involved in teaching, are often added. Places are limited and must be booked direct with the Staff Development department.

PLACEMENTS
For the MRes International Development, a placement is an optional component at the Masters Stage and may include working with development organisations abroad. It must be explicitly linked to an agreed dissertation topic. Being linked with the dissertation, the placement itself does not have any credits explicitly linked to it but is part of the 30-credit dissertation. All placement students must have a named placement manager within the host organisation and be in contact by e-mail with a placement tutor at the University who usually also acts as their dissertation supervisor. Where placements require work that is incidental to the programme then the Director of Studies may grant an extension to the deadline for their dissertation and arrange a transfer to part-time registration.

SUBMISSION PROCEDURES
It is the responsibility of the student to submit their work correctly by the deadline, If you have to **submit hardcopy coursework** (other than your final dissertation which must be handed to the administrator), there are blue coursework collection boxes (post boxes)

located outside the 1WN 3.04 office. These will be set-up in advance of the deadline, and each box clearly marked with the unit and the submissions date. Coursework must be placed into the correct box. **Electronic submission of coursework** is being increasingly used and you may find that a number of units now have to be submitted electronically via Moodle – please follow the instructions on the appropriate Moodle page. Students will receive an automated e-mail receipt after documents have been uploaded.

Even if hardcopies have been submitted, students may be asked to submit **electronic copies** of any coursework, at any time during the programme (for example for staff to check word counts or to check for plagiarism using the JISC Plagiarism Detection Service).   It is therefore the responsibility of the student to ensure that they keep electronic copies of all assessed work for the duration of the programme. Failure to provide an electronic copy of your work when requested may result in the unit being failed.

SUBMISSION DEADLINES

All assignment hard copies starting with XX should be submitted to the MRes coursework collection lockers, which are located near 1W 3.04 by **12 o'clock (midday) on the day of the deadline** unless the Director of Studies has agreed to an extension or advised otherwise. Assignments submitted after the due date (or the date agreed with DoS) may be penalised if no extension has been agreed (see 'Penalties for Late Coursework Submission').

A **Cover Sheet** must be used when submitting all assignments. Included on all cover sheets is a **cheating and plagiarism declaration** which must be signed. Cover Sheets vary depending on the home department for that Unit. For the core XX Units MRes cover sheets are available at the MRes webpage and the MRes Moodle page.

For discipline specific Units you should contact your department Postgraduate Administrator/Secretary or department webpage for a Cover Sheet and submission instructions.

Please see the section on 'Submission deadlines for coursework and extensions' for further information on applying for an extensions.

SUBMISSION AND MARKING GUIDELINES

You may also find Coursework Guidelines, Dissertation Guidelines and Marking Guidelines on the Moodle page at MRes Generic Programme Page, along with information on how to find Coversheets (for attachment to hardcopy submissions) and instructions as to how many copies must be submitted. Marking guidelines and criteria are in Annex 4 in this document

SUPPORT STRUCTURES

Students will be allocated an MRes peer mentor. This is a new initiative for 2018/19 and the scheme aims to support the transition to life and work at Bath for MRes students, build a sense of community & reduce feelings of isolation.

RESEARCH ETHICS

Ethical approval is an integral part of the research process. It aims to protect both researchers and participants. Participants should have enough details to make informed, autonomous decisions. It is important that you work closely with your project supervisor when applying for ethical approval and determining what is the correct route for applying for ethical approval for your particular study. Each Head of Department/School appoints a Department Research Officer (DREO) with specific responsibility for the management of ethical issues raised by the research work of the Department.

Ethics Forms Submission (MRes Units):

Short Research Apprenticeship Project - You will be required to submit a Departmental Ethics form to your supervisor prior to the collection of any research data.
Long Research Apprenticeship Project - You will be required to submit a Departmental Ethics form to your supervisor prior to the collection of any research data.
Dissertation – You will be required to submit a Departmental Ethics form to your supervisor prior to the collection of any research data.
Qualitative Methods 2 - You will be required to submit a Faculty Ethics form to the unit convenor prior to the collection of any research data.

UNIT AND PROGRAMME CHANGES

We continually look for ways to develop and improve our programmes. For example:

- it might be desirable to make some updates to the content of the curriculum to reflect the latest developments in a particular field of study
- a review of the assessments across a programme (including feedback received) might identify that changes to an assessment would better support student learning.

Students who would be affected by proposed changes are consulted about them, either via their Staff/Student Liaison Committee or directly, depending on the nature of the change.

In addition, it is sometimes necessary to make changes due to unforeseen or unavoidable circumstances. For example:

- the accrediting body for a programme may require changes to be made to it
- it may not be possible to run a particular unit because a member of teaching staff with specialist expertise leaves the University and we are unable to find a suitable replacement
- it may not be viable to run a particular optional unit in a given year because very few students select it.

In such cases, the University will always try to ensure that any impact on students is minimised and that students are informed of the changes at the earliest opportunity.

All programme and unit changes are managed through a formal process set out by the University. The aim of this is to ensure that changes are academically appropriate and properly supported, take place in a timely manner, and safeguard the interests of students.

HOW YOUR PROGRAMME IS REVIEWED AND MONITORED

The University has in place a number of ways to ensure that programmes remain up-to-date, issues are dealt with and improvements made.

All programmes and units are monitored annually, looking at evidence for what is working well and identifying any actions that need to be taken. Taking account of student feedback, including feedback given through unit evaluation and other student surveys, is a key part of unit and programme monitoring.

Departments also conduct periodic reviews of their programmes. These provide an opportunity for in-depth review and development, involving input from students and from an adviser(s) external to the University.

STUDY AND SUPPORT: GETTING THE MOST OUT OF YOUR STUDIES

ACCESSING UNIVERSITY EMAIL

You will need to use your University username and password to access your University email account. You are able to access your email by going to http://mail.bath.ac.uk
Your username also forms your email address (username@bath.ac.uk).

The University will often communicate with you about a range of important matters requiring action from you, including registration, unit enrolment, assessment, degree ceremonies, and matters such as tuition fees, via your University email account. It is a University requirement (Regulation 1.3) that you access your University email account regularly, even if you are out on placement or study abroad.

You therefore have a responsibility to ensure that your University email account can receive incoming mail and that you read your email regularly.

Once you graduate or withdraw from your course, you will receive an email stating exactly when your account will be closed. The email will give at least 30 days' notice.

Further information
Email guidance: www.bath.ac.uk/guides/accessing-your-university-email-and-calendar
Regulation 1.3: www.bath.ac.uk/publications/regulations-for-students

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YOUR STUDENT RECORD: SAMIS

SAMIS is the University's student records database. It provides an online portal where you can view details about your registration, update your contact details, and do other things such as viewing exam information, viewing your confirmed assessment results, and (where applicable) choosing optional units.

Further information
https://samis.bath.ac.uk

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

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 training. Moodle can be found at:
https://moodle.bath.ac.uk/login/index.php. You can access this from any PC at the University or elsewhere.

To get started, go to: https://wiki.bath.ac.uk/display/moodle/Student+Support and read through the support documents. Then have a look at the Moodle pages for one of your Semester 1 units.

> **Programme-specific pages** including forms, instructions for coursework submissions, dissertation requirements, dissertation supervision guidelines, marking guidelines and links to others resources can be found at [MRes Programmes Specific Information](#).
>
> **Unit-specific pages** including Unit Outlines, lecture schedules, timetabling, lecture notes and presentations, reading lists and assessment information can be found on individual unit Moodle pages. You will automatically gain access to these pages once you have registered on line and have made your unit choices.

PERSONAL TUTOR SYSTEM

When you join the University, you will be assigned a Personal Tutor who will help you to get the best out of your university experience. Your Personal Tutor will:

- support you in your academic progress and personal development
- discuss with you programme choices, placement opportunities and future career plans
- provide you with a reference for your placement or career
- guide you to sources of expert help with any personal/welfare issues.

Your Personal Tutor should arrange to meet with you on at least three occasions in your first semester and at least once per semester thereafter. This enables you both to get to know each other, such that you can raise any issues with your tutor and your tutor can support you fully through your programme. It is important that you attend scheduled meetings with your Personal Tutor and let them know in advance if you cannot attend. Many of these meetings may be in small groups but you can also request a one-to-one meeting.

If you should have reason to wish to change your Personal Tutor, please contact your Director of Studies to discuss the matter.

LANGUAGE AND ACADEMIC SKILLS SUPPORT AND DEVELOPMENT

To help you get the best out of your studies and your future employability, we offer all our students a comprehensive range of free, year-round skills and personal development opportunities designed to complement your academic programme.

These opportunities have been designed to give you choice and flexibility to help you get the support and development you need at the time you most need it.

To develop your academic skills, you can choose from classes, tutorials, drop-in sessions, workshops and online resources, for example:

- create well-written, clearly structured essays, reports and dissertations
- think critically in order to enhance your writing
- manage information sources and literature effectively
- give polished and effective academic presentations
- manage and analyse numbers, data and statistics
- use IT tools and resources effectively
- enhance your existing language proficiency, or learn a new language.

There are many opportunities available to you through our Careers Service and Students' Union to help you develop your skills and prepare for the workplace. For example:

- writing an effective job application and CV
- succeeding at interview or assessment centre
- leading and managing projects
- chairing meetings
- running a club or society.

Further information
Find out more about the skills support and development opportunities available here:
http://go.bath.ac.uk/skills

RECOGNITION FOR EXTRA-CURRICULAR ACTIVITIES: THE BATH AWARD

The Bath Award is open to all undergraduate and postgraduate students. It recognises the experiences, skills and strengths you have gained through participation in extra-curricular activities, volunteering, work experience, part-time work, global opportunities and more. The Award enables you to reflect on your personal development as a student and future employee. Completing the Award will enhance your employability, increase self-awareness of your skills and enable you to articulate these effectively to future employers.

Further information
www.bathstudent.com/bathaward/

THE LIBRARY

The Library is open 24 hours a day, all year round and provides print and electronic materials and information services to support study and research across the University. It houses over 520 PCs, wireless networking throughout, and provides areas for both quiet individual study and group work. Alongside 360,000 printed books, it offers over 26,000 electronic journals, 440,000 electronic books, 90 databases for information, literature and data searching, and digital versions of the University's academic publications, all available across the University and beyond. The Library's copy and print service includes black and white and colour photocopying, laser printing and scanning.

Information specialists, our Subject, School and Faculty Librarians (see the Department's library resources page below), are responsible for services to individual Departments/the School. They provide individual help to students and staff, as well as teaching information skills in Department and School programmes and through general University skills provision. All new students receive library introduction sessions during the induction period.

Further information
For information on all library services, Subject Librarians and resources:
www.bath.ac.uk/library

COMPUTING SERVICES AND FACILITIES

Using your University username and password, you will be able connect to University computers, University email, the internet, file storage and printing. You will also be able to get access to a range of free software, including Office 365 and antivirus. You can also work from any location using our UniDesk and UniApps service, which gives you access to your files as if you were on campus.

If you'd like to know more about these services and how to access them, visit
http://go.bath.ac.uk/it-new-students

IT Support is available from the IT Service Desk on Level 2 of the Library or online at:
http://go.bath.ac.uk/it-help-form

If you require learning assistance, Computing Services can support you with your computing needs. The Assistive Technology Team is available to provide advice and support. Additional resources are available, which include the Assistive Technology 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.

You can also borrow technology from the Service Desk in support of your studies, for example audio recorders, video cameras and projectors.

Further information
Computing Services: www.bath.ac.uk/professional-services/computing-services
Information for new users: http://go.bath.ac.uk/it-new-students
Information for users requiring learning assistance: www.bath.ac.uk/professional-services/assistive-technology
IT shop: www.bath.ac.uk/locations/it-shop
Computing Services Twitter feed: @UniofBathIT

RECORDING OF LECTURES

'Lecture capture' technology is widely used on campus to record lectures. Lecturers on your units will inform you if lectures will be recorded and the recordings made available for you to view again online. Where provided, lecture recordings are made available as an additional resource for personal study and revision purposes, and you can pause and rewind recordings when you re-watch them. The University cannot guarantee recordings (for example in the event of a technical fault) and recordings are not made available indefinitely.

As set out in Ordinance 22.4, students are not permitted to copy or redistribute lecture recordings, or to make their own recordings of lectures. However, the University may permit students with a disability to record lectures where this is a reasonable adjustment under the provisions of the Equality Act, in order to give these students equal access to educational opportunities. In such circumstances the lecturer will be informed that the lecture is being recorded and the student may use the recording for their own personal study purposes only. Students with a disability should contact the Disability Service for further advice.

Further information
Ordinance 22: www.bath.ac.uk/ordinances/22.pdf
Disability Service: www.bath.ac.uk/groups/disability-service

STUDENT REPRESENTATION

Feeding back your views to the University
The University is committed to reviewing and continually improving its practice. The main ways in which we seek feedback are through:

- Staff / Student Liaison Committees (SSLCs)

- surveys
- The SU (Students' Union).

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 SU or by letting your Department know that you are interested in contributing.

Every Department has a formal system so that all students can comment routinely, in confidence and anonymously on the learning experience 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 teaching is effective and stimulating
- the advice and feedback we provide on your work is helpful
- our resources are suitable.

You will be asked to complete a short online unit evaluation for units you have studied. You will also be asked to complete surveys periodically on your experience of the programme as a whole. Please complete each evaluation fully, thoughtfully, and candidly. In particular, please tell us not only your opinion but also the *reasons* behind your opinion.

When we receive responses to evaluations, we analyse them – especially the positive suggestions for change and concerns that are voiced. Student feedback and the resulting actions are taken into consideration in annual monitoring of units and programmes. Survey results are discussed at committees where student representatives have the opportunity to input to any action plans developed in response to the issues raised.

Your feedback is important to both the University and The SU. Please keep telling us what is going well and what needs to get better. We will communicate how feedback on units and programmes, and the wider student experience, has been acted upon.

Student representatives

As a student of the University you are automatically a member of The SU (although you have a right to opt out - see section below on **Students' Union membership**). Officers of The SU 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. All student representatives are elected through online elections facilitated by The SU.

There are many opportunities for elected student representatives. If you are elected 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.

Departmental level:	Each Department has at least one Departmental SSLC. These comprise six or more elected student members, known as Academic Reps, and an equal or smaller number of staff members. Academic Reps are elected at the beginning of every year through online elections. Their role involves collecting the views of the students on their programme and attending SSLCs where they represent these views to their Department.

Each SSLC produces an Annual Overview 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 (taught) representative.

Academic Reps attend the Academic Council, as well as Faculty / School Forums, of the Students' Union. These meet, alternatively, every three weeks during semester time in order to:

- keep Students' Union Officers and fellow Academic Reps informed of academic 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 Academic Reps on key issues.

Do feel free to approach your student Academic Reps at any time to inform them of good practice or areas for enhancement in your units and programme. This is normally the person who represents your year or degree scheme on the Departmental SSLC. |
|---|---|
| **Faculty/ School level**: | Student representatives are also elected as Faculty Reps to sit on a number of Faculty/School level committees such as the Faculty/School Board of Studies and the Faculty/School Learning, Teaching and Quality Committee. Faculty Reps are also members of The SU Academic Exec Committee. |
| **University level**: | University committees with student representation include the Council/Senate/Students' Union, the University Learning, Teaching and Quality Committee, the Programmes and Partnerships Approval Committee, and Senate. |

If you are interested in opportunities to represent student views, please contact The SU: academicreps@bath.ac.uk

The SU runs a full training programme for student representatives including an online course in Moodle, a conference and additional sessions through the Skills Training programme.

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

Your SSLC: please see your individual Department pages:
https://www.thesubath.com/academicreps/departments/#hss
SU Academic Representation including contact details for Academic Reps:
thesubath.com/academicreps
Election of Academic Reps: thesubath.com/elections
SU Skills Training programme: thesubath.com/skills-training
Outline election procedures are included in QA48 Student Engagement with Quality Assurance and Enhancement, Annex A: Staff/Student Liaison Committees:
www.bath.ac.uk/quality/documents/QA48_Annex_A.pdf

STUDENTS' UNION MEMBERSHIP

All students registered with the University are automatically given membership of The SU. However, you have the right not to be a member. For further information on opting out of this membership, please go to the Code of Practice for The SU: www.bath.ac.uk/corporate-information/code-of-practice-for-the-students-union-su

STUDENT SUPPORT

Most students find there are occasions when it can help to talk to someone about a personal problem or issue. In many cases your Personal Tutor, Director of Studies, or Wellbeing Adviser (see the **Wellbeing Service** section below) will be able to help. However, sometimes more specialist help is needed. The University has a range of professional support services that you can approach directly. Your two main contact points are Student Services at the Roper Centre in 4 West and the Advice and Support Service in the Students' Union.

Student Services
Student Services can provide advice and support on a range of issues including:

- counselling and mental health
- disability issues
- money and funding
- wellbeing and welfare.

You can make an individual appointment or just pop in to our daily drop-in sessions.

Student Services can also provide letters confirming student status for a variety of purposes, which can be requested by logging on to SAMIS: https://samis.bath.ac.uk

The Roper Student Services Centre in 4 West is open from 9.30am to 4.30pm throughout the year (tel: 01225 383838). Services are also available from the Virgil Building in Bath city centre.

For the full range of Student Services, see: http://go.bath.ac.uk/student-services or email: studentservices@bath.ac.uk

THE STUDENTS' UNION ADVICE AND SUPPORT SERVICE

The Students' Union Advice and Support Service can guide and support you with any problems you may have during your time at Bath. Their professional advisers offer confidential and non-judgemental information, advice and support, and are fully trained to give assistance and empower you to find the best resolution for your issue.

They can advise on a range of topics affecting your education and welfare. They provide academic advice for students wanting to submit Individual Mitigating Circumstances claims (see the section in this Handbook on **Assessment**), support for academic appeals, changing course, placements and more.

The Advice and Support Service can also support students with their housing situations. They can advise students on landlord issues, council tax, contract checking and more. They also offer support with personal issues such as harassment and stress, and offer cost-price condoms and free pregnancy tests.

The Students' Union Advice and Support Service is open Monday to Friday 9.00am to 5.00pm in term time (from 10.00am on Fridays) and 10.00am to 4.00pm during vacations (tel: 01225 386906, email: suadvice@bath.ac.uk)

The Advice and Support Service also supports the Diversity and Support groups – details of which can be found at: thesubath.com/diversity-support

The Students' Union webpage provides the facility for students to report incidents of harassment, discrimination or bullying. Incidents can be reported anonymously if preferred. Details of how to report an incident are available at: thesubath.com/report-an-incident

For the full range of services see: thesubath.com/advice

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For the full range of services see: thesubath.com/advice

Further information
A guide to the wide variety of support and information available to students can be found at: www.bath.ac.uk/students and the Students' Union website: thesubath.com

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Wellbeing Service

The University's professionally qualified Wellbeing Advisers provide a welfare and wellbeing service to all our students. You can talk to a Wellbeing Adviser about anything and we are also available evenings and weekends.

We hold daily drop-in sessions on campus, including weekends and University vacations. Drop-in sessions are also held at the Virgil Building in Bath city centre and we run activities during vacations for students who remain in Bath.

ADVICE FOR INTERNATIONAL STUDENTS

The Student Immigration Service provides immigration advice and support for all international students, including a 'check and send' service if you need to send a Tier 4 visa application to the Home Office. The Service offers workshops, a daily drop-in service, advice via email, phone and web-based platforms, or individual appointments can be made through the Helpdesk in The Roper Student Services Centre, 4 West.

Student Services organise University-wide induction and welcome events in September. Events are also organised for incoming exchange students in the first week of each semester.

For students who join outside of the standard semester dates, induction and welcome events are organised by the relevant Department.

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 Departmental, Faculty/School and University level. Student representatives help to anticipate potential problems and, when problems occur, to raise them so that they can be dealt with promptly. As a result we can often resolve problems *before* they get to the stage where a formal complaint might be necessary.

The Students' Union offers advice for students on a range of issues through its Advice and Support Service. Its advice is independent of the University. See the section above on **Student Support.**

COMPLAINTS

If you do need to make a complaint, there are procedures in place to deal with it, outlined in the University's Student Complaints Procedure (see below).

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.

There are separate procedures for requesting a review of progression or award classification decisions. See the section in this Handbook on **Procedures for Academic Appeals**.

BULLYING, HARASSMENT AND VICTIMISATION

All our students and employees are entitled to be treated with 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).

Further information
www.bath.ac.uk/equalities
See also the section in this Handbook on **Student Support** for information on reporting incidents of bullying or harassment.

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 to the Mediation Service Manager.

Further information and contacts
Mediation Service: www.bath.ac.uk/guides/mediation
Mediation Service Manager: 01225 383098 or equalsdiv@bath.ac.uk

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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 speak to the Disability Service team, your Personal Tutor or Director of Studies as soon as possible and preferably before your programme begins. Referral to the Disability Service will enable us to assess your needs and make arrangements to support you.

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*. If you don't disclose your disability it may be difficult for the University to provide suitable support to help you during your studies. Disclosure will not disadvantage you in any way.

The Disability Service 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
- health conditions such as Epilepsy, HIV, Diabetes or Chronic Fatigue.

A screening process is available if you think you may have a specific learning difficulty/dyslexia.

Disability Advisers are also 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) please discuss this with a Disability Adviser without delay.

Further information
www.bath.ac.uk/groups/disability-service

PREGNANCY AND MATERNITY

The University is committed to being as flexible as possible in supporting students who become pregnant, decide to terminate a pregnancy or have a very young child. You can seek advice, guidance and support via your Director of Studies, Personal Tutor and the University's Student Services. This will enable us to put in place arrangements that will assist you in undertaking your programme of study.

If you anticipate that you will need an absence from the University, talk to your department. They will offer you an appointment to discuss your options for continuing your studies and how the University can support you.

> *Further information*:
> www.bath.ac.uk/guides/getting-advice-if-you-are-pregnant-while-studying-or-have-a-young-child

CARE-LEAVERS, ESTRANGED STUDENTS, REFUGEES AND YOUNG ADULT CARERS

The University is committed to supporting students from a wide range of backgrounds and circumstances including those who are care leavers, from a Foyer or are estranged from their family. We are aware of the challenges students may face when starting university and we want you to get the best out of your programme and university experience. We are able to offer you advice and guidance about settling in, academic studies, funding, accommodation, wellbeing and careers. The service we provide is confidential and entirely optional in relation to the level of support you feel that you may need.

> *Further information*
> www.bath.ac.uk/guides/additional-support-and-funding-for-care-leavers-foyer-residents-and-estranged-students
> www.bath.ac.uk/guides/financial-support-for-refugees
> www.bath.ac.uk/guides/students-with-caring-responsibilities

EQUALITY, DIVERSITY AND INCLUSION

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 (this means colour, nationality including citizenship, ethnic or national origins), religion or belief, sexual orientation, or transgender status. The new equality duty also covers marriage and civil partnership with regards to eliminating discrimination in employment.

> *Further information*
> There is a range of information and resources available at www.bath.ac.uk/equalities or email: equalsdiv@bath.ac.uk
>
> **Accessibility**
> An access guide is available which outlines the disabled access features and route plans at the University of Bath:
> www.disabledgo.com/organisations/university-of-bath/main-2

CAREERS SERVICE

The University Careers Service can support you through the career planning process, whatever your career aspirations. In addition to providing support with developing your employability, and guidance on how to make informed career decisions, Careers Advisers can help you by providing feedback on your CV and applications, and your interview technique. The Careers Service also provides a wealth of careers information, and access to resources such as online aptitude tests. Being in regular contact with several hundred major employers, the Careers Service is also a fantastic source for graduate job vacancies for Bath students, as well as the organiser of several major careers fairs each year.

Further information
The Careers Service is open throughout the year, including the vacations.
Check the web site for opening times: www.bath.ac.uk/students/careers
The web site includes the *Myfuture* vacancies portal.

Contact careers@bath.ac.uk or 01225 386009 or follow the Careers Service on Twitter @CareersatBath or Facebook (search for BathUniCareers).

ASSESSMENT

FEEDBACK TO STUDENTS ON ASSESSMENT

During your programme, you will receive feedback on assessed work. Feedback on assessments may take different forms, depending on your subject and the type of assessment. You will be informed of the timing and nature of the feedback you will receive on each assessment, including whether the piece of work itself will be returned to you. For formal written examinations, students may receive general feedback to the group rather than individual feedback. You can discuss feedback you receive on assessments alongside your performance and progress in your studies at meetings with your Personal Tutor.

Faculty feedback policy: http://www.bath.ac.uk/quality/documents/QA16.pdf

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ACADEMIC INTEGRITY: REFERENCING AND PLAGIARISM

Plagiarism is the use of any published or unpublished work without proper acknowledgement in your references. 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 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 styles for referencing material, within two general systems: Name/date (e.g. Harvard) and Numeric. **Ask your Director of Studies or Personal Tutor for further information and advice on the referencing style used on your programme.**

Guidance on referencing and plagiarism is available through skills training run by the University and the Students' Union, as well as online resources. Information guides and style sheets are available from the Library, and your Subject Librarian will be able to help with any questions.

Further information
For a range of skills and development opportunities see: http://go.bath.ac.uk/skills
Library referencing resources, including style sheets:
www.bath.ac.uk/library/infoskills/referencing-plagiarism
Students' Union Skills Training: thesubath.com/skills-training

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ACADEMIC INTEGRITY: TRAINING AND TEST

As a student registered on a University of Bath award, you are required to undertake the academic integrity training and pass the associated test.

The academic integrity training aims to provide all students with a basic knowledge and understanding of good academic practice. This includes an understanding of plagiarism and other assessment offences, and skills necessary to reference your work appropriately.

The training and test are accessed from Moodle by clicking on the link entitled **'Academic Integrity Initiative'**: http://moodle.bath.ac.uk

If you have any access problems, then please contact your Department Administrator in the first instance.

When you have completed the training tutorial and are confident that you have understood it, you should undertake the test.

To pass the test you will need to achieve a mark of 85%. You can take the test as many times as necessary until you pass.

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 or as required by your Director of Studies, and then take the test again.

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.

Further information
Academic and information skills:
www.bath.ac.uk/library/infoskills
www.bath.ac.uk/professional-services/academic-skills-programme-asp
Regulation 3.7: www.bath.ac.uk/publications/regulations-for-students

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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 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.

Turnitin complies with the European General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR). 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 – see below) 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 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 Plagiarism Detection 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) are described at: www.bath.ac.uk/quality/documents/QA53.pdf
Regulation 15, Assessment of undergraduate and taught postgraduate programmes: www.bath.ac.uk/publications/regulations-for-students
University's Data Protection Officer: dataprotection-queries@lists.bath.ac.uk
Further information on Turnitin:
https://guides.turnitin.com/Privacy_and_Security#EU_Data_Protection_Compliance

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ACADEMIC INTEGRITY: PENALTIES

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, including self-plagiarism (see above)
- unfair collaboration or collusion - representation of work produced in collaboration with another person or persons as the work of a single candidate.

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

Penalties for unfair practice will be determined by the Department or by the Faculty/School Board of Studies in line with the procedures set out in QA53. 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. Claims of inadvertence or ignorance will not be accepted as a basis for mitigation of a penalty.

If you are accused of an offence, the Students' Union's welfare services are available to support you. You have the right to appeal against the outcome of the investigation.

Further information
Examination and assessment offences: www.bath.ac.uk/quality/documents/QA53.pdf
Appealing a decision about an assessment offence:
www.bath.ac.uk/guides/appeal-against-a-decision-about-an-assessment-offence
Students' Union advice and support: thesubath.com/advice

WORD COUNTS

Written coursework tasks will normally have a word range or limit. This is in order to give an indication of the depth and detail of work required, and to ensure that students' submitted work is comparable. You will be required to declare the word count for your work when submitting it for assessment.

If you do not observe the given word range or limit for the coursework task, for example if you exceed the word limit, then a penalty will be applied. The penalty that would apply should be stated in writing when the assignment task is distributed. You should take note of what is included when calculating the total word count (e.g. whether or not contents pages, appendices, footnotes, bibliographies and other elements that are not part of the main text are included).

Your programme has adopted the University's default policy for non-compliance with the word limit or word range in accordance with QA16 (http://www.bath.ac.uk/quality/documents/QA16.pdf) as below:

- **the marker(s) will stop reading the work once the student has exceeded a word limit (or the upper figure of a word range) by 10%. If a student writes less than the word limit (or the lower figure of a word range) they risk not maximising their potential mark;**
- **for the purpose of calculating the word count, footnotes are included, whereas contents pages, executive summaries, tables, figures, appendices and reference lists/bibliographies are excluded**

You should check with your Director of Studies if you have questions about word counts and penalties.

You will be expected to hand in all assessed coursework and dissertations/projects by a specified date and time. This is to ensure fairness to all students who are submitting work.

If there are valid circumstances preventing you from meeting a deadline, your Director of Studies may grant you an extension to the specified submission date. Please see the criteria and protocol for applying for an extension in Appendix 5 F. You will need to provide a description of the circumstances which you feel support your request. Your Director of Studies may ask you to produce supporting evidence. Extensions are not routinely available and should not be applied for simply because you have not managed your time effectively.

Please note that:

- 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 working days after the submission date, you will normally receive a mark of 0 (zero), unless you have been granted an extension.

It is not usually possible to mark coursework anonymously if it is submitted after the deadline.

It is important that you speak to your Director of Studies as soon as possible if you become concerned about your submission deadlines.

See also the section in this handbook on **Submission deadlines**.

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 the impact on your affected assessment.

Full information and guidance on Individual Mitigating Circumstances and Assessment is available at: www.bath.ac.uk/registry/imc/imc-students.html
It is strongly advised that you become familiar with the available guidance so that you understand the process and timescales should such circumstances arise.

Definitions of IMCs can be found in "What are Individual Mitigating Circumstances?" www.bath.ac.uk/registry/imc/documents/what-are-imcs.pdf
You should make yourself familiar with these definitions, in addition to any IMC guidance offered by your Department, and support and guidance offered through the Student Disability Advice Team (www.bath.ac.uk/groups/disability-service/) or the Students' Union Advice and Representation Centre (www.bathstudent.com/advice/).

Your Department will be able to advise you on how to submit an IMC claim, and your Director of Studies can help you to understand the potential implications of your IMC claim on your overall progress and/or award, in light of your academic achievement to date and the assessment regulations for your programme.

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 no more than three days after the affected assessment by completing the IMC report form available at: www.bath.ac.uk/registry/imc/imc-students.html
You will also 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 a potential IMC that may affect your assessment before you begin an assessment period, it is important that you notify your Director of Studies/Programme Leader in advance. Note that if you do intend to submit a formal IMC claim for the affected assessment(s), you will still need to complete the form and follow procedures.

If you are having any difficulties whilst working on your dissertation and are considering submitting an IMC claim, please contact your Director of Studies as it may be more appropriate for an extension to be given to allow you to complete the work.

ASSESSMENT PROCESSES

Assessment and marking processes at the University are designed to ensure that assessment of your work is fair and consistent, and that academic standards are appropriate and comparable between the University and other higher education institutions. This is achieved in a number of ways.

Marking: Assessments you will complete during your programme are marked according to:

- *marking criteria (or assessment criteria)* - these are the knowledge, understanding and skills which it has been identified that students should demonstrate in the assessment and which are taken into account during marking. They are based on the learning outcomes being assessed
- *marking scheme* - this is a detailed description of how specific numbers of marks should be assigned against individual components of an answer within the assessment task
- *grade descriptors* - these are descriptions of the levels of achievement required in order to get a result within a given band of marks (e.g. 70% or more).

Anonymous marking: The University has adopted a principle of anonymous marking in order to protect students and staff from bias, and the perception of bias, in the marking process. It applies to all examinations and, where practical, other assessment. It is not possible to mark all coursework anonymously as in some types of assessment the student can be easily identified by the marker (e.g. presentations, group work, laboratory work) or it might not be practical, or in the student interest, to do so. You will be informed when your coursework is to be marked anonymously.

Moderation: Both the setting and the marking of assessments are independently checked through a process known as moderation to ensure that questions test the learning outcomes and are set at the right standard, and that marking is consistent and fair. Moderation is conducted by internal examiners and also by your External Examiner.

Boards of Examiners:
Assessment decision-making at the University is the responsibility of Boards of Examiners established at three levels: assessment outcomes go first to *Boards of Examiners for Units*, then *Boards of Examiners for Programmes*, then finally to *Boards of Studies*. Boards of Studies confirm decisions relating to student progression from one stage of the programme to the next and the final award. The assessment marks you are given initially by markers are therefore provisional up until the point when they have been confirmed by the Board of Studies for your programme. An official release date is set when your confirmed results will be made available to you via SAMIS (the University's student records system). An appeal can only be made in relation to a confirmed mark (see the section in this handbook on **Procedures for Academic Appeals**).

All marks for a unit are reviewed at a meeting of a Board of Examiners for Units which will verify that the assessment process has been conducted appropriately and that the marks are an accurate reflection of the standards achieved. On rare occasions a Board of Examiners may decide to recommend a change to the marks assigned initially, based on evidence that there was a problem with the assessment (for instance, disruption during an examination, or an exam paper that was too easy or difficult) which means that the marks assigned initially do not accurately reflect the standards achieved by the candidates. This adjustment is known as scaling and under these circumstances the marks of all affected students will be changed.

EXAMINATIONS – INFORMATION AND GUIDANCE

Rules and procedures for examinations are set out in the University's Regulation 15 and Rule 2. The dates of the University's formal assessment periods are found on the academic year charts: www.bath.ac.uk/publications/academic-year-charts
You will have access to your personal examination timetable via SAMIS approximately seven weeks before the assessment period begins.

If you have learning or support needs and think you may require alternative examination arrangements please seek advice from the Disability Service and inform your Director of Studies as early as possible.

> ***Further information***
> www.bath.ac.uk/student-records/examinations/examinations-information
> Regulation 15: www.bath.ac.uk/publications/regulations-for-students
> Rule 2: www.bath.ac.uk/rules/exam
> Disability Service: www.bath.ac.uk/groups/disability-service

EXTERNAL EXAMINERS

An External Examiner is someone from another University or a professional organisation who is suitably qualified and experienced in the relevant field of study. At least one External Examiner is appointed for each taught programme or group of programmes. The role of External Examiner is an important one in assuring that assessment processes are fair and academic standards are appropriate, and supporting the development of your programme. External Examiners look at draft examination papers and samples of assessed work, and attend Boards of Examiners.

Once a year, External Examiners provide a written report on each taught programme. University staff will look at these reports and a response will be made to the External Examiner's comments. Staff/Student Liaison Committees (SSLCs) also discuss External Examiner reports as part of annual monitoring. You can read the latest External Examiner report for your programme, and the University's response to it, at: www.bath.ac.uk/quality/externalinput/external-examiners-reports.bho/index.html

The External Examiners for your programme are:

Disciplinary Based Pathways:
Professor Gavin Hilson
Professor of Sustainability in Business, University of Surrey

Professor Ian Brunton-Smith
Senior Lecturer, Department of Sociology, University of Surrey

Interdisciplinary Pathways:

MRes Health and Wellbeing:
Dr Lauren Sherar, Senior Lecturer Physical Activity and Public Health, Loughborough University

MRes Security, Conflict and Justice:
Dr Claudia Aradau, Reader in International Politics, Kings College London

MRes Global Political Economy: transformations and policy analysis:
Dr Martin Hess, Senior Lecturer in Human Geography

MRes Environment, Energy and Resilience
Prof Wouter Poortinga, Professor of Environmental Psychology, Cardiff University

MRes Advanced Quantitative Methods
Professor Franz Buscha, Professor of Economics, University of Westminster

It is not appropriate to make direct contact with External Examiners. If you are dissatisfied with the process or outcome of an assessment, and are considering whether to raise this either informally or formally, the sections of this handbook on **Procedures for Academic Appeals** and **Dealing with a problem involving the University: Complaints** give some more information about the University's procedures for student complaints and academic appeals. The section on **Student Representation** sets out how students can engage with the quality management process through which the University considers and responds to External Examiners' comments and suggestions.

ASSESSMENT REGULATIONS

The University's **New Framework for Assessment: Assessment Regulations: Phases 2 & 3 for postgraduate taught programmes ('NFAAR-PGT')** specifies the rules governing students' progression from one stage of their programme to the next as well as for the award of degrees. The rules cover all areas of assessment, including supplementary assessment and the extent to which failure may be condoned. If you began the first stage of your programme in or after the 2011/12 academic year, NFAAR-PGT applies to you. (If you began before then, please ask the Director of Studies for guidance on assessment).

If at any time you are in doubt about how NFAAR-PGT provisions apply to your work, please consult your Director of Studies.

This section highlights areas of the University's assessment framework for the type of programme you are undertaking. It explains the regulations that govern your assessment and outlines how the University makes decisions concerning your progression through your programme and award. Complete information is available in the NFAAR-PGT document.

> *Important information*
> This section may contain terms unfamiliar to you. In addition to the explanations we give below you can find full definitions at:
> www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-02.pdf
> For full details of the NFAAR-PGT, visit: www.bath.ac.uk/registry/nfa/index.htm
> For information relating to your programme, visit: www.bath.ac.uk/catalogues/

Your programme and how you are assessed

Within your programme of study, there are *compulsory units*, (i.e. those units in a programme which must be taken by every student registered on the programme), and *optional units* (i.e. those units you may choose from a range of options).

The Programme Description; Structure of the programme section in this handbook shows the structure of your programme. In the table, compulsory and optional units are labelled "C" and "O" respectively. Please note that you can also access this information via links in your programme's description in the Programme and Unit Catalogues available at: www.bath.ac.uk/catalogues/

At the end of the table, there is a link to the relevant appendix of the NFAAR-PGT which states exactly how the assessment rules operate.

The following points will help you to understand how the assessment rules relate to your specific programme, such as pass marks, averaging of marks and dealing with any failures:

Firstly, there are several references below to the persistent generic rules on the extent of any failures of units permitted overall. The rules are that you can only (1) fail and retrieve units, or (2) marginally fail units and have them condoned, **within set limits.** Breaking these rules results in failure of the programme.

A1. Your programme has Designated Essential Units (DEUs) which you must pass to gain the award you seek; even marginal failure in these units cannot be condoned.

A2. Your programme is divided into stages and follows the general principle that all stage assessment must be successfully completed before progression to the next stage is permitted. This means that, if you are required to undertake supplementary assessment, you will have to do so before you can progress further. You must also never break one of the persistent generic rules.

A3. Your programme has units that constitute the Taught Stage(s) Credits in a separate phase before the period in which you will do the Dissertation/Project type unit(s), as indicated in the table at the end of this section. The Programme Progression Requirement to get from the taught phase to the dissertation/project phase is minimum 40%.

A4. Should you fail to qualify for the award of the degree of Master, you may be considered for the award of a related Postgraduate Diploma or Postgraduate Certificate (subject to your having met the requirements for one of those awards).

A5. The normal pass mark for a unit is 40%. In some units, you might need to achieve a threshold mark in one or more component assessments in order to pass the unit overall. Particular rules apply to failure of units of the "taught" type, or in the "taught" stages. They are as follows:
- If you fail any DEUs, you will have to undertake supplementary assessment – unless you have failed so many DEUs that you fail outright or the attempted retrieval would break the rule on how much failure can be retrieved.
- If you fail any non-DEU units badly (i.e. achieve less than 35%), you will have to undertake supplementary assessment – unless you have failed so many units that you fail outright or the attempted retrieval would break the rule on how much failure can be retrieved.
- If you fail only non-DEU units marginally (i.e. achieve 35%-39%), you might be able to progress without supplementary assessment. Whether you do progress will depend on the total credit value of the failed units.

A6. Dissertation/project units have their own special rule on failure: only cases of marginal failure (i.e. 35%-39%) will be given permission for attempted retrieval through supplementary assessment, and any resubmission that is permitted for marginal failure must be made within a specified period. Ultimately, you must pass a dissertation/project unit (or have an average of at least 40% for them if there are more than one) for satisfactory completion of the requirements for dissertation/project elements.

A7. Your unit results are combined as follows to make overall assessment/award decisions:
- The Taught Stage(s) Average (TSA) will be calculated by taking the credit-weighted average of marks for all units required to contribute to the taught stage(s), or by taking the credit-weighted average of marks for all units defined as of "Taught-type" required to contribute to the programme.
- The Dissertation/Project Average (DPA) will be calculated by taking the credit-weighted average of marks for the unit(s) required to contribute to the dissertation/project stage(s), or by taking the credit-weighted average of marks for the unit(s) defined as of "Dissertation/project-type" required to contribute to the programme.
- The Overall Programme Average (OPA) will be calculated by taking the credit-weighted average of marks for all units required to contribute to the programme.

A Board of Examiners will decide at appropriate points whether you are continuing to meet the requirements for the programme (including not breaking persistent generic rules whereby you can only fail and retrieve, or marginally fail and have condoned, units within set limits), and/or whether you have met all the requirements for your target award or any alternative that might be available. The outcomes will depend on both your performance in individual units and your overall performance. Generally, if you pass each of your units, you will progress and, in due course, be recommended for an award.

If you fail units beyond certain credit values, or you fail some too badly, you might break one of the persistent generic rules whereby you can only fail and retrieve, or marginally fail and have condoned, units within set limits, and this will result in failure of the programme - without any opportunity for supplementary assessment. (Further information on supplementary assessment is provided below.)

The criteria for making awards with distinction or with merit are described in the relevant NFAAR-PGT rules (paras. 78-80).

Supplementary assessment
'Supplementary assessment' is the term normally used for an opportunity given to a student to retrieve failure before starting the next stage of a programme, or by the end of the programme if it is a single-stage programme or the failed units are not Stage Required Units (SRUs). It generally involves re-doing coursework or re-sitting an examination. Students undertaking supplementary assessments are likely to have to do so at the University in the summer re-sit examinations.
For the 2018–19 academic year, this period will be 14 August to 23 August 2019.
Each unit's method of supplementary assessment is shown in the online Unit Catalogue.

At supplementary assessment, students will normally have the opportunity to gain credit for units then successfully passed and to have the mark gained reported to them for feedback purposes, but a maximum mark of 40% will be awarded and used in the Overall Stage Average, the Overall Programme Average, the Taught Stage(s) Average, and any award calculation.

In units where the original assessment is a written examination, supplementary assessment may sometimes take the form of reworking an examination paper, known as 'mandatory

extra work', rather than re-sitting the examination. In such cases the pass mark is 70% and a mark below 60% is considered a bad fail.

If you pass all your supplementary assessments, you will be able to progress onto the next stage of your programme and/or, as appropriate, be considered for an award. If you do not pass them all, the outcome will depend on your overall performance including consideration of the rules about passing particular types of units and the persistent generic rules (as set out above).

ACADEMIC APPEALS

Students wishing to submit a request for an academic appeal should refer to Regulation 17 (Conduct of Student Academic Appeals and Reviews): www.bath.ac.uk/publications/regulations-for-students

You are also strongly advised to read the online guidance provided by the Academic Registry: www.bath.ac.uk/registry/appeals

Independent advice about academic appeals is offered by the Students' Union Advice and Support Centre: thesubath.com/advice

Regulation 17.16 outlines how you may appeal against formal Board of Studies decisions in respect of one or more of the following:

  i) the student's suitability to progress from one stage of the programme of study to the next
  ii) the student's suitability to remain on the programme of study
  iii) the marks/grades, degrees, certificates or diplomas, and the classifications/grades awarded to the student.

The regulation also sets out the grounds on which an appeal can be based (Regulation 17.16). Please note that:

- dissatisfaction with a mark or set of marks, or any other aspect of the properly exercised academic judgement of the examiners, will not of itself be acceptable as a valid ground for an academic appeal (Regulation 17.1)
- students who have concerns about assessment outcomes that have not yet been approved by a Board of Studies should seek advice in the first instance from their Director of Studies. This may include matters such as suspecting errors in the totalling or transcription of marks/grades, or wishing to seek clarification about the marking process (Regulation 17.2).

All academic appeals must be submitted within the timescales set out in Regulation 17. Students must provide the required information and evidence, including a completed AA1 form. The form and further academic appeals guidance are available at: www.bath.ac.uk/registry/appeals

Student Complaints are dealt with under separate procedures. For more information, see: www.bath.ac.uk/guides/student-complaints-procedure

If you are uncertain as to whether your concerns are a potential academic appeal or a student complaint, please refer to the guidance at: www.bath.ac.uk/students/support/complaints

GENERAL INFORMATION

THE ACADEMIC YEAR 2018-19

SEMESTER 1

Event	Dates
New student arrivals	Saturday 22 September 2018 - Sunday 23 September 2018
Welcome Week	Monday 24 September 2018 - Sunday 30 September 2018
Semester 1	Monday 1 October 2018 - Friday 14 December 2018
Semester 1 vacation	Monday 17 December 2018 - Friday 4 January 2019
Semester 1	Monday 7 January 2019 - Friday 25 January 2019

SEMESTER 2

Event	Dates
Semester 2	Monday 4 February 2019 - Friday 19 April 2019
Semester 2 vacation	Monday 22 April 2019 - Friday 3 May 2019
Semester 2	Monday 6 May 2019 - Friday 31 May 2019

UNIVERSITY REGULATIONS FOR STUDENTS

All registered students of the University are subject to the University's Regulations for Students. The Regulations contain rules and other important information about being a student at the University of Bath, including regulations governing the payment of fees due to the University, student discipline, fitness to study and those governing attendance, conduct and progress in studies. They also form part of the formal contract between you and the University. You will find references to the requirements of the Regulations for Students throughout this programme handbook. You are advised to download a copy of the Regulations and read them carefully as they contain a lot of important information.

> *Further information*
> The full Regulations for Students can be found at: www.bath.ac.uk/regulations

REGISTRATION STATUS

Note that only registered students may use the University's facilities, such as email, Moodle 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 that you register when asked to do so. Tuition fees for each academic year are payable at registration in full or in instalments.

Regulation 1.1 explains the requirement to register. Regulations 2.4 and 2.10 explain the consequences of non-payment of tuition fees:

www.bath.ac.uk/publications/regulations-for-students

ATTENDANCE MONITORING

Guidance and requirements on attendance, including the University's Attendance Monitoring and Engagement Policy for Tier 4 students, are available at:
www.bath.ac.uk/guides/attendance-monitoring-for-tier-4-students
This page also sets out information on when and how to request an authorised absence.

CHANGE IN YOUR CIRCUMSTANCES

It is important to ensure that the University holds your correct, up-to-date, personal and academic details within SAMIS, the University's student records database. If you change your address – either your semester-time or home address – please update your details online at: https://samis.bath.ac.uk

If you change your name, you will need to provide valid proof of the change. Please speak to your Department or Faculty/School administration, or Student Services in the Roper Centre, for advice on how to do this.

If you are considering suspending your studies, transferring from one programme to another, or withdrawing from your programme, please discuss your situation with your Director of Studies. They will be able to advise you on an appropriate course of action.

It is a University Regulation (3.1) that you attend regularly. If circumstances are such that you are not able to do so, then please contact your Director of Studies to discuss your situation and agree an appropriate course of action.

Your Personal Tutor will also be able to provide support and guidance on matters relating to your programme.

The financial implications of withdrawing from the University or suspending your studies can be significant.
You will find general information at: www.bath.ac.uk/students/finance/changes-to-your-study/withdrawing-or-suspending-from-your-course
The Student Money Advice Team in Student Services and the Student Finance Office will be able to advise you on the implications for fees in your situation and on how to suspend any student funding you are receiving.

If you are an international student holding a Tier 4 visa, you should consult the advisers in the Student Immigration Service about the implications of suspending or withdrawing from your programme: www.bath.ac.uk/topics/visas

You will need to register any change of academic circumstance, including a change of optional units, with the University. Please speak to your Department or Faculty/School administration who will advise you on how to do this.

HEALTH AND SAFETY

The University's Health and Safety Policy Statement is available at:
www.bath.ac.uk/corporate-information/health-and-safety-policy

The Policy Statement is also displayed throughout the campus. Staff within the University Health, Safety and Environment Service (Wessex House 3.12) provide professional advice on health and safety matters and monitor the health and safety performance of the University.

DATA PROTECTION

The University's Data Protection Policy and Guidelines on Data Protection may be accessed via the data protection website: www.bath.ac.uk/data-protection

ANNEX 1 ASSESSMENT AND PROGRESSION REGULATIONS

All Masters programmes are assessed under the New Framework for Assessment: Assessment Regulation (NFAAR), details of which can be found in '**The New Framework for Assessment: Assessment Regulations.'** The key aspects are summarised below. Please also see the links provided below for full NFAAR guidance related to each award.

Masters degree *(for full details please see:* http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-11.pdf*) and also) and also http://www.bath.ac.uk/registry/registry.bho/assessment/nfa-briefing-030.pdf*

Awards applying to students graduating on 1ˢᵗ August 2014 and beyond

Masters degree - a student must achieve:

> at least **90 credits**, at least 75 of these credits being gained at M level;

> both an overall programme average (OPA) of at least 40.00% and a dissertation/project average (DPA) of at least 40.00%.

Masters degree with Merit - a student must achieve:

(i) an overall programme average (OPA) of at least 60.00%, (ii) a dissertation/project average DPA of at least 60.00%, and (iii) a taught stage(s) average (TSA) of at least 50.00%.

Masters degree with Distinction - a student must achieve:

(i) an overall programme average (OPA) of at least 70.00%, (ii) a dissertation/project average (DPA) of at least 70.00%, and (iii) a taught stage(s) average (TSA) of at least 60.00%.

Condoning

Designated Essential Units (DEU) <u>cannot</u> be condoned.

Marks of 35%-39% in non-DEU taught stage credits (TSC) can be condoned.

Maximum of 12 taught stage credits (TSC) (20% of the award)).

Dissertation/project credits (DPC) <u>cannot</u> be condoned.

Retrieval (supplementary assessment)

Taught-stage credits (TSC) – maximum of 18 credits for taught units (TSC) may be retrieved after failure by supplementary assessment.

Dissertation/project credits (DPC) - can only be retrieved if the fail mark is in the range 35%-39%.

A student will be permitted **one attempt only** to retrieve a failed unit. Unit marks will be capped at 40% on retrieval.

Postgraduate Diploma *(for full details please see: http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-12.pdf)*

Awards

PG Diploma - a student must achieve:

at least **60 credits**, at least 48 of these credits being gained at M level;

overall programme average (OPA) of at least 40.00%.

PG Diploma with Merit - a student must achieve:

overall programme average (OPA) of at least 60.00%.

PG Diploma with Distinction - a student must achieve:

overall programme average (OPA) of at least 70.00%.

Condoning

Designated Essential Units (DEU) <u>cannot</u> be condoned.

Marks of 35%-39% in non-DEU taught stage credits (TSC) can be condoned.

Maximum of 12 credits (20% of the award) can be condoned.

Retrieval (supplementary assessment)

Maximum of 18 credits for taught units (TSC) may be retrieved after failure by supplementary assessment. A student will be permitted **one attempt only** to retrieve a failed unit. Unit marks will be capped at 40% on retrieval.

Progression to Masters from Diploma Check does this apply to your programme

Programme Progression Requirement (PPR):

This programme does not have a programme progression requirement

Postgraduate Certificate *(for full details please see: http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-13.pdf)*

Awards

Although normally comprising semester 1 units, units can be selected from either semester unless specific units are required under the specific programme regulations. Important: This needs to be clarified with each DoS.

PG Certificate a student must achieve:

at least **30 credits** with at least 24 of these credits being gained at M level;

overall programme average (OPA) of at least 40.00%.

PG Certificate with Merit

overall programme average (OPA) of at least 60.00%.

PG Certificate with Distinction

overall programme average (OPA) of at least 70.00%.

Condoning

Designated Essential Units (DEU) <u>cannot</u> be condoned.

Marks of 35%-39% in non-DEU taught stage credits (TSC) can be condoned.

Maximum of 6 credits (20% of the award) can be condoned.

Retrieval (supplementary assessment)

Maximum of 12 credits for taught units (TSC) may be retrieved after failure by supplementary assessment. A student will be permitted **one attempt only** to retrieve a failed unit. Unit marks will be capped at 40% on retrieval.

ANNEX 2 DISSERTATION GUIDELINES

Introduction

Dissertations, compared to coursework that you may have produced previously, test your ability to develop a more sustained argument, as well as providing you with the opportunity to analyse a chosen question in more detail.

The dissertation accounts for one third of the whole MSc programme - being a 30-credit unit, this equates to approximately **500 hour's work.**

> **The importance of the dissertation cannot therefore be over emphasised**
> – given that it is worth one third of the programme, it should equate to the TOTAL amount of work undertaken in one of the taught semesters (contact time *and* private study). Students must therefore expect to be fully occupied on their dissertation over the whole of the summer.

Students are advised to commence thinking about possible dissertation topics early in the programme, but to then develop these ideas as the programme develops.

A well designed dissertation should comprise a clear, original, interesting and answerable research question or problem which is:
- Focussed and clear;
- Answerable;
- Addressing one main question, not many;
- Related to a topic which has sufficient existing material i.e. a literature;
- Interesting and challenging;
- Draws from, and relates to, issues raised in the taught component of the degree programme;
- Original in the evidence brought to bear on a particular debate.

Dissertation Supervisors will be identified for each student. Students should consult regularly with their dissertation supervisors. It is the responsibility of the student to agree a programme of work, which should include dates of appropriate consultation with supervisors.

> **Whilst every effort will be made to identify a supervisor for your particular area of interest, it may not be possible to identify a supervisor if a topic is chosen that does not fall within the research interests of our academic staff (see Staff Research Interests on your Departmental website). Students may therefore be asked to select another topic for which supervision can be provided.**

DISSERTATION SUPERVISION GUIDANCE

Dissertation Supervision Guidance

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The following guidelines have been developed to provide a more uniform approach to the supervision and marking of masters-level dissertations across programmes, and to ensure that staff and students know what is expected of them.[1] Specific lecture notes & advice for students/supervisors, will be found on the Moodle page for the dissertation

Dissertations are a test of the students' ability to independently pursue a topic in some depth. Supervision must therefore be viewed as purely guidance. Generally, supervisors will discuss the following matters with the student: choice of topic, including its feasibility and disciplinary content; sources of information; outline of dissertation; general substance and structure of argument; timetable for completion, and; writing style. They will review plans and outlines, and may read elements of the draft dissertation.

(i) It is the students' responsibility to make contact with his/her supervisor, to develop a research plan and a timetable for the research and the writing up. **Students are recommended to arrange an early meeting with their supervisor, certainly before any data collection is begun.**

(ii) Supervisors will make themselves available and normally warn students ahead of time if they will be away so that arrangements for adequate supervision can be made in advance.

(iii) Where a meeting involves the discussion of written work for the dissertation, students should ensure that this work is submitted at least three days prior to the meeting to enable supervisors to read it properly, to get the most from the discussions.

(iv) During the **first stage of supervision** (usually by the 31st July)[2] the supervisor and the student should have agreed the following: a revised outline for the dissertation, including clarification of the research question; relevant literature and chapter outlines; final research plans, including preparation of timetables and (where appropriate) research instruments.

(v) Supervisors will not normally be available during August.

(vi) The supervisors (typically in the **final three weeks before submission**) may review a maximum of two chapters of the draft dissertation or 25% of the total dissertation. Supervisors will not, normally, expect to read drafts in the final week before the submission date.

(vii) Supervisors are not normally expected to provide more than a total of five hours direct supervision (meetings, telephone, e-mails) for a single dissertation. A Supervision Record may be used by some supervisors (see attached).

(viii) Where drafts comprise plagiarised material, supervisors may return the work 'unread' since they cannot constructively comment on material that is not the student's own work.

(ix) Supervisory inputs for **dissertation retrievals** will usually be by email – students will have been provided with comments from the two internal examiners and the external examiner (where appropriate) and this should provide sufficient guidance for the successful retrieval of the dissertation.

Supervisors are not responsible for the quality of the dissertation. In other words, **the supervisor cannot 'approve' the work** (and he/she should not be asked to do so) and will not be regarded as having given any warranty or even suggestion that the work is of a particular standard. Just as it is the students' own responsibility to ensure that sufficient time is left for typing of the dissertation, it is up to the student to ensure that they make the most effective use of their supervisor.

DON'T FORGET that it is the student's responsibility to ensure that they know and understand what constitutes plagiarism and to avoid any plagiarism in her or his dissertation.

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[1] Any specific dates mentioned assume that the students is not undertaking a placement – reasonable adjustments may be required to take into account the time spent on placement BUT any such adjustments MUST be agreed with your Supervisor BEFORE embarking on your placement.

[2] The cut-off of supervision (and the limit to the amount reviewed by the supervisor) aims to avoid 'over supervision', ensuring that the final dissertation is largely the students' own work. Also, Supervisors need time to work on their own research over the summer.

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Dissertation Supervision Record *(optional)*

Name of Student

Email

Tel. No.

Dissertation Title

Meeting (date and duration)	Purpose and Comments

PRINTING AND SUBMISSION OF YOUR DISSERTATION

The following table summarises the technical notes regarding the submission of dissertations. Specific requirements may vary between programmes. Further advice is available on the dissertation Moodle page and will be provided during the programme-specific preparations for dissertations, and by the students' dissertation supervisor.

Technical notes regarding the structure and submission of dissertations

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Structure of the dissertation

A dissertation must:

The dissertation should be **double-spaced** on **A4 paper**. Printing should be on **one side of the page only**. Font size – no smaller than 12. Allow a margin of 3cm on the left side to allow for binding. Number the pages (bottom of page).

Exact **word limit** will depend on the programme (15,000) and for the purpose of calculating the word count, footnotes are included, whereas contents pages, executive summaries, tables, figures, appendices and reference lists/bibliographies are excluded. The marker(s) will stop reading the work once the student has exceeded a word limit (or the upper figure of a word range) by 10%. If a student writes less than the word limit (or the lower figure of a word range) they risk not maximising their potential mark.

Dissertations must contain a **title page**, stating your name, date, and title of the dissertation. It is recommended that every dissertation should include (a to h) , in the following order:

a) Front Cover
b) a title page
c) acknowledgments, if appropriate;
d) an abstract;
e) a list of contents, indicating the appropriate page numbering;
f) the main text;
g) references
h) appendices

The **bibliography** must follow the conventions of the Harvard System on the use of quotations and footnotes - see advice at http://www.bath.ac.uk/library/guides/references.html. Footnotes should be kept to a minimum and placed at the end of each chapter.

As is the case with all coursework, **plagiarism** (presenting the work of others without due acknowledgement) can result in your work being given a mark of zero, with no option to resubmit. You are required to give references to all sources used. If examiners find that you have presented sections from books, articles or papers of other authors, without appropriate referencing, you will pay a considerable penalty - almost certainly, no degree. If quotations are made they must be explicitly referenced (i.e. including page numbers).

Submission of the dissertation

Two bound copies (not hard copies, simple binding such as comb) of the completed dissertation should be handed in to the postgraduate office and an **electronic copy should be uploaded to Moodle** by the deadline. The dissertation should use a standard dissertation **cover sheet** (which will be supplied by the postgraduate office) with the information inserted at the appropriate places. Copies may be bound at the Design, Print, and Photography department

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If you plan to post your dissertation, check with postgraduate office BEFORE you leave as to: (a) the deadline that they can be sent[3]; (b) that you have signed two copies of the cover sheets before you leave so that the postgraduate office and use these for binding. The **deadline** for submission will be early September 2019[4].

Extensions to this deadline must be approved in advance by the Director of Studies[5]. These may be linked to work and travel commitments entered into under a placement with the approval of the Director Studies. Or they may arise from major medical or personal problems.
Late submissions may be subject to a penalty.

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[3] Any delays due to postal problems *may* mean that your work cannot be processed in time such that graduation is delayed from December to the following July. If possible either avoid having to post your dissertation or endeavour to ensure that it is received by the submission deadline.
[4] This has been chosen so that students can submit *before* they have to vacate university accommodation on the following Monday.
[5] The timetable for marking and subsequent consideration at Boards of Examiners and by the Faculty Board of Studies is very condensed. Extensions of more than four weeks may mean that you cannot graduate in December (but that you will graduate the following July).

ANNEX 3 MARKING GUIDELINES, MODERATION AND PENALTIES

MARKING OF COURSEWORK AND EXAMS (NOT DISSERTATIONS)

MARKING GUIDELINES

For example, not all columns of the table necessarily apply to all forms of assessment or all subject areas, also that the weights attached to criteria in each column will vary between assessments. It is also important to note that any piece of work will obviously be marked with regard to its relevance to the unit/subject in question. In the case of dissertations, specific additional criteria may be indicated on the Dissertation Marksheet. Advice should be sought from your unit lecturer regarding any specific unit requirements.

MODERATION

All assessed work will be marked by the Lecturer and a sample of work will be moderated by the internal moderator and then this same sample will be sent to the External Examiner. The sample selected is commonly based on the specific criteria listed below, although this can vary according to specific programme/unit requirements.

Selection of scripts/essays for Moderation

Mark	Description	Selection for Moderation
<40%	Fails	All
39/40, 59/60, 69/70	Borderline classifications	10% of scripts/coursework but not less than 3.
41% to 59% 60% to 69% ≥70%	Each classification: Pass Merit Distinction	10% of scripts/coursework but not less than 3.

Indicative Marking Guidelines for Coursework, Exams and Dissertations

	Marking range	(1) Knowledge and understanding of relevant ideas and methods	(2) Ability to apply relevant ideas and methods to specific problems or issues	(3) Originality, including ability to reflect critically on relevant knowledge and methods, and to develop clear and original arguments.	(4) Clarity of expression, presentation of material and overall structure (including referencing)
Distinction	**80% or more**. Outstanding performance that fulfills and exceeds designated learning outcomes	Knowledge and understanding of material beyond that stipulated in the unit	Near perfect application of relevant ideas and methods. Incisive analysis of empirical material, leading to strong and accurate conclusions.	Original and insightful. Potentially publishable as a working paper. Worthy of sharing with a wider readership.	Potentially publishable as a working paper.
	70-79% Excellent performance relative to designated learning outcomes	Unusually high level of knowledge and understanding of material stipulated in the unit.	Relevant ideas and methods applied clearly and correctly, with appropriate inferences drawn.	A high degree of analytical and critical ability, originality and insight.	Fully meets formal criteria.
Merit	**60-69%** Very good performance relative to designated learning outcomes	Good understanding of relevant knowledge, with evidence of relevant wider reading	Clear understanding of relevant ideas and methods, with mostly correct application. Good use of empirical material to illustrate points and to justify arguments. No significant weaknesses in competence in the subject	Strongly argued, with critical thought, independent analysis, argument, and/or application of theory.	Has met the criteria well. Generally shows good writing ability .
Pass	**50-59%** Good performance relative to designated learning outcomes	Identifies key issues and demonstrates some understanding of relevant concepts, with some evidence of relevant reading.	Competent application of relevant ideas and methods to empirical material. Provides examples to illustrate points and justify arguments. Conclusions arrived at through analysis, rather than just a statement of a position. Case studies have a clear purpose and message.	Well argued. Some critical thought. Logical organisation to the answer, Clear evidence of some "value-added" through application to empirical data, critique and/or logical exercise of independent judgement. .	Has met the formal criteria. Reveals an ability to set out an argument or answer clearly and logically.
	40-49% Satisfactory performance in designated learning outcomes	Some knowledge of the material provided and identifies relevant issues, but without evidence of wider reading. May reveal some gaps in knowledge and understanding.	Knowledge of relevant ideas and methods, but weaknesses in their use. Evidence used is relevant. Addresses the question set or proposed. Some ability to argue logically and to organise an answer.	Evidence of basic analytical ability or appreciation of the subject.	The candidate has met basic criteria but there are weaknesses. Generally shows adequate writing ability, and appropriate standards of English.
Fail	**30-39% Fail** – no credits awarded.	Only partial knowledge and understanding of key concepts and ideas. Shows poor comprehension of the basic facts and principles. Prone to inaccuracy and tendency to irrelevance.	Failure to identify and use appropriate ideas and methods. Arguments lack adequate illustration or empirical support, or empirical material is purely decorative. Failure to address the question clearly enough.	Little original thought.	Weak presentational skills, inadequate or inproper referencing. Fails to meet formal criteria in one or more ways.
	<30% Fail - no credits awarded	There may be some relevant knowledge, but it is muddled and demonstrates a poor understanding of the subject.	The answer may be totally or largely irrelevant to the question. Empirical material incorrect or incorrectly used.	No evidence of original thought.	Fails to meet formal criteria in numerous ways

MRes Marking Scheme (pass mark 40%)

95	A virtually perfect piece of work.
85	Work of outstanding quality. Work of this calibre is highly original and innovative, with content worthy of dissemination to a wider audience and possibly of publishable standard.
82	An exceptionally well written assignment that contains all of the attributes describe below, in addition to a high degree or critical and applied self-awareness, and an advanced ability to use and appreciate competing/alternative analyses, perspectives, and solutions.
78	Excellent grasp of the concepts, issues and debates within research methodology, demonstrating thorough and wide-ranging reading and familiarity with the field and an exceptional ability to develop an argument and support it with evidence. A very high level of critical ability and creativity.
75	Consistent evidence of the ability to read widely and discriminate in the search for information; very effective deployment of reading and evidence to support arguments; capacity to use appropriate evidence and methods from other disciplines. All analyses are conducted and presented in a precise and accurate manner.
72	An effective synthesis of material which is used to support an argument/develop a rationale and includes a critical appraisal of the strengths and limitations of an investigative strategy. The material is utilised to reach an individual conclusion demonstrating elements of originality. The work is well organised and effectively presented.
68	Reflects very competent work that shows thorough understanding of issues of research methodology and good critical ability although this may not be utilised to draw out the implications or to inform the development of a clear argument.
65	Reflects competent understanding that is demonstrated in the ability to organise material effectively with good use of evidence.
62	Reflects solid and competent understanding and organisation of material and some critical ability.
58	A competent piece of work that shows the ability to organise what has been read coherently with appropriate illustration from evidence and others' arguments.
55	Evidence of adequate reading and organisation of concepts and evidence but without much insight or critical ability.
52	Evidence of adequate reading and the ability to present examples and evidence but may be thin in content and of limited range.
48	The assignment although largely descriptive, reveals some understanding with connections made between reading and the question but ideas are not adequately explored.
45	Some evidence of adequate reading and the ability to communicate identifiable facts and concepts but lacks detail and clarity and/or fails to adequately address part of the question.
42	A limited piece of work revealing a basic level of relevant knowledge which is poorly used to construct an argument. The assignment lacks structure and there is limited reference to the literature
38	Evidence of some effort but minimal appreciation of the question/issue.

35	Lacking evidence of adequate reading, understanding of research methodology.
25	Conspicuous absence of preparation for the work or attempt to understand the issues or the field.
15	Little, if any, discussion to issues of research methodology
5	Little material of any kind.
0	No material.

MARKING OF DISSERTATIONS

All dissertations are blind-double-marked, i.e. two people mark independently and then consult together with a view to agreeing a final mark. Where a mark cannot be agreed then a third member of staff will be consulted.

The Indicative Marking Guidelines (see above) are used for guidance, along with any additional programme-specific criteria, as illustrated in the Postgraduate Dissertation Mark Sheet (overleaf).

PENALTIES

The final marks awarded can be adjusted to reflect a variety of circumstances. These include late submission of coursework (after the deadline), plagiarism (or other assessment offence) and exceeding the stipulated maximum number of words for an essay or dissertation (if the department operates a penalty system). Marks may also be adjusted (upwards as well as downwards) at the discretion of the Board of Examiners for Units.

EXTERNAL EXAMINATION

Each unit, including the Dissertation, has an External Examiner (EE) appointed (ref. QA12 External Examining - Taught Provision at
http://www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA12.pdf).

External Examiners are responsible for:
  i.   verifying that the standards achieved by students are appropriate for awards conferred;
  ii.   for ensuring that the assessment process is fair and is operated equitably; and,
  iii. 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 is placed on the SSLC Moodle page for students to view.

POSTGRADUATE DISSERTATION MARK SHEET, 2018/9

Faculty H&SS

UNIVERSITY OF BATH

(As well as points (1) to (4) from the Marking Guidelines, a successful p/g MRes dissertation will include:

- A clear statement of the question or problem to be explored;
- A critical literature review (not just a summary of the relevant literature);
- An original contribution element which may be theoretical or empirical. Generally students will find it easier to add to empirical knowledge via empirical work (a new data set or new econometric analysis of an existing data set), a case study, a cost benefit analysis or analysis of questionnaire/ survey material collected by themselves;
- A critical awareness of the limitations of their work;
- A discussion of the implications of their work.

Maximum Word Length is 15,000 words[6].

These Mark Sheets will be anonymised and then returned to the students – therefore **please add as many comments as possible**.

Student Name/Number	
Dissertation title	
Name of marker	
(1) Knowledge and understanding of relevant ideas and methods	
(2) Ability to apply relevant ideas and methods to specific problems or issues	
(3) Originality, including ability to reflect critically on relevant knowledge and methods, and to develop clear and original arguments.	
(4) Clarity of expression, presentation of material and overall structure (including referencing)	
Overall comments from Supervisor		**Supervisor Signature**

Marks to be used on the MRes Marks scheme (Please circle one) See attached description.	0	5	15	25	35	38	42	45	48	52	55	58	62	65	68	72	78	85	95
	<35% Unrecoverable Fail					Recoverable Fail if resubmission allowed		40% to 59% Pass							60≥ Mer	≥70% Distinction				

All final projects/dissertations that make a significant contribution to the final classification should be blind double marked. (Double marking is blind where the second marker, when assessing the work, does not have access to the comments or grades/marks of the first marker)

Once complete, please return this form electronically to jn552@bath.ac.uk by no later than XXXXXX

APPENDIX 4 EXTENSIONS TO COURSEWORK DEADLINES

Forms to request an extension are available at:
http://www.bath.ac.uk/quality/cop/statements.html - please see QA 16

You should briefly describe the circumstances which you feel support your request and make an appointment to see your personal tutor or the Director of Studies.

The Director of Studies may ask you to produce supporting evidence. Extensions can only be granted:

- if an extension to deadline form is completed
- if applied for in person before the deadline
- if approved by the Director of Studies
- if there are valid reasons.

Each application must give the reasons for the request and indicate the length of extension requested and supply relevant supporting evidence. Reasons supporting each application will be regarded as confidential if the student makes a request. Examples of acceptable grounds for extensions:

- medical grounds (if unwell for a period of five or more days, then please seek an
- appropriate medical certificate - or note from your doctor)
- bereavement of close family member or relative
- failure by a practice teacher to meet deadlines may affect the student's ability to
- submit work in time (in the case of social work placement reports)
- Examples of unacceptable grounds for extensions:
  - my computer `crashed' or I lost pc work. Students are expected to keep back-up files and hard copies in anticipation of such disasters. They must take responsibility for the consequences of failing to keep copies of work
  - periods of illness not evidenced by medical certificates
  - long queues at the printer machines. Often essay deadlines cluster together. Students know this well in advance and must plan work accordingly. The situation is the same for everybody and most students manage admirably. Those who have problems with workload management should discuss this with their tutors who can help to devise strategies. Everyone knows there are long queues for University printers around essay deadline dates. Students must plan around this foreseeable fact.
  - reading not available at home during vacations. Students who plan to complete assignments at home during vacations are responsible for ensuring that they photocopy materials, borrow books and take adequate notes from library sources BEFORE going home.

Extensions are not routinely available and should not be applied for simply because you have not managed your time effectively