



**Faculty of Humanities & Social Sciences  
Department of Social & Policy Sciences**

## **MSc Public Policy**

### **Programme Handbook 2018/19**

This Handbook is available online on the [MSc public policy programme hub](#) or in alternative formats. Please contact [mpp@bath.ac.uk](mailto:mpp@bath.ac.uk) if required.



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## WELCOME FROM THE PUBLIC POLICY TEAM

Welcome to the MSc Public Policy at the University of Bath. It is an important time to be studying public policy.

Rapidly changing contexts can make it difficult to keep sight of how policy works, when, how and for whom. Policy professionals need analytical and policy tools that enable them to clearly identify options and obstacles for policy design, development and delivery.

The programme team is looking forward to working with you to learn about, and critically evaluate, developments in public policy, and to enhance your understanding of the wider contexts within which public policy is made. This means reflecting on vital questions of how power is exercised in public policy, when and how policy change emerges, and how we can understand its effects, both direct and indirect. There are opportunities to enhance your understanding of public policy in a range of fields – in and beyond those with which you are familiar. This will include the opportunity to develop skills in analysis, research and synthesis for policy-related environments.

We have a skilled, experienced and enthusiastic teaching team of public policy specialists providing the core teaching for the programme. They include political scientists, economists, policy anthropologists and sociologists, and digital specialists. All staff have their own research expertise in distinct public policy areas that informs the programme content and discussion. This might be in specific regions of the world; particular institutions and processes; or policy domains. These staff are also joined by others from across the University who will contribute their research knowledge and expertise to our library of case studies; to presentations at the residential; and in supervising your projects.

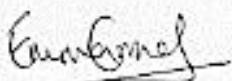
Undertaking a master's programme, especially one that involves both online and face-to-face learning, while also working, is very much a collaborative and sometimes challenging endeavour.

New ideas and ways of thinking about public policy emerge through a combination of reading, reflection, writing, listening and questioning (both ourselves and others). This is what it means to have a 'learning community' for our programme. We all have a lot to learn from each other and the programme will work best when students share responsibility for participation. If you face problems which prevent you from participating regularly please contact your personal tutor in first instance.

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

We are sure that being a student again will be a challenge at times, but hopefully a fun and rewarding one!

We look forward to working with you.



Dr Emma Carmel  
Director of Studies

## ABOUT THIS HANDBOOK

This Handbook is intended for all students commencing the MSc in Public Policy programme in the academic 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. Your Director of Studies or Unit Convenor will inform you of any changes that will affect your programme or a particular unit. For further information about unit and programme changes, see the **Unit and programme changes** section in this Handbook.

While this Handbook signposts information about **regulations for students**, it does not have regulatory status itself, and the Regulations available online (Regulations for Students: [www.bath.ac.uk/publications/regulations-for-students](http://www.bath.ac.uk/publications/regulations-for-students) and Assessment Regulations: [www.bath.ac.uk/registry/nfa](http://www.bath.ac.uk/registry/nfa)) are the most up-to-date and take precedence over the contents of 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 – Dr Emma Carmel (E.K.Carmel@bath.ac.uk) for advice.

## YOUR PROGRAMME

### **WELCOME TO THE UNIVERSITY OF BATH AND THE PUBLIC POLICY PROGRAMME**

Welcome to the University of Bath. The MSc in Public Policy is delivered by the Department for Social and Policy Sciences 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/>

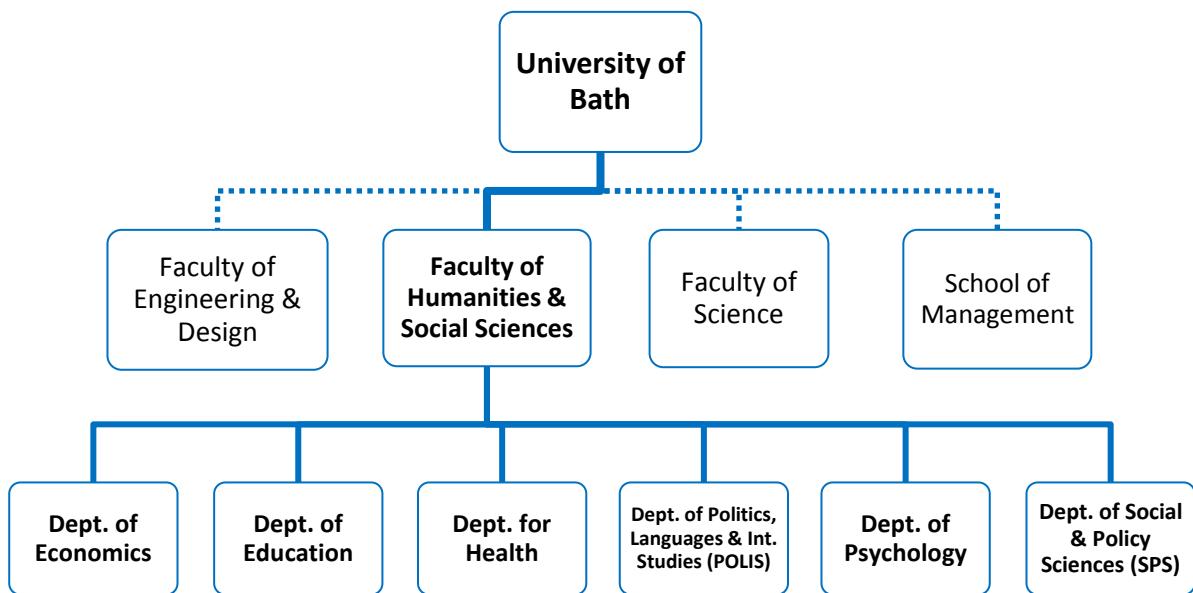
Education <http://www.bath.ac.uk/education/>

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/>



### **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.

### **Taught Programmes Support Hub**

Location: 1 West (office 3.04)

Faculty: Postgraduate Distance Learning programmes

Programmes Officers:

- [Jo Wright](#) PGT Distance Learning in Health and Education
- [Sharon Firkins](#) MRes Programmes Coordinator (including programme administration for the MRes in Health and Wellbeing)

MSc Public Policy: [mpp@bath.ac.uk](mailto:mpp@bath.ac.uk)

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### **YOUR DEPARTMENT**

The MSc in Public Policy is led by the Department for Social and Policy Sciences. Core teaching staff contributing to the programme also come from the Department of Politics and International Studies, and the Department of Economics and the Institute for Policy Research.

Information regarding the department, including a list of academic staff, their individual research interests, departmental research activities and news items can be found at <http://www.bath.ac.uk/departments/department-of-social-policy-sciences/>, <http://www.bath.ac.uk/departments/department-of-politics-languages-international-studies/>, <http://www.bath.ac.uk/departments/department-of-economics/> & <https://www.bath.ac.uk/collections/institute-for-policy-research/>

## YOUR KEY STAFF CONTACTS

The programme email address is: [mpp@bath.ac.uk](mailto:mpp@bath.ac.uk) (see 'staying in touch', below).

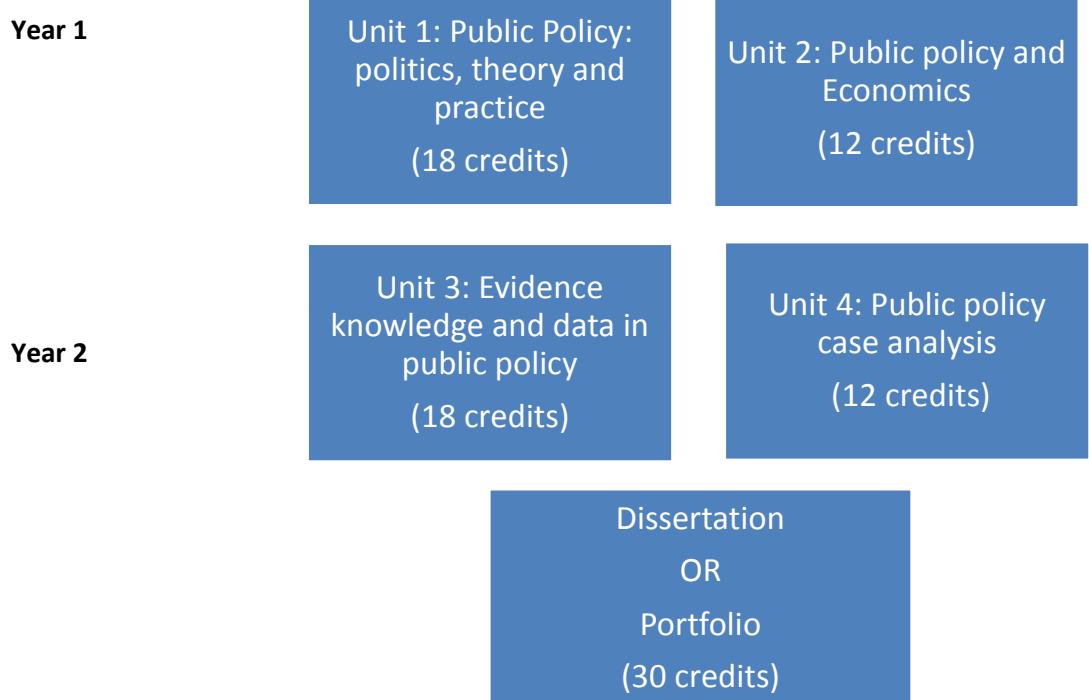
Your Director of Studies is responsible for the overall running of the programme. You can contact her via the programme email address, or for confidential enquiries, via her personal email address.

Emma Carmel  
[E.K.Carmel@bath.ac.uk](mailto:E.K.Carmel@bath.ac.uk)  
+44 (0)1225 384685

<b>Unit convenor</b>	Unit convenors design and develop content, leading students through a unit and communicating information about content, activities and assessment, facilitating discussion and ensuring that student queries are answered, co-ordination of assignment marking and provision of feedback, liaison with other academic teaching and administration staff.		
	<b>Room</b>	<b>Number</b>	<b>Email</b>
<b>Unit 1.</b> <b>Emma Carmel</b>	3 East 4.03	+44 (0)1225 384685	e.k.carmel@bath.ac.uk
<b>Unit 2.</b> <b>Matteo de Tina</b>	3 East 4.05	+44 (0)1225 386866	m.de.tina@bath.ac.uk
<b>Unit 3.</b> <b>Jordan Tchilingirian</b>	3 East 4.14	+44 (0)1225 386724	j.s.tchilingirian@bath.ac.uk
<b>Unit 4.</b> <b>Emma Carmel</b>	3 East 4.03	+44 (0)1225 384685	e.k.carmel@bath.ac.uk
<b>Dissertations/portfolio</b>	Dissertation supervisors will be appointed when you have progressed to the research phase of the programme. Supervision of dissertations will be provided throughout the research phase.		

## YOUR PROGRAMME STRUCTURE

The MSc in Public Policy comprises 4 taught units, and a research stage (dissertation or portfolio). Each unit has a **credit tariff ('credits')**. The credit tariff relates to the approximate amount of study required for that unit.



#### **DURATION OF STUDY**

Candidates normally conclude the taught part of their studies within two years. There are two compulsory residencies in Bath (seven days each); and two compulsory residencies in London (three days each).

#### **PROGRAMME AIMS AND LEARNING OUTCOMES**

The MSc in Public Policy has specific aims and should help students achieve specific learning outcomes. The overall programme aims and learning outcomes are set out below. In addition, each unit of the programme has its own aims and learning outcomes. These are set out in the current versions of detailed programme and unit descriptions available via the online catalogues:

[www.bath.ac.uk/catalogues](http://www.bath.ac.uk/catalogues)

Overall, this programme aims to provide:

- In-depth knowledge, intellectual challenge, and practical skills in public policy, all structured to enhance part-time students' learning and professional career development.
- Comprehensive knowledge and critical understanding of standard and innovative explanations of what public policy is for, how public policies are made and delivered, and how they shape social, political and economic life.

- Advanced critical understanding of the political, economic and social dynamics that shape public policy development and outcomes in (self-chosen) specialist field(s) of public policy.
- Enhancement and deepening of students' skills in reviewing, analysing, applying and presenting data for public policy across a range of digital and non-digital formats.
- Enhancement and deepening of students' practical knowledge of issues and challenges in professional public policy work, and the elaboration of durable professional networks for continued knowledge exchange and career development.

Overall, the intended learning outcomes for students fall into three major categories: knowledge and understanding, intellectual skills; professional and practical skills.

As you go through the programme, reference will be made to these learning outcomes, and how they relate to the content, structure and learning for each unit.

a. Knowledge and understanding:

- comprehensive knowledge and critical understanding of the transformations in politics, society and political economy that shape public policy in diverse settings and cases.
- advanced knowledge of how political economy, economics, and public finances affect how public policy is organised, as well as how economic data can be critically interpreted to inform political argumentation and decision-making.
- critical and in-depth understanding of how knowledge, data and evidence are produced and the politics of knowledge production in policymaking.
- critical and in-depth knowledge of a self-chosen area of public policy that synthesises independent research and EITHER the application of public policy theory and research (*dissertation pathway*) OR practical policy analysis skills (*portfolio pathway*).

b. Intellectual skills:

- explanation and application of theoretical frameworks to public policy analysis.
- identification and analysis of relevant political, economic and social contextual conditions of public policymaking.
- design, deployment and critical interpretation of data, knowledge and evidence for political and public policy, including the use of data in digital environments
- evaluation of alternative tools and approaches for policy analysis and review, and the application of these in specific public policy cases.

AND EITHER *[dissertation pathway]*

- systematic review, interpretation and deployment of existing research to identify, analyse and investigate a problem in public policy analysis with reference to theories of public policy.
- rigorous, ethical and practical design and implementation of a research project to investigate a theoretical or empirical problem in public policy, including selection, integration and evaluation of appropriate theoretical framework, methods, data and analysis.
- explanation of relevant political, economic and social contextual conditions in a specific public policy case, and evaluation of findings with reference to theories of public policy.

*OR [portfolio pathway]*

- policy analysis and review that includes: problem identification and interpretation with reference to appropriate conceptual framework; evidence, data and knowledge assessment; policy and political argumentation; selection, application, evaluation and refinement of appropriate policymaking/analysis tools; and operationalization/delivery planning.

c. Professional/practice skills:

- using, interpreting and challenging evidence, knowledge and data from diverse sources, perspectives and paradigms in order to make a persuasive case for particular political or policy position.
- effective communication and strategic thinking both in and outside hybrid public/private policy-making environments;
- the design, develop and review options for policy and political action across these environments, including assessing their political, ethical, economic and social risks/opportunities.
- assessing dispersed and unpredictable political and economic forces, their implications for public policy development and outcomes, and develop strategic responses to these.
- development of strategies for mediating between conflicting goals to secure political agreement in a social media age.

#### **TIMETABLE & PROGRAMME CALENDAR**

The diagram below provides a summary schedule of the programme. It is the student's responsibility to ensure that you are aware of the unit you are currently studying, and assessment dates.

	Date	Unit	University dates & programme vacations	Assessment submission dates	Residential
YEAR 1	Sept 2018	Unit 1 – Public policy: theory, politics and practice (18 credits)			Bath 9-14 Sept 2018
	Oct			Unit 1 'seen exam' <b>7 October</b>	
	Nov			Unit 1 long essay titles released – <b>21 December</b>	
	Dec			University closed: 25 December – 1 January	
	Jan 2019			Unit 1 essay plans for feedback <b>10 February</b>	
	Feb				Unit 1 long essay <b>3 March</b>
	March	Unit 2 – Public Policy and economics (12 credits)		Unit 2 Online test released <b>5 April</b> deadline <b>7 April</b>	
	April			University closed: 19, 23, 24 April	Unit 2 Group work presentation <b>during residential</b> London 8-10 May 2019
	May			University closed: 6, 27 May	
	June			Unit 2 Policy brief <b>30 June</b>	
	July	Unit 3 – Evidence, knowledge and data in public policy (18 credits)			
	Aug			<b>Programme vacation:</b> <b>5 August – 1 September</b> University closed : 26/27 August	
YEAR 2	Sept 2019			Pre-residential task <b>7 September</b> Unit 3 Expert commentary <b>28 September</b>	Bath 8-13 Sept 2019
	Oct				

	Nov			Unit 3 Methods review <b>10 November</b>	
	Dec		University closed: 25 December – 1 January		
	Jan 2020	Unit 4 – Public policy case analysis (12 credits)			
	Feb			Unit 3 Data sprint group work during residential	London 4-6 February 2020
	March			Identified research pathway and topic <b>2 March</b>  Unit 4 Public policy case analysis plan for feedback <b>10 March</b>	
	April	Research pathways Dissertation OR Portfolio (30 credits)	<b>Programme vacation:</b> <b>6 -24 April 2020</b> University closed: 10, 13-14 April	Unit 4 Public policy case analysis <b>5 April</b>	
	May		University closed: 4 and 25 May		
	June				
	July				
	Aug		University closure dates: 31 August - 1 September	Research submission: 2 September 2020	

A detailed programme calendar is provided on the [programme hub in Moodle](#).

## PROGRAMME DESIGN & TERMINOLOGY

**Moodle pages:** 'Moodle' is the name of the virtual learning environment at Bath, where all online programme information is stored. It is used by academic Departments to support learning and teaching at programme and unit level. It is a platform for the delivery of resources and online activities, and can also support student interaction and collaboration. The MSc Public Policy has a set of dedicated pages in which you can find all content, additional resources and links to further information.

**Programme hub:** programme-level repository of key programme information, accessible within the programme's Moodle pages. The programme hub includes this handbook, the programme calendar, practical information for residential. This is also where you can find guides from the library and on writing skills,

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

**Unit:** Basic component of the programme, with specific learning objectives and assessments. There are four taught units in the MSc Public Policy, and a choice of research-phase units: either a dissertation or a portfolio.

**Unit guide:** a pdf document introducing learning aims and objectives for the unit, its organisation into blocks, and assessment.

**Block:** the basic sub-division of unit; all online learning material for each unit, is grouped into 3 blocks. Each block groups topics under a common theme. This overall theme is addressed in a webinar/online group discussion at the end of each block. Individual blocks may also have an assessment attached.

**Block guide:** a pdf document outlining the key learning aims for the block, the questions addressed and themes, and summarising the content, including the topics.

**Webinar:** the online seminar format for discussion with academic teaching staff and peers at the end of each block. Some webinars are also held to support your preparation for assessment and for additional supervision in the research phase of the programme.

**Topic:** Online content for the programme is presented through topics, and some topics are presented & discussed in residential. Topics are the basic element of a unit and each block typically covers 3-6 topics. A topic normally covers learning and reading for two weeks. Each topic has a discussion forum activity for you to complete (see below).

**Topic guide:** The main way in which content is accessed online. Each topic guide has introductory text introducing the subject matter, key debates and issues. The guide also includes key reading and several learning activities for you to apply, deepen and test your knowledge and understanding.

**Learning activity (individual reflection):** Each topic contains several learning activities. An individual activity usually involves reading a piece of academic writing, perhaps watching a video, and/or reviewing some data. Attached to each learning activity is a 'question for reflection', designed to help you identify key issues, summarise your learning, and help you to build up consistent pace of deep learning and reflection. Learning activities are not formally assessed, but if you choose to use Moodle to store your responses, notes and reflection, unit convenors will provide brief feedback on these at the end of the unit.

**Discussion forum:** Each topic is completed with a discussion forum activity. This is set out like a learning activity, but may be more elaborate exercise. Instead of a ‘question for reflection’, the discussion forum asks you to post your responses to the questions set, on the Moodle discussion forum. These responses must be completed by the set date (see programme calendar on the [Moodle programme hub](#).) Academic staff responsible for each specialist topic will provide feedback on the forum contributions the week following.

### **Feedback.**

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

- For **each topic**, contributions to online web-forum discussions or any alternative activities, will have formative group feedback. This might be written or provided via a short video by the relevant teaching staff. Brief individual written feedback may be provided.
- For **each block**, webinar contributions, & discussions, debates, as well as presentations during residential will involve oral feedback to the individual and group.
- For **each unit**, summative and formative individual written feedback will be provided on all assessments. Students who have used moodle to store their notes and reflections for their individual learning activities will also receive formative feedback.
- For **research-based work**, formative individual feedback will be provided during supervisions for case study, dissertation or portfolio.

### **PARTICIPATING AND CONTRIBUTING**

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

Actively participating in all elements of the programme will contribute to the learning and educational experience of yourself, and the group as a whole. In many cases, as part of this collective educational experience, we have students working in groups, sometimes with formal assessment. Whilst studying a unit, we would expect you to engage with all activities, such as discussion forums and webinars.

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

Special regulations apply if illness affects your ability to complete assessments. See section three below.

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

See Regulation 3: [www.bath.ac.uk/publications/regulations-for-students](http://www.bath.ac.uk/publications/regulations-for-students)

### **STAYING IN TOUCH**

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

**Do you need to access programme notifications and information?**

Make sure you register a frequently accessed email address in Moodle, the online learning environment, as this is where all programme information is sent to students.

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

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

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

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

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

Check sections two and three of this Handbook. If you cannot find the answers you need, use the programme email address : [mpp@bath.ac.uk](mailto:mpp@bath.ac.uk)

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

Email your personal tutor or Director of Studies directly, [E.K.Carmel@bath.ac.uk](mailto:E.K.Carmel@bath.ac.uk)

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

Check sections two and three of this Handbook for support services, student union representatives, wellbeing advisors, as well as appeals and complaints procedures.

Any post should be addressed as follows:

*Faculty of Humanities and Social Science  
Department of Social and Policy Sciences  
MSc in Public Policy  
University of Bath  
Claverton Down  
Bath BA2 7AY*

## ASSESSMENT OVERVIEW

### MSc in Public Policy

Year of study	Status	Unit Code	Unit title	Assessment type	Assessment description	% Weighting
1	AY - compulsory unit	SP50138	Public Policy: Politics, Theory and Practice	2 Assessed coursework 1 Written examination	1 x seen exam	20
					1 x 5000 word essay	80
1	AY - compulsory unit	SP50139	Public Policy and Economics	3 Assessed coursework 2 oral examination 1 Written examination	1 x seen exam	20
					In person group presentation in residential setting	20
					1 x policy brief of 2000 words	60
2	AY - compulsory unit	SP50320	Evidence Knowledge of Data in Public Policy	(2) Assessed coursework 3 Practical classes (1) Assessed coursework	1 x 2000 expert commentary	20
					1 x 3000 word report	60
					1 x groupwork 'data sprint'	20
2	AY - compulsory unit	SP50321	Public Policy Case Analysis	Assessed coursework	1 x 4000 word public policy case analysis	100
2	AY - optional unit	SP50322	Public Policy Dissertation	Assessed coursework Assessed coursework	1 x 2000 word dissertation synopsis	15
					15,000 word dissertation	85
2	AY - optional unit	SP50323	Public Policy Portfolio	Assessed coursework Assessed coursework	1 x 2000 word portfolio synopsis	15
					12,500 word policy report and recommendations	85

## 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.

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.

## ACCREDITATION OF PRIOR LEARNING AND 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 at:

<http://www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA45.pdf>

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 at the beginning of the semester** in which the specified units run – under no circumstances can these be considered once any form or assessment has been taken.

## SECTION TWO: STUDY AND SUPPORT

### 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](mailto: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.

**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](http://www.bath.ac.uk/guides/accessing-your-university-email-and-calendar)

Regulation 1.3: [www.bath.ac.uk/publications/regulations-for-students](http://www.bath.ac.uk/publications/regulations-for-students)

### 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

This is the primary learning platform for the MSc in Public Policy programme.

The information contained on Moodle is **extremely important.** (See section one.) You should check the programme moodle pages regularly for updates, and make sure your registered email address for moodle is one you check frequently.

- **The programme hub** Moodle page contains your key programme information, including forms, instructions for coursework submissions, dissertation requirements, dissertation supervision guidelines, marking criteria and links to other resources.
- **Each unit** Moodle page includes information about the unit outline, unit materials, unit schedule, presentations, reading lists and assessment information.

To get started, go to: <https://moodle.bath.ac.uk/course/view.php?id=57815>

Watch the animation 'A brief introduction to Moodle and this unit', and have a look at the Moodle pages for one of your first units.

MSc Public Policy Moodle [programme hub](#)

## PERSONAL TUTOR

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 six months and at least once per six months 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.

In addition to teaching sessions at our Bath residential, there is additional online support and advice from the academic skills centre on the programme hub.

You can also make an appointment to discuss an assessment/piece of work online by contacting the centre directly.

***Further information***

Find out more about the skills support and development opportunities available here:

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

**THE LIBRARY**

All reading resources for the programme – key reading and additional reading – are available **electronically** from our University library. Alongside 360,000 printed books, the library 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 University is very well stocked with material for Public Policy studies, and for a wide range of policy areas and issues to support your learning and specialist research. If you have any difficulty accessing recommended reading, please contact the programme email address in the first instance: [mpp@bath.ac.uk](mailto:mpp@bath.ac.uk).

You should also make use of all additional support materials and resources prepared by our subject librarians; there are many helpful resources to facilitate your search for wider reading.

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. The Library's copy and print service includes black and white and colour photocopying, laser printing and scanning.

***Further information***

Specialist library resource pages:

Social and Policy Sciences: <http://www.bath.ac.uk/library/subjects/soc-pol/index.html>

Politics and International Studies: <http://www.bath.ac.uk/library/subjects/polis/index.html>

Economics: <http://www.bath.ac.uk/library/subjects/economics/index.html>

For information on all library services and resources: [www.bath.ac.uk/library](http://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](http://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](http://www.bath.ac.uk/professional-services/assistive-technology)

IT shop: [www.bath.ac.uk/locations/it-shop](http://www.bath.ac.uk/locations/it-shop)

Computing Services Twitter feed: [@UniofBathIT](https://twitter.com/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/corporate-information/ordinances](http://www.bath.ac.uk/corporate-information/ordinances)

Disability Service: [www.bath.ac.uk/groups/disability-service](http://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.

### **Student representation on Committees**

<b>Departmental level:</b>	Each Department has at least one Departmental Staff / Student Liaison Committee (SSLC). These comprise several 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
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	<p>involves collecting the views of the students on their programme and attending SSLCs where they represent these views to their Department.</p> <p>For the MSc in Public Policy, we hold an SSLC as part of the Bath residential each year.</p> <p>The SU and the Centre for Learning &amp; Teaching receive minutes of SSLC meetings in order to gain an overview of key themes explored, good practice identified and actions taken. This information helps to inform student engagement activity and summary reports prepared by The SU for the University.</p> <p>There is also provision for student membership of the Department Learning, Teaching and Quality Committee: normally one undergraduate and one postgraduate (taught) representative.</p> <p>Academic Reps attend SU Academic Council meetings. These take place regularly during semester time in order to:</p> <ul style="list-style-type: none"> <li>• keep SU Officers and fellow Academic Reps informed of academic developments throughout the University</li> <li>• discuss common problems and interests affecting Departments</li> <li>• gather student opinions and views to be used by the University and The SU</li> <li>• update Academic Reps on key issues.</li> </ul> <p>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. <b><i>As part-time, distance-learning students, it is important that your student needs and voice are represented, even if you cannot attend formal meetings.</i></b></p>
<b>Faculty/ School level:</b>	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.
<b>University level:</b>	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](mailto: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.

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

Your SSLC: <https://www.thesubath.com/academicreps/departments/#hss>

SU Academic Representation including contact details for Academic Reps: [thesubath.com/academicreps](https://www.thesubath.com/academicreps)

Election of Academic Reps: [thesubath.com/elections](https://www.thesubath.com/elections)

SU Skills Training programme: [thesubath.com/skills-training](http://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](http://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](http://www.bath.ac.uk/corporate-information/code-of-practice-for-the-students-union-su)

## **STUDENT SUPPORT & SERVICES**

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** 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](mailto:studentservices@bath.ac.uk)

**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 Students' Union Advice and Support Service is open Monday to Friday 9.00am to 5.00pm in University semester (from 10.00am on Fridays) and 10.00am to 4.00pm during vacations (tel: 01225 386906, email: [suadvice@bath.ac.uk](mailto: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](http://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](http://thesubath.com/report-an-incident)

For the full range of services see: [thesubath.com/advice](http://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](http://www.bath.ac.uk/students) and the Students' Union website: [thesubath.com](http://thesubath.com)

**Wellbeing Advisors** 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.

***Further information***

[www.bath.ac.uk/groups/wellbeing-service](http://www.bath.ac.uk/groups/wellbeing-service)

**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.

***Further information***

[www.bath.ac.uk/topics/visas](http://www.bath.ac.uk/topics/visas)

**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**.

**Further information**

Student Complaints: [www.bath.ac.uk/guides/student-complaints-procedure](http://www.bath.ac.uk/guides/student-complaints-procedure)

**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](http://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](http://www.bath.ac.uk/guides/mediation)

Mediation Service Manager: 01225 383098 or [equalsdiv@bath.ac.uk](mailto:equalsdiv@bath.ac.uk)

**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](http://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](http://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](http://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](http://www.bath.ac.uk/guides/financial-support-for-refugees)

[www.bath.ac.uk/guides/students-with-caring-responsibilities](http://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](http://www.bath.ac.uk/equalities) or email: [equalsdiv@bath.ac.uk](mailto: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](http://www.disabledgo.com/organisations/university-of-bath/main-2)

## **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***

[thesubath.com/bathaward](http://thesubath.com/bathaward)

## **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](http://www.bath.ac.uk/students/careers)

The web site includes the *Myfuture* vacancies portal.

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

## SECTION THREE: ASSESSMENT

### Programme Assessment

Formal assessment of the Programme is made through written assignments and the dissertation project.

### Unit Assessment

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

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

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

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

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

Full details regarding the rules of assessment can be found in the Programme Regulations.

### 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.

Students will receive formal feedback after submission of each summative assessment. This is normally received within three weeks of the assessment submission deadline. Informal feedback and guidance is provided by unit convenors and students should also contact unit convenors in the first instance if they have any concerns regarding feedback for an assignment. Students are also encouraged to discuss feedback received on written assignments with their personal tutor or Director of Studies.

### 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](http://www.bath.ac.uk/library/infoskills/referencing-plagiarism)

Students' Union Skills Training: [thesubath.com/skills-training](http://thesubath.com/skills-training)

## **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 Director of Studies 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](http://www.bath.ac.uk/library/infoskills)

[www.bath.ac.uk/professional-services/academic-skills-programme-asp](http://www.bath.ac.uk/professional-services/academic-skills-programme-asp)

Regulation 3.7: [www.bath.ac.uk/publications/regulations-for-students](http://www.bath.ac.uk/publications/regulations-for-students)

### **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:

- assessment of the work
- comparison with databases of earlier work or previously available works to confirm the work is original
- 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](http://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](http://www.bath.ac.uk/publications/regulations-for-students)

University's Data Protection Officer: [dataprotection-queries@lists.bath.ac.uk](mailto:dataprotection-queries@lists.bath.ac.uk)

Further information on Turnitin:

[https://guides.turnitin.com/Privacy\\_and\\_Security#EU\\_Data\\_Protection\\_Compliance](https://guides.turnitin.com/Privacy_and_Security#EU_Data_Protection_Compliance)

### **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](http://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](http://www.bath.ac.uk/guides/appeal-against-a-decision-about-an-assessment-offence)

Students' Union advice and support: [thesubath.com/advice](http://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).

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

Word limits will be published with each assessment and must be adhered to.

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

### **LATE SUBMISSION OF COURSEWORK**

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. Forms to request an extension are available from your Department. 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.

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 (including definitions of IMCs, in the document “What are Individual Mitigating Circumstances?”) is available at: [www.bath.ac.uk/registry/imc/imc-students.html](http://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.

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 Disability Service ([www.bath.ac.uk/groups/disability-service](http://www.bath.ac.uk/groups/disability-service)) or the Students’ Union Advice and Support Centre ([thesubath.com/advice](http://thesubath.com/advice)).

Your Department/School 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.

Your IMC claim must be submitted no more than three days after the affected assessment. The IMC form is available at: [www.bath.ac.uk/registry/imc/imc-students.html](http://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 examination period or before a submission date, it is important that you speak to your Director of Studies as soon as possible. After speaking to your Director of Studies, if you do intend to submit a formal IMC claim for the assessment(s) you feel were affected, you will still need to complete the form and follow procedures.

## 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 schemes* - these are detailed descriptions 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 (see below).

**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 academic appeal can only be made in relation to a confirmed result (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 provisional 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](http://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](http://www.bath.ac.uk/student-records/examinations/examinations-information)

Regulation 15: [www.bath.ac.uk/publications/regulations-for-students](http://www.bath.ac.uk/publications/regulations-for-students)

Rule 2: [www.bath.ac.uk/rules/exam](http://www.bath.ac.uk/rules/exam)

Disability Service: [www.bath.ac.uk/groups/disability-service](http://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 activity.

You can read the latest External Examiner report for your programme, and the University's response to it. See: <http://go.bath.ac.uk/external-examiners-reports>

**The External Examiner for your programme is:**

It is not appropriate for students 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 your 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](http://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](http://www.bath.ac.uk/registry/nfa)

For information relating to your programme, visit: [www.bath.ac.uk/catalogues](http://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](http://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.

- 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.

- Your programme is divided into stages and follows the general principle that all stage assessment must be successfully completed before progression to the next stage is permitted. This means that, if you are required to undertake supplementary assessment, you will have to do so before you can progress further. You must also never break one of the persistent generic rules.
- Your programme has units that constitute the Taught Stage(s) Credits in a separate phase before the period in which you will do the Dissertation/Project type unit(s), as indicated in the table showing the structure of your programme. The Programme Progression Requirement to get from the taught phase to the Dissertation/Project phase is 50%.
- Should you fail to qualify for the award of the degree of Master, you may be considered for the award of a related Postgraduate Diploma or Postgraduate Certificate (subject to your having met the requirements for one of those awards).

The normal pass mark for a unit is 40%. In some units, you might need to achieve a threshold mark in one or more component assessments in order to pass the unit overall. Particular rules apply to failure of units of the ‘Taught type’, or in the ‘taught’ stages. They are as follows:

- If you fail any 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.

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

Your unit results are combined as follows to make overall assessment/award decisions:

- The Taught Stage(s) Average (TSA) will be calculated by taking the credit-weighted average of marks for all units required to contribute to the taught stage(s), or by taking the credit-weighted average of marks for all units defined as of ‘Taught type’ required to contribute to the programme.
- The Dissertation/Project Average (DPA) will be calculated by taking the credit-weighted average of marks for the unit(s) required to contribute to the Dissertation/Project stage(s), or by taking the credit-weighted average of marks for the unit(s) defined as of ‘Dissertation/Project type’ required to contribute to the programme.
- The Overall Programme Average (OPA) will be calculated by taking the credit-weighted average of marks for all units required to contribute to the programme.

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. 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](http://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](http://www.bath.ac.uk/registry/appeals)

Independent advice about academic appeals is offered by the Students' Union Advice and Support Centre: [thesubath.com/advice](http://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](http://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](http://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](http://www.bath.ac.uk/students/support/complaints)

## SECTION FOUR: GENERAL INFORMATION

### THE ACADEMIC YEAR 2018-19

You should use the programme calendar (on the moodle programme hub) for information about teaching times, programme vacations and assessment dates.

Further information about the University's academic year dates can be found here:

[www.bath.ac.uk/publications/academic-year-charts](http://www.bath.ac.uk/publications/academic-year-charts). This may be useful to you in identifying University vacations and other key dates.

### 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 Handbook. You are advised to download a copy of the Regulations and read them carefully as they contain a lot of important information.

#### ***Important information***

The full Regulations for Students can be found at:

[www.bath.ac.uk/publications/regulations-for-students](http://www.bath.ac.uk/publications/regulations-for-students)

### 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](http://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](http://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](http://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](http://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](http://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.

***Further information***

email: [uhse@bath.ac.uk](mailto:uhse@bath.ac.uk)

Current University guidance on fieldwork, work placements and overseas travel:

[www.bath.ac.uk/corporate-information/fieldwork-safety-standard](http://www.bath.ac.uk/corporate-information/fieldwork-safety-standard)

[www.bath.ac.uk/corporate-information/placements-and-study-abroad-programmes-safety-standard](http://www.bath.ac.uk/corporate-information/placements-and-study-abroad-programmes-safety-standard)

[www.bath.ac.uk/guides/overseas-travel-safety-guidance](http://www.bath.ac.uk/guides/overseas-travel-safety-guidance)

## **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](http://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.

### Postgraduate Diploma degree

(for full details please see: <http://www.bath.ac.uk/registry/nfa/nfaar-ptg-appendix-12.pdf>)

#### **Awards**

**PG Diploma degree** - a student must achieve:

- at least **60 credits**, at least 48 of these credits gained at M level;
- overall programme average (OPA) of at least 40.00%.

**PG Diploma with Merit** – a student must also achieve:

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

**PG Diploma with Distinction** - a student must also achieve:

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

#### **Condoning**

- Designated Essential Units (DEU) cannot 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 PG Diploma**

##### Programme Progression Requirement (PPR):

A taught-stage average (TSA) of at least 50% must be achieved before a student may proceed with any Dissertation/project credits (DPC). Where a student has supplementary assessment outstanding but has achieved a TSA of at least 40% progression onto DPCs will be permitted.

### Masters degree

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

## Awards

**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 also achieve:

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

**Masters degree with Distinction** - a student must also achieve:

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

## Condoning

- Designated Essential Units (DEU) cannot 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) can be condoned.
- Dissertation/project credits (DPC) cannot be condoned.

## Retrieval (supplementary assessment)

- Taught-stage credits (TSC) – a maximum of 18 credits for taught units may be retrieved after failure by supplementary assessment.
- Dissertation/project credits (DPC) can only be retrieved if the fail mark is within 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.

## ANNEX 2: INDICATIVE MARKING GUIDELINES FOR COURSEWORK, EXAMS AND DISSERTATIONS

	Marking Range	Knowledge and understanding of relevant ideas and methods	Ability to apply relevant ideas and methods to specific problems or issues	Originality, including ability to reflect critically on relevant knowledge and methods, and to develop clear and original arguments	Clarity of expression, presentation of material and overall structure (including referencing)
Distinction	<b>80% or more</b> – outstanding performance that fulfils and exceeds designated learning outcomes.	<p>Evidence of an exceptionally high grasp of key ideals/concepts.</p> <p>Knowledge and understanding of material beyond that stipulated in the unit</p>	<p>Near perfect application of relevant ideas and methods. Incisive analysis of empirical material leading to strong and accurate conclusions.</p>	<p>Highly original with evidence of exceptional critical insight.</p>	<p>Worthy of sharing with a wider readership.</p>
	<b>70-79%</b> - excellent performance relative to designated learning outcomes.	<p>Unusually high level of knowledge and understanding of material stipulated in the unit.</p> <p>Evidence of wide, independent and relevant reading.</p>	<p>Relevant ideas and methods applied clearly and correctly with appropriate inferences drawn.</p> <p>Evidence of excellent use of examples to illustrate points and to justify arguments.</p>	<p>A high degree of analytical and critical ability, originality and insight.</p>	<p>Clear, accurate, appropriate and sophisticated use of language.</p> <p>Bibliography and other references should be presented in a form appropriate to the exercise.</p>
Merit	<b>60-69%</b> - very good performance relative to designated learning outcomes.	<p>Evidence of the ability to identify and understand key ideas/concepts.</p> <p>Very good understanding of relevant knowledge, with evidence of relevant wider reading.</p> <p>Evidence of the ability to answer all parts of the question.</p>	<p>Clear understanding of the relevant ideas and methods with mostly correct application.</p> <p>Evidence of appropriate use of examples/empirical material to illustrate points and to justify arguments. No significant weaknesses in competence in the subject.</p>	<p>Strongly argued with critical thought, independent analysis, argument, and/or application of theory.</p>	<p>Has met the criteria well. Generally shows very good writing ability with clear, accurate and appropriate use of language.</p> <p>Evidence of the ability to structure an essay, to select, analyse and order with some attempt to synthesise and conclude.</p> <p>Bibliographical and other references should be presented in a form appropriate to the exercise.</p>

	<b>50-59%</b> - Good performance relative to the designated learning outcomes.	Some evidence of ability to identify key ideas and issues. Demonstrates some understanding of relevant concepts with some evidence of relevant reading.	<p>Evidence of the ability to describe a subject in an organised way with some attempt at analysis. Demonstrates knowledge of the subject with limited explanation or discussion of the material presented: may indicate a narrative or cataloguing approach.</p> <p>Competent application of relevant ideas and methods to empirical material. Some evidence of ability to select appropriate examples to illustrate points and to justify arguments. Conclusions arrived at through analysis rather than just a statement of position.</p>	<p>Well argued with logical organisation of the answer. Clear evidence of some “value-added” through application of empirical data, critique and/or logical exercise of independent judgement.</p>	<p>Has met the formal criteria. Reveals an ability to set out an argument or answer clearly and logically.</p> <p>Generally clear use of language.</p> <p>Limited bibliographical and other references.</p>
	<b>40-49%</b> - Satisfactory performance in designated learning outcomes.	<p>Demonstrates some ability to communicate identifiable facts and concepts.</p> <p>Some knowledge of the material provided and identifies relevant issues, but without evidence of wider reading. May reveal some gaps in knowledge and understanding.</p>	<p>Knowledge of relevant ideas and methods, but weaknesses in their use. Evidence used is relevant and addresses the question set or proposed but limited ability to argue logically and to organise answer, or select appropriate examples to discuss points.</p>	<p>Evidence of basic analytical ability or appreciation of the subject.</p> <p>Demonstrates the ability to write descriptively about a subject but with little or no attempt to generalise or to discuss.</p>	<p>The candidate has met basic criteria but there are weaknesses.</p> <p>Generally shows adequate writing ability and appropriate standards of English but there may be an unreliable use of language.</p> <p>May have poor bibliographical and other references.</p>
<b>Fail</b>	<b>30-39% Fail</b> – no credits awarded.	<p>Only partial knowledge and understanding of key concepts and ideas.</p> <p>Shows poor comprehension of the basic facts and principles. Prone to inaccuracy and tendency to irrelevance.</p>	<p>Failure to identify and use appropriate ideas and methods. Argument lacks adequate illustration or empirical support, or empirical material is purely decorative. Failure to address the question clearly enough.</p>	<p>No critical thought.</p>	<p>Weak presentational skills, inadequate or improper referencing.</p> <p>Fails to meet formal criteria in one or more ways.</p>

	<p><b>&lt;30% Fail – no credits awarded.</b></p>	<p>Little or no evidence of the ability to communicate identifiable facts and concepts. There may be some relevant knowledge but it demonstrates a poor understanding of the subject.</p>	<p>The answer may be totally or largely irrelevant to the question. Empirical material is incorrect or incorrectly used.</p>	<p>No evidence of critical thought.</p>	<p>Fails to meet formal criteria in numerous ways.</p>
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## ANNEXE 3 PROGRAMME DESCRIPTION

Programme code	THSP-ADM32
Programme title	Masters in Public Policy
Award type	Master of Science
Award title	Master of Science in Public Policy
Mode of Attendance	Blended-learning
Length	2 years (max. 4 years)
State any designated alternative programme(s)	PG Cert in Public Policy PG Diploma in Public Policy
Approving body and date of approval	Approval sought 23 May 2017, revised 20 June 2017

Year 1 (for implementation with effect from 2018/19)										
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/project credits	Notes
4	1	Y1		Public policy: theory, politics and practice	C	18		SRU	TSC	
		Y1		Public policy and economics	C	12			TSC	
	2	Y2		Knowledge, evidence and data in public policy	C	18			TSC	
		Y2		Public Policy Case Analysis	C	12			TSC	
	3	Y2/DIS		Dissertation unit	O	30			DPC	Alternative to portfolio
		Y2/DIS		Portfolio	O	30			DPC	Alternative to dissertation

Programme characteristics & decision references	
Programme Progression requirement	At least 40% overall across stages one and two
NFAAR-PGT appendix	<a href="http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-11.pdf">http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-11.pdf</a> (Masters) <a href="http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-12.pdf">http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-12.pdf</a> (Diploma) - delete if not applicable <a href="http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-13.pdf">http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-13.pdf</a> (Certificate) - delete if not applicable
Number of TSC	60
Number of DPC	30
Any approved exemptions	Exemptions sought: a) maximum retrieval 24 credits b) maximum condonable units 30% of programme c) criteria for distinction

**Notes:**

1. All averages are credit weighted.
2. Any re-assessment of a Stage Required Unit (SRU) must be completed in the normal supplementary assessment period prior to progression to the next stage of the programme, i.e. students cannot commence stage 2 prior to the completion of re-assessment of a SRU.
3. Students can only be condoned in a maximum of 20% of the taught stage credits (TSC).
4. For a Masters/diploma programme, the maximum number of credits that can be re-assessed is 18 TSC. 12 TSC for PG Certificate.
5. Where the Dissertation Project Average (DPA) is made up of more than 1 unit, marginal failure in one unit can be compensated by a better mark in the other unit.
6. Where the project/dissertation unit(s) is started at the same time as taught stage units please ensure that this is clear by indicating this in the Normal Period of study column.
7. DIS = dissertation period i.e. normally the summer vacation after the end of teaching.