



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

MSc International Development

**MSc International Development with
Economics**

**MSc International Development with
Conflict and Humanitarian Action**

**MSc International Development,
Social Justice and Sustainability**

**Programme Handbook
2019/20**

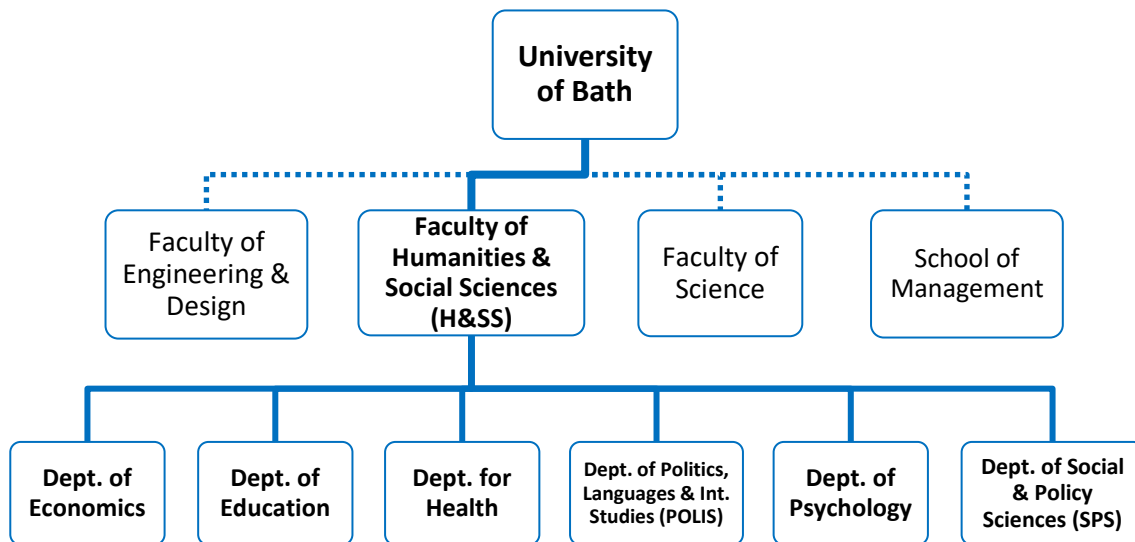
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WELCOME

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

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



Faculty H&SS Taught Programmes administration

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

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

Our duties include:

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

It is important that you get to know the administrators who look after your particular programme, as they can often provide invaluable guidance on various aspects of the programme. If your administrator is unavailable then please speak to any other of our other administrators listed on our wiki page [here](#), all of whom will be very happy to help you. If you have any problems then please contact one of the Programmes Officers or Managers. Emails are managed via shared mailboxes to deal with enquiries from students and academic staff and these are regularly monitored by designated members of the team.

ABOUT THIS HANDBOOK

This Handbook is intended for all students commencing MSc International Development Programmes in the academic year 2019/20.

Please note that the contents of this Handbook are accurate at September 2019 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 and Assessment Regulations: 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 Oliver Walton for advice.

YOUR PROGRAMME

The Department is located in 3 East (see the campus map at <http://www.bath.ac.uk/travel-advice/location-maps/>) The administrators for your course are located in the 3 East 3.17.

Information regarding the department, including a list of academic staff, their individual research interests, departmental research activities, events (including seminars to which you may be able to attend) and news items can be found by linking from <http://www.bath.ac.uk/hss/>.

KEY CONTACTS/STAFF LIST

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

Contact	Responsibility	Room	Phone No.	Email
<u>Directors of Studies</u>				
Your Director of Studies is responsible for all aspects of your study on the programme, including problems and requests for extensions. (Any academic queries should be directed in the first instance to the Unit Coordinator.)				
Dr Oliver Walton	MSc International Development,	3E 3.21	01225 386137	ow20@bath.ac.uk
<u>Programme Administrator(s)</u>				
Julia Warburton	Programme Administrator	3E 3.17	01225 383643	sps-pg-admin@bath.ac.uk
Sandra Swaby	Administrative Assistant	3E 3.17	01225 386817	sps-pg-admin@bath.ac.uk

DEPARTMENTAL INFORMATION

The Department of Social and Policy Sciences includes staff from the disciplines of social policy, sociology, social work and international development. All academic staff are active in research, both in collaboration with each other and with colleagues from other universities and research centres. This provides an opportunity for work around common interests in the application of social sciences to the understanding of substantive policy issues and the policy process itself, both in the UK and in other countries.

Internal messages are usually sent by **email** and you should make a point of checking your BUCS email account every day. You can also access your account via the internet by typing <https://mail.bath.ac.uk> or clicking on "Webmail" on the University's internal home page. **You must ensure that your email inbox does not become full otherwise emails cannot be sent to you and you therefore run the risk of missing important information.**

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

Should you have any **queries or problems** (that you have not been able to resolve using the various sources of information in this handbook and elsewhere) we strongly recommend you talk to us. Any issues relating to your work then please contact either the lecturer concerned or your Director of Studies (most academic staff are available at specific times of

the week). Administrators are available in office hours (typically 10.00 to 12.00, 14.00 to 16.00, Monday to Friday).

Any post for you will be sent to your pigeon hole located in 3 East Level 3 outside the 3.17 Office. Any mail addressed to you care of the University or the Department, internal mail, and messages from members of staff will be placed there, and you can also leave messages for other students. You should check your pigeon-hole as soon as you arrive at the University and at least once a week thereafter. The Department cannot accept responsibility for mail not collected by students. Any post should be addressed as follows:

Your full name

*The Department of Social and Policy Sciences
Your programme, eg MSc International Development
University of Bath
Claverton Down
Bath BA2 7AY*

EXPECTATIONS

It is a University Regulation that you attend regularly. If you are not able to do so, or will be absent for longer than three days due to ill health, then you must contact your Director of Studies to discuss your situation and an appropriate course of action.

Further information

See Regulation 3: www.bath.ac.uk/publications/regulations-for-students

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

In deciding to take a unit, we would expect you to attend all lectures and participate in any groupwork activities (unless mitigating circumstances dictate otherwise). Non-attendance would not only reduce your own learning experience but could potentially reduce that of others in the group. In order to reinforce this principle, **in some units, students who have not attended timetabled group activities (even if non-assessed) may have unit marks deducted.**

We hope that you will appreciate the importance of this issue, in that students are partners in a collective learning experience.

PROGRAMME AIMS AND LEARNING OUTCOMES

EDUCATIONAL AIMS OF THE PROGRAMME:

The MSc International Development portfolio aims to provide interdisciplinary and employment-oriented programmes of study drawing on the social and policy sciences to address contemporary global development challenges of poverty, social injustice, environmental degradation, inequality, conflict, migration and humanitarian emergencies. All of the programmes within the portfolio (and associated stopping off points) provide students with:

- An advanced understanding of contemporary and historical development challenges from a broad range of disciplinary, policy, stakeholder, and contextual perspectives;
- An in-depth and critical understanding of how different approaches to data collection, analysis and communication inform public perception of contemporary global challenges, as well as policy response to them;
- Research and critical reflective skills to enable students to undertake a dissertation or practice-based project that develops original insights into a theoretical and/or practical problem which is international development-related.
- An advanced qualification that will prepare students for careers in public, private, commercial and civil society organisations at the international, national and local level.

In addition, each of the pathways provides students with specific knowledge and skills as follows:

The MSc in International Development generalist pathway provides students with:

- Analytical and practical skills to interpret different social sciences disciplines and critically appreciate their distinctive contributions to the understanding of a wide range of development problems.
- The ability to apply ideas drawn from the social sciences in a large array of socio-economic, cultural, political and policy contexts.

The MSc in International Development with Economics pathway provides students with:

- A critical appreciation of economic concepts, theories and tools relevant to understanding development issues, and in particular those of heterodox and social economics.
- The ability to apply them to analyse specific development problems, including through the use of appropriate statistical methods.

The MSc in International Development, Social Justice and Sustainability pathway provides students with:

- A critical appreciation of diverse approaches to conceptualising social justice, wellbeing, knowledge and sustainability in dynamic socio-political settings.
- The ability to evaluate the policy and practical implications of these diverse approaches and to apply them in a wide range of institutional contexts.

The MSc in International Development with Conflict and Humanitarian Action pathway provides students with:

- An in-depth and interdisciplinary understanding of the theories and concepts that underpin contemporary humanitarian action and conflict response, and a critical understanding of humanitarian, peacebuilding and development policy and practice.
- The ability to interpret and evaluate research information and evidence on topics related to humanitarianism, conflict and development.

Learning Outcomes:

At the end of the PG Certificate and PG Diploma stage of the MSc in International Development portfolio, students will be able:*

- To identify, and engage critically with the literature in international development (generalist pathway); and the multi-disciplinary literature on economic growth, poverty, global political

economy, inequality (economics pathway); wellbeing, social justice and sustainability (social justice and sustainability pathway); conflict, migration and humanitarianism (conflict and humanitarianism pathway).

- To understand and apply academic literature to creatively address contemporary global challenges in the subject area specific to each pathway.
- To demonstrate clarity of thought and quality of analysis and argument in addressing contemporary global challenges in the subject area specific to each pathway.

At the end of the MSc stage of the MSc in International Development portfolio, students will be able (in addition to the above):

- To select and justify the focus, scope and methodology of a research study in the subject area specific to their chosen pathway;
- To design and systematically undertake an independent research project in in the subject area specific to their chosen pathway either in an academic or professional context;
- To critically review, employ, and engage with the appropriate literature on the chosen area of focus;
- To identify either quantitative or qualitative research that has been undertaken in the chosen area of focus, and interpret data appropriately;
- To draw in an original and critical manner conclusions of the research, showing its strengths and limitations, and derive practical implications of the research for policy and practice.

Teaching is via a mixture of lectures, seminars, student-led workshops, exercises, group work, and policy case studies. A key feature of the MSc in International Development portfolio is its problem-based and student-centred pedagogical approach which prioritizes active processes of inquiry over passive knowledge delivery.

** As all units are 'M-level' units, the differences between PGCert and PGDip are in terms of breadth of knowledge, whilst the differences between the PGDip and the MSc is in the ability to undertake an independent research project.*

INTENDED LEARNING OUTCOMES (inc. teaching, learning and assessment methods):

<p>➤ Knowledge and understanding:</p>	<ul style="list-style-type: none"> • Systematic and thorough understanding of the multi-disciplinary field of international development, and of the key theoretical and methodological frameworks which underpin development discourse and practice; • A capacity to evaluate and apply this understanding to contemporary global challenges; • A critical appreciation of quantitative and qualitative research methods and their use in international development; • Critical awareness of the contributions of the social sciences to address contemporary global challenges in a variety of cultural settings; • Systematic and thorough understanding of general or specialised areas in international development as appropriate to the chosen pathway.
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For the MSc stage (as well as the above):

	<p>Originality in the application of this knowledge in the form of an independent research project (dissertation), or in the form of a professional practice (practicum)</p>
<p>➤ Intellectual Skills</p>	<p>Ability to draw from the social sciences to deal with complex socio-economic situations in a variety of cultural and political contexts;</p> <ul style="list-style-type: none"> • Ability to select and synthesise information from a number of sources; • Ability to critically evaluate qualitative and quantitative research undertaken in multiple focus international development areas; • Ability to demonstrate self-direction and originality in addressing contemporary global challenges; • Ability to interrogate critically and constructively international development policy and practice. <p>For the MSc stage (as well as the above):</p> <p>To undertake research at a graduate level, demonstrating self-direction and some originality in formulating and answering research questions (dissertation), or to undertake a placement, demonstrating professionalism and critical reflection on a specific area of professional practice (practicum).</p>
<p>➤ Professional Practice Skills</p>	<ul style="list-style-type: none"> • Analytical and research skills to equip students for careers in international development, in the public sector, business and civil society at the global, national and local level; • Skills to interpret, select and apply key models for development practice in the areas of humanitarianism and conflict, economics, social justice and sustainability; • Critical skills to evaluate the origins and purposes of development and humanitarian models, as well as their appropriateness and effectiveness in theory and practice; • Skills to interpret, select and apply key tools and methods for analysing development and humanitarian policy and practice, and critically evaluate their effectiveness. • Skills to communicate complex data in a clear, ethical and rigorous way in a range of formats suitable for diverse professional and policy audiences; • Inter-personal skills to engage with different social, political and cultural environments and theoretical, ideological and methodological perspectives; • Reflective skills to critically assess development discourses and policies and their own position with regard to these; • Skills to construct persuasive and critically engaged arguments in the area of development and humanitarianism for diverse professional audiences; <p>Unit assessments will be a principal channel through which the programme will build these skills (see Annex 1)</p> <p>For the practicum:</p>

	<ul style="list-style-type: none"> • Skills to synthesise and apply models/tools to specific in-depth cases, showing the implications of strengths and weaknesses for the specific case; • Interpretative and critical skills to reflect on the contexts and conditions shaping development and humanitarian practice, and devise robust and creative strategic responses to them.
➤ Transferable/Key Skills	<ul style="list-style-type: none"> • Independent learning and team working skills to prepare students for leadership; • Communication with specialist and non-specialist audiences; • Critical ability to develop original research questions; • Problem-solving skills; • Ability to select, summarise and synthesise written information from multiple sources; • Ability to develop rigorous arguments through precise use of concepts and models; • Ability to synthesise multidisciplinary and multi-stakeholder perspectives on the same problems; • Ability to produce work to agreed specifications and deadlines. <p>For the MSc stage (as well as the above):</p> <ul style="list-style-type: none"> • Ability to work independently, without close supervision or guidance.

PROGRAMME DESCRIPTION: STRUCTURE OF THE PROGRAMME

Please note that the content of the programme description below is correct at the time of production of this Handbook and that programmes and units may be subject to reasonable change (see **Unit and Programme Changes** below).

Current versions of unit and programme descriptions are available via the online Unit and Programme Catalogues: www.bath.ac.uk/catalogues

Programme title	THSP-AFM19 - Masters in International Development THSP-AFM20 - Masters in International Development with Conflict and Humanitarian Action THSP-AFM21 - Masters in International Development with Economics THSP-AFM22 - Masters in International Development, Sustainability and Social Justice
Award type	Masters
Award title	MSc in International Development MSc in International Development with Conflict and Humanitarian Action MSc in International Development with Economics MSc in International Development, Sustainability and Social Justice
Mode of Attendance	Full Time / Part Time
Length	1 / 2 years
State any designated alternative programme(s)	PG Certificate in International Development (for all MSc programmes) comprising 30 taught stage credits. PG Diploma International Development comprising 60 taught stage credits from MSc International Development DAP for: MSc International Development

	<p>PG Diploma International Development with Economics comprising 60 taught stage credits from MSc International Development with Economics DAP for: MSc International Development with Economics PG Diploma International Development, Social Justice and Sustainability comprising 60 taught stage credits from MSc International Development, Social Justice and Sustainability DAP for: MSc International Development, Social Justice and Sustainability PG Diploma International Development with Conflict and Humanitarian Action comprising 60 taught stage credits from MSc International Development with Conflict and Humanitarian Action DAP for: MSc International Development with Conflict and Humanitarian Action</p>
Approving body and date of approval	University of Bath

THSP-AFM19: MSc International Development
(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
4	1	Semester 1 and 2	SP50324	Doing Research for International Development	Compulsory Unit	12	Yes		TSC
4	1	Semester 1	SP50325	History and Theory of International Development	Compulsory Unit	12	Yes		TSC
4	1	Semester 1	SP50327	Economics for International Development	Optional S1 units: Select one unit from the following list:	12			TSC
4	1	Semester 1	SP50328	Social and Environmental Justice	Optional S1 units: Select one unit from the following list:	12			TSC
4	1	Semester 1	SP50326	Conflict, Development and Peacebuilding	Optional S1 units: Select one unit from the following list:	12			TSC
4	1	Semester 2	SP50329	Management of International Development	Compulsory Unit	12	Yes		TSC
4	1	Semester 2	SP50330	Global Political Economy	Optional S2 units: Select one unit from the following list:	12			TSC
4	1	Semester 2	SP50331	Humanitarianism	Optional S2 units: Select one unit from the following list:	12			TSC
4	1	Semester 2	SP50333	The Politics and Practice of Sustainability and Wellbeing	Optional S2 units: Select one unit from the following list:	12			TSC
4	1	Semester 2	SP50332	International Development Policy Analysis and Evaluation	Optional S2 units: Select one unit from the following list:	12			TSC
4	1	Semester 2	ED50489	Education and international development for IEG	Optional S2 units: Select one unit from the following list:	12			TSC
4	2	Dissertation	SP50334	Dissertation	Choose one of the two options:	30			DPC

4	2	Dissertation	SP50335	Practicum	Choose one of the two options:	30			DPC
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THSP-AFM20 MSc in International Development with Conflict and Humanitarian
(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
4	1	Semester 1 and 2	SP50324	Doing Research for International Development	Compulsory Unit	12	Yes		TSC
4	1	Semester 1	SP50325	History and Theory of International Development	Compulsory Unit	12	Yes		TSC
4	1	Semester 1	SP50326	Conflict, Development and Peacebuilding	Compulsory Unit	12	Yes		TSC
4	1	Semester 2	SP50331	Humanitarianism	Compulsory Unit	12	Yes		TSC
4	1	Semester 2	SP50329	Management of International Development	Optional S2 units: Select one unit from the following list:	12			TSC
4	1	Semester 2	SP50330	Global Political Economy	Optional S2 units: Select one unit from the following list:	12			TSC
4	1	Semester 2	SP50333	The Politics and Practice of Sustainability and Wellbeing	Optional S2 units: Select one unit from the following list:	12			TSC
4	1	Semester 2	SP50332	International Development Policy Analysis and Evaluation	Optional S2 units: Select one unit from the following list:	12			TSC
4	1	Semester 2	ED50489	Education and international development for IEG	Optional S2 units: Select one unit from the following list:	12			TSC
4	1	Dissertation	SP50334	Dissertation	Choose one of the two options:	30			DPC
4	1	Dissertation	SP50335	Practicum	Choose one of the two options:	30			DPC

THSP-AFM21 MSc in International Development with Economics
(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
4	1	Semester 1 and 2	SP50324	Doing Research for International Development	Compulsory Unit	12	Yes		TSC
4	1	Semester 1	SP50325	History and Theory of International Development	Compulsory Unit	12	Yes		TSC
4	1	Semester 1	SP50327	Economics for International Development	Compulsory Unit	12	Yes		TSC
4	1	Semester 2	SP50330	Global Political Economy	Compulsory Unit	12	Yes		TSC
4	1	Semester 2	SP50329	Management of International Development	Optional S2 units: Select one unit from the following list:	12			TSC

4	1	Semester 2	SP50333	The Politics and Practice of Sustainability and Wellbeing	Optional S2 units: Select one unit from the following list:	12			TSC
4	1	Semester 2	SP50331	Humanitarianism	Optional S2 units: Select one unit from the following list:	12			TSC
4	1	Semester 2	SP50332	International Development Policy Analysis and Evaluation	Optional S2 units: Select one unit from the following list:	12			TSC
4	1	Semester 2	ED50489	Education and international development for IEG	Optional S2 units: Select one unit from the following list:	12			TSC
4	2	Dissertation	SP50334	Dissertation	Choose one of the two options:	30			DPC
4	2	Dissertation	SP50335	Practicum	Choose one of the two options:	30			DPC

**THSP-AFM22 MSc in International Development, Social Justice and Sustainability
(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
4	1	Semester 1 and 2	SP50324	Doing Research for International Development	Compulsory Unit	12	Yes		TSC
4	1	Semester 1	SP50325	History and Theory of International Development	Compulsory Unit	12	Yes		TSC
4	1	Semester 1	SP50328	Social and Environmental Justice	Compulsory Unit	12	Yes		TSC
4	1	Semester 2	SP50333	The Politics and Practice of Sustainability and Wellbeing	Compulsory Unit	12	Yes		TSC
4	2	Dissertation	SP50334	Dissertation	Choose one of the two options:	30			DPC
4	2	Dissertation	SP50335	Practicum	Choose one of the two options:	30			DPC
4	1	Semester 2	ED50489	Education and international development for IEG	Select 1unit from the following list	12			
4	1	Semester 2	SP50329	Management of international development	Select 1unit from the following list	12			
4	1	Semester 2	SP50330	Global political economy	Select 1unit from the following list	12			
4	1	Semester 2	SP50331	Humanitarianism	Select 1unit from the following list	12			
4	1	Semester 2	SP50332	International development policy analysis and evaluation	Select 1unit from the following list	12			

Assessment weightings and decision references

Stage	Weighting within programme	NFAAR-PGT decisions reference See NFAAR-PGT information at: https://www.bath.ac.uk/publications/nfaar-pgt-and-appendices/attachments/nfaar-pgt.pdf

Stage 1	60 / 90 credits	All assessment: Appendix 11 Programme progression requirement (PPR): 40%
Stage 2	30 / 90 credits	All assessment: Appendix 11

Further information

Section in this handbook on **Assessment**.

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

UNIT AND PROGRAMME CATALOGUES

This is where you will find details about all individual units for the current academic year:
www.bath.ac.uk/catalogues

The Catalogues also provide links to the University's assessment regulations, showing how these are applied to programmes of study.

TIMETABLES

Programme and unit timetable information can be found online at: www.bath.ac.uk/timetable

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

OPTION CHOICES

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

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

PLACEMENTS

Students have the option of completing a dissertation or practicum (work-based project). The practicum involves an 8-week work placement. The process for identifying placement opportunities will be explained to students early in Semester 1. Students who opt to write a dissertation can still organise a placement. This may or may not be linked to a previously agreed dissertation topic. All placement students must have a named placement manager within the host organisation and be approved by the Director of Studies. Where placements require work that is incidental to the programme then the Director of Studies may grant an extension to the deadline for their dissertation and arrange a transfer to part-time registration.

SUBMISSION DEADLINES

It is your responsibility to submit your coursework in the correct format by the deadline.

See Annex 2 for Coursework Guidelines and submission procedures and Annex 3 for Dissertation/Practicum guidelines and submission procedures.

MARKING CRITERIA

See Annex 4 marking guidelines, moderation and penalties

RESEARCH ETHICS

All MSc International Development students will receive training in research ethics and will be briefed on the department's research ethics policy as they prepare for their dissertation/practicum.

FURTHER STUDY

More information regarding MPhil and PhD opportunities in the Department of Social and Policy Sciences can be found [here](#).

Information about our Masters in Research programmes can be found [here](#).

UNIT AND PROGRAMME CHANGES

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

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

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

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

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

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

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

HOW YOUR PROGRAMME IS REVIEWED AND MONITORED

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

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

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

STUDY AND SUPPORT: GETTING THE MOST OUT OF YOUR STUDIES

ACCESSING UNIVERSITY EMAIL

You will need to use your University username and password to access your University email account. You are able to access your email by going to <http://outlook.office.com/>

Your username also forms your email address (username@bath.ac.uk).

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

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

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

Further information

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

YOUR STUDENT RECORD: SAMIS

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

Further information

<https://samis.bath.ac.uk>

MOODLE

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

Further information

<https://moodle.bath.ac.uk/course/view.php?id=2536>

PERSONAL TUTORING

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

- support you in your academic progress and personal development
- discuss with you programme choices, placement opportunities and future career plans

- provide you with a reference for your placement or career
- guide you to sources of expert help with any personal/welfare issues.

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

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

LANGUAGE AND ACADEMIC SKILLS SUPPORT AND DEVELOPMENT

To help you get the best out of your studies and your future employability, we offer all our students a comprehensive range of 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.

You can choose from classes, tutorials, drop-in sessions, workshops and online resources, to develop a range of skills, including how to:

- 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
- enhance your use of mathematical tools
- use IT tools and resources effectively
- enhance your existing language proficiency, or learn a new language.

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

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

Further information

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

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

RECOGNITION FOR EXTRA-CURRICULAR ACTIVITIES: THE BATH AWARD

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

Further information

thesubath.com/bathaward

THE LIBRARY

The Library is open 24 hours a day, all year round, and provides print and electronic materials and information services to support study and research across the University. It houses over 500 PCs, wireless networking throughout, and provides areas for both quiet individual study and group work. Alongside 360,000 printed books, it offers over 26,000 electronic journals, 516,000 electronic books, 100 databases for information, literature and data searching, the University's exam papers database, and digital versions of the University's academic publications. The Library's electronic services, resources and support materials are all available directly from the Library's web pages (<https://library.bath.ac.uk/home>). The Library's copy and print service provides access to black and white and colour photocopying, laser printing and scanning.

Information specialists, our Subject, School and Faculty Librarians are responsible for services to individual Departments and the School. You will find their contact details, and subject specific guidance on the dedicated web pages they have created. These pages include a large range of recommended resources and support materials and are listed under 'Resources for your Subject' on the Library homepage (<https://library.bath.ac.uk/home>).

Our Subject, School and Faculty Librarians provide individual help to students and staff, as well as teaching information skills in Department and School programmes and through general University skills provision. All new students receive library introduction sessions during the induction period.

Further information

This Department's library resources page is: <https://library.bath.ac.uk/social-policy-sciences>
For information on all library services and resources: www.bath.ac.uk/library

COMPUTING SERVICES AND FACILITIES

Using your University username and password, you will be able connect to University computers, University email, the internet, file storage and printing services. You will also be able to get access to a range of free software, including Office 365 and antivirus. You can 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 would like to know more about these services, and how to access them, please visit: <http://www.bath.ac.uk/campaigns/setting-up-your-it-as-a-student/>

IT Support is available from the IT Service Desk on Level 2 of the Library or online at: <https://www.bath.ac.uk/guides/getting-it-support-and-advice/>

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. Find out more at <https://www.bath.ac.uk/professional-services/assistive-technology/>

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.

The Audio-Visual Unit also provides a range of equipment and facilities that can be used in support of learning. Find out more at <https://www.bath.ac.uk/professional-services/audio-visual/>

Further information

Computing Services: www.bath.ac.uk/professional-services/computing-services

Information for new users: <http://go.bath.ac.uk/it-new-students>

Information for users requiring learning assistance: www.bath.ac.uk/professional-services/assistive-technology

IT shop: www.bath.ac.uk/locations/it-shop

Computing Services Twitter feed: [@UniofBathIT](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

Disability Service: www.bath.ac.uk/groups/disability-service

STUDENT REPRESENTATION

Feeding back your views to the University

The University is committed to reviewing and continually improving its practice. The University aims to engage students as active partners in their education (Education Strategy 2016/21). Three key ways in which we seek feedback are through:

- a) Staff / Student Liaison Committees (SSLCs)
- b) Surveys and evaluations
- c) the Students' Union.

We also use focus groups, Departmental working parties, 'Lets' Talk' events, in-class opportunities and various kinds of feedback sessions.

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

academic department and across other services at the University to co-creation solutions to improve the learning and teaching, and wider student experience.

On top of the informal mechanisms like talking with your Unit Convenor and your Director of Studies, 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 from time to time 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. ‘We’ doesn’t just mean the University but students and their elected representatives too! Evaluation and survey data are always encouraged to be looked at in partnership between students and staff, so that solutions to the issues raised can be co-created together. 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 into any action plans developed in response to the issues raised.

Your feedback is important to both the University and the Students’ Union. Please keep telling us what is going well and what needs to get better. Try not to store issues up for a future SSLC meeting or the Unit Evaluations. Talking early to your Unit Convenor and Director of Studies will mean that any potential issues can be solved sooner thus enhancing your own experience on a particular Unit. 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 Students’ Union (although you have a right to opt out - see section below on **Students’ Union membership**). Officers of the Students’ Union represent students’ interests on University decision-making bodies. In addition, numerous elected student representatives play important roles on various Departmental, Faculty/School and University committees. All student representatives are elected through online elections facilitated by the Students’ Union.

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

Departmental level:	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 involves collecting the views of the students on their programme and attending SSLCs where they represent these views to their Department.
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	<p>The SU and the Centre for Learning & 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"> • keep SU Officers and fellow Academic Reps informed of academic developments throughout the University • discuss common problems and interests affecting Departments • gather student opinions and views to be used by the University and The SU • update Academic Reps on key issues. <p>Do contact 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.</p>
Faculty/ School level:	<p>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 Students' Union Academic Exec Committee.</p>
University level:	<p>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.</p>

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

The Students' Union, with support from the University, runs a full training programme for student representatives which includes initial training at the beginning of the academic year and ongoing support and development opportunities.

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 Students' Union Advice and Support Service, described below, also provides students with information and confidential advice.

Further information

Your SSLC: <https://moodle.bath.ac.uk/course/view.php?id=57930>

Students' Union Academic Representation including contact details for Academic Reps: thesubath.com/academicreps

Election of Academic Reps: thesubath.com/elections

Student Engagement: shape your University: <https://www.bath.ac.uk/campaigns/student-engagement-shape-your-university/>

Outline election procedures are included in QA48 Student Engagement with Quality Assurance and Enhancement, Annex A: Staff/Student Liaison Committees:
<https://www.bath.ac.uk/publications/qa48-student-engagement-with-quality-assurance-and-enhancement/attachments/qa48-student-engagement-with-qa-and-enhancement.pdf>

STUDENTS' UNION MEMBERSHIP

All students registered with the University are automatically given membership of the Students' Union; 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 Students' Union: www.bath.ac.uk/university-secretary/guidance-policies/codeofpracticebusu.html

STUDENT SUPPORT

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

Student Services

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

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

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

Student Services can also provide letters confirming student status for a variety of purposes, which can be requested by logging on to SAMIS: www.bath.ac.uk/services/register-as-a-student-of-the-university-and-update-your-details

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

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

The Students' Union Advice and Support Service

The Students' Union Advice and Support Service provides information and advice for students on a range of topics affecting their education and wellbeing. This includes academic issues such as Individual Mitigating Circumstances (see the section in this Handbook on **Assessment**), changing course or assessment offences. They also provide Housing Advice on topics such as contract checks, landlord issues and council tax.

In addition, The SU Advice & Support team is one of the four departments at University of Bath that students can report Harassment, Discrimination or Bullying incidents to as part of the [#NeverOK Report & Support](#) campaign.

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

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

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

Further information

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

Wellbeing Service

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

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

Further information

<http://go.bath.ac.uk/wellbeing-service>

ADVICE FOR INTERNATIONAL STUDENTS

The Student Immigration Service provides immigration advice and support for all international students, including a Tier 4 extension service if you need to extend your visa. 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

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

Further information

www.bath.ac.uk/campaigns/studying-at-bath-as-an-erasmus-exchange-or-visiting-student

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

DEALING WITH A PROBLEM INVOLVING THE UNIVERSITY

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

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

Complaints

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

These procedures are designed to ensure that your complaint will be dealt with in good faith and that you will not be penalised for complaining. When we receive a complaint, we will first seek to deal with it through informal discussion. If this fails to resolve the issue at hand, you can raise the complaint formally.

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

Further information

Student Complaints: www.bath.ac.uk/guides/student-complaints-procedure

Bullying, harassment and victimisation

We believe that all our students and employees are entitled to be treated with dignity and respect and to be free from 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 (below).

This policy and procedure applies to all staff, students and third parties (e.g. contractors to the University). University of Bath launched an online Report and Support tool, where all staff, students, and visitors can report discrimination, misconduct, harassment or assault by using this tool. You can report anonymously or get support from an adviser.

Further information

Dignity and Respect Policy:

www.bath.ac.uk/equalities/policiesandpractices/dignityandrespectpolicy.pdf

Report and Support tool:

<https://www.bath.ac.uk/campaigns/report-and-support/>

Mediation

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

Further information and contacts

Mediation Service: www.bath.ac.uk/guides/mediation

Mediation Service Manager: 01225 383098 or equalsdiv@bath.ac.uk

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

<http://go.bath.ac.uk/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 are not under any obligation to inform the University of these circumstances, but doing so will enable us to put in place arrangements that will assist you in undertaking your programme of study.

You can seek advice, guidance and support via your Director of Studies, Personal Tutor and the University's Student Services.

Further information

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

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

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

We also offer eligible undergraduate students a non-repayable bursary of £1,000 per academic year plus £1,000 to help with start-up costs and a further £1,000 on graduation – a maximum of £7,000 over a 5-year programme including placement.

Further information

www.bath.ac.uk/guides/additional-support-and-funding-for-care-leavers-foyer-residents-and-estranged-students/

EQUALITY, DIVERSITY AND INCLUSION

The University of Bath is fully committed to fostering an inclusive and supportive working and learning environment, where difference is celebrated and seen as a strength and where all members of the University community (including students, staff, visitors and third parties) have mutual respect for each other. Instances of bullying, harassment and discrimination hinder the development of such an environment and negatively impact on the individual's self-worth and wellbeing, as well as on our wider community. At University of Bath, we value, promote and celebrate inclusion, challenging discrimination and putting equality, diversity and belonging at the heart of everything we do.

Further information

There is a range of information and resources available at <https://www.bath.ac.uk/professional-services/equality-diversity-and-inclusion/> or email: equalsdiv@bath.ac.uk

Protected Groups

There are nine protected characteristics identified in the Equality Act 2010: <https://www.bath.ac.uk/guides/protected-groups/>

Resources

Equality and Diversity Policies, Practices and resources can be found on this page: <https://www.bath.ac.uk/corporate-information/equality-and-diversity-policies-practices-and-resources/>

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, members of the Careers team will provide help with perfecting your CV, practising aptitude tests, and improving your interview skills. Being in regular contact with several hundred major employers, the Careers Service is also a fantastic source for internship and graduate job vacancies for Bath students, as well as the organiser of several major careers fairs each year.

Further information

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

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

ASSESSMENT

FEEDBACK TO STUDENTS ON ASSESSMENT

During your programme, you will receive feedback on assessed work. Feedback on assessments may take different forms, depending on your subject and the type of assessment. You will be informed of the timing and nature of the feedback you will receive on each assessment, including whether the piece of work itself will be returned to you. For formal written examinations, you may receive general feedback relevant to all who sat the exam 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.

The SPS Department Feedback Policy is available on the Programme Moodle page under 'Unit Assessment Information'

<https://moodle.bath.ac.uk/course/view.php?id=2536>

ACADEMIC INTEGRITY: REFERENCING AND PLAGIARISM

Plagiarism is the use of any published or unpublished work without proper acknowledgement in your references. Plagiarism occurs when a student 'borrows' or copies information, data, or results from an unacknowledged source, without quotation marks or any indication that the presenter is not the original author or researcher.

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

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

There are several acceptable styles for referencing material, within two general systems: Name/date (e.g. Harvard) and Numeric. **Ask your Director of Studies or Personal Tutor for further information and advice on the referencing style used on your programme.**

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

Further information

For a range of skills and development opportunities see: <http://go.bath.ac.uk/skills>

Library referencing resources, including style sheets:

www.bath.ac.uk/library/infoskills/referencing-plagiarism

Students' Union Skills Training: thesubath.com/skills-training

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 Julia Warburton in the first instance.

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

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

If you do not pass the test, you will need to re-visit the training and/or look at the other guidance available to you or as required by your Director of Studies, and then take the test again.

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

Further information

Academic and information skills:

www.bath.ac.uk/library/infoskills

www.bath.ac.uk/professional-services/academic-skills-programme-asp

Regulation 3.7: www.bath.ac.uk/publications/regulations-for-students

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 a plagiarism detection service. 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.

This service complies with the European General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR). When you register with the University, you give 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 a plagiarism detection service (in accordance with Regulation 15.3e – see below) and may make, or authorise third parties to make, copies of any such work for the purposes of:

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

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

Please note that, if at any time the University submits any of your work to a 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 a plagiarism detection service to countries worldwide (some of which may not be governed by EU data legislation) in order for the work to be checked and an originality report generated in accordance with the proper workings of the plagiarism detection service. Personal data is retained indefinitely by the plagiarism detection service upon submission of work. You may ask for your personal data to be removed by contacting the University's Data Protection Officer.

Further information

The University's procedures on Examination and Assessment Offences (QA53) are described at: www.bath.ac.uk/quality/documents/QA53.pdf
Regulation 15, Assessment of undergraduate and taught postgraduate programmes: www.bath.ac.uk/publications/regulations-for-students
University's Data Protection Officer: dataprotection-queries@lists.bath.ac.uk

ACADEMIC INTEGRITY: PENALTIES

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

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

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

Penalties for unfair practice will be determined by the Department or by the Faculty/School Board of Studies in line with the procedures set out in QA53. They may include failure of the assessment unit or part of a degree, with no provision for reassessment or retrieval of that failure. Proven cases of plagiarism or cheating can also lead to an Inquiry Hearing or disciplinary proceedings. Claims of inadvertence or ignorance will not be accepted as a basis for mitigation of a penalty.

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

Further information

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

WORD COUNTS

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

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

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

SPS Departmental word count policy:

It is your responsibility to find out the maximum permitted length for each piece of work. The following penalties will be incurred if the word limit is exceeded:

- 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%.
- For the purpose of calculating the word count, footnotes are included, whereas abstract, 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.

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

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) or the Students’ Union Advice and Support Centre (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

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
You will have access to your personal examination timetable via SAMIS approximately seven weeks before the assessment period begins.

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

Further information

www.bath.ac.uk/student-records/examinations/examinations-information

Regulation 15: www.bath.ac.uk/publications/regulations-for-students

Rule 2: www.bath.ac.uk/rules/exam

Disability Service: www.bath.ac.uk/groups/disability-service

EXTERNAL EXAMINERS

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

Once a year, the External Examiners will provide a written report on each programme. University staff, including the Head of Department and Director of Studies 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: <https://www.bath.ac.uk/publications/external-examiner-annual-reports/>

The External Examiner for your programme is Professor Fiona Nunan, Professor of Environment and Development and Director of the International Development Department, University of Birmingham.

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

For full details of the NFAAR-PGT, visit: <https://www.bath.ac.uk/publications/nfaar-pgt-and-appendices/attachments/nfaar-pgt.pdf>

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

Your programme and how you are assessed

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

The **Programme Description: Structure of the programme** section in this Handbook shows the structure of your programme. In the table, compulsory and optional units are labelled 'C' and 'O' respectively.

Please note that you can also access this information via links in your programme's description in the Programme and Unit Catalogues available at: www.bath.ac.uk/catalogues

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

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

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

- 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, but does NOT have Stage Required Units (SRUs) that must be passed before being permitted to progress to the next stage. This means that, if you are required to undertake supplementary assessment, it will only have to be completed before the end of the programme. 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.
- 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.

- If you fail any non-DEU units badly (i.e. achieve less than 35%), you will have to undertake supplementary assessment – unless you have failed so many units that you fail outright or the attempted retrieval would break the rule on how much failure can be retrieved.
- If you fail only non-DEU units marginally (i.e. achieve 35%-39%), you might be able to progress without supplementary assessment. Whether you do progress will depend on the total credit value of the failed units.

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. Students undertaking supplementary assessments are likely to have to do so at the University in the summer re-sit examinations.

For the 2019–20 academic year, this period will be 12 August to 21 August 20.

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).

PROCEDURES FOR ACADEMIC APPEALS

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

You are also strongly advised to read the online guidance provided by the Academic Registry: www.bath.ac.uk/guides/appealing-against-an-academic-decision/

Independent advice about academic appeals is offered by the Students' Union Advice and Support Centre: www.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. You 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/guides/appealing-against-an-academic-decision/

Student Complaints are dealt with under separate procedures. For more information, see:

www.bath.ac.uk/guides/student-complaints-procedure

If you are uncertain as to whether your concerns are a potential academic appeal or a student complaint, please refer to the guidance at:

www.bath.ac.uk/students/support/complaints

GENERAL INFORMATION

THE ACADEMIC YEAR 2019-20

Semester 1

Event	Dates
New student arrivals	Saturday 21 September 2019 - Sunday 22 September 2019
Welcome Week	Monday 23 September 2019 - Sunday 29 September 2019
Semester 1	Monday 30 September 2019 - Friday 13 December 2019
Semester 1 vacation	Monday 16 December 2019 - Friday 3 January 2020
Semester 1	Monday 6 January 2020 - Friday 24 January 2020

Semester 2

Event	Dates
Semester 2	Monday 3 February 2020 - Friday 3 April 2020
Semester 2 vacation	Monday 6 April 2020 - Friday 17 April 2020
Semester 2	Monday 20 April 2020 - Friday 29 May 2020

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

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. <https://www.bath.ac.uk/guides/registering-with-the-university/>

Regulation 1.1 explains the requirement to register. Regulations 2.4 and 2.10 explain the consequences of non-payment of tuition fees: www.bath.ac.uk/publications/regulations-for-students

ATTENDANCE MONITORING

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

CHANGE IN YOUR CIRCUMSTANCES

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

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

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

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

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

The financial implications of withdrawing from the University or suspending your studies can be significant.

You will find general information at: www.bath.ac.uk/students/finance/changes-to-your-study/withdrawing-or-suspending-from-your-course

The Student Money Advice Team in Student Services and the Student Finance Office will be able to advise you on the implications for fees in your situation and on how to suspend any student funding you are receiving.

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

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

HEALTH AND SAFETY

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

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

Further information

Email: uhse@bath.ac.uk

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

www.bath.ac.uk/corporate-information/fieldwork-safety-standard

<https://www.bath.ac.uk/publications/placements-and-study-abroad-programmes-safety-standard/>

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

ANNEX 1 ASSESSMENT AND PROGRESSION REGULATIONS

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

Masters degree (for full details please see: <http://www.bath.ac.uk/registry/nfa/nfaar-pqt-appendix-11.pdf>) and also <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 achieve:

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

Masters degree with Distinction - a student must achieve:

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

Condoning

Designated Essential Units (DEU) 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)).

Dissertation/project credits (DPC) cannot be condoned.

Retrieval (supplementary assessment)

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

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

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

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

Awards

PG Diploma - a student must achieve:

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

PG Diploma with Merit - a student must achieve:

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

PG Diploma with Distinction - a student must achieve:

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

Condoning

Designated Essential Units (DEU) 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 Diploma

Programme Progression Requirement (PPR):

This programme does not have a programme progression requirement

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

Awards

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

PG Certificate a student must achieve:

at least **30 credits** with at least 24 of these credits being gained at M level;
overall programme average (OPA) of at least 40.00%.

PG Certificate with Merit

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

PG Certificate with Distinction

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

Condoning

Designated Essential Units (DEU) cannot be condoned.

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

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

Retrieval (supplementary assessment)

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

ANNEX 2 COURSEWORK GUIDELINES

Developing your Essay

There are many sources of guidance on how to develop your coursework/essay/dissertation. A particular good site is Writing Skills hosted by the Student Support & Resources at <http://www.bath.ac.uk/students/support/academic/writing/>). Specifically:

The [English Language Centre](#) offers sessional and pre-sessional courses and courses to improve your writing, including:

- [academic writing](#) for non-native undergraduates, taught postgraduates, doctoral students, and professionals; and
- [effective writing](#) for native speakers of English.

Individual tuition on improving academic writing is available from:

- The University's [Academic Writing Coaches](#)
- The [English Language Centre](#)
- The Students' Union offer courses on effective writing through the [SORTED programme](#)
- The [Postgraduate Skills programme](#) provides courses – many tailored to specific faculties – on academic reading, writing and publication for postgraduate researchers

More information

- The Royal Literary Fund and University Library staff have developed an [interactive Moodle tutorial](#) on improving your academic writing.
- A [podcast](#) about methods of constructing your writing in a clear, engaging manner and conveying your meaning as directly possible is available on the [Palgrave Skills4Study website](#).
- Further guidance on referencing correctly and avoiding plagiarism is provided on the [student website](#), and in a [Moodle course](#).

Departmental guidance can also be found on the programme Moodle page at <http://moodle.bath.ac.uk/course/view.php?id=2536>

Printing and Submission of Coursework

There are currently two methods of submitting coursework in the SPS Department: **electronic only** and **dual submission** (where both an electronic copy and a hardcopy submission are required). Please check the unit Moodle page to find out if a hardcopy of the coursework is required.

Coursework must be submitted by the **deadline** stipulated by the Unit Convenor on the Moodle page, unless your Director of Studies has agreed an extension. Please note that extensions can only be approved by the Director of Studies. Deadlines are important to ensure equity amongst students and to enable staff to mark efficiently and fairly. Coursework submitted after the due date (or the date agreed with Director of Studies) may be penalised if no extension has been agreed (see section: **ASSESSMENT - Late Submission of Coursework**).

Word counts are restricted and penalties apply if these are not adhered to, (see section: **ASSESSMENT - Word Counts**).

Anonymity

Your coursework will be marked anonymously therefore it is very important that you use the correct submission process outlined below to ensure that you get your mark and feedback in a timely manner.

You should not sign the DSPS Postgraduate Feedback sheet or put your name anywhere on your assignment, your candidate number will be used as the identifier (please see below).

Ensuring anonymity when using a Word document

By using the assignment cover / feedback sheet template, this will help to ensure anonymity as the file author is displayed in word when marking takes place. Using the template will mean that administrator will show as author rather than the student. However, it has been noted that the student's name may show up as 'last modified by' in the file settings. If you are concerned about this, you can follow the instructions on this webpage in the 'Find and remove hidden data and personal information' to remove this: <https://support.office.com/en-gb/article/Remove-hidden-data-and-personal-information-by-inspecting-documents-356b7b5d-77af-44fe-a07f-9aa4d085966f>


Format

Use Times New Roman size 12 font and 1.5 line spacing, leave left and right margins of 2.5 cm. **We strongly encourage double sided printing.**

Coursework submission

The deadline for all PGT SPS coursework submission is 12 noon on the designated day.

a) Electronic submission

Submission is done via a link on the Unit Moodle page  'Assessment' topic, your submission will be subject to the Plagiarism Detection Service Urkund.

Your coursework MUST be completed on the Feedback sheet following the instructions below. This is important to enable it to be marked in the required timeframe and for your feedback to be re-uploaded to Moodle for you to view.

Assignments that cannot be opened and marked, and assignments that have not been uploaded to the correct assignment upload link, will be treated as non-submissions (unless rectified by the submission deadline) and a penalty mark of zero may be applied.

1. Find your Candidate number on SAMIS
2. Download the DSPS Postgraduate Feedback sheet from the 'Assessment' topic on Unit Moodle page and save using this file name convention:
Candidate number_Unit Code_part number (if applicable).docx
ie: 06439_SP50225_pt 1.docx

Do not add your name anywhere in the document or file name, your work will be marked anonymously and your candidate number is your identifier
3. Add your Assignment after the Feedback sheet ie. Feedback sheet is page 1, assignment starts on page 2.
4. Insert the Unit code, Unit name, your Candidate number and your Word Count (not including the Feedback sheet) in the space allocated at the top of the Feedback sheet
5. Upload this one file containing the Feedback sheet and your Assignment to the submission link on the Unit Moodle page by **12:00** on the due date.

You will receive an email from Moodle to confirm your assignment has been uploaded. You will receive a further email alerting you when your feedback has been uploaded to Moodle.

Remember: different computers may have slightly different time settings and all computers are liable to have problems which may delay your submission. **Always aim to upload your documents at least ten minutes prior to the deadline.** This can save you a considerable amount of stress!

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

b) Dual submission

Hardcopy must also be submitted by **12:00** on the due date.

Follow **all** the steps for electronic submission in **a)** above.

Print the file that you uploaded to Moodle, ensuring the Feedback sheet with your candidate number is at the top. Staple top left hand corner.

Place this hard copy in the appropriately labelled submission box - these are located in the corridor opposite the lift on Level 4 of building 3 East.

At 12:00 the box will be emptied, the label removed and the work will be collected and given to the marker.

Feedback

Your provisional result and feedback will be returned to you electronically via Moodle, via the link through which you uploaded your submission. You will receive an e-mail letting you know when it is available, this should be within 15 working days of submission.

All marks are provisional until they appear on SAMIS, this allows for moderation to take place and the results to be ratified by the Boards of Studies.

Your coursework may NOT be returned to you, please ensure you keep an electronic copy.

Where the marker requires that hardcopies are returned to you this will usually be returned in a batch at the end of each semester. The programme administrator will inform you when it is ready for collection.

ANNEX 3 DISSERTATION AND PRACTICUM GUIDELINES

Introduction

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

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

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

Specific Guidance for Dissertations

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

A well designed dissertation should comprise a clear, original, interesting and answerable research question or problem which is:

- Focussed and clear;
- Answerable;
- Addressing one main question, not many;
- Related to a topic which has sufficient existing material i.e. a literature;
- Interesting and challenging;
- Draws from, and relates to, issues raised in the taught component of the degree programme;
- Original in the evidence brought to bear on a particular debate.

Specific Guidance for Practicum Reports

A successful MSc practicum report will, in addition to the elements listed in the Indicative Marking Criteria, include:

- In section 4, a clear statement of the question or problem that is to be explored; (it is anticipated that this question/problem would relate to issues raised during the taught part of the programme);
- In section 4, a critical literature review (not just a summary of the relevant literature)
- A critical awareness of the limitations of their work; (including an awareness of the methods used in preparing the report and their strengths and weaknesses);
- A discussion of the implications of their work for development policy and/or practice.

Supervisors

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

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

DISSERTATION AND PRACTICUM SUPERVISION GUIDANCE

Dissertation and Practicum Supervision Guidance

Department of Social and Policy Sciences



The following guidelines have been developed to provide a more uniform approach to the supervision and marking of masters-level dissertations and practicum reports across programmes, and to ensure that staff and students know what is expected of them.¹

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

- (i) **It is the students' responsibility to make contact with his/her supervisor**, to develop a research plan and a timetable for the research and the writing up. **Students are recommended to arrange an early meeting with their supervisor.**
- (ii) Supervisors will make themselves available and normally warn students ahead of time if they will be away so that arrangements for adequate supervision can be made in advance.
- (iii) Where a meeting involves the discussion of written work for the dissertation or practicum report, students should ensure that this work is submitted at least three days prior to the meeting to enable supervisors to read it properly, to get the most from the discussions.
- (iv) Students can only expect supervision – including reading of draft material – **up until the end of July.**
- (v) **Supervisors will not be available during August** (unless they have not been available in July). **It is therefore of the utmost importance that students start to work on their dissertation or practicum report in early June.**
- (vi) Supervisors are expected to give a maximum of five hours direct supervision (meetings, telephone, e-mails) for a single dissertation or practicum reports, and read drafts only once.

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

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

DEVELOPING YOUR DISSERTATION OR PRACTICUM REPORT

There are many sources of guidance on how to develop your coursework/essay/report/dissertation. A particular good site is Writing Skills hosted by the Student Support & Resources at <http://www.bath.ac.uk/students/support/academic/writing/> which includes the following links:

The [English Language Centre](#) offers sessional and pre-sessional courses and courses to improve your writing, including:

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

- [academic writing](#) for non-native undergraduates, taught postgraduates, doctoral students, and professionals; and
- [effective writing](#) for native speakers of English.

Individual tuition on improving academic writing is available from:

- The University's [Academic Writing Coaches](#)
- The [English Language Centre](#)
- The Students' Union offer courses on effective writing through the [SORTED programme](#)
- The [Postgraduate Skills programme](#) provides courses – many tailored to specific faculties – on academic reading, writing and publication for postgraduate researchers

More information

- The Royal Literary Fund and University Library staff have developed an [interactive Moodle tutorial](#) on improving your academic writing.
- A [podcast](#) about methods of constructing your writing in a clear, engaging manner and conveying your meaning as directly possible is available on the [Palgrave Skills4Study website](#).
- Further guidance on referencing correctly and avoiding plagiarism is provided on the [student website](#), and in a [Moodle course](#).

Departmental guidance can also be found on the programme Moodle page at <http://moodle.bath.ac.uk/course/view.php?id=2536>.

PRINTING AND SUBMISSION OF YOUR DISSERTATION OR PRACTICUM REPORT

The following table summarises the technical notes regarding the submission of dissertations and practicum reports. Further advice will be provided during the preparations for dissertation or practicum, and by the students' dissertation or practicum supervisor.

Structure of the dissertation or practicum report

The dissertation/practicum report should be **1.5 spaced** on **A4 paper** with **35mm left-hand margin** to permit binding (and reasonable space top, bottom and right-hand side to allow for trimming). Printing should be double sided if possible.

The **word limit** is 12,500 words. The word count includes footnotes, and excludes abstract, contents pages, tables (including table titles), figures, appendices and bibliography. The penalty for non-compliance with the word limit is the same as for coursework, see Chapter on Word Counts.

Dissertations/practicum reports must contain a **Title Page** (download template from the Dissertation Moodle Page: <https://moodle.bath.ac.uk/course/view.php?id=1014>), or the Practicum Moodle page: <https://moodle.bath.ac.uk/course/view.php?id=58161>) prior to printing insert your name, date, and title of the dissertation/practicum in the appropriate places. The **plagiarism declaration** - this is included as the second page of the title page template and should be printed on the reverse of the title page, please complete and sign this by hand.

The dissertation or practicum report should include a **table of contents** and a **bibliography**, but not an index. Tables may be placed in appendices or in the text as desired.

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

An **abstract** of the dissertation or practicum report is not obligatory; however, we encourage students to provide an abstract as demonstration of good research practice. The abstract should be no more than 250 words, give a brief summary of the main findings and the structure of the dissertation or practicum and be placed after the title page and before the table of contents.

No acknowledgement should be made to members of academic staff for their assistance.

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

The University of Bath's Print Unit offers the service of binding dissertations/reports, you can find the Print Unit in 8 West Reception 1.35.

Submission of the dissertation or practicum report

For all SPS PGT programmes, you need to submit:

- 2 Printed and Thermal bound paper copies
- 1 Electronic copy uploaded to Moodle
- 1 Electronic copy uploaded to the Library

All submissions are required by the deadline 12:00 on the deadline date

Details of where to submit the paper copies of your dissertation or practicum report will be added to the Dissertation Moodle Page: <https://moodle.bath.ac.uk/course/view.php?id=1014> or the

Practicum Moodle Page: <https://moodle.bath.ac.uk/course/view.php?id=58161> in the month before the deadline.

If you wish to post your dissertation or practicum report to us it must arrive by the deadline. Recorded or Special Delivery is strongly recommended, the postal address is also on the Dissertation and Practicum Moodle Pages.

After marking we will return one hard copy of your dissertation or practicum report to you. When you submit your dissertation/practicum report please ask for an A4 envelope, complete the address that you would like your marked dissertation/practicum report to be returned to on the envelope in the language of the country it is to be sent to and submit it with the dissertation/practicum report. This is particularly important for students from China as the Chinese postal system is better able to cope with addresses written in Chinese.

Extensions to the deadline must be approved in advance by the Director of Studies. Late submissions will be subject to a penalty (see section: **ASSESSMENT - Late Submission of Coursework**).

POSTGRADUATE DISSERTATION MARK SHEET

A successful MSc dissertation will, in addition to the elements listed in the Indicative Marking Criteria, include:

- A clear statement of the question or problem that is to be explored; (it is anticipated that this question/problem would relate to issues raised during the taught part of the programme);
- A critical literature review (not just a summary of the relevant literature);
- An original contribution element that may be theoretical or empirical. Generally students find it easier to add to empirical knowledge by drawing on data, case studies or material from 'grey' literature (that is reports, evaluations, reviews, policy papers and other such documents that have not been formally published in an academic form);
- A critical awareness of the limitations of their work; (including an awareness of the methods used in preparing the dissertation and their strengths and weaknesses);
- A discussion of the implications of their work for development policy and/or practice.

Name of student	Student please complete	
Dissertation title	Student please complete	
Word count	Student please complete	
Name of marker		
1. Knowledge and understanding of relevant ideas and methods		
2. Ability to apply relevant ideas and methods to specific problems or issues		
3. Originality, including ability to reflect critically on relevant knowledge and methods, and to develop clear and original arguments.		
4. Clarity of expression, presentation of material and overall structure (including referencing)		
Overall comments		
<35% Unrecoverable Fail (No MSc) 35-39% Recoverable Fail (if resubmission allowed) 40-59% Pass 60-69% Merit ≥70% Distinction	Mark (%)	Agreed Mark (%)

Postgraduate Practicum Report Mark Sheet

A successful MSc practicum report will, in addition to the elements listed in the Indicative Marking Criteria, include:

- In section 4, a clear statement of the question or problem that is to be explored; (it is anticipated that this question/problem would relate to issues raised during the taught part of the programme);
- In section 4, a critical literature review (not just a summary of the relevant literature)
- A critical awareness of the limitations of their work; (including an awareness of the methods used in preparing the report and their strengths and weaknesses);
- A discussion of the implications of their work for development policy and/or practice.

Name of student	Student please complete	
Practicum report title	Student please complete	
Word count	Student please complete	
Name of marker		
5. Ability to contextualise the placement experience and to reflect critically on their experience		
6. Ability to reflect critically on the skills and knowledge obtained during the placement, and to relate these to skills/knowledge obtained during the MSc programme		
7. Ability to identify and reflect on a range of themes or issues encountered during the placement that link to wider academic/policy debates discussed in the literature.		
8. Ability to critically analyse one or two key issue/s arising from the placement that relate to material covered during the taught stage of the programme.		
Overall comments		
<35% Unrecoverable Fail (No MSc) 35-39% Recoverable Fail (if resubmission allowed) 40-59% Pass 60-69% Merit ≥70% Distinction	Mark (%)	Agreed Mark (%)

ANNEX 4 MARKING GUIDELINES, MODERATION AND PENALTIES

MARKING OF COURSEWORK AND EXAMS (NOT DISSERTATIONS AND PRACTICUM REPORTS)

Marking Guidelines

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

Moderation

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

Selection of scripts/essays for Moderation:

- all fails;
- a sample of borderline classifications (39/40, 59/60, 69/70);
- a further representative sample of work from each classification (Pass, Merit, Distinction).

Note: we do not operate a percentage system. However, as a guideline, we might expect a minimum of the following number of marked scripts/coursework (excluding fails) to be selected according to the number of students enrolled on a unit:

10 students: 5

20 students: 7

30 students: 8

40 students: 10

Marking of Dissertations and practicum reports

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

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

Penalties

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

	Marking range	(1) Knowledge and understanding of relevant ideas and methods	(2) Ability to apply relevant ideas and methods to specific problems or issues	(3) Originality, including ability to reflect critically on relevant knowledge and methods, and to develop clear and original arguments.	(4) Clarity of expression, presentation of material and overall structure (including referencing)
Distinction	80% or more. Outstanding performance that fulfils and exceeds designated learning outcomes	Evidence of an exceptionally high grasp of key ideas/concepts. Knowledge and understanding of material beyond that stipulated in the unit.	Near perfect application of relevant ideas and methods. Incisive analysis of empirical material, leading to strong and accurate conclusions.	Highly original with evidence of exceptional critical insight.	Worthy of sharing with a wider readership.
	70-79% Excellent performance relative to designated learning outcomes	Unusually high level of knowledge and understanding of material stipulated in the unit. Evidence of wide, independent and relevant reading.	Relevant ideas and methods applied clearly and correctly, with appropriate inferences drawn. Evidence of excellent use of examples to illustrate points and to justify arguments.	A high degree of analytical and critical ability, originality and insight.	Clear, accurate, appropriate and sophisticated use of language Bibliographical and other references should be presented in a form appropriate to the exercise
Merit	60-69% Very good performance relative to designated learning outcomes	Evidence of the ability to identify and understand key ideas/concepts. Very good understanding of relevant knowledge, with evidence of relevant wider reading. Evidence of ability to answer all parts of the question.	Clear understanding of relevant ideas and methods, with mostly correct application. Evidence of appropriate use of examples/empirical material to illustrate points and to justify arguments. No significant weaknesses in competence in the subject	Strongly argued, with critical thought, independent analysis, argument, and/or application of theory.	Has met the criteria well. Generally shows very good writing ability, with clear, accurate and appropriate use of language. Evidence of the ability to structure an essay, to select, analyse and order, with some attempt to synthesise and conclude. Bibliographical and other references should be presented in a form appropriate to the exercise.
Pass	50-59% Good performance relative to 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.	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. 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 a position.	Well argued with logical organisation to the answer. Clear evidence of some “value-added” through application of empirical data, critique and/or logical exercise of independent judgement. .	Has met the formal criteria. Reveals an ability to set out an argument or answer clearly and logically. Generally clear use of language. Limited bibliographical and other references.
	40-49% Satisfactory performance in designated learning outcomes	Demonstrates some ability to communicate identifiable facts and concepts. Some knowledge of the material provided and identifies relevant issues, but without evidence of	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 an answer, or select appropriate examples to discuss points.	Evidence of basic analytical ability or appreciation of the subject. Demonstrates the ability to write descriptively about a subject,	The candidate has met basic criteria but there are weaknesses. Generally shows adequate writing ability, and appropriate standards of English, but there may be an unreliable use of language. May have poor bibliographical and other references.

		wider reading. May reveal some gaps in knowledge and understanding.		but with little or no attempt to generalise or to discuss.	
Fail	30-39% Fail – no credits awarded.	Only partial knowledge and understanding of key concepts and ideas. Shows poor comprehension of the basic facts and principles. Prone to inaccuracy and tendency to irrelevance.	Failure to identify and use appropriate ideas and methods. Arguments lack adequate illustration or empirical support, or empirical material is purely decorative. Failure to address the question clearly enough.	No critical thought.	Weak presentational skills, inadequate or improper referencing. Fails to meet formal criteria in one or more ways.
	<30% Fail - no credits awarded	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.	The answer may be totally or largely irrelevant to the question. Empirical material incorrect or incorrectly used.	No evidence of critical thought.	Fails to meet formal criteria in numerous ways

INDICATIVE MARKING GUIDELINES FOR COURSEWORK, EXAMS, DISSERTATIONS AND PRACTICUM REPORTS