



Faculty of Humanities & Social Sciences
Department for Health

**Postgraduate Diploma / MSc in
Sport & Exercise Medicine**

Taught Postgraduate Student Handbook
Distance Learning Programmes
2019/20

This handbook is available on [SEM and SPY online](#) or in alternative formats. Please contact SEM@bath.ac.uk if required.

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Welcome from the Sport & Exercise Medicine Programme Team

Dear Student,

Welcome to the University of Bath and the Department for Health. You are joining a thriving Department with expertise across the spheres of sport and exercise science, health and social care, medical science, rehabilitation, and policy development and implementation. Our aim is to deliver teaching and research of the highest academic quality and with applications in the real world.

The Diploma/MSc in Sport and Exercise Medicine was developed to meet the increased need for expertise in the field of sports medicine. Joining the University of Bath programme leads you to a wide range of opportunities to practise at a high standard, from working with patients in General Practice to the care of athletes at elite levels of competition.

The programme has been developed primarily to provide learning that is appropriate to the needs of working doctors. Web-based resources and activities form the basis for learning and these are supplemented by practice/work-based experience and residential weeks. The residential weeks enable students to meet and work together on real-world problems, engaging with practitioners from a variety of contexts and sharing knowledge across disciplines.

Whilst there are several opportunities to meet your fellow students and tutors face to face, online communication is at the heart of our programme. Our students create a virtual community which is highly functional and supportive. Every cohort is one such community that shares information, provides ideas for better practice, exchanges opinions and reflects on current practices. These activities facilitate your learning and have a very positive impact on your academic performance. All of our students bring their own unique skill set and experiences to these discussions, so it is important that you engage with them to get the most out of the programme and the opportunities that it provides.

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

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

We look forward to working with you.

Kind regards,



Dr Carly McKay
Director of Studies

ABOUT THIS HANDBOOK

This Handbook is intended for all students commencing the MSc/PG Diploma Sports and Exercise Medicine in the academic year 2019/20.

Please note that the contents of this Handbook are accurate as of 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.

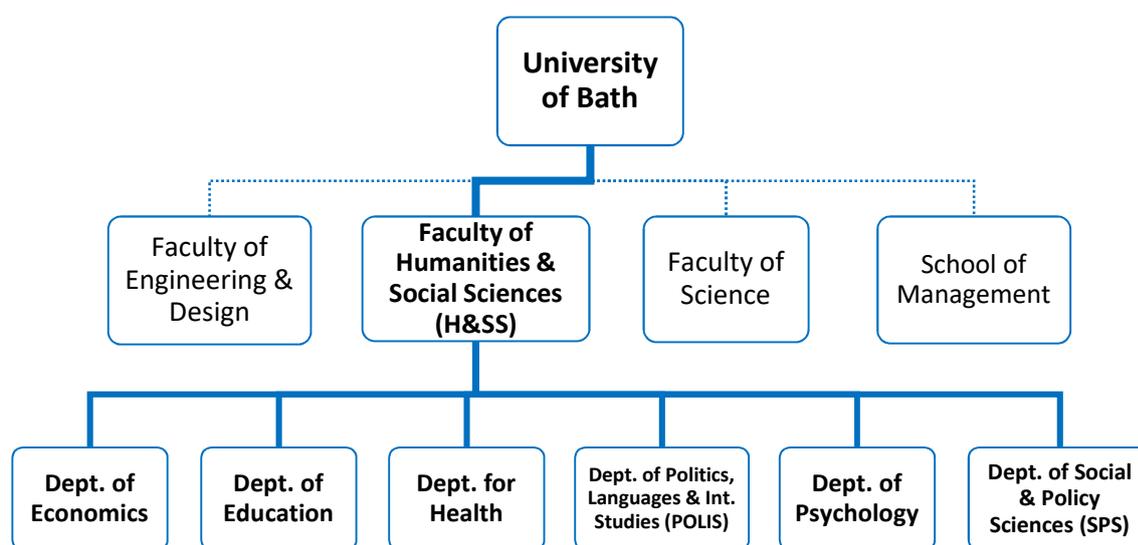
While this Handbook signposts information about **regulations for students**, it does not have regulatory status itself, and the Regulations available online (Regulations for Students: www.bath.ac.uk/publications/regulations-for-students and Assessment Regulations: www.bath.ac.uk/corporate-information/new-framework-for-assessment/) 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 Carly McKay sem-spy-dos@bath.ac.uk for advice.

Welcome

Welcome to the University of Bath. Your programme is delivered by the Department for Health 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.

Your Department

The MSc/PG Dip in Sport & Exercise Medicine is delivered by the Department for Health. The Department is located in 1 West – see the campus map at <http://www.bath.ac.uk/travel-advice/location-maps>

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

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 programme administrator, specifically:

	Responsibilities	Room	Telephone	email
<u>Director(s) of Studies</u>				
Academic Director of Studies: Dr Carly McKay	All aspects of your study on the programme, including problems and requests for suspensions or deferrals of units. (Any queries about specific units of the programme should be directed in the first instance to the Unit Convenor.)	1 West 4.104	01225 38 5544	sem-spy-dos@bath.ac.uk
Clinical Director of Studies: Dr Julian Widdowson	The stewardship of the clinical content.	1 West 4.111	01225 38 5197	E.J.Widdowson@bath.ac.uk
<u>Programme Administrator</u>				
Rachel Sherring-Lucas	Administrative support.	1 West 3.04	01225 38 3302	sem@bath.ac.uk
<u>Programmes Officer</u>				
Jo Wright	Distance-learning team leader and occasional administrative support for SEM	1 West 3.04	01225 38 6887 (Monday, Thursday and Friday)	sem@bath.ac.uk

<u>Unit Convenors</u>	A key person in the programme with responsibility for the content and operation of a unit of study. The key areas of responsibility are: unit design and ongoing development of content, leading students through a unit and communicating information about content, activities and assessment, facilitating discussion and ensuring that student queries are answered, co-ordination of assignment marking and provision of feedback, liaison with other tutors, and administration staff.			
	<u>SEM in Practice 1:</u> Dr Mary Thomas	1 West 4.111	01225 38 4225	m.p.thomas@bath.ac.uk
	<u>Sports Doctor:</u> Dr Brian Blacklidge	External		brianblacklidge@gmail.com

	<u>Exercise Physiology:</u> Dr Adam Brazil	1 West 4.111	01225 383525	a.brazil@bath.ac.uk
	<u>Functional Anatomy and Sporting Movement Analysis</u> Dr Dario Cazzola	Applied Biomechanics Suite 1.306	01225 38 5466	D.Cazzola@bath.ac.uk
	<u>Sports Injuries & Rehabilitation</u> Dr Brian Blacklidge	External		brianblacklidge@gmail.com
	<u>SEM in Practice 2:</u> Dr Julian Widdowson	1 West 4.111	01225 38 5197	E.J.Widdowson@bath.ac.uk
	<u>Psychology of Sport & Exercise</u> Dr Sean Cumming	1 West 4.110	01225 386251	S.Cumming@bath.ac.uk
	<u>Exercise for Health</u> Dr Peter Rouse	1 West 5.125	01225 38 5429	P.C.Rouse@bath.ac.uk
	<u>Research Project Design</u> Dr Alan Buckingham	1 West North 4.03	01225 38 3433	A.Buckingham@bath.ac.uk
	<u>SEM Research Project</u> Dr Polly McGuigan	Applied Biomechanics Suite 1.304	01225 38 3541	m.p.mcguigan@bath.ac.uk
<u>Professional Development Advisors</u>	The Professional Development Advisors (PDAs) on the programme are there to guide students through the SEM in Practice units. They are experienced sports doctors who can give guidance on professional development and how to gain appropriate experience. Your PDA will fill the same role as a Personal Tutor would have during your undergraduate studies. The names and contact details of the PDAs involved in the programme can be found on the SEM in Practice 1 Moodle page: https://moodle.bath.ac.uk/course/view.php?id=56528			
<u>Dissertation Supervisors</u>	Dissertation supervisors will be appointed when you have progressed to the Research Phase of the programme. Supervision of dissertations will be provided throughout the research phase.			

Contacting Us and How We Contact You

Internal messages are usually sent by **email** and you should make a point of checking your account every day. The best way to **contact staff** with individual queries is by email (see above contact list). If you have queries related to a specific unit of study you can post these on the discussions of the unit Moodle page where your tutors or fellow students will be able to respond. It is likely that your fellow students may also have the same query and therefore you will all benefit from posting queries through these discussion boards.

Programme staff will post announcements relevant to all students on the *SEM and SPY Online* Moodle page: <https://moodle.bath.ac.uk/course/view.php?id=53261> These announcements will be emailed to the email address that you register in Moodle, the online learning environment, so please make sure that your registered email address is one you frequently check. If we need to contact you directly we will contact you via your e-mail address registered on SAMIS. **To update your e-mail address**

registered on SAMIS please go to: <https://www.bath.ac.uk/samis/>. If your email address changes partway through a year, please also let the Programme Administrator know sem@bath.ac.uk

University messages (such as requirements for your registration, or messages from the Computing Services team for example) are usually sent by email to your address registered in SAMIS and you should make a point of checking your account regularly. You can also access your university account online <https://www.bath.ac.uk/guides/accessing-your-university-email-and-calendar/> Please do check this account regularly for University information. **You must ensure that your email inbox does not become full otherwise emails cannot be sent to you and you therefore run the risk of missing important information.**

Should you have any **queries or problems** that you have not been able to resolve using the various sources of information in this handbook or elsewhere, we strongly recommend you talk to us. For any issues relating to your studies please contact your Director of Studies or the Unit Convenor of the specific unit you are studying, if the query relates just to that unit. Administrators are also available in office hours (typically 10.00 to 12.00, 14.00 to 16.00, Monday to Friday). If you can't find anybody, or you have not had your queries answered, please contact the Faculty Taught Programme Management Team (details above).

Any post should be addressed as follows:

*The Department for Health
MSc/PG Dip Sport and Exercise Medicine
1 West 3.04
University of Bath
Claverton Down
Bath BA2 7AY*

Your Programme

The Postgraduate Diploma/ MSc in Sport & Exercise Medicine has a number of Aims and Learning Outcomes which are listed below. Key information (including this Handbook, various forms and other links) can be found on the SEM & SPY Online Moodle page at:

<https://moodle.bath.ac.uk/course/view.php?id=53261>

Details of programmes and individual units can also be found in the Programme & Unit Catalogue at <http://www.bath.ac.uk/catalogues/2019-2020/index.html>

Aims

The Programme aims to develop the professional expertise of doctors with a special interest in sport and exercise medicine, including the management of recreational or elite athletes and the use of exercise for the health of all.

The programme has the following specific aims:

- To provide a foundation of scientific and evidence-based knowledge essential for building good SEM practice.
- To develop practical clinical skills in SEM as they apply to both primary and specialist care.
- To develop critical thinking and problem-solving skills in patient-centred contexts.
- To develop specialist SEM clinical expertise through self-appraisal and reflection.

These aims are addressed through the following learning objectives:

Learning Objectives:

Knowledge and Understanding	<p>Diploma and MSc</p> <ul style="list-style-type: none"> • Systematically and critically evaluate appropriate interventions by illustrating a sound conceptual understanding of the appropriate / relevant medical issues in sport and exercise medicine • Demonstrate conceptual and comprehensive knowledge of sport and exercise medicine sufficient to take on the role of a team doctor • Recognise ethical issues in their (and others) practice and manage any implications • Demonstrate a practical understanding of, and critically evaluate, established techniques in dealing with sports injuries and the use of exercise for the health of all, including differential diagnosis, investigation and management <p><i>Assessed through individual unit assessments.</i></p> <p>MSc</p> <ul style="list-style-type: none"> • Critically appraise techniques applicable to their own research or practice-based enquiry in sport and exercise medicine • Collect relevant data in their research/practice area and critically analyse it in relation to previously published work in the area and to an original hypothesis <p><i>Assessed through Research Project Design unit and Dissertation.</i></p>
Intellectual Skills	<p>Diploma and MSc</p> <ul style="list-style-type: none"> • Deal with complex academic and clinical issues systematically, critically and creatively • Synthesise information from a variety of sources in order to develop a comprehensive and coherent understanding of theory and practice • Develop self-direction and originality in problem solving and the application of knowledge in professional SEM practice

	<p>Demonstrate critical thinking and judgement with respect to sport and exercise medicine <i>Assessed through unit assessments.</i></p> <p>MSc</p> <ul style="list-style-type: none"> • Critically analyse, evaluate and interpret the evidence underpinning practice in sport and exercise medicine and to initiate change in practice appropriately <i>Assessed through Research Project Design unit and Dissertation.</i>
<p>Professional Practical Skills</p>	<p>Diploma and MSc</p> <ul style="list-style-type: none"> • Apply theoretical knowledge of sport and exercise medicine to the investigation and management of sports injuries and the use of exercise for the health of all. • Provide emergency care to those engaged in sport or exercise as elite or recreational athletes. • Apply experimental, practical and analytical skills in sport and exercise medicine. • Critically appraise a variety of sport- and exercise-related injuries or conditions and show ability to reach an appropriate differential diagnosis • Develop rehabilitation programmes for injured athletes or other patients in conjunction with other health professionals and coaches. • Work effectively as part of a multidisciplinary team to provide sport and exercise medicine services to a clinic or team. • Enhance communication skills through the development of effective relationships with patient/client groups and other health professionals <i>Assessed through SEM in Practice unit which includes an OSCE.</i>
<p>Transferable/Key Skills</p>	<p>Diploma and MSc</p> <ul style="list-style-type: none"> • Prepare and communicate information on complex contemporary issues in sport and exercise medicine to specialist and non-specialist audiences • Critically reflect on, and develop, their own professional practice • Demonstrate IT skills including the ability to search for, and critically evaluate, internet-based resources and to participate in on-line activities and discussions • Utilise problem-solving skills in a variety of practice, or simulated practice, situations • Plan and manage their own learning and develop sustainable strategies for lifelong learning and future professional development <i>Assessed through individual unit assessments.</i>

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

Below is the Programme Description for your programme.

Annex 1 : Programme Description	THHL-ADM10 MSc Sport and Exercise Medicine (Distance Learning) THHL-ADL07 PG Dip Sport and Exercise Medicine (Distance Learning)
Programme code	
Programme title	MSc in Sport and Exercise Medicine
Award type	Masters
Award title	MSc in Sport and Exercise Medicine (Distance Learning) (comprising: TSCs from Stages 1, 2, and Stage 3).with the following intermediate qualifications: PG Dip Sport and Exercise Medicine (Distance Learning) comprising: TSCs from Stages 1 and 2.
Mode of Attendance	DISTANCE LEARNING
Length	3 to 5 years
State any designated alternative programme(s)	PG Diploma in Sport and Exercise Medicine (DAP for MSc) comprising: TSCs from Stages 1 and 2.
Approving body and date of approval	

(for implementation with effect from 2019/20)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits	Notes
4	1	12 months	YEAR 1							
			HL50068	The Sports Doctor	C	6	DEU	SRU	TSC	Qualifying mark of 40% in all elements of assessment
			HL50071	Exercise physiology	C	6	DEU	SRU	TSC	Qualifying mark of 40% in all elements of assessment
			HL50140	Functional Anatomy and Sporting Movement Analysis	C	12	DEU	SRU	TSC	Qualifying mark of 40% in all elements of assessment
	HL50496	SEM in Practice 1	C	6	DEU	SRU	TSC	Qualifying mark of 40% in all elements of assessment		
	2	12 months	YEAR 2							
			HL50072	The Psychology of Sports and Exercise	C	6	DEU	SRU	TSC	Qualifying mark of 40% in all elements of assessment
HL50111			Sports Injuries and Rehabilitation	C	12	DEU	SRU	TSC	Qualifying mark of 40% in all elements of assessment	
			HL50157	Exercise for Health	C	6	DEU	SRU	TSC	Qualifying mark of 40% in all elements of assessment

		HL50497	SEM in Practice 2	C	6	DEU	SRU	TSC	Qualifying mark of 40% in all elements of assessment
									TSA of 50% or greater required to progress to Stage 3
3	12-18 months	YEAR 3							
		HL50077	Research project design	C	6	DEU	SRU	DPC	Qualifying mark of 40% in all elements of assessment
		HL50078	SEM Research Project	C	24	DEU	SRU	DPC	Qualifying mark of 40% in all elements of assessment

Assessment weightings and decision references		
Stage	Weighting within programme	NFAAR-PGT decisions reference See: http://www.bath.ac.uk/registry/nfa/index.htm
1	30 / 90 credits	All assessment: Appendix 11 / 12 Programme progression requirement (PPR): Pass all units
2	30 / 90 credits	All assessment: Appendix 11 / 12 Programme progression requirement (PPR): Pass all units; TSA of 50% of greater
3	30 / 90 credits	All assessment: Appendix 11 / 12 Programme progression requirement (PPR): Pass all units

where:

- C Compulsory
- O Optional

Further information

Section in this handbook on **Assessment**.

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

Programme Structure

The Diploma/MSc in Sport and Exercise Medicine is a modular flexible learning programme. The Diploma consists of eight units; six theoretical units and two practitioner-based skills development units which run alongside the theoretical units (*SEM in Practice 1 and 2*). These are supported and underpinned by an on-line resource bank and communication portal (*SEM and SPY Online*). The SEM in Practice units include two residential teaching weeks, the identification of individual learning needs, development of individual development plans, a reflective log of clinical experience and an OSCE (Objective Structured Clinical Examination). The MSc requires study of one further unit (*Research Project Design*) and completion of a research dissertation.

The programme has been developed primarily to provide learning appropriate to the needs of working doctors. The web-based resources, activities and discussion form the basis for learning, and these are supplemented and supported by practice/work-based experience and residential weeks. The residential weeks enable the students to meet and work together on real-work problems and engage in debates with practitioners from a variety of contexts. The programme is highly interactive: the web-based study is complimented by online discussion forums and supported by online tutors and your fellow students. In addition to this tutorials are arranged with your Professional Development Advisor.

Accumulating credit towards an award works as follows:

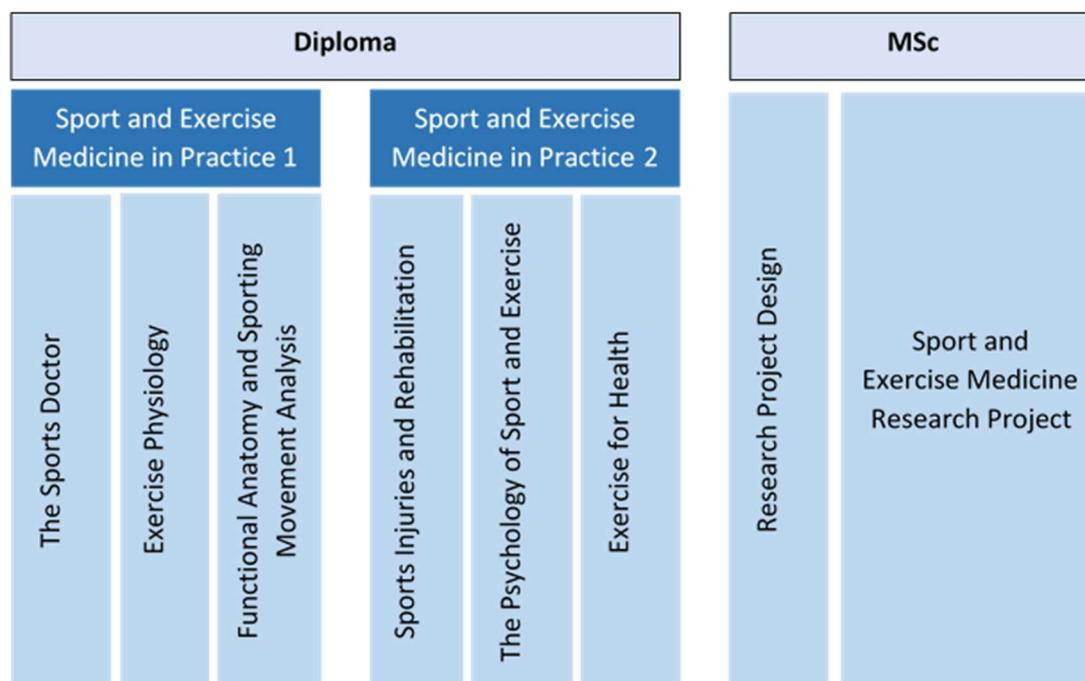
PG DIPLOMA	
UNIT TITLE	CREDITS
The Sports Doctor	6
SEM in Practice 1	6
Exercise Physiology	6
Functional Anatomy and Sporting Movement Analysis	12
Sports Injuries and Rehabilitation	12
SEM in Practice 2	6
The Psychology of Sport & Exercise	6
Exercise for Health	6
TOTAL	60
Completion of the above units is necessary for the awards of the Postgraduate Diploma in Sport and Exercise Medicine. The award of MSc in Sport and Exercise Medicine requires completion of the above units with a grade average of at least 50% and the project phase below:	
MSc	
Research Project Design	6
Dissertation	24
TOTAL	90

Duration of Study

Candidates normally conclude the taught part of their studies within two years. However, the programme includes sufficient flexibility to allow for different rates of study, with a normal minimum registration period of two years and a maximum period of five years for the MSc. The residential weeks take place in January each year.

Order of Study

Students are required to complete the units in the order shown below. Exceptions would be at the discretion of the Director of Studies. Within the MSc Phase, students must pass the Research Project Design unit before progressing with their Research Project.



Unit Timetables

The diagram below details the delivery schedule of the units of study and you should bear this in mind when requesting to suspend your studies. It is your responsibility to ensure that you are aware of the unit you are currently studying. A detailed timetable can be found on *SEM and SPY Online*: <https://moodle.bath.ac.uk/course/view.php?id=53261> and individual timetables for each module can be found in the Unit Outlines available on their respective Moodle pages.

	Oct-Dec	Dec-Mar	Mar-May	May-July
Year 1	SEM in Practice 1			
	Sports Doctor	Exercise Physiology	Functional Anatomy and Sporting Movement Analysis	
Year 2	SEM in Practice 2			
	Sports Injuries and Rehabilitation		Psychology of Sport & Exercise	Exercise for Health
Research Phase	Identify project topic	Research Project Design	Research Project (12 months)	

Suspensions of Study

Students may have 2 periods of suspension of up to 12 months each during their registration on the course. This must be agreed by the Director of Studies or Programme Administrator. Due to the nature of the programme (units are only run once a year), you will usually be required to take a 12 month period of suspension so you can restart the programme where you suspended study. If you're struggling with your workload, please do get in touch as soon as possible so we can help adjust your study plan accordingly. Please note that your tuition fee may have increased when you return to study.

Fees

Tuition Fees for the SEM programme are available at <https://www.bath.ac.uk/corporate-information/faculty-of-humanities-social-sciences-taught-postgraduate-tuition-fees-2019-20/>

Please note that tuition fees increase annually. Once you have started studies, you should budget for an increase of up to 5% each year for every further year of study (except the Research Phase which has a one-off fee).

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.

Clinical Teaching

Residential Weeks

Problem-based learning (PBL) is a key component of any clinical programme. In the SEM programme, PBL is incorporated into two units that run throughout the programme, called *SEM in Practice 1 and 2*. Clinical teaching forms a compulsory part of the course and offers an excellent opportunity for you to meet fellow students, and to participate in practical demonstrations based on the material in the units. The teaching takes place over residential weeks with students practising a range of skills. The residential week in year 1 of the programme focuses on sport and exercise science as applied to SEM and includes the following topics.

- Exercise Physiology in Practice
- Assessing movement patterns
- Biomechanical analysis tools
- Coaching Practice and its Relation to Sports Medicine
- Study skills

The residential week in year 2 is more clinical and focuses on examination and assessment skills and other clinical tools. Time during each day is devoted to case discussions which are essential in preparing your for the OSCE at the end of the SEM in Practice 2 unit.

- **The Spine** - Biomechanics and Clinical Examination of the Spine
- **The Upper Limb** – Biomechanics and Clinical Examination of the Upper Limb
- **The Lower Limb** – Biomechanics and Clinical Examination of the Lower Limb
- Taping and Strapping and Sports Massage Techniques
- Moving onto the Research Phase

Students are required to register in advance to attend the residential weeks and information is available in the *SEM in Practice* units online. The fees for the programme include the cost of tuition at residential weeks. For those students attending a residential week at the University of Bath, accommodation is unfortunately not provided but we will send you a list of recommended accommodation in Bath City Centre to book at your own convenience.

ATTENDANCE AT THE YEAR 2 CLINICAL RESIDENTIAL WEEK IS A COMPULSORY ELEMENT OF THE PROGRAMME AND MUST TAKE PLACE PRIOR TO TAKING THE OSCE.

Virtual Clinics

The clinics will take place within the Sports Injuries & Rehabilitation unit in the Virtual Learning Environment (Moodle). Students will be expected to participate in a series of on-line case-based discussions.

SEM Portfolio

You will be required to maintain a log of your practice whilst you are studying on *SEM in Practice 1 and 2*. This will give you the opportunity to collect evidence to build your portfolio and demonstrate the development of your practice in this area. You will build your portfolio accessed through the SEM in Practice 1 and 2 units. Full details and guidance for this process are provided in the SEM in Practice units and advice will be provided by Professional Development Advisors and during residential events (induction and residential teaching weeks).

Calendar for the Programme

Please put these dates in your diary. They will help you to organise and plan your work, and to set personal targets throughout the year.

Online induction opens	9 th September 2019
Induction event at University of Bath Campus	19 th and 20 th September 2019
Online induction ends, assignment due	30 th September 2019
Sports Doctor and SEM in Practice 1 units open on Moodle	30 th September 2019
Sports Science Residential Week	w/c 27 th January 2020
Approximate dates for events which you will attend in future years	
Clinical week (for those who have completed all stage 1 units)	w/c 25 th January 2021
Exam Revision day	~ 21 st June 2021
OSCE Exam	~ 4 th September 2021

Engagement with 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 this is sometimes formally assessed. This rich learning environment obviously relies on students attending and participating in all activities (on-line or on campus).

Whilst studying a unit, we would expect you to engage with all activities (unless mitigating circumstances dictate otherwise). Non-engagement will not only reduce your own learning experience, but could potentially reduce that of others in the group. We hope that you will appreciate the importance of this issue, in that students are partners in a collective learning experience.

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.

Accreditation of Prior Learning and Accreditation of Prior Experiential Learning

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

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

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

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. This is the primary learning platform for the SEM programme.

Induction: The online **Induction Unit** and the associated **Induction Event** aim to prepare students for the academic, technical and social demands of their programme of study. We recommend that all students participate in the Induction unit prior to beginning their programme of study, and that students make every effort to attend the Induction Event on the Bath campus.

To get started, go to: <https://moodle.bath.ac.uk/course/view.php?id=55764>

Have a look at the Moodle pages for one of your first units.

Key Programme Materials and links to others resources can be found on the Programme's Moodle Home page which is called SEM and SPY Online, (Sport and Exercise Medicine and Sports Physiotherapy Online): <http://moodle.bath.ac.uk/course/view.php?id=53261>

Each unit Moodle page includes information about the unit outline, unit materials, unit schedule, presentations, reading lists and assessment information.

Personal Tutoring (Professional Development Advisors)

In the SEM Programme the **personal tutor is called a Professional Development Advisor (PDA)**. You will be allocated a PDA in October. PDAs will support your development through tutorials which take place via the web conferencing software *Adobe Connect*. PDAs are either members of the SEM Programme Team or external clinicians working in the field of Sports Medicine. The PDAs are there to guide students through the SEM in Practice units. They are experienced sports doctors who can give guidance on professional development and how to gain appropriate experience. The PDA role includes some of the roles that would be covered by a Personal Tutor during your undergraduate studies. For any queries regarding non-clinical aspects of the programme such as deferring or suspending your studies, or broader academic issues, please contact the Director of Studies.

Language and Academic Study Skills Support and Development

To help you get the best out of your studies and your future employability, we offer all our students a comprehensive range of free, year-round skills and personal development opportunities designed to complement your academic programme. These opportunities have been designed to give you choice and flexibility to help you get the support and development you need at the time you most need it.

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

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

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

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

Further information

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

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

Recognition for extra-curricular activities: The Bath Award

The Bath Award is open to all undergraduate and postgraduate students. It recognises the experiences, skills and strengths you have gained through participation in extra-curricular activities,

volunteering, work experience, part-time work, global opportunities and more. The Award enables you to reflect on your personal development as a student and future employee. Completing the Award will enhance your employability, increase self-awareness of your skills and enable you to articulate these effectively to future employers.

Further information

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'll 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

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

For information on all library services and resources, please see www.bath.ac.uk/library/

Computing Facilities and Facilities

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

If you'd like to know more about these services and how to access them, visit <http://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, 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 and Engagement

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.

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

<p>Departmental level:</p>	<p>Each Department has at least one Departmental Staff / Student Liaison Committee (SSLC). These comprise of 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 academic 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.</p> <p>The Students' Union reviews minutes from SSLCs and other committees, meetings, forums and student insight and uses this to present a summary report for the University highlighting issues which need to be addressed.</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 Students' Union meetings. These take place regularly during the academic year in order to:</p> <ul style="list-style-type: none"> • keep Students' Union Officers and fellow Academic Reps informed of academic developments throughout the University • discuss common problems and interests affecting Departments • gather student opinions and views to be used by the University and the Students' Union • update Academic Reps on key issues. <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>
<p>Faculty/School level:</p>	<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>
<p>University level:</p>	<p>University committees with student representation include the Council/Senate/Students' Union, the University Learning, Teaching and Quality Committee, the Courses and Partnerships Approval Committee, and Senate.</p>

If you are interested in opportunities to represent student views, please contact the Students' Union: 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: [SEM & SPY Online](#) See section marked "*Programme Review, Development and SSLC*"

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

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/>

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 Centre

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

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

Further information

www.bath.ac.uk/equalities

See also the section in this Handbook on **Student Support** for information on reporting incidents of bullying or harassment.

Mediation

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

Further information and contacts

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

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

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 can seek advice, guidance and support via your Director of Studies, Personal Tutor and the University's Student Services. This will enable us to put in place arrangements that will assist you in undertaking your programme of study.

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

Further information

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

Care Leavers and Estranged Students, Refugees and Young Adult Carers

The University is committed to supporting students from a wide range of backgrounds and circumstances including those who are care leavers, from a Foyer or are estranged from their family. We are aware of the challenges students may face when starting university and we want you to get

the best out of your programme and university experience. We are able to offer you advice and guidance about settling in, academic studies, funding, accommodation, wellbeing and careers. The service we provide is confidential and entirely optional in relation to the level of support you feel that you may need.

Further information

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

www.bath.ac.uk/guides/financial-support-for-refugees

www.bath.ac.uk/guides/students-with-caring-responsibilities

Equality, Diversity and Inclusion

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

Further information

There is a range of information and resources available at www.bath.ac.uk/equalities or email: equalsdiv@bath.ac.uk

Accessibility

An access guide is available which outlines the disabled access features and route plans at the University of Bath:

www.disabledgo.com/organisations/university-of-bath/main-2

Careers Service

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

Further information

The Careers Service is open throughout the year, including the vacations.

Check the web site for opening times: www.bath.ac.uk/students/careers

The web site includes the *Myfuture* vacancies portal.

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

ASSESSMENT

Programme Assessment

Formal assessment of the Programme is made through written assignments, the OSCE Examination, a portfolio of practice and for MSc students, the Research Protocol and Dissertation.

Unit Assessment

Each unit is assessed individually. The assignments are delivered and must be submitted on-line. The formative assessment includes moderated on-line discussions, self-assessment questions and on-line multiple choice tests.

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

- Essays
- Case studies
- Short answer questions
- Recorded consultations
- Compilation of portfolio of evidence and reflective practitioner portfolio [*SEM in Practice units*]
- OSCE examination [*SEM in Practice 2*]

Word limits will be published with each assessment and must be adhered to. For more information see QA16, point 9: <http://www.bath.ac.uk/quality/documents/QA16.pdf>

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

It is your responsibility to submit your assignment(s) online in the appropriate location by the due date, unless an extension has been discussed with the Unit Convenor PRIOR to the due date. The Programme Specification states that, according to University policy: "The absence of a request for deferral, or one arriving after the assignment due date, will result in the student being deemed to have failed the unit at the first attempt."

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

Feedback to students on assessment

Students receive formal feedback after submission of each summative assessment. This is normally received within three weeks of the assessment submission deadline. Informal feedback and guidance is provided by tutors or professional development advisors on the submissions of milestones which contribute to the compilation of the portfolio submission for the SEM in Practice units. Students should contact the Unit Convenor in the first instance if they have concerns regarding feedback for an assignment. You are also encouraged to discuss your feedback on written assignments with your Professional Development Advisor or Director of Studies, if required.

Boards of Examiners for Units meet four times a year. If you have failed an assessment you will be informed of the Board of Examiners' recommendations and must action their recommendation in order to successfully pass the unit. Following the Board of Examiners, marks will be available in SAMIS (Student and applicant management information system) here: www.bath.ac.uk/samis/urd/sits.urd/run/siw_lgn

To access your marks you will need to:

- 1) Log on using your University username and password
- 2) Click on view module marks
- 3) Select 'view all results' from the drop down menu
- 4) Click 'view results'

Please note: Marks are subject to change until they have been confirmed by the Board of Studies.

ACADEMIC INTEGRITY: REFERENCING AND PLAGIARISM

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

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

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

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

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

Further information

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

Library referencing resources, including style sheets: www.bath.ac.uk/library/infoskills/referencing-plagiarism

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 your programme administrator in the first instance.

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

To pass the test you will need to achieve a mark of 85%. You can take the test as many times as necessary until you pass. If you do not pass the test, you will need to re-visit the training and/or look at the other guidance available to you or as required by your Director of Studies, and then take the test again.

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

Further information

Academic and information skills:

www.bath.ac.uk/library/infoskills

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

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

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 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.

Please note that:

- **The Department for Health policy is that tutors stop marking a student's work at the word limit. Thus, any text above the word limit will not be assessed, and will not contribute to your mark. The same rule applies when there are 'page', rather than 'word' limits. Any text over the page limit will not be marked.**
- For the purpose of calculating the word count, footnotes are included, whereas contents pages, executive summaries, tables, figures, appendices and reference lists/bibliographies are excluded.

Late submission of coursework

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

If there are valid circumstances preventing you from meeting a deadline, your Unit Convenor or 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. You may be asked 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 look at draft examination papers and samples of assessed work, and attend Boards of Examiners.

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

The External Examiner for your programme is: Dr Millicent Stone, Consultant Rheumatologist, Guys and St Thomas NHS Trust.

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: www.bath.ac.uk/registry/nfa

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

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

- If you fail any DEUs, you will have to undertake supplementary assessment – unless you have failed so many DEUs that you fail outright or the attempted retrieval would break the rule on how much failure can be retrieved.

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

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

- The Taught Stage(s) Average (TSA) will be calculated by taking the credit-weighted average of marks for all units required to contribute to the taught stage(s), or by taking the credit-weighted average of marks for all units defined as of 'Taught-type' required to contribute to the programme.

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

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

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

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

Supplementary Assessment

Supplementary assessment’ is the term normally used for an opportunity given to a student to retrieve failure before starting the next stage of a programme, or by the end of the programme if it is a single-stage programme or the failed units are not Stage Required Units (SRUs). It generally involves re-doing coursework or re-sitting an examination. For the SEM programme this will be set at the Board of Examiners’ meeting in September with a deadline of 28 days for completion. 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).

Special Note: Stage 3 – MSc Research Phase

In addition to the assessment regulations set out above and in the programme description, students are also required to pass HL50077 Research Project Design (RPD), before they are able to progress onto HL50078 SEM Research Project. Therefore an additional Programme Board of Examiners will be held within 5 weeks following the end of the RPD unit to consider RPD results. Following the assessment regulations set out above, only cases of marginal failure will be given permission for attempted retrieval through supplementary assessment. Within the RPD unit you will be given multiple opportunities to receive feedback on your research protocol which forms the assessment for the unit. A full timetable for RPD and the research project will be available to students on commencement of Stage 3.

ACADEMIC Appeals

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

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

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

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

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

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

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

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

www.bath.ac.uk/registry/appeals

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

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

Study Guidance

Each 6 credit unit units involves 120 hours of study: this equates to on average about 12 hours study time per week. However, this figure may vary considerably, depending on your personal situation. The suggested time for completing each unit is 10 weeks, which will enable you to complete the taught part of the course over a two-year period. SEM in Practice 1 and 2 run concurrently with all other units. The maximum period of registration on the programme is four years for the PG Diploma and five years for the MSc. All elements of the programme must be completed normally within this time frame; otherwise you will not be eligible for the award of your qualification. If you have any difficulties in meeting the deadlines, please contact your Director of Studies or Programme Administrator who will advise you of your options, which may include deferment of study or suspension of registration.

The Induction unit will prepare you for participation in online activities as well as helping you orientate to your study on the programme as a whole. You will need to plan your study programme in the way that best suits your circumstances. It is advisable to start with a weekly study plan to analyse your time and the amount you can realistically devote to study. After establishing your own weekly study plan, compile a programme with clear target dates, dividing your time into manageable chunks and setting yourself realistic targets. Many distance learning students have attributed their success to organisation and self-discipline. The on-line material is broken down into sections, these sections should help you to pace yourself. Discussion events are a component of many units, and these occur over a specific time period within the unit timeline. You will be given a Timetable for the year with the timing of the start of units, discussion activities and assignment submission deadlines.

Unlike conventional degree programmes, you will not have daily face-to-face contact with your fellow students to help motivate you. However, *SEM and SPY Online* and the Moodle pages of the individual units provide a great opportunity to network, discuss key sport and exercise medicine issues and develop your ideas with other participants on the programme. We strongly recommend that you take advantage of this since, for the majority of students, it has proved extremely beneficial. Lastly, always remember to check through your materials carefully at the beginning of each unit. For the online environment please let us know promptly if you have any technical difficulties or if any links or resources are not accessible.

An evaluation form or web-based questionnaire is provided at the end of each unit and at all residential weekends. It is important that you complete and return these as the information you provide will give us feedback and will help to ensure that the quality of the programme remains high and appropriate to the need of our students.

Evidence of Practice Portfolio to be completed online

Separate guidance and further details are given on the SEM in Practice 1 unit Moodle page.

OSCE

Admission to the clinical examination part of the assessment for the SEM in Practice 2 unit, takes place towards the end of Year 2. **You are not eligible to sit the OSCE unless you have attended the compulsory clinical residential week** which takes place in January each year. It is also dependent upon satisfactory completion of gaining additional clinical skills and the submission of your completed practice portfolio and the completion of a pre-hospital care certificate. The Examination consists of two OSCE stations, each of 30 minutes duration and a 30 min viva station. Specific guidelines for the OSCE are given on the SEM in Practice 2 Moodle page.

Students who fail to successfully complete any of the OSCE stations may take a supplementary examination. This will be covered under the normal rules for re-assessment.

How to Study Each Unit

Each unit may contain some of the following:

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

When a unit opens you will be given a week or two to work your way through some of the resources and recommended reading prior to the first discussion activities. These activities will be based around questions, scenarios or 'hot topics' and encourage you to share your experience as well as your interpretation of the resources that you are directed to. Engagement with these discussion activities is central to the programme and we strongly encourage you to get involved in the discussions whenever you are able.

Formative Assessment

There will be a variety of forms of formative feedback in the units on the programme. This may be written or oral feedback on portfolio milestones, self-test quizzes, responses to posts on discussion fora or discussions with your tutors, PDA or Director of Studies.

Preparation for Assignments

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

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

- Be concise – it is important to be clear in your presentation and not to fall into the trap of using too many words to fill the space. A logical argument must be maintained throughout.
- Ensure all data/statistics/figures are accurate and logically presented – diagrams, graphs and tables are likely to be helpful because they convey information clearly and succinctly. However, it is important to explain the way in which they support or illustrate key arguments – do not leave this to the imagination of the reader.
- Be careful to use your own words and avoid jargon and clichés. It is acceptable to paraphrase from sources providing you reference all quotes clearly.
- At Masters level, it is very important to always try to answer the question WHY. Don't just state what someone else has stated or concluded in a reference, try to explain why they have come to that conclusion, or why that principles applies.
- Read through your final copy and check for correct use of grammar and spelling. This final copy should include references and a bibliography. Information about the Harvard system of referencing is enclosed.

Your personal experiences are only relevant if they relate to, and support, your overall argument in the essay. Remember, all arguments must be supported by theoretical reasoning and evidence. Please consult the document on Unit Assignment Writing available on the online environment.

Submission Procedures

Each unit is assessed individually. These assignments take a variety of forms, but all units include some form of written assignment. These assignments are delivered and must be submitted online within the appropriate Moodle page. Instructions will be given within the Moodle Induction and individual Moodle pages about the format of the assignment and how it should be submitted. Feedback on your assignments will also be provided through this online portal.

If you are required to upload your assignment to Moodle, there will be a section at the bottom of the Moodle page for doing so. There will also be instructions on the inclusion of a cover sheet for your assignment and how you should name the file. The majority of written assignments are marked anonymously (i.e. the marker does not know who has written the assignment). To facilitate this, the name of the file that you submit should include your **University Candidate number** (a unique identifier for assessment purposes only) not your name and you should not include your name on the cover sheet of the documents or as a header or footer. You can find your candidate number through the student records system SAMIS. **Please note that your candidate number changes each year so you should check what it is and write it down somewhere obvious at the beginning of each academic year.**

Detailed assignment submission information can be found in the Unit Outlines for each module you are studying.

Submission Deadlines

Electronic submission of coursework is used – please follow the instructions on the appropriate Moodle page. It is your responsibility to ensure that you 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.

You will be expected to hand in all assessed coursework by a specified date. This is to ensure equity amongst students and also to enable staff to mark efficiently. Assignments which are submitted after the deadline will be marked and feedback provided, but the maximum mark that can be achieved will be the pass mark (40%). Assignments submitted more than 5 working days after the deadline will receive a mark of 0%.

Assessment deadline extension: If you are unable to complete a piece of coursework by the set deadline, for reasons beyond your control, e.g. you are unwell, you can apply for a coursework extension. Please complete a coursework extension form (downloadable from the Programme Information Folder in SEM&SPY Online) and send to the Unit Convenor. You will need to provide a description of the circumstances which you feel support your request. You may be asked to provide supporting evidence.

Submission and Marking Guidelines

You can find Coursework Guidelines, Marking Guidelines and a Research Phase Handbook, including guidelines for writing up the research project, on each unit's Moodle page and on [SEM and SPY online](#) along with information on how to find Coversheets to attach to your electronic submission. There are generic marking criteria which span the whole programme (please see Annex 2). These focus on four important areas:

- Knowledge and understanding of relevant ideas and methods
- Ability to apply relevant ideas and methods to specific problems or issues
- Originality, including ability to reflect critically on relevant knowledge and methods, and to develop clear and original arguments.
- Clarity of expression, presentation of material and overall structure (including referencing)

You should bear these in mind when writing any assignments as they give detail descriptors of the level of work required within each of the grade boundaries.

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.

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

Please see guidance notes for students and academics undertaking research <http://www.bath.ac.uk/guides/data-protection-guidance/#academic-research>

Annex 1 Assessment and Progression Regulations

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

Postgraduate Diploma degree

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

Awards

PG Diploma degree - 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 also achieve:

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

PG Diploma with Distinction - a student must also achieve:

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

Condoning

Designated Essential Units (DEU) cannot be condoned.

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

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

Retrieval (supplementary assessment)

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

Progression to Masters from Diploma

Programme Progression Requirement (PPR):

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

Masters degree

(for full details please see: <http://www.bath.ac.uk/registry/nfa/nfaar-pgt-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 also 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 also 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) can be condoned?).

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.

ANNEX 2: GENERIC MARKING CRITERIA FOR MSc SPORT & EXERCISE MEDICINE AND MSc SPORTS PHYSIOTHERAPY

Marking range and indicative grades	(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)
80% or more Outstanding performance that fulfils and exceeds designated learning outcomes	Exceptional knowledge and understanding of material stipulated in the unit, alongside material drawn from wider reading	Near perfect application of relevant techniques or methods. Incisive analysis of empirical material, leading to strong and accurate conclusions.	Original and insightful. Worthy of sharing with a wider readership.	Potentially publishable as a working paper.
70-79% Excellent performance relative to designated learning outcomes	Demonstrates full knowledge and understanding of material stipulated in the unit, alongside material drawn from wider reading	Relevant ideas and methods applied clearly and correctly, with appropriate inferences drawn.	A high degree of analytical ability, originality and insight.	Fully meets formal criteria. Clearly expressed and structured piece of work.
60-69% Very good performance relative to designated learning outcomes	Very good understanding of relevant knowledge, with evidence of relevant wider reading.	Clear understanding of relevant methods and mostly correct application. Good use of empirical material to illustrate points and to justify arguments. No significant weaknesses in competence in the subject.	Strongly argued. Good powers of critical thought. Independent analysis, argument, and/or application of theory.	Has met the criteria well. Generally shows good writing ability. Appropriate and correct referencing.
50-59% Good performance relative to designated learning outcomes	Identifies key issues. Demonstrates understanding of relevant concepts, with some evidence of relevant reading.	Competence application of relevant ideas and methods to empirical material. Provides examples to illustrate points and justify arguments. Conclusions arrived at through analysis, rather than just a statement of a position. Case studies have a clear purpose and message.	Well argued. Some critical thought. Logical organisation to the answer, clear evidence of some “value added” through application to empirical data, critique and/or logical exercise of independent judgement.	Has met the formal criteria. Reveals an ability to set out an argument or answer clearly and logically. Appropriate referencing.
40 - 49% Satisfactory performance in designated learning outcomes	Generally demonstrates knowledge of the material provided. Identifies relevant issues, but without evidence of wider reading. May reveal some gaps in knowledge and understanding.	Knowledge of relevant ideas and methods, but weaknesses in their use. Empirical evidence used is relevant. Addresses the question set or proposed. Some ability to argue logically and to organise an answer.	Not much evidence of critical thought or appreciation of the subject.	Has met the criteria but there are weaknesses. Generally shows adequate writing ability, and basic standards of English. Appropriate referencing attempted, but with errors.
35-39% Fail	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; address the question clearly enough. Arguments lack adequate illustration or empirical support, or empirical material is purely decorative	Little original thought.	Weak presentational skills, inadequate or improper referencing. Fails to meet formal criteria in one or more ways.
<35% Fail	Some relevant knowledge, but demonstrates a poor understanding of the subject.	Answer may be totally or largely irrelevant to the question. Empirical material incorrect or incorrectly used.	No evidence of original thought.	Fails to meet formal criteria in numerous ways.

