



**Faculty of Humanities and Social Sciences
Department of Politics, Languages and International
Studies**

**MA Contemporary European Studies:
Politics, Policy and Society
(Euromasters)**

**MA Contemporary European Studies
with Transatlantic Track (Euromasters)**

**Programme Handbook
2022/23**

This Handbook is available online or in alternative formats. Please contact politics-pg-admin@bath.ac.uk if required.

September 2022

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ABOUT THIS HANDBOOK

This is the 2022-23 Handbook for MA students on the Contemporary European Studies (Euromasters and Euromasters with Transatlantic track) programmes.

The contents of this Handbook are accurate at the time of publication September 2022, but information contained within may sometimes be subject to change after this Handbook has been issued.

The [Important Links and Information](#) section of this Handbook contain links to information about the topics in this Handbook and other key topics. It is important that you familiarise yourself with the online information as well as the contents of this Handbook.

Information about the structure of your programme (which units you take when, which units are compulsory etc), as well as key unit information (including learning outcomes, synopsis and assessment), for the upcoming academic year can be found online in the Unit and Programme Catalogues (see **Unit and programme catalogues** in this Handbook and www.bath.ac.uk/catalogues). You will also receive details about unit content and assessment via the University's online learning environment, Moodle.

You will be informed, normally by your Director of Studies or Unit Convenor, of any further changes that will affect your programme or a unit. See also **Unit and programme changes** 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: <http://go.bath.ac.uk/regulations> 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. It is your responsibility to take the time to familiarise yourself with the Regulations.

If in doubt about what applies to you, or if your circumstances change, please contact your Director of Studies Dr. Mattia Cacciatori (M.Cacciatori@bath.ac.uk) for advice.

IMPORTANT LINKS AND INFORMATION

UNIVERSITY INFORMATION ONLINE

This Handbook is an accompaniment to important information available to all students on the University's website. It is expected that you will familiarise yourself with the online information signposted below.

If you cannot find the information you are looking for in this Handbook or on the web please contact the admin team (politics-pg-admin@bath.ac.uk) in the first instance.



CORE UNIVERSITY SERVICES AND INFORMATION

Student Support Services

<https://www.bath.ac.uk/professional-services/student-support/>

Students' Union Advice and Support Service

www.thesubath.com/advice/

Personal Tutoring

www.bath.ac.uk/guides/personal-tutoring/

Student wellbeing

<https://www.bath.ac.uk/guides/engagement-monitoring-for-student-wellbeing/>

Library and Study Spaces

<https://library.bath.ac.uk/home>

www.bath.ac.uk/campaigns/where-you-can-study-on-campus-and-in-the-city

IT advice, guidance, and support

www.bath.ac.uk/professional-services/digital-data-and-technology/

Careers Service

www.bath.ac.uk/professional-services/careers-service

Health and Safety

www.bath.ac.uk/guides/student-health-and-safety

www.bath.ac.uk/guides/be-safe-on-campus-and-in-bath/

Equality, Diversity, and Inclusion

www.bath.ac.uk/professional-services/equality-diversity-and-inclusion/

Updating your personal details

www.bath.ac.uk/guides/keep-your-contact-details-up-to-date/

www.bath.ac.uk/guides/change-your-name-gender-and-pronouns-as-a-current-student/

Data Protection

www.bath.ac.uk/guides/data-protection-guidance

Tackling harassment: support and report

www.bath.ac.uk/campaigns/support-and-report/

SU Code of Practice and membership

www.bath.ac.uk/corporate-information/code-of-practice-for-the-students-union-su

Climate Action Framework

<https://www.bath.ac.uk/campaigns/climate-action/>

Dissatisfaction with a University service or facility (Complaints)

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

ADVICE AND SUPPORT FOR SPECIFIC GROUPS OF STUDENTS

International students

<https://www.bath.ac.uk/professional-services/international-support-service/>
<https://www.bath.ac.uk/professional-services/student-immigration-service/>
www.bath.ac.uk/topics/visas
<https://www.bath.ac.uk/publications/student-tier-4-visa-handbook/>
www.bath.ac.uk/campaigns/studying-at-bath-as-an-erasmus-exchange-or-visiting-student

Care-leavers

www.bath.ac.uk/publications/university-and-leaving-care/

Estranged students

www.bath.ac.uk/publications/university-and-estranged-students/

Disabilities, long-term illness, and specific learning difficulties

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

Refugees

www.bath.ac.uk/publications/university-and-refugees/

Students with caring responsibilities

www.bath.ac.uk/publications/university-and-young-adult-carers/

Pregnancy and maternity

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

SUPPORTING YOUR LEARNING

Your Programme

www.bath.ac.uk/guides/your-programme
Year Dates and Timetables
Changes to programmes and units
How your programme and learning experience are enhanced

Registration

www.bath.ac.uk/guides/registering-with-the-university

Timetabling

www.bath.ac.uk/professional-services/timetabling-and-room-bookings/

Programme and unit catalogue

www.bath.ac.uk/catalogues/

Student Representation and Engagement

www.bath.ac.uk/campaigns/student-engagement-shape-your-university

Regulations for students

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

Exams and assessments

www.bath.ac.uk/topics/exams-and-assessments/

Assessment guidance for students

<https://www.bath.ac.uk/guides/assessment-guidance-for-students/>

Skills Support and Development

<https://www.bath.ac.uk/professional-services/skills-centre/>
<http://go.bath.ac.uk/my-skills>
www.bath.ac.uk/campaigns/get-ahead-with-skills-at-bath

Placement handbook (for students on a placement)

<http://go.bath.ac.uk/placements-information-for-students>

Withdrawing from or suspending your studies

www.bath.ac.uk/guides/suspending-your-studies-or-leaving-the-university

HEAD OF DEPARTMENT WELCOME 2022/23

It is a pleasure to welcome you to PoLIS. It's very exciting to be starting a new academic year and to welcome you to our campus. We're really looking forward to meeting you in class and getting to know you better throughout the year. We're expecting this year to run smoothly, but any changes in the country's health situation will be updated on the University's health guidance on the website and communicated to you. If there are any changes, please ensure you follow whatever guidelines are put in place. We've gained a lot of experience in the last years in supporting students and teaching under changing circumstances, so no matter what, we will be here to ensure your success.

My advice to you is to try to keep up-to-date with your lectures, seminars, activities and recommended readings. If you do a little every week it is much easier to have everything ready by the essay deadlines and avoid last minute stress. Please make full use of all the possibilities for contact that we have provided: come to all your campus classes, join in additional live online interactive sessions, and make use of staff's office hours.

In this Handbook you'll find all the relevant links to University services designated to support you with everything from health to finances to careers advice, as well as the key contacts with PoLIS here to support you.

Remember to let us, and especially your personal tutors and Directors of Studies, know how you are getting on throughout the year. We have all gone through quite a lot of upheavals and changes in the last couple of years, so it is understandable that some of you may be feeling a bit tired, or that you may get distracted with the possibility of new activities, so it is especially important that you keep communicating with your tutors so we can help you stay on track with your studies. I have no doubt that together we'll make a success of this new academic year, and that with your enthusiasm, and a little work every week you'll do very well. Of course, university life is about more than your studies, so I'd also like to encourage you to take advantage of some of the activities that the Student Union, societies and sports clubs have been working on all summer.

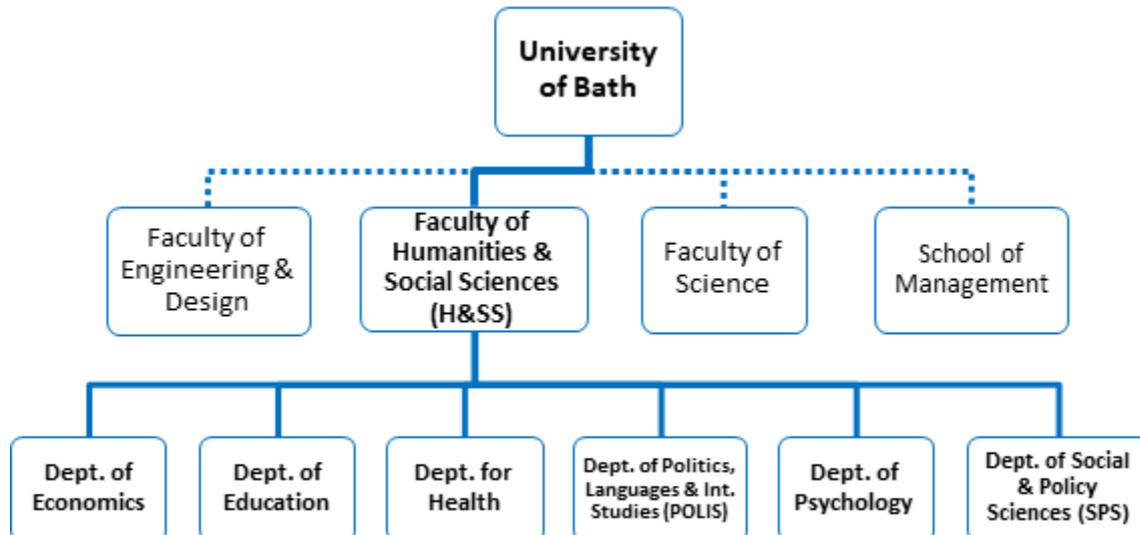
I wish you all a productive and exciting year.

Maria Garcia

Head of Department (Dept of Politics, Languages & International Studies)

ABOUT THE DEPARTMENT 2021/22

Your programme is delivered by the Department of Politics, Languages & International Studies within the [Faculty of Humanities & Social Sciences](#) (HSS). The Faculty is one of three Faculties and one School in the University and comprises six academic Departments: Economics, Education, Health, Politics, Languages & International Politics, Psychology and Social & Policy Sciences.



Undergraduate and Postgraduate Taught (Masters) programmes are delivered by academic staff in departments, with administrative support provided by the Taught Programmes Team. If your administrator is unavailable, then please speak to any 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. You can contact the administration office for your programme by email at politics-pg-admin@bath.ac.uk.

The department has incorporated digital spaces as part of teaching and learning. Students will have access to [Politics Masters programmes page in Moodle](#) and [Teams](#) page to communicate with staff and students.

Meeting between students and staff will usually be held virtually. If you wish to arrange a meeting with a member of staff then please email in advance to organise a suitable time, unless the staff member has notified you of alternative office hours.

From time to time rooms on campus will be used for teaching and other activities; students will be informed via email of how campus spaces within the department may be used.

Please refer to the [PoLIS](#) department website for more information.

KEY CONTACTS/STAFF LIST

Director of Studies

Dr. Mattia Cacciatori – M.Cacciatori@bath.ac.uk

Please contact your Director of Studies for academic issues such as changes to your study arrangements or to discuss teaching and learning.

Taught Programmes Team – PoLIS & Health hub office: 1WN 3.2

How to contact us remotely

You can contact us using our shared mailboxes with your enquiries. We are happy to take your calls on Teams if you would like to talk to us, however we may not be able to answer immediately if, for example, we are in a meeting. You can use our shared mailboxes to email us and book in a time when we can call you back.

Do you have an urgent enquiry?

If your enquiry is urgent, we advise sending an email to the relevant shared mailbox which will be monitored **between 9am and 5pm from Monday to Friday**.

Programmes	Administrator + Teams call/Phone	Mailbox
All postgraduate MA Politics Programmes	Maria Melkko : 01225 38 7538	politics-pg-admin@bath.ac.uk
Programmes Officer	Katie Hillier	politics-pg-admin@bath.ac.uk

Please contact your Programmes Administrator for day-to-day queries such as timetabling issues, Moodle access and unit selections.

Partner Site Co-ordinators

If you have questions about your time at any of the Euromasters Consortium sites then you can contact the relevant Site Co-ordinator:

Berlin: Daniela Jahn – daniela.jahn@sowi.hu-berlin.de

Siena: Rossella Borri - borri3@unisi.it

UNC: Sarah Hutchison – sahutchi@email.unc.edu

Grenoble: James Anderson - james.anderson@sciencespo-grenoble.fr

ABOUT YOUR PROGRAMME

The Euromasters Programme offers a unique possibility for students to engage with a variety of issues in international politics. The Units offered at the University of Bath and partner Universities will cover a vast array of controversies relating to international relations, international security, international law, and more.

The programme benefits from staff with an in-depth expertise on a variety of fields that are applied directly to the learning environment. This is understood as a space for staff and students to engage actively with literature and data on specific subjects, but also as a forum where both lecturers and students engage in lively debates and continuously exchange research to stimulate progress in the study of international politics.

PROGRAMME AIMS AND LEARNING OUTCOMES

The MA in Contemporary European Studies comprises 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 Moodle page, and you should ensure you check this regularly.

The degree is **jointly awarded** and is fully recognized throughout the EU and beyond. Our American partner and Sciences Po Grenoble do not jointly award, but are in association with the consortium.

The degree is awarded by the University of Bath **on behalf** of all members of the European American University Consortium (EAUC). All students who successfully complete the Programme will be invited to attend the degree ceremony held in Bath, irrespective of the site to which the research dissertation was submitted.

Students who successfully complete the programme earn 120 credits, distributed as follows:

Core Module	30 credits
Specialist Module 1	30 credits
Specialist Module 2	30 credits
Research Dissertation	30 credits

Aims

- To familiarise students with approaches/study at the Masters' level in political science - though also encompassing sociology, political economy, law, and other relevant fields of study.
- To develop a broad knowledge of the politics and policies of the European Union
- To develop a broad knowledge of European states' politics, policies and societies.
- To relate European developments to wider, especially Trans-Atlantic, developments.
- To enhance critical abilities to discuss and write about these issues.
- Where appropriate to site choice, to further the foreign language skills of students.

Learning Objectives	
Knowledge & Understanding:	<ul style="list-style-type: none"> • Deep understanding of the origins, development, current activity and organisation of the institutions of the European Union • Broad-based empirical knowledge of contemporary European politics, policy and society • Critical understanding of contemporary European political problems and how they emerge at sub-national, national and supra-national levels and between them • Key conceptual and theoretical approaches in order to be able to critically analyse such developments • Critical comparative understanding of political issues, both in historical and cross-national terms
Intellectual Skills:	<ul style="list-style-type: none"> • Ability to select, analyse and present numerical data. • Ability to select and use appropriate ideas to produce a coherent response to a pre-set question. • Ability to select, summarise and synthesise written information from multiple sources. • Ability to develop rigorous arguments through precise use of concepts and models. • Ability to formulate a manageable research question(s). • Ability to work as a team. • Ability to engage in effective oral academic communication. • Ability to work independently, with limited supervision. • Ability to work to specifications and meet deadlines. • By means of the research dissertation, the MA will furthermore enable students to • Deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences; • Be familiar with quantitative and qualitative methods in political science • Be able to apply problem-solving skills in seeking solutions to political problems in a supra-national as well as national and sub-national contexts; • Be able to undertake investigations of political questions, issues and problems in a comparative and European setting; • Be able to distinguish between the normative and pragmatic differences that affect policies and their consequences. • Be able to assess the outcomes of interventions by governments and other organisations to solve political problems
Professional Practical Skills:	<p>Students will:</p> <ul style="list-style-type: none"> • Acquire bibliographic and IT skills, enabling them to identify and use library and other bibliographic resources and maintain a personal research bibliography; • Understand issues posed by political science research in relation to ethics, confidentiality and legality (including IPR), and acquire the skills needed in

	<p>order to respect, consider and attend to the rights of other researchers and research participants;</p> <ul style="list-style-type: none"> • Where appropriate, have begun to develop a working knowledge of a relevant language for a chosen geographical area(s) of study. • Be familiar with the format and mechanisms for the dissemination of political science research through professional bodies, including conference papers, posters and journal articles, and the process of peer review.
Transferable / Key Skills:	<p>Students will:</p> <ul style="list-style-type: none"> • Develop writing, presentation and dissemination skills, including Internet-based tools; • Develop skills in effective team working through collaboration in projects; • Develop competency in the presentation of research findings to different audiences; • Develop an understanding of the skills required to engage with the media.

PROGRAMME DESCRIPTION: STRUCTURE OF YOUR PROGRAMME

The structure of your programme year for 2022/23 can be found in the 2022/23 Unit and Programme Catalogues (see below). The content of the Programme Catalogues is correct at the time of publication. Programmes and units may be subject to reasonable change (see [Unit and programme changes](#) in this Handbook).

UNIT AND PROGRAMME CATALOGUES

This is where you will find details about all individual units for the current academic year.

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

For the online Catalogues, please refer to [Important Links and Information](#) in this Handbook. See also the section in this Handbook on [Assessment](#).

YOUR TIMETABLE

Using MyTimetable, you can access your personal timetable and download it into an electronic calendar.

Your teaching on campus and any Live Online Interactive Learning (LOIL) sessions you may have will show in your timetable. Links to LOIL sessions can also be accessed through the relevant unit page on the University's online learning environment, Moodle.

When you start your units, you will be able to access associated online material at a time that suits your schedule.

MyTimetable updates regularly, so should there be a change to your timetable, it will be reflected in MyTimetable.

Full information is available online. Please refer to [Important Links and Information](#) in this Handbook.

The delivery of the programme may vary at each of the EAUC and students should contact the relevant site Co-ordinator to confirm how the programme will be delivered.

PHYSICAL STUDY SPACE – 2022/23

As in previous years, you will have access to drop-in and bookable study space on campus and in the city for individual or group study. Information on how to book and any usage guidelines or requirements are available online. Please refer to [Important Links and Information](#) in this Handbook.

OPTION CHOICES

If your programme has option choice then information about how and when to choose your option units can be found online (please refer to [Important Links and Information](#)). If applicable, you will receive an email notification at the relevant point in the year when online unit selection is available. If you need to discuss your option choices, please contact your Director of Studies.

UNIT AND PROGRAMME CHANGES 2022/23

All programme and unit changes are managed through formal University processes. This is to ensure that changes are academically appropriate, properly supported and are made in a way that safeguards the interests of students.

We continually look for ways to develop and improve our programmes, aimed at enhancing your learning experience and maintaining high academic standards and quality. Such changes could be, for example, to update content to reflect latest developments in a particular field of study, or to respond to student feedback on delivery and/or assessment. 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. The need to adapt to circumstances created by the global pandemic was a significant example of this.

This could also be for reasons such as:

- the accrediting body requiring changes to be made to the course, or,
- being unable to run an option unit because too few students selected it.

When this happens, we always try to ensure that the impact on students is minimised and that those affected are informed of the changes at the earliest opportunity.

Information on how we assure the quality and standards of your programme of study is available online. Please refer to [Important Links and Information](#) in this Handbook.

GIVING FEEDBACK ON YOUR PROGRAMME TO THE UNIVERSITY

The University is committed to continually improving its practice and aims to engage students as active partners in their education (The University of Bath Strategy 2021 to 2026). The three main ways in which your feedback will be sought will be through:

- Staff / Student Liaison Committees (SSLCs)
- surveys and evaluations
- the Students' Union.

Full information is available online. Please refer to [Important Links and Information](#) in this Handbook.

ASSESSMENT

Full information is available online. For signposts to important information on many aspects of assessment, please refer to [Important Links and Information](#) in this Handbook.

SUBMISSION DEADLINES

You will be informed of the deadline to submit your assessment during Induction and by your Unit Convenors. Information about deadlines will be available on each unit's Moodle page. If you are concerned about a deadline, please contact your Director of Studies.

All submissions will be online only via Moodle and you will receive feedback on the relevant submission folder.

Deadline information for other members of the EAUC will be provided by your site coordinator during the induction of either Specialist Module 1, Specialist Module 2 or the Dissertation Module.

LATE SUBMISSION OF COURSEWORK

To ensure fairness to all students, you will be expected to hand in all assessed coursework and dissertations/projects by a specified date and time, and there are penalties for submitting work after the specified deadline. If there are valid circumstances preventing you from meeting a deadline, your Director of Studies may grant you an extension to the specified submission date. Please be aware that an extension request needs to be submitted before the deadline. You can request an extension in [SAMIS under "Student Tasks"](#), more information is available on [your programme Moodle page](#).

WORD COUNTS

Coursework tasks will normally have a word limit or word range. This, and the penalty for non-compliance, will be confirmed when you receive an assignment. 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).

The PoLIS Department applies the University policy regarding Word Counts and Penalties (QA16. 11. Word counts and penalties for exceeding a word count <https://www.bath.ac.uk/publications/qa16-assessment-marking-and-feedback/>)

"11. Word Counts and penalties for exceeding a Word Count

11.1 Written coursework tasks should normally have a word limit or a word range and require students to declare a word count with their submitted work.

11.2 Where a word limit or word range applies then the penalty for non-compliance with the word limit or word range should be clearly stated in writing when the assignment task is distributed.

11.3 Where a policy on penalising non-compliance with word limits and word ranges is not stated in accordance with 11.2 then the following default policy will apply:

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

11.4 Word count penalty policies should be consistently applied as stated.”

Regulations may vary at other EAUC sites. Word counts will be communicated to you by the site co-ordinator for each site at which you are studying at.

FEEDBACK ON ASSESSMENT

During your course, you will receive feedback on your assessed work. This feedback may take different forms, depending on the subject and type of assessment. You will be informed of the timing and nature of the feedback you will receive on each assessment, including whether the piece of work itself will be returned to you. For exam-type assessment, you may receive general feedback relevant to all who took the assessment rather than individual feedback. You can discuss feedback you receive on assessments alongside your performance and progress in your studies at meetings with your Personal Tutor.

The University requires coursework to be marked and returned within three semester weeks. Should there be a delay in providing electronic feedback within the 3-week timeframe, students should be informed immediately as confirmed good practice by our focus groups and SSLC on the topic. All the marks will be tentative until after the approval from the Board of Studies.

For further information about Euromasters Assessment regulations, please refer to [Euromasters Programme Regulations](#) in this Handbook.

ACADEMIC INTEGRITY

The University has a wide range of resources available to you to help you understand the importance of academic integrity and how you can enhance your academic writing and practice.

All students will be unable to progress beyond the next progression point in their studies until they pass the University’s Academic Integrity Test. The test has a pass mark of 85% but you can take the test as many times as you need to.

When you submit your assessment, 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 (currently Ouriginal), which searches the web and databases of reference material and content submitted by other students, to identify duplicated text. Where practical, all summative assessment is submitted to this service to check for similarities as an initial indicator of whether work has been plagiarised and an assessment offence committed.

Submission of your assessment to the Plagiarism Detection Service - Data Protection statement

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

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

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

Please note that, if at any time the University submits any of your work to the Plagiarism Detection Service, the service will be provided with, and will retain, certain personal data relating to you – for example, your name, email address, programme details and the work submitted. Such data may be transferred by the Plagiarism Detection Service to countries worldwide (some of which may not be governed by EU data legislation) in order for the work to be checked and an originality report generated in accordance with the proper workings of the Plagiarism Detection Service. Personal data is retained indefinitely by the Plagiarism Detection Service upon submission of work. You may ask for your personal data to be removed by contacting the University's Data Protection Officer.

PENALTIES FOR ASSESSMENT OFFENCES

Academic misconduct can be described as 'the use of unfair means in any examination or assessment procedure'. Any student who is found to have used unfair means and therefore committed an assessment offence will be penalised. Potential types of assessment offence include plagiarism, self-plagiarism, collusion or unauthorised collaboration, contract cheating (including impersonation), fabrication or falsification, or breaching of examination regulations. Penalties for assessment offences depend upon the severity of the offence but may include failure of the assessment, unit or part of a degree, with no provision for reassessment or retrieval of that failure. Severe cases of academic misconduct, for example, contract cheating could 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 assessment offence, the Students' Union's welfare services are available to support you. You have the right to appeal against the outcome of the investigation.

Important information on academic integrity, the Plagiarism Detection Service, assessment offences and penalties, and support, as well as the Academic Integrity Test itself, is available online. Please refer to [Important Links and Information](#) in this Handbook.

IF CIRCUMSTANCES IMPACT ON YOUR ASSESSMENT ATTEMPT

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 about IMCs is available online. Please refer to **Important Links and Information** in this Handbook. **It is strongly advised that you become familiar with the available guidance and related regulations.**

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 that students should demonstrate in the assessment. 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).
- See [Appendix 1 for Bath Marking Guidelines](#) at the bottom of this document.

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 assessment where practicable. 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, re-assessment, 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 (BoS) 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 **Academic Appeals**).

Scaling: 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. A Board of Examiners can decide to recommend a change to the provisional marks, based on evidence that there was a problem with the assessment which means the initial marks do not reflect the standards achieved by students. This adjustment is known as scaling and under these circumstances the marks of all affected students will be changed.

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

Once a year, the External Examiners will provide a written report. University staff, including the Head of Department and Director of Studies, will look at these reports and a response will be made to the External Examiner's comments. External Examiner reports and responses are made available to students. Staff/Student Liaison Committees (SSLCs) also discuss External Examiner reports as part of routine monitoring activity.

The External Examiners for your programme are:

Examiner 1: Prof Jamie Gaskarth, Professor of Foreign Policy and International relations, The Open University

Examiner 2: Dr. Ryerson Christie, School of Sociology, Politics and International Studies, University of Bristol

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 [Academic Appeals](#) and [Dissatisfaction with a University Service or Facility \(Complaints\)](#) give some more

information about the University's procedures for student complaints and academic appeals. The University's mechanisms for student representation are designed to enable students to engage with the quality management process through which the University considers and responds to External Examiners' comments and suggestions.

Full information is available online. Please refer to [Important Links and Information](#) in this Handbook.

Supplementary assessment at Bath

'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).

Academic year dates, including the supplementary assessment period, can be found online. See [Important Links and Information](#) in this Handbook.

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.

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).

YOUR PROGRAMME AND HOW YOU ARE ASSESSED

Within a 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 there may also be *optional units* (i.e. those units students may choose from a range of options).

EUROMASTERS PROGRAMME REGULATIONS

Please note the following is applicable to **all sites** on the Euromasters programme. These regulations apply to the Euromasters Programme (MA in Contemporary European Studies: Politics, Policy and Society), which is delivered and awarded as a JOINT DEGREE.

Management Structure and BODIES

The Programme is managed jointly by all participating universities with the University of Bath acting as the ADMINISTRATIVE CENTRE and Core Module provider.

Each participating university appoints a SITE COORDINATOR who takes responsibility for all managerial issues relevant to the respective site and for liaison with the Consortium as a whole.

The Site Coordinator at the University of Bath is also the DIRECTOR OF STUDIES for the EM Programme as a whole.

Each participating university specifies a UNIT COORDINATOR for each unit (i.e. each semester-long or equivalent academic course) that is part of a particular module. Unit Coordinators are responsible for all matters directly related to a particular unit.

Each partner specifies a MODULE COORDINATOR for each module (normally Specialist Module I and Specialist Module II). Module Coordinators are responsible for all matters relating to a particular module, especially the coordination of marking and grading procedures. Module Coordinators are responsible for informing students of their provisional module marks and forwarding these to the Administrative Centre (Bath). This process should normally be completed within four weeks after the end of the respective Module.

All credits to be awarded remain provisional until they are finalised by the BOARD OF EXAMINERS FOR PROGRAMMES, which meets once a year in Bath after the dissertations and all module marks have been approved by the relevant Unit Board of Examiners at each institution. The Programme Board of Examiners does not interfere with the marks awarded at particular sites, but it may, in the light of exceptional circumstances (i.e. approved mitigation) suggest a review of borderline degree classifications.

The Administrative Centre (Bath) appoints an EXTERNAL EXAMINER who takes responsibility for monitoring the quality and standards of the Programme and attends the annual Board of Examiners for Programmes. The External Examiner does not interfere with the academic autonomy of each participating university and the Consortium as a whole.

The PROGRAMME MANAGEMENT COMMITTEE takes overall responsibility for the academic content and smooth management of the Programme. It consists of the Module and Site Coordinators at each participating university and other senior staff as deemed appropriate by each participating university. The Programme Management Committee meets at least once a year at one of the participating universities.

The level of tuition fees is determined by the Consortium’s Programme Management Committee and reviewed on an annual basis. They have to be paid during the 2 academic years of the programme to the Administrative Centre (Bath). Additional fees (local administration, Student Union, transport, visa etc.) may be payable at registration for Specialist Module I and Specialist Module II. These have to be approved by the Programme Management Committee and will be made known to applicants well in advance.

Students must spend Semester 1 (Core Module) at the University of Bath, followed by Semesters 2 and 3 (Specialist Modules I and II) at institutions of their choice [NB. one move must be made away from Bath]. Students must write their Research Dissertation at one site where they have studied during the first three semesters of the programme.

	Semester 1	Semester 2	Semester 3	Semester 4
Module	Core	Specialist I	Specialist II	Research Dissertation
Site	Bath	Bath, Berlin, Grenoble, UNC	Bath, Berlin, Grenoble, Siena	Bath, Berlin, Siena, Grenoble

REGISTRATION

All students must register for the programme with the University of Bath at the commencement of the Core Module. In addition, formal registration is required at each participating university and course enrolment at those participating universities where students attend for at least one module. On registration students receive a copy of the Module Handbook which (within the framework of these overall programme regulations and in addition to the Core Module Handbook) clearly outlines the academic content and particular regulations applicable to the respective Module and site.

The minimum period of registration for the Programme shall be 24 months. Unless registration has formally been suspended, students complete the programme within this period of registration.

A student who has to discontinue the Programme for a period of time may apply to the Programme Director of Studies at Bath for suspension of registration and for re-entry into the programme at the appropriate point in the following academic year. No fees shall be charged during the interim period of approved suspension.

A student’s registration for the Programme may be terminated, if the student’s academic progress is considered to be unsatisfactory and/or if he/she fails to comply

with either the Programme regulations or the University regulations applicable at a particular participating university, which would be responsible for the implementation of the termination.

ASSESSMENT OF MODULES ON EUROMASTERS

There are four modules which constitute the overall assessment of this programme: the Core Module, Specialist Module I, Specialist Module II and the Research Dissertation. All four modules must be passed in order to qualify for the MA in Contemporary European Studies.

Each Module (with the exception of the Research Dissertation) typically comprises several separate units, each of which has its own Aims, Learning Outcomes and Assessment requirements. Assessment for the Core Module will typically consist either of an essay of 4,000 words or a 2 hour examination for each of the units comprising the module. Other written examinations and assessed presentations may be used as appropriate. Assessment for the Specialist Modules will vary across the participating universities, but will typically consist of 3-4 essays, seminar papers, presentations and/or written and oral examinations as appropriate. An aggregated mark will be given for each Module, based on the relative weighting of units within the Module.

Each participating university will apply its own assessment criteria in line with national standards. The participating universities will work within their own marking structures as outlined below. Assessment criteria and marking structures will be monitored for consistency by the Programme Management Committee.

Depending on national and university regulations, regular attendance at lectures and seminar classes may be an essential requirement for passing a unit and/or Module. Even if not a compulsory requirement, students are strongly recommended to attend all lectures, seminars etc.

Marking schemes vary across the institutions. The following table demonstrates how the European Credit Transfer and Accumulation System (ECTS) is used to determine an agreed grade across the institutions:

European Credit Transfer and Accumulation System (ECTS)

ECTS	Bath	Grenoble	Berlin*	Siena	North Carolina
A = excellent	70% +	16+	1.0, 1.3*	29-30	H
B = very good	64%-69%	14 -15.99	1.7; 2.0; 2.3*	27-28	H- / P+
C = good	57%-63%	12 -13.99	2.7; 3.0; 3.3*	24-26	P
D = satisfactory	50%-56%	10 – 11.99	3.7*	18-23	P-
E = sufficient	40%-49%	7 – 9.99	4		L
F = fail	0%-39%	Below 7	4.1-5.0	Below 18	F

* The verbal expression of marks in Berlin differs:

- 1.0, 1.3 or up to 1.5 for average or cumulative marks or an A means “very good”
- 1.7, 2.0, 2.3 or the range between 1.6 and 2.5 or B means “good”
- 2.7, 3.0, 3.3. or the range between 2.6 to 3.5 means “satisfactory”.
- 3.7 and 4.0 or the range in-between means “sufficient”.

DEADLINES, EXTENSIONS, RESUBMITTED WORK AND PENALTIES ON EUROMASTERS

In addition to their own institutional regulations on deadlines, extensions etc. all participating universities will implement a common and transparent policy on submission deadlines, extensions, resubmitted work and penalties which is agreed and regularly reviewed by the Programme Management Committee.

Extensions for the submission of assessed work will be granted only on submission of medical evidence, or other evidence which is considered to be acceptable by the Site Coordinator. The new deadline will be specified in writing by the Site Coordinator. If no extension has been granted or a piece of work is submitted after the extended submission date, it will normally be marked as a Fail. In accordance with their specific regulations some partner universities may operate a regime whereby unauthorised

late submissions of up to 5 days will be assessed at a maximum grade of a pass grade. Any work submitted for assessment (for which there are no mitigating circumstances or an agreed extension) later than five days after the submission date will be marked as F.

Subject to some variation between participating universities, students receiving a Fail grade (F) for an essay, in accordance with the Institution's regulations, may be recommended to re-write the assessment in accordance with supplementary assessment procedures. A specific deadline for resubmission is specified by the Module Coordinator. Students may normally re-submit no more than one piece of work per module under this provision. This regulation does not apply to forms of assessment other than essays (e.g. written/oral examinations or assessed presentations). In the event of proven plagiarism, some institutions may not permit retrieval of the failed unit.

AWARD OF THE MA IN CONTEMPORARY EUROPEAN STUDIES: POLITICS, POLICY AND SOCIETY (EUROMASTERS)

Successful completion of the Euromasters programme leads to the award of an MA in Contemporary European Studies: Politics, Policy and Society which is awarded jointly by the Consortium, by authority of the Senate of the University of Bath on behalf of the Consortium. It is fully recognised by each participating university.

In order to be awarded the MA in Contemporary European Studies, students must achieve at least a pass grade in all modules.

(a) To be considered for a Pass with Merit, candidates must achieve a grade B in two of the modules, one of which must be the research dissertation. At least a C grade must be achieved in the other two modules.

(b) To be considered for a Pass with Distinction, candidates must achieve a grade A in three of the modules, one of which must be the research dissertation. The fourth module mark must be no lower than a B.

The date of the award shall be the date on which the award has been approved by all participating universities. No student shall be entitled to an award unless all fees for tuition and residence and any other sums due to any of the participating universities have been paid, and the rightful property of the participating university/ies returned.

After successful completion of his/her Programme, each student will receive an official degree certificate and diploma supplement. Both documents will be issued in English as the lingua franca. For reasons of administrative simplicity, both documents will be printed and issued by the Programme's Administrative Centre, i.e. at the University of Bath, and signed on behalf of the Consortium by the Registrar of the University of Bath. The degree certificate will indicate at which participating universities the student has completed modules of academic study.

Consortium members which for reasons of national legislation cannot participate in the joint award of the MA in Contemporary European Studies: Politics, Policy and

Society (e.g. University of Washington (Seattle)) will be referred to on the supporting documentation as 'in co-operation with...'

The transcript (diploma supplement) will record each unit for which the student has registered at each university of study (including those not participating in the joint award of the MA in Contemporary European Studies: Politics, Policy and Society), the credits awarded and the mark(s) awarded. ECTS grades will be used on all Programme documents including the Diploma Supplement.

ACADEMIC APPEALS AT BATH

If you wish to submit a request for an academic appeal you should refer to Regulation 17 (Conduct of Student Academic Reviews and Appeals), which outlines the process and grounds for an appeal against formal Board of Studies decisions.

You are also strongly advised to read the online guidance on Appeals provided by the Academic Registry.

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

Full information is available online. Please refer to [Important Links and Information](#) in this Handbook.

CORE UNIVERSITY INFORMATION

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 are strongly advised to read them carefully as they contain a lot of important information.**

For a link to the full Regulations for Students, see [Important Links and Information](#) in this Handbook.

ACCESSING UNIVERSITY EMAIL

You will need to use your University username and password to access your University email account. 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, assessment, degree ceremonies, and matters such as tuition fees, via your University email account. It is a University regulation 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.

To increase the security of your University account you will need to set up Multi Factor Authentication (MFA) so you can authenticate your identity and access your email.

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.

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. Information on opting out of this membership, and the Code of Practice for the Students' Union, are available online. Please refer to [Important Links and Information](#) in this Handbook.

DATA PROTECTION

The University's Data Protection Policy and Guidelines on Data Protection may be accessed via the data protection website (see [Important Links and Information](#) in this Handbook).

REGISTRATION STATUS

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, and failure to do so may impact on your access to certain University facilities such as Moodle. Tuition fees for each academic year are payable at registration in full or in instalments.

Regulation 1.1 explains the requirement to register, regulation 1.5 explains that the University reserves the right to terminate the registration of continuing students who do not complete registration in accordance with Regulation 1.1. Regulations 2.4 and 2.10 explain the consequences of non-payment of tuition fees. Please refer to [Important Links and Information](#) in this Handbook.

ACADEMIC ENGAGEMENT MONITORING FOR STUDENT VISA HOLDERS

Guidance and requirements on academic engagement for students who are Student visa holders, including the University's **Academic Engagement Monitoring Policy for Student visa holders**, and information on when and how to request an authorised absence, are available online. Please refer to [Important Links and Information](#) in this Handbook.

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 (see [Important Links and Information](#) in this Handbook).

You can make changes to the data that we hold about your identity including your name, gender, title, and the pronouns you use. Please refer to [Important Links and Information](#) in this Handbook.

If you develop or if there is a change to your disability, impairment, long-term health condition or specific learning difficulty, please get in touch with our Disability Service for advice on the support you may be entitled to.

If you are ill or are likely to be ill for more than three days, you must notify your Head of Department. Where you have a planned absence to undergo medical or surgical procedures

that requires time off for more than three days, you can apply for a leave of absence from your Head of Department. Your department can arrange in advance for time off study and may be able to consider other options.

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.

The financial implications of withdrawing from the University or suspending your studies can be significant. See [Important Links and Information](#) in this Handbook.

The Student Money Advice Team in Student Support and Safeguarding 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 Student visa, you should consult the advisers in the Student Immigration Service about the implications of suspending or withdrawing from your programme. See [Important Links and Information](#) in this Handbook.

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.

DISSATISFACTION WITH A UNIVERSITY SERVICE OR FACILITY (COMPLAINTS)

We want to ensure that, if you have a problem concerning the University, it is resolved as quickly as possible. The University is committed to continuing review and improvement, and seeks regular feedback from students. There are student representatives on the University's formal decision-making committees who can raise issues so that they can be dealt with promptly. The University is also committed to providing an environment within which students are encouraged to raise any matters of concern in an informal manner as soon as they arise. This often removes the need for formal complaints.

It is expected that most complaints can be resolved at an early stage by discussing the matter informally at a local level. If you have a problem concerning the University, you should bring the matter to the attention of an appropriate member of staff, who will aim to resolve it by informal discussion. If you have attempted to resolve matters informally but are not satisfied with the outcome, you may elect to proceed to the next stage by submitting a formal complaint. You may also submit a formal complaint if the issue involved is too complex or serious for informal resolution.

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](#). 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.

There are separate procedures for requesting a review of progression or award classification decisions. See the section in this Handbook on [Academic Appeals](#).

The University recognises that making a complaint can be stressful. Students are therefore advised to seek advice and support before making a complaint, from Student Support and Safeguarding, or from the Students' Union Advice and Support Centre, whose advice is independent of the University.

Full information is available online. Please refer to [Important Links and Information](#) in this Handbook.

APPENDIX 1 BATH MARKING GUIDELINES

Indicative Marking Guidelines for Coursework, Exams and Dissertations

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

DISTINCTION

Marking range: 80% or more. Outstanding performance that fulfills and exceeds designated learning outcomes

1. Knowledge and understanding of material beyond that stipulated in the unit
2. Near perfect application of relevant ideas and methods. Incisive analysis of empirical material, leading to strong and accurate conclusions.
3. Original and insightful. Potentially publishable as a working paper. Worthy of sharing with a wider readership.
4. Potentially publishable as a working paper.

Marking range: 70-79%. Excellent performance relative to designated learning outcomes

1. Unusually high level of knowledge and understanding of material stipulated in the unit.
2. Relevant ideas and methods applied clearly and correctly, with appropriate inferences drawn.
3. A high degree of analytical and critical ability, originality and insight.
4. Fully meets formal criteria.

MERIT

Marking range: 60-69% Very good performance relative to designated learning outcomes

1. Good understanding of relevant knowledge, with evidence of relevant wider reading
2. Clear understanding of relevant ideas and methods, with mostly correct application. Good use of empirical material to illustrate points and to justify arguments. No significant weaknesses in competence in the subject.
3. Strongly argued, with critical thought, independent analysis, argument, and/or application of theory.
4. Has met the criteria well. Generally shows good writing ability.

PASS

Marking range: 50-59% Good performance relative to designated learning outcomes

1. Identifies key issues and demonstrates some understanding of relevant concepts, with some evidence of relevant reading.
2. Competent application of relevant ideas and methods to empirical material. Provides examples to illustrate points and justify arguments. Conclusions arrived at through

analysis, rather than just a statement of a position. Case studies have a clear purpose and message.

3. 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.
4. Has met the formal criteria. Reveals an ability to set out an argument or answer clearly and logically.

Marking range: 40-49% Satisfactory performance in designated learning outcomes

1. Some knowledge of the material provided and identifies relevant issues, but without evidence of wider reading. May reveal some gaps in knowledge and understanding.
2. Knowledge of relevant ideas and methods, but weaknesses in their use. Evidence used is relevant. Addresses the question set or proposed. Some ability to argue logically and to organise an answer.
3. Evidence of basic analytical ability or appreciation of the subject.
4. The candidate has met basic criteria but there are weaknesses. Generally shows adequate writing ability, and appropriate standards of English.

FAIL

Marking range: 30-39% Fail – no credits awarded.

1. Only partial knowledge and understanding of key concepts and ideas. Shows poor comprehension of the basic facts and principles. Prone to inaccuracy and tendency to irrelevance.
2. Failure to identify and use appropriate ideas and methods. Arguments lack adequate illustration or empirical support, or empirical material is purely decorative. Failure to address the question clearly enough.
3. Little original thought.
4. Weak presentational skills, inadequate or improper referencing. Fails to meet formal criteria in one or more ways.

Marking range: <30% Fail - no credits awarded

1. There may be some relevant knowledge, but it is muddled and demonstrates a poor understanding of the subject.
2. The answer may be totally or largely irrelevant to the question. Empirical material incorrect or incorrectly used.
3. No evidence of original thought.
4. Fails to meet formal criteria in numerous ways.