



**Faculty of Health and Social Sciences
Department of Psychology**

**MSc Applied Psychology with
Counselling
Programme Handbook
2022/23**

This Handbook is available online or in alternative formats. Please contact Simone Osborn
SO402@bath.ac.uk if required.

September 2022

CONTENTS

About this handbook	1
Important links and information.....	2
University information online.....	2
Director of studies welcome 2023.....	4
About the Department 2022/23.....	4
Key contacts/staff list.....	7
About your programme	8
Programme aims and learning outcomes	8
Programme description: structure of your programme.....	8
Unit and programme catalogues.....	8
Professional body accreditation	9
Your timetable	9
Physical study space – 2022/23	9
Research ethics.....	9
Placement support.....	9
Placement	10
placement cost	10
Disclosure and barring service (DBS) checks	10
Unit and programme changes 2022/23.....	11
Giving feedback on your programme to the University.....	12
Assessment	12
Submission deadlines.....	12
Late submission of coursework	12
Word counts	12
Feedback on assessment.....	13
Academic integrity	13
Penalties for assessment offences	14
If circumstances impact on your assessment attempt.....	15
Assessment processes.....	15
Assessment Regulations.....	16
Your programme and how you are assessed.....	17
Calculating your degree outcome	18
Academic Appeals.....	19
Core University information	20
University Regulations for students	20
Accessing university email.....	20
Students' Union membership.....	20
Data protection	20
Registration status.....	20
Academic engagement monitoring for Student Visa holders.....	21
Change in your circumstances	21
Dissatisfaction with a university service or facility (Complaints)	22

ABOUT THIS HANDBOOK

This is the 2022-23 Handbook for 47 students across both years students on the MSc Applied Psychology with Counselling programme.

The contents of this Handbook are accurate at the time of publication 26th 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** 3n 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, Prof Catherine Hamilton-Giachritsis [chg26@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 Simone Osborn [so402@bath.ac.uk] in the first instance.



Supporting You

Student Support Services

www.bath.ac.uk/professional-services/student-services/

SU Advice and Support Service

www.thesubath.com/advice/

Equality, Diversity and Inclusion

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

Personal Tutoring

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

Advice for specific groups of students:

International students

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

www.bath.ac.uk/topics/visas

www.bath.ac.uk/guides/student-immigration-appointments-and-drop-in-sessions

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

www.bath.ac.uk/guides/academic-engagement-monitoring-for-tier-4-students

Core University Services / Information

Dissatisfaction with a University service or facility (Complaints)

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

Health and Safety

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

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

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

Skills Support and Development

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

www.bath.ac.uk/campaigns/get-ahead-with-skills-at-bath

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

<p>Care-leavers www.bath.ac.uk/publications/university-and-leaving-care/</p> <p>Estranged students www.bath.ac.uk/publications/university-and-estranged-students/</p> <p>Refugees www.bath.ac.uk/publications/university-and-refugees/</p> <p>Students with caring responsibilities www.bath.ac.uk/publications/university-and-young-adult-carers/</p> <p>Disabilities, long-term illness, and specific learning difficulties http://go.bath.ac.uk/disability-service</p> <p>Pregnancy and maternity www.bath.ac.uk/guides/getting-advice-if-you-are-pregnant-while-studying-or-have-a-young-child/</p> <p><u>Your Learning</u></p> <p>Your Programme www.bath.ac.uk/guides/your-programme <i>Year Dates and Timetables</i> <i>Your learning</i> <i>Your programme</i> <i>Changes to programmes and units</i> <i>How your programme and learning experience are enhanced</i></p> <p>Regulations for students http://go.bath.ac.uk/regulations</p> <p>Registration www.bath.ac.uk/guides/registering-with-the-university</p> <p>Withdrawing from or suspending your studies www.bath.ac.uk/guides/suspending-your-studies-or-leaving-the-university</p>	<p>Data Protection www.bath.ac.uk/guides/data-protection-guidance</p> <p>Tackling harassment: support and report www.bath.ac.uk/campaigns/support-and-report/</p> <p>SU Code of Practice and membership www.bath.ac.uk/corporate-information/code-of-practice-for-the-students-union-su</p> <p>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/</p> <p>Programme and unit catalogue www.bath.ac.uk/catalogues/</p> <p>Timetabling www.bath.ac.uk/professional-services/timetabling-and-room-bookings/</p> <p>Student Representation and Engagement www.bath.ac.uk/campaigns/student-engagement-shape-your-university</p> <p>Quality management www.bath.ac.uk/guides/quality-management/</p> <p>Assessment Exams and assessments www.bath.ac.uk/topics/exams-and-assessments/</p>
---	--

DIRECTOR OF STUDIES WELCOME 2023

Welcome to the MSc in Applied Forensic Psychology with Counselling.

We are very pleased to welcome you to the University of Bath and hope you enjoy your two years as a postgraduate student here. We would also like to welcome back our second-year students and hope they have a good placement year.

The last few years have had some challenging circumstances, but at the University of Bath, we developed a blended approach to learning, with teaching accessed both remotely and in-person. Last year, most of our teaching on the MSc in Applied Forensic Psychology with Counselling was in-person and our aim is to do the same this year. We are committed to ensuring you have the best possible student experience.

One of our primary aims when designing this Masters programme was to enhance the employability prospects of our graduating students, enabling them to apply for roles in a variety of forensic psychology (including health) and criminal justice settings. Hence, we are very excited to be offering this course that will provide you with the underpinning theoretical knowledge and understanding of the field of forensic psychology, alongside professional and practical skills that you can utilise in an applied setting during your placement year.

Furthermore, as a department, we have a strength in forensic developmental psychology and have drawn on that strength whilst developing the course and in considering the wider settings in which forensic psychology can play a part. Hence, we include placements in less traditional settings, such as working with young people in children's services and charities. Our aim is to include an understanding of and interventions across the lifespan with those who are victimised, as well as those who offend against others – and, indeed, to remember that some individuals are both victims and offenders.

We hope that you will find this mix of theory and practice to be a useful starting point on your journey in the field of forensic psychology.

As a team, we are here to support you to the best of our ability and hope we can work together to assist you to gain the most of your time at the University of Bath.

Prof Catherine Hamilton-Giachritsis
Director of Studies, MSc Applied Forensic Psychology with Counselling

ABOUT THE DEPARTMENT 2022/23

The Department of Psychology has been based in 10 West (10W) since May 2016. This £30M building was purpose-built and houses teaching rooms, study spaces and ten thousand square feet of laboratory space.

Learning environment in 2022/23

From Autumn 2021, we welcomed our students to Bath for a campus-based experience and will continue with that approach in autumn 2022. Where appropriate or necessary, occasional workshops or lectures may be held online, but this will be kept to a minimum and you will be advised in advance.

Student Mailboxes

You can collect your post from the pigeon-holes located in 10 West. Any mail addressed to you care of the University or the Department, internal mail, and messages from members of staff will be placed there, and you can also leave messages for other students. You should check your pigeon-hole as soon as you arrive at the University and at least once a week thereafter. The Department cannot accept responsibility for mail not collected by students. Any post should be addressed as follows:

Your name
c/o The Department of Psychology
MSc Applied Forensic Psychology
University of Bath
Claverton Down
Bath BA2 7AY

Contacting Staff

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

You must ensure that your email inbox does not become full otherwise emails cannot be sent to you and you therefore run the risk of missing important information.

The best way to contact staff is by email. When 10W is open, if you want to send hardcopy mail to a member of staff, you can hand this to the administrator in the 10 West programme office who will place it in the appropriate 'pigeon-hole' (postal mail box).

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

Contact times

Most academic staff are available at specific times of the week (some work part-time at the University). Please note, that due to their working patterns it is possible that your programme team may send emails out of normal working hours; this does not mean that you are expected to read or respond to those emails outside of working hours. Similarly, please do not expect staff to routinely respond outside their normal working hours. Administrators are available during office hours 09:00-16:00.

APPROACHES TO TEACHING

First year students

In the academic year 2022/23, we will predominantly hold face-to-face teaching for first year students, as long as that is possible. Key elements include:

1. Any University Covid-19 measures will have been outlined to you in communications from the University and on the website, but include ongoing recommendations for the wearing of masks in in-person teaching.
2. On this programme, our core unit teaching will be in-person, although there may be a few occasions where it will be necessary for workshops to take the form of Live Online Interactive Learning (LOIL) and (rarely) pre-recorded.
3. As well as your lectures/workshops that run on Mondays (3 x 2 hour lectures), we will also hold Reflective Practice and Skills-based Sessions (RPSB) to consolidate your learning. These will run on alternate Tuesday mornings. Specific details about these RPSB sessions will be made available to you during the programme induction and via Moodle.
4. Some tutorials will be held in-person, but others will be held online in Teams. This will largely depend on the day of the week and whether it is a teaching day or not.
5. [Please note, that if for any reason, there is a resurgence of Covid-19 restrictions put in place, all in-person activities may move online.]

Second year students

If you are in your second year, you will have already begun your placement and will normally not attend campus. However, contact will be maintained via:

- Personal and/or academic tutorials with your supervisor
- 'Drop-in' sessions – these are offered via Teams on a fortnightly drop-in basis for students to ask general questions about placements or dissertations. Currently, they alternate between Mondays and Fridays.
- Assessment tutorials, if required (via Teams).
- We are likely to also offer group qualitative and quantitative tutorials to support dissertations. It is important that you make yourself available for these. (As these will be remote, sometimes placement supervisors will allow you to attend on placement days if you discuss this with them).
- The Placement Team (Catherine, Sarah, Rossy and Victoria)
- You may also contact the Director of Studies (DoS; Catherine) or the Deputy DoS (Sarah) with any concerns or difficulties, if you do not feel able to discuss this with your academic supervisor

Platforms

The following platforms will be used to support our teaching:

- **Moodle:** this is the space where all the details about your programme, units, slides, etc are available. Discussion forums are also a useful source of information.
- **Microsoft Teams:** all students are part of an online classroom in Microsoft Teams. This may be used for workshops or for small group activity. Within the 'classroom', each tutor group will have a separate channel, accessible only to those students and

their academic tutor plus the DoS (Director of Studies). Each tutor group can use this forum to chat within their group and to work collaboratively, including uploading files to work on together. Within the 'general' space in the classroom, chat and files can be used in the same way but will be accessible to all of the cohort. Live teaching may occasionally be on this platform (e.g., external speakers in the NHS find it difficult to access Zoom).

- **Zoom (Bath):** The University of Bath has a zoom license (bath-ac-uk.zoom.us). This links well with Moodle so, if required, this is likely to be the main platform for our Live Online Interactive Learning (LOIL) sessions.
- Approaches used during in-person teaching can be adapted to online spaces, if required. For example, in either Zoom or Teams, we make use of breakout rooms, interactive whiteboards, chats, online quizzes or interactive questions (e.g., Mentimeter, Polly) and there is likely to be a mix of pre-session work (e.g., short videos to watch, slides or papers to read) that will feed into those sessions.

KEY CONTACTS/STAFF LIST

Director of Studies

Prof Catherine Hamilton-Giachritsis is the Director of Studies for the MSc in Applied Forensic Psychology with Counselling. Catherine is responsible for the overall running of the course and ensuring students' welfare. Should you have any questions or queries you can contact her at the e-mail address below.

<u>Academic Team</u>	Role	Room	Ext. No.	email
Prof Catherine Hamilton-Giachritsis	Professor of Forensic and Clinical Psychology; Director of Studies	10 West 3.23	3970	chg26@bath.ac.uk
Dr Sarah Elliott	Lecturer in Forensic Psychology; Deputy Director of Studies	10 West 3.42	5810	il343@bath.ac.uk
Dr Iris Lavi	Lecturer in Forensic Psychology; Admissions Tutor	10 West 3.43	5816	sje55@bath.ac.uk
Dr Rosalind Barnett	Lecturer in Forensic Psychology	10 West 3.42	5810	rmb69@bath.ac.uk
<u>Administration</u>				
Simone Osborn	Programme Administrator	10 West 1:02	3285	so402@bath.ac.uk
<u>Placements Team</u>				
Victoria Maskell	Placement Officer	1 West 3.06	6273	vmm35@bath.ac.uk

ABOUT YOUR PROGRAMME

The Masters in Applied Forensic Psychology with Counselling is a two-year programme including a one-year placement.

As noted above, a key focus of our Masters programme is to enhance the employability prospects of our graduating students, enabling you to apply for roles in a variety of criminal justice and forensic psychology settings. We combine teaching the underpinning theoretical knowledge and understanding in key areas of forensic psychology, alongside practical using approaches to develop your professional and practical skills. These can all be put into practice during your one-year placement.

Your programme of study includes an understanding of and interventions for individuals across the lifespan, including those who are victimised, those who offend against others and those who are both victims and offenders. We will cover key areas, such as violence and sexual offending both in and outside of the family, but also provide you with a grounding in wider areas, such as the criminal justice system, the police, expert witness testimony and so on. We hope that you will find this mix of theory and practice to be a useful starting point on your journey in the field of forensic psychology.

In addition to this Programme Handbook, you will be provided with:

- Unit and Assessment Handbook (to support your learning and assessment)
- Placement Information Pack (to support the process of being matched to a placement)
- Students' Placement Handbook (to support you with going on placement).

These resources should help you navigate your way around the programme.

PROGRAMME AIMS AND LEARNING OUTCOMES

The following link is to the programme specification, including aims and learning outcomes. [Humanities & Social Sciences postgraduate programme specifications 2022/23 \(bath.ac.uk\)](https://www.bath.ac.uk/humanities-social-sciences/postgraduate-programme-specifications-2022-23/)

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 for teaching being delivered in 2022/23 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**.

PROFESSIONAL BODY ACCREDITATION

This course is accredited by the [British Psychological Society \(BPS\)](https://www.bps.org.uk) and is the first step to becoming a forensic psychologist. Successful completion of this course fulfils Stage 1 of the requirements towards Chartered Membership of the Society and full membership of the [Division of Forensic Psychology](https://www.bps.org.uk).

Information on routes into Forensic Psychology can be found at <https://www.bps.org.uk/revised-qualification-forensic-psychology-post-july-2021-enrolments>

YOUR TIMETABLE

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

Your teaching sessions (core unit workshops and the Reflective Practice Sessions) will show in your timetable. When you start your units, you will be able to access associated online material.

MyTimetable updates regularly, so should there be a change to your timetable, it will be reflected in MyTimetable. You will be informed of any changes to the timetable via email and/or Moodle discussion forums.

Full information is available online. Please refer to **Important Links and Information** in this Handbook.

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.

RESEARCH ETHICS

Details of the research ethics procedures are covered in your Student Placement Handbook. It is important that you read this information thoroughly.

PLACEMENT SUPPORT

The University is committed to enhancing students' vocational outcomes and learning experiences by supporting placements. Alongside the programme team, we have a dedicated placements officer; together we will support and guide you through the process of applying for, securing and successfully completing a placement.

The contact details for your Placements Manager and Placement Tutor can be found in the key contact table.

PLACEMENT

The MSc in Applied Forensic Psychology and Counselling compulsory one-year placement will be organised by the programme / placement staff, considering (where possible) individual needs and requirements, including caring responsibilities.

Full details of the placements available for cohort 2022-2024 will be provided in a Placement Information Pack. This will also explain the process for placement selection and allocation. When you go on placement, you will have a Placement Handbook for Students and your placement Supervisor will be provided with a Placement Supervisors Handbook.

In brief, the placement:

- Is compulsory (assessments are pass/fail)
- Usually runs from beginning of June in year 1 to end of May of year 2
- Must be based in the UK (and the student must be based in the UK, even if a virtual placement)

PLACEMENT COST

Prior to placement, you will require an Enhanced DBS check. See below for further information.

Travel to and from placements will be at your own cost, but most placements will reimburse students for any travel that is undertaken as part of the placement (e.g., visit to client). Since the placement duration is one year, students can consider relocating to be nearer a placement, if needed. As a reminder, students who are in University accommodation can apply for early release from their contract. The date is yet to be confirmed, but is usually around early June.

Most placements will be in the South West of England, but we occasionally have placements available in other parts of the country. For example, in previous years we have had placements offered in Wales, London, Dorset, Oxford, and Leeds; but this will change year to year.

DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

Placements will take place in a variety of settings, such as the NHS, prison in-reach, charities, children's, or youth offending services and research settings. Different placements will have different requirements but will likely include:

- A satisfactory Enhanced Disclosure and Barring Service (DBS) check (for all placements)
- Sometimes higher-level vetting
- Possible health and safety regulations (including checks on up-to-date immunisations)

You are required to provide a satisfactory [Enhanced](#) DBS check. Please be aware that an individual Enhanced DBS check currently costs approximately £38 which you will have to

cover) these will be done via the University. If the DBS check subsequently returned proves to be unsatisfactory, the University reserves the right to terminate your registration and require you to withdraw.

Please note that forensic psychology as a profession is exempt from the Rehabilitation of Offenders Act; hence, no conviction is ever considered Spent. You **must disclose any convictions** to the course supervisor and placement provider. If you do not satisfy any of the required checks, then your placement opportunities may be limited.

Overseas applicants and UK applicants who have lived abroad for a period of six months or more, within the last five years, will also be required to produce a criminal records check, or "certificate of good character" from those countries that they have lived in.

Further information

www.gov.uk/government/organisations/disclosure-and-barring-service

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

As you were advised in the Welcome email prior to your arrival, if you live abroad, it is often easier to get some documentation that will help in this process before you move to the UK. If you have not done so, we would advise you to start this process as soon as possible. If you fail to obtain that information in advance, it may impact on your placement opportunities (e.g., research placement only) or your start date and therefore your ability to complete the full placement requirements in the time available.

If you have queries about your DBS or other vetting, please contact Dr Iris Lavi [il343@bath.ac.uk].

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 main ways in which your feedback will be sought will be through:

- Staff / Student Liaison Committees (SSLCs)
- surveys and evaluations
- the Students' Union
- Lecture / workshop feedback following each session.

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. Please refer to assessment deadline dates in Moodle – they are provided in date format and according to unit. Please note, that if we advised you of any changes to deadlines, please ensure you refer to the most up-to-date version of these files.

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. You will need to apply for an extension request using the online form –.

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 assessment.

All items of assessed coursework have a **stated word limit** and the Department of Psychology policy is that all coursework (including the Dissertation) **should not exceed this word limit**. It is fine to submit work under the stated limit but any coursework which exceeds the stated word limit will be subject to penalties. The ability to submit a piece of work which is within the stated word limit is one of the criteria taken into account when a

piece of work is being marked. **Students must state the number of words at the end of each piece of work.**

You will be penalised if you are one word over the word limit.

When a piece of work is over the stated word limit the work will be subject to the following penalties:

- if the work is up to 15% over the word limit, 10 marks will be docked;
- if it is between 16 - 30% over the word limit, 15 marks will be docked;
- if the work is more than 30% over the word limit, the work is an automatic fail at 39%.

For the purpose of calculating the word count, headings and subheadings, footnotes, quotes, in text citations for example (Smith et al., 2011) are included in the word count. The title, contents pages, executive summaries, appendices and reference lists/bibliographies are excluded.

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/academic supervisor.

<https://www.bath.ac.uk/publications/qa16-assessment-marking-and-feedback/>

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).

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 Examiner for your programme Dr Teresa Ferraz-da-Silva, Senior Lecturer in Forensic Psychology, University of Coventry.

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.

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 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.

The full NFAAR-PGT, and definitions of terms used in it, are available online. Please refer to **Important Links and Information** in this Handbook.

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).

In the Programme and Unit Catalogues, there are links to the relevant appendices of the NFAAR-PGT which state exactly how the assessment rules operate for each stage of your programme.

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 a single-stage programme, so your eligibility for the award you seek will only be judged at the end of the programme. You must also never break one of the persistent generic rules.
- Since your programme has just one stage comprising both the units that constitute the Taught Stage(s) Credits and the Dissertation/Project type unit(s), there is no Programme Progression Requirement to get from the taught phase to the Dissertation/Project phase. The status of the different units is indicated in the table showing the structure of your programme.

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

The normal pass mark for a unit is 50%. 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., 45%-49%) 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 50% 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.

CALCULATING YOUR DEGREE OUTCOME

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).

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 50% 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).

ACADEMIC APPEALS

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.