UNIVERSITY OF BATH

Faculty of Humanities and Social Sciences
Department of Health

MSc Sport Management Programme Handbook 2022/23

This Handbook is available online or in alternative formats. Please contact your programme administrator if required.

23rd September 2022

CONTENTS

ABOUT THIS HANDBOOK

This is the 2022-23 Handbook for postgraduate students on the MSc Sport Management programme.

The contents of this Handbook are accurate at the time of publication [23rd September 2021] 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 includes links to information online about both the topics covered 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 **It is crucial that, in** carrying out dissertation work and Practice Projects, students adopt a continuing personal commitment to ethical practice and consult their supervisor about ethical issues as necessary. Ethical commitment means that the interests and rights of those involved in or connected to your research are respected and protected.

You can only begin collecting/analysing data for your dissertation or Practice Track project once ethical approval has been granted. To obtain ethics approval, you must complete and submit (via Moodle) the Research Ethics Application Form, found on Moodle. Please note that, in completing this form, you will also need to develop and submit research materials, such as a Participant Information Form, an Informed Consent Form (which are used if your dissertation or Practice Track project includes human subjects), and an example of your data collection tool (e.g., interview guide).

All ethics forms are reviewed by two independent readers in conjunction with the Department for Health's REACH ethics subcommittee. Any ethical concerns will be flagged and may require alteration to your study design or proposed project idea. Remember: ethical practice is relevant throughout your dissertation and Practice Track project. Once you have received ethics approval, you of course have to act in accordance with good ethical practice afterwards.

Further information and relevant links pertaining to research ethics and conduct have been provided in the Practice Track Handbook and the Dissertation Common Guidelines. These will be introduced to you and discussed in detail at the unit level.
Unit and programme changes in this Handbook.

You will be informed via announcements if any services offered by the University will need to be changed as a result of changing circumstances during 2022/23.

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 Andrew Manley, A.T.Manley@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 msc-sport-management@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

Welcome to the University, and to the MSc in Sport management which marks and exciting new collaboration between the Department for Health and School of Management. We are very proud of our courses at Bath, and at how the research we do in the field of sport management, development and policy directly feeds into our teaching, so we hope you will enjoy learning from our staff and seeing the topics you are interested in coming to life. Our aim is for the course to not only stretch you intellectually, but also to provide insight into how all that you learn can be applied in practice. The dissertation or practicum unit at the end of the course have been specifically designed with this in mind, and we hope will provide a launchpad for the next phase of your career.

The COVID-19 pandemic has brought many challenges to how we have delivered our programmes recently. We are now planning your course on the basis that the worst effects of the pandemic are over but allowing for measures to ensure that your learning can continue even if unexpected, new restrictions are introduced. We would achieve his through applying the technology and know-how that we've developed to deal with the pandemic in the last two years.

We hope you will enjoy your studies with us, and of course all the other opportunities that being part of the community at the University of Bath brings with it.

Dr Polly Mcguigan
Head of Department

Dr Richard Kamm
Director of Teaching: Postgraduate
School of Management

ABOUT THE DEPARTMENT 2022/23

Welcome to the University of Bath. Your programme is delivered by the **Department of Health** within the **Faculty of Humanities & Social Sciences** **(HSS)** and the **School of Management**. The Faculty of HSS is one of three Faculties and one School in the University (see below) and comprises six academic **Departments**. The School of Management is one of the UK's leading business schools. We're ranked 1st in the country for Marketing (The Complete University Guide 2022) and 3rd for Accounting and Finance (Guardian University Guide 2021).

Economics, Education, Health, Politics, Languages & International Politics, Psychology and Social & Policy Sciences.

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| Faculty of Engineering & Design | **Faculty of Humanities & Social Sciences (H&SS)** | Faculty of Science | School of Management |

| Dept. of Economics | Dept. of Education | Dept. for Health | Dept. of Politics, Languages & Int. Studies (POLIS) | Dept. of Psychology | Dept. of Social & Policy Sciences (SPS) |
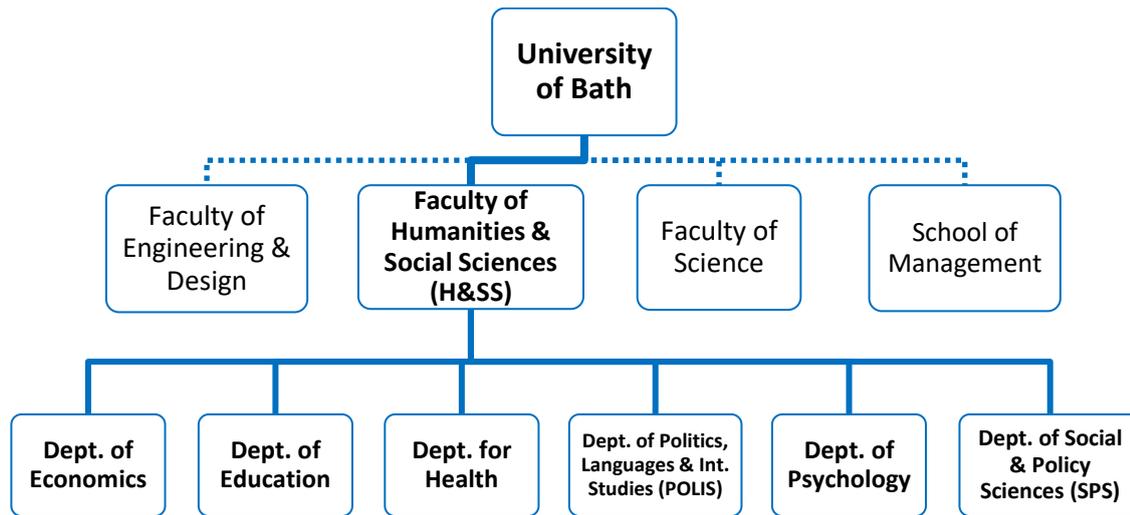
Faculty H&SS Taught Programmes administration

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

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

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

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

KEY CONTACTS/STAFF LIST
ADMINISTRATIVE CONTACTS

Taught Programmes Team hub office 1WN 3.2
Education and Health (UG and PGT Programmes)
Distance Learning

How to contact us in person

The Taught Programmes Team hub office is open between 9am and 4pm from Monday to Friday for in-person enquiries.

We ask that students and staff do not enter the office unless you are invited in. Please use our hatch for student and staff enquiries.

We are currently operating 'hybrid working' in the team which means that we will work some of our time on campus in the office and some of it from home each week.

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	Administrators + Teams/Phone	Mailbox
MSc Sport Management	Monia Andreucci +44 1225 387464	health-pgt@bath.ac.uk

KEY ACADEMIC CONTACTS

Who we are?	Contact Details
Dr Andrew Manley, Director of Studies	A.T.Manley@bath.ac.uk 1W 3.108
Dr Polly Mcguigan Head of Department	M.P.McGuigan@bath.ac.uk 1 West 4.114
Dr Anthony Bush Deputy Head of Department	adsajjb@bath.ac.uk
Professor Dylan Thompson Deputy Head of Department	spsdt@bath.ac.uk

ABOUT YOUR PROGRAMME

We are delighted to welcome you to the University of Bath to study on our MSc Sport Management programme!

This is a challenging and exciting time for all of you. The University and programme present a new learning context, and many of you will have left home to live and study in a new environment. The staff teaching on the degree programme will help you to prepare for the challenges ahead.

In addition to your studies, in the coming years you can also take advantage of the many opportunities here at the University of Bath to participate in sport and physical activity in the excellent University facilities. The University community in the arts, drama, and music affords other exciting extra-curricular opportunities. Facilities provide space for theatre, music studios, and rehearsal rooms for art exhibitions. These academic, social, and cultural experiences underpin the University's strong emphasis on an education for the 'real world' – an emphasis reflected in the consistently high employer demand for its 'well-rounded' graduates.

The Sport Management staff and programme are an integral part of the Department for Health and School of Management. Our Sport Management MSc programme is informed by leading research on the sports industry, the social scientific dimensions of sport, and core management theory. Additionally, the course draws upon expertise from industry partners to deliver content with real-world application. Our expectations of you are high, but with our help and support you all have the opportunity to be very successful.

The University of Bath is an elite institution in every respect. It has a world-renowned reputation for research and teaching, outstanding recreational provision for students and an outstanding elite athlete programme. We are delighted to welcome you to this unique learning environment and look forward to helping you to fulfil your ambitions.

Having received feedback from our current students and teaching staff about their experience of blended learning, we are planning to keep the best of what we've put in place successfully over the last academic year, using this to build on our teaching from previous years. We are committed to providing a high-quality learning experience that is rich and varied, whilst ensuring we can be flexible if required by government restrictions. You should expect to spend approximately 35 hours a week studying on your course. These hours consist of structured activities and independent learning. You will experience a mix of in person teaching, that will take place on campus, and structured online learning delivered through the University's virtual learning environment. Typically, you can expect to spend approximately 10 hours on structured learning activities per week, of which approximately 80% will be in timetabled sessions on campus, and the remainder online. Timetabled sessions delivered in person on campus will be a mix of lectures, seminars, and tutorials. Online activities may include following a recorded lecture, or other learning materials, or joining a timetabled live interactive session through Microsoft Teams or Zoom. The remainder of your time outside these structured activities will be spent in independent learning which includes individual research, reading journal articles and books, working on individual and group projects, preparing coursework assignments, and presentations. To support you in your studies you will be able to access, outside of timetabled learning, facilities on campus and in Bath such as study spaces, computers, and the Library.

Dr Andrew Manley

Director of Studies

PROGRAMME AIMS AND LEARNING OUTCOMES

The MSc in Sport Management is led by the Department for Health and delivered in partnership with the School of Management.

The MSc in Sport Management course offers an advanced qualification useful to a broad range of graduates wishing to pursue careers in sport management contexts. Graduates of the programme will be well-qualified for a wide range of career opportunities across private, public, and voluntary sectors, including but not limited to the following examples: sport development officer; sport administrator; sport agent; sport marketer; event manager; sport consultancy; sport entrepreneurship.

The first semester of the course explores a fundamental set of concepts and ideas about the principles of research, business economics and theory and practice of sport marketing. In addition to further developing core skills, the second semester units also challenge students to apply their understanding of core topics to contemporary issues and specialist areas of sport development in the global context, leadership theory and practice and advanced appreciation of research methods. The research phase provides the option of either undertaking a piece of research or individual response to a contemporary sport management challenge set by industry.

Two units are delivered across both semesters (All Year Units), with an additional unit delivered in semester 1 and a further two units in semester 2. The MSc in Sport Management is taught on a full-time basis over one year comprising five taught units and one individual research study or individual response to a contemporary sport management challenge.

Programme Aims:

The MSc in Sport Management will enable students in:

- Critically evaluating the current knowledge, theory and evidence base relevant to the discipline, and understand that this is an important first step for all work and activities
- Developing a deep intellectual appreciation of the theoretical foundations of sport management with an applied emphasis and a focus on contemporary issues
- Deploying advanced research and/or scholarship to address complex problems/issues in the sport management industry
- Communicating effectively (verbally and non-verbally) with colleagues, research supervisors, and a wider audience
- Disseminating their work in a range of appropriate written (e.g. professional reports, business pitches, marketing plans, conference posters) and oral (e.g. presentations, one-to-one feedback) formats.
- Providing a learning environment which encourages the development of systematic and independent thought and learning
- Critically reflecting on and synthesising all of the above to inform their developing professional identity within sport management contexts

Learning Outcomes:

Knowledge and Understanding
• A systematic understanding of knowledge, and a critical awareness of current problems within the field of sport management
• A comprehensive understanding of techniques applicable to research or advanced scholarship in sport management
• Originality in the application of knowledge within a range of settings and contexts relevant to sport management
• A conceptual and methodological understanding to evaluate critically current research and advanced scholarship in the related disciplines to sport management (e.g. sport policy, sport development and the sociology of sport)

Intellectual Skills
• Effectively disseminate an argument to a range of engaged stakeholders in sport management
• Critically evaluate, assess and synthesise research and evidence as well as a variety of other information
• Deal with complex sport management issues analytically, creatively and ethically
• Gather information, data, research and literature from a number of different sources
• Demonstrate self-direction and originality in tackling and solving sport management problems
• Act autonomously in planning and implementing tasks at a professional or equivalent level

Professional Practice Skills
• Effectively disseminate an argument to a range of engaged stakeholders in sport management
• Critically evaluate, assess and synthesise research and evidence as well as a variety of other information
• Deal with complex sport management issues analytically, creatively and ethically
• Gather information, data, research and literature from a number of different sources
• Demonstrate self-direction and originality in tackling and solving sport management problems
• Act autonomously in planning and implementing tasks at a professional or equivalent level

Transferable/Key Skills
- Inter-personal and communication skills   - Independent and group working skills   - Leadership skills   - To solve problems in a variety of situations   - To reflect on his/her academic and professional performance and take responsibility for personal and professional learning and development

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 this 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 LEARNING

Having received feedback from our current students and teaching staff about their experience of blended learning in 2021/22, our approach in 2022/23 aims to keep the best of what we've put in place successfully over the last academic year. We are committed to providing a high-quality learning experience that is rich and varied, whilst ensuring we can be flexible if required by government restrictions.

Your learning will consist of structured activities – both in person teaching on campus, and structured online learning delivered through the University's virtual learning environment – as well as independent learning.

Online activities may include following a recorded lecture, or other learning materials, or joining a timetabled live interactive session through Teams or Zoom.

If the UK government restricts how we can deliver your course through social distancing measures or a lockdown, we are able to move all your learning online.

Information on IT support and key software for this academic year is available online. Please refer to **Important Links and Information** in this Handbook.

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.

Students will be informed of any changes to the timetable via email, as soon as it is reasonably possible to do so.

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 be able to book study space on campus and in the city for individual or group study. Information on how to book, and the COVID-19 requirements, is 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.

RESEARCH ETHICS

It is crucial that, in carrying out dissertation work and Practice Projects, students adopt a continuing personal commitment to ethical practice and consult their supervisor about ethical issues as necessary. Ethical commitment means that the interests and rights of those involved in or connected to your research are respected and protected.

You can only begin collecting/analysing data for your dissertation or Practice Track project once ethical approval has been granted. To obtain ethics approval, you must complete and submit (via Moodle) the Research Ethics Application Form, found on Moodle. Please note that, in completing this form, you will also need to develop and submit research materials, such as a Participant Information Form, an Informed Consent Form (which are used if your dissertation or Practice Track project includes human subjects), and an example of your data collection tool (e.g., interview guide).

All ethics forms are reviewed by two independent readers in conjunction with the Department for Health's REACH ethics subcommittee. Any ethical concerns will be flagged and may require alteration to your study design or proposed project idea. Remember: ethical practice is relevant throughout your dissertation and Practice Track project. Once you have received ethics approval, you of course have to act in accordance with good ethical practice afterwards.

Further information and relevant links pertaining to research ethics and conduct have been provided in the Practice Track Handbook and the Dissertation Common Guidelines. These will be introduced to you and discussed in detail at the unit level.

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 (Education Strategy 2016-21). 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.

Any exam-based assessment during the 2022/23 academic year will be online. More information on assessment arrangements for this year, including online assessment, will be provided via the University webpages and updated as necessary.

SUBMISSION DEADLINES

You will be informed of the deadline to submit your assessment. Submission deadlines for coursework will be made available to you at the start of each semester during your introduction session of each Unit. Deadlines will also be available on unit Moodle Pages.

You will be notified of how you should submit for each unit in your unit outline and on the unit's Moodle page next to the assignment submission link.

Your assignment must be submitted by <u>12:00 noon</u> on the submission date

It is your responsibility to ensure that you submit your correct assignment electronically before the deadline by uploading it to the Moodle course for your unit. **You will receive an automated email confirming that your assignment has been uploaded.**

You will not be contacted if you fail to upload your assignment.

Your assignment must be formatted correctly, according to the guidelines provided through the relevant Moodle pages. All units will be using electronic-only submission. For these units, you must download and complete the template coversheet (available on the Moodle unit page, next to the submission link), insert your assignment and upload this to Moodle. You should include the unit code and your 5 digit candidate number in the file name. You can find your candidate number on SAMIS. Your submission files should be saved as Word documents. Full instructions are available next to the Moodle submission link for the assignment.

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

*If the assignment is submitted after the deadline, your work may be marked as **late and capped at 40% if received within 5 working days. After this time you will receive zero.***

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

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

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 Director of Studies or Unit Convenor. The departmental feedback policy will be available on your programme hub Moodle page.

ACADEMIC INTEGRITY

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

It also has in place an Academic Integrity Test you are required to take and pass (the pass mark is 85% but you can take the test as many times as you need to). You will not be able to progress beyond the next progression point in your studies until you pass this test.

When you submit 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 Urkund), which searches the web and databases of reference material and content submitted by other students, to identify duplicated work. 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 (Ouriginal) 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.

Assessment offences – penalties
Any student who is found to have used unfair means in an assessment procedure will be penalised. 'Unfair means' here include cheating, fabrication, falsification, plagiarism, unfair collaboration or collusion. Penalties for use of unfair means may include failure of the assessment unit or part of a degree, with no provision for reassessment or retrieval of that failure. Proven cases of plagiarism or cheating can also lead to an Inquiry Hearing or disciplinary proceedings. Claims of inadvertence or ignorance will not be accepted as a basis for mitigation of a penalty.

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

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 which it has been identified that students should demonstrate in the assessment and which are taken into account during marking. They are based on the learning outcomes being assessed
- *marking schemes* - these are detailed descriptions of how specific numbers of marks should be assigned against individual components of an answer within the assessment task
- *grade descriptors* - these are descriptions of the levels of achievement required in order to get a result within a given band of marks (e.g. 70% or more).

Anonymous marking: The University has adopted a principle of anonymous marking in order to protect students and staff from bias, and the perception of bias, in the marking process. It applies to all 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 from one stage of the programme to the next and the final award. **The assessment marks you are given initially by markers are therefore provisional up until the point when they have been confirmed by the Board of Studies for your programme.** An official release date is set when your confirmed results will be made available to you via SAMIS (the University's student records system). An academic appeal can only be made in relation to a confirmed result (see the section in this Handbook on **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 is:

Dr Benoît Senaux, Associate Professor and Curriculum Lead for Sport & Event Management, Faculty of Business and Law, Coventry University.

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 divided into stages and follows the general principle that all stage assessment must be successfully completed before progression to the next stage is permitted. This means that, if you are required to undertake supplementary assessment, you will have to do so before you can progress further. You must also never break one of the persistent generic rules.

- Your programme has units that constitute the Taught Stage(s) Credits in a separate phase before the period in which you will do the Dissertation/Project type unit(s), as indicated in the table showing the structure of your programme. The Programme Progression Requirement to get from the taught phase to the Dissertation/Project phase is 40%.

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

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

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

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

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

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

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

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

Supplementary assessment

'Supplementary assessment' is the term normally used for an opportunity given to a student to retrieve failure before starting the next stage of a programme, or by the end of the programme if it is a single-stage programme or the failed units are not Stage Required Units (SRUs).

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.

More information on arrangements for the 2022/23 academic year will be provided via the University webpages and updated as necessary.

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).

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.

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

Note that only registered students may use the University's facilities, such as Moodle and the Library. You will be asked to register online at the start of your programme of study and then to re-register at the start of every academic year thereafter until you have completed your programme. It is a requirement that you register when asked to do so. Tuition fees for each academic year are payable at registration in full or in instalments.

Regulation 1.1 explains the requirement to register. Regulations 2.4 and 2.10 explain the consequences of non-payment of tuition fees.

ACADEMIC ENGAGEMENT MONITORING FOR STUDENT AND TIER 4 HOLDERS

Guidance and requirements on academic engagement for students who are Student and Tier 4 visa holders, including the University's **Academic Engagement Monitoring Policy for Student and Tier 4 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).

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

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

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

If you are an international student holding a Student or a Tier 4 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 Services, 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.

READING AND RESEARCH: Inclusion of and engagement with relevant resources, especially scholarly journal articles and books. May also include use of news media, policy documents, industry reports, and other relevant materials of this kind.	
Ist (86-100) Exceptional	Exceptional evidence of independent study and engagement with an array of appropriate resources; seamless integration of materials; exceptional critical engagement (e.g., critiquing or contrasting texts).
Ist (70-85) Excellent	Very strong evidence of independent study and engagement with many appropriate resources; highly effective integration of materials; excellent critical engagement (e.g., critiquing or contrasting texts).
2i (60-69) Good to very good	Sound evidence of independent study and engagement with appropriate resources; effective integration of materials; evidence of critical engagement (e.g., critiquing or contrasting texts).
2ii (50-59) Satisfactory	Some evidence of independent study, but more needed (e.g., too-frequent use of class notes and/or non-academic texts); some integration of materials; lacking sufficient critical engagement.
3rd (40-49) Acceptable	Little evidence of independent research (e.g., heavy reliance on class notes or non-academic texts); resources not adequately developed in support of analysis; resources misunderstood at times.
Fail (21-39) Unacceptable	Very little evidence of independent research or engagement with appropriate resources; resources consistently misunderstood.
Fail (0-20) Highly unacceptable	Little to no evidence of engagement with appropriate resources.
ANALYSIS AND SYNTHESIS: Ability to show an understanding of the task, deliver a convincing, coherent, and evidence-based argument, and, where appropriate, identify and develop relevant concepts.	
Ist (86-100) Exceptional	Exceptionally strong argument; consistently cogent and coherent; maintains an appropriate focus throughout; theory and concepts applied precisely and with high confidence.
Ist (70-85) Excellent	Very strong argument; coherent analysis; well-focused throughout; theory and concepts applied very well and with confidence.
2i (60-69) Good to very good	Sound argument; analysis is generally logical and focused; good alignment with the assignment task; theory and concepts are generally applied properly, though not as thoroughly as possible.
2ii (50-59) Satisfactory	Inconsistent argument; some sound logic, but also contains flaws in logic; portions of analysis not aligned to assignment task; theory and concepts understood but notable limitations in their application.
3rd (40-49) Acceptable	Weak argument; analysis lacks coherence and consistent focus (e.g., some irrelevant content); largely descriptive and lacking conceptual rigour.
Fail (21-39) Unacceptable	Poor argument; logic is very flawed and/or incoherent; assignment task not well understood; theory and concepts not present or misused.
Fail (0-20) Highly unacceptable	Very poor or absent argument; incoherent; little to no relevance to assignment task; superficial analysis showing no engagement with pertinent concepts.
COMMUNICATION: Clarity, accuracy, confidence in use of language, spelling/grammar, referencing; effectiveness of structure.	
Ist (86-100) Exceptional	Exceptional use of language (i.e., at or near publishable); few to no spelling and/or grammar errors; exceptional standard of referencing; extremely clear, logical, and professional structure and layout.
Ist (70-85) Excellent	Excellent use of language (i.e., appropriate language used with confidence and clarity); very few spelling and/or grammar errors; referencing at an excellent standard; excellent structure and layout.
2i (60-69) Good to very good	Sound use of language (i.e., clear and appropriate); minimal spelling and/or grammar errors; referencing at a good standard; sound structure and layout.
2ii (50-59) Satisfactory	Satisfactory use of language (i.e., lacking clarity in places); spelling and/or grammar errors disrupt writing; notable errors in referencing; structure and layout are broadly appropriate, but not optimised.
3rd (40-49) Acceptable	Language consistently lacks clarity; spelling and/or grammar errors very disruptive to writing flow; many errors in referencing; structure and layout are flawed and disruptive to analysis.
Fail (21-39) Unacceptable	Language is very difficult to follow; very significant and frequent spelling and/or grammar errors; very significant and frequent errors in referencing; structure and layout highly flawed.
Fail (0-20) Highly unacceptable	Use of language cannot be followed with any consistency; very significant spelling and/or grammar errors throughout the entire text; very poor to no effort at referencing; incoherent structure and layout.