Faculty of Humanities and Social Sciences
Department of Education

Postgraduate Certificate in International Education (PGCiE) Programme Handbook 2022/23

This Handbook is available online or in alternative formats. Please contact education-ma@bath.ac.uk if required.

[August 2022]

Contents

ABOUT THIS HANDBOOK

This is the 2022-23 Handbook for students on the Postgraduate Certificate in International Education (PGCiE) programme.

The contents of this Handbook are accurate at the time of publication [August 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 3** in this Handbook.

While this Handbook signposts information about regulations for students, it does not have regulatory status itself, and the Regulations available online (Regulations for Students: http://go.bath.ac.uk/regulations and Assessment Regulations: www.bath.ac.uk/corporate-information/new-framework-for-assessment) are the most up-to-date and take precedence over the contents of this Handbook. It is your responsibility to take the time to familiarise yourself with the Regulations.

If in doubt about what applies to you, or if your circumstances change, please contact your Director of Studies [Dr MariCarmen Gil Ortega (education-ma@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 education-ma@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
Care-leavers
www.bath.ac.uk/publications/university-and-leaving-care/
Estranged students
www.bath.ac.uk/publications/university-and-estranged-students/
Refugees
www.bath.ac.uk/publications/university-and-refugees/
Students with caring responsibilities

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

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/publications/university-and-young-adult-carers/

Disabilities, long-term illness, and specific learning difficulties
http://go.bath.ac.uk/disability-service

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

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

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/

SUPPORTING YOUR LEARNING

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

Regulations for students
http://go.bath.ac.uk/regulations

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

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

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

Programme and unit catalogue
www.bath.ac.uk/catalogues/

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

Student Representation and Engagement
www.bath.ac.uk/campaigns/student-engagement-shape-your-university

Quality management
www.bath.ac.uk/guides/quality-management/

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

HEAD OF DEPARTMENT WELCOME 2022/23

ABOUT THE DEPARTMENT 2022/23

Welcome to your Part-time PGCiE Programme in the Department of Education, University of Bath. This is a subprogramme of the MA Education, a highly regarded programme which has been running, in various forms, for more than 20 years. You belong to a large community of students from all over the world, many of whom are educational professionals. I hope you will feel part of our learning community and benefit from this extended professional network. Please join the Students' Facebook group where you can meet other students; this is used for peer support and to network. Please also follow us on Twitter @BathMAEd for news, updates, reminders and deadlines.

The PGCiE Programme is designed for teachers, lecturers, trainers, educational leaders, managers and administrators, and those aspiring to a career in education. The programme gives you an unparalleled opportunity to study education at an advanced level.

The aims of the programme are to give you the opportunity to:
- improve your skills of critical thinking and analysis
- enhance your professional practice through greater theoretical understanding of current educational issues.

This Handbook is designed for those who have enrolled on the PGCiE programme on a part time basis.

The programme is challenging, and you will be expected to work independently. But we will do all that we can to support you in your studies.

This handbook aims to provide you with some information that we think you will need in order to help you on the programme. Please read it and familiarise yourself with its content.

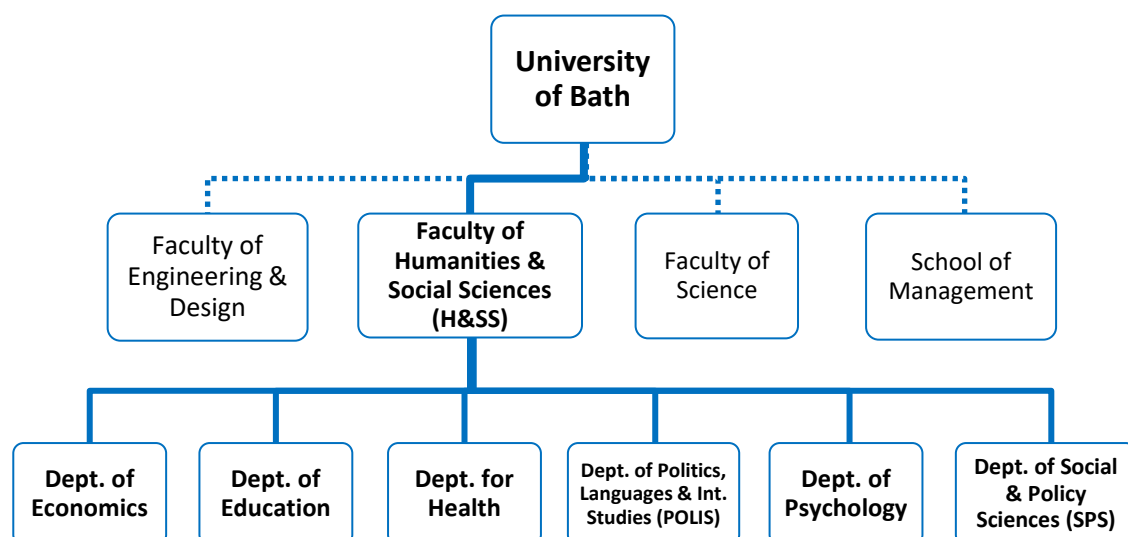I wish you a very successful, enjoyable and stimulating year.

With very best wishes,

Dr MariCarmen Gil Ortega
Director of Studies MA Education/PGCiE

KEY CONTACTS/STAFF LISTTHE FACULTY OF HUMANITIES & SOCIAL SCIENCES (HSS)

INTRODUCTION

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

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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 departmental taught 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 office hubs 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 feel free to speak to any other of our other administrators listed below, all of whom will be very happy to help you. If you

have any problems, then please feel free to 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.

DEPARTMENTAL INFORMATION

The PGCiE is delivered by the Department of Education. The Department is located in 1West North – see the campus map at http://www.bath.ac.uk/travel-advice/location-maps/

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

KEY CONTACTS/STAFF LIST

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

Administrator	Responsibility	Room	Ext. No.	email
Director of Studies				
Dr MariCarmen Gil Ortega	All aspects related to your academic progression in the programme. Academic queries related to your units should be directed in the first instance to the Unit Coordinator.	1WN 3.04	5658	education-ma@bath.ac.uk
Programme Administrator(s)				
Kath Earle	Programme Administrator	1WN 3.02	6602	education-ma@bath.ac.uk
Nicola Topping	Programmes Administrative Assistant	1WN 3.02	6105	education-ma@bath.ac.uk

ABOUT YOUR PROGRAMME

PROGRAMME AIMS AND LEARNING OUTCOMES

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).

You have a maximum of 2 years to complete this part-time programme.

Your PGCiE Programme lasts for up to 2 years and requires completion of 3 units:

- Education in an International Context
- Either Curriculum Studies **or** Understanding Learners and Learning
- Educational Enquiry (consisting of a reflective assignment drawing on both issues studied in the first two units and your own practice)

The Educational Enquiry unit must be studied after the other two units have been completed.

The length of a 12-credit unit assignment is 5,000 words. Part time students are allowed 5 months to complete and submit each of these.

The length of a 6-credit unit assignment is 3,000 words. Part time students are allowed 3 months to complete and submit this unit.

Basic details of every unit can be found on the Unit Catalogues at:
http://www.bath.ac.uk/catalogues/.

Credit Tariffs and Exit Awards
The size of each unit is defined by its credit tariff which relates to the approximate amount of study required.

THE STRUCTURE OF THE PGCIE

Mode of Study
We offer a flexible programme in terms of mode of study. You can choose any combination of:
- face to face at the annual Summer School
- face to face at Study Centres - we have a small number of study centres in different locations around the world
- distance learning (using online materials) (starting October 1st and April 1st)

Postgraduate Summer School
The Department of Education Postgraduate Summer School takes place on the University of Bath campus during July each year. Participants may enrol for one unit only. University tutors, library services, computers and the other facilities of the University are available during Summer School. There is student accommodation available for those participants who wish to stay on campus. Participation in Summer School is not a compulsory requirement of the programme, although many students enjoy participating very much. Up-to-date details of Summer School can be found on the Department Summer School webpages:
https://www.bath.ac.uk/campaigns/take-part-in-our-department-of-education-summer-and-winter-schools/

Study Centres
The Department of Education has a number of Study Centres around the world. Typically, these are established for participants from a school, a cluster of schools or a Local Authority (LA)/school district who wish to engage in the Part-time MA Education Programme. Units are taught by visiting University lecturers with the choice and times negotiated to meet the needs of individual students and the group. Further details may be obtained from the Study Centre webpages:

http://www.bath.ac.uk/education/postgraduate/ways-of-studying/study-centres/

Distance Learning units (including Educational Enquiry units)
Students taking taught units by distance learning use e-learning provided by the University. The units that can be studied in this way do not require attendance at either the University or a Study Centre. No formal contact time is involved: course materials are supplied online and require a commitment of approximately 120-240 hours of individual study. Exchanges between student and the University-appointed tutor will usually be by e-mail.

Enrolment for Distance Learning units takes place at two points in each year.

Unit start date: 1 October
Unit start date: 1 April

There is a limit to the number of places available on each unit and student applications will be treated on a first-come-first-served basis and alternatives recommended where necessary. Most units are taught online via Moodle. Please check the website for details of which units are currently available by distance learning:
http://www.bath.ac.uk/education/postgraduate/ways-of-studying/distance-learning/

Important note about deferrals: Once you are registered on a unit you must complete it. In exceptional circumstances you can defer to the next entry point but must do so within 14 days of your unit start date. Deferrals after this (i.e. beyond 14 days) are not permitted.

Please note that new students can sign up for <u>one</u> unit only for your first unit.

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.**

RESEARCH ETHICS
You are expected to approach all of your studies on the programme in an ethical manner; this is especially important when undertaking educational research for your studies. The university of bath expects its researchers to act with honesty, integrity, accountability, openness, minimal risk to participants, collaborators and themselves, and sensitivity to cultures and environments (research integrity and ethics (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 three main ways in which your feedback will be sought will be through:
- Staff / Student Liaison Committees (SSLCs)
- surveys and evaluations
- the Students' Union.

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

ASSESSMENT

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

SUBMISSION DEADLINES

You will be informed of the deadline to submit your assessment. Submission deadlines will be included on the unit welcome letter that you are sent at the start of each unit.

Dates and Deadlines for the Part-time PGCiE Programme, 2022-23

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

Submission deadlines

Students	Deadline for draft assignments	Deadline for final submission
Distance Learners – 1 October 2022 starters:		
12 credit units	15 January 2023	28 February 2023
6 credit Educational Enquiry unit	15 November 2022	31 December 2022
Distance Learners – 1 April 2023 starters:		
12 credit units	15 July 2023	31 August 2023
6 credit Educational Enquiry unit	15 May 2023	30 June 2023
Summer School 2023	15 October 2023	30 November 2023
Study Centre units	Study centres deadlines will be notified by the administrators prior to the unit. Normally the final deadline will be **5 months** after the first day of the month following the unit.	

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 can request an extension under 'student tasks' using the following link https://samis.bath.ac.uk/urd/sits.urd/run/siw_lgn. Please note that the cut off point for extension requests is 5 working days before the final assignment due date. You will be required to provide evidence to support your extension request.

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.

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

WRITING AND SUBMITTING ASSIGNMENTS

Assignment Writing
For each 12 credit unit you must complete an assignment of 5,000 words (+/- 10%) written on a topic relevant to the unit. The assignment for the Educational Enquiry (6 credit unit) is 3,000 words. You should submit an assignment outline to your unit tutor and obtain the tutor's approval before you start writing.

You should then write a draft version of your assignment and submit this to your tutor via Moodle, who will give you feedback on the draft.

All dates and deadlines for the submission of assignments are published in the MA in Education - Information for Students (hub).

How to Submit your Assignments
Please submit all your assignments by 11.59pm on the deadline. You must submit your draft and final versions electronically via Moodle. Instructions on how to do this can be found in the submission area for each individual Moodle course.

When you submit an assignment, make sure that you include a front coversheet. You can find a copy in the Moodle course: PGCiE - Information for Students (hub).

Word length of assignments
Every taught unit assignment has a maximum length. Assignments should be 5000 words (+ / – 10%).

Your programme has adopted the University's default policy for non-compliance with the word limit or word range in accordance with QA16 (http://www.bath.ac.uk/quality/documents/QA16.pdf) as below:

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

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.

Feedback and Marking

For each taught PGCiE unit, you are expected to submit an outline, then a draft, followed by the final submission. Your unit tutor will provide feedback on the outline and ONE draft of the assignment. Students who take advantage of the opportunity to receive feedback on a draft tend to achieve better results on the programme. Important: Please note that in no case will the tutor edit assignments that show a poor level of English. In such cases students should be given an indication that their use of language needs to be improved. Where appropriate, students will receive suggestions about proof reading before the final submission.

Responsibilities of staff: Staff will provide written electronic feedback to students on all final pieces of submitted written assessment using the standardised assignment feedback form (Annex 3) incorporating common elements of feedback on strengths and feedback on areas which could be improved. In addition to feedback related to the learning outcomes and assessment criteria, staff will provide feedback that is consistent with the grading criteria (Annexe 3) and that focuses both on the specific piece of coursework and on developing generic skills for subsequent coursework. Feedback is also provided on complete draft assignments. Feedback on drafts will be formative to provide you with an indication of how to improve your assignment; the tutor will not give an indication of the precise mark or grade that the assignment is likely to receive.

Where a final assignment exceeds the word length limit (defined limit +10%), staff will not mark any work beyond this limit. The full range of grades are available for use in marking, however, a system of categorical marking is use (categorical marks to be used are shown in the assessment criteria, Annexe 3).

Responsibilities of students: Students should ensure they are familiar with the assessment criteria (Annexe 3).

Timing of feedback: Feedback for coursework will be uploaded to Moodle (the relevant unit sites), following the moderation of (or second) marking, normally within three weeks of a deadline not counting University holidays. Marks are provisional until agreed by Boards of Examiners for Units. Results are officially released via SAMIS following Boards of Examiners.

Preparation for assessed coursework: Advice on coursework is available in DL materials and tutors will provide individualised advice as requested.

Monitoring: Feedback is monitored via assignment moderation and/ or the Director of Studies. The Director of Studies also has responsibility to ensure that feedback is consistent with the assessment criteria.

Moderation

Moderation is the procedure we have in place in the Department of Education for taught programmes to safeguard the security of marking. Moderation involves sampling work submitted for assessment.

The purposes of moderation are to converge the marker's viewpoint with that of the moderator's and to provide feedback for future marking and the assessment process i.e. the process is one of feeding forward. The process of moderation does not result in changing marks or grades, except where there is a concern about consistency between marker and moderator. Moderation provides the opportunity for marker and moderator to identify any systematic discrepancies. The completed moderation proforma is included with the external

examining sample. No provisional marks/ grades are released until moderation has been completed.

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. The training and test are accessed from Moodle by clicking on the link entitled **'Academic Integrity Initiative'**: ED00000 (bath.ac.uk)

If you have any access problems, then please contact [education-ma@bath.ac.uk] in the first instance. When you have completed the training tutorial and are confident that you have understood it, you should undertake the test.

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(s) for your programme are:

>   Dr Pontso Moorosi, University of Warwick
>   Dr Sarah Amsler, University of Nottingham
>   Dr Sue Grey, University of Exeter

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 <u>persistent generic rules</u> 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.

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).

SUMMARY ABOUT THE ASSESSMENT OF THE PGCIE PROGRAMME

All students are assessed under the New Framework for Assessment: Assessment Regulation (NFAAR).

In order to be awarded the PGCiE qualification, students should normally gain a pass (40% or above) in all three unit assignments. However, failure in the Educational Enquiry unit (six credits) can be **condoned** if it is graded in the range of 35-39%. One other taught unit can be **retrieved** by resubmission, although the grade will be capped at maximum 40%.

If you submit your final assignment more than 5 days late or if you do not submit at all this will be awarded a Fail 0%. You will be allowed one opportunity for retrieval by resubmission, for which the mark will be capped at 40%; any further Fails of less than 35% will mean you will not be able to progress on the programme (late submissions up to 5 days late are capped at 40%).

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.

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 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.

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

ANNEX 1

University of Bath Department of Education
MA Unit Assignment and Dissertation Feedback Form
Draft/Final [please delete]
[to be used for all submissions from August 1st 2021]

Student's name	

Unit/Dissertation title	

TUTOR'S COMMENTS
Strengths in relation to the MA Assessment Elements

Areas for improvement in relation to the MA Assessment Elements

Other comments

Mark awarded		Date		1st/ 2nd/ 3rd marker [Please delete]

Tutors Signature ………………………………………………………………………

ANNEX 2

University of Bath MA Education Study Planner

	Year 1			Year 2		
	June start (Summer School)	Oct start	April start	June start (Summer School)	Oct start	April start
Unit 1:						
Unit 2:						
Unit 3:						

Important notes

1. The study period for the PGCiE is 15 months (with a maximum of two years) and starts on the first day of the first unit. So, for example, if you start the programme at Summer School your programme study period starts on the first day of your unit at summer school, or if you start a Distance Learning unit on April 1st – this is the first day of your programme study period
2. 12 credit units are completed over 5 months. The 6 credit *Educational Enquiry* unit is completed over 3 months.
3. *Education in an international context* (12 credits) is compulsory for all students
4. *Educational enquiry* (6 credits) is compulsory for all students
5. You will need to take *one* optional 12 credit unit *Curriculum Studies* or *Understanding learners and learning*
6. Please check the programme catalogues for the current academic year for the list of compulsory and optional units required
7. You can study up to two units maximum at any one time, ideally only one for your first unit.
8. PGCiE can be studied in one year if you take one 12 credit unit (5 months) on the first semester and the two remaining ones on the second (i.e. one 12 credit unit (5 month) together with the 6 credit Educational Enquiry (3 months)).
9. The *Educational Enquiry unit* (6 credits) should be studied last. However, as you can chose to study a 12 credit unit (5 months) at the same time as the 6 credit unit (3 months), in this case you would finish this unit slightly before the last unit.
10. The *Educational Enquiry unit* (6 credits) is only available to be studied on-line (not currently available via Summer School or Study Centres).
11. You will accumulate 30 credits for the PGCiE.

ANNEX 3

Example study plans for Postgraduate Certificate in International Education
Please note these are illustrative examples and there are many other combinations possible. The programme is designed to be flexible so that you can build study time around your professional and personal commitments.

➡ = working on assignment   Sum Sch = Annual July Summer School

Example 1: **Distance Learning (DL) only**
(I wish to complete the Certificate within the standard 15-month registration (noting that the year starts on commencement of your 1st unit, in this case 1st October).

	Year 1			Year 2		
	June Start (Summer School)	Oct Start	April Start	June Start (Summer School)	Oct Start	April Start
Unit 1		12 credit				
Unit 2			12 credit	➡		
Unit 3					6 credit	

Example 2: **Distance Learning (DL) only**
(I wish to complete the Certificate within 1 year (noting that the year starts on commencement of your 1st unit, in this case 1st October)).

	Year 1			Year 2		
	June Start (Summer School)	Oct Start	April Start	June Start (Summer School)	Oct Start	April Start
Unit 1		12 credit				
Unit 2			12 credit	➡		
Unit 3			6 credit			

Example 3: **Summer School where possible**
(I prefer the structure of face-to-face teaching)

	Year 1			Year 2		
	June Start (Summer School)	Oct Start	April Start	June Start (Summer School)	Oct Start	April Start
Unit 1	12 credit	➡				
Unit 2				12 credit	➡	
Unit 3					6 credit	

Example 4: **Combination of all modes of study**
(I can only study one unit at a time because of the demands of my job/I wish to participate in Summer Schools and Study Centres).

	Year 1			Year 2		
	June Start (Summer School)	Oct Start	April Start	June Start (Summer School)	Oct Start	April Start
Unit 1		STUDY CENTRE	➡			
Unit 2				12 credit	➡	
Unit 3						6 credit