



**Faculty of Humanities
and Social Sciences**

**Master of Research (MRes) PGT
Handbook
2024/25**

All HSS MRes Programmes

This handbook is available online or in alternative
formats. Please contact
fac-hss-mres-admin@bath.ac.uk if required.

September 2024

[NFAAR-PGT-VERSION]

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Purpose and scope

Your handbook for academic year 2024/25 comprises the following three documents which should be read alongside each other:

1. [University information](#)
2. **Department handbook (this document)**
3. Your course specification

All three of these documents were made available to you at the beginning of the academic year and/or at the start of your studies. You are expected to familiarise yourself with the contents.

This handbook includes important information about the Faculty and your course that you should be aware of whilst studying here.

This handbook is available online and can be provided in alternative formats. Please contact fac-hss-mres-admin@bath.ac.uk

The content of this handbook is accurate at the time of publication [*September 2024*] but information contained within may sometimes be subject to change after this handbook has been issued. You will be informed of any changes and issued with a revised version, if there are any material changes to the information in this handbook.

Please note that links to further information are embedded in the title of each section or in applicable text.

The Faculty

[Introduction to the Faculty – Welcome from your Director of Programmes](#)

As Director of MRes Programmes within the Faculty of Humanities & Social Sciences, I would like to extend a warm welcome to all new MRes students. The Faculty is one of three faculties and one school in the University which offers a range of innovative programmes at undergraduate and postgraduate levels.

We are confident that the rich mix of opportunities offered will make studying at the University of Bath exciting and stimulating. You will benefit from the experiences of leading academics in your field and also from being part of a large, diverse and international student community.

The Faculty of Humanities and Social Sciences is committed to providing a student experience of the highest standard, and during this year we will be asking you how effective we are in meeting your needs and fulfilling your aspirations. I urge you to participate in this conversation and use every opportunity to let us know how we can improve the quality education we provide.

This Handbook contains material specific to MRes programmes of study at the University.

Dr Aurelie Charles
MRes Programmes Director
A.Charles@bath.ac.uk

Academic Advisor (formerly known as Personal Tutor)

At the start of 2024/25 the role of Personal Tutor was renamed Academic Advisor to better reflect the nature of the role.

When you join the University, you are assigned an academic staff member as an Academic Advisor. They will act as a personalised point of contact throughout your time here, supporting your transition, and your academic and personal development. It is important to respond to communications and requests from your Academic Advisor, and to attend scheduled meetings.

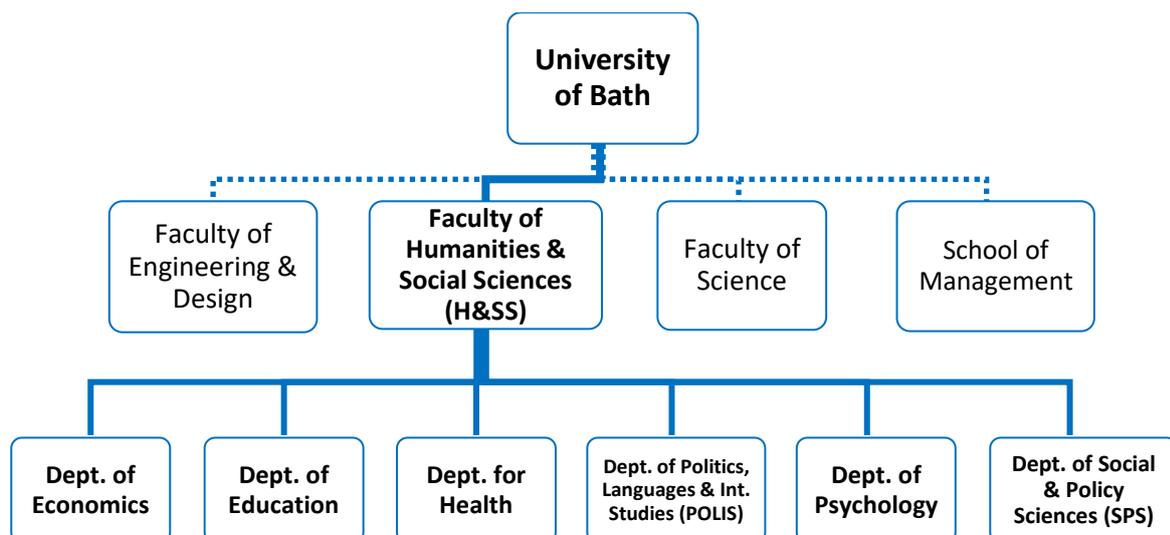
Your Academic Advisor should arrange to meet with you on three occasions during your first semester and offer at least one meeting per semester on an ongoing basis for the remainder of your studies. Your Academic Advisor can provide information and guidance about:

- your transition into the University community and your academic studies
- unit choices and future career plans
- sources of support with any personal matters or situations involving your health and wellbeing that may be impacting your studies
- providing you with a reference for work experience, internships, further studies, or career

Contact information

Your programme is delivered 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](#).

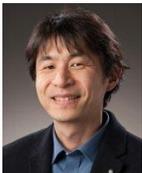
[Economics](#), [Education](#), [Health](#), [Politics, Languages & International Politics](#), [Psychology](#) and [Social & Policy Sciences](#).



Each of the MRes Programmes is led by a Director of Studies (DoS) from the appropriate Department. The Director of Studies is responsible for all aspects of your study on the programme, including problems and requests for extensions.

The DoS is supported by a Departmental Programmes Administrator. **These are the primary contacts for MRes students.**

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 clicking on the links to the Department webpages above.

Programme	Contacts	Email	Phone	Office
MRes Director of Programmes (overseeing all programmes)	Director of Programmes  Dr Aurelie Charles	ac697@bath.ac.uk	Contactable via Teams	3 East 3.3
	MRes Programmes Officer Juliet Need (MRes administration contact for XX units, Board of Examiners, SWDTP)	fac-hss-mres-admin@bath.ac.uk	Contactable via Teams	3 East 3.17
MRes Advanced Quantitative Methods (Department of Education)	Director of Studies  Dr Samantha Curle	smc20@bath.ac.uk	Contactable via Teams	1 West North 3.17B
	Programme Administrator Heather Kubiak	education-pgt-admin@bath.ac.uk	Contactable via Teams	1 West North 3.2
MRes Economics (Department of Economics)	Director of Studies 	kt511@bath.ac.uk	Contactable via Teams	3 East 4.7

		Dr Kei Tsutsui			
	Programme Administrator	Jane Dicker	economics-pg@bath.ac.uk	Contactable via Teams	3 East 3.17
MRes Education (Department of Education)	Director of Studies	 Dr Predrag Lazetic	pl330@bath.ac.uk	Contactable via Teams	1 West North 4.06
	Programme Administrator	Heather Kubiak	education-pgt-admin@bath.ac.uk	Contactable via Teams	1 West North 3.2
MRes European Social Policy MRes Social Work MRes Social Policy MRes Sociology MRes International Development MRes Security, Conflict & Human Rights MRes Global Political Economy	Director of Studies	 Professor Ana Dinerstein (DoS for all MRes SPS programmes and main point of contact for student issues. Please speak to your Pathway Lead for specific issues such as programme content and ESRC Funding for PhD Studies.)	sssacd@bath.ac.uk	Contactable via Teams	3 East 4.14
	(Department of Social and Policy Sciences (SPS))	Programme Administrator	Catherine Adams	spg-admin@bath.ac.uk	Contactable via Teams
MRes Health and Wellbeing (Department for Health)	Director of Studies	 Dr Jeffrey Lambert	jl2426@bath.ac.uk	Contactable via Teams	1 West 4.33

	Programme Administrator	Monia Andreucci	education-pgt-admin@bath.ac.uk	Contactable via Teams	1 West North 3.02
MRes Politics and International Studies (Department of Politics, Languages and International Studies (PoLIS))	Director of Studies	 Dr Andrea Purdekova	ap2438@bath.ac.uk	Contactable via Teams	1 West North 4.24
	Programme Administrator	Maria Mellko	politics-pg-admin@bath.ac.uk	Contactable via Teams	1 West North 2.6
MRes Psychology (Department of Psychology)	Director of Studies	 Dr Jeff Gavin	jssjg@bath.ac.uk	Contactable via Teams	10 West 4.26
	Programme Administrator	Simone Osborn	psychology-pgt@bath.ac.uk	Contactable via Teams	10 West 1.02
MRes Sustainable Futures (Department of Psychology)	Director of Studies	 Dr Paul Bain	pb697@bath.ac.uk	Contactable via Teams	10 West 4.43
	Programme Administrator	Simone Osborn	psychology-pgt@bath.ac.uk	Contactable via Teams	10 West 1.02

Taught Programmes Team hub offices

How to contact us in person

The Taught Programmes Team hub offices are open from Monday to Friday between 10am and 12pm and between 2pm and 4pm for in-person 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.

External Examiners

External Examiners are appointed for a course or set of courses and are important in assuring academic quality and standards. Please note that it is not appropriate for students to contact an External Examiner directly. If you have any queries or concerns, please contact your Director of Studies in the first instance.

AQM units: Dr Luke Munford, Manchester University

Qualitative Methods units: Dr Darren Moore, University of Exeter

Quantitative Methods units: Dr Iva Valentinova Tasseva, London School of Economics and Political Science

MRes Global Political Economy: Dr Lewis Turner, Newcastle University

MRes Sustainable Futures: Dr Chris Jones, University of Portsmouth

Health and Wellbeing: Dr Nicola Paine, University of Loughborough

The University's expectations of students

[University regulations](#)

When you registered with the University you agreed to abide by the Regulations for Students. These are important documents which set out the roles and responsibilities of both you as a student and the University. **You are expected to familiarise yourself with these.**

[Attendance expectations](#)

You are expected to be in attendance and participate in all scheduled learning and teaching activities required by your course. If you require a leave of absence from the University for any reason, please contact your Director of Studies:

- MRes Health and Wellbeing: Dr Jeffrey Lambert - jl2426@bath.ac.uk
- MRes Education: Dr Predrag Lazetic - pl330@bath.ac.uk
- MRes Sustainable Futures: Dr Paul Bain - pb697@bath.ac.uk
- MRes Advanced Quantitative Methods: Dr Samantha Curle - smc20@bath.ac.uk
- MRes Psychology: Dr Jeff Gavin - pssig@bath.ac.uk
- MRes Economics: Dr Kei Tsutsui - k.tsutsui@bath.ac.uk

- MRes Politics and International Studies: Dr Andrea Purdekova - a.purdekova@bath.ac.uk
- MRes programmes in SPS: Professor Ana Dinerstein - ssacd@bath.ac.uk

If you are ill, or think that you are likely to be ill, for more than three days, please get in touch with the above-named contact within three days of becoming ill.

Learning and Teaching delivery

Timetables

Using [MyTimetable](#), you can access your personal timetable and download it into an electronic calendar. MyTimetable updates regularly, so should there be a change to your timetable, it will be reflected.

Any ad hoc changes to your teaching schedule will be conveyed to you via the Announcement forums on Moodle and /or relayed by email using course and unit mailing lists.

Learning resources, Moodle, and recorded lectures

All learning resources for each unit are available on the Moodle platform. Please check that you can access all relevant units for your programme of study on Moodle and if not, please contact the [MRes Programmes Officer](#).

Option choices

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

Department prizes

The Masters of Research programmes are demanding masters degrees that require students to perform well in a variety of disciplines. In 2023 the MRes programmes introduced two prizes to be awarded at Graduation for the following:

- The Prize for highest overall average is awarded to the student with the highest overall programme average across MRes programmes in the Faculty.
- The Dissertation Prize is awarded to the student with the highest mark across all MRes programmes in the Faculty.

Research ethics

For the most up-to-date information about Ethics, please refer to Ethics@Bath, the new research ethics management online system. Find out more [here](#) (Bath login required). You will be introduced to the Ethics application system in Semester 1.

Student Representation

Mechanisms for student representation are designed to enable you to be an active partner in continually improving your learning and teaching experience. The main ways in which your feedback will be sought will be through:

- Staff/Student Liaison Committees (SSLCs) ([Academic and Faculty Reps](#))
- surveys and evaluations
- [the Students' Union](#)

Assessment

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.

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, but does NOT have Stage Required Units (SRUs) that must be passed before being permitted to progress to the next stage. This means that, if you are required to undertake supplementary assessment, it will only have to be completed before the end of the programme. 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 course specification. 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.

CALCULATING YOUR DEGREE OUTCOME

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

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

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

Supplementary assessment

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

[Academic year dates](#), including the supplementary assessment period, can be found online.

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 they 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).

[Exit awards](#)

If you leave the University early, without completing your course, you may be eligible for an exit award. You will find information on these awards in your course specification.

[Switching courses](#)

If you are considering transferring to a different course, where this would be permitted, you should speak to your Director of Studies in the first instance. In certain circumstances you may be able to or may be required to transfer onto a specific alternative course, known as a Designated Alternative Course (DAC) if you have not met the criteria to remain on your current course of study.

Academic Registry have also published [further information and guidance on assessment arrangements](#). This also includes a link to the [University's Academic Integrity Training and Test](#). **All students will be unable to progress beyond the next progression point in their studies until they pass the test.** The test has a pass mark of 85% but you can take the test as many times as you need to.

[Individual Mitigating Circumstances \(IMCs\)](#)

We acknowledge that you may experience circumstances that disrupt your assessment attempt or performance. Submitting an IMC claim allows you to report any conditions which prevented you from taking assessment or significantly impaired your performance. If accepted an IMC recognises that your assessment was affected.

You are expected to familiarise yourself with the information available about IMCs including the process for submission, the evidence requirements, how claims are considered and what can (and cannot) happen if a claim is accepted as valid.

[Coursework](#)

[Assignment briefs, word counts and deadlines](#)

Students will normally receive the following information about an assessment task:

- its weighting in calculating the mark for the unit
- the assessment criteria, and any grade criteria relevant to the subject
- the timing, nature, and extent of feedback they can expect and whether this is to be accompanied by the return of assessed work

Students will receive clear and accurate information which sets out the expectations of the assessment task(s). This will normally include:

- the requirements of the assessment task(s)
- the word limit/range, and the penalty for non-compliance. If a penalty policy is not stated in writing the University default policy will apply

- any specific requirements of professional, regulatory, or statutory bodies
- any special presentation or referencing preferences/requirements
- the date for submission of the work
- the dates when any further detailed information about the individual task(s) will be communicated and how they will be communicated
- for in-class tests, information on the conditions under which the test will be conducted (e.g., open-book) or other specific requirements
- whether the work is to be submitted anonymously

Coursework tasks will normally have a word limit or word range. This, and the penalty for not adhering to this, will be confirmed when you receive an assignment. Markers may stop reading/marking your work at the point it exceeds the word/page limit.

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

[Coursework extensions](#)

If you find you are facing circumstances that are preventing you from submitting on time, you can request an extension to your deadline before the work is due. Short extensions are often granted but occasionally there may be a better measure to support you depending on your individual circumstances and the type of assessment. You will need to give a brief explanation of how your circumstances are impacting on your ability to complete on time. Extension requests require evidence to confirm what has happened and when.

Should you wish to seek an extension for Coursework, please contact your Director of Studies who will be able to support you in creating a request. Length of extensions and additional support will be discussed to support each student individually.

Further Information on Coursework extensions can be found here-

<https://www.bath.ac.uk/guides/coursework-extensions/>

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 you are experiencing difficulties completing work on time, please seek help before the deadline.**

[Examinations](#)

There are three formal assessment periods during which examinations take place, January, May and June, and August.

Should you require additional support regarding examinations, please contact your Director of Studies or the Unit Convenor.

Marking and feedback

We have in place processes to ensure that assessment is conducted and marked in a fair and rigorous manner which upholds the academic standards of the University. You can find further information [on such processes, and their purpose, on our website](#).

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).

Your course

[Programme and Unit Catalogue](#)

This is where you will find details about individual units for the current academic year. The catalogues also provide links to the relevant assessment regulations.

[Course Specification](#)

Course Specifications set out important key information about your course, including the award title, the intended learning outcomes, and the structure of the course, as well as regulations for meeting the requirements for any exit awards and any agreed exemptions from your Assessment Regulations. You are expected to be familiar with this document and its contents.