



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

**BSc in International Management
and Modern Languages**

**Programme Handbook
2019/20**

This Handbook is available online or in alternative formats.
Please contact your Director of Studies if required.

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WELCOME

Welcome to Bath! I hope very much that you have a productive, stimulating and also enjoyable time as a student at the University.

The aim of this Handbook is to give you an overview of the programme and of certain University systems, procedures and regulations, and to help you understand how the components of the programme fit together. IMML students study in both the Department of Politics, Languages and International Studies (PoLIS), and in the School of Management. This may mean that you will encounter slightly different ways of doing things. Do not worry about this now. As you go along it will all become clear. Some of the information is very technical and may not be relevant straight away, so keep hold of your copy of the handbook. You will find that in the future you will refer back to particular sections as and when they become relevant to you.

Help and advice is available in many different places: The Office of the Department of Politics, Languages and International Studies (PoLIS) in 1WN 2.06 or the School of Management Office in 8W 1.11 are a valuable source of administrative information. The administrator of the IMML programme is based in the PoLIS office, and is always ready to help. There are undergraduate notice boards in both the Department and the School. You are advised to check the undergraduate pigeon holes regularly in both the Department and School in addition to your e-mail. For specific questions relating to your studies or any other aspect of your life in Bath you can contact your Personal Tutor. You can also come and discuss matters with me. Please do contact one of us as soon as a problem arises.

I hope that that you have a great time in Bath!

Best wishes,



Dr Irene Macias
Director of Studies for IMML Years 1-3

ABOUT THIS HANDBOOK

This Handbook is intended for all students of the International Management and Modern Languages programme in the academic year 2019/20.

Please note that the contents of this Handbook are accurate at August 2019 but that information may sometimes be subject to change after this Handbook has been issued. Your Director of Studies or Unit Convenor will inform you of any changes that will affect your programme or a particular unit. For further information about unit and programme changes, see the **Unit and programme changes** section 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: www.bath.ac.uk/publications/regulations-for-students 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.

If in doubt about what applies to you, or if your circumstances change (for example if you are returning from a suspension of study, or transferring to a different programme) please contact your Director of Studies for advice.

YOUR PROGRAMME

KEY CONTACTS/STAFF LIST

Name	Title	Tel Ext	Email	Room
Dr Irene Macias	Director of Studies (Years 1-3)	5481	I.Macias@bath.ac.uk	1WN 4.19
Dr Benoit Dillet	Director of Studies (Year 4)	4764	b.dillet@bath.ac.uk	1WN 3.26
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Ms Claire Maggs	Year Abroad Officer – Spanish	5252	C.E.Maggs@bath.ac.uk	EB 2.1a
Ms Marie Pullen	Year Abroad Administrator	3932	M.C.Pullen@bath.ac.uk	EB 2.1a

EXPECTATIONS

It is a University Regulation that you attend regularly. If you are not able to do so, or will be absent for longer than three days due to ill health, then you must contact your Director of Studies to discuss your situation and an appropriate course of action.

Further information

See Regulation 3: www.bath.ac.uk/publications/regulations-for-students

We look forward to helping you, as a student, to achieve your potential on the programme. As may be seen from other parts of this Handbook, we facilitate your learning through lectures and seminars, providing feedback aimed at improving your performance; we also expect that you will engage with the learning experience at University by:

1. attending classes, and informing the member of staff concerned when you are unable to attend;
2. undertaking preparatory reading and other activities as outlined in Unit handouts;
3. participating appropriately in classroom debate, seminar presentation groups;
4. complying promptly with requests for information, including regularly checking your University e-mail account to avoid being over quota.

Within the Department we have a normal coursework turnaround time of up to three weeks, in line with University policy. We shall indicate in initial classes and material distributed, what form the assessment takes, what particular deadlines are, and the forms feedback takes. *It is important when receiving feedback not simply to concentrate on the mark, but also to reflect upon the comments made.*

PROGRAMME AIMS AND LEARNING OUTCOMES

Educational aims of the programme

The Degree in International Management and Modern Languages is designed to prepare high achieving students for successful international careers. This is achieved over four years by:

- developing knowledge, understanding and critical appreciation of the core aspects of management theory and practice and the national and international contexts which influence management action;
- ensuring fluency in French, German or Spanish with a special focus on business language;
- establishing a learning environment where students have a high degree of choice of advanced courses, set in the context of multi-disciplinary and intercultural study in both English and the chosen language of study and where intellectual rigour and analytical skills are rewarded;

- providing work and/or study experience in a French, German or Spanish-speaking country which allows for an appreciation and application of the theory and practice of management in its cultural contexts;
- building personal confidence in each year of the degree through the experiential learning of skills good managers require - communication, presentational skills, time management, team working and team leadership;
- encouraging individual self-development and assessment as a necessary life-long habit for an uncertain world of work and employment.

INTENDED LEARNING OUTCOMES:

Knowledge and understanding:	<ul style="list-style-type: none"> • demonstrate a sound understanding of a representative range of management functions and be able to appraise models and evidence critically at a more specialised level in selected options. • display a detailed grasp of the structures and registers of one European foreign language. • demonstrate a detailed understanding of the cultures (in the broadest sense) of the principal societies in which this language is spoken, and of European society as a whole. • display a sound understanding of the external environment (economic, legal, social, political) in which organizations operate in Britain and in countries whose native language the student studies, and the relationships between organizations and their stakeholders in those countries. • compare economic and business practices in the country whose language they study with equivalent practices in other countries. • critically discuss significant business issues at European and international levels, and understand the role of global, regional and national institutions in setting the context for business practice.
Intellectual Skills:	<ul style="list-style-type: none"> • engage in comparative analysis of business, social and economic institutions across national boundaries. • evaluate and interpret new information, and engage in problem solving, thereby demonstrating a capacity to think clearly and logically about a range of contemporary business issues. • think conceptually, grasping abstract concepts, synthesizing them where appropriate, and applying them to the resolution of problems. • use language with precision and in a creative way. • exercise independent judgement and construct a reasoned argument accompanied by evidence in support of conclusions.
Professional/Practical Skills:	<ul style="list-style-type: none"> • apply the knowledge used in specific areas of business etc. • use fluently a second language in an organisational and business setting. • understand the structure of employing organizations in different countries. • enable effective communication to take place in an employment setting between English speakers and speakers of the target language. • conduct analysis and research using quantitative and qualitative data.
Transferable/Key Skills:	<p>Graduates of these programmes will have skills as</p> <ul style="list-style-type: none"> • demonstrate consistent and effective written and oral communications skills, both individually and in a group environment. • plan, organise and prioritise their time. • work effectively in teams and groups. • appreciate their own strengths and weaknesses as learners and plan their future educational development.

	<ul style="list-style-type: none"> use information technology effectively for processing and analysing a range of qualitative and quantitative information. undertake statistical analysis.
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PROGRAMME DESCRIPTION: STRUCTURE OF THE PROGRAMME

Please note that the content of the programme description below is correct at the time of production of this Handbook and that programmes and units may be subject to reasonable change (see **Unit and Programme Changes** below).

Current versions of unit and programme descriptions are available via the online Unit and Programme Catalogues: <http://www.bath.ac.uk/catalogues/>

Programme code	UXXX-AYB04
Programme title	BSc(Hons) International Management and Modern Languages (German) with Year Abroad
Award type	Bachelor of Science with Honours
Award title	
Mode of Attendance	Thick Sandwich
Length	4 Years
State if coexistent M-level programme	
State any designated alternative programme(s)	
Approving body and date of approval	Update approved FLTQC 2018

Year 1									
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
1	1	All Year	PL10992	German Written and Spoken Language 1	Compulsory Unit	12	Yes		
		Semester 1	MN10070	Business economics	Compulsory Unit	6			
		Semester 1	MN10077	Quantitative methods and data analysis	Compulsory Unit	6			
		Semester 1	MN10078	National business environment of UK - legal aspects	Compulsory Unit	6			
		Semester 1	PL10118	German business environment 1: economic and industrial environment	Compulsory Unit	6			
		Semester 2	MN10079	The UK macroeconomic environment	Compulsory Unit	6			
		Semester 2	MN10331	Accounting for managers	Compulsory Unit	6			
		Semester 2	PL10123	The German business environment 2: legal environment	Compulsory Unit	6			
		Semester 2	PL10950	Deutschland 1945 bis 1989	Compulsory Unit	6			

Year 2									
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
2	2	All Year	PL20995	German Written and Oral Communication in the Business Context 2	Compulsory Unit	12	Yes		
		Semester 1	MN20080	People and organisations	Compulsory Unit	6			
		Semester 1	MN20081	Principles of marketing	Compulsory Unit	6			
		Semester 1	MN20082	European business environment: European integration & legal structure	Compulsory Unit	6			
		Semester 2	XX20087	German comparative employee relations	Compulsory Unit	6			
		Semester 2	MN20010	Company law	IM2001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list: LIST B	6			
		Semester 2	MN20012	Economics of strategy: the firm		6			
		Semester 2	MN20014	Managing enterprise information systems		6			
		Semester 2	MN20017	Operations management		6			
		Semester 2	MN20050	Supply management		6			
		Semester 2	MN20291	Human resource management 1		6			
		Semester 2	MN20624	People and innovation		6			
		Semester 2	MN10311	Corporate finance and investment appraisal		6			

	Semester 2	MN20485	Accounting and decision making for managers	Units: Select a minimum of 1 and a maximum of 2 units from this list: LIST A	6		
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Year 3									
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
2	3	All Year	XX20094	Year abroad in Germany - work placement	IM3001 Optional Units: Select 1 unit from this list:	60			
		All Year	XX20096	Year abroad in Germany - academic exchange		60			
		All Year	XX20098	Year abroad in Germany - academic exchange & work placement		60			

Year 4									
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
3	4	All Year	PL30996	German Written and Spoken Language in the International Business Context 3	Compulsory Unit IM4003 Optional Units: Select a minimum of 1 and a maximum of 3 units from this list:	12	Yes		
		Semester 1	MN30085	The internationalisation of business		6			
		Semester 1	MN20027	Economics of strategy: rivalry		6			
		Semester 1	MN20032	E-business		6			
		Semester 1	MN20034	Brand management		6			
		Semester 1	MN20433	Decision making & leadership		6			
		Semester 1	MN20448	Business & the natural environment		6			
		Semester 1	MN20502	Principles of finance for managers		6			
		Semester 1	MN30036	Advertising theory and practice		6			
		Semester 1	MN30039	Employment law		6			
		Semester 1	MN30067	Treasury management		6			
		Semester 1	MN30105	Advanced consumer behaviour		6			
		Semester 1	MN30109	Business-to-business marketing		6			
		Semester 1	MN30266	Decision making		6			
		Semester 1	MN30281	Privacy, trust and security in information systems		6			
		Semester 1	MN30372	Marketing and society		6			
		Semester 1	MN30447	Antitrust & strategy		6			
		Semester 1	MN30449	Strategic management		6			
		Semester 1	MN30469	Advanced management accounting		6			

	Semester 1	MN30222	Innovation, industrialisation & international competitiveness		6			
	Semester 1	MN30575	Entrepreneurship and innovation		6			
Semester 1	PL30644	German national option G12: Protest und Widerstand	IM4007 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6				
Semester 2	PL30592	Germany in the global economy	Compulsory Unit	6				
Semester 2	MN30062	International business law	IM4005 Optional Units: Select a minimum of 1 and a maximum of 3 units from this list: LIST A	6				
Semester 2	MN30400	Doing business in China: opportunities and challenges		6				
Semester 2	MN30409	Business strategy in the global economy		6				
Semester 2	MN30441	International marketing management		6				
Semester 2	MN20211	Advanced corporate finance		6				
Semester 2	MN30054	Strategy & human resource management		6				
Semester 2	MN30209	Investment banking		6				
Semester 2	MN30270	Virtual organising: understanding group behaviour online		6				
Semester 2	MN30290	Management consulting: data driven approaches		6				
Semester 2	MN30371	Economic governance and industrial policy		6				
Semester 2	MN30436	Contemporary issues in business and society		6				
Semester 2	MN30444	UK tax and tax planning for the growing business		6				
Semester 2	MN30468	Auditing & accountability		6				
Semester 2	MN30575	Entrepreneurship and innovation		6				
Semester 2	MN30602	Leading and managing change		6				
Semester 2	MN30626	Financial statement analysis and security valuation		6				
Semester 2	MN30676	Management science		6				
Semester 2	PL30059	German national option G9: Die Massenmedien in der Bundesrepublik Deutschland und Großbritannien	IM4008 Optional Units: Select a minimum of 0 and a maximum of 2 units from this list: LIST B	6				
Semester 2	PL30972	Film und Geschichte	IM4008 Optional Units: Select a minimum of 0 and a maximum of 2 units from this list: LIST B	6				

Programme code	UXXX-AYB05
Programme title	BSc(Hons) International Management and Modern Languages (French) with Year Abroad
Award type	Bachelor of Science with Honours
Award title	

Mode of Attendance	Thick Sandwich
Length	4 Years
State if coexistent M-level programme	
State any designated alternative programme(s)	
Approving body and date of approval	Update approved FLTQC 2018

Year 1									
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
1	1	All Year	PL10987	French Written and Spoken Language 1	Compulsory Unit	12	Yes		
		Semester 1	MN10070	Business economics	Compulsory Unit	6			
		Semester 1	MN10077	Quantitative methods and data analysis	Compulsory Unit	6			
		Semester 1	MN10078	National business environment of UK - legal aspects	Compulsory Unit	6			
		Semester 1	PL10115	French business environment 1: economic & industrial environment	Compulsory Unit	6			
		Semester 2	MN10079	The UK macroeconomic environment	Compulsory Unit	6			
		Semester 2	MN10331	Accounting for managers	Compulsory Unit	6			
		Semester 2	PL10120	French business environment 2: legal environment	Compulsory Unit	6			
		Semester 2	PL10949	France from the First World War to May 68	Compulsory Unit	6			

Year 2									
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
2	2	All Year	PL20961	Continuity and change in contemporary French politics and society, 1969 to today	Compulsory Unit	12			
		All Year	PL20990	French Written and Oral Communication in the Business Context 2	Compulsory Unit	12	Yes		
		Semester 1	MN20080	People and organisations	Compulsory Unit	6			
		Semester 1	MN20081	Principles of marketing	Compulsory Unit	6			
		Semester 1	MN20082	European business environment: European integration & legal structure	Compulsory Unit	6			
		Semester 2	XX20086	French comparative employee relations	Compulsory Unit	6			
		Semester 2	MN20010	Company law	IM2001 Optional Units:	6			
		Semester 2	MN20012	Economics of strategy: the firm		6			

	Semester 2	MN20014	Managing enterprise information systems	Select a minimum of 0 and a maximum of 1 units from this list: LIST B	6			
	Semester 2	MN20017	Operations management		6			
	Semester 2	MN20050	Supply management		6			
	Semester 2	MN20291	Human resource management 1		6			
	Semester 2	MN20624	People and innovation		6			
	Semester 2	MN10311	Corporate finance and investment appraisal		IM2004 Optional Units: Select a minimum of 1 and a maximum of 2 units from this list: LIST A	6		
	Semester 2	MN20485	Accounting and decision making for managers		6			

Year 3									
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
2	3	All Year	XX20093	Year abroad in France - work placement	IM3002 Optional Units: Select 1 unit from this list:	60			
		All Year	XX20095	Year abroad in France - academic exchange		60			
		All Year	XX20097	Year abroad in France - academic exchange & work placement		60			

Year 4									
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
3	4	All Year	PL30991	French Written and Spoken Language in the International Business Context 3	Compulsory Unit	12	Yes		
		Semester 1	MN30085	The internationalisation of business	Compulsory Unit	6			
		Semester 1	PL30017	Genre et politique: la France en perspective comparée	IM4001 Optional Units: Select a minimum of 0 and a maximum of 2 units from this list:	6			
		Semester 1	PL30873	Liberte, Egalite, Fraternite - perception(s) et realite(s) dans la société française		6			
		Semester 1	MN20027	Economics of strategy: rivalry	IM4003 Optional Units: Select a minimum of 1 and a maximum of 3 units from this list:	6			
		Semester 1	MN20032	E-business		6			
		Semester 1	MN20034	Brand management		6			
		Semester 1	MN20433	Decision making & leadership		6			
		Semester 1	MN20448	Business & the natural environment		6			
		Semester 1	MN20502	Principles of finance for managers		6			

Semester 1	MN30036	Advertising theory and practice		6			
Semester 1	MN30039	Employment law		6			
Semester 1	MN30067	Treasury management		6			
Semester 1	MN30105	Advanced consumer behaviour		6			
Semester 1	MN30109	Business-to-business marketing		6			
Semester 1	MN30266	Decision making		6			
Semester 1	MN30281	Privacy, trust and security in information systems		6			
Semester 1	MN30372	Marketing and society		6			
Semester 1	MN30447	Antitrust & strategy		6			
Semester 1	MN30449	Strategic management		6			
Semester 1	MN30469	Advanced management accounting		6			
Semester 1	MN30222	Innovation, industrialisation & international competitiveness		6			
Semester 1	MN30575	Entrepreneurship and innovation		6			
Semester 2	PL30594	France in the global economy	Compulsory Unit	6			
Semester 2	PL30027	French national option F11: La persuasion et la propagande	IM4004 Optional Units: Select a minimum of 0 and a maximum of 2 units from this list: IM4005 Optional Units: Select a minimum of 1 and a maximum of 3 units from this list: LIST A IM4006 Optional Units: Select a minimum of 0 and a maximum of 2 units from this list: LIST B	6			
Semester 2	PL30900	Les banlieues de la République		6			
Semester 2	MN30062	International business law		6			
Semester 2	MN30400	Doing business in China: opportunities and challenges		6			
Semester 2	MN30409	Business strategy in the global economy		6			
Semester 2	MN30441	International marketing management		6			
Semester 2	MN20211	Advanced corporate finance		6			
Semester 2	MN30054	Strategy & human resource management	IM4006 Optional Units: Select a minimum of 0 and a maximum of 2 units from this list: LIST B	6			
Semester 2	MN30209	Investment banking		6			
Semester 2	MN30270	Virtual organising: understanding group behaviour online		6			
Semester 2	MN30290	Management consulting: data driven approaches		6			
Semester 2	MN30371	Economic governance and industrial policy		6			
Semester 2	MN30436	Contemporary issues in business and society		6			
Semester 2	MN30444	UK tax and tax planning for the growing business		6			
Semester 2	MN30468	Auditing & accountability		6			

	Semester 2	MN30575	Entrepreneurship and innovation		6			
	Semester 2	MN30602	Leading and managing change		6			
	Semester 2	MN30626	Financial statement analysis and security valuation		6			
	Semester 2	MN30676	Management science		6			
	Semester 2	MN30626	Financial statement analysis and security valuation		6			

Semester 2

Programme code	UXXX-AYB06
Programme title	BSc(Hons) International Management and Modern Languages (Spanish) with Year Abroad
Award type	Bachelor of Science with Honours
Award title	
Mode of Attendance	Thick Sandwich
Length	4 Years
State if coexistent M-level programme	
State any designated alternative programme(s)	
Approving body and date of approval	Update approved FLTQC 2018

Year 1

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
1	1	All Year	PL11002	Spanish Written and Spoken Language 1	Compulsory Unit	12	Yes		
		Semester 1	MN10070	Business economics	Compulsory Unit	6			
		Semester 1	MN10077	Quantitative methods and data analysis	Compulsory Unit	6			
		Semester 1	MN10078	National business environment of UK - legal aspects	Compulsory Unit	6			
		Semester 1	PL10453	Spanish business environment 1: economic and industrial environment	Compulsory Unit	6			
		Semester 2	MN10079	The UK macroeconomic environment	Compulsory Unit	6			
		Semester 2	MN10331	Accounting for managers	Compulsory Unit	6			
		Semester 2	PL10454	Spanish business environment 2: legal environment	Compulsory Unit	6			
		Semester 2	PL10951	Spain from 1975 to the present	Compulsory Unit	6			

Year 2									
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
2	2	All Year	PL20958	Introduction to 20th and 21st century Latin America	Compulsory Unit	12			
		All Year	PL21005	Spanish Written and Oral Communication in the Business Context 2	Compulsory Unit	12	Yes		
		Semester 1	MN20080	People and organisations	Compulsory Unit	6			
		Semester 1	MN20081	Principles of marketing	Compulsory Unit	6			
		Semester 1	MN20082	European business environment: European integration & legal structure	Compulsory Unit	6			
		Semester 2	PL20466	Comparative employee relations (Spanish)	Compulsory Unit	6			
		Semester 2	MN20010	Company law	IM2001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list: LIST B	6			
		Semester 2	MN20012	Economics of strategy: the firm		6			
		Semester 2	MN20014	Managing enterprise information systems		6			
		Semester 2	MN20017	Operations management		6			
		Semester 2	MN20050	Supply management		6			
		Semester 2	MN20291	Human resource management 1		6			
		Semester 2	MN20624	People and innovation		6			
		Semester 2	MN10311	Corporate finance and investment appraisal	IM2004 Optional Units: Select a minimum of 1 and a maximum of 2 units from this list: LIST A	6			
		Semester 2	MN20485	Accounting and decision making for managers		6			

Year 3									
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
2	3	All Year	XX20047	Year abroad in Spain and/or Latin America - option A: work placement	IM3003 Optional Units: Select 1 unit from this list:	60			
		All Year	XX20048	Year abroad in Spain and/or Latin America - option B: academic exchange		60			
		All Year	XX20049	Year abroad in Spain and/or Latin America - option C: academic exchange & work placement		60			

Year 4									
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
3	4	All Year	PL31006	Spanish Written and Spoken Language in the International Business Context 3	Compulsory Unit	12	Yes		
		Semester 1	MN30085	The internationalisation of business		6			
		Semester 1	MN20027	Economics of strategy: rivalry		6			
		Semester 1	MN20032	E-business		6			
		Semester 1	MN20034	Brand management		6			
		Semester 1	MN20433	Decision making & leadership		6			
		Semester 1	MN20448	Business & the natural environment		6			
		Semester 1	MN20502	Principles of finance for managers		6			
		Semester 1	MN30036	Advertising theory and practice		6			
		Semester 1	MN30039	Employment law	IM4003 Optional Units: Select a minimum of 1 and a maximum of 3 units from this list:	6			
		Semester 1	MN30067	Treasury management		6			
		Semester 1	MN30105	Advanced consumer behaviour		6			
		Semester 1	MN30109	Business-to-business marketing		6			
		Semester 1	MN30266	Decision making		6			
		Semester 1	MN30281	Privacy, trust and security in information systems		6			
		Semester 1	MN30372	Marketing and society		6			
		Semester 1	MN30447	Antitrust & strategy		6			
		Semester 1	MN30449	Strategic management		6			
		Semester 1	MN30469	Advanced management accounting		6			
		Semester 1	MN30575	Entrepreneurship and innovation	IM4009 Optional Units: Select a minimum of 0 and a maximum of 2 units from this list:	6			
		Semester 1	MN30222	Innovation, industrialisation & international competitiveness		6			
		Semester 1	PL30568	The politics of democracy & development in Latin America		6			
		Semester 1	PL30569	The post-Franco party political system in Spain		6			
		Semester 2	PL30593	Latin America in the global economy		6			
		Semester 2	MN30062	International business law	IM4005 Optional Units: Select a minimum of 1 and a maximum of 3 units from this list: LIST A	6			
		Semester 2	MN30400	Doing business in China: opportunities and challenges		6			
		Semester 2	MN30409	Business strategy in the global economy		6			
		Semester 2	MN30441	International marketing management		6			
		Semester 2	MN20211	Advanced corporate finance		6			

Semester 2	MN30054	Strategy & human resource management	IM4006 Optional Units: Select a minimum of 0 and a maximum of 2 units from this list: LIST B	6		
Semester 2	MN30209	Investment banking		6		
Semester 2	MN30270	Virtual organising: understanding group behaviour online		6		
Semester 2	MN30290	Management consulting: data driven approaches		6		
Semester 2	MN30371	Economic governance and industrial policy		6		
Semester 2	MN30436	Contemporary issues in business and society		6		
Semester 2	MN30444	UK tax and tax planning for the growing business		6		
Semester 2	MN30468	Auditing & accountability		6		
Semester 2	MN30575	Entrepreneurship and innovation		6		
Semester 2	MN30602	Leading and managing change		6		
Semester 2	MN30626	Financial statement analysis and security valuation		6		
Semester 2	MN30676	Management science		6		
Semester 2	PL30728	The international relations of Latin America	IM4010 Optional Units: Select a minimum of 0 and a maximum of 2 units from this list:	6		
Semester 2	PL30876	Mujeres y hombres en la Espana contemporanea: del siglo XX hasta nuestros dias		6		
Semester 2	PL30888	Rebellion and utopia in Latin American popular struggles		6		

Assessment weightings and decision references			
Stage	Weighting within programme	NFAAR-UG decisions reference See NFAAR-UG information at: https://www.bath.ac.uk/publications/nfaar-ug-and-appendices/attachments/nfaar-ug.pdf	
Stage 1	0%	Main assessment: Appendix 11 Supplementary assessment: Appendix 12	
Stage 2	24%	Main assessment: Appendix 11 Supplementary assessment: Appendix 12	
Stage 3	8%	Main assessment: Appendix 11 Supplementary assessment: Appendix 12	
Stage 4	68%	Main assessment: Appendix 27 Supplementary assessment: Appendix 28	

Further information

Section in this Handbook on **Assessment**.

Definitions of assessment terms: www.bath.ac.uk/registry/nfa/nfaar-ug-appendix-02.pdf

UNIT AND PROGRAMME CATALOGUES

This is where you will find details about all individual units for the current academic year:
<http://www.bath.ac.uk/catalogues/>

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

TIMETABLES

Programme and unit timetable information can be found online at: www.bath.ac.uk/timetable

You can also use MyTimetable to create a customised programme timetable that can be downloaded into an electronic calendar: www.bath.ac.uk/timetable/MyTimetable

The timetable is drawn up centrally upon the basis of option choices recorded. We will try to eliminate clashes but students who seek to change their options at the last minute may find that this is impossible. If you discover a clash, you should contact the Director of Studies or your Programme Administrator. Timetabling is an extremely complex operation and early morning or late afternoon lectures or seminars cannot always be avoided.

Timetables for the current semester are posted at www.bath.ac.uk/timetable/ a few weeks before the semester begins. These are general timetables for your programme and year so not all the information will be applicable to you personally. Using the unit codes of your units, which you can find in the on-line Programme and Unit Catalogue, you have to translate the general timetable into your personal timetable. Timetable slots identified as lectures are the most important ones. Seminars/tutorials/practicals will not normally take place every week: check the week numbers listed for each slot. More detailed information about seminar groups and the weeks in which they meet will normally be provided in the first lecture of a unit. The University is developing a system which will create individual timetables through SAMIS.

Understanding the general timetable and generating your personal timetable can be a rather confusing exercise. Your Personal Tutor will be happy to provide assistance where required. Given the complexity of the timetabling procedure, it can easily happen that the timetables handed out at the beginning of the semester are not fully correct. You always need to be prepared for minor changes, which might need to be made in the first few days of the semester.

The complexity of the timetable is such that we cannot normally accommodate requests from individuals to avoid classes at certain times, or to switch seminar groups so as to be with their friends. We will try to help students who have childcare commitments or regular hospital appointments, but make no promises; if you don't have compelling reasons such as these, please don't ask! The Director of Studies is the person to contact about timetable problems.

OPTION CHOICES

Information about how and when to choose your option units can be found at:
www.bath.ac.uk/catalogues/information/students/online-unit-selection

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.

PLACEMENTS

The University is committed to supporting placements in order to enhance the vocational relevance of its programmes and the learning experience of its students. Each Faculty and the School has a dedicated placements team to support and guide you through the process of applying for, securing and successfully completing a placement. The contact details for your Placements Manager and Placement Tutor can be found in the front of this Handbook.

You can expect to receive placement preparation support on the application process (i.e. CV writing, production of covering letters and applications, interview skills, assessment centres) as well as practical placement support (such as where to find information on visas, accommodation, money etc). For some placements, there is a requirement for a Disclosure and Barring Service (DBS) check and you should liaise with your placements support team for further guidance.

Before going on placement you will receive a University Placement Handbook containing generic advice and information for whilst you are on placement.

If you are on a placement of one semester or longer in the UK you can normally expect to be visited by staff at least once during your placement. If you are on a placement overseas, staff will either visit, where practical, or arrange an alternative way of keeping in contact.

During the placement you will be expected to complete the Personal Objectives and Learning Outcomes forms (POLO) or equivalent (which helps you to structure your placement objectives and personal development).

A re-induction activity will be conducted to welcome you back from placement and update you on any changes that may have occurred at the University during your time away.

Further information

University Placement Handbook and other information for placement students:

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

YEAR ABROAD

The Year Abroad forms a key, compulsory feature of the International Management and Modern Languages degree at Bath. Its aim is to enable you to integrate theory and practice and to gain professional and personal skills which will be of value during your further studies and in your future career. The excellent employment rate of IMML graduates is largely due to the “hands on” experience and skills they gain from their Year Abroad.

Students must take every opportunity during Year Three to optimise the learning experience relating to academic course content, develop personal and interpersonal skills and learn professional expectations and behaviour.

Specific Objectives of the IMML YEAR ABROAD are:

- To promote the development of high level competence in the foreign language;
- To acquire in-depth personal experience of the culture of the language being studied;
- To gain professional experience through a work placement which involves a range of tasks and which gives the opportunity to put management studies into practice.
- To continue academic studies in the foreign language in a prestigious business school

In addition to the above, living and working abroad will provide students with:

- The source material for a project or dissertation which forms part of the academic assessment of the placement period;
- Scope to develop and exercise thinking in a practical context;
- The opportunity for self-development through critical reflection and the chance to identify with a professional role.

By fulfilling these aims students lay a sound foundation for their Final Year studies and future careers.

Three Possible Schemes for the Year Abroad

1. One or two full-time work placements in a commercial or industrial organisation (a minimum of nine months' duration in total)
2. A combination of:
 - (A) a period of academic study at a business school abroad and
 - (B) a work placement
 (a minimum of nine months' duration in total)
3. Study at a business school abroad for two semesters or three terms (a minimum of nine months' duration in total)

We cannot guarantee that all who wish to spend the full year on placement will be able to do so but every effort will be made to assist.

Support and Advice

The IMML Year Abroad Office is located on **Level One of East Building**, together with the School of Management Placements and Exchanges Offices.

IMML students will be provided with a series of preparatory briefings, one-to-one discussions with Year Abroad Officers, Mock Interview Days and personal development sessions throughout Year 2 to prepare them for the Year Abroad.

A detailed account of the assistance and advice provided by the Year Abroad Staff and the system for finding placements and business school openings is available on Moodle.

What is expected of you?

Students on their Year Abroad remain at all times students of the University of Bath as well as employees, and should behave in a responsible and professional manner to enhance the reputation of their course/University and maximise the potential for repeat placements in future years. The success of a work placement or study period depends to a large extent on personal commitment, pro-activity and enthusiasm of the student. Be punctual and work to the best of your ability. Don't be afraid to ask questions if you are not sure what is expected of you!

SUBMISSION DEADLINES

Assignments are due at 3pm on the date of the deadline unless otherwise specified. For information on extensions and late submissions, please see the 'Assessment' section of the handbook. The university is committed to anonymous marking, and the Department of PoLIS is practicing anonymous submissions where practical (presentations, oral exams and dissertations will remain some of the exceptions). Where applicable, the process of submission of anonymised work will be as follows:

- Essays must be submitted by the due date electronically via Moodle and in hard copy (where required). Hard copies must be submitted in the drop boxes available near

the departmental office. If drop boxes are not available for a unit, please contact the main office.

- Please refer to the 'Assignment Submission Procedure' on the [PoLIS Virtual Undergraduate Hub](#) for details on how to submit your assignment.
- Students will have the final responsibility for ensuring that the correct sheet and number is attached to their essay and that their essay and cover sheets are stapled together.
- Essays should be printed on A4-sized paper. Use one-and-a-half or double line space and a reasonably sized font (12 pitch in most fonts). Print on one side of the paper only unless advised otherwise. Pages must be secured with a staple in the top left hand corner.
- You must retain an electronic copy of every piece of coursework you submit (it is a good idea to retain a hard copy as well). This is in case of loss.

MARKING CRITERIA

BA Modern Languages and European Studies, BA Language & Politics, BSc International Management and Modern Languages, BSc Politics with Economics, BSc Politics with International Relations

Generic Marking Criteria

The mark range for submitted, completed work is normally 30% - 100%. In tests where there are right/wrong answers, the whole range of marks from 0 to 100 may be used. Interval marking in the First Class is not applicable to language work (i.e. for Written and Spoken Language / Written and Oral Communication units).

Mark range	Knowledge and understanding of relevant ideas and methods	Ability to apply relevant ideas and methods to specific problems or issues, and take a critical approach	Clarity of expression, presentation of material and overall structure (including referencing)	In respect of foreign language use <i>consistent with the level of attainment</i> (where applicable)
86+	<i>As below plus:</i> Work of exceptional quality which fulfils all the requirements of the exercise to a standard higher than that which could reasonably be expected of an undergraduate			Note: the <i>level of attainment</i> refers to the standard expected at a given level of study – eg one year post A-level, two years post A-level, etc.
85	<i>As below plus:</i> Work of outstanding quality which fulfils all the requirements of the exercise to the highest standard that could reasonably be expected of an undergraduate			
80	<i>As below plus:</i> Evidence of unusual originality, creativity and/or critical insight			
76	<i>As below plus:</i> Evidence of exceptionally wide, independent and relevant reading, and a thorough and sophisticated grasp of key ideas/concepts			
73	<i>As below plus:</i> Evidence of the ability to argue cogently from evidence, to generalize maturely, and to answer all parts of a question and achieve a sensible balance between them			
70	Evidence of sustained interest in the topic and an ability to engage the reader/interlocutor	Evidence of a thorough grasp of key ideas / concepts.		A high degree of fluency and precision <i>consistent with the level of attainment</i> is to be expected, although minor slips may be present.

		<p>Evidence of originality and / or very good critical insight. Evidence of very good use of examples to illustrate points and to justify arguments.</p> <p>Evidence of wide, relevant reading</p>		<p>The ability to demonstrate an appropriate command of sentence structure, lexis, register and idiom.</p>
Mark Range	Knowledge and understanding of relevant ideas and methods	<p>Ability to apply relevant ideas and methods to specific problems or issues, and take a critical approach</p>	<p>Clarity of expression, presentation of material and overall structure (including referencing)</p>	<p>In respect of foreign language use <i>consistent with the level of attainment</i> (where applicable)</p> <p>Note: the <i>level of attainment</i> refers to the standard expected at a given level of study – eg one year post A-level, two years post A-level, etc.</p>
60-69	<p>Evidence of ability to answer all parts of a question.</p> <p>Evidence of interest in the topic.</p>	<p>Evidence of the ability to identify and understand key ideas / concepts.</p> <p>Evidence of appropriate use of examples to illustrate points and to justify arguments.</p> <p>Evidence of appropriate reading.</p>	<p>Evidence of the ability to structure an essay/project/presentation, to select, analyse, and order, with some attempt to synthesise and conclude.</p> <p>Evidence of appropriate reading.</p> <p>Bibliographical and other references should be presented in a form appropriate to the exercise.</p> <p>Clear, accurate and appropriate use of language</p>	<p>Very good command of the language <i>consistent with the level of attainment</i> is to be expected, showing facility and very few errors.</p> <p>The ability to handle sentence structure naturally, and to demonstrate some awareness of stylistic variation.</p>
Lower Second (iii)	50-59	Limited evidence of interest in the topic.	<p>Some evidence of ability to identify key ideas presented: may indicate a narrative or cataloguing approach.</p>	<p>Evidence of the ability to describe a subject in an organized way, with some attempt at analysis, and to demonstrate knowledge of the subject, with limited explanation or discussion of the material.</p> <p>Satisfactory command of the language <i>consistent with the level of attainment</i> is to be expected.</p>

	Some evidence of ability to select appropriate examples to illustrate points and to justify arguments.	Limited evidence of relevant reading.	Limited bibliographical and other references	Competent manipulation of sentence structure, with some evidence of development and complexity, and not more than a small dose of grammatical errors.
Third (III)	<p>Little evidence of interest in the topic.</p> <p>40-49 The student should clearly be able to communicate identifiable facts and concepts.</p>	<p>Very limited evidence of ability to select appropriate examples to illustrate points.</p> <p>Little evidence of relevant reading.</p>	<p>Clear use of language.</p> <p>Evidence of the ability to write/talk descriptively about a subject, but with little or no attempt to generalize or to discuss. Poor bibliographical and other references</p> <p>Unreliable use of language.</p>	<p>Accuracy will take precedence over ambition</p> <p>Some evidence of the ability to control the language for the purpose of effective written communication and <i>consistent with the level of attainment</i>.</p> <p>Work will be broadly coherent and comprehensible.</p> <p>Sentence structure will be generally simple.</p> <p>Grammatical and other errors will not be such as seriously to impede comprehension.</p>

	Mark Range	Knowledge and understanding of relevant ideas and methods	Ability to apply relevant ideas and methods to specific problems or issues, and take a critical approach	Clarity of expression, presentation of material and overall structure (including referencing)	In respect of foreign language use <i>consistent with the level of attainment</i> (where applicable)
Fail	35-39	Evidence of some ability to identify and describe relevant facts and issues, but with no grasp of concepts.	Inadequate evidence of relevant reading.	Poor or non-existent bibliographical and other references	<p>Note: the <i>level of attainment</i> refers to the standard expected at a given level of study – eg one year post A-level, two years post A-level, etc.</p> <p>Work will be intermittently coherent and comprehensible.</p>

	Inadequate evidence of ability to select appropriate examples to illustrate points.	Poor expression	Sentence structure will be seriously deficient.
30-34	Little or no evidence of the ability to communicate identifiable facts and concepts.	Irrelevant answer Muddled understanding	Grammatical and other errors will be such as seriously to impede comprehension. Little or no evidence of the ability to control the language. Failure to make oneself understood. Little awareness of sentence structure and numerous grammatical and other errors.

PRIZES

The Department awards a number of prizes each year in recognition of academic achievement. These may be for excellence in a particular unit, a group of related units within a subject area or for the programme as a whole.

The prizes offered may change from year to year - please contact your Director of Studies for details of the awards currently offered.

FURTHER STUDY

Many of our graduates go on to further study at Bath or elsewhere. The Department offers postgraduate programmes in Contemporary European Politics, Politics and International Relations, Interpreting and Translating, and Research. Further information can be found at <http://www.bath.ac.uk/polis/study/pgt/>. The School of Management offers a postgraduate programme in International Management.

<http://www.bath.ac.uk/management/courses/postgraduate/>

UNIT AND PROGRAMME CHANGES

We continually look for ways to develop and improve our programmes. For example:

- it might be desirable to make some updates to the content of the curriculum to reflect the latest developments in a particular field of study
- a review of the assessments across a programme (including feedback received) might identify that changes to an assessment would better support student learning.

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. For example:

- the accrediting body for a programme may require changes to be made to it
- it may not be possible to run a particular unit because a member of teaching staff with specialist expertise leaves the University and we are unable to find a suitable replacement
- it may not be viable to run a particular optional unit in a given year because very few students select it.

In such cases, the University will always try to ensure that any impact on students is minimised and that students are informed of the changes at the earliest opportunity.

All programme and unit changes are managed through a formal process set out by the University. The aim of this is to ensure that changes are academically appropriate and properly supported, take place in a timely manner, and safeguard the interests of students.

HOW YOUR PROGRAMME IS REVIEWED AND MONITORED

The University has in place a number of ways to ensure that programmes remain up-to-date, issues are dealt with and improvements made.

All programmes and units are monitored annually, looking at evidence for what is working well and identifying any actions that need to be taken. Taking account of student feedback,

including feedback given through unit evaluation and other student surveys, is a key part of unit and programme monitoring.

Departments also conduct periodic reviews of their programmes. These provide an opportunity for in-depth review and development, involving input from students and from an adviser(s) external to the University.

STUDY AND SUPPORT: GETTING THE MOST OUT OF YOUR STUDIES

ACCESSING UNIVERSITY EMAIL

You will need to use your University username and password to access your University email account. You are able to access your email by going to <http://outlook.office.com/>

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, unit enrolment, assessment, degree ceremonies, and matters such as tuition fees, via your University email account. It is a University requirement (Regulation 1.3) 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.

Further information

Email guidance: www.bath.ac.uk/guides/accessing-your-university-email-and-calendar

Regulation 1.3: www.bath.ac.uk/publications/regulations-for-students

YOUR STUDENT RECORD: SAMIS

SAMIS is the University's student records database. It provides an online portal where you can view details about your registration, update your contact details, and do other things such as viewing exam information, viewing your confirmed assessment results, and (where applicable) choosing optional units.

Further information

<https://samis.bath.ac.uk>

MOODLE

Moodle is the Virtual Learning Environment (VLE) used at the University of Bath. It is used by academic Departments to support learning and teaching at programme and unit level. It provides a platform for the delivery of resources and online activities, and can also support student interaction and collaboration.

Further information

<https://moodle.bath.ac.uk/course/view.php?id=52503>

PERSONAL TUTORING

When you join the University, you will be assigned a Personal Tutor who will help you to get the best out of your university experience. Your Personal Tutor will:

- support you in your academic progress and personal development
- discuss with you programme choices, placement opportunities and future career plans
- provide you with a reference for your placement or career
- guide you to sources of expert help with any personal/welfare issues.

Your Personal Tutor should arrange to meet with you on at least three occasions in your first semester and at least once per semester thereafter. This enables you both to get to know each other, such that you can raise any issues with your tutor and your tutor can support you fully through your programme. It is important that you attend scheduled meetings with your Personal Tutor and let them know in advance if you cannot attend. Many of these meetings may be in small groups but you can also request a one-to-one meeting.

If you should have reason to wish to change your Personal Tutor, please contact your Director of Studies to discuss the matter.

LANGUAGE AND ACADEMIC SKILLS SUPPORT AND DEVELOPMENT

To help you get the best out of your studies and your future employability, we offer all our students a comprehensive range of year-round skills and personal development opportunities designed to complement your academic programme.

These opportunities have been designed to give you choice and flexibility to help you get the support and development you need at the time you most need it.

You can choose from classes, tutorials, drop-in sessions, workshops and online resources, to develop a range of skills, including how to:

- create well-written, clearly structured essays, reports and dissertations
- think critically in order to enhance your writing
- manage information sources and literature effectively
- give polished and effective academic presentations
- manage and analyse numbers, data and statistics
- enhance your use of mathematical tools
- use IT tools and resources effectively
- enhance your existing language proficiency, or learn a new language.

There are many opportunities available to you through our Careers Service and Students' Union to help you develop your skills and prepare for the workplace. For example:

- writing an effective job application and CV
- succeeding at interview or assessment centre
- leading and managing projects
- chairing meetings
- running a club or society.

Further information

Find out more about the skills support and development opportunities available here:

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

RECOGNITION FOR EXTRA-CURRICULAR ACTIVITIES: THE BATH AWARD

The Bath Award is open to all undergraduate and postgraduate students. It recognises the experiences, skills and strengths you have gained through participation in extra-curricular activities, volunteering, work experience, part-time work, global opportunities and more. The Award enables you to reflect on your personal development as a student and future

employee. Completing the Award will enhance your employability, increase self-awareness of your skills and enable you to articulate these effectively to future employers.

Further information
thesubath.com/bathaward

THE LIBRARY

The Library is open 24 hours a day, all year round, and provides print and electronic materials and information services to support study and research across the University. It houses over 500 PCs, wireless networking throughout, and provides areas for both quiet individual study and group work. Alongside 360,000 printed books, it offers over 26,000 electronic journals, 516,000 electronic books, 100 databases for information, literature and data searching, the University's exam papers database, and digital versions of the University's academic publications. The Library's electronic services, resources and support materials are all available directly from the Library's web pages (<https://library.bath.ac.uk/home>). The Library's copy and print service provides access to black and white and colour photocopying, laser printing and scanning.

Information specialists, our Subject, School and Faculty Librarians are responsible for services to individual Departments and the School. You will find their contact details, and subject specific guidance on the dedicated web pages they have created. These pages include a large range of recommended resources and support materials and are listed under 'Resources for your Subject' on the Library homepage (<https://library.bath.ac.uk/home>).

Our Subject, School and Faculty Librarians provide individual help to students and staff, as well as teaching information skills in Department and School programmes and through general University skills provision. All new students receive library introduction sessions during the induction period.

Further information
This Department's library resources page is:
<http://www.bath.ac.uk/library/subjects/polis/index.html>
For information on all library services and resources: www.bath.ac.uk/library

COMPUTING SERVICES AND FACILITIES

Using your University username and password, you will be able connect to University computers, University email, the internet, file storage and printing services. You will also be able to get access to a range of free software, including Office 365 and antivirus. You can work from any location using our UniDesk and UniApps service, which gives you access to your files as if you were on campus.

If you would like to know more about these services, and how to access them, please visit:
<http://www.bath.ac.uk/campaigns/setting-up-your-it-as-a-student/>

IT Support is available from the IT Service Desk on Level 2 of the Library or online at:
<https://www.bath.ac.uk/guides/getting-it-support-and-advice/>

If you require learning assistance, Computing Services can support you with your computing needs. The Assistive Technology Team is available to provide advice and support. Additional resources are available, which include the Assistive Technology room, specialist software and computer hardware - including laptops for loan. Find out more at
<https://www.bath.ac.uk/professional-services/assistive-technology/>

The IT shop in the Library stocks popular products such as academic software, DVDs, network cables and headsets. You can order many further IT products through the shop. Prices are often lower than in high street shops.

The Audio-Visual Unit also provides a range of equipment and facilities that can be used in support of learning. Find out more at <https://www.bath.ac.uk/professional-services/audio-visual/>

The Department has one digital multi-media audio-visual language teaching laboratory in 1WN 2.8. This is used for scheduled classes and is kept locked for security reasons.

The Department also has a conference interpreting facility used primarily by students on the MA/Diploma in Interpreting and Translation. It is not usually available to undergraduates for private study.

Further information

Computing Services: www.bath.ac.uk/professional-services/computing-services

Information for new users: <http://go.bath.ac.uk/it-new-students>

Information for users requiring learning assistance: www.bath.ac.uk/professional-services/assistive-technology

IT shop: www.bath.ac.uk/locations/it-shop

Computing Services Twitter feed: [@UniofBathIT](https://twitter.com/UniofBathIT)

RECORDING OF LECTURES

‘Lecture capture’ technology is widely used on campus to record lectures. Lecturers on your units will inform you if lectures will be recorded and the recordings made available for you to view again online. Where provided, lecture recordings are made available as an additional resource for personal study and revision purposes, and you can pause and rewind recordings when you re-watch them. The University cannot guarantee recordings (for example in the event of a technical fault) and recordings are not made available indefinitely.

As set out in Ordinance 22.4, students are not permitted to copy or redistribute lecture recordings, or to make their own recordings of lectures. However, the University may permit students with a disability to record lectures where this is a reasonable adjustment under the provisions of the Equality Act, in order to give these students equal access to educational opportunities. In such circumstances, the lecturer will be informed that the lecture is being recorded and the student may use the recording for their own personal study purposes only. Students with a disability should contact the Disability Service for further advice.

Further information

Ordinance 22: www.bath.ac.uk/corporate-information/ordinances

Disability Service: www.bath.ac.uk/groups/disability-service

STUDENT REPRESENTATION

Feeding back your views to the University

The University is committed to reviewing and continually improving its practice. The University aims to engage students as active partners in their education (Education Strategy 2016/21). Three key ways in which we seek feedback are through:

- a) Staff / Student Liaison Committees (SSLCs)
- b) Surveys and evaluations
- c) The Students’ Union.

We also use focus groups, Departmental working parties, 'Lets' Talk' events, in-class opportunities and various kinds of feedback sessions.

You can get actively involved in determining how your educational and student experiences are organised by becoming active in the Students' Union, by letting your Department know that you are interested in contributing, and by working in partnership with staff in your academic department and across other services at the University to co-creation solutions to improve the learning and teaching, and wider student experience.

On top of the informal mechanisms like talking with your Unit Convenor and your Director of Studies, every Department has a formal system so that all students can comment routinely, in confidence and anonymously on the learning experience they have received. Such comments help us to check that:

- you have a clear idea of the aims and requirements of each unit you study
- our teaching is effective and stimulating
- the advice and feedback we provide on your work is helpful
- our resources are suitable.

You will be asked to complete a short online unit evaluation for units you have studied. You will also be asked to complete surveys from time to time on your experience of the programme as a whole. Please complete each evaluation fully, thoughtfully, and candidly. In particular, please tell us not only your opinion but also the *reasons* behind your opinion.

When we receive responses to evaluations, we analyse them – especially the positive suggestions for change and concerns that are voiced. 'We' doesn't just mean the University but students and their elected representatives too! Evaluation and survey data are always encouraged to be looked at in partnership between students and staff, so that solutions to the issues raised can be co-created together. Student feedback and the resulting actions are taken into consideration in annual monitoring of units and programmes. Survey results are discussed at committees where student representatives have the opportunity to input into any action plans developed in response to the issues raised.

Your feedback is important to both the University and the Students' Union. Please keep telling us what is going well and what needs to get better. Try not to store issues up for a future SSLC meeting or the Unit Evaluations. Talking early to your Unit Convenor and Director of Studies will mean that any potential issues can be solved sooner thus enhancing your own experience on a particular Unit. We will communicate how feedback on units and programmes, and the wider student experience, has been acted upon.

Student representatives

As a student of the University, you are automatically a member of the Students' Union (although you have a right to opt out - see section below on **Students' Union membership**). Officers of the Students' Union represent students' interests on University decision-making bodies. In addition, numerous elected student representatives play important roles on various Departmental, Faculty/School and University committees. All student representatives are elected through online elections facilitated by the Students' Union.

There are many opportunities for elected student representatives. If you are elected to serve on Departmental, Faculty/School or University committees you will be expected to represent the views of your fellow students and provide feedback following meetings.

Student representation on Committees

Departmental level:	Each Department has at least one Departmental Staff / Student Liaison Committee (SSLC). These comprise of several elected student members,
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	<p>known as Academic Reps, and an equal or smaller number of staff members. Academic Reps are elected at the beginning of every academic year through online elections. Their role involves collecting the views of the students on their programme and attending SSLCs where they represent these views to their Department.</p> <p>The Students' Union reviews minutes from SSLCs and other committees, meetings, forums and student insight and uses this to present a summary report for the University highlighting issues, which need to be addressed.</p> <p>There is also provision for student membership of the Department Learning, Teaching and Quality Committee: normally one undergraduate and one postgraduate (taught) representative.</p> <p>Academic Reps attend Students' Union meetings. These take place regularly during the academic year in order to:</p> <ul style="list-style-type: none"> • keep Students' Union Officers and fellow Academic Reps informed of academic developments throughout the University • discuss common problems and interests affecting Departments • gather student opinions and views to be used by the University and the Students' Union • update Academic Reps on key issues. <p>Do contact your student Academic Reps at any time to inform them of good practice or areas for enhancement in your units and programme. This is normally the person who represents your year or degree scheme on the Departmental SSLC.</p>
Faculty/ School level:	Student representatives are also elected as Faculty Reps to sit on a number of Faculty/School level committees such as the Faculty/School Board of Studies and the Faculty/School Learning, Teaching and Quality Committee. Faculty Reps are also members of the Students' Union Academic Exec Committee.
University level:	University committees with student representation include the Council/Senate/Students' Union, the University Learning, Teaching and Quality Committee, the Courses and Partnerships Approval Committee, and Senate.

If you are interested in opportunities to represent student views, please contact the Students' Union: academicreps@bath.ac.uk

The Students' Union, with support from the University, runs a full training programme for student representatives, which includes initial training at the beginning of the academic year and ongoing support and development opportunities.

If you need to raise a concern, remember there are various routes open to you. You can discuss issues directly with a lecturer, your Personal Tutor, or the Director of Studies.

Individual problems are often more readily resolved in this way. The Students' Union Advice and Support Service, described below, also provides students with information and confidential advice.

Further information

Your SSLC: <https://moodle.bath.ac.uk/course/view.php?id=51987>

Students' Union Academic Representation including contact details for Academic Reps: thesubath.com/academicreps

Election of Academic Reps: thesubath.com/elections

Student Engagement: shape your University: <https://www.bath.ac.uk/campaigns/student-engagement-shape-your-university/>

Outline election procedures are included in QA48 Student Engagement with Quality Assurance and Enhancement, Annex A: Staff/Student Liaison Committees:
<https://www.bath.ac.uk/publications/qa48-student-engagement-with-quality-assurance-and-enhancement/>

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. For further information on opting out of this membership, please go to the Code of Practice for the Students' Union: www.bath.ac.uk/university-secretary/guidance-policies/codeofpracticebusu.html

STUDENT SUPPORT

Most students find there are occasions when it can help to talk to someone about a personal problem or issue. In many cases your Personal Tutor, Director of Studies, or a Wellbeing Adviser (see the **Wellbeing Service** section below) will be able to help. However, sometimes more specialist help is needed. The University has a range of professional support services that you can approach directly. Your two main contact points are Student Services at the Roper Centre in 4 West and the Advice and Support Service in the Students' Union.

Student Services

Student Services can provide advice and support on a range of issues including:

- counselling and mental health
- disability issues
- money and funding
- wellbeing and welfare.

You can make an individual appointment or just pop in to our daily drop-in sessions.

Student Services can also provide letters confirming student status for a variety of purposes, which can be requested by logging on to SAMIS: www.bath.ac.uk/services/register-as-a-student-of-the-university-and-update-your-details

The Roper Student Services Centre in 4 West is open from 9.30am to 4.30pm throughout the year (tel: 01225 383838). Services are also available from the Virgil Building in Bath city centre.

For the full range of Student Services, see: <http://go.bath.ac.uk/student-services> or email: studentservices@bath.ac.uk

The Students' Union Advice and Support Service

The Students' Union Advice and Support Service provides information and advice for students on a range of topics affecting their education and wellbeing. This includes academic issues such as Individual Mitigating Circumstances (see the section in this Handbook on **Assessment**), changing course or assessment offences. They also provide Housing Advice on topics such as contract checks, landlord issues and council tax.

In addition, The SU Advice & Support team is one of the four departments at University of

Bath that students can report Harassment, Discrimination or Bullying incidents to as part of the [#NeverOK Report & Support](#) campaign.

The Students' Union Advice and Support Service is open Monday to Friday 9.00am to 5.00pm in term time (from 10.00am on Fridays) and 10.00am to 4.00pm during vacations (tel: 01225 386906, email: suadvice@bath.ac.uk)

The Advice and Support Service also supports the SU Diversity and Support groups – details of which can be found at: thesubath.com/diversity-support

For the full range of services see: thesubath.com/advice

Further information

A guide to the wide variety of support and information available to students can be found at: www.bath.ac.uk/students and the Students' Union website: thesubath.com

Wellbeing Service

The University's professionally qualified Wellbeing Advisers provide a welfare and wellbeing service to all our students. You can talk to a Wellbeing Adviser about anything and we are also available evenings and weekends.

We hold daily drop-in sessions on campus, including weekends and University vacations. Drop-in sessions are also held at the Virgil Building in Bath city centre and we run activities over Christmas and Easter for students who remain in Bath.

Further information

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

ADVICE FOR INTERNATIONAL STUDENTS

The Student Immigration Service provides immigration advice and support for all international students, including a Tier 4 extension service if you need to extend your visa. The Service offers workshops, a daily drop-in service, advice via email, phone and web-based platforms, or individual appointments can be made through the Helpdesk in The Roper Student Services Centre, 4 West.

Further information

www.bath.ac.uk/topics/visas

Student Services organise University-wide induction and welcome events in September. Events are also organised for incoming exchange students at the start of each semester.

Further information

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

For students who join outside of the standard semester dates, induction and welcome events are organised by the relevant Department.

DEALING WITH A PROBLEM INVOLVING THE UNIVERSITY

We want to ensure that, if you have a problem concerning the University, it is resolved as quickly as possible. As described above, there are student representatives on all formal decision-making committees – at Departmental, Faculty/School and University level. Student representatives help to anticipate potential problems and, when problems occur, to raise

them so that they can be dealt with promptly. As a result we can often resolve problems before they get to the stage where a formal complaint might be necessary.

The Students' Union offers advice for students on a range of issues through its Advice and Support Service. Its advice is independent of the University. See the section above on **Student Support**.

Complaints

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 (see below).

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. When we receive a complaint, we will first seek to deal with it through informal discussion. If this fails to resolve the issue at hand, you can raise the complaint formally.

There are separate procedures for requesting a review of progression or award classification decisions. See the section in this Handbook on **Procedures for Academic Appeals**.

Further information

Student Complaints: www.bath.ac.uk/guides/student-complaints-procedure

Bullying, harassment and victimisation

We believe that all our students and employees are entitled to be treated with dignity and respect and to be free from discrimination, victimisation, bullying, or any form of harassment. This is set out in the University's policy, Dignity and Respect for Students and Staff of the University of Bath: Policy and Procedure for Dealing with Complaints (below).

This policy and procedure applies to all staff, students and third parties (e.g. contractors to the University). University of Bath launched an online Report and Support tool, where all staff, students, and visitors can report discrimination, misconduct, harassment or assault by using this tool. You can report anonymously or get support from an adviser.

Further information

Dignity and Respect Policy:

www.bath.ac.uk/equalities/policiesandpractices/dignityandrespectpolicy.pdf

Report and Support tool:

<https://www.bath.ac.uk/campaigns/report-and-support/>

Mediation

If you are involved in a disagreement or dispute, you can seek help from the University's Mediation Service. This service is impartial, non-judgemental, and confidential. Requests for mediation support should in the first instance be made to the Mediation Service Manager.

Further information and contacts

Mediation Service: www.bath.ac.uk/guides/mediation

Mediation Service Manager: 01225 383098 or equalsdiv@bath.ac.uk

ADVICE FOR STUDENTS WITH DISABILITIES, LONG-TERM ILLNESS, AND SPECIFIC LEARNING DIFFICULTIES

If you have a disability and/or specific learning difficulty (such as dyslexia), we strongly advise you to speak to the Disability Service team, your Personal Tutor or Director of Studies as soon as possible and preferably before your programme begins. Referral to the Disability Service will enable us to assess your needs and make arrangements to support you.

Any personal information you give when disclosing your disability will be treated in confidence and made available *only* to relevant members of staff and only *with your permission*. If you don't disclose your disability it may be difficult for the University to provide suitable support to help you during your studies. Disclosure will not disadvantage you in any way.

The Disability Service provides advice, guidance, information and support for a range of needs including:

- Autism Spectrum Disorders/Asperger's Syndrome
- dyslexia and other specific learning difficulties
- mental health
- mobility impairments
- sensory impairments
- health conditions such as epilepsy, HIV, diabetes or chronic fatigue.

A screening process is available if you think you may have a specific learning difficulty/dyslexia.

Disability Advisers are also responsible for making applications for alternative arrangements for exams and assessments. Therefore, if you think that, because of a disability, you need alternative exam arrangements (such as extra time or the use of a computer) please discuss this with a Disability Adviser without delay.

Further information

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

PREGNANCY AND MATERNITY

The University is committed to being as flexible as possible in supporting students who become pregnant, decide to terminate a pregnancy or have a very young child. You are not under any obligation to inform the University of these circumstances, but doing so will enable us to put in place arrangements that will assist you in undertaking your programme of study.

You can seek advice, guidance and support via your Director of Studies, Personal Tutor and the University's Student Services.

Further information

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

CARE-LEAVERS, ESTRANGED STUDENTS, REFUGEES AND YOUNG ADULT CARERS

The University is committed to supporting students from a wide range of backgrounds and circumstances including those who are care leavers, from a Foyer or are estranged from their family. We are aware of the challenges students may face when starting university and we want you to get the best out of your programme and university experience. We are able to offer you advice and guidance about settling in, academic studies, funding, accommodation, wellbeing and careers. The service we provide is confidential and entirely optional in relation to the level of support you feel that you may need.

We also offer eligible undergraduate students a non-repayable bursary of £1,000 per academic year plus £1,000 to help with start-up costs and a further £1,000 on graduation – a maximum of £7,000 over a 5-year programme including placement.

Further information

www.bath.ac.uk/guides/additional-support-and-funding-for-care-leavers-foyer-residents-and-estranged-students/

EQUALITY, DIVERSITY AND INCLUSION

The University of Bath is fully committed to fostering an inclusive and supportive working and learning environment, where difference is celebrated and seen as a strength and where all members of the University community (including students, staff, visitors and third parties) have mutual respect for each other. Instances of bullying, harassment and discrimination hinder the development of such an environment and negatively impact on the individual's self-worth and wellbeing, as well as on our wider community. At University of Bath, we value, promote and celebrate inclusion, challenging discrimination and putting equality, diversity and belonging at the heart of everything we do.

Further information

There is a range of information and resources available at
<https://www.bath.ac.uk/professional-services/equality-diversity-and-inclusion/> or email:
[equalsdiv@bath.ac.uk](mailto>equalsdiv@bath.ac.uk)

Protected Groups

There are nine protected characteristics identified in the Equality Act 2010:
<https://www.bath.ac.uk/guides/protected-groups/>

Resources

Equality and Diversity Policies, Practices and resources can be found on this page:
<https://www.bath.ac.uk/corporate-information/equality-and-diversity-policies-practices-and-resources/>

CAREERS SERVICE

The University Careers Service can support you through the career planning process, whatever your career aspirations. In addition to providing support with developing your employability, and guidance on how to make informed career decisions, members of the Careers team will provide help with perfecting your CV, practising aptitude tests, and improving your interview skills. Being in regular contact with several hundred major employers, the Careers Service is also a fantastic source for internship and graduate job vacancies for Bath students, as well as the organiser of several major careers fairs each year.

Further information

The Careers Service is open throughout the year, including the vacations.
Check the web site for opening times: www.bath.ac.uk/students/careers
The web site includes the *Myfuture* vacancies portal.

Contact careers@bath.ac.uk or 01225 386009 or follow the Careers Service on Twitter @CareersatBath or Facebook (search for BathUniCareers).

ASSESSMENT

FEEDBACK TO STUDENTS ON ASSESSMENT

During your programme, you will receive feedback on assessed work. Feedback on assessments may take different forms, depending on your subject and the 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 formal written examinations, you may receive general feedback relevant to all who sat the exam 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.

Assessment in the Department

Most units taught in the Department are assessed by a combination of either coursework and examination or coursework and final essay, giving at least two opportunities for feedback on performance. There are five or more pieces of assessed coursework over the year in language units, contributing at least 30% of the total marks. In other units coursework contributes 20%, 33% or 50% of the total mark, with the exam or final essay providing the remainder. A small number of units are assessed wholly by coursework or wholly by examination. At the end of each semester, the assessments will be aggregated to give you an overall mark out of 100 for each unit.

Coursework can take a variety of forms. In language units it will include tests, translations, oral presentations and writing in the target language. In other units the most common forms of coursework are seminar presentations and essays. Most seminar presentations are oral team exercises but many will have an additional individual written component.

Not all the assignments you are given may "count" in terms of how you are assessed. Those which do are referred to as *assessed coursework*. We undertake to make very clear to you what is assessed and what is not, but if you are in any doubt you should ask the teacher concerned. In practice most assignments will be assessed, particularly after the first year.

The way in which each individual unit is assessed will be explained to you at the start of the academic year and will be stated in writing on the reading list or a separate handout. A summary is also given in the relevant entry in the Unit Catalogue. If you are in any doubt about what "counts" (and how much it counts for) please ask either the teacher.

In first year core units you will receive guidance on how to prepare for essays and exams. You will also receive guidance on how to prepare for seminar presentations in the first or second year, depending on your programme and choice of units.

In the second and final years, examinations and pieces of assessed coursework which carry more than 2% of the marks in the overall degree scheme are "moderated" by a second marker in the interests of fairness. They are also moderated by an "external examiner" from another institution, who ensures that standards are compatible with those in other universities. Final year language oral examinations are recorded to permit moderation by an External Examiner. Written examinations are anonymous (the student's name does not appear). As the Department has a rigorous system of second marking and external moderation in place to ensure the fairness of marks, requests for the assessments to be re-marked are not accepted.

Feedback on assessed coursework

Coursework will be returned within three weeks (though final essays submitted at the end of Semester 2 may take longer). Where a unit is assessed by coursework and examination, we

undertake to return the coursework before the exam so that you can take account of comments.

Except in language units, essays and other written assessments are submitted with a cover sheet which is completed by the marker. The quality of the work will be indicated by ticks in boxes which correspond to the marking criteria in use and by comments written at the foot of the sheet. The Marking Criteria used in the Department of Politics, Languages and International Studies are printed in a box on the next page; criteria used in other Departments may differ slightly. For oral assignments written feedback will be given (often by e-mail). Written language exercises are returned with corrections and comments on the original.

The Department does not automatically give individual feedback on examinations (other than marks) because this is very time-consuming. However the Department will provide continuing students with access to markers' comments on their exam scripts on request. If you or your teachers are concerned about your performance in exams, you should ask for this. At the discretion of the Director of Studies, it may also be possible for a marker to go over your examination script with you.

For examinations we undertake to provide general feedback to continuing students, such as comments on how particular questions were handled or examples of good answers. Statistics on average marks in PoLIS units are published each year on the Moodle page of the Staff-Student Liaison Committee.

Other opportunities for feedback

There are many other ways in which students are given feedback on their work. The most common for individual units are personal advice from a teacher and discussion of coursework or exam answers in class or online. It is also very important that you discuss your progress with your personal tutor or a regular basis – we will invite you to do this after the marks for each semester are published.

Publication of marks

A few weeks after the end of each semester, you will be able to discover the marks you have been awarded in each unit by logging into SAMIS and should then discuss them with your personal tutor. You can print out a transcript of your marks from your SAMIS page but if you need a formal certified transcript, eg for a job application, you should ask in the PoLIS Office. In the final year, Year Abroad marks are released with first-semester marks and Dissertation marks are released with second-semester marks.

ACADEMIC INTEGRITY: REFERENCING AND PLAGIARISM

Plagiarism is the use of any published or unpublished work without proper acknowledgement in your references. Plagiarism occurs when a student 'borrows' or copies information, data, or results from an unacknowledged source, without quotation marks or any indication that the presenter is not the original author or researcher.

Another form of plagiarism (and hence cheating) is auto-plagiarism or self-plagiarism. This occurs when a student submits work (whether a whole piece or part of a piece) without acknowledging that they have used this material for a previous assessment.

If you use someone else's work – say, by summarising it or quoting from it – you must reference the original author. This applies to all types of material: not only text, but also diagrams, maps, tables, charts, and so on. Be sure to use quotation marks when quoting from any source (whether original or secondary). Fully reference not only quotations, but also paraphrases and summaries. Such references should then be included in a bibliography or reference list at the end of the piece of work. Note that the need for referencing also

applies to web-based material; appropriate references according to the type of work or image should always be given.

There are several acceptable styles for referencing material, within two general systems: Name/date (e.g. Harvard) and Numeric. **Ask your Director of Studies or Personal Tutor for further information and advice on the referencing style used on your programme.**

Guidance on referencing and plagiarism is available through skills training run by the University and the Students' Union, as well as online resources. Information guides and style sheets are available from the Library, and your Subject Librarian will be able to help with any questions.

Further information

For a range of skills and development opportunities see: <http://go.bath.ac.uk/skills>

Library referencing resources, including style sheets:

www.bath.ac.uk/library/infoskills/referencing-plagiarism

Students' Union Skills Training: thesubath.com/skills-training

ACADEMIC INTEGRITY: TRAINING AND TEST

As a student registered on a University of Bath award, you are required to undertake the academic integrity training and pass the associated test.

The academic integrity training aims to provide all students with a basic knowledge and understanding of good academic practice. This includes an understanding of plagiarism and other assessment offences, and skills necessary to reference your work appropriately.

The training and test are accessed from Moodle by clicking on the link entitled '**Academic Integrity Initiative**': <http://moodle.bath.ac.uk>

If you have any access problems, then please contact your Programme Administrator in the first instance.

When you have completed the training tutorial and are confident that you have understood it, you should undertake the test.

To pass the test you will need to achieve a mark of 85%. You can take the test as many times as necessary until you pass.

If you do not pass the test, you will need to re-visit the training and/or look at the other guidance available to you or as required by your Director of Studies, and then take the test again.

You will not be able to progress beyond the next progression point in your studies, irrespective of your programme marks, until you pass this test. Ultimately this means that, if you have not passed the test, you will not be able to receive your award. Your Director of Studies will be able to confirm when the next progression point occurs for your stage of your programme.

Further information

Academic and information skills:

www.bath.ac.uk/library/infoskills

www.bath.ac.uk/professional-services/academic-skills-programme-asp

Regulation 3.7: www.bath.ac.uk/publications/regulations-for-students

Plagiarism detection and personal data

When you hand in a piece of assessed coursework, 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. This service checks electronic, text-based submissions against a large database of material from other sources and, for each submission, produces an 'originality report'. It makes no judgement on the intention behind the inclusion of unoriginal work; it simply highlights its presence and links to the original source.

This service complies with the European General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR). When you register with the University, you give 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 a plagiarism detection service (in accordance with Regulation 15.3e – see below) and may make, or authorise third parties to make, copies of any such work for the purposes of:

- i) assessment of the work
- ii) comparison with databases of earlier work or previously available works to confirm the work is original
- iii) 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 a 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 a 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.

Further information

The University's procedures on Examination and Assessment Offences (QA53) are described at: www.bath.ac.uk/quality/documents/QA53.pdf

Regulation 15, Assessment of undergraduate and taught postgraduate programmes: www.bath.ac.uk/publications/regulations-for-students

University's Data Protection Officer: dataprotection-queries@lists.bath.ac.uk

ACADEMIC INTEGRITY: PENALTIES

Any student who is found to have used unfair means in an examination or assessment procedure will be penalised. 'Unfair means' here include:

- cheating - for example, unauthorised use of notes or course material in an examination
- fabrication - for example, reporting on experiments that were never performed
- falsification - for example, misrepresentation of the results of experimentation
- plagiarism, including self-plagiarism (see above)

- unfair collaboration or collusion - representation of work produced in collaboration with another person or persons as the work of a single candidate.

The University's Quality Assurance Code of Practice, QA53 Examination and Assessment Offences, sets out the consequences of committing an offence and the penalties that might be applied.

Penalties for unfair practice will be determined by the Department or by the Faculty/School Board of Studies in line with the procedures set out in QA53. They 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.

Further information

Examination and assessment offences: www.bath.ac.uk/quality/documents/QA53.pdf

Appealing a decision about an assessment offence:

www.bath.ac.uk/guides/appeal-against-a-decision-about-an-assessment-offence

Students' Union advice and support: thesubath.com/advice

WORD COUNTS

Written coursework tasks will normally have a word range or limit. This is in order to give an indication of the depth and detail of work required, and to ensure that students' submitted work is comparable. You will be required to declare the word count for your work when submitting it for assessment.

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

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

Word limits are normally indicated on the unit handout. Work submitted should be within 10% of this figure: this includes quotations, footnotes and references, but not the bibliography. The ability to keep to the limit is one of the criteria taken into account in assessment and overlength work will be penalised: markers will stop reading once the limit is exceeded by 10%. In language assignments the number of words specified should be regarded as a minimum: work which is underlength will be penalised pro rata.

LATE SUBMISSION OF COURSEWORK

You will be expected to hand in all assessed coursework and dissertations/projects by a specified date and time. This is to ensure fairness to all students.

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 your Department. You will need to provide a description of the

circumstances which you feel support your request. Your Director of Studies may ask you to produce supporting evidence.

Please note that:

- if you submit a piece of work after the submission date, and no extension has been granted, the maximum mark possible will be the pass mark
- if you submit work more than five working days after the submission date, you will normally receive a mark of 0 (zero), unless you have been granted an extension.

It is not usually possible to mark coursework anonymously if it is submitted after the deadline.

It is important that you speak to your Director of Studies as soon as possible if you become concerned about your submission deadlines.

See also the section in this Handbook on **Submission deadlines**.

INDIVIDUAL MITIGATING CIRCUMSTANCES

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 and guidance on Individual Mitigating Circumstances and Assessment (including definitions of IMCs, in the document “What are Individual Mitigating Circumstances?”) is available at: www.bath.ac.uk/registry/imc/imc-students.html

It is strongly advised that you become familiar with the available guidance so that you understand the process and timescales should such circumstances arise.

You should make yourself familiar with these definitions, in addition to any IMC guidance offered by your Department, and support and guidance offered through the Disability Service (www.bath.ac.uk/groups/disability-service) or the Students’ Union Advice and Support Centre (thesubath.com/advice).

Your Department/School will be able to advise you on how to submit an IMC claim, and your Director of Studies can help you to understand the potential implications of your IMC claim on your overall progress and/or award, in light of your academic achievement to date and the assessment regulations for your programme.

Your IMC claim must be submitted no more than three days after the affected assessment. The IMC form is available at: www.bath.ac.uk/registry/imc/imc-students.html

You will also need to submit evidence of how your circumstances affected the relevant assessment(s), for example, a medical certificate in the case of illness or injury.

If you know of a potential IMC that may affect your assessment before you begin an examination period or before a submission date, it is important that you speak to your Director of Studies as soon as possible. After speaking to your Director of Studies, if you do intend to submit a formal IMC claim for the assessment(s) you feel were affected, you will still need to complete the form and follow procedures.

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 examinations and, where practical, other assessment. 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 **Procedures for Academic Appeals**).

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. On rare occasions a Board of Examiners may decide to recommend a change to the provisional marks assigned initially, based on evidence that there was a problem with the assessment (for instance, disruption during an examination, or an exam paper that was too easy or difficult) which means that the marks assigned initially do not accurately reflect the standards achieved by the candidates. This adjustment is known as scaling and under these circumstances the marks of all affected students will be changed.

EXAMINATIONS – INFORMATION AND GUIDANCE

Rules and procedures for examinations are set out in the University's Regulation 15 and Rule 2. The dates of the University's formal assessment periods are found on the academic year charts: www.bath.ac.uk/publications/academic-year-charts

You will have access to your personal examination timetable via SAMIS approximately seven weeks before the assessment period begins.

If you have learning or support needs and think you may require alternative examination arrangements please seek advice from the Disability Service and inform your Director of Studies as early as possible.

Further information

www.bath.ac.uk/student-records/examinations/examinations-information

Regulation 15: www.bath.ac.uk/publications/regulations-for-students

Rule 2: www.bath.ac.uk/rules/exam

Disability Service: www.bath.ac.uk/groups/disability-service

EXTERNAL EXAMINERS

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

Once a year, the External Examiners will provide a written report on each programme. 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. Staff/Student Liaison Committees (SSLCs) also discuss External Examiner reports as part of annual monitoring activity.

You can read the latest External Examiner report for your programme, and the University's response to it. See: <https://www.bath.ac.uk/publications/external-examiner-annual-reports/>

The External Examiner(s) for your programme are listed on the 'External Examiners' document on the [PoLIS Undergraduate Virtual Office](#).

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 **Procedures for Academic Appeals and Dealing with a problem involving the University: Complaints** give some more information about the University's procedures for student complaints and academic appeals. The section on **Student representation** sets out how students can engage with the quality management process through which the University considers and responds to External Examiners' comments and suggestions.

ASSESSMENT REGULATIONS

The University's **New Framework for Assessment: Assessment Regulations: Phase 1 for first-degree programmes ('NFAAR-UG')** 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 you began the first stage of your programme

in or after the 2008/09 academic year, NFAAR-UG applies to you. (If you began before then, please ask your Director of Studies for guidance on assessment).

Your programme is covered by the NFAAR-UG, so your work will be assessed according to its rules.

If at any time you are in doubt about how NFAAR-UG 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-UG document.

Important information

This section may contain terms unfamiliar to you. In addition to the explanations we give below you can find full definitions at:

<https://www.bath.ac.uk/publications/nfaar-ug-and-appendices/attachments/nfaar-ug-appendix-02.pdf>

For full details of the NFAAR-UG, visit: <https://www.bath.ac.uk/corporate-information/new-framework-for-assessment/>

You can find a student introduction to the NFAAR-UG at:

<https://www.bath.ac.uk/publications/nfaar-ug-and-appendices/attachments/nfaar-ug-intro-faq.pdf>

For information relating to your programme in the current academic year, visit:

www.bath.ac.uk/catalogues

Your programme and how you are assessed

Within your 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 *optional units* (i.e. those units you may choose from a range of options).

The **Programme Description: Structure of the programme** section in this Handbook shows the structure of your programme. In the table, compulsory and optional units are labelled 'C' and 'O' respectively.

Please note that you can also access this information via links in your programme's description in the Programme and Unit Catalogues available at: www.bath.ac.uk/catalogues

At the end of the table, there are links to the relevant appendices of the NFAAR-UG which state exactly how the assessment rules operate for each stage of your programme.

There are some units that you must pass in order to progress to the next stage of your programme and to achieve the normal award for the programme at the end. Such units are called *Designated Essential Units (DEUs)*. Failure in a DEU – even marginal failure – will prevent you from progressing (or completing) your programme.

Programmes are divided into a number of *parts* and *stages*. For full-time students, stages usually correspond to the year of study (so, for example, most first-year students will be in Stage 1 of their programmes).

Within each stage of a programme, the contribution of each unit's assessment to the calculation of the *Overall Stage Average (OSA)* is normally directly proportional to the credit-values of the unit concerned. Placement units form part of a stage and have a credit weighting. Some placement units carry marks and some are just pass/fail. Only enhanced placement units contribute to the *Overall Programme Average (OPA)* however.

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.

If you fail a stage, you will be required either to repeat the entire stage or to transfer to a *Designated Alternative Programme (DAP)*, if one exists, or if you fail very badly, to withdraw from the University. Where stage repeats are possible within the set limits, the repeating of any stage will be permitted once only.

At the end of each stage a Board of Examiners will decide whether you have passed the stage. The outcome will depend on both (1) your average mark in the stage and (2) the marks you obtain for each unit. Generally, if you pass each of your units you will progress (or, after the final stage, be recommended for an award).

If you fail a large number of units you might fail the stage outright without any opportunity for supplementary assessment. (Further information on supplementary assessment is provided below.)

Particular rules apply to failure of units. 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 the stage outright
- if you fail any non-DEUs badly (i.e. achieve less than 35%), you will have to undertake supplementary assessment – unless you have failed so many units that you fail the stage outright
- if you fail only non-DEUs 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 and also on your OSA.

Your degree result is based on the calculation of your *Overall Programme Average (OPA)* based on the stages in Parts 2 and 3 of your programme. The contribution of each stage of the programme is set out in the table of assessment weightings and decision references in the **Programme Description: Structure of the programme** section in this Handbook.

Follow the links provided in the table to see a clear description of the assessment rules for each stage of your programme. Stages in Part 1 are not included in the OPA calculation.

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. It generally involves re-doing coursework or re-sitting an examination. Students undertaking supplementary assessments are likely to have to return to the University in the summer to re-sit examinations.

Academic year dates, including the supplementary assessment period, can be found at: <https://www.bath.ac.uk/publications/academic-year-charts>

Each unit's method of supplementary assessment is shown in the online Unit Catalogue.

In units where the original assessment is a written examination, supplementary assessment may sometimes take the form of reworking an examination paper, known as 'mandatory extra work', rather than re-sitting the examination. In such cases the pass mark is 70% and a mark below 60% is considered a bad fail.

If you pass all your supplementary assessments, you will be able to progress onto the next stage of your programme.

The outcomes of failing a supplementary assessment are as follows:

- 1) if you fail supplementary assessment in a DEU, you will fail the stage
- 2) if you fail supplementary assessment in a non-DEU badly, you will fail the stage
- 3) if you fail supplementary assessment in a non-DEU marginally, you might be able to progress; whether you may do so will depend on how many units you have failed (and in some cases also on your Overall Stage Average).

Exit awards – CertHE and DiplHE

If you leave your programme early you may be eligible for a generic exit award, either a Certificate of Higher Education (CertHE) or a Diploma of Higher Education (DiplHE).

PROCEDURES FOR ACADEMIC APPEALS

Students wishing to submit a request for an academic appeal should refer to Regulation 17 (Conduct of Student Academic Appeals and Reviews):

www.bath.ac.uk/publications/regulations-for-students

You are also strongly advised to read the online guidance provided by the Academic Registry: www.bath.ac.uk/guides/appealing-against-an-academic-decision/

Independent advice about academic appeals is offered by the Students' Union Advice and Support Centre: [www.thesubath.com/advice](http://thesubath.com/advice)

Regulation 17.16 outlines how you may appeal against formal Board of Studies decisions in respect of one or more of the following:

- i) the student's suitability to progress from one stage of the programme of study to the next
- ii) the student's suitability to remain on the programme of study
- iii) the marks/grades, degrees, certificates or diplomas, and the classifications/grades awarded to the student.

The regulation also sets out the grounds on which an appeal can be based (Regulation 17.16). Please note that:

- dissatisfaction with a mark or set of marks, or any other aspect of the properly exercised academic judgement of the examiners, will not of itself be acceptable as a valid ground for an academic appeal (Regulation 17.1)
- students who have concerns about assessment outcomes that have not yet been approved by a Board of Studies should seek advice in the first instance from their Director of Studies. This may include matters such as suspecting errors in the totalling or transcription of marks/grades, or wishing to seek clarification about the marking process (Regulation 17.2).

All academic appeals must be submitted within the timescales set out in Regulation 17. You must provide the required information and evidence, including a completed AA1 form. The form and further academic appeals guidance are available at:

www.bath.ac.uk/guides/appealing-against-an-academic-decision/

Student Complaints are dealt with under separate procedures. For more information, see: www.bath.ac.uk/guides/student-complaints-procedure

If you are uncertain as to whether your concerns are a potential academic appeal or a student complaint, please refer to the guidance at:

www.bath.ac.uk/students/support/complaints

GENERAL INFORMATION

THE ACADEMIC YEAR 2019-20

Semester 1

Event	Dates
New student arrivals	Saturday 21 September 2019 - Sunday 22 September 2019
Welcome Week	Monday 23 September 2019 - Sunday 29 September 2019
Semester 1	Monday 30 September 2019 - Friday 13 December 2019
Semester 1 vacation	Monday 16 December 2019 - Friday 3 January 2020
Semester 1	Monday 6 January 2020 - Friday 24 January 2020

Semester 2

Event	Dates
Semester 2	Monday 3 February 2020 - Friday 3 April 2020
Semester 2 vacation	Monday 6 April 2020 - Friday 17 April 2020
Semester 2	Monday 20 April 2020 - Friday 29 May 2020

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 will find references to the requirements of the Regulations for Students throughout this Handbook. You are advised to download a copy of the Regulations and read them carefully as they contain a lot of important information.

Important information

The full Regulations for Students can be found at:
www.bath.ac.uk/publications/regulations-for-students

REGISTRATION STATUS

Note that only registered students may use the University's facilities, such as email, 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.
<https://www.bath.ac.uk/guides/registering-with-the-university/>

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

www.bath.ac.uk/publications/regulations-for-students

ATTENDANCE MONITORING

Guidance and requirements on attendance, including the University's Attendance Monitoring and Engagement Policy for Tier 4 students, are available at:

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

This page also sets out information on when and how to request an authorised absence.

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 at: <https://samis.bath.ac.uk>

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 in the Roper Centre, 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.

It is a University Regulation (3.1) that you attend regularly. If circumstances are such that you are not able to do so, then please contact your Director of Studies to discuss your situation and agree an appropriate course of action.

Your Personal Tutor will also be able to provide support and guidance on matters relating to your programme.

The financial implications of withdrawing from the University or suspending your studies can be significant.

You will find general information at: www.bath.ac.uk/students/finance/changes-to-your-study/withdrawning-or-suspending-from-your-course

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 Tier 4 visa, you should consult the advisers in the Student Immigration Service about the implications of suspending or withdrawing from your programme: www.bath.ac.uk/topics/visas

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.

HEALTH AND SAFETY

The University's Health and Safety Policy Statement is available at:
www.bath.ac.uk/corporate-information/health-and-safety-policy

The Policy Statement is also displayed throughout the campus. Staff within the University Health, Safety and Environment Service (Wessex House 3.12) provide professional advice on health and safety matters and monitor the health and safety performance of the University.

Further information

Email: uhse@bath.ac.uk

Current University guidance on fieldwork, work placements and overseas travel:

www.bath.ac.uk/corporate-information/fieldwork-safety-standard

<https://www.bath.ac.uk/publications/placements-and-study-abroad-programmes-safety-standard/>

www.bath.ac.uk/guides/overseas-travel-safety-guidance

DATA PROTECTION

The University's Data Protection Policy and Guidelines on Data Protection may be accessed via the data protection website: www.bath.ac.uk/data-protection