



UNIVERSITY OF
BATH

Faculty of Humanities and Social Sciences
Department of Psychology

Undergraduate Programme Handbook

2019/20

BSc (Hons) Psychology

BSc (Hons) Psychology with placement

MSci (Hons) Psychology

MSci (Hons) Psychology with placement

This handbook is available online or in alternative formats.
Please contact **psychology-ug@bath.ac.uk** if required.

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ABOUT THIS HANDBOOK

This Handbook is intended for all students commencing an undergraduate Psychology programme in the academic year 2019/20.

Please note that the contents of this Handbook are accurate at time of production in September 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 Nathalia Gjersoe for advice.

WELCOME

This programme handbook is very important and must be read thoroughly. It contains:

- information about contacting members of the teaching team, administrative / technical support team and other staff in the Department and the University;
- links to programme structures and the unit catalogue (which will help you make unit choices);
- detailed information about coursework and examination procedures and what to do in the event of illness, or if you are thinking about suspending or discontinuing your studies;
- guidelines for writing essays and for the preparation of your final year Dissertation;

Make sure you consult the relevant sections before embarking on choosing your units, writing your essays, submitting coursework or planning your Dissertation.

Final Year students

Do not assume procedures will be the same as they were when you were in your Second Year. Please read this handbook in its entirety at the start of your Final Year.

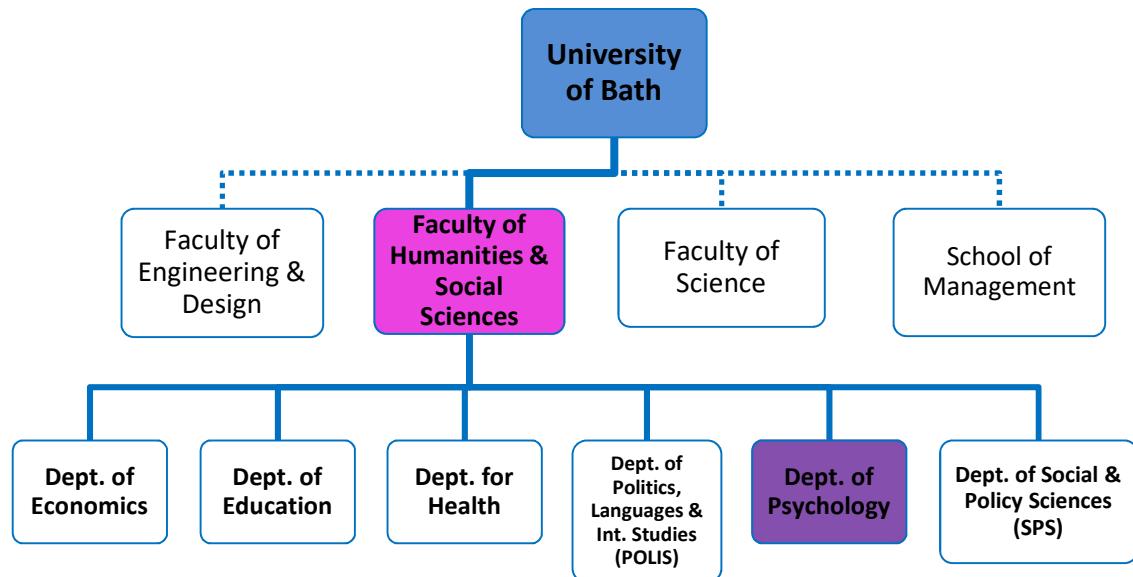
If you have queries about where to get help the flow chart below should provide a good guide to who to ask.

Most of all we hope you have an enjoyable year!

Dr Nathalia Gjersoe, Director of Studies for Undergraduates

Welcome to the University of Bath.

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



Faculty H&SS Taught Programmes administration

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

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

Our duties include:

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

It is important that you get to know the administrators who look after your particular programme, as they can often provide invaluable guidance on various aspects of the

programme. If your administrator is unavailable then please speak to any other of our other administrators listed on our wiki page [here](#), all of whom will be very happy to help you. If you have any problems then please contact one of the Programmes Officers or Managers. Emails are managed via shared mailboxes to deal with enquiries from students and academic staff and these are regularly monitored by designated members of the team.

Psychology Taught Programmes Administrators

Location: 10 West (Offices 1.02 &1.05)

Programmes Officer: [Andie Barlow](#) (10 West 1.05)

All Undergraduate Psychology programmes: psychology-ug@bath.ac.uk

- [Cynthia Spencer](#), Undergraduate Administrator (10 West 1.05)

Postgraduate programmes:

MSc Health Psychology: psy-pg-health@bath.ac.uk

MSc Applied Clinical Psychology: psy-pg-clinical@bath.ac.uk

- [Caroline Chapman](#), Postgraduate Taught Administrator (10 West 1.02)

MSc Applied Psychology and Economic Behaviour: psy-pg-apeb@bath.ac.uk

MSc Applied Forensic Psychology with Counselling: psy-pg-forensic@bath.ac.uk

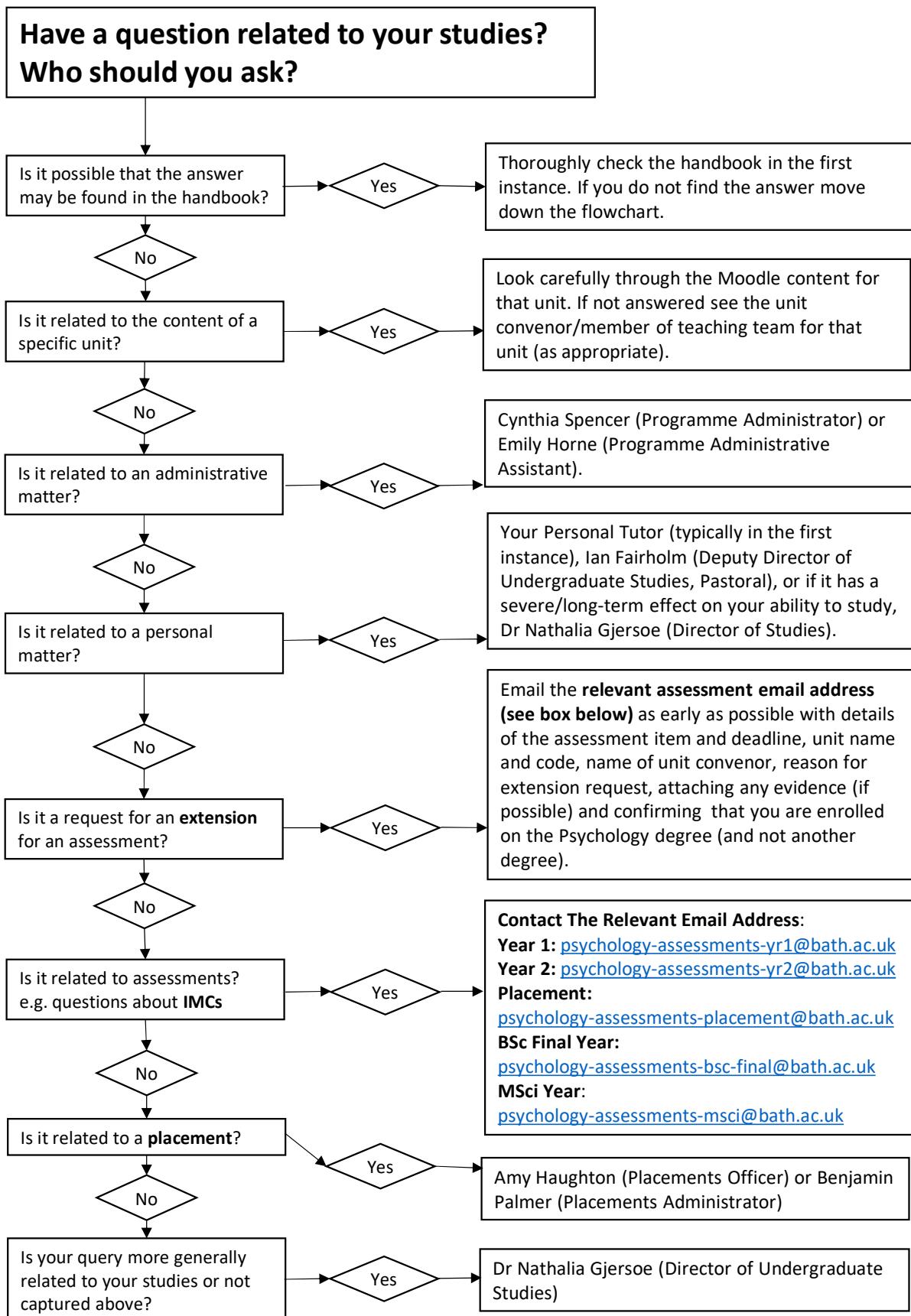
MRes Psychology

- [Simone Osborn](#), Postgraduate Taught Administrator (10 West 1.02)

Supporting All Undergraduate and Postgraduate programmes:

- [Emily Horne](#), Programmes Administrative Assistant (10 West 1.02)

WHO TO ASK - FLOWCHART



DEPARTMENT OF PSYCHOLOGY

Key Contacts

Most members of staff in the Department of Psychology are based in 10 West. The ones who will be your first point of contact for support are listed below however you should be aware that all members of staff have responsibilities which extend well beyond those related to the studies and welfare of current undergraduate students.

Type of Query	Person to Contact
<ul style="list-style-type: none">academic progress issues (such as suspending or discontinuing your studies);	Dr Nathalia Gjersoe Director of Studies for Undergraduate Programmes n.gjersoe@bath.ac.uk 10 West 4.20, extension 4322
<ul style="list-style-type: none">careers talksdissertations (particularly the Applied Psychology dissertation)departmental social eventsthe mentoring systemthe personal tutoring systemthe South West Universities Conferencethe Helen Haste prize	Mr Ian Fairholm Deputy Director of Studies Year One Tutor i.fairholm@bath.ac.uk 10 West 2.26, extension 4416
<ul style="list-style-type: none">undergraduate masters units	Dr Karin Petrini Deputy Director of Studies for the MSci programmes MSci Year Tutor kp504@bath.ac.uk 10 West
<ul style="list-style-type: none">assessment issuesextensionsIMCs	Year One Tutor: Ian Fairholm psychology-assessments-yr1@bath.ac.uk 10 West 2.26, extension 4416 Year Two Tutor: Dr Sally Adams psychology-assessments-yr2@bath.ac.uk 10 West 3.20, extension 4004 Placement Year Tutor: Dr Charlotte Dack psychology-assessments-placement@bath.ac.uk 10 West 2.18, extension 5514 BSc Final Year Tutor: Dr Ed Keogh psychology-assessments-bsc-final@bath.ac.uk 10 West 2.28, extension 3671

	<p>MSci Year Tutor: Dr Karin Petrini psychology-assessments-msci@bath.ac.uk 10 West</p>
<ul style="list-style-type: none"> recruitment/admissions queries; events (e.g. induction, essay and dissertation hand-in, graduation); unit registration / options; timetabling; examinations and supplementary assessment; mitigating circumstances; any queries other than those listed above as being dealt with by other staff. 	<p>General queries, such as unit changes: psychology-ug@bath.ac.uk</p> <p>Mrs Cynthia Spencer c.spencer@bath.ac.uk 10 West 1.05, extension 3041</p> <p>Ms Emily Horne e.j.horne@bath.ac.uk 10 West 1.02, extension 3251</p>
<ul style="list-style-type: none"> the Department's resources (i.e. recording equipment, test library etc); Laboratories and equipment 	<p>Peter Moore Research Technician pcm35@bath.ac.uk 10 West 1.08. extension 3194</p> <p>Dr Maria Nikolaidou Experimental Officer m.nikolaidou@bath.ac.uk 10W 2.15, extension 4233</p>
<ul style="list-style-type: none"> any queries relating to finding a placement or whilst on placement 	<p>Amy Haughton Placements Officer a.haughton@bath.ac.uk 1 West 3.06, extension 6299</p> <p>Benjamin Palmer Placements Administrator bjp42@bath.ac.uk 1 West 3.06, extension 4926</p>

A regularly updated list of Department of Psychology staff is available online at <http://www.bath.ac.uk/psychology/staff/>.

Each staff member should also have an office hour when they will definitely be available in their office to meet with students. A complete list of Psychology Staff Office Hours for the current semester is available on the [UG Psychology Moodle Page](#).

It is **very important** that you maintain contact with departmental support staff, and notify us of changes in circumstances. If in doubt about deadlines, protocols, etc – ask!

DO NOT HESITATE TO CONTACT YOUR PERSONAL TUTOR OR APPROPRIATE YEAR TUTOR (see Key Contacts section of this handbook) IF YOU HAVE A PROBLEM OR ARE FACING SPECIFIC DIFFICULTIES.

Year Tutors (IMCs and Extensions)

Students must contact their Year Tutor to request an Individual Mitigating Circumstances (IMC) or extension. Each Year Tutor will have an email address specifically for assessment related problems. More information on applying for an extension or IMC can be found in this handbook, in the **Late Submission of Coursework** section, under **ASSESSMENT**.

Year Tutor Contact Details – for Assessment related Concerns (e.g. extension requests, IMC applications)

Year One

Year Tutor: Ian Fairholm

psychology-assessments-yr1@bath.ac.uk

Year Two

Year Tutor: Dr Sally Adams

psychology-assessments-yr2@bath.ac.uk

Placement Year

Year Tutor: Dr Charlotte Dack

psychology-assessments-placement@bath.ac.uk

BSc Final Year

BSc Final Year Tutor: Dr Ed Keogh

psychology-assessments-bsc-final@bath.ac.uk

MSci Year

MSci Year Tutor: Dr Karin Petrini

psychology-assessments-msci@bath.ac.uk

DEPARTMENTAL INFORMATION

Campus Map

The campus map linked [here](#) was current as of September 2019. Departments and facilities, or resources, may move during your time at the University of Bath. The University website at <http://www.bath.ac.uk/travel-advice/location-maps/> is therefore the most accurate source of information.

Location of the Department of Psychology

The Department of Psychology is located in 10 West, on the University of Bath's main Campus at Claverton Down.

The Taught Programmes Administration Offices are located in 10 West 1.02 and 1.05, and should be your first stop for most queries.

Administration Office Opening Hours are:

10.00 am – 12.00 noon (Mon – Fri); 2.00 – 4.00 pm (Mon – Fri except for Wednesdays).

Opening hours may change at times of staff shortage or during official vacation periods. If the office is closed and the matter is an emergency, please contact the Director of Studies.

10 West is open to students and visitors from 8.00am - 6.00pm (Monday - Friday). The building is not accessible outside these hours. 10 West is open to the public on weekdays between 8am – 6pm and therefore not secure. Please look after your belongings and do not leave them unattended.

- **Mobile Phones:** Students and staff should not take or make calls on their mobile phones when in the corridors and shared spaces in 10 West or in lecture rooms anywhere on campus.
- **Lost Property:** We normally hold any property found in 10 West until the end of the week in case the owner returns. Items not claimed by this time are then taken to the Security Desk in The Library where all lost property for the entire University is logged.

Induction

All students will have an Induction session, new students in the Induction week and returning students within timetabled teaching in Weeks 1 or 2.

New Students

You will be emailed a detailed Induction Schedule with the programme of events (central and departmental) for your first week on campus.

Personal Tutors for new students are listed in your Induction materials.

You are very likely to be introducing yourself to your Personal Tutor during Freshers' Week, at the time specified in the Induction Programme or during one of the time slots indicated on their door. They will then be available throughout the academic year to offer advice on academic or personal issues. If you are not able to get in touch with your Personal Tutor in person when you need advice please speak to the UG Administrators.

Returning Students (Re-registration)

Returning students need to re-register on-line every year (even if you are on placement).

If you are not registered as a current student, you will not be insured or able to receive any student funding or benefit from any student related concessions and discounts (i.e. Council Tax).

Websites, E-mail, Post, Facilities

Department of Psychology's Website and Moodle Pages

You must make yourself familiar with the Department of Psychology and the University of Bath websites.

The Department's [official website](#) and Moodle pages will always be the most up-to-date source of information. All taught units have a corresponding Moodle page. There are also Moodle pages for specific Psychology programmes or related topics (listed below).

Moodle Pages

[Undergraduate Psychology Programmes- \(including Induction and SSLC\)](#)

[UG Psychology Placements](#)

[BSc Psychology Dissertation and Applied Psychology Dissertation](#)

Important Websites

[Psychology Ethics Committee](#)

[University of Bath Department of Psychology](#)

[UG Psychology Student Ambassadors](#) (Contact psychology-ug@bath.ac.uk to enrol)

[The British Psychological Society](#)

Post

Student and staff letters are sorted by postal service staff and student mail is delivered through a system of secure student mail boxes at locations across. These are accessible for 24-hours every day, with CCTV also installed, where appropriate.

There are **Pigeonholes in 10 West** for **internal post** (please see below for more information).

First year students will receive information about how and where to collect their post through the Accommodation booklet they are sent, which covers all they need to know while living on campus. In addition, the SU and Resident Tutors will cover post arrangements in their induction sessions.

Be accurate with your postal address to make sure your mail gets to you quickly. This includes the name of your accommodation complex, house and room number, for example:

*Eastwood 4.1
University of Bath
Claverton Down
BA2 7AY*

Student mail will not be forwarded during vacation periods. When you discontinue your studies or graduate it is essential that you update your contact details at the source (i.e. your bank, mobile phone company, journal subscription) or use the Royal Mail redirection service as post will not be redirected by the Department but instead will be returned to sender. <http://www.royalmail.com/personal/receiving-mail/redelivery>

10 West Pigeonholes

Internal post for students that does arrive in the department is distributed via the student pigeonholes in 10 West (around the corner from the UG office). You should check your pigeonhole regularly as students are often surprised how much post there is for them there. The student pigeonholes and your e-mail account are the main ways staff can get in touch with you.

You should check the student pigeonholes in 10W weekly for post.

Email

It is ESSENTIAL that you check your university email regularly, as this is how we communicate important – and often last minute – changes, for instance if a lecture is postponed due to staff illness or bad weather.

It is possible to contact anyone in the University by e-mail. Full contact details are available online at <http://www.bath.ac.uk/az-contacts/> .

If you need to contact a member of staff, email is almost always the fastest and most direct method, as staff sometimes work from home and check email whilst away.

When contacting staff via e-mail, please remember to include your full name and, where appropriate, the unit code and name you are referring to or asking questions about.

Meeting Rooms & Labs

The department has dedicated laboratories and small meeting rooms, available exclusively to Psychology staff and students. These rooms are booked via an electronic booking system called **Connect2** to which you will have access. Student bookings are limited to slots of up to 2 hours.

Detailed instructions on booking these facilities is on the [UG Psychology Moodle page](#).

GETTING INVOLVED IN THE DEPARTMENT

We encourage student participation in the Department and our seminars in particular help to establish a sense of community. The Department's regular seminar series is an important part of your University experience and is open to all psychology undergraduate students. The website at <http://www.bath.ac.uk/psychology/> is more accurate than the information provided here so please make sure you check it regularly for changes or cancellations.

Seminars and Events

General Department Seminars

Please check the departmental web pages for further information

Time: Wednesdays *normally* 12.15

Location: *normally* in 10 West 2.47

Organiser: Dr Kate Button

Other seminar programmes

Other departments in the University will normally welcome your attendance at seminars.

For information on Public Lectures held at the University see:

<http://www.bath.ac.uk/about/community/public-lectures/index.html>

Careers Talks

The careers talks are open to all undergraduate students. They usually take place on weekday afternoons, from 17:15, for about an hour, and there is usually a slot on the student timetable to indicate this. In the first semester, careers talks are mainly given to each year group by a careers advisor from the University's Careers Service. They offer general advice and tips about things students may wish to be thinking about for their career-planning. They are best seen as a jumping-off point for students to research what resources and opportunities are available to them.

In the second semester, the careers talks are far more specific and are given by people

working in various areas that might be of interest to psychology students, either for placements or after graduating. In the past talks have been given on Clinical Psychology, Counselling Psychology, Doing a PhD, Educational Psychology, Forensic Psychology, Health Psychology, Mental Health Nursing, Occupational/Organisational Psychology, one year on from graduation, and working for the Defence Science & Technology Laboratory. If there is a psychology-related career that is not covered that you are interested in, please speak with the organiser of the talks, Mr Ian Fairholm.

Psychology Film Club

Psychology Film Club is a series of events that take place most often within the first semester, and occasionally in the second semester. In the first semester, they usually fill the same slot as the careers talks (i.e. Tuesday afternoons/evenings, from 17:15) and take place when there is no careers talk scheduled. The broad remit is to show films that have some psychological content or subject matter, or which might lead to a discussion of psychological issues. It is also an attempt to bring together undergraduate students from the different psychology degrees and years of study for a social event. In the past we have shown a mixture of Hollywood blockbusters, smaller, more 'art house' films, and documentaries, but all the films have had some link to psychology. Through these films we have covered such topics as mental illness, parapsychology, genetic determinism, evolution, bereavement, amnesia, deception, sexual behaviours, and more. The films are shown in a lecture room on campus and snacks are sometimes provided. We encourage all students to attend, to watch films, engage with students from other years and discuss psychological issues in a relaxed environment. If you would like to suggest a film, please contact the organiser of Psychology Film Club, Mr Ian Fairholm.

Other Events

The dates of important events and meetings are included in Appendix B. Where the dates were not known at the time of going to print, website addresses have been provided (or the information will be included in your induction pack or will be displayed on notice boards).

Placements Conference

There is a one-day Placements Conference in early February, which ALL undergraduates on placement in the UK are required to attend. Students on placement abroad are welcome to attend but not required to do so. All 1st and 2nd year students going on a placement are expected to attend the afternoon poster presentation event. The Placements team will contact you with details of this event nearer the time.

Student Ambassadors

The Department has a tradition of Student Ambassadors who help out at Open Days and take visitors who are unable to attend an Open Day on campus tours, by appointment. Many of you will have met some of our student ambassadors when you visited Bath prior to joining us as a student and therefore appreciate what a valuable resource this is for us. We're hoping that many of you will now want to represent the Department as a student ambassador.

A Call for Interest in becoming a Student Ambassador will be sent around by Emily Horne (E.J.Horne@bath.ac.uk) in **October** for 2nd, 3rd and 4th year students, with a further call in **January** including 1st year students. If you are interested in becoming a Student Ambassador, keep an eye out for these emails!

There is a Student Ambassador Moodle page containing tips on taking tours and University information, as well as a 'Sign up' function for individual tours with prospective applicants. In addition, Student Ambassadors who work certain events are required to undertake training. Full details are on the student ambassador Moodle page, which you will be enrolled on once an employment contract has been set up. **Ambassadors must have a valid Joblink contract before commencing work** and are paid at the living wage.

Research Apprenticeship Scheme

The aim of the Research Apprenticeship Scheme (RAS) is to offer psychology students an opportunity to actively participate in the world-leading research that is being undertaken at the University of Bath.

Students will work under a lead researcher (a member of academic staff) within their research group (this could include working with a PhD candidate under the supervision of the academic staff member). The RAS is only open to psychology students at the University of Bath.

Successfully completing the scheme provides you with a number of opportunities, including:

1. First hand experience of research work in the Department of Psychology, in a range of areas (such as clinical, health, social, cognitive)
2. Valuable employability skills, plus a reference from your research lead for future employment applications
3. Receiving a RAS certificate, which can be included on your CV.

The scheme runs through each semester and over the summer. To complete the scheme, the student will commit to a minimum 4 hours of work each week throughout the semester.

This will be spread appropriately over the academic year (avoiding busy times for the student), which will be discussed between the supervisor and the student.

If you are interested in the scheme, you can read the Student Guidelines, find out more about available projects and sign up here: <http://bit.ly/bath-RAS>.

You can contact the scheme administrators using the email: psychology-ras@bath.ac.uk.

Psychology Student Group (BAPS)

The University of Bath's Psychology Student Group or Bath Association of Psychology Students (BAPS) was first affiliated to the Students' Union in 2004. In previous academic years students have organised socials and parties in a number of venues in Bath. Socials aim to provide society members with the opportunity to get to know and strengthen relationships with other psychology students, both within their own year group but also with other years, which can provide a support network.

The society welcomes and highly encourages any suggestions for future social events and are willing to take all ideas into consideration (but cannot guarantee they will take place, for example due to health and safety or financial limitations). The society would also appreciate feedback from anyone regarding previous events so they are able to tailor future events to everybody's needs.

Another of the society's aims is to provide opportunities for non-Psychology students to expand their knowledge of the field (for example, with guest speakers and conferences). The society is therefore not limited to Psychology students but for any University of Bath student who has an interest in the subject.

THE BATH ASSOCIATION OF PSYCHOLOGY STUDENTS (BAPS) IS ORGANISED AND FINANCED ENTIRELY BY ITS MEMBERS, SO IT IS YOUR RESPONSIBILITY TO GET INVOLVED AND KEEP IT GOING FROM YEAR TO YEAR.

The committee currently consists of:

Chair - Scarlett Close

Treasurer - Jed Waghorn

Secretary - Beth Ketteringham

Communications Officer - Lucy Campbell

Welfare and Inclusivity Officer - Kristina Mandova

This committee is normally elected early in Semester 2 of the previous academic year, to allow optimum time for a full handover and planning for the start of the following academic year.

YOUR PROGRAMME

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

PROGRAMME AIMS AND LEARNING OUTCOMES

Educational aims of the programme

1. Offer students an education in psychology that reflects the highest academic standards and is supported by high quality teaching;
2. Offer a high-technology learning environment with access to information and communication technology (ICT), well-equipped laboratories and specialist equipment;
3. A commitment to the integration of the strong research profile into teaching;
4. A commitment to appropriate diversity of entry and approaches to learning, teaching and assessment.
5. To educate undergraduate students to the required level in psychology for them to be able to pursue professional training and careers in psychology or related fields.

• Knowledge & Understanding:	<ul style="list-style-type: none">• Understands the scientific underpinnings of psychology as discipline, its historical origins, development and limitations.• Recognises the inherent variability and diversity of psychological functioning and its significance.• Can demonstrate systematic knowledge and critical understanding of a range of influences on psychological functioning, how they are conceptualised across the core areas, and how they interrelate. The core knowledge domains within psychology include (i) research methods, (ii) biological psychology, (iii) cognitive psychology, (iv) individual differences, (v) developmental psychology and (vi) social psychology. In
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	<p>addition to these core areas it is expected that students will gain knowledge of conceptual and historical perspectives in psychology.</p> <ul style="list-style-type: none"> Has detailed knowledge of several specialised areas and/or applications, some of which are at the cutting edge of research in the discipline. Can demonstrate a systematic knowledge of a range of research paradigms, research methods and measurement techniques, including statistical analysis, and be aware of their limitations.
<ul style="list-style-type: none"> Intellectual Skills: 	<ul style="list-style-type: none"> Can reason scientifically, understand the role of evidence and make critical judgements about arguments in psychology. Can adopt multiple perspectives and systematically analyse the relationships between them. Can detect meaningful patterns in behaviour and experience and evaluate their significance. Can pose, operationalise and critically evaluate research questions. Can demonstrate substantial competence in research skills through practical activities. Can demonstrate competence in a range of qualitative research methods Can reason statistically and use a range of statistical methods with confidence. Can competently initiate, design, conduct and report an empirically-based research project under appropriate supervision, and can recognise its theoretical, practical and methodological implications and limitations. Is aware of the ethical context of psychology as a discipline and can demonstrate this in relation to personal study, particularly with regard to the research project.
<ul style="list-style-type: none"> Professional Practical Skills: 	<ul style="list-style-type: none"> To reflect upon new technology and innovation within psychology and to make decisions regarding legitimacy, reliability and effectiveness. To effectively and efficiently apply principles of psychological analysis within a variety of environments. To develop sensitivity to the values and interests of others.

<ul style="list-style-type: none"> • Transferable/Key Skills: 	<ul style="list-style-type: none"> • Can communicate ideas and research findings both effectively and fluently by written, oral and visual means. • Can comprehend and use numerical, statistical and other forms of data, particularly in the context of presenting and analysing complex data sets. • Is computer literate and is confident in using word processing, database and statistical software. • Can solve problems by clarifying questions, considering alternative solutions and evaluating outcomes. • Is sensitive to and can react appropriately to contextual and interpersonal factors in groups and teams. • Can undertake self-directed study and project management in order to meet desired objectives. • Is able to take charge of their own learning, and can reflect and evaluate personal strengths and weaknesses for the purposes of future learning.
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Summary of assessment and progression regulations

NFA – Fully Compliant

Progression Regulations and Awards

The rules for progression from one stage to another and grading of assessed work and examinations conform to the University's framework for assessment and assessment regulations (NFAAR), see <http://www.bath.ac.uk/registry/nfa/nfaar.pdf>

Details of Work Placements Requirements / Work Based Learning / Industrial Training Requirements

Details of Study Abroad Requirements

Details of Professional Accreditation

This programme is accredited by the British Psychological Society. They require particular standards and content in our programmes so that students exit able to claim graduate membership of the British Psychological Society, enabling them to progress successfully in their subsequent careers. Current professional accreditations are reviewed periodically by the bodies concerned.

Admissions Criteria including APL/APEL arrangements

Candidates must be able to satisfy the general admissions requirements of the University of Bath and Department of Psychology. The criteria for entry in 2012 were:

School/College leavers who are at least 17 years on the 1st October in the year of admission

- Grade A in English and Mathematics at GCSE level or equivalent (unless subject taken at a higher level)
- Plus one of the following:
 - AS and A2 requirements - "standard entry" offer is A*AA in three A2s with Grade B in one extra A2 or AS if taken in the final year.
 - BTEC National Diploma at least three units at distinction level with all other unit at merit level (usually DDD overall)
 - Irish Leaving Certificate: AAAAAB (AAAABB may be accepted)
 - Scottish Advanced Highers – at least AA from two Advanced Highers
 - International Baccalaureate – at least 38 points overall, with at least grade 6 in all subjects (no preference for which Mathematics subject is taken).
 - European baccalaureate - total score of at least 8 or 80%.
 - French baccalaureate – at least 14 overall
 - German Abitur – an overall score of 1.3.
 - Greece Apolytirion - an average of at least 19/20 plus either one A Level or a UK foundation course
 - USA - high school diploma minimum overall score of 3.3; SAT of 1200.
 - Access Course – Students should take the Higher Maths units as part of their Access course. Applicants are expected to demonstrate a high academic standard and will be asked to submit one piece of their marked coursework for consideration.
 - Open University – at least 70% in a 60 credit unit
 - Foundation degree – Foundation Degrees from a good university. Applicants are expected to demonstrate a high academic standard.

Additional Requirements

IELTS level of at least 7 overall (academic strand) if English is not first language with at least 6.5 in all parts.

The current prospectus gives admission information at

<http://www.bath.ac.uk/study/ug/prospectus/subject/psychology/entry-requirements>

Details of Support Available to Students

University of Bath students attending programmes of study at the Claverton Campus are usually encouraged to stay in University halls of residence during their first year and will be supported in their transition into University life and study by Resident Tutors. These are postgraduate students or staff who live in the halls of residence and are responsible for the general welfare,

health and safety and discipline of student residents.

Undergraduate students will be allocated a Personal Tutor, postgraduate taught students a course manager and postgraduate research students a supervisor who are responsible for monitoring and supporting the academic progress and general welfare of their students.

Staff in these roles will be able to respond to many of the questions and concerns raised by their students. However, there is also a range of specialist student support services that will offer both information and advice to support these staff working with their students, as well as take referrals to work more directly with the students. Students can also self-refer to these services.

These services can provide information, advice and support in relation to accommodation, emotional difficulties, assessment of needs and provision of support relating to disability, student funding, general welfare, academic problems, student discipline and complaints, careers, international students, spiritual matters, part time work, security and personal safety. The Students' Union can also provide advocacy for students. More information about these services can be accessed via: <http://www.bath.ac.uk/students/support/>.

There are also Medical and Dental Centres, and a Chaplaincy on campus that are very experienced in meeting the needs of a student population, as well as a University nursery and vacation play scheme to provide childcare for older children during the school holidays

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/>

BSC PSYCHOLOGY – THREE YEAR DEGREE (UHPS-AFB03)

Programme code	UHPS-AFB03
Programme title	BSc (Hons) Psychology
Award type	BSc
Award title	BSc (Hons) Psychology
Mode of Attendance	Full Time
Length	3 Years
State if coexistent M-level programme	MSci (Hons) Psychology
State any designated alternative programme(s)	N/A
Approving body and date of approval	

YEAR 1 :UHPS-AFM03
(for implementation with effect from 2019/20)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits
1	1	All Year	PS10086	Mind and behaviour	Compulsory Unit	12			
1	1	All Year	PS10087	Quantitative research methods	Compulsory Unit	12			
1	1	Semester 1	PS10105	Controversies in Psychology 1	Compulsory Unit	6			
1	1	Semester 1	PS10121	Applying psychology	Compulsory Unit	6			
1	1	Semester 1	BB10006	Cell & molecular biology	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	BB10012	Ecology & evolution 1	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	ED10001	Exploring effective learning	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	HL10036	Introduction to sport & exercise psychology	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	MN10545	Organisational behaviour	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	PS10154	Being a psychologist	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	SP10002	Social problems & social policy	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	SP10043	Understanding society: Britain in global context	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	ZZ00001	Director of Studies approved unit	PS1006 Optional Units: Select 1 unit from this list:				
1	1	Semester 2	PS10089	Controversies in Psychology 2	Compulsory Unit	6			
1	1	Semester 2	PS10166	Research methods and design 1	Compulsory Unit	6			
1	1	Semester 2	BB10005	Cell biology	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	BB10205	Ecology & evolution 2	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	ED10002	Learning: Theory & context	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	HL10037	The High Performance Environment	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	SP10001	Social policy, welfare and the state	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	SP10044	Classical sociological theory	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	ZZ00001	Director of Studies approved unit	PS1007 Optional Units: Select 1 unit from this list:				
1	1	Semester 2	PS10186	Psychology of Wellbeing	PS1007 Optional Units: Select 1 unit from this list:	6			TSC

YEAR 2 :UHPS-AFM03
(for implementation with effect from 2019/20)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits
2	2	All Year	PS20167	Cognitive neuroscience	Compulsory Unit	12			
2	2	All Year	PS20168	Social psychology, personality and individual differences	Compulsory Unit	12			
2	2	Semester 1	PS20093	Quantitative methods	Compulsory Unit	6			
2	2	Semester 1	PS20124	Research methods and design 2	Compulsory Unit	6			
2	2	Semester 1	BB20024	The dynamic cell 1	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	ED20003	Education in society	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	FL20275	Approved 6 credit language option (Foreign Languages Centre)	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	HL20042	Psychological dynamics of sport	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	MN20072	Managing human resources	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	PS20152	Health psychology	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	SP20004	Family matters: the sociology of the family & family policy	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	SP20050	Sociology of criminal justice policy	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	ZZ00001	Director of Studies approved unit	PS2003 Optional Units: Select 1 unit from this list:				
2	2	Semester 2	PS20107	Developmental psychology	Compulsory Unit	6			
2	2	Semester 2	PS20125	Research project	Compulsory Unit	6			
2	2	Semester 2	BB20028	Molecular and cellular neuroscience	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	BB20041	Field course (Gower)	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	BB20173	Behaviour & ecology	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	ED20126	Educational psychology	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	FL20276	Approved 6 credit language option (Foreign Languages Centre)	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	HL20045	Psychology of exercise and health	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	MN20073	Marketing	PS2004 Optional Units: Select 1 unit from this list:	6			

2	2	Semester 2	PS20150	Psychopathology	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	SP20003	'Race' & racism	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	SP20005	Making and communicating policy: theories and practices	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	ZZ00001	Director of Studies approved unit	PS2004 Optional Units: Select 1 unit from this list:				

YEAR 3:UHPS-AFM03

(for implementation with effect from 2019/20)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits
2	3	All Year	PS30155	Psychology dissertation	Compulsory Unit	18	Yes		
2	3	Semester 1	BB30044	Molecular & medical neuroscience	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	3	Semester 1	ED30443	Contemporary issues in childhood and youth 2: policy and practice	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	3	Semester 1	FL30277	Approved 6 credit language option (Foreign Languages Centre)	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	3	Semester 1	HL30155	Applying psychology to physical activity and health	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	3	Semester 1	SP30118	Power in society	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	3	Semester 1	ZZ00001	Director of Studies approved unit	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:				
2	3	Semester 1	PS30014	History of psychology	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	3	Semester 1	PS30101	Psychology of pain	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	3	Semester 1	PS30103	Attitudes and social cognition	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	3	Semester 1	PS30115	Contemporary educational psychology	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	3	Semester 1	PS30126	Developmental psychopathology	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	3	Semester 1	PS30151	Psychology and neuroscience of blindness	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	3	Semester 1	PS30158	Forensic psychology	PS4011 Optional Units: Select a minimum of 3	6			

					and a maximum of 4 units from this list:			
2	3	Semester 1	PS30159	Language development	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6		
2	3	Semester 1	PS30170	Neuroeconomics	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6		
2	3	Semester 2	PS30171	The Psychology of music	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6		
2	3	Semester 2	PS30185	Psychology of creativity and innovation	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6		
2	3	Semester 2	BB30161	Systems and developmental neurobiology	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6		
2	3	Semester 2	ED30006	Issues in science education	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6		
2	3	Semester 2	ED30483	Children and technology: a global perspective	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6		
2	3	Semester 2	FL30278	Approved 6 credit language option (Foreign Languages Centre)	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6		
2	3	Semester 2	HL30055	Applied sport psychology	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6		
2	3	Semester 2	ZZ00001	Director of Studies approved unit	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:			
2	3	Semester 2	PS30110	Psychology of risk	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6		
2	3	Semester 2	PS30113	Autism spectrum disorders	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6		
2	3	Semester 2	PS30116	Cyberpsychology	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6		
2	3	Semester 2	PS30122	Clinical psychology	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6		
2	3	Semester 2	PS30128	A health psychology approach to loss, grief and bereavement	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6		
2	3	Semester 2	PS30130	Organisational psychology	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6		
2	3	Semester 2	PS30156	Affective neuroscience	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6		
2	3	Semester 2	PS30164	Social action and change	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6		

3	3	Semester 2	PS30198	Psychology of Addictive Behaviours	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			TSC
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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		0%		Main assessment regulations: Appendix 11 ; Supplementary assessment regulations: Appendix 12					
Stage		32%		Main assessment regulations: Appendix 11 ; Supplementary assessment regulations: Appendix 12					
Stage		68%		Main assessment regulations: Appendix 27 (Section B) ; Supplementary assessment regulations: Appendix 28 (Section B)					

BSC PSYCHOLOGY WITH PLACEMENT YEAR (UHPS-AKB03)

Programme code	UHPS-AKB03
Programme title	BSc (Hons) Psychology
Award type	BSc
Award title	BSc (Hons) Psychology
Mode of Attendance	Full Time
Length	4 Years
State if coexistent M-level programme	MSci (Hons) Psychology with Placement
State any designated alternative programme(s)	N/A
Approving body and date of approval	

YEAR 1:UHPS-AKB03

(for implementation with effect from 2019/20)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits
1	1	All Year	PS10086	Mind and behaviour	Compulsory Unit	12			
1	1	All Year	PS10087	Quantitative research methods	Compulsory Unit	12			
1	1	Semester 1	PS10105	Controversies in Psychology 1	Compulsory Unit	6			
1	1	Semester 1	PS10121	Applying psychology	Compulsory Unit	6			
1	1	Semester 1	BB10006	Cell & molecular biology	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	BB10012	Ecology & evolution 1	PS1006 Optional Units: Select 1 unit from this list:	6			

1	1	Semester 1	ED10001	Exploring effective learning	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	HL10036	Introduction to sport & exercise psychology	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	MN10545	Organisational behaviour	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	PS10154	Being a psychologist	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	SP10002	Social problems & social policy	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	SP10043	Understanding society: Britain in global context	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	ZZ00001	Director of Studies approved unit	PS1006 Optional Units: Select 1 unit from this list:				
1	1	Semester 2	PS10089	Controversies in Psychology 2	Compulsory Unit	6			
1	1	Semester 2	PS10166	Research methods and design 1	Compulsory Unit	6			
1	1	Semester 2	BB10005	Cell biology	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	BB10205	Ecology & evolution 2	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	ED10002	Learning: Theory & context	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	HL10037	The High Performance Environment	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	SP10001	Social policy, welfare and the state	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	SP10044	Classical sociological theory	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	ZZ00001	Director of Studies approved unit	PS1007 Optional Units: Select 1 unit from this list:				
1	1	Semester 2	PS10186	Psychology of Wellbeing	PS1007 Optional Units: Select 1 unit from this list:	6			TSC

YEAR 2:UHPS-AKB03

(for implementation with effect from 2019/20)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits
2	2	All Year	PS20167	Cognitive neuroscience	Compulsory Unit	12			
2	2	All Year	PS20168	Social psychology, personality and individual differences	Compulsory Unit	12			
2	2	Semester 1	PS20093	Quantitative methods	Compulsory Unit	6			
2	2	Semester 1	PS20124	Research methods and design 2	Compulsory Unit	6			
2	2	Semester 1	BB20024	The dynamic cell 1	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	ED20003	Education in society	PS2003 Optional Units: Select 1 unit from this list:	6			

2	2	Semester 1	FL20275	Approved 6 credit language option (Foreign Languages Centre)	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	HL20042	Psychological dynamics of sport	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	MN20072	Managing human resources	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	PS20152	Health psychology	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	SP20004	Family matters: the sociology of the family & family policy	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	SP20050	Sociology of criminal justice policy	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	ZZ00001	Director of Studies approved unit	PS2003 Optional Units: Select 1 unit from this list:				
2	2	Semester 2	PS20107	Developmental psychology	Compulsory Unit	6			
2	2	Semester 2	PS20125	Research project	Compulsory Unit	6			
2	2	Semester 2	BB20028	Molecular and cellular neuroscience	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	BB20041	Field course (Gower)	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	BB20173	Behaviour & ecology	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	ED20126	Educational psychology	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	FL20276	Approved 6 credit language option (Foreign Languages Centre)	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	HL20045	Psychology of exercise and health	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	MN20073	Marketing	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	PS20150	Psychopathology	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	SP20003	'Race' & racism	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	SP20005	Making and communicating policy: theories and practices	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	ZZ00001	Director of Studies approved unit	PS2004 Optional Units: Select 1 unit from this list:				

YEAR 3:UHPS-AKB03

(for implementation with effect from 2019/20)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits
2	3	All Year	PS20028	Psychology placement	Compulsory Unit	60			

YEAR 4:UHPS-AKB03
(for implementation with effect from 2019/20)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits
3	4	All Year	PS30094	Applied psychology dissertation	Compulsory Unit	18	Yes		
3	4	Semester 1	BB30044	Molecular & medical neuroscience	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
3	4	Semester 1	ED30443	Contemporary issues in childhood and youth 2: policy and practice	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
3	4	Semester 1	FL30277	Approved 6 credit language option (Foreign Languages Centre)	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
3	4	Semester 1	HL30155	Applying psychology to physical activity and health	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
3	4	Semester 1	SP30118	Power in society	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
3	4	Semester 1	ZZ00001	Director of Studies approved unit	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:				
3	4	Semester 1	PS30014	History of psychology	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
3	4	Semester 1	PS30101	Psychology of pain	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
3	4	Semester 1	PS30103	Attitudes and social cognition	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
3	4	Semester 1	PS30115	Contemporary educational psychology	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
3	4	Semester 1	PS30126	Developmental psychopathology	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
3	4	Semester 1	PS30151	Psychology and neuroscience of blindness	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
3	4	Semester 1	PS30158	Forensic psychology	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
3	4	Semester 1	PS30159	Language development	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
3	4	Semester 1	PS30169	Cognitive neuropsychology	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
3	4	Semester 1	PS30170	Neuroeconomics	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			

3	4	Semester 2	BB30161	Systems and developmental neurobiology	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
3	4	Semester 2	ED30006	Issues in science education	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
3	4	Semester 2	ED30483	Children and technology: a global perspective	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
3	4	Semester 2	FL30278	Approved 6 credit language option (Foreign Languages Centre)	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
3	4	Semester 2	HL30055	Applied sport psychology	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
3	4	Semester 2	ZZ00001	Director of Studies approved unit	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:				
3	4	Semester 2	PS30110	Psychology of risk	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
3	4	Semester 2	PS30113	Autism spectrum disorders	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
3	4	Semester 2	PS30116	Cyberpsychology	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
3	4	Semester 2	PS30122	Clinical psychology	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
3	4	Semester 2	PS30128	A health psychology approach to loss, grief and bereavement	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
3	4	Semester 2	PS30130	Organisational psychology	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
3	4	Semester 2	PS30156	Affective neuroscience	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
3	4	Semester 2	PS30164	Social action and change	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
4	4	Semester 2	PS30198	Psychology of Addictive Behaviours	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			TSC

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	0%	Main assessment regulations: Appendix 11 ; Supplementary assessment regulations: Appendix 12
Stage	24%	Main assessment regulations: Appendix 11 ; Supplementary assessment regulations: Appendix 12
Stage	8%	Main assessment regulations: Appendix 11 ; Supplementary assessment regulations: Appendix 12
Stage	68%	Main assessment regulations: Appendix 27 (Section B) ; Supplementary assessment regulations: Appendix 28 (Section B)

MSCI PSYCHOLOGY – FOUR YEAR DEGREE (UHPS-AFM03)

Programme code	UHPS-AFM03
Programme title	MSci (Hons) Psychology
Award type	MSci
Award title	MSci (Hons) Psychology
Mode of Attendance	Full Time
Length	4 Years
State if coexistent M-level programme	N/A
State any designated alternative programme(s)	N/A
Approving body and date of approval	

YEAR 1: UHPS-AFM03

(for implementation with effect from 2019/20)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits
1	1	All Year	PS10086	Mind and behaviour	Compulsory Unit	12			
1	1	All Year	PS10087	Quantitative research methods	Compulsory Unit	12			
1	1	Semester 1	PS10105	Controversies in Psychology 1	Compulsory Unit	6			
1	1	Semester 1	PS10121	Applying psychology	Compulsory Unit	6			
1	1	Semester 1	BB10006	Cell & molecular biology	PS1006 Optional Units: Select 1 unit from this list:	6			

1	1	Semester 1	BB10012	Ecology & evolution 1	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	ED10001	Exploring effective learning	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	HL10036	Introduction to sport & exercise psychology	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	MN10545	Organisational behaviour	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	PS10154	Being a psychologist	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	SP10002	Social problems & social policy	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	SP10043	Understanding society: Britain in global context	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	ZZ00001	Director of Studies approved unit	PS1006 Optional Units: Select 1 unit from this list:				
1	1	Semester 2	PS10089	Controversies in Psychology 2	Compulsory Unit	6			
1	1	Semester 2	PS10166	Research methods and design 1	Compulsory Unit	6			
1	1	Semester 2	BB10005	Cell biology	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	BB10205	Ecology & evolution 2	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	ED10002	Learning: Theory & context	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	HL10037	The High Performance Environment	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	SP10001	Social policy, welfare and the state	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	SP10044	Classical sociological theory	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	ZZ00001	Director of Studies approved unit	PS1007 Optional Units: Select 1 unit from this list:				
1	1	Semester 2	PS10186	Psychology of Wellbeing	PS1007 Optional Units: Select 1 unit from this list:	6			TSC

YEAR 2 :UHPS-AFM03

(for implementation with effect from 2019/20)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits
2	2	All Year	PS20167	Cognitive neuroscience	Compulsory Unit	12			
2	2	All Year	PS20168	Social psychology, personality and individual differences	Compulsory Unit	12			
2	2	Semester 1	PS20093	Quantitative methods	Compulsory Unit	6			
2	2	Semester 1	PS20124	Research methods and design 2	Compulsory Unit	6			
2	2	Semester 1	BB20024	The dynamic cell 1	PS2003 Optional Units: Select 1 unit from this list:	6			

2	2	Semester 1	ED20003	Education in society	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	FL20275	Approved 6 credit language option (Foreign Languages Centre)	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	HL20042	Psychological dynamics of sport	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	MN20072	Managing human resources	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	PS20152	Health psychology	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	SP20004	Family matters: the sociology of the family & family policy	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	SP20050	Sociology of criminal justice policy	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	ZZ00001	Director of Studies approved unit	PS2003 Optional Units: Select 1 unit from this list:				
2	2	Semester 2	PS20107	Developmental psychology	Compulsory Unit	6			
2	2	Semester 2	PS20125	Research project	Compulsory Unit	6			
2	2	Semester 2	BB20028	Molecular and cellular neuroscience	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	BB20041	Field course (Gower)	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	BB20173	Behaviour & ecology	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	ED20126	Educational psychology	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	FL20276	Approved 6 credit language option (Foreign Languages Centre)	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	HL20045	Psychology of exercise and health	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	MN20073	Marketing	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	PS20150	Psychopathology	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	SP20003	'Race' & racism	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	SP20005	Making and communicating policy: theories and practices	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	ZZ00001	Director of Studies approved unit	PS2004 Optional Units: Select 1 unit from this list:				

YEAR 3:UHPS-AFM03

(for implementation with effect from 2019/20)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits
2	3	All Year	PS30155	Psychology dissertation	Compulsory Unit	18	Yes		

2	3	Semester 1	BB30044	Molecular & medical neuroscience	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	3	Semester 1	ED30443	Contemporary issues in childhood and youth 2: policy and practice	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	3	Semester 1	FL30277	Approved 6 credit language option (Foreign Languages Centre)	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	3	Semester 1	HL30155	Applying psychology to physical activity and health	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	3	Semester 1	SP30118	Power in society	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	3	Semester 1	ZZ00001	Director of Studies approved unit	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:				
2	3	Semester 1	PS30014	History of psychology	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	3	Semester 1	PS30101	Psychology of pain	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	3	Semester 1	PS30103	Attitudes and social cognition	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	3	Semester 1	PS30115	Contemporary educational psychology	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	3	Semester 1	PS30126	Developmental psychopathology	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	3	Semester 1	PS30151	Psychology and neuroscience of blindness	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	3	Semester 1	PS30158	Forensic psychology	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	3	Semester 1	PS30159	Language development	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	3	Semester 1	PS30169	Cognitive neuropsychology	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	3	Semester 1	PS30170	Neuroeconomics	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	3	Semester 2	BB30161	Systems and developmental neurobiology	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	3	Semester 2	ED30006	Issues in science education	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	3	Semester 2	ED30483	Children and technology: a global perspective	PS4002 Optional Units: Select a minimum of 0	6			

					and a maximum of 1 units from this list:				
2	3	Semester 2	FL30278	Approved 6 credit language option (Foreign Languages Centre)	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	3	Semester 2	HL30055	Applied sport psychology	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	3	Semester 2	ZZ00001	Director of Studies approved unit	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:				
2	3	Semester 2	PS30110	Psychology of risk	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
2	3	Semester 2	PS30113	Autism spectrum disorders	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
2	3	Semester 2	PS30116	Cyberpsychology	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
2	3	Semester 2	PS30122	Clinical psychology	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
2	3	Semester 2	PS30128	A health psychology approach to loss, grief and bereavement	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
2	3	Semester 2	PS30130	Organisational psychology	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
2	3	Semester 2	PS30156	Affective neuroscience	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
2	3	Semester 2	PS30164	Social action and change	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
3	3	Semester 2	PS30198	Psychology of Addictive Behaviours	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			TSC

YEAR 4:UHPS-AFM03

(for implementation with effect from 2019/20)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits
3	4	All Year	PS40172	Advanced psychology dissertation	Compulsory Unit	30	Yes		
3	4	Semester 1	PS40180	Advanced research methods	Compulsory Unit	12			
3	4	Semester 1	PS40175	Advanced clinical & health psychology	PS4014 Optional Units: Select 2 units from this list:	6			
3	4	Semester 1	PS40176	Advanced cognitive psychology	PS4014 Optional Units: Select 2 units from this list:	6			

3	4	Semester 1	PS40179	Advanced social psychology	PS4014 Optional Units: Select 2 units from this list:	6			
3	4	Semester 2	PS40178	Professional skills	Compulsory Unit	6			

Assessment weightings and decision references									
Stage		Weighting within programme		NFAAR-UG decisions reference					
				See <u>NFAAR-UG</u> information at: https://www.bath.ac.uk/publications/nfaar-ug-and-appendices/attachments/nfaar-ug.pdf					
Stage		0%		Main assessment regulations: Appendix 11 ; Supplementary assessment regulations: Appendix 12					
Stage		16%		Main assessment regulations: Appendix 11 ; Supplementary assessment regulations: Appendix 12					
Stage		34%		Main assessment regulations: Appendix 11 ; Supplementary assessment regulations: Appendix 12					
Stage		50%		Main assessment regulations: Appendix 27 (Section B) ; Supplementary assessment regulations: Appendix 28 (Section B)					

MSCI PSYCHOLOGY WITH PLACEMENT YEAR (UHPS-AFM03)

Programme code	UHPS-AKM03
Programme title	MSci (Hons) Psychology with Placement Year
Award type	MSci
Award title	MSci (Hons) Psychology with Placement Year
Mode of Attendance	Full Time
Length	4 Years
State if coexistent M-level programme	N/A
State any designated alternative programme(s)	N/A
Approving body and date of approval	

YEAR 1:UHPS-AKM03 (for implementation with effect from 2019/20)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits
1	1	All Year	PS10086	Mind and behaviour	Compulsory Unit	12			
1	1	Semester 1	PS10121	Applying psychology	Compulsory Unit	6			

1	1	Semester 1	BB10006	Cell & molecular biology	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	ED10001	Exploring effective learning	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	MN10545	Organisational behaviour	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	SP10002	Social problems & social policy	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	ZZ00001	Director of Studies approved unit	PS1006 Optional Units: Select 1 unit from this list:				
1	1	Semester 2	PS10089	Controversies in Psychology 2	Compulsory Unit	6			
1	1	Semester 2	PS10166	Research methods and design 1	Compulsory Unit	6			
1	1	Semester 2	BB10005	Cell biology	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	ED10002	Learning: Theory & context	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	SP10044	Classical sociological theory	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	All Year	PS10087	Quantitative research methods	Compulsory Unit	12			
1	1	Semester 1	PS10105	Controversies in Psychology 1	Compulsory Unit	6			
1	1	Semester 1	BB10012	Ecology & evolution 1	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	HL10036	Introduction to sport & exercise psychology	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	PS10154	Being a psychologist	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 1	SP10043	Understanding society: Britain in global context	PS1006 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	BB10205	Ecology & evolution 2	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	HL10037	The High Performance Environment	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	SP10001	Social policy, welfare and the state	PS1007 Optional Units: Select 1 unit from this list:	6			
1	1	Semester 2	ZZ00001	Director of Studies approved unit	PS1007 Optional Units: Select 1 unit from this list:				
1	1	Semester 2	PS10186	Psychology of Wellbeing	PS1007 Optional Units: Select 1 unit from this list:	6			TSC

YEAR 2:UHPS-AKM03
(for implementation with effect from 2019/20)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits
2	2	All Year	PS20167	Cognitive neuroscience	Compulsory Unit	12			
2	2	Semester 1	PS20124	Research methods and design 2	Compulsory Unit	6			

2	2	Semester 1	BB20024	The dynamic cell 1	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	FL20275	Approved 6 credit language option (Foreign Languages Centre)	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	MN20072	Managing human resources	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	SP20004	Family matters: the sociology of the family & family policy	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	PS20125	Research project	Compulsory Unit	6			
2	2	Semester 2	BB20028	Molecular and cellular neuroscience	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	BB20173	Behaviour & ecology	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	FL20276	Approved 6 credit language option (Foreign Languages Centre)	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	MN20073	Marketing	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	SP20003	'Race' & racism	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	ZZ00001	Director of Studies approved unit	PS2004 Optional Units: Select 1 unit from this list:				
2	2	All Year	PS20168	Social psychology, personality and individual differences	Compulsory Unit	12			
2	2	Semester 1	PS20093	Quantitative methods	Compulsory Unit	6			
2	2	Semester 1	ED20003	Education in society	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	HL20042	Psychological dynamics of sport	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	PS20152	Health psychology	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	SP20050	Sociology of criminal justice policy	PS2003 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 1	ZZ00001	Director of Studies approved unit	PS2003 Optional Units: Select 1 unit from this list:				
2	2	Semester 2	PS20107	Developmental psychology	Compulsory Unit	6			
2	2	Semester 2	BB20041	Field course (Gower)	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	ED20126	Educational psychology	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	HL20045	Psychology of exercise and health	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	PS20150	Psychopathology	PS2004 Optional Units: Select 1 unit from this list:	6			
2	2	Semester 2	SP20005	Making and communicating policy: theories and practices	PS2004 Optional Units: Select 1 unit from this list:	6			

YEAR 3:UHPS-AKM03
(for implementation with effect from 2019/20)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits
2	3	All Year	PS20028	Psychology placement	Compulsory Unit	60			

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(for implementation with effect from 2019/20)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits
2	4	Semester 1	BB30044	Molecular & medical neuroscience	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	4	Semester 1	FL30277	Approved 6 credit language option (Foreign Languages Centre)	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	4	Semester 1	SP30118	Power in society	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	4	Semester 1	PS30014	History of psychology	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	4	Semester 1	PS30103	Attitudes and social cognition	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	4	Semester 1	PS30126	Developmental psychopathology	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	4	Semester 1	PS30158	Forensic psychology	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	4	Semester 1	PS30169	Cognitive neuropsychology	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	4	Semester 2	BB30161	Systems and developmental neurobiology	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	4	Semester 2	ED30483	Children and technology: a global perspective	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	4	Semester 2	HL30055	Applied sport psychology	PS4002 Optional Units: Select a minimum of 0 and a	6			

					maximum of 1 units from this list:				
2	4	Semester 2	PS30113	Autism spectrum disorders	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
2	4	Semester 2	PS30122	Clinical psychology	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
2	4	Semester 2	PS30130	Organisational psychology	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
2	4	Semester 2	PS30164	Social action and change	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
2	4	Semester 2	PS30171	The psychology of music	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
2	4	Semester 1	ED30443	Contemporary issues in childhood and youth 2: policy and practice	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	4	Semester 1	HL30155	Applying psychology to physical activity and health	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	4	Semester 1	ZZ00001	Director of Studies approved unit	PS4001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:				
2	4	Semester 1	PS30101	Psychology of pain	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	4	Semester 1	PS30115	Contemporary educational psychology	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	4	Semester 1	PS30151	Psychology and neuroscience of blindness	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	4	Semester 1	PS30159	Language development	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	4	Semester 1	PS30170	Neuroeconomics	PS4011 Optional Units: Select a minimum of 3 and a maximum of 4 units from this list:	6			
2	4	Semester 2	ED30006	Issues in science education	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
2	4	Semester 2	FL30278	Approved 6 credit language option	PS4002 Optional Units: Select a minimum of 0 and a	6			

				(Foreign Languages Centre)	maximum of 1 units from this list:				
2	4	Semester 2	ZZ00001	Director of Studies approved unit	PS4002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:				
2	4	Semester 2	PS30110	Psychology of risk	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
2	4	Semester 2	PS30116	Cyberpsychology	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
2	4	Semester 2	PS30128	A health psychology approach to loss, grief and bereavement	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
2	4	Semester 2	PS30156	Affective neuroscience	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			
3	4	All Year	PS30094	Applied psychology dissertation	Compulsory Unit	18	Yes		DPC
4	4	Semester 2	PS30198	Psychology of Addictive Behaviours	PS4012 Optional Units: Select a minimum of 2 and a maximum of 3 units from this list:	6			TSC

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(for implementation with effect from 2019/20)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits
3	5	All Year	PS40172	Advanced psychology dissertation	Compulsory Unit	30	Yes		
3	5	Semester 1	PS40175	Advanced clinical & health psychology	PS4014 Optional Units: Select 2 units from this list:	6			
3	5	Semester 1	PS40179	Advanced social psychology	PS4014 Optional Units: Select 2 units from this list:	6			
3	5	Semester 2	PS40178	Professional skills	Compulsory Unit	6			
3	5	Semester 1	PS40180	Advanced research methods	Compulsory Unit	12			
3	5	Semester 1	PS40176	Advanced cognitive psychology	PS4014 Optional Units: Select 2 units from this list:	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	0%	Main assessment regulations: Appendix 11  ; Supplementary assessment regulations: Appendix 12 
Stage	8%	Main assessment regulations: Appendix 11  ; Supplementary assessment regulations: Appendix 12 
Stage	8%	Main assessment regulations: Appendix 11  ; Supplementary assessment regulations: Appendix 12 
Stage	34%	Main assessment regulations: Appendix 27 (Section B)  ; Supplementary assessment regulations: Appendix 28 (Section B) 
Stage	50%	Main assessment regulations: Appendix 27 (Section B)  ; Supplementary assessment regulations: Appendix 28 (Section B) 

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.

PROFESSIONAL BODY ACCREDITATION

Our undergraduate degree programme is accredited by the British Psychological Society as conferring eligibility for Graduate Membership of the Society with the Graduate Basis for Chartered Membership (GBC) provided the minimum standard of qualification of lower second class honours is achieved and you have passed your Dissertation.

You do not have to be a Graduate Member of the Society to have Graduate Basis for Chartered Membership.

IF YOU NEED PROOF THAT YOU HAVE GRADUATE BASIS FOR CHARTERED MEMBERSHIP:

- send an e-mail from your Bath e-mail address (which confirms to the University that you are a student here) to psychology-ug@bath.ac.uk requesting a "GBC letter" or an "official transcript" for Final Year / Second Year / First Year as appropriate. Make sure you include your University of Bath student number and the address and telephone number where you are currently living; the letter will then be prepared

within three working days and you will be able to collect it from the Taught Programmes Office (10 West 1.02) (if you are not in Bath you can ask for it to be posted out to you).

Graduate Basis for Chartered Membership (GBC) is an entry requirement for all Society accredited postgraduate training courses and is also required to work towards becoming a Chartered Psychologist. The GBC is awarded through a successful application to become a Graduate Member of the Society.

IF YOU ARE COMPLETING A BPS GRADUATE MEMBERSHIP APPLICATION FORM:
Send the completed form with your membership fee payment (normally a cheque made payable to the BPS) and a stamped addressed envelope (SAE) addressed to the BPS to:

Undergraduate Support
Department of Psychology
University of Bath
Bath
BA2 7AY

The form will then be passed to two academics in the Department who will put you forward for membership. The completed form, an official copy of your transcript and your payment (i.e. the cheque you sent with it) will then be posted direct to the BPS.

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

Several pieces of information are contained within each cell of the timetable grid:

NOTE: The information below is an example, and is not actual timetable information for 2019/20:

PS10086B-Lec	
I Fairholm	
19-26, 29-31	CB 1.10

- the number at the top is the unit code (PS10086B-Lec indicates this is the **lecture** for

the unit **PS10086 Mind and Behaviour**);

- the small number in the bottom left corner is the teaching week number (i.e. 19-26, 29-31 indicates this unit will run from week **19 to 26** inclusive and week **29 to 31** inclusive, this is in semester two);
- the number in the bottom right corner is the room number (e.g. CB 1.10 means the *Chancellors' Building*, level **1**, room **1.10**);
- The name in the middle of the box is that of the teaching staff formally 'attached' to the unit (e.g. **Mr Ian Fairholm**; generally this indicates the name of the member of staff teaching the class, occasionally additional staff may deliver some teaching or some staff listed may not teach but have overall responsibility for the unit. Ask Cynthia if this needs further clarification).

OPTION CHOICES

You can find information about how and when to choose your optional units at:

<http://www.bath.ac.uk/catalogues/information/students/online-unit-selection.html>

Information about unit content and assessment is provided in the Unit Catalogue.

You can find this on the University website at: <http://www.bath.ac.uk/catalogues/2019-2020/index.html>

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.

In your First Year you must choose one (6-credit) unit in Semester 1 and one unit in Semester 2 (the 6-credit unit which follows on from your Semester 1 optional unit). The optional units you take in your First Year may be a pre-requisite for the "stream" you follow in your Second and Final Years. See the guide below for further information:

It is ESSENTIAL that you check your option 'stream' (in the programme & unit catalogues on-line), planning ahead to the final year to ensure that you have taken the necessary pre-requisites for any final year units you may wish to take.

Some optional units / streams are constrained by your pre-university qualifications. You should check the Unit Catalogue.

In unit descriptions, programme description, Moodle pages and on timetables, Psychology units are prefixed PS. Other units prefixed:

- BB will be taught by members by the Department of Biology and Biochemistry;
- ED will be taught by members by Department of Education.
- HL will be taught by members of the Department of Health.
- PL will be taught by members of the Department of Politics, Languages and International Studies;
- SP will be taught by members of the Department of Social and Policy Sciences;
- MN will be taught by members of the School of Management;
- FL will be taught by members of the Foreign Languages Centre

Please note: Students wishing to take the Biology stream should have Grade A at Higher Level in Science. Students wishing to take the Neuroscience stream must have A level Biology.

If you need help deciding which units to take:

- consult your Personal Tutor about compulsory and recommended units or
- ask the UG Administrators for advice.

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.

TRANSFERS BETWEEN UNDERGRADUATE PSYCHOLOGY DEGREE PROGRAMMES

Change of Programme and Unit Choice

If you wish to change the optional units you have chosen for the current academic year you should contact the UG Administrators (psychology-ug@bath.ac.uk) who will check whether there is any space left on the new unit. Please remember to forward the unit codes of the units you wish to change. It is your responsibility to ensure that the change does not clash in your timetable with any other units you are taking.

Transferring from a placement degree to a non-placement degree

If you would like to move from the placement programme onto the non-placement programme, this should be decided in your first year as you will be selecting your placement option early in the second year. If you are in your second year and start to have serious concerns about your ability to do a placement year, for whatever reason, please speak with Amy Haughton in the first instance.

Transferring from a non-placement degree to a placement degree

It will not be possible to transfer from the non-placement programme to the placement programme.

Transferring from the BSc to the MSci or from the MSci to the BSc

Years 1 and 2 of the Psychology degree programmes are the same for those registered on the BSc and MSci. All students enrolled on a Bachelors degree are eligible to transfer onto the MSci, and all students enrolled on the undergraduate Masters degree are eligible to transfer to the Bachelors degree.

However, the same rules apply to transfers between programmes with a placement and without a placement as outlined above. I.e. if you enrolled on the MSci without placement and wish to transfer to a BSc you **MUST** transfer to the BSc without placement,

alternatively, if you are enrolled on the BSc with placement you can transfer to **EITHER** the MSci with placement or the MSci without placement.

If you are registered on the BSc programme, you can transfer to the MSci programme at any point up to the end Semester 1 in your 2nd year or the equivalent point in the calendar year while on placement. This is because you will need to be registered on the correct programme for the selection of units for your 3rd teaching year.

FURTHER STUDY

Continuing with Psychology to Postgraduate level

The rapidly expanding Department of Psychology has a distinctive research profile and a cutting edge approach to theory, methodology and application.

Psychology is currently part of the Faculty of Humanities and Social Sciences. Our Master in Research is part of a Faculty-wide programme, with core units and departmental specialisms and we currently have 30 students undertaking postgraduate research.

All academic staff in the Department are actively engaged in research and publication. We have a strong tradition of interdisciplinary work and collaborate with other departments in the University of Bath, local and national institutions, and international networks. Academic staff are augmented by several research officers and visiting research fellows.

In the recent Research Excellence Framework (REF 2014), Psychology at Bath performed highly. As the Department of Psychology is relatively small compared to other psychology departments that are rated within the [top 10 of the subject league tables](#), our Psychology staff at Bath were distributed amongst larger research groupings within the University's other Units of Assessment. Two thirds of Psychology (FTE) staff were submitted under Allied Health Professions for which The University of Bath was ranked sixth in the UK. See <http://www.bath.ac.uk/psychology/research/> for more information on Psychology research at Bath.

Postgraduate taught programmes available:

- MSc Applied Clinical Psychology
- MSc Applied Psychology and Economic Behaviour
- MSc Health Psychology
- Masters of Research (Psychology) - started 2002, this is both a free-standing degree recognised by the ESRC and the required foundation for research students working towards an MPhil or PhD.
- MRes Sustainable Futures
- MPhil / PhD Programme - there are currently approximately 40 postgraduate research students in the Department, many working in multidisciplinary fields.

If you are in your final year of an undergraduate degree and think you may be interested in continuing your studies to postgraduate level you are very welcome to check out our postgraduate admissions website at

<http://www.bath.ac.uk/psychology/postgraduate/> or contact the programmes

administrators:

MPhil/PhD

Ms Chloe Newton - psychology-research@bath.ac.uk

Doctorate in Clinical Psychology

Mr Dan Clifford - clinpsych@bath.ac.uk

MSc Health Psychology & MRes Psychology

Ms Caroline Chapman - psychology-pgt@bath.ac.uk

ASSESSMENT

Students must retain an electronic copy of all work submitted.

SUBMISSION DEADLINES

All coursework in the Department is now submitted **electronically only** with the exception of the dissertation (PS30094 or PS30155) which will also require a hardcopy submission. Instructions on submitting your dissertation can be found in the **Psychology Dissertations** section of this Handbook, under **ASSESSMENT**.

Units not listed are assessed solely by an examination during the University Exam Periods.

WORD COUNTS

All items of assessed written work have a **stated word 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).

Departmental policy is that all coursework (including the Dissertation) **should not exceed this word limit**. It is fine to submit work under the stated limit, but any coursework which exceeds the stated word limit will be **subject to penalties**. The ability to submit a piece of work which is within the stated word limit is one of the criteria taken into account when a piece of work is being marked. **Students must state the number of words at the end of each piece of work.**

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

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

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

You should check with your Year Tutor if you have questions about word counts and penalties.

GENERAL ESSAY WRITING ADVICE

Some suggestions about how to plan, organise and write essays.

- **Spend some time thinking over what the question is really about.** Do this both before your reading (to structure it), and again after your reading before writing your essay. It is usually helpful to write an essay plan which you can use in your Introduction to help the reader and to indicate your structure and argument. Draw together your conclusions in a final paragraph. You should expect to produce more than one draft of an essay before the final one. Even experienced writers produce several drafts.
- **Ensure you are answering the question asked and not the question you would like to answer.** Do not let your essay be determined by what you have read, you should use your sources to fit your answer rather than the other way round. Do not try to incorporate all the notes you may have made on the topic, use only those that are directly relevant. It is usually better to analyse a few topics in depth than to skip over a large number of topics superficially. Remember it is in-depth understanding, analysis and evaluation of arguments and evidence that is required.
- **Use your own words when writing the essay.** This does not mean that you cannot draw upon the work of others, on the contrary it is usually essential to communicate a good understanding of the existing literature, but what we require is your interpretation of this literature. **Please see section on Academic integrity: referencing and plagiarism of this handbook, under ASSESSMENT.**
- A good way to ensure that you use your own words is to put your original sources completely to one side when writing your first draft. Rely on the skeleton argument set out in your plan. Another useful technique is to explain the underlying arguments to a friend not doing the same course. Having to communicate an argument verbally to a non-specialist is good practice for effective writing.
- **Use paragraphs sensibly.** Some students do not use enough paragraphs. Each paragraph should relate to a new idea, concept or study. Try to summarise what you are trying to say within each paragraph and what it contributes to the essay – if you cannot do this for a given paragraph, consider re-wording it or splitting it into more paragraphs until you can. It is also important to show how different paragraphs connect or relate to each other.

PRESENTATION AND REFERENCES

General Information about Presentation and References

- We do not normally accept hand written work except in the case of diagrams.
- It is vital that you acknowledge all direct quotations and reference paraphrased arguments in the appropriate way. If you do not this may give the impression of an intention to deceive which will be dealt with appropriately.
- **Direct quotations must be enclosed in quotation marks ("...") and must quote the original source, naming the author and giving the page number. You may also paraphrase sections from books or articles but YOUR ESSAY MUST EXPLICITLY ACKNOWLEDGE THE ORIGINAL SOURCE. To do otherwise is plagiarism.** You are required to use the "APA" system of referencing. At the end of a quotation you would write something like (Cole, 1996, p.122) after the quotation marks. To reference a paraphrase you might write something like "As Cole (1996) has argued ..." At the end of the text you will have a reference section containing alphabetically ordered entries including Cole, M. (1996). *Cultural Psychology: A Once and Future Discipline*. Cambridge: Cambridge University Press.
- Use tables and diagrams as appropriate to the topic. If these are taken from another source make sure you acknowledge this properly. Remember these are not arguments in themselves, you must explain the key features to the reader.
- **For all research reports, essays and Dissertations students should follow the American Psychological Association Standard.** For a detailed description of those guidelines refer to the *Publication Manual of the American Psychology Association (6th Edition)*.

Specific examples of References

Books: author(s), year of publication, *title* (in italics), publisher, place of publication (e.g. Mitchell, T. R., & Larson, J. R., Jr. (1987). *People in Organisations: An introduction to organisational behaviour* (3rd ed.) New York: MacGraw Hill).

Journal articles: author(s), year of publication, title of paper, *journal name* (in italics), volume number, part number, page numbers (e.g. McKelvie, P and Law, J. (2002) Listening to Mozart does not improve children's spatial ability; final curtain for the Mozart effect, *British Journal of Developmental Psychology*, 20(2), 241-258).

Articles collected in a book: author(s), year of publication, title of paper, editors' names, *title of book* (in italics), page numbers, publisher, place of publication (e.g. Averill, J.R. (1996) An analysis of psychophysiological symbolism and its influence on theories of emotion. In Harre, R. and Parrott, W.G. (eds) *The Emotions: Social, Cultural and Biological Dimensions* (pp 232-256). London: Sage)

Online Journals: A lot of paper-based journals are also available through the web. If the article has a paper-based form refer to it in the same way as shown above.

Article in Internet Only Journals: Use the complete publication date given on the article and note there are no page numbers. In an internet periodical volume and issue numbers are often irrelevant. You must include the URL that links directly to the paper (e.g.

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimise health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20th, 2000 from <http://journals.apa.org/prevention/volume3/pre0030001a.html>)

Other material from the Internet: References which can only be retrieved from the Internet should include: website name, full URL, name of author(s) and/or host institution (if known), section or part of site used (if relevant), date site last updated, last date you accessed the site. They should follow the format given elsewhere, e.g. Sneddon, L.U. (n.d.). Can animals feel pain? *Pain: Science, Medicine, History, Culture*. Retrieved from <http://www.wellcome.ac.uk/en/pain/microsite/culture2.html>. Accessed date: 20 December 2010).

External websites: Each reference should include: name of author(s) and/or host institution (if known), section or part of site used (if relevant), date site last updated, last date you accessed the site, *website name*, full URL (e.g. Chou, L., McClintock, R., Morretti, F., & Nix D. H. (1993). Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures. Retrieved August 24th 2000, from *Columbia University*, Institute for Learning Technologies - website: <http://www.columbia.edu/publications/papers/newwine.html>)

Motion Pictures: Start with the name and in brackets, the function of the originator or primary contributors (the director or the producer or both). Identify the fact that it is a motion picture. Finally give the motion pictures country of origin and the name of the movie studio (e.g. Scorsese, M. (Producer), & Lonestahl, K. (Writer/Director). (2000). *You can count on me* [Motion Picture]. United States: Paramount pictures). If it was from a DVD then refer to it as follows - Scorsese, M. (Producer), & Lonestahl, K. (Writer/Director). (2002). *You can count on me* [DVD]. United States: Paramount Pictures] and use the date it was available as a DVD.

Television Broadcasts: For broadcast material provide: name of author/presenter/producer, date and time of broadcast, *title* [e.g. BBC2 (10 Feb 1999 - 10.30 p.m.) Horizon].

- **Single Episode:** e.g. Hall, B. (Writer), & Bander, J (Director). (1991). The rules of the game (Television series episode). In J. Sander (Producer) *I'll fly away*. New York: New York Broadcasting Company.
- **Television Series:** author/presenter/producer, *title*, copyright date and name of copyright holder (e.g. Miller, R. (producer) (1989) *The mind* (Television series) New York: WNET).

The Publication Manual of the American Psychology Association (6th Edition) has a very large section on the various types of papers and journals available online and how to reference them, so if you are in doubt look in there. Further information is also available from the Library. If you are unsure about how to reference then speak to your Personal Tutor, unit coordinator or Dissertation supervisor.

Do not include references that are not properly cited (as above) in the main text. Remember we are interested in substantive answers to questions not the number of book titles you know.

- Check with the Unit Co-ordinator to see if footnotes are acceptable before using them. If you do use footnotes they should be presented as endnotes at the end of the essay. The form of referencing should follow the same style as listed above.
- Read through your essay and use the spell checker on your computer. However, you should not rely on this alone as it will not pick up every mistake. **Always proof read your essay thoroughly.**
- Check the word limit for each assignment and keep as close to it as possible.
- **Remember, above all we will be looking for clarity of argument and answers to the question asked.**

ALL STUDENTS ARE REQUIRED TO RETAIN THEIR OWN ELECTRONIC COPY OF EACH PIECE OF SUBMITTED COURSEWORK.

ASSIGNMENT SUBMISSION ADVICE

What follows is key advice that is designed so that you do not fall foul of any assessment capping.

1. **Make sure you submit your assessment in plenty of time before the deadline.** All too often students leave the submission of their work until too close to the deadline (sometimes even at 12 noon). This is very risky because if there are any issues with your submission (e.g., you submitted the wrong essay or coversheet), you may not have sufficient time to rectify the problem and still submit

in time for the deadline. **Any submission after 12:00 noon on the deadline is classified as late.** It is good practice to **submit your electronic and paper assessments at least 30 minutes before the deadline (and we would advise an hour before just in case).** This leaves you time to deal with any errors on your part in the submission process. Please note that at busy periods, Moodle may run slower than anticipated and you need to take account of this. Computer and internet problems are not considered acceptable reasons to submit work late. It is up to you to be organised enough to work around technology problems. The onus is on you to get your work in on time. Do not take risks with your work.

2. **Make sure that you submit the right essay.** There have been instances in the past when students submitted an essay for another unit, this may not be picked up until days or weeks after the deadline has passed. Even if the correct essay were resubmitted this will be classed as late and marks capped. You must carefully check all your documents after submission. Do not submit and then assume everything is fine. Again, the onus is on you to ensure that your submission has succeeded.
3. **Submit the right coversheet for the unit.** You must submit a coversheet for each piece of work. The coversheets are available at submission on Moodle. Again, take time to ensure that you have completed your submission successfully and make sure that the coversheet contains the correct details. Again, the onus is on you to ensure that your submission is valid.
4. **Check to make sure that the files submitted are in the correct format and open successfully.** It is your responsibility to make sure that all files submitted are correctly formatted and are not corrupted. Be aware that essays written on Macs need to be carefully converted to ensure they can be opened. A poorly converted file may open on some computers but not others, your file needs to have been named and formatted correctly to open on any computer. After submission (before the deadline) do take time to check that what you have submitted is correct and can be opened.
5. **Make sure that you back up your work.** Technical issues such as computers crashing or hard drives failing are not considered valid grounds for extensions or accepted reasons for late work. It is up to you to back up your work appropriately. If you have spent a lot of time on an assessment it is sensible to back up your work just in case a severe technical issue occurs. This is a University policy.

The key take-away message is that it is up to you to make sure that your submission is correct. It is a real shame when a student puts a significant amount of effort into a piece of work just to fall foul of mark capping due to silly errors. Take time during submission to double-check your submission and submit in plenty of time before the deadline.

We do not enjoy, or want to, deal out any penalties for late submission and neither do you want to receive any. Therefore, it is absolutely vital that you are careful during your submission processes.

HOW TO SUBMIT YOUR ESSAY

All coursework must be submitted via the appropriate upload area on Moodle.

The deadline for all submissions is by **12 noon** on the day of the deadline (though we encourage you to think of the deadline as being an hour earlier, so 11am, which means if you do face any problems you will have an hour to resolve them).

- To submit your essay (or report) you will need to download the essay feedback sheet from Moodle (make sure it is the correct sheet for that assignment) and copy the text of your essay into this document.
- Fill in your Candidate Number, Unit Code and Title, Essay Title, and Word Count.

You should then upload this to Moodle. Your file should be named as follows: **Candidate number Unit Code Assessment** (e.g., 12345 PS10105 essay, or 12345 PS10087 rpt 1). If you name your file incorrectly you may not receive your feedback within the same timeframe as other students.

All submissions **MUST** be submitted in file formats ending '**.doc**' or '**.docx**'. Files submitted in different formats will be considered late.

You will receive an email from Moodle to confirm your assignment has been uploaded. You will then receive an email alerting you when your feedback is returned.

Remember: different computers and devices may have slightly different time settings and all computers and devices are liable to have problems which may delay your submission. **Always aim to upload your documents at least 60 minutes prior to the deadline.** This can save you a considerable amount of stress!

All electronic files will be submitted to the plagiarism software, Urkund.

Assignments for units belonging to other departments (where the unit code is not prefixed by PS) should be submitted to the department that owns the unit. Make sure you check submission procedures carefully with that Department. Remember to ask the lecturer for these units what their submission procedures are as these vary across departments.

***For Dissertation submission procedures see the Psychology Dissertations section under ASSESSMENT.**

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 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 the UG Administrators 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

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 Year Tutor 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 Year Tutor 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 Year Tutor as soon as possible if you become concerned about your submission deadlines.

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

Extensions

(For Written Coursework Assignments ONLY.)

Your relevant Year Tutor may grant an extension to a submission date for a student who is deemed to have a valid reason affecting their ability to meet the deadline. This type of circumstance normally requires the same documentary evidence as IMCs, i.e., a medical certificate. You may be asked to produce supporting evidence (such as a doctor's note).

Valid reasons for extensions include (but are not limited to): acute mental or physical health conditions that impact on your ability to study close to a deadline (i.e., not mild conditions such as common colds); accidents; recent bereavement of a family member (but not a pet).

To request an extension, please complete the 'Request for extension form' available here: <http://www.bath.ac.uk/quality/documents/QA16-form-1.docx>.

You must email this form with the requisite evidence (such as a medical certificate) to the appropriate assessments email address for your year group (see below):

Year One

Year Tutor: Ian Fairholm

psychology-assessments-yr1@bath.ac.uk

Year Two

Year Tutor: Dr Sally Adams

psychology-assessments-yr2@bath.ac.uk

Placement Year

Year Tutor: Dr Charlotte Dack

psychology-assessments-placement@bath.ac.uk

BSc Final Year

BSc Final Year Tutor: Dr Ed Keogh

psychology-assessments-bsc-final@bath.ac.uk

MSci Year

MSci Year Tutor: Dr Karin Petrini

psychology-assessments-msci@bath.ac.uk

Your email should contain details of the following:

- The assessment item
- Deadline date
- Unit name and code
- Name of unit coordinator
- Reason for extension request plus any evidence, e.g., doctor's certificate
- Confirm that you are enrolled on the Psychology degree (and not another degree)

We recommend that you send this email **at least 2 working days** before the deadline. We

cannot guarantee that we will be available to respond to extension requests emailed on the day of a deadline and will not respond to requests at the weekend. If your extension request is subsequently rejected and your work is submitted late, you will receive the usual penalty.

If no extension has been granted and a piece of work is submitted after 12:00 noon on the submission date, the maximum mark possible will be the pass mark (i.e., 40%). Any coursework submitted later than five days after the submission date, and for which there is no agreed extension, will receive a mark of 0% (zero).

Oral Presentations

Please note: We cannot provide extensions for 'live' oral presentations. If you miss an assessed oral presentation, then we advise you to submit an IMC claim within three days after the missed assessment.

If the oral presentation is a group presentation and you have contributed to the group work but are unable to present on the day then you may still receive a mark that reflects the preparation work you put in. You can discuss this further with your unit coordinator(s) and Year Tutor

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.

MARKING CRITERIA

Marking Criteria: (What We Look for in Essays, Projects and Other Assessed Work)

The Department has an established set of criteria which they use in assessing your work. These are:

- Evidence of wide reading in the field as appropriate; **it is not enough to only read the textbook, or only refer to lecture notes.**
- Evidence that you have understood the key concepts and theories in the field, that you appreciate the main debates and their context, and that you are able to integrate these appropriately into your discussion.
- Evidence that you have established your own critical position in relation to the question and the issues, and that you can develop an argument to defend this (utilising evidence and also the arguments of others where appropriate). Opinions are relevant if informed and supported by evidence.
- Evidence that you are imposing your own organisation on the material, not just rehashing someone else's position.
- Evidence of your ability to write clearly and succinctly, and present your ideas effectively.
- **Evidence that you have attempted to answer the question set.** You will be penalised for not answering the question especially in examinations.

Marking Scheme

Grades for each piece of assessed work will normally be given as follows:

Fail =		5	15	25	35
Class 3 =		42		45	48

Class 2.2 =		52		55	58
Class 2.1 =		62		65	68
Class 1 =	72	75	80	85	95

The marking scheme utilises three points in all classes (except for fail and first class where there are four or five) for each individual piece of work. These marks are aggregated over all assessed work so the final mark for a unit may include two or more parts which have been averaged. A mark of less than 35% for any piece of work constitutes a 'bad fail' and a unit in which 50% of the assessment has received such a mark cannot be given a pass mark even if the rest of work achieves a pass (such a unit will receive the mark of 39%).

Generic Marking Scheme

	Mark Range	Knowledge and understanding of relevant ideas and methods. Use of original sources and breadth of reading	Argument and ability to answer the question. Depth and development of a critical stance.	Clarity of expression, presentation of material and organisation (including referencing)
Fail	0	No material	No material	No material
	5	No answer or little material of any kind, showing a lack of engagement in the pertinent issues. No evidence of adequate reading	No evidence of appreciation of the question or issue No evidence of critical ability	Poor organisation and/or expression. No referencing or poor inaccurate referencing and citation conventions.
	15	Little, if any, relevant material, showing a lack of engagement in the pertinent issues. No evidence of adequate reading	Little evidence of appreciation of the question or issue No evidence of critical ability	Poor organisation and/or expression. No referencing or poor inaccurate referencing and citation conventions.
	25	Little of relevance to the question, with no evidence of knowledge or understanding. No evidence of adequate reading	Little evidence of appreciation of the question or issue No evidence of critical ability	Poor organisation and/or expression. No referencing or poor inaccurate referencing and citation conventions.

	35	Major gaps in knowledge Little evidence of reading, or reading misunderstood/ misrepresented.	Evidence of some effort but minimal appreciation of the question or issue. Lacking evidence of critical ability.	An attempt at a basic organisation, but poor expression Poor application of referencing and citation conventions
3rd	42	Poor work showing some level of knowledge but deficient in key areas of understanding. Evidence of some reading. Mainly basic texts or the lecture notes	Little or no connection between reading and the question set. Failing to address the question in sufficient detail. Little evidence of critical ability. The work is mainly descriptive	Some elements of basics organisation. Poor standard of grammar, punctuation and spelling Poor application of referencing and citation conventions
	45	Poor work showing some level of knowledge but deficient in key areas of understanding. Evidence of some reading. Mainly basic texts or the lecture notes	Little or no connection between reading and the question set. Failing to address the question in sufficient detail. Little evidence of critical ability. The work is mainly descriptive	Poor use of language and/or referencing
	48	Showing some understanding, but still no attempt to generalise or discuss. Evidence of some reading. Mainly basic texts or the lecture notes	Pedestrian and limited work but adequate in coverage to answer the question to a minimal extent. Little evidence of critical ability. The work is mainly descriptive	Poor use of language and/or referencing
2ii	52	Demonstrates satisfactory knowledge and understanding of the subject. Some evidence of adequate reading and the ability to present examples and evidence but may be thin in content and of limited range.	A satisfactory answer to the question. The question is understood and key issues identified, with evidence of ability to describe a subject in an organised way. Little evidence of originality or critical ability.	Adequate structure and organisation but with some limitations. Adequate standard of grammar, punctuation and spelling Adequate use of referencing and citation conventions.
	55	Demonstrates satisfactory knowledge and understanding	A satisfactory answer to the question. The question is	Adequate structure, with appropriate use of language and

		<p>of the subject.</p> <p>Evidence of adequate reading, but without effectively drawing on relevant additional materials.</p>	<p>understood and key issues identified. Adequate organisation of concepts and evidence</p> <p>Little evidence of originality or critical ability.</p>	constructs throughout.
	58	<p>Demonstrates satisfactory knowledge and understanding of the subject.</p> <p>Evidence of adequate reading, but without effectively drawing on relevant additional materials.</p>	<p>A satisfactory answer to the question. The question is understood and key issues identified. Adequate organisation of concepts and evidence</p> <p>Little evidence of originality or critical ability.</p>	<p>Adequate structure, appropriate use of language, basic reference section.</p>
	62	<p>Demonstrates good knowledge and understanding in all key areas.</p> <p>Evidence of reading from recommended sources.</p>	<p>A good answer to the question. Key issues, concepts and debates are identified and explained clearly, but there may be some missing elements. Good organisation of concepts and evidence</p> <p>Some evidence of critical ability.</p> <p>Little evidence of originality.</p>	<p>Good structure and organisation.</p> <p>Good standard of grammar, punctuation and spelling</p> <p>Good use of referencing and citation conventions.</p>
21	65	<p>Demonstrates good knowledge and understanding in all key areas.</p> <p>Demonstration of wider reading.</p>	<p>A good answer to the question. Key issues, concepts and debates are identified and explained clearly.</p> <p>Good organisation of concepts and evidence</p> <p>A good level of critical ability. Little evidence of originality.</p>	<p>Clear structure</p> <p>A good academic style and a good standard of written grammar, punctuation and spelling.</p> <p>All material correctly referenced.</p>
	68	<p>Demonstrates good knowledge and understanding in all the main areas.</p> <p>Demonstration of wider reading.</p>	<p>A very good answer to the question. Key issues, concepts and debates are identified and explained clearly.</p> <p>Good organisation of concepts and evidence</p> <p>A good level of critical ability. Little evidence of originality.</p>	<p>Coherent and concise structure</p> <p>A good academic style and a good standard of written grammar, punctuation and spelling.</p> <p>All material correctly referenced.</p>

1st	72	<p>Demonstrates a very clear understanding of relevant concepts, issues, debates and theories.</p> <p>Evidence of very wide ranging and independent reading</p>	<p>An excellent answer to the question. Key issues, concepts and debates are identified and explained clearly. A very good organisation of concepts and evidence</p> <p>A high level of critical ability. Demonstrates something new in the form of novel literature, critical analysis or innovative ideas.</p>	<p>An excellent structure and organisation.</p> <p>Sophisticated academic style, excellent standard of written grammar, punctuation and spelling.</p> <p>Excellent referencing and citation conventions throughout.</p>
	75 or 80	<p>Demonstrates a sophisticated grasp of key ideas/concepts.</p> <p>Evidence of exceptionally wide ranging and independent reading</p>	<p>An excellent answer to the question. Key issues, concepts and debates are identified and explained clearly. A very good organisation of concepts and evidence.</p> <p>A very high level of critical ability and creativity. Demonstrates something new in the form of novel literature, critical analysis or innovative ideas.</p>	<p>Excellent structure and organisation.</p> <p>Sophisticated academic style, excellent standard of written grammar, punctuation and spelling.</p> <p>Excellent referencing and citation conventions throughout.</p>
	85 or 95	<p>Demonstrates a sophisticated grasp of key ideas/concepts.</p> <p>Evidence of exceptionally wide ranging and independent reading</p>	<p>A virtually perfect answer to the question. Key issues, concepts and debates are identified and explained clearly. An exceptional ability to develop an argument and support it with evidence</p> <p>Work of this calibre is highly original, critical and innovative.</p>	<p>Excellent structure and organisation.</p> <p>Sophisticated academic style, excellent standard of written grammar, punctuation and spelling.</p> <p>Excellent referencing and citation conventions throughout.</p>

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.

All summative assessments (i.e. assessments which count towards your final degree classification) are first marked and then a selection of assessments from each degree class are moderated independently by a second member of staff (with expertise in the area). You will then receive a provisional percentage (%) mark. First year work is also addressed in this way but doesn't contribute to the final average upon which the degree classification is based.

You should normally be informed of the mark awarded for assessed work or comments on it within 15 working days of the deadline. If you have not received your work back within this time you should inform the Year Tutor.

Your feedback will be returned to you via Moodle and you will receive an email notification when it is available. You will normally receive the electronic feedback within 15 working days.

For coursework you will receive a feedback sheet with your provisional percentage mark and comments from the marker(s).

For unseen examinations you will receive your provisional percentage mark on your exam script. The marks for each individual answer to a question will be posted on Moodle after the appropriate Unit Board of Examiners.

If you wish to obtain feedback concerning your answers, you **MUST contact the unit convener within two weeks of receiving the marks.** Feedback cannot be given after this period has passed. The nature of this feedback will likely be brief as these are typically summative and not formative assessments. Generic feedback may be provided on Moodle for each unit with unseen examinations.

All marks remain provisional until they have been approved by the Department's Board of Examiners (there are separate Boards for units and programmes) and the Faculty Board of Studies. The Board of Examiners for Units looks at the range of marks for all units and in exceptional circumstances may raise (or lower) all the marks for a given unit if they are significantly out of line with other units or the marks from previous years.

The Year 1 pass list, Year 2 pass list, Year 3 pass list (for placement students) and degree class list for Final Year students (produced after Semester 2) must also be approved by the Faculty Board of Studies before end of year transcripts can be issued. Any student with an informal query about marks or comments on a Unit Feedback sheet should contact the Unit Convenor. Students should refer to section 5.5 on Procedures for the Review of a Board of Studies Decision if they have a serious concern about their provisional percentage mark. On receipt of their marks via “SAMIS on the web” students should make an appointment with their Personal Tutor to discuss their progress.

What you should expect from us

- Students should be provided with details of any assessment on the Moodle page for a given unit within three weeks of the start of the unit. This should indicate the due date of the work and the percentage of the total mark it comprises.
- Students will normally be informed of the mark awarded for assessed work and receive feedback within 15 working days.
- If you have any concerns or questions surrounding these procedures please contact the Director of Studies.

Assessment Feedback and Transcripts

A “transcript” is a report produced from the Student Records database (SAMIS) which lists all the units you have been registered for and the marks you have obtained for any assessments you have submitted for those units. You will be able to access your transcript via SAMIS on the web after results have been finalised by the Board of Studies. During certain periods of the year, access to SAMIS on the web is turned off for students, if you require a copy of your transcript during this time, email the Undergraduate Administrators Cynthia Spencer at ‘psychology-ug@bath.ac.uk’. Please note: if you request a transcript during this time it will not contain marks for any teaching currently in progress.

Feedback is uploaded to the Moodle page for the corresponding unit. If your assignment was not submitted correctly (i.e. document title including the correct unit code and candidate number, or the file in a format other than ‘.doc’ or ‘.docx’) your feedback will have to be subjected to fiddly manual processes to identify it; this in turn is likely to result in a significant delay to the return of your feedback.

Any queries about provisional marks, assessment feedback or transcripts should be referred to the UG Administrators.

A friend may pick up your dissertation on your behalf, to arrange this you must send an e-mail from your university email account to psychology-ug@bath.ac.uk stating your full name, the piece (or pieces) of coursework and the full name of the person who is acting on

your behalf.

Prizes

Some prizes are awarded annually provided the judges are satisfied that an adequate standard has been reached to merit the award. If they are won by Psychology students they are usually presented at a Psychology Reception which is held immediately prior to or immediately after the Degree Congregation ceremony in the summer term.

The Caroline Prize

The Caroline Prize (established in 1989 in memoriam of Mrs Caroline Arthurs) is awarded annually to a student from:

- the Department of Psychology or
- the Department of Economics or
- the Department of Social & Policy Sciences or
- an external Institution;

who is taking an undergraduate level unit of at least one semester duration and taught in the Departments of Psychology or Economics or Social & Policy Sciences.

The Prize may be won more than once as a student progresses through succeeding years of the degree. It is awarded for any piece of coursework (except the Dissertation) presented as part of the normal degree requirements that exhibits the highest standards as a piece of written English. A student may indicate to their Personal Tutor that they wish a piece of their work to be considered, or a Personal Tutor may forward a student's work independently. Personal Tutors will judge if the work of their student is worth submitting (each Personal Tutor can only submit one entry unless they are unable to judge between works of a high standard). The winner will be decided by a small committee. In any year, if the work submitted does not reach the appropriate standard the committee retains the right not to make an award.

The Department of Psychology Prize

Awarded to the Psychology student achieving **the highest mark for their Dissertation**.

The British Psychological Society Prize for the Best Student

Awarded to the Psychology student achieving **the highest mark overall**.

The Helen Haste Prize

This is an open competition for undergraduate psychology students in years 1, 2 and the final year. Students may enter through succeeding years of the degree but may only win once. Those wishing to compete for the £250 Helen Haste Prize will be asked to sit a "two

hour, one question" seen examination near the start of Semester 2. The Department of Psychology will appoint a panel to assess the entries and establish which essay is most successful at integrating psychological perspectives in creative, scholarly and persuasive ways. Because innovative thinking is stressed more than the extent of knowledge, final year students are not necessarily at an advantage over first and second year students. The decision of the panel is final and feedback is not available as the Helen Haste Exam is not part of the summative assessment for the programme.

ASSESSMENT OF UNITS AND EXAMS

Most units are assessed by coursework or examination (seen or unseen) although some may be assessed by both methods. Where there is a combination of assessment methods the final mark for a unit is a weighted average of the coursework mark and the examination mark.

Any supplementary assessments or partial re-taking of stage assessments can only obtain a maximum of 40%. Marks obtained in this way do not change or contribute to the overall stage or part averages.

Students are issued with a full transcript of their results at the end of each semester. This will have your final exam marks as well as your final coursework marks. An overview of assessment deadlines is provided in this handbook. A full assessment brief will be provided in the unit guides on Moodle.

Exams are arranged centrally by the examinations office. Exam dates for each year are released in November for semester one and March for semester two. You will be able to see the time, date and location of each of your exams by logging in to SAMIS on the web. You can also check your seat number.

The dates of the exam period are published several years in advance (<http://www.bath.ac.uk/about/organisation/semester-dates/>).

You should consider these dates when organising any holidays or family events.

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: <https://www.bath.ac.uk/corporate-information/rule-2-conduct-of-examinations/>

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 Examiners for your programmes are:
Dr Alexandra Forsythe, University of Liverpool
Senior Lecturer
- **Dr Robert Dempsey, Staffordshire Centre for Psychological Research**
Senior Lecturer

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.

The Dissertation units (PS30094 for students on BSc (Hons) Psychology with placement and MSci (Hons) Psychology with placement or PS30155 for students on BSc (Hons) Psychology and MSci (Hons) Psychology) in the final year of the BSc (hons) in Psychology are the only DEUs for Psychology Undergraduate students.

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.

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

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

PROGRESSION

Award of Credits

In order to graduate a student must have acquired a minimum of 240 credits, achieving 60 in each year, and have fulfilled all other requirements of the programme.

Successful completion of a unit, by achieving the required assessment mark, will result in the award of the relevant number of credits for that unit.

When a student fails to achieve the required assessment mark for a unit, **a Board of Examiners for Programmes may require said student to complete (satisfactorily) a supplementary examination or additional coursework before they will award credit for that unit.** In such circumstances the original mark achieved for the failed unit will stand

(i.e. the higher mark gained on re-assessment cannot be carried forward). The transcript will indicate both the original mark and the re-assessment mark.

Where an unsatisfactory assessment mark for a unit is condoned by the Board of Examiners for Programmes (compensated by, for example, satisfactory marks achieved in other units) the credit for that unit will be awarded.

BSc Psychology (3 years)

Progression from Year 1 to Year 2
Year 1 Structure

BSc Psychology (UHPS-AFB03) Part 1 / Stage 1	Credit value	% Weighting to final degree class
Year 1, All Year		
Compulsory units x 2 (12 credits each)	24	0%
Year 1, Semester 1		
Compulsory units x 2 (6 credits each)	12	0%
Optional units x 1 (6 credits)	6	0%
Year 1, Semester 2		
Compulsory Units x 2 (6 credits each)	12	0%
Optional units x 1 (6 credits)	6	0%
Totals for Year 1	60	0%

Students will receive provisional marks and feedback on Semester 1 assessment following the Unit Board of Examiners' meetings in February. They should then make an appointment to meet with their Personal Tutor to discuss their progress. The Semester 2 Unit Board of Examiners meeting and Programme Board of Examiners meeting will be held in June after which students will be informed of their Year 1 results. Year 1 results do not count towards the degree class but students must pass Year 1 in order to progress to Year 2.

Criteria for progression (Part 1 / Stage 1)

Part 1 / Stage 1 assessments are required for progress to Part 2 only and do not contribute to degree classification.

- A student will progress, who has an overall stage average of at least 40.00%, and has passed all units.

- A student will progress, who has an overall stage average of at least 50.00%, and has passed units worth at least 42 credits, and has condonable fails in all of the remaining units worth no more than 18 credits.
- A student will progress, who has an overall stage average of at least 50.00%, and has passed units worth at least 42 credits, and failed units worth no more than 18 credits, will have condonable fails in non-designated essential units condoned by compensation and will be required to take supplementary assessment in each uncondoned failed unit before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.
- A student will progress, who has an overall stage average of at least 45.00%, and has passed units worth at least 48 credits, and failed units worth no more than 12 credits, will have condonable fails in non-designated essential units condoned by compensation, and will be required to take supplementary assessment in each uncondoned failed unit before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.
- A student will progress, who has achieved an overall stage average of at least 45.00%, and has passed units worth at least 30 credits, and will be required to take supplementary assessment in the failed units before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.
- A student will progress, who has an overall stage average of at least 40.00%, and has passed units worth at least 36 credits, and will be required to take supplementary assessment in the failed units before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme

Progression from Year 2 to Year 3		
Year 2 Structure		

BSc Psychology (UHPS-AFB03) Part 2 / Stage 2	Credit value	% Weighting to final degree class
Year 2, All Year		
Compulsory Units x 2 (12 credits each)	24	12.8%
Year 2, Semester 1		
Compulsory units x 2 (6 credits each)	12	6.4%
Optional units x 1 (6 credits)	6	3.2%
Year 2, Semester 2		
Compulsory Units x 2 (6 credits each)	12	6.4%
Optional units x 1 (6 credits)	6	3.2%

Totals for Year 2	60	32%
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Students will receive provisional marks via “SAMIS on the Web” on Semester 1 assessment following the Unit Board of Examiners’ meetings in February. They should then make an appointment to meet with their Personal Tutor to discuss their progress. The Semester 2 Unit Board of Examiners meeting and Programme Board of Examiners meeting will be held in July after which students will be informed of their Year 2 (Part I) results.

Criteria for progression (Part 2 / Stage 2)

Part 2 / Stage 2 assessments are required for progression to Part 3 / Stage 3 **and contribute 32% to degree classification.**

- A student will progress, who has an overall stage average of at least 40.00%, and has passed all units.
- A student will progress, who has achieved an overall stage average of at least 45.00%, and has passed units worth at least 48 credits, and has condonable fails in all of the remaining units worth no more than 12 credits.
- A student will progress, who has an overall stage average of at least 45.00%, and has passed units worth at least 48 credits, and failed units worth no more than 12 credits, will have condonable fails in non-designated essential units condoned by compensation, and will be required to take supplementary assessment in each uncondoned failed unit before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.
- A student will progress, who has achieved an overall stage average of at least 40.00%, and has passed units worth at least 36 credits, and will be required to take supplementary assessment in the failed units before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.

Completion of the Final Year

Year 3 Structure

BSc Psychology (UHPS-AFB03) Part 3 / Stage 3	Credit value	% Weighting to final degree class
Year 3, All Year		
Compulsory units x 1* (18 credits)	18	20.4%
Year 3, Semester 1		
Optional units x 4 (6 credits each)	24	27.2%
Year 3, Semester 2		

Optional units x 3 (6 credits each)	18	20.4%
Totals for Year 4	60	68%

Criteria for graduation

See the following section (Award of the Degree and Classification).

Award of the Degree and Classification

Part 3 / Stage 3 assessments are required for completion of Part 3 / Stage 3 (Final Year) and contribute 68% to the degree classification.

- A minimum Overall Programme Average (OPA) of 38% and passes in Final Year units to the value of 30 credits will be required for the award of a degree. This is calculated by weighting the marks for each unit according to the credit value and level of the unit (see tables in section 6).
- The Psychology Dissertation*, because it is a Designated Essential Unit, must also be passed with a minimum of 40%.
- Supplementary assessment in other units is not allowed.
- Part 2 / Stage 2 assessments (32%) and Part 3 / Stage 3 assessments (68%) are all used to determine the degree classification.

Summary of OPA marks and their interpretation for degree classification:

38-39%	Unclassified Honours
40-49%	Third Class Honours
50-59%	Lower Second Class Honours Students whose Overall Programme Average (OPA) is 48-49% will be promoted to Lower Second Class Honours if they have marks of 50% or above for Final Year units to the value of at least 30 credits. This will not apply if there are fails to the value of more than 24 credits.
60-69%	Upper Second Class Honours Students whose Overall Programme Average (OPA) is 58-59% will be promoted to Upper Second Class Honours if they have marks of 60% or above for Final Year units to the value of at least 30 credits. Students who have failed Part 3 / Stage 3 units to the value of more than 24 credits will not be awarded First or Second Class honours.
70% or greater	First Class Honours Students whose Overall Programme Average (OPA) is 68-69% will be promoted to First Class Honours if they have marks of 70% or above for Final Year units to the value of at least 30 credits.

	Students who have failed Part 3 / Stage 3 units to the value of more than 12 credits will not be awarded First Class Honours.
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All DEUs (*) are provisional and marked by an asterisk in the Programme Structure section (6) of this handbook.

BSc Psychology with Placement (4 years)

Progression from Year 1 to Year 2
Year 1 Structure

BSc Psychology with Placement (UHPS-AKB03)	Credit value	% Weighting to final degree class
Part 1 / Stage 1		
Year 1, All Year		
Compulsory units x 2 (12 credits each)	24	0%
Year 1, Semester 1		
Compulsory units x 2 (6 credits each)	12	0%
Optional units x 1 (6 credits)	6	0%
Year 1, Semester 2		
Compulsory Units x 2 (6 credits each)	12	0%
Optional units x 1 (6 credits)	6	0%
Totals for Year 1	60	0%

Students will receive provisional marks and feedback on Semester 1 assessment following the Unit Board of Examiners' meetings in February. They should then make an appointment to meet with their Personal Tutor to discuss their progress. The Semester 2 Unit Board of Examiners meeting and Programme Board of Examiners meeting will be held in June after which students will be informed of their Year 1 results. Year 1 results do not count towards the degree class but students must pass Year 1 in order to progress to Year 2.

Criteria for progression (Part 1 / Stage 1)

Part 1 / Stage 1 assessments are required for progress to Part 2 only and do not contribute to degree classification.

- A student will progress, who has an overall stage average of at least 40.00%, and has passed all units.
- A student will progress, who has an overall stage average of at least 50.00%, and has passed units worth at least 42 credits, and has condonable fails in all of the remaining units worth no more than 18 credits.
- A student will progress, who has an overall stage average of at least 50.00%, and has passed units worth at least 42 credits, and failed units worth no more than 18 credits, will have condonable fails in non-designated essential units condoned by compensation and will be required to take supplementary assessment in each uncondoned failed unit before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.
- A student will progress, who has an overall stage average of at least 45.00%, and has passed units worth at least 48 credits, and failed units worth no more than 12 credits, will have condonable fails in non-designated essential units condoned by compensation, and will be required to take supplementary assessment in each

uncondoned failed unit before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.

- A student will progress, who has achieved an overall stage average of at least 45.00%, and has passed units worth at least 30 credits, and will be required to take supplementary assessment in the failed units before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.
- A student will progress, who has an overall stage average of at least 40.00%, and has passed units worth at least 36 credits, and will be required to take supplementary assessment in the failed units before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.

Progression from Year 2 to the Placement Year

Year 2 Structure

BSc Psychology with Placement (UHPS-AKB03)	Credit value	% Weighting to final degree class
Part 2 / Stage 2		
Year 2, All Year		
Compulsory units x 2 (12 credits each)	24	9.6%
Year 2, Semester 1		
Compulsory units x 2 (6 credits each)	12	4.8%
Optional units x 1 (6 credits)	6	2.4%
Year 2, Semester 2		
Compulsory Units x 2 (6 credits each)	12	4.8%
Optional units x 1 (6 credits)	6	2.4%
Totals for Year 2	60	24%

Students will receive provisional marks via “SAMIS on the Web” on Semester 1 assessment following the Unit Board of Examiners’ meetings in February. They should then make an appointment to meet with their Personal Tutor to discuss their progress. The Semester 2 Unit Board of Examiners meeting and Programme Board of Examiners meeting will be held in July after which students will be informed of their Year 2 (Part I) results.

Criteria for progression (Part 2 / Stage 2)

Part 2 / Stage 2 assessments are required for progression to Part 2 / Stage 3 **and contribute 24% to degree classification.**

- A student will progress, who has an overall stage average of at least 40.00%, and has passed all units.
- A student will progress, who has achieved an overall stage average of at least 45.00%, and has passed units worth at least 48 credits, and has condonable fails in all of the remaining units worth no more than 12 credits.
- A student will progress, who has an overall stage average of at least 45.00%, and has passed units worth at least 48 credits, and failed units worth no more than 12 credits, will have condonable fails in non-designated essential units condoned by

compensation, may proceed to the placement, and will be required to take supplementary assessment in each uncondoned failed unit before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.

- A student will progress, who has achieved an overall stage average of at least 40.00%, and has passed units worth at least 36 credits, may proceed to the placement, and will be required to take supplementary assessment in the failed units before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.

Progression from the Placement Year to the Final Year

Year 3 (Placement Year) Structure

BSc Psychology with Placement (UHPS-AKB03)	Credit value	% Weighting to final degree class
Part 2 / Stage 3		
Year 3, Semester 1 & 2		
Placement	60	8%
Totals for Year 3	60	8%

Criteria for progression (Part 2 / Stage 3)

Part 2 / Stage 3 assessments are required for progression to Part 3 /Stage 4 **and contribute 8% to the degree classification.**

Achieving a mark of 40% or above in the Final Placement Report is required for progression to Part 3 / Stage 4 (Final Year).

Completion of the Final Year

Year 4 Structure

BSc Psychology with Placement (UHPS-AKB03)	Credit value	% Weighting to final degree class
Part 3 / Stage 4		
Year 4, All Year		
Compulsory units x 1* (18 credits)	18	20.4%
Year 4, Semester 1		
Optional units x 4 (6 credits each)	24	27.2%
Year 4, Semester 2		
Optional units x 3 (6 credits each)	18	20.4%
Totals for Year 4	60	68%

Criteria for graduation

See the following section (Award of the Degree and Classification).

Award of the Degree and Classification

Part 3 / Stage 4 assessments are required for completion of Part 3 / Stage 4 (Final Year) and contribute 68% to the degree classification.

- A minimum Overall Programme Average (OPA) of 38% and passes in Final Year units to the value of 30 credits will be required for the award of a degree. This is calculated by weighting the marks for each unit according to the credit value and level of the unit (see tables in section 6).
- The Psychology Dissertation*, because it is a designated essential unit, must also be passed with a minimum of 40%.
- Supplementary assessment in other units is not allowed.
- Part 2 / Stage 2 assessments (24%), Part 2 /Stage 3 assessments (8%) and Part 3 / Stage 4 assessments (68%) are all used to determine the degree classification.

Summary of OPA marks and their interpretation for degree classification:

38-39%	Unclassified Honours
40-49%	Third Class Honours
50-59%	Lower Second Class Honours Students whose Overall Programme Average (OPA) is 48-49% will be promoted to Lower Second Class Honours if they have marks of 50% or above for Final Year units to the value of at least 30 credits. This will not apply if there are fails to the value of more than 24 credits.
60-69%	Upper Second Class Honours Students whose Overall Programme Average (OPA) is 58-59% will be promoted to Upper Second Class Honours if they have marks of 60% or above for Final Year units to the value of at least 30 credits. Students who have failed Part 3 / Stage 4 units to the value of more than 24 credits will not be awarded First or Second Class honours.
70% or greater	First Class Honours Students whose Overall Programme Average (OPA) is 68-69% will be promoted to First Class Honours if they have marks of 70% or above for Final Year units to the value of at least 30 credits.

	Students who have failed Part 3 / Stage 4 units to the value of more than 12 credits will not be awarded First Class Honours.
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MSci Psychology (4 years)

Progression from Year 1 to Year 2
Year 1 Structure

MSci Psychology (UHPS-AFM03) (Part 1 / Stage 1)	Credit value	% Weighting to final degree class
Year 1, All Year		
Compulsory units x 2 (12 credits each)	24	0%
Year 1, Semester 1		
Compulsory units x 2 (6 credits each)	12	0%
Optional units x 1 (6 credits)	6	0%
Year 1, Semester 2		
Compulsory Units x 2 (6 credits each)	12	0%
Optional units x 1 (6 credits)	6	0%
Totals for Year 1	60	0%

Students will receive provisional marks and feedback on Semester 1 assessment following the Unit Board of Examiners' meetings in February. They should then make an appointment to meet with their Personal Tutor to discuss their progress. The Semester 2 Unit Board of Examiners meeting and Programme Board of Examiners meeting will be held in June after which students will be informed of their Year 1 results. Year 1 results do not count towards the degree class but students must pass Year 1 in order to progress to Year 2.

Criteria for progression (Part 1 / Stage 1)

Part 1 / Stage 1 assessments are required for progress to Part 2 only and do not contribute to degree classification.

- A student will progress, who has an overall stage average of at least 40.00%, and has passed all units.
- A student will progress, who has an overall stage average of at least 50.00%, and has passed units worth at least 42 credits, and has condonable fails in all of the remaining units worth no more than 18 credits.
- A student will progress, who has an overall stage average of at least 50.00%, and has passed units worth at least 42 credits, and failed units worth no more than 18 credits, will have condonable fails in non-designated essential units condoned by compensation and will be required to take supplementary assessment in each

uncondoned failed unit before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.

- A student will progress, who has an overall stage average of at least 45.00%, and has passed units worth at least 48 credits, and failed units worth no more than 12 credits, will have condonable fails in non-designated essential units condoned by compensation, and will be required to take supplementary assessment in each uncondoned failed unit before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.
- A student will progress, who has achieved an overall stage average of at least 45.00%, and has passed units worth at least 30 credits, and will be required to take supplementary assessment in the failed units before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.
- A student will progress, who has an overall stage average of at least 40.00%, and has passed units worth at least 36 credits, and will be required to take supplementary assessment in the failed units before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.

Progression from Year 2 to Year 3

Year 2 Structure

MSci Psychology (UHPS-AFM03) (Part 2 / Stage 2)	Credit value	% Weighting to final degree class
Year 2, All Year		
Compulsory units x 2 (12 credits each)	24	6.4%
Year 2, Semester 1		
Compulsory units x 2 (6 credits each)	12	3.2%
Optional units x 1 (6 credits)	6	1.6%
Year 2, Semester 2		
Compulsory Units x 4 (6 credits each)	12	3.2%
Optional units x 1 (6 credits)	6	1.6%
Totals for Year 2	60	16%

Students will receive provisional marks via “SAMIS on the Web” on Semester 1 assessment following the Unit Board of Examiners' meetings in February. They should then make an appointment to meet with their Personal Tutor to discuss their progress. The Semester 2 Unit Board of Examiners meeting and Programme Board of Examiners meeting will be held in July after which students will be informed of their Year 2 (Part I) results.

Criteria for progression (Part 2 / Stage 2)

Part 2 / Stage 2 assessments are required for progression to Part 3 / Stage 3 **and contribute 16% to degree classification.**

- A student will progress, who has an overall stage average of at least 40.00%, and has passed all units.

- A student will progress, who has achieved an overall stage average of at least 45.00%, and has passed units worth at least 48 credits, and has condonable fails in all of the remaining units worth no more than 12 credits.
- A student will progress, who has an overall stage average of at least 45.00%, and has passed units worth at least 48 credits, and failed units worth no more than 12 credits, will have condonable fails in non-designated essential units condoned by compensation, and will be required to take supplementary assessment in each uncondoned failed unit before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.
- A student will progress, who has achieved an overall stage average of at least 40.00%, and has passed units worth at least 36 credits, and will be required to take supplementary assessment in the failed units before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.

Progression from Year 3 to the Final (Master's) Year		
Year 3 Structure		

MSci Psychology (UHPS-AFM03) (Part 3 / Stage 3)	Credit value	% Weighting to final degree class
Year 3, All Year		
Compulsory units x 1* (18 credits)	18	10.2%
Year 3, Semester 1		
Optional units x 4 (6 credits each)	24	13.6%
Year 3, Semester 2		
Optional units x 3 (6 credits each)	18	10.2%
Totals for Year 3	60	34%

Students will receive provisional marks via “SAMIS on the Web” on Semester 1 assessment following the Unit Board of Examiners’ meetings in February. They should then make an appointment to meet with their Personal Tutor to discuss their progress. The Semester 2 Unit Board of Examiners meeting and Programme Board of Examiners meeting will be held in July after which students will be informed of their Year 2 (Part I) results.

Criteria for progression (Part 3 / Stage 3)

Part 3 / Stage 3 assessments are required for progression to Part 3 / Stage 4 **and contribute 34% to degree classification.**

- A student will progress, who has an overall stage average of at least 40.00%, and has passed all units.
- A student will progress, who has achieved an overall stage average of at least 45.00%, and has passed units worth at least 48 credits, and has condonable fails in all of the remaining units worth no more than 12 credits.
- A student will progress, who has an overall stage average of at least 45.00%, and has passed units worth at least 48 credits, and failed units worth no more than 12 credits,

will have condonable fails in non-designated essential units condoned by compensation, and will be required to take supplementary assessment in each uncondoned failed unit before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.

- A student will progress, who has achieved an overall stage average of at least 40.00%, and has passed units worth at least 36 credits, and will be required to take supplementary assessment in the failed units before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.

Masters Year
Year 4 Structure

MSci Psychology (UHPS-AFM03) (Part 3 / Stage 4)	Credit value	% Weighting to final degree class
Year 4, All Year		
Compulsory units x 1* (30 credits)	30	25%
Year 4, Semester 1		
Compulsory units x 2 (12 credits each)	12	10%
Optional units x 2 (6 credits each)	12	10%
Year 4, Semester 2		
Compulsory unit x 1 (6 credits each)	6	5%
Totals for Year 4	60	50%

Award of the Degree and Classification

Part 3 / Stage 4 assessments are required for completion of Part 3 / Stage 4 (Final Year) and contribute 50% to the degree classification.

- A minimum Overall Programme Average (OPA) of 38% and passes in Final Year units to the value of 30 credits will be required for the award of a degree. This is calculated by weighting the marks for each unit according to the credit value and level of the unit (see tables in section 6).
- The Psychology Dissertation (PS30094 in year 3)*, because it is a designated essential unit, must also be passed with a minimum of 40%.
- Supplementary assessment in other units is not allowed.
- Part 2 / Stage 2 assessments (16%), Part 3 / Stage 3 assessments (34%) and Part 3 / Stage 4 (50%) are all used to determine the degree classification.

Summary of OPA marks and their interpretation for degree classification:

38-39%	Unclassified Honours
40-49%	Third Class Honours

50-59%	<p>Lower Second Class Honours</p> <p>Students whose Overall Programme Average (OPA) is 48-49% will be promoted to Lower Second Class Honours if they have marks of 50% or above for Final Year units to the value of at least 30 credits.</p> <p>This will not apply if there are fails to the value of more than 24 credits.</p>
60-69%	<p>Upper Second Class Honours</p> <p>Students whose Overall Programme Average (OPA) is 58-59% will be promoted to Upper Second Class Honours if they have marks of 60% or above for Final Year units to the value of at least 30 credits.</p> <p>Students who have failed Part 3 / Stage 5 (Master's year) units to the value of more than 24 credits will not be awarded First or Second Class honours.</p>
70% or greater	<p>First Class Honours</p> <p>Students whose Overall Programme Average (OPA) is 68-69% will be promoted to First Class Honours if they have marks of 70% or above for Final Year units to the value of at least 30 credits.</p> <p>Students who have failed Part 3 / Stage % (Master's year) units to the value of more than 12 credits will not be awarded First Class Honours.</p>

All DEUs (*) are provisional and marked by an asterisk in the Programme Structure section (6) of this handbook.

MSci Psychology with Placement (5 years)

Progression from Year 1 to Year 2
Year 1 Structure

MSci Psychology with Placement (UHPS-AFM03) (Part 1 / Stage 1)	Credit value	% Weighting to final degree class
Year 1, All Year		
Compulsory units x 2 (12 credits each)	24	0%
Year 1, Semester 1		
Compulsory units x 2 (6 credits each)	12	0%

Optional units x 1 (6 credits)	6	0%
Year 1, Semester 2		
Compulsory Units x 2 (6 credits each)	12	0%
Optional units x 1 (6 credits)	6	0%
Totals for Year 1	60	0%

Students will receive provisional marks and feedback on Semester 1 assessment following the Unit Board of Examiners' meetings in February. They should then make an appointment to meet with their Personal Tutor to discuss their progress. The Semester 2 Unit Board of Examiners meeting and Programme Board of Examiners meeting will be held in June after which students will be informed of their Year 1 results. Year 1 results do not count towards the degree class but students must pass Year 1 in order to progress to Year 2.

Criteria for progression (Part 1 / Stage 1)

Part 1 / Stage 1 assessments are required for progress to Part 2 only and do not contribute to degree classification.

- A student will progress, who has an overall stage average of at least 40.00%, and has passed all units.
- A student will progress, who has an overall stage average of at least 50.00%, and has passed units worth at least 42 credits, and has condonable fails in all of the remaining units worth no more than 18 credits.
- A student will progress, who has an overall stage average of at least 50.00%, and has passed units worth at least 42 credits, and failed units worth no more than 18 credits, will have condonable fails in non-designated essential units condoned by compensation and will be required to take supplementary assessment in each uncondoned failed unit before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.
- A student will progress, who has an overall stage average of at least 45.00%, and has passed units worth at least 48 credits, and failed units worth no more than 12 credits, will have condonable fails in non-designated essential units condoned by compensation, and will be required to take supplementary assessment in each uncondoned failed unit before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.
- A student will progress, who has achieved an overall stage average of at least 45.00%, and has passed units worth at least 30 credits, and will be required to take supplementary assessment in the failed units before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.
- A student will progress, who has an overall stage average of at least 40.00%, and has passed units worth at least 36 credits, and will be required to take supplementary assessment in the failed units before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.

Progression from Year 2 to the Placement Year

Year 2 Structure

MSci Psychology	Credit	% Weighting
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(UHPS-AKM03) (Part 2 / Stage 2)	value	to final degree class
Year 2, All Year		
Compulsory units x 2 (12 credits each)	24	3.2%
Year 2, Semester 1		
Compulsory units x 2 (6 credits each)	12	1.6%
Optional units x 1 (6 credits)	6	0.8%
Year 2, Semester 2		
Compulsory Units x 2 (6 credits each)	12	1.6%
Optional units x 1 (6 credits)	6	0.8%
Totals for Year 2	60	8%

Students will receive provisional marks via “SAMIS on the Web” on Semester 1 assessment following the Unit Board of Examiners' meetings in February. They should then make an appointment to meet with their Personal Tutor to discuss their progress. The Semester 2 Unit Board of Examiners meeting and Programme Board of Examiners meeting will be held in July after which students will be informed of their Year 2 (Part I) results.

Criteria for progression (Part 2 / Stage 2)

Part 2 / Stage 2 assessments are required for progression to Part 2 /Stage 3 **and contribute 8% to the degree classification**

- A student will progress, who has an overall stage average of at least 40.00%, and has passed all units.
- A student will progress, who has achieved an overall stage average of at least 45.00%, and has passed units worth at least 48 credits, and has condonable fails in all of the remaining units worth no more than 12 credits.
- A student will progress, who has an overall stage average of at least 45.00%, and has passed units worth at least 48 credits, and failed units worth no more than 12 credits, will have condonable fails in non-designated essential units condoned by compensation, and will be required to take supplementary assessment in each uncondoned failed unit before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.
- A student will progress, who has achieved an overall stage average of at least 40.00%, and has passed units worth at least 36 credits, and will be required to take supplementary assessment in the failed units before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.

Progression from the Placement Year to Year 4

Year 3 (Placement Year) Structure

MSci Psychology (UHPS-AKM03) (Part 2 / Stage 3)	Credit value	% Weighting to final degree class
Year 3, Semester 1 & 2		
Placement	60	8%
Totals for Year 3	60	8%

Criteria for progression (Part 2 / Stage 3)

Part 2 / Stage 3 assessments are required for progression to Part 3 /Stage 4 **and contribute 8% to the degree classification.**

Achieving a mark of 40% or above in the Final Placement Report is required for progression to Part 3 / Stage 4 (Final Year).

Progression from Year 4 to the Final (Master's) Year

Year 4 Structure

MSci Psychology (Part 3 / Stage 4)	Credit value	% Weighting to final degree class
Year 4, All Year		
Compulsory unit x 1* (18 credits)	18	10.2%
Year 4, Semester 1		
Optional units x 4 (6 credits each)	24	13.6%
Year 4, Semester 2		
Optional units x 3 (6 credits each)	18	10.2%
Totals for Year 4	60	34%

Students will receive provisional marks via “SAMIS on the Web” on Semester 1 assessment following the Unit Board of Examiners' meetings in February. They should then make an appointment to meet with their Personal Tutor to discuss their progress. The Semester 2 Unit Board of Examiners meeting and Programme Board of Examiners meeting will be held in July after which students will be informed of their Year 2 (Part I) results.

Criteria for progression (Part 3 / Stage 4)

Part 3 / Stage 4 assessments are required for progression to Part 3 / Stage 5 **and contribute 34% to degree classification.**

- A student will progress, who has 60 credits of units, each 40% or above.
- A student will progress, who has achieved an overall stage average of at least 45.00%, and has passed units worth at least 48 credits, and has condonable fails in all of the remaining units worth no more than 12 credits.
- A student will progress, who has an overall stage average of at least 45.00%, and has passed units worth at least 48 credits, and failed units worth no more than 12 credits, will have condonable fails in non-designated essential units condoned by compensation, and will be required to take supplementary assessment in each uncondoned failed unit before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.
- A student will progress, who has achieved an overall stage average of at least 40.00%, and has passed units worth at least 36 credits, and will be required to take supplementary assessment in the failed units before the start of the next academic stage, with a view then to qualifying to proceed to the next academic stage of the programme.

Final Year
Year 5 Structure

MSci Psychology (UHPS-AKM03) (Part 3 / Stage 5)	Credit value	% Weighting to final degree class
Year 5, All Year		
Compulsory unit x 1* (30 credits)	30	25%
Year 5, Semester 1		
Compulsory units x 2 (12 credits each)	12	10%
Optional units x 2 (6 credits each)	12	10%
Year 5, Semester 2		
Compulsory unit x 1 (6 credits)	6	5%
Totals for Year 5	60	50%

Criteria for graduation

See the following section (Award of Degree and Classification).

Award of the Degree and Classification

Part 3 / Stage 5 assessments are required for completion of Part 3 / Stage 5 (Final Year) **and contribute 50% to the degree classification.**

- A minimum Overall Programme Average (OPA) of 38% and passes in Final Year units to the value of 30 credits will be required for the award of a degree. This is calculated

by weighting the marks for each unit according to the credit value and level of the unit (see tables in section 6).

- The Psychology Dissertation (PS30094 in year 4)*, because it is a designated essential unit, must also be passed with a minimum of 40%.
- Supplementary assessment in other units is not allowed.
- Part 2 / Stage 2 assessments (8%), Part 2 /Stage 3 assessments (8%), Part 3 / Stage 4 assessments (34%) and Part 3 / Stage 5 (50%) are all used to determine the degree classification.

Summary of OPA marks and their interpretation for degree classification:

38-39%	Unclassified Honours
40-49%	Third Class Honours
50-59%	<p>Lower Second Class Honours Students whose Overall Programme Average (OPA) is 48-49% will be promoted to Lower Second Class Honours if they have marks of 50% or above for Final Year units to the value of at least 30 credits.</p> <p>This will not apply if there are fails to the value of more than 24 credits.</p>
60-69%	<p>Upper Second Class Honours Students whose Overall Programme Average (OPA) is 58-59% will be promoted to Upper Second Class Honours if they have marks of 60% or above for Final Year units to the value of at least 30 credits.</p> <p>Students who have failed Part 3 / Stage 5 (Master's year) units to the value of more than 24 credits will not be awarded First or Second Class honours.</p>
70% or greater	<p>First Class Honours Students whose Overall Programme Average (OPA) is 68-69% will be promoted to First Class Honours if they have marks of 70% or above for Final Year units to the value of at least 30 credits.</p> <p>Students who have failed Part 3 / Stage % (Master's year) units to the value of more than 12 credits will not be awarded First Class Honours.</p>

All DEUs (*) are provisional and marked by an asterisk in the Programme Structure section of this handbook.

PSYCHOLOGY DISSERTATIONS

If you are a student in the Psychology Department you will complete a dissertation in the final year of your degree if you are enrolled on a Bachelors degree or in the penultimate year if you are enrolled on an undergraduate Masters degree.

- Students enrolled on the **BSc (Hons) Psychology (3 Year) and MSci (Hons) Psychology (4 Year)** will complete the dissertation unit **PS30155 Psychology Dissertation**.
- Students enrolled on **BSc (hons) Psychology with Placement (4 Year) and MSci (hons) Psychology with placement (5 Year)** will complete the dissertation unit **PS30094 Applied Psychology Dissertation**

Please ensure you read the instructions relevant to **your** dissertation unit. Many of the requirements are similar (or may seem similar) but they differ in important ways – it is vital you read the correct sections for you.

Advice that is common to both Dissertation Units is presented at the end of this section.

PS30155 Psychology Dissertation

Summary of PS30155 Psychology Dissertation Requirements

- **The Dissertation oral presentation is part of your Final Year assessment in January.**
- The South West Universities Student Conference which Final Year students are encouraged to attend is usually held in March.
- You must collect your Dissertation covers from the Print Unit in April.
- **The word limit is 7,000 words. Please note that this is an absolute word limit (in line with recent changes to Departmental policy, you must not exceed this).**
 - Penalties for exceeding this are set out in section 3 of this handbook.
 - **The word count does not include the following items: qualitative data extracts, material in tables (as long as used appropriately – text should not be placed within tables just as a means of staying within the word limit), equations, the reference section, material presented in appendices.**
 - **The final word count should be presented on the front cover of the Dissertation.**
- Your Title Page must be followed by a Declaration sheet.
- You must print your Dissertation and submit two copies (you can print your Dissertation double-sided).
- You must also submit your Dissertation electronically, via Moodle, by the same deadline. The electronic submission does not include the coversheet or appendices.
- **Dissertations should be taken with Dissertation covers for binding well in advance of the deadline and before being submitted to the Taught Programmes Office.**

You must submit your Dissertation to staff in the Taught Programmes Office by 12.00 (noon) on the deadline day (the office will then close). Any Dissertations received after this deadline will be considered late no matter what the circumstances unless you have been given an agreed extension by your Year Tutor.

PS30155 Psychology Dissertation Assessment

The Dissertation is presented in two stages for assessment.

The Oral Presentation

The first stage is an oral presentation that you need to record and then submit in January towards the end of Semester 1. The Dissertation is worth 18 credits and therefore counts as three units. The Oral Presentation, which should last for 15 minutes, constitutes 10% of the final mark but you will receive a mark expressed as a percentage for your presentation as part of your assessment for Semester 1. In your Oral Presentation you should present some background material, the Aims, Rationale and Hypothesis and the Methodology sections, and have some ideas about your expected results and their implications plus possible discussion points. There is some flexibility and you may discuss with your supervisor exactly what portions of your Dissertation you plan to deliver in your oral presentation.

It is important to note that students will not be penalised (or rewarded) for the amount of work they have completed on their Dissertation by the deadline for submitting the oral presentation. You are assessed on how well you organise and present the material that you have completed at that stage.

Marks will be given for presentation ability (delivery, use of visual aids, etc.), organisation of the material, coherence of the argument and research question, understanding of theory, debates and issues in the field, coverage of the literature, the level of critical ability and creativity, and the general quality of the research project.

There will be a talk on preparing for the oral presentation in week 9, before Christmas. You may also wish to speak to your Dissertation supervisor if you require further guidance.

The Written Dissertation

The second stage is the written Dissertation. The Dissertation allows you to study a subject in depth. You are expected to include empirical work in the Dissertation - this may include observational work, testing hypotheses, evaluation of programmes or interventions, or exploring ideas in a new way through research investigation. You may use any appropriate research method subject to approval from the department's Ethics Committee. Through your Dissertation you will gain experience of planning, conducting, analysing and reporting a piece of individual research and you will be assessed on your competence to do so.

You complete the written Dissertation in Semester 2 but it will receive a mark which reflects your performance in both semesters. The complete Dissertation must be submitted to the Taught Programmes Office at the very latest by **12.00 (noon) on the deadline date**. Late Dissertations will not be accepted unless an extension has been approved by the BSc Final Year Tutor, Ed Keogh. Penalties for late submission and exceeding the stated word limit apply.

PS30155 Choice of Dissertation Supervisor and their Role

Choice of supervisor

Around early March in semester 2 of your second year you will receive a list of possible dissertation supervisors and the details of the areas of research in which you could expect your dissertation project to be conducted under their supervision. You will then select eight dissertation supervisors and order them in preference. These preferences will then be used to allocate your Dissertation supervisor in the Department; this allocation will normally happen early in April of your second year. We will endeavour to ensure that everybody gets a supervisor of their choice. It may not be your first choice, but we hope it

will be one of your preferred choices. If you have concerns regarding your choice of supervisor then contact the Psychology Dissertation unit coordinator (Dr George Stothart) and discuss it with them (though note that we cannot guarantee a change to one of your preferred topics).

It is important that you arrange a meeting with your dissertation supervisor before the end of semester 2 in your second year, so you can discuss with them the preparation required for your particular project during the summer.

Role of the Dissertation Supervisor

Normally up to eight hours are formally assigned to each student for their final year Dissertation supervision, split between face-to-face or phone meetings and online correspondence. The distribution of this time and the supervision provided will be unique for each student and dependent upon a multitude of factors such as the nature of the project, how the student is progressing, the supervisor's preferred methods of supervision, etc. Some students may require a lot of supervision in the early stages and little supervision later on whereas others may require brief weekly meetings. SUPERVISION CAN BE SEEN AS AN APPRENTICESHIP AND THE UNIQUENESS OF EACH SUPERVISOR AND THEIR SUPERVISORY PRACTICE SHOULD CONTRIBUTE TO A POSITIVE EXPERIENCE. Although it's inevitable that you may compare your own supervisory experience with that of other students, please remember that each Dissertation and relationship between supervisor and student is truly unique. What matters most is to seek to develop a good relationship with your supervisor, establish what you expect of them and what they expect of you, and to achieve the best Dissertation you can. The supervisor is there to provide guidance only, they will not do the Dissertation for you.

The supervisor will provide advice on structuring your Dissertation (including the structure of the literature review and, if appropriate, specific reading may be suggested). Your supervisor will want you to be clear about your aims, hypotheses and rationale and will probably want to talk through these with you. The supervisor may also provide advice on data analysis but will not undertake that analysis for you. **Your supervisor can only read one draft of each part of your dissertation. You may find it more useful to get feedback on individual parts at different times or on one full draft of the dissertation all at once. Please discuss the issue of reading drafts with your supervisor.**

AT YOUR FIRST MEETING WITH YOUR DISSERTATION SUPERVISOR YOU SHOULD DISCUSS AND TAKE NOTES ON THE ISSUES MENTIONED ABOVE AND THE TIMESCALES INVOLVED SO THAT YOU KNOW WHAT TO EXPECT THROUGHOUT YOUR FINAL YEAR. Supervisors keep a record of the supervision they provide. Your supervisor will usually be the first marker of your Dissertation. A second marker will also assess the Dissertation without knowing what mark the first marker has awarded. Both markers will meet to discuss the final mark.

PS30155 Planning and Carrying Out Research

When planning your dissertation you need to look at the body of existing literature and confirm that the research work is manageable within the time and opportunities available. For instance some types of sample are not easily available and only limited access is possible to schools.

Your topic area is likely to yield a large number of ideas and possibly the acquisition of new techniques. The final idea that you utilise for your Dissertation should be approved by your dissertation supervisor **before you start work on it.**

REMEMBER THAT YOU CANNOT START YOUR RESEARCH UNTIL YOUR ETHICS APPROVAL FORM HAS BEEN APPROVED BY THE DEPARTMENT'S ETHICS COMMITTEE; SEE THE RELEVANT SECTION OF THE PSYCHOLOGY ETHICS MOODLE PAGE: (<http://moodle.bath.ac.uk/course/view.php?id=52192>).

Keep your project within bounds, try not to take on too much and make sure that you are acquainted with the literature in the field before you start. Make sure you keep in close touch with your Dissertation Supervisor and seek guidance. The Department of Psychology's Subject Librarian (Mr Justin Hodds - J.Hodds@bath.ac.uk) can provide advice about searching the existing literature effectively.

PS30155 Possible Types of Research

When the broad area of interest has been decided you should reduce the project to manageable proportions (the psychology Dissertation is as much a test of your ability to select relevant material and exclude the peripheral as it is a test of your knowledge of the field chosen). You should construct a preliminary reference section and draft out your aims and rationale. Only when this has been done should the topic be finally defined. A broad range of methodologies is acceptable, both qualitative and quantitative. Suitable studies include: questionnaire or interview projects looking at particular samples; psychology work using laboratory facilities; observation or qualitative studies in the lab or in the field; and studies using specialised equipment. The secondary analysis of an existing dataset is only acceptable if your research questions are original - seek advice on this from your Dissertation supervisor or the Psychology Dissertation unit coordinator.

Remember it is fairly easy to get access to students however it is more difficult to use children or gain a sample which is not obviously "catalogued" in some way (e.g. young unemployed people, business people, members of particular ethnic or religious groups) unless you have special connections. Accessing a sample through the National Health Service (NHS) is very difficult so always assume you will be using a non-NHS sample, unless your supervisor suggests otherwise.

PS30155 Psychology Dissertation Timing

You should consider the following timetable as optimal:

Year 2

Between March and April

- Select eight possible dissertation supervisors
- Allocation of dissertation supervisor and topic
- Meet with dissertation supervisor and started planning the Dissertation project in collaboration/consultation with him/her.

Between May and September

- Be preparing your Proposal and Ethics Approval form in order to obtain permission to proceed.
- Have done background reading and written **draft Aims, Rationale and Hypotheses**.

Year 3

Between September and January

- Attend opening talk on the Dissertation (October).
- Obtain Ethics Approval (if you have not already done so)
- Collect data.
- Conduct analysis (if possible).
- Write draft Methodology section (so you don't forget details).
- Attend drop-in clinics as appropriate.
- Prepare for oral presentation, and attend talk on this (November).
- Complete and submit oral presentation (January).

Between February and April

- Complete write up of Introduction, Results, Discussion, etc.
- Consider submission to/attendance at the South West Universities Student Conference.
- Collect Dissertation covers (front and back).
- Attend final talk on the Dissertation.
- Submit Dissertation by 12 noon on the deadline.).

It is in the final stages of the Dissertation that you tend to need most advice from your supervisor. You must ensure you plan time with your supervisor sufficiently far in advance as academic staff have many other commitments (including conferences, postgraduate recruitment, research projects etc.) at this time of year.

PS30155 Psychology Dissertation Word Count

Length: The maximum length for the Dissertation should be 7,000 words excluding qualitative data extracts, material in tables (as long as used appropriately), equations, the reference section, and material presented in appendices. This word limit should be considered a maximum and, as with all other work on the degree, if you go over that limit you will be penalised (see section 8). You should keep to 7,000 words as your absolute maximum.

While it is impossible to legislate for the length of each section (individual projects will differ) a general guideline is that the Introduction / Aims and Discussion sections will constitute the largest part of the document.

PS30094 Applied Psychology Dissertation Requirements

PS30094 Psychology Dissertation

Summary of PS30094 Psychology Dissertation Requirements

- **The Dissertation oral presentation is part of your Final Year assessment in January.**
- The South West Universities Student Conference which Final Year students are encouraged to attend is usually held in March.
- You must collect your Dissertation covers from the Print Unit in April.
- **The word limit is 7,000 words. Please note that this is an absolute word limit (in line with recent changes to Departmental policy, you must not exceed this).**
 - Penalties for exceeding this are set out in section 7.2 of this handbook.
 - **The word count does not include the following items: qualitative data extracts, material in tables (as long as used appropriately – text should not be placed within tables just as a means of staying within the word limit), equations, the reference section, material presented in appendices.**
 - **The final word count should be presented on the front cover of the Dissertation.**
- Your Title Page must be followed by a Declaration sheet.
- You must print your Dissertation and submit two copies (you can print your Dissertation double-sided).
- You must also submit your Dissertation electronically, via Moodle, by the same deadline. The electronic submission does not include the cover sheet or appendices.
- **Dissertations should be taken with Dissertation covers for binding well in advance of the deadline and before being submitted to the Taught Programmes Office.**

You must submit your Dissertation to staff at Taught Programmes Office by 12.00 (noon) on the deadline day (the office will then close). Any Dissertations received after this deadline will be considered late no matter what the circumstances unless you have been given an agreed extension by the Deputy Director of Studies (Assessments).

PS30094 Dissertation Assessment

The Dissertation is presented in two stages for assessment.

The oral presentation

The first stage is an oral presentation that you need to record and then submit in January towards the end of Semester 1. The Dissertation is worth 18 credits and therefore counts as 3 units. The Oral Presentation, which should last for 15 minutes, constitutes 10% of the final mark but you will receive a mark expressed as a percentage for your presentation as part of your assessment for Semester 1. In your Oral Presentation you should present some background material, the Aims, Rationale and Hypothesis and the Methodology sections, and have some ideas about the results and their implications plus possible discussion points. There is some flexibility and you may discuss with your supervisor exactly what portions of your Dissertation you plan to deliver in your oral presentation.

It is important to note that students will not be penalised (or rewarded) for the amount of work they have completed on their Dissertation by the deadline for submitting the oral presentation. You are assessed on how well you organise and present the material that you have completed at that stage.

Marks will be given for presentation ability (delivery, use of visual aids, etc.), organisation of the material, coherence of the argument and research question, understanding of theory, debates and issues in the field, coverage of the literature, the level of critical ability and creativity, and the general quality of the research project.

There will be a talk on preparing for the oral presentation in week 9, before Christmas. You may also wish to speak to your Dissertation supervisor if you require further guidance.

The written Dissertation

The second stage is the written Dissertation. The Dissertation allows you to study a subject in depth. You are expected to include empirical work in the Dissertation - this may include observational work, testing hypotheses, evaluation of programmes or interventions, or exploring ideas in a new way through research investigation. You may use any appropriate research method subject to approval from the department's Ethics Committee. Through your Dissertation you will gain experience of planning, conducting, analysing and reporting a piece of individual research and you will be assessed on your competence to do so.

You complete the written Dissertation in Semester 2 but it will receive a mark which reflects your performance in both semesters. The complete Dissertation must be submitted to the Taught Programmes Office at the very latest by **12.00 (noon) on the deadline date**. Late Dissertations will not be accepted unless an extension has been approved by the Deputy Director of Studies (Assessments). Penalties for late submission and exceeding the stated word limit apply.

PS30094 Choice of Dissertation Supervisor and their Role

Choice of supervisor

Your Dissertation should arise out of work done on placement. Your Placement Supervisor (the person responsible for you on your placement) will probably have an important role in guiding your data gathering however when you return to the University in your final year you will be supervised by one of the Department of Psychology's academic staff who will have ultimate responsibility for you - this is your Dissertation Supervisor. During your Placement Year prior to the Placement Conference you will be allocated a provisional Dissertation supervisor in the Department; this allocation normally happens in late January. You should seek early guidance from your provisional Dissertation supervisor, either via e-mail or in person (e.g. at the Placement Conference, held in the spring of the Placement Year).

If your Dissertation does not arise out of your placement you should contact the Applied Dissertation Unit Coordinator and work closely with one of the Department of Psychology's academic staff in developing your Dissertation work, possibly during the summer of the Placement Year after your placement has finished.

Role of the Dissertation Supervisor

Normally up to six hours are formally assigned to each student for their final year Dissertation supervision. The distribution of this time and the supervision provided will be unique for each student and dependent upon a multitude of factors such as the nature of the project, how far the student has progressed, the supervisor's preferred methods of supervision. Some students may require a lot of supervision in the early stages and little supervision later on whereas others may require brief weekly meetings. **SUPERVISION CAN BE SEEN AS AN APPRENTICESHIP AND THE UNIQUENESS OF EACH SUPERVISOR AND THEIR SUPERVISORY PRACTICE SHOULD CONTRIBUTE TO A POSITIVE EXPERIENCE.** Although it's inevitable that you may compare your own supervisory experience with that of other students, please remember that each Dissertation and relationship between supervisor and student is truly unique. What matters most is to seek to develop a good relationship with your supervisor, establish what you expect of them and what they expect of you, and to achieve the best Dissertation you can. The supervisor is there to provide guidance only, they will not do the Dissertation for you.

The supervisor will provide advice on structuring your Dissertation (including the structure of the literature review and, if appropriate, specific reading may be suggested). Your supervisor will want you to be clear about your aims, hypotheses and rationale and will probably want to talk through these with you. The supervisor may also provide advice on data analysis but will not undertake that analysis for you. **Your supervisor can only read one draft of each part of your dissertation. You may find it more useful to get feedback on individual parts at different times or on one full draft of the dissertation all at once. Please discuss the issue of reading drafts with your supervisor.**

AT YOUR FIRST MEETING WITH YOUR DISSERTATION SUPERVISOR YOU SHOULD DISCUSS AND TAKE NOTES ON THE ISSUES MENTIONED ABOVE AND THE TIMESCALES INVOLVED SO THAT YOU KNOW WHAT TO EXPECT THROUGHOUT YOUR FINAL YEAR. Supervisors keep a record of the supervision they provide. Your supervisor will usually be the first marker of your Dissertation. A second marker will also assess the Dissertation without knowing what mark the first marker has awarded. Both markers will meet to discuss the final mark.

PS30094 Planning and Carrying Out Research

Choose a topic on which there is an adequate body of existing literature and for which the research work is manageable within the time and opportunities available. For instance some types of sample are not easily available and only limited access is possible to schools.

Your Placement is likely to yield a large number of ideas and the acquisition of new techniques. In many cases it will provide you with the opportunity to collect data directly associated with the project on which you are working. This can be utilised for your **Dissertation with the permission of the member of staff at Bath who will eventually supervise your Dissertation**. The role of the Placement Supervisor includes helping with Dissertation work and Placement Supervisors are given guidelines about the requirements of the Dissertation. This may be discussed further at the placement visit.

The work for the Dissertation is usually part of the project to which you are attached (i.e. testing a particular sample, going into detail on a particular variable etc.) but these opportunities may not always exist so you should consider ways in which you may be able to do your own work on placement, in consultation with your Placement Supervisor and the Placements Officer. **If your Placement does not facilitate integrated Dissertation work you should discuss possible alternatives with the Placements Officer and the Applied Dissertation Unit Coordinator as soon as possible.**

REMEMBER THAT YOU CANNOT START YOUR RESEARCH UNTIL ETHICS APPLICATION HAS BEEN APPROVED BY THE DEPARTMENT'S ETHICS COMMITTEE; SEE SECTION ENTITLED "Procedure for Year 3 Psychology Students on Placement" ON THE PSYCHOLOGY ETHICS MOODLE PAGE:
<http://moodle.bath.ac.uk/course/view.php?id=52192>.

Keep your project within realistic bounds, try not to take on too much and make sure that you are acquainted with the literature in the field before you start. If you are doing your Dissertation work as an integral part of your Placement you will have been directed to this material as part of your training, if not make sure you keep in close touch with your Dissertation Supervisor and seek guidance. The Department of Psychology's Subject Librarian (Mr Justin Hodds - J.Hodds@bath.ac.uk) can provide advice about searching the existing literature effectively.

PS30094 Possible Types of Research

When the broad area of interest has been selected you should reduce the project to manageable proportions (the psychology Dissertation is as much a test of your ability to select relevant material and exclude the peripheral as it is a test of your knowledge of the field chosen). You should construct a preliminary reference section and draft out your aims and rationale. Only when this has been done should the topic be finally defined. A broad range of methodologies is acceptable, both qualitative and quantitative. Suitable studies include: questionnaire or interview projects looking at particular samples; psychology work using laboratory facilities; observation or qualitative studies in the lab or in the field; and studies using equipment either on or off campus. The secondary analysis of an existing dataset is only acceptable if your research questions are original - seek advice on this from your Dissertation supervisor or the Applied Dissertation Unit Convenor (Mr Ian Fairholm).

Remember it is fairly easy to get access to students however it is more difficult to use children or gain a sample which is not obviously "catalogued" in some way (e.g. young unemployed people, business people, members of particular ethnic or religious groups) unless you have special connections. Accessing a sample through the National Health Service (NHS) is very difficult unless this can be arranged through your Placement Supervisor. If you are planning to use an NHS sample, you must consider a back-up plan that involves a non-NHS sample, just in case it falls through. **Specifically the University does not sponsor undergraduate projects, so if your placement provider requires you to get sponsorship from the University then you will need to come up with an alternative project idea that does not require sponsorship.**

PS30094 Dissertation Timing

You should consider the following timetable as optimal:

Year 3

In time for the Placement Conference in February

- Have planned the Dissertation project in collaboration/consultation with your Placement Supervisor. Be preparing your Research Proposal and Ethics Application in order to obtain permission to proceed.
- Know who your Bath supervisor is (usually announced in late January before the conference) and make contact with them. If you are in a position to do so, make sure your Bath supervisor has read your ethics application and signed it off as ready to be submitted to the Ethics Committee.

Between February and September

- Have done background reading and written **draft Aims, Rationale and Hypotheses**.
- Obtain Ethics Approval (if you have not already done so)
- Collect data.
- Conduct analysis (if possible).
- Write draft Methodology section (so you don't forget details).

Year 4

Between September and January

- Attend opening talk on the Dissertation (October).
- Have completed data analysis in consultation with Dissertation Supervisor.
- Organise materials for literature review.
- Finish Methodology section and **final draft of Aims, Rationale and Hypotheses**.
- Attend drop-in clinics on Monday afternoons, as appropriate.
- Prepare for oral presentation, and attend talk on this (November).
- Complete and submit oral presentation (January).

Between February and April

- Complete write up of Introduction, Results, Discussion, etc.
- Consider submission to/attendance at the South West Universities Student Conference.
- Collect Dissertation covers (front and back).
- Attend final talk on the Dissertation.
- Submit Dissertation 12 noon on the deadline.

It is in the final stages of the Dissertation that you tend to need most advice from your supervisor. You must ensure you plan time with your supervisor sufficiently far in advance as academic staff have many other commitments (including conferences, postgraduate recruitment, research projects etc.) at this time of year.

PS30094 Psychology Dissertation Word Count

Length: The maximum length for the Dissertation should be 7,000 words excluding qualitative data extracts, material in tables (as long as used appropriately), equations, the reference section, and material presented in appendices. This word limit should be considered a maximum and, as with all other work on the degree, if you go over that limit you will be penalised (see section 8). You should keep to 7,000 words as your absolute maximum.

While it is impossible to legislate for the length of each section (individual projects will differ) a general guideline is that the Introduction / Aims and Discussion sections will constitute the largest part of the document.

South West Universities Student Conference

Students will be expected to talk about their Dissertation at the South West Universities Student Conference (usually held in March) but this is not a required part of the assessment. Attendance at this conference (venue to be confirmed) provides a useful experience, a chance to get additional feedback from students and academics, gain additional practice in presenting at conferences and will look good on your CV. There are also prizes available for the best presentation and best poster, and Bath students have won prizes in both categories in recent years. Students from previous years have reflected very positively after presenting at this conference.

Psychology Dissertation Layout and Contents

Your Dissertation will be archived in the Psychology Resources Room where it may be consulted by future generations of students and researchers. It is a public document and for this reason it is important that the presentation is of a high standard. You will also lose marks if it is not.

THE DISSERTATION SHOULD FOLLOW THE SAME GENERAL LINES AS SCIENTIFIC REPORTS AND SHOULD GENERALLY CONFORM TO THE STYLE RECOMMENDED BY THE AMERICAN PSYCHOLOGICAL ASSOCIATION (APA). FOR A DETAILED DESCRIPTION OF THOSE GUIDELINES REFER TO THE PUBLICATION MANUAL OF THE AMERICAN PSYCHOLOGY ASSOCIATION (6th EDITION).

It is also recommended that you look at papers published in APA journals such as "Developmental Psychology" and "Journal of Personality and Social Psychology". Another useful guide is Rosnow & Rosnow (2005) *Writing papers in Psychology*. London, Thomas Wadsworth.

A useful document entitled "writing up your Dissertation" will be available on the "Dissertation" page on Moodle.

The Dissertation should be divided into the following sections:

Deviation from the APA guidelines may occasionally be appropriate but should be discussed with your Dissertation supervisor.

1. Title Page
2. Declaration
3. Abstract (an optional Acknowledgements section may follow the Abstract)
4. Contents
5. Introduction
6. Methodology
7. Results
8. Discussion
9. References
10. Appendices: There should be an appendix for your Ethics Committee approval e-mail, and other appendices can be included if considered necessary. You will receive more guidance about appendices closer to submitting your dissertation.

These should be headed and separated, though not every section needs to start on a new page.

Abstract

The Abstract is usually single spaced and should not exceed one page (i.e. roughly 250 words). It should summarise the research question, the methodology and sample, the procedures, results and findings. Written as a stand-alone document, the Abstract should be understood without reference to the rest of the thesis.

Make each sentence maximally informative especially the first sentence. Begin the Abstract with the most important information, which is generally the aim of the study, and describe:

- the background to the study and/or the problem under investigation (in one sentence);
- the participants or subjects, specifying pertinent characteristics, such as number, type, age and sex;
- the method (including apparatus, data gathering, procedures etc.);
- the findings;
- the conclusions (including any caveats and any implications or applications of the findings).

Introduction

The Introduction provides the rationale for your research and, given your preferred and justified epistemological position, prepares the reader for the method you have chosen. You should write the Introduction section in a way which locates and contextualises the issues you are examining and provides a rationale for the research question. You should write for an intelligent but non-specialist audience, which means you may have to define and explain technical terminology (even terms and concepts you use frequently with your supervisor).

You should provide a concise history and background to your topic, leading into your hypotheses or questions. The Introduction should review the literature with special attention to controversial points relevant to the purpose of the study. It is the relevance of the literature that you cite that is important not the sheer quantity. You are demonstrating your capacity to produce integrated arguments which provide a rationale for your study as well as your understanding of any methodological controversies or issues in the area. You should be selective about the literature that you cite; do not include material that is peripheral to your research question and distracts from a clear argument. Do read widely to ensure that you know the field. If you are using a novel or unusual methodology you need to have a section which discusses the history or development of the method. Ensure that all references are properly cited in the reference section at the end of the Dissertation (see section 3).

Good Introductions are those that state the research question or the hypotheses in such a way that the method section is a natural consequence of that statement. If you can get your readers to think that is what you would naturally do in order to answer the question then you will have succeeded in writing a good Introduction.

Here are some questions to ask yourself as you plan the Introduction:

- **What was the purpose of my Dissertation?**
- **What terms need to be defined**
- **How does my Dissertation build on or derive from other studies?**
- **What were my hypotheses, predictions or expectations?**

If you are conducting an exploratory study you won't need hypotheses but you do need to make clear the aims and rationale of your exploration. If you are not sure whether you need hypotheses or not discuss this with your Dissertation supervisor. If you are generating hypotheses you must state these briefly and clearly, and show how they arise from previous research and theory. Do not invent hypotheses unless your study requires them; an exploratory study is quite acceptable. Do not include the null hypotheses.

Methodology

The purpose of the Methodology section of the Dissertation is to describe in detail how you performed the study and the methods used to conduct the investigation. The description enables the reader to evaluate the appropriateness of your methods and the

reliability and validity of your results. Someone should be able to replicate your study based on the information you provide in the method. Make it sound professional, that is, do not make it sound like a class project. Assume you are writing for submission to a scientific journal, (though you may have to go into more detail than you would as you are not writing for a specialist audience). Avoid unnecessary details like the data were displayed on the computer screen and recorded on the data sheet(s).

For a quantitative study, this section is typically divided into four subsections: participants (or subjects if appropriate), apparatus (or materials), design and the procedure. Ordering of the section is arbitrary – you may start with participants or design, and procedure usually comes last, but choose the most logical order for your project. Sometimes researchers combine the design and procedure sections. If the experiment is complex or the stimuli require detailed description additional subsections or subheadings to divide the subsections may be needed to help the reader.

- **Participants:** Your sample should be adequately described. Report the procedures for selecting and assigning them and any agreements or payments made. Report major demographic characteristics such as age, sex, and race ethnicity and where possible and appropriate, characteristics such as socio-economic status, disability status and sexual orientation. Give the total number of participants and the number in each condition. If any did not complete the experiment, state how many and explain why they did not continue.
- **Apparatus:** In the apparatus section briefly describe the apparatus or materials used and their function in the experiment. Standard laboratory equipment, such as furniture, stopwatches or screens can usually be mentioned without detail. Identify specialised equipment, and complex or custom-made apparatus are best illustrated by a drawing or a photograph.
- **Design:** The design section should be very brief and in it you should report the design (e.g. within or between) and the independent and dependent variables. Any control features of the design (e.g. randomisation and counterbalancing) should also be described. Non-experimental designs will require different information, but variables/concepts should still be clearly defined.
- **Procedure:** The procedure summarises each step in the execution of the research. You should include instructions to the participants, the formation of groups and the specific manipulations. Try and summarise instructions, unless they are unusual or crucial to the study in which case they have to be reported in full. It may be appropriate to include this in an appendix. Remember someone should be able to replicate your study simply on the basis of this description.

Results

The Results section reports the findings of the study.

If you used an experimental design or quantitative methods it should include:

- i. a summary of the data obtained, what was done to it prior to analysis and a justification for statistical techniques;
- ii. tables, figures and a written summary of your results;
- iii. details of descriptive and inferential statistics, plus statistical significance;

If you used qualitative methods it should include:

- i. full details of the development of coding methods (detailed coding frames should be placed in the Appendices), plus quotes demonstrating the use of the coding scheme;
- ii. a discussion of inter-rater reliability where relevant;
- iii. illustrative extracts from interviews or open-ended material to elaborate the results;

Tables can be problematic for many students. Here are some tips:

1. Title your tables and figures. Titles should appear above tables but below figures. There should be a Contents page at the beginning of your Dissertation which lists all tables and figures including table or figure number, title and page number.
2. Label your axes, columns etc.
3. Indicate scales etc. on graphs and tables.
4. Indicate clearly what all figures mean and the nature of the measure (e.g. are they frequencies, scores, means, percentages, ages?). What does the scale actually mean? You should comment on this.
5. Provide a clear key to explain all symbols you use.

It is recommended that you consult the American Psychological Association's publication manual which has a very good section on how to use tables in the results section.

Remember that detailed results should be placed in the Appendices not in the text but should be properly referenced (e.g. see Appendix 2 for full results). Do not include computer output (e.g., taken directly from SPSS) in the Results section – you will need to select, edit and interpret any such output.

Discussion

This should not just be a summary of the Results section but the discussion of the implications of the results, linking them to the material on theory, epistemology and methodology in the Introduction. You should pick up the theoretical and methodological issues you raised in the Introduction and discuss your Results in terms of these. You should discuss the limitations and problems of the study, though also consider any strengths, particularly in light of weaknesses in the previous literature that your study has addressed. You should start by considering what you have found out. Summarise your findings linking them to your Aims and/or Hypothesis. Consider how your findings fit in with or challenge previous research. Indicate any problems in the research that might have contributed to your findings or lack of findings. Consider what implications your findings might have for future research. Consider separately any practical or policy implications your findings may have. You can also consider in general terms any limitations of the study even if your results are good - this will demonstrate your critical skills. But be balanced – the strengths of your study are important, too. Try to consider the future directions that work may take and have a final conclusion.

References

All studies and theoretical sources referred to should be cited in the text e.g. "Bruner argues (Bruner, 1999) that ..." or "Several studies have demonstrated ... (Black and Hodge, 2002; Shaw and Taylor, 2000)". The reference section should contain all the references cited in the text in alphabetical order by author name and with complete details (see guidelines under section 3).

Appendices

Additional illustrative material should be put in the Appendices so that it doesn't interrupt the flow of the main text. You should provide your Ethics Committee Approval E-mail as an appendix.

Printing the Dissertation

Two bound copies of your dissertation are required. Both copies should be the same, i.e. with colour diagrams.

Copy 1	This will go to the First Marker once it has been submitted and will be returned to you after the Final Board of Examiners.
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Copy 2	This will go to the second marker and will be retained in the Department of Psychology for five years (or possibly longer if of exceptional quality) for future reference.
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Do	Do not
<p>Do type in font size 12 on A4 paper with a 3 cm left hand margin to permit binding.</p> <p>Do use one and a half line spacing or double line spacing for the text.</p> <p>You may use single line spacing for the abstract, references and appendices.</p> <p>You are advised to print the dissertation double-sided to save paper.</p>	<p>Do not include an index at the end.</p>
<p>Do insert page numbers.</p>	<p>Do not number your paragraphs.</p>
<p>Do include a table of contents, a list of tables and figures.</p>	
<p>Do include a reference section and check it is complete and consistent throughout.</p>	
<p>Do put any statistical tables, summaries of raw data and details of interview schedules, questionnaires or other research methods in the Appendices.</p> <p>Do check with your supervisor if you are thinking of using footnotes in your dissertation. We do not encourage the use of footnotes but note that if you do use them they are included in your word count.</p>	

The Dissertation must also include a Title Page followed by a **Declaration sheet**.

"Declaration: I declare that this Dissertation is the product of my own work, that it has obtained ethical approval (Ethics Committee Reference Number = ?) and that it is available for photocopying and inter-library loans." Signed and dated.

YOU MUST COLLECT TWO FRONT COVERS (COLOURED CARD WITH TEXT) AND TWO BACK COVERS (BLANK COLOURED CARD) FROM THE PRINT UNIT - AVAILABLE EARLY APRIL. The front covers (printed with your Dissertation details etc.) and the back covers must be submitted together with your Dissertation. One submitted copy will be returned to you after the Final Board of Examiners or on Graduation Day. **Print Services (8 West level 1) should be able to print the covers for you if you are unable to print them yourself. Give them the covers and a storage device with your text on it. See Appendix C for an example of a Dissertation cover.**

It is essential to make arrangements for the printing and binding of the Dissertation well in advance of the expected date of submission, especially if you are not typing it yourself. Do not leave it to the day of submission but start printing and

assembling your final draft several days before the day of submission. You also need to allow one or two days to get it printed and bound at the Print Unit.

Remember to backup to an external drive or memory stick frequently as well as saving it on your H drive! Losing your material is not regarded as an excuse for late submission nor is printer failure or print queues.

Some Potential Problems and Troubleshooting

My Dissertation Supervisor and I don't see eye-to-eye.

You and your supervisor are both adults and if you have a disagreement or aren't sure about something then the best thing is to arrange a meeting with them as soon as possible to talk through any issues. Don't put your head in the sand and hope the problem will go away by itself – it won't! Most problems can be resolved simply through discussion with your supervisor. If the problem doesn't get resolved despite discussions with your supervisor, then contact the Psychology Dissertation unit coordinator for further advice.

There seems to be a great deal to do and time is running out!

It was ever thus ... make sure you consult with your Dissertation Supervisor to construct a realistic plan and timetable. Learning to organise your time is one of the life skills your degree is designed to foster.

My results aren't significant!

This is not important. You are not being judged on the lottery of scientific success but on your competence as a researcher. What is important is to understand why your data didn't turn out as hoped and what you can conclude from the results as they stand.

My dissertation supervisor thinks my work is publishable in a high impact journal with me as first author. Can I submit this journal article as my Dissertation?

Congratulations. This is what we aim for ultimately, however the purpose of the Dissertation is to present a full report of all the stages of your research in 7,000 words. You will find this a useful learning exercise and cannot just submit an article as your dissertation (or your dissertation as an article). It is important that you keep your Dissertation and journal articles distinct, particularly if the latter is a joint publication with other authors, to avoid accusations of plagiarism. The Dissertation should contain only your own written work. Also, a journal article is likely to be written for a specialist audience, whereas your Dissertation should not assume this level of background.

Psychology Dissertation Marking

Normally your Dissertation will be marked separately by two members of academic staff, (usually your Dissertation Supervisor and one other), who will then meet to discuss and decide on a final mark. A sample of Dissertations will also be moderated by the External Examiners.

Ethical Guidelines and the Ethics Committee (Final Year Dissertation)

All research conducted within the Department must be approved by the Department's Ethics Committee - see the Moodle page for full information:
<http://moodle.bath.ac.uk/course/view.php?id=52192>

All ethics applications should be sent to R.Wise@bath.ac.uk with all relevant files attached to the email. All files must be in Word or pdf format. We no longer accept ethics application in paper form. Online applications need to be complete with digital signatures (instructions can be found on the above Moodle page). Simply typing your name in the signature box is not sufficient.

You should submit:

- Your completed Ethical Approval Form (download from the Moodle page)
- Copies of participant information material, consent forms, debrief sheets, interview schedules, questionnaires, measures, etc. There is guidance available on the Moodle page.

Your form should be written in a way that could be understood by a lay population – in other words you should explain it so that someone who does not have professional qualifications, expert knowledge, or experience of research would understand. It will ask for details including:

1. Title of project
2. Purpose of the project and a brief rationale
3. Brief description of methods and measurements
4. Participants; recruitment methods, number, age, sex/gender, exclusion/inclusion criteria
5. Consent and participant information, arrangements for debriefing. Please attach intended participant information sheets and consent forms*
6. A clear but concise statement of the ethical considerations raised by the project and how you intend to deal with them
7. Estimated start and duration of the project
8. Signatures: Lead applicant must sign. All student project applications must be countersigned by your University of Bath Department of Psychology supervisor and if you are on placement, your placement supervisor. Unsigned forms will be rejected. If you are on placement and have not yet been assigned a University of Bath Department of Psychology supervisor then please contact Mr Ian Fairholm.

* **Please note that the committee considers very carefully the processes for obtaining consent that are outlined in your research proposal. For all types of research, the way in which you obtain participants' consent is something which must be carefully considered and justified. This is particularly important if you will be researching groups where there may be issues with obtaining informed consent (e.g. children, prisoners or people with learning difficulties). Therefore please be sure to justify the rationale for your chosen approach.**

Check the Moodle page for further details and guidance.

Undergraduates should submit their Ethical Approval forms along with their proposals for their Dissertation work. If you have already gained ethical approval from an outside body (e.g. the NHS) you will need to include a copy of this approval with your completed form when submitting to R.Wise@bath.ac.uk.

Meetings of the Ethics Committee

The Department's Ethics Committee meets every month (January and August excluded) on the second Wednesday of the month. The deadline for submissions is always **12noon** one week before the meeting date (i.e. the first Wednesday of each month). **Proposals that miss the deadline must wait until the Committee meeting in the following month.**

An up to date schedule of these meetings will be made available to students online:
<https://www.bath.ac.uk/teams/psychology-ethics-committee/>.

Enquiries

Rebecca Wise, Secretary to the committee
r.wise@bath.ac.uk

Only complete proposals will be considered by the Committee. **You must ensure you meet**

the Ethics Committee's deadlines as you cannot commence your research until the proposal has been approved. Please make sure your application has been read and signed off by your University of Bath Department of Psychology supervisor and your placement supervisor (if you are on placement). You will need to allow enough time for them to read and respond to your first draft, and to implement any changes they recommend. If you are on placement and have not yet been assigned a University of Bath Department of Psychology supervisor then please contact Mr Ian Fairholm. Unsigned applications will be rejected.

When a student has received ethical approval from the Department they will be issued with a reference number and will receive an e-mail from the Chair of the Ethics Committee confirming approval. A copy of this e-mail should be attached to your Dissertation as an appendix.

This is a **summary of ethical issues** addressed by the BPS guidelines. Students should consult closely with supervisors and departmental staff to ensure that they are aware of the ethical implications of their proposed work:

- The basic principle is that investigators should consider the ethical and psychological implications of their work including effects on health, well-being, values and dignity. Ethical guidelines cover the design and conduct of the study and also the reporting of it.
- Where possible, deception should be avoided (both in presenting the purposes of the study to respondents and in the actual conduct of the study). Where deception is necessary (for example to ensure that respondents are "naive") arrangements for debriefing should be made wherever possible. Your proposal should indicate how you are dealing with this.
- Informed consent should be obtained. This may mean parental consent in the case of anyone under the age of 16. It should be made clear to participants that they can withdraw from the study at any point. If circumstances preclude informed consent particular care must be exercised in the inclusion of respondents. Your proposal should describe how you will obtain consent.
- Researchers must be sensitive to possible embarrassment, distress, threats to self-esteem or values. Sensitive areas might include sexual issues or issues around mental health. Your proposal should indicate your awareness of these issues and how you will deal with them.
- Researchers are responsible for respecting the privacy and confidentiality of data. This includes the methods by which data is to be collected and the anonymity or other means of protection for individuals; the ways in which the data will be stored to prevent unauthorised or accidental access; and the reporting of results (both formally and informally). Respondents should be aware of the level of confidentiality to be expected and researchers should ensure that this is maintained. Your proposal should indicate how you will address confidentiality and privacy.
- Some special circumstances may apply; informed consent may not be possible from some categories of respondent. Observational studies involving non-volunteer respondents present particular problems that should be considered and addressed. Some areas or locations of research are particularly sensitive and extra care must be exercised. If your work is likely to involve special circumstances you must give a full account of how you will address them.

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 **Key Contacts** section 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 an electronic **University Placement Handbook** containing generic advice and information for whilst you are on placement.

You will receive programme specific information directly from your Department: <https://moodle.bath.ac.uk/course/view.php?id=52705§ion=6>.

If you are on a placement in the UK you can normally expect to be visited by staff 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) [and the Goals, Objectives and Learning form (GOLF), where applicable (for assessing your performance against these objectives).]

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>

Applying for Your Placement

Some placement applications will require a named reference from a member of staff in the department. It is important that you ask the member of staff if they are happy to provide a reference for you before nominating them. If they are happy to write you a reference, you should also provide any relevant information that will help them to tailor your reference to make it as strong as possible. This will usually include some detail about what the placement provider is looking for (e.g. the person specification), any personal statement you have written in support of your application and possibly a CV. **It is important that you let them know in good time before a reference is required and what the deadline is.** A well-tailored reference is inevitably going to be stronger than a rushed one.

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 (DBS checks, accommodation and student finance). 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.

Academic aspects of the Placement Unit PS20028

The placement is an integral part of your degree programme and is very much part of your studies. The first two years will have prepared you with some of the knowledge of psychology, research methods and statistics to take on the work tasks required of you in your placement job. The third year is about putting your learning into practice. The experience, skills and advanced knowledge that you acquire during the placement will prepare you for study in the final year of your degree, for considering future careers and of course writing up your dissertation.

Once your placement commences, you will note how subjects you have studied as a student so far may be applied in practice. You will expand your knowledge of psychology, preparing you for interesting and advanced option choices in your final year. Some placements will not offer much opportunity to interface with the academic parts of the course. If your placement is of this nature, do not worry because you will have other learning opportunities of a more practical nature.

We hope that your placement will give you the opportunity to gain an overview of the organisation and how it all fits together. This may be in the course of your day-to-day work, through dealing with other departments or through short secondments to other areas.

Opportunities to Learn

All of you will improve your analytical, research and writing skills, learn about time management, working independently, and effective communication, all of which are valuable skills to have acquired for the final year of your study.

You will also acquire a range of practical skills, such as the knowledge of different computing systems and software packages, letter writing, report writing, telephone and presentation skills, etc. It is worth finding out if any short training courses are available. Larger organisations have a range of courses/lectures/seminars on offer to permanent staff and students, which may be available to you.

The placement is an excellent opportunity to gather data for your dissertation and to access specialist knowledge. It is an opportunity to link both your applied experience of psychology to your academic study of psychology and hence illustrates how the placement is an integral part of the degree programme. We ask that placement providers try to support you in the development of your dissertation ideas and throughout the placement. You will receive direction and guidance on the academic content of your dissertation from a dissertation supervisor here in the Department of Psychology.

If you are placed in an area of psychology that has not been covered by the degree programme then read around the subject to see how the theory and practice fit together. Ask for advice from your placement supervisor or from your university tutor if you are not sure of what to read.

Personal development

These are areas in which we expect you to develop and on which we expect you to reflect during your learning throughout the duration of the placement:

- planning your work, time management, prioritising your tasks, working under pressure, achieving set objectives: all can be called 'personal effectiveness'
- working in a team
- analysing and solving problems
- working without supervision, using initiative, contributing ideas
- managing work relationships, co-operating with others, self-confidence and assertiveness
- communication skills (speaking, listening, and writing)
- adapting to new situations, responding to change
- becoming more self-confident and assertive and taking the initiative
- adopting a self-reflective practice

N.B. Your final appraisal will cover all the above objectives

Placement Requirements

The Placement is an academic unit and part of your degree programme. Although the learning on this unit will be different to that which you have experienced in the past two years at university, you must still fulfil certain criteria in order to pass.

Students must fulfil the following requirements in order to **pass** the Placement unit:

1. Complete a **minimum of 30 weeks** in a suitable placement setting, excluding holidays.
2. Submit **Personal Objectives and Learning Outcomes (POLO) Form** at the beginning of the placement.
3. Submit a **First Placement Report**. This must be written to a satisfactory standard.
4. Submit a **Dissertation Topic Choice Form**.
5. Submit an **Ethics Application Form**.

Your ethics must be approved by the Department of Psychology Ethics Committee.

6. All students must produce a poster for the **Placements Conference**. Attendance is compulsory for all students completing a placement in the UK.
7. Submit and pass a **Reflective Report and Research Proposal** of 2,500 words total. This contributes to 8% of the final degree mark.
8. A satisfactory **Placement Appraisal** known as the Goals, Objectives and Learning (GOLF) Form must be received from the employer/placement provider.

The *Appendices* include an appraisal form which your supervisor on placement will be using to assess your performance throughout your time there. It may be useful for you to refer to this and see what he/she will be looking for in your work.

In addition, students are expected to complete any other form required.

Failure to complete any of the above, may lead to failure of the placement element of the degree.

On the basis of the above, the student will be deemed to have passed (or failed) the placement.

The placement year is assessed by awarding credits, and contributes 8% to the final classification of the degree.

The *Appendices* include an appraisal form which your supervisor on placement will be using to assess your performance throughout your time there. It may be useful for you to refer to this and see what he/she will be looking for in your work.

PS20028 Placement Unit Description

Unit co-ordinator: Charlotte Dack

PS20028: Psychology placement (UHPS-AKB03 & UHPS-AKM03)			
Academic Year:	2019/20	Owning Department/School:	Department of Psychology
Notional Study Hours:	1200	Credits:	60 (equivalent to 120 CATS credits)
Period:	Academic Year	Level:	Intermediate (FHEQ level 5)
Assessment Summary:	100% Coursework		
Assessment Detail:	Final Placement Report		
Supplementary Assessment:	Like-for-like reassessment (where allowed by programme regulations)		
Contact Person:	Charlotte Dack	Period in which unit will run:	Year 3: S1 & S2
Description:			
Aims & Learning Objectives:			
1.) To provide the experience of work in a professional psychology context, to facilitate the acquisition and practice of transferable professional research skills.			
2.) Students will develop planning skills, communication skills, problem-solving skills, experience group work and response to leadership, learn how to make appropriate decisions.			
3.) They will have the opportunity to apply psychological knowledge acquired in the first two years of the programme.			
4.) They will normally have the opportunity to undertake an independent research study under supervision, which will form the basis of their dissertation work in the final year.			

Content: Students will spend 30 weeks attached to an approved supervisor in a professional psychology field. The placement is assessed on satisfactory attendance and submission of 4 reports: * preliminary (pass/fail); * preliminary research proposal (pass/fail); * main research proposal & ethics submission (pass/fail); * final placement report (assessed 100% coursework).
Programme availability: PS20028 is Compulsory on the following programmes: Department of Psychology: UHPS-AKB03 : BSc(Hons) Psychology with Year long work placement (Year 3) UHPS-AKM03 : MSci(Hons) Psychology with Year long work placement (Year 3)

Summary of Placement Requirements

What	When	How to Submit
Initial Placement Details	As soon as you have secured your placement	Moodle
Placement Confirmation Form	On the first day of starting your placement	Moodle
Placement Induction Checklist	Within 2 weeks of starting your placement	For your reference only (in Handbook)
Personal Objectives and Learning Outcomes (POLO)Form	Within 6 weeks of starting your placement	Moodle
First Placement Report	11 November 2019	Moodle
Submit Dissertation Topic Choice Form	3 rd December 2019	Moodle (N.B. this is on the UG Psychology page)
Ethical Approval Form	Before you start collecting data for dissertation – <i>April at the latest</i>	See Psychology Ethics Moodle page
Submit Poster for the Placements Conference	7 January 2019	Moodle
Attendance at the Placements Conference	6 January 2020 <i>Date to be confirmed</i>	

Submit final year unit options	April 2019	Online (SREO will e-mail you)
Reflective Report and Research Proposal with POLO Form	12 May 2020	Moodle
Placement Appraisal Form	Before leaving your placement	Placement provider or student to e-mail or post to Placements Team

Further information

University Placement Handbook and other information for placement students:

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

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/registry/appeals

Independent advice about academic appeals is offered by the Students' Union Advice and Support Centre: 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:

- iv) the student's suitability to progress from one stage of the programme of study to the next
- v) the student's suitability to remain on the programme of study
- vi) 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. Students 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/registry/appeals

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

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=2386>

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 the Senior Tutor, Ian Fairholm, to discuss the matter.

WE ARE HERE TO HELP YOU MAKE THE MOST OF YOUR TIME AT THE UNIVERSITY OF BATH.

What you can expect of your Personal Tutor

Your Personal Tutor is:

- the member of academic staff to whom you can turn if you wish to discuss any general matters relating to your studies or welfare, for instance tutors may offer to review the feedback you have received from different units and suggest ways to focus your skills development

- the main point of contact between you and the University (if the University's central services (e.g. Student Records) or the Faculty or the Department need to contact you it will normally be done directly or through your Personal Tutor);
- here to help you with any problems you may have (they will know who to contact for further information).

Your personal tutor can help you when you have to make decisions about which optional units to take or if you wish to change your degree programme. They may receive information from Unit Co-ordinators, or the University's central services, that requires discussion with you and will contact you direct if this is the case.

They may also recommend that you seek the advice and support of a specialised member of staff (e.g. the Student Health & Well-Being Team in Student Services).

Your Personal Tutor will also be involved in supervising and assessing some of your academic work in Years 1 and 2. They are also the member of staff most likely to be able to provide you with a placement, job or academic reference. It is therefore essential that you are in regular contact with them.

What you cannot expect of your Personal Tutor

Personal Tutors cannot:

- grant an extension of a coursework deadline (for any unit taken by a psychology student irrespective of which Department it is being taught by) as these can only be granted by your Year Tutor (you should contact them directly but you may wish to let your Personal Tutor know that you have requested an extension in case there are any issues they can help you with);
- provide detailed explanations of unit content, instead you should consult the member of staff responsible for the unit you are considering taking or are already registered on (i.e. the Unit Co-ordinator) or see the Moodle page for the unit;
- provide guidance or advice on the Placement Year, instead the Placements Officer (Ms Amy Haughton) or her deputy are best placed to answer any queries you may have about the Placement Year. This does not mean that you cannot discuss your placement with your tutor but the Placements staff should be your first port of call and your tutor may still refer you to them.
- review and provide feedback on coursework that you have not yet submitted.

How your Personal Tutor is appointed

Your Personal Tutor will be appointed by the Senior Tutor and the UG Administrator. If you find that you are unable to get a response from your appointed Personal Tutor, or do not feel that you can talk to them, you should contact the Director of Studies or the Year Tutor

or the UG Administrators. If you wish to change your Personal Tutor you must discuss this with the Senior Tutor, Ian Fairholm.

Keep in Contact with your Personal Tutor

You will see your Personal Tutor on several occasions in years 1 and 2, via a series of time-tabled lessons. In addition, you are strongly encouraged to make an appointment to meet with your Personal Tutor at least once every semester. As well as your Personal Tutor being a first line resource for advice on both personal and academic matters, regular personal meetings allow your Personal Tutor the chance to get to know you well enough to write a strong reference.

Appointments should be made via email, or a sign-up sheet if your Personal Tutor has one on their office door. E-mail addresses and telephone numbers are provided on the web at <http://www.bath.ac.uk/teams/department-of-psychology-academic-staff/>. In your e-mail you should ask for a "Personal Tutee Appointment" and let your Personal Tutor know which days you will be on campus that week. They may not be able to see you immediately so be prepared to suggest days the following week. If they are not able to see you within five working days and the matter is urgent you should contact the UG Administrator or Year Tutor.

What your Personal Tutor expects of you

To ensure that students don't "fall through the net", and lose contact with the Department, we have laid down certain requirements for minimum contact and to help with your academic studies. Personal Tutors will arrange at least four meetings with their Personal Tutees in Year 1, and at least seven in Year 2, and attendance at these meetings is vital. There will be a mixture of group and individual meetings. In addition to these meetings, Personal Tutees are encouraged to arrange additional meetings with their Personal Tutor as needed, especially after Year 1 when the system is much more demand-led (**i.e. your Personal Tutor is there to be contacted by you when you need them**).

Year 1 Semester 1

- **Induction Week:** An individual meeting to exchange contact details (e-mail addresses, phone numbers etc.), for the Personal Tutor to introduce themselves and find out something about their tutee, and to check that all is satisfactory (e.g. accommodation, registration, unit selection, etc.) Tutors will explain their role and also make their tutees aware of student support provided by the University centrally.
- You will be meeting in groups with your Personal Tutor twice in Semester 1 as part of the Applying Psychology unit (PS10121). In the first of these tutorial group meetings in week 4 you will be given a paper to read and will have to plan a group presentation

based on this. In week 7 you will receive feedback from your tutor about your presentation and what could be done to improve it.

- **Week 11:** A meeting will be arranged by the Personal Tutor to ensure that the Tutee is aware of their assessment commitments and discuss any other issues that might have arisen in the first semester. If you have not heard from your Personal Tutor about this, please get in contact directly to set up a meeting.
- When your Personal Tutor contacts you to arrange a meeting, please respond as soon as you can, even if you feel that you are fine and do not need a meeting. If you do not reply then your Personal Tutor will have to contact you again, so please aim to respond promptly, even if it's just to say that all is well and you don't feel you need to meet at this stage.

Year 1 Semester 2

- Individual meetings will be arranged by the Personal Tutor to discuss assessment results from Semester 1. This will occur as soon as the examination results are available (i.e. on transcripts).
- A meeting will be arranged by the Personal Tutor during the semester to ensure that everything is progressing well and to answer any questions from the Tutee.
- **Week 11:** A meeting will be arranged by the Personal Tutor to ensure that the Tutee is aware of their examination timetable, how they will be notified of their results and when the re-sits (supplementary assessment period) will be. If you have not heard from your Personal Tutor about this, please get in contact directly to set up a meeting.

Year 2

- The Personal Tutor will arrange an individual meeting with each Tutee at the beginning of both Semesters 1 and 2 to discuss each Tutee's examination results and any other relevant issues. If you have not heard from your Personal Tutor about this, please get in contact directly to set up a meeting.
- In Semester 2, you will conduct a research project, working in your Tutee groups, supervised by your Personal Tutor as part of the 'Research Project' unit (PS20125). As a group, you will plan a study, collect and analyse your data, then individually write up the study for individual assessment. As part of this process, you will have seven group meetings with your Personal Tutor.
- Your Personal Tutor is also there to be contacted when you need them throughout Year 2. You may particularly wish to discuss your placement plans with your Personal Tutor and confirm that they will be able to provide you with a reference, if required by your placement provider. If you are not going on a year-long placement then you may wish to have a meeting with your Tutor to discuss what other things you could do instead during the academic year or over the summer.

Year 3

For students who are undertaking The Placement Year, they are likely to have more contact with their Visiting Tutor as opposed to their Personal Tutor. Your Personal Tutor is unlikely to be your Visiting Tutor. Your Personal Tutor will e-mail you once in each semester while you are on placement and you may contact them if you have any questions or concerns.

Final Year

Tutees are likely to have most contact with their Dissertation Supervisor as opposed to their Personal Tutor but they should feel free to stay in touch with their Personal Tutor, particularly regarding issues such as stress, job and postgraduate applications, careers advice and providing references. Personal Tutors are likely to suggest an individual meeting with each Tutee at the beginning of both Semesters 1 and 2 to discuss their aims, concerns and any other relevant issues. If you have not heard from your Personal Tutor about this, please get in contact directly to set up a meeting.

Confidentiality

Within the department efforts are made to ensure confidentiality between tutor and tutee wherever possible. However, where issues raised are judged to potentially affect the safety of the tutee or other people then confidentiality cannot be guaranteed as other people may have to be informed, but under such circumstances the number of people will be kept to a minimum. Where a student has asked for Individual Mitigating Circumstances the rules state: "A student may require confidentiality to be observed in respect of the nature of the IMCs to be confined, for example, to the Chair of the Programme Board, the Director of Studies, the External Examiners and the UG Administrators."

Department Policy on tutees under 18

University policy states that all students who are under 18 will be allocated to a specific member of staff who has been nominated to act as their Personal Tutor. These students will have individual meetings with their Personal Tutor at least once every month.

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/psychology/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 to 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/>

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, 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
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	<p>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:	<p>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.</p>
University level:	<p>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.</p>

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=2386>

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/>

STUDENT'S 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

https://www.bath.ac.uk/professional-services/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](mailto>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 the Deputy Director of Studies, Ian Fiarhom, 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

<https://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).

REFERENCES

Throughout the degree and having completed it, students typically require references from members of staff when they apply for jobs or further study programmes. It is important that you ask the member of staff if they are happy to provide a reference for you before nominating them.

If they agree, you should also provide any relevant information that will help them to tailor your reference to make it as strong as possible. This will usually include some detail about what the programme or employer is looking for (e.g. the person specification), any personal statement you have written in support of your application and possibly a CV.

You may also need to provide details about how to submit the reference, for instance, should it come straight to you or will the programme-provider/employer be in contact directly, when will they be in contact, etc. **It is important that you let them know in good time before a reference is required and what the deadline is.** A well-tailored reference is inevitably going to be stronger than a rushed one.

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.

DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

If you are undertaking a Psychology programme with a placement year, there may be a requirement for you to have a Disclosure and Barring Service (DBS) check, for some placements. You should liaise with your placements support team for further guidance.

Further information

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

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/quides/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