UNIVERSITY OF BATH

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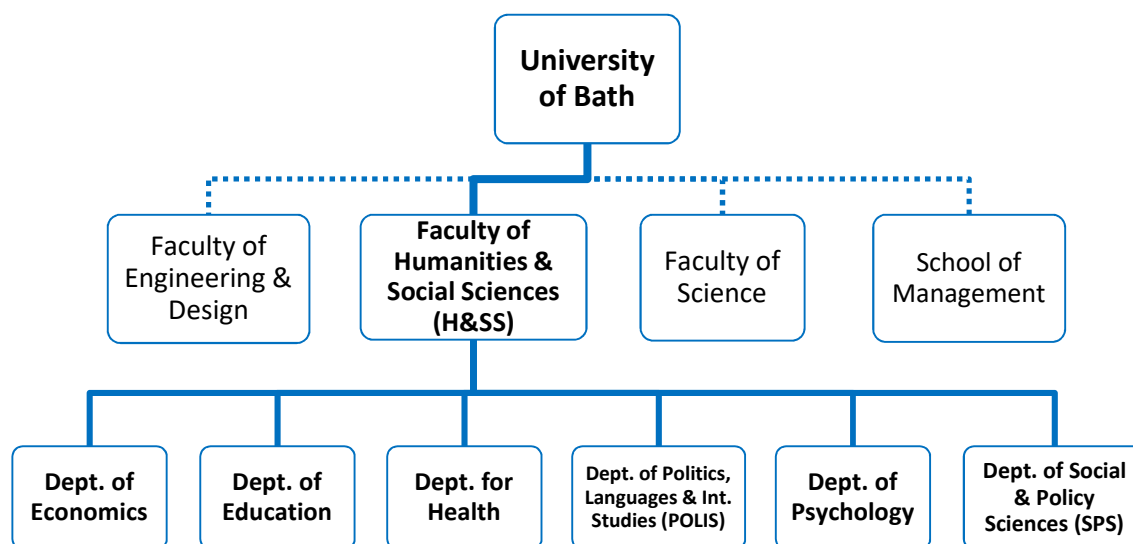International Studies**

BSc Politics and International Relations
BSc Politics with Economics

Programme Handbook
2019/20

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

WELCOME

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

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│ Engineering & │ │ Humanities & │ │ Science  │ │  Management  │
│    Design     │ │Social Sciences│ │          │ │              │
│               │ │   (H&SS)     │ │          │ │              │
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| Dept. of Economics | Dept. of Education | Dept. for Health | Dept. of Politics, Languages & Int. Studies (POLIS) | Dept. of Psychology | Dept. of Social & Policy Sciences (SPS) |

Faculty H&SS Taught Programmes administration
Undergraduate and Postgraduate Taught (Masters) programmes are delivered by academic staff in departments, with administrative support provided by our Taught Programmes Team. Our Taught Programmes Team consist of expert Managers, Officers, Administrators and Administrative Assistants, located in Hub Offices across our Faculty buildings – 3 East, 1 West North, 1 West and 10 West.
Our Taught Programmes Team is responsible for all aspects of administrative support for all taught programmes in the Faculty, ensuring that services are efficient, effective and adapt to changing circumstances.   We provide students with support and advice from registration to graduation, and support academic teaching staff in our departments.
 Our duties include:
- managing administrative processes of the Faculty's taught programmes
- acting as a central point of contact for staff and students seeking advice
- offering programme-related operational support for academic teaching staff in departments

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

This is a guide to the degree programmes in Politics and International Relations (PIR) and Politics with Economics (PwE). It is an important document that you should read thoroughly and refer to when necessary. Whenever questions arise relating to your studies or to student

life on campus, the handbook should be your first port of call. It sets out all the most important regulations and procedures, and it gives advice on a number of academic and University related issues.

Taking responsibility for organising your own academic and social life will be an important part of your learning experience here at Bath: the handbook is there to help you in that process. It should be read in conjunction with the *Department Guide* (which has information on the Department and members of staff), the online *Programme and Unit Catalogue* (which sets out the units required and options available, together with the aims, syllabus and means of assessment for each component of the degree), and the information on Politics Placements on Moodle. These are updated annually and the current versions or links to them can always be found in the Department's Virtual Undergraduate Office at http://moodle.bath.ac.uk/course/view.php?id=52503.

ABOUT THIS HANDBOOK

This Handbook is intended for all students of the Politics and International Relations of Politics with Economics programme in the academic year 2019/20.

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

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

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

YOUR PROGRAMME

KEY CONTACTS/STAFF LIST

Name	Title	Telephone Ext.	Email	Room no.
Dr Katerina Vrablikova	Director of Studies (Yr 1)	3117	Kv327@bath.ac.uk	1WN 2.01
Dr Howard White	Director of Studies (Yrs 2- 4)	6246	h.j.white@bath.ac.uk	1WN 2.22
Miss Victoria Maskell	Placements Officer	6273	Vmm35@bath.ac.uk	1W 3.06

EXPECTATIONS

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

> ***Further information***
> See Regulation 3: www.bath.ac.uk/publications/regulations-for-students

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

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

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

PROGRAMME AIMS AND LEARNING OUTCOMES

The Politics and International Relations degree programme is designed to:

- encourage the development of a critical perspective towards problems in politics and international relations;

- develop a systematic understanding of political ideas, institutions and relationships and a critical appreciation of debates relating to key political concepts and processes;

- develop a systematic understanding of international relations and a critical appreciation of debates relating to key concepts and processes, as appropriate to the balance between politics and international relations on the degree programme;

- encourage students to develop their academic potential within a constructive research-led environment;

- allow specialisation in a broad course of study within a flexible educational framework;

- develop academic and transferable skills.

INTENDED LEARNING OUTCOMES:	
Knowledge and understanding:	Graduates in Politics and International Relations will: • have an appropriate understanding and knowledge base in politics and international relations. They will have acquired an awareness of the institutional and global contexts within which political debates take place; • have reached an appropriate level of knowledge and understanding, sufficient to enter into and benefit from further training in politics, international relations or related areas, through formal higher degree or vocational programmes, or in the course of their subsequent professional careers; • have gained knowledge and understanding in the key disciplines and an appreciation of their interrelationship.
Intellectual Skills:	Graduates in Politics and International Relations will: • possess a sound understanding of political and international relations theories and concepts and their contestability, have a knowledge and appreciation of issues of data and evidence in these disciplines and be able to appraise different models and approaches; • have developed an enquiring and critical mind, the ability to find and identify, assimilate and evaluate new information, and to engage in problem solving, thereby demonstrating a capacity to think clearly and logically about a range of contemporary problems and policy decisions in politics and international relations.
Professional/Practical Skills:	Graduates in Politics and International Relations will: • be able to demonstrate good written and oral communication skills, both individually and in group environments; • be able to use information technology effectively for processing information, as appropriate for the programme; • be able to plan and organise their time effectively to ensure that schedules are observed and all tasks are therefore completed within the prescribed time frame. Graduates who complete a work placement will have: • acquired practical experience in the application of knowledge and skills gained at the University; • developed competencies in communication, both oral and written, planning and time-management procedures, problem-solving and analytical decision-making, and gained confidence in their own ability to participate within a team framework, and assimilate and appraise new information; • acquired an understanding of the structure of employing organisations and an opportunity to

	investigate and assess potential career options prior to graduation.
	Graduates who complete a study year abroad will have:
	- gained additional academic insights from exposure to different academic traditions and national perspectives on the world today; - gained confidence in their own abilities and developed practical and intercultural competencies from living and studying in a culture different to that of the UK; - where the medium of instruction is not English, developed advanced language skills.
Transferable/Key Skills:	Graduates in Politics and International Relations will have acquired: - the ability to develop and present a well-structured essay to a set question; other presentation skills in projects and presentations; - investigative skills and the ability to use a variety of sources of information; - the ability to work and communicate as individuals; - skills in working and communicating effectively as a team; - skills in information technology; - critical and analytical skills

The Politics with Economics degree programme is designed to:

- develop a systematic and advanced understanding of political ideas, institutions and relationships and a critical appreciation of debates relating to key political concepts and processes;
- develop a systematic grounding in economic theory and methodology and some of its applications, with a conceptual and descriptive focus;
- permit some additional specialisation in a related subject area through choice of options;
- encourage the development of a critical perspective towards economic and political problems;
- encourage students to develop their academic potential within a constructive research-led environment;
- develop skills in research, analysis, communication and argument which will enable graduates to pursue a wide range of public and private sector careers.

INTENDED LEARNING OUTCOMES:	
Knowledge and understanding:	Graduates in Politics with Economics will: - have an appropriate understanding and knowledge base in politics and economics and an awareness of the institutional and global contexts within which political and economic debates take place; - possess a sound understanding of political (and economic) theories and concepts and their contestability, have a knowledge and appreciation of political (and economic) data and be able to appraise models using quantitative and qualitative information;

	• have an appreciation of the interface between economics and political science, relating to the evolution of political and economic concepts and methodologies; • have reached an appropriate level of knowledge and understanding, sufficient to enter into and benefit from further training in politics, less technical areas of economics or related subjects, through formal higher degree or vocational programmes, or in the course of their subsequent professional careers.
Intellectual Skills:	Graduates in Politics with Economics will: • have developed an enquiring and critical mind, the ability to find and identify, assimilate and evaluate new information, and to engage in problem solving, thereby demonstrating a capacity to think clearly and logically about a range of contemporary political problems and economic policy decisions; • have developed skills in the conduct and presentation of independent research.
Professional/Practical Skills:	Graduates in Politics with Economics will: • be able to demonstrate good written and oral communication skills, both individually and in group environments; • be able to use information technology effectively for processing information, as appropriate for the programme; • be able to plan and organise their time effectively to ensure that schedules are observed and all tasks are therefore completed within the prescribed time frame. Graduates who complete a work placement will have: • acquired practical experience in the application of knowledge and skills gained at the University; • developed competencies in communication, both oral and written, planning and time-management procedures, problem-solving and analytical decision-making, and gained confidence in their own ability to participate within a team framework, and assimilate and appraise new information; • acquired an understanding of the structure of employing organisations and an opportunity to investigate and assess potential career options prior to graduation. Graduates who complete a study year abroad will have: • gained additional academic insights from exposure to different academic traditions and national perspectives on the world today; • gained confidence in their own abilities and developed practical and intercultural competencies from living and studying in a culture different to that of the UK; • where the medium of instruction is not English, developed advanced language skills.
Transferable/Key Skills:	Graduates in Politics with Economics will have acquired: • the ability to develop and present a well-structured essay to a set question; other presentation skills in projects and presentations;

		investigative skills and the ability to use a variety of sources of information;
	•	the ability to work and communicate as individuals;
	•	skills in working and communicating effectively as a team;
	•	skills in information technology;
	•	critical and analytical skills.

PROGRAMME DESCRIPTION: STRUCTURE OF THE PROGRAMME

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

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

Programme code	UHPL-AFB30
Programme title	BSc (Hons) Politics and International Relations
Award type	Bachelor of Science with Honours
Award title	
Mode of Attendance	Full Time
Length	3 Years
State if coexistent M-level programme	
State any designated alternative programme(s)	
Approving body and date of approval	

Year 1

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Cre-dits	DEU status	Placement or Study Abroad status	Notes
1	1	**All Year**	PL10952	Europe since 1789	PL1006 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	12			
		All Year	PS10086	Mind and behaviour		12			
		Semester 1	PL10712	Introduction to comparative politics	Compulsory Unit	6			
		Semester 1	PL10967	Introduction to politics: theory and analysis	Compulsory Unit	12			
		Semester 1	MN10354	An introduction to law	PL1004 Optional Units: Select a minimum of 6 and a maximum of 12 credits	6			
		Semester 1	MN10545	Organisational behaviour		6			
		Semester 1	SP10002	Social problems & social policy		6			
		Semester 1	SP10043	Understanding society: Britain in global context		6			
		Semester 1	SP10204	Introduction to international development		6			

		Semester 1	SP10206	Thinking and working cross-culturally: Introduction to social analysis of development	from this list:	6			
		Semester 1	ZZ00001	Director of Studies approved unit					
		Semester 2	PL10417	Introduction to British politics	Compulsory Unit	6			
		Semester 2	PL10877	Introduction to international political economy	Compulsory Unit	6			
		Semester 2	PL10966	Introduction to international relations	Compulsory Unit	12			
		Semester 2	MN10248	Introduction to accounting		6			
		Semester 2	SP10001	Social policy, welfare and the state	PL1005 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
		Semester 2	SP10044	Classical sociological theory		6			
		Semester 2	SP10205	Introduction to politics of development		6			
		Semester 2	SP10287	Social policy and YOU		6			
		Semester 2	ZZ00001	Director of Studies approved unit					

Year 2

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Cre-dits	DEU status	Placement or Study Abroad status	Notes
2	2	Semester 1	PL20721	International organisation	Compulsory Unit	6			
		Semester 1	PL20878	Research design and methods	Compulsory Unit	6			
		Semester 1	PL20970	Political theory	Compulsory Unit	12			
		All Year	PL21000	Russian Written and Spoken Language 2	PL2005 Optional Units: Select a minimum of 0 and a maximum of 1 unit from this list:	12			
		Semester 1	FL20275	Approved 6 credit language option (Foreign Languages Centre)		6			
		Semester 1	PL20414	American politics		6			
		Semester 1	PL20726	European integration		6			
		Semester 1	PL20889	Contemporary politics of the Middle East		6			
		Semester 1	PL20904	Political violence and terrorism in the UK		6			
		Semester 1	PS20109	Social psychology: traditional and critical approaches		6			
		Semester 1	SP20004	Family matters: the sociology of the family & family policy		6			
		Semester 1	SP20112	Contemporary sociological theory		6			
		Semester 1	SP20207	Researching social change		6			
		Semester 1	SP20244	Political sociology		6			
		Semester 1	ZZ00001	Director of Studies approved unit					
		Semester 2	PL20720	Foreign policy-making and its analysis	Compulsory Unit	6			
		Semester 2	PL20968	International comparative politics	Compulsory Unit	6			
		Semester 2	PL20969	Advanced international relations	Compulsory Unit	12			

		Semester 2	FL20276	Approved 6 credit language option (Foreign Languages Centre)		6			
		Semester 2	PL20416	Totalitarian politics		6			
		Semester 2	PL20724	European Union politics		6			
		Semester 2	PL20899	Quantitative research methods		6			
		Semester 2	PS20107	Developmental psychology		6			
		Semester 2	SP20003	'Race' & racism		6			
		Semester 2	SP20005	Making and communicating policy: theories and practices	PL2006 Optional Units: Select 1 unit from this list:	6			
		Semester 2	SP20069	Philosophy of the social sciences		6			
		Semester 2	SP20208	International politics of development		6			
		Semester 2	SP20209	Development policy and practice		6			
		Semester 2	SP20262	The manufacture of consent: propaganda, public relations and power		6			
		Semester 2	ZZ00001	Director of Studies approved unit					
		Semester 2	PL21013	Environment Sustainability Democracy		6			
		Semester 2	PL21015	Parliamentary Studies		6			

Year 3									
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Cre-dits	DEU status	Placement or Study Abroad status	Notes
3	3	All Year	PL30670	Politics dissertation	PL3009 Optional Units: Select 1 unit from this list:	12			
		All Year	PL30983	Extended politics dissertation		24			
		Semester 1	FL30277	Approved 6 credit language option (Foreign Languages Centre)	PL3005 Optional Units: Select a minimum of 0 and a maximum of 1 unit from this list:	6			
		Semester 1	PL30101	Russian national option R4: Gorbachev & Perestroika		6			
		Semester 1	PL30107	Culture & national identity		6			
		Semester 1	PL30441	Gender and politics		6			
		Semester 1	PL30468	Transitions to democracy		6			
		Semester 1	PL30548	Italian national option IT9: organised crime & democracy in Italy		6			
		Semester 1	PL30732	The politics of ethnicity, religion, and nationalism		6			
		Semester 1	PL30741	US global politics		6			
		Semester 1	PL30864	Europe in global politics		6			
		Semester 1	PL30881	Contemporary security challenges in Asia		6			
		Semester 1	PL30895	Meltdowns, conflicts and resistance: capitalism in flux and shifts in economic governance		6			
		Semester 1	PL30897	Comparative Peace Processes		6			

			Semester 1	SP30288	Lobbying, policy communications and democracy		6			
			Semester 1	ZZ00001	Director of Studies approved unit					
			All Year	PL31001	Russian Written and Spoken Language 3		12			
			Semester 1	SP30013	Social protection and welfare reform		6			
			Semester 1	SP30210	Conflict, security and international development		6			
			Semester 2	FL30278	Approved 6 credit language option (Foreign Languages Centre)	PL3006 Optional Units: Select a minimum of 2 and a maximum of 4 units from this list:	6			
			Semester 2	PL30102	Russian national option R5: Politics in post-communist Russia		6			
			Semester 2	PL30108	Politically committed European culture		6			
			Semester 2	PL30745	Culture and religion in international relations		6			
			Semester 2	PL30756	The politics of Latin America		6			
			Semester 2	PL30875	Comparative elections and voting		6			
			Semester 2	PL30879	Modern silk roads: international trade in a global economy		6			
			Semester 2	PL30882	The disunited kingdom: devolution and the end of British politics?		6			
			Semester 2	PL30898	Politics in China		6			
			Semester 2	PL30902	Contemporary critical thinkers: theory and praxes		6			
			Semester 2	PL30903	Politics and religion in contemporary Europe		6			
			Semester 2	PL30971	Language, power and society		6			
			Semester 2	SP30263	Ideas about 'terrorism'		6			
			Semester 2	SP30264	Understanding religion in the contemporary world		6			
			Semester 2	SP30286	Policy evaluation		6			
			Semester 2	SP40215	Critical issues in social development		6			
			Semester 2	ZZ00001	Direct of Studies approved unit					
			Semester 2	PL31010	WAR AND CONFLICT IN AFRICA: CAUSES AND TRANSFORMATION		6			
			Semester 2	PL31011	Political Violence		6			
			Semester 2	PL31012	Closing Global Gender Gaps		6			
			Semester 2	PL30880	The rise of the far right: from the margins to the mainstream		6			

Programme code	UHPL-AKB30
Programme title	BSc (Hons) Politics and International Relations with Year-long Work Placement
Award type	Bachelor of Science with Honours
Award title	

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

Year 1

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Cre-dits	DEU status	Placement or Study Abroad status	Notes
1	1	**All Year**	PL10952	Europe since 1789	PL1006 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	12			
		All Year	PS10086	Mind and behaviour		12			
		Semester 1	PL10712	Introduction to comparative politics	Compulsory Unit	6			
		Semester 1	PL10967	Introduction to politics: theory and analysis	Compulsory Unit	12			
		Semester 1	MN10354	An introduction to law	PL1004 Optional Units: Select a minimum of 6 and a maximum of 12 credits from this list:	6			
		Semester 1	SP10002	Social problems & social policy		6			
		Semester 1	SP10043	Understanding society: Britain in global context		6			
		Semester 1	SP10204	Introduction to international development		6			
		Semester 1	SP10206	Thinking and working cross-culturally: Introduction to social analysis of development		6			
		Semester 1	ZZ00001	Director of Studies approved unit					
		Semester 2	PL10417	Introduction to British Politics	Compulsory Unit	6			
		Semester 2	PL10877	Introduction to international political economy	Compulsory Unit	6			
		Semester 2	PL10966	Introduction to international relations	Compulsory Unit	12			
		Semester 2	MN10248	Introduction to accounting	PL1005 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
		Semester 2	SP10001	Social policy, welfare and the state		6			
		Semester 2	SP10044	Classical sociological theory		6			
		Semester 2	SP10205	Introduction to politics of development		6			
		Semester 2	SP10287	Social policy and YOU		6			
		Semester 2	ZZ00001	Director of Studies approved unit					

Year 2

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Cre-dits	DEU status	Placement or Study Abroad status	Notes
2	2	**Semester 1**	PL20721	International organisation	Compulsory Unit	6			
		Semester 1	PL20878	Research design and methods	Compulsory Unit	6			
		Semester 1	PL20970	Political theory	Compulsory Unit	12			
		Semester 1	FL20275	Approved 6 credit language option (Foreign Languages Centre)	PL2005 Optional Units: Select 1 unit from this list:	6			
		Semester 1	PL20414	American politics		6			
		Semester 1	PL20726	European integration		6			
		Semester 1	PL20889	Contemporary politics of the Middle East		6			
		Semester 1	PL20904	Political violence and terrorism in the UK		6			
		Semester 1	PS20109	Social psychology: traditional and critical approaches		6			
		Semester 1	SP20004	Family matters: the sociology of the family & family policy		6			
		Semester 1	SP20112	Contemporary sociological theory		6			
		Semester 1	SP20207	Researching social change		6			
		Semester 1	SP20244	Political sociology		6			
		Semester 1	ZZ00001	Director of Studies approved unit					
		Semester 2	PL20720	Foreign policy-making and its analysis	Compulsory Unit	6			
		Semester 2	PL20968	International comparative politics	Compulsory Unit	6			
		Semester 2	PL20969	Advanced international relations	Compulsory Unit	12			
		Semester 2	FL20276	Approved 6 credit language option (Foreign Languages Centre)	PL2006 Optional Units: Select 1 unit from this list:	6			
		Semester 2	PL20416	Totalitarian politics		6			
		Semester 2	PL20724	European Union politics		6			
		Semester 2	PL20899	Quantitative research methods		6			
		Semester 2	PS20107	Developmental psychology		6			
		Semester 2	SP20003	'Race' & racism		6			
		Semester 2	SP20005	Making and communicating policy: theories and practices		6			
		Semester 2	SP20069	Philosophy of the social sciences		6			
		Semester 2	SP20208	International politics of development		6			
		Semester 2	SP20209	Development of policy and practice		6			
		Semester 2	SP20262	The manufacture of consent: propaganda, public relations and power		6			

		Semester 2	PL21013	Environment Sustainability Democracy		6			
		Semester 2	U11723	Parliamentary Studies		6			
		Semester 2	ZZ00001	Director of Studies approved unit					
		All Year	PL21000	Russian Written and Spoken Language 2	Select between 0 and 1 unit from this list	12			

Year 3

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Cre-dits	DEU stat us	Placemen t or Study Abroad status	Notes
2	3	All Year	PL20413	Work placement	Compulsory Unit	60		Yes	

Year 4

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Cre-dits	DEU status	Placement or Study Abroad status	Notes
3	4	All Year	PL30670	Politics dissertation	PL3009 Optional Units: Select 1 unit from this list:	12			
		All Year	PL30983	Extended politics dissertation		24			
		Semester 1	FL30277	Approved 6 credit language option (Foreign Languages Centre)		6			
		Semester 1	PL30101	Russian national option R4: Gorbachev & Perestroika		6			
		Semester 1	PL30107	Culture & national identity		6			
		Semester 1	PL30441	Gender and politics		6			
		Semester 1	PL30468	Transitions to democracy		6			
		Semester 1	PL30732	The politics of ethnicity, religion, and nationalism		6			
		Semester 1	PL30741	US global politics	PL3005 Optional Units: Select a minimum of 2 and a maximum of 4 units from this list:	6			
		Semester 1	PL30864	Europe in global politics		6			
		Semester 1	PL30881	Contemporary security challenges in Asia		6			
		Semester 1	PL30895	Meltdowns, conflicts and resistance: capitalism in flux and shifts in economic governance		6			
		Semester 1	PL30897	Comparative Peace Processes		6			
		Semester 1	SP30013	Social protection and welfare reform		6			
		Semester 1	SP30210	Conflict, security and international development		6			
		Semester 1	SP30288	Lobbying, policy communications and democracy		6			
		Semester 1	ZZ00001	Director of Studies approved unit					

	Semester 1	PL30548	Italian national option IT9: organised crime & democracy in Italy		6			
	Semester 2	FL30278	Approved 6 credit language option (Foreign Languages Centre)		6			
	Semester 2	PL30102	Russian national option R5: Politics in post-communist Russia		6			
	Semester 2	PL30108	Politically committed European culture		6			
	Semester 2	PL30745	Culture and religion in international relations		6			
	Semester 2	PL30756	The politics of Latin America		6			
	Semester 2	PL30875	Comparative elections and voting		6			
	Semester 2	PL31010	WAR AND CONFLICT IN AFRICA: CAUSES AND TRANSFORMATION		6			
	Semester 2	PL30879	Modern silk roads: international trade in a global economy		6			
	Semester 2	PL30882	The disunited kingdom: devolution and the end of British politics?	PL3006 Optional Units: Select a minimum of 2 and a maximum of 4 units from this list:	6			
	Semester 2	PL30898	Politics in China		6			
	Semester 2	PL30902	Contemporary critical thinkers: theory and praxes		6			
	Semester 2	PL31008	Conflict and the Media		6			
	Semester 2	PL30903	Politics and religion in contemporary Europe		6			
	Semester 2	PL30971	Language, power and society		6			
	Semester 2	SP30263	Ideas about 'terrorism'		6			
	Semester 2	SP30264	Understanding religion in the contemporary world		6			
	Semester 2	SP30286	Policy evaluation		6			
	Semester 2	SP40215	Critical issues in social development		6			
	Semester 2	PL31011	Political Violence		6			
	Semester 2	PL31012	Closing Global Gender Gaps		6			
	Semester 2	PL30880	The rise of the far right: from the margins to the mainstream		6			
	Semester 2	ZZ00001	Director of Studies approved unit					
	All Year	PL31001	Russian Written and Spoken Language 3	Select between 0 and 1 unit from this list	12			

Programme code	UHPL-AFB10
Programme title	BSc(Hons) Politics with Economics
Award type	Bachelor of Science with Honours
Award title	
Mode of Attendance	Full time
Length	3 Years

State if coexistent M-level programme									
State any designated alternative programme(s)									
Approving body and date of approval									

Year 1

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Cre-dits	DEU status	Placement or Study Abroad status	Notes
1	1	**All Year**	ES10010	Introductory economics	Compulsory Unit	12	Yes		
		All Year	PL10952	Europe since 1789	PL1003 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	12			
		All Year	PS10086	Mind and behaviour		12			
		Semester 1	PL10712	Introduction to comparative politics	Compulsory Unit	6			
		Semester 1	PL10967	Introduction to politics: theory and analysis	Compulsory Unit	12			
		Semester 1	MN10354	An introduction to law	PL1001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
		Semester 1	MN10545	Organisational behaviour		6			
		Semester 1	SP10002	Social problems & social policy		6			
		Semester 1	SP10043	Understanding society: Britain in global context		6			
		Semester 1	SP10204	Introduction to international development		6			
		Semester 1	SP10206	Thinking and working cross-culturally: Introduction to social analysis of development		6			
		Semester 1	ZZ00001	Director of Studies approved unit					
		Semester 2	PL10417	Introduction to British politics	Compulsory Unit	6			
		Semester 2	PL10966	Introduction to international relations	Compulsory Unit	12			
		Semester 2	ES10008	Economic policy in the UK	PL1002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
		Semester 2	MN10248	Introduction to accounting		6			
		Semester 2	MN10500	Corporate finance for managers		6			
		Semester 2	SP10001	Social policy, welfare and the state		6			
		Semester 2	SP10044	Classical sociological theory		6			
		Semester 2	SP10203	Development economics: microeconomic perspective		6			
		Semester 2	SP10205	Introduction to politics of development		6			
		Semester 2	SP10287	Social policy and YOU		6			
		Semester 2	ZZ00001	Director of Studies approved unit					

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Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Cre-dits	DEU status	Placement or Study Abroad status	Notes
Year 2									
2	2	**All Year**	ES20070	Money and finance	PL2004 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	12			
		Semester 1	ES20023	Economics of politics	Compulsory Unit	6			
		Semester 1	PL20878	Research design and methods	Compulsory Unit	6			
		Semester 1	PL20970	Political theory	Compulsory Unit	12			
		Semester 1	FL20275	Approved 6 credit language option (Foreign Languages Centre)	PL2001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
		Semester 1	MN20502	Principles of finance for managers		6			
		Semester 1	PL20414	American politics		6			
		Semester 1	PL20721	International organisation		6			
		Semester 1	PL20726	European integration		6			
		Semester 1	PL20889	Contemporary politics of the Middle East		6			
		Semester 1	PL20904	Political violence and terrorism in the UK		6			
		Semester 1	PS20109	Social psychology: traditional and critical approaches		6			
		Semester 1	SP20004	Family matters: the sociology of the family & family policy		6			
		Semester 1	SP20112	Contemporary sociological theory		6			
		Semester 1	SP20207	Researching social change		6			
		Semester 1	SP20244	Political sociology		6			
		Semester 1	SP20277	Development economics: macroeconomic perspective		6			
		Semester 1	ZZ00001	Director of Studies approved unit					
		Semester 2	ES20022	Economic thought & policy	Compulsory Unit	6			
		Semester 2	PL20899	Quantitative research methods	Compulsory Unit	6			
		Semester 2	PL20968	International comparative politics	Compulsory Unit	6			
		Semester 2	FL20276	Approved 6 credit language option (Foreign Languages Centre)	PL2003 Optional Units: Select a minimum of 1 and a maximum of 2 units from this list:	6			
		Semester 2	MN20503	Intermediate corporate finance for managers		6			
		Semester 2	PL20416	Totalitarian politics		6			
		Semester 2	PL20720	Foreign policy-making and its analysis		6			
		Semester 2	PL20724	European Union politics		6			
		Semester 2	PS20107	Developmental psychology		6			
		Semester 2	SP20003	'Race' & racism		6			
		Semester 2	SP20005	Making and communicating policy: theories and practices		6			
		Semester 2	SP20069	Philosophy of the social sciences		6			

		Semester 2	SP20208	International politics of development		6			
		Semester 2	SP20209	Development policy and practice		6			
		Semester 2	SP20262	The manufacture of consent: propaganda, public relations and power		6			
		Semester 2	ZZ00001	Director of Studies approved unit					
		Semester 2	PL21013	Environment Sustainability Democracy		6			
		Semester 2	PL21015	Parliamentary Studies		6			
		All Year	PL21000	Russian Written and Spoken Language 2	Select between 0 and 1 unit	12			

Year 3

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Cre-dits	DEU status	Placement or Study Abroad status	Notes
3	3	All Year	ES20070	Money and finance	PL3004 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	12			
		All Year	PL30670	Politics dissertation	PL3009 Optional Units: Select 1 unit from this list:	12			
		All Year	PL30983	Extended politics dissertation		24			
		Semester 1	FL30277	Approved 6 credit language option (foreign Languages Centre)		6			
		Semester 1	PL30101	Russian national option R4: Gorbachev & Perestroika		6			
		Semester 1	PL30107	Culture & national identity		6			
		Semester 1	PL30441	Gender and politics		6			
		Semester 1	PL30468	Transitions to democracy		6			
		Semester 1	PL30548	Italian national option IT9: organised crime & democracy in Italy		6			
		Semester 1	PL30732	The politics of ethnicity, religion, and nationalism	PL3001 Optional Units: Select a minimum of 1 and a maximum of 4 units from this list:	6			
		Semester 1	PL30741	US global politics		6			
		Semester 1	PL30864	Europe in global politics		6			
		Semester 1	PL30881	Contemporary security challenges in Asia		6			
		Semester 1	PL30897	Comparative Peace Processes		6			
		Semester 1	SP30013	Social protection and welfare reform		6			
		Semester 1	SP30210	Conflict, security and international development		6			
		Semester 1	SP30288	Lobbying, policy communications and democracy		6			
		Semester 1	ZZ00001	Director of Studies approved unit					
		Semester 1	ES20013	Intermediate macroeconomics 1	PL3002 Optional Units:	6			

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Semester	Code	Unit	Selection Rule	Credits			
Semester 1	PL30895	Meltdowns, conflicts and resistance: capitalism in flux and shifts in economic governance	Select a minimum of 0 and a maximum of 2 units from this list:	6			
Semester 1	SP20277	Development economics: macroeconomic perspective		6			
Semester 2	FL30278	Approved 6 credit language option (Foreign Languages Centre)		6			
Semester 2	MN30076	Business strategy		6			
Semester 2	PL30102	Russian national option R5: Politics in post-communist Russia		6			
Semester 2	PL30108	Politically committed European culture		6			
Semester 2	PL30745	Culture and religion in international relations		6			
Semester 2	PL30756	The politics of Latin America		6			
Semester 2	PL30875	Comparative elections and voting		6			
Semester 2	PL30882	The disunited kingdom: devolution and the end of British politics?		6			
Semester 2	PL30898	Politics in China	PL3003 Optional Units; Select a minimum of 2 and a maximum of 4 units from this list:	6			
Semester 2	PL30902	Contemporary critical thinkers: theory and praxes		6			
Semester 2	PL30903	Politics and religion in contemporary Europe		6			
Semester 2	PL30971	Language, power and society		6			
Semester 2	SP20209	Development policy and practice		6			
Semester 2	SP30263	Ideas about 'terrorism'		6			
Semester 2	SP30264	Understanding religion in the contemporary world		6			
Semester 2	SP30278	Development finance		6			
Semester 2	SP30286	Policy evaluation		6			
Semester 2	SP40215	Critical issues in social development		6			
Semester 2	ZZ00001	Director of Studies approved unit					
Semester 2	PL31010	WAR AND CONFLICT IN AFRICA: CAUSES AND TRANSFORMATION		6			
Semester 2	PL31008	Conflict and the Media		6			
Semester 2	PL31011	Political Violence		6			
Semester 2	PL31012	Closing Global Gender Gaps		6			
Semester 2	PL30880	The rise of the far right: from the margins to the mainstream		6			
Semester 2	PL30879	Modern silk roads: international trade in a global economy	PL3008 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
All Year	PL31001	Russian Written and Spoken Language 3	Select between 0 and 1 unit	12			

Programme code	UHPL-AKB10
Programme title	BSc(Hons) Politics with Economics with Year-long Work Placement

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Award type	Bachelor of Science with Honours
Award title	
Mode of Attendance	Thick Sandwich
Length	4 years
State if coexistent M-level programme	
State any designated alternative programme(s)	
Approving body and date of approval	

Year 1

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Cre-dits	DEU status	Placement or Study Abroad status	Notes
1	1	**All Year**	ES10010	Introductory economics	Compulsory Unit	12	Yes		
		All Year	PL10952	Europe since 1789	PL1003 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	12			
		All Year	PS10086	Mind and behaviour		12			
		Semester 1	PL10712	Introduction to comparative politics	Compulsory Unit	6			
		Semester 1	PL10967	Introduction to politics: theory and analysis	Compulsory Unit	12			
		Semester 1	MN10354	An introduction to law	PL1001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
		Semester 1	MN10545	Organisational behaviour		6			
		Semester 1	SP10002	Social problems & social policy		6			
		Semester 1	SP10043	Understanding society: Britain in global context		6			
		Semester 1	SP10204	Introduction to international development		6			
		Semester 1	SP10206	Thinking and working cross-culturally: Introduction to social analysis of development		6			
		Semester 1	ZZ00001	Director of Studies approved unit					
		Semester 2	PL10417	Introduction to British politics	Compulsory Unit	6			
		Semester 2	PL10966	Introduction to international relations	Compulsory Unit	12			
		Semester 2	ES10008	Economic policy in the UK	PL1002 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
		Semester 2	MN10248	Introduction to accounting		6			
		Semester 2	MN10500	Corporate finance for managers		6			
		Semester 2	SP10001	Social policy, welfare and the state		6			
		Semester 2	SP10044	Classical sociological theory		6			
		Semester 2	SP10203	Development economics: microeconomic perspective		6			
		Semester 2	SP10205	Introduction to politics of development		6			
		Semester 2	SP10287	Social policy and YOU		6			

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Cre-dits	DEU status	Placement or Study Abroad status	Notes
		Semester 2	ZZ00001	Director of Studies approved unit					

Year 2

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Cre-dits	DEU status	Placement or Study Abroad status	Notes
2	2	**All Year**	ES20070	Money and finance	PL2004 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	12			
		All Year	PL21000	Russian Written and Spoken Language 2		12			
		Semester 1	ES20023	Economics of politics	Compulsory Unit	6			
		Semester 1	PL20878	Research design and methods	Compulsory Unit	6			
		Semester 1	PL20970	Political theory	Compulsory Unit	12			
		Semester 1	FL20275	Approved 6 credit language option (Foreign Languages Centre)	PL2001 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	6			
		Semester 1	MN20502	Principles of finance for managers		6			
		Semester 1	PL20414	American politics		6			
		Semester 1	PL20721	International organisation		6			
		Semester 1	PL20726	European integration		6			
		Semester 1	PL20889	Contemporary politics of the Middle East		6			
		Semester 1	PL20904	Political violence and terrorism in the UK		6			
		Semester 1	PS20109	Social psychology: traditional and critical approaches		6			
		Semester 1	SP20004	Family matters: the sociology of the family & family policy		6			
		Semester 1	SP20112	Contemporary sociological theory		6			
		Semester 1	SP20207	Researching social change		6			
		Semester 1	SP20244	Political sociology		6			
		Semester 1	SP20277	Development economics: macroeconomic perspective		6			
		Semester 1	ZZ00001	Director of Studies approved unit					
		Semester 2	ES20022	Economic thought & policy	Compulsory Unit	6			
		Semester 2	PL20899	Quantitative research methods	Compulsory Unit	6			
		Semester 2	PL20968	International comparative politics	Compulsory Unit	6			
		Semester 2	FL20276	Approved 6 credit language option (Foreign Languages Centre)	PL2003 Optional Units: Select a minimum of 1 and a maximum of 2 units from this list:	6			
		Semester 2	MN20503	Intermediate corporate finance for managers		6			
		Semester 2	PL20416	Totalitarian politics		6			
		Semester 2	PL20720	Foreign policy-making and its analysis		6			
		Semester 2	PL20724	European Union politics		6			
		Semester 2	PS20107	Developmental psychology		6			
		Semester 2	SP20003	'Race' & racism		6			
		Semester 2	SP20005	Making and communicating policy: theories and practices		6			
		Semester 2	SP20069	Philosophy of the social sciences		6			

		Semester 2	SP20208	International politics of development		6			
		Semester 2	SP20209	Development policy and practice		6			
		Semester 2	SP20262	The manufacture of consent: propaganda, public relations and power		6			
		Semester 2	PL21013	Environment Sustainability Democracy		6			
		Semester 2	PL21015	Parliamentary Studies		6			
		Semester 2	ZZ00001	Director of Studies approved unit					
		All Year	PL21000	Russian Written and Spoken Language 2	PL2004 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	12			

Year 3

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
2	3	All Year	PL20413	Work placement	Compulsory Unit	60			

Year 4

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
3	4	All Year	ES20070	Money and finance	PL3004 Optional Units: Select a minimum of 0 and a maximum of 1 units from this list:	12			
		All Year	PL31001	Russian Written and Spoken Language 3		12			
		All Year	PL30670	Politics dissertation	PL3009 Optional Units: Select 1 unit from this list:	12			
		All Year	PL30983	Extended politics dissertation		24			
		Semester 1	FL30277	Approved 6 credit language option (Foreign Languages Centre)	PL3001 Optional Units: Select a minimum of 1 and a maximum of 4 units from this list:	6			
		Semester 1	PL30101	Russian national option R4: Gorbachev & Perestroika		6			
		Semester 1	PL30107	Culture & national identity		6			
		Semester 1	PL30441	Gender and politics		6			
		Semester 1	PL30468	Transitions to democracy		6			
		Semester 1	PL30548	Italian national option IT9: organised crime & democracy in Italy		6			
		Semester 1	PL30732	The politics of ethnicity, religion, and nationalist		6			
		Semester 1	PL30741	US global politics		6			
		Semester 1	PL30864	Europe in global politics		6			

Semester 1	PL30881	Contemporary security challenges in Asia		6			
Semester 1	PL30897	Comparative Peace Processes		6			
Semester 1	SP30013	Social protection and welfare reform		6			
Semester 1	SP30210	Conflict, security and international development		6			
Semester 1	SP30288	Lobbying, policy communications and democracy		6			
Semester 1	ZZ00001	Director of Studies approved unit					
Semester 1	ES20013	Intermediate macroeconomics 1	PL3002 Optional Units: Select a minimum of 0 and a maximum of 2 units from this list:	6			
Semester 1	PL30895	Meltdowns, conflicts and resistance: capitalism in flux and shifts in economic governance		6			
Semester 1	SP20277	Development economics: macroeconomic perspective		6			
Semester 2	FL30278	Approved 6 credit language option (Foreign Languages Centre)		6			
Semester 2	MN30076	Business strategy		6			
Semester 2	PL30102	Russian national option R5: Politics in post-communist Russia		6			
Semester 2	PL30108	Politically committed European culture		6			
Semester 2	PL30745	Culture and religion in international relations		6			
Semester 2	PL30756	The politics of Latin America		6			
Semester 2	PL30875	Comparative elections and voting		6			
Semester 2	PL30882	The disunited kingdom: devolution and the end of British politics?		6			
Semester 2	PL30898	Politics in China	PL3003 Optional Units: Select a minimum of 2 and a maximum of 4 units from this list:	6			
Semester 2	PL30902	Contemporary critical thinkers: theory and praxes		6			
Semester 2	PL30903	Politics and religion in contemporary Europe		6			
Semester 2	PL30971	Language, power and society		6			
Semester 2	SP20209	Development policy and practice		6			
Semester 2	SP30263	Ideas about 'terrorism'		6			
Semester 2	SP30264	Understanding religion in the contemporary world		6			
Semester 2	SP30278	Development finance		6			
Semester 2	SP30286	Policy evaluation		6			
Semester 2	SP40215	Critical issues in social development		6			
Semester 2	ZZ00001	Director of Studies approved unit					
Semester 2	PL31010	WAR AND CONFLICT IN AFRICA: CAUSES AND TRANSFORMATION		6			
Semester 2	PL31008	Conflict and the Media		6			
Semester 2	PL31011	Political Violence		6			
Semester 2	PL31012	Closing Global Gender Gaps		6			

		Semester 2	PL30880	The rise of the far right: from the margins to the mainstream	6			

Assessment weightings and decision references		
Stage	**Weighting within programme**	**NFAAR-UG decisions reference** *See* **NFAAR-UG** information at: **https://www.bath.ac.uk/publications/nfaar-ug-and-appendices/attachments/nfaar-ug.pdf**
Stage 1	0%	Main assessment: Appendix 11 Supplementary assessment: Appendix 12
Stage 2	32%	Main assessment: Appendix 11 Supplementary assessment: Appendix 12
Stage 3 / 4 (final year)	68%	Main assessment: Appendix 27 Supplementary assessment: Appendix 28

> *Further information*
> Section in this Handbook on **Assessment**.
> Definitions of assessment terms: www.bath.ac.uk/registry/nfa/nfaar-ug-appendix-02.pdf

UNIT AND PROGRAMME CATALOGUES

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

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

TIMETABLES

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

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

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

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

groups and the weeks in which they meet will normally be provided in the first lecture of a unit. The University is developing a system which will create individual timetables through SAMIS.

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

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

OPTION CHOICES

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

You will receive an email notification at the relevant point in the year when online unit selection is available. If you want to discuss your option choices, please contact your Director of Studies.

Choices for the next academic year are made online through SAMIS during the second semester but can be changed up until the third day of the semester concerned — provided there are places in the option you wish to transfer into. To change your units you must complete a Change of Unit Choice form CC FORM C (which you download from your SAMIS page) and submit it to the Director of Studies for approval.

It is crucial that you ensure that you are taking the correct number of units and that the Department has an up-to-date record of the units you are taking.
Full details of all units offered for the programmes are given in the Programme and Unit Catalogue. All students at the University may take an "extra" unit or units to the value of six credits in any year, which will not count towards their degree. This is an ideal way to keep up a second language which you might have studied, or to pursue another interest. These units are listed in the Catalogue of Generally Available Units.

Both catalogues can be found via the following web page: www.bath.ac.uk/catalogues/

PLACEMENTS

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

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

and Barring Service (DBS) check and you should liaise with your placements support team for further guidance.

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

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

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

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

The Placement Year is a formal part of the programme and a tuition fee will be payable, which covers our costs in helping you find a placement and in monitoring your progress. All placement arrangements must be officially approved by the University. The period of placement must be of at least 30 weeks duration. The award of a degree "with placement" will be dependent upon satisfactory performance and completion of the placement, and the submission of a placement report during your final year at the University. The Placement Year is not assessed and does not count towards your final degree classification, but is recorded on your transcript (Students taking part in the ERASMUS scheme are assessed at their host universities which will issue a transcript of their marks, but this does not count towards the degree).

Usually placements involve paid work in the public or private sector, though it is possible to undertake voluntary work if you can finance it. The jobs undertaken by students on placement are at a junior professional/management level. They are given responsibility appropriate to their age and experience, and are fully supported and supervised. Many major employers run placement schemes and many provide in-house training, particularly in IT. Some also help with finding accommodation. Though always welcome, a high salary is not necessarily an indicator of a high quality placement!

There are a number of advantages to doing a placement:
- Improved employability after graduation. Employers are increasingly looking for experience as well as a qualification.
- Knowledge of a particular industry or profession.
- Development of general skills useful in the workplace, such as teamwork, personal organisation, time management, ability work under pressure, and problem solving.
- Experience of the job-hunting process. Students become skilled in writing CVs and letters of application and they also gain confidence at interview.
- Employers sometimes offer students the chance of a permanent job after they graduate.
- Students find placements provide valuable experience to draw upon when resuming their studies in year four. Many collect information on which to base their final dissertation.

In most cases, a work placement will involve you signing a contract of employment, which we expect you to honour. Contracts will often be for a full twelve months. A placement tutor, who will monitor your progress and, will be allocated to you at the beginning of the placement period. During the year we will require you complete regular written reports; immediately after your placement we will also ask you to make a poster presentation to other students on your experiences. Your placement tutor will visit you at your employer mid-year, unless you are working overseas.

Students who wish to change from a three year to a four-year degree programme (with placement) should contact the Director of Studies. Students with loans need to notify their funding authority of any change.

The Selection Procedure for Work Placements
Planning for the Placement Year begins at the end of Year 1 when the Placements Officer briefs students on opportunities. At the beginning of Year 2 sessions are run which prepare students for the selection process. These provide the opportunity to learn CV preparation and interview techniques. Placements will be advertised to students from September onwards. There is, however, strong competition for jobs and so, to be sure of success, students also need to be active in searching for placements for themselves. Some large employers visit the campus to give presentations and students are strongly encouraged to attend. Interviews are usually conducted on the employers' premises (although they may take place by phone) and travel expenses are often reimbursed by the employer. For many employers, recruitment goes on throughout the year, but most placements are arranged between September and May.

For more detailed information please refer to the Placements Moodle page:
http://moodle.bath.ac.uk/course/view.php?id=30562.

Work Placements Overseas
The Placements Officer and the Careers Service can provide some information for students who wish to work overseas. However, this is largely a student -driven activity and finding placements is best secured via a student's own personal contacts. Placements in continental Europe combine well with the language courses offered through the Department, and can give students a chance to develop their language skills.

Study Placements Overseas
Students who have appropriate language skills (a minimum of A2 plus an additional year of study at Bath) will be able to apply to study abroad through the ERASMUS exchange scheme. Please note that priority will be given to students on language degree programmes. We hope in the longer term to set up a number of exchange arrangements with universities which teach in the medium of English.

Further information
University Placement Handbook and other information for placement students:
http://go.bath.ac.uk/placements-information-for-students

SUBMISSION DEADLINES

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

- Essays must be submitted by the due date electronically via Moodle and in hard copy (where required). Hard copies must be submitted in the drop boxes available near the departmental office. If drop boxes are not available for a unit, please contact the main office.
- Please refer to the 'Assignment Submission Procedure' on the Polis Virtual Undergraduate Hub for details on how to submit your assignment.

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

MARKING CRITERIA

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

Generic Marking Criteria

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

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

	70	Evidence of sustained interest in the topic and an ability to engage the reader/interlocutor	Evidence of a thorough grasp of key ideas / concepts. Evidence of originality and / or very good critical insight. Evidence of very good use of examples to illustrate points and to justify arguments. Evidence of wide, relevant reading		A high degree of fluency and precision *consistent with the level of attainment* is to be expected, although minor slips may be present. The ability to demonstrate an appropriate command of sentence structure, lexis, register and idiom.
	Mark Range	Knowledge and understanding of relevant ideas and methods	Ability to apply relevant ideas and methods to specific problems or issues, and take a critical approach	Clarity of expression, presentation of material and overall structure (including referencing)	In respect of foreign language use *consistent with the level of attainment* (where applicable) Note: the *level of attainment* refers to the standard expected at a given level of study – eg one year post A-level, two years post A-level, etc.
Upper Second (IIi)	60-69	Evidence of ability to answer all parts of a question. Evidence of interest in the topic.	Evidence of the ability to identify and understand key ideas / concepts. Evidence of appropriate use of examples to illustrate points and to justify arguments. Evidence of appropriate reading.	Evidence of the ability to structure an essay/ project/presentation, to select, analyse, and order, with some attempt to synthesise and conclude. Evidence of appropriate reading. Bibliographical and other references should be presented in a form appropriate to the exercise. Clear, accurate and appropriate use of language	Very good command of the language *consistent with the level of attainment* is to be expected, showing facility and very few errors. The ability to handle sentence structure naturally, and to demonstrate some awareness of stylistic variation.

	Mark Range	Knowledge and understanding of relevant ideas and methods	Ability to apply relevant ideas and methods to specific problems or issues, and take a critical approach	Clarity of expression, presentation of material and overall structure (including referencing)	In respect of foreign language use *consistent with the level of attainment* (where applicable)
Lower Second (IIii)	50-59	Limited evidence of interest in the topic. Some evidence of ability to select appropriate examples to illustrate points and to justify arguments.	Some evidence of ability to identify key ideas presented: may indicate a narrative or cataloguing approach. Limited evidence of relevant reading.	Evidence of the ability to describe a subject in an organized way, with some attempt at analysis, and to demonstrate knowledge of the subject, with limited explanation or discussion of the material. Limited bibliographical and other references Clear use of language.	Satisfactory command of the language *consistent with the level of attainment* is to be expected. Competent manipulation of sentence structure, with some evidence of development and complexity, and not more than a small dose of grammatical errors. Accuracy will take precedence over ambition
Third (III)	40-49	Little evidence of interest in the topic. The student should clearly be able to communicate identifiable facts and concepts.	Very limited evidence of ability to select appropriate examples to illustrate points. Little evidence of relevant reading.	Evidence of the ability to write/talk descriptively about a subject, but with little or no attempt to generalize or to discuss. Poor bibliographical and other references Unreliable use of language.	Some evidence of the ability to control the language for the purpose of effective written communication and *consistent with the level of attainment*. Work will be broadly coherent and comprehensible. Sentence structure will be generally simple. Grammatical and other errors will not be such as seriously to impede comprehension.

	Mark Range	Knowledge and understanding of relevant ideas and methods	Ability to apply relevant ideas and methods to specific problems or issues, and take a critical approach	Clarity of expression, presentation of material and overall structure (including referencing)	In respect of foreign language use *consistent with the level of attainment* (where applicable)
					Note: the *level of attainment* refers to the standard expected at a given level of study – eg one year post A-level, two years post A-level, etc.

	35-39	Evidence of some ability to identify and describe relevant facts and issues, but with no grasp of concepts.	Inadequate evidence of relevant reading. Inadequate evidence of ability to select appropriate examples to illustrate points.	Poor or non-existent bibliographical and other references Poor expression	Work will be intermittently coherent and comprehensible. Sentence structure will be seriously deficient. Grammatical and other errors will be such as seriously to impede comprehension.
Fail	30-34	Little or no evidence of the ability to communicate identifiable facts and concepts.	Irrelevant answer	Muddled understanding	Little or no evidence of the ability to control the language. Failure to make oneself understood. Little awareness of sentence structure and numerous grammatical and other errors.

PRIZES

The Department awards a prize for the best overall performance in a politics programme. The Alexander Elkin prize is awarded for the best essay by a final-year student on European politics.

FURTHER STUDY

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

Your Personal Tutor and Director of Studies will always be happy to give you advice on postgraduate study.

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 minimized and that students are informed of the changes at the earliest opportunity.

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

HOW YOUR PROGRAMME IS REVIEWED AND MONITORED

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

All programmes and units are monitored annually, looking at evidence for what is working well and identifying any actions that need to be taken. Taking account of student feedback, including feedback given through unit evaluation and other student surveys, is a key part of unit and programme monitoring.

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

STUDY AND SUPPORT: GETTING THE MOST OUT OF YOUR STUDIES

ACCESSING UNIVERSITY EMAIL

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

Your username also forms your email address (username@bath.ac.uk).

The University will often communicate with you about a range of important matters requiring action from you, including registration, unit enrolment, assessment, degree ceremonies, and matters such as tuition fees, via your University email account. It is a University requirement (Regulation 1.3) that you access your University email account regularly, even if you are out on placement or study abroad.

You therefore have a responsibility to ensure that your University email account can receive incoming mail and that you read your email regularly.

Once you graduate or withdraw from your course, you will receive an email stating exactly when your account will be closed. The email will give at least 30 days' notice.

Further information
Email guidance: www.bath.ac.uk/guides/accessing-your-university-email-and-calendar
Regulation 1.3: www.bath.ac.uk/publications/regulations-for-students

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YOUR STUDENT RECORD: SAMIS

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

Further information
https://samis.bath.ac.uk

MOODLE

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

Further information
https://moodle.bath.ac.uk/course/view.php?id=52503

PERSONAL TUTORING

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

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

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

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

LANGUAGE AND ACADEMIC SKILLS SUPPORT AND DEVELOPMENT

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

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

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

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

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

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

Further information
Find out more about the skills support and development opportunities available here:
http://go.bath.ac.uk/skills

RECOGNITION FOR EXTRA-CURRICULAR ACTIVITIES: THE BATH AWARD

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

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

> **Further information**
> thesubath.com/bathaward

THE LIBRARY

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

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

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

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

COMPUTING SERVICES AND FACILITIES

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

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

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

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

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

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

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

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

Further information
Computing Services: www.bath.ac.uk/professional-services/computing-services
Information for new users: http://go.bath.ac.uk/it-new-students
Information for users requiring learning assistance: www.bath.ac.uk/professional-services/assistive-technology
IT shop: www.bath.ac.uk/locations/it-shop
Computing Services Twitter feed: @UniofBathIT

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 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. 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. There is also provision for student membership of the Department Learning, Teaching and Quality Committee: normally one undergraduate and one postgraduate (taught) representative. Academic Reps attend Students' Union meetings. These take place regularly during the academic year in order to: • 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. 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.
Faculty/ School level:	Student representatives are also elected as Faculty Reps to sit on a number of Faculty/School level committees such as the Faculty/School Board of Studies and the Faculty/School Learning, Teaching and Quality Committee. Faculty Reps are also members of the Students' Union Academic Exec Committee.
University level:	University committees with student representation include the Council/Senate/Students' Union, the University Learning, Teaching and Quality Committee, the Courses and Partnerships Approval Committee, and Senate.

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

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

If you need to raise a concern, remember there are various routes open to you. You can discuss issues directly with a lecturer, your Personal Tutor, or the Director of Studies. Individual problems are often more readily resolved in this way. The Students' Union Advice and Support Service, described below, also provides students with information and confidential advice.

Further information
Your SSLC: https://moodle.bath.ac.uk/course/view.php?id=51987
Students' Union Academic Representation including contact details for Academic Reps:
thesubath.com/academicreps
Election of Academic Reps: thesubath.com/elections

STUDENTS' UNION MEMBERSHIP

All students registered with the University are automatically given membership of the Students' Union; however you have the right not to be a member. For further information on opting out of this membership, please go to the Code of Practice for the Students' Union: www.bath.ac.uk/university-secretary/guidance-policies/codeofpracticebusu.html

STUDENT SUPPORT

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

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

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

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

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

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

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

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

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

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

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

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

For the full range of services see: https://www.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

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

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

Further information
http://go.bath.ac.uk/wellbeing-service

ADVICE FOR INTERNATIONAL STUDENTS

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

Further information
www.bath.ac.uk/topics/visas

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

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

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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

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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

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

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

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

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

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

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

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

Further information
 http://go.bath.ac.uk/disability-service

PREGNANCY AND MATERNITY

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

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

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

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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.

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

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.

ASSESSMENT

FEEDBACK TO STUDENTS ON ASSESSMENT

During your programme, you will receive feedback on assessed work. Feedback on assessments may take different forms, depending on your subject and the type of assessment. You will be informed of the timing and nature of the feedback you will receive on each assessment, including whether the piece of work itself will be returned to you. For formal written examinations, you may receive general feedback relevant to all who sat the exam rather than individual feedback. You can discuss feedback you receive on assessments alongside your performance and progress in your studies at meetings with your Personal Tutor.

Assessment in the Department

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

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

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

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

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

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

Feedback on assessed coursework

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

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

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

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

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

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

Publication of marks
A few weeks after the end of each semester, you will be able to see the marks you have been awarded in each unit by logging into SAMIS and should then discuss them with your personal tutor. You can print out a transcript of your marks from your SAMIS page except during the exam board period when this function will be closed. If you require a transcript during this time you should ask in the PoLIS Office. In the final year, Year Abroad marks are released with first-semester marks and Dissertation marks are released with second-semester marks.

ACADEMIC INTEGRITY: REFERENCING AND PLAGIARISM

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

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

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

or reference list at the end of the piece of work. Note that the need for referencing also applies to web-based material; appropriate references according to the type of work or image should always be given.

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

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

Further information
For a range of skills and development opportunities see: http://go.bath.ac.uk/skills
Library referencing resources, including style sheets:
www.bath.ac.uk/library/infoskills/referencing-plagiarism
Students' Union Skills Training: thesubath.com/skills-training

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ACADEMIC INTEGRITY: TRAINING AND TEST

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

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

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

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

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

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

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

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

Further information
Academic and information skills:
www.bath.ac.uk/library/infoskills
www.bath.ac.uk/professional-services/academic-skills-programme-asp
Regulation 3.7: www.bath.ac.uk/publications/regulations-for-students

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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

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ACADEMIC INTEGRITY: PENALTIES

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

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

- plagiarism, including self-plagiarism (see above)
- unfair collaboration or collusion - representation of work produced in collaboration with another person or persons as the work of a single candidate.

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

Penalties for unfair practice will be determined by the Department or by the Faculty/School Board of Studies in line with the procedures set out in QA53. They may include failure of the assessment unit or part of a degree, with no provision for reassessment or retrieval of that failure. Proven cases of plagiarism or cheating can also lead to an Inquiry Hearing or disciplinary proceedings. Claims of inadvertence or ignorance will not be accepted as a basis for mitigation of a penalty.

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

Further information
Examination and assessment offences: www.bath.ac.uk/quality/documents/QA53.pdf
Appealing a decision about an assessment offence:
www.bath.ac.uk/guides/appeal-against-a-decision-about-an-assessment-offence
Students' Union advice and support: thesubath.com/advice

WORD COUNTS

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

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

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

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

LATE SUBMISSION OF COURSEWORK

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

If there are valid circumstances preventing you from meeting a deadline, your Director of Studies may grant you an extension to the specified submission date. Forms to request an

extension are available from your Department. You will need to provide a description of the circumstances which you feel support your request. Your Director of Studies may ask you to produce supporting evidence.

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

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

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

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

INDIVIDUAL MITIGATING CIRCUMSTANCES

Individual Mitigating Circumstances (IMCs) are the conditions which temporarily prevent you from undertaking assessment or significantly impair your performance in assessment. As such, the measure of their severity is not about impact on you, but the impact on your affected assessment.

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

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

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

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

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

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

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

ASSESSMENT PROCESSES

Assessment and marking processes at the University are designed to ensure that assessment of your work is fair and consistent, and that academic standards are appropriate and comparable between the University and other higher education institutions. This is achieved in a number of ways.

Marking: Assessments you will complete during your programme are marked according to:

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

Anonymous marking: The University has adopted a principle of anonymous marking in order to protect students and staff from bias, and the perception of bias, in the marking process. It applies to all examinations and, where practical, other assessment. It is not possible to mark all coursework anonymously as in some types of assessment the student can be easily identified by the marker (e.g. presentations, group work, laboratory work) or it might not be practical, or in the student interest, to do so. You will be informed when your coursework is to be marked anonymously.

Moderation: Both the setting and the marking of assessments are independently checked through a process known as moderation to ensure that questions test the learning outcomes and are set at the right standard, and that marking is consistent and fair. Moderation is conducted by internal examiners and also by your External Examiner (see below).

Boards of Examiners:

Assessment decision-making at the University is the responsibility of Boards of Examiners established at three levels: assessment outcomes go first to *Boards of Examiners for Units*, then *Boards of Examiners for Programmes*, then finally to *Boards of Studies*. Boards of Studies confirm decisions relating to student progression from one stage of the programme to the next and the final award. **The assessment marks you are given initially by markers are therefore provisional up until the point when they have been confirmed by the Board of Studies for your programme.** An official release date is set when your confirmed results will be made available to you via SAMIS (the University's student records system). An academic appeal can only be made in relation to a confirmed result (see the section in this Handbook on **Procedures for Academic Appeals**).

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

EXAMINATIONS – INFORMATION AND GUIDANCE

Rules and procedures for examinations are set out in the University's Regulation 15 and Rule 2. The dates of the University's formal assessment periods are found on the academic year charts: www.bath.ac.uk/publications/academic-year-charts
You will have access to your personal examination timetable via SAMIS approximately seven weeks before the assessment period begins.

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

> *Further information*
> www.bath.ac.uk/student-records/examinations/examinations-information
> Regulation 15: www.bath.ac.uk/publications/regulations-for-students
> Rule 2: www.bath.ac.uk/rules/exam
> Disability Service: www.bath.ac.uk/groups/disability-service

EXTERNAL EXAMINERS

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

Once a year, the External Examiners will provide a written report on each taught programme. University staff, including the Head of Department and Director of Studies will look at these reports and a response will be made to the External Examiner's comments. Staff/Student Liaison Committees (SSLCs) also discuss External Examiner reports as part of annual monitoring activity.

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

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

It is not appropriate for students to make direct contact with External Examiners. If you are dissatisfied with the process or outcome of an assessment, and are considering whether to raise this either informally or formally, the sections of this Handbook on **Procedures for Academic Appeals** and **Dealing with a problem involving the University: Complaints** give some more information about the University's procedures for student complaints and academic appeals. The section on **Student representation** sets out how students can engage with the quality management process through which the University considers and responds to External Examiners' comments and suggestions.

ASSESSMENT REGULATIONS

The University's **New Framework for Assessment: Assessment Regulations: Phase 1 for first-degree programmes ('NFAAR-UG')** specifies the rules governing students' progression from one stage of their programme to the next as well as for the award of degrees. The rules cover all areas of assessment, including supplementary assessment and the extent to which failure may be condoned. If you began the first stage of your programme

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

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

If at any time you are in doubt about how NFAAR-UG provisions apply to your work, please consult your Director of Studies.

This section highlights areas of the University's assessment framework for the type of programme you are undertaking. It explains the regulations that govern your assessment and outlines how the University makes decisions concerning your progression through your programme and award. Complete information is available in the NFAAR-UG document.

Important information
This section may contain terms unfamiliar to you. In addition to the explanations we give below you can find full definitions at:
https://www.bath.ac.uk/publications/nfaar-ug-and-appendices/attachments/nfaar-ug-appendix-02.pdf
For full details of the NFAAR-UG, visit: https://www.bath.ac.uk/corporate-information/new-framework-for-assessment/
You can find a student introduction to the NFAAR-UG at:
https://www.bath.ac.uk/publications/nfaar-ug-and-appendices/attachments/nfaar-ug-intro-faq.pdf
For information relating to your programme in the current academic year, visit:
www.bath.ac.uk/catalogues

Your programme and how you are assessed
Within your programme of study, there are *compulsory units*, (i.e. those units in a programme which must be taken by every student registered on the programme), and *optional units* (i.e. those units you may choose from a range of options).

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

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

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

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

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

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

The normal pass mark for a unit is 40%. In some units, you might need to achieve a threshold mark in one or more component assessments in order to pass the unit overall.

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

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

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

Particular rules apply to failure of units. They are as follows:

- if you fail any DEUs, you will have to undertake supplementary assessment – unless you have failed so many DEUs that you fail the stage outright
- if you fail any non-DEUs badly (i.e. achieve less than 35%), you will have to undertake supplementary assessment – unless you have failed so many units that you fail the stage outright
- if you fail only non-DEUs marginally (i.e. achieve 35%-39%), you might be able to progress without supplementary assessment. Whether you do progress will depend on the total credit value of the failed units and also on your OSA.

Your degree result is based on the calculation of your *Overall Programme Average (OPA)* based on the stages in Parts 2 and 3 of your programme. The contribution of each stage of the programme is set out in the table of assessment weightings and decision references in the **Programme Description: Structure of the programme** section in this Handbook. Follow the links provided in the table to see a clear description of the assessment rules for each stage of your programme. Stages in Part 1 are not included in the OPA calculation.

Supplementary assessment
'Supplementary assessment' is the term normally used for an opportunity given to a student to retrieve failure before starting the next stage of a programme. It generally involves re-doing coursework or re-sitting an examination. Students undertaking supplementary assessments are likely to have to return to the University in the summer to re-sit examinations.

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

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

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

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

The outcomes of failing a supplementary assessment are as follows:

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

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

PROCEDURES FOR ACADEMIC APPEALS

Students wishing to submit a request for an academic appeal should refer to Regulation 17 (Conduct of Student Academic Appeals and Reviews): www.bath.ac.uk/publications/regulations-for-students

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

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

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

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

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

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

All academic appeals must be submitted within the timescales set out in Regulation 17. You must provide the required information and evidence, including a completed AA1 form. The form and further academic appeals guidance are available at: www.bath.ac.uk/guides/appealing-against-an-academic-decision/
Student Complaints are dealt with under separate procedures. For more information, see: www.bath.ac.uk/guides/student-complaints-procedure

If you are uncertain as to whether your concerns are a potential academic appeal or a student complaint, please refer to the guidance at: www.bath.ac.uk/students/support/complaints

GENERAL INFORMATION

THE ACADEMIC YEAR 2019-20

Semester 1

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

Semester 2

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

UNIVERSITY REGULATIONS FOR STUDENTS

All registered students of the University are subject to the University's Regulations for Students. The Regulations contain rules and other important information about being a student at the University of Bath, including regulations governing the payment of fees due to the University, student discipline, fitness to study and those governing attendance, conduct and progress in studies. They also form part of the formal contract between you and the University. You will find references to the requirements of the Regulations for Students throughout this Handbook. You are advised to download a copy of the Regulations and read them carefully as they contain a lot of important information.

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

REGISTRATION STATUS

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

Regulation 1.1 explains the requirement to register. Regulations 2.4 and 2.10 explain the consequences of non-payment of tuition fees:
www.bath.ac.uk/publications/regulations-for-students

ATTENDANCE MONITORING

Guidance and requirements on attendance, including the University's Attendance Monitoring and Engagement Policy for Tier 4 students, are available at:
www.bath.ac.uk/guides/attendance-monitoring-for-tier-4-students
This page also sets out information on when and how to request an authorised absence.

CHANGE IN YOUR CIRCUMSTANCES

It is important to ensure that the University holds your correct, up-to-date, personal and academic details within SAMIS, the University's student records database. If you change your address – either your semester-time or home address – please update your details online at: https://samis.bath.ac.uk

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

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

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

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

The financial implications of withdrawing from the University or suspending your studies can be significant.
You will find general information at: www.bath.ac.uk/students/finance/changes-to-your-study/withdrawing-or-suspending-from-your-course
The Student Money Advice Team in Student Services and the Student Finance Office will be able to advise you on the implications for fees in your situation and on how to suspend any student funding you are receiving.

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

You will need to register any change of academic circumstance, including a change of optional units, with the University. Please speak to your Department or Faculty/School administration who will advise you on how to do this.

HEALTH AND SAFETY

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

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

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