



**Faculty/School of Humanities and Social Sciences**

**Department for Health**

**BSc/MSci (Hons)  
Sport & Exercise Science  
Programme Handbook  
2019/20**

This Handbook is available online or in alternative formats.  
Please contact the Programme Administrator ([hss-ses@bath.ac.uk](mailto:hss-ses@bath.ac.uk)) if required.

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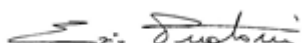


## WELCOME

We are delighted to welcome you to the University of Bath to study on our BSc (Hons) Sport and Exercise Science, and MSci (Hons) Sport and Exercise Science programmes. This is a challenging and exciting time for all of you. Most of you have left your home and friends to join the degree programmes and will be learning to live in a new environment with a new circle of friends. The staff teaching on the degree programmes will help you to prepare for the challenges ahead. Not only do you have to prepare for three to five years of study, you can also integrate this with the many opportunities to participate in sport and physical activity in the excellent University facilities. The University community in the arts, drama, and music affords other exciting extra-curricular activities. Facilities provide space for theatre, music studios, and rehearsal rooms for art exhibitions. In addition, the Bath University Students' Union (BUSU) finances and supports many diverse clubs and societies, ranging from cultural societies and political groups through sports clubs and the arts. These academic, social and cultural experiences underpin the University's strong emphasis on an education for the 'real world' – an emphasis reflected in the consistently high employer demand for its 'well-rounded' graduates.

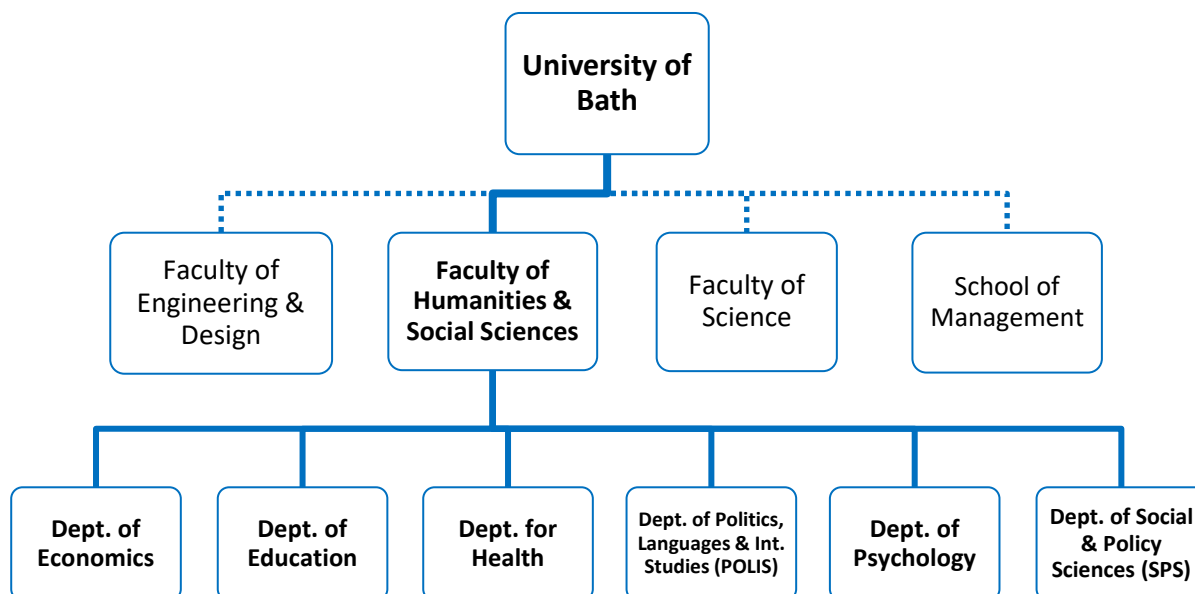
The Sport and Exercise Science staff team and programmes are an integral part of the Department for Health within the Faculty of Humanities and Social Sciences. The Sport and Exercise Science degree is a modular programme delivered over two academic semesters each year. The Sport and Exercise Science academic staff delivers the programmes with input and expertise also provided by the Faculty of Science and the Department of Sports Development and Recreation. Our expectations of you are high, but with our help and support you all have the opportunity to be very successful. The University is a large and complex organisation that has systems of operation that may at first seem alien to you, but with a little patience you will come to understand how we can all work together for your benefit to solve any problems you may encounter.

The University of Bath is an elite institution in every respect. It has a world-renowned reputation for research and teaching, outstanding recreational provision for students and an outstanding elite athlete programme. We are delighted to welcome you to this unique learning environment and look forward to helping you to fulfil your ambitions.



Dr Ezio Preatoni  
Director of Studies for Sport and Exercise Science

Welcome to the University of Bath. Your programme is delivered by the Department of Health within the **Faculty of Humanities & Social Sciences (HSS)** (<http://www.bath.ac.uk/hss>). The Faculty is one of three Faculties and one School in the University shown below and comprises six departments. <http://www.bath.ac.uk/departments>.



## Faculty Taught Programmes - Undergraduate

Undergraduate taught programmes are delivered by academic staff in departments, with administrative support provided by our Taught Programmes Team. Our Taught Programmes Team consist of expert managers, officers, administrators and administrative assistants, located in office hubs across our Faculty buildings – 3 East, 1 West North, 1 West and 10 West.

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

Our duties include:

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

It is important that you get to know the administrators who look after your particular programme, as they can often provide invaluable guidance on various aspects of the programme. Programme specific email addresses are used to manage enquiries from students and academic staff and these are regularly monitored by designated members of the team.

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## Taught Programmes Support Hub

Location: 1 West North (office 3.2)

Departments: Education and Health programmes

Undergraduate Sport and Exercise Science: [hss-ses@bath.ac.uk](mailto:hss-ses@bath.ac.uk)

Elena Saroldi – Programme Administrator

## ABOUT THIS HANDBOOK

This Handbook is intended for all students commencing the BSc (Hons) Sport & Exercise Science, and MSci (Hons) Sport & Exercise Science programmes in the academic year 2019/20

Please note that the contents of this Handbook are accurate as of 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](http://www.bath.ac.uk/publications/regulations-for-students) and Assessment Regulations: [www.bath.ac.uk/corporate-information/new-framework-for-assessment/](http://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 Dr Ezio Preatoni ([e.preatoni@bath.ac.uk](mailto:e.preatoni@bath.ac.uk)) for advice.

# YOUR PROGRAMME

## KEY CONTACTS/STAFF LIST

### ACADEMIC STAFF – SPORT AND EXERCISE SCIENCE

Who are we?	Area of expertise?	Where are we?
Dr Ezio Preatoni Senior Lecturer Director of Studies	Biomechanics and Motor Control	ABS 1.301 <a href="mailto:E.Preatoni@bath.ac.uk">E.Preatoni@bath.ac.uk</a> ext. 3959
Dr Dario Cazzola Lecturer Admissions Tutor	Biomechanics	ABS 1.309 <a href="mailto:D.Cazzola@bath.ac.uk">D.Cazzola@bath.ac.uk</a> ext. 5466
Dr Alison Tincknell-Smith Teaching Fellow Senior Tutor	Sport Performance	1 West 3.101 <a href="mailto:als32@bath.ac.uk">als32@bath.ac.uk</a> ext. 5301
Dr Fiona Gillison Reader Head of Department	Psychology	1 West, 4.107 <a href="mailto:F.B.Gillison@bath.ac.uk">F.B.Gillison@bath.ac.uk</a> ext. 4387
Dr Polly McGuigan Senior Lecturer Deputy Head of Department	Biomechanics	ABS 1.304 <a href="mailto:M.P.McGuigan@bath.ac.uk">M.P.McGuigan@bath.ac.uk</a> ext. 3541
Dr Sean Williams Lecturer Placements Tutor	Sports Epidemiology, Research Methods	1 West 5.104 <a href="mailto:S.Williams@bath.ac.uk">S.Williams@bath.ac.uk</a> ext. 3515

### SUPPORT STAFF

Who are we?	Area of expertise?	Where are we?
Miss Elena Saroldi Undergraduate Administrator	Course Administration for Sport and Exercise Science	1 West North 3.2 <a href="mailto:hss-ses@bath.ac.uk">hss-ses@bath.ac.uk</a> ext. 6696

## DEPARTMENTAL INFORMATION

The SES Hub page on Moodle is for all undergraduate students, it contains lots of useful and important information about the programme and resources to accompany your studies. This can be found at: <http://moodle.bath.ac.uk/course/view.php?id=54186>

## UNDERGRADUATE OFFICE & STUDENTS' PIGEONHOLES

The Undergraduate Office is located in **1 West North, room 3.2**. The office is open from **Monday to Friday between 10:00–12:00 and 14:00–16:00**.

Post addressed to students at an incorrect/out of date campus address is often forwarded to the Department and can be collected from the Undergraduate Office during office opening hours.

## MAKING APPOINTMENTS

You can make an appointment to see any Sport and Exercise Science academic member of staff that you wish to. Each member of staff has two “office hours” per week. You can book an appointment for their office hours through your Outlook calendar (see the SES Hub on Moodle for details). If you have an urgent need to see staff at other times, please email to arrange this.

## THE HANDBOOK

The purpose of this handbook is to help you:

- Settle into the department and your chosen programme of study;
- Know what we expect from you;
- Know how to succeed on your degree programme;
- Know where to find help.

The content of this handbook applies to students on both the BSc and MSci programmes, unless we specify otherwise. Details of the differences between the two programmes are outlined in Appendix 1.



## 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](http://www.bath.ac.uk/publications/regulations-for-students)

Students should behave in a professional manner at all times. Self-discipline and personal responsibility are essential factors for those in sport and exercise science related professions. Students who are unable to accept these principles will not be welcome on the degree programmes. Firstly, you are here to learn and we are here to assist your learning. However, we cannot do your learning for you; **you are responsible for your own learning.** The following provides a brief summary of what is expected of you as a Sport and Exercise Science student. Please refer to the University of Bath Regulations for Students for full details ([www.bath.ac.uk/regulations](http://www.bath.ac.uk/regulations)).

### **Attendance**

We expect you to be punctual for all lectures, seminars, tutorials and laboratory and sport practicals. Attendance at lectures is highly desirable but not compulsory; you must make every attempt to catch up on subject matter from missed lectures. Attendance at practicals (both laboratory and sport) is compulsory and records of attendance will be taken. Repeated absenteeism is often a precursor to poor academic performance and personal tutors will require a satisfactory explanation from students who do not make every effort to attend teaching sessions.

In a case of absence known in advance, you must obtain permission from the Director of Studies. You are also expected to contact the lecturer in question beforehand and make alternative arrangements to cover the work. In a case of sudden absence (e.g. ill health, emergency) try to get a message to the Undergraduate Administrator (01225 386696) or the Director of Studies, or as a last resort ask a fellow student to give a message to the tutor. When you are back, you are expected to contact the lecturer on the first possible occasion to make arrangements to cover the work. If you are injured and cannot take part in sport practicals, you are still required to attend the session. It is important to let the tutor know about your injury beforehand.

### **What happens if I do miss a lab?**

Where possible, students with authorised absence will be provided with an alternative opportunity to complete the lab, or will otherwise be directed to resources to help them to catch-up on the session missed. Students with unauthorised absences may be asked to complete additional work. In cases where lab skills form part of the assessment, unauthorised absence resulting in failure to attempt an assessment will normally result in the failure of the unit. Multiple unauthorised absences may also jeopardise the ability to pass the unit.

In the case of absence of a longer duration known in advance, you must approach and obtain permission from the Director of Studies well in advance.

### **Clothing**

You are expected to dress appropriately for all occasions at the University. In sport and exercise practicals this means suitable dress for each activity (e.g. swimming suit in the pool – not shorts; non-marking shoes for indoor hall, etc.) This also means that in lectures,

seminars and indoor laboratory practicals, items like hats (e.g. baseball caps, wool hats) are not appropriate.

### **Mobile Phones, Drinking and Eating**

You MUST turn off all mobile phone handsets prior to entering the room for all degree programme sessions. As a general rule, at any time during teaching, eating snacks or drinking is not appropriate. However, we acknowledge that you may need to compensate for dehydration, for example, if you arrive for teaching straight after a training session. On such occasions, you may use an appropriate sealed drinking bottle (note: no cans or open coffee cups, etc.). For the same reasons, this may be allowed during two-hour sport practicals with the permission of the tutor.

Note: no food or drink is allowed in any of the laboratories at any time, unless being administered by the tutor as part of an experiment or demonstration.

## PROGRAMME AIMS AND LEARNING OUTCOMES

### BSc (Hons) Sport and Exercise Science

<b>Educational aims of the programme*</b>	
<p>In support of the University's Mission, the general aims of the Degree programmes in Sport and Exercise Science are:</p> <ul style="list-style-type: none"> <li>* To offer students an education in the inter-disciplinary approach to Sport &amp; Exercise Science in a supportive and stimulating environment that encourages them to reach their full academic potential</li> <li>* To enable students to develop a coherent, critical understanding of the relevance of Sport &amp; Exercise Science to contemporary problems and practices</li> <li>* To offer constructive appraisals of students' individual personal performances with respect to required learning outcomes</li> <li>* To integrate research into teaching, and provide students with practical experience using sophisticated equipment in well-equipped laboratories</li> <li>* To equip graduates with the appropriate knowledge and skills to support them in their chosen professional careers or to pursue further academic study.</li> </ul>	
<p><b>Intended learning outcomes</b> * (including teaching, learning and assessment methods, specifying those applicable for interim awards where appropriate)</p> <p>Teaching in the programmes is research-led but also informed by professional practice with more prescriptive guidance given at Part 1. This is transformed into more independent learning in Parts 2 and 3. The programmes offer generic and specific knowledge and skills whilst allowing for depth and selective focus in the final year. As the students progress through the programmes practical applications are added to the scientific and theoretical foundation. Thus, a distinctive feature of this educational experience is the 'bridge-building' between theory and practice in Sport &amp; Exercise Science in accordance with the Subject Benchmark Statement.</p> <p>At Part 1, learning and teaching are mostly tutor-led with lectures, practicals, and academic workshops providing the students with a foundation of core knowledge, understanding, and intellectual skills that are required to progress to Part 2. Students become increasingly independent at Part 2 with seminars, group learning, practical sessions, and student-led activities supplementing the information provided in lectures. At Part 3, the learning environment is one in which autonomous learning is facilitated via problem based learning, virtual learning environment, independent reading and independent research.</p> <p>A wide variety of assessment methods are employed throughout the programmes, including: essays, laboratory reports, activity logs, group and individual oral presentations, small group activities, seminar discussions, tests and tutorial sheets, computer based problem solving tasks, ICT/web based projects, research project and examinations.</p> <p>At the end of the programme, students should be able to:</p>	
➤ Knowledge & Understanding:	<ul style="list-style-type: none"> <li>* Demonstrate a level of knowledge and critical understanding of sport and exercise science sufficient to gain employment or follow postgraduate programmes</li> <li>* Demonstrate an understanding of the need for an interdisciplinary approach to the study of sport and exercise science</li> </ul>
➤ Intellectual Skills:	<ul style="list-style-type: none"> <li>* With supervision, design and implement a research project, including data collection, analysis, and interpretation, plus effective communication of the results</li> </ul>

	<ul style="list-style-type: none"> <li>* Demonstrate experimental, practical, and critical and analytical skills in sport and exercise science, and apply the relevant principles of physiology, psychology, and biomechanics to solve familiar and unfamiliar problems</li> <li>* Develop coherent arguments and challenge assumptions</li> </ul>
➤ Professional Practical Skills:	<ul style="list-style-type: none"> <li>* With supervision, design, implement, and evaluate exercise and health, sport science support, or coaching programmes</li> <li>* With supervision, work effectively in a sport and exercise science support laboratory, including testing participants and analysing and communicating results</li> </ul>
➤ Transferable/Key Skills:	<ul style="list-style-type: none"> <li>* Demonstrate good written and spoken communication, numeracy, leadership, problem-solving skills, and the ability to work independently and as part of a group</li> <li>* Use Communication and Information Technology for word processing, electronic communication, information retrieval, experimental design, interactive experimental control, and data collection, handling, and analysis</li> <li>* Plan and manage their own learning</li> <li>* Self-appraise and reflect on practice</li> </ul> <p><b>ADDITIONAL LEARNING OUTCOMES:</b></p> <p><b>Professional Placements</b></p> <ul style="list-style-type: none"> <li>* Apply their knowledge and skills in a particular area of sport and exercise science or a related activity</li> <li>* Explain the structure and significance of the employing organisation and the role of the placement project in the organisation's overall strategy</li> <li>* Utilise the experiences gained during the placement to enhance individual contributions to work within the final year</li> </ul> <p><b>Study Abroad</b></p> <ul style="list-style-type: none"> <li>* Demonstrate their ability to study effectively alongside students with a different cultural background</li> <li>* (In the case of students attending lectures in a language other than English) demonstrate the ability to operate at an academic level in the language of the country concerned</li> </ul>

## MSci (Hons) Sport and Exercise Science

### Educational aims of the programme\*

In support of the University's Mission, the general aims of the MSci programmes in Sport & Exercise Science are:

- \* To offer students an education in the inter-disciplinary approach to Sport & Exercise Science in a supportive and stimulating environment that encourages them to reach their full academic potential
- \* To enable students to develop a coherent, critical understanding of the relevance of Sport & Exercise Science to contemporary problems and practices
- \* To offer constructive appraisals of students' individual personal performances with respect to required learning outcomes
- \* To integrate research into teaching, and provide students with practical experience using sophisticated equipment in well-equipped laboratories
- \* To equip graduates with the appropriate knowledge and skills to support them in their chosen professional careers or to pursue further academic study.

### Intended learning outcomes \* (including teaching, learning and assessment methods, specifying those applicable for interim awards where appropriate)

Teaching in the programmes is research-led but also informed by professional practice with more prescriptive guidance given at Part 1. This is transformed into more independent learning in Parts 2 to 3. The programmes offer generic and specific knowledge and skills whilst allowing for depth and selective focus in the final two years. As the students progress through the programmes practical applications are added to the scientific and theoretical foundation. Thus, a distinctive feature of this educational experience is the 'bridge-building' between theory and practice in sport and exercise science and technology-enhanced and blended learning in accordance with the Subject Benchmark Statement.

At Part 1, learning and teaching are mostly tutor-led with lectures, practicals, and academic workshops providing the students with a foundation of core knowledge, understanding, and intellectual skills that are required to progress to Part 2. Students become increasingly independent at Part 2 with seminars, group learning, practical sessions, and student-led activities supplementing the information provided in lectures. At Part 3, the learning environment is one in which autonomous learning is facilitated via problem based learning, virtual learning environment, independent reading and independent research.

A wide variety of assessment methods are employed throughout the programmes, including: essays, laboratory reports, activity logs, group and individual oral presentations, small group activities, seminar discussions, tests and tutorial sheets, computer based problem solving tasks, ICT/web-based projects, research project and examinations.

At the end of the programme, students should be able to:

[<sup>1</sup> (below) indicates the intended learning outcomes to those students who may be awarded BSc (Hons) Sport and Exercise Studies interim exit award]

➤ Knowledge & Understanding:	<ul style="list-style-type: none"> <li>* Demonstrate a level of knowledge and critical understanding of sport and exercise science sufficient to gain employment or follow postgraduate research programmes [or for <sup>1</sup>: follow postgraduate taught programmes]</li> <li>* Demonstrate a systematic understanding of knowledge and a critical awareness of scientific research and chosen sport and exercise science discipline issues</li> </ul>
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	<p>[for <sup>1</sup>: Demonstrate a systematic understanding of scientific research and chosen sport and exercise science discipline issues</p> <ul style="list-style-type: none"> <li>* Demonstrate a comprehensive understanding of relevant research techniques in sport and exercise science and how the boundaries of knowledge are advanced through research</li> <li>* Demonstrate originality in applying knowledge and practical understanding in order to show how research can be used to create and synthesise knowledge</li> <li>* Demonstrate an understanding of the need for an interdisciplinary approach to the study of sport and exercise science<sup>1</sup></li> </ul>
➤ Intellectual Skills:	<ul style="list-style-type: none"> <li>* Demonstrate experimental, practical, critical and analytical skills in sport and exercise science, and apply the relevant principles of physiology, psychology, and biomechanics to solve familiar and unfamiliar problems<sup>1</sup></li> <li>* Develop coherent arguments and challenge assumptions<sup>1</sup></li> <li>* Assess paradigms, and synthesise and interpret this information in a professional or vocational context</li> <li>* Demonstrate ability to deal with complex issues both systematically and creatively</li> <li>* Show originality in tackling and solving problems at the forefront of sport and exercise science</li> <li>* Demonstrate skills to work effectively as a part of a team<sup>1</sup></li> <li>* With supervision, design and implement a research project, including data collection, analysis, and interpretation</li> </ul>
➤ Professional Practical Skills:	<ul style="list-style-type: none"> <li>* With supervision, design, implement, and evaluate exercise and health, sport science support, or coaching programmes<sup>1</sup></li> <li>* With supervision, work effectively in a sport and exercise science support laboratory, including testing participants and analysing and communicating results<sup>1</sup></li> <li>* With supervision, carry out independent research, demonstrate comprehensive application of techniques used in data collection &amp; analysis, and demonstrate effective communication of the results</li> </ul>
➤ Transferable/Key Skills:	<ul style="list-style-type: none"> <li>* Demonstrate good written and spoken communication, numeracy, leadership, problem-solving skills, and the ability to work independently and as part of a group<sup>1</sup></li> <li>* Use Communication and Information Technology for word processing, electronic communication, information retrieval, experimental design, interactive experimental control, and data collection, handling, and analysis<sup>1</sup></li> <li>* Plan and manage their own learning<sup>1</sup></li> <li>* Self-appraise and reflect on practice<sup>1</sup></li> </ul>

	<p><b>ADDITIONAL LEARNING OUTCOMES</b> (also for relevant BSc (Hons) Sport and Exercise Studies programmes)</p> <p><b>Professional Placements</b></p> <ul style="list-style-type: none"> <li>* Apply their knowledge and skills in a particular area of sport and exercise science or a related activity</li> <li>* Explain the structure and significance of the employing organisation and the role of the placement project in the organisation's overall strategy</li> <li>* Utilise the experiences gained during the placement to enhance individual contributions to work within the final two years</li> </ul> <p><b>Study Abroad</b></p> <ul style="list-style-type: none"> <li>* Demonstrate their ability to study effectively alongside students with a different cultural background</li> <li>* (In the case of students attending lectures in a language other than English) demonstrate the ability to operate at an academic level in the language of the country concerned</li> </ul>
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## PROGRAMME DESCRIPTION: STRUCTURE OF THE PROGRAMME

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

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

<b>Programme code</b>	UHHL-AFB01
<b>Programme title</b>	BSc (Hons) Sport & Exercise Science
<b>Award type</b>	Bachelor of Science with Honours
<b>Award title</b>	
<b>Mode of Attendance</b>	Full time
<b>Length</b>	3 Years
<b>State if coexistent M-level programme</b>	
<b>State any designated alternative programme(s)</b>	If you leave your programme early you may be eligible for an exit award, either a Certificate of Higher Education (CertHE) or a Diploma of Higher Education (DipHE). Further information on these awards can be found at <a href="http://www.bath.ac.uk/quality/documents/certhe.pdf">www.bath.ac.uk/quality/documents/certhe.pdf</a> (for the CertHE) and <a href="http://www.bath.ac.uk/quality/documents/diplhe.pdf">www.bath.ac.uk/quality/documents/diplhe.pdf</a> (for the DipHE).
<b>Approving body and date of approval</b>	School for Health Teaching and Quality Committee (20th Feb 2008); Revision approved by the School for Health Teaching and Quality Committee (16/12/2009); Revisions approved by Faculty of Humanities and Social Sciences Learning, Teaching and Quality Committee (20/02/2013); FLTQC revisions 8/2/17

Year 1									
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
1	1	AY	HL10182	Human Physiology	Compulsory	12	√		
		S1	HL10034	Functional anatomy	Compulsory	6	√		
		S1	HL10036	Introduction to sport & exercise psychology	Compulsory	6	√		
		S1	HL10040	Introduction to research design and statistics	Compulsory	6	√		
		S1	MA10103	Foundation Mathematics 1	Two streams: students without A-level Mathematics (Stream 1) must choose MA10103. Students with A-level Mathematics (Stream 2) must choose HL10184	6	-		
		S1	HL10184	Introduction to Strength and Conditioning		6	-		
		S2	HL10038	Introduction to human biomechanics	Compulsory	6	√		
		S2	HL10183	Professional development	Compulsory	6	√		
		S2	BB10089	Biochemistry	Compulsory	6	√		
		S2	HL10037	The High Performance Environment	Two streams: students without A-level Mathematics (Stream 1) must choose HL10184. Students with A-level Mathematics (Stream 2) must choose HL10037	6	-		
		S2	HL10184	Introduction to Strength and Conditioning		6	-		



Year 2									
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
2	2	AY	HL20107	Advancing Research Design and Statistics	Compulsory	12	√		
		AY	HL20185	Exercise Physiology	Compulsory	12	√		
		S1	HL20042	Psychological Dynamics of Sport	Compulsory	6	√		
		S1	HL20104	Introduction to Sport Medicine	Compulsory	6	√		
		S1	HL20503	Biomechanics of Human Movement	Compulsory	6	√		
		S2	HL20045	Psychology of Exercise and Health	Compulsory	6	√		
		S2	HL20050	Performance Assessment	Compulsory	6	√		
		S2	HL20504	Motor Control and Learning	Compulsory	6	√		

Year 3									
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
2	3	AY	HL30110	Research Project	Compulsory	24	√		
		S1	HL30109	Contemporary Research Issues	Compulsory	6	√		
		S1	HL30044	Physiology or Exercise and Health	Optional: Select 2 units	6	√		
		S1	HL30054	Nutrition and Metabolism		6	√		
		S1	HL30155	Applying Psychology to Physical Activity and Health		6	√		
		S1	HL30056	Further Biomechanics		6	√		
		S2	HL30062	Interdisciplinary Study	Compulsory	6	√		
		S2	HL30055	Applied Sport Psychology	Optional: Select 2 units	6	√		
		S2	HL30186	Applied Sport Biomechanics		6	√		
		S2	HL30187	Clinical Biomechanics		6	√		
		S2	HL30188	Environmental and Occupational Physiology		6	√		

Assessment weightings and decision references		
Stage	Weighting within programme	NFAAR-UG decisions reference See <b>NFAAR-UG</b> information at: <a href="http://www.bath.ac.uk/registry/nfa">www.bath.ac.uk/registry/nfa</a>
Stage 1	0%	Main assessment: Appendix 11 Supplementary assessment: Appendix 12
Stage 2	32%	Main assessment: Appendix 11 Supplementary assessment: Appendix 12
Stage 3	68%	Main assessment: Appendix 27 Supplementary assessment: Appendix 28

In four year programmes, the following respective additional unit to UHHL-AFB01 BSc (Hons) Sport & Exercise Science programme is required.

Programme code	UHHL-AAB02
Programme title	BSc (Hons) Sport & Exercise Science with Study Year Abroad
Award type	Bachelor of Science with Honours
Award title	
Mode of Attendance	Full time
Length	4 Years
State if coexistent M-level programme	
State any designated alternative programme(s)	If you leave your programme early you may be eligible for an exit award, either a Certificate of Higher Education (CertHE) or a Diploma of Higher Education (DipHE). Further information on these awards can be found at <a href="http://www.bath.ac.uk/quality/documents/certhe.pdf">www.bath.ac.uk/quality/documents/certhe.pdf</a> (for the CertHE) and <a href="http://www.bath.ac.uk/quality/documents/diplhe.pdf">www.bath.ac.uk/quality/documents/diplhe.pdf</a> (for the DipHE).
Approving body and date of approval	School for Health Teaching and Quality Committee (20th Feb 2008); Revision approved by the School for Health Teaching and Quality Committee (16/12/2009); Revisions approved by Faculty of Humanities and Social Sciences Learning, Teaching and Quality Committee (20/02/2013); FLTQC revisions 8/2/17

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	AY	HL20046	One Year Study Abroad	Compulsory	60	√	Standard	

<b>Programme code</b>	UHHL-ACB04
<b>Programme title</b>	BSc (Hons) Sport & Exercise Science with Combined Professional Placement & Study Abroad
<b>Award type</b>	Bachelor of Science with Honours
<b>Award title</b>	
<b>Mode of Attendance</b>	Full time
<b>Length</b>	4 Years
<b>State if coexistent M-level programme</b>	
<b>State any designated alternative programme(s)</b>	If you leave your programme early you may be eligible for an exit award, either a Certificate of Higher Education (CertHE) or a Diploma of Higher Education (DipHE). Further information on these awards can be found at <a href="http://www.bath.ac.uk/quality/documents/certhe.pdf">www.bath.ac.uk/quality/documents/certhe.pdf</a> (for the CertHE) and <a href="http://www.bath.ac.uk/quality/documents/diplhe.pdf">www.bath.ac.uk/quality/documents/diplhe.pdf</a> (for the DipHE).
<b>Approving body and date of approval</b>	School for Health Teaching and Quality Committee (20th Feb 2008); Revision approved by the School for Health Teaching and Quality Committee (16/12/2009); Revisions approved by Faculty of Humanities and Social Sciences Learning, Teaching and Quality Committee (20/02/2013); FLTQC revisions 8/2/17

### 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	AY	HL20051	One Year Combined Professional Placement and Study Abroad	Compulsory	60	√	Standard	

<b>Programme code</b>	UHHL-AKB04
<b>Programme title</b>	BSc (Hons) Sport & Exercise Science with Professional Placement
<b>Award type</b>	Bachelor of Science with Honours
<b>Award title</b>	
<b>Mode of Attendance</b>	Full time
<b>Length</b>	4 Years
<b>State if coexistent M-level programme</b>	
<b>State any designated alternative programme(s)</b>	If you leave your programme early you may be eligible for an exit award, either a Certificate of Higher Education (CertHE) or a Diploma of Higher Education (DipHE). Further information on these awards can be found at <a href="http://www.bath.ac.uk/quality/documents/certhe.pdf">www.bath.ac.uk/quality/documents/certhe.pdf</a> (for the CertHE) and <a href="http://www.bath.ac.uk/quality/documents/diplhe.pdf">www.bath.ac.uk/quality/documents/diplhe.pdf</a> (for the DipHE).
<b>Approving body and date of approval</b>	School for Health Teaching and Quality Committee (20th Feb 2008); Revision approved by the School for Health Teaching and Quality Committee (16/12/2009); Revisions approved by Faculty of Humanities and Social Sciences Learning, Teaching and Quality Committee (20/02/2013); FLTQC revisions 8/2/17

### 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	AY	HL20047	One Year Professional Placement	Compulsory	60	√	Standard	

Assessment weightings and decision references		
Stage	Weighting within programme	NFAAR-UG decisions reference See <u>NFAAR-UG</u> information at: <a href="http://www.bath.ac.uk/registry/nfa">www.bath.ac.uk/registry/nfa</a>
Stage 1	0%	Main assessment: Appendix 11 Supplementary assessment: Appendix 12
Stage 2	32%	Main assessment: Appendix 11 Supplementary assessment: Appendix 12
Stage 3	0%	Main assessment: Appendix 11 Supplementary assessment not available
Stage 4	68%	Main assessment: Appendix 27 Supplementary assessment: Appendix 28

<b>Programme code</b>	UHHL-AFM01
<b>Programme title</b>	MSci (Hons) Sport and Exercise Science
<b>Award type</b>	Master in Science with Honours
<b>Award title</b>	MSci (Hons) Sport and Exercise Science
<b>Mode of Attendance</b>	Full time
<b>Length</b>	4 years
<b>State if coexistent M-level programme</b>	Yes (with BSc (Hons) Sport and Exercise Science)
<b>State any designated alternative programme(s)</b>	UHHL-AFB01 BSc(Hons) Sport & Exercise Science (full time) for UHHL-AFM01 (year 1 and 2 only)  If you leave your programme early you may be eligible for an exit award, either a Certificate of Higher Education (CertHE) or a Diploma of Higher Education (DipHE). Further information on these awards can be found at <a href="http://www.bath.ac.uk/quality/documents/certhe.pdf">www.bath.ac.uk/quality/documents/certhe.pdf</a> (for the CertHE) and <a href="http://www.bath.ac.uk/quality/documents/diplhe.pdf">www.bath.ac.uk/quality/documents/diplhe.pdf</a> (for the DipHE).
<b>Approving body and date of approval</b>	FLTQC revision 8/2/17

Year 1									
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
1	1	AY	HL10182	Human Physiology	Compulsory	12	√		
		S1	HL10034	Functional anatomy	Compulsory	6	√		
		S1	HL10036	Introduction to sport & exercise psychology	Compulsory	6	√		
		S1	HL10040	Introduction to research design and statistics	Compulsory	6	√		
		S1	MA10103	Foundation Mathematics 1	Two streams: students without A-level Mathematics (Stream 1) must choose MA10103. Students with A-level Mathematics (Stream 2) must choose HL10184	6	-		
		S1	HL10184	Introduction to Strength and Conditioning		6	-		

		S2	HL10038	Introduction to human biomechanics	Compulsory	6	√		
		S2	HL10183	Professional development	Compulsory	6	√		
		S2	BB10089	Biochemistry	Compulsory	6	√		
		S2	HL10037	The High Performance Environment	Two streams: students without A-level Mathematics (Stream 1) must choose HL10184. Students with A-level Mathematics (Stream 2) must choose HL10037	6	-		
		S2	HL10184	Introduction to Strength and Conditioning		6	-		

Year 2									
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
2	2	AY	HL20107	Advancing Research Design and Statistics	Compulsory	12	√		
		AY	HL20185	Exercise Physiology	Compulsory	12	√		
		S1	HL20042	Psychological Dynamics of Sport	Compulsory	6	√		
		S1	HL20104	Introduction to Sport Medicine	Compulsory	6	√		
		S1	HL20503	Biomechanics of Human Movement	Compulsory	6	√		
		S2	HL20045	Psychology of Exercise and Health	Compulsory	6	√		
		S2	HL20050	Performance Assessment	Compulsory	6	√		
		S2	HL20504	Motor Control and Learning	Compulsory	6	√		

Year 3									
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Placement or Study Abroad status	Notes
2	3	AY	HL40481	Research Design and Project preparation	Compulsory	12	√		
		S1	HL30109	Contemporary Research Issues	Compulsory	6	√		
		S1	HL30054	Nutrition and Metabolism	Compulsory	6	√		
		S1	HL30044	Physiology or Exercise and Health	Optional: Select 2 units	6	√		
		S1	HL30056	Further biomechanics		6	√		
		S1	HL30155	Applying Psychology to Physical Activity and Health		6	√		
		S2	HL30187	Clinical Biomechanics	Optional: Select 2 units	6	√		
		S2	HL40482	Advanced Quantitative and Qualitative Data Analysis		6	√		
		S2	HL40483	Scientific Basis of Strength and Power Training		6	√		
		S2	HL30055	Applied Sport Psychology		6	√		

		S2	HL30186	Applied Sport Biomechanics	Optional: Select 2 units	6	√		
		S2	HL30188	Environmental and Occupational Physiology		6	√		

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	AY	HL40484	Research Project	Compulsory	24	√		
		S1	HL40485	Disability Sport and Exercise	Compulsory	6	√		
		S1	HL40064	Musculoskeletal Modelling of Human Movement	Optional: Select 1 or 2 units	6	√		
		S1	HL40156	Integrative Exercise Physiology		6	√		
		S1	HL40486	Psychology of Sport and Performance Excellence		6	√		
		S1	HL30044	Physiology of Exercise and Health	Optional: Select 0 or 1 unit	6	√		
		S1	HL30056	Biomechanical Analysis of Human Movement		6	√		
		S1	HL30155	Applying Psychology to Physical Activity and Health		6	√		
		S2	HL30062	Interdisciplinary Study	Compulsory	6	√		
		S2	HL40059	Physical Activity and Health Across the Lifespan	Optional: Select 1 or 2 units	6	√		
		S2	HL40487	Advanced Analysis of Human Movement and Motor Skills		6	√		
		S2	HL40488	Advanced Studies in Physical Activity Motivation		6	√		
		S2	HL30055	Applied Sport Psychology	Optional: Select 0 or 1 unit	6	√		
		S2	HL30186	Applied Sport Biomechanics		6	√		
		S2	HL30188	Environmental and Occupational Physiology		6	√		

Assessment weightings and decision references		
Stage	Weighting within programme	NFAAR-UG decisions reference See <b>NFAAR-UG</b> information at: <a href="http://www.bath.ac.uk/registry/nfa">www.bath.ac.uk/registry/nfa</a>
Stage 1	0%	Main assessment: Appendix 15 Supplementary assessment: Appendix 16
Stage 2	16%	Main assessment: Appendix 23 Supplementary assessment: Appendix 24
Stage 3	34%	Main assessment: Appendix 23 Supplementary assessment not available 24
Stage 4	50%	Main assessment: Appendix 27 Supplementary assessment: Appendix 28

In five year programmes, the following respective additional unit to UHHL-AFM01 MSci (Hons) Sport & Exercise Science programme is required.

<b>Programme code</b>	UHHL-AAM01
<b>Programme title</b>	MSci (Hons) Sport and Exercise Science with Study Year Abroad
<b>Award type</b>	Master in Science with Honours
<b>Award title</b>	MSci (Hons) Sport and Exercise Science
<b>Mode of Attendance</b>	Full time
<b>Length</b>	5 years
<b>State if coexistent M-level programme</b>	Yes (with BSc (Hons) Sport and Exercise Science)
<b>State any designated alternative programme(s)</b>	UHHL-AFB01 BSc(Hons) Sport & Exercise Science (full time) UHHL-AAB02 BSc(Hons) Sport & Exercise Science with Study Year Abroad (year 1 and 2 only)  If you leave your programme early you may be eligible for an exit award, either a Certificate of Higher Education (CertHE) or a Diploma of Higher Education (DiplHE). Further information on these awards can be found at <a href="http://www.bath.ac.uk/quality/documents/certhe.pdf">www.bath.ac.uk/quality/documents/certhe.pdf</a> (for the CertHE) and <a href="http://www.bath.ac.uk/quality/documents/diplhe.pdf">www.bath.ac.uk/quality/documents/diplhe.pdf</a> (for the DipHE).
<b>Approving body and date of approval</b>	FLTQC revision 8/2/17

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	AY	HL20046	One Year Study Abroad	Compulsory	60	√	Standard	

<b>Programme code</b>	UHHL-AKM01
<b>Programme title</b>	MSci (Hons) Sport and Exercise Science with Professional Placement
<b>Award type</b>	Master in Science with Honours
<b>Award title</b>	MSci (Hons) Sport and Exercise Science
<b>Mode of Attendance</b>	Full time
<b>Length</b>	5 years
<b>State if coexistent M-level programme</b>	Yes (with BSc (Hons) Sport and Exercise Science)
<b>State any designated alternative programme(s)</b>	<p>UHHL-AFB01 BSc(Hons) Sport &amp; Exercise Science (full time)  UHHL-AKB04 BSc(Hons) Sport &amp; Exercise Science with Professional Placement (year 1 and 2 only)</p> <p>If you leave your programme early you may be eligible for an exit award, either a Certificate of Higher Education (CertHE) or a Diploma of Higher Education (DipHE). Further information on these awards can be found at <a href="http://www.bath.ac.uk/quality/documents/certhe.pdf">www.bath.ac.uk/quality/documents/certhe.pdf</a> (for the CertHE) and <a href="http://www.bath.ac.uk/quality/documents/diplhe.pdf">www.bath.ac.uk/quality/documents/diplhe.pdf</a> (for the DipHE).</p>
<b>Approving body and date of approval</b>	FLTQC revision 8/2/17

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	AY	HL20047	One Year Professional Placement	Compulsory	60	√	Standard	

<b>Programme code</b>	UHHL-ACM01
<b>Programme title</b>	MSci (Hons) Sport and Exercise Science with Combined Professional Placement and Study Abroad
<b>Award type</b>	Master in Science with Honours
<b>Award title</b>	MSci (Hons) Sport and Exercise Science
<b>Mode of Attendance</b>	Full time
<b>Length</b>	5 years
<b>State if coexistent M-level programme</b>	Yes (with BSc (Hons) Sport and Exercise Science)
<b>State any designated alternative programme(s)</b>	<p>UHHL-AFB01 BSc(Hons) Sport &amp; Exercise Science (full time)  UHHL-ACB04 BSc(Hons) Sport &amp; Exercise Science with Combined Professional Placement and Study Abroad (year 1 and 2 only)</p> <p>If you leave your programme early you may be eligible for an exit award, either a Certificate of Higher Education (CertHE) or a Diploma of Higher Education (DipHE). Further information on these awards can be found at <a href="http://www.bath.ac.uk/quality/documents/certhe.pdf">www.bath.ac.uk/quality/documents/certhe.pdf</a> (for the CertHE) and <a href="http://www.bath.ac.uk/quality/documents/diplhe.pdf">www.bath.ac.uk/quality/documents/diplhe.pdf</a> (for the DipHE).</p>
<b>Approving body and date of approval</b>	FLTQC revision 8/2/17

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	AY	HL20051	One Year Combined Professional Placement and Study Abroad	Compulsory	60	√	Standard	
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Assessment weightings and decision references		
Stage	Weighting within programme	NFAAR-UG decisions reference See <b>NFAAR-UG</b> information at: <a href="http://www.bath.ac.uk/registry/nfa">www.bath.ac.uk/registry/nfa</a>
Stage 1	0%	Main assessment: Appendix 15 Supplementary assessment: Appendix 16
Stage 2	16%	Main assessment: Appendix 23 Supplementary assessment: Appendix 24
Stage 3	0%	Main assessment: Appendix 11 Supplementary assessment not available
Stage 4	34%	Main assessment: Appendix 23 Supplementary assessment: Appendix 24
Stage 5	50%	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](http://www.bath.ac.uk/registry/nfa/nfaar-ug-appendix-02.pdf)

## **UNIT AND PROGRAMME CATALOGUES**

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

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

## **PROFESSIONAL BODY ACCREDITATION**

The professional body for Sport & Exercise Scientists is The British Association for Sport & Exercise Science (BASES - <http://www.bases.org.uk/Home>). All students on the Sport and Exercise Science course at Bath are eligible for student membership, and the costs and benefits of doing so are set out on the BASES website.

All our BSc and MSci courses in Sport & Exercise Science have been recognised by the British Association of Sport and Exercise Science as BASES endorsed degrees. This is a further recognition of the quality of academic provision and brings along some advantages for your careers (please see <https://www.bases.org.uk/space-organisations-bases-undergraduate-endorsement-scheme.html> for more details). For example, organisations/employers with which BASES has partnerships, recognise BASES accreditation as a key 'standard' of competence in sport/exercise science – of which a BUES degree is a key component.

## **TIMETABLES**

Programme and unit timetable information can be found online at: [www.bath.ac.uk/timetable](http://www.bath.ac.uk/timetable)

You can also use MyTimetable to create a customised programme timetable that can be downloaded into an electronic calendar: [www.bath.ac.uk/timetable/MyTimetable](http://www.bath.ac.uk/timetable/MyTimetable). If there are any changes to your timetable, these will be communicated to you by the Director of Studies or the relevant unit convener.

## **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](http://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.

Guidance on selecting optional units will be provided by academic staff (personal tutors and/or unit convenors) and through Moodle. Students can choose options in the final year of the BSc programme, and the third and final years of the MSci programme. All Year 1 and Year 2 units are compulsory. In the first year, students who do not have A-level mathematics or an equivalent qualification are required to take unit MA10103 Foundation Mathematics in Semester 1 as a compulsory unit.

For final year and MSci students, you will be notified well ahead of the deadline for making option choices by your university email account. This will take place around Easter of Year 2 if you are not going on placement, or at around Easter of your placement year. We will give you access to a Moodle site that will give you full details about all of the options available to you, and whether you are on or off campus you will be provided with access for at least two weeks before the deadline to help with your decision. You will be notified of the deadlines for choosing options well ahead of the final date through your university email account.

Please note: if you miss the deadline for making unit choices you may not be able to register for your first-choice units, as class sizes are set at this point for timetabling purposes.

Options need to be selected well ahead of time so that we can allocate rooms based on an accurate record of student numbers. This means that you cannot change units except in exceptional circumstances, as allocated teaching rooms and resources may then not be sufficient to take extra students. If you wish to request to change units, please contact the Director of Studies.

## PLACEMENTS

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

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

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

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) you are also required to create a poster and a 2000 word report about your placement (report part of POLO-Final). At the end of your placement your employer will be asked to complete an appraisal form.

Performance in professional placement or study abroad placements will not count towards your degree classification. However, your performance will be graded as either “pass” or “fail” and recorded on your final transcript.

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. This will typically be done during Week 1 of your return to the University.

## AIMS AND LEARNING OUTCOMES OF PLACEMENTS

There is a possibility of taking a year out (at the end of Year 2) to study abroad or take a professional placement (or a combination of the two), leading to a 4-year (BSc) or 5-year (MSci) sandwich programme. We believe that the ability to choose the programme that best suits your needs is one of the major strengths of our programmes at the University of Bath. Some of you will have specifically applied for one of these particular routes. Those of you who applied for a non-placement programme may request a transfer.

### Requirements and Responsibilities

The University has a commitment to assisting you to organise the work and to support you during your placement year. This has been written into a code of practice for both Placement Officers and students. The responsibilities of the university are to:-

- Provide full information about the requirements of the placement to you.
- Provide (if possible) job descriptions of vacancies, deadline dates, methods of application and background information about the employer.
- Ensure that prospective employers meet appropriate health and safety standards.

- Inform you of the support you will receive, including tutor visits or campus weekends.
- Ensure that your progress is monitored.
- Arrange debriefings and collect reports from visiting tutors.
- Coordinate any placement assessment processes.

The full version of the code of practice can be found on the University website at:  
<http://www.bath.ac.uk/placements>

There are also a number of responsibilities and expectations of students prior to, during, and following placements; see the Students' Union handbook for more details. There is inevitably a degree of administrative paperwork involved in setting up and administering appropriate and safe placements, and you will need to take the lead in making sure this is in place for your particular placement. Please be prepared for this and adhere to the deadlines set by the placements tutor and administrative team. Failing to complete requirements promptly could lead to the delay of your placement.

### **Overseas Placements**

Many students choose a placement overseas. There are additional requirements in these cases for obtaining visas and permits, and insurance. It will be your responsibility to ensure that you organise these requirements in good time in order to be able to take up your placement promptly. Additional support and advice on the requirements for overseas placements is available from Student Services.

### **Selection Procedure**

We must emphasise that, for all students, there is no guarantee of obtaining a particular placement or study opportunity. Application is competitive and is based, inter alia, upon a satisfactory Year 1 profile. Indeed, applying for a place is often analogous to a job application – application forms, cover letters and curriculum vitae are submitted and successful candidates are called for interview.

#### ***Further information***

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

### **STUDENT EXCHANGE/STUDY ABROAD**

After the successful completion of Year 2, Sport and Exercise Science students have the opportunity to spend a year studying abroad at the University of Southern Cross in Australia or the Technische Universität München, Germany (our SES overseas partner institutions). There is not a “free choice” of host institutions for study abroad and you should contact the Placements Tutor regarding approved Study Abroad Institutions.

Students taking the study abroad option are required to spend one or two semesters, depending upon whether or not they are registered on the programme for a full year's study abroad or the mixed placement/study abroad option, at the partner institution. During their study, a minimum of 50% of the units that the student has enrolled in must fall into the subject of sport and exercise science. Enrolment fees are typically covered by the partner institution, however, students will be expected to cover accommodation, travel, and living expenses.

To pass the study abroad year and progress into the final year of their degree, students must successfully pass all of the units that they have enrolled on during their study abroad year and provide the University with an academic transcript from the partner institution.

## SUBMISSION DEADLINES

Submission deadlines for coursework will be made available to you at the start of each semester during your year group meeting. This meeting will take place in week 1, at the start of one of your standard lectures. The slides from this meeting will be made available on the [SES Hub](#) Moodle page. Details will also be available in individual unit outlines. While we try to stagger these deadlines across the semester as far as we can, inevitably we want to give you as much time as we can once you have undertaken the necessary lectures and practical sessions to complete your assignments. This means you can expect to have a number of deadlines towards the end of the semester. We recommend that you start preparing your assignments well ahead of this deadline to pace your workload.

**You will be notified of how you should submit for each unit in your unit outline and on the unit's Moodle page next to the assignment submission link.**

**Your assignment must be submitted by 12:00 noon on the submission date**

It is your responsibility to ensure that you submit your correct assignment electronically before the deadline by uploading it to the Moodle course for your unit. **You will receive an automated email confirming that your assignment has been uploaded.**

**You will not be contacted if you fail to upload your assignment.**

*If the assignment is submitted after the deadline, your work may be marked as **late and capped at 40% if received within 5 working days. After this time you will receive zero.***

**Your assignment must be formatted correctly**

The first page of your assignment must be the standard cover sheet, which can be downloaded from the Sport & Exercise Science [Moodle Hub](#).

Most units will be using electronic-only submission. For these units, you must download and complete the template coversheet (available on the Moodle unit page, next to the submission link), insert your assignment and upload this to Moodle. You should include the unit code and your 5 digit candidate number in the file name. You can find your candidate number on SAMIS. Your submission files should be saved as Word documents. Full instructions are available next to the Moodle submission link for the assignment.

There are a small number of assignments for which you must submit both a paper copy and an electronic copy. Both must be received before the deadline. For the paper copy, you must print a pre-populated coversheet from SAMIS and attach this to your work, which should be presented in an A4 plastic project file (examples are available to view at the Undergraduate Office, 1WN 3.2). The paper copy must be posted into the locker located outside the Undergraduate Office, which will be labelled with the unit code and deadline. The bar-code on the work will be scanned following the deadline and you will receive a scanned receipt within one working day. The electronic copy of the work must be submitted to the Moodle unit page for Urkund checking purposes.

**PLEASE NOTE: You must complete all elements of assessment to obtain a mark and gain credits in each unit. That is, if you do not submit a piece of coursework, or if you do not sit a class test, you cannot pass the unit as a whole even if you have achieved a high enough average mark for the unit.**

## ASSESSMENT AND EXAMINATIONS

Assessment of performance in a unit will be made in the semester containing the unit. Each unit has its particular range of assessment procedures. The combined results from Semester 1 and Semester 2 will form your assessment profile for the academic year.

Throughout your degree programme you may be assessed via a variety of forms, including, but not limited to:

**Examination** – This will typically take place at the end of a unit and may take the format of multiple choice, short answer, essays or a combination.

**Essay/Problem solving** – This would be classed normally as coursework, given out during the unit.

**Laboratory report** – Here you would be asked to write up an experiment, analyse and interpret results.

**Log Book** – This will consist of a critical reflection and record of practical sessions that you have undertaken in a unit.

**Journal-style Article** – You will be asked to produce work that is written in the style of a research paper/journal article. The tutor will specify the format.

**Oral Presentation** – This would usually take place in a seminar session, where you will verbally report your work to a group of students, using appropriate visual aids.

**Poster Presentation** – Here you will have to display your work in the form of a scientific poster.

Note that in each unit you will be introduced to the form of assessment and given guidelines on how to prepare for this assessment. The nature and weighting of each assessment will be clearly outlined in your unit outline.

## **MARKING CRITERIA**

The table overleaf shows the generic assessment criteria applied when assessing student work on the Sport & Exercise Science programmes. Additional criteria, specific to the assignment set, may be provided by the Unit Convenor. When marks are allocated for coursework or examination papers, the following guidelines are used by the Sport & Exercise Science staff in assessing your work.

	Mark Range	Knowledge and understanding of relevant ideas and methods (Reading and research)	Ability to apply relevant ideas and methods to specific problems or issues, and take a critical approach (Analysis)	Clarity of expression, presentation of material and overall structure (including referencing) (Communication)
FAIL	0-20	No or very little evidence of any <i>relevant</i> readings undertaken	<i>No engagement</i> with pertinent issues; assertions not supported by evidence; description is weak and incomplete; <i>disjointed</i> with hardly any relevancy to the set problem: very <i>superficial</i> , no coherent argument.	Little evidence of any structure; <i>poor organisation</i> and expression; <i>significant</i> number of grammatical and spelling errors; <i>no signposting</i> ; much <i>irrelevant material</i> .
	21-39	<i>Limited evidence</i> of reading; reading has been misunderstood; reading has not been used in support of the argument.	The focus of the question/ problem/ task is <i>poorly understood</i> ; the analysis is unbalanced while <i>key elements are omitted</i> ; no conclusions are drawn or those that are drawn are <i>not adequately linked</i> to the argument; <i>very little</i> analysis or evaluation	Use of English is seriously <i>flawed</i> ; basic evidence of structure to the answer; referencing is <i>poor/inaccurate</i> ; <i>poor</i> syntax and expression; considerable amount of <i>irrelevant material</i> , although less than the 0-20% category.
3 <sup>rd</sup>	40-49	Evidence of selection of material from a <i>limited range</i> of sources; <i>few</i> , if any, sources beyond class/lecture notes; <i>limited evidence</i> of research; some appropriate material used, but ideas <i>not adequately</i> developed or explored.	The focus of the question/problem/task is only understood at a <i>basic level</i> ; <i>mostly descriptive</i> , with <i>analysis</i> and <i>reflection</i> being <i>limited</i> ; weak argument, lacking <i>coherence</i> ; not well <i>substantiated</i> with evidence.	One or two elements of an <i>appropriate structure</i> are present; considerable grammatical and spelling <i>errors</i> are evident.
2 <sup>ii</sup>	50-59	Evidence of <i>limited reading</i> beyond class/lecture notes; some evidence of independent research, although a <i>limited attempt</i> to synthesise it.	The focus of the question/problem/task is <i>understood</i> ; key issues <i>identified</i> ; one or two related issues identified; analytical techniques/concepts/theories are applied <i>appropriately but limitedly</i> ; <i>some</i> evidence of engagement, avoiding mere description.	The structure is <i>broadly appropriate</i> , elements of development/progress are evident; appropriate language and concepts are used <i>most</i> of the time.

	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)
2i	60-69	Evidence of reading from a number of recommended sources; effective deployment of reading in support of analysis; evidence of independent research.	Focus of the question/problem/task is understood although there is a <i>limited attempt to synthesise</i> ; key issues and one or two related issues identified; analytical techniques/methods are <i>theoretically informed</i> although a <i>slightly limited analysis</i> of these is undertaken; <i>some awareness</i> of competing alternative analyses/perspectives/solutions is apparent.	Structure is <i>clear</i> ; the form of communication/medium selected is <i>appropriate</i> to the task; overall the argument is <i>concise</i> although <i>lacks some coherence</i> at times; an appropriate technical and/or conceptual language is used most of the time; some <i>minor</i> grammatical and/or spelling errors. Close to word limit (i.e. $\pm 10\%$ ).
FIRST	70-85	Evidence of selection of material from a wide range of sources; critical use of reading and its effective deployment to support analysis; strong evidence of independent research.	The focus of the question/problem/task is <i>clearly understood</i> ; key issues are <i>understood</i> and significant related issues are identified; theory and concepts are deployed in a manner which is <i>critically self-aware</i> ; ample evidence of <i>analysis</i> of <i>relevant theories</i> ; ability to deploy competing/alternative analyses/perspectives/solutions is apparent.	The argument is <i>well organised</i> : the structure is <i>clear</i> ; the form of communication/medium selected is appropriate; <i>technical</i> and/or <i>conceptual language</i> or set of skills is used with <i>accuracy</i> and <i>confidence</i> .
	86-100	<i>Consistent</i> evidence of the ability to read widely and with <i>discrimination</i> in the search for information; <i>very effective</i> deployment of reading to <i>support</i> arguments; capacity to use <i>appropriate evidence</i> from other disciplines.	The focus of the question/problem/task is understood; primary and secondary issues are <i>clearly identified</i> and <i>well distinguished</i> ; theory and concepts are deployed in a <i>very confident</i> and <i>precise</i> manner which is <i>critically self-aware</i> ; evidence of ability to evaluate, select and deploy competing/alternative analyses/perspectives/solutions <i>insightfully</i> is apparent.	The structure is <i>clear, logical</i> and <i>professional</i> ; the form of communication/medium selected is appropriate; technical and/or conceptual language or set of skills is used with <i>confidence, accuracy</i> and <i>clarity</i> ; virtually no grammatical or spelling errors; answer is well thought through and <i>fluently</i> written.



## **PRIZES**

Each year we award prizes for the highest performing final year BSc and MSci students and for the highest performing students in each of the three core disciplines. The awards are decided after the final examination meeting based on students' performance across units, with particular emphasis on the final year project, and are announced at the graduation ceremony and reception.

## **FURTHER STUDY**

Some of you may wish to take on further study at the completion of your BSc / MSci programme, either to gain more specific knowledge in a particular area of sport and exercise science, to allow you to change direction with your career path, or to gain a teaching or clinical qualification. As you begin to consider your future career options as you go through the degree programme then you should find your personal tutor or other academic staff as useful sources of information. Please also refer to the 'Careers Service' section of this handbook for details of the services they provide and contact information.

## **UNIT AND PROGRAMME CHANGES**

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

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

Students who would be affected by proposed changes are consulted about them, either via their Staff/Student Liaison Committee or directly, depending on the nature of the change.

In addition, it is sometimes necessary to make changes due to unforeseen or unavoidable circumstances. For example:

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

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

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

## **HOW YOUR PROGRAMME IS REVIEWED AND MONITORED**

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

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

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

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

# STUDY AND SUPPORT: GETTING THE MOST OUT OF YOUR STUDIES

## ACCESSING UNIVERSITY EMAIL

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

Your username also forms your email address ([username@bath.ac.uk](mailto: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](http://www.bath.ac.uk/guides/accessing-your-university-email-and-calendar)  
Regulation 1.3: [www.bath.ac.uk/publications/regulations-for-students](http://www.bath.ac.uk/publications/regulations-for-students)

## YOUR STUDENT RECORD: SAMIS

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

### **Further information**

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

## MOODLE

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

### **Further information**

<https://moodle.bath.ac.uk/course/view.php?id=54186>

## 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](http://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/health/index.html>

For information on all library services and resources: [www.bath.ac.uk/library](http://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/>

You can also borrow technology from the Service Desk in support of your studies, for example audio recorders, video cameras and projectors

#### **Further information**

Computing Services: [www.bath.ac.uk/professional-services/computing-services](http://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](http://www.bath.ac.uk/professional-services/assistive-technology)

IT shop: [www.bath.ac.uk/locations/it-shop](http://www.bath.ac.uk/locations/it-shop)

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

## **RECORDING OF LECTURES**

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

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

#### **Further information**

Ordinance 22: [www.bath.ac.uk/corporate-information/ordinances](http://www.bath.ac.uk/corporate-information/ordinances)

Disability Service: [www.bath.ac.uk/groups/disability-service](http://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-create 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

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



**If you are interested in opportunities to represent student views, please contact the Students' Union: [academicreps@bath.ac.uk](mailto: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: <http://moodle.bath.ac.uk/course/view.php?id=54186#sslc>

Students' Union Academic Representation including contact details for Academic Reps: [thesubath.com/academicreps](http://thesubath.com/academicreps)

Election of Academic Reps: [thesubath.com/elections](http://thesubath.com/elections)

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

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

## **STUDENTS' UNION MEMBERSHIP**

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

For the full range of services see: [thesubath.com/advice](http://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](http://www.bath.ac.uk/students) and the Students' Union website: [thesubath.com](http://thesubath.com)

### **Wellbeing Service**

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

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

### **Further information**

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

## **ADVICE FOR INTERNATIONAL STUDENTS**

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

**Further information**

[www.bath.ac.uk/topics/visas](http://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](http://www.bath.ac.uk/campaigns/studying-at-bath-as-an-erasmus-exchange-or-visiting-student)

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

**DEALING WITH A PROBLEM INVOLVING THE UNIVERSITY**

We want to ensure that, if you have a problem concerning the University, it is resolved as quickly as possible. As described above, there are student representatives on all formal decision-making committees – at Departmental, Faculty/School and University level. Student representatives help to anticipate potential problems and, when problems occur, to raise them so that they can be dealt with promptly. As a result we can often resolve problems *before* they get to the stage where a formal complaint might be necessary.

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

**Complaints**

If you do need to make a complaint, there are procedures in place to deal with it, outlined in the University's Student Complaints Procedure (see below).

These procedures are designed to ensure that your complaint will be dealt with in good faith and that you will not be penalised for complaining. When we receive a complaint, we will first seek to deal with it through informal discussion. If this fails to resolve the issue at hand, you can raise the complaint formally.

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

**Further information**

Student Complaints: [www.bath.ac.uk/guides/student-complaints-procedure](http://www.bath.ac.uk/guides/student-complaints-procedure)

**Bullying, harassment and victimisation**

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

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

**Further information**

Dignity and Respect Policy:

[www.bath.ac.uk/equalities/policiesandpractices/dignityandrespectpolicy.pdf](http://www.bath.ac.uk/equalities/policiesandpractices/dignityandrespectpolicy.pdf)

Report and Support tool:

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

## 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](http://www.bath.ac.uk/guides/getting-advice-if-you-are-pregnant-while-studying-or-have-a-young-child)

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

The University is committed to supporting students from a wide range of backgrounds and circumstances including those who are care leavers, from a Foyer or are estranged from their family. We are aware of the challenges students may face when starting university and we want you to get the best out of your programme and university experience. We are able

to offer you advice and guidance about settling in, academic studies, funding, accommodation, wellbeing and careers. The service we provide is confidential and entirely optional in relation to the level of support you feel that you may need.

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

#### **Further information**

[www.bath.ac.uk/guides/additional-support-and-funding-for-care-leavers-foyer-residents-and-estranged-students/](http://www.bath.ac.uk/guides/additional-support-and-funding-for-care-leavers-foyer-residents-and-estranged-students/)

## **EQUALITY, DIVERSITY AND INCLUSION**

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

#### **Further information**

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

#### **Protected Groups**

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

#### **Resources**

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

## **CAREERS SERVICE**

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

#### **Further information**

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

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

# **ASSESSMENT**

## **FEEDBACK TO STUDENTS ON ASSESSMENT**

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

### **How do I get my results?**

We aim to return coursework assignments within three semester weeks of submission. The expected dates for this are given on Moodle unit pages, next to the submission link. For units where submission is electronic-only, you will receive an email once your feedback is available and you can then sign-in to view this on the Moodle unit page. For units where submission is in paper and electronic formats, the marked paper copy will be returned to you (individual feedback will not be available on Moodle). An email will be sent to inform you when the paper copy is available to collect and you should attend during Undergraduate Office opening hours to collect this.

Additional feedback on your assessed work may be obtained by contacting the relevant unit convenor and/or your personal tutor. The overall results at the end of the academic year will be made available through SAMIS on the Web. You will be notified by email to your University email account once these have been published.

Feedback will be given to you throughout the year. This feedback will be both summative and formative in nature. Summative feedback is about making a judgement of the quality of the work whereas formative feedback aims to help improve the work being evaluated. The way the feedback is provided will be both formal and informal. For example, for each assignment submitted, formal written feedback on a designated feedback sheet will be provided in addition to annotations on the assignment itself and this will be supplemented by the mark awarded for the assignment. Informal feedback may take the form of advice and responses during lecture and laboratories or discussions with your personal tutor. For formal written examinations, students will typically receive general feedback to the group rather than individual feedback.

Your coursework assignments along with mark and written feedback will be distributed via Moodle or the Undergraduate Office within three semester weeks. Additional feedback on your assessed work may be obtained by contacting the relevant unit convenor and/or your personal tutor.

The Sport and Exercise programme also has a feedback agreement, developed by both staff and students working together, which sets out both our responsibilities for providing feedback, and your responsibilities in obtaining it. There are a lot of opportunities for obtaining feedback from your tutors both before and after you hand in work, but often this will require you to be proactive in taking these opportunities. You will find the feedback agreement on the [SES Moodle Hub](#) area and at the end of this handbook in Appendix 2

## **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, Subject Librarian 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](http://www.bath.ac.uk/library/infoskills/referencing-plagiarism)

Students' Union Skills Training: [thesubath.com/skills-training](http://thesubath.com/skills-training)

## **ACADEMIC INTEGRITY: TRAINING AND TEST**

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

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

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

If you have any access problems, then please contact the Programme Administrator in the Undergraduate Office (1WN 3.2) 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](http://www.bath.ac.uk/library/infoskills)

[www.bath.ac.uk/professional-services/academic-skills-programme-asp](http://www.bath.ac.uk/professional-services/academic-skills-programme-asp)

Regulation 3.7: [www.bath.ac.uk/publications/regulations-for-students](http://www.bath.ac.uk/publications/regulations-for-students)

#### **Plagiarism detection and personal data**

When you hand in a piece of assessed coursework, you will be expected to make a declaration that the work is your own and, where you have re-used your own work and/or used other sources of information, that you have referenced the material appropriately.

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

This service complies with the European General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR). When you register with the University, you give it permission to process your personal data for a variety of legitimate purposes. This includes allowing the University to disclose such data to third parties for purposes relating to your studies. The University, at its sole discretion, may submit the work of any student to a plagiarism detection service (in accordance with Regulation 15.3e – see below) and may make, or authorise third parties to make, copies of any such work for the purposes of:

- i) assessment of the work
- ii) comparison with databases of earlier work or previously available works to confirm the work is original
- iii) addition to databases of works used to ensure that future works submitted at this institution and others do not contain content from the work submitted.

The University will not make any more copies of your work than are necessary, and will only retain these for so long as remains necessary, for these purposes.

Please note that, if at any time the University submits any of your work to a plagiarism detection service, the service will be provided with, and will retain, certain personal data relating to you – for example, your name, email address, programme details and the work submitted. Such data may be transferred by a plagiarism detection service to countries worldwide (some of which may not be governed by EU data legislation) in order for the work to be checked and an originality report generated in accordance with the proper workings of the plagiarism detection service. Personal data is retained indefinitely by the plagiarism detection service upon submission of work. You may ask for your personal data to be removed by contacting the University's Data Protection Officer.

**Further information**

The University's procedures on Examination and Assessment Offences (QA53) are described at: [www.bath.ac.uk/quality/documents/QA53.pdf](http://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](http://www.bath.ac.uk/publications/regulations-for-students)  
University's Data Protection Officer: [dataprotection-queries@lists.bath.ac.uk](mailto:dataprotection-queries@lists.bath.ac.uk)

**ACADEMIC INTEGRITY: PENALTIES**

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

- cheating - for example, unauthorised use of notes or course material in an examination
- fabrication - for example, reporting on experiments that were never performed
- falsification - for example, misrepresentation of the results of experimentation
- plagiarism, including self-plagiarism (see above)
- unfair collaboration or collusion - representation of work produced in collaboration with another person or persons as the work of a single candidate.

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

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

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

**Further information**

Examination and assessment offences: [www.bath.ac.uk/quality/documents/QA53.pdf](http://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](http://www.bath.ac.uk/guides/appeal-against-a-decision-about-an-assessment-offence)  
Students' Union advice and support: [thesubath.com/advice](http://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.

## **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, the Unit Convenor in agreement with the 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 Unit Convenor and/or 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](http://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](http://www.bath.ac.uk/groups/disability-service)) or the Students' Union Advice and Support Centre ([thesubath.com/advice](http://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](http://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](http://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](http://www.bath.ac.uk/student-records/examinations/examinations-information)

Regulation 15: [www.bath.ac.uk/publications/regulations-for-students](http://www.bath.ac.uk/publications/regulations-for-students)

Rule 2: [www.bath.ac.uk/rules/exam](http://www.bath.ac.uk/rules/exam)

Disability Service: [www.bath.ac.uk/groups/disability-service](http://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 Examiners for your programme are:

Dr Nicolette Bishop  
Reader in Exercise Immunology  
School of Sport, Exercise and Health Sciences  
Loughborough University

Dr James Hardy  
Senior Lecturer  
School of Sport, Health and Exercise Science  
Bangor University

Dr Alexander Willmott  
Senior Lecturer  
School of Sport and Exercise Science  
University of Lincoln

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](http://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](http://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.

The rules differ slightly between 'Coexistent Master Programmes' (which lead to a Master's degree but have an associated programme leading to a Bachelor's degree) and other programmes.

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 (and, in a Coexistent Master programme, reach any OSA requirement set in addition), you will progress (or, after the final stage, be recommended for an award).

If you fail a large number of units (or, in a Coexistent Master programme do not reach any OSA requirement set in addition), 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](http://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/](http://www.bath.ac.uk/guides/appealing-against-an-academic-decision/)

Independent advice about academic appeals is offered by the Students' Union Advice and Support Centre: [www.thesubath.com/advice](http://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/](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://www.bath.ac.uk/corporate-information/health-and-safety-policy)

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

**Further information**

Email: [uhse@bath.ac.uk](mailto:uhse@bath.ac.uk)

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

[www.bath.ac.uk/corporate-information/fieldwork-safety-standard](http://www.bath.ac.uk/corporate-information/fieldwork-safety-standard)

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

[www.bath.ac.uk/guides/overseas-travel-safety-guidance](http://www.bath.ac.uk/guides/overseas-travel-safety-guidance)

## **DATA PROTECTION**

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

At some stages during your studies you will be involved in conducting your own research. Please ensure you refer to, and adhere to, the guidance notes for students and academics undertaking research ([www.bath.ac.uk/data-protection/guidance/academic-research](http://www.bath.ac.uk/data-protection/guidance/academic-research)).