



**Faculty of Humanities and Social Sciences
Department for Health**

**FdSc Sport (Sports Performance)
Programme Handbook
2020/21**

This Handbook is available online or in alternative formats. Please contact Lucy Gaffney if required.

hss-sportperformance@bath.ac.uk

1/10/2020

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ABOUT THIS HANDBOOK

This is the 2020-21 Handbook for all students on the FdSc Sport (Sports Performance) programme.

The contents of this Handbook are accurate at the time of publication [October 2020] but information contained within may sometimes be subject to change after this Handbook has been issued.

The Important Links and Information section of this Handbook includes links to information online about both the topics covered in this Handbook and other key topics. It is important that you familiarise yourself with the online information as well as the contents of this Handbook.

In August 2020 we wrote to you to explain how your programme has been adapted in response to COVID-19 safety measures and our 'Bath Blend' approach to learning and teaching for academic year 2020/21.

Information about the structure of your programme (which units you take when, which units are compulsory etc), as well as key unit information (including learning outcomes, synopsis and assessment), for the upcoming academic year can be found online in the Unit and Programme Catalogues (see **Unit and Programme Catalogues** in this Handbook and www.bath.ac.uk/catalogues). You will also receive details about unit content and assessment via the University's online learning environment, Moodle.

You will be informed, normally by your Director of Studies or Unit Convenor, of any further changes that will affect your programme or a unit. See also **Unit and programme changes 2020/21** in this Handbook.

You will be informed via announcements if any services offered by the University will need to be changed as a result of changing circumstances during 2020/21.

While this Handbook signposts information about regulations for students, it does not have regulatory status itself, and the Regulations available online (Regulations for Students: <http://go.bath.ac.uk/regulations> and Assessment Regulations: www.bath.ac.uk/corporate-information/new-framework-for-assessment) are the most up-to-date and take precedence over the contents of this Handbook. It is your responsibility to take the time to familiarise yourself with the Regulations.

If in doubt about what applies to you, or if your circumstances change, please contact your Director of Studies Mr James Fern x 5752 jf257@bath.ac.uk for advice.

IMPORTANT LINKS AND INFORMATION

UNIVERSITY INFORMATION ONLINE

This Handbook is an accompaniment to important information available to all students on the University's website. It is expected that you will familiarise yourself with the online information signposted below.

If you cannot find the information you are looking for in this Handbook or on the web please contact Lucy Gaffney in the first instance. hss-sportsperformance@bath.ac.uk



<p>Student Support Services https://www.bath.ac.uk/professional-services/student-services/</p> <p>SU Advice and Support Service www.thesubath.com/advice</p> <p>Equality, Diversity and Inclusion https://www.bath.ac.uk/professional-services/equality-diversity-and-inclusion/</p> <p>Advice for specific groups of students:</p> <p>International students www.bath.ac.uk/topics/visas www.bath.ac.uk/guides/student-immigration-appointments-and-drop-in-sessions www.bath.ac.uk/campaigns/studying-at-bath-as-an-erasmus-exchange-or-visiting-student www.bath.ac.uk/guides/academic-engagement-monitoring-for-tier-4-students</p> <p>Care-leavers https://www.bath.ac.uk/publications/university-and-leaving-care/</p> <p>Estranged students https://www.bath.ac.uk/publications/university-and-estranged-students/</p> <p>Refugees https://www.bath.ac.uk/publications/university-and-refugees/</p> <p>Students with caring responsibilities</p>	<p>Dissatisfaction with a University service or facility (Complaints) www.bath.ac.uk/guides/student-complaints-policy-and-procedure</p> <p>Health and Safety www.bath.ac.uk/guides/student-health-and-safety</p> <p>Be Safe on Campus information (COVID-19) https://www.bath.ac.uk/campaigns/be-safe-on-campus-and-in-bath-during-the-covid-19-pandemic/</p> <p>Library and Study Spaces https://library.bath.ac.uk/home www.bath.ac.uk/campaigns/where-you-can-study-on-campus-and-in-the-city</p> <p>Skills Support and Development http://go.bath.ac.uk/my-skills www.bath.ac.uk/campaigns/get-ahead-with-skills-at-bath</p> <p>Learning Technologies & IT Support https://www.bath.ac.uk/professional-services/digital-data-and-technology/</p> <p>Careers Service www.bath.ac.uk/professional-services/careers-service</p> <p>Data Protection</p>
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https://www.bath.ac.uk/publications/university-and-young-adult-carers/ Pregnancy and maternity https://www.bath.ac.uk/guides/getting-advice-if-you-are-pregnant-while-studying-or-have-a-young-child/ Disabilities, long-term illness, and specific learning difficulties http://go.bath.ac.uk/disability-service	www.bath.ac.uk/guides/data-protection-guidance Bullying, harassment and victimisation https://www.bath.ac.uk/campaigns/report-and-support/ SU Code of Practice and membership www.bath.ac.uk/corporate-information/code-of-practice-for-the-students-union-su
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SUPPORTING YOUR LEARNING

Your Learning

www.bath.ac.uk/guides/your-learning

Bath Blend

Glossary

Year Dates and Timetables

Regulations for students

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

Registration

www.bath.ac.uk/guides/registering-with-the-university

Withdrawing from or suspending your studies

www.bath.ac.uk/guides/suspending-your-studies-or-leaving-the-university

Placements

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

Personal Tutoring

www.bath.ac.uk/guides/personal-tutoring

Units and Programmes

www.bath.ac.uk/guides/about-units-and-programmes

Catalogues

Option choices

How your programme is reviewed and monitored

Student Representation and Engagement

www.bath.ac.uk/campaigns/student-engagement-shape-your-university

Assessment

www.bath.ac.uk/guides/assessment-guidance-for-students

Assessment processes

Understanding your results

External examiners

Supplementary assessment

Academic Integrity

www.bath.ac.uk/campaigns/academic-integrity-training-and-test

Assessment Regulations

www.bath.ac.uk/corporate-information/new-framework-for-assessment

Definitions of assessment terms

Individual Mitigating Circumstances

www.bath.ac.uk/guides/reporting-individual-mitigating-circumstances-to-the-university

Academic Appeals

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

HEAD OF DEPARTMENT WELCOME 2020/21

Welcome to the University, and to our sport and health related courses in the Department for Health. We are very proud of our courses, and the research that our staff are doing that directly feeds into our teaching, so we hope you will enjoy learning from them and seeing some of the subjects you are interested in coming to life. We are lucky to be studying and researching topics that have the potential for such direct impact on people's lives, and hope that your time at Bath is a Launchpad for you into a career that really makes a difference.

It is obviously a challenging year to be studying with all the restrictions that we face, but we also see many advantages and opportunities to new, technology-enhanced ways of teaching and learning. Our aim is to make sure our online teaching is still an enjoyable experience, making sure you have opportunities to interact with your peers as well as listen to us speaking, so please do feed back to us on how this goes for you. We look forward to studying with you online, and in person, so stay safe and good luck with your studies.

Best wishes
Fiona



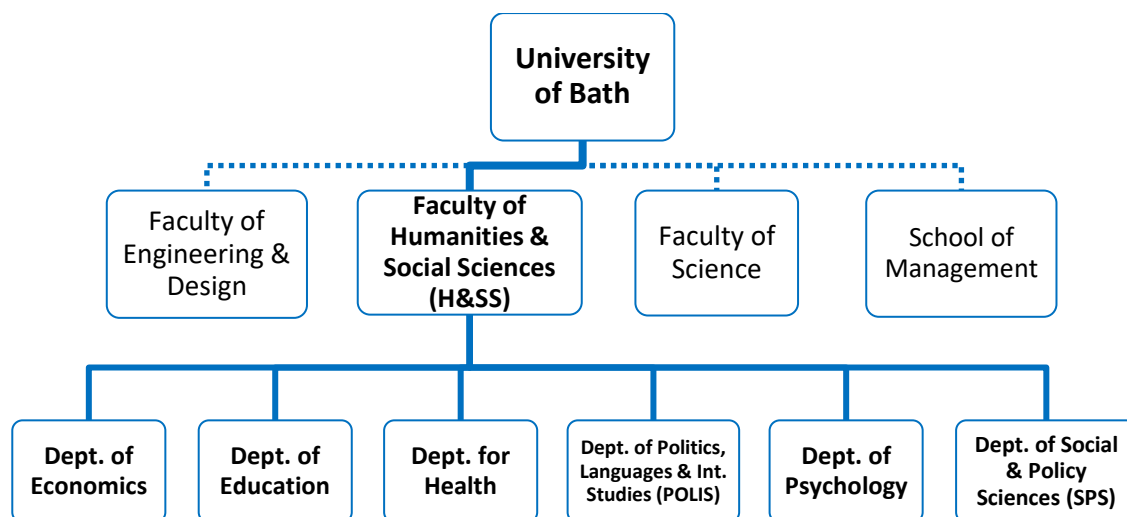
Dr Fiona Gillison
Head of Department

You can also view the HoD welcome video [here](#).

ABOUT THE DEPARTMENT 2020/21

Welcome to the University of Bath. Your programme is delivered by the **Department of Health** within the [Faculty of Humanities & Social Sciences \(HSS\)](#). The Faculty is one of three Faculties and one School in the University (see below) and comprises six academic [Departments](#).

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



Faculty H&SS Taught Programmes administration

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

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

Our duties include:

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

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

Director of Studies Welcome

We are delighted to welcome you to the University of Bath to study on our FdSc in Sports Performance. This is a challenging and exciting time for all of you. Many of you have left your home and friends to join the degree programme and will be learning to live in a new environment with a new circle of friends. The staff teaching on the degree programme will help you to prepare for the challenges ahead.

Not only do you have to prepare for your two years of study, you will also integrate this with your sporting interests and commitments using 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.

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.

We anticipate you will spend much of your time training in and around the Sports Training Village. You will be taught by an outstanding team of teaching staff from the Department for Health, many of whom have international reputations in applied practice and research. Together they will provide you with access to knowledge and skills to make working for this degree a highly enjoyable and stimulating experience. With their guidance and encouragement, we hope you will continue to strive either towards achieving your aspirations as an elite performer, or maybe as a coach aiming to instruct and prepare the next generation of sports men and women for performance at the highest level

The University of Bath is an elite institution in every respect. It has a world-renowned reputation for research and teaching, exceptional 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.



Director of Studies
Mr James Fern

KEY CONTACTS/STAFF LIST

Please refer to Moodle Hub - <https://moodle.bath.ac.uk/course/view.php?id=56271>

ACADEMIC STAFF

Jamie Chapman	5319	j.chapman@bath.ac.uk
Nicholas Willsmer	5197	n.willsmer@bath.ac.uk
James Fern	5752	j.fern@bath.ac.uk
Dr Lee Moore	4205	ljm90@bath.ac.uk
Dr Lucy Noble	5414	l.noble@bath.ac.uk
Dr Gareth Roberts	5301	gr397@bath.ac.uk

ADMINISTRATIVE STAFF

Lucy Gaffney 4039 hss-sportsperformance@bath.ac.uk

ABOUT YOUR PROGRAMME

It is a University Regulation 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. In order to get the most out of your programme of study and to ensure you are fully supported in your studies there are a number of points that you should note.

This year each unit will be delivered via a blend of live online lectures and in person teaching time. Students are also expected to undertake independent study and research in each unit. You should note that it is not sufficient simply to use material provided by the unit tutor(s). Only if you read and research more widely will it be possible for you to attain the higher academic levels which provide evidence of higher order skills such as analysis, evaluation and synthesis.

Some of the course involves group work. In these instances you have a responsibility to play your role within any group where you are a member. Sometimes group work is assessed.

Students need to be aware that assessment tasks are viewed by multiple stakeholders (for example: Unit Convenor, Moderator, Director of Studies, External Examiner, and Administration Team). Therefore, disclosure of personal or sensitive information by a student about either themselves or a third party needs to be done in the full knowledge that the stakeholders have a duty of care to ensure the health and safety of all persons who might be involved in the disclosure.

You will receive feedback on your work within three semester weeks of the deadline for submission or examination date. It is your responsibility to access your results and feedback which will include important pointers on how to improve your work.

Please read carefully the information on Individual Mitigating Circumstances (p.16). You must talk to us as soon as possible if you feel there are circumstances that could affect your studies or your performance in assessment so that we can support you in your studies. If you do not tell us in good time our ability to support you may be limited. i.e. if you don't stick to the given timings and deadlines for submitting IMCs or extensions, we do not turn the clock back. You can talk to your Personal Tutor, to the Director of Studies or to the [Administrators](#).

It is in your interest to get to know your Personal Tutor as this is the person who will write you a reference should you need it in the future. Your Personal Tutor will arrange to meet with you during the year but you can arrange to meet with your Personal Tutor any time that you feel you need help or advice.

This handbook comprises general information relevant to the FdSc in Sport (Sports Performance). It details the requirements for successful completion of the programme, in addition to the general University facilities and support services. You should refer to it as and when you need to, although you should also ensure that you are familiar with the information

within it at the start of your course of study. If you have any concerns that are not addressed in the handbook please see your [Personal Tutor](#).

Please note that information in the handbook may change at any point during the academic year. Students will be notified of any changes via the Moodle E-Learning portal: Sports Performance Hub.

This handbook and lots of other useful information is available in electronic format via the Sports Performance Hub, which has been created using a programme called Moodle. <http://moodle-ro.bath.ac.uk/course/view.php?id=56271>

From the [Moodle Hub](#) students can access a wider range of information about the course, including advice on the writing and submitting assignments, contact details for course staff and detailed descriptions of all course units. Each unit has its own Moodle 'course', which unit tutors use to keep students updated about lectures and assignments and give links to web pages and files. Tutors may require students to access preparatory reading for lectures via Moodle, or to complete online tasks. Moodle demonstrations will be provided for all First Year students at the beginning of the academic year.

PROGRAMME AIMS AND LEARNING OUTCOMES

Synopsis and academic coherence of programme

This exciting programme provides students of sport with a unique opportunity to study, train and further develop their capabilities in an area in which they perform to a very high standard. The Foundation Degree in Sport (Sports Performance) offers the possibility of using the highly regarded academic facilities of the University of Bath as well as accessing the world class sporting facilities and highly acclaimed sports coaches and sport support services. The University is at the forefront of developing sports performance as an academic discipline. The teaching staff delivering the programme bring a depth of academic knowledge and understanding of sport which will enhance the learning experience. The programme is designed to appeal to those students performing at a very high ('elite') standard in their chosen sport or to developing coaches with aspirations to coach in the higher echelons of their sport.

The programme aims to provide students with a solid academic base to develop their studies, which will explore the key components of athletic success. The early stages of the programme explore a range of fundamental topics and equip students with a range of basic study skills. In addition they develop their abilities in their chosen sport throughout the programme. For an athlete/coach to be successful, a clear understanding of human structure and function, and appropriate life style management issues are required and units covering these topics are part of the programme. Students will, therefore, have the necessary tools and information to allow them to maximise their potential. As students progress through the programme there is an increasing emphasis on them developing their own observational, evaluative and analytical skills in determining training regimes and programmes.

The Foundation Degree in Sport (Sports Performance) is offered as a full-time route.

Educational aims of the programme

<p>The programme is intended to:</p> <ul style="list-style-type: none"> • identify those key principles that contribute to individual elite performance; • provide students with the essential skills that will allow them to critically analyse their own performance and reflect on areas for improvement; • develop students' ability to plan effectively; • empower students to take responsibility for their own personal learning and development; • ensure that students are provided with the key subject specific and generic skills that will allow them to develop as independent learners within their sport; • develop students' ability to effectively critique theory as applied to practice • develop students' ability to critique and carry out research • develop an understanding of the key issues in planning and performance and how interdisciplinary and multidisciplinary sport affects this; • develop students' appreciation of working effectively within an elite sport environment; • communicate with interested parties, national and international sporting organisations such as British Olympic Association, International Olympic Committee, National Governing Bodies, International Federations etc to develop and appreciation of employment opportunities within elite sport. 	
<ul style="list-style-type: none"> • Knowledge & Understanding: 	<p>The intended outcomes of the programme are designed to enable students to:</p> <p><u>Certificate of Higher Education:</u></p> <ul style="list-style-type: none"> • demonstrate basic knowledge of the underlying concerns and principles associated with the study of sport; • establish and respond to the key requirements of assessment tasks; • apply theoretical underpinning knowledge to practical situations and scenarios relevant to sport. <p><u>Foundation Degree:</u></p> <ul style="list-style-type: none"> • provide a clear and objective analysis of the factors contributing to success in their sport; • provide a multi-disciplinary and interdisciplinary analysis of these factors; • apply subject specific knowledge to working with the elite athlete within a sporting context; • provide key analytical skills to allow students to evaluate their own performance; • demonstrate an understanding of what is required to work with the elite athlete.
<ul style="list-style-type: none"> • Intellectual Skills: 	<p>The intended outcomes of the programme are designed to enable students to:</p> <p><u>Certificate of Higher Education</u></p> <ul style="list-style-type: none"> • demonstrate an ability to evaluate and interpret knowledge and principles within the context of the study of sport;

	<ul style="list-style-type: none"> • show awareness of sources of relevant information; • show ability to select appropriate and relevant information, and develop clear and logical arguments; • undertake, with guidance, analysis and organisation of relevant information to support arguments and justify conclusions; • identify, and make judgements about, alternative approaches, opinions and options. <p>Foundation Degree</p> <ul style="list-style-type: none"> • review appropriate scientific research within the subject context; • synthesise subject specific knowledge relevant to the scientific support required for the elite athlete; • identify the key components that contribute to successful performance; • plan effective strategies to make better performers; • engage in academic study related to the principles of effective planning.
<ul style="list-style-type: none"> • Professional Practical Skills: 	<p>The intended outcomes of the programme are designed to enable students to:</p> <p><u>Certificate of Higher Education</u></p> <ul style="list-style-type: none"> • demonstrate practical professional skills relevant to sport; • contribute positively to individual and group activities relevant to sport; • demonstrate an ability to use clear and concise language and or graphs/ tables/ data etc to communicate ideas; • present, evaluate and interpret data, to develop lines of argument and make appropriate judgements in accordance with basic theories and concepts of sport. <p>Foundation Degree</p> <ul style="list-style-type: none"> • reflect on their ability to plan effectively; • propose evaluative judgement on the ability to plan effectively; • assess how effective they are as performers; • reflect and provide appropriate strategies to become better performers.
<ul style="list-style-type: none"> • Transferable/Key Skills: 	<p>The intended outcomes of the programme are designed to enable students to:</p> <p><u>Certificate of Higher Education</u></p>

	<ul style="list-style-type: none"> • develop appropriate problem based learning skills; • utilise key communication skills; • utilise a range of key skills in a working environment; • communicate effectively in a format appropriate to sport. <p>Foundation Degree</p> <ul style="list-style-type: none"> • develop appropriate problem based learning skills to identify key areas for improvement; • utilise key communication skills required to effectively guide and inform the athlete; • provide students with the ability to effectively communicate with others; • ensure key generic skills are embedded within the subject context; • demonstrate how subject specific and generic skills are utilised within elite sport. <p>A variety of teaching, learning and assessment methods are used on the programme. These include methods that encourage experiential learning through group discussion, practical workshops, lectures, seminars, and student-led discussion forums. Students will be encouraged to reflect upon their work-based learning.</p> <p>Evidence of individual achievement of learning outcomes is assessed using a variety of assessment methods, including group presentations, practical coaching sessions, poster presentations, reports, self-appraisals, oral presentations and examinations.</p> <p>Key skills are taught and assessed across a range of units, integrated into assessments and monitored by students over the two years. These key skills will be monitored by the tutor and identified on the assignment handout and assessment feedback sheets. Key skills awarded will be recorded by the student in their Professional Development Plan.</p>
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PROGRAMME DESCRIPTION: STRUCTURE OF YOUR PROGRAMME

The structure for your programme year for 2020/21 can be found in the 2020/21 Unit and Programme Catalogues (see below). This is where you find important information on which units you are taking in which semester and if any units are 'designated essential units' (DEUs) that you must pass.

The content of the Programme Catalogues is correct at the time of publication. Programmes and units may be subject to reasonable change (see also **Unit and programme changes 2020/21** in this Handbook).

UNIT AND PROGRAMME CATALOGUES

This is where you will find details about all years of your programme as well as details about individual units for the current academic year.

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

For the online Catalogues, please refer to **Important Links and Information** in this Handbook. See also the section in this Handbook on **Assessment**.

YOUR LEARNING

For 2020/21, the University has developed a blended learning approach called 'The Bath Blend' which combines in-person activities on campus, live interactive learning, and structured independent study.

The Bath Blend approach to programme delivery has been developed to be flexible in the face of possible changes in law, including measures on social distancing, which may occur through the course of this academic year.

Information on IT support and key software for this academic year is available online. Please refer to **Important Links and Information** in this Handbook.

YOUR TIMETABLE

Using MyTimetable, you can access your personal timetable and download it into an electronic calendar.

Your In-Person Teaching (IPT) day and Live Online Interactive Learning (LOIL) sessions will show in your timetable. Links to LOIL sessions can also be accessed through the relevant unit page on the University's online learning environment, Moodle.

When you start your units, you will be able to access associated online material at a time that suits your schedule.

MyTimetable updates regularly, so should there be a change to your timetable, it will be reflected in MyTimetable.

Full information is available online. Please refer to **Important Links and Information** in this Handbook.

PHYSICAL STUDY SPACE – 2020/21

As in previous years, you will be able to book study space on campus and in the city for individual or group study. Information on how to book, and the COVID-19 requirements, is available online. Please refer to **Important Links and Information** in this Handbook.

UNIT AND PROGRAMME CHANGES 2020/21

All programme and unit changes are managed through formal University processes. This is to ensure that changes are academically appropriate, properly supported and are done in a way that safeguards the interests of students.

In addition to the Bath Blend approach to delivery of your programme in 2020/21, which has already been put in place, it is possible that further changes to your programme may be required. These are more likely to be part of continual development aimed at enhancing your learning experience and maintaining high academic standards and quality. Such changes could be, for example, to update content to reflect latest developments in a particular field of study, or to respond to student feedback on delivery and/or assessment. 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.

As we have already experienced, it is sometimes necessary to make changes due to unforeseen or unavoidable circumstances. Outside of the global pandemic, this could be for reasons such as:

- the accrediting body requiring changes to be made to the course, or,
- being unable to run an option unit because too few students selected it.

When this happens, we always try to ensure that the impact on students is minimised and that those affected are informed of the changes at the earliest opportunity.

Information on how we assure the quality and standards of your programme of study is available online. Please refer to **Important Links and Information** in this Handbook.

GIVING FEEDBACK ON YOUR PROGRAMME TO THE UNIVERSITY

The University is committed to continually improving its practice and aims to engage students as active partners in their education (Education Strategy 2016-21). The three main ways in which your feedback will be sought will be through:

- Staff / Student Liaison Committees (SSLCs)
- surveys and evaluations
- the Students' Union.

Full information is available online. Please refer to **Important Links and Information** in this Handbook.

ASSESSMENT

Full information is available online. For signposts to important information on many aspects of assessment, please refer to **Important Links and Information** in this Handbook.

Any exam-based assessment during the 2020/21 academic year will be online. More information on assessment arrangements for this year, including online assessment, will be provided via the University webpages and updated as necessary.

SUBMISSION DEADLINES

You will be informed of the deadline to submit your assessment within the unit outlines of each unit and the relevant Moodle pages for each unit.

An overview of all submission deadlines can be found [here](#)

LATE SUBMISSION OF COURSEWORK

To ensure fairness to all students, you will be expected to hand in all assessed coursework and dissertations/projects by a specified date and time, and there are penalties for submitting work after the specified deadline. If there are valid circumstances preventing you from meeting a deadline, your Director of Studies may grant you an extension to the specified submission date. Forms to request an extension are available from the Department.

WORD COUNTS

Coursework tasks will normally have a word limit or word range. This, and the penalty for non-compliance, will be confirmed when you receive an assignment. Please refer to your Unit Outlines and Moodle for the specific requirements of each assessment.

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.

FEEDBACK ON ASSESSMENT

During your course, you will receive feedback on your assessed work. This feedback may take different forms, depending on the subject and 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 exam-type assessment, you may receive general feedback relevant to all who took the assessment 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. <https://moodle.bath.ac.uk/mod/resource/view.php?id=419466>

ACADEMIC INTEGRITY

The University has a wide range of resources available to you to help you understand academic integrity and enhance your academic writing and practice.

It also has in place an Academic Integrity Test you are required to take and pass (the pass mark is 85% but you can take the test as many times as you need to). You will not be able to progress beyond the next progression point in your studies until you pass this test.

When you submit assessment, 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 (currently Urkund), which searches the web and databases of reference material and content submitted by other students, to identify duplicated work. Where practical, all summative assessment is submitted to this service to check for similarities as an initial indicator of whether work has been plagiarised and an assessment offence committed.

Submission of your assessment to the Plagiarism Detection Service - Data Protection statement

The Plagiarism Detection Service complies with European Data Protection legislation. When you registered with the University, you gave 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 the Plagiarism Detection Service (in accordance with Regulation 15.3e) and may make, or authorise third parties to make, copies of any such work for the purposes of:

- 1) assessment of the work
- 2) comparison with databases of earlier work or previously available works to confirm the work is original
- 3) 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 the 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 the 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.

Assessment offences – penalties

Any student who is found to have used unfair means in an assessment procedure will be penalised. 'Unfair means' here include cheating, fabrication, falsification, plagiarism, unfair collaboration or collusion. Penalties for use of unfair means 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.

Important information on academic integrity, the Plagiarism Detection Service, assessment offences and penalties, and support, as well as the Academic Integrity Test itself, is available online. Please refer to **Important Links and Information** in this Handbook. To complete the Academic Integrity test, follow the link below:-

<https://moodle.bath.ac.uk/course/view.php?id=53995>

IF CIRCUMSTANCES IMPACT ON YOUR ASSESSMENT ATTEMPT

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 about IMCs is available online. Please refer to **Important Links and Information** in this Handbook. **It is strongly advised that you become familiar with the available guidance and related regulations.**

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 assessment where practicable. It is not possible to mark all coursework anonymously as in some types of assessment the student can be easily identified by the marker (e.g. presentations, group work, laboratory work) or it might not be practical, or in the student interest, to do so. You will be informed when your coursework is to be marked anonymously.

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

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 **Academic Appeals**).

Scaling: 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. A Board of Examiners can decide to recommend a change to the provisional marks, based on evidence that there was a problem with the assessment which means the initial marks do not reflect the standards achieved by students. This adjustment is known as scaling and under these circumstances the marks of all affected students will be changed.

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

Once a year, the External Examiners will provide a written report. 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. External Examiner reports and responses are made available to students. Staff/Student Liaison Committees (SSLCs) also discuss External Examiner reports as part of routine monitoring activity.

The External Examiner for your programme is:

Dr John Parker, Senior Lecturer in Sport and Exercise Psychology, University of Gloucester.

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 **Academic Appeals** and **Dissatisfaction with a University Service or Facility (Complaints)** give some more information about the University's procedures for student complaints and academic appeals. The University's mechanisms for student representation are designed to enable students to engage with the quality management process through which the University considers and responds to External Examiners' comments and suggestions.

Full information is available online. Please refer to **Important Links and Information** in this Handbook.

ASSESSMENT REGULATIONS

The University's **New Framework for Assessment: Assessment Regulations ('NFAAR-FD')** specifies the rules governing students' progression from one stage of their programme to the next as well as for the award of Foundation degrees. The rules cover all areas of assessment, including supplementary assessment. If you began the first stage of your programme in or after the 2011/12 academic year, NFAAR-FD 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-FD, so your work will be assessed according to its rules.

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

The full NFAAR-FD, a student introduction to it, and definitions of terms used in it, are available online. Please refer to **Important Links and Information** in this Handbook.

YOUR PROGRAMME AND HOW YOU ARE ASSESSED

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

The **Programme Description: Structure of the programme** section in this handbook shows the structure of your programme. In the table, compulsory and optional units are labelled 'C' and 'O' respectively. Please note that you can also access this information via links in your programme's description in the Programme and Unit Catalogues available at: www.bath.ac.uk/catalogues

At the end of the table, there is a link to the relevant appendix of the NFAAR-FD which states exactly how the assessment rules operate.

The following points will help you to understand how the assessment rules relate to your specific programme:

- Your programme is divided into stages and follows the general principle that all stage assessment must be successfully completed before progression to the next stage is permitted. This means that, if you are required to undertake supplementary assessment, or to re-take any of the units of the stage, you will have to do so before you can progress further.

- If you pass all of the units required in the programme, amounting to 120 credits, you will be awarded the appropriate Foundation degree. Should you fail to qualify for the award of a Foundation degree, you may be considered for the award of a Certificate of Higher Education (subject to your having passed the required units worth 60 credits).

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

A Board of Examiners will decide at appropriate points whether you are continuing to meet the requirements for the programme, and/or whether you have met all the requirements for your target award or any alternative that might be available. The outcomes will depend on both your performance in individual units and your overall performance. Generally, if you pass each of your units, you will progress and, in due course, be recommended for an award.

If you fail units beyond certain credit values, or you fail some too badly, this will result in failure of the programme — without any opportunity for supplementary assessment or re-takes. You may also fail the programme if you have exhausted the retrieval/re-take attempts that are permitted.

Supplementary assessment and/or re-takes

‘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 do so at the University in the summer re-sit examinations.

Academic year dates, including the supplementary assessment period, can be found at:

<https://www.bath.ac.uk/publications/academic-year-charts>

Opportunities for retrieval of failure in units, through supplementary assessment and/or the re-taking of individual units, is governed by tiered decision-making for progression dependent upon your level of performance, in broad terms as follows:

- If you pass all units you will proceed based on decisions after main assessments.
- If you have modest amounts of marginally failed units after main assessments you will have the opportunity to retrieve failure through supplementary assessment, and subsequently through re-takes if necessary.
- If you have modest amounts of more significant failure in units that are not Stage Required Units you may be able to retrieve them through re-takes in a supplementary study period at the end of the normal programme duration (alongside any similar requirement from a later period of study).
- If you have a more modest overall level of performance, and failures to retrieve (especially in any Stage Required Units), you will be required to intercalate a supplementary period of study before progressing.
- If you have results within a narrow range of failing overall performance you will be required either to transfer to a Designated Alternative Programme (if one were

available) or to repeat the failed stage with the slate wiped clean, for new marks (i.e. seeking to pass again as at the first attempt, with such an opportunity being available once only for each stage).

- If you have exhausted the opportunities for supplementary assessment and/or the re-taking of individual units, you will fail to achieve the Foundation degree aim, but might, subject to the appropriate rules, be considered for the award of a Certificate of Higher Education.

Unless specifically granted the opportunity to take assessment as for the first time at a supplementary assessment point, you will have the opportunity to gain credit for units then successfully passed and to have the mark gained reported to you for feedback purposes, but a maximum mark of 40% will be awarded and used in the Overall Stage Average, and in any award calculation. Where the assessment is taken as for the first time, the marks gained will be used in the Overall Stage Average, and in any award calculation.

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).

ACADEMIC APPEALS

If you wish to submit a request for an academic appeal you should refer to Regulation 17 (Conduct of Student Academic Reviews and Appeals), which outlines the process and grounds for an appeal against formal Board of Studies decisions.

You are also strongly advised to read the online guidance on Appeals provided by the Academic Registry.

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

Full information is available online. Please refer to **Important Links and Information** in this Handbook.

CORE UNIVERSITY INFORMATION

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 are strongly advised to read them carefully as they contain a lot of important information.**

For a link to the full Regulations for Students, see **Important Links and Information** in this Handbook.

ACCESSING UNIVERSITY EMAIL

You will need to use your University username and password to access your University email account. Your username also forms your email address (**username@bath.ac.uk**).

The University will often communicate with you about a range of important matters requiring action from you, including registration, assessment, degree ceremonies, and matters such as tuition fees, via your University email account. It is a University regulation 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.

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. Information on opting out of this membership, and the Code of Practice for the Students' Union, are available online. Please refer to **Important Links and Information** in this Handbook.

DATA PROTECTION

The University's Data Protection Policy and Guidelines on Data Protection may be accessed via the data protection website (see **Important Links and Information** in this Handbook).

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.

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

ACADEMIC ENGAGEMENT MONITORING FOR TIER 4 STUDENTS

Guidance and requirements on academic engagement for students who are Tier 4 visa holders, including the University's **Academic Engagement Monitoring Policy for Tier 4 visa holders**, and information on when and how to request an authorised absence, are available online. Please refer to **Important Links and Information** in this Handbook.

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 (see **Important Links and Information** in this Handbook).

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, 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.

The financial implications of withdrawing from the University or suspending your studies can be significant. See **Important Links and Information** in this Handbook.

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. See **Important Links and Information** in this Handbook.

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.

DISSATISFACTION WITH A UNIVERSITY SERVICE OR FACILITY (COMPLAINTS)

We want to ensure that, if you have a problem concerning the University, it is resolved as quickly as possible. The University is committed to continuing review and improvement, and seeks regular feedback from students. There are student representatives on the University's formal decision-making committees who can raise issues so that they can be dealt with promptly. The University is also committed to providing an environment within which students are encouraged to raise any matters of concern in an informal manner as soon as they arise. This often removes the need for formal complaints.

It is expected that most complaints can be resolved at an early stage by discussing the matter informally at a local level. If you have a problem concerning the University, you should bring the matter to the attention of an appropriate member of staff, who will aim to resolve it by informal discussion. If you have attempted to resolve matters informally but are not satisfied with the outcome, you may elect to proceed to the next stage by submitting a formal complaint. You may also submit a formal complaint if the issue involved is too complex or serious for informal resolution.

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**. 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.

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

The University recognises that making a complaint can be stressful. Students are therefore advised to seek advice and support before making a complaint, from Student Services, or from the Students' Union Advice and Support Centre, whose advice is independent of the University.

Full information is available online. Please refer to **Important Links and Information** in this Handbook.