Faculty of Humanities
Department of Social and Policy Sciences

BSc (Hons) Criminology
BSc (Hons) International Development with Economics
BSc (Hons) Sociology
BSc (Hons) Social Policy
BSc (Hons) Sociology and Social Policy
BSc (Hons) Social Sciences
BSc (Hons) Social Work and Applied Social Studies

Programme Handbook 2021/2

**This Handbook is available online or in alternative formats.
Please contact hss-socialpolicy@bath.ac.uk or hss-socialwork@bath.ac.uk if required.**

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ABOUT THIS HANDBOOK

This is the 2021-22 handbook for SPS students on the undergraduate degree programmes.

The contents of this Handbook are accurate at the time of publication (September 2021) but information contained within may sometimes be subject to change after this Handbook has been issued.

Over the summer we wrote to you to explain how your programme has been adapted in response to COVID-19 and the resultant social distancing, these adaptations have been to implement the 'Bath Blend' approach to learning and teaching.

Unit detail (learning outcomes, synopsis and assessment pattern) is also available online via the Unit and Programme catalogue. 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. Any changes to services provided by the University will be communicated to you by that service via announcements.

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

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

SUPPORTING YOU

Student Support Services
https://www.bath.ac.uk/professional-services/student-services/
Counselling and mental health support
Disability Service
Student Money Advice
Welfare and Wellbeing Advice

Students' Union Advice and Support Service
www.thesubath.com/advice

Equality, Diversity and Inclusion
https://www.thesubath.com/diversity-support/

LGBTQ+ students
https://www.bath.ac.uk/campaigns/lgbtq-student-support-at-bath/

International Students
https://www.thesubath.com/international/
https://www.bath.ac.uk/guides/money-advice-for-international-and-eu-students/

Disabilities, long-term illness, and specific learning difficulties
http://go.bath.ac.uk/disability-service

Students with caring responsibilities
https://www.bath.ac.uk/publications/university-and-young-adult-carers/

Care-leavers, Estranged students and Foyer Residents

CORE UNIVERSITY SERVICES / INFORMATION

Dissatisfaction with a University service or facility (Complaints)
www.bath.ac.uk/guides/student-complaints-policy-and-procedure

Health and Safety
https://www.bath.ac.uk/topics/covid-19-information-for-students/
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/

Student Immigration Service
www.bath.ac.uk/topics/visas
Visa Extension Service
Academic Engagement rules for Tier 4 students

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

Academic Skills Support and Development
www.bath.ac.uk/campaigns/get-ahead-with-skills-at-bath
http://go.bath.ac.uk/my-skills

Learning Technologies & IT Support
https://www.bath.ac.uk/professional-services/digital-data-and-technology/

Careers Service

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

Students from a refugee background
https://www.bath.ac.uk/guides/financial-support-for-refugees/
https://www.bath.ac.uk/publications/university-and-refugees/

Student parents (including expectant parents)
https://www.bath.ac.uk/guides/student-parents/

Eurasmus and Visiting students
https://www.thesubath.com/erasmus/

SUPPORTING YOUR LEARNING

Your Learning
www.bath.ac.uk/guides/your-programme
Year dates and timetables
Blended learning (setting yourself up)
How we ensure the quality of your course, including making changes.

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

Student Representation and Engagement
www.bath.ac.uk/campaigns/student-engagement-shape-your-university

www.bath.ac.uk/professional-services/careers-service

Data Protection
www.bath.ac.uk/guides/data-protection-guidance
Bullying, harassment and victimisation
https://www.bath.ac.uk/forms/be-the-change-reporting-form/
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

Assessment
www.bath.ac.uk/guides/assessment-guidance-for-students
Important assessment information
Coursework submission (deadlines, word counts)
Assessment processes (marking, anonymous marking, moderation, scaling)
External examiners
Understanding your results
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 2021/22

Welcome to the 2021-2022 academic year. If you are one of our returning students or joining us for the first time, you will know that the year ahead will be different. I want to assure you that even if 2021-2022 will be different, staff in the department have worked incredibly hard to make sure you get a quality education and the best student experience possible.

So, there will be quite significant changes in the way we study, teach, and interact. We have reorganised the personal tutor and the dissertation supervision systems, introduced more peer to peer learning, set up smaller group learning, and arranged online opportunities for those who might not be able to come on to campus this year. Besides proving a quality education, we have worked hard to make sure all of you receive equal support in your learning and we hope the changes will achieve this.

You have chosen to study a subject that really matters and can make a difference in our world. We are all convinced that the social sciences can shed important light on issues that are important in our lives such as gender, race, poverty, climate change, criminal justice, welfare and social care. The pandemic is another global challenge that has led to major upheavals in all aspects of our lives. Our social sciences expertise is needed more than ever!

You are a member of one of the strongest social sciences department in the country. You are here because you deserve to be, and you should be proud of your achievements so far. We are certainly proud of you all and we hope that the year ahead helps you to grow as learners and as people.

In making plans for the new academic year, our priority has always been safety. We will continue to keep this as a priority throughout the year. This means that we need to look out for each other, keep in contact with each other, and care for each other. I would therefore encourage you all to stay in touch with staff in the department – we want to know that you are safe.

Finally, we have planned for different scenarios for the year ahead. Things may change or need to be changed so it is important that we work together to make the year a success.

2021-2022 will open new opportunities and challenges for us all. Let's work together to face those challenges and take advantage of the opportunities that come our way.

Dr Sarah Moore

(Head of Department)

ABOUT THE DEPARTMENT 2021/22

Who does what?

Head of Department (HoD)
Dr Sarah Moore is the Head of Department. She has overall responsibility for all academic affairs of the Department. **Dr Kate Gooch** is the deputy head of the department and is Chair of the Department's Undergraduate Programme Committee and Board of Examiners.

Director of Teaching (DoT)
The Director of Teaching has responsibility for the strategic development of learning and teaching within the Department. **Dr Pete Manning** is the Director of Teaching for undergraduate programmes in DSPS.

Director of Studies (DoS)
The Director of Studies (DoS) has general responsibility for quality management and support to students within your course and oversees the assessment procedures. You should talk to your Director of Studies if you are thinking of taking Director of Studies approved units. Different courses have their own Directors of Studies.

Dr Kate Woodthorpe – BSc Sociology, Social Sciences, Social Policy & Sociology & Social Policy
Dr Sarah Moore – BSc Criminology
Dr Megan Robb – BSc Social Work and Applied Social Studies
Dr Michael Bloomfield – BSc International Development with Economics

Assessment Officer (AO)
Dr Jennifer Golan is the Assessment officer for the Department. The Assessment Officer is responsible for processing all extensions requests and Individual Mitigating Circumstances (IMC) claims from students from all Undergraduate courses in the department. Requests should be sent on the correct forms with evidence to support the claim to sps-imc-ext@bath.ac.uk The forms are available on the SPS Undergraduate Student Information Moodle Page. Extensions are requested through the Extensions Powerapp

Academic Tutors (for students on all courses except the BSc Social Work)
For first year students in all programmes except Social Work, you will be assigned an Academic Tutor. An Academic Tutor is a member of the Department's teaching staff who will provide you with academic and pastoral support during the first year of your study. Pastoral Support involves having regular discussions about your overall academic progress, giving you general career advice, taking note of any circumstances that may be affecting your ability to study, and signposting you to other sources of support within the University. You will meet your Academic Tutor during the welcome week.

You should always contact your Academic Tutor in the first instance if you wish to change degree programme, this includes changing from a 3 to a 4 year programme or vice versa; if you wish to leave the University or transfer to another Department of the University; or if you have any special circumstances which may affect your study or assessment. They will help you consider your options and whether you need to discuss the issue further with your DoS

Dr Alejandro De Coss Corzo,
Holly Dempsey
Polly Winfield
Professor Joe Devine
Dr Phillippa Thomas
Dr Ben Radley,
Lonjezo Masikini
Dr Tina Skinner

Personal Tutors (Social Work)
For Social Work, instead of having an Academic Tutor, you will have a Personal Tutor. A Personal Tutor is a member of the Department's teaching staff who will provide you with academic and pastoral support during all three years of your study. You will meet your Personal Tutor in during the welcome week. S/he is responsible for providing pastoral support. Pastoral Support involves having regular discussions about your overall academic progress, giving you general career advice, taking note of any circumstances that may be affecting your ability to study, and signposting you to other sources of support within the University.

Personal Tutors provide a link to practice and will review your Practice Learning Agreement in the early stages of placement. Personal Tutors will also attend your interim review meetings and are a point of contact for the student, their Practice Educator or Practice Supervisor in the event of any difficulties in placement.

Student Peer Mentoring
All first year students will be allocated a peer mentor who is either a second or final year student. Student peer mentors provide additional support to first year students.

Peer Assisted Learning (PAL)
Some courses offer PAL sessions run by senior students (PAL Leaders) to help you practice your subject. PAL Leaders do not re-teach you or introduce any new material; instead, they help you to reflect on your lectures and work through recommended readings. PAL Leaders have studied your subject so know the demands of your course. If there is a PAL session for you, you will see it on your timetable.

DEPARTMENTAL ADMINISTRATORS

Claire Goldie is the programme administrator for the Criminology, Sociology, Social Policy, Social Sciences and International Development with Economics programmes. Her contact details are: hss-socialpolicy@bath.ac.uk or 01225 386245 or via Microsoft teams.

Emma Tarbuck is the programme administrator for the Social Work programme, and her contact details are: hss-socialwork@bath.ac.uk or 01225 386253 or via Microsoft teams.

They are responsible for managing the administrative arrangements of your programme, including assessment and examination processes. You can contact them in the Department

office (3E 3.17) or via any of the above contact details about any aspect of Departmental or University administration.

The Department of Social and Policy Sciences is primarily located in 3 East.

Communication between you and the Department

Due to covid working regulations the office may be limited to what they can offer in person, due to the introduction of hybrid working, but you can still contact them through email or calls. The Department office is based at 3E 3.17. You can also contact us on the relevant email address for all queries. The office is open between the following hours:

Monday – Friday 10am – 12pm & 2pm – 4pm

If the office is closed, you can email to the student shared emails or contact us via teams.

We contact you:
- Via your University of Bath email address. Most information is sent this way so please check these regularly (only use this one for University business – not your personal business) as you will miss important information. This is how we let you know about timetable changes, cancellations, re-locations, information about examinations, coursework and meetings. You must always use your university email for all correspondence with us as this is the way that we can identify you.
    - PLEASE MAKE SURE YOU REGULARLY REVIEW AND DELETE EMAILS AS APPROPRIATE SO THAT THERE IS ROOM IN YOUR INBOX.
- Via Moodle, where course unit and programme information can be found. The Moodle page for SPS undergraduate students can by the link below, you will be advised about this key resource during your welcome week.
  https://moodle.bath.ac.uk/course/view.php?id=54484
- Using the Departmental website (http://www.bath.ac.uk/departments/department-of-social-policy-sciences/). This is where you will find news but also get access to a range of important information.

You contact us:
- By e-mail. (email address can be found via the contact list at the front of the handbook). You must always use your Bath email to communicate with us.
- By knocking on the doors of academic staff – Where permitted with covid restrictions (all academic staff have 'office hours' these can be posted on Electronic sign up on Moodle or on their doors, but you can see them at other times by arrangement).
- By phone (see staff telephone list at the front of the Handbook).
- By Microsoft teams
- By calling at the Department office during the opening hours (where available due to covid restrictions).
- Note that due to Government restrictions, University regulations, and personal circumstances, staff members may not be available on campus. You will find alternative contact details via the ways above.

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

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We believe that learning is best achieved when everyone is able to benefit from the knowledge, skills and experience that the whole class can bring. Your participation is important to the success of the whole class. On that basis, we expect you to attend tutorials, lectures and seminars in accordance with University Regulations. Failure to maintain regular attendance can result in a student being 'precluded from continuing their studies and, where applicable, their registration [can] be terminated' (Reg. 3.1).

Regulations also require students to notify the Department if they are unwell. Specifically, 'absence due to ill health shall within three days be notified by students to the Head of their Department if the absence extends or is likely to extend beyond the period of three days. Apart from illness students will be granted leave of absence only with the prior permission of the Head of their Department or the person to whom the Head of Department delegates responsibility in this matter.' In the case of DSPS, the person to notify is your Academic or Personal Tutor (depending on your programme of study) or your Director of Studies

Attendance Policy- Social Work and Applied Social Studies

In addition, the general attendance policy of the Department of Social and Policy Sciences (set out above) the social work programme has attendance procedures that apply to all Social Work and Applied Social Studies students. As this course leads to a professional qualification, all teaching is directly applicable to the social work profession and is deemed essential. It is therefore the expectation that social work students attend all lectures unless there is a valid reason for their absence. A register is taken for all social work and applied social studies units and students are expected to email the unit convenor with their apologies and a reason for their absence from a lecture. Students are also expected to make up for the missed session by reviewing lecture notes on Moodle, discussing the lecture with their fellow students and completing the required reading. If a student misses 3 lectures in a unit, the convenor will email the student and their tutor to request that a meeting takes place to discuss their absence and how the student will make up for the lost learning opportunities. If a student misses 5 or more lectures in a unit the convenor will contact the student and the Director of Studies, who will then meet with the student and the unit convenor to discuss the absences, additional work may be set to help the student make up for the missed learning in lectures. Social work students who fail to maintain regular attendance may become subject to regulation 3.1 (discussed above).

Communicating with us
Staff will primarily contact you via your Bath email. We expect you to be regularly checking your email and responding if required. Teaching members of staff also have office hours,

These are publicised during their lectures, on Moodle, and on their office doors. Some also have the option of being able to book an appointment online. Please feel free to call staff members by their first name.

Person finder
If you need to find out a staff member or students' contact details, the best place to start is using the University's person finder application online, which can be located from the Bath home page. http://www.bath.ac.uk/contact/?search=advanced

Email etiquette
We want to be able to reply to emails as promptly as possible. Please do not treat emails as texts or memos. Remember to start the email with Dear XXXX (eg. Dear Joe), write in full sentences and sign off with your name. Please do not expect an answer outside office hours, including weekends.

What to do if you need to raise an issue/complaint

DSPS Staff work hard to ensure that your learning experience is of a very high quality, but even the best units may have problems from time to time. If you have a concern or complaint that is related to DSPS, such as the content and/or delivery of a unit or timing of feedback, please use the follow process:

1. Contact the teaching assistant, teaching fellow, Academic or Personal Tutor (depending on your programme of study), lecturer, unit convenor or Administrator directly responsible to discuss your concerns.

2. If the issue is not resolved after 1, or you feel unable to contact that person, contact the Director of Studies for your programme or your academic representative on SSLC (the latter is your elected student representative).

3. If the issue is not resolved after 1 and 2, contact the Head of Department.

4. If the issue is not resolved after 1, 2 and 3, you wish to take the issue further, and the complaint is not about a mark, please follow the process outlined from stage 2 outlined at http://www.bath.ac.uk/university-secretary/guidancepolicies/studentcomplaints.html and given in detail at http://www.bath.ac.uk/regulations/Appendix1.pdf. If your complaint is about a mark for your work step 4 of this process would be for the Faculty to undertake an academic review, details of which can be accessed on: http://www.bath.ac.uk/registry/appeals/acad-review

KEY CONTACTS/STAFF LIST

ALL EXTENSION NUMBERS CAN BE PREFIXED BY '01225 38' FOR AN EXTERNAL DIRECT LINE

Extn	Name	Email address	Room
6861	**AITKEN**, Dr Dominic Lecturer in Criminology	da779@bath.ac.uk	3E 4.14
4579	**ARRONDELLE**, Dr Donna Lecturer in Politics and International Relations Academic Tutor – Year 1	dla25@bath.ac.uk	3E 2.19
6861	**BEKTESHI**, Dr Venera Senior Lecturer in Social Work	vb456@bath.ac.uk	3E 4.21
3857	**BLOOMFIELD**, Dr Michael Lecturer in International Development Director of Studies – ID with Economics	mjb222@bath.ac.uk	1E 2.02
6264	**BORGELIN**, Mrs Alison Departmental Coordinator	sssasw@bath.ac.uk	3E 3.18
TBC	**BOYLES,** Mrs Jo Lecturer in Social Work	jb3339@bath.ac.uk	
5284	**BROWN**, Prof Louise Professor of Social Work	hsslb@bath.ac.uk	3E 3.41
4685	**CARMEL**, Dr Emma Senior Lecturer in Social Policy	sssekc@bath.ac.uk	3E 4.03
5804	**CHANNON**, Dr Melanie Lecturer in Social Policy	mdc51@bath.ac.uk	3E 3.2c
5259	**CHARLES**, Dr Aurelie Lecturer in Global Political Economy	acc97@bath.ac.uk	3E 4.21
3074	**COOKE**, Prof Lynn Prince Professor of Social Policy	lpc26@bath.ac.uk	3E 3.14
3859	**COPESTAKE**, Prof James Professor of International Development	hssjgc@bath.ac.uk	3E 3.39
5813	**DAVIS,** Mrs Jo Professional Practice Tutor	jd2047@bath.ac.uk	3E 4.9
3160	**DE COSS-CORZO,** Dr Alejandro Lecturer in Sociology Senior Tutor & Peer Mentor Co-ordinator	adcc20@bath.ac.uk	3E 4.08
	DEMPSEY, Dr Holly Academic Tutor	hd647@bath.ac.uk	
3539	**DEVINE**, Prof Joe Professor in Global Development Deputy Dean – Faculty of HSS Academic Tutor	ecsjd@bath.ac.uk	3E 3.40
6958	**DINERSTEIN**, Dr Ana Reader in Sociology	sssacd@bath.ac.uk	3E 3.30

4290	**DIXON**, Dr Jeremy Senior Lecturer in Social Work	jd582@bath.ac.uk	3E 3.23
6846	**GEARON**, Dr Alinka Lecturer in Social Work	ag290@bath.ac.uk	3E 4.15
5259	**GOLAN**, Dr Jennifer Lecturer in International Development Assessments Officer – Undergraduate degrees	jmdg21@bath.ac.uk	3E 3.03
6245	**GOLDIE**, Ms Claire Undergraduate Programme Administrator	hss-socialpolicy@bath.ac.uk	3E 3.17
3720	**GOOCH,** Dr Kate Senior Lecturer in Criminology Deputy Head of Department Placements Co-ordinator <mark>Director of Studies - Criminology</mark>	kg637@bath.ac.uk	3E 3.16
4156	**HART**, Dr Jason Senior Lecturer in International Development	jh462@bath.ac.uk	3E 3.31
6812	**HICKMAN**, Ms Caroline Lecturer in Social Work	clh32@bath.ac.uk	3E 3.35
TBC	**HOWARD,** Dr Neil Lecturer in International Development	nph28@bath.ac.uk	TBC
TBC	**JAYNES** Dr Beth Lecturer in Social Policy	bmj21@bath.ac.uk	TBC
5806	**JAWAD**, Dr Rana Senior Lecturer in Social Policy	rj349@bath.ac.uk	3E 3.15
5851	**JEWKES**, Prof Yvonne Professor in Criminology	yj629@bath.ac.uk	3E 3.13
5824	**KANABAR**, Dr Ricky Lecturer in Social Policy	rk735@bath.ac.uk	3E 3.2a
4612	**LENNER**, Dr Katharina Prize Fellow	kl612@bath.ac.uk	3E 2.10a
4524	**MACONACHIE**, Dr Roy Reader in International Development	rm334@bath.ac.uk	3E 3.28
5259	**MAITROT**, Dr Mathilde Lecturer in International Development	mm880@bath.ac.uk	3E 4.21
5285	**MANNING**, Dr Peter Lecturer in Sociology Director of Teaching	pm734@bath.ac.uk	3E 4.2
	MASIKINI, Lonjezo Academic Tutor	im2234@bath.ac.uk	
3549	**MOORE**, Dr Sarah Senior Lecturer Sociology Head of Department	sm2315@bath.ac.uk	3E 3.33

4204	**OZIERANSKI**, Dr Piotr Senior Lecturer in Sociology	po239@bath.ac.uk	3E 4.35
6831	**PAPADOPOULOS**, Dr Theo Lecturer in Social Policy	hsstp@bath.ac.uk	3E 3.22
6861	**PENDLE**, Dr Naomi Lecturer in International Development	nrp36@bath.ac.uk	3E 4.13
4329	**PINEIRO-MACHADO**, Dr Rosana Lecturer in International Development Dissertation Co-ordinator	rpm47@bath.ac.uk	3E 3.36
5968	**RADLEY**, Dr Ben Lecturer in International Development Academic Tutor	borr20@bath.acc.uk	
5298	**ROBB**, Dr Megan Lecturer in Social Work Director of Studies – Social Work & Applied Social Studies	mlr40@bath.ac.uk	3E 3.12
6090	**ROOM**, Prof Graham Professor of Social Policy	hssgjr@bath.ac.uk	3E 2.18
5838	**RUTTER**, Prof Harry Professor in Global Public Health	hr526@bath.ac.uk	3E 3.37
6841	**SKINNER**, Dr Tina Senior Lecturer in Sociology Academic Tutor	sssts@bath.ac.uk	3E 3.25
6691	**SUN**, Dr Yixian Lecturer in International Development	ys2327@bath.ac.uk	
6253	**TARBUCK,** Miss Emma Undergraduate Programme Administrator	hss-socialwork@bath.ac.uk	3E 3.17
3585	**TROYER**, Dr John Senior Lecturer in Sociology	jt318@bath.ac.uk	3E 3.24
6137	**WALTON**, Dr Oliver Senior Lecturer in International Development	oew20@bath.ac.uk	3E 3.21
	WINFIELD, Dr Polly Academic Tutor – Year 1	paw37@bath.ac.uk	
TBC	**WOOD**, Dr Phillippa Lecturer in Criminology Academic Tutor	pt581@bath.ac.uk	3E 3.38
6852	**WOODTHORPE**, Dr Kate Senior Lecturer in Sociology Director of Studies: SP Degrees	kvw23@bath.ac.uk	3E 3.27

ABOUT YOUR PROGRAMME

The Criminology, Sociology, Sociology and Social Policy, Social Policy, Social Sciences, and International Development with Economics degrees last for three years except those with a placement year. If you are doing a four year programme, it will include a placement during the third year. Students on these programmes can choose to do a placement of at least 30 weeks.

The Social Work programme lasts for three years. Social work students must do two placements (80 days in Year 2 Semester 1 and 90 days in Year 3 Semester 2).

While the degree programmes are designed to prepare you for a wide range of careers in the public, private and voluntary sectors, their primary aims are:

- to develop your knowledge and understanding in social sciences
- to develop your critical and analytical powers
- to develop your skills, in particular
- intellectual skills
- research skills
- professional practical skills
- problem-based and collaborative learning skills
- interpersonal skills

BSc (Hons) Criminology
Criminology teaching at Bath is committed to exploring issues and theories of crime, criminal justice policy, and approaches to justice and redress across international contexts and from different disciplinary perspectives. Students will be equipped with the methodological skills required to study crime, while theoretical and topical units in the Department of Social Science will help students situate crime in the wider landscape of social and political life.

BSc (Hons) Sociology
Sociology teaching at Bath is based upon its international and interdisciplinary research strengths in inequality, work and employment, death and dying, international development and political sociology. The core of the sociology degree is made up of units in social theory and research methods and the philosophy of the social sciences. You can make up the rest of your programme from other sociology units, social policy, international development units or units from other departments.

BSc (Hons) Social Policy
Bath is one of the leading UK centres for social policy research and teaching. The programme includes detailed coverage of policy areas such as health care and social security, and the impact these policies have on people's lives. It is embedded in both global and comparative analyses of the dynamic nature of social welfare and systems of governance in the 21st century. Further, it is designed to equip students with the skills to analyse both UK and European social policies and the relationships between political values and social policy based on an understanding of theories of welfare state development and a critical approach to the use of sources of data about a range of policy areas.

BSc (Hons) Sociology and Social Policy

This joint degree provides an opportunity to combine the main features of the sociology and social policy programmes. The programme provides a good example of the Department's approach to social science by linking theoretical and practical approaches to questions of inequality and social justice. It combines an understanding of the theoretical basis of sociological perspectives and fundamental concepts in sociology with knowledge of welfare institutions, theories of welfare state development and an understanding of the relationship between human needs and social welfare.

BSc (Hons) Social Sciences

This is the most flexible programme we offer. There are fewer compulsory units on this degree. Your programme is made up of units you choose from sociology, social policy, psychology, politics and languages. It is especially appropriate for students who, while interested in the social sciences in general, do not wish to specialise in one particular discipline. You will take units in research methods and in at least two of the following areas of social science: sociology, international development, social policy, politics, and psychology.

BSc (Hons) Social Work and Applied Social Studies

The social work degree is the qualification for professional social work and draws on a range of social science subjects. The degree is approved by Social Work England to provide the skills, knowledge and understanding of values required to become a professional social worker. The programme seeks to ensure that the structural causes of disadvantage are addressed and that students become aware of prejudice and discrimination in institutions and individuals, including themselves, in terms of age, class, disability, ethnic or national origin, gender, mental health, race, religion and sexuality. Students must pass all units in all three years.

BSc (Hons) International Development with Economics

The degree is based around four streams. Three streams focus on economic, political, and sociological dimensions; the fourth stream looks at links between these perspectives and the practicalities of working in international development. Therefore, your programme is made up of units from Economics, Politics, Sociology and Anthropology, and International Development. The programme is aimed at giving you an in-depth and critical understanding of the challenges facing our contemporary world—poverty, inequality, climate change—from a range of social science perspectives.

PROGRAMME AIMS AND LEARNING OUTCOMES

The aims and learning outcomes for each degree programme can be found in the programme specifications for each degree programme These can be found here:
(This link is still in the process of being updated so is not live as of yet).

https://www.bath.ac.uk/publications/humanities-social-sciences-undergraduate-programme-specifications-2021-22/

PROGRAMME DESCRIPTION: STRUCTURE OF YOUR PROGRAMME

Please note that the content of the programme description below is correct at the time of publication and that programmes and units may be subject to reasonable change (see also Further information

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

UNIT AND PROGRAMME CATALOGUES

This is where you will find details about all individual units for the current academic year: http://www.bath.ac.uk/catalogues/. The Catalogues also provide links to the University's assessment regulations, showing how these are applied to this programme of study.

The online Unit and Programme Catalogues provide details of the structure of taught programmes offered by the University and of the content of their component units, for the current academic year and for previous years. Please see the website for dates when the Catalogue for the next academic year will be available online. The Catalogues also provide links to the University's assessment regulations, showing how these are applied to programmes of study.

Unit and Programme Catalogues: www.bath.ac.uk/catalogues

Please Note: if you are using the direct web links above in your second, third or fourth year of study please you can ensure **you are looking at the most up to date version** of the programme description by simply changing the years in the web link (e.g. 2021/22 would change to 2021/22 next year). http://www.bath.ac.uk/catalogues/2021-2022

PROFESSIONAL BODY ACCREDITATION

BSc (hons) Social Work and Applied Social Studies degree is approved by the social work regulator, Social Work England.

YOUR LEARNING

Having received feedback from our current students and teaching staff about their experience of blended learning in 2020/21, our approach in 2021/22 aims to keep the best of what we've put in place successfully over the last academic year. We are committed to providing a high-quality learning experience that is rich and varied, whilst ensuring we can be flexible if required by government restrictions.

Your learning will consist of structured activities – both in person teaching on campus, and structured online learning delivered through the University's virtual learning environment – as well as independent learning.

Online activities may include following a recorded lecture, or other learning materials, or joining a timetabled live interactive session through Teams or Zoom.

If the UK government restricts how we can deliver your course through social distancing measures or a lockdown, we are able to move all your learning online.

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 teaching on campus and any Live Online Interactive Learning (LOIL) sessions you may have 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.

We expect you to be able to read the timetable so that you can attend all your lectures and seminars. You will be taught how to read the timetable in welcome week.

Timetables show the unit code, whether it is a lecture or other kind of class, the weeks that a particular class runs and the room number (an example is given below and explained in brackets). Week numbers are shown in the Academic Calendar, with the first week of semester 1 as week 1.

	10.15 (time)
Mon (day)	SP10204-Lec (unit code – Lecture)
	Prof Joe Devine (Lecturer)
	1-11 (weeks running) 3WN 2.1 (room)

If you have any questions about how the timetable works, please see your personal tutor in the first instance.

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

CORE UNITS IN YEAR ONE

Your degree programme is made up of compulsory and optional units. This section details the compulsory units for your degree programme, and the section below provides information on optional units.

You will all take the same compulsory units in Year 1, apart from students on the Criminology, Social Work and Applied Social Studies and International Development with Economics programmes. Bar SP10059 and SP10159, social work students take the same compulsory units as other students in year one but have mandatory social work units they must complete and pass as well. These additional Social Work and Applied Social Studies units are detailed on SAMIS in the Programme Description.

Semester 1
SP10043 Understanding Society: Britain in Global Context
SP10002 Social Problems and Social Policy
SP10059 Becoming a social science researcher: Part 1

Semester 2
SP10044 Classical Sociological Theory
SP10001 Social Policy, Welfare and the State
SP10159 Becoming a social sciences researcher: Part 2

SP10043 and SP10044 provide an introduction to sociology. You are not expected to have done any sociology before, although some students will have done courses at A Level or Access.

SP10002 and SP10001 are introductory social policy courses. Social policy is not taught in schools or colleges, so not many students will have taken courses in social policy before.

SP10059 and SP10159 are focused on research methods and the study skills you will need in your degree programme.

Non-Social Work students should choose TWO additional 6 credit units in semester 1 and a further TWO 6 credit units in semester 2 to make up your full programme for Year 1. Please note some language and psychology options are 12 credit units which run over two semesters. If you choose a 12 credit unit in semester one this will mean you will automatically use up one of your 6 credit options for semester two. Check your programme details on SAMIS for information about the options available to you.

For the BSc (Hons) International Development with Economics, the compulsory units are as follows:

Semester 1
ES10010 Introductory Economics **(All Year Unit)**
SP10204 Introduction to International Development
SP10206 Thinking and working cross-culturally: Introduction to social analysis of development
ES10007 The Modern World Economy
SP10059 Becoming a social science researcher: Part 1

Semester 2
SP10203 Development Economics: microeconomic perspectives
SP10205 Introduction to Politics of Development
SP10159 Becoming a social sciences researcher: Part 2

For the BSc (Hons) Criminology, the compulsory units are as follows:

Semester 1
SP10357 Crime and Society
SP10358 Critical Thinkers in Criminology

SP10059 Becoming a Social Scientist Part 1

Semester 2
SP10336 Criminal Justice Processes and Practices
SP10337 Crime, Social Justice and Social Policy
SP10159 Becoming A Social Scientist Part 2

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

PHYSICAL STUDY SPACE – 2021/22

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.

OPTION CHOICES

Information about how and when to choose your option units can be found online.
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.

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

Students studying for the BSC Criminology and BSc Social Work and Applied Social Studies degree programme do not have any options as all of the course units are mandatory.

BSc International Development with Economics students have no optional units in semester one, Year 1. They must select ONE 6 credit optional unit in semester two to make up their full programme for Year 1. Details of the optional units are available at
http://www.bath.ac.uk/catalogues/2021-2022/sp/UHSP-AFB21.html

BSc Sociology, BSc Social Policy, BSc Sociology and Social Policy, and BSc Social Sciences students must select TWO 6 credit optional units in semester one and semester two. Details of the optional units available for these programmes can be found by following the links on this page: http://www.bath.ac.uk/catalogues/2021-2022/sp/sp-proglist-ug.html

BSc Criminology students have no optional units for the first year, but will be able to choose optional units in the second and final year.
http://www.bath.ac.uk/catalogues/2021-2022/sp/UHSP-AFB22.html

An optional unit is a unit you can choose to contribute towards your 30 credits for each semester. Information about how to choose optional units can be found at:
http://www.bath.ac.uk/catalogues/information/students/online-unit-selection.html

You can choose your options from those provided by DSPS, or you can go outside the Department and choose units that are available for students on your programme or 'generally

available units' (GAUs), which are available to students on most programmes across the University. You will find descriptions of the units you can choose on SAMIS and the online programme catalogues for each department. Some units have pre-requisites which means you need to have completed an earlier unit, so it is worth looking ahead to later years to make sure you are not prevented from taking a unit because you have not completed the pre-requisites.

You will find that options are available from other Departments in all three years of your programmes, and that these can form a coherent pathway in Politics, Economics, International Development or Psychology to complement the major part of your degree. You may be able to take units from other Departments as 'Director of Studies approved units'. If you want to take a unit that is not normally available to students on your programme and is not a GAU you can discuss this with your Personal Tutor who will then refer you to your Director of Studies. You will also need to seek approval from the Director of Studies in the 'host' Department before then seeking approval from your own Director of Studies.

You can find out what GAUs exist here: http://www.bath.ac.uk/catalogues/2021-2022/

All units carry a prefix, indicating which department the unit belongs to:
  SP = Department of Social and Policy Sciences
  ES = Department of Economics
  ED = Department of Education
  PL = Department of Politics, Languages & International Studies
  MN = School of Management
  PS = Department of Psychology

You may not choose an option that is above the level of your current year of study, but final year students may choose up to two Year 2 options during their final year.

Units may be withdrawn if an insufficient number of students enrol to take them or if for any reason the University is unable to offer them. Option choices cannot be guaranteed. New units may also be introduced, and you will be advised of these. A wide range of possible combinations is permitted but are subject to timetabling constraints, particularly where units are provided outside the Department.

We will provide you with suggested pathways during your first year, so you can consider specialising in an area of your choice and interest during your degree.

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 personal tutor/Director of Studies.

You must always register your option choices on SAMIS by the deadline date. If you do not do this, you will not be included on mailing lists for your units and will miss important information about assessment, such as the time of an exam. The space available on units operates on a first-come-first-served basis. Please note that you are to choose units for the whole of your first year (both semesters). During the first week of each semester you can

attend any unit to help you decide what to choose, but you can only change if you have a good reason.

In April of your first year of study, you will be invited to choose your options for the whole of Year 2. We will give more advice on this at that time.

Language options

There are two ways of choosing a language option. Students with a good A Level pass or equivalent in the appropriate language may choose units provided by the Department of Politics, Languages and International Studies (PoLIS). Credits achieved in this way will count towards your degree. These options are listed on SAMIS in the programme description and if you choose one of them you would normally do so for the whole year. Students who take the International Development Degree are able to take this as an additional 3 credit unit and not as an optional unit (please see paragraph below), this should be discussed with your personal tutor or director of studies to which is suited for this degree.

Alternatively, you may choose to study languages through the Foreign Languages Centre (FLC). These courses start from beginners' level and you can check which level is appropriate for you. Some of these units are worth 3 credits, others are worth 6 credits. The former are elective units, and do not count towards your degree. The 6 credit FLC units can could towards your degree; please contact your Director of Studies to ask for approval for these units to be credit-bearing. In either case, the fact that you have taken a FLC unit, and the result you have obtained, will be recorded on your transcript of results. Languages available, at different levels, include French, German, Italian, Spanish, Mandarin Chinese, Russian and Japanese. If you wish to do these you will need to contact the Foreign Languages Centre in the first instance so that they can assess what level of study would be appropriate for you.

English language units are available too from the English Language Centre to students across the University. Some of these are geared to the needs of international students, and some to the needs of native English speakers. These courses will not count towards your degree but they may help you to improve your essay writing skills.

PLACEMENT SUPPORT

The University is committed to enhancing students' vocational outcomes and learning experiences by supporting placements. We have a dedicated placements team to support and guide you through the process of applying for, securing and successfully completing a placement.

As part of the BSc Criminology, BSc Sociology, BSc Sociology and Social Policy, BSc Social Sciences, BSc Social Policy, and BSc International Development with Economics students have the opportunity to take a placement year during the third year of their degree programme. This is voluntary, and students are able to transfer onto (or off) the 4 year programme during their second year of study. Overseas placements are possible, but students pursuing these opportunities usually take the initiative in identifying and liaising with the organisation in question.

The contact details for your Placements Manager details are in the front of this Handbook. **If you have any COVID-related concerns then please contact the placements team.**

For some placements, there is a requirement for a Disclosure and Barring Service (DBS) check and you should liaise with the placement 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, in person or remotely, 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 or equivalent (which helps you to structure your placement objectives and personal development) and the Goals, Objectives and Learning form (GOLF), where applicable, for assessing your performance against these objectives.

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

Social Work and Applied Social Studies Placements
Social Work and Applied Social Studies students have to complete and pass two periods of assessed practice learning or placements. In Semester 1 of Year 2 and Semester 2 of Year 3, students will spend the semester in a practice learning setting. All practice learning opportunities are full time i.e. 37.5 hours a week. They may take place in a voluntary, private, independent or statutory agency.

The emphasis of practice learning in Year 2 is on broadening student understanding of social work, offering opportunities to experience work with service users and reflecting on strategies to enable work within an anti-racist and anti-discriminatory framework. In Year 3 students are expected to work towards practice at a qualifying level by the end of the period of practice learning.

All the agencies offer ample opportunities to work with service users, learn and develop skills, knowledge and values in social work. Placements offer students opportunities to learn in and from practice. Regular and structured supervision during placement enables students to discuss and critically reflect on practice. Supervision is also the forum where students can explore theories, practice methods and the value base of social work as well as identify and experience strategies for practice. All Social Work placements are found by the placements officer and not by the student for this degree programme.

Alongside the learning is the assessment of practice and students are required to write reflectively about their practice, providing evidence of competence to their practice educator (PE) or off site practice educator (OSPE).

The practice units and value requirements are assessed against the Professional Capabilities Framework (PCF). Students are required to provide written evidence of all applicable

domains of the PCF within the Practice Units (see Social Work and Applied Social Studies placement handbook).

If you have any COVID-related concerns then please contact the placements team.

STUDENT EXCHANGE/STUDY ABROAD

Please note that the university does not offer study abroad options for SPS students. Summer schools at partner universities such as East Asia are sometimes organised through the Universities International Mobility Office (IMO). Information regarding these are circulated to students. SPS does not manage this information and interested students should contact the IMO to enquire about such opportunities. SPS does however host visiting exchange students every year, usually from Canada, China and the USA, SPS students are encouraged to make contact with them. Please also note that the placement year offers an opportunity to pursue international interests if you so wish.

UNIT AND PROGRAMME CHANGES 2021/22

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

We continually look for ways to develop and improve our programmes, 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.

In addition, it is sometimes necessary to make changes due to unforeseen or unavoidable circumstances. The need to adapt to circumstances created by the global pandemic was a significant example of this.
This could also 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.

DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

For Social Work and Applied Social Studies **only**, you will be required to undergo an enhanced Disclosure and Barring Service (DBS) check at the start of your studies (Semester 1, Year 1). If the results of this check show that you have a spent or unspent criminal conviction, caution, reprimand or warning it will be considered under the University's Fitness to Practice policy, and if it is deemed unacceptable for the Social Work profession you may be required to withdraw from your programme. Students will not be permitted to undertake any direct work with service users without a DBS check in place.

Overseas applicants and UK applicants who have lived abroad for a period of six months or more, within the last five years, will also be required to produce a criminal records check, or "certificate of good character" from those countries that they have lived in.

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

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 2021/22 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

Submission deadlines for coursework can be found in Unit Handbooks and on the Moodle page for the Unit. Make sure you read the Unit Handbooks carefully to understand the assessment requirements; each unit has its own requirements. These can vary from online only submission to having to hand a hard copy of a particular piece of coursework

It is important that you make sure you have the correct submission information which also includes the correct deadline date and time. Please note that if you are taking units from outside the department, they also may have different requirements to your own department, so it is extremely important to check this.

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 Assessments Officer may grant you an extension to the specified submission date. You can use the Powerapp to request these. To contact the Assessments Officer please use the email sps_imc_ect@bath.ac.uk

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 Academic or Personal Tutor (depending on your programme of study) or the Assessments Officer as soon as possible if you become concerned about your submission deadlines.

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. 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.

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.

Anonymous marking applies for most Undergraduate units in the Department of Social and Policy Sciences, with the exception of the final year dissertation, which is double-marked by two members of academic staff. Methods of feedback vary according to assessment type, level of study, and your own individual needs. Written feedback will be provided for all assessed coursework and normally within three working weeks after the final submission deadline. Please note that coursework marks are provisional until they are agreed by the Faculty Board of Studies. Exam marks are also released on SAMIS following the meeting of the Faculty Board of Studies. In addition to this, generic feedback on students' performance in a particular exam is provided via unit Moodle pages. Feedback on your overall academic performance is available from your Personal Tutor. Students are encouraged to seek out this holistic feedback after results for each semester are released on SAMIS.

The Purpose of Feedback
We are committed to providing timely and appropriate feedback to you on your academic progress and achievement. The purpose of feedback is to help you understand (i) the marks or grades you have received for the work submitted, and (ii) how your performance might be improved in future. Feedback therefore enables you to reflect on your progress and plan your academic and skills development effectively. In this respect, feedback, and acting on feedback, is part of the active learning process throughout your programme of study.

Responsibilities of staff
Staff are committed to providing feedback, consistent with the Department's generic marking criteria, which will aid your academic development. The feedback will help you establish what you have done well and where improvement could be made. Unit conveners will provide clear information on the assessment process, the manner in which feedback will be returned to students, and the grading criteria applied to each assessment. The Department's generic marking criteria is available in the Programme Handbook, on Moodle, and in the Appendix to this document. General coursework submission rules can be found in the Programme Handbook. Unit Handbooks and Moodle pages also provide unit-specific information on coursework submission.

Written coursework
Staff are committed to providing written feedback on both formative and summative written assignments within three working weeks of the published submission date. If students require clarification or further feedback, one-to-one sessions can be arranged with the marker.

In-class tests and written examinations

Unit convenors will provide generic feedback on all examinations via the unit Moodle page. There will also be opportunities for one-to-one feedback sessions if required. Generic feedback will outline commonly-made mistakes and the characteristics of especially good answers. If you put in a request to the unit convener, with a specific reason for doing so, you will be able to access your individual examination script, but you will not be allowed to take the script away.

Oral presentations

Staff have a responsibility to explain to students the expected structure and duration of the presentation, as well as the criteria used to assess this form of work. Staff will also explain the form in which students will receive feedback. If the presentation is a summative assessment, written feedback will always be provided. If the presentation is formative, staff might give feedback orally. Feedback will normally be provided within three working weeks of the presentation.

Dissertations

All dissertations are double-marked in DSPS. The markers will provide you with joint feedback on this piece of work. Students can also expect feedback from their supervisor on drafts of some parts of their dissertation. Dissertation handbooks detail the amount of material for which supervisors will provide feedback. Marks for Undergraduate dissertations are released at the end of the examination period in semester two. This is to avoid affecting students' performance in exams.

Student responsibilities

It is in your interest to read and take note of feedback. The feedback does not just explain your mark, but should also guide your further study. As such, you have a responsibility to consider feedback given on your work, to seek to understand it, and to act on it. On receiving your written feedback, if you are unsure of any of the marker's comments, you should take the opportunity to meet with your personal tutor or unit convener to discuss the feedback and ways you can improve your work. It is also your responsibility to locate, understand, and follow the coursework submission rules, including those in other Departments if you are taking a unit outside of DSPS. Finally, students have a responsibility to be familiar with the Department's generic marking criteria (see Appendix 2) and read feedback in a timely manner.

SPS MARKING CRITERIA

	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)	
FAIL	0-14	No or very little evidence of any relevant reading.	Superficial, weak or incomplete engagement with any relevant material, Mainly common-sense assertions reproduced uncritically.	Little evidence of any structure, poor organization and expression. No referencing or references lacking basic information.	
	15-34	Little evidence of relevant reading; reading has been misunderstood or misrepresented. Most of the material provided is irrelevant. Major gaps in knowledge and/or understanding of the material. Failure to demonstrate understanding of key concepts.	Poor understanding of the question/title or task set. No connections between reading and the question/title set. No conclusions drawn from material used.	A basic structure to the work is present (e.g. an introduction), but poor use of language. Very little referencing.	
	34-35	Some reading may be relevant, but much is from inappropriate sources (such as non-academic media outlets), lecturer notes, and/or has been misunderstood or misrepresented. Large amounts of irrelevant material. Major gaps in knowledge and/or understanding of the material. Failure to demonstrate understanding of key concepts.	Little understanding of the question/title or task set as demonstrated by limited links between material used and question/title or task set. No, or inappropriate, conclusions drawn from material used.	A basic structure to the work is present (introduction and/or conclusion), but poor use of language. Some points may be references but referring is incomplete.	

	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)
3rd	40-42	**Core 3rd class attributes:** Evidence of selection of material from a limited range of sources; few if any sources beyond class/lecture notes, limited evidence of research, some appropriate material used but not adequately developed or explained. Key issues may be identified but understanding is partial.	Mostly descriptive, with limited analysis and reflection. Weak sequencing of material and lacking overall coherence. Does not appropriately or explicitly answer the question/title/task.	Some elements of an appropriate structure (introduction and/or conclusion) but no signposting in the text. Main sources referenced, but referencing incomplete.
	43-46 *Core 3rd class attributes plus*:	Ability to communicate identifiable facts and concepts but lack of clarity, accuracy and detail.	Little connection between reading and the question set.	Poor use of language and/or referencing.
	47-49 *Core 3rd class attributes plus*:	Evidence of the ability to write descriptively about a subject, showing some understanding, but still no attempt to generalise or discuss.	Some attempt at making connections between reading and the question set, but ideas not adequately explored.	Poor use of language and/or referencing.

	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)
2ii	50-52	**Core lower 2nd class attributes:** The focus of the question/title/task is understood and key issues are identified. Limited reading beyond class/lecture notes, some evidence of independent research. Some key concepts, issues, debate and/or theories explained, but explanations are partial/incomplete.	Some evidence of engagement with material that goes beyond description. Some relevant material is selected and applied to the question/problem/task. Limited attempts to synthesise material into a coherent piece of work. Provides an appropriate answer to the question/title/task.	Appropriate use of language most of the time, broadly appropriate structure. Some evidence that an appropriate argument or line of thinking is being developed with a related conclusion. Main sources correctly referenced.

	53-56 *Core lower 2nd class attributes plus*:	Some attempt to discuss topics and provide examples, but explanations partial or incomplete.	Some evidence of independent research and ability to identify key areas, but lacking in depth and scope.	Clear structure, with appropriate use of language and constructs throughout.
	57-59 *Core lower 2nd class attributes plus*:	Good work, which engages with material beyond description, but without effectively drawing on relevant additional materials.	Some demonstration of good ability to integrate information beyond class notes.	Clear structure, appropriate use of language, basic reference section.
2i	60-62	**Core Upper 2nd class attributes:** Evidence of reading from an appropriate range of recommended sources. Key issues, concepts and debates are identified and explained clearly but there may be some missing elements. No significant weaknesses in knowledge or understanding.	Terms of the question/title/task are understood. Material is synthesized and deployed effectively to address the question/title/task explicitly. Analysis is informed by appropriate theoretical perspectives. Some awareness of competing/alternative ways of analysing key issues and of critical thinking.	Clear structure, including an effective introduction and a conclusion, which is appropriate to the question/title/task. Concise use of language, but argument sometimes lacks coherence. Most material used is correctly referenced.
	63-66 *Core upper 2nd class attributes plus*:	Well-constructed answer demonstrating understanding of broader reading from recommended sources, addressing all relevant parts of the question.	Demonstration of appropriate wider reading and appropriate use of examples to illustrate points and justify arguments.	Clear structure, with very good use of appropriate technical/ conceptual language. All material correctly referenced.
	67-69 *Core upper 2nd class attributes plus*:	Good links made between evidence and the task set, no significant weaknesses in knowledge or understanding across all parts of the question. Work of very good quality.	Evidence that responses are theoretically informed and one or two very good examples of a critical/analytical approach.	Coherent and concise arguments formed using appropriate technical/conceptual language. Very good range of correctly referenced material.

	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)
		Marks over 70% are 'spot' marks of 70%, 74%, 79%, 85%+.		

	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)
FIRST	70	**Core 1st class attributes:** Material selected from a wide range of appropriate sources that shows evidence of appropriate independent reading. No significant gaps in knowledge or understanding.	Concepts are defined, explained and applied directly, explicitly and critically to the question/title/task. Material is deployed in a manner that is critically self-aware. Relevant theories are analysed and compared. Evidence used is critically assessed. The author displayed some originality.	The argument is well-organised, coherent and sophisticated. The structure is very clear. Technical and/or theoretical language is used appropriately, skilfully and creatively. Referencing and bibliography are complete.
	74 + 79 *Core First class attributes plus*:	Consistently uses material drawn from a wide range of sources, including other disciplines where appropriate. Selects appropriate material from sources used, and gives reasons for selections made.	The author demonstrates an excellent grasp of relevant concepts, issues, debates and theories. The author is able to distinguish between primary and secondary issues, and to show why some issues are more important than others.	The author demonstrates an excellent ability to develop an argument. The work is confident, with virtually no errors.

85+ *Above First class attributes plus*:	The author demonstrates evidence of extensive targeted independent reading. They are also starting to make a contribution to existing debates.	The author was able to engage with and push existing conceptualisations and debates forward, creatively. This work is highly original.	A creative argument, that demonstrates exceptional awareness of the nuance and complexity of the subject, flows throughout the essay. The writing style, presentation and referencing is of an outstanding quality.

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

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 Ouriginal), 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.

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(s) for your programme is (are):
Dr Susan Levy (University of Dundee) - BSc Social Work & Applied Social Studies
Dr Panagiotis Pentaris (University of Greenwich) - BSc Social Work & Applied Social Studies
Prof Uma Kambhampati (University of Reading) – BSc International Development with Economics
Dr Simon Weaver (Brunel University, London) — BSc Sociology, BSc Sociology and Social Policy
Dr Jonathan Kennedy (Queen Mary University of London) — BSc Social Sciences
TBC - BSc Social Policy
Prof Laura Placentini (University of Strathclyde) – BSc Criminology

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: 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.

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.

The full NFAAR-UG, 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 a 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 there may also be optional units (i.e. those units students may choose from a range of options).

In the Programme and Unit Catalogues, there are links to the relevant appendices of the NFAAR-UG which state exactly how the assessment rules operate for each stage of your programme.

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

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

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

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

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

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

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

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

if you fail any DEUs, you will have to undertake supplementary assessment - unless you have failed so many DEUs that you fail the stage outright

if you fail any non-DEUs badly (i.e. achieve less than 35%), you will have to undertake supplementary assessment - unless you have failed so many units that you fail the stage outright

if you fail only non-DEUs marginally (i.e. achieve 35%-39%), you might be able to progress without supplementary assessment. Whether you do progress will depend on the total credit value of the failed units and also on your OSA.

Your degree result is based on the calculation of your Overall Programme Average (OPA) based on the stages in Parts 2 and 3 of your programme. The contribution of each stage of the programme is set out in the Programme and Unit Catalogues. 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.

Academic year dates, including the supplementary assessment period, can be found online. See **Important Links and Information** in this Handbook.

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

More information on arrangements for the 2021/22 academic year will be provided via the University webpages and updated as necessary.

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:
- if you fail supplementary assessment in a DEU, you will fail the stage
- if you fail supplementary assessment in a non-DEU badly, you will fail the stage
- 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).

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 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 STUDENT AND TIER 4 HOLDERS

Guidance and requirements on academic engagement for students who are Student and Tier 4 visa holders, including the University's **Academic Engagement Monitoring Policy for Student and 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 Student or 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.