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

BA (Hons) Modern Languages and European Studies Programme Handbook 2022/23

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

[September 2022]

CONTENTS

About this handbook 1
IMPORTANT LINKS AND INFORMATION 2
University information ONLINE 2
CORE UNIVERSITY SERVICES AND INFORMATION 2
Advice and support for specific groups of students 3
www.bath.ac.uk/guides/getting-advice-if-you-are-pregnant-while-studying-or-have-a-young-child/ 3
SUPPORTING Your Learning 3
Head of Department Welcome 2022/23 4
About the Department 2022/23 4
Key contacts/staff list 5
About Your Programme 2
Programme aims and learning outcomes 2
Programme description: structure of your programme 3
Unit and Programme Catalogues 3
Your Timetable 3
Physical study space – 2022/23 4
Option choices 4
Placement Support 4
Student exchange/study abroad 5
Unit and programme changes 2022/23 6
Giving feedback on your programme TO the University 7
Assessment 7
Submission deadlines 7
Late submission of coursework 7
Word counts 7
Feedback on assessment 8
Academic Integrity 8
Penalties for assessment offences 9
If circumstances impact on your assessment attempt 10
Assessment processes 10
Assessment Regulations 12
Your programme and how you are assessed 12
Calculating your degree outcome 13
Supplementary assessment 14
Exit awards – CertHE and DiplHE 14
Academic Appeals 14
Core University information 15
University Regulations for students 15
Accessing university email 15
Students' Union membership 15
Data protection 15
Registration status 15
Academic engagement monitoring for Student Visa holders 16
Change in your circumstances 16
Dissatisfaction with a university service or facility (Complaints) 17

ABOUT THIS HANDBOOK

This is the 2022-23 Handbook for all students on the Modern Languages and European Studies programmes.

The contents of this Handbook are accurate at the time of publication [September 2022] but information contained within may sometimes be subject to change after this Handbook has been issued.

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

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

You will be informed, normally by your Director of Studies or Unit Convenor, of any further changes that will affect your programme or a unit. See also Programme & Unit Catalogues - University of Bath in this Handbook.

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

If in doubt about what applies to you, or if your circumstances change, please contact your relevant Director of Studies : Astrid Forsyth (years 1 and 2) or Mariana Bonnouvrier (years 3 and 4), 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 your Director of Studies in the first instance.

CORE UNIVERSITY SERVICES AND INFORMATION

Student Support Services
https://www.bath.ac.uk/professional-services/student-support/

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

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

Student wellbeing
https://www.bath.ac.uk/guides/engagement-monitoring-for-student-wellbeing/

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

IT advice, guidance, and support
www.bath.ac.uk/professional-services/digital-data-and-technology/

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

Health and Safety
www.bath.ac.uk/guides/student-health-and-safety
www.bath.ac.uk/guides/be-safe-on-campus-and-in-bath/

Equality, Diversity, and Inclusion
www.bath.ac.uk/professional-services/equality-diversity-and-inclusion/

Updating your personal details
www.bath.ac.uk/guides/keep-your-contact-details-up-to-date/
www.bath.ac.uk/guides/change-your-name-gender-and-pronouns-as-a-current-student/

Data Protection
www.bath.ac.uk/guides/data-protection-guidance

Tackling harassment: support and report
www.bath.ac.uk/campaigns/support-and-report/

SU Code of Practice and membership
www.bath.ac.uk/corporate-information/code-of-practice-for-the-students-union-su

Climate Action Framework
https://www.bath.ac.uk/campaigns/climate-action/

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

ADVICE AND SUPPORT FOR SPECIFIC GROUPS OF STUDENTS

International students
https://www.bath.ac.uk/professional-services/international-support-service/
https://www.bath.ac.uk/professional-services/student-immigration-service/
www.bath.ac.uk/topics/visas
https://www.bath.ac.uk/publications/student-tier-4-visa-handbook/
www.bath.ac.uk/campaigns/studying-at-bath-as-an-erasmus-exchange-or-visiting-student

Care-leavers
www.bath.ac.uk/publications/university-and-leaving-care/

Estranged students
www.bath.ac.uk/publications/university-and-estranged-students/

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

Refugees
www.bath.ac.uk/publications/university-and-refugees/

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

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

SUPPORTING YOUR LEARNING

Your Programme
www.bath.ac.uk/guides/your-programme
Year Dates and Timetables
Changes to programmes and units
How your programme and learning experience are enhanced

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

Timetabling
www.bath.ac.uk/professional-services/timetabling-and-room-bookings/

Programme and unit catalogue
www.bath.ac.uk/catalogues/

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

Regulations for students
http://go.bath.ac.uk/regulations

Exams and assessments
www.bath.ac.uk/topics/exams-and-assessments/

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

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

Placement handbook (for students on a placement)
http://go.bath.ac.uk/placements-information-for-students

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

HEAD OF DEPARTMENT WELCOME 2022/23

It is a pleasure to welcome you to PoLIS. It's very exciting to be starting what we hope will be a more normal year, and to welcome you to our campus. We're really looking forward to meeting you in class. It is possible that guidance around covid changes throughout the year, so please check your emails regularly and the main web pages of the University, and always follow the most up-to-date guidelines. No matter what happens, we will always be here to support you. We've adapted our programme this year to comply with health and safety restrictions, and to give us flexibility throughout the year in case restrictions are tightened temporarily and then relaxed again, whilst ensuring the programme's learning outcomes are met.

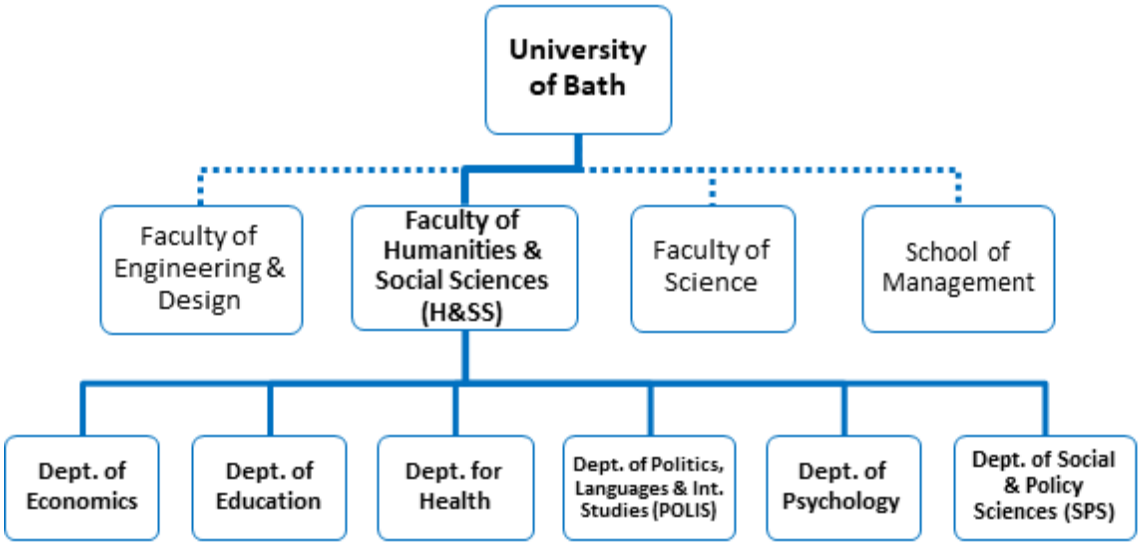
My advice to you is to try to keep up-to-date with your lectures, seminars, activities and recommended readings. If you do a little every week it is much easier to have everything ready by the essay deadlines and avoid last minute stress. Please make full use of all the possibilities for contact that we have provided: come to all your campus classes, join in additional the live online interactive sessions, and make use of staff's office hours. We've also created an additional self-learning Academic Skills unit supported by a weekly live online drop-in session, for first years to help you to adapt to reading and writing for academic purposes. This will help you to work more efficiently in all your units and I strongly encourage all of you to take an hour a week to complete this. In this Handbook you'll find all the relevant links to University services designated to support you with everything from health to finances to careers advice, as well as the key contacts with PoLIS here to support you.

Remember to let us, and especially your personal tutors, know how you are getting on throughout the year. After these last 18 months, it is understandable that some of you may be feeling a bit tired, or that you may get distracted with the possibility of new activities, so it is especially important that you keep communicating with your tutors so we can help you stay on track with your studies. I have no doubt that together we'll make a success of this new academic year, and that with your enthusiasm, and a little work every week you'll do very well. Of course, university life is about more than your studies, so I'd also like to encourage you to take advantage of some of the activities that the Student Union, societies and sports clubs have been working on all summer. I wish you all a productive and exciting year.

Maria Garcia
Head of Department (Dept of Politics, Languages & International Studies)

ABOUT THE DEPARTMENT 2022/23

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



Undergraduate and Postgraduate Taught (Masters) programmes are delivered by academic staff in departments, with administrative support provided by the Taught Programmes Team. If your administrator is unavailable then please speak to any of our other administrators listed on our wiki page here, all of whom will be very happy to help you. If you have any problems then please contact one of the Programmes Officers or Managers. Emails are managed via shared mailboxes to deal with enquiries from students and academic staff and these are regularly monitored by designated members of the team. You can contact the administration office for your programme by email at polis-ug-admin@bath.ac.uk.

Please refer to the department website for more information.

KEY CONTACTS/STAFF LIST

Dr Astrid Forsyth
Director of Studies (years 1 and 2)
Telephone ext. – 3849
Email – af204@bath.ac.uk
Room – 1WN 2.21

Dr Mariana Bonnouvrier
Director of Studies (years 3 and 4)
Telephone ext. – 4764
Email – mb2994@bath.ac.uk
Room – 1WN 3.26

Ms Laura Nicholson
Placements Officer
Telephone ext. – 3056
Email – polis-placements@bath.ac.uk
Room – 1W 3.06

Dr Steve Wharton
Erasmus Coordinator
Telephone ext. – 5195
Email – mlssw@bath.ac.uk
Room – 1WN 2.03

Mr Howard White
Senior Tutor
Year Abroad Officer (Russian)
Telephone ext. – 6246
Email – h.j.white@bath.ac.uk
Room – 1WN 2.22

Dr Sandra Daroczi
Year Abroad Officer (French)
Telephone ext. – ???
Email – sd2016@bath.ac.uk
Room – 1WN 2.28a

Dr Leire Barrera-Medrano
Year Abroad Officer (Spanish)
Telephone ext. – ???
Email – lbm25@bath.ac.uk
Room – 1WN 2.26

Dr Elena Minelli
Year Abroad Officer (Italian)
Telephone ext. – 5851
Email – mlseam@bath.ac.uk
Room – 1WN 2.26

Dr Xu Lin
Year Abroad Officer (Mandarin)
Telephone ext. – ???
Email – xl2313@bath.ac.uk
Room – 1WN 3.15

Dr Elisabeth Attlmayr
Year Abroad Officer (German)
Telephone ext. – ???
Email – ea420@bath.ac.uk
Room – 1WN 2.21

Mr Ethan Price
Programme Administrator
Email – polis-ug-admin@bath.ac.uk
Room – 1WN 3.02

How to contact us in person

From Monday 27 September 2022, the Taught Programmes Team hub office is open from Monday to Friday between 9am and 4pm for in-person enquiries.

We ask that students and staff do not enter the office unless you are invited in. Please use our hatch for student and staff enquiries.

We are currently operating 'hybrid working' in the team which means that we will work some of our time on campus in the office and some of it from home each week.

How to contact us remotely

You can contact us using our shared mailboxes with your enquiries. We are happy to take your calls on Teams if you would like to talk to us, however we may not be able to answer immediately if, for example, we are in a meeting. You can use our shared mailboxes to email us and book in a time when we can call you back.

Do you have an urgent enquiry?

If your enquiry is urgent, we advise sending an email to the relevant shared mailbox which will be monitored **between 9am and 5pm from Monday to Friday**.

Programmes	Administrators + Teams call	Mailbox
Undergraduate Programmes Administrators	Ethan Price	polis-ug-admin@bath.ac.uk
Programmes Officer	Katie Hillier	polis-ug-admin@bath.ac.uk

ABOUT YOUR PROGRAMME

The key platform organizing the study material and delivery is Moodle. Moodle lists all the units of study and provides access to other supportive sessions, such as the PoLIS Virtual Undergraduate Hub. Students will find all important information and links on Moodle: unit handbooks, readings and other study material, recorded lectures and links to other online teaching, discussion fora, outlines of the units, contact on unit convenors and teachers, unit-specific time-schedule and submission points to upload their assignments

PROGRAMME AIMS AND LEARNING OUTCOMES

The aim of programmes in Modern Languages and European Studies is to produce graduates who can read, write and speak two European foreign languages with proficiency; who understand the social, political, economic and cultural evolution of contemporary Europe and of the principal countries in which these languages are spoken; who are intellectually curious and think critically; who have skills in research, analysis, communication and argument; and who have experience of direct exposure to the cultures they have studied.

Language skills and cultural understanding are an extremely important national resource in an interdependent world. Our graduates will have transferable skills which enable them to apply these special qualities in a wide variety of careers.

INTENDED LEARNING OUTCOMES:	
Knowledge and understanding:	Graduates of these programmes will possess • linguistic knowledge: a detailed grasp of the structures and registers of two European foreign languages; • regional knowledge: a detailed understanding of the cultures (in the broadest sense) of the principal societies in which these languages are spoken, and of European civilisation as a whole; • conceptual knowledge: an understanding of basic concepts and techniques of cultural and political analysis, drawn from a variety of disciplines; • cultural awareness: an appreciation of diversity and of the function of language as a gateway to understanding other cultures.
Intellectual Skills:	Graduates of these programmes will be able to • conduct a critical analysis of sources and problems, identifying key issues and controversies; • think conceptually, grasping abstract concepts,synthesizing them where appropriate, and applying them to the resolution of problems; • use language with precision and in a creative manner; • exercise independent judgement and construct a reasoned argument supported by evidence in support of conclusions reached.
Professional Practice Skills:	Graduates of these programmes will be able to

	• communicate effectively in the languages they study with native speakers in a variety of contexts; • translate between the languages they study and English; • plan, undertake and report research of a non-quantitative character, making use of sources in the languages they study and in English; • easily adapt to life in the countries they study if they wish or are required to move there.
Transferable/ Key Skills:	Graduates of these programmes will have skills as • researchers and analysts, able to locate information in a variety of media and to identify and solve problems; • communicators in speech and in writing, including in electronic media, able to present information clearly and argue a position effectively, and also to understand the positions of others; • workers, able to manage their time, work independently to deadlines and to participate effectively in teams; • learners, able to manage their own learning and adapt to new situations and demands.

PROGRAMME DESCRIPTION: STRUCTURE OF YOUR PROGRAMME

The structure of your programme year for 2022/23 can be found in the 2022/23 Unit and Programme Catalogues (see below). The content of the Programme Catalogues is correct for teaching being delivered in 2022/23 at the time of publication. Programmes and units may be subject to reasonable change (see **Unit and programme changes** in this Handbook).

Information on later years of your programme will be provided separately.

UNIT AND PROGRAMME CATALOGUES

This is where you will find details about all individual units for the current academic year.

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

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

YOUR 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.

If you have any questions about your timetable, please contact your Director of Studies.

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

PHYSICAL STUDY SPACE – 2022/23

As in previous years, you will have access to drop-in and bookable study space on campus and in the city for individual or group study. Information on how to book and any usage guidelines or requirements are available online. Please refer to **Important Links and Information** in this Handbook.

OPTION CHOICES

If your programme has option choice then information about how and when to choose your option units can be found online (please refer to **Important Links and Information**). If applicable, 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.

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.

The contact details for your Placements Manager and Placement Officer can be found in the Key Contacts list at the front of this handbook or through the following webpage https://www.bath.ac.uk/teams/faculty-of-humanities-social-sciences-placements-team/

If you have any queries or 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.

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.

STUDENT EXCHANGE/STUDY ABROAD

The third year of the course is spent abroad on an individual programme approved in advance by us. Exactly how and where you spend the year is largely up to you, but we will give you advice and make sure that your plans are appropriate to the degree programme.

You will almost certainly have to choose between a) studying in overseas universities or language centres; b) teaching English as an assistant in a school or college; c) working abroad. Study abroad is normally in the form of half-year or whole-year places at our partners in the Department student exchange scheme. We will help you to apply to overseas universities or study centres. English-teaching posts can be organised through the Department, which nominates students for various schemes (most involve competition for places). We will help you arrange work placements but cannot guarantee to provide one.

Planning for the Year Abroad begins at the start of the second year: you will be briefed on the opportunities available in relevant countries and given detailed handouts. The Department has Year Abroad Officers for each language and a Work Placements Officer whose contact details are in the *Department Guide*. They, along with your personal tutor, will help you draw up a programme. Towards the end of the second year there are final briefings, at which the *Year Abroad Booklet* is distributed along with information relevant to particular countries.

It is your responsibility to ensure that you understand the Year Abroad requirements and have arranged placements or study which meet these requirements. If you change your Year Abroad arrangements without our approval, we will suspend your registration. We will also require you to provide information on your learning experience when you return.

The Year Abroad is assessed and counts towards your final degree classification. Students taking part in a Department student exchange scheme are assessed at their host universities. (Students spending only one semester on a Department student exchange must also write a 3000-word **Year Abroad Essay** in their target language.) Everyone else is required to write a **Special Study** while they are abroad; this is a 5000 word essay in the language of the country in which you are staying. The Special Study may be on any topic: we will advise you on choice and assign you a supervisor at the end of your second year.

During the Year Abroad you will be expected to complete two Reflection Reports which help you to structure your placement objectives and personal development.

Re-induction meetings will be held at the start of the final year to welcome you back from your Year Abroad and update you on any changes that may have occurred at the University during your time away.

The Year Abroad is an essential part of the degree programme and it is not possible for anyone to be exempted from it. If your Year Abroad is very substantially disrupted by illness or other problems you may have to repeat it.

If you have queries or any COVID-related concerns then please contact your Director of Studies.

Please note it is possible that adjustments may need to be made, depending on how the global public health situation develops in the years ahead.

Please also note that foreign visas may now be required for work and study abroad and entitlements and arrangements will vary from country to country: see the Year Abroad sections on the PoLIS Virtual Undergraduate Hub for more advice.

You will receive more detailed information on the Year Abroad Study exchanges and placements in the form of a Year Abroad Booklet in second year, and will as access to a Year Abroad Hub online.

UNIT AND PROGRAMME CHANGES 2022/23

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 (The University of Bath Strategy 2021 to 2026). The three main ways in which your feedback will be sought will be through:

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

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

ASSESSMENT

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

SUBMISSION DEADLINES

Submission deadlines for each unit will be provided within the unit outline and displayed on the unit Moodle page. Assignments are due at 3pm on the date of the deadline unless otherwise specified. For information on extensions and late submissions, please see Late Submission of Coursework" below. The university is committed to anonymous marking, and the Department of PoLIS is practicing anonymous submissions where practical (presentations, oral exams and dissertations will remain some of the exceptions). Where applicable, the process of submission of anonymised work will be as follows:

Essays must be submitted by the due date electronically via Moodle. Please refer to the 'Assignment Submission Procedure' on the PoLIS Virtual Undergraduate Hub for details on how to submit your assignment. You must retain an electronic copy of every piece of coursework you submit. This is in case of loss.

LATE SUBMISSION OF COURSEWORK

To ensure fairness to all students, you will be expected to hand in all assessed coursework and dissertations/projects by a specified date and time, and there are penalties for submitting work after the specified deadline. If there are valid circumstances preventing you from meeting a deadline, your Director of Studies may grant you an extension to the specified submission date. You can request an extension by logging into SAMIS. Please be aware that an extension request needs to be submitted BEFORE the deadline. Only under exceptional circumstances will requests after the deadline be considered.

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.

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

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

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

FEEDBACK ON ASSESSMENT

During your course, you will receive feedback on your assessed work. This feedback may take different forms, depending on the subject and type of assessment. You will be informed of the timing and nature of the feedback you will receive on each assessment, including whether the piece of work itself will be returned to you. For exam-type assessment, you may receive general feedback relevant to all who took the assessment rather than individual feedback.

Looking at the feedback you receive in detail and learning from the comments is valuable to ensure your progress. You can discuss feedback you receive on assessments alongside your performance and progress in your studies at meetings with your Lecturers and Personal Tutor.

Further information can be found under the 'Assessment Information' section on the PoLIS Virtual Undergraduate Hub.

ACADEMIC INTEGRITY

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

All students will be unable to progress beyond the next progression point in their studies until they pass the University's Academic Integrity Test. The test has a pass mark of 85% but you can take the test as many times as you need to.

When you submit your 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 text. 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.

PENALTIES FOR ASSESSMENT OFFENCES

Academic misconduct can be described as 'the use of unfair means in any examination or assessment procedure'. Any student who is found to have used unfair means and therefore committed an assessment offence will be penalised. Potential types of assessment offence include plagiarism, self-plagiarism, collusion or unauthorised collaboration, contract cheating (including impersonation), fabrication or falsification, or breaching of examination regulations. Penalties for assessment offences depend upon the severity of the offence but

may include failure of the assessment, unit or part of a degree, with no provision for reassessment or retrieval of that failure. Severe cases of academic misconduct, for example, contract cheating could 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 assessment 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 several 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 that students should demonstrate in the assessment. 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, re-assessment, 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 (BoS) 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 (are):
French : Dr Karine Chevallier, Senior Lecturer in French and Francophone Studies, Roehampton University, London.
German : Dr Stephan Petzold, Lecturer in German History, University of Leeds
Italian : Dr E A Wren-Owens, Reader in Italian and Translation Studies, Cardiff University.

Mandarin : Dr Wenxuan Li, Lecturer in Chinese Studies, University of Central Lancashire, Preston.
Russian : Dr James Rann, Lecturer in Russian, University of Glasgow.
Spanish : Dr Craig Neville, Assistant Lecturer, University College Cork, Éire.

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.

CALCULATING YOUR DEGREE OUTCOME

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.

To increase the security of your University account you will need to set up Multi Factor Authentication (MFA) so you can authenticate your identify and access your email.

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

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, and failure to do so may impact on your access to certain University facilities such as Moodle. Tuition fees for each academic year are payable at registration in full or in instalments.

Regulation 1.1 explains the requirement to register, regulation 1.5 explains that the University reserves the right to terminate the registration of continuing students who do not complete registration in accordance with Regulation 1.1. Regulations 2.4 and 2.10 explain the consequences of non-payment of tuition fees. Please refer to **Important Links and Information** in this Handbook.

ACADEMIC ENGAGEMENT MONITORING FOR STUDENT VISA HOLDERS

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

You can make changes to the data that we hold about your identity including your name, gender, title, and the pronouns you use. Please refer to **Important Links and Information** in this Handbook.

If you develop or if there is a change to your disability, impairment, long-term health condition or specific learning difficulty, please get in touch with our Disability Service for advice on the support you may be entitled to.

If you are ill or are likely to be ill for more than three days, you must notify your Head of Department. Where you have a planned absence to undergo medical or surgical procedures that requires time off for more than three days, you can apply for a leave of absence from your Head of Department. Your department can arrange in advance for time off study and may be able to consider other options.

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 Support and Safeguarding 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 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 Support and Safeguarding, 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.