



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

**BSc(Hons) Sport Management &
Coaching
Programme Handbook
2022/23**

This Handbook is available online or in alternative formats. Please contact Kaylee Jade Davis (health-ug@bath) if required.

[September 2022]

CONTENTS

| | |
|--|-------------------------------------|
| About this handbook | 1 |
| Important links and information..... | 2 |
| University information online..... | 2 |
| Head of Department welcome 2022/23..... | 4 |
| About the Department 2022/23..... | 4 |
| Key contacts/staff list..... | 6 |
| About your programme | 7 |
| Programme aims and learning outcomes | Error! Bookmark not defined. |
| Programme description: structure of your programme | 7 |
| Unit and programme catalogues..... | 11 |
| Professional body accreditation | Error! Bookmark not defined. |
| Your timetable | 11 |
| Physical study space – 2022/23 | 11 |
| Option choices..... | 11 |
| Placement support..... | 12 |
| Student exchange/study abroad | 12 |
| Unit and programme changes 2022/23..... | 12 |
| Giving feedback on your programme to the University..... | 13 |
| Disclosure and barring service (DBS) checks | 13 |
| Assessment..... | 14 |
| Submission deadlines..... | 14 |
| Late submission of coursework | 14 |
| Word counts | 14 |
| Feedback on assessment..... | 15 |
| Academic integrity | 15 |
| Penalties for assessment offences | 16 |
| If circumstances impact on your assessment attempt..... | 16 |
| Assessment processes..... | 16 |
| Assessment Regulations..... | 18 |
| Your programme and how you are assessed..... | 19 |
| Calculating your degree outcome | 20 |
| Supplementary assessment | 20 |
| Exit awards – CertHE and DiplHE | 20 |
| Academic Appeals..... | 20 |
| Core University information | 21 |
| University Regulations for students | 21 |
| Accessing university email..... | 21 |
| Students' Union membership..... | 21 |
| Data protection | 21 |
| Registration status..... | 21 |
| Academic engagement monitoring for Student Visa holders..... | 22 |
| Change in your circumstances | 22 |
| Dissatisfaction with a university service or facility (Complaints) | 23 |

ABOUT THIS HANDBOOK

This is the 2022-23 Handbook for all students on the BSc(Hons) Sport Management & Coaching programme(s).

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 contain links to information about the topics 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 **Unit and programme changes** - 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 Director of Studies [Dr Shaun Williams, email sw368@bath.ac.uk] for advice.

IMPORTANT LINKS AND INFORMATION

UNIVERSITY INFORMATION ONLINE

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

If you cannot find the information you are looking for in this Handbook or on the web please contact Kaylee Jade Davis in the first instance. health-ug@bath.ac.uk



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

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

We know you've had a very challenging time over the past 3 years, and hope that you are very proud of what you have achieved to get to the beginning of your University course. The transition into University life is fun and exciting but we know that there can be some unexpected challenges along the way. The University offers a wide range of support services which you will find out about from your course team, personal tutor and the Students' Union. Please do reach out to these sources of support if you have any concerns about your studies or University life.

Alongside your studies we encourage you to get involved in some of the huge range of sporting, cultural and community activities that the University and the Students' Union offer to maximise your student experience. Through your course and these activities we hope you meet a wide variety of new and inspiring colleagues who shape your thinking, contribute to your development and help you along the journey to the end of your course. We really hope you will enjoy your studies with us over the next few years, and of course all the other opportunities that coming to the University of Bath brings with it.

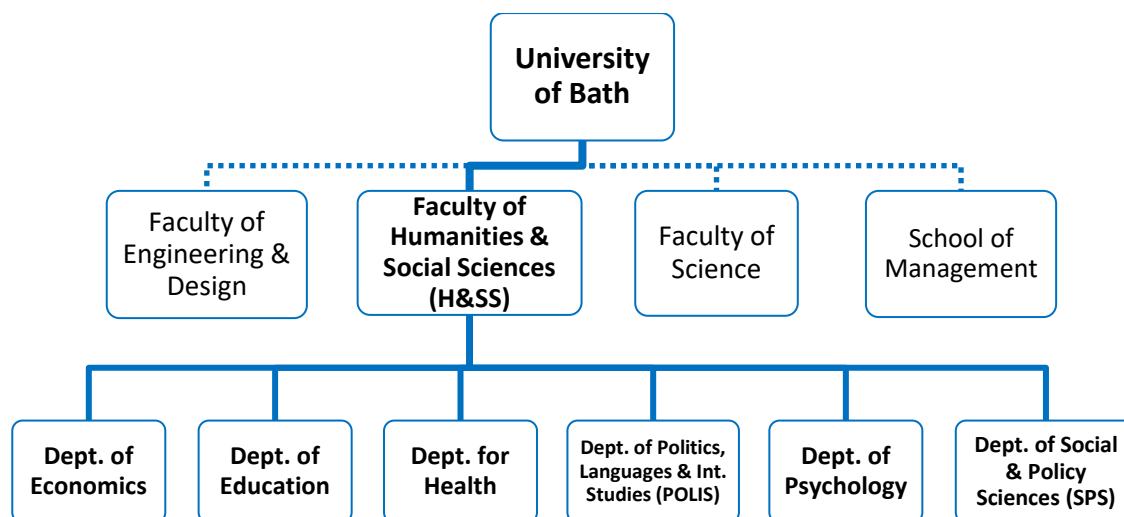


Polly McGuigan
Head of Department

ABOUT THE DEPARTMENT 2022/23

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

Economics, Education, Health, Politics, Languages & International Politics, Psychology and Social & Policy Sciences.



Faculty H&SS Taught Programmes administration

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

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

Our duties include:

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

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

Director of Studies Welcome

We are delighted to welcome you to the University of Bath to study on our BSc (Hons) Sport Management & Coaching programme!

This is a challenging yet exciting time for all of you. The University and programme present a new learning context, and many of you will have left home to live and study in a new environment with a new circle of friends. The staff teaching on the degree programme will support you through the challenges ahead.

In addition to your studies, in the coming years you can also take advantage of the many opportunities here at the University of Bath to participate in sport and physical activity in the excellent University facilities. The Bath University Students' Union (BUSU) finances and supports many diverse clubs and societies. These wide-ranging academic, social and cultural experiences underpin the University's strong emphasis on an education for the 'real world' – an emphasis reflected in the consistently high employer demand for its 'well-rounded' graduates.

The Sport Management & Coaching staff and programme are an integral part of the Department for Health within the Faculty of Social Sciences and Humanities. The Sport Management & Coaching degree is a modular programme delivered over two academic semesters each year. The programme is informed by leading research carried out by staff teaching on the course. Regardless of the current situation with our help and support you will all have the opportunity to be very successful. The University is a large and complex organisation that has systems of operation that may at first be unfamiliar to you, but with a little patience you will come to understand how we can all work together for your benefit to solve any problems you may encounter.

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

Dr Shaun Williams

DIRECTOR OF STUDIES, BSC SPORT MANAGEMENT & COACHING

Follow the link below which will take you to the Sport Management and Coaching and Sport and Social Sciences Moodle hub.

<https://moodle.bath.ac.uk/course/view.php?id=56269§ion=1>

KEY CONTACTS/STAFF LIST

Dr Shaun Williams – Director of Studies/ sw368@bath.ac.uk
Senior Lecturer

ADMINISTRATIVE STAFF

Kaylee Jade Davis health-ug@bath.ac.uk

ABOUT YOUR PROGRAMME

Our aspirations for teaching and learning this year recognise a commitment to safety, wellbeing and a strong sense of learning community. As such, you will encounter innovative and effective ways of learning both in-person and online.

This handbook comprises general information relevant to the BSc (Hons) in Sport Management and Coaching. It details the requirements for successful completion of the programme, in addition to the general University facilities and support services. You should refer to it as and when you need to, although you should also ensure that you are familiar with the information within it at the start of your course of study. If you have any concerns that are not addressed in the handbook please see your Personal Tutor.

Please note that information in the handbook may change at any point during the academic year. Students will be notified of any changes via the Moodle E-Learning portal: Sport and Social Sciences/Sport Management and Coaching Hub.

This handbook and lots of other useful information is available in electronic format via the Sport and Social Sciences/Sport Management and Coaching Hub, which has been created using a programme called Moodle: <http://moodle.bath.ac.uk/course/view.php?id=56269>

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

First and second year students will need to think about selecting year 2 and 3 optional units and making decisions about a possible placement year. Students can choose to change to or from a Placement Year option at any time during their first and second year.

PROGRAMME AIMS AND LEARNING OUTCOMES

What you will get out of studying for this degree

The BSc Sport Management and Coaching undergraduate degree is appropriate for students who are interested in the role of sport, physical activity, and health in society. By studying on this course, you will develop a critical and practical understanding of sport management, sport, development, coaching, physical education, sport and exercise psychology, and the sociology of sport. You will study against the backdrop of the University's world-class sporting facilities.

The course will prepare you for a wide array of careers related to sport, physical activity, and/or health. These careers include, among many others, physical education teacher, sport development officer, sport marketer, and coach/performance analyst. You could pursue further study upon graduation as well – for example, graduate courses in sport and exercise psychology or the sociology of sport.

Your studies on the course will feature up-to-date, research-informed insight, delivered by some of the world's foremost scholars of sport, physical activity, and health. The placement component of the course allows for valuable practical experience. We have contacts in various fields to help you find a placement of your liking. Students in the past have taken up placements with organisations such as Octagon (sports and entertainment agency), London Sport, Millfield School, Right to Play, Under Armour, and elite clubs in sports such as football and rugby. If you are not doing a placement, the course still features many opportunities to develop contacts and practical knowledge related to various careers.

Overall, the vision for the course is to facilitate your ability to pursue a range of rewarding career paths and to enable and inspire you to enact positive social change in and through sport, physical activity, and health upon graduation. We want you to make a difference; the course is designed to set you up to do so.

How the course is organised

The course is designed for you to progress from fundamental to advanced and specialised knowledge over time. The assignments you complete will be designed not just to test your learning, but also to help you develop skills in areas such as written and verbal communication.

Year 1

In your first year, your study units will focus on: 1) sport management and development; 2) coaching and physical education; and 3) psychology and sociology of sport. The purpose of this year is to introduce you to issues and ideas that are fundamental to your degree. You will learn primarily through lectures, seminars, and independent study, giving you multiple ways of engaging with course content.

In year one, you will also take a fourth study unit that will introduce you to issues that are relevant across your other classes, such as ethics in sport and the social sciences and research skills for succeeding in your undergraduate studies.

Assessment tasks will be varied to give you multiple ways of expressing your ideas (see the section titled 'How your skills and knowledge will be tested' below).

Year 2

Your second year on the course presents the opportunity to start specialising in particular areas of interest. You will be able to choose from a selection of option units related to the three strands of study listed above. For example:

- Option units in the sport management and sport development strand of learning will focus on specific topics such as sport marketing and community development.
- Option units in the coaching and Physical Education strand of learning will focus on specific topics such as Physical Education policy and applied coaching.
- Option units in the sport psychology and sociology strand of learning will focus on specific topics such as sport media and the psychology of motivation.

In year two, you will once again have a study unit that looks across your other classes. In this case, you will consider issues such as research methods and how knowledge on the topics

you are studying can help facilitate social change. There will be a focus in year two on placement opportunities if you are interested in the placement component of the course.

Once again, your second year of studies will feature an array of assessment tasks designed to bring out your creative side.

Placement Year (optional)

Please refer to the placement year section for additional information.

Final Year

Lastly, your final year of studies will present you with the chance to develop and demonstrate advanced and specialised knowledge in subject areas of interest. Study units will again focus on sport management, sport development, coaching, Physical Education, sport and exercise psychology, and the sociology of sport. In this final year, however, you will be encouraged in lectures, seminars, and in your own independent study to challenge existing knowledge in these subject areas and to think critically and work collaboratively in developing new ideas that have value in the real world.

An exciting component of your last year on the course is your dissertation study. You will have a study unit in your final year to help you devise an interesting and feasible dissertation topic. You will also have one-to-one support from a member of staff as you carry out your research.

Educational aims of the programme

The broad aims of the BSc Sport Management and Coaching are to:

- Provide the students with a critical understanding of the relationships between sport and physically activity bodies with a particular set of complex social, economic, political and technological relationships that comprise the social context.
- Develop a critical understanding of the structure of sport within contemporary society.
- Develop a critical understanding of how physically active and trained bodies are organized, regulated, and consumed (prefigured on particular ability, class, ethnic, gender, generational, national, racial, and/or sexual norms and differences).
- Develop investigative and analytical skills to facilitate effective research.
- To train the next generation of sport and physical active scholars who will possess the research skills appropriate to the demands of graduate schools within major research universities.
- Provide students with the understanding, knowledge and skills to equip them for pursuing a career in coaching, teaching, sports development, sports policy, leisure, recreation, management, 'the sports industry' and other sport, physical activity and health-related professions.
- Develop the students' competence in applying theoretical knowledge to the professional practice.
- Develop critical, analytical problem-based learning skills and the transferable skills to prepare the student for graduate employment or further study.
- Develop the critical and analytical powers of the student.
- Enhance the development of the students' interpersonal skills.
- Assist the student to develop the skills required for both autonomous practice and team-work.

| | |
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| <ul style="list-style-type: none"> Knowledge & Understanding: | <p>CLO 1 Identify, explain, and appraise fundamental issues and topics in core subject areas in sport management and coaching</p> <p>CLO 2 Select areas of specialisation in sports management and coaching and within these areas critically appraise advanced issues and topics and develop your own insights</p> <p>CLO 3 Identify, critically appraise, and apply relevant theories and concepts in examining key and advanced topics in sport management and coaching</p> <p>CLO 4 Select, apply, and critically evaluate advanced applications of knowledge in Physical Education teaching and sport coaching-related contexts</p> |
| <ul style="list-style-type: none"> Intellectual Skills: | <p>CLO 5 Design and undertake research into sport management and coaching-related issues</p> <p>CLO 6 Apply your knowledge of research ethics, data collection and analysis, data management, and dissemination to research activities</p> <p>CLO 7 Analyse and synthesise theoretical and empirical knowledge relevant to sport management and coaching disciplines, using appropriate resources</p> <p>CLO 8 Communicate complex information to intended audiences</p> |
| <ul style="list-style-type: none"> Professional Practical Skills: | <p>CLO 9 Identify, develop, and apply teamworking skills to support collaborative research activities</p> <p>CLO 10 Identify problems and challenges relevant to sport management and coaching and generate appropriate solutions, individually and as part of a team</p> <p>CLO 11 Formulate and defend informed opinions in response to current issues within core and specialist areas of sport management and coaching</p> <p>CLO 12 Design strategies and initiatives for improving sport-related practices and fostering positive social change</p> |
| <ul style="list-style-type: none"> Transferable/Key Skills: | <p>S1 Manage time, resources, responsibilities, and adapt to changing contexts to meet personal goals and course requirements</p> <p>S2 Take initiative in identifying problems and formulating solutions</p> <p>S3 Make effective use of contemporary information and communication technologies (ICTs)</p> <p>S4 Reflect on and constructively utilise feedback to facilitate learning</p> <p>S5 Develop awareness of employment pathways and opportunities relevant to the course</p> |

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). This is where you find important information on which units you are taking in which semester and if any units are 'designated essential units' (DEUs) that you must pass.

The content of the Programme Catalogues is correct 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 your 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.

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 Tutor can be found <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 should consult the University Placements Handbook containing generic advice and information for whilst you are on placement. Please refer to **Important Links and Information** in this Handbook. You will receive programme specific information directly from your Department.

If you are on a placement of one semester or longer 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.

Further information

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

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.

DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

Insert the following only if your students are subject to checks by the Disclosure and Barring Service (DBS)

For programmes **THAT ARE NOT** Pharmacy, Chemistry with Education, Social Work or Applied Social Studies You are required to provide a satisfactory Disclosure and Barring Service (DBS) check prior to commencing your programme. If the check is pending at registration, you will be permitted to register provided the application process for the relevant check has been completed. Should the DBS check subsequently returned prove to be unsatisfactory the University reserves the right to terminate your registration and require you to withdraw.

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.

SUBMISSION DEADLINES

The deadline to submit your assessment is on the unit Moodle page and Unit Outline. It can also be found on the Sport Management and Coaching hub page.

You will be informed of the deadline to submit your assessment both in Lectures and through unit outlines.

This is usually the responsibility of the Unit Convenor and others who teach the unit. As noted, assessment dates will be made clear on unit outlines to be posted on Moodle for each subject area/unit. You will be informed when assessed work is marked and returned through Moodle/SAMIS.

LATE SUBMISSION OF COURSEWORK

To ensure fairness to all students, you will be expected to hand in all assessed coursework and dissertations/projects by a specified date and time, and there are penalties for submitting work after the specified deadline.

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

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. Unit outlines will contain the specific information for that area of study.

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

If you do not observe the given word range or limit for the coursework task, for example if you exceed the word limit, then reading/marking will not continue past that point. You should take note of what is included when calculating the total word count (e.g. whether or not contents pages, appendices, footnotes, bibliographies and other elements that are not part of the main text are included).

You should check with the Unit Convenor/Director of Studies if you have questions about word counts and penalties.

FEEDBACK ON ASSESSMENT

During your course, you will receive feedback on your assessed work. This feedback may take different forms, depending on the subject and type of assessment. You will be informed of the timing and nature of the feedback you will receive on each assessment, including whether the piece of work itself will be returned to you. For exam-type assessment, you may receive general feedback relevant to all who took the assessment rather than individual feedback. You can discuss feedback you receive on assessments alongside your performance and progress in your studies at meetings with your Personal Tutor. <https://moodle.bath.ac.uk/mod/resource/view.php?id=419575>

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.

To complete the Academic Integrity Test, follow the link below:

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

IF CIRCUMSTANCES IMPACT ON YOUR ASSESSMENT ATTEMPT

Individual Mitigating Circumstances (IMCs) are the conditions which temporarily prevent you from undertaking assessment or significantly impair your performance in assessment. As such, the measure of their severity is not about impact on you, but the impact on your affected assessment. Full information about IMCs is available online. Please refer to **Important Links and Information** in this Handbook. **It is strongly advised that you become familiar with the available guidance and related regulations.**

ASSESSMENT PROCESSES

Assessment and marking processes at the University are designed to ensure that assessment of your work is fair and consistent, and that academic standards are appropriate and comparable between the University and other higher education institutions. This is achieved in 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 is (are):
Dr Alex Channon , Senior Lecturer, University of Brighton
Danny Milton, Cardiff Metropolitan University

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.

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

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 identity 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.