



Faculty/School of Humanities and Social Sciences

Department of Politics, Languages and International Studies UG Handbook

2023/24

**BSc (Hons) International Management and Modern
Languages**

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

September 2023

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Purpose and scope

Your handbook for academic year 2023/24 comprises the following three documents which should be read alongside each other:

1. University information
2. **Department handbook (this document)**
3. Your course specification

These documents were made available to you as pdf files at the beginning of the academic year. You are expected to familiarise yourself with the contents.

This handbook includes important information about the Department and about your course that you should be aware of whilst studying here.

This handbook is available in alternative formats. Please contact ug-polis-admin@bath.ac.uk

The content of this handbook is accurate at the time of publication (September 2023) but information contained within may sometimes be subject to change after this handbook has been issued. You will be informed of any changes and issued with a revised version, if there are any material changes to the information in this handbook.

Please note that links are embedded in the title of each section or in applicable text.

The Department

Introduction to the Department

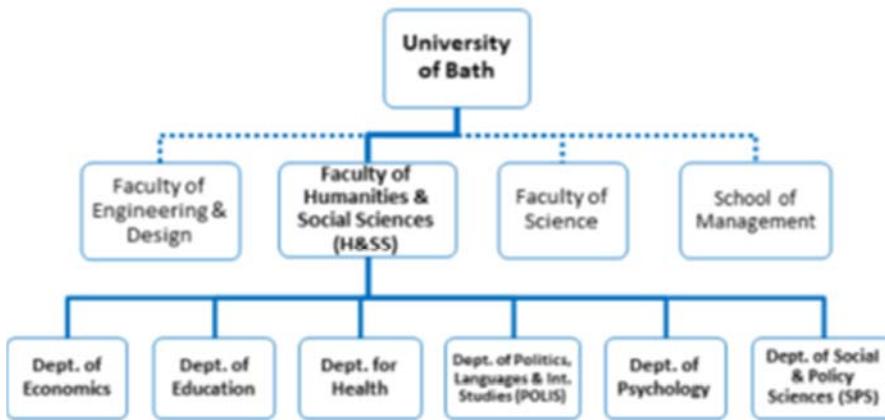
Your programme is delivered by the Department of Politics, Languages & International Studies within the Faculty of Humanities & Social Sciences (HSS). The Faculty is one of three Faculties and one School in the University and comprises six academic Departments: Economics, Education, Health, Politics,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

Undergraduate 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 the Taught Programmes 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.

Throughout your time at Bath you may need academic, course, pastoral or administrative support. Your Director of Studies is responsible for the day-to-day management of your course and will be your key contact for academic and pastoral concerns. You will also be assigned a Personal Tutor who is there to support your academic and personal development.



Head of Department Welcome Message

It is a pleasure to welcome you to PoLIS. You are joining PoLIS at a very exciting time. Our revamped programmes have undergone a curriculum transformation and you'll benefit from some innovations designed to make the transition to University smoother and support you in your studies. Some of the changes include the creation of skills units where you'll not only learn what you need to succeed in your assessment, but you'll reflect and question prevailing conventions and understandings of knowledge. You'll also benefit from more streamlined assessments and units that incorporate our expertise. This is not the only change happening in PoLIS, a few months ago, we launched our new Centre for the Study of Violence, and six new research groups on Future Politics, Gender, Politics & Society; Reactionary Politics, International Relations, Democracy & Contention, Memory Politics & Culture, which showcase our staff's research expertise. At PoLIS we are committed to research-led teaching and to high standards in teaching and research, and you'll be taught by experts in the field you are studying.

Starting university can feel a bit daunting at times. There is plenty of support available to you for both academic and non-academic matters. My academic 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 and assignment 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, even if some are not at the best time, join in any additional online classes, and make use of staff's office hours. Classes are also a great way to socialise and meet new people at University. 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 within PoLIS who are here to support you.

Remember to let us, and especially your personal tutors, know how you are getting on throughout the year. 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)

Departmental information including course teams

The Administrative Team

In addition to your Director of Studies and Personal Tutor the Administrative Team are on hand to support you and act as a central point of contact. The team can be found in the PoLIS and Health Hub at 1WN 3.02 and are there to share information and provide signposting.

In-Person Administrative Support

During Welcome Week and the first two weeks of both Semester 1 and 2, the Taught Programmes Team hub office is open from Monday to Friday between 9am and 4pm for in-person enquiries. For all other weeks of the year, the opening hours are from 10am- 4pm.

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

Remote Administrative Support

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. If your enquiry is urgent, we advise sending an email to the relevant shared mailbox at polis-ug-admin@bath.ac.uk which will be monitored between 9am and 5pm from Monday to Friday.

Key Contact information

Name	Title	Tel.	Email	Room no.
Dr Maria Garcia	Head of Department	01225 385020	mg716@bath.ac.uk	1WN 2.23
Dr Karoline von Oppen	Deputy Head of Department & Director of Teaching	01225 386334	mlskvo@bath.ac.uk	1WN 2.29
Alim Baluch	Director of Studies (Yr 1 & 2)	01225 384623	ab2550@bath.ac.uk	Wessex House 9.41
Elisabeth Attlmayr	Director of Studies (Yr 3 & 4)	01225 383849	ea420@bath.ac.uk	1WN 2.21

Karin Roberts	IMML Year Abroad Officer (German)	01225386147	mlskr@bath.ac.uk	10E 1.24
Louise Scott	IMML Year Abroad Officer (Spanish)	TBC	Les49@bath.ac.uk	10E 1.24
Ninon Talote	IMML Year Abroad Officer (French)	01225386616	Nmct20@bath.ac.uk	10E 1.24
Ninon Talote	IMML Year Abroad Manager (French, German, Spanish)	01225386 616	nmct20@bath.ac.uk	10E 1.24
Marie Pullen	Year Abroad Administrator	01225383 932	adsmcp@bath.ac.uk	10E 1.24
Ashleigh Curl	Student Experience Officer, School of Management (Y 1)	01225384 697	Ac3694@bath.ac.uk	10E 1.26
Eileen Flude	Student Experience Officer, School of Management (Y2-4)	01225387 579	Eaf44@bath.aco.uk	10E 1.26
Rachel McBride	Programmes Administrator, PoLIS	01225385 154	Polis-ug-admin@bath.ac.uk	1WN 3.02
Alice Forty	Programmes Administrator, PoLIS	TBC	Polis-ug-admin@bath.ac.uk	1WN 3.02
Lauren Jones	Programmes Administrator, PoLIS	01225386 471	Polis-ug-admin@bath.ac.uk	1WN 3.02
Katie Hillier	Programmes Officer , PoLIS	01225383 368	Polis-ug-admin@bath.ac.uk	1WN 3.02

Please refer to the [department website](#) where you will find up to date information on the academic and teaching staff in PoLIS as well as details for each undergraduate course.

Personal tutoring

When you join the University, you are assigned a Personal Tutor who is a member of academic staff. They will act as a personalised point of contact within your department, supporting your academic and personal development.

Your Tutor should arrange to meet with you on three occasions during your first semester and offer at least one meeting per semester on an ongoing basis for the remainder of your studies. This includes when away on placement or study year abroad. Your Personal Tutor can provide information and guidance about:

- your transition into the University community and your academic studies
- unit choices, placement opportunities and future career plans
- sources of support with any personal matters or situations involving your health and wellbeing
- providing you with a reference for work experience, internships, your placement, further studies, or career

External Examiners

External Examiners are appointed for a course or set of courses and are important in assuring academic quality and standards. Please note that it is not appropriate for students to contact an External Examiner directly. If you have any queries or concerns, please contact your Director of Studies in the first instance.

Name	Course	Home Institution
Nazaret Perez-Nieto	IMML Spanish	University of Cardiff
Alex Mangold	IMML German	University of Aberystwyth
David Lees	IMML French	University of Warwick

The University's expectations of students

University regulations

When you registered with the University you agreed to abide by the Regulations for Students. These are important documents which set out the roles and responsibilities of both you as a student and the University. **You are expected to familiarise yourself with these.**

Attendance expectations

You are expected to be in attendance and participate in all scheduled learning and teaching activities required by your course. If you are ill or are likely to be ill for more than three days, please contact your Lecturers by email to inform them of your absence in their class. You should inform your Personal Tutor and Director of Studies in the event of a prolonged illness.

Learning and Teaching delivery

Timetables

Using [MyTimetable](#), you can access your personal timetable and download it into an electronic calendar. MyTimetable updates regularly, so should there be a change to your timetable, it will be reflected.

Any ad hoc changes to your teaching schedule will be conveyed to you via the Announcement forums on Moodle and /or relayed by email using course and unit mailing lists.

Learning resources, Moodle, and recorded lectures

Your Lecturers will upload most of the material used in class on a weekly basis (PowerPoint slides, links to external resources...). These will be available on the Moodle page dedicated to the relevant Unit. Some Lectures are recorded and available via Panopto but language seminars are not usually recorded. Please consult the University's Lecture Capture Policy for more information.

Option choices

If your course has option choice, then information about [how and when to choose your optional units](#) can be found online. 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.

Study Abroad, Placements support

The Year Abroad forms a key, compulsory feature of the International Management and Modern Languages degree at Bath. Its aim is to enable you to integrate theory and practice and to gain professional and personal skills which will be of value during your further studies and in your future career. One reason for the excellent employment rate of IMML graduates is the “hands on” experience and skills they gain from their Year Abroad.

Students must take every opportunity during Year Three to improve their language, to optimise their academic knowledge, to develop personal and interpersonal skills and learn professional expectations and behaviour.

Note that due to Brexit, non-EU passport holders will have to apply to a visa. This can limit opportunities accessible to you. Same goes for South America. Please, contact your Year Abroad Officer for further information.

Specific Objectives of the IMML YEAR ABROAD are:

- To promote the development of high level competence in the foreign language;
- To acquire in-depth personal experience of the culture of the language being studied;
- To gain professional experience through a work placement which involves a range of tasks and which gives the opportunity to put management studies into practice.
- To continue academic studies in the foreign language in a prestigious business school

In addition to the above, living and working abroad will provide students with:

- The source material for a project or dissertation which forms part of the academic assessment of the placement period;
- Scope to develop and exercise thinking in a practical context;
- The opportunity for self-development through critical reflection and the chance to identify with a professional role.

By fulfilling these aims students lay a sound foundation for their Final Year studies and future careers.

Three Possible Schemes for the Year Abroad

1. One or two full-time work placements in a commercial or industrial organisation (a minimum of nine months' duration in total)

2. A combination of:
 - a. a period of academic study at a business school abroad and
 - b. a work placement

(a minimum of nine months' duration in total)
3. Study at a business school abroad for two semesters or three terms (a minimum of nine months duration in total)

We cannot guarantee that all who wish to spend the full year on placement will be able to do so but every effort will be made to assist.

Support and Advice

The IMML Year Abroad Office is located on Level One of East Building, together with the School of Management Placements and Exchanges Offices.

IMML students will be provided with a series of preparatory briefings, one-to-one discussions with Year Abroad Officers, Mock Interview Days and personal development sessions throughout Year 2 to prepare them for the Year Abroad.

A detailed account of the assistance and advice provided by the Year Abroad Staff and the system for finding placements and business school openings is available on Moodle. Once you enter your 2nd year you will be given access to the IMML Year Abroad Hub on Moodle.

What is expected of you?

Students on their Year Abroad remain at all times students of the University of Bath as well as employees and should behave in a responsible and professional manner to enhance the reputation of their course/University and maximise the potential for repeat placements in future years. The success of a work placement or study period depends to a large extent on personal commitment, pro-activity and enthusiasm of the student. Be punctual and work to the best of your ability. Don't be afraid to ask questions if you are not sure what is expected of you!

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.

Assessment

The Year Abroad counts for 8% towards your degree. The assessment varies depending on the activities you undertake during that year.

If you are on a work placement for the entire 9-12 months of your Year Abroad, you will be required to produce a dissertation which forms part of the academic assessment of the placement period. It will count for the entire 8%.

If you study abroad for one semester followed by a work placement, you will be required to produce an academic project based on the work placement that follows your study period. The marks you achieved during the study exchange will be converted into Bath marks. The project will count for 4% and the converted marks for another 4%.

Further study

Should you wish to continue studying with the University of Bath, our department offers a range of postgraduate master's degrees. We offer MA and MRes degrees where you can focus on topics that interest you and build your skills around your future career ambitions.

You can browse our range of postgraduate courses and find the right one for you by clicking the link [here](#).

Student Representation

Mechanisms for student representation are designed to enable you to be an active partner in continually improving your learning and teaching experience. The main ways in which your feedback will be sought will be through:

- Staff/Student Liaison Committees (SSLCs) ([Academic and Faculty Reps](#))
- surveys and evaluations
- [the Students' Union](#)

Assessment

Assessment Regulations

The Undergraduate Assessment Regulations (UGAR) set out the rules for your course including how the University governs your outcomes, progression requirements and what happens if you fail, award eligibility and how your classification is calculated. If your course has **any exemptions** to the Undergraduate Assessment Regulations, you will find this information in your course specification. **You are expected to familiarise yourself with these regulations.**

Calculating your degree outcome

Your degree result is based on the calculation of your Overall Course Average (OCA) based on the stages of your course. The contribution of each stage is set out in the Programme and Unit Catalogues.

Supplementary assessment

Supplementary assessment describes the assessment you will be expected to undertake either to retrieve failure in a unit's main assessment or in the case of deferred assessment.

Supplementary assessment takes place during the summer (August) and you can find information on the supplementary assessment period in the [University's academic year chart](#). You will be expected to return to Bath to sit any in-person supplementary exams.

Exit awards – CertHE and DiplHE

If you leave the University early, without completing your course, you may be eligible for a generic exit award, either a Certificate of Higher Education (CertHE) or a Diploma of Higher Education (DiplHE).

Switching courses

If you are considering transferring to a different course, where this would be permitted, you should speak to your Director of Studies in the first instance. In certain circumstances you may be able to or may be required to transfer onto a specific alternative course, known as a Designated Alternative Course (DAC) if you have not met the criteria to remain on your current course of study.

Additional Information

You will find [further information and guidance on assessment arrangements](#) on our website. This includes a link to the [University's Academic Integrity Training and Test](#). **No student will be able to progress beyond the next progression point in their studies until they pass the test.** The test has a pass mark of 85% but you can take the test as many times as you need to.

[Individual Mitigating Circumstances \(IMCs\)](#)

We acknowledge that you may experience circumstances that disrupt your assessment attempt or performance. Submitting an IMC claim allows you to report any conditions which prevented you from taking assessment or significantly impaired your performance. If accepted, an IMC recognises that your assessment was affected.

You are expected to familiarise yourself with the information available about IMCs including the process for submission, the evidence requirements, how claims are considered and what can (and cannot) happen if a claim is accepted as valid.

Coursework

Assignment briefs, word counts and 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.

Students will normally receive the following information about an assessment task:

- its weighting in calculating the mark for the unit
- the assessment criteria, and any grade criteria relevant to the subject
- the timing, nature, and extent of feedback they can expect and whether this is to be accompanied by the return of assessed work

Students will receive clear and accurate information which sets out the expectations of the assessment task(s). This will normally include:

- the requirements of the assessment task(s)
- the word limit/range, and the penalty for non-compliance. If a penalty policy is not stated in writing the University default policy will apply
- any specific requirements of professional, regulatory, or statutory bodies
- any special presentation or referencing preferences/requirements
- the date for submission of the work
- the dates when any further detailed information about the individual task(s) will be communicated and how they will be communicated
- for in-class tests, information on the conditions under which the test will be conducted (e.g., open-book) or other specific requirements
- whether the work is to be submitted anonymously

Coursework tasks will normally have a word limit or word range. This, and the penalty for not adhering to this, will be confirmed when you receive an assignment. Markers may stop reading/marking your work at the point it exceeds the word/page limit.

[Coursework extensions](#)

If you find you are facing circumstances that are preventing you from submitting on time, you can request an extension to your deadline before the work is due. Short extensions are often granted but occasionally there may be a better measure to support you depending on your individual circumstances and the type of assessment. You will need to give a brief explanation of how your circumstances are impacting on your ability to complete on time. Extension requests require evidence to confirm what has happened and when. You can request an extension from your Director of Studies 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.

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. [There are penalties for submitting work after the specified deadline](#). **If you are experiencing difficulties completing work on time, please seek help before the deadline.**

[Examinations](#)

There are three formal assessment periods during which examinations take place, January, May and June, and August.

[Marking and feedback](#)

We have in place processes to ensure that assessment is conducted and marked in a fair and rigorous manner which upholds the academic standards of the University. You can find further [information on such processes, and their purpose, on our website](#).

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.

Your course

[Programme and Unit Catalogue](#)

This is where you will find details about individual units for the current academic year. The catalogues also provide links to the relevant assessment regulations.

[Course Specification](#)

Course Specifications set out important key information about your course, including the award title, the intended learning outcomes, the structure of the course, as well as regulations for meeting the requirements for exit awards and any agreed exemptions from the undergraduate assessment regulations (UGAR). You are expected to be familiar with your course specification document and its contents.