



**Faculty/School of Humanities & Social Sciences**

**Department of Psychology**

**Department of Psychology UG  
Handbook  
2023/24**

**Psychology BSc (Hons)**

**Psychology MSci (Hons)**

This handbook is available online or in alternative formats.

Please contact [psychology-ug@bath.ac.uk](mailto:psychology-ug@bath.ac.uk) 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 [psychology-ug@bath.ac.uk](mailto:psychology-ug@bath.ac.uk) if required.

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

The Psychology Department formally came into existence in 1997, though for 15 years there had been joint degrees in Psychology within the School of Humanities and Social Sciences.

The always attractive placement scheme gave students wider opportunities for work experience and often applied dissertations. Many placements were and continue to be international. The early period of the Department of Psychology focused especially on applied dimensions of social and health psychology, and human-digital interaction. The new Department expanded rapidly with innovative and interdisciplinary Masters degrees in Applied Social Psychology, Health Psychology, Research Methods, Science Culture and Communication, and Human Communication and Computing.

In the following decade, more expansion broadened the research and teaching range within psychology, including the introduction of the very successful Doctorate in Clinical Psychology and new Masters courses in Clinical Psychology, Forensic Psychology, and Economic Behaviour.

Since 2016, Psychology moved to a new building, 10W -- a multi-million pound investment in new state-of-the-art facilities, including a cross modal lab, a VR facility, Pain lab, EEG/ERP labs, Social Observation Labs, Group Labs, and an HCI lab.

In the 2021 Research Excellence Framework, 83% of our output was rated as world leading or internationally excellent. Now with over 1000 students across our programmes, and with our graduates working in a wide range of fields all over the world, the Department is frequently among the top five in the Guardian University and Times and Sunday Times League Tables.

We continue to grow and experiment with innovative thinking in all of our research, teaching, and practice.

### 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 careers

### Contact information

The key people that you would likely need to contact throughout your degree are:

Mr Ian Fairholm, Director of Studies for the Undergraduate Programmes, who can help you if you have ongoing concerns about your tuition or supervision, or if you wish to change your programme of study or are thinking of suspending or withdrawing from your studies.

### Your Year Tutor:

Year 1 Tutor	Dr Richard Hamshaw	rjth20@bath.ac.uk
Year 2 Tutor	Prof Richard Joiner	pssrj@bath.ac.uk
Placement Year Tutor	Dr Gosia Gocłowska	mag86@bath.ac.uk
Final Year Tutor	Dr Karin Petrini	kp504@bath.ac.uk
MSci Tutor	Dr Adam Hahn	ah2763@bath.ac.uk

Your Year Tutor can help you if you have concerns about meeting a deadline or if you think you might need to apply for mitigating circumstances. They can also help you if you would like to discuss aspects about your current year of study.

### The UG Psychology Administration Team Hub office:

The UG Psychology Administration Team can help with any administrative queries regarding your programme and are located in 10 West 1.02.

### **How to contact us in person:**

The UG Psychology Administration Team Hub office is open from Monday to Friday between 10am and 12pm and between 2pm 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. The hatch is open during our opening times.

We are currently operating 'hybrid working' within the wider 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 mailbox 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.

<b>Programmes</b>	<b>Administrators + Teams call/Phone</b>	<b>Mailbox</b>
All undergraduate Psychology Programmes	Imogen Hull and Wayne Wilkins	psychology-ug@bath.ac.uk

### **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.

If you have any immediate concerns about your own (or another student's) health or welfare, call 999 or Security on 01225 383999 (email [security-office@bath.ac.uk](mailto:security-office@bath.ac.uk)) Security will be able to contact Student Support if needed.

Our Wellbeing Advisors are available online and in the 4 West Student Centre. Call them on 01225 383838 or email on [wellbeingservice@bath.ac.uk](mailto:wellbeingservice@bath.ac.uk) and they will provide a confidential space for you to talk through any concerns that you have. They can also point you in the direction of further support or practical help (<https://www.bath.ac.uk/guides/welfare-and-wellbeing-advice/>)

You can also use our Be Well-Talk Now service which offers immediate 24/7 support via phone, live chat, or video call from wherever you are in the world.

Health advice is available online from the NHS 111 Service  
Confidential emotional phone support is available 24/7 from Samaritans: 116 123

## 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.

### **The External Examiners for your programme are:**

Prof Gijsbert Stoet, University of Essex

Prof Rhiannon Turner, Queen's University Belfast

## 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: Mr Ian Fairholm, (Director of Studies)/Dr Richard Hamshaw (Deputy Director of Studies, Undergraduate) and Imogen Hull/Wayne Wilkins (Programme Administration), or your personal tutor if neither are available.

## 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

The following spaces will be used to support our teaching:

- **Moodle:** this is the space where all the details about your programme, units, slides, etc are available. Discussion forums are also a useful source of information.

This is the key place for you to access learning materials. In this space, you will have required and additional readings, pre-session work, links to useful resources etc. All the materials for your workshops and lectures will be placed here.

- **Microsoft Teams:** all students are part of an online classroom in Microsoft Teams. Materials for the Reflective Practice and Skills-Based sessions on Tuesdays will be

found here. Within the 'general' space in the classroom, chat and files can be used in the same way but will be accessible to all of the cohort.

Additionally, each tutor group will have a separate channel, accessible only to those students and their academic tutor plus the DoS (Director of Studies). Each tutor group can use this forum to chat within their group and to work collaboratively, including uploading files to work on together.

On the rare occasions that teaching needs to be provided online, it will usually be on your Teams page.

- **Zoom (Bath):** The University of Bath has a zoom license (bath-ac-uk.zoom.us). This links well with Moodle so, if required, may occasionally be used.

Please note, we do not routinely record lectures given the required compulsory attendance at sessions along with the sensitive nature of the material. If a student has a DAP, then this or alternatives (e.g., a scribe) will be considered to find the best outcome.

### Option choices

Please note that In Year 1, all Units are **mandatory** with no option choices. Optional choices however are available from Year 2 onwards.

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.

### Placements and 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 Team can be found here: [Faculty of Humanities & Social Sciences placements team \(bath.ac.uk\)](#)

Your Placement Tutor is Dr Gosia Gocłowska [mag86@bath.ac.uk](mailto:mag86@bath.ac.uk)

**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.

### 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

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.

## Word Count Penalties

### Current Department of Psychology Policy

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. These limits/ranges will give an indication of the depth and detail of work required and ensure that students' submitted work is comparable.

You will be required to declare the word count for your work when submitting it for assessment. If you do not observe the given word range or limit for the coursework task, for example if you exceed the word limit, then a penalty will be applied. You should take note of what is included when calculating the total word count (e.g., whether or not contents pages, appendices, footnotes, reference sections & other elements that are not part of the main text are included). It is fine to submit work under the stated limit, but any coursework which exceeds the stated word limit will be subject to penalties. The ability to submit a piece of work which is within the stated word limit is one of the criteria taken into account when a piece of work is being marked.

You will be penalised if you are even one word over the word limit. When a piece of work is over the stated word limit the work will be subject to the following penalties:

- if the work is up to 15% over the word limit, 10 marks will be docked;
- if it is between 15 - 30% over the word limit, 15 marks will be docked;
- if the work is more than 30% over the word limit, then 20 marks will be docked or the work is an automatic fail at a maximum of 39% for UG, or 49% for PGT, whatever is lower.

### [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.

If you need to ask for an extension to your coursework or essay assignment deadline, you must request this in good time BEFORE the original submission deadline.

Extension requests are submitted via [SAMIS](#). You will find the form to fill in under "Student Tasks". [See video guidance](#) on how to log a request in SAMIS.

All extensions will need to be approved by your Year Tutor and you are likely to need to provide evidence. Please note extensions are not granted based on academic reasons, i.e. "If I have more time, I will do better and provide higher quality piece of assessment".

### 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.

Information will all be made available on the UG Psychology Moodle hub and in unit lecture material.

### [Your course](#)

**Professional Body Accreditation** Our undergraduate degree programmes are accredited by the British Psychological Society (BPS) and recognised as providing Graduate Basis for Chartership (GBC).

### [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.