



**Faculty of Humanities and Social Sciences**

# **Department of Health UG Handbook**

**2023/24**

**BSc (Hons) Sport Management & Coaching**

This handbook is available online or in alternative formats. Please contact [health-ug@bath.ac.uk](mailto:health-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 [health-ug@bath.ac.uk](mailto:health-ug@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

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.

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.



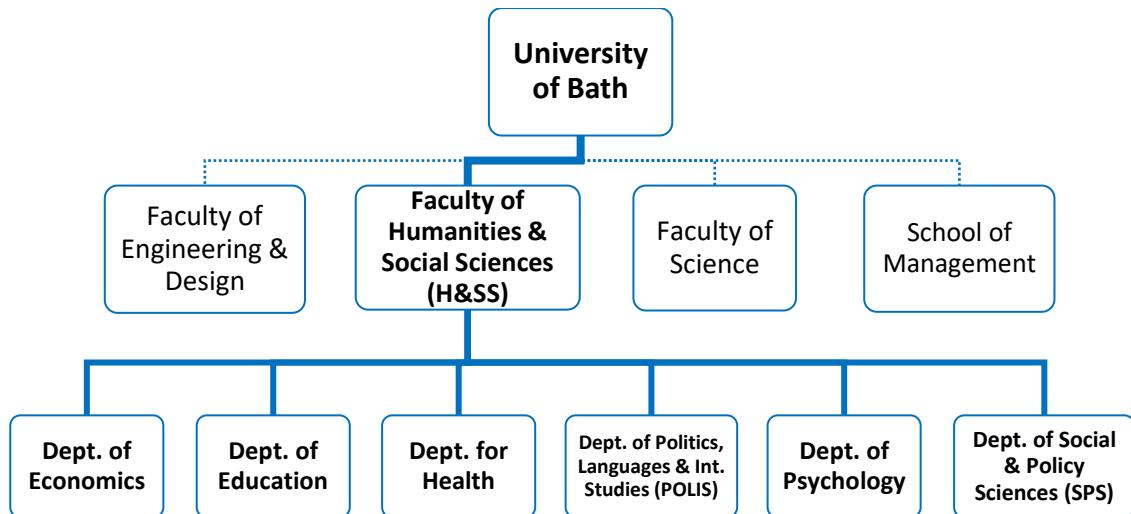
Polly McGuigan

Head of Department

### Departmental information including course teams

Welcome to the University of Bath. Your programme is delivered by the **Department of 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.

## 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 Personal 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 first Personal Tutor meeting will be arranged during Welcome Week where you will have the opportunity to meet your Personal Tutor and the rest of your Personal Tutor group.

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

Your Personal Tutor will contact you at points throughout each semester to discuss meeting arrangements. However, it will be your responsibility to reply to your Personal Tutor to ensure a meeting is scheduled. Typically, Personal Tutor meetings will be held during your Personal Tutor's office hours but may be organised outside of these hours when necessary.

All Personal Tutor meetings are noted on the student record system (SAMIS) to ensure there is a record of the meeting and any key discussion points raised.

You are welcome to contact your Personal Tutor at any time and request a meeting. You do not have to wait to be contacted.

## Contact information

### How to contact us in person

The Taught Programmes Team hub office is open between 10am and 4pm from Monday to Friday for in-person enquiries.

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

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

### How to contact us remotely

You can contact us using our shared mailboxes with your enquiries. We are happy to take your calls on Teams if you would like to talk to us, however we may not be able to answer

immediately if, for example, we are in a meeting. You can use our shared mailboxes to email us and book in a time when we can call you back.

### **Do you have an urgent enquiry?**

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

<b>Programmes</b>	<b>Administrators &amp; Teams/Phone</b>	<b>Mailbox</b>
FD/BSc Sports Performance  BSc Sport Management and Coaching	Kaylee-Jade Williams	health-ug@bath.ac.uk

### **Academic Staff**

<b>Who are we?</b>	<b>Area of expertise?</b>	<b>Where to find us?</b>
Dr Harry Bowles Lecturer Director of Studies	Physical Education	1 West 5.116 <a href="mailto:hb908@bath.ac.uk">hb908@bath.ac.uk</a>
Dr Chris Baker Lecturer Admissions Tutor	Sport Coaching	1 West 3.101 <a href="mailto:cb2722@bath.ac.uk">cb2722@bath.ac.uk</a>
Dr Sheree Bekker Lecturer Senior Tutor	Sports Medicine & Injury Prevention	1 West 5.126 <a href="mailto:sb2678@bath.ac.uk">sb2678@bath.ac.uk</a>
Dr Haydn Morgan Lecturer Placements Tutor	Sport Management	1 West 3.117 <a href="mailto:hjm23@bath.ac.uk">hjm23@bath.ac.uk</a>

## Support Staff

Who are we?	Area of expertise?	Where to find us?
Mrs Belinda Moore Placements Office	Placements	<a href="mailto:Health-placements@bath.ac.uk">Health-placements@bath.ac.uk</a>

Please find all department for Health academic staff listed here  
<https://www.bath.ac.uk/teams/department-for-health-academic-staff/>

## 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 current External Examiners for the Sport Management and Coaching programme are:

- **Dr Alex Channon** - Principal Lecturer in Physical Education and Sport Studies at University of Brighton
- **Dr Daniel Milton** – Senior Lecturer in Sport Coaching & PE at Cardiff Metropolitan University

## 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 personal tutor by email. This is particularly important if your absence is going to involve missing an assessment. If you are ill or are likely to miss a lecture as a one-off occurrence, please contact the relevant unit convenor who will be able to advise you on how to catch-up with the work missed.

## 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

You will learn primarily through in-person lectures, seminars, tutorials and independent study, giving you multiple ways of engaging with course content. A range of teaching spaces on campus will be used throughout your degree ranging from large lecture auditoriums to smaller seminar classrooms. You will have 24-hour access to the central campus [Library](#) and its extensive electronic resources. Each Department has a Subject Librarian specialising in the subject area, available to help you use library resources effectively. The library has study space for more than 1,400 students, zoned into silent, quiet and group study areas. Over 500 of the study spaces have computers, the majority have access to power, and the whole building is wireless enabled.

Moodle is an online learning platform that will be a central learning resource during your studies. From the Moodle Hub you can access a wide 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 you 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.

Lecture capture software is used widely by teaching staff, however not all lectures are recorded. Access to recorded lectures is available by an online platform called Re:View. A link to Re:View is embedded into each unit Moodle page. Lecture recordings are available to support independent learning and further engagement with lecture material. They are not a replacement for attending lectures and should not be relied upon.

### Option choices

As a Sport Management and Coaching student, you will have the opportunity to select optional units for your second and final year of study. Information about [how and when to choose your optional units](#) can be found online. You will receive an email notification at the relevant point in the year when online unit selection is available. If you want to discuss your option choices, please contact your Personal Tutor.

### 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 Officer can be found in the key contacts/staff list section at the start of the handbook.

**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.

There is a possibility of taking a year out (at the end of Year 2) to take a professional placement, leading to a 4-year (BSc). We believe that the ability to choose the programme that best suits your needs is one of the major strengths of our programmes at the University of Bath. Some of you will have specifically applied for one of these particular routes. Those of you who applied for a non-placement programme may request a transfer.

**Requirements and Responsibilities** The University has a commitment to assisting you to organise the work and to support you during your placement year. This has been written into a code of practice for both Placement Officers and students. The responsibilities of the university are to:-

- Provide full information about the requirements of the placement to you.
- Provide (if possible) job descriptions of vacancies, deadline dates, methods of application and background information about the employer.
- Ensure that prospective employers meet appropriate health and safety standards.
- Inform you of the support you will receive, including tutor visits or campus weekends.
- Ensure that your progress is monitored.
- Arrange debriefings and collect reports from visiting tutors.
- Coordinate any placement assessment processes.

The full version of the code of practice can be found on the University website at:  
[www.bath.ac.uk/placements](http://www.bath.ac.uk/placements)

There are also a number of responsibilities and expectations of students prior to, during, and following placements; see the Students' Union handbook for more details. There is inevitably a degree of administrative paperwork involved in setting up and administering

appropriate and safe placements, and you will need to take the lead in making sure this is in place for your particular placement. Please be prepared for this and adhere to the deadlines set by the placements tutor and administrative team. Failing to complete requirements promptly could lead to the delay of your placement.

### **Overseas Placements**

Some students choose a placement overseas. There are additional requirements in these cases for obtaining visas and permits, and insurance. It will be your responsibility to ensure that you organise these requirements in good time in order to be able to take up your placement promptly. Additional support and advice on the requirements for overseas placements is available from Student Services.

### **Selection Procedure**

We must emphasise that, for all students, there is no guarantee of obtaining a particular placement or study opportunity. Application is competitive, and it is likely that a satisfactory Year 1 grade profile will be taken into account. Indeed, applying for a place is often analogous to a job application – application forms, cover letters and curriculum vitae are submitted and successful candidates are called for interview.

#### ***Further information***

University Placement Handbook and other information for placement students:

<http://go.bath.ac.uk/placements-information-for-students>

### **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. Please contact your Personal Tutor for further guidance on the IMC application process.

## [Coursework](#)

### [Assignment briefs, word counts and deadlines](#)

You can expect to receive clear and accurate information about the type and process of assessment for each unit. Assessment information will be set out in advance via the Unit

Outline. This information will include details about:

- assessment weighting in calculating the mark for the unit
- assessment and grade criteria
- the requirements of the assessment task(s)
- the date for submission of the work
- the timing, nature, and extent of feedback provided
- how the work should be submitted and whether the work is to be submitted anonymously
- referencing requirements
- penalties for late or non-submission of work

More specific assessment support and guidance will be provided by your unit tutors.

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 (typically up to seven days) 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.

Consider extension requests early and discuss these with your **Personal Tutor** *more than 5 working days* before the deadline. Requests *within 5 working days* of the deadline will need to be discussed directly with the [Director of Studies](#) as a matter of urgency.

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.

#### [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.

Unit Convenors will provide tailored exam support as part of the unit content.

### 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.

### 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.

## 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.