



**Faculty Of Humanities  
& Social Sciences**

# **Department of Education UG Handbook**

**2024/25**

**Education with Psychology BA (Hons)**

**Education with Psychology BA (Hons) with  
professional placement**

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

[September 2024]

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## Purpose and scope

Your handbook for academic year 2024/25 comprises the following three documents which should be read alongside each other:

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

**All three of these documents were made available to you at the beginning of the academic year and/or at the start of your studies. You are expected to familiarise yourself with the contents.**

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

This handbook is available online and can be provided in alternative formats. Please contact [education-ug@bath.ac.uk](mailto:education-ug@bath.ac.uk)

The content of this handbook is accurate at the time of publication *September 2024* 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 to further information are embedded in the title of each section or in applicable text.**

## The Department

### Introduction to the Department



On behalf of the Department of Education and the Faculty of Humanities & Social Sciences (H&SS), I am delighted to welcome you as a new student. You are about to join an academic department with an international reputation for research and widely recognised by its teaching excellence. I'm sure you will find in our department an intellectually stimulating and inclusive environment in which to learn.

As an Education with Psychology student, you'll be part of the Faculty of Humanities & Social Sciences, home to a wider community of scholars from six different disciplines (i.e., Education, Economics, Health, Politics, Languages & International Studies, Psychology, and Social & Policy Sciences). We are sure you will be inspired by and benefit from the breadth and vitality within the Faculty of H&SS, with world-class teaching and in-depth specialist expertise available to you.

Please do take the time to explore all the information on this Handbook - if you have any questions, please get in touch with us.

Together with my academic colleagues, and the Department's professional services team, I wish you a very rewarding and thought-provoking year!

I look forward to meeting you soon.

Elisabeth Barrett-Hacking

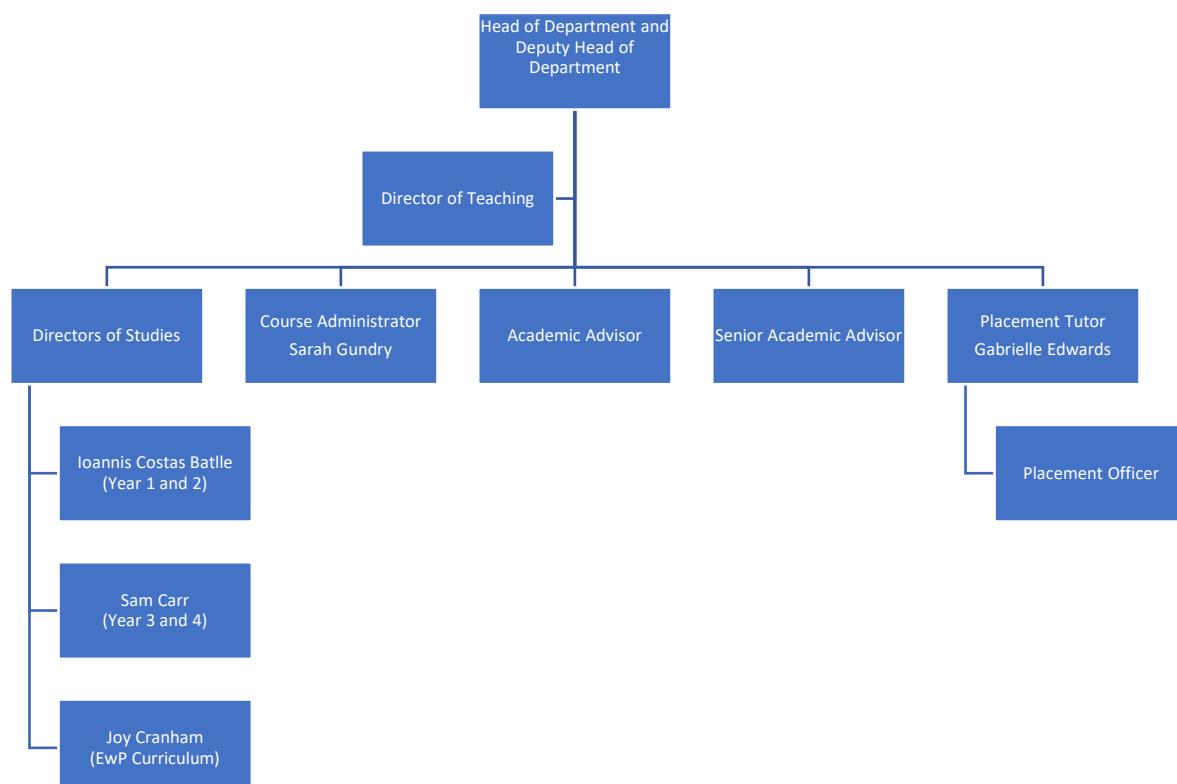
Head of Department

#### Departmental information including course teams

The structure of the Department of Education is explained below. The people you will most frequently contact are the following:

- Director of Studies: general issues about the course that are not specific to a unit.
- Course Administrator: administrative aspects about the course.
- Academic Advisor: your first point of contact for any pastoral issues.
- Placement tutor and Placement officer: all things placement.

It is unlikely you will have much, if any, contact with the remaining figures, except in specific circumstances. If in doubt about who to contact, start with your Academic Advisor (for pastoral issues) or Director of Studies (for course-related issues).



## Academic Advisor (formerly known as Personal Tutor)

*At the start of 2024/25 the role of Personal Tutor was renamed Academic Advisor to better reflect the nature of the role.*

When you join the University, you are assigned an academic staff member as an Academic Advisor. They will act as a personalised point of contact throughout your time here, supporting your transition, and your academic and personal development. It is important to respond to communications and requests from your Academic Advisor, and to attend scheduled meetings.

Your Academic Advisor 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 Academic Advisor 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 that may be impacting your studies
- providing you with a reference for work experience, internships, your placement, further studies, or career

First year students will be notified who their Academic Advisor is during Induction Week. Your Academic Advisor remains the same throughout your entire degree. However, if you would like to request a change of Academic Advisor, please contact the Senior Tutor.

Whilst your Academic Advisor will e-mail you to arrange periodic meetings, please do not wait until one of these meetings to contact them!

## Contact information

<b>EDUCATION KEY CONTACTS</b>	
Dr Ioannis Costas Batlle ( <i>Director of Studies, years 1&amp;2</i> )	5866 <a href="mailto:i.a.costas.batlle@bath.ac.uk">i.a.costas.batlle@bath.ac.uk</a>
Dr Sam Carr ( <i>Director of Studies, years 3&amp;4</i> )	3489 <a href="mailto:s.carr@bath.ac.uk">s.carr@bath.ac.uk</a>
Dr Joy Cranham ( <i>Director of Studies for EwP Curriculum</i> )	7580 <a href="mailto:ic2990@bath.ac.uk">ic2990@bath.ac.uk</a>
Mrs Gabriele Edwards ( <i>Placements Tutor</i> )	5971 <a href="mailto:g.edwards@bath.ac.uk">g.edwards@bath.ac.uk</a>
Dr Artemio Cortez Ochoa ( <i>Senior Academic Advisor</i> )	5166 <a href="mailto:Aco43@bath.ac.uk">Aco43@bath.ac.uk</a>
Sarah Gundry ( <i>UG Administrator</i> )	7703 <a href="mailto:education-ug@bath.ac.uk">education-ug@bath.ac.uk</a>
Izzy Ford ( <i>Placement Officer</i> )	3722 <a href="mailto:education-placements@bath.ac.uk">education-placements@bath.ac.uk</a>

## 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.

### **External Examiner for BA Education with Psychology 2024/5**

Dr Nomisha Kurian - University of Cambridge

## The University's expectations of students

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.**

### [University regulations](#)

### Disclosure and Barring Service (DBS) checks

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. Some units may also require you to have a DBS, for example, to conduct school visits.

Further information:

[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

### 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 for one or a few sessions in a week (e.g., you have a cold), contact the Unit Convenors for the units you will miss, to let them know.
- If you have a longer term struggle of any kind (physical or mental) that will affect you for more than a week, contact your Director of Studies.

Director of Studies

Ioannis Costas Batlle – iac25@bath.ac.uk

Programme Administrator

Sarah Gundry – education-ug@bath.ac.uk

If you are ill, or think that you are likely to be ill, for more than three days, please get in touch with the above-named contact within three days of becoming ill.

## 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

All resources for your units (lecture notes, recommended readings, assignment submission points, and lecture recordings) will be stored on [Moodle](#). Once you log in, find the course or unit title, and then you will have access to all the resources. Unit convenors typically make the resources for a particular week available one at a time.

### 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.

### Placements and Placement support

If you are going on placement, please read the information, on the website, about [planning your finances](#) including loans, other funding support, paying taxes and other tips.

The University is committed to supporting placements in order to enhance the vocational relevance of its programmes and the learning experience of its students. Each Faculty and the School has 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 Tutor and Placement Officer can be found in Departmental Information at the beginning of this handbook.

You can expect to receive placement preparation support on the application process (i.e. CV writing, production of covering letters and applications, interview skills) as well as practical placement support (such as where to find information on visas, accommodation, money etc). For some placements, there is a requirement for a Disclosure and Barring Service (DBS) check and you should liaise with your placements support team for further guidance.

Before going on placement, you will receive a University Placement Handbook containing generic advice and information for whilst you are on placement.

If you are on a placement of one semester or longer in the UK you can normally expect to be visited by staff at least once during your placement. If you are on a placement overseas, staff will either visit, where practical, or arrange an alternative way of keeping in contact.

During the placement you will be expected to complete the Personal Objectives and Learning Outcomes forms (POLO) (which helps you to structure your 2 placement objectives and personal development). At the end of your placement a Final Reflective Report and a Poster are required.

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.

As a student in the Department of Education you may take a professional placement for the duration of the third year of your undergraduate programme.

The placement normally lasts for around 52 weeks (it must be at least 30 weeks long and provide a total of 900 hours). The exact start and finish dates will depend on the requirements of employers. Some students start their placement straight after the end of the semester in late June and manage to fit in a 15-month placement, whilst others don't start until September and obviously complete a shorter placement.

If you wish to change from a 3-year to a 4-year degree programme (or vice versa) you can do so at any point during the 2<sup>nd</sup> year of study. You should discuss this with the Placements Tutor, [Gabriele Edwards](#), or the Faculty Placements Officer, Izzy Ford ([education-placements@bath.ac.uk](mailto:education-placements@bath.ac.uk)). You should talk to Student Finance about what financial arrangements you will need to make as a result of changing programme (eg. informing the Student Loans Company / your LEA). If you have additional funding through LEA or other awarding bodies they may require you to change to a 4-year programme by the end of your 1st year.

Our undergraduate programmes are highly regarded by employers and the Department has links with some prestigious organisations, however, securing a placement takes time and effort on the part of the student. Similarly, once you have a placement, the quality of the experience very much depends on your initiative, energy and enthusiasm; a positive attitude and a willingness to learn which will enable you to make the most of the experience.

You can find full details of the Placement year, including the Placements handbook on the [Department of Education Moodle Hub](#).

## Department prizes

The Department offers the Keith Bishop Prize which is awarded annually to the final year student with highest mark on their dissertation for any undergraduate programme offered by Education.

## 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

Academic Registry have also published [further information and guidance on assessment arrangements](#). 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

Assignment briefs, word counts and deadlines will be provided on the Unit Handbook of each of your units. You will find this document on the Moodle page for every unit. The Unit Handbook will include the weighting of each assignment for that unit (assuming there is more than one assignment for a unit, otherwise the weighting by default is 100%), the assessment criteria, and the submission date and time (as well as when feedback for the assignment will be available). Additionally, the Unit Handbook will clearly indicate the requirements of the assessment task(s), the word limit, any special presentation or referencing requirements, whether the work will be submitted anonymously, and for in-class tests the conditions under which the test will take place.

#### Submission deadlines

You will be informed of submission deadlines for each piece of work on the Unit Handbook which will be available on each unit's Moodle Course. On the [Moodle Hub](#) you will also be able to see the Marking and Moderation Schedule which details the submission dates and the dates on which you can expect for each piece of work.

**Your assignment must be submitted by 12:00 noon UK time on the submission date.** You must submit your assignment electronically before the deadline by uploading it to the Moodle course for your unit. *If the assignment is submitted after the deadline, your work may be marked as late and capped at 40%.* Your assignment must be formatted correctly. Please refer to the UG Education Hub for full instructions: [Course: Education with Psychology course Hub \(bath.ac.uk\)](#). All Education assignments must use **Harvard**

**Referencing System** Please refer to the Library web pages:

[https://library.bath.ac.uk/referencing.](https://library.bath.ac.uk/referencing)

For further guidelines on the writing and submission of assignments, including notes on referencing, please refer to the 'Assessment' section on the Moodle Hub: [Course: Education with Psychology course Hub, Topic: Assessment and Feedback Overview \(bath.ac.uk\)](#)

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 on [SAMIS](#) (the extension request is under the 'Student Tasks' tab). Extension requests are normally no longer than 7 days, but can be both shorter and longer. However, for each extension request it is important to

- a) clearly indicate why the extension is being requested (how is your work being impacted?) and
- b) provide evidence (whilst this may not always be possible, you should try to by using a text screen shot, an e-mail screen shot or any other form of evidence that is relevant).

Extensions will not be granted for poor time management or technical failures (i.e., it is University policy that you ensure you have back ups of your work). Think of extensions as an almost final recourse; if you anticipate having problems with assessments, contact your Director of Studies as soon as possible because there may be steps which can be put in place *before* an extension is requested.

Extensions are reviewed and approved or rejected by your Director of Studies.

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. Please be aware that an extension request needs to be submitted before the original deadline. You can request an extension in [SAMIS](#) under "Student Tasks", more information is available on [on your course Moodle page](#).

## 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 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. Only students who take units outside this Department will need to sit exams. Education units are all assessed without exams.

## [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](#).

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).

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 Academic Advisor.

[Course: Education with Psychology course Hub, Topic: Assessment and Feedback Overview \(bath.ac.uk\)](#)

If you have any questions about marking or feedback please contact the Unit Convenor in the first instance. You can discuss feedback you receive on assessments alongside your performance and progress in your studies at meetings with your Academic Advisor or you can speak to your Director of Studies.

## 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.