



UNIVERSITY OF
BATH

Faculty of Humanities and Social Sciences

Department of Economics UG Handbook

2024/25

BSc Economics

BSc Economics with Politics

BSc Economics and Mathematics

This handbook is available online or in alternative formats. Please contact
Economics Undergraduate Admin economics-ug-admin@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 Economics Undergraduate Admin economics-ug-admin@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](#)

We are delighted to welcome you to the Department of Economics at the University of Bath. I hope very much that you will have a highly pleasant and productive year with us. I believe that our department offers you, our students, a unique mix of academic quality and employability, while combining your intellectual and academic skill set with real-world applications and problems.

Over the course of the 2024/25 academic year, you will experience high-quality in-person teaching (which will take place on campus) by experienced subject experts. On-campus teaching will be occasionally complemented by structured online learning delivered through the University's virtual learning environment (Moodle). Timetabled sessions delivered in person on campus will be a mix of lectures and seminars. Online activities may include live interactive session through Teams or Zoom, following a recorded lecture, or working through other learning materials at your own pace. Besides these structured activities your time will be spent on independent learning which includes reading textbooks and journal articles, working on individual and group projects, preparing coursework assignments, presentations. Above all, you will get the maximum out of your time with us by engaging yourself fully with your courses and other tasks.

In the remainder of this handbook, you will find a more detailed introduction to the Department of Economics, as well as your programme of study. We hope you will find this information useful.

I would like to wish you all the very best for your studies here in Bath.

Prof. Ajit Mishra
Head of Department of Economics

Departmental information including course teams

The Department of Economics at the University of Bath is one of six departments in the Faculty of Humanities and Social Sciences. Our department has grown from a Political Economy Group in 1966, via an Economics Group in 1995, a combined Department of Economics and International Development in 1997, into a dedicated Department of Economics in 2009. We currently have about 50 [members of staff](#) engaged in research and teaching in the field of Economics. Our [research output](#) is highly visible with regular publications in many of the leading journals in Economics. We are currently ranked **Ninth** for Economics in the [Complete University Guide 2025](#) and in the same guide, we are placed **Second** for [graduate prospects](#) ([Rank: Graduate Prospects](#)). We are consistently ranked top 10 in a variety of other University rankings.

Our graduates have excellent [career prospects](#) including in leading financial institutions, higher education and government departments and agencies. Part of this success is based on our exceptional [placement programme](#). To strengthen and evolve links with key industry sectors and representatives, we have established in 2018 a dedicated Employer Advisory Board (EAB). This board represents, at the heart of our department, the longstanding and extensive employer network established through our aforementioned highly successful placement scheme as well as our large and successful alumni community. The EAB features eight representatives from key industries and sectors (among them also the [Office of National Statistics](#), investment banks, and consultancy firms (such as [Cambridge Econometrics](#))).

The Department has a very successful undergraduate degree programme in Economics and two bespoke joint honours degrees in Economics with Politics and Economics & Mathematics. In addition to offering research degree programmes (PhD, MPhil), the Department offers taught postgraduate programmes in Economics, Economics & Finance, and Applied Economics. It also runs an online postgraduate programme in Applied Economics (jointly with Wiley). Our programmes enjoy an excellent reputation in both the private and public sector and in academia. The department reviews its programmes and curriculum regularly and recently it has undertaken a substantive curriculum transformation exercise. Curriculum transformation is being implemented both at the undergraduate and postgraduate levels in a phased manner.

Our staff conduct excellent research in a wide range of areas within Economics, as attested by the results of the Research Excellence Framework 2021 ([REF 2021](#)). Broadly, staff are organized in five research groups, reflecting the traditional sub-fields and methodological approaches in Economics. These are: 'Economic Theory', 'Macroeconomics and Finance', 'Labour, Education and Health Economics', 'Public and Environment Economics' and

'Econometrics'. The Department has further refined its research environment by introducing dedicated themes that cluster academics in the Department, from different groups, around key challenges in the contemporary society. These themes are: 'Innovation and Productivity', 'Governance of Institutions and Systems', 'Social determinants of Health' and 'Sustainable Living'. These themes are related to the three main research themes of the University: 'Sustainability', 'Health and Wellbeing' and 'Digital'. These themes bring together researchers from different research groups with the aim of addressing topical issues in a collaborative and multi-disciplinary manner. They facilitate discussion and collaboration with external stakeholders on economic issues of interest to wider audiences (e.g., our students, policy makers, the general public, etc.).

Supporting and Promoting Equality and Diversity at the Department of Economics

The University of Bath promotes an inclusive environment offering advice, support and guidance on issues relating to equality and diversity: Equality, Diversity and Inclusion (bath.ac.uk).

The Department of Economics considers inclusion, respect for diversity, and openness to a wide range of experiences and points of view as crucial in giving everyone the best chance to fulfil their potential. Principles of equality and diversity have been systematically integrated into the fabric of the Department, most prominently in the context of the Department's successful application for an Athena Swan Bronze Award in 2020, that recognised good practices in higher education towards the advancement of gender equality.

The Department of Economics has its own Equality, Diversity and Inclusion (EDI) team comprised of staff and students, which meets regularly to discuss EDI-related issues. Please contact the chair of the Department EDI-team, Javier Rivas (j.rivas@bath.ac.uk), for any concerns, questions or suggestions regarding equality, diversity and inclusion in the Department of Economics.

Departmental information including course teams

Who does what?

Head of Department (HoD)

Professor Ajit Mishra is the Head of Department. He has overall responsibility for all academic affairs of the Department.

Director of Teaching (DoT)

The Director of Teaching has responsibility for the strategic development of learning and teaching within the Department. **Dr Matteo De Tina** is the Director of Teaching for undergraduate programmes in Economics.

Director of Studies (DoS)

The Director of Studies (DoS) have general responsibility for quality management and support to students within your course and oversees the assessment procedures. You should talk to your Director of Studies if you are thinking of taking Director of Studies approved units. Different courses have their own Directors of Studies:

Dr Nikolaos Kokonas – BSc Economics (Year One)

Dr Bruce Morley – BSc Economics (Year Two)

Dr Maria Sarigiannidou – BSc Economics (Years Three and Four)

Professor Martin Meier – BSc Economics and Mathematics

Dr Magdalyn Okolo – BSc Economics with Politics

Dr Aliya Kenjegalieva – BSc Economics Study Year Abroad Programmes

Assessments Tutor

Imran Shah is the Assessments Tutor for the Department. The Assessments Tutor is responsible for processing all extensions requests and Individual Mitigating Circumstances (IMC) claims from students from all Undergraduate courses in the department.

- Extensions are requested through SAMIS
- IMC Requests should be sent on the correct forms with evidence to support the claim to sps-imc-ext@bath.ac.uk The forms are available on the Economics Undergraduate Student Information Moodle Page.

DEPARTMENT ADMINISTRATORS

Claire Goldie is the Programmes Officer for the Faculty of Humanities and Social Sciences.

Josh Jenkins and **James Clark** are the Programme Administrators for all undergraduate programmes within Economics. Office contact details are: economics-ug-admin@bath.ac.uk or via Microsoft teams.

Together Josh and James are responsible for managing the administrative arrangements of your programme, including assessment and examination processes. You can contact them in the Department office (3E 3.17) or via any of the below contact details about any aspect of Departmental or University administration.

The Department of Economics is primarily located in the 3 East building.

Communication between you and the Department

The Department office is based at 3E 3.17. You can also contact us at the relevant email address for all queries. The office is open between the following hours:

Monday – Friday 10am – 4pm

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.

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.

Programmes	Administrators + Teams call/Phone	Mailbox
All undergraduate Economics BSc Programmes	James Clark: + 44 1225 387279 Josh Jenkins: + 44 1225 387245	Economics-ug-admin@bath.ac.uk
Programmes Officer	Claire Goldie: 01225 386245	cjg22@bath.ac.uk

We contact you:

- Via your University of Bath email address. Most information is sent this way so please check these regularly (only use this one for University business – not your personal business) as you will miss important information. This is how we let you know about timetable changes, cancellations, re-locations, information about examinations, coursework and meetings. You must always use your university email for all correspondence with us as this is the way that we can identify you.
 - **PLEASE MAKE SURE YOU REGULARLY REVIEW AND DELETE EMAILS AS APPROPRIATE SO THAT THERE IS ROOM IN YOUR INBOX.**
- Via Microsoft Teams, where departmental, course, unit and programme information can be found. The Teams Page for Economics undergraduate students can be accessed by the link below, you will be advised about this key resource during your welcome week, ECON – [Undergraduate Students Information Hub](#)

- Using the Departmental website ([Department of Economics \(bath.ac.uk\)](http://www.bath.ac.uk/economics)). This is where you will find news but also get access to a range of important information.

You contact us:

- By e-mail. (email addresses can be found via the contact list in this handbook). You must always use your Bath email to communicate with us.
- Booking an appointment – All academic staff have ‘office hours’ these can be posted on Electronic sign up on Moodle or their signature email strip, but you can see them at other times by arrangement.
- By phone (see contact list in this Handbook).
- By Microsoft teams
- By calling at the Department office during the opening hours
- Note that due to personal circumstances, staff members may not be available on campus. You will find alternative contact details via the ways above.

Communicating with us

Staff will primarily contact you via your Bath email. We expect you to be regularly checking your email and responding if required. Teaching members of staff also have office hours, These are publicised during their lectures, on Moodle, and on their office doors. Some also have the option of being able to book an appointment online. Please feel free to call staff members by their first name.

Person finder

If you need to find out a staff member or students’ contact details, the best place to start is using the University’s person finder application online, which can be located from the Bath home page. <http://www.bath.ac.uk/contact/?search=advanced>

Email etiquette

We want to be able to reply to emails as promptly as possible. Please do not treat emails as texts or memos. Remember to start the email with Dear XXXX (e.g. Dear Joe), write in full sentences and sign off with your name. Please do not expect an answer outside conventional office hours (usually 9am – 5pm), including weekends.

What to do if you need to raise an issue/complaint

DSPS Staff work hard to ensure that your learning experience is of a very high quality but should any problems arise, please consult the information below on how to proceed. If you have a concern or complaint that is related to DSPS, such as the content and/or delivery of a unit or timing of feedback, please use the follow process:

1. Contact the relevant individual directly in the first instance to discuss the matter. This may be your academic tutor, lecturer, seminar tutor, unit convenor, or administrator.
2. If the issue is not resolved after 1, or you feel unable to contact that person, contact the Director of Studies for your programme or your academic representative on SSLC (the latter is your elected student representative).
3. If the issue is not resolved after 1 and 2, contact the Head of Department.

If the issue is not resolved after 1, 2 and 3, you wish to take the issue further, and the complaint is not about a mark, please follow the process outlined from stage 2 outlined at [Student Complaints Procedure](#) and given in detail at <http://www.bath.ac.uk/regulations/Appendix1.pdf>. If your complaint is about a mark for your work step 4 of this process would be for the Faculty to undertake an academic review, details of which can be accessed on: [Student appeals process](#)

Academic Advisor

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.

We will arrange three separate meetings for you with your Academic Advisor during your first semester and 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

Should you need to contact the Senior Academic Advisor, please get in touch with Dr Áron Tóth, at453@bath.ac.uk

Contact information

KEY CONTACTS/STAFF LIST

Prof Ajit Mishra
Head of Department
Email: a.mishra@bath.ac.uk
Phone: 01225 386277, Room: 3E 4.38

Dr Matteo De Tina
Director of Learning and Teaching
Email: mdt28@bath.ac.uk
Phone: 01225 386866, Room 4.50

Dr Maria Sarigiannidou
Director of Studies for BSc Economics Programmes (Year 3 & 4)
Email: ms962@bath.ac.uk
Phone: 01225 834207, Room: 3 East 4.27

Dr Bruce Morley
Director of Studies for BSc Economics Programmes (Year 2)
Email: b.morley@bath.ac.uk
Phone: Phone: 01225 386497, Room: 3E 4.22

Dr Nikolaos Kokonas
Director of Studies for BSc Economics Programmes (Year 1)
Email: nk446@bath.ac.uk
Phone: 01225 383966, Room: 3E 4.31

Professor Martin Meier
Director of Studies for BSc Economics and Mathematics Programmes
Email: mm2647@bath.ac.uk
Phone: 01225 384569, Room: Wessex House 8.56

Dr Magdalyn Okolo
Director of Studies for BSc Economics with Politics Programmes
Email: muao20@bath.ac.uk
Room: 3E 4.27

Dr Aliya Kenjegalieva
Director of Studies for Study Year Aboard Programmes
Email: ak3085@bath.ac.uk

Dr Imran Shah
IMC Director of Studies (contact for Individual Mitigating Circumstances and Extensions cases)
Email: ih23@bath.ac.uk
Phone: 01225 385848

Administrative Staff

Claire Goldie
Programmes Officer
E-mail: cjg22@bath.ac.uk
Phone: 01225 386245, Room 3E 3.17

James Clark
Programmes Administrator
E-mail: economics-ug-admin@bath.ac.uk
Phone: 01225 387279, Room 3E 3.17

Josh Jenkins
Programmes Administrator
E-mail: economics-ug-admin@bath.ac.uk
Phone: 01225 387245, Room 3E 3.17

Martin Gore
Head of Employability
E-mail: m.gore@bath.ac.uk
Phone: 01225 384945, Room 1W 3.10

Placements Officers
Placements Email: economics-placements@bath.ac.uk
Study Abroad Email: economics-study-abroad@bath.ac.uk
Phone: 01225 386892, Room 1WN3.26

Katie Gilham
Student Experience Manager (maternity cover)
E-mail: klg48@bath.ac.uk

<https://www.bath.ac.uk/teams/departments-of-economics-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.

- Dr Peter Dawson, Associate Professor in Economics, University of East Anglia
- Professor Christoph Thoenissen, Professor of Economics, University of Sheffield

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 require a leave of absence from the University for any reason, please contact Dr Matteo De Tina (Director of Learning and Teaching) mdt28@bath.ac.uk or your academic advisor. If neither of these are available, contact economics-ug-admin@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

Moodle is our online virtual learning platform used to support learning and teaching, host resources and online activities, and support student collaboration. You will receive details about unit content and assessment via Moodle. Staff will post **generic feedback** on assessment and performance in the assessment block of the unit Moodle site and/or on their personal web pages. Students are advised to actively engage with the generic feedback before seeking any additional individual feedback.

Re:View (Panopto) is a video platform used to record and store video material. Recorded lectures will be made available through Panopto to students.

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

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 officers can be found [here](#).

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. 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.

For any placement enquires please contact the Placements Team on economics-placements@bath.ac.uk.

How the placement fits into the program:

The placement is optional, and you can choose to go directly into your final year or complete a placement. The placement is 40 weeks (minimum) in Year 3 and begins in the summer following Year 2.

You can transfer onto the placement program in Year 1, and we advise that you transfer on early so that you can participate in all the professional development sessions which begin in February of Year 1. You can then transfer off if you decide that it's not for you.

Contact economics-placements@bath.ac.uk and economics-ug-admin@bath.ac.uk to request to transfer – also inform your DoS and personal tutor of any course changes.

You can complete a placement overseas, conditional on spaces available and subject to visa restrictions. You will find the Microsoft form to request a transfer on your student [Teams](#) page.

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.

Study Abroad and support

Our BSc Economics, BSc Economics with Politics and BSc Economics and Mathematics degrees also have the opportunity of a study year abroad or a combined placement and study abroad in Year 3. You will have the opportunity to study abroad at an approved highly ranked partner institution.

This opportunity will enhance your skills and prepare you for employment in the competitive global graduate market. The study abroad option is currently available in Canada (Simon Fraser University, Vancouver), Germany (Freie Universität Berlin), Hong Kong (Chinese University of Hong Kong, University of Hong Kong), Italy (Bocconi, Milan), Singapore (Nanyang Technological University, National University of Singapore, Singapore Management University), South Africa (Stellenbosch University, Cape Town), South Korea (Yonsei University, Seoul) and USA (Binghamton, NY State).

If you have queries or concerns, please contact economics-study-abroad@bath.ac.uk or Aliya Kenjegalieva ak3085@bath.ac.uk.

If you are going abroad, please read the information, on the website, about [planning your finances](#) including potential sources of funding, travel insurance, and visas.

Department prizes

- The Andrew Duke Prize in Economics and Politics
- The Neil Farmery Prize in Economics
- The Sandford Prize

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

Coursework tasks will normally have a word limit or word range. This is usually a 10% tolerance range over the word limit, unless differently specified. This, and the penalty for non-compliance, will be confirmed when you receive an assignment. Markers may stop reading/marking your work at the point it exceeds the word/page limit. You should check with your Director of Studies if you have questions about word counts and penalties.

Any coursework submitted via Moodle will include full instructions and information regarding the specific task. These are located on the coursework/assessment sections of the relevant Moodle unit page. You will be able to check the percentage weighting that is used when calculating the unit mark, type of coursework, the deadline date, accepted submission format types, an academic integrity declaration and any other relevant information specific to that assessment.

[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 find out more information about the procedure for requesting extensions [here](#).

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/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](#). General rather than individual feedback may be given for exam-type assessments. Students are encouraged to seek and utilize feedback to improve. Anonymous marking is utilised for all assessments, with 5-digit candidate numbers being used for identification. Coursework is returned within three weeks for mid-term and (when possible) for end-of-semester assessments. Students are advised to engage in face-to-face discussions and prepare for classes to maximize learning benefits. The feedback process aims to help students develop strengths and address weaknesses, reflecting the joint efforts of teachers and students.

Coursework marks reflect performance based on specified criteria, with general comments on strengths and areas for improvement. Test and exam feedback is posted on the Moodle site and/or the lecturer's web page, focusing on achievement levels per academic year. Students must engage with generic feedback before seeking individual feedback from the Director of Studies. Additional feedback on exams may be provided by the marker/lecturer after Director of Studies approval, to clarify academic decisions. This feedback should not be used to dispute grades, but to understand them better. **Requests for additional exam feedback must be made within 3 weeks of receiving results.**

If you have any questions regarding marking and feedback please contact the Director of Studies for your year (these can be found on the Key Contacts list on Page 6 of this document).

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.