



Faculty/School of Humanities and Social Sciences

**Department of Politics, Languages and
International Studies UG Handbook
2024/25**

BSc (Hons) Politics and International Relations

&

BSc (Hons) Politics with Economics

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

September 2024

Contents

Purpose and scope.....	3
The Department.....	3
Introduction to the Department.....	3
Departmental information including course teams	4
Academic Advisor	5
Contact information.....	5
External Examiners	6
The University's expectations of students.....	6
University regulations.....	6
Attendance expectations.....	7
Learning and Teaching delivery	7
Timetables	7
Learning resources, Moodle, and recorded lectures.....	7
Option choices	7
Placements and placement support.....	8
Support from the Placements Team.....	8
MyPlacement Database.....	8
Placement Requirements and Registration:.....	9
Employment Status.....	10
References:	10
Disability and Reasonable Adjustments:	10
Switching On/Off the Placement Programme:	10
International Student Visas	10
Placement Year Fees.....	10
Passing the Placement Year.....	11
Study Abroad	11
Accommodation.....	12
Planning your Finances	12
Further study	12
Research ethics	13
Student Representation.....	13
Assessment	13
Assessment Regulations	13
Calculating your degree outcome.....	13
Supplementary assessment.....	14

Exit awards – CertHE and DiplHE	14
Switching courses	14
Additional Information	14
Individual Mitigating Circumstances (IMCs)	14
Coursework	14
Assignment briefs, word counts and deadlines	14
Deadlines	15
Coursework extensions	16
Late submission of coursework	16
Examinations	16
Marking and feedback	16
Marking	16
Anonymous marking	17
Moderation	17
Scaling	17
Your course	17
Programme and Unit Catalogue	17
Course Specification	17

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 ug-polis-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

Welcome to the Department of Politics, Languages and International Studies.

We are very proud of our courses, the quality of our teaching and the enthusiasm and passion of our staff. We are also proud of the cutting-edge research that our staff are doing that directly feeds into our teaching. We hope that you will enjoy learning about new things, developing your skills, knowledge and critical analysis and feel inspired by the course. Hopefully your time at Bath will not only be a positive and memorable experience but also a launchpad for you into a career that you enjoy and makes a difference to the world.

The transition into University life is fun and exciting, but we know that it can be daunting at times and there can be some unexpected challenges along the way. The University offers a wide range of support services which are detailed in this brochure and which you can also find out about from the course team, your personal tutor and the Students' Union. Please do reach out to these sources of support – especially your personal tutor - if you have any concerns about your studies, University life or anything else.

University is a lot more than your studies, so we encourage you to get involved in some of the vast range of sporting, cultural, political and community activities that the University and the Students' Union offer to make the very best of your student experience. Through

your course and these activities, we hope you meet a wide variety of new and inspiring friends and colleagues who shape your thinking, contribute to your development and help you along the journey to graduation.

We wish you all the best for your studies with us over the next few years, and of course all the other opportunities and experiences being part of the University of Bath brings with it.

- *Professor Peter Lambert, Head of Department*

Departmental information including course teams

Your programme is delivered by the Department of Politics, Languages & International Studies within the Faculty of Humanities & Social Sciences (HSS).

The Faculty is one of three Faculties and one School in the University and comprises six academic Departments: Economics, Education, Health, Politics, Languages & International Politics, Psychology and Social & Policy Sciences.



The Department is led by Head of Department Professor Peter Lambert who oversees the Department's strategic planning and development. He has overall responsibility for the research, education, and student and staff wellbeing in the Department.

The Director of Teaching for POLIS is Dr Mattia Cacciatori; this role has general responsibility for the quality of learning and teaching in the department and has departmental oversight of things like student engagement, development and introduction of new courses, assessment marking and feedback and much more.

Finally, your Directors of Studies are Dr George Newth (Y1 and Y3) and Dr Lucas Knotter (Y2 and Y4). Your Directors of Studies are responsible for the day-to-day management of the course and will be your main point of contact for any questions regarding IMCs, extensions and pastoral support while you are studying.

The administrative team, in addition to your Director of Studies and Academic Advisor, are on hand to support you and act as a central point of contact. The team can be found in the POLIS and Health Hub at 1WN 3.02 and are there to share information and provide

signposting. If you have an enquiry, you can contact us by emailing the shared email box at polis-ug-admin@bath.ac.uk which is monitored **between 9am and 5pm Monday to Friday** or come and visit us in person.

Academic Advisor

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 from year to year 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 you're away on a 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

Your Academic Advisor will be in contact during welcome week to arrange your first meeting.

Contact information

Contact	Title	Tel Ext.	Email	Room No.	Contact With...
Dr George Newth	Director of Studies (Y1+Y3)	4661	ghn20@bath.ac.uk	1WN 2.36	Course Queries
Dr Lucas Knotter	Director of Studies (Y2 & Y4)		lk814@bath.ac.uk	1WN 2.22	Course Queries
Dr David Moon	Head of Politics		dsm31@bath.ac.uk	1WN 4.1	Course Queries
Miss Sabrina Earnshaw & Mrs Naomi Mintrum	Placements Officers	7762	politics-placements@bath.ac.uk	1W 3.06	Placement Queries
Mrs Rachel McBride	Programmes Administrator	5154	polis-ug-admin@bath.ac.uk	1WN 3.02	Administrative Queries
Miss Sophie Parker	Programmes Administrator	5288	polis-ug-admin@bath.ac.uk	1WN 3.02	Administrative Queries
Mrs Lauren Jones	Programmes Administrator, PoLIS	6 471	Polis-ug-admin@bath.ac.uk	1WN 3.02	Administrative Queries

Miss Katie Hillier	Programmes Officer	3368	polis-ug-admin@bath.ac.uk	1WN 3.02	Administrative Queries
--------------------	--------------------	------	--	-------------	---------------------------

External Examiners

External Examiners have an important role in assuring the academic standards are appropriate and assessment processes are fair. At least one External Examiner is appointed for each taught course or group of courses at the University and will be someone from another university or professional organisation who is qualified and experienced in the relevant field of study.

External Examiners:

- Review draft assessment questions and samples of assessed work
- Participate in Boards of Examiners' decision-making
- Give independent feedback and advice throughout the year
- Submit an annual written report on the course(s) they are appointed to

External Examiner annual reports, and departmental responses to those reports, are made available to students and are discussed by Staff/Student Liaison Committees (SSLCs). Students can engage with the process through which the University considers and responds to External Examiners' comments and suggestions through the University's student representation mechanisms. However, it's not appropriate for individual students to make direct contact with External Examiners.

If you are dissatisfied with the process or outcome of an assessment and are considering whether to raise this either informally or formally, please familiarise yourself with the University's procedures for [student complaints](#) and [academic appeals](#).

The External Examiner(s) for your programme are:

Name	Course	Home Institution
Dr Laura Chappell	Politics	University of Surrey
Dr Zachary Greene	Politics	University of Strathclyde

The [University's](#) expectations of students

[University regulations](#)

<http://go.bath.ac.uk/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 George Newth Y1 + Y3 - ghn20@bath.ac.uk

Dr Lucas Knotter Y2 + Y4 - lk814@bath.ac.uk

Students are required to attend university regularly. In some cases, if attendance is not satisfactory then Academic Registry are authorised to terminate your course of studies. If you are ill, or think that you are likely to be ill, for more than three days, please get in touch with your Director of Studies within three days of becoming ill. Where you have a planned absence to undergo medical or surgical procedures that requires time off for more than three days, you can apply for a leave of absence from your Director of Studies. Your department can arrange in advance for time off study and may be able to consider other options.

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.

If you have any questions about your timetable, please contact your Director of Studies.

Learning resources, Moodle, and recorded lectures

Many of your lectures will be recorded; however, this is subject to the discretion of individual members of staff and we cannot guarantee that all lectures will be recorded. Recorded lectures can be accessed via the Moodle page for each relevant unit. Please contact the individual lecturer concerned if you have questions about access to recordings of their lectures. Seminars will not be recorded. When you start your units, you will be able to access associated online material at a time that suits your schedule.

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

Email: politics-placements@bath.ac.uk

You can find further information about the placements team on the following webpage:

<https://www.bath.ac.uk/teams/faculty-of-humanities-social-sciences-placements-team/>

Support from the Placements Team

The Placements Team offers a comprehensive support structure to enhance your professional development:

- **Personal Development Programme:** Attend all scheduled sessions. Session slides will be accessible on the [UG Politics Placements Hub](#).
- **1-on-1 Meetings (In-Person and Online):** Details on how to book these sessions will be provided to students.
- **Drop-in Sessions (In-Person):** For CV, cover letter, and application reviews. Sessions are held weekly during term time; specific times will be announced.
- **Interview Coaching Sessions (In-Person and Online):** Details on how to book these sessions will be provided to students..

During your placement, you will have access to the Placements Team and all of the University of Bath's [wellbeing and support services](#). Additionally, you will be assigned a Visiting Tutor (who may differ from your Academic Advisor) as a point of contact throughout your placement, including for online or in-person placement visits.

MyPlacement Database

Second Year students registered on the placement programme will be given access to MyPlacement and will receive communications from the Placement Team about placement opportunities. Students are expected to regularly review placement opportunities and refrain from sharing adverts outside the department as these are tailored to meet specific placement year criteria.

It is important to understand the supply and demand within different sectors, as well as the timings for when certain opportunities become available. For example, during the first semester, most opportunities are in the corporate sector, including finance and business. However, roles in party politics, as well as with SMEs, charities, and similar organisations, are typically not available until the second semester, with some opening later in the summer. However, we encourage you to consider applying for corporate placements as these positions offer valuable experience and can serve as an excellent stepping stone towards a variety of career paths, including those in politics and related fields. Please note that, if you are interested, many placements in Policing (e.g., MET Police, Bedfordshire Police, National Crime Agency, College of Policing), open their applications in semester one and are highly competitive so it is important to apply early.

Placement Requirements and Registration:

Students are responsible for applying and securing their own placements. Placements are not allocated to students.

The deadline for second-year students to secure a placement is mid-September before the start of their third year. If students fail to meet this deadline, they will be contacted by their Director of Studies and the UG Admin Team and recommended to transfer to the 3-year programme. Students may also choose to switch to the 3-year programme before the deadline.

Politics students are required to complete at least 30 full-time weeks on placement between June (after the exam period) and the following August.

Students must register relevant placement activities for both Semester 1 and Semester 2. This can be achieved through either a single 30-week placement or a combination of placements, where each placement lasts a minimum of 12 full-time weeks (e.g., a 24-week placement followed by a 12-week internship in a different field).

To be registered onto the Placement Year by the mid-September deadline, students must have secured at least 24 weeks on placement. While continuous access to MyPlacement and support from the Placements Team will be provided, students are responsible for securing and registering additional placements needed to meet the 30-week minimum requirement. Failure to meet the minimum required placement weeks may result in not passing the Placement Year.

A part-time placement with a single employer may be considered, provided that the student has a formal agreement stipulating a minimum of 900 hours of work over the course of the year.

Placements may be conducted in various work environments, including on-site, hybrid, or fully remote settings.

Each placement must be registered with the University to count towards the 30-week minimum requirement. Students must submit the job description and contract to the Placements Team for review and approval. All placements must be registered prior to the start date to ensure all paperwork, tasks, and approvals are completed.

Placements can be done internationally; however, students are responsible for checking specific requirements (e.g., EU passport for opportunities in Brussels), securing the correct work visa, insurance, etc. If going abroad during the placement year, students must manually sign up for the Student Travel Cover (in addition to their own insurance). Be aware that some countries have legal restrictions on the maximum duration students can spend with one employer (e.g., a 6-month limit in France).

Students are expected to accept the first placement offer they receive and withdraw any other active applications. This policy ensures commitment to the chosen opportunity, helps maintain a professional reputation with employers, and allows other students to be considered for open positions.

Employment Status

Please note that roles that require students to be classified as freelancers, contractors, or commission-only are not eligible for the placement year.

References:

When seeking references for a placement application, it is important to ask someone who knows your work or academic performance well, such as a lecturer, academic adviser, or previous employer. Always ask for permission before listing someone as a referee and be sure to request the reference well in advance to give them sufficient time to prepare. Provide clear information about the role you are applying for, as well as details regarding the submission process and deadline.

Please note that Placement Officers are not able to provide references for students.

Disability and Reasonable Adjustments:

Please get in touch with the Careers Team as they will be able to provide specialised support regarding reasonable adjustments you can ask employers during the application process and whilst on placement careers@bath.ac.uk and <https://www.bath.ac.uk/guides/appointment-and-drop-in-options-from-careers/>).

If you receive Disabled Students' Allowances (DSAs), please discuss this with your Disability Adviser as early as possible in the year. This is because, in the majority of cases, DSAs funding will not be available to students while they are on placement. Students may receive funding while on placement via Access to Work funds: <https://www.gov.uk/access-to-work>.

Switching On/Off the Placement Programme:

If you are considering switching on/off the placement programme, please notify the UG Admin Team and ensure the Placements Team is copied on the communication. Students with loans will need to notify their funding authority of any changes.

International Student Visas

International students must ensure they have the appropriate visa in place if they are enrolled on the four-year programme with placement.

Queries regarding international student visas need to be addressed to Student Immigration Service: studentimmigrationservice@bath.ac.uk

Placement Year Fees

Placement year fees cover the continuous support you receive throughout your placement journey, from first year to final year.

Students undertaking a placement year are subject to a reduced tuition fee and can apply for their loans via Student Finance. For current fee information, please refer to the [University's Tuition Fee page](#).

If you need to suspend during your placement year, you will still be liable for placement year fees up to the relevant attendance point.

Any queries regarding student finance, please refer to the [Student Finance page of the website](#).

Passing the Placement Year

The award of a degree “with placement” will be dependent upon:

- Satisfactory performance and completion of the placement
- Meeting the minimum number of weeks on placement
- Submission of three assignment via Moodle:
 2. **POLO 1:** to be completed within the first six weeks of your placement
 3. **Placement Poster:** submission date TBC (May)
 4. **POLO Final:** submission date TBC (August)

The Placement Year is not graded and does not count towards your final degree classification but is recorded on your transcript.

Any requests for extensions to placement assignments must be submitted to the Placements Team for consideration (politics-placements@bath.ac.uk).

It is essential that students going on placements regularly monitor their University of Bath email and Moodle access to ensure they can be contacted by university staff and their Visiting Tutor, and to be able to upload their assignment on time.

Guidance on setting up the Multiple-Factor Authentication [here](#), and you may also need to set up a [VPN on our device](#). If you encounter any issues, please contact the [IT Service Desk](#).

Study Abroad

Please note that places on study abroad programmes are limited. Priority will be given to languages students, for whom a placement or study abroad period is a compulsory part of their degree. Any remaining places will then be offered to Politics students. Where demand exceeds supply, places will be allocated by drawing lots. [Mobility Partner List - updated September 2024 \(bath.ac.uk\)](#)

Students must express their interest in the study abroad programme at the start of Second Year (October). If selected, students need to commit to the full academic year, as it is not possible to split the year between a placement and study abroad. Students are responsible for applying for and securing the appropriate country-specific student visa.

Only one of our partner institutions, Sciences Po Reims, offers lectures in English. For other locations, students must meet the required language proficiency level (usually B1/B2) and

the University reserves the right to interview students to confirm their language abilities. If you wish to improve your language skills, courses are available through the Foreign Language Centre.

We strongly recommend that you also apply for placement schemes early in the academic year to ensure you explore all available opportunities. This is particularly important, as places on the study abroad programme are not guaranteed, and you may not receive confirmation of a university place until January. Once your place on the study abroad programme is confirmed, we expect you to withdraw from any ongoing placement applications.

Students participating in the study abroad programme will be assessed by their host universities, which will issue a transcript of their marks. However, these marks will not count towards their degree.

Accommodation

Students are responsible for finding, securing, and covering the costs of their own accommodation for the duration of their placement year or study abroad.

Students registered on the 4-year programme will still be able to get a [proof of student status letter](#) from the University of Bath whilst on placement. Students can provide this letter to the Council to allow them to be exempted from Council Tax if their household is occupied exclusively by full-time students.

Planning your Finances

If you are going on Placement or Study Abroad, please read the information on the website about [planning your finances](#) including loans, other funding support, paying taxes, travel insurance, visas and other tips.

Turing Funding (not guaranteed): [The Turing Scheme \(bath.ac.uk\)](#). Any queries, please contact the International Mobility Office: turing@bath.ac.uk

If you are undertaking a Type B placement in the UK, please contact the Placements Team with your Customer Reference Number (CRN), as we will need to provide you with an official letter for Student Finance. For more information about Type B placements, you can refer to [Microsoft Word - Placement-funding-information-24-25 word doc \(bath.ac.uk\)](#)

Further study

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

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

Research ethics

The University has a wide range of resources available to you to help you understand the importance of academic integrity and how you can enhance your academic writing and practice. When writing at university level it is important to ensure that your work is referenced correctly and that you make clear reference to the resources that you have read and cited throughout your work. This can be a tricky skill to master, however, there is plenty of support available to help you.

The University of Bath have published their own referencing guide designed to support those who are new to academic writing to cite their work correctly. This can be found online at: <https://library.bath.ac.uk/referencing>.

Further support can be found at the Skills Centre who provide academic skills support and enhancement to all students at the university. In order to attend a skills masterclass, access academic writing support or find self-access online academic skills resources contact the Skills Centre at: <https://www.bath.ac.uk/professional-services/academic-skills/>. Do also reach out to your personal tutor for any queries you might have about Research Ethics, Academic Integrity or Referencing.

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 and
- [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 or as 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

Most units taught in the Department are assessed by a combination of either coursework and examination or coursework and final essay, giving at least two opportunities for feedback on performance. At the end of each semester, the assessments will be aggregated to give you an overall mark out of 100 for each unit. Coursework can take a variety of forms; however, the most common forms of coursework are seminar presentations and essays.

Not all the assignments you are given may "count" in terms of how you are assessed. Those

which do are referred to as assessed coursework. We undertake to make very clear to you what is assessed and what is not, but if you are in any doubt, you should ask the teacher concerned. The way in which each individual unit is assessed will be explained to you at the start of the academic semester by the unit convenor and will be stated in writing in the unit guide or on the Moodle page.

A summary is also given in the relevant entry in the Unit Catalogue. If you are in any doubt about what "counts" (and how much it counts for) please ask your unit convenor.

In first year core units, you will receive guidance on how to prepare for essays and exams. You will also receive guidance on how to prepare for seminar presentations in the first or second year, depending on your programme and choice of units.

6.13 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*

6.14 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.

Deadlines

Submission deadlines for each unit will be provided within the unit outline and displayed on the Moodle page. Assignments are due at 3pm on the date of the deadline unless otherwise specified. For information on extensions and late submissions, please see "Late Submission of Coursework" below. The university is committed to anonymous marking, and the Department of PoLIS is practicing anonymous submissions where practical (presentations, oral exams and dissertations will remain some of the exceptions). Where applicable, the process of submission of anonymised work will be as follows:

Essays must be submitted by the due date electronically via Moodle. Please refer to the 'Assignment Submission Procedure' on the [PoLIS Virtual Undergraduate Hub](#) for details on how to submit your assignment. You must retain an electronic copy of every piece of coursework you submit. This is in case of loss.

[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.

Students who wish to apply for extension to coursework deadlines are required to consult the Unit Convenor **in advance** of the deadline. Extension requests must then be submitted via SAMIS to your Director of Studies and **must be supported with evidence**. The normal acceptable reasons for a coursework extension can be found [[here](#)]. Circumstances that are foreseeable and preventable, busy assessment schedule or "normal life" events would not normally be considered valid.

[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](#).

Marking

All assessments you complete during your course are marked according to:

- Marking criteria (or assessment criteria) - these are the knowledge, understanding and skills which it has been identified that students should demonstrate in the assessment, and which are considered during marking. They are based on the unit 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 to get a result within a given band of marks (for example 70% or more).

You will be made aware of the relevant assessment criteria and any relevant grade criteria when you receive your assessment tasks.

Anonymous marking

The University has adopted a principle of anonymous marking to protect students and staff from bias, and the perception of bias, in the marking process. It applies to all assessment where practical. It is not possible to mark all assessment anonymously as either you will be identifiable even if you do not use your name (for example, in presentations, group work, Individual work) or it might not be practical, or in your interest, to do so. You will be informed when assessment cannot be marked anonymously.

Moderation

Both the setting and the marking of assessment are independently checked through processes known as moderation. In setting assessment moderation makes sure it will test the relevant learning outcomes for the unit and contains appropriate levels of challenge. When marking, moderation makes sure this is consistent and in line with the relevant assessment criteria, marking scheme and grade descriptors. Moderation is conducted by internal examiners (other academics in the department) and by an External Examiner.

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.

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.