



**Faculty of Humanities and Social Sciences**

# **Department for Health UG Handbook 2024/25**

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

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

[September 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 [health-ug@bath.ac.uk](mailto:health-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

Welcome to the University, and to our sport and health related courses in the Department for Health. We are very proud of our courses, and the research and applied practice that our staff are doing that directly feeds into our teaching, so we hope you will enjoy learning from them and seeing some of the subjects you are interested in coming to life. We are lucky to be studying and researching topics that have the potential for such direct impact on people's lives, and hope that your time at Bath is a launchpad for you into a career that you love and really makes a difference.

The transition into University life is fun and exciting but we know that there can be some unexpected challenges along the way. The University offers a wide range of support services which you will find out about from your course team, academic advisor and the

Students' Union. Please do reach out to these sources of support if you have any concerns about your studies or University life.

Alongside your studies we encourage you to get involved in some of the huge range of sporting, cultural and community activities that the University and the Students' Union offer to maximise your student experience. Through your course and these activities we hope you meet a wide variety of new and inspiring colleagues who shape your thinking, contribute to your development and help you along the journey to the end of your course. We really hope you will enjoy your studies with us over the next few years, and of course all the other opportunities that coming to the University of Bath brings with it.



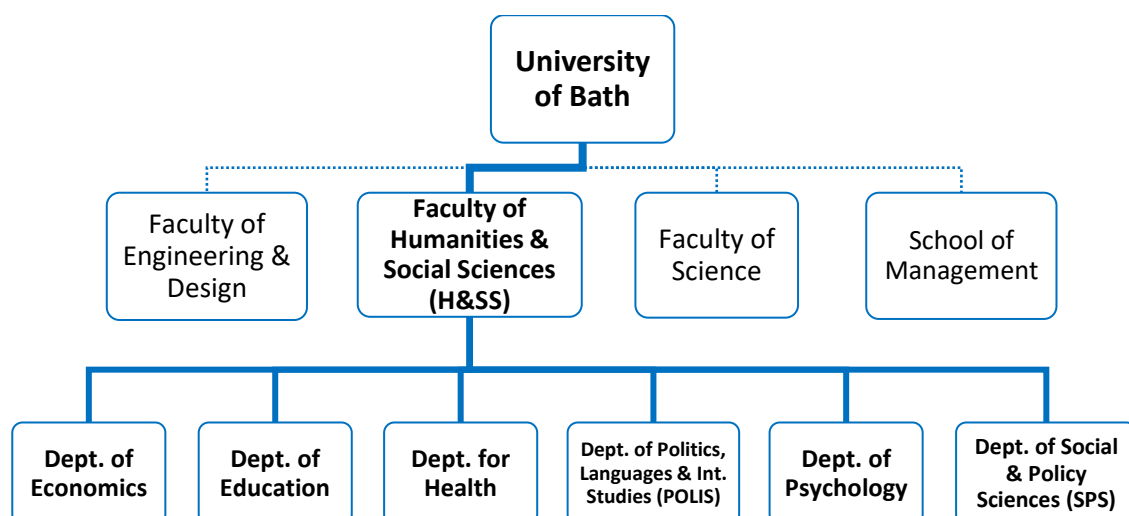
Polly McGuigan

Head of Department

#### [Departmental information including course teams](#)

Welcome to the University of Bath. Your programme is delivered by the **Department of Health** within the [Faculty of Humanities & Social Sciences \(HSS\)](#). The Faculty is one of three Faculties and one School in the University (see below) and comprises six academic [Departments](#).

[Economics](#), [Education](#), [Health](#), [Politics, Languages & International Politics](#), [Psychology](#) and [Social & Policy Sciences](#).



## Faculty H&SS Taught Programmes administration

Undergraduate and Postgraduate Taught (Masters) programmes are delivered by academic staff in departments, with administrative support provided by our Taught Programmes Team. Our Taught Programmes Team consist of expert Managers, Officers, Administrators and Administrative Assistants, located in Hub Offices across our Faculty buildings – 3 East, 1 West North, 1 West and 10 West.

Our Taught Programmes Team is responsible for all aspects of administrative support for all taught programmes in the Faculty, ensuring that services are efficient, effective and adapt to changing circumstances. We provide students with support and advice from registration to graduation and support academic teaching staff in our departments.

Our duties include:

- managing administrative processes of the Faculty's taught programmes
- acting as a central point of contact for staff and students seeking advice
- offering programme-related operational support for academic teaching staff in departments

It is important that you get to know the administrators who look after your particular programme, as they can often provide invaluable guidance on various aspects of the programme. If your administrator is unavailable then please speak to any other of our other administrators listed on our wiki page [here](#), all of whom will be very happy to help you. If you have any problems, then please contact one of the Programmes Officers or Managers.

Emails are managed via shared mailboxes to deal with enquiries from students and academic staff and these are regularly monitored by designated members of the team.

### 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 first Academic Advisor meeting will be arranged during Welcome Week where you will have the opportunity to meet your Academic Advisor and the rest of your tutor group. 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 contact you at points throughout each semester to discuss meeting arrangements. However, it will be your responsibility to reply to your Academic Advisor to ensure a meeting is scheduled. Typically, Academic Advisor meetings will be held during your Academic Advisor's office hours but may be organised outside of these hours when necessary.

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

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

### Contact information

#### How to contact us in person

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

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

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

#### How to contact us remotely

You can contact us using our shared mailboxes with your enquiries. We are happy to take your calls on Teams if you would like to talk to us, however we may not be able to answer immediately if, for example, we are in a meeting. You can use our shared mailboxes to email us and book in a time when we can call you back.

#### Do you have an urgent enquiry?

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

Programmes	Administrators & Teams/Phone	Mailbox
FD/BSc Sports Performance	Kaylee-Jade Williams	health-ug@bath.ac.uk

BSc Sport Management and Coaching		
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### Academic Staff

Who are we?	Area of expertise?	Where to find us?
Dr Harry Bowles Lecturer Director of Studies	Physical Education	1 West 5.116 <a href="mailto:hb908@bath.ac.uk">hb908@bath.ac.uk</a>
Dr Luke Jones Lecturer Admissions Tutor	Sport Coaching	1 West 4.117
Dr Sheree Bekker Lecturer Senior Tutor	Sports Medicine & Injury Prevention	1 West 5.126 <a href="mailto:sb2678@bath.ac.uk">sb2678@bath.ac.uk</a>
Dr Stephanie Merchant Lecturer Placements Tutor	Sport Management	1 West 3.117 <a href="mailto:hjm23@bath.ac.uk">hjm23@bath.ac.uk</a>

### Support Staff

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

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

### External Examiners

External Examiners are appointed for a course or set of courses and are important in assuring academic quality and standards. Please note that it is not appropriate for students to contact an External Examiner directly. If you have any queries or concerns, please contact your Director of Studies in the first instance.

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

## The University's expectations of students

### [University regulations](#)

When you registered with the University you agreed to abide by the Regulations for Students. These are important documents which set out the roles and responsibilities of both you as a student and the University. **You are expected to familiarise yourself with these.**

### [Attendance expectations](#)

**You are expected to be in attendance and participate in all scheduled learning and teaching activities required by your course.** If you are ill or are likely to be ill for more than three days, please contact your academic advisor by email. This is particularly important if your absence is going to involve missing an assessment. If you are ill or are likely to miss a lecture as a one-off occurrence, please contact the relevant unit convenor who will be able to advise you on how to catch-up with the work missed. Attendance will be monitored by unit convenors. Failure to attend lectures on three consecutive weeks will result in an email from your Director of Studies.

If you require a leave of absence from the University for any reason, please contact your academic advisor or Director of Studies.

## Learning and Teaching delivery

### [Timetables](#)

Using [MyTimetable](#), you can access your personal timetable and download it into an electronic calendar. MyTimetable updates regularly, so should there be a change to your timetable, it will be reflected.

Any ad hoc changes to your teaching schedule will be conveyed to you via the Announcement forums on Moodle and /or relayed by email using course and unit mailing lists.

### [Learning resources, Moodle, and recorded lectures](#)

You will learn primarily through in-person lectures, seminars, tutorials and independent study, giving you multiple ways of engaging with course content.

Our online learning platform Moodle will be a central learning resource during your studies. Learning materials for each unit will be available on Moodle and any lecture recordings via re: View. Becoming familiar with your unit Moodle pages is essential for accessing learning resources.

A range of teaching spaces on campus will be used throughout your degree from large lecture auditoriums to smaller seminar classrooms.

You will have 24-hour access to the central campus [Library](#) and its extensive electronic resources. Each Department has a Subject Librarian specialising in the subject area available to help you use library resources effectively.

The library has study space for more than 1,400 students, zoned into silent, quiet and group study areas.

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

### **If you have any queries or concerns then please contact the Placements Team.**

For some placements, there is a requirement for a Disclosure and Barring Service (DBS) check and you should liaise with the placement support team for further guidance.

Before going on placement you should consult the University Placements Handbook containing generic advice and information for whilst you are on placement. Please refer to **Important Links and Information** in this Handbook. You will receive programme specific information directly from your Department.

If you are on a placement of one semester or longer you can normally expect to be visited by staff, in person or remotely, at least once during your placement.

A re-induction activity will be conducted to welcome you back from placement and update you on any changes that may have occurred at the University during your time away.

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

### **Requirements and Responsibilities**

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

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

The full version of the code of practice can be found on the University website at:

[www.bath.ac.uk/placements](http://www.bath.ac.uk/placements)

There are also a number of responsibilities and expectations of students prior to, during, and following placements; see the Students' Union handbook for more details. There is inevitably a degree of administrative paperwork involved in setting up and administering appropriate and safe placements, and you will need to take the lead in making sure this is in place for your particular placement. Please be prepared for this and adhere to the deadlines set by the placements tutor and administrative team. Failing to complete requirements promptly could lead to the delay of your placement.

### **Overseas Placements**

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

### **Selection Procedure**

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

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

University Placement Handbook and other information for placement students:

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

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.

## 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](#)

Nominations for joining the Academic Rep team will open in the first week of your first semester. We encourage you to consider becoming an Academic Rep to help shape the future of your programme and play a key role in student voice.

## 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

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

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

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

Coursework tasks will normally have a word limit or word range. This, and the penalty for not adhering to this, will be confirmed when you receive an assignment. Markers may stop reading/marking your work at the point it exceeds the word/page limit.

#### [Coursework extensions](#)

If you find you are facing circumstances that are preventing you from submitting on time, you can request an extension to your deadline before the work is due. Short extensions 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 their Academic Advisor **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.

[See video guidance](#) on how to log an extension request in SAMIS.

#### Late submission of coursework

To ensure fairness to all students, you will be expected to hand in all assessed coursework and dissertations/projects by a specified date and time, 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. Details of examinations times and dates are published online in advance of each assessment period.

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

#### Marking and feedback

We have in place processes to ensure that assessment is conducted and marked in a fair and rigorous manner which upholds the academic standards of the University. You can find further [information on such processes, and their purpose, on our website](#).

During your course, you will receive feedback on your assessed work. This feedback may take different forms, depending on the subject and type of assessment. You will be informed of the timing and nature of the feedback you will receive on each assessment, including whether the piece of work itself will be returned to you. For exam-type assessment, you may receive general feedback relevant to all who took the assessment rather than individual feedback.

You can discuss the feedback you receive on assessments alongside your performance and progress in your studies at meetings with your Academic Advisor.

Grade Descriptors, Assessment Criteria, and Learning Outcomes for unit assessment will be discussed as part of the assessment preparation process in each unit.

## 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.