



**Faculty of Humanities and Social Sciences**

# **Department for Health UG Handbook**

**2024/25**

**FdSc Sport (Sports Performance)**

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.



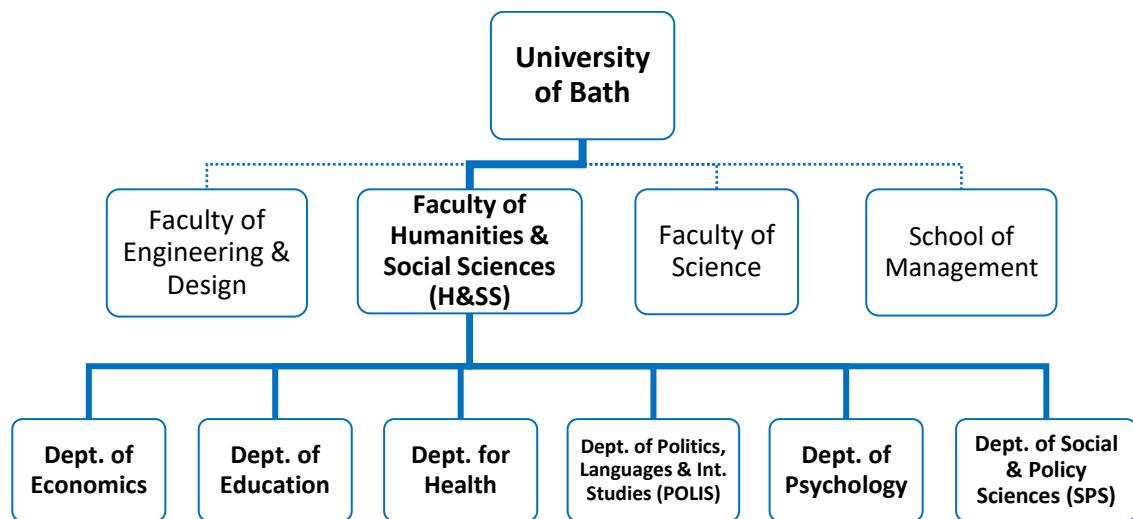
Polly McGuigan

Head of Department

Departmental information including course teams

Welcome to the University of Bath. Your course 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 Courses administration

Undergraduate and Postgraduate Taught (Masters) courses are delivered by academic staff in departments, with administrative support provided by our Taught Courses Team. Our Taught Courses 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 Courses Team is responsible for all aspects of administrative support for all taught courses 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 courses.
- acting as a central point of contact for staff and students seeking advice.
- offering course-related operational support for academic teaching staff in departments.

It is important that you get to know the administrators who look after your course, as they can often provide invaluable guidance on various aspects of the course. 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 Courses 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. Your first Academic Advisor meeting will be arranged during Welcome Week where you will have the opportunity to meet your Advisor and the rest of your advisor 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 Advisor to ensure a meeting is scheduled. Typically, 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 Courses Team hub office is open between 10am and 4pm from Monday to Friday for in-person enquiries.

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

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

### **How to contact us remotely**

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

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

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

<b>Courses</b>	<b>Administrators &amp; Teams/Phone</b>	<b>Mailbox</b>
FD/BSc Sports Performance  BSc Sport Management and Coaching	Kaylee-Jade Williams	<a href="mailto:health-ug@bath.ac.uk">health-ug@bath.ac.uk</a>

## Academic Staff

Who are we?	Area of expertise?	Where to find us?
Dr Polly McGuigan Professor / Head of Department	Biomechanics	1 West 4.114 <a href="mailto:mpm21@bath.ac.uk">mpm21@bath.ac.uk</a>
Dr Alison Tincknell-Smith Lecturer / <b>Director of Studies</b>	Sport & Performance Psychology	1 West 3.120 <a href="mailto:als32@bath.ac.uk">als32@bath.ac.uk</a>
Dr Adi Adams Lecturer	Sport Coaching	1 West 3.101 <a href="#">TBC</a>
Mr Jamie Chapman Lecturer / Admissions Tutor	Sport & Social Psychology	1 West 3.101 (Ext. 5319) <a href="mailto:jc2738@bath.ac.uk">jc2738@bath.ac.uk</a>
Mr James Fern Senior Lecturer / Director of Teaching	Sport & Exercise Physiology	1 West North 4.03 (Ext. 5752) <a href="mailto:jf257@bath.ac.uk">jf257@bath.ac.uk</a>
Mr Christian Michelet Lecturer	Sport & Performance Psychology	1 West 3.105 <a href="mailto:cgm57@bath.ac.uk">cgm57@bath.ac.uk</a>
Dr Lee Moore Senior Lecturer / Senior Tutor	Sport & Performance Psychology	1 West 3.105 (Ext. 4205) <a href="mailto:ljm90@bath.ac.uk">ljm90@bath.ac.uk</a>
Dr Lucy Noble Senior Lecturer / Director of Teaching	Sports Development	1 West North 4.03 (Ext. 5414) <a href="mailto:ln378@bath.ac.uk">ln378@bath.ac.uk</a>
Dr Gareth Roberts Lecturer / Deputy Director of Studies	Sport, Exercise, & Health Psychology	1 West 3.101 (Ext. 5301) <a href="mailto:gr397@bath.ac.uk">gr397@bath.ac.uk</a>
Mr Nicholas Willsmer Senior Lecturer	Sport & Exercise Physiology	1 West 3.105 (Ext. 4205) <a href="mailto:nw227@bath.ac.uk">nw227@bath.ac.uk</a>

## External Examiners

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

- **Dr Rob Meyers, Principal Lecturer in Strength and Conditioning and Undergraduate Programme Coordinator, 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. This is particularly important if your absence is going to involve missing an assessment. If you are ill or are likely to miss a lecture as a one-off occurrence, please contact the relevant unit convenor who will be able to advise you on how to catch-up with the work missed.

## Learning and Teaching delivery

### Timetables

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

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

### Learning resources, Moodle, and recorded lectures

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

Moodle is an online learning platform that will be a central learning resource during your studies. From the Moodle Hub you can access a wide range of information about the course, including advice on writing and submitting assignments, contact details for course staff, and detailed descriptions of all course units. Each unit has its own online Moodle page, which unit tutors use to keep students updated about lectures and assignments and give links to web pages and files. Tutors may require you to access preparatory reading for lectures via Moodle, or to complete online tasks. Moodle demonstrations will be provided for all first-year students at the beginning of the academic year.

Lecture capture software is used widely by teaching staff, however not all lectures are recorded. Access to recorded lectures is available by an online platform called Re:View. A link

to Re:View is embedded into each unit Moodle page. Lecture recordings are available to support independent learning and further engagement with lecture material. They are not a replacement for attending lectures and should not be relied upon.

### Option choices

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.

### 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 [NFAAR-FD](#) sets 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 these 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 Course 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 the Unit Outline. This information will include details about:

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

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

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

### Coursework extensions

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

If you need to ask for an extension to your assessment deadline, you must request this in good time BEFORE the original submission deadline. For requests more than 5 working days before the deadline, please discuss with your academic advisor in the first instance. Requests within 5 working days of the deadline will need to be discussed directly with the Director (or Deputy Director) of Studies as a matter of urgency.

Extension requests are submitted via SAMIS. You will find the form to fill in under "Student Tasks". See video guidance on how to log a request in SAMIS.

All extensions will need to be approved by your Director of Studies and you might need to provide evidence. Please note extensions are **not** granted based on academic reasons, i.e., "If I have more time, I will do better and provide higher quality piece of assessment".

### 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.

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

### Marking and feedback

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

Assessments for the course are typically marked using the Department for Health Generic Marking Criteria. However, unit convenors may use unit- or assessment-specific criteria, i.e., tailored versions of the Generic Marking Criteria created for the specific unit or assessment. The marking criteria that will be used to assess and provide feedback on your assignments will be outlined in the Assessment Information topic on your unit Moodle pages, along with information about how and when the marking criteria will be explained to you.

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. Feedback for **coursework** will typically be communicated to students in written form through the Moodle submission link for the related assessment. **You are encouraged to copy, paste, and save this feedback** so you can use it to support your development throughout your course. For **exam** assessments, you may receive general feedback relevant to all who took the assessment rather than individual feedback. 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.

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

## Your course

### [Course 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.