Faculty of Humanities and Social Sciences

Department of Social and Policy Sciences

UG Handbook

2024/25

BSc (Hons) Criminology

BSc (Hons) International Development with Economics

BSc (Hons) Sociology

BSc (Hons) Social Policy

BSc (Hons) Sociology and Social Policy

BSc (Hons) Social Sciences

BSc (Hons) Social Work and Applied Social Studies

This handbook is available online or in alternative formats. Please contact sps-ug-admin@bath.ac.uk if required.

September 2024

Contents

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 sps-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

Welcome to the 2024/5 academic year.

You have chosen to study a subject that really matters and can make a difference in our world. We are all convinced that the social sciences can shed important light on issues that are important in our lives such as gender, race, poverty, climate change, criminal justice, welfare and social care, as well as human, animal, and planetary health. Our social sciences expertise is needed more than ever!

You are a member of one of the strongest social sciences departments in the country. You are here because you deserve to be, and you should be proud of your achievements so far. We are certainly proud of you all and we hope that the year ahead helps you to grow as learners and as people.

In making plans for the new academic year, our priority has always been safety and wellbeing. We will continue to keep this as a priority throughout the year. This means that

we need to look out for each other, keep in contact with each other, and care for each other. I would therefore encourage you all to stay in touch with staff in the department.

Professor Monica Greco

(Head of Department)

Departmental information including course teams
Who does what?

Head of Department (HoD)
Professor Monica Greco is the Head of Department. She has overall responsibility for all academic affairs of the Department. **Dr Kate Gooch** is the deputy head of the department and is Chair of the Department's Undergraduate Programme Committee and Board of Examiners.

Director of Teaching (DoT)
The Director of Teaching has responsibility for the strategic development of learning and teaching within the Department. **Dr Oliver Walton** is the Director of Teaching for undergraduate programmes in DSPS.

Director of Studies (DoS)
The Director of Studies (DoS) has 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 Jordan Tchilingirian** – BSc Sociology, Social Policy, Social Sciences, and Sociology and Social Policy
> **Ms Liz Kullmann** – BSc Criminology
> **Dr Alinka Gearon –** BSc Social Work and Applied Social Studies
> **Dr Katharina Lenner** – BSc International Development with Economics

Assessments Tutor
Caroline Hickman 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 SPS Undergraduate Student Information Moodle Page.

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

Caitlin Sunderland and **Aoibhin McQuillan** are the Programme Administrators for all undergraduate programmes within Social & Policy Sciences. Office contact details are: SPS-UG@bath.ac.uk or via Microsoft teams.

Together Caitlin and Aoibhin 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 above contact details about any aspect of Departmental or University administration.

The Department of Social and Policy Sciences is primarily located in 3 East.

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 BSc Social & Policy Sciences Programmes	Caitlin Sunderland: +441225 387281	sps-ug-admin@bath.ac.uk

	Aoibhin McQuillan: +441225 385462	
Programmes Officer	Claire Goldie: 01225 38 6245	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.
  - o **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 Team Page for SPS undergraduate students can by the link below, you will be advised about this key resource during your welcome week, **SPS - Undergraduate Students Information Hub**
- Using the Departmental website (http://www.bath.ac.uk/departments/department-of-social-policy-sciences). 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, Academic Advisor, 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.
4. 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 (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, your academic and personal development, and providing pastoral support. Pastoral Support involves having regular discussions about your overall academic progress, giving you general career advice, taking note of any circumstances that may be affecting your ability to study, and signposting you to other sources of support

within the University. You will meet your Academic Adviser during the welcome week. It is important to respond to communications and requests from your Academic Advisor, and to attend scheduled meetings.

Your Academic Advisor should offer at least one meeting per semester on an ongoing basis for the remainder of your studies, although the person in this role will change across the years depending on your course. This includes when away on placement or study year abroad, when these Advisors are assigned separately. 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

Academic Advisors
For students on all courses except the BSc Social Work and Applied Social Studies
You should always contact your Academic Advisor in the first instance if you wish to change degree programme, this includes changing from a 3 to a 4 year programme or vice versa; if you wish to leave the University or transfer to another Department of the University; or if you have any special circumstances which may affect your study or assessment. They will help you consider your options and whether you need to discuss the issue further with your Director of Studies (DoS). The academic advisors are:

Dr Liz Kullmann
Dr Katharina Lenner

For students on the BSc Social Work and Applied Social Studies
Academic Advisors provide a link to practice and will review your Practice Learning Agreement in the early stages of placement. Academic Advisors will also attend your interim review meetings and are a point of contact for the student, their Practice Educator or Practice Supervisor in the event of any difficulties in placement.

Student Peer Mentoring
All first-year students will be allocated a peer mentor who is either a second or final year student. Student peer mentors provide additional support to first year students.

Peer Assisted Learning (PAL)
Some courses offer PAL sessions run by senior students (PAL Leaders) to help you practice your subject. PAL Leaders do not re-teach you or introduce any new material; instead, they

help you to reflect on your lectures and work through recommended readings. PAL Leaders have studied your subject so know the demands of your course. If there is a PAL session for you, you will see it on your timetable.

Contact information
KEY CONTACTS/STAFF LIST
ALL EXTENSION NUMBERS CAN BE PREFIXED BY '01225 38' FOR AN EXTERNAL DIRECT LINE

Extn	Name	Email address	Room
	ALI, Dr Noaman Lecturer in International Development	na2157@bath.ac.uk	WH 8.61
7879	**BARLOW**, Dr Aidan Lecturer in International Development	ajb335@bath.ac.uk	3E 2.10a
3857	**BLOOMFIELD**, Dr Michael Reader in International Development	mjb222@bath.ac.uk	
5284	**BROWN**, Prof Louise Professor of International Social Work and Innovation/Associate Dean (Internationalisation) Faculty of H&SS/Academic Director (International Relations Office)	hsslb@bath.ac.uk	3E 3.41
	BURDEN, Dr Rebecca Lecturer in Social Work	Rb2481@bath.ac.uk	3E 3.36
4685	**CARMEL**, Prof Emma Professor of Governance and Public Policy/Associate Dean for Research in the Faculty of Humanities and Social Sciences	sssekc@bath.ac.uk	3E 4.03
4513	**CHANNON**, Dr Melanie Reader in Social Policy/Deputy Director of Research	mdc51@bath.ac.uk	3E 3.02b
6292	**CHARLES**, Dr Aurelie Senior Lecturer in Global Political Economy/Director for the Centre for Development Studies (CDS)	ac697@bath.ac.uk	3E 3.32
7409	**CHATTERJEE**, Dr Mihika Lecturer in International Development/Co-Director for the Centre for Development Studies (CDS)	mc3089@bath.ac.uk	3E 3.31
3859	**COPESTAKE**, Prof James Professor of International Development/Director of Studies for the professional doctorate/Admissions Tutor for the professional doctorate	hssjgc@bath.ac.uk	3E 3.39
5813	**DAVIS**, Mrs Jo Senior Lecturer in Social Work/Professional Practice Tutor (Social Work)	jd2047@bath.ac.uk	3E 4.09
3539	**DEVINE**, Prof Joe Professor in International Development	ecsjd@bath.ac.uk	3E 3.40

	DICKSON, Prof Matt Professor of Economics and Public Policy	md523@bath.ac.uk	
6958	**DINERSTEIN**, Prof Ana Professor in Sociology and Critical Theory/Director of Studies for Postgraduate Research (Doctoral)/Admissions Tutor for Postgraduate Research	sssacd@bath.ac.uk	3E 3.30
6846	**GEARON**, Dr Alinka Lecturer in Social Work/Director of Studies for Social Work	ag290@bath.ac.uk	3E 4.15
5286	**GOLAN**, Dr Jennifer Senior Lecturer in Development Economics	jmdg21@bath.ac.uk	3E 3.03
6245	**GOLDIE**, Ms Claire Programme Officer	cjg22@bath.ac.uk	3E 3.17
	GOMES FERREIRA, Dr Joana Lecturer in Criminology	jmgf21@bath.ac.uk	3E 2.24
3720	**GOOCH**, Dr Kate Senior Lecturer in Criminology/Deputy Head of Department	kg637@bath.ac.uk	3E 3.33
7051	**GRECO**, Prof Monica Head of Department (Social and Policy Sciences)	mg2725@bath.ac.uk	3E 3.15
4156	**HART**, Prof Jason Professor in Humanitarianism and Development/Director of Studies MSc Humanitarianism, Conflict and Development	jh462@bath.ac.uk	3E 3.31
6812	**HICKMAN**, Ms Caroline Lecturer in Social Work/Assessments Officer	clh32@bath.ac.uk	3E 3.35
3074	**HOWARD**, Dr Neil Reader in International Development/Research Ethics Officer	nph28@bath.ac.uk	3E 3.14
	IVERSEN, Dr Karen Lecturer in International Development	ksi25@bath.ac.uk	3E 2.19
6429	**JAYNES**, Dr Beth Lecturer in Social Policy/Senior Academic Tutor	bmj21@bath.ac.uk	3E 4.21
5851	**JEWKES**, Prof Yvonne Professor of Criminology	yj629@bath.ac.uk	3E 3.37
5824	**KANABAR**, Dr Ricky Lecturer in Social Policy/Director of Studies for MSc Public Policy	rk735@bath.ac.uk	3E 3.02a
7448	**KHAN**, Dr Omar Lecturer in Criminology	ok433@bath.ac.uk	3E 3.29
	KNIGHT, Mrs Rebecca Department Manager	rk314@bath.ac.uk	
5403	**KOWALEWSKA**, Dr Helen Lecturer in Social Policy	hk775@bath.ac.uk	3E 3.40

	KULLMANN, Ms Elizabeth Lecturer in Criminology/Director of Studies for Criminology	ek843@bath.ac.uk	3E 3.38
	LAZARUS, Dr Joel Lecturer in Sociology	jl3779@bath.ac.uk	3E 3.14
4612	**LENNER**, Dr Katharina Lecturer in Social and Policy Sciences/Director of Studies for International Development with Economics (UG)	kl612@bath.ac.uk	3E 2.10a
4524	**MACONACHIE**, Prof Roy Professor of Natural Resources & Development/Director of Research	rm334@bath.ac.uk	3E 3.28
5804	**MAITROT**, Dr Mathilde Senior Lecturer in International Development/Director of Studies for MSc International Development/Admissions Tutor for Postgraduate Taught Programmes (International Development)	mm880@bath.ac.uk	3E 3.02c
5285	**MANNING**, Dr Peter Senior Lecturer in Sociology	pm734@bath.ac.uk	3E 4.02
5462	**MCQUILLAN**, Ms Aoibhin Programme Administrator	SPS-UG@bath.ac.uk	3E 3.17
3549	**MOORE**, Prof Sarah Professor in Sociology & Criminology	sm2315@bath.ac.uk	3E 3.33
4204	**OZIERANSKI**, Dr Piotr Reader in Social Policy/REF Supervisor	po239@bath.ac.uk	3E 4.35
6831	**PAPADOPOULOS**, Dr Theo Lecturer in Social Policy/Director for the Centre for Analysis of Social Policy (CASP)	hsstp@bath.ac.uk	3E 3.22
7559	**PENDLE**, Dr Naomi Lecturer in International Development	nrp36@bath.ac.uk	3E 4.13
5968	**RADLEY**, Dr Ben Lecturer in International Development/Director of Studies for MRes Programmes	borr20@bath.ac.uk	3E 4.14
5298	**ROBB**, Dr Megan Lecturer in Social Work/Admissions tutor – Social Work	mlr40@bath.ac.uk	3E 3.12
6090	**ROOM**, Prof Graham Professor of European Social Policy	hssgjr@bath.ac.uk	3E 2.18
5838	**RUTTER**, Prof Harry Professor of Global Public Health/Year Tutor for International Development with Economics (Y2)	hr526@bath.ac.uk	3E 3.37
	SARI, Virgi Lecturer in Global Development	vas39@bath.ac.uk	3E 3.38
6841	**SKINNER**, Dr Tina Senior Lecturer in Sociology	sssts@bath.ac.uk	3E 3.25

6107	**SPICER**, Dr Jack Lecturer in Criminology/Director of Studies for MSc Criminology	jhs77@bath.ac.uk	3E 3.29
6691	**SUN**, Dr Yixian Senior Lecturer in International Development	ys2327@bath.ac.uk	3E 4.18
	SUNDERLAND, Ms Caitlin Programme Administrator	SPS-UG@bath.ac.uk	3E 3.17
3643	**SWABY**, Miss Sandra Programmes Administrative Assistant	hsssjs@bath.ac.uk	3E 3.17
6174	**TCHILINGIRIAN**, Dr Jordan Lecturer in Sociology/Director of Studies for Sociology, Social Policy & Social Sciences (UG)	jst50@bath.ac.uk	3E 3.40
	TEGGI, Dr Diana Lecturer in Sociology	dt527@bath.ac.uk	3E 4.08
3585	**TROYER**, Dr John Senior Lecturer in Sociology/Academic Tutor of UG Sociology/Social Policy (Y2)/Athena Swan Lead	jt318@bath.ac.uk	3E 3.24
6137	**WALTON**, Dr Oliver Reader in International Development/Director of Teaching	oew20@bath.ac.uk	3E 3.21
	WINFIELD, Miss Polly Lecturer in Criminology	paw37@bath.ac.uk	3E 2.24
6852	**WOODTHORPE**, Dr Kate Reader in Sociology/Co-Director of Centre for Death and Society/Faculty Director of Knowledge Exchange	kvw23@bath.ac.uk	3E 3.27
4329	**ZIEMANN**, Dr Alexandra Lecturer in Global Public Health	az620@bath.ac.uk	3E 3.36

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.

Once a year, the External Examiners will provide a written report. University staff, including the Head of Department and Director of Studies, will look at these reports and a response will be made to the External Examiner's comments. External Examiner reports and responses are made available to students. Staff/Student Liaison Committees (SSLCs) also discuss External Examiner reports as part of routine monitoring activity.

The External Examiner(s) for your programme is (are):

Dr Ipshita Basu (University of Westminster) – BSc International Development with Economics

Dr Joanna Rawles (City, University of London)- BSc (Hons) Social Work and Applied Social Studies

Dr Anne-Marie Day (Manchester Metropolitan University) - BSc Criminology

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.**

Disclosure and Barring Service (DBS) checks

For Social Work and Applied Social Studies **only** you will be required to undergo an enhanced Disclosure and Barring Service (DBS) check at the start of your studies (Semester 1, Year 1). If the results of this check show that you have a spent or unspent criminal conviction, caution, reprimand or warning it will be considered under the University's Health, Wellbeing and Support for Study (HWSS) policy and procedure, and if it is deemed unacceptable for the Social Work profession you may be required to withdraw from your programme.

Overseas applicants and UK applicants who have lived abroad for a period of six months or more, within the last five years, will also be required to produce a criminal records check, or "certificate of good character" from those countries that they have lived in.

Further information:
Disclosure and Barring Service - GOV.UK (www.gov.uk)

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 both your Academic Advisor and your DoS.

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.

We believe that learning is best achieved when everyone is able to benefit from the knowledge, skills and experience that the whole class can bring. Your participation is important to the success of the whole class. On that basis, we expect you to attend tutorials,

lectures and seminars in accordance with University Regulations. Failure to maintain regular attendance can result in a student being 'precluded from continuing their studies and, where applicable, their registration [can] be terminated' (Reg. 3.1).

Regulations also require students to notify the Department if they are unwell. Specifically, 'absence due to ill health shall within three days be notified by students to the Head of their Department if the absence extends or is likely to extend beyond the period of three days. Apart from illness students will be granted leave of absence only with the prior permission of the Head of their Department or the person to whom the Head of Department delegates responsibility in this matter.' In the case of DSPS, the person to notify is your Academic or Personal Tutor (depending on your programme of study) or your Director of Studies.

Attendance Policy- Social Work and Applied Social Studies
In addition, the general attendance policy of the Department of Social and Policy Sciences (set out above) the social work programme has attendance procedures that apply to all Social Work and Applied Social Studies students. As this course leads to a professional qualification, all teaching is directly applicable to the social work profession and is deemed essential. It is therefore the expectation that social work students attend all lectures unless there is a valid reason for their absence. A register is taken for all social work and applied social studies units and students are expected to email the unit convenor with their apologies and a reason for their absence from a lecture. Students are also expected to make up for the missed session by reviewing lecture notes on Moodle, discussing the lecture with their fellow students and completing the required reading. When a student misses a lecture without valid reasons, or where a student has missed multiple lectures, the convenor may email the student and their tutor to request that a meeting takes place to discuss their absence and how the student will make up for the lost learning opportunities. If absences continue following the tutor meeting, the unit convenor or tutor may contact the student and the Director of Studies, who will then meet with the student and the unit convenor to discuss the absences, additional work may be set to help the student make up for the missed learning in lectures. Social work students who fail to maintain regular attendance may become subject to regulation 3.1 (discussed above).

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.

We expect you to be able to read the timetable so that you can attend all your lectures and seminars. You will be taught how to read the timetable in welcome week.

Timetables show the unit code, whether it is a lecture or other kind of class, the weeks that a particular class runs and the room number (an example is given below and explained in brackets). Week numbers are shown in the Academic Calendar, with the first week of semester 1 as week 1.

Example:

	10.15 (time)	
Mon (day)	SP12020-Lec (unit code – Lecture)	
	Dr Sarah Moore (Lecturer)	
	1-11 (weeks running)	3WN 2.1 (room)

If you have any questions about how the timetable works, please see your academic/personal tutor in the first instance.

Learning resources, Moodle, and recorded lectures

Moodle is the Virtual Learning Environment that is uses to support learning and teaching, host resources and online activities, and support student collaboration. More information and how to log in can be found here: https://www.bath.ac.uk/services/moodle/

SAMIS is the student records system for the University. More information on the system and how to log in, can be found here: https://www.bath.ac.uk/services/samis/

Re:View (Panopto) is a video platform used to record and store video material.

Zoom is a collaborative Webinar tool used for online teaching, tutorials and seminars. Office 365 gives you access to Office applications like Word, Excel, Powerpoint, Outlook and Teams.

Find out more about your digital skills and capabilities here: https://www.bath.ac.uk/campaigns/your-digital-skills-and-capabilities/

The Academic Skills centre is available to provide academic skills support and enhancement to all students https://www.bath.ac.uk/professional-services/academic-skills/

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 find more information on the relevant Teams page: [SPS Programme Admin | UG SPS Unit Changes | Microsoft Teams](#)

Placements and Placement Support

Email: sps-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 [Course: UG Social and Policy Sciences Placements | Home (bath.ac.uk)](#).
- **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 be 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 social and political sciences 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.

SPS 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:

1. **POLO 1**: to be completed within the first six weeks of your placement

2. **Placement Poster**: submission date TBC (May)
3. **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 (sps-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.

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)

Study Abroad and support

Please note that the university does not offer study abroad options for SPS students. Summer schools at partner universities such as East Asia are sometimes organised through the Universities International Mobility Office (IMO). Information regarding these are circulated to students. SPS does not manage this information and interested students should contact the IMO to enquire about such opportunities. SPS does however host visiting exchange students every year, usually from Canada, China and the USA, SPS students are encouraged to contact them. Please also note that the placement year offers an opportunity to pursue international interests if you so wish.

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.

Please note that SPS does not offer study abroad options.

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

You can place yourself forward to become a student rep for your degree and year, elections are held twice a year for these roles. Look out for more information through the student information hub page for when these are available.

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.

If circumstances impact on your assessment attempt

Individual Mitigating Circumstances (IMCs) are the conditions which temporarily prevent you from undertaking assessment or significantly impair your performance in assessment. As such, the measure of their severity is not about impact on you, but the impact on your affected assessment. Full information about IMCs is available online. Please refer to **Important Links and Information** in this Handbook. **It is strongly advised that you become familiar with the available guidance and related regulations.**

Coursework
Assignment briefs, word counts and deadlines

Please note the following requirements in QA16:

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*

Submission deadlines

Submission deadlines for coursework can be found on the Moodle page for the Unit. Make sure you read the Unit Handbooks carefully to understand the assessment requirements; each unit has its own requirements. These can vary from online only submission to having to hand a hard copy of a particular piece of coursework

It is important that you make sure you have the correct submission information which also includes the correct deadline date and time. Please note that if you are taking units from outside the department, they also may have different requirements to your own department, so it is extremely important to check this.

Word counts

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.

Feedback on assessment

During your course, you will receive formative feedback as well as feedback on your assessed work. Formative feedback may be provided informally during each unit, as well as during tutorials, either individually or to the class as a whole. Feedback for assessed work may take different forms, depending on the subject and type of assessment. This feedback may take different forms. You will be informed of the timing and nature of the feedback you will receive on each assessment, including whether the piece of work itself will be returned to you. For exam-type assessment, you may receive general feedback relevant to all who took the assessment rather than individual feedback. You can discuss feedback you receive on assessments alongside your performance and progress in your studies at meetings with your Academic Advisor.

Anonymous marking applies for most Undergraduate units in the Department of Social and Policy Sciences, with the exception of the final year dissertation, which is double-marked by two members of academic staff. Methods of feedback vary according to assessment type, level of study, and your own individual needs. Written feedback will be provided for all assessed coursework and normally within three working weeks after the final submission deadline. Please note that coursework marks are provisional until they are agreed by the Faculty Board of Studies. Exam marks are also released on SAMIS following the meeting of the Faculty Board of Studies. In addition to this, generic feedback on students' performance in a particular exam is provided via unit Moodle pages. Feedback on your overall academic performance is available from your Personal Tutor. Students are encouraged to seek out this holistic feedback after results for each semester are released on SAMIS.

The Purpose of Feedback

We are committed to providing timely and appropriate feedback to you on your academic progress and achievement. The purpose of feedback is to help you understand (i) the marks or grades you have received for the work submitted, and (ii) how your performance might be improved in future. Feedback therefore enables you to reflect on your progress and plan

your academic and skills development effectively. In this respect, feedback, and acting on feedback, is part of the active learning process throughout your programme of study.

Responsibilities of staff

Staff are committed to providing feedback, consistent with the Department's generic marking criteria, which will aid your academic development. The feedback will help you establish what you have done well and where improvement could be made. Unit conveners will provide clear information on the assessment process, the manner in which feedback will be returned to students, and the grading criteria applied to each assessment. The Department's generic marking criteria is available in the Programme Handbook, on Moodle, and in the Appendix to this document. General coursework submission rules can be found in the Programme Handbook. Unit Handbooks and Moodle pages also provide unit-specific information on coursework submission.

Written coursework

Staff are committed to providing written feedback on both formative and summative written assignments within three working weeks of the published submission date. If students require clarification or further feedback, one-to-one sessions can be arranged with the marker.

In-class tests and written examinations

Unit convenors will provide generic feedback on all examinations via the unit Moodle page. There will also be opportunities for one-to-one feedback sessions if required. Generic feedback will outline commonly-made mistakes and the characteristics of especially good answers. If you put in a request to the unit convener, with a specific reason for doing so, you will be able to access your individual examination script, but you will not be allowed to take the script away.

Oral presentations

Staff have a responsibility to explain to students the expected structure and duration of the presentation, as well as the criteria used to assess this form of work. Staff will also explain the form in which students will receive feedback. If the presentation is a summative assessment, written feedback will always be provided. If the presentation is formative, staff might give feedback orally. Feedback will normally be provided within three working weeks of the presentation.

Dissertations

All dissertations are double-marked in DSPS. The markers will provide you with joint feedback on this piece of work. Students can also expect feedback from their supervisor on drafts of some parts of their dissertation. Dissertation handbooks detail the amount of material for which supervisors will provide feedback. Marks for Undergraduate dissertations

are released at the end of the examination period in semester two. This is to avoid affecting students' performance in exams.

Student responsibilities

It is in your interest to read and take note of feedback. The feedback does not just explain your mark, but should also guide your further study. As such, you have a responsibility to consider feedback given on your work, to seek to understand it, and to act on it. On receiving your written feedback, if you are unsure of any of the marker's comments, you should take the opportunity to meet with your personal tutor or unit convener to discuss the feedback and ways you can improve your work. It is also your responsibility to locate, understand, and follow the coursework submission rules, including those in other Departments if you are taking a unit outside of DSPS. Finally, students have a responsibility to be familiar with the Department's generic marking criteria (see Appendix 2) and read feedback in a timely manner.

SPS MARKING CRITERIA

	Unit Code:	Candidate Number:	Word Count:
	Knowledge and understanding of relevant ideas and methods	**Ability to apply relevant ideas and methods to specific problems or issues, and take a critical approach**	**Clarity of expression, presentation of material and overall structure (including referencing)**
0	No attempt	No attempt	No attempt
5, 15, 25	Little evidence of any relevant reading; reading has been misunderstood or misrepresented.	Incomplete engagement with any relevant material, material reproduced uncritically.	Very limited structure, organization and expression. Very little referencing.
35	Little evidence of relevant reading; reading has been misunderstood or misrepresented.	Limited connections between material used and question/title or task set	A basic structure but limited referencing and poor use of language.
38	Little evidence of relevant reading; reading has been misunderstood or misrepresented. Large amounts of irrelevant material. Major gaps in knowledge and/or understanding of the material. Failure to demonstrate understanding of key concepts.	Poor understanding of the question/title or task set as demonstrated by lack of links between material used and question/title or task set. No connections between reading and the question/title set. No conclusions drawn from material used.	A basic structure to the work is present (introduction and/or conclusion), but poor use of language. Very little referencing. References lacking basic information.
42	Evidence of selection of material from a limited	Mostly descriptive, with limited analysis and reflection.	Some elements of an appropriate structure

	range of sources; few if any sources beyond class/lecture notes, limited evidence of research, some appropriate material used but not adequately developed or explained. Key issues may be identified but understanding is partial.	Weak sequencing of material and lacking overall coherence. Does not appropriately or explicitly answer the question/title/task.	(introduction and/or conclusion) but no signposting in the text. Main sources referenced, but referencing incomplete.
45	Ability to communicate identifiable facts and concepts but lack of clarity, accuracy and detail.	Little connection between reading and the question set.	Poor use of language and/or referencing.
48	Evidence of the ability to write descriptively about a subject, showing some understanding, but still no attempt to generalise or discuss.	Some attempt at making connections between reading and the question set, but ideas not adequately explored.	Poor use of language and/or referencing.
52	**Core lower 2nd class attributes:** The focus of the question/title/task is understood and key issues are identified. Limited reading beyond class/lecture notes, some evidence of independent research. Some key concepts, issues, debate and/or theories explained, but explanations are partial/incomplete.	Some evidence of engagement with material that goes beyond description. Some relevant material is selected and applied to the question/problem/task. Limited attempts to synthesise material into a coherent piece of work. Provides an appropriate answer to the question/title/task.	Appropriate use of language most of the time, broadly appropriate structure. Some evidence that an appropriate argument or line of thinking is being developed with a related conclusion. Main sources correctly referenced.
55 Core lower 2nd class attributes plus:	Some attempt to discuss topics and provide examples, but explanations partial or incomplete.	Some evidence of independent research and ability to identify key areas, but lacking in depth and scope.	Clear structure, with appropriate use of language and constructs throughout.
58 Core lower 2nd class attributes plus	Good work, which engages with material beyond description, but without effectively drawing on relevant additional materials.	Some demonstration of good ability to integrate information beyond class notes.	Clear structure, appropriate use of language, basic reference section.
62	**Core Upper 2nd class attributes** Evidence of reading from an appropriate range of recommended sources. Key issues, concepts and debates are identified and explained clearly but there may be some missing	Terms of the question/title/task are understood. Material is synthesized and deployed effectively to address the question/title/task explicitly. Analysis is informed by appropriate theoretical perspectives. Some awareness	Clear structure, including an effective introduction and a conclusion, which is appropriate to the question/title/task. Concise use of language, but argument sometimes lacks coherence. Most material used is correctly referenced.

	elements. No significant weaknesses in knowledge or understanding.	of competing/alternative ways of analysing key issues and of critical thinking.	
65 Core upper 2nd class attributes plus:	Well-constructed answer demonstrating understanding of broader reading from recommended sources, addressing all relevant parts of the question.	Demonstration of appropriate wider reading and appropriate use of examples to illustrate points and justify arguments.	Clear structure, with very good use of appropriate technical/conceptual language. All material correctly referenced.
68 Core upper 2nd class attributes plus:	Good links made between evidence and the task set, no significant weaknesses in knowledge or understanding across all parts of the question. Work of very good quality.	Evidence that responses are theoretically informed and one or two very good examples of a critical/analytical approach.	Coherent and concise arguments formed using appropriate technical/conceptual language. Very good range of correctly referenced material.
72	**Core first class attributes:** Material selected from a wide range of appropriate sources that shows evidence of appropriate independent reading. No significant gaps in knowledge or understanding.	Concepts are defined, explained and applied directly, explicitly and critically to the question/title/task. Material is deployed in a manner that is critically self-aware. Relevant theories are analysed and compared. Evidence used is critically assessed. The author displayed some originality.	The argument is well-organised, coherent and sophisticated. The structure is very clear. Technical and/or theoretical language is used appropriately, skilfully and creatively. Referencing and bibliography are complete.
75 Core First class attributes plus	Consistently uses material drawn from a wide range of sources, including other disciplines where appropriate. Selects appropriate material from sources used, and gives reasons for selections made.	The author demonstrates an excellent grasp of relevant concepts, issues, debates and theories. The author is able to distinguish between primary and secondary issues, and to show why some issues are more important than others.	The author demonstrates an excellent ability to develop an argument. The work is confident, with virtually no errors.
78, 82 Core First class attributes plus	Draws from a wide range of sources and demonstrates sophisticated understanding of relevant literature.	The author uses their knowledge of relevant ideas and methods to develop sophisticated, critical and original ideas.	Argument is coherent and the structure extremely clear. The standard of writing, referencing and presentation is excellent.
85+ Core First class attributes plus	The author demonstrates evidence of extensive targeted independent reading. They are also starting to make a contribution to existing debates.	The author was able to engage with and push existing conceptualisations and debates forward, creatively. This work is highly original.	A creative argument, that demonstrates exceptional awareness of the nuance and complexity of the subject, flows throughout the essay. The writing style, presentation and referencing is of an outstanding quality.

[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 are due to submit coursework, you should normally request an extension in advance of the deadline. For all units that you require an extension for you should apply for an extension here: [SAMIS on the Web](#)

General information regarding extensions can be found here https://www.bath.ac.uk/guides/coursework-extensions/

When you apply for an extension or submit an IMC form, you should detail the nature of the mitigating circumstances and the impact upon your assessments.

You WILL NEED to submit some kind of evidence other wise your extension request may be rejected. Details about what constitutes sufficient evidence is available [here](#).

- Any Correspondence from University support services/Wellbeing or Staff

- Disability Access Plans (DAPs)

- Statement, correspondence or documents from external, third party professionals or support services.

- Copies of official documentation

- Copies of correspondence with/from family/friends at the time the circumstances occurred

That said, if you are unsure about what evidence to submit or you are not able to submit evidence, you can seek advice by emailing sps-imc-ext@bath.ac.uk.

We cannot normally grant extensions for other coursework such as group presentations and these would usually be covered by an IMC – please email the Assessments Officer at: sps-imc-ext@bath.ac.uk in the first instance.

We cannot grant extension for exams (including 72-hour exams) and therefore you should apply for an IMC within 3 working days of the exam taking place. IMCs should be submitted via an online form which is available here: [Individual Mitigating Circumstances report form (bath.ac.uk)](#)

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.**

If there are valid circumstances preventing you from meeting a deadline, your Assessments Officer may grant you an extension to the specified submission date. You can use SAMIS to request these. To contact the Assessments Officer please use the email sps-imc-ext@bath.ac.uk

Examinations

There are three formal assessment periods during which examinations take place, January, May and 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: Assessments you will complete during your programme are marked according to:

- *marking criteria (or assessment criteria)* - these are the knowledge, understanding and skills that students should demonstrate in the assessment. They are based on the learning outcomes being assessed
- *marking schemes* - these are detailed descriptions of how specific numbers of marks should be assigned against individual components of an answer within the assessment task
- *grade descriptors* - these are descriptions of the levels of achievement required in order to get a result within a given band of marks (e.g. 70% or more).

Anonymous marking: The University has adopted a principle of anonymous marking in order to protect students and staff from bias, and the perception of bias, in the marking process. It applies to all assessment where practicable. It is not possible to mark all coursework anonymously as in some types of assessment the student can be easily identified by the marker (e.g. presentations, group work, laboratory work) or it might not be practical, or in the student interest, to do so. You will be informed when your coursework is to be marked anonymously.

Moderation: Both the setting and the marking of assessments are independently checked through a process known as moderation to ensure that questions test the learning outcomes and are set at the right standard, and that marking is consistent and fair. Moderation is conducted by internal examiners and by your External Examiner (see above.)

Boards of Examiners: Assessment decision-making at the University is the responsibility of Boards of Examiners established at three levels: assessment outcomes go first to *Boards of Examiners for Units*, then *Boards of Examiners for Programmes*, then finally to *Boards of Studies*. Boards of Studies confirm decisions relating to student progression, re-assessment, and the final award. **The assessment marks you are given initially by markers are therefore provisional up until the point when they have been confirmed by the Board of Studies (BoS) for your programme.** An official release date is set when your confirmed results will be made available to you via SAMIS (the University's student records system). An academic appeal can only be made in relation to a confirmed result (see the section in this Handbook on **Academic Appeals**).

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.

Academic integrity

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.

All students will be unable to progress beyond the next progression point in their studies until they pass the University's Academic Integrity Test. The test has a pass mark of 85% but you can take the test as many times as you need to.

When you submit your assessment, you will be expected to make a declaration that the work is your own and, where you have re-used your own work and/or used other sources of information, that you have referenced the material appropriately. The University uses a plagiarism detection service (currently Ouriginal), which searches the web and databases of reference material and content submitted by other students, to identify duplicated text. Where practical, all summative assessment is submitted to this service to check for similarities as an initial indicator of whether work has been plagiarised and an assessment offence committed.

Submission of your assessment to the Plagiarism Detection Service - Data Protection statement

The Plagiarism Detection Service complies with European Data Protection legislation. When you registered with the University, you gave it permission to process your personal data for a variety of legitimate purposes. This includes allowing the University to disclose such data to third parties for purposes relating to your studies. The University, at its sole discretion, may submit the work of any student to the Plagiarism Detection Service (in accordance with Regulation 15.3e) and may make, or authorise third parties to make, copies of any such work for the purposes of:

1. assessment of the work
2. comparison with databases of earlier work or previously available works to confirm the work is original
3. addition to databases of works used to ensure that future works submitted at this institution and others do not contain content from the work submitted.

The University will not make any more copies of your work than are necessary, and will only retain these for so long as remains necessary, for these purposes.

Please note that, if at any time the University submits any of your work to the Plagiarism Detection Service, the service will be provided with, and will retain, certain personal data relating to you – for example, your name, email address, programme details and the work submitted. Such data may be transferred by the Plagiarism Detection Service to countries worldwide (some of which may not be governed by EU data legislation) in order for the work to be checked and an originality report generated in accordance with the proper workings of the Plagiarism Detection Service. Personal data is retained indefinitely by the Plagiarism Detection Service upon submission of work. You may ask for your personal data to be removed by contacting the University's Data Protection Officer.

Penalties for assessment offences

Academic misconduct can be described as 'the use of unfair means in any examination or assessment procedure'. Any student who is found to have used unfair means and therefore committed an assessment offence will be penalised. Potential types of assessment offence include plagiarism, self-plagiarism, collusion or unauthorised collaboration, contract cheating (including impersonation), fabrication or falsification, or breaching of examination regulations. Penalties for assessment offences depend upon the severity of the offence but may include failure of the assessment, unit or part of a degree, with no provision for reassessment or retrieval of that failure. Severe cases of academic misconduct, for example,

contract cheating could lead to an Inquiry Hearing or disciplinary proceedings. Claims of inadvertence or ignorance will not be accepted as a basis for mitigation of a penalty.

If you are accused of an assessment offence, the Students' Union's welfare services are available to support you. You have the right to appeal against the outcome of the investigation.

Important information on academic integrity, the Plagiarism Detection Service, assessment offences and penalties, and support, as well as the Academic Integrity Test itself, is available online.

Your course

Professional Body Accreditation

BSc (hons) Social Work and Applied Social Studies degree is approved by the social work regulator, Social Work England.

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.

Any other course specific information

The Criminology, Sociology, Sociology and Social Policy, Social Policy, Social Sciences, and International Development with Economics degrees last for three years except those with a placement year. If you are doing a four year programme, it will include a placement during the third year. Students on these programmes can choose to do a placement of at least 30 weeks.

The Social Work programme lasts for three years. Social work students must do two placements (80 days in Year 2 Semester 1 and 90 days in Year 3 Semester 2).

While the degree programmes are designed to prepare you for a wide range of careers in the public, private and voluntary sectors, their primary aims are:

- to develop your knowledge and understanding in social sciences
- to develop your critical and analytical powers
- to develop your skills, in particular
- intellectual skills
- research skills
- professional practical skills
- problem-based and collaborative learning skills
- interpersonal skills

BSc (Hons) Criminology

Criminology teaching at Bath is committed to exploring issues and theories of crime, criminal justice policy, and approaches to justice and redress across international contexts and from different disciplinary perspectives. Students will be equipped with the methodological skills required to study issues related to crime, while theoretical and topical units in the Department of Social Science will help students situate crime in the wider landscape of social and political life.

BSc (Hons) Sociology

Sociology teaching at Bath is based upon its international and interdisciplinary research strengths in inequality, work and employment, death and dying, international development and political sociology. The core of the sociology degree is made up of units in social theory and research methods and the philosophy of the social sciences. You can make up the rest of your programme from other sociology units, social policy, international development units or units from other departments.

BSc (Hons) Social Policy

Bath is one of the leading UK centres for social policy research and teaching. The programme includes detailed coverage of policy areas such as health care and social security, and the impact these policies have on people's lives. It is embedded in both global and comparative analyses of the dynamic nature of social welfare and systems of governance in the 21st century. Further, it is designed to equip students with the skills to analyse both UK and European social policies and the relationships between political values and social policy based on an understanding of theories of welfare state development and a critical approach to the use of sources of data about a range of policy areas.

BSc (Hons) Sociology and Social Policy

This joint degree provides an opportunity to combine the main features of the sociology and social policy programmes. The programme provides a good example of the Department's

approach to social science by linking theoretical and practical approaches to questions of inequality and social justice. It combines an understanding of the theoretical basis of sociological perspectives and fundamental concepts in sociology with knowledge of welfare institutions, theories of welfare state development and an understanding of the relationship between human needs and social welfare.

BSc (Hons) Social Sciences

This is the most flexible programme we offer. There are fewer compulsory units on this degree. Your programme is made up of units you choose from sociology, social policy, psychology, politics and languages. It is especially appropriate for students who, while interested in the social sciences in general, do not wish to specialise in one particular discipline. You will take units in research methods and in at least two of the following areas of social science: sociology, international development, social policy, politics, and psychology.

BSc (Hons) Social Work and Applied Social Studies

The social work degree is the qualification for professional social work and draws on a range of social science subjects. The degree is approved by Social Work England to provide the skills, knowledge and understanding of values required to become a professional social worker. The programme seeks to ensure that the structural causes of disadvantage are addressed and that students become aware of prejudice and discrimination in institutions and individuals, including themselves, in terms of age, class, disability, ethnic or national origin, gender, mental health, race, religion and sexuality. Students must pass all units in all three years.

BSc (Hons) International Development with Economics

The degree is based around four streams. Three streams focus on economic, political, and sociological dimensions; the fourth stream looks at links between these perspectives and the practicalities of working in international development. Therefore, your programme is made up of units from Economics, Politics, Sociology and Anthropology, and International Development. The programme is aimed at giving you an in-depth and critical understanding of the challenges facing our contemporary world—poverty, inequality, climate change, and others —from a range of social science perspectives.