



Learning Partnerships Office

Student Handbook 2017/18

for franchised students on NFAAR approved programmes:

Foundation Degree in:

Addictions Counselling
(Action on Addiction)

Honours Year in:

Addictions Counselling
(Action on Addiction)

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WELCOME

Welcome to the University of Bath Student Handbook for franchised students on NFAAR approved programmes.

As a franchised student of the University of Bath you will be subject to the same Codes of Practice and Regulations of the University as campus based students.

The Learning Partnerships Office at the University of Bath manages a number of courses that include Foundation Degrees, Honours Years, Degrees, Post Graduate programmes and an International Foundation Year. Franchised programmes are approved by (and lead to an award from) the University of Bath which is responsible for the quality of the programmes, and the teaching and assessment strategy applicable to them. The programmes are delivered by approved partner organisations, such as Action on Addiction, which are also involved in designing and assessing the programmes. Learning Partnerships has a strong commitment to improving access to higher education and works with the partner organisations to provide high quality, vocationally-oriented, higher education programmes.

Students on our franchised courses register at both the partner organisation and at the University. This allows access to the facilities at both institutions. The University's facilities include the University Library and an extensive range of sports and recreation facilities.

ABOUT THIS HANDBOOK

This Handbook is intended for all students commencing study in the academic year 2017/18. It aims to inform you of University regulations and procedures, provide guidance on where to go should you need advice and act as a reference point.

Your partner organisation will provide you with a separate programme handbook. This will incorporate information about your specific programme of study, the sources of support and guidance available to you from the partner organisation and the standards of achievement expected from you. Programme specifications and unit descriptions are also available via the Learning Partnerships Student Moodle site.

WE RECOMMEND YOU KEEP YOUR HANDBOOKS IN A SAFE PLACE AS YOU WILL NEED THEM FOR THE DURATION OF YOUR STUDIES.

Please note that the contents of this Handbook are accurate at the time of going to press (August 2017) but that information may sometimes be subject to change after this Handbook has been issued.

- While this Handbook signposts information about **regulations for students**, it does not have regulatory status itself, and the Regulations available online (Regulations for Students: www.bath.ac.uk/regulations and Assessment Regulations: www.bath.ac.uk/registry/nfa) are the most up-to-date and take precedence over the contents of this Handbook.

A version of the handbook is also available on MOODLE, please go to www.moodle.bath.ac.uk and follow the links.

If in doubt about what applies to you, or if your circumstances change (for example if you are returning from a suspension of study, or transferring to a different programme) please contact your Programme Leader for advice.

YOUR PROGRAMME

LEARNING PARTNERSHIPS OFFICE STAFF CONTACT DETAILS:

Ali Cole	Learning Partnerships Officer	a.cole@bath.ac.uk	01225 384902
Maria Clutterbuck	Partnerships Co-ordinator	m.a.clutterbuck@bath.ac.uk	01225 385499
Dr Florin Bisset	Head of Learning Partnerships	f.bisset@bath.ac.uk	01225 383854

The Learning Partnerships Office has responsibility for the quality assurance of the programmes, including programme approval, annual monitoring, link academic advisers, external examiners and student feedback, as well as student administration such as student record maintenance, confirmation of results, distribution of transcripts.

EXPECTATIONS

It is a University Regulation that you attend regularly. If circumstances are such that you are not able to do so, then please contact your Programme Leader to discuss your situation and agree an appropriate course of action.

See Regulation 3: www.bath.ac.uk/regulations

For further information about attendance expectations please see your Programme Handbook.

PROGRAMME APPROVAL, UNIT AND PROGRAMME CHANGES

Your programme has undergone a detailed process of approval to ensure that it is academically sound and that the partner organisation has the necessary staff and resources to deliver the programme. The programme will be monitored and reviewed on a regular basis. We continually look for ways to develop and improve our programmes. For example:

- it might be desirable to make some updates to content to reflect the latest developments in a particular field of study
- a review of assessments across a programme (including feedback received) might identify that changes to a unit assessment would better support student learning.

Students who would be affected by proposed changes are consulted about them, either via their Staff/Student Liaison Committee or directly, depending on the nature of the change.

In addition, it is sometimes necessary to make changes due to unforeseen or unavoidable circumstances. For example:

- the accrediting body for a programme may require changes to be made to it
- it may not be possible to run a particular unit because a member of teaching staff with specialist expertise leaves the partner organisation and they are unable to find a suitable replacement
- it may not be viable to run a particular optional unit in a given year because very few students select it.

In such cases, the University and partner organisation will always try to ensure that any impact on students is minimised and that students are informed of the changes at the earliest opportunity.

All programme and unit changes are managed through a formal process set out by the University. The aim of this is to ensure that changes are academically appropriate and properly supported, take place in a timely manner, and safeguard the interests of students.

PROGRAMME AIMS AND LEARNING OUTCOMES

FdSc Addictions Counselling

Educational aims of the programme*	
<p>The programme is intended to:</p> <ul style="list-style-type: none"> • Increase students knowledge, skills and critical understanding in order to deliver safe, effective and measurable interventions for persons presenting with problems due to substance misuse • Provide an opportunity for students to experience work-based learning in one of a variety of statutory, voluntary and criminal justice settings • Develop students' ability to gather and evaluate information from a range of sources and draw reasoned conclusions for application in their clinical practice • Enable students to work collaboratively in multidisciplinary teams with service users and their significant others • Develop students capacity to integrate the knowledge and theory of addictions counselling into the planning and delivery of treatment for addictive behaviours • Empower students to respond to developments in the field of addictions treatment 	
Intended learning outcomes * (including teaching, learning and assessment methods, specifying those applicable for interim awards where appropriate)	
On successful completion of the Certificate of Higher Education it is expected that the student will be able to:	
➤ Knowledge & Understanding:	<ul style="list-style-type: none"> • Understand the theoretical framework which underpins the safe treatment of addictive behaviours • Understand a range of models of substance use with appropriate methods of assessment and treatment planning • Understand how the theory and practice of addictions counselling applies to a treatment setting • Understand some contemporary issues and developments in addictions treatment • Be aware of equality and diversity issues in the treatment of addictive behaviours
➤ Intellectual Skills:	<ul style="list-style-type: none"> • Generate ideas through the analysis of information and concepts • Formulate appropriate responses to resolve well defined problems • Evaluate a range of information
➤ Professional Practical Skills:	<ul style="list-style-type: none"> • Exercise appropriate judgement in planning and designing effective interventions with substance users

<p>➤ Transferable/Key Skills:</p>	<ul style="list-style-type: none"> • Communicate effectively using different means (i.e. written and verbal) • Utilise IT and communication skills to access internet, e-mail and produce reports • Reflect upon own academic and professional performance • Prepare for, plan and facilitate counselling sessions effectively • Begin to utilise problem solving skills in a variety of theoretical and clinical situations • Begin to work independently and as part of a team to identify and achieve clear goals • Use supervision and support to identify own development needs and improve practice • Research and construct a bibliography
<p>On successful completion of the Foundation Degree Addictions Counselling it is expected that the student will be able to:</p>	
<p>Knowledge and Understanding:</p>	<ul style="list-style-type: none"> • Understand the theoretical framework which underpins the safe and effective treatment of addictive behaviours • Understand a range of methods of intervention • Understand how the theory and practice of addictions counselling applies to their particular setting • Understand a range of contemporary issues and developments in addictions treatment
<p>Intellectual Skills:</p>	<ul style="list-style-type: none"> • Generate ideas through the analysis of information and concepts at an abstract level • Formulate appropriate responses to resolve well defined and abstract problems • Analyse, evaluate and reformulate a range of information

Professional and practical skills:	<ul style="list-style-type: none"> • Command wide ranging specialised clinical skills • Utilise diagnostic and creative skills in a range of clinical functions • Exercise appropriate judgement in planning, designing and implementing effective interventions with substance users
Transferable/Key Skills:	<ul style="list-style-type: none"> • Communicate effectively using different means (i.e. written, verbal and visual) • Utilise IT and communication skills to access internet, e-mail and produce reports • Develop numeracy skills for the understanding of statistical analysis • Work effectively within multidisciplinary teams and professional networks • Reflect upon own academic and professional performance and take responsibility for personal and professional learning and development • Prepare for, plan and facilitate meetings effectively • Utilise problem solving skills in a variety of theoretical and clinical situations • Manage and prioritise caseload within organisational policies and priorities • Work independently and as part of a team to identify and achieve clear goals • Use supervision and support to identify own development needs and improve practice • Research and construct a bibliography

BSc (Hons) Addictions Counselling

Educational aims of the programme*

Whilst the work-based learning principles of the Foundation Degree remains, the primary aim of this course is to 'add value' by preparing students for potential, longer-term leadership roles in the workplace. At its heart is a subject-based project that embodies the full life cycle from conception, design and planning, through organization, execution and management, to delivery, reflective review and objective assessment of the outcomes. Taught material supports the course ethos by: a) advancing knowledge through higher-level, subject-specific studies in areas of particular current relevance; b) engendering appropriate management, organizational, evaluative and team-building skills; and c) providing a firm basis for the effective research, assessment and presentation of evidence, arguments and assumptions, so as to enable sound judgments to be reached. Particular stress is placed on the timely and appropriate application of knowledge and problem-solving skills in a work-place environment.

Intended learning outcomes * (including teaching, learning and assessment methods, specifying those applicable for interim awards where appropriate)

➤ Knowledge & Understanding:	<ul style="list-style-type: none"> • Demonstrate an understanding of the application of research methods in the context of their professional practice using a case study, or action
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	<p>research project;</p> <ul style="list-style-type: none"> • Describe a coherent project design, locating and reviewing literature from appropriate fields, identifying suitable methods of data collection, techniques of analysis and ethical considerations for research into professional practice; • Comment on a selection of recent research into the study of addictions counselling in different settings; • Evaluate the implications of research findings on policy and practice; • Appreciate the limits of current knowledge and practice in the field of addictions counselling.
➤ Intellectual Skills:	<ul style="list-style-type: none"> • Engage in critical analysis of a wide range of texts and electronic information; • Synthesise information from a number of sources in order to gain a coherent understanding of research, policy and practice; • Critically evaluate arguments, assumptions, abstract concepts and data, to make judgements, and to frame appropriate questions to achieve a solution or identify a range of solutions to a problem; • Reflect on the appropriateness of theory, practice and outcomes; • Apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects with skills in data analysis (qualitative and/or quantitative where appropriate); • Communicate information, ideas, problems and solutions to both specialist and non-specialist audiences.
➤ Professional Practical Skills:	<ul style="list-style-type: none"> • Understand the application of relevant research findings in the workplace. • Apply counselling skills appropriately to facilitate clients' progress towards their goals. • Reflect upon own academic and professional performance and take responsibility for personal and professional learning and development. • Observe and evaluate own skills and those of others and give clear and appropriate feedback
➤ Transferable/Key Skills:	<ul style="list-style-type: none"> • Exercise initiative and personal responsibility • Make decisions • Work in teams • Use oral, written or audio-visual communication skills • Demonstrate confidence in using IT for the access, creation and manipulation of information • Undertake appropriate further training of a professional or equivalent nature

PROGRAMME DESCRIPTION: STRUCTURE OF THE PROGRAMME

appendix 1: foundation degree programme description: structure of the programme and assessment regulations

Appendix 2: honours year programme description: structure of the programme and assessment regulations

Please note that the content of the programme descriptions are correct at the time of production of this Handbook and that programmes and units may be subject to reasonable change

Please see programme approval, unit and programme changes

Current versions of unit and programme descriptions are available via the online Unit and Programme Catalogues: www.bath.ac.uk/catalogues

Further information

Section in this handbook on **Assessment**.

Definitions of assessment terms:

www.bath.ac.uk/registry/nfa/nfaar-fd-appendix-02.pdf

www.bath.ac.uk/registry/nfa/nfaar-hy-appendix-02.pdf

PROFESSIONAL BODY ACCREDITATION

FdSc Addictions Counselling:

The FdSc Addictions Counselling programme is accredited by the Federation of Drug and Alcohol Practitioners (FDAP). After students have graduated from the Foundation Degree they are eligible to apply for FDAP practitioner accreditation. Students are expected to produce evidence from their learning experience that they have met the competencies of the FDAP accreditation by completing the application pack within a year of graduating.

Further information

FDAP: <http://www.fdap.org.uk/>

TIMETABLES

Timetable information can be found in your Programme Handbook provided by your partner organisation.

FURTHER STUDY (FOUNDATION DEGREE STUDENTS)

The University of Bath has developed articulated progression routes for some foundation degree programmes which enable students to 'top up' their qualification to a full honours degree. These honours year programmes are delivered by partner organisations (although for multi-partner programmes, demand would determine which partner organisation you would study at) on either a one year full-time or two year part-time basis.

Students who successfully complete their Foundation degree achieving an overall programme average grade of 55% may be eligible for progression to the Honours Year programme. Students may also be required to attend an interview with the Programme Leader. Students will be asked to express an interest in progressing to the Honours Year, subject to achieving the required average grade, during their final year of study on the Foundation Degree. For further information please contact your Programme Leader.

If you are interested in progressing to a degree programme at another institution you will need to apply via UCAS in the normal way in the year preceding your required entry. In some cases, and at certain Universities, it may be possible to gain advanced entry to a degree programme but you do not have any automatic right to this - it is for each University to determine their own policy. You are advised to clarify the position with appropriate admissions staff at the earliest opportunity.

QUALITY ASSURANCE

All programmes, whether on the University Campus or at partner organisation premises, are underpinned by the same rigorous quality assurance procedures. Please see: www.bath.ac.uk/quality/cop/index.html

Your programme will be overseen by a University Board of Studies held in a related academic faculty. The University has also appointed a member of academic staff (a Link Academic Adviser) and an External Examiner for the programme. The Link Academic Adviser has specific responsibility for liaising with the partner organisation and the Head of Learning Partnerships while the programme is running. The External Examiner monitors the quality, effectiveness and equity of the programme's assessment practices and procedures.

HOW YOUR PROGRAMME IS REVIEWED AND MONITORED

The University has a number of mechanisms for ensuring that programmes remain up-to-date, issues are dealt with and improvements made.

All programmes and units are monitored annually, looking at what is working well and identifying any actions that need to be taken. Student feedback, including feedback given through unit evaluation and other student surveys, is a key part of unit and programme monitoring.

Departments also conduct periodic reviews of their programmes. These provide an opportunity for in-depth review and development, involving input from students and from an adviser(s) external to the University.

Further Information:

QA51 Annual Monitoring of Units and Programmes:

www.bath.ac.uk/quality/documents/QA51.pdf

QA13 Degree Scheme Reviews: www.bath.ac.uk/quality/cop/statements.

STUDY AND SUPPORT: GETTING THE MOST OUT OF YOUR STUDIES

REGISTRATION AND STUDENT RECORDS

To become a student on your Programme you must register with the University at the start of your programme of study.

You do this via Registration On-line (ROL) - www.bath.ac.uk/registration-on-line.

Note that only registered students may use the University's facilities, such as email, Moodle and the Library. You will be asked to register online at the start of your programme of study and then to re-register at the start of every academic year thereafter until you have completed your programme. It is a requirement that you register when asked to do so. Tuition fees for each academic year are payable at registration in full or in instalments.

Regulation 1.1 explains the requirement to register:
www.bath.ac.uk/regulations/Regulation1.pdf

Regulations 2.4 and 2.10 explain the consequences of non-payment of tuition fees:
www.bath.ac.uk/regulations/Regulation2.pdf

When you register you confirm that you have joined a University programme, you check the personal information we have recorded about you during the admissions process, and you give the University your permission to continue keeping records on your progress during your studies. It is particularly important that you check that your name is spelled correctly as the name held on your student record is the name that will appear on your certificate. Registration involves providing evidence that you meet the University's academic entrance requirements (you will probably already have done this before you attend registration), checking your registration record to make sure that the information held about you by the University is correct, and paying your tuition fee or providing written evidence that your sponsor will pay it for you. *You will not be recorded as fully registered on the University's student record system until the Student Finance Office is satisfied with the arrangements in place for paying any fees due*, and until you are properly registered you may not be able to use the Library or the computer facilities (apart from carrying out on-line registration).

Your eligibility to receive an award in respect of your successful completion of the Programme is dependent upon University registration. On being admitted to the programme you will receive an e-mail from the University giving you a username and password, which you will require for the registration process in both your first and second FD year (you may receive a new password for your Honours year, but retain your originally-issued username). It is vital that you remember your username and password (the password can be changed after you register) as this will stay with you for the period of your study.

It is important that the University Student Records database (SAMIS) is kept up-to-date for all students. You must keep your personal information up-to-date.

It is also important that you enrol with your partner organisation. This is to ensure that you are able to access all the facilities at the partner organisation.

Further Information:

Section in this handbook on **Change in your Circumstance**

SAMIS: www.bath.ac.uk/samis

ACCESSING UNIVERSITY EMAIL

You will need to use your unique username and password to access your University email account. You are able to access your email by going to <http://mail.bath.ac.uk>
Your username also forms your email address (username@bath.ac.uk).

The University will often communicate with you about a range of important matters including registration, degree ceremonies, and matters such as tuition fees, via your University email account. So that you do not miss out on (and as a consequence fail to act on) important information, it is a University requirement (Regulation 1.3) that you access your University email account regularly, even if you are out on placement or study abroad.

You therefore have a responsibility to ensure that your University email account can receive incoming mail and that you read your email regularly.

Further information

Email guidance: www.bath.ac.uk/bucs/email
Regulation 1.3: www.bath.ac.uk/regulations/Regulation1.pdf

SAMIS

SAMIS is the University's student records database. It provides an online portal where you can view details about your registration, update your contact details, and do other things such as viewing exam information, viewing your confirmed assessment results, and (where applicable) choosing optional units.

Further information

www.bath.ac.uk/samis

MOODLE

Moodle is the Virtual Learning Environment (VLE) used at the University of Bath. It is used by academic Departments to support learning and teaching at programme and unit level. It provides a platform for the delivery of resources and online activities, and can also support student interaction and collaboration.

Further information

<https://moodle.bath.ac.uk/>

PERSONAL TUTORING

Your partner organisation will designate a particular member of the partner organisation academic staff to act as your Personal Tutor and to have day-to-day responsibility for your pastoral care.

Your Personal Tutor will:

- support you in your academic progress and personal development
- discuss with you programme choices, placement opportunities and future career plans
- provide you with a reference for your placement or career
- guide you to sources of expert help with any personal/welfare issues

If you should have reason to wish to change your Personal Tutor please see your programme handbook for further information.

ACADEMIC SKILLS SUPPORT AND DEVELOPMENT

To help you get the best out of your studies and your future employability, we offer all our students a comprehensive range of free, year-round skills and personal development opportunities designed to complement your academic programme.

These opportunities have been designed to give you choice and flexibility to help you get the support and development you need at the time you most need it. You can choose from classes, tutorials, drop-in sessions, workshops and online resources to develop your academic skills, for example to:

- create well-written, clearly structured essays, reports and dissertations
- think critically in order to enhance your writing
- manage information sources and literature effectively
- give polished and effective academic presentations
- manage and analyse numbers, data and statistics
- enhance your existing language proficiency, or learn a new language
- use IT tools and resources effectively.

There are many other opportunities also available to you through our Careers Service and Students' Union to help you develop your skills and prepare for the workplace. For example:

- writing an effective job application and CV
- succeeding at interview or assessment centre
- leading and managing projects
- chairing meetings
- running a club or society.

Further information

Find out more about the skills support and development opportunities available here:

<http://go.bath.ac.uk/skills>

THE LIBRARY

As a student studying on a franchised University of Bath programme at a partner organisation, you will have access to all the primary resources and support in your partner organisation library. However, you are also eligible for full membership to the University's Library Service and to use it as a secondary resource. This means that you can borrow from the University's Library and use our electronic resources, many of which you can access without visiting the library itself. We expect the University Library to be particularly useful when you are given a major piece of work, such as a project.

Getting a Library Card

Library cards are normally issued at your University induction once you have completed Registration On-Line. If unable to complete ROL at induction the Library can arrange to forward your library card to you.

Your Library card will enable you to access your library borrower record online, renew books and place holds. You may borrow 20 books at a time. Please bring your card with you whenever you visit the Library as you will need to have it with you to enter the building, as well as to take items out on loan.

The Library is open 24 hours a day and provides print and electronic materials and information services to support study and research across the University. It houses over 520 PCs, wireless networking throughout, and provides areas for both quiet individual study and group work. Alongside 340,000 printed books, it offers over 22,000 electronic journals,

425,000 electronic books, 90 databases and digital versions of the University's academic publications, all available across the University and beyond. The Library's copy and print service includes black and white and colour photocopying, laser printing and scanning.

Information specialists, known as Subject Librarians (see the Department's library resources page below), are responsible for services to individual Departments/the School. They provide individual help to students and staff, as well as teaching information skills in Department and School programmes and through general University skills provision. All new students receive library introduction sessions during the induction period.

Further information

The franchised student library resources page, including contact details of the relevant Subject Librarian is: www.bath.ac.uk/library/users/fd.html
For information on all library services and resources: www.bath.ac.uk/library

For requesting articles & chapters from the University of Bath Library

The Library offers a request service for journal articles and book chapters held within the University of Bath Library called **Bath Copies**. You can request copies of articles from journals and chapters of books held at the University of Bath (subject to UK copyright law) which we will email to you. We regret that we cannot send whole books or journal issues by post. Please also note that due to copyright restrictions we are unable to copy whole books and whole journal issues.

Further information

For a Bath Copies guide please see: www.bath.ac.uk/library/services/bath-copies/index.html

COMPUTING FACILITIES AND IT SKILLS

In addition to the resources available to you at the partner organisation, University of Bath Computing Services (BUCS) is available to help you make best use of computing for your work and study. It provides central computing facilities for the University including links to all of the partner organisations.

With your username and password, you will be able to access one of over 1,000 workstations across campus. These enable you to use email, the internet, file storage, Office applications such as Word and Excel, and often give access to the more complex software used on your programme. All computers print to photocopiers in the Library and around the campus, for which there is a charge per page.

With your username and password you can also register your own laptop, smartphone or tablet for connection to the campus wireless network (which covers spaces such as communal areas, the Library and cafés) or to around 150 student docking ports. You can use your own device to access many University applications using a service called UniDesk. Find out more about this at: <http://go.bath.ac.uk/unidesk>

Support is available from the IT Service Desk on Level 2 of the University Library or online at: www.bath.ac.uk/computing-services
Tutorials and Frequently Asked Questions (FAQs) are provided in the help section.

If you have a disability or require learning assistance, please talk to your Programme Leader to discuss your needs.

The IT Campus Computer Shop

The IT Campus Computer Shop in the University Library stocks popular products such as academic software, DVDs, network cables and headsets. You can order many further IT products through the shop. Prices are often lower than in high street shops.

You can also borrow technology from the Service Desk in support of your studies, for example audio recorders, video cameras and projectors.

Further information

Computing Services: www.bath.ac.uk/computing-services

Information for new users: <http://go.bath.ac.uk/newusers>

Information for users with a disability or requiring learning assistance:
<http://go.bath.ac.uk/assistive-technologies>

IT shop: <http://go.bath.ac.uk/ITshop>

Computing Services Twitter feed: [@UniofBathIT](https://twitter.com/UniofBathIT)

STUDENT REPRESENTATION

Feeding back your views to the University

The University is committed to reviewing and continually improving its practice. The main ways in which we seek feedback are through:

- a) Staff / Student Liaison Committees (SSLCs)
- b) surveys
- c) the Students' Union.

We also use focus groups, partner organisation working parties, and various kinds of feedback session.

You can get actively involved in determining how your educational and student experiences are organised by becoming active in the Students' Union or by letting your partner organisation know that you are interested in contributing.

Every programme has a formal system so that all students can comment routinely, in confidence and anonymously on the learning experience they have received. Such comments help us to check that:

- you have a clear idea of the aims and requirements of each unit you study
- our teaching is effective and stimulating
- the advice and feedback we provide on your work is helpful
- our resources are suitable.

You will be asked to complete a short unit evaluation for units you have studied. You will also be asked to complete surveys periodically on your experience of the programme as a whole. Please complete each evaluation fully, thoughtfully, and candidly. In particular, please tell us not only your opinion but also the *reasons* behind your opinion.

When we receive responses to evaluations, we analyse them – especially the positive suggestions for change and concerns that are voiced. The Programme Leader will present the results of evaluations to the SSLC. The results will also be discussed at partner organisation departmental staff meetings so that appropriate action can be taken. Student feedback and the resulting actions are taken into consideration in annual monitoring of units and programmes. Each report is presented to the Learning, Teaching and Quality Committee, which will make sure that the actions taken are adequate, appropriate, and properly implemented, and summaries are presented to University committees.

Your feedback is important to your partner organisation, the University and the Students' Union. Please keep telling us what is going well and what needs to get better. We will communicate how feedback on units and programmes, and the wider student experience, has been acted upon.

Student representatives

As a student of the University you are automatically a member of the Students' Union (although you have a right to opt out - see section below on **Students' Union membership**). Officers of the Students' Union represent students' interests on University decision-making bodies.

There are many opportunities for elected student representatives. Your Programme Leader can advise on the opportunities and the responsibilities involved. If you are elected to serve on partner organisation committees you will be expected to represent the views of your fellow students and provide feedback following meetings.

Student representation on Committees

Your programme will have a Staff/Student Liaison Committee (SSLC). This comprises several elected student members, known as Academic Reps, and an equal or smaller number of staff members. Academic Reps are elected at the beginning of every year through SSLC elections at your partner organisation. Their role involves collecting the views of the students on their programme and attending SSLCs where they represent these views to their Department.

Each SSLC produces an Annual Overview Report briefly outlining their work and highlighting good practice, the key themes explored and the actions that have been taken as a result. The Students' Union reviews all these reports and prepares a summary report for the University highlighting issues which need to be addressed by the institution as a whole.

The SSLC meets 4 times a year. Dates for 2017/8 SSLC meetings can be found in your Programme Handbook.

If you are interested in opportunities to represent student views at University level, please contact the Students' Union: academicreps@bath.ac.uk

The Students' Union runs a full training programme for student representatives including an online course in Moodle, a conference and additional sessions through the Skills Training programme.

If you need to raise a concern, remember there are various routes open to you. You can discuss issues directly with a lecturer, your Personal Tutor, or the Programme Leader. Individual problems are often more readily resolved in this way. The Students' Union Advice and Support Service, described below, also provides students with information and confidential advice.

Further information

Your SSLC: <https://moodle.bath.ac.uk/>

Students' Union Academic Representation including contact details for Academic Reps: thesubath.com/academic

Election of Academic Reps: thesubath.com/elections

Students' Union Skills Training programme: thesubath.com/skills-training

Outline election procedures are included in QA48 Student Engagement with Quality Assurance and Enhancement, Annex A: Staff/Student Liaison Committees:

www.bath.ac.uk/quality/documents/QA48_Annex_A.pdf

THE STUDENTS' UNION, UNIVERSITY OF BATH

MEMBERSHIP

All students registered with the University are automatically given membership of the Students' Union; however you have the right not to be a member. For further information on opting out of this membership, please go to the Code of Practice for the Students' Union: www.bath.ac.uk/university-secretary/guidance-policies/codeofpracticebusu.html

A MESSAGE FROM THE PRESIDENT OF THE STUDENTS' UNION

"Welcome to the University of Bath and congratulations on securing your place!

As a student at Bath, you automatically become a member of your Students' Union, one of the best in the country and a national award winner. The main aim of the Students' Union is to ensure all of our members - including those not based on campus - have the best possible student experience while studying at University.

To make this happen, we support you in a number of ways:

1. Representing your views

I am one of the six full-time Students' Union Officers. We are elected to represent your views and oversee the strategic running of the Students' Union. We represent you to the University, locally and nationally, to ensure your issues are addressed.

One of the Students' Union Officers will be liaising with the elected representative from your college/campus to listen to any ideas or to help resolve any issues that may come up.

You can get involved in the Students' Union by voting or running in elections and letting us know your opinion through online forums, polls, social media or contacting us directly.

2. Offering confidential support and advice

Our Advice and Representation Centre provides our members independent, confidential advice on a wide range of subjects, from checking housing contracts, providing advice on health related issues or supporting you with any academic problems you might be facing.

3. Providing opportunities to develop skills and friendships

We also offer many activities, services and events to complement your studies. No matter how far away you are, you can still take advantage of our range of services and activities. You can join one of our 130 student groups covering sport, societies, media & volunteering as well as attending our events such as the Summer Ball.

4. Improving your employability

Positions of responsibility and developing your skills can really improve your CV. You might want to consider taking a leadership role such as becoming the elected representative for your student group or being the academic representative for your course. We also offer a vast range of training courses and our Joblink service can provide support for those seeking part-time employment.

All of this information and more can be found at www.thesubath.com

Remember – The SU is here for all of its members, and you can, and should, make it yours. Register on thesubath.com, and find us on social media to make sure you don't miss out on any opportunities or useful information. Feel free to contact any of the Students' Union Officer team with any questions or concerns you may have regardless of the issue, comment or question.

I wish you all the best in your time as a student at Bath, and can't wait to hear from you whilst you're getting involved in your Students' Union!"

Ben Davies
Students' Union President

The SU, University of Bath

STUDENT SUPPORT

The general principle is that support should be offered to you locally, i.e. at the partner organisation where you are studying. If you are in any doubt, your first port of call should be the partner organisation. The University liaises with the partner organisation and can often offer particular help and guidance in respect of issues which specifically concern Higher Education students. In general terms this help will be provided by way of supporting the partner organisation rather than direct to you. For the following services, please approach your partner organisation directly in the first instance:

- Accommodation
- Careers Advice
- Counselling
- Learning Support - including Disability and/or Learning Difficulties

However, should you feel that you have particular requirements which the partner organisation is not able to meet, please feel free to contact the Learning Partnerships Office to discuss how your needs may best be met.

ACCOMMODATION

Unfortunately the University is unable to provide accommodation. However, your partner organisation may have some residential accommodation available. Your partner organisation will also be able to provide you with information about locally based accommodation. Please refer to your Programme Handbook for information.

CAREERS ADVICE

The partner organisation will make provision for you to receive specialist careers education and guidance and will inform you how to access this service. This may be provided by the partner organisation itself or through a service agreement with a specialist careers service. The University Careers Service provides a back up to the partner organisation-based services. Your Programme Leader will have contact with the University Service and will make any necessary arrangements for you to access University facilities if your particular circumstances make it appropriate.

COUNSELLING

Most students find there are occasions when it can help to talk to someone about a personal problem or issue. In many cases your Personal Tutor or Programme Leader will be able to help. Sometimes problems or difficulties arise which you may prefer to discuss in a supportive, confidential environment. The University-based Counselling Service (www.bath.ac.uk/groups/counselling-mental-health) provides a back up to whatever official counselling is offered or facilitated by your partner organisation.

STUDENT SERVICES

Your partner organisation should have student support available to provide help and should be your first point of contact. The University also has a range of professional support services that you can approach directly. Your two main contact points at the University are Student Services at the Roper Centre in 4 West and the Advice and Support Service in the Students' Union.

Student Services

Student Services can provide advice and support on a range of issues including:

- counselling and mental health
- disability issues
- money and funding
- residential life and wellbeing.

You can make an individual appointment or just pop in to our daily drop-in sessions.

Student Services can also provide letters confirming student status for a variety of purposes, which can be requested by logging on to SAMIS: www.bath.ac.uk/services/register-as-a-student-of-the-university-and-update-your-details

The Roper Student Services Centre in 4 West is open from 9.30am to 4.30pm throughout the year (tel: 01225 385538). Services are also available from the Virgil Building in Bath city centre.

For the full range of Student Services, see: <http://go.bath.ac.uk/student-services> or email: studentservices@bath.ac.uk

The Students' Union Advice and Support Service

The Students' Union Advice and Support Service provides information for students on a range of topics affecting their education and welfare, including advice for students wanting to submit Individual Mitigating Circumstances claims (**see the section in this Handbook on Assessment**), to change their programme, or experiencing problems with their programme. The staff in the Advice and Support Service also offer support, information and representation at academic appeals, academic misconduct and disciplinary hearings, and information and advice on a wide range of issues which affect students including housing and welfare issues.

The Students' Union Advice and Support Service is open Monday to Friday 9.00am to 5.00pm in term time (from 10.00am on Fridays) and 10.00am to 4.00pm during vacations (tel: 01225 386906, email: suadvice@bath.ac.uk)

The Advice and Support Service also supports the Diversity and Support groups – details of which can be found at: thesubath.com/diversity-support

The Students' Union webpage provides the facility for students to report incidents of harassment, discrimination or bullying. Incidents can be reported anonymously if preferred. Details of how to report an incident are available at: thesubath.com/report-an-incident

For the full range of services see: thesubath.com/support

Further information

A guide to the wide variety of support and information available to students can be found at: www.bath.ac.uk/students and the Students' Union website: thesubath.com

ADVICE FOR STUDENTS WITH DISABILITIES, LONG-TERM ILLNESS, AND SPECIFIC LEARNING DIFFICULTIES

If you have a disability and/or specific learning difficulty (such as dyslexia), we strongly advise you to disclose this to your programme leader as soon as possible and preferably before your programme begins. This will enable your partner organisation to assess your needs and make arrangements to support you.

Any personal information you give when disclosing your disability will be treated in confidence and made available *only* to relevant members of staff and only *with your permission*. If you don't disclose your disability it may be difficult for the partner organisation to provide suitable support to help you during your studies. Disclosure will not disadvantage you in any way.

The University has a central Disability Service which provides back-up to the partner organisation-based service and has access to certain specialist equipment, software and expertise which may not be available in your partner organisation. Your partner organisation will have contact with the Disability Service and will make any necessary arrangements for you to access University facilities if appropriate.

A screening process is available if you think you may have a specific learning difficulty/dyslexia.

Your partner organisation is also responsible for providing for alternative arrangements for exams and assessments. Therefore, if you think that, because of a disability, you need alternative exam arrangements (such as extra time or the use of a computer) please discuss this with your partner organisation without delay.

Further information

www.bath.ac.uk/groups/disability-service

DEALING WITH A PROBLEM INVOLVING THE UNIVERSITY

We want to ensure that, if you have a problem concerning the University, it is resolved as quickly as possible. Issues can be reported to your student SSLC representative or you can speak to your Personal Tutor or Programme Leader. This may result in problems being resolved *before* they get to the stage where a formal complaint might be necessary.

The Students' Union offers advice for students on a range of issues through its Advice and Support Service. Its advice is independent of the University. See the section on **Student Support**.

Complaints

If you do need to make a complaint, there are procedures in place to deal with it, within your partner organisation. Please refer to your partner organisation handbook for details. These procedures are designed to ensure that your complaint will be dealt with in good faith and that you will not be penalised for complaining. When your partner organisation receives a complaint, it will first seek to deal with it through informal discussion. If this fails to resolve the issue at hand, you can raise the complaint formally. If you feel your complaint has not been satisfactorily resolved through the official partner organisation complaint's procedure, students are able to enter into Stage Three of the University complaints procedure.

Further details can be found at:

www.bath.ac.uk/university-secretary/guidance-policies/studentcomplaints

In addition, there are procedures for requesting a review of progression or award classification decisions, or of the level of attainment. For information on these procedures, please see the section in this Handbook on **Procedures for Academic Appeals**.

Bullying, harassment and victimisation

We believe that all our students and employees are entitled to be treated with dignity and respect and to be free from unlawful discrimination, victimisation, bullying, or any form of harassment. This is set out in the University's policy, Dignity and Respect for Students and Staff of the University of Bath: Policy and Procedure for Dealing with Complaints (below).

This policy and procedure applies to all staff, students and third parties (e.g. contractors to the University).

Further information

Dignity and Respect Policy:

www.bath.ac.uk/equalities/policiesandpractices/dignityandrespectpolicy.pdf

On reporting incidents of bullying or harassment, see also the section in this Handbook on **Student Support**.

Mediation

If you are involved in a disagreement or dispute, you should seek help from your partner organisation in the first instance. Should a dispute remain unresolved the University has a Mediation Service which may be able to assist.

Further information and contacts

Mediation Service: www.bath.ac.uk/equalities/activities/mediation

PREGNANCY AND MATERNITY

The University is committed to being as flexible as possible in supporting students who become pregnant, decide to terminate a pregnancy or have a very young child. You are not under any obligation to inform the University or partner organisation of these circumstances, but doing so will enable us to put in place arrangements that will assist you in undertaking your programme of study.

You can seek initial advice, guidance and support via your Programme Leader.

Further information

www.bath.ac.uk/guides/getting-advice-if-you-are-pregnant-while-studying-or-have-a-young-child

CARE LEAVERS AND ESTRANGED STUDENTS

The University is committed to supporting students from a wide range of backgrounds and circumstances including those who are care leavers, from a Foyer or are estranged from their family. We are aware of the challenges students may face when starting university and we want you to get the best out of your programme and university experience. We are able to offer you advice and guidance about settling in, academic studies, funding, accommodation, wellbeing and careers. The service we provide is confidential and entirely optional in relation to the level of support you feel that you may need.

Further information

www.bath.ac.uk/guides/financial-support-if-you-are-leaving-care

www.bath.ac.uk/students/finance/funding-advice/additional-financial-responsibilities

FEES AND FINANCIAL SUPPORT

For information on fees please refer to <http://www.bath.ac.uk/students/finance/>.

Please go to www.direct.gov.uk/studentfinance for information regarding Student Loans.

All tuition fees are payable to the University, rather than your partner organisation, therefore all queries should be directed to the Student Finance Office at the University. Please contact 01225 383045 or email stu-fin@bath.ac.uk.

It is your responsibility to ensure that you have sufficient funds to pay the tuition fees due. You are liable to pay tuition fees not paid by any sponsor including the Student Loans Company (SLC), Student Finance Wales and so on. If you remain in debt to the University (in respect of tuition fees or any other amounts) your registration will lapse and you may be required to withdraw from the programme. You will not be able to reregister on the programme at the beginning of the next session and you will not be issued with your final award certificate until the account is settled.

If you have difficulties in paying your fees you should discuss this with the staff in the Student Finance Office (01225 383045 or email stu-fin@bath.ac.uk) as soon as you become aware of a problem.

If you are experiencing financial hardship or need financial advice, the University has a central student information and funding service, staffed by the Student Money Advice team, which can provide help.

Bursaries

We offer bursaries to UK students from low-income families. A bursary is an amount of money to help you pay for course costs or other living expenses. Bursaries are paid in instalments during your studies and you don't have to pay the money back.

Further information

Student Finance Office: tel: 01225 383045 email: stu-fin@bath.ac.uk

www.bath.ac.uk/students/finance/contact/index.html

Student Money Advice: tel: 01225 385538 email: studentmoneyadvice@bath.ac.uk

www.bath.ac.uk/students/finance/funding-advice/index.html

Bursaries: tel: 01225 383019 email: undergraduatefunding@bath.ac.uk

www.bath.ac.uk/campaigns/bursaries-and-scholarships-for-undergraduate-students/

The information given above is for guidance only and does not cover all circumstances. You should speak to your funding provider or the Student Money Advice team for more information.

ASSESSMENT

FEEDBACK TO STUDENTS ON ASSESSMENT

During your programme, you will receive feedback on assessed work. Feedback on assessments may take different forms, depending on your subject and the type of assessment. Your partner organisation will inform you 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 formal written examinations, students may receive general feedback to the group rather than individual feedback. You can discuss feedback you receive on assessments alongside your performance and progress in your studies at meetings with your Personal Tutor. The full Learning Partnerships Office Policy on Feedback of Assessed Work can be found in your Programme Handbook.

Further information

Your Programme Handbook for the full Policy on Feedback of Assessed Work

ACADEMIC INTEGRITY: TRAINING AND TEST – MANDATORY REQUIREMENT FOR NEW STUDENTS (FOUNDATION DEGREE ONLY)

As a student registered on a University of Bath award, you are required to undertake the academic integrity training and pass the associated test.

The academic integrity training aims to provide all students with a basic knowledge and understanding of good academic practice. This includes an understanding of plagiarism and other assessment offences, and skills necessary to reference your work appropriately.

The training and test are accessed from Moodle by clicking on the link entitled '**Academic Integrity Initiative**': <http://moodle.bath.ac.uk>

If you have any access problems, then please contact the Learning Partnerships Office in the first instance.

When you have completed the training tutorial and are confident that you have understood it, you should undertake the test. Your Programme Leader will inform you about any arrangements for the training and the test.

To pass the test you will need to achieve a mark of 85%. You can take the test as many times as necessary until you pass.

If you do not pass the test, you will need to re-visit the training and/or look at the other guidance available to you (see: www.bath.ac.uk/asc/study-skills/academic-integrity.html) or as required by your Programme Leader, and then take the test again.

You will not be able to progress beyond the next progression point in your studies, irrespective of your programme marks, until you pass this test. Ultimately this means that, if you have not passed the test, you will not be able to receive your award. Your Programme Leader will be able to confirm when the next progression point occurs for your stage of your programme.

Further information

Academic integrity: www.bath.ac.uk/asc/study-skills/academic-integrity.html
Regulation 3.7: www.bath.ac.uk/regulations/Regulation3.pdf

PLAGIARISM DETECTION AND PERSONAL DATA

When you hand in a piece of assessed coursework, 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 the Plagiarism Detection Service, Turnitin. This service checks electronic, text-based submissions against a large database of material from other sources and, for each submission, produces an 'originality report'. It makes no judgement on the intention behind the inclusion of unoriginal work; it simply highlights its presence and links to the original source.

Your partner organisation may operate a different Plagiarism Detection Service. Whichever service it uses, it will work the same as Turnitin and will comply with European Data Protection legislation. When you registered with the partner organisation, you gave it permission to process your personal data for a variety of legitimate purposes. This includes allowing the partner organisation to disclose such data to third parties for purposes relating to your studies. The partner organisation, at its sole discretion, may submit the work of any student to the Plagiarism Detection Service (in accordance with Regulation 15.3e – see below) and may make, or authorise third parties to make, copies of any such work for the purposes of:

- i) assessment of the work
- ii) comparison with databases of earlier work or previously available works to confirm the work is original
- iii) 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 partner organisation 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 partner organisation 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 your partner organisation.

Further information

The University's procedures on Examination and Assessment Offences (QA53) are described at: www.bath.ac.uk/quality/documents/QA53.pdf
Regulation 15, Assessment of undergraduate and taught postgraduate programmes: www.bath.ac.uk/regulations/Regulation15.pdf

ACADEMIC INTEGRITY: REFERENCING AND PLAGIARISM

Plagiarism is the use of any published or unpublished work without proper acknowledgement in your references. Plagiarism occurs when a student 'borrows' or copies information, data, or results from an unacknowledged source, without quotation marks or any indication that the presenter is not the original author or researcher.

Another form of plagiarism (and hence cheating) is auto-plagiarism or self-plagiarism. This occurs when a student submits work (whether a whole piece or part of a piece) without acknowledging that they have used this material for a previous assessment.

If you use someone else's work – say, by summarising it or quoting from it – you must reference the original author. This applies to all types of material: not only text, but also diagrams, maps, tables, charts, and so on. Be sure to use quotation marks when quoting from any source (whether original or secondary). Fully reference not only quotations, but also paraphrases and summaries. Such references should then be included in a bibliography or reference list at the end of the piece of work. Note that the need for referencing also applies to web-based material; appropriate references according to the type of work or image should always be given.

There are several acceptable methods of referencing material. Examples include the Harvard system and the Numeric system. **Ask your Programme Leader or Personal Tutor for further information and advice on the referencing system used on your programme, or refer to your Programme Handbook.**

Guidance on referencing and plagiarism is available through skills training run by the University and the Students' Union, as well as online resources. Referencing guides are also available in print in the Library, and your Subject Librarian will be able to help with any questions.

Further information

For further information on all our skills and development opportunities see:

<http://go.bath.ac.uk/skills>

Academic integrity: www.bath.ac.uk/asc/study-skills/academic-integrity.html

Library resources: www.bath.ac.uk/library/infoskills/referencing-plagiarism

Students' Union Skills Training: thesubath.com/skills-training

ACADEMIC INTEGRITY: PENALTIES

Any student who is found to have used unfair means in an examination or assessment procedure will be penalised. 'Unfair means' here include:

- cheating - for example, unauthorised use of notes or course material in an examination
- fabrication - for example, reporting on experiments that were never performed
- falsification - for example, misrepresentation of the results of experimentation
- plagiarism, including self-plagiarism (see above)
- unfair collaboration or collusion - representation of work produced in collaboration with another person or persons as the work of a single candidate.

The University's Quality Assurance Code of Practice, QA53 Examination and Assessment Offences, sets out the consequences of committing an offence and the penalties that might be applied.

Penalties for unfair practice will be determined by the Department or by the Faculty/School Board of Studies in line with the procedures set out in QA53. They may include failure of the

assessment unit or part of a degree, with no provision for reassessment or retrieval of that failure. Proven cases of plagiarism or cheating can also 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 offence, the Students' Union's welfare services are available to support you.

Further information

Examination and assessment offences: www.bath.ac.uk/quality/documents/QA53.pdf
Students' Union advice and support: thesubath.com/support

WORD COUNTS

Written coursework tasks will normally have a word range or limit. This is in order to give an indication of the depth and detail of work required, and to ensure that students' submitted work is comparable. You will be required to declare the word count for your work when submitting it for assessment.

If you do not observe the given word range or limit for the coursework task, for example if you exceed the word limit, then a penalty will be applied. The penalty that would apply should be stated in writing when the assignment task is distributed. You should take note of what is included when calculating the total word count (e.g. whether or not contents pages, appendices, footnotes, bibliographies and other elements that are not part of the main text are included).

You should refer to your Programme Handbook for further guidance and contact your Programme Leader if you have questions about word counts and penalties.

The marker(s) will stop reading the work once you have exceeded a word limit (or the upper figure of a word range) by 10%. If you write substantially less than the word limit (or less than the lower figure of a word range) you risk not maximising your potential mark.

For the purpose of calculating the word count, footnotes are included, whereas contents pages, executive summaries, tables, figures, appendices and reference lists/bibliographies are excluded.

LATE SUBMISSION OF COURSEWORK AND EXTENSIONS

You will be expected to hand in all assessed coursework and dissertations/projects by a specified date and time. This is to ensure fairness to all students who are submitting work.

If there are valid circumstances preventing you from meeting a deadline, your Programme Leader may grant you an extension to the specified submission date. Forms to request an extension are available from your partner organisation. You will need to provide a description of the circumstances which you feel support your request. Your Programme Leader may ask you to produce supporting evidence.

Please note that:

- if you submit a piece of work after the submission date, and no extension has been granted, the maximum mark possible will be the pass mark
- if you submit work more than five working days after the submission date, you will normally receive a mark of 0 (zero), unless you have been granted an extension.

It is not usually possible to mark coursework anonymously if it is submitted after the deadline.

It is important that you speak to your Programme Leader as soon as possible if you become concerned about your submission deadlines.

For information on how and when you will be informed of submission deadline dates, and how work should be submitted, please refer to your Programme Handbook.

INDIVIDUAL MITIGATING CIRCUMSTANCES

Formal examinations are events which cannot have extensions to run a few days later for individual students: for these and other similar assessment events an Individual Mitigating Circumstances (IMC) claim will seek either to demonstrate a student's absence with good cause, or significantly impaired performance.

If there are valid circumstances preventing you from meeting a deadline, your Programme Leader may grant an extension to a submission date. Requesting an extension for handing in coursework would be the right course of action if failure to do so would be likely to lead to the submission of a valid IMC claim after the coursework deadline.

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 and guidance on Individual Mitigating Circumstances and Assessment (including definitions of IMCs, in the document "What are Individual Mitigating Circumstances?") is available at: www.bath.ac.uk/registry/imc/imc-students.html

It is strongly advised that you become familiar with the available guidance so that you understand the process and timescales should such circumstances arise.

You should make yourself familiar with these definitions, in addition to any IMC guidance offered by your partner organisation, and support and guidance offered through the Disability Service (www.bath.ac.uk/groups/disability-service) or the Students' Union Advice and Support Service (thesubath.com/support).

Your Programme Leader will be able to advise you on how to submit an IMC claim, and can help you to understand the potential implications of your IMC claim on your overall progress and/or award, in light of your academic achievement to date and the assessment regulations for your programme.

Should you wish any IMCs to be taken into account by the Board of Examiners for Programmes when considering your progression or award classification, notify your Programme Leader no more than three days after the affected assessment by completing the IMC report form available at: www.bath.ac.uk/registry/imc/imc-students.html

You will also need to submit evidence of how your circumstances affected the relevant assessment(s), for example, a medical certificate in the case of illness or injury.

If you know of a potential IMC that may affect your assessment before you begin an assessment period, it is important that you notify your Programme Leader in advance. After speaking to your Programme Leader, if you do intend to submit a formal IMC claim for the affected assessment(s), you will still need to complete the form and follow procedures.

ASSESSMENT PROCESSES

Your partner organisation will provide you with information about how you will be assessed and with any relevant submission deadlines which you are expected to meet.

The University has approved the assessment arrangements which apply to your programme and these are included in your Programme Handbook.

Assessment and marking processes at the University are designed to ensure that assessment of your work is fair and consistent, and that academic standards are appropriate and comparable between the University and other higher education institutions. This is achieved in a number of ways.

Marking: Assessments you will complete during your programme are marked according to:

- *marking criteria (or assessment criteria)* - these are the knowledge, understanding and skills which it has been identified that students should demonstrate in the assessment and which are taken into account during marking. 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 examinations and, where practical, other assessment. 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 also by your External Examiner. Provisional assessment marks will only be released to students after internal moderation has been completed. All marks remain provisional until confirmed by the Faculty Board of Studies.

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 from one stage of the programme to the next 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 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 appeal can only be made in relation to a confirmed mark (see the section in this Handbook on **Procedures for Academic Appeals**).

The Board of Studies normally considers assessment and progression decisions twice each year:

- Early July Main Committee
- Mid-September For late / supplementary assessments where previously approved.

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. On rare occasions a Board of Examiners may decide to recommend a change to the marks assigned initially, based on evidence that there was a problem with the assessment (for instance, disruption during an examination, or an exam paper that was too easy or difficult) which means that the marks assigned initially do not accurately reflect the standards achieved by the candidates. This adjustment is known as scaling and under these circumstances the marks of all affected students will be changed.

At the end of each academic year, following the Board of Studies' confirmation of results, the Learning Partnerships Office will inform you of the Board of Studies' decision detailing any remedial action it may be necessary for you to take.

A Transcript of Academic Achievement, detailing marks/grades achieved for each unit, will be posted to you upon completion of the programme.

Upon successful completion of the Foundation Degree or Honours Year programme you will be invited to attend the next available University Award Ceremony, at which your certificate will be presented to you. If you are unable to attend, your certificate can be forwarded to you. It is, therefore, important for you to ensure that the University holds an up-to-date address for you.

EXTERNAL EXAMINERS

An External Examiner is someone from another University or a professional organisation who is suitably qualified and experienced in the relevant field of study. At least one External Examiner is appointed for each taught programme or group of programmes. The role of External Examiner is an important one in assuring that assessment processes are fair and academic standards are appropriate, and supporting the development of your programme. External Examiners look at draft examination papers and samples of assessed work, and attend Boards of Examiners.

Once a year, External Examiners provide a written report on each taught programme. University staff will look at these reports and a response will be made to the External Examiner's comments. Staff/Student Liaison Committees (SSLCs) also discuss External Examiner reports as part of annual monitoring activity. You can read the latest External Examiner report for your programme, and the University's response to it, at:

www.bath.ac.uk/quality/externalinput/external-examiners-reports.bho

It is not appropriate for students to make direct contact with External Examiners. If you are dissatisfied with the process or outcome of an assessment, and are considering whether to raise this either informally or formally, the sections of this Handbook on **Procedures for Academic Appeals** and **Dealing with a problem involving the University: Complaints** give some more information about the University's procedures for student complaints and academic appeals. The section on **Student representation** sets out how students can engage with the quality management process through which the University considers and responds to External Examiners' comments and suggestions.

ASSESSMENT REGULATIONS

See appendix 1: foundation degree programme description: structure of the programme and assessment regulations

See Appendix 2: honours year programme description: structure of the programme and assessment regulations

PROCEDURES FOR ACADEMIC APPEALS

Students wishing to submit a request for an academic appeal should refer to Regulation 17 (Conduct of Student Academic Appeals and Reviews):

www.bath.ac.uk/regulations/Regulation17.pdf

You are also strongly advised to read the online guidance provided by the Academic Registry: www.bath.ac.uk/registry/appeals

Independent advice about academic appeals is offered by the Students' Union Advice and Support Service: thesubath.com/support

Regulation 17.16 outlines how students may appeal against formal Board of Studies decisions in respect of one or more of the following:

- i) the student's suitability to progress from one stage of the programme of study to the next
- ii) the student's suitability to remain on the programme of study
- iii) the marks/grades, degrees, certificates or diplomas, and the classifications/grades awarded to the student.

The regulation also sets out the grounds on which an appeal can be based. Please note that:

- dissatisfaction with a mark or set of marks, or any other aspect of the properly exercised academic judgement of the examiners, will not of itself be acceptable as a valid ground for an academic appeal (Regulation 17.1)
- students who have concerns about assessment outcomes that have not yet been approved by a Board of Studies should seek advice in the first instance from their Programme Leader. This may include matters such as suspecting errors in the totalling or transcription of marks/grades, or wishing to seek clarification about the marking process (Regulation 17.2).

All academic appeals must be submitted within the timescales set out in Regulation 17. Students must provide the required information and evidence, including a completed AA1 form. The form and further academic appeals guidance are available at:

www.bath.ac.uk/registry/appeals

Student Complaints are dealt with under separate procedures:

www.bath.ac.uk/regulations/Appendix1.pdf

If you are uncertain as to whether your concerns are a potential academic appeal or a student complaint, please refer to the guidance at:

www.bath.ac.uk/students/support/complaints

GENERAL INFORMATION

THE ACADEMIC YEAR 2017-18

Term dates and timetabling information can be found in your Programme Handbook

UNIVERSITY REGULATIONS FOR STUDENTS

Students on franchised programmes are bound by the same terms & conditions, Codes of Practice and Student Regulations as campus based students.

All registered students of the University are subject to the University's Regulations for Students. The Regulations contain rules and other important information about being a student at the University of Bath, including regulations governing the payment of fees due to the University, student discipline, fitness to study and those governing attendance, conduct and progress in studies. They also form part of the formal contract between you and the University. You will find references to the requirements of the Regulations for Students throughout this Handbook. You are advised to download a copy of the Regulations and read them carefully as they contain a lot of important information.

Important information

The full Regulations for Students can be found at: www.bath.ac.uk/regulations

CHANGE IN YOUR CIRCUMSTANCES

You must ensure that the University holds your correct, up-to-date, personal and academic details within SAMIS. If you change your address – either your semester-time or home address – please ensure that you update your details online at: www.bath.ac.uk/samis or inform the Learning Partnerships Office.

If you change your name, you will need to provide valid proof of the change. Please speak to the Learning Partnerships Office for advice on how to do this.

If you are considering suspending your studies or withdrawing from your programme, please discuss your situation with your Programme Leader. They will be able to advise you on an appropriate course of action.

It is a University Regulation (3.1) that you attend regularly; if circumstances are such that you are not able to do so, then please contact your Programme Leader to discuss your situation and agree an appropriate course of action.

For suspension of studies a formal request has to be made to the University either directly or via the Programme Leader at the partner organisation communicating a valid reason for the need to suspend. This request will then be considered by the University. Suspension is for 12 months and allows students to return back to their study at the same point in the following academic year. In exceptional circumstances only, the University will consider a further suspension period of 12 months. Suspension beyond this point is not feasible.

The financial implications of withdrawing from the University or suspending your studies can be significant. You will find general information at:
www.bath.ac.uk/students/finance/funding-advice/changes-to-your-study

The Student Money Advice Team in Student Services and the Student Finance Office will be able to advise you on the implications for fees in your situation and on how to suspend any student funding you are receiving.

You will need to register any change of academic circumstance, including a change of optional units, with the University. Please speak to the Learning Partnerships Office who will advise you on how to do this.

DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

Depending on your course you may be required to provide a satisfactory DBS check prior to undertaking each work-based learning placement. Should a DBS check subsequently prove to be unsatisfactory the University reserves the right to terminate your registration and you will be required to withdraw.

Work-based learning placement providers will be asked to pay for the cost of the DBS. However, if they are not able to do so you would be asked to fund this yourself. Please contact your partner organisation for further information about the costs involved.

Further information

www.gov.uk/government/organisations/disclosure-and-barring-service

HEALTH AND SAFETY

The University's Health and Safety Policy Statement and policies, standards, and guidance on specific topics are available at: www.bath.ac.uk/hr/stayingsafewell/hs-policy

The Policy Statement is also displayed throughout the University campus. Staff within the University Health, Safety and Environment Service (Wessex House 3.12) provide professional advice on health and safety matters and monitor the health and safety performance of the University.

Your partner organisation will have a separate Health and Safety policy which will be issued to you.

Health and Safety guidelines with regard to fieldtrips or placements will be provided by your partner organisation.

Further information

www.bath.ac.uk/hr/stayingsafewell or email: uhse@lists.bath.ac.uk
[CATS](#) Work-based Learning Handbook

DATA PROTECTION

The University's Data Protection Policy and Guidelines on Data Protection may be accessed via the data protection website: www.bath.ac.uk/data-protection

EQUALITY AND DIVERSITY

Everyone at the University of Bath has a responsibility for promoting equality and fostering good relations between all members of the community, students and staff, and also for eliminating unlawful discrimination, harassment and victimisation against anyone for reasons of age, disability, gender, pregnancy and maternity, race (this means colour, nationality including citizenship, ethnic or national origins), religion or belief, sexual orientation, or

transgender status. The new equality duty also covers marriage and civil partnership with regards to eliminating discrimination in employment.

For information about your partner organisation's Equalities and Diversity policies please contact your Programme Leader.

Further information

There is a range of information and resources available at www.bath.ac.uk/equalities or email: equalsdiv@bath.ac.uk

Accessibility

An access guide is available which outlines the disabled access features and route plans at the University of Bath:

www.disabledgo.com/organisations/university-of-bath/main-2

UNIVERSITY CHAPLAINCY CENTRE

The University Chaplaincy Centre is in the heart of the campus. It is open every day and no appointments are necessary. The Chaplains work as an ecumenical team to provide support and care for people of all faiths or none. They can offer pastoral support and counselling, or just a friendly listening ear over a coffee. There is a prayer space set aside on campus for those of Islamic faith. Contact details of all local faith communities are available. There are active Christian, Jewish and Islamic Societies in the Students' Union offering a wide range of events and activities.

Further information

Chaplaincy Centre: www.bath.ac.uk/chaplaincy .

CREATIVE ARTS

The University offers a variety of classes, workshops and other activities in the creative arts. Edge Arts is the hub of creative life on campus. There are lots of opportunities for students, staff and the local community to get involved in the arts in our fantastic venue, The Edge. You can learn an instrument, take a dance or art class, have a look at our free gallery exhibitions or come and see a performance, whatever your interests there are plenty of ways for you to be creative.

Working alongside the Student's Union, Edge Arts also supports the creative endeavours of student societies, many of which make use of our state-of-the-art facilities.

As a franchised University of Bath student you should be eligible for concessions on booking fees.

Further information

The Edge: www.edgearts.org/

SPORTS, SOCIAL AND RECREATIONAL FACILITIES

As a student on a University of Bath programme you have access to a wide range of sports facilities and sports education classes either free of charge or at a reduced rate. The University has some of the best sports facilities in Britain. These facilities include the award-winning Sports Training Village, based on the main campus at Bath

Further information

www.teambath.com/facilities/

TRAVEL TO THE UNIVERSITY OF BATH

Bath has excellent transport links. Bath Spa train station is on the main line between Bristol and London, Bristol Airport is about an hour away and the city is close to the M4 motorway. The University's main campus is located in Claverton Down, on the east side of Bath.

Further information

Information on how to get to campus by rail, bus and car can be found at www.bath.ac.uk/locations/university-of-bath-claverton-down-campus/

APPENDIX 1: FOUNDATION DEGREE PROGRAMME DESCRIPTION: STRUCTURE OF THE PROGRAMME AND ASSESSMENT REGULATIONS

Please note that the content of the programme description below is correct at the time of production of this Handbook and that programmes and units may be subject to reasonable change.

Current versions of unit and programme descriptions are available via the online Unit and Programme Catalogues: www.bath.ac.uk/catalogues

STRUCTURE OF THE FDSC ADDICTIONS COUNSELLING (FULL TIME)

Programme code	UHHL-KFF09
Programme title	Foundation Degree in Addictions Counselling
Award type	Foundation Degree in Science
Award title	FdSc Addictions Counselling
Mode of Attendance	Full time
Length	2 years
State if coexistent M-level programme	-
State any designated alternative programme(s)	Certificate of Higher Education
Approving body and date of approval	Senate: 27 October 2004 (M.11995)

Year 1 (for implementation with effect from 2017)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	SRU status	Notes
2	1	Semester 1	LP10555	Study Skills	C	6		
		Semester 1	LP10556	Alcohol and Drug Problems and Societal Responses	C	6		
		Semester 1	LP10557	Treatment and Counselling Approaches and Models of Recovery	C	6		
		Semester 1	LP10558	Counselling Skills in an Addictions Context	C	12		
		Semester 2	LP10559	Diversity Issues in Addictions Treatment	C	3		
		Semester 2	LP10560	Introduction to Assessment	C	6		
		Semester 2	LP10561	Introduction to Treatment Planning	C	3		
		Semester 2	LP10562	Interpersonal Group Therapy	C	6		
		Semester 2	LP10563	Personal and Professional Development 1	C	6	Y	
		Semester 2	LP10564	Motivational Interviewing	C	6		

Year 2 (for implementation with effect from 2018)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	SRU status	Notes
3	2	All Year	LP20618	Personal and Professional Development 2	C	12		
		All Year	LP20619	Research Project	C	12		
		Semester 1	LP20621	Harm Reduction Approaches	C	3		
		Semester 1	LP20623	The 12 Step Programme	C	3		

	Semester 1	LP20620	Cognitive Therapy and Substance Misuse	C	6		
	Semester 1	LP20624	Understanding the Research Literature	C	3		
	Semester 1	LP20622	Preparing a Small Scale Research Project	C	6		
	Semester 1	LP20625	Working with the Family and Significant Others	C	6		
	Semester 2	LP20627	Relapse Prevention	C	6		
	Semester 2	LP20626	Dual Diagnosis and Complex Needs	C	3		

Assessment weightings and decision references		
Stage	Weighting within programme	NFAAR-FD decisions reference See NFAAR-FD information at: www.bath.ac.uk/registry/nfa
Stage 1	60/120 Credits 50%	Main assessment: Appendix 11 Supplementary assessment: Appendix 12
Stage 2	60/120 Credits 50%	Main assessment: Appendix 11 Supplementary assessment: Appendix 12

NFAAR-FD (FOUNDATION DEGREE ASSESSMENT REGULATIONS)

The University's **New Framework for Assessment: Assessment Regulations ('NFAAR-FD')** specifies the rules governing students' progression from one stage of their programme to the next as well as for the award of Foundation degrees. The rules cover all areas of assessment, including supplementary assessment. If you began the first stage of your programme in or after the 2011/12 academic year, NFAAR-FD applies to you. (If you began before then, please ask the Programme Leader for guidance on assessment).

Your programme is covered by the NFAAR-FD, so your work will be assessed according to its rules. If at any time you are in doubt about how NFAAR-FD provisions apply to your work, please consult the Programme Leader.

This section highlights areas of the University's assessment framework for the type of programme you are undertaking. It explains the regulations that govern your assessment and outlines how the University makes decisions concerning your progression through your programme and award. Complete information is available in the NFAAR-FD document.

Important information

This section may contain terms unfamiliar to you. In addition to the explanations we give below you can find full definitions at: www.bath.ac.uk/registry/nfa/nfaar-fd-appendix-02.pdf
For full details of the NFAAR-FD, visit: www.bath.ac.uk/registry/nfa

Your programme and how you are assessed

Within your programme of study, there are *compulsory units*, (i.e. those units in a programme which must be taken by every student registered on the programme), and there may also be *optional units* (i.e. those units you may choose from a range of options).

The **Programme Description: Structure of the programme** in this handbook shows the structure of your programme. In the table, compulsory and optional units are labelled 'C' and 'O' respectively. Please note that you can also access this information via links in your

programme's description in the Programme and Unit Catalogues available at: www.bath.ac.uk/catalogues

At the end of the table, there is a link to the relevant appendix of the NFAAR-FD which states exactly how the assessment rules operate.

The following points will help you to understand how the assessment rules relate to your specific programme:

- Your programme is divided into stages, but only some of the units are Stage Required Units (SRUs) that you must pass before being permitted to progress to the next stage. This means that in certain circumstances you might be allowed to progress to a subsequent stage without yet having passed a non-SRU which would need to be repeated at a later point, before the end of the programme.
- If you pass all of the units required in the programme, amounting to 120 credits, you will be awarded the appropriate Foundation degree. Should you fail to qualify for the award of a Foundation degree, you may be considered for the award of a Certificate of Higher Education (subject to your having passed the required units worth 60 credits).

The normal pass mark for a unit is 40%. In some units, you might need to achieve a threshold mark in one or more component assessments in order to pass the unit overall.

A Board of Examiners will decide at appropriate points whether you are continuing to meet the requirements for the programme, and/or whether you have met all the requirements for your target award or any alternative that might be available. The outcomes will depend on both your performance in individual units and your overall performance. Generally, if you pass each of your units, you will progress and, in due course, be recommended for an award.

If you fail units beyond certain credit values, or you fail some too badly, this will result in failure of the programme — without any opportunity for supplementary assessment or re-takes. You may also fail the programme if you have exhausted the retrieval/re-take attempts that are permitted.

Supplementary assessment and/or re-takes

'Supplementary assessment' is the term normally used for an opportunity given to a student to retrieve failure before starting the next stage of a programme. It generally involves re-doing coursework or re-sitting an examination.

Students undertaking supplementary assessments are likely to have to do so in the summer supplementary period. **For the 2017-18 academic year, this period will be during July and August 2018.** Exact dates will be provided by your partner organisation.

Opportunities for retrieval of failure in units, through supplementary assessment and/or the re-taking of individual units, is governed by tiered decision-making for progression dependent upon your level of performance, in broad terms as follows:

- If you pass all units you will proceed based on decisions after main assessments.
- If you have modest amounts of marginally failed units after main assessments you will have the opportunity to retrieve failure through supplementary assessment, and subsequently through re-takes if necessary.
- If you have modest amounts of more significant failure in units that are not Stage Required Units you may be able to retrieve them through re-takes in a supplementary study period at the end of the normal programme duration (alongside any similar requirement from a later period of study).

- If you have a more modest overall level of performance, and failures to retrieve (especially in any Stage Required Units), you will be required to intercalate a supplementary period of study before progressing.
- If you have results within a narrow range of failing overall performance you will be required either to transfer to a Designated Alternative Programme (if one were available) or to repeat the failed stage with the slate wiped clean, for new marks (i.e. seeking to pass again as at the first attempt, with such an opportunity being available once only for each stage).
- If you have exhausted the opportunities for supplementary assessment and/or the re-taking of individual units, you will fail to achieve the Foundation degree aim, but might, subject to the appropriate rules, be considered for the award of a Certificate of Higher Education.

Unless specifically granted the opportunity to take assessment as for the first time at a supplementary assessment point, you will have the opportunity to gain credit for units then successfully passed and to have the mark gained reported to you for feedback purposes, but a maximum mark of 40% will be awarded and used in the Overall Stage Average, and in any award calculation. Where the assessment is taken as for the first time, the marks gained will be used in the Overall Stage Average, and in any award calculation.

APPENDIX 2: HONOURS YEAR PROGRAMME DESCRIPTION: STRUCTURE OF THE PROGRAMME AND ASSESSMENT REGULATIONS

Please note that the content of the programme description below is correct at the time of production of this Handbook and that programmes and units may be subject to reasonable change.

Current versions of unit and programme descriptions are available via the online Unit and Programme Catalogues: www.bath.ac.uk/catalogues

STRUCTURE OF THE BSC (HONS) ADDICTIONS COUNSELLING (FULL TIME)

Programme code	UHHL-KFB09
Programme title	Addictions Counselling
Award type	BSc(Hons)
Award title	BSc(Hons) Addictions Counselling (Work-based Learning)
Mode of Attendance	Full-time
Length	1 year
State if coexistent M-level programme	
State any designated alternative programme(s)	N/A
Approving body and date of approval	Senate 12 September 2006

Year 1 (for implementation with effect from Sept 2017)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Notes
3	1	Semester 1	LP30495	Research Methods	C	6		
		Semester 1	LP20633	Supervision	C	6		
		Semester 1	LP30180	MI & CBT for Addictions – Theory, Models & Research	C	6		
		Semester 1	LP30182	Developing Motivational Interviewing	C	6		
		All Year	LP30485	Work-based Research Project	C	18	Y	
		Semester 2	LP30183	Developing Cognitive-Behavioural Counselling	C	6		
		Semester 2	LP20490	Meeting Stakeholder and Quality Requirements	C	3		
		Semester 2	LP20466	Managing Performance	C	3		
		Semester 2	LP30184	Developing Group Leadership	C	6		

Assessment weightings and decision references

Stage	Weighting within programme	NFAAR-HY decisions reference See <u>NFAAR-HY</u> information at: www.bath.ac.uk/registry/nfa
Stage 1	100%	Main assessment: Appendix 11 Supplementary assessment: Appendix 12

STRUCTURE OF THE BSC (HONS) ADDICTIONS COUNSELLING (PART TIME)

Please note that the content of the programme description below is correct at the time of production of this Handbook and that programmes and units may be subject to reasonable change.

Current versions of unit and programme descriptions are available via the online Unit and Programme Catalogues: www.bath.ac.uk/catalogues

Programme code	UUHL-KPF09
Programme title	Addictions Counselling
Award type	BSc(Hons)
Award title	BSc(Hons) Addictions Counselling (Work-based Learning)
Mode of Attendance	Part-time
Length	2 years
State if coexistent M-level programme	
State any designated alternative programme(s)	N/A
Approving body and date of approval	Senate 12 September 2006

Year 1 (for implementation with effect from Sept 2017)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Notes
3	1	Semester 1	LP30495	Research Methods	C	6		
		Semester 1	LP30180	MI & CBT for Addictions – Theory, Models & Research	C	6		
		Semester 2	LP20633	Supervision	C	6		
		Semester 2	LP30182	Developing Motivational Interviewing	C	6		
		All Year, Year 1 and 2	LP30485	Work-based Research Project	C	18	Y	

Year 2 (for implementation with effect from Sept 2018)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	Notes
3	1	All Year, Year 1 and 2	LP30485	Work-based Research Project	C	18	Y	
		Semester 1	LP20490	Meeting Stakeholder & Quality Requirements	C	3		
		Semester 1	LP30183	Developing Cognitive-Behavioural Counselling	C	6		
		Semester 2	LP20466	Managing Performance	C	3		
		Semester 2	LP30184	Developing Group Leadership	C	6		

Assessment weightings and decision references		
Stage	Weighting within programme	NFAAR decisions reference See: http://www.bath.ac.uk/registry/nfa/index.htm
Stage 1	100%	Main assessment: Appendix 11 Supplementary assessment: Appendix 12

NFAAR-HY (HONOURS YEAR ASSESSMENT REGULATIONS)

The University's **New Framework for Assessment: Assessment Regulations ('NFAAR-HY')** specifies the rules governing Honours Year programmes. The rules cover all areas of assessment, including supplementary assessment and the extent to which failure may be condoned. If you began your programme in or after the 2011/12 academic year, NFAAR-HY applies to you. (If you began before then, please ask your Programme Leader for guidance on assessment).

Your programme is covered by the NFAAR-HY, so your work will be assessed according to its rules. If at any time you are in doubt about how NFAAR-HY provisions apply to your work, please consult your Programme Leader.

This section highlights areas of the University's assessment framework for the type of programme you are undertaking. It explains the regulations that govern your assessment and outlines how the University makes decisions concerning your progression through your programme and award. Complete information is available in the NFAAR-HY document.

Important information

This section may contain terms unfamiliar to you. In addition to the explanations we give below you can find full definitions at: www.bath.ac.uk/registry/nfa/nfaar-hy-appendix-02.pdf
For full details of the NFAAR-HY, visit: www.bath.ac.uk/registry/nfa

Your programme and how you are assessed

Within your programme of study, there are *compulsory units* (i.e. those units in a programme which must be taken by every student registered on the programme), and there may also be *optional units* (i.e. those units you may choose from a range of options).

The **Programme Description: Structure of the programme** in this handbook shows the structure of your programme. In the table, compulsory and optional units are labelled 'C' and 'O' respectively. Please note that you can also access this information via links in your programme's description in the Programme and Unit Catalogues available at: www.bath.ac.uk/catalogues

At the end of the table, there is a link to the relevant appendix of the NFAAR-HY which states exactly how the assessment rules operate.

There are some units that you must pass in order to achieve the normal award for the programme at the end. Such units are called *Designated Essential Units (DEUs)*. Failure in a DEU – even marginal failure – will prevent you from successfully completing your programme. Within prescribed limits, these units are the only ones where failure may be retrieved through supplementary assessment.

The following points will help you to understand how the assessment rules relate to your specific programme:

The normal pass mark for a unit is 40%. In some units, you might need to achieve a threshold mark in one or more component assessments in order to pass the unit overall.

A Board of Examiners will decide at the end of your programme whether you have met all the requirements for your target award. The outcomes will depend on both your performance in individual units and your overall performance. Generally, if you pass each of your units, you will be recommended for an award.

If you fail units beyond certain credit values, this will result in failure of the programme - without any opportunity for supplementary assessment.

If you fail any DEUs, you will have to undertake supplementary assessment – unless you have failed so much that you fail the programme outright and cannot be recommended for an award. If you fail only non-DEU units, your overall performance will determine whether you are still eligible for an award and at what level.

The contribution of a unit's assessment to the award calculations will normally be directly proportional to the credit-values of the units concerned. Your degree result is based on the calculation of your *Overall Programme Average (OPA)*, with the Work-based Research Project potentially playing a key role if your OPA is close to the borderline for a higher classification. Follow the links provided in the **Programme Description: Structure of the programme** table in this handbook to see a clear description of the assessment rules for your programme.

Supplementary assessment and/or re-takes

'Supplementary assessment' is the term normally used for an opportunity given to a student to retrieve failure. In Honours Year programmes, it is normally available only for failed DEUs, and only within prescribed limits. It generally involves re-doing coursework or re-sitting an examination. Beyond this, it is only used to allow for deferred assessment where an individual mitigating circumstances claim has been accepted.

Supplementary assessments will be taken at the student's normal examination venue, in the normal end-of-stage supplementary assessment periods. In single-stage Honours Year programmes, the need for, and eligibility to undertake, any supplementary assessment (other than for deferred assessment) can only be determined at the end of the programme. Thus, students on both full-time and part-time Honours Year programmes will take any supplementary assessment that is required after the end of the normal period of the programmes; neither will take supplementary assessment at any earlier point in their programmes (unless in relation to deferred assessment).

Students undertaking supplementary assessments are likely to have to do so in the summer supplementary period. **For the 2017-18 academic year, this period will be July – August 2018.** Exact dates will be provided by your partner organisation.

Unless specifically granted the opportunity to take assessment as for the first time at a supplementary assessment point, you will have the opportunity to gain credit for units then successfully passed and to have the mark gained reported to you for feedback purposes, but a maximum mark of 40% will be awarded and used in the Overall Programme Average, and in any award calculation. Where the assessment is taken as for the first time, the marks gained will be used in the Overall Programme Average, and in any award calculation.

The normal pass mark for a supplementary assessment is 40%.