



**Faculty/School of Humanities and Social
Sciences
Department of Politics, Languages and
International Studies**

**BA (Hons) Language and Politics
with Year Abroad**

**Programme Handbook
2017/18**

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WELCOME TO POLIS

This is a guide to the degree programmes in Language and Politics (LP). It is an important document that you should read thoroughly and refer to when necessary. Whenever questions arise relating to your studies or to student life on campus, the handbook should be your first port of call. It sets out all the most important regulations and procedures, and it gives advice on a number of academic and University related issues.

Taking responsibility for organising your own academic and social life will be an important part of your learning experience here at Bath: the handbook is there to help you in that process. It should be read in conjunction with the *Department Guide* (which has information on the Department and members of staff), the online *Programme and Unit Catalogue* (which sets out the units required and options available, together with the aims, syllabus and means of assessment for each component of the degree), and the *Year Abroad Booklet*. These are updated annually and the current versions or links to them can always be found in the Department's Virtual Undergraduate Office at <http://moodle.bath.ac.uk/course/view.php?id=52503>.

ABOUT THIS HANDBOOK

This Handbook is intended for all students of the Language and Politics programme in the academic year 2017/18.

Please note that the contents of this Handbook are accurate as of 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.
- For further information about unit and programme changes, see the **Unit and programme changes** section in this Handbook.

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 Director of Studies, Dr David Moon, for advice.

YOUR PROGRAMME

KEY CONTACTS/STAFF LIST

Name	Title	Telephone Ext.	Email	Room no.
Dr David Moon	Director of Studies (Yr 1 and 2)	6878	d.s.moon@bath.ac.uk	1WN 4.1
Dr Howard White	Director of Studies (Yr 3 and 4)	6246	h.j.white@bath.ac.uk	1WN 2.22
Mr Martin Gore	Placements Officer	4945	M.Gore@bath.ac.uk	1W 3.06

Taught Programmes Support Hub

Location: 1 West North (office 2.6)

Department: PoLIS programmes

Programmes Officer: [Kay Hill](#)

Undergraduate politics programmes: polis-ug-admin@bath.ac.uk

Undergraduate Modern Languages and European Studies: polis-ug-admin@bath.ac.uk

Undergraduate International Management and Modern Languages: polis-ug-admin@bath.ac.uk

- [Anna McGregor](#) Programme Administrator

Postgraduate Interpreting and Translation programmes (MAIT, TPLS, MATBI): polis-pg-langs@bath.ac.uk

- [Emily Toynbee](#) Programme Administrator

Postgraduate politics programmes (Euromasters, MAIR, MIREP, MAIS, MRes): politics-pg-admin@bath.ac.uk

- [Andie Barlow](#) Programme Administrator

Programme Administrator:

- [Lauren Jones](#)

Administrative Assistant:

- [Anne Coleborn](#)

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 Director of Studies to discuss your situation and agree an appropriate course of action.

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

We look forward to helping you to achieve your potential on your programme. As may be seen from other parts of this Handbook, we facilitate your learning through lectures and seminars, and by providing feedback aimed at improving your performance; we also expect that you will engage with the learning experience at University by:

1. attending classes, and informing the member of staff concerned when you are unable to attend;
2. undertaking preparatory reading and other activities as outlined in Unit handouts;
3. participating appropriately in classroom debate, seminar presentation groups etc.;
4. complying promptly with requests for information, including regularly checking your University e-mail account to avoid being over quota.

Within the Department we have a normal coursework turnaround time of up to three weeks, in line with University policy. We shall indicate in initial classes and material distributed, what form the assessment takes, what particular deadlines are, and the forms feedback takes. It is important when receiving feedback not simply to concentrate on the mark, but also to reflect upon the comments made.

PROGRAMME AIMS AND LEARNING OUTCOMES

The aim of programmes in A European Language and Politics is to produce graduates who can read, write and speak a European foreign language with proficiency; who understand political ideas, institutions and relationships and who have a critical appreciation of debates relating to key political concepts and processes; who have a particular understanding of the politics of the principal countries in which their chosen language is spoken; who are intellectually curious and think critically; who have skills in research, analysis, communication and argument; and who have experience of direct exposure to the culture they have studies.

Language skills and specialist knowledge of major European countries are an extremely important national resource in an interdependent world. Our graduates will have transferable skills which enable them to apply these special qualities in a wide variety of careers.

Intended learning outcomes (including teaching, learning and assessment methods, specifying those applicable for interim awards where appropriate)	
➤ Knowledge & Understanding:	<p>Graduates of these programmes will possess</p> <ul style="list-style-type: none"> • linguistic knowledge: a detailed grasp of the structures and registers of a European foreign language • knowledge of politics as a discipline: a broad conceptual understanding of politics, encompassing political theory, political analysis, contemporary history and international relations, which is sufficient to permit postgraduate training in politics if desired • understanding of the scope of political analysis: an appreciation of the relevance and applicability of political analysis to processes of politics and international relations • regional knowledge: a detailed understanding of the politics of the principal country or countries in which the relevant language is spoken • cultural awareness: an appreciation of diversity and of the function of language as a gateway to understanding another culture <p>Linguistic knowledge is acquired through small group classes and private study, supported by computer-assisted language learning software and self-access facilities. Knowledge and understanding of politics as a discipline, and of the scope of political analysis, is acquired through core units in political theory and political analysis, including contemporary history and international relations. These units are taught through lectures and seminars, for some of which students prepare presentations, backed by independent study</p>

	<p>and research. Regional knowledge is acquired in the “area studies” and “national option” units which form part of the programme at every stage; these are taught through lectures and seminars, for which students prepare essays and presentations. Where appropriate, extensive use of foreign-language materials is made in these units and many are conducted in the target language, further advancing linguistic knowledge; cultural awareness underlies all teaching in these units.</p> <p>The Year Abroad provides total immersion in the language and culture studied, further encouraged by the opportunity either to study at a university centre or to undertake an independent research project. In the final year, students write a dissertation in politics under supervision (usually but not necessarily involving a country in which the student's specialist language is spoken)</p> <p>Linguistic knowledge is assessed by coursework and written and oral examinations. Regional knowledge and knowledge of politics as a discipline is assessed by a mixture of essays, seminar presentations and written examinations, together with the dissertation. Regional knowledge is also assessed by the Year Abroad assignment or ERASMUS marks. Some assignments will be in the target language, in which case linguistic knowledge is also assessed. Cultural awareness is not directly assessed but students will not be able to demonstrate proper linguistic or regional knowledge without it.</p>
➤ Intellectual Skills:	<p>Graduates of these programmes will be able to</p> <ul style="list-style-type: none"> • conduct a critical analysis of sources and problems, identifying key issues and controversies • think conceptually, grasping abstract concepts, synthesizing them where appropriate, and applying them to the resolution of problems • use language with precision and in a creative manner • exercise independent judgement and construct a reasoned argument supported by evidence in support of conclusions reached <p>These skills are developed throughout the programme, mainly in the politics and regional studies units, culminating in the final-year dissertation. The discussion of key issues and concepts and their application is central to lectures, seminars and private study assignments; linguistic concepts and use of language are of course also discussed in language classes. Students are encouraged to formulate their own conclusions and are given feedback to help them construct reasoned argument.</p> <p>Analytical skills, conceptual thinking, use of language and exercise of judgement are key criteria for</p>

	assessment, as indicated on the cover sheet attached to all essays for feedback
➤ Professional Practical Skills:	<p>Graduates of these programmes will be able to</p> <ul style="list-style-type: none"> • communicate effectively in the language they study with native speakers in a variety of contexts • translate between the language they study and English • plan, undertake and report research of a non-quantitative character, making use of sources in the language they study and in English • easily adapt to life in the country they study if they wish or are required to move there <p>These skills are developed throughout the programme, in units in language, politics and regional studies, and during the Year Abroad.</p> <p>Communication, translation and research skills are directly assessed in these units and during the Year Abroad, as described above. Adaptation is not formally assessed, but is an outcome inherent in a Year Abroad completed successfully.</p>
➤ Transferable/Key Skills:	<p>Graduates of these programmes will have skills as</p> <ul style="list-style-type: none"> • researchers and analysts of non-quantitative data, able to locate information in a variety of media and to identify and solve problems; some will also have skills in quantitative data handling, depending upon the options chosen • communicators in speech and in writing, including in electronic media, able to present information clearly and argue a position effectively, and also to understand the positions of others • workers, able to manage their time, work independently to deadlines and to participate effectively in teams • learners, able to manage their own learning and adapt to new situations and demands <p>These skills are developed throughout the programme. All units require written work to be produced to deadlines; most also require oral presentations. All units involve small-group teaching in which discussion and interaction is encouraged; all have a coursework element on which feedback is given. IT skills are largely developed through individual learning, supported by special courses where necessary. Learning skills are developed by being given special focus in the first year; through students regularly reviewing their progress with their personal tutor; and during the Year Abroad, in which the Log is an important tool.</p>

	<p>Effective research and analysis is an important criterion in assessment in all units, except those devoted purely to language learning. Effective communication is a central criterion in all units. Presentations by individuals or groups of students are assessed in many units. Learning skills and time management are not formally assessed but are essential to success.</p>
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PROGRAMME DESCRIPTION: STRUCTURE OF THE PROGRAMME

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 (see **Unit and Programme Changes** below).

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

Programme code:	UHPL-AYB12
Programme title:	BA (hons) German and Politics
Award type:	Bachelor of Arts with Honours
Award title:	
Mode of Attendance:	Thick sandwich
Length:	4 Years
State if coexistent M-level programme:	
State any designated alternative programme(s):	
Approving body and date of approval:	Update approved FLTQC 16.3.16, update approved FLTQC 13.4.16

Part	Stage	Year	Period of Study	Unit Code	Unit Title	Unit Status	Credits	DEU Status	Placement or Study Abroad Status
1	1	Year 1	AY	PL10957	Germany 1871-1989	Compulsory	12		
			S1	PL10917	German Written and Spoken Language 1A	Compulsory	6	DEU	
				PL10967	Introduction to Politics: Theory and Analysis	Compulsory	12		
				PL10712	Introduction to comparative politics	Compulsory	6		
			S2	PL10918	German Written and Spoken Language 1B	Compulsory	6	DEU	
				PL10966	Introduction to International Relations	Compulsory	12		
				FL10274	Approved 6 credit language option (FLC)	Option: Select 1 unit in this list	6		
				MN10248	Introduction to accounting		6		
				PL10417	Introduction to British Politics		6		
				SP10001	Social policy, welfare & the state		6		
				SP10044	Putting social theory to work		6		
				SP10205	Introduction to politics of development		6		
				SP10287	Social policy and you		6		
				ZZ10003	Director of Studies approved unit		6		
2	2	Year 2	AY	PL20962	Die DDR und das vereinigte Deutschland	Compulsory	12		
			S1	PL20919	German Written and Spoken Language 2A	Compulsory	6	DEU	
				PL20970	Political theory	Compulsory	12		
				PL20878	Political analysis: Research design and methods	Compulsory	6		
			S2	PL20920	German Written and Spoken Language 2B	Compulsory	6	DEU	
				FL20276	Approved 6 credit language option (FLC)	Option: Select 3 units in this list	6		
				PL20416	Totalitarian politics		6		
				PL20883	Parliament in modern British politics		6		
				PL20899	Quantitative research methods		6		
				PL20424	Introduction to English Language Teaching		6		
				PL20720	Foreign Policy-making and its analysis		6		
				PL20968	International Comparative Politics		6		
				PL20969	Advanced International Relations		12		
				PS20107	Developmental psychology		6		
				SP20003	'Race' and racism		6		
				SP20005	Making and communicating policy		6		
				SP20069	Philosophy of the social sciences		6		

				SP20208	International politics of development		6		
				SP20209	Development policy and practice		6		
				SP20262	The manufacture of consent		6		
				ZZ20004	Director of Studies approved unit		6		
	3	Year 3	AY	PL20300	Year abroad		6		
3	4	Year 4							
			AY	PL30XXX	Extended Politics Dissertation	Compulsory	24		
			S1	PL30921	German Written and Spoken Language 3A	Compulsory	6	DEU	
				FL30277	Approved 6 credit language option (FLC)		6		
				PL30101	Gorbachev and Perestroika		6		
				PL30107	Culture and national identity		6		
				PL30294	In search of Europe (1) - the Cold War 1945-1989	Select 1 unit	6		
				PL30441	Gender and politics		6		
				PL30468	Transitions to democracy		6		
				PL30548	Organised crime and democracy in Italy		6		
				PL30732	Politics of ethnicity, religion and nationalism		6		
				PL30741	US Global Politics		6		
				PL30864	Europe in global politics		6		
				PL30881	Contemporary security challenges in Asia		6		
				PL30891	European Film		6		
				PL30897	Peace processes in the Middle East and Europe		6		
				SP30013	Social security policy and welfare reform		6		
				SP30210	Conflict, Security and International Development		6		
				SP30288	Lobbying, political communication and democracy		6		
				ZZ30001	Director of Studies approved unit		6		
				PL30759	Heimat und Identität	Optional: Select 1 Unit	6		
				PL30644	German national option G12: Protest und Widerstand		6		
			S2	PL30922	German Written and Spoken Language 3B	Compulsory	6	DEU	
				PL30059	German national option G9: Die Massemedien in der Bundesrepublik Deutschland und Großbritannien	Optional: Select 1 Unit	6		
				PL30972	Film und Geschichte		6		
				FL30278	Approved 6 credit language option (FLC)		6		
				PL30102	Politics in post-communist Russia		6		
				PL30971	Language, Power and Society		6		
				PL30108	Politically committed European culture		6		
				PL30295	In search of Europe (2) - Europe since 1989	Select 1 unit	6		
				PL30744	Antipolitics and direct action		6		
				PL30745	Culture and religion in international relations		6		
				PL30756	The politics of Latin America		6		
				PL30875	Comparative elections and voting		6		
				PL30880	The rise of the extreme right		6		
				PL30882	Devolution in the UK		6		
				PL30890	Environment, sustainability and democracy		6		
				PL30898	Politics in China		6		
				PL30902	Contemporary critical thinkers		6		

			PL30903	Politics and religion in contemporary Europe		6		
			SP30263	Ideas about terrorism		6		
			SP30264	Understanding religion in the contemporary world		6		
			SP30286	Policy Evaluation		6		
			SP40215	Critical issues in social development		6		
			ZZ30004	Director of Studies approved unit		6		

Programme code:	UHPL-AYB13
Programme title:	BA (hons) French and Politics
Award type:	Bachelor of Arts with Honours
Award title:	
Mode of Attendance:	Thick sandwich
Length:	4 Years
State if coexistent M-level programme:	
State any designated alternative programme(s):	
Approving body and date of approval:	Update approved FLTQC 16.3.16, update approved FLTQC 13.4.16

Part	Stage	Year	Period of Study	Unit Code	Unit Title	Unit Status	Credits	DEU Status	Placement or Study Abroad Status
1	1	Year 1	AY	PL10953	France and the Revolution(s) - 1789-1968	Compulsory	12		
				S1	PL10907	French Written and Spoken Language 1A	Compulsory	6	DEU
			S2	PL10967	Introduction to Politics: Theory and Analysis	Compulsory	12		
				PL10712	Introduction to comparative politics	Compulsory	6		
				PL10908	French Written and Spoken Language 1B	Compulsory	6	DEU	
				PL10966	Introduction to International Relations	Compulsory	12		
				FL10274	Approved 6 credit language option (FLC)	Option: Select 1 unit in this list	6		
				MN10248	Introduction to accounting		6		
				PL10417	Introduction to British Politics		6		
				SP10001	Social policy, welfare & the state		6		
				SP10044	Putting social theory to work		6		
				SP10205	Introduction to politics of development		6		
				SP10287	Social policy and you		6		
				ZZ10003	Director of Studies approved unit		6		
PL202	2	Year 2	AY	PL20961	Continuity and Change in Contemporary French Politics and Society - 1969 to today	Compulsory	12		
			S1	PL20909	French Written and Spoken Language 2A	Compulsory	6	DEU	
				PL20970	Political theory	Compulsory	12		
				PL20878	Political analysis: Research design and methods	Compulsory	6		
			S2	PL20910	French Written and Spoken Language 2B	Compulsory	6	DEU	
				FL20276	Approved 6 credit language option (FLC)	Option: Select 3 units in this list	6		
				PL20416	Totalitarian politics		6		
				PL20424	Introduction to English Language teaching		6		

				PL20720	Foreign policy-making and its analysis		6		
				PL20883	Parliament in modern British politics		6		
				PL20899	Quantitative research methods		6		
				PL20968	International Comparative Politics		6		
				PL20969	Advanced International Relations		12		
				PS20107	Developmental psychology		6		
				SP20003	'Race' and racism		6		
				SP20005	Making and communicating policy		6		
				SP20069	Philosophy of the social sciences		6		
				SP20208	International politics of development		6		
				SP20209	Development policy and practice		6		
				SP20262	The manufacture of consent		6		
				ZZ20004	Director of Studies approved unit		6		
	3	Year 3	AY	PL20300	Year abroad	Compulsory	6		
3	4	Year 4				Compulsory			
			AY	PL30XXX	Extended Politics Dissertation		24		
			S1	PL30911	French Written and Spoken Language 3A	Compulsory	6	DEU	
				FL30277	Approved 6 credit language option (FLC)	Select 1 unit	6		
				PL30101	Gorbachev and Perestroika		6		
				PL30107	Culture and national identity		6		
				PL30294	In search of Europe (1) - the Cold War 1945-1989		6		
				PL30441	Gender and politics		6		
				PL30468	Transitions to democracy		6		
				PL30548	Organised crime and democracy in Italy		6		
				PL30732	Politics of ethnicity, religion and nationalism		6		
				PL30741	US Global Politics		6		
				PL30864	Europe in global politics		6		
				PL30881	Contemporary security challenges in Asia		6		
				PL30891	European Film		6		
				PL30897	Peace Processes in the Middle East and Europe		6		
				SP30013	Social security policy and welfare reform		6		
				SP30210	Conflict, security and international development		6		
				SP30288	Lobbying, political communication and democracy		6		
				ZZ30001	Director of Studies approved unit		6		
				PL30017	Genre et politique : la France en perspective comparée	Optional: Select 1 Unit	6		
				PL30901	La France postcoloniale		6		
				PL30873	Liberté, Egalité, Fraternité - Perception(s) et Réalité(s) dans la société française		6		
			S2	PL30912	French Written and Spoken Language 3B	Compulsory	6	DEU	
				PL30027	French national option F11: La persuasion et la propagande	Optional: Select 1 Unit	6		
				PL30887	Politique et esthétique: Les avant-gardes européens		6		
				PL30900	Les banlieues de la République		6		
				PL30865	French national option F20: La montée du Front National en France		6		
				FL30278	Approved 6 credit language option (FLC)	Select 1 unit	6		
				PL30971	Language, Power and Society		6		

				PL30102	Politics in post-communist Russia		6		
				PL30108	Politically committed European culture		6		
				PL30295	In search of Europe (2) - Europe since 1989		6		
				PL30744	Antipolitics and direct action		6		
				PL30745	Culture and religion in international relations		6		
				PL30756	The politics of Latin America		6		
				PL30875	Comparative elections and voting		6		
				PL30880	The rise of the extreme right		6		
				PL30882	Devolution in the UK		6		
				PL30890	Environment, sustainability and democracy		6		
				PL30898	Politics in China		6		
				PL30902	Contemporary critical thinkers		6		
				PL30903	Politics and religion in contemporary Europe		6		
				SP30263	Ideas about terrorism		6		
				SP30264	Understanding religion in the contemporary world		6		
				SP30286	Policy Evaluation		6		
				SP40215	Critical issues in social development		6		
				ZZ30004	Director of Studies approved unit		6		

Programme code:	UHPL-AYB15
Programme title:	BA (hons) in Russian (ab initio) and Politics
Award type:	Bachelor of Arts with Honours
Award title:	
Mode of Attendance:	Thick sandwich
Length:	4 Years
State if coexistent M-level programme:	
State any designated alternative programme(s):	
Approving body and date of approval:	Update approved FLTQC 16.3.16, update approved FLTQC 13.4.16

Part	Stage	Year	Period of Study	Unit Code	Unit Title	Unit Status	Credits	DEU Status	Placement or Study Abroad Status
1	1	Year 1	S1	PL10082	Russian Written and Spoken Language 1A (ab initio)	Compulsory	12	DEU	
				PL10967	Introduction to Politics: Theory and Analysis	Compulsory	12		
				PL10712	Introduction to comparative politics	Compulsory	6		
			S2	PL10085	Russian Written and Spoken Language 1B (ab initio)	Compulsory	6	DEU	
				PL10966	Introduction to International Relations	Compulsory	12		
				PL10955	Russia before 1917	Compulsory	6		
				FL10274	Approved 6 credit language option (FLC)	Option: Select 1 unit in this list	6		
				MN10248	Introduction to accounting		6		
				PL10417	Introduction to British politics		6		
				SP10001	Social policy, welfare & the state		6		

				SP10044	Putting social theory to work		6		
				SP10205	Introduction to politics of development		6		
				SP10287	Social policy and you		6		
				ZZ10003	Director of Studies approved unit		6		
		Year 2	AY	PL20960	Soviet and post-Soviet Russia	Compulsory	12		
			S1	PL20935	Russian Written and Spoken Language 2A	Compulsory	6	DEU	
				PL20970	Political theory	Compulsory	12		
				PL20878	Political analysis: Research design and methods	Compulsory	6		
			S2	PL20936	Russian Written and Spoken Language 2B	Compulsory	6	DEU	
				FL20276	Approved 6 credit language option (FLC)	Option: Select 3 units in this list	6		
				PL20416	Totalitarian politics		6		
				PL20424	Introduction to English language teaching		6		
				PL20720	Foreign policy-making and its analysis		6		
				PL20883	Parliament in modern British politics		6		
				PL20899	Quantitative research methods		6		
				PL20968	International Comparative Politics		6		
				PL20969	Advanced International Relations		12		
				PS20107	Developmental psychology		6		
				SP20003	'Race' and racism		6		
				SP20005	Making and communicating policy		6		
				SP20069	Philosophy of the social sciences		6		
				SP20208	International politics of development		6		
				SP20209	Development policy and practice		6		
				SP20262	The manufacture of consent		6		
				ZZ20004	Director of Studies approved unit		6		
	3	Year 3	AY	PL20300	Year abroad	Compulsory	6		
3	4	Year 4				Compulsory			
			AY	PL30XXX	Extended Politics Dissertation		24		
			S1	PL30937	Russian Written and Spoken Language 3A	Compulsory	6	DEU	
				FL30277	Approved 6 credit language option (FLC)	Select 1 unit	6		
				PL30107	Culture and national identity		6		
				PL30294	In search of Europe (1) - the Cold War 1945-1989		6		
				PL30441	Gender and politics		6		
				PL30468	Transitions to democracy		6		
				PL30548	Organised crime and democracy in Italy		6		
				PL30732	Politics of ethnicity, religion and nationalism		6		
				PL30741	US Global politics		6		
				PL30864	Europe in global politics		6		
				PL30881	Contemporary security challenges in Asia		6		
				PL30891	European Film		6		
				PL30897	Peace processes in the Middle East and Europe		6		
				SP30013	Social security policy and welfare reform		6		
				SP30210	Conflict, security and international development		6		
				SP30288	Lobbying, political communication and democracy		6		
				ZZ30001	Director of Studies approved unit		6		

				PL30099	Russian national option R2: Literature & society in modern Russia	Optional: Select 1 Unit	6		
				PL30101	Russian national option R4: Gorbachev & Perestroika		6		
			S2	PL30938	Russian Written and Spoken Language 3B	Compulsory	6	DEU	
				PL30102	Russian national option R5: Politics in post-communist Russia	Optional: Select 1 Unit	6		
				PL30384	Russian national option R3: modern Russian cinema		6		
				FL30278	Approved 6 credit language option (FLC)	Select 1 unit	6		
				PL30971	Language, Power and Society		6		
				PL30108	Politically committed European culture		6		
				PL30295	In search of Europe (2) - Europe since 1989		6		
				PL30744	Antipolitics and direct action		6		
				PL30745	Culture and religion in international relations		6		
				PL30756	The politics of Latin America		6		
				PL30875	Comparative elections and voting		6		
				PL30880	The rise of the extreme right		6		
				PL30882	Devolution in the UK		6		
				PL30890	Environment, sustainability and democracy		6		
				PL30898	Politics in China		6		
				PL30902	Contemporary critical thinkers		6		
				PL30903	Politics and religion in contemporary Europe		6		
				SP30263	Ideas about terrorism		6		
				SP30264	Understanding religion in the contemporary world		6		
				SP30286	Policy evaluation		6		
				SP40215	Critical issues in social development		6		
				ZZ30004	Director of Studies approved unit		6		

Programme code:		UHPL-AYB16
Programme title:		BA (hons) Italian (ab initio) and Politics
Award type:		Bachelor of Arts with Honours
Award title:		
Mode of Attendance:		Thick sandwich
Length:		4 Years
State if coexistent M-level programme:		
State any designated alternative programme(s):		
Approving body and date of approval:		Update approved FLTQC 16.3.16, update approved FLTQC 13.4.16

Part	Stage	Year	Period of Study	Unit Code	Unit Title	Unit Status	Credits	DEU Status	Placement or Study Abroad Status
1	1	Year 1	AY	PL10954	Italy 1815-1945	Compulsory	12		
			S1	PL10927	Italian Written and Spoken Language 1A (ab initio)	Compulsory	6	DEU	
				PL10967	Introduction to Politics: Theory and Analysis	Compulsory	12		

				PL10712	Introduction to comparative politics	Compulsory	6		
			S2	PL10928	Italian Written and Spoken Language 1B (ab initio)	Compulsory	6	DEU	
				PL10966	Introduction to International Relations	Compulsory	12		
				FL10274	Approved 6 credit language option (FLC)	Option: Select 1 unit in this list	6		
				MN10248	Introduction to accounting		6		
				PL10417	Introduction to British Politics		6		
				SP10001	Social policy, welfare & the state		6		
				SP10044	Putting social theory to work		6		
				SP10205	Introduction to politics of development		6		
				SP10287	Social policy and you		6		
				ZZ10003	Director of Studies approved unit		6		
2	2	Year 2	AY	PL20959	Italy since 1945	Compulsory	12		
			S1	PL20931	Italian Written and Spoken Language 2A	Compulsory	6	DEU	
				PL20970	Political theory	Compulsory	12		
				PL20878	Political analysis: Research design and methods	Compulsory	6		
			S2	PL20932	Italian Written and Spoken Language 2B	Compulsory	6	DEU	
				FL20276	Approved 6 credit language option (FLC)	Option: Select 3 units in this list	6		
				PL20416	Totalitarian politics		6		
				PL20424	Introduction to English language teaching		6		
				PL20720	Foreign policy-making and its analysis		6		
				PL20883	Parliament in modern British politics		6		
				PL20899	Quantitative research methods		6		
				PL20968	International comparative politics		6		
				PL20969	Advanced international relations		12		
				PS20107	Developmental psychology		6		
				SP20003	'Race' and racism		6		
				SP20005	Making and communicating policy		6		
				SP20069	Philosophy of the social sciences		6		
				SP20208	International politics of development		6		
				SP20209	Development policy and practice		6		
				SP20262	The manufacture of consent		6		
				ZZ20004	Director of Studies approved unit		6		
	3	Year 3	AY	PL20300	Year abroad	Compulsory	6		
3						Compulsory			
			AY	PL30XXX	Extended Politics Dissertation		24		
			S1	PL30933	Italian Written and Spoken Language 3A	Compulsory	6	DEU	
				FL30277	Approved 6 credit language option (FLC)	Select 1 unit	6		
				PL30101	Gorbachev and Perestroika		6		
				PL30107	Culture and national identity		6		
				PL30294	In search of Europe (1) - the Cold War 1945-1989		6		
				PL30441	Gender and politics		6		
				PL30468	Transitions to democracy		6		
				PL30732	Politics of ethnicity, religion and nationalism		6		
				PL30741	US Global politics		6		
				PL30864	Europe in global politics		6		
				PL30881	Contemporary security challenges in Asia		6		

				PL30891	European Film		6		
				PL30897	Peace processes in the Middle East and Europe		6		
				SP30013	Social security policy and welfare reform		6		
				SP30210	Conflict, security and international development		6		
				SP30288	Lobbying, political communication and democracy		6		
				ZZ30001	Director of Studies approved unit		6		
				PL30078	Italian national option IT3: Scrittrici Italiane del ventesimo secolo	Optional: Select 1 Unit	6		
				PL30548	Italian national option IT9: organised crime & democracy in Italy		6		
		S2		PL30934	Italian Written and Spoken Language 3B	Compulsory	6	DEU	
				PL30671	Italian national option IT11: Political terrorism and its legacy in Italy	Optional: Select 1 Unit	6		
				PL30842	Italian politics and society II: the Berlusconi years (1994-2012)		6		
				FL30278	Approved 6 credit language option (FLC)	Select 1 unit	6		
				PL30971	Language, Power and Society		6		
				PL30102	Politics in post-communist Russia		6		
				PL30108	Politically committed European culture		6		
				PL30295	In search of Europe (2) - Europe since 1989		6		
				PL30744	Antipolitics and direct action		6		
				PL30745	Culture and religion in international relations		6		
				PL30756	The politics of Latin America		6		
				PL30875	Comparative elections and voting		6		
				PL30880	The rise of the extreme right		6		
				PL30882	Devolution in the UK		6		
				PL30890	Environment, sustainability and democracy		6		
				PL30898	Politics in China		6		
				PL30902	Contemporary critical thinkers		6		
				PL30903	Politics and religion in contemporary Europe		6		
				SP30263	Ideas about terrorism		6		
				SP30264	Understanding religion in the contemporary world		6		
				SP30286	Policy evaluation		6		
				SP40215	Critical issues in social development		6		
				ZZ30004	Director of Studies approved unit		6		

Programme code:	UHPL-AYB17
Programme title:	BA (hons) Spanish and Politics
Award type:	Bachelor of Arts with Honours
Award title:	
Mode of Attendance:	Thick sandwich
Length:	4 Years
State if coexistent M-level programme:	
State any designated alternative programme(s):	
Approving body and date of approval:	Update approved FLTQC 16.3.16, update approved FLTQC 13.4.16

Part	Stage	Year	Period of Study	Unit Code	Unit Title	Unit Status	Credits	DEU Status	Placement or Study Abroad Status
1	1	Year 1	AY	PL10956	Spain from 1898 to the present	Compulsory	6		
				S1	PL10939	Spanish Written and Spoken Language 1A	Compulsory	6	DEU
			S1	PL10967	Introduction to Politics: Theory and Analysis	Compulsory	12		
				PL10712	Introduction to comparative politics	Compulsory	6		
				S2	PL10940	Spanish Written and Spoken Language 1B	Compulsory	6	DEU
			S2	PL10966	Introduction to International Relations	Compulsory	12		
				FL10274	Approved 6 credit language option (FLC)	Option: Select 1 unit in this list	6		
				MN10248	Introduction to accounting		6		
				PL10417	Introduction to British politics		6		
				SP10001	Social policy, welfare & the state		6		
				SP10044	Putting social theory to work		6		
				SP10205	Introduction to politics of development		6		
				SP10287	Social policy and you		6		
				ZZ10003	Director of Studies approved unit		6		
2	2	Year 2	AY	PL20958	Introduction to 20th and 21st century Latin America	Compulsory	12		
				S1	PL20941	Spanish Written and Spoken Language 2A	Compulsory	6	DEU
			S1	PL20970	Political theory	Compulsory	12		
				PL20878	Political analysis: Research design and methods	Compulsory	6		
				S2	PL20942	Spanish Written and Spoken Language 2B	Compulsory	6	DEU
			S2	FL20276	Approved 6 credit language option (FLC)	Option: Select 3 units in this list	6		
				PL20416	Totalitarian politics		6		
				PL20424	Introduction to English language teaching		6		
				PL20720	Foreign policy-making and its analysis		6		
				PL20883	Parliament in modern British politics		6		
				PL20899	Quantitative research methods		6		
				PL20968	International comparative politics		6		
				PL20969	Advanced international relations		12		
				PS20107	Developmental psychology		6		
				SP20003	'Race' and racism		6		
				SP20005	Making and communicating policy		6		
				SP20069	Philosophy of the social sciences		6		
				SP20208	International politics of development		6		
				SP20209	Development policy and practice		6		
				SP20262	The manufacture of consent		6		
				ZZ20004	Director of Studies approved unit		6		
	3	Year 3	AY	PL20300	Year abroad	Compulsory	6		
3						Compulsory			
			AY	PL30XXX	Extended Politics Dissertation		24		
			S1	PL30943	Spanish Written and Spoken Language 3A	Compulsory	6	DEU	
				FL30277	Approved 6 credit language option (FLC)	Select 1 unit	6		
				PL30101	Gorbachev and Perestroika		6		
				PL30107	Culture and national identity		6		

		PL30294	In search of Europe (1) - the Cold War 1945-1989		6	
		PL30441	Gender and politics		6	
		PL30468	Transitions to democracy		6	
		PL30548	Organised crime and democracy in Italy		6	
		PL30732	Politics of ethnicity, religion and nationalism		6	
		PL30741	US Global politics		6	
		PL30864	Europe in global politics		6	
		PL30881	Contemporary security challenges in Asia		6	
		PL30891	European Film		6	
		PL30897	Peace processes in the Middle East and Europe		6	
		SP30013	Social security policy and welfare reform		6	
		SP30210	Conflict, security and international development		6	
		SP30288	Lobbying, political communication and democracy		6	
		ZZ30001	Director of Studies approved unit		6	
		PL30568	The politics of democracy & development in Latin America	Optional: Select 1 Unit	6	
		PL30794	In the shadow of Franco: repression, denial and memory		6	
	S2	PL30944	Spanish Written and Spoken Language 3B	Compulsory	6	DEU
		PL30569	The post-Franco party political system in Spain	Optional: Select 1 Unit	6	
		PL30888	Rebellion and utopia in Latin American popular struggles		6	
		PL30876	Mujeres y Hombres en la España Contemporánea: del siglo XX hasta nuestros días		6	
		PL30728	The international relations of Latin America		6	
		FL30278	Approved 6 credit language option (FLC)	Select 1 unit	6	
		PL30971	Language, Power and Society		6	
		PL30102	Politics in post-communist Russia		6	
		PL30108	Politically committed European culture		6	
		PL30295	In search of Europe (2) - Europe since 1989		6	
		PL30744	Antipolitics and direct action		6	
		PL30745	Culture and religion in international relations		6	
		PL30875	Comparative elections and voting		6	
		PL30880	The rise of the extreme right		6	
		PL30882	Devolution in the UK		6	
		PL30879	Modern silk roads		6	
		PL30890	Environment, sustainability and democracy		6	
		PL30898	Politics in China		6	
		PL30902	Contemporary critical thinkers		6	
		PL30903	Politics and religion in contemporary Europe		6	
		SP30263	Ideas about terrorism		6	
		SP30264	Understanding religion in the contemporary world		6	
		SP30286	Policy evaluation		6	
		SP40215	Critical issues in social development		6	
		ZZ30004	Director of Studies approved unit		6	

Table 1 – links to assessment regulations (given in Appendices) at <http://www.bath.ac.uk/registry/nfa/index.htm>
Applies to all variants

Assessment weightings and decision references		
Stage	Weighting within programme	NFAAR decision reference at http://www.bath.ac.uk/registry/nfa/index.htm
Stage 1	0%	Main assesement: appendix 11 Supplementary assessment: appendix 12
Stage 2	24%	Main assesement: appendix 19 Supplementary assessment: appendix 20
Stage 3	8%	Main assesement: appendix 19 Supplementary assessment: appendix 20
Stage 4	68%	Main assesement: appendix 27 Supplementary assessment: appendix 28

Further information

Section in this Handbook on **Assessment**.

Definitions of assessment terms: www.bath.ac.uk/registry/nfa/nfaar-ug-appendix-02.pdf

UNIT AND PROGRAMME CATALOGUES

The online Unit and Programme Catalogues provide details of the structure of taught programmes offered by the University and of the content of their component units, for the current academic year and for previous years. Please see the website for dates when the Catalogue for the next academic year will be available online. The Catalogues also provide links to the University's assessment regulations, showing how these are applied to programmes of study.

Unit and Programme Catalogues: www.bath.ac.uk/catalogues

TIMETABLES

Programme and unit timetable information can be found online at: www.bath.ac.uk/timetable

You can also use MyTimetable to create a customised programme timetable that can be downloaded into an electronic calendar: www.bath.ac.uk/timetable/MyTimetable.htm

The timetable is drawn up centrally upon the basis of option choices recorded. We will try to eliminate clashes but students who seek to change their options at the last minute may find that this is impossible. If you discover a clash, you should contact the Director of Studies or your Programme Administrator. Timetabling is an extremely complex operation and early morning or late afternoon lectures or seminars cannot always be avoided.

Timetables for the current semester are posted at www.bath.ac.uk/timetable/ a few weeks before the semester begins. These are general timetables for your programme and year so not all the information will be applicable to you personally. Using the unit codes of your units, which you can find in the on-line Programme and Unit Catalogue, you have to translate the general timetable into your personal timetable. Timetable slots identified as lectures are the most important ones. Seminars/tutorials/practicals will not normally take place every week: check the week numbers listed for each slot. More detailed information about seminar groups and the weeks in which they meet will normally be provided in the first lecture of a unit. The University is developing a system which will create individual timetables through SAMIS.

Understanding the general timetable and generating your personal timetable can be a rather confusing exercise. Your Personal Tutor will be happy to provide assistance where required. Given the complexity of the timetabling procedure, it can easily happen that the timetables handed out at the beginning of the semester are not fully correct. You always need to be prepared for minor changes, which might need to be made in the first few days of the semester.

The complexity of the timetable is such that we cannot normally accommodate requests from individuals to avoid classes at certain times, or to switch seminar groups so as to be with their friends. We will try to help students who have childcare commitments or regular hospital appointments, but make no promises; if you don't have compelling reasons such as these, please don't ask! The Director of Studies is the person to contact about timetable problems.

OPTION CHOICES

Information about how to choose optional units can be found at:

www.bath.ac.uk/catalogues/information/students/online-unit-selection.html

You will be notified by email at the relevant point in the academic year when online unit selection is available, and informed of the deadline for making your choices. If you have any queries about which optional units you should choose, please discuss this with your Director of Studies.

Choices for the next academic year are made on-line through SAMIS during the second semester but can be changed up until the third day of the semester concerned — provided there are places in the option you wish to transfer into. Deadlines for unit choices can be viewed on the academic administration calendar www.bath.ac.uk/student-records/academic-admin-calendar/aac.html. To change your units you must complete a Change of Unit Choice form CC FORM C (which you download from your SAMIS page) and submit it to the Director of Studies for approval.

It is crucial that you ensure that you are taking the correct number of units and that the Department has an up-to-date record of the units you are taking. You may not take more than the specified number of units in a given semester, other than an “extra” unit chosen from the Catalogue of Generally Available Units (see below).

Full details of all units offered for the LP degree programmes are given in the Programme and Unit Catalogue. All students at the University may take an “extra” unit or units to the value of six credits in any year, which will not count towards their degree. This is an ideal way to keep up a second language which you might have studied, or to pursue another interest. These units are listed in the Catalogue of Generally Available Units.

Both catalogues can be found via the following web page: www.bath.ac.uk/catalogues/

YEAR ABROAD

The third year of the course is spent abroad on an individual programme approved in advance by us. Exactly how and where you spend the year is largely up to you, but we will give you advice and make sure that your plans are appropriate to the degree programme.

You will almost certainly have to choose between a) studying in overseas universities or centres; b) teaching English as an assistant in a school or college; c) working abroad. Study abroad is normally in the form of half-year or whole-year places at our partners in the ERASMUS exchange scheme: the Institut d'Etudes Politiques de Paris, Universities of Aix, Lyon, Paris III, Strasbourg, and Toulouse (France); the Free University of Berlin and the Universities of Konstanz and Leipzig (Germany); the Universities of Naples, Parma, Rome, Siena, and Trento (Italy); and the Universities of Alicante, Madrid Alcalá, Madrid Complutense, Malaga and Zaragoza (Spain). We also have exchanges with Voronezh State University (Russia), the Pontificia Universidad Católica in Santiago (Chile) and the University of Guadalajara (Mexico). We will help you to apply to overseas universities or study centres. English-teaching posts can be organised through the Department, which nominates students for various schemes (most involve competition for places). We will help you arrange work placements but cannot guarantee to provide one, particularly if you do not hold an EU passport.

Planning for the Year Abroad begins at the start of the second year: you will be briefed on the opportunities available in relevant countries and given detailed handouts. You will also be able to consult reports written by final-year students on their experiences. The Department has Year Abroad Officers for each language and a Work Placements Officer whose contact details are in the *Department Guide*. They, along with your personal tutor, will help you draw up a programme. Towards the end of the second year there are final briefings, at which the *Year Abroad Booklet* is distributed along with information relevant to particular countries.

It is your responsibility to ensure that you understand the Year Abroad requirements and have arranged placements or study which meet these requirements. If you change your Year Abroad arrangements without our approval, we will suspend your registration. We will also require you to complete a report on your learning experience when you return.

The Year Abroad is assessed and counts towards your final degree classification. Students taking part in an ERASMUS scheme are assessed at their host universities. (Students spending only one semester on an ERASMUS exchange must also write a 3000-word **Year Abroad Essay** in their target language.) Everyone else is required to write a **Special Study** while they are abroad. This is a 5000 word essay in the language of the country in which you are staying. The Special Study may be on any topic: we will advise you on choice and assign you a supervisor at the end of your second year.

During the Year Abroad you will be expected to complete Personal Objectives and Learning Outcomes (POLO) forms which help you to structure your placement objectives and personal development.

Re-induction meetings will be held at the start of the final year to welcome you back from your Year Abroad and update you on any changes that may have occurred at the University during your time away.

The Year Abroad is an essential part of the degree programme and it is extremely rare for anyone to be exempted from it. If your Year Abroad is very substantially disrupted by illness or other problems you may have to repeat it.

PLACEMENTS DURING THE YEAR ABROAD

The University is committed to supporting placements in order to enhance the vocational relevance of its programmes and the learning experience of its students. Each Faculty and the School has a dedicated placements team to support and guide you through the process of applying for, securing and successfully completing a placement. The contact details for your Placements Manager and Placement Tutor can be found in the front of this Handbook.

You can expect to receive placement preparation support on the application process (i.e. CV writing, production of covering letters and applications, interview skills, assessment centres) as well as practical placement support (such as where to find information on visas, accommodation, money etc).

Before going on placement you will receive a University Placement Handbook containing generic advice and information for whilst you are on placement:

www.bath.ac.uk/internal/placements/documents/Placement_Handbook.pdf

You will receive programme specific information directly from your Department. If you are on a placement of one semester or longer in the UK you can normally expect to be visited by staff at least once during your placement. If you are on a placement overseas, staff will either visit, where practical, or arrange an alternative way of keeping in contact.

During the placement you will be expected to complete the Personal Objectives and Learning Outcomes forms (POLO) or equivalent (which helps you to structure your placement objectives and personal development).

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

SUBMISSION DEADLINES

The university is moving toward anonymous marking, and the Department of PoLIS will gradually extend its practice of anonymous submissions where practical (presentations, oral exams and dissertations will remain some of the exceptions). Where applicable, the process of submission of anonymised work will be as follows:

- Essays must be submitted by the due date in hard copy and electronically via Moodle. Hard copies must be submitted in the drop boxes available near the departmental office. If drop boxes are not available for a unit, please contact the main office.
- Please refer to the 'Assignment Submission Procedure' on the [PoLIS Virtual Undergraduate Office](#) for details on how to submit your assignment.
- Hard copies must be accompanied by a printed cover sheet identifying the student by number only. These identifying sheets must be downloaded from SAMIS. Students will have the final responsibility for ensuring that the correct sheet and number is attached to their essay and that their essay and cover sheets are stapled together.
- Essays should be printed on A4-sized paper. Use one-and-a-half or double line space and a reasonably sized font (12 pitch in most fonts). Print on one side of the paper only unless advised otherwise. Pages must be secured with a staple in the top left hand corner.
- You must retain an electronic copy of every piece of coursework you submit (it is a good idea to retain a hard copy as well). This is in case of loss.

MARKING CRITERIA

BA Modern Languages and European Studies, BA Language & Politics, BSc International Management and Modern Languages, BSc Politics with Economics, BSc Politics with International Relations

Generic Marking Criteria

The mark range for submitted, completed work is normally 30% - 100%. In tests where there are right/wrong answers, the whole range of marks from 0 to 100 may be used. Interval marking in the First Class is not applicable to language work (i.e. for Written and Spoken Language / Written and Oral Communication units).

	Mark range	Knowledge and understanding of relevant ideas and methods	Ability to apply relevant ideas and methods to specific problems or issues, and take a critical approach	Clarity of expression, presentation of material and overall structure (including referencing)	In respect of foreign language use <i>consistent with the level of attainment</i> (where applicable) Note: the <i>level of attainment</i> refers to the standard expected at a given level of study – eg one year post A-level, two years post A-level, etc.
First	86+	<i>As below plus:</i> Work of exceptional quality which fulfils all the requirements of the exercise to a standard higher than that which could reasonably be expected of an undergraduate			
	85	<i>As below plus:</i> Work of outstanding quality which fulfils all the requirements of the exercise to the highest standard that could reasonably be expected of an undergraduate			
	80	<i>As below plus:</i> Evidence of unusual originality, creativity and/or critical insight			
	76	<i>As below plus:</i> Evidence of exceptionally wide, independent and relevant reading, and a thorough and sophisticated grasp of key ideas/concepts			
	73	<i>As below plus:</i> Evidence of the ability to argue cogently from evidence, to generalize maturely, and to answer all parts of a question and achieve a sensible balance between them			
	70	Evidence of sustained interest in the topic and an ability to engage the reader/interlocutor	Evidence of a thorough grasp of key ideas / concepts. Evidence of originality and / or very good critical insight. Evidence of very good use of examples to illustrate points and to justify arguments. Evidence of wide, relevant reading		A high degree of fluency and precision <i>consistent with the level of attainment</i> is to be expected, although minor slips may be present. The ability to demonstrate an appropriate command of sentence structure, lexis, register and idiom.

	Mark Range	Knowledge and understanding of relevant ideas and methods	Ability to apply relevant ideas and methods to specific problems or issues, and take a critical approach	Clarity of expression, presentation of material and overall structure (including referencing)	In respect of foreign language use <i>consistent with the level of attainment</i> (where applicable) Note: the <i>level of attainment</i> refers to the standard expected at a given level of study – eg one year post A-level, two years post A-level, etc.
Upper Second (Ii)	60-69	Evidence of ability to answer all parts of a question. Evidence of interest in the topic.	Evidence of the ability to identify and understand key ideas / concepts. Evidence of appropriate use of examples to illustrate points and to justify arguments. Evidence of appropriate reading.	Evidence of the ability to structure an essay/ project/presentation, to select, analyse, and order, with some attempt to synthesise and conclude. Evidence of appropriate reading. Bibliographical and other references should be presented in a form appropriate to the exercise. Clear, accurate and appropriate use of language	Very good command of the language <i>consistent with the level of attainment</i> is to be expected, showing facility and very few errors. The ability to handle sentence structure naturally, and to demonstrate some awareness of stylistic variation.
Lower Second (Ilii)	50-59	Limited evidence of interest in the topic. Some evidence of ability to select appropriate examples to illustrate points and to justify arguments.	Some evidence of ability to identify key ideas presented: may indicate a narrative or cataloguing approach. Limited evidence of relevant reading.	Evidence of the ability to describe a subject in an organized way, with some attempt at analysis, and to demonstrate knowledge of the subject, with limited explanation or discussion of the material. Limited bibliographical and other references Clear use of language.	Satisfactory command of the language <i>consistent with the level of attainment</i> is to be expected. Competent manipulation of sentence structure, with some evidence of development and complexity, and not more than a small dose of grammatical errors. Accuracy will take precedence over ambition
Third (III)	40-49	Little evidence of interest in the topic. The student should clearly be able to communicate identifiable facts and concepts.	Very limited evidence of ability to select appropriate examples to illustrate points. Little evidence of relevant reading.	Evidence of the ability to write/talk descriptively about a subject, but with little or no attempt to generalize or to discuss. Poor bibliographical and other references Unreliable use of language.	Some evidence of the ability to control the language for the purpose of effective written communication and <i>consistent with the level of attainment</i> . Work will be broadly coherent and comprehensible. Sentence structure will be generally simple. Grammatical and other errors will not be such as seriously to impede comprehension.

	Mark Range	Knowledge and understanding of relevant ideas and methods	Ability to apply relevant ideas and methods to specific problems or issues, and take a critical approach	Clarity of expression, presentation of material and overall structure (including referencing)	In respect of foreign language use <i>consistent with the level of attainment</i> (where applicable) Note: the <i>level of attainment</i> refers to the standard expected at a given level of study – eg one year post A-level, two years post A-level, etc.
Fail	35-39	Evidence of some ability to identify and describe relevant facts and issues, but with no grasp of concepts.	Inadequate evidence of relevant reading. Inadequate evidence of ability to select appropriate examples to illustrate points.	Poor or non-existent bibliographical and other references Poor expression	Work will be intermittently coherent and comprehensible. Sentence structure will be seriously deficient. Grammatical and other errors will be such as seriously to impede comprehension.
	30-34	Little or no evidence of the ability to communicate identifiable facts and concepts.	Irrelevant answer	Muddled understanding	Little or no evidence of the ability to control the language. Failure to make oneself understood. Little awareness of sentence structure and numerous grammatical and other errors.

PRIZES

The Department awards a prize for the best overall performance in a politics programme. The Alexander Elkin prize is awarded for the best essay by a final-year student on European politics.

FURTHER STUDY

Many of our graduates go on to further study at Bath or elsewhere. The Department offers postgraduate programmes in Contemporary European Politics, Politics and International Relations, Interpreting and Translating, and Research. Further information can be found at <http://www.bath.ac.uk/polis/study/pgt/>.

Your Personal Tutor and Director of Studies will always be happy to give you advice on postgraduate study.

UNIT AND PROGRAMME CHANGES

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 University and we 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 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.

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.

STUDY AND SUPPORT: GETTING THE MOST OUT OF YOUR STUDIES

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, unit enrolment, assessment, 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. It is accessed at: <http://moodle.bath.ac.uk/>.

PERSONAL TUTOR SYSTEM

On entry to the University, you will be assigned a Personal Tutor who will help you to get the best out of your university experience. 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.

You should expect to meet with your Personal Tutor on at least three occasions in your first semester at the University and at least once per semester thereafter. This enables you both

to get to know each other, such that you can raise any issues with your tutor and your tutor can support you fully through your programme. It is important that you attend scheduled meetings with your Personal Tutor and let them know in advance if you cannot attend. Many of these meetings may be in small groups but you can also request a personal, one-to-one meeting at any time.

If you should have reason to wish to change your Personal Tutor please contact your Director of Studies to discuss the matter.

Further information

www.bath.ac.uk/students/support/academic/personal-tutors

CODE OF PRACTICE ON PERSONAL TUTORING

1. Assignment of tutors.

Each student will have a member of staff assigned as their personal tutor, and wherever possible will retain the same personal tutor throughout their programme. A tutor who goes on leave will inform the appropriate Director(s) of Studies, who will, in conjunction with the Senior Tutor, assign a temporary tutor to the students concerned. Students who are dissatisfied with their personal tutor have the right to be assigned another on a 'no questions asked' basis. The Department has, however, a designated (CRB-checked) tutor for all students aged under 18 on admission.

2. General duties of tutors.

The Department has a pastoral tutoring system, in which students meet tutors for advice rather than teaching; tutors have particular responsibility for helping students plan their academic and personal development while at university. Tutors will undertake to advise their tutees on any aspect of the programme on which they are enrolled, including on choices arising during the programme and on how to approach their studies and develop their skills. They will review individual progress with each tutee on a regular basis, helping the student to identify areas of strength and weakness and to devise appropriate strategies to address them. They will monitor the academic performance of tutees, where necessary advising them to seek further assistance and warning them if their academic progress or conduct is unsatisfactory. Tutors will advise tutees on non-academic matters to the best of their ability, drawing attention to more specialised support services on campus where appropriate. They will counsel tutees on declaring mitigating circumstances if necessary. Any personal problem which is brought to a tutor or Director of Studies will be treated as confidential. Tutors will act as referees for their tutees if asked to do so.

3. Specific duties of tutors.

Tutors are required to keep a written record of their meetings with tutees and copies of any correspondence with them, to pass on if a temporary or permanent change of tutor should be needed. After the end of each semester, once marks are released, tutors are responsible for counselling tutees on their performance (in writing, if the tutee has not made contact in person or by phone). Tutors will inform the Director of Studies of any serious problems or special circumstances experienced by their tutees, provided the tutee agrees or the university's confidentiality protocols allow it.

4. Tutorial meetings.

Tutors will arrange to meet first year undergraduate tutees not less than four times a semester, at least two of these meetings being on an individual basis. They will arrange to meet other tutees individually at least twice a semester. They will contact tutees on placement at least twice a semester. Tutors will inform tutees of times during the week at which they will normally be available, and will respond to a request for a meeting as soon as is reasonably practicable. A student with an urgent problem or query may approach the appropriate Director of Studies if the tutor is unavailable.

5. Obligations of tutees.

Tutees are expected to meet regularly with their tutor and keep them informed of their progress, difficulties and achievements, so that their tutor can get to know them and give them appropriate advice at key points in their studies. They are required to call upon their personal tutor in the final week of teaching before Christmas and Easter, unless an alternative arrangement has been agreed, and when asked to do so. Tutees on placement are required to contact their tutors by e-mail at least twice a semester. Tutees must inform tutors of any absence from classes lasting more than a few days, whether due to illness or other circumstances.

6. Duties of the Directors of Studies.

Directors of Studies explain the tutorial system to first year students, ensuring that they are aware of the student support services available at the university. They support individual students in particularly difficult circumstances, or in a tutor's absence, and provide references when requested. They keep records of significant problems experienced by students, contacting the Head of Student Services in very serious cases. They advise students on declaring mitigating circumstances. They receive individual mitigating circumstances forms and present them to the Mitigating Circumstances Panel which advises the Boards of Examiners.

7. Duties of the Senior Tutor.

The Senior Tutor has overall responsibility for the tutorial system. They assign tutors to students on the basis of allocation norms approved by the Head of Department. Together with the Director(s) of Studies concerned, they arrange temporary cover for a tutor who is absent for an extended period, and assign a new tutor at a student's request. They explain the system to new members of staff, ensuring that they are aware of the student support services available at the university, and supporting them in this role jointly with their personal mentor. The Senior Tutor advises and assists tutors in dealing with problems raised by tutees and draws the attention of tutors to relevant Staff Development workshops, other university initiatives, and examples of good practice. The Senior Tutor also monitors the operation of the tutorial system.

8. Duties of Placement Visitors.

Staff visiting students on placement circulate reports on the progress of individual students to personal tutors.

9. Monitoring.

The Senior Tutor ensures that the operation of the tutorial system is reviewed annually at the Staff-Student Liaison Committee and at the Department's Teaching and Quality Committee in the form of open discussion and consideration of internal and external survey data. Directors of Studies participate in meetings and comment on student support and guidance in their annual monitoring reports to the Faculty Teaching and Quality Committee. The Senior Tutor is also responsible for periodic review of the system, normally as part of the degree scheme review

PEER MENTORS

We run a scheme for new students, who are matched with 2nd or 3rd year students from the Department who have volunteered to be peer mentors. Your mentor can give you advice on a range of advice on topics that you may have queries about (e.g. life in Bath, where to find things on campus...etc). It is informal; you can drop them an email, meet for a one-off chat, or you can meet more regularly. Starting university is exciting but can also be a bit daunting so your peer mentor is there to help you settle in.

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>

RECOGNITION FOR EXTRA-CURRICULAR ACTIVITIES: THE BATH AWARD

The Bath Award recognises and accredits the skills and achievements of students engaged in all types of extra-curricular activities. It operates alongside your degree programme and aims to capture the extra-curricular achievements at University that you will find valuable in your future life and career.

Further information

thesubath.com/bathaward

THE LIBRARY

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

This Department's library resources page is:

<http://www.bath.ac.uk/library/subjects/polis/index.html>

For information on all library services and resources: www.bath.ac.uk/library

COMPUTING FACILITIES AND IT SKILLS

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 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, Computing Services can support you with your computing needs. An Assistive Technologist is available to provide advice and support. Additional resources available include a purpose-built room, specialist software and computer hardware - including laptops for loan.

The IT shop in the 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

AUDIO-VISUAL FACILITIES

The Department has one digital multi-media audio-visual language teaching laboratory in 1WN 2.8. This is used for scheduled classes and is kept locked for security reasons.

The Department also has a conference interpreting facility used primarily by students on the MA/Diploma in Interpreting and Translation. It is not usually available to undergraduates for private study.

On the top floor of the Library there is a Self-Access Language Centre www.bath.ac.uk/salc/ equipped with PCs and TV/video equipment. It has periodicals, tapes, a collection of foreign films on video and DVD and live TV from a number of different countries. It is open to all students of the university during normal Library hours (ie 24 hours a day in term-time).

Most of the Computer Assisted Language Learning [CALL] software used in the Department is networked on the PCs in the Library and Learning Centre and can be accessed at any time for individual study. The manager of the Self-Access Centre, Ms Chang He (Library Level 5), has responsibility for computer-assisted language learning and will be happy to advise individual students on using the Department's software and on alternatives for private purchase.

Although we do not have any particularly hazardous equipment in the Department, we do have electrical and electronic machinery in the labs which needs to be treated with respect. Please do not take food or drinks into the labs (this includes water - which is probably the most dangerous of all!).

RECORDING OF LECTURES

'Lecture capture' technology is widely used on campus to record lectures. Lecturers on your units will inform you if lectures will be recorded and the recordings made available for you to view again online. Where provided, lecture recordings are made available as an additional resource for personal study and revision purposes, and you can pause and rewind recordings when you re-watch them. The University cannot guarantee recordings (for example in the event of a technical fault) and recordings are not made available indefinitely.

As set out in Ordinance 22.4, students are not permitted to copy or redistribute lecture recordings, or to make their own recordings of lectures. However, the University may permit students with a disability to record lectures where this is a reasonable adjustment under the provisions of the Equality Act, in order to give these students equal access to educational opportunities. In such circumstances the lecturer will be informed that the lecture is being recorded and the student may use the recording for their own personal study purposes only. Students with a disability should contact the Disability Service for further advice.

Further information

Ordinance 22: www.bath.ac.uk/ordinances/22.pdf

Disability Service: www.bath.ac.uk/groups/disability-service

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, Departmental 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 Department know that you are interested in contributing.

Every Department 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 online 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. Student feedback and the resulting actions are taken into consideration in annual monitoring of units and programmes. Survey results are discussed at committees where student representatives have the opportunity to input to any action plans developed in response to the issues raised.

Your feedback is important to both 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. In addition, numerous elected student representatives play important roles on various Departmental, Faculty/School and University committees. All student representatives are elected through online elections facilitated by the Students' Union.

There are many opportunities for elected student representatives. If you are elected to serve on Departmental, Faculty/School or University committees you will be expected to represent the views of your fellow students and provide feedback following meetings.

Student representation on Committees

Departmental level:	<p>Each Department has at least one Departmental Staff / Student Liaison Committee (SSLC). These comprise 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 online elections. Their role involves collecting the views of the students on their programme and attending SSLCs where they represent these views to their Department.</p> <p>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.</p> <p>There is also provision for student membership of the Department Learning, Teaching and Quality Committee: normally one undergraduate and one postgraduate (taught) representative.</p>
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	<p>Academic Reps attend Students' Union Academic Council meetings. These take place every three weeks during semester time in order to:</p> <ul style="list-style-type: none"> • keep Students' Union Officers and fellow Academic Reps informed of academic developments throughout the University • discuss common problems and interests affecting Departments • gather student opinions and views to be used by the University and the Students' Union • update Academic Reps on key issues. <p>Do feel free to approach your student Academic Reps at any time to inform them of good practice or areas for enhancement in your units and programme. This is normally the person who represents your year or degree scheme on the Departmental SSLC.</p>
Faculty/ School level:	<p>Student representatives are also elected as Faculty Reps to sit on a number of Faculty/School level committees such as the Faculty/School Board of Studies and the Faculty/School Learning, Teaching and Quality Committee. Faculty Reps are also members of the Students' Union Academic Exec Committee.</p>
University level:	<p>University committees with student representation include the Council/Senate/Students' Union, the University Learning, Teaching and Quality Committee, the Programmes and Partnerships Approval Committee, and Senate.</p>

If you are interested in opportunities to represent student views, 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 Director of Studies. 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: <http://moodle-ro.bath.ac.uk/course/view.php?id=51987>

Your Student Representation Officer is Mr Howard White

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

STUDENTS' UNION 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

STUDENT SUPPORT

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, Director of Studies, or Wellbeing Adviser (see the **Residential Life and Wellbeing Service** section below) will be able to help. However, sometimes more specialist help is needed. The University has a range of professional support services that you can approach directly. Your two main contact points 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

Residential Life and Wellbeing Service

The University's professionally qualified Wellbeing Advisers provide a welfare and wellbeing service to all our students. You can talk to a Wellbeing Adviser about anything and we are also available evenings and weekends.

We hold daily drop-in sessions on campus, including weekends and University vacations. Drop-in sessions are also held at the Virgil Building in Bath city centre and we run activities during vacations for students who remain in Bath.

Further information

www.bath.ac.uk/groups/residential-life-and-wellbeing-service

ADVICE FOR INTERNATIONAL STUDENTS

The Student Immigration Service provides a tailored pre-arrival and induction programme and advice and support for all international students, including a 'check and send' service if you need to send a Tier 4 visa application to the Home Office. The Service offers workshops, a drop-in service, advice via email, phone and web-based platforms, or individual appointments can be made through the Helpdesk in The Roper Student Services Centre, 4 West.

Further information

www.bath.ac.uk/visa

University-wide induction and welcome events are organised for incoming exchange students in the first week of each semester.

Further information

www.bath.ac.uk/campaigns/studying-at-bath-as-an-erasmus-exchange-or-visiting-student

For students who join outside of the standard semester dates, induction and welcome events are organised by the relevant Department.

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. As described above, there are student representatives on all formal decision-making committees – at Departmental, Faculty/School and University level. Student representatives help to anticipate potential problems and, when problems occur, to raise them so that they can be dealt with promptly. As a result we can often resolve problems *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 above on **Student Support**.

Complaints

If you do need to make a complaint, there are procedures in place to deal with it, outlined in the University's Student Complaints Procedure (see below).

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 we receive a complaint, we 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.

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**.

Further information

Student Complaints Procedure: www.bath.ac.uk/regulations/Appendix1.pdf

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 can seek help from the University's Mediation Service. This service is impartial, non-judgemental, and confidential. Requests for mediation support should in the first instance be made either to the Mediation Service Manager, or the Students' Union Advice and Community Manager.

Further information and contacts

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

Mediation Service Manager: 01225 383098 or equalsdiv@bath.ac.uk

Students' Union Advice and Community Manager: 01225 385863 or suadvice@bath.ac.uk

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 speak to the Disability Service team, your Personal Tutor or Director of Studies as soon as possible and preferably before your programme begins. Referral to the Disability Service will enable us 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 University to provide suitable support to help you during your studies. Disclosure will not disadvantage you in any way.

The Disability Service provides advice, guidance, information and support for a range of needs including:

- Autism Spectrum Disorders/Asperger's Syndrome
- dyslexia and other specific learning difficulties
- mental health
- mobility impairments
- sensory impairments
- health conditions such as epilepsy, HIV, diabetes or chronic fatigue.

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

Disability Advisers are also responsible for making applications 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 a Disability Adviser without delay.

Further information

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

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 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 advice, guidance and support via your Director of Studies, Personal Tutor and the University's Student Services.

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

CAREERS SERVICE

The University Careers Service can support you through the career planning process, whatever your career aspirations. In addition to providing support with developing your employability, and guidance on how to make informed career decisions, Careers Advisers will provide help with writing your CV, practising aptitude tests, and improving your interview skills. Being in regular contact with several hundred major employers, the Careers Service is also a fantastic source for graduate job vacancies for Bath students, as well as the organiser of several major careers fairs each year.

Further information

The Careers Service is open throughout the year, including the vacations.

Check the web site for opening times: www.bath.ac.uk/students/careers

The web site includes the *Myfuture* vacancies portal.

Contact careers@bath.ac.uk or 01225 386009 or follow the Careers Service on Twitter @CareersatBath or Facebook (search for BathUniCareers).

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. You will be informed of the timing and nature of the feedback you will receive on each assessment, including whether the piece of work itself will be returned to you. For 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.

Assessment in the Department

Most units taught in the Department are assessed by a combination of either coursework and examination or coursework and final essay, giving at least two opportunities for feedback on performance. There are five or more pieces of assessed coursework over the year in language units, contributing at least 30% of the total marks. In other units coursework contributes 20%, 33% or 50% of the total mark, with the exam or final essay providing the remainder. A small number of units are assessed wholly by coursework or wholly by examination. At the end of each semester, the assessments will be aggregated to give you an overall mark out of 100 for each unit.

Coursework can take a variety of forms. In language units it will include tests, translations, oral presentations and writing in the target language. In other units the most common forms of coursework are seminar presentations and essays. Most seminar presentations are oral team exercises but many will have an additional individual written component.

Not all the assignments you are given may "count" in terms of how you are assessed. Those which do are referred to as *assessed coursework*. We undertake to make very clear to you what is assessed and what is not, but if you are in any doubt you should ask the teacher concerned. In practice most assignments will be assessed, particularly after the first year.

The way in which each individual unit is assessed will be explained to you at the start of the academic year and will be stated in writing on the reading list or a separate handout. A summary is also given in the relevant entry in the Unit Catalogue. If you are in any doubt about what "counts" (and how much it counts for) please ask either the teacher.

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

In the second and final years, examinations and pieces of assessed coursework which carry more than 2% of the marks in the overall degree scheme are "moderated" by a second marker in the interests of fairness. They are also moderated by an "external examiner" from another institution, who ensures that standards are compatible with those in other universities. Final year language oral examinations are recorded to permit moderation by an External Examiner. Written examinations are anonymous (the student's name does not appear). As the Department has a rigorous system of second marking and external moderation in place to ensure the fairness of marks, requests for the assessments to be re-marked are not accepted.

Feedback on assessed coursework

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. You will be informed of the timing and nature of the feedback you will receive on each assessment, including whether the piece of work itself will be returned to you. For 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.

We undertake to notify you of the mark you receive for each piece of assessed coursework and final essay and to indicate to you, by means of corrections or comments, how that mark was determined and how you might improve. The marking system used is as follows:

First Class (I)	70 or more
Upper Second Class (II.1)	60 to 69
Lower Second Class (II.2)	50 to 59
Third Class (III)	40 to 49
Marginal Fail	35 to 39
Bad Fail	Below 35

This is a slightly odd system, insofar as the great majority of students can expect to receive marks in the relatively narrow band of 50-69, but it is the traditional one in UK higher education. As a rule of thumb, a mark of 57 or 58 represents a decent level of achievement and most students will achieve an average in the low 60s.

Marks below 30 or above 85 are not usually given, because they distort the averages calculated at the end of the year. However, a mark below 30 may be given if a piece of coursework is incomplete or missing, and the full range of marks from 0 to 100 may be given in language tests where there are clearly "right" and "wrong" answers. In the First Class range (except in language units) we use "interval marks" of 70, 73, 76, 80 and 85. If you are ever uncertain as to what a mark means, or how it has been arrived at, please ask the teacher concerned.

For languages, in class test papers are normally returned within two weeks of submission. Other coursework will be returned within three weeks (though final essays submitted at the end of Semester 2 may take longer and are normally posted to home addresses in July). Where a unit is assessed by coursework and examination, we undertake to return the coursework before the exam so that you can take account of comments.

Except in language units, essays and other written assessments are submitted with a cover sheet which is completed by the marker. The quality of the work will be indicated by ticks in boxes which correspond to the marking criteria in use and by comments written at the foot of the sheet. The Marking Criteria used in the Department of Politics, Languages and International Studies are printed in a box on the next page; criteria used in other Departments may differ slightly. For oral assignments written feedback will be given (often by e-mail). Written language exercises are returned with corrections and comments on the original.

The Department does not automatically give individual feedback on examinations (other than marks) because this is very time-consuming. However the Department will provide continuing students with access to markers' comments on their exam scripts on request. If you or your teachers are concerned about your performance in exams, you should ask for this. At the discretion of the Director of Studies, it may also be possible for a marker to go over your examination script with you.

For examinations we undertake to provide general feedback to continuing students, such as comments on how particular questions were handled or examples of good answers.

Statistics on average marks in PoLIS units are published each year on the Moodle page of the Staff-Student Liaison Committee.

Other opportunities for feedback

There are many other ways in which students are given feedback on their work. The most common for individual units are personal advice from a teacher and discussion of coursework or exam answers in class or online. It is also very important that you discuss your progress with your personal tutor on a regular basis – we will invite you to do this after the marks for each semester are published.

Publication of marks

A few weeks after the end of each semester, you will be able to discover the marks you have been awarded in each unit by logging into SAMIS and should then discuss them with your personal tutor. You can print out a transcript of your marks from your SAMIS page but if you need a formal certified transcript, eg for a job application, you should ask in the PoLIS Office. In the final year, Year Abroad marks are released with first-semester marks and Dissertation marks are released with second-semester marks.

At the end of the first and second years, a list of students who have satisfied the Examiners and are permitted to proceed to the following year will be placed upon the Examinations notice board. In the final year, a list is posted on which students are grouped according to the class of degree awarded (First Class, Upper Second Class, etc). The marks of individuals are not published. A student can only be "failed", and required to withdraw from the programme, at the end of a year.

ACADEMIC INTEGRITY: TRAINING AND TEST

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 your Programme Administrator in the first instance.

When you have completed the training tutorial and are confident that you have understood it, you should undertake 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 Director of Studies, 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 Director of Studies 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.

The service complies with European Data Protection legislation. When you registered with the University, you gave it permission to process your personal data for a variety of legitimate purposes. This includes allowing the University to disclose such data to third parties for purposes relating to your studies. The University, at its sole discretion, may submit the work of any student to the Plagiarism Detection Service (in accordance with Regulation 15.3e – 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 University will not make any more copies of your work than are necessary, and will only retain these for so long as remains necessary, for these purposes.

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

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

University's Data Protection Officer: dataprotection-queries@lists.bath.ac.uk

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 Director of Studies or Personal Tutor for further information and advice on the referencing system used on your programme.**

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 check with your Director of Studies if you have questions about word counts and penalties.

Word limits are normally indicated on the unit handout. Work submitted should be within 10% of this figure: this includes quotations, footnotes and references, but not the bibliography. The ability to keep to the limit is one of the criteria taken into account in assessment and overlength work will be penalised: markers will stop reading once the limit is exceeded by 10%. In language assignments the number of words specified should be regarded as a minimum: work which is underlength will be penalised pro rata.

LATE SUBMISSION OF COURSEWORK

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 Director of Studies may grant you an extension to the specified submission date. Forms to request an extension are available from your Department. You will need to provide a description of the circumstances which you feel support your request. Your Director of Studies 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 Director of Studies as soon as possible if you become concerned about your submission deadlines.

See also the section in this Handbook on **Submission deadlines**.

INDIVIDUAL MITIGATING CIRCUMSTANCES

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 Department, 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 Department/School will be able to advise you on how to submit an IMC claim, and your Director of Studies 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 Director of Studies 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 Director of Studies in advance. After speaking to your Director of Studies, 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

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 (see below).

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**).

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.

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

The External Examiner(s) for your programme are listed on the 'External Examiners' document on the [PoLIS Undergraduate Virtual Office](#).

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

The University's **New Framework for Assessment: Assessment Regulations: Phase 1 for first-degree programmes ('NFAAR-UG')** specifies the rules governing students' progression from one stage of their programme to the next as well as for the award of degrees. The rules cover all areas of assessment, including supplementary assessment and the extent to which failure may be condoned. If you began the first stage of your programme in or after the 2008/09 academic year, NFAAR-UG applies to you. (If you began before then, please ask your Director of Studies for guidance on assessment).

Your programme is covered by the NFAAR-UG, so your work will be assessed according to its rules.

If at any time you are in doubt about how NFAAR-UG provisions apply to your work, please consult your Director of Studies.

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-UG 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-ug-appendix-02.pdf

For full details of the NFAAR-UG, visit: www.bath.ac.uk/registry/nfa

You can find a student introduction to the NFAAR-UG at: www.bath.ac.uk/registry/nfa/nfaar-ug-intro-faq.pdf

For information relating to your programme in the current academic year, visit: www.bath.ac.uk/catalogues

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 *optional units* (i.e. those units you may choose from a range of options).

The **Programme Description: Structure of the programme** section 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 are links to the relevant appendices of the NFAAR-UG which state exactly how the assessment rules operate for each stage of your programme. There are some units that you must pass in order to progress to the next stage of your programme and 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 progressing (or completing) your programme.

Programmes are divided into a number of *parts* and *stages*. For full-time students, stages usually correspond to the year of study (so, for example, most first-year students will be in Stage 1 of their programmes).

Within each stage of a programme, the contribution of each unit's assessment to the calculation of the *Overall Stage Average (OSA)* is normally directly proportional to the credit-values of the unit concerned. Placement units form part of a stage and have a credit weighting. Some placement units carry marks and some are just pass/fail. Only enhanced placement units contribute to the *Overall Programme Average (OPA)* however.

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.

If you fail a stage, you will be required either to repeat the entire stage or to transfer to a *Designated Alternative Programme (DAP)*, if one exists, or if you fail very badly, to withdraw from the University. Where stage repeats are possible within the set limits, the repeating of any stage will be permitted once only.

At the end of each stage a Board of Examiners will decide whether you have passed the stage. The outcome will depend on both (1) your average mark in the stage and (2) the marks you obtain for each unit. Generally, if you pass each of your units, you will progress (or, after the final stage, be recommended for an award).

If you fail a large number of units, you might fail the stage outright without any opportunity for supplementary assessment. (Further information on supplementary assessment is provided below.)

Particular rules apply to failure of units. They are as follows:

- if you fail any DEUs, you will have to undertake supplementary assessment – unless you have failed so many DEUs that you fail the stage outright
- if you fail any non-DEUs badly (i.e. achieve less than 35%), you will have to undertake supplementary assessment – unless you have failed so many units that you fail the stage outright
- if you fail only non-DEUs marginally (i.e. achieve 35%-39%), you might be able to progress without supplementary assessment. Whether you do progress will depend on the total credit value of the failed units and also on your OSA.

Your degree result is based on the calculation of your *Overall Programme Average (OPA)* based on the stages in Parts 2 and 3 of your programme. The contribution of each stage of the programme is set out in the table of assessment weightings and decision references in the **Programme Description: Structure of the programme** section in this Handbook. Follow the links provided in the table to see a clear description of the assessment rules for each stage of your programme. Stages in Part 1 are not included in the OPA calculation.

Supplementary assessment

'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 return to the University in the summer to re-sit examinations.

For the 2017–18 academic year, this period will be 15 August to 24 August 2018.

Each unit's method of supplementary assessment is shown in the online Unit Catalogue.

In units where the original assessment is a written examination, supplementary assessment may sometimes take the form of reworking an examination paper, known as 'mandatory extra work', rather than re-sitting the examination. In such cases the pass mark is 70% and a mark below 60% is considered a bad fail.

If you pass all your supplementary assessments, you will be able to progress onto the next stage of your programme.

The outcomes of failing a supplementary assessment are as follows:

- 1) if you fail supplementary assessment in a DEU, you will fail the stage
- 2) if you fail supplementary assessment in a non-DEU badly, you will fail the stage
- 3) if you fail supplementary assessment in a non-DEU marginally, you might be able to progress; whether you may do so will depend on how many units you have failed (and in some cases also on your Overall Stage Average).

Exit awards – CertHE and DiplHE

If you leave your programme early you may be eligible for a generic exit award, either a Certificate of Higher Education (CertHE) or a Diploma of Higher Education (DiplHE).

Further information on these awards can be found at:

www.bath.ac.uk/quality/documents/QA3-certhe.pdf (for the CertHE)

www.bath.ac.uk/quality/documents/QA3-diplhe.pdf (for the DiplHE).

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 Director of Studies. 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

Semester 1

Event	Dates
New student arrivals	Saturday 23 September 2017 - Sunday 24 September 2017
Welcome Week	Monday 25 September 2017 - Sunday 1 October 2017
Semester 1	Monday 2 October 2017 - Friday 15 December 2017
Semester 1 vacation	Monday 18 December 2017 - Friday 5 January 2018
Semester 1	Monday 8 January 2018 - Friday 26 January 2018

Semester 2

Event	Dates
Semester 2	Monday 5 February 2018 - Friday 23 March 2018
Semester 2 vacation	Monday 26 March 2018 - Friday 6 April 2018
Semester 2	Monday 9 April 2018 - Friday 1 June 2018

UNIVERSITY REGULATIONS FOR 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

REGISTRATION STATUS

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

ATTENDANCE MONITORING

Guidance and requirements on attendance, including the University's Attendance Monitoring and Engagement Policy, are available at:

www.bath.ac.uk/students/visa-advice/attendance-monitoring

This page also sets out information on when and how to request an authorised absence.

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

If you change your name, you will need to provide valid proof of the change. Please speak to your Department or Faculty/School administration, or Student Services in the Roper Centre, for advice on how to do this.

If you are considering suspending your studies, transferring from one programme to another, or withdrawing from your programme, please discuss your situation with your Director of Studies. 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 Director of Studies to discuss your situation and agree an appropriate course of action.

Your Personal Tutor will also be able to provide support and guidance on matters relating to your programme.

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.

If you are an international student holding a Tier 4 visa, you should consult the advisers in the Student Immigration Service about the implications of suspending or withdrawing from your programme: www.bath.ac.uk/visa

You will need to register any change of academic circumstance, including a change of optional units, with the University. Please speak to your Department or Faculty/School administration who will advise you on how to do this.

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 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.

Further information

www.bath.ac.uk/hr/stayingsafewell or email: uhse@lists.bath.ac.uk

Current University guidance on fieldwork and on work placements:
www.bath.ac.uk/hr/stayingsafewell/working-off-site

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.

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