



**Faculty of Humanities**  
**Department of Social and Policy Science**

BSc (Hons) Sociology

BSc (Hons) Social Policy

BSc (Hons) Sociology and Social Policy

BSc (Hons) Social Sciences

BSc (Hons) Social Work and Applied Social Studies

BSc (Hons) International Development with Economics

**Programme Handbook**  
**2017/18**

This handbook is available online or in alternative formats.  
Please contact your programme administrator if required.

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## WELCOME

Well done – you've made it! All of the hard work that you put into getting here has paid off. You have arrived at one of the UK's top universities. You are a student in a really good department and you are about to start on what could be one of the most exciting and rewarding phases of your life.

There are so many opportunities opening up for you, and not just academically. Over the next few years, you will meet people with backgrounds and life experiences very different from your own. You will have the opportunity to learn from each other as well as from some of the leading experts in their fields. It's an exciting time and I really hope that you quickly settle into enjoying the experience.

You have chosen to study a subject that really matters and can make a difference in our world. The social sciences are the most 'real world' of all of the sciences. We deal with virtually all the major issues which are important in our lives such as gender, race, class, poverty, technology, international development, criminal justice, the environment, migration, education, health, religion and social work.

We are concerned with the real 'life and death issues' which affect individuals, families, relationships, communities, governments and of course the international community. We are not just in the business of understanding society; we are also in the business of helping to change it. As policy analysts, social workers, sociologists or simply as informed citizens who can see beyond the newspaper headlines or the conversations over coffee, our work is to understand how society works and how we might make it work better, or at least, differently. In the department, you will meet staff from different academic backgrounds including sociology, politics, economics, social work, geography, social policy and philosophy. They work with local, national and international organisations - governmental as well as non-governmental – and use their expertise to inform policy debates, influence action and bring about positive change. Above all, they are all passionate about what they do, and enthusiastic about the prospect of working with you.

You are here to test your ideas and to acquire new ones; to think in new ways; to meet people and to have conversations that will challenge many of your current beliefs and attitudes; to acquire new skills that will help you in the future. You are here to learn and to grow both intellectually and as a person.

It will be hard work but it will also be fun. I really hope that you make the most of the opportunity that you have created for yourself.

Dr Joe Devine (Head of Department)



## ABOUT THIS HANDBOOK

This Handbook is intended for undergraduate students in Social & Policy Sciences in the academic year 2017/18.

Please note that the contents of this Handbook are accurate at September 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](http://www.bath.ac.uk/regulations) and Assessment Regulations: [www.bath.ac.uk/registry/nfa](http://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 for advice.

## YOUR PROGRAMME

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

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

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

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

### **BSc (Hons) Sociology**

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

### **BSc (Hons) Social Policy**

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

### **BSc (Hons) Sociology and Social Policy**

This joint degree provides an opportunity to combine the main features of the sociology and social policy programmes. The programme provides a good example of the Department's approach to social science by linking theoretical and practical approaches to questions of inequality and social justice. It combines an understanding of the theoretical basis of sociological perspectives and fundamental concepts in sociology with knowledge of welfare institutions, theories of welfare state development and an understanding of the relationship between human needs and social welfare.

### **BSc (Hons) Social Sciences**

This is the most flexible programme we offer. There are fewer compulsory units on this degree. Your programme is made up of units you choose from sociology, social policy, psychology, politics and languages. It is especially appropriate for students who, while interested in the

social sciences in general, do not wish to specialise in one particular discipline. You will take units in research methods and in at least two of the following areas of social science: sociology, international development, social policy, politics, and psychology.

### **BSc (Hons) Social Work and Applied Social Studies**

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

### **BSc (Hons) International Development with Economics**

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

## **KEY CONTACTS/STAFF LIST**

**ALL EXTENSION NUMBERS CAN BE PREFIXED BY '01225 38' FOR AN EXTERNAL DIRECT LINE**

<u>Extn</u>	<u>Name</u>	<u>Email address</u>	<u>Room</u>
5259	AZMEH, Dr Shamel Lecturer in International Development	<a href="mailto:S.Azmeh@bath.ac.uk">S.Azmeh@bath.ac.uk</a>	3E 3.02
6264	BORGELIN Mrs Alison Department Co-ordinator	<a href="mailto:hss-deptcoords-3E@bath.ac.uk">hss-deptcoords-3E@bath.ac.uk</a>	3E 3.18
3857	BLOOMFIELD, Dr Michael Lecturer in International Development	<a href="mailto:M.J.Bloomfield@bath.ac.uk">M.J.Bloomfield@bath.ac.uk</a>	3E 3.16
5117	BRADLEY Mr Peter Subject Librarian Health, Physics and Social & Policy Sciences	<a href="mailto:P.G.Bradley@bath.ac.uk">P.G.Bradley@bath.ac.uk</a>	L 5.5
6467	BROWN, Miss Kirsten Placements Manager	<a href="mailto:K.A.Brown@bath.ac.uk">K.A.Brown@bath.ac.uk</a>	1WN 3.26
5284	BROWN Dr Louise Reader of Social Work	<a href="mailto:L.Brown@bath.ac.uk">L.Brown@bath.ac.uk</a>	3E 3.41
4685	CARMEL Dr Emma Senior Lecturer in Social Policy	<a href="mailto:E.K.Carmel@bath.ac.uk">E.K.Carmel@bath.ac.uk</a>	3E 4.18
5259	CHARLES Dr Aurelie Lecturer in Global Political Economy Director of Studies (International Development)	<a href="mailto:A.Charles@bath.ac.uk">A.Charles@bath.ac.uk</a>	3E 4.21

3074	COOKE Prof Lynn Prince Professor of Social Policy	<a href="mailto:L.P.Cooke@bath.ac.uk">L.P.Cooke@bath.ac.uk</a>	3E 3.14
3859	COPESTAKE Prof James Professor of International Development	<a href="mailto:J.G.Copestake@bath.ac.uk">J.G.Copestake@bath.ac.uk</a>	3E 3.39
4513	CRESSWELL Dr Caroline Teaching Fellow	<a href="mailto:C.I.Cresswell@bath.ac.uk">C.I.Cresswell@bath.ac.uk</a>	3E 3.2B
5813	DAVIS, Mrs Jo Professional Practice Tutor	<a href="mailto:J.Davis@bath.ac.uk">J.Davis@bath.ac.uk</a>	3E 4.9
6805	DENEULIN Dr Séverine Senior Lecturer in International Development	<a href="mailto:S.Deneulin@bath.ac.uk">S.Deneulin@bath.ac.uk</a>	3E 4.18
3539	DEVINE Dr Joe Senior Lecturer in International Development Head of Department Admissions Tutor	<a href="mailto:J.Devine@bath.ac.uk">J.Devine@bath.ac.uk</a>	3E 3.40
6736	DICKSON Dr Matt Lecturer in Social Policy	<a href="mailto:M.Dickson@bath.ac.uk">M.Dickson@bath.ac.uk</a>	3E 4.14
6958	DINERSTEIN Dr Ana Senior Lecturer in Sociology	<a href="mailto:A.C.Dinerstein@bath.ac.uk">A.C.Dinerstein@bath.ac.uk</a>	3E 3.30
6292	DIXON Dr Jeremy Lecturer in Social Work	<a href="mailto:L.Dixon2@bath.ac.uk">L.Dixon2@bath.ac.uk</a>	3E 3.23
3160	ENRIA Dr Luisa Lecturer in International Development	<a href="mailto:L.Enria@bath.ac.uk">L.Enria@bath.ac.uk</a>	3E 4.8
0000	GEARON Dr Alinka Lecturer In Social Work	<a href="mailto:A.Gearon@bath.ac.uk">A.Gearon@bath.ac.uk</a>	3E 4.12
6245	GOLDIE Ms Claire Undergraduate Administrator	<a href="mailto:hss-socialpolicy@bath.ac.uk">hss-socialpolicy@bath.ac.uk</a>	3E 3.17
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4055	GREGG Prof Paul Professor of Economic & Social Policy	<a href="mailto:P.Gregg@bath.ac.uk">P.Gregg@bath.ac.uk</a>	3E 3.38
4156	HART Dr Jason Senior Lecturer in International Development	<a href="mailto:J.Hart2@bath.ac.uk">J.Hart2@bath.ac.uk</a>	3E 3.31
6812	HICKMAN Ms Caroline Teaching Fellow in Social Work Director of Studies Social Work	<a href="mailto:C.L.Hickman@bath.ac.uk">C.L.Hickman@bath.ac.uk</a>	3E 3.35
5806	JAWAD Dr Rana Senior Lecturer in Social Policy Director of Studies (Year 1- Sociology/Social Policy/Social Sciences)	<a href="mailto:R.Jawad@bath.ac.uk">R.Jawad@bath.ac.uk</a>	3E 3.15
4511	JOHNSON Dr Susan Senior Lecturer in International Development	<a href="mailto:S.Z.Johnson@bath.ac.uk">S.Z.Johnson@bath.ac.uk</a>	3E 3.32
6254	TBC Undergraduate Administrator Social Work	<a href="mailto:hss-scoialwork@bath.ac.uk">hss-scoialwork@bath.ac.uk</a>	3E 3.17

4524	MACONACHIE Dr Roy Director of Teaching PG Senior Lecturer in International Development	<a href="mailto:R.Maconachie@bath.ac.uk">R.Maconachie@bath.ac.uk</a>	3E 3.28
5285	MANNING Dr Peter Lecturer in Sociology	<a href="mailto:P.Manning@bath.ac.uk">P.Manning@bath.ac.uk</a>	3E 4.2
6141	MILLAR Prof Jane Professor of Social Policy	<a href="mailto:J.I.Millar@bath.ac.uk">J.I.Millar@bath.ac.uk</a>	10W 3.60
5968	MILLER Prof David Professor of Sociology	<a href="mailto:D.Miller@bath.ac.uk">D.Miller@bath.ac.uk</a>	3E 3.29
3549	MOORE Dr Sarah Lecturer in Sociology Director of Studies (year 2 and above Sociology/Social Policy/Social Sciences)	<a href="mailto:S.Moore2@bath.ac.uk">S.Moore2@bath.ac.uk</a>	3E 3.33
4579	OPPONG Dr Nelson Teaching Fellow – International Development	<a href="mailto:N.Oppong@bath.ac.uk">N.Oppong@bath.ac.uk</a>	3E 2.19
4204	OZIERANSKI Dr Piotr Lecturer in Sociology	<a href="mailto:P.Ozieranski@bath.ac.uk">P.Ozieranski@bath.ac.uk</a>	3E 4.35
6831	PAPADOPOULOS Dr Theo Lecturer in Social Policy	<a href="mailto:T.Papadopoulos@bath.ac.uk">T.Papadopoulos@bath.ac.uk</a>	3E 3.22
4656	RANCHOD Dr Rushil Placements Tutor Teaching Fellow – International Development	<a href="mailto:R.Ranchod@bath.ac.uk">R.Ranchod@bath.ac.uk</a>	3E 2.10a
5804	ROGERS Dr Justin Lecturer in Social Work	<a href="mailto:J.M.Rogers@bath.ac.uk">J.M.Rogers@bath.ac.uk</a>	3E 4.15
6090	ROOM Prof Graham Professor of Social Policy	<a href="mailto:G.J.Room@bath.ac.uk">G.J.Room@bath.ac.uk</a>	3E 3.23
0000	ROZANOVA Dr Julia Lecturer in Social Work		
6805	SAID Dr Maurice Teaching Fellow	<a href="mailto:M.Said@bath.ac.uk">M.Said@bath.ac.uk</a>	3E 4.18
6841	SKINNER Dr Tina Senior Lecturer in Sociology	<a href="mailto:T.Skinner@bath.ac.uk">T.Skinner@bath.ac.uk</a>	3E 3.25
6949	STALEY Mrs Caron Manager of Centre Death & Society	<a href="mailto:C.Staley@bath.ac.uk">C.Staley@bath.ac.uk</a>	3E 3.26
6861	TCHILINGIRIAN Dr Jordan Lecturer in Sociology	<a href="mailto:J.S.Tchilingirian@bath.ac.uk">J.S.Tchilingirian@bath.ac.uk</a>	3E 4.13
4728	TURNER Mrs Liz Administrative Assistant	<a href="mailto:hss-socialpolicy@bath.ac.uk">hss-socialpolicy@bath.ac.uk</a>	3E 3.17
3585	TROYER Dr John Senior lecturer in Sociology	<a href="mailto:J.Troyer@bath.ac.uk">J.Troyer@bath.ac.uk</a>	3E 3.03
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6137	WALTON Dr Oliver Lecturer in International Development	<a href="mailto:O.E.Walton@bath.ac.uk">O.E.Walton@bath.ac.uk</a>	3E 3.02a
5298	WHITE Prof Sarah Professor of Sociology of Development	<a href="mailto:S.C.White@bath.ac.uk">S.C.White@bath.ac.uk</a>	3E 3.12
6852	WOODTHORPE Dr Kate Senior Lecturer in Sociology Director of Teaching UG	<a href="mailto:K.V.Woodthorpe@bath.ac.uk">K.V.Woodthorpe@bath.ac.uk</a>	3E 3.27

## DEPARTMENTAL INFORMATION

### Who does what?

#### Head of Department

Dr Joe Devine is the Head of Department. He has overall responsibility for all academic affairs of the Department, and is Chair of the Department's Undergraduate Programme Committee and Board of Examiners.

#### Director of Teaching

The Director of Teaching has responsibility for the strategic development of learning and teaching within the Department. Dr Kate Woodthorpe is the Director of Teaching for undergraduate programmes in DSPS.

#### Director of Studies

The Director of Studies (DoS) has general responsibility for quality management and support to students within the Department. The Director of Studies also oversees the Department's assessment procedures. You should talk to your Director of Studies if you are thinking of taking Director of Studies approved units.

Dr Rana Jawad is the Director of Studies for year 1 of Sociology/Social Policy/Social Sciences degrees, Dr Sarah Moore is Director of Studies for year 2 and above of the Sociology/Social Policy/Social Sciences degrees. Ms Caroline Hickman is Director of Studies for Social Work and Applied Social Studies and Dr Aurelie Charles is the Director of Studies for International Development with Economics.

#### Senior Tutor

The Senior Tutor is responsible for managing and monitoring the personal tutoring system for the Department. If you wish to change your personal tutor you can contact the Senior Tutor or the DoS. Ms Caroline Hickman is the Senior Tutor for DSPS.

#### Personal Tutors

A Personal Tutor is a member of the Department's teaching staff. S/he will help you to get the best out of your university experience and can guide you to sources of expert help – whether on academic progress or personal/welfare issues – when or as you may need it. You should also contact your Personal Tutor in the first instance if you are ill; if you wish to change degree programme, this includes changing from a 3 to a 4 year programme or vice versa; if you wish to leave the University or transfer to another Department of the University; or if you have any special circumstances which may affect your study or assessment. They will help you consider your options and whether you need to discuss the issue further with your DoS or the Assessments Officer. You will meet with your Personal Tutor during induction.

## **Student Peer Mentoring**

All first year students are allocated a peer mentor who is either a second or third year student. Student peer mentors provide an additional support to first year students.

## **Peer Assisted Learning (PAL)**

Some courses offer PAL sessions run by senior students (PAL Leaders) to help you practise your subject. PAL Leaders do not re-teach you or introduce any new material; instead they help you to reflect on your lectures and work through recommended readings. PAL Leaders have studied your subject so know the demands of your course. If there is a PAL session for you, you will see it on your timetable.

## **Departmental Administrators**

Claire Goldie is the programme administrator for the Sociology, Social Policy, Social Sciences and International Development with Economics programmes. Her contact details are: [hss-socialpolicy@bath.ac.uk](mailto:hss-socialpolicy@bath.ac.uk) or 01225 386245. TBC is the programme administrator for the Social Work programme, and the contact details are: [hss-socialwork@bath.ac.uk](mailto:hss-socialwork@bath.ac.uk) or 01225 386253. They are responsible for managing the administrative arrangements of your programme, including assessment and examination processes. You can contact them in the Department office (3E 3.17) about any aspect of Departmental or University administration.

## **DEPARTMENTAL INFORMATION**

The Department of Social and Policy Sciences is primarily located in 3 East. The key part of 3 East that you need to familiarise yourself with is the foyer outside the Department Office (3 East 3.17). As well as being the point of contact for the two programme administrators and for general reception, the foyer also has the pigeon-holes and course work submission boxes.

### **Communication between you and the Department**

The Department office at 3E3.17 is the place to go for any information you need, or to let us know about changes in your contact details. We are also available on email via [hss-socialpolicy@bath.ac.uk](mailto:hss-socialpolicy@bath.ac.uk) and [hss-socialwork@bath.ac.uk](mailto:hss-socialwork@bath.ac.uk) If you have any forms to hand in or need to know anything you can go the office between the following hours:

Monday	10am – 12pm	1.30pm – 3pm
Tuesday	10am – 12pm	1.30pm – 3pm
Wednesday	10am – 12pm	Closed
Thursday	10am – 12pm	1.30pm – 3pm
Friday	10am – 12pm	1.30pm – 3pm

If the office is closed you can post forms in the box marked DROP BOX (this has a yellow label on there) by the coursework submission boxes outside the Office.

### **We contact you:**

- Via your University of Bath email address. Most information is sent this way so please check these regularly (only use this one for University business – not your personal business as you will miss important information). This is how we let you know about timetable changes, cancellations, re-locations, information about examinations, coursework and meetings. You must always use your university email for all correspondence with us as this is the way that we can identify you. **PLEASE MAKE SURE YOU REGULARLY REVIEW AND DELETE EMAILS AS APPROPRIATE SO THAT THERE IS ROOM IN YOUR INBOX.**
- Through the student pigeon holes outside the Departmental office. All received mail or returned coursework is posted here for you to collect. Please check this at least once a week.

- Via the plasma screen in the area outside the Departmental office at 3E 3.17.
- Using the Departmental website (<http://www.bath.ac.uk/sps/>). This is where you will find news but also get access to a range of important information.
- Via Moodle, where course unit and programme information will be found. The Moodle pages for SPS Undergraduate Student Information can be found at <http://moodle.bath.ac.uk/course/view.php?id=54484> . You will be advised about this key resource during induction.

**You contact us:**

- By knocking on the doors of academic staff (all academic staff have 'office hours' posted on their doors, but you can see them at other times by arrangement).
- By e-mail.
- By phone (see staff telephone list at the front of the Handbook).
- By calling at the Department office during the opening hours.

**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](http://www.bath.ac.uk/regulations)

**Attendance**

We believe that learning is best achieved when everyone is able to benefit from the knowledge, skills and experience that the whole class can bring. Your participation is important to the success of the whole class. On that basis, we expect you to attend tutorials, lectures and seminars in accordance with University Regulations. Failure to maintain regular attendance can result in a student being 'precluded from continuing their studies and, where applicable, their registration [can] be terminated' (Reg. 3.1).

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

**Attendance Policy- Social Work and Applied Social Studies**

In addition the general attendance policy of the Department of Social and Policy Sciences (set out above) the social work programme has attendance procedures that apply to all Social Work and Applied Social Studies students. As this course leads to a professional qualification, all teaching is directly applicable to the social work profession and is deemed essential. It is therefore the expectation that social work students attend all lectures unless there is a valid reason for their absence. A register is taken for all social work and applied social studies units and students are expected to email the unit convenor with their apologies and a reason for their absence from a lecture. Students are also expected to make up for the missed session by reviewing lecture notes on Moodle, discussing the lecture with their fellow students and completing the required reading. If a student misses 3 lectures in a unit, the convenor will email the student and their tutor to request that a meeting takes place to discuss their absence and how the student will make up for the lost learning opportunities. If a student misses 5 or more lectures in a unit the convenor will contact the student and the director of studies, who

will then meet with the student and the unit convenor to discuss the absences, additional work may be set to help the student make up for the missed learning in lectures. Social work students who fail to maintain regular attendance may become subject to regulation 3.1 (discussed above).

### **Using the timetable**

We expect you to be able to read the timetable so that you can attend all your lectures and seminars. You will be taught how to read the timetable in induction week. If you have any questions about the timetable you can ask your personal tutor. Timetable information can also be found here: <http://www.bath.ac.uk/timetable/> You can also use the mytimetable service too from the link <http://www.bath.ac.uk/timetable/MyTimetable.htm>

### **Communicating with us**

Staff will primarily contact you via your Bath email. We expect you to be regularly checking your email and responding if required. Teaching members of staff also have office hours, which they will publicise during their lectures and on their office doors. Please feel free to call staff members by their first name.

#### **Person finder**

If you need to find out a staff member or students' contact details, the best place to start is using the University's person finder application online:  
<http://www.bath.ac.uk/contact/?search=advanced>

#### **Email etiquette**

We want to be able to reply to emails as promptly as possible. Please do not treat emails as texts or memos. Remember to start the email with Dear XXXX (eg. Dear Joe), write in full sentences and sign off with your name. Please do not expect an answer outside office hours, including weekends.

#### **What to do if you need to raise an issue/complaint**

DSPS Staff work hard to ensure that your learning experience is of a very high quality, but even the best units may have problems from time to time. If you have a concern or complaint that is related to DSPS, such as the content and/or delivery of a unit or timing of feedback, please use the follow process:

1. Contact the teaching assistant, teaching fellow, personal tutor, lecturer, unit convener or Administrator directly responsible to discuss your concerns.
2. If the issue is not resolved after 1, or you feel unable to contact that person, contact the Director of Studies for your programme or your academic representative on SSLC (the latter is your elected student representative).
3. If the issue is not resolved after 1 and 2, contact the Head of Department.
4. If the issue is not resolved after 1, 2 and 3, you wish to take the issue further, and the complaint is not about a mark, please follow the process outlined from stage 2 outlined at <http://www.bath.ac.uk/university-secretary/guidancepolicies/studentcomplaints.html> and given in detail at <http://www.bath.ac.uk/regulations/Appendix1.pdf>. If your complaint is about a mark for your work step 4 of this process would be for the Faculty to undertake an academic review, details of which can be accessed on:  
<http://www.bath.ac.uk/registry/appeals/acad-review>

## PROGRAMME AIMS AND LEARNING OUTCOMES

The aims and learning outcomes for each degree programme can be found in the programme specifications for each degree programme:

BSc (Hons) Sociology:

<http://www.bath.ac.uk/publications/humanities-social-sciences-undergraduate-programme-specifications-for-2017-18>

BSc (Hons) Social Policy:

<http://www.bath.ac.uk/publications/humanities-social-sciences-undergraduate-programme-specifications-for-2017-18>

BSc (Hons) Social Sciences:

<http://www.bath.ac.uk/publications/humanities-social-sciences-undergraduate-programme-specifications-for-2017-18>

BSc (Hons) Sociology and Social Policy:

<http://www.bath.ac.uk/publications/humanities-social-sciences-undergraduate-programme-specifications-for-2017-18>

BSc (Hons) Social Work and Applied Social Studies:

<http://www.bath.ac.uk/publications/humanities-social-sciences-undergraduate-programme-specifications-for-2017-18>

BSc (Hons) Applied Social Studies:

<http://www.bath.ac.uk/publications/humanities-social-sciences-undergraduate-programme-specifications-for-2017-18>

BSc (Hons) International Development with Economics:

<http://www.bath.ac.uk/publications/humanities-social-sciences-undergraduate-programme-specifications-for-2017-18>

## PROGRAMME DESCRIPTION; STRUCTURE OF 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 Programme and Unit Catalogues: [www.bath.ac.uk/catalogues/](http://www.bath.ac.uk/catalogues/)

### ***Further information***

Section in this Handbook on **Assessment**.

Definitions of assessment terms: [www.bath.ac.uk/registry/nfa/nfaar-ug-appendix-02.pdf](http://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](http://www.bath.ac.uk/catalogues)

BSc (Hons) Sociology:

<http://www.bath.ac.uk/catalogues/2017-2018/sp/UHSP-AFB04.html>

<http://www.bath.ac.uk/catalogues/2017-2018/sp/UHSP-AKB04.html>

BSc (Hons) Social Policy:

<http://www.bath.ac.uk/catalogues/2017-2018/sp/UHSP-AFB16.html>

<http://www.bath.ac.uk/catalogues/2017-2018/sp/UHSP-AKB16.html>

BSc (Hons) Social Sciences:

<http://www.bath.ac.uk/catalogues/2016-2017/sp/UHSP-AFB05.html>

<http://www.bath.ac.uk/catalogues/2016-2017/sp/UHSP-AKB05.html>

BSc (Hons) Sociology and Social Policy:

<http://www.bath.ac.uk/catalogues/2017-2018/sp/UHSP-AFB05.html>

<http://www.bath.ac.uk/catalogues/2017-2018/sp/UHSP-AKB05.html>

BSc (Hons) Social Work and Applied Social Studies:

<http://www.bath.ac.uk/catalogues/2017-2018/sp/UHSP-AFB15.html>

BSc (Hons) Applied Social Studies:

<http://www.bath.ac.uk/catalogues/2017-2018/sp/UHSP-AFB14.html>

BSc (Hons) International Development with Economics:

<http://www.bath.ac.uk/catalogues/2017-2018/sp/UHSP-AFB21.html>

<http://www.bath.ac.uk/catalogues/2017-2018/sp/UHSP-AKB21.html>

**Please Note:** if you are using the direct web links above in your second, third or fourth year of study you can ensure you are looking at the most up to date version of the programme description by simply changing the years in the web link (e.g. 2017-2018 would change to 2018-2019 next year). <http://www.bath.ac.uk/catalogues/2017-2018/>

## PROFESSIONAL BODY ACCREDITATION

The BSc (hons) Social Work and Applied Social Studies degree is approved by the social work regulator, the Health and Care Professions Council (HCPC)

## TIMETABLES

Programme and unit timetable information can be found online at: [www.bath.ac.uk/timetable](http://www.bath.ac.uk/timetable) this is also available to you on SAMIS.

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](http://www.bath.ac.uk/timetable/MyTimetable.htm)

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

	10.15 (time)
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Mon (day)	SP10002-Lec (unit code – Lecture) Mr H Bashforth (Lecturer)
	1-11 (weeks running) 3WN 2.1 (room)

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

## CORE UNITS IN YEAR ONE

Your degree programme is made up of compulsory and optional units. This section details the compulsory units for your degree programme, and the section below provides information on optional units.

You will all take the same compulsory units in Year 1, apart from students on the Social Work and Applied Social Studies and International Development with Economics programmes. Bar SP10059 and SP10159, social work students take the same compulsory units as other students in year one but have mandatory social work units they must complete and pass as well. These additional Social Work and Applied Social Studies units are detailed on SAMIS in the Programme Description.

### Semester 1

SP10043 Understanding Society: Britain in Global Context  
SP10002 Social Problems and Social Policy  
SP10059 Academic and research skills I: introduction to qualitative methods

### Semester 2

SP10044 Classical Sociological Theory  
SP10001 Social Policy, Welfare and the State  
SP10159 Academic and research skills II: introduction to quantitative methods

SP10043 and SP10044 provide an introduction to sociology. You are not expected to have done any sociology before, although some students will have done courses at A Level or Access.

SP10002 and SP10001 are introductory social policy courses. Social policy is not taught in schools or colleges, so not many students will have taken courses in social policy before.

SP10059 and SP10159 are focused on research methods and the study skills you will need in your degree programme.

Non-Social Work students should choose TWO additional 6 credit units in semester 1 and a further TWO 6 credit units in semester 2 to make up your full programme for Year 1. Please note some language and psychology options are 12 credit units which run over two semesters. If you choose a 12 credit unit in semester one this will mean you will automatically use up one of your 6 credit options for semester two. Check your programme details on SAMIS for information about the options available to you.

**For the BSc (Hons) International Development with Economics, the compulsory units are as follows:**

Semester 1

ES10010 Introductory Economics

SP10204 Introduction to International Development

SP10206 Thinking and working cross-culturally: Introduction to social analysis of development

ES10007 The Modern World Economy

SP10059 Academic and research skills I: introduction to qualitative methods

Semester 2

SP10203 Development Economics: microeconomic perspectives

SP10205 Introduction to Politics of Development

SP10159 Academic and research skills II: introduction to quantitative methods

## **OPTIONAL UNITS IN YEAR ONE AND BEYOND**

**Students studying for the BSc Social Work and Applied Social Studies degree programme do not have any options as all of the course units are mandatory.**

BSc International Development with Economics students have no optional units in semester one, Year 1. They must select ONE 6 credit optional unit in semester two to make up their full programme for Year 1. Details of the optional units are available at: <http://www.bath.ac.uk/catalogues/2017-2018/sp/UHSP-AKB21.html>.

BSc Sociology, BSc Social Policy, BSc Sociology and Social Policy, and BSc Social Sciences students must select TWO 6 credit optional units in semester one and semester two. Details of the optional units available for these programmes can be found by following the links on this page: <http://www.bath.ac.uk/catalogues/2017-2018/sp/sp-proglist-ug.html>

An optional unit is a unit you can choose to contribute towards your 30 credits for each semester. Information about how to choose optional units can be found at: [www.bath.ac.uk/catalogues/information/students/online-unit-selection.html](http://www.bath.ac.uk/catalogues/information/students/online-unit-selection.html).

You can choose your options from those provided by DSPS, or you can go outside the Department and choose units that are available for students on your programme or 'generally available units' (GAUs), which are available to students on most programmes across the University. You will find descriptions of the units you can choose on SAMIS and the online programme catalogues for each department. You can only take the recommended GAU for your year group. Some units have pre-requisites which means you need to have completed an earlier unit, so it is worth looking ahead to later years to make sure you are not prevented from taking a unit because you have not completed the pre-requisites.

You will find that options are available from other Departments in all three years of your programmes, and that these can form a coherent pathway in Politics, Economics, International Development or Psychology to complement the major part of your degree. You may be able to take units from other Departments as 'Director of Studies approved units'. If you want to take a unit that is not normally available to students on your programme and is not a GAU you can discuss this with your Personal Tutor who will then refer you to your Director of Studies. You will also need to seek approval from the Director of Studies in the 'host' Department before then seeking approval from your own Director of Studies.

You can find out what GAUs exist here:

<http://www.bath.ac.uk/catalogues/2017-2018/zz/UXXX-AFN99.html>

All units carry a prefix, indicating which department the unit belongs to:

SP = Department of Social and Policy Sciences

ES = Department of Economics

ED = Department of Education

PL = Department of Politics, Languages & International Studies

MN = School of Management

PS = Department of Psychology

You may not choose an option that is above the level of your current year of study, **but final year students may choose up to two Year 2 options during their final year.**

Units may be withdrawn if an insufficient number of students enrol to take them or if for any reason the University is unable to offer them. Option choices cannot be guaranteed. New units may also be introduced, and you will be advised of these. A wide range of possible combinations are permitted but are subject to timetabling constraints, particularly where units are provided outside the Department.

We will provide you with suggested pathways during your first year, so you can consider specialising in an area of your choice and interest during your degree.

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 Personal Tutor and/or Director of Studies. The deadline for choosing options for your first year of study is 5pm Wednesday 4th October. **You must register your option choices on SAMIS by this date. If you do not do this, you will not be included on mailing lists for your units and will miss important information about assessment, such as the time of an exam.** The space available on units operates on a first-come-first-served basis. Please note that you are to choose units for the whole of your first year (both semesters). During the first week of semester you can attend any unit to help you decide what to choose, but you can only change if you have a good reason.

In April of your first year of study you will be invited to choose your options for the whole of Year 2. You will be given more advice on this at that time.

### **Language options**

There are two ways of choosing a language option. Students with a good A Level pass or equivalent in the appropriate language may choose units provided by the Department of Politics, Languages and International Studies (PoLIS). Credits achieved in this way **will** count towards your degree. These options are listed on SAMIS in the programme description and if you choose one of them you would normally do so for the whole year.

Alternatively, you may choose to study languages through the Foreign Languages Centre (FLC). These courses start from beginners' level and you can check which level is appropriate for you. Some of these units are worth 3 credits, others are worth 6 credits. The former are elective units, and do **not** count towards your degree. The 6 credit FLC units **can** count towards your degree; please contact your Director of Studies to ask for approval for these units to be credit-bearing. In either case, the fact that you have taken a FLC unit, and the result you have obtained, will be recorded on your transcript of results. Languages available, at different levels, include French, German, Italian, Spanish, Mandarin Chinese, Russian and Japanese. If you wish to do these you will need to contact the Foreign Languages Centre in the first instance so that they can assess what level of study would be appropriate for you.

English language units are available too from the English Language Centre to students across the University. Some of these are geared to the needs of international students, and some to the needs of native English speakers. These courses will not count towards your degree but they may help you to improve your essay writing skills.

## PLACEMENTS

As part of the BSc Sociology, BSc Sociology and Social Policy, BSc Social Sciences, BSc Social Policy, and BSc International Development with Economics students have the opportunity to take a placement year during the third year of their degree programme. This is voluntary, and students are able to transfer onto (or off) the 4 year programme during their second year of study. Overseas placements are possible, but students pursuing these opportunities usually take the initiative in identifying and liaising with the organisation in question.

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](http://www.bath.ac.uk/internal/placements/documents/Placement_Handbook.pdf)

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. This will involve a welcome session with your Director of Studies, who will remind students of academic rules and conventions and update students on any changes to academic practices and units.

### **Social Work and Applied Social Studies Placements**

Social Work and Applied Social Studies students have to complete and pass two periods of assessed practice learning or placements. In Semester 1 of Year 2 and Semester 2 of Year 3, students will spend the semester in a practice learning setting. All practice learning opportunities are full time i.e. 37.5 hours a week. They may take place in a voluntary, private, independent or statutory agency.

The emphasis of practice learning in Year 2 is on broadening student understanding of social work, offering opportunities to experience work with service users and reflecting on strategies to enable work within an anti-racist and anti-discriminatory framework. In Year 3 students are expected to work towards practice at a qualifying level by the end of the period of practice learning.

All the agencies offer ample opportunities to work with service users, learn and develop skills, knowledge and values in social work. Placements offer students opportunities to learn in and from practice. Regular and structured supervision during placement enables students to discuss and critically reflect on practice. Supervision is also the forum where students can explore theories, practice methods and the value base of social work as well as identify and

experience strategies for practice. All Social Work placements are found by the placements officer and not by the student for this degree programme.

Alongside the learning is the assessment of practice and students are required to write reflectively about their practice, providing evidence of competence to their practice educator (PE) or off site practice educator (OSPE).

The practice units and value requirements are assessed against the Professional Capabilities Framework (PCF). Students are required to provide written evidence of all applicable domains of the PCF within the Practice Units (see Social Work and Applied Social Studies placement handbook).

***Further information***

University Placement Handbook / information for placement students:  
[www.bath.ac.uk/internal/placements/information-for-students.bho](http://www.bath.ac.uk/internal/placements/information-for-students.bho)

## **STUDENT EXCHANGE/STUDY ABROAD**

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

## **SUBMISSION DEADLINES**

Submission deadlines for coursework are given in the Unit Handbooks. These will be on the Moodle page for the Unit. Make sure you read the Unit Handbooks carefully to understand the assessment requirements, each unit has its own requirements.

You will be told what submission requirements each unit has in the unit handbook, Moodle page and within the lecture. It is important that you make sure you have the correct information which also includes the correct deadline date and time.

## **DSPS GENERIC MARKING CRITERIA**

	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)
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F A I L	0-14	No or very little evidence of any relevant reading.	Superficial, weak or incomplete engagement with any relevant material, Mainly common-sense assertions reproduced uncritically.	Little evidence of any structure, poor organization and expression. No referencing or references lacking basic information.
	15-34	Little evidence of relevant reading; reading has been misunderstood or misrepresented. Most of the material provided is irrelevant. Major gaps in knowledge and/or understanding of the material. Failure to demonstrate understanding of key concepts.	Poor understanding of the question/title or task set. No connections between reading and the question/title set. No conclusions drawn from material used.	A basic structure to the work is present (e.g. an introduction), but poor use of language. Very little referencing.
	34-35	Some reading may be relevant, but much is from inappropriate sources (such as non-academic media outlets), lecturer notes, and/or has been misunderstood or misrepresented. Large amounts of irrelevant material. Major gaps in knowledge and/or understanding of the material. Failure to demonstrate understanding of key concepts.	Little understanding of the question/title or task set as demonstrated by limited links between material used and question/title or task set. No, or inappropriate, conclusions drawn from material used.	A basic structure to the work is present (introduction and/or conclusion), but poor use of language. Some points may be references but referring is incomplete.
3 r d	40-42	<b>Core 3<sup>rd</sup> class attributes:</b> Evidence of selection of material from a limited range of sources; few if any sources beyond class/lecture notes, limited evidence of research, some appropriate material used but not adequately developed or explained. Key issues may be identified but understanding is partial.	Mostly descriptive, with limited analysis and reflection. Weak sequencing of material and lacking overall coherence. Does not appropriately or explicitly answer the question/title/task.	Some elements of an appropriate structure (introduction and/or conclusion) but no signposting in the text. Main sources referenced, but referencing incomplete.
	43-46 <i>Core 3<sup>rd</sup> class attributes plus:</i>	Ability to communicate identifiable facts and concepts but lack of clarity, accuracy and detail.	Little connection between reading and the question set.	Poor use of language and/or referencing.
	47-49 <i>Core 3<sup>rd</sup> class attributes plus:</i>	Evidence of the ability to write descriptively about a subject, showing some understanding, but still no attempt to generalise or discuss.	Some attempt at making connections between reading and the question set, but ideas not adequately explored.	Poor use of language and/or referencing.

	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)
2 i i	50-52	<b>Core lower 2<sup>nd</sup> class attributes:</b> The focus of the question/title/task is understood and key issues are identified. Limited reading beyond class/lecture notes, some evidence of independent research. Some key concepts, issues, debate and/or theories explained, but explanations are partial/incomplete.	Some evidence of engagement with material that goes beyond description. Some relevant material is selected and applied to the question/problem/task. Limited attempts to synthesise material into a coherent piece of work. Provides an appropriate answer to the question/title/task.	Appropriate use of language most of the time, broadly appropriate structure. Some evidence that an appropriate argument or line of thinking is being developed with a related conclusion. Main sources correctly referenced.
	53-56 <i>Core lower 2<sup>nd</sup> class attributes plus:</i>	Some attempt to discuss topics and provide examples, but explanations partial or incomplete.	Some evidence of independent research and ability to identify key areas, but lacking in depth and scope.	Clear structure, with appropriate use of language and constructs throughout.
	57-59 <i>Core lower 2<sup>nd</sup> class attributes plus:</i>	Good work, which engages with material beyond description, but without effectively drawing on relevant additional materials.	Some demonstration of good ability to integrate information beyond class notes.	Clear structure, appropriate use of language, basic reference section.
2 i	60-62	<b>Core Upper 2<sup>nd</sup> class attributes:</b> Evidence of reading from an appropriate range of recommended sources. Key issues, concepts and debates are identified and explained clearly but there may be some missing elements. No significant weaknesses in knowledge or understanding.	Terms of the question/title/task are understood. Material is synthesized and deployed effectively to address the question/title/task explicitly. Analysis is informed by appropriate theoretical perspectives. Some awareness of competing/alternative ways of analysing key issues and of critical thinking.	Clear structure, including an effective introduction and a conclusion, which is appropriate to the question/title/task. Concise use of language, but argument sometimes lacks coherence. Most material used is correctly referenced.
	63-66 <i>Core upper 2<sup>nd</sup> class attributes plus:</i>	Well-constructed answer demonstrating understanding of broader reading from recommended sources, addressing all relevant parts of the question.	Demonstration of appropriate wider reading and appropriate use of examples to illustrate points and justify arguments.	Clear structure, with very good use of appropriate technical/conceptual language. All material correctly referenced.

	67-69 <i>Core upper 2<sup>nd</sup> class attributes plus:</i>	Good links made between evidence and the task set, no significant weaknesses in knowledge or understanding across all parts of the question. Work of very good quality.	Evidence that responses are theoretically informed and one or two very good examples of a critical/analytical approach.	Coherent and concise arguments formed using appropriate technical/conceptual language. Very good range of correctly referenced material.
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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)
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	Marks over 70% are 'spot' marks of 70%, 74%, 79%, 85%+.
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FIR ST	70	<b>Core 1st class attributes:</b> Material selected from a wide range of appropriate sources that shows evidence of appropriate independent reading. No significant gaps in knowledge or understanding.	Concepts are defined, explained and applied directly, explicitly and critically to the question/title/task. Material is deployed in a manner that is critically self-aware. Relevant theories are analysed and compared. Evidence used is critically assessed. The author displayed some originality.	The argument is well-organised, coherent and sophisticated. The structure is very clear. Technical and/or theoretical language is used appropriately, skilfully and creatively. Referencing and bibliography are complete.
	74 + 79 <i>Core First class attributes plus:</i>	Consistently uses material drawn from a wide range of sources, including other disciplines where appropriate. Selects appropriate material from sources used, and gives reasons for selections made.	The author demonstrates an excellent grasp of relevant concepts, issues, debates and theories. The author is able to distinguish between primary and secondary issues, and to show why some issues are more important than others.	The author demonstrates an excellent ability to develop an argument. The work is confident, with virtually no errors.

	85+ <i>Above First class attributes plus:</i>	The author demonstrates evidence of extensive targeted independent reading. They are also starting to make a contribution to existing debates.	The author was able to engage with and push existing conceptualisations and debates forward, creatively. This work is highly original.	A creative argument, that demonstrates exceptional awareness of the nuance and complexity of the subject, flows throughout the essay. The writing style, presentation and referencing is of an outstanding quality.
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## PRIZES

These prizes are awarded annually provided that the judges are satisfied that an adequate standard has been reached to merit the award.

- The Caroline Prize (established in 1989 in memoriam Mrs Caroline Arthurs). The Prize is awarded annually to a student from what was the 'School of Social Sciences', or any other Department or outside Institution, who is taking an undergraduate level programme of at least one semester duration taught within Social Sciences. The Prize may be won more than once as a student progresses through succeeding years of a degree. It is awarded for the essay and other work presented as part of the normal programme requirements that exhibits the highest standards as a piece of written English. A student may indicate to a tutor that he or she wishes a piece of work to be considered or a tutor may forward a student's work independently. Tutors will judge if the work of one of their students is worth submitting, each tutor submitting at most one entry except where they are unable to judge between work of a high quality. The winner will then be decided by a small committee who will retain the right not to make an award if, in any year, no piece of work reaches an appropriate standard.
- The Nancy Burton Prize for Social Work.
- The Social Sciences Prize for Social Sciences.
- Excellence in Research Prize for Social Policy Sciences: The prize will go to the graduating student from an undergraduate programme in Social Policy Sciences who has the highest mark for their dissertation.

A monetary award may sometimes be associated with each prize, but the important reward is the recognition of a high academic standard.

Please note that academic prizes are due to reviewed and revised in Autumn 2017, so the list above is likely to change.

## **FURTHER STUDY**

Information on opportunities for further study after the programme can be found here:  
<http://www.bath.ac.uk/hss/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.

### ***Further information***

Annual Monitoring of Units and Programmes: [www.bath.ac.uk/quality/documents/QA51.pdf](http://www.bath.ac.uk/quality/documents/QA51.pdf)

Degree Scheme Reviews: [www.bath.ac.uk/quality/documents/QA13.pdf](http://www.bath.ac.uk/quality/documents/QA13.pdf)

# 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](mailto: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](http://www.bath.ac.uk/bucs/email)

Regulation 1.3: [www.bath.ac.uk/regulations/Regulation1.pdf](http://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](http://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.

<https://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. Some 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 the Senior Tutor to discuss the matter.

***Further information***

[www.bath.ac.uk/students/support/academic/personal-tutors](http://www.bath.ac.uk/students/support/academic/personal-tutors)

## **ACADEMIC SKILLS SUPPORT AND DEVELOPMENT**

To help you get the best out of your studies and your future employability, the University's Academic Skills Centre offers students a comprehensive range of free, year-round skills and personal development opportunities designed to complement their 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](http://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/soc-pol/index.html>

For information on all library services and resources: [www.bath.ac.uk/library](http://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](http://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](http://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

## **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](http://www.bath.ac.uk/ordinances/22.pdf)

Disability Service: [www.bath.ac.uk/groups/disability-service](http://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

<b>Departmental level:</b>	<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> <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"> <li>• keep Students' Union Officers and fellow Academic Reps informed of academic developments throughout the University</li> <li>• discuss common problems and interests affecting Departments</li> <li>• gather student opinions and views to be used by the University and the Students' Union</li> <li>• update Academic Reps on key issues.</li> </ul> <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>
<b>Faculty/ School level:</b>	<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>
<b>University level:</b>	<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](mailto: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: <https://moodle.bath.ac.uk/course/view.php?id=2163>

Students' Union Academic Representation including contact details for Academic Reps: [thesubath.com/academic](http://thesubath.com/academic)

Election of Academic Reps: [thesubath.com/elections](http://thesubath.com/elections)

Students' Union Skills Training programme: [thesubath.com/skills-training](http://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](http://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](http://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](http://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](mailto: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](mailto: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](http://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](http://thesubath.com/report-an-incident)

For the full range of services see: [thesubath.com/support](http://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](http://www.bath.ac.uk/students) and the Students' Union website: [thesubath.com](http://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](http://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](http://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](http://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](http://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](http://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](http://www.bath.ac.uk/equalities/activities/mediation)

Mediation Service Manager: 01225 383098 or [equalsdiv@bath.ac.uk](mailto:equalsdiv@bath.ac.uk)

Students' Union Advice and Community Manager: 01225 385863 or [suadvice@bath.ac.uk](mailto: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 and 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](http://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](http://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, 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](http://www.bath.ac.uk/guides/financial-support-if-you-are-leaving-care)

[www.bath.ac.uk/students/finance/funding-advice/additional-financial-responsibilities](http://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](http://www.bath.ac.uk/students/careers)

The web site includes the *Myfuture* vacancies portal.

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

# **ASSESSMENT**

## **FEEDBACK POLICY ON ASSESSED WORK**

### **Overview of Policy**

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

### **The Purpose of Feedback**

We are committed to providing timely and appropriate feedback to you on your academic progress and achievement. The purpose of feedback is to help you understand (i) the marks or grades you have received for the work submitted, and (ii) how your performance might be improved in future. Feedback therefore enables you to reflect on your progress and plan your academic and skills development effectively. In this respect, feedback, and acting on feedback, is part of the active learning process throughout your programme of study.

### **Responsibilities of staff**

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

### **Written coursework**

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

### **In-class tests and written examinations**

Unit convenors will provide generic feedback on all examinations via the unit Moodle page. There will also be opportunities for one-to-one feedback sessions if required. Generic feedback will outline commonly-made mistakes and the characteristics of especially good answers. If you put in a request to the unit convener, with a specific reason for doing so, you

will be able to access your individual examination script, but you will not be allowed to take the script away.

### **Oral presentations**

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

### **Dissertations**

All dissertations are double-marked in DSPS. The markers will provide you with joint feedback on this piece of work. Students can also expect feedback from their supervisor on drafts of some parts of their dissertation. Dissertation handbooks detail the amount of material for which supervisors will provide feedback. Marks for Undergraduate dissertations are released at the end of the examination period in semester two. This is to avoid affecting students' performance in exams.

### **Student responsibilities**

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

[www.bath.ac.uk/registry/nfa/nfaar-ug-appendix-02.pdf](http://www.bath.ac.uk/registry/nfa/nfaar-ug-appendix-02.pdf)

## **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 the departmental office on [hss-socialpolicy@bath.ac.uk](mailto:hss-socialpolicy@bath.ac.uk) 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](http://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](http://www.bath.ac.uk/asc/study-skills/academic-integrity.html)

Regulation 3.7: [www.bath.ac.uk/regulations/Regulation3.pdf](http://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](http://www.bath.ac.uk/quality/documents/QA53.pdf)

Regulation 15, Assessment of undergraduate and taught postgraduate programmes:

[www.bath.ac.uk/regulations/Regulation15.pdf](http://www.bath.ac.uk/regulations/Regulation15.pdf)

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

All of our UG programmes use the Harvard system of referencing (Bath rules), details of which can be found here: <http://www.bath.ac.uk/library/infoskills/referencing-plagiarism/harvard-bath-style.html>.

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](http://www.bath.ac.uk/asc/study-skills/academic-integrity.html)

Library resources: [www.bath.ac.uk/library/infoskills/referencing-plagiarism](http://www.bath.ac.uk/library/infoskills/referencing-plagiarism)

Students' Union Skills Training: [thesubath.com/skills-training](http://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](http://www.bath.ac.uk/quality/documents/QA53.pdf)  
Students' Union advice and support: [thesubath.com/support](http://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.

### **Penalties for the submission of work exceeding the stated word limit**

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 may be applied. The marker(s) is permitted to stop reading the work once the student has exceeded a word limit (or the upper figure of a word range) by 10%. Therefore, if a student writes less than the word limit (or the lower figure of a word range) they risk not maximising their potential mark.

For the purpose of calculating the word count, footnotes are included, whereas contents pages, executive summaries, tables, figures, appendices and reference lists/bibliographies are excluded. You should take note of what is included when calculating the total word count for a given assessment (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.

## **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 (40%)

- 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](http://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](http://www.bath.ac.uk/groups/disability-service)) or the Students’ Union Advice and Support Service ([thesubath.com/support](http://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](http://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, dissertations or practice placement assignments in social 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](http://www.bath.ac.uk/quality/externalinput/external-examiners-reports.bho)

The External Examiners for your programme are:

**Mr Mick McCormick** (The Open University) - BSc Social Work & Applied Social Studies  
**Dr Jill Davey** (Bournemouth University) - BSc Social Work & Applied Social Studies  
**Prof Paul Jackson** (University of Birmingham) – BSc International Development with Economics  
**Dr Tom Clark** (University of Sheffield) — BSc Sociology, BSc Sociology and Social Policy  
**Dr Shoba Arun** (Manchester Metropolitan University) — BSc Social Sciences  
**Dr Lee Gregory** (University of Birmingham) — BSc Social Policy

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.

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](http://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](http://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](http://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](http://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](http://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.

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 DipHE**

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 (DipHE).

Further information on these awards can be found at:

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

[www.bath.ac.uk/quality/documents/QA3-diphe.pdf](http://www.bath.ac.uk/quality/documents/QA3-diphe.pdf) (for the DipHE).

## **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](http://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](http://www.bath.ac.uk/registry/appeals)

Independent advice about academic appeals is offered by the Students' Union Advice and Support Service: [thesubath.com/support](http://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](http://www.bath.ac.uk/registry/appeals)

Student Complaints are dealt with under separate procedures:

[www.bath.ac.uk/regulations/Appendix1.pdf](http://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](http://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](http://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](http://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](http://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](http://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](http://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 and a university Student Finance advisor. 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](http://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](http://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.

## DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

Social Work and Applied Social Studies students are required to provide a satisfactory DBS check prior to commencing your programme. If the check is pending at registration, you will be permitted to register provided the application process for the relevant check has been completed. Should the DBS check subsequently returned prove to be unsatisfactory the University reserves the right to terminate your registration and require you to withdraw.

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

### ***Further information***

[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

## HEALTH AND SAFETY

The University's Health and Safety Policy Statement and policies, standards, and guidance on specific topics are available at: [www.bath.ac.uk/hr/stayingsafewell/hs-policy](http://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](http://www.bath.ac.uk/hr/stayingsafewell) or email: [uhse@lists.bath.ac.uk](mailto:uhse@lists.bath.ac.uk)

Current University guidance on fieldwork and on work placements:

[www.bath.ac.uk/hr/stayingsafewell/working-off-site](http://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](http://www.bath.ac.uk/data-protection)

Some students will be required to do a final year dissertation as part of their studies, and this may involve carrying out research with human subjects. The University has guidance notes for students and academics undertaking research here: [www.bath.ac.uk/data-protection/guidance/academic-research/index.html](http://www.bath.ac.uk/data-protection/guidance/academic-research/index.html)). Students will receive extensive methods training to equip them with the relevant skills and knowledge to carry out the dissertation.

## 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](http://www.bath.ac.uk/equalities) or email: [equalsdiv@bath.ac.uk](mailto>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](http://www.disabledgo.com/organisations/university-of-bath/main-2)