



**Faculty of Science
Department of Chemistry**

**MRes in Sustainable Chemical
Technologies**

**Programme Handbook
2018/19**

This Handbook is available online or in alternative formats. Please contact csct-admin@bath.ac.uk if required.

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Welcome to the Centre for Sustainable Chemical Technologies

It is our pleasure to welcome you to the Centre for Sustainable Chemical Technologies (CSCT) at the University of Bath. We are delighted that you have chosen to pursue your postgraduate training with us. In some cases, that means continuing from your previous studies at Bath, and you will be familiar with the campus and the staff. However, for those of you electing to move to Bath from elsewhere, this will be an exciting new challenge. All of you will be embarking on a new phase in your lives and a move to a new style of thinking and learning inherent in postgraduate training; the CSCT Team are here to facilitate this transition. Above all, we want you all to succeed in your chosen course or research project, and that it should be an enriching and enjoyable experience. So do attend the induction events to meet key colleagues, and to network with your peers. We look forward to meeting you all in the coming weeks.



Professor Matthew Davidson
Director of the CSCT



Francesca Guiso Gallisai
Centre Manager and Director of Studies

About this Handbook

This Handbook is intended for all students commencing the Mres in Sustainable Chemical Technologies in the academic year 2018/19.

Please note that the contents of this Handbook are accurate at 21 September 2018 but that information may sometimes be subject to change after this Handbook has been issued. Your Director of Studies or Unit Convenor will inform you of any changes that will affect your programme or a particular unit. For further information about unit and programme changes, see the Unit and programme changes section in this Handbook.

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/publications/regulations-for-students and Assessment Regulations: www.bath.ac.uk/registry/nfa) are the most up-to-date and take precedence over the contents of 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, Francesca Guiso Gallisai (f.guiso.gallisai@bath.ac.uk) for advice.

Your programme

Key contacts

The Centre for Sustainable Chemical Technologies (CSCT) is a joint initiative of the Departments of Chemistry and Chemical Engineering at the University of Bath. The Centre brings together researchers with expertise across a wide spectrum of applied chemical sciences and establishes the infrastructure for interdisciplinary collaborative research with a common theme of sustainability. It places fundamental concepts of sustainability at the core of research and training in applied chemical sciences.

The CSCT is housed in the Department of Chemistry, one of the 6 departments within the Faculty of Science. The CSCT Team works closely with all Departments and Faculties involved in the Centre to manage the programmes of studies, and the people you will come into contact most frequently are listed below:

Key Staff	Title	Room	Tel.	E-mail
Professor Matthew Davidson	Director of the CSCT	1 S 0.10	6443	m.g.davidson@bath.ac.uk
Professor Tim Mays	Co-Director	9 W 3.01	6528	t.j.mays@bath.ac.uk
Professor Janet Scott	Training Director	1 S 1.18	6073	j.l.scott@bath.ac.uk
Francesca Guiso Gallisai	Centre Manager and Director of Studies	1S 1.22	3753	f.guiso.gallisai@bath.ac.uk
Rubina Kalra	Digital Comms Coordinator	1S 1.05	5827	r.kalra@bath.ac.uk
Lelia Bridgeland-Stephens	Centre Coordinator (Mon, Wed and Fri)	1S 1.05	5820	l.bridgeland-stephens@bath.ac.uk
Moira Vu	Centre Coordinator (Mon, Tues and Thurs)	1S 1.05	5820	m.a.vu@bath.ac.uk

Please contact:

- Francesca Guiso Gallisai if you have any questions related to your academic progression on the programme;
- Francesca Guiso Gallisai if you have any personal issues or require pastoral support; if you have requests for IMCs, extensions, deferrals and suspensions;
- Lelia Bridgeland-Stephens or Moira Vu if you have any questions relating to unit enrolments, coursework submission, or general programme organisation and administration.

Lecturers and Unit Convenors

There are many different people with overlapping responsibilities for your teaching programme. Your most immediate point of contact is with the individual lecturer responsible for a teaching activity. Units sometimes involve several lecturers and in this case one is designated as the unit convenor, responsible for the whole series. If only one lecturer is involved, he/she is also convenor of that unit. If you have difficulties with a particular teaching activity, this is the person you should consult. If there are many similar problems, he/she may organise additional support (e.g. through Moodle or via direct contact).

As some taught Masters courses have units in common with undergraduate programmes, you may need to address some queries to the **Department Office**, which supports our undergraduate programmes.

Departmental information

The Department of Chemistry at Bath, where the CSCT is physically located, is a highly successful and expanding department which carries out internationally recognised research in many areas of chemical sciences. Research in the department is divided into Physical, Inorganic, Organic and Computational Chemistry, with much of the research spanning two or more of these disciplines, facilitating multidisciplinary programmes of research. The Centre for Sustainable Chemical Technologies and the associated Centre for Doctoral Training (CDT) link research between Chemistry and Chemical Engineering in many areas of green chemistry and renewable energy research, and also facilitates collaboration with other departments across the university. The CDT is funded by

EPSRC, the University of Bath and a range of Industrial Partners. The CDT places fundamental concepts of sustainability at the core of a broad spectrum of research and training in applied chemical sciences. At least 10 fully-funded PhD places will be available in the CDT each year. The CDT provides a dynamic, multidisciplinary research and training environment in the area of chemical sustainability. All CDT students will receive foundation training to supplement their undergraduate knowledge, as well as training in sustainable chemical technologies (SCT) and transferable skills. They will all conduct high quality and challenging research within an SCT theme directed jointly by supervisors from Chemistry and Chemical Engineering. For further details see:

<http://www.csct.ac.uk/>

Studying with us gives you the opportunity to contribute to technologies which are making a real difference in the world today. You are part of a cohort of around 15 students from a range of backgrounds, all with a shared interest in sustainable science and engineering.

You will be based in the Department of Chemistry, in 1 South, where MRes students on this programme have a dedicated space – this is called the Suslab and its room number is 1S 1.01.

Communication

Email

Email is the method that staff will generally use to contact you and the method by which they prefer you to contact them. Your University email account is the only account that is used for communications. It is your responsibility to ensure that your email inbox does not become over full as this will prevent new emails reaching you.

Student pigeon-holes

Post is delivered/collected twice per day, between 9.00 and 9.30 am and between 3.45 and 4.00 pm. Please do not use the Department's address for personal mail.

Incoming post: Any post received for you by the Department will be put in the postgraduate/postdoctoral pigeonholes located in the connecting corridor at the rear of the Chemistry Building, 1 South. Please check your pigeonhole daily and discard any unwanted junk mail immediately.

Outgoing post: Please place in either the internal or external post tray in the Post Room (1S 0.16).

Moodle

Our virtual learning environment, Moodle, is used extensively to communicate with you.

Information will be regularly provided at Department, Programme and Unit levels. We no longer routinely use paper-and-pin noticeboards to communicate with students.

Noticeboards

General information is placed on the notice board adjacent to the postgraduate/postdoctoral pigeonholes. There is another noticeboard located outside the Post Room (0.16) for more general wide-ranging University notices. The Student Chemical Society has its noticeboard in 3 South, while activities of the Royal Society of Chemistry, seminars by visiting lecturers and job opportunities are displayed on noticeboards in 1 South.

University Websites

The University website provides you with lots of relevant information. You can find out your timetable from the website, your unit lecturer, syllabus details of the units you are taking, information on mitigating circumstances, etc. For many queries the main Bath University internal website is a great place to start from:

www.bath.ac.uk/students

You will also find local programme-related information on the website for your programme of studies, which has links to our Centre website and to Moodle: <http://www.bath.ac.uk/departments/department-of-chemistry/> and <http://www.csct.ac.uk/study-with-us/>

In addition, you will be assigned a Personal Tutor in the Department. The responsibility of your Personal Tutor is to monitor your academic progress but, more importantly, to act in a pastoral role. Your Personal Tutor should be your first point of contact when you wish to discuss issues relating to your course, and in the case of medical, personal or other factors which may have a bearing on your academic performance.

Computing resources

Within the Department of Chemistry, a number of the laboratories within 1 and 3 South also have computing and printing facilities to be used during practical classes. The main area of these is the computational suite on the ground floor. This can be used during classes or outside of these times when it is not being used for teaching.

Both the 1 South and 3 South buildings are equipped with wireless networks that, provided you have registered with RESNET, are also available to use.

Expectations

It is a University Regulation that you attend regularly. Attendance to all courses is compulsory. If you are not able to do so, or will be absent for longer than three days – for one day for one/two week-intense courses - due to ill health, then you must contact your Director of Studies to discuss your situation and an appropriate course of action.

Further information

See Regulation 3: www.bath.ac.uk/publications/regulations-for-students

Your MRes Programme

Programme aims and learning outcomes

This programme is for graduates seeking to attain a higher degree that offers high level of technical training in specific technical disciplines, and additional training in interdisciplinary aspects of research, in public engagement and in wider aspects of sustainability. The overall programme will provide a unique combination of knowledge, understanding and advanced skills to prepare for the wide adoption of Sustainable Technologies.

The programme aims to develop highly skilled researchers with in-depth training in specific areas of Chemistry and Chemical / Biochemical Engineering or related discipline, advanced knowledge of the fundamentals of both disciplines, training in interdisciplinary research, and good understanding of the wider issues of sustainability. The programme will develop skills in leadership, project management and development, and public engagement, including communication of science, implementation and exploitation of research, commercial aspects of sustainability, business practice and social responsibility.

MRes aims: systematic understanding of knowledge in the area of sustainability, conceptual understanding of research area and comprehensive understanding of specific techniques used in the MRes projects, original approach to research in the area of sustainable chemical technologies.

Programme Description: Structure of the programme

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

Current versions of unit and programme descriptions are available via the online Unit and Programme Catalogues: www.bath.ac.uk/catalogues. You will find tables showing the full structure of your programme on our Programme and Unit Catalogue web pages: <http://www.bath.ac.uk/catalogues/2018-2019/ch/ch-proglist-pg.html>.

The academic year is divided into two 14-week semesters, with each semester consisting of 11 weeks of teaching followed by a 2- or 3-week assessment period followed by a dissertation period over the summer. A unit is an assessable block of study which may be in the form of a lecture course or an approved project.

A single unit should correspond to approximately 120 hours of study time. In the case of a lecture unit this usually comprises 16-24 one-hour lectures, plus one-hour problem classes/tutorials/practical classes and an element of private study.

The MRes consists of two small research projects with different research groups within the Centre, combined with training in technical aspects of Sustainable Chemical Technologies as well as transferrable skills and business and societal aspects of sustainability.

Core knowledge & skills: Collaboration between multiple disciplines is key to the MRes, but very few people have a background in multiple subjects. All our students are therefore expected to take either:

- Fundamentals of Organic Chemistry (for non-chemists); or
- General Chemistry; or
- Principles of Chemical Engineering (for non-engineers); or
- Fundamentals of Biotechnology (for non-biologists)

in their first term to ensure they have the basic knowledge to work with colleagues from across the University. Alongside these, all students must attend a departmental safety induction. Training is also available on all of the facilities and instruments we have available, including: NMR spectroscopy, Mass spectrometry, Electrochemistry, X-ray diffraction, High pressure equipment, Engineering methods, Computational methods.

The optional units are all at Masters level and may require suitable undergraduate degree units (at Bath or elsewhere) as prerequisites. The choice of units will be decided jointly by the student and the Director of Studies.

Project supervisors normally have a scheduled private meeting with their students each week, and most staff have weekly lab meetings, research focus meetings or 'problem solving' meetings for open discussion of scientific issues.

The MRes comprises of taught credits: 42 and Dissertation/Project credits: 48 (24 per research project). An MRes in Sustainable Chemical Technologies will be awarded following successful completion of all taught modules and the two research projects. Students who obtain an overall programme average of 70%, a dissertation/project average of 70%, and a taught stage average of 60% in the MRes may be awarded a Distinction.

Students are required to attend the regular CDT and departmental seminars. Programmes of research colloquia by postgraduate and postdoctoral researchers is organised within the Departments. Your supervisors will provide you with more information. Details of forthcoming seminars and conferences arranged by both Departments are sent by email and departmental websites contain information on [forthcoming events](#) and a list of research [seminars](#) for the year.

CDT events throughout the year will include a seminar series and a summer showcase event. CDT students will be closely involved in the organization of these events.

Research

In the MRes you will undertake two distinct research projects which will have equal weight in the assessment process. However, the first project will take place during Semesters 1 and 2 while the second must be completed over the dissertation period. This is because the majority of training also takes place in Semesters 1 and 2.

All projects will have a supervisory team drawn from two or more academic departments at the University of Bath. Your main project will also have input and support from an industrial or international partner.

Project selection

The project selection process begins in the first week of term, and follows the following pattern:

- Supervisors propose projects, and make summaries available online as well as making short presentations — there are a large number of potential projects, spread over the full range of our research;
- You then have the opportunity to discuss options with supervisors and research groups and visit their labs — we strongly encourage this so that you can make an informed choice;
- You select 4 preferred projects;
- Projects are then allocated after careful consideration by the management board — in the majority of cases it's possible to give you your first choice.

Training & supporting activities

We offer a wide variety of optional courses in areas related to sustainable chemical technologies, on top of mandatory core training which will give you a solid grounding in the basic technical skills in sustainable chemical technologies.

Supporting activities include: A strong public engagement programme; An annual showcase event; Involvement in organization of a seminar series; and Participation in international meetings and conferences.

Further information

Section in this handbook on **Assessment**.

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

Programme structure

Programme Code:	XXX-AFM14
Programme Title:	MRes Sustainable Chemical Technologies
Award Type:	Master of Research
Award Title:	MASTER OF RESEARCH IN SUSTAINABLE CHEMICAL TECHNOLOGIES
Mode of Attendance:	Full-time

Year 1

Part	Stage	Period of Study	Unit Code	Unit Title	Unit Status	Credits	DEU Status	Placement or Study Abroad Status	Notes
		S1/2	XX50192	Research project 1	Compulsory	24			Also takes place across S2
S1		CE50173	Sustainable Development	Compulsory	6				
		CE50171	Clean technology: design of sustainable chemical processes	Compulsory	6				
		CE50170	Fundamentals of chemical engineering for non-engineers	Optional All students must select at least one of these options depending on background and intended area of study.	6				Non-engineers must select
		CH50180	Fundamentals of organic Chemistry for non-chemists		6				Non-chemists must select
		BB50217	Fundamentals of biotechnology for non-Biologists		6				Non-biologists must select
		CE50175	Industrial Catalytic Processes	Optional	6				
		MN50416	Commercialisation of new technology	Optional	6				
	S2	CE50174	Green Chemistry and Process Metrics	Optional	6				
S3.	S1/2/3	CE50172	Introduction to environmental management	Optional	6				
		CE50206	Design and assembly of continuous flow set-ups	Optional	6				
		CH10087	General chemistry	Optional	6				
		CH50181	Catalysis and sustainability	Optional	6				
		CH50182	Materials chemistry for sustainable energy	Optional	6				
		CH50228	Water cycle and human health	Optional	6				
		XX50193	Research project 2	Compulsory	24				
		CH50183	Public Engagement 1	Compulsory	6				Takes place across S1, S2 and dissertation period

Professional body accreditation

This programme has been accredited by the Royal Society of Chemistry.

Timetables

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

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

The detailed timetable is published separately from this handbook. In Semester 1, a full teaching programme takes place in Weeks 1-11. Week 15, immediately following the Christmas vacation, is for revision. Two weeks of assessment then follow. The schedule of examinations will be published when it is available in December.

The teaching programme recommences in February after a week-long inter-semester break, and takes place for eleven weeks, split into two by a two-week break for Easter. There will be a further four weeks comprising a revision week followed by examinations on the second Semester units.

Deadlines for project work will be published as soon as they are confirmed.

Option choices

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

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

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

Submission deadlines

XX50192 – Report hand-in deadline – 7 May 2019

XX50193 – Report hand-in deadline – 6 September 2019

Marking criteria

All units have marking schemes that have been evaluated by external examiners.

XX50192 – Masters Research project 1 consists of two components, a mark for the written report (80%) and a mark for viva performance (20%). XX50192 – Masters Research project 2 consists of two components, a mark for the written report (90%) and a mark for poster presentation performance (10%).

Prizes

There are two prizes associated with the MRes in Sustainable Chemical Technologies:

- The Whorrod Prize for the top student in the MRes in Sustainable Chemical Technologies is to reward/acknowledge the student scoring the highest credit weighted average in the MRes in Sustainable Chemical Technologies
- The Abel & Imray Prize for Research is to reward/acknowledge the MRes student scoring the highest combined credit weighted average for the research projects within the MRes in Sustainable Chemical Technologies

The prizewinners are identified at the *Board of Examiners for Programmes – MRes in Sustainable Chemical Technologies* and the decision to confer the award made as part of the business of this BoE at the meeting held to approve Programme outcomes (usually in Nov each year).

The prizes are awarded at the annual Summer Showcase of the CDT for Sustainable Chemical Technologies and are noted, as appropriate, at the graduation ceremony where the degree of MRes in Sustainable Chemical Technologies is conferred on the prizewinners.

Research Ethics

For information on Research Integrity and Ethics, and the steps we take to ensure our research meets the highest ethical standards, please visit the University's Ethics web page at:

<https://www.bath.ac.uk/topics/research-integrity-and-ethics/>

Further study

Following completion of the MRes in Sustainable Chemical Technologies a student would be well placed for applying for a postgraduate research position in the broad area of sustainable chemical technologies in both scientific and engineering disciplines. You can make an appointment to talk to our Faculty Careers Advisor, Saiyada Fazal, through the careers website: <https://myfuture.bath.ac.uk/>

Unit and programme changes

We continually look for ways to develop and improve our programmes. For example:

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

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

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

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

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

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

How your programme is reviewed and monitored

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

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

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

Study and support: Getting the most out of your studies

Accessing university email

You will need to use your University username and password to access your University email account. You are able to access your email by going to <http://mail.bath.ac.uk>

Your username also forms your email address (username@bath.ac.uk).

The University will often communicate with you about a range of important matters requiring action from you, including registration, unit enrolment, assessment, degree ceremonies, and matters such as tuition fees, via your University email account. 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.

Once you graduate or withdraw from your course, you will receive an email stating exactly when your account will be closed. The email will give at least 30 days' notice.

Further information

Email guidance: www.bath.ac.uk/guides/accessing-your-university-email-and-calendar

Regulation 1.3: www.bath.ac.uk/publications/regulations-for-students

Your Student Record: SAMIS

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

Further information

www.bath.ac.uk/samis

MOODLE

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

Personal tutoring system

When you join 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.

Your Personal Tutor should arrange to meet with you on at least three occasions in your first semester and at least once per semester thereafter. This enables you both to get to know each other, such that you can raise any issues with your tutor and your tutor can support you fully through your programme. It is important that you attend scheduled meetings with your Personal Tutor and let them know in advance if you cannot attend. Many of these meetings may be in small groups but you can also request a one-to-one meeting.

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

Further information

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

Language and Academic Skills Support and Development

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

These opportunities have been designed to give you choice and flexibility to help you get the support and development you need at the time you most need it.

To develop your academic skills, you can choose from classes, tutorials, drop-in sessions, workshops and online resources, for example:

- 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
- use IT tools and resources effectively
- enhance your existing language proficiency, or learn a new language.

There are many opportunities 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 is open to all undergraduate and postgraduate students. It recognises the experiences, skills and strengths you have gained through participation in extra-curricular activities, volunteering, work experience, part-time work, global opportunities and more. The Award enables you to reflect on your personal development as a student and future employee. Completing the Award will enhance your employability, increase self-awareness of your skills and enable you to articulate these effectively to future employers.

<http://thesubath.com/bathaward>

The Library

The Library is open 24 hours a day, all year round 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 360,000 printed books, it offers over 26,000 electronic journals, 440,000 electronic books, 90 databases for information, literature and data searching, 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, our Subject, School and Faculty 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/chem/index.html>

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

Computing facilities and IT skills

Using your University username and password, you will be able to connect to University computers, University email, the internet, file storage and printing. You will also be able to get access to a range of free software, including Office 365 and antivirus. You can also work from any location using our UniDesk and UniApps service, which gives you access to your files as if you were on campus.

If you'd like to know more about these services and how to access them, visit <http://go.bath.ac.uk/it-new-students>

IT Support is available from the IT Service Desk on Level 2 of the Library or online at: <http://go.bath.ac.uk/it-help-form>

If you require learning assistance, Computing Services can support you with your computing needs. The Assistive Technology Team is available to provide advice and support. Additional resources are available, which include the Assistive Technology 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.

The Departmental library webpage (link above) contains links to specific software (e.g. ChemDraw) and databases (e.g. SciFinder and Reaxys) which students may need to use.

Further information

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

Information for new users: <http://go.bath.ac.uk/it-new-students>

Information for users with a disability or requiring learning assistance: <http://go.bath.ac.uk/professional-services/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/corporate-information/ordinances

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

Student representation

Feeding back your views to the University

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

- Staff / Student Liaison Committees (SSLCs)
- surveys
- The SU (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 SU 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 SU. 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 SU (although you have a right to opt out - see section below on **Students' Union membership**). Officers of The SU 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 SU.

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

Student representation on Committees

Departmental level:	<p>Each Department, as well as the CSCT, has 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/Centre.</p> <p>The SU and the Centre for Learning & Teaching receive minutes of SSLC meetings in order to gain an overview of key themes explored, good practice identified and actions taken. This information helps to inform student engagement activity and summary reports prepared by The SU for the University.</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 SU Academic Council meetings. These take place regularly during semester time in order to:</p> <ul style="list-style-type: none">• keep SU Officers and fellow Academic Reps informed of academic developments throughout the University• discuss common problems and interests affecting Departments• gather student opinions and views to be used by the University and The SU• update Academic Reps on key issues. <p>Do feel free to approach your student Academic Reps at any time to inform them of good practice or areas for enhancement in your units and programme. This is normally the person who represents your year or degree scheme on the Departmental SSLC.</p>
Faculty/School level:	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 SU Academic Exec Committee.
University level:	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.

If you are interested in opportunities to represent student views, please contact the SU:

academicreps@bath.ac.uk

The SU 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 SU Advice and Support Service, described below, also provides students with information and confidential advice.

Further information

Your SSLC: <https://www.bath.ac.uk/guides/unit-evaluation-feedback/>

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

Election of Academic Reps: thesubath.com/elections

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

Outline election procedures are included in QA48 Student Engagement with Quality Assurance and Enhancement, Annex A: Staff/Student Liaison Committees:
www.bath.ac.uk/quality/documents/QA48_Annex_A.pdf

Student's union membership

All students registered with the University are automatically given membership of The SU. 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 SU:

www.bath.ac.uk/corporate-information/code-of-practice-for-the-students-union-su

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 **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
- wellbeing and welfare.

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

The Roper Student Services Centre in 4 West is open from 9.30am to 4.30pm throughout the year (tel: 01225 383838). Services are also available from the Virgil Building in Bath city centre.

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

The Students' Union Advice and Support Service

The Students' Union Advice and Support Service can guide and support you with any problems you may have during your time at Bath. Their professional advisers offer confidential and non-judgemental information, advice and support, and are fully trained to give assistance and empower you to find the best resolution for your issue.

They can advise on a range of topics affecting your education and welfare. They provide academic advice for students wanting to submit Individual Mitigating Circumstances claims (see the section in this Handbook on **Assessment**), support for academic appeals, changing course, placements and more.

The Advice and Support Service can also support students with their housing situations. They can advise students on landlord issues, council tax, contract checking and more. They also offer support with personal issues such as harassment and stress, and offer cost-price condoms and free pregnancy tests.

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

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

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

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

Further information

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

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/wellbeing-service

Advice for international students

The Student Immigration Service provides immigration 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 daily 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/topics/visas

Student Services organise University-wide induction and welcome events in September. Events are also organised for incoming exchange students in the first week of each semester.

Further information

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

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

Dealing with a problem involving the University

We want to ensure that, if you have a problem concerning the University, it is resolved as quickly as possible. As described above, there are student representatives on all formal decision-making committees – at Departmental, Faculty/School and University level. Student representatives help to anticipate potential problems and, when problems occur, to raise them so that they can be dealt with promptly. As a result we can often resolve problems before they get to the stage where a formal complaint might be necessary.

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

Complaints

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

These procedures are designed to ensure that your complaint will be dealt with in good faith and that you will not be penalised for complaining. When we receive a complaint, we will first seek to deal with it through informal discussion. If this fails to resolve the issue at hand, you can raise the complaint formally.

There are separate procedures for requesting a review of progression or award classification decisions. See the section in this Handbook on **Procedures for Academic Appeals**.

Further information

Student Complaints: www.bath.ac.uk/guides/student-complaints-procedure

Bullying, harassment and victimisation

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

Further information

www.bath.ac.uk/equalities

See also the section in this Handbook on **Student Support** for information on reporting incidents of bullying or harassment.

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 to the Mediation Service Manager.

Further information and contacts

Mediation Service: www.bath.ac.uk/guides/mediation

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

Advice for students with disabilities, long-term illness, and specific learning difficulties

If you have a disability and/or specific learning difficulty (such as dyslexia), we strongly advise you to speak to the Disability Service team, your Personal Tutor or Director of Studies as soon as possible and preferably before your programme begins. Referral to the Disability Service will enable us to assess your needs and make arrangements to support you.

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

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

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

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

Disability Advisers are also responsible for making applications for alternative arrangements for exams and assessments. Therefore, if you think that, because of a disability, you need alternative exam arrangements (such as extra time or the use of a computer) please discuss this with a Disability Adviser without delay.

Further information

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

Pregnancy and Maternity

The University is committed to being as flexible as possible in supporting students who become pregnant, decide to terminate a pregnancy or have a very young child. You can seek advice, guidance and support via your Director of Studies, Personal Tutor and the University's Student Services. This will enable us to put in place arrangements that will assist you in undertaking your programme of study.

If you anticipate that you will need an absence from the University, talk to your department. They will offer you an appointment to discuss your options for continuing your studies and how the University can support you.

Further information

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

Care leavers and estranged students

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

Further information

www.bath.ac.uk/guides/additional-support-and-funding-for-care-leavers-foyer-residents-and-estranged-students

www.bath.ac.uk/guides/financial-support-for-refugees

www.bath.ac.uk/guides/students-with-caring-responsibilities

Equality, Diversity and Inclusion

Everyone at the University of Bath has a responsibility for promoting equality and fostering good relations between all members of the community, students and staff, and also for eliminating unlawful discrimination, harassment and victimisation against anyone for reasons of age, disability, gender, pregnancy and maternity, race (this means colour, nationality including citizenship, ethnic or national origins), religion or belief, sexual orientation, or transgender status. The new equality duty also covers marriage and civil partnership with regards to eliminating discrimination in employment.

Further information

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

Accessibility

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

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

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 can help you by providing feedback on your CV and applications, and your interview technique. The Careers Service also provides a wealth of careers information, and access to resources such as online aptitude tests. Being in regular contact with several hundred major employers, the Careers Service is also a fantastic source for graduate job vacancies for Bath students, as well as the organiser of several major careers fairs each year.

Further information

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

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

The web site includes the *Myfuture* vacancies portal.

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

ASSESSMENT

Feedback to students on assessment

During your programme, you will receive feedback on assessed work. Feedback on assessments may take different forms, depending on your subject and the type of assessment. You will be informed of the timing and nature of the feedback you will receive on each assessment, including whether the piece of work itself will be returned to you. For formal written examinations, students may receive general feedback to the group rather than individual feedback. You can discuss feedback you receive on assessments alongside your performance and progress in your studies at meetings with your Personal Tutor.

Policy on Feedback on Assessed Work 2018-19

This policy document has been prepared at the request of the LTEO with input from both staff (Department Learning Teaching & Quality Committee, full Staff Meeting) and students (via SSLC), and sets out an agreed policy on feedback on assessed student work. Our policy relates to all students taught within the Department. The Department believes that feedback on assessed work is of most value only if it is timely and is pro-active in preparing students for summative assessments (feed-forward), rather than simply being reactive to the outcomes of those assessments. That is, feedback should not be viewed in isolation, but as part of a suite of activities preparing students for a variety of summative assessments. Feedback can often be informal and oral, for example the day-to-day interactions with staff in laboratories, problem classes and tutorials.

For Taught Postgraduate Students:

Staff Responsibilities:

- To be aware, as a Tutor, of their tutees' overall performance and to provide tutees with opportunities to discuss their general progress on an individual basis.
- To return all annotated work within the agreed timescales.

Student Responsibilities:

- To know what constitutes feedback, how feedback will be provided and to make full use of the support offered at the time it is offered.
- To attend all tutorials and other support activities organised by staff.
- To hand in work by agreed deadlines.
- To collect any annotated work from staff.

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 searching for course CH0000 and clicking on the link entitled '**Academic Integrity Initiative: Training and Test – Chemistry**'
(<https://moodle.bath.ac.uk/course/search.php?search=CH0000>)

If you have any access problems, then please contact your Director of Studies 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 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 and information skills:

www.bath.ac.uk/library/infoskills

www.bath.ac.uk/professional-services/academic-skills-programme-asp

Regulation 3.7: www.bath.ac.uk/publications/regulations-for-students

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.

Turnitin complies with the European General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR). When you registered with the University, you gave it permission to process your personal data for a variety of legitimate purposes. This includes allowing the University to disclose such data to third parties for purposes relating to your studies. The University, at its sole discretion, may submit the work of any student to the Plagiarism Detection Service (in accordance with Regulation 15.3e – see below) and may make, or authorise third parties to make, copies of any such work for the purposes of:

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

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

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

Further information

The University's procedures on Examination and Assessment Offences (QA53) are described at:

www.bath.ac.uk/quality/documents/QA53.pdf

Regulation 15, Assessment of undergraduate and taught postgraduate programmes:

www.bath.ac.uk/publications/regulations-for-students

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

Further information on Turnitin:

https://guides.turnitin.com/Privacy_and_Security#EU_Data_Protection_Compliance

Academic integrity: Referencing and plagiarism

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

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

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

There are several acceptable styles for referencing material, within two general systems: Name/date (e.g. Harvard) and Numeric. **Ask your Director of Studies or Personal Tutor for further information and advice on the referencing style used on your programme.**

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

Further information

For a range of skills and development opportunities see: <http://go.bath.ac.uk/skills>
Library referencing resources, including style sheets: www.bath.ac.uk/library/infoskills/referencing-plagiarism
Students' Union Skills Training: thesubath.com/skills-training

Plagiarism declaration

A cover sheet containing a signed plagiarism declaration should be appended to all project reports, literature reports and dissertations before submission.

The declaration to be used is as follows:

I certify that I have completed the Academic Integrity tutorial and test and that all material in this assignment is my own work, except where indicated otherwise with appropriate references. I understand that all submitted work will be submitted to plagiarism checking software.
(If you require any further information about plagiarism, the Academic Integrity test or the University of Bath regulations, please see:
<http://www.bath.ac.uk/students/support/academic/academic-integrity/index.html>)

Student Name: _____ (please print)

Student Signature: _____ Date: _____

You can find an electronic copy of this form on the Moodle site.

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. You have the right to appeal against the outcome of the investigation.

Further information

Examination and assessment offences: www.bath.ac.uk/quality/documents/QA53.pdf

Appealing a decision about an assessment offence:

www.bath.ac.uk/guides/appeal-against-a-decision-about-an-assessment-offence

Students' Union advice and support: thesubath.com/advice

Word counts

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

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

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

Late submission of coursework

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

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

Please note that:

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

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

It is important that you speak to your Director of Studies as soon as possible if you become concerned about your submission deadlines.

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

Individual Mitigating Circumstances

Individual Mitigating Circumstances (IMCs) are the conditions which temporarily prevent you from undertaking assessment or significantly impair your performance in assessment. As such, the measure of their severity is not about impact on you, but the impact on your affected assessment.

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

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

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

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.

Your IMC claim must be submitted no more than three days after the affected assessment. The IMC form is available at: www.bath.ac.uk/registry/imc/imc-students.html

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

If you know of a potential IMC that may affect your assessment before you begin an examination period or before a submission date, it is important that you speak to your Director of Studies as soon as possible. After speaking to your Director of Studies, if you do intend to submit a formal IMC claim for the assessment(s) you feel were affected, you will still need to complete the form and follow procedures.

Assessment processes

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

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

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

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

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

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

Examinations – information and guidance

Rules and procedures for examinations are set out in the University's Regulation 15 and Rule 2. The dates of the University's formal assessment periods are found on the academic year charts:

www.bath.ac.uk/publications/academic-year-charts

You will have access to your personal examination timetable via SAMIS approximately seven weeks before the assessment period begins.

If you have learning or support needs and think you may require alternative examination arrangements please seek advice from the Disability Service and inform your Director of Studies as early as possible.

Further information

www.bath.ac.uk/student-records/examinations/examinations-information

Regulation 15: www.bath.ac.uk/publications/regulations-for-students

Rule 2: www.bath.ac.uk/rules/exam

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

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. See: <http://go.bath.ac.uk/external-examiners-reports>. The External Examiner for your programme is: Professor John Spenser, Professor of Bioorganic Chemistry, University of Sussex.

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: Phases 2 & 3 for postgraduate taught programmes ('NFAAR-PGT')** specifies the rules governing students' progression from one stage of their programme to the next as well as for the award of degrees. The rules cover all areas of assessment, including supplementary assessment and the extent to which failure may be condoned. If you began the first stage of your programme in or after the 2011/12 academic year, NFAAR-PGT applies to you. (If you began before then, please ask your Director of Studies for guidance on assessment).

If at any time you are in doubt about how NFAAR-PGT 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-PGT 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-pgt-appendix-02.pdf

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

For information relating to your programme, visit: www.bath.ac.uk/catalogues

Your programme and how you are assessed

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

The **Programme Description: Structure of the programme** section in this Handbook shows the structure of your programme. In the table, compulsory and optional units are labelled 'C' and 'O' respectively.

Please note that you can also access this information via links in your programme's description in the Programme and Unit Catalogues available at: www.bath.ac.uk/catalogues

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

The following points will help you to understand how the assessment rules relate to your specific programme, such as pass marks, averaging of marks and dealing with any failures:

Firstly, there are several references below to the persistent generic rules on the extent of any failures of units permitted overall. The rules are that you can only (1) fail and retrieve units, or (2) marginally fail units and have them condoned, within set limits. Breaking these rules results in failure of the programme.

- Your programme does not have any Designated Essential Units (DEUs).
- Your programme is divided into stages and follows the general principle that all stage assessment must be successfully completed before progression to the next stage is permitted. This means that, if you are required to undertake supplementary assessment, you will have to do so before you can progress further. You must also never break one of the persistent generic rules.
- Your programme has units that constitute the Taught Stage(s) Credits in a separate phase before the period in which you will do the Dissertation/Project type unit(s), as indicated in the table at the end of this section. The Programme Progression Requirement to get from the taught phase to the Dissertation/Project phase is 40%.
- Should you fail to qualify for the award of the degree of Master, you may be considered for the award of a related Postgraduate Diploma (subject to your having met the requirements for that award).

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. Particular rules apply to failure of units of the 'Taught type', or in the 'taught' stages. They are as follows:

- If you fail any units badly (i.e. achieve less than 35%), you will have to undertake supplementary assessment – unless you have failed so many units that you fail outright or the attempted retrieval would break the rule on how much failure can be retrieved.
- If you only fail units 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.

Dissertation/Project units have their own special rule on failure: only cases of marginal failure (i.e. 35%-39%) will be given permission for attempted retrieval through supplementary assessment, and any resubmission that is permitted for marginal failure must be made within a specified period. Ultimately, you must pass a Dissertation/Project unit (or have an average of at least 40% for them if there are more than one) for satisfactory completion of the requirements for Dissertation/Project elements.

Your unit results are combined as follows to make overall assessment/award decisions:

- The Taught Stage(s) Average (TSA) will be calculated by taking the credit-weighted average of marks for all units required to contribute to the taught stage(s), or by taking the credit-weighted average of marks for all units defined as of 'Taught type' required to contribute to the programme.
- The Dissertation/Project Average (DPA) will be calculated by taking the credit-weighted average of marks for the unit(s) required to contribute to the Dissertation/Project stage(s), or by taking the credit-weighted average of marks for the unit(s) defined as of 'Dissertation/Project type' required to contribute to the programme.
- The Overall Programme Average (OPA) will be calculated by taking the credit-weighted average of marks for all units required to contribute to the programme.

A Board of Examiners will decide at appropriate points whether you are continuing to meet the requirements for the programme (including not breaking persistent generic rules whereby you can only fail and retrieve, or marginally fail and have condoned, units within set limits), and/or whether you have met all the requirements for your target award or any alternative that might be available. The outcomes will depend on both your performance in individual units and your overall performance. Generally, if you pass each of your units, you will progress and, in due course, be recommended for an award.

If you fail units beyond certain credit values, or you fail some too badly, you might break one of the persistent generic rules whereby you can only fail and retrieve, or marginally fail and have condoned, units within set limits, and this will result in failure of the programme - without any opportunity for supplementary assessment. (Further information on supplementary assessment is provided below.)

The criteria for making awards with distinction or with merit are described in the relevant NFAAR-PGT rules (paras. 78-80).

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, or by the end of the programme if it is a single-stage programme or the failed units are not Stage Required Units (SRUs). It generally involves re-doing coursework or re-sitting an examination. Students undertaking supplementary assessments are likely to have to do so at the University in the summer re-sit examinations.

For the 2018–19 academic year, this period will be 14 August to 23 August 2019.

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

At supplementary assessment, students will normally have the opportunity to gain credit for units then successfully passed and to have the mark gained reported to them for feedback purposes, but a maximum mark of 40% will be awarded and used in the Overall Stage Average, the Overall Programme Average, the Taught Stage(s) Average, and any award calculation.

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

If you pass all your supplementary assessments, you will be able to progress onto the next stage of your programme and/or, as appropriate, be considered for an award. If you do not pass them all, the outcome will depend on your overall performance including consideration of the rules about passing particular types of units and the persistent generic rules (as set out above).

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/publications/regulations-for-students

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

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

Regulation 17.16 outlines how you 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 (Regulation 17.16). Please note that:

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

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

www.bath.ac.uk/registry/appeals

Student Complaints are dealt with under separate procedures. For more information, see:

www.bath.ac.uk/guides/student-complaints-procedure

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

GENERAL INFORMATION

The academic year 2018-19

These dates are correct at the time of going to print – please check on the University's semester dates website for up-to-date information during the year:

<http://www.bath.ac.uk/corporate-information/academic-year-dates/>

Semester 1	Dates
New student arrivals	Saturday 22 th September 2018 - Sunday 23 rd September 2018
Welcome Week	Monday 24 th September 2018 - Sunday 30 th September 2018
Semester 1	Monday 1 st October 2018 - Friday 14 th December 2018
Semester 1 vacation	Monday 17 th December 2018 - Friday 4 th January 2019
Semester 1	Monday 7 th January 2019- Friday 25 th January 2019

Semester 2	Dates
Semester 2	Monday 4 th February 2019 – Friday 19 th April 2019
Semester 2 vacation	Monday 22 nd April 2019 - Friday 3 rd May 2019
Semester 2	Monday 6 th May 2019 - Friday 31 st May 2019

Please note: Friday 19th April is Good Friday and Monday 6th May is a Bank holiday and so no teaching will occur on these dates.

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/publications/regulations-for-students

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. Regulations 2.4 and 2.10 explain the consequences of non-payment of tuition fees:

www.bath.ac.uk/publications/regulations-for-students

Attendance Monitoring

Guidance and requirements on attendance, including the University's Attendance Monitoring and Engagement Policy for Tier 4 students, are available at:

www.bath.ac.uk/guides/attendance-monitoring-for-tier-4-students

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

Change in your circumstances

It is important to ensure that the University holds your correct, up-to-date, personal and academic details within SAMIS, the University's student records database. If you change your address – either your semester-time or home address – please update your details online at: <https://samis.bath.ac.uk>

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

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

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

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

The financial implications of withdrawing from the University or suspending your studies can be significant.

You will find general information at: www.bath.ac.uk/students/finance/changes-to-your-study/withdrawning-or-suspending-from-your-course

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/topics/visas

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.

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

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

HEALTH AND SAFETY

Health and safety

The University's Health and Safety Policy Statement is available at:

www.bath.ac.uk/corporate-information/health-and-safety-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

email: uhse@bath.ac.uk

Current University guidance on fieldwork, work placements and overseas travel:

www.bath.ac.uk/corporate-information/fieldwork-safety-standard

www.bath.ac.uk/corporate-information/placements-and-study-abroad-programmes-safety-standard

www.bath.ac.uk/quides/overseas-travel-safety-guidance

Department safety

You **must** attend a Safety induction **BEFORE** starting any work in a COSHH regulated area. You will then be given a copy of the latest Departmental Safety Manual which you are required to read. You must complete **Form A** (see 4.3) and return it to Dev Agarwal, the Health & Safety coordinator. A register of all attendees will be kept in the department.

Your induction will cover Fire and Chemical Safety. This will involve a presentation (including watching some videos) by the Departmental Health and Safety Officer.

A full copy of the Department of Chemistry Safety Manual can be requested from the Department Safety Officer at any time. This information is also available via the internet

<https://wiki.bath.ac.uk/display/chemistrysafety/Chemistry+Safety+Home>

Any issues of concern with respect to Health and Safety should be raised with the Faculty of Science Safety Coordinator, Dev Agarwal (G.Agarwal@bath.ac.uk) and any concerns should be directed to Dev Agarwal or to Francesca Guiso Gallisai.

Important: All new CSCT postgraduates **MUST** attend the **Safety Induction** on Monday 24th September 2018 (14:15 in room 5 West 2.1) before starting any experimental work.

Students will be informed about which personal safety sessions they need to attend.

You will be required to submit a signed 'FORM U' confirming that you have attended a safety induction.

DEPARTMENT OF CHEMISTRY

I have received and read a copy of the SAFETY GUIDELINES which covers my activities in the University and undertake to work to the standards and guidance it contains.

Name (caps)

Status: MRes Student

Signature

Date

This declaration should be signed, dated and kept for your records.

(The loose copy in your Induction Pack should be signed and returned to the Director of Studies)