

MSc Chemistry for Drug Discovery

**POSTGRADUATE TAUGHT
STUDENT HANDBOOK**

Department of Chemistry

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1 Welcome to the Faculty of Science



Welcome to the Faculty of Science at the University of Bath. I am 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. But 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 Faculty of Science Graduate School is 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 the Graduate School team and to network with your peers. I look forward to meeting you all in the coming weeks.

Prof Sue Wonnacott, Associate Dean for Graduate Studies

1.1 The Faculty of Science Graduate School

There are 6 departments within the Faculty of Science – Biology and Biochemistry, Chemistry, Computer Science, Mathematical Science, Pharmacy and Pharmacology, and Physics. The Graduate School is the home for all postgraduate students engaged in research or taking taught Masters courses within the life sciences, physical sciences and mathematics. The Faculty has several interdisciplinary Research Centres, including the Centre for Extremophile Research (CER); the Centre for Mathematical Biology (CMB), the Centre for Regenerative Medicine (CRM) and Bath Institute for Complex Systems (BICS). These Centres foster cross-discipline interactions, both within and beyond the Faculty of Science, and support interdisciplinary postgraduate training programmes.

Role of the Graduate School

The Graduate School is responsible for supporting postgraduate students throughout their lifecycle at the University, from admission, through progression stages to submission and completion. It also provides a forum for formal and informal interdisciplinary exchanges, offering both academic and social activities. Generic skills training courses are provided by the Graduate Centre via the Graduate School.

Staff in the Graduate School

Location: Wessex House 3.33

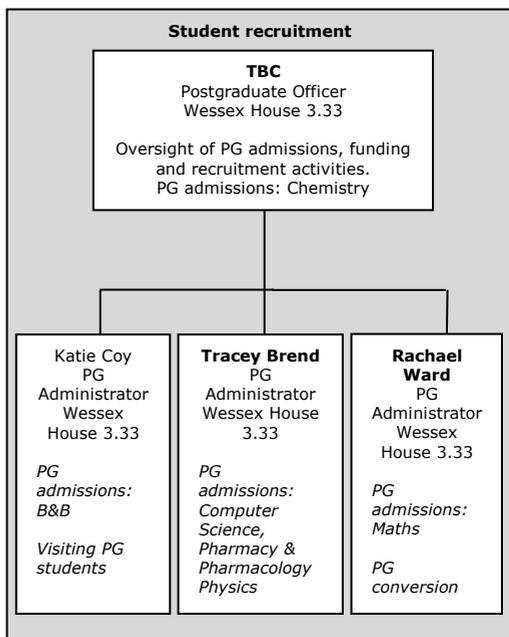
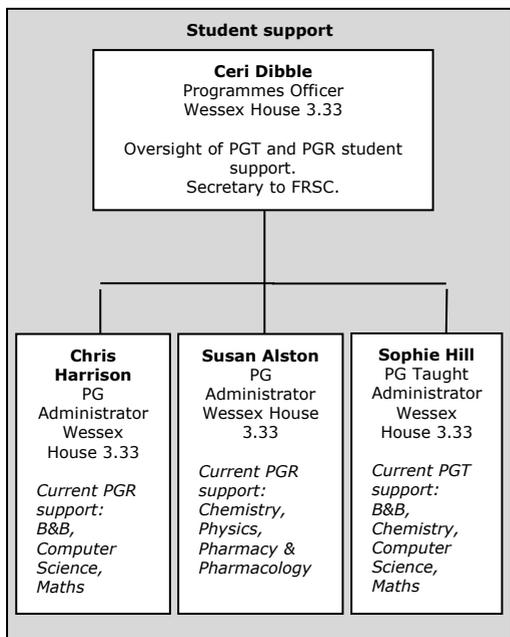
Website: <http://www.bath.ac.uk/science/graduate-school/contact/>

Email: fac-sci-gs-admin@bath.ac.uk

Tel: +44 (0)1225 38 3410 (internal ext 3410)

Professor Sue Wonnacott
Associate Dean for Graduate Studies
4 South 0.44

Simon Gane
Graduate School Manager
Wessex House 3.35



2 Welcome to the Department of Chemistry

This course booklet contains general information regarding study in the Department of Chemistry and in the University of Bath and also relevant information to your year of study. You will need to consult this booklet throughout the year so please keep it in a safe place. It contains details of the teaching programme and examination procedures. If you have any questions regarding procedural or other aspects of the course, please look in this handbook first – you may well find the information you need.

In addition, a lot of the more changeable information is located on the Department's webpages and Moodle site, as well as the unit information that is stored on the SAMIS database.

<http://www.bath.ac.uk/chemistry/>

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

https://www.bath.ac.uk/samis/urd/sits.urd/run/siw_lgn

2.1 The Department

The Department of Chemistry at Bath is a highly successful and expanding department which carries out internationally recognised research in many areas of chemical sciences.

A research building (opened in 2000) and teaching building (opened in 2003) plus state-of-the-art laboratories and equipment make Bath a first choice for many people looking to pursue graduate studies in the general area of Chemistry in the U.K. Currently there are 32 full-time members of staff. We are a young department - the average age of academic staff is just 40. There are over 100 postgraduate students and this number is set to greatly expand in the coming years.

2.2 Who's Who in the Department

The directory of staff names and room numbers is located in the Foyer of the Chemistry Building, 1 South. A full list of staff in the Department of Chemistry is also available on the web at

<http://www.bath.ac.uk/chemistry/contacts/>

However, some of the key staff are:

Head of Department	Professor Chris Frost
Deputy Head of Department	Professor Jonathan Williams
MSc Director of Studies	Dr Stephen Flower
Departmental Coordinators	Shula Dennard and Kate Remington

It is the job of the staff in the Department and the Graduate School to ensure that the programme runs smoothly. Inevitably, there are problems from time to time and you should feel free to come and ask if you have questions or concerns regarding your course. Each of the units you study will have a coordinator who should be able to answer specific queries for the unit. Questions regarding the organisation or operation of the unit should be addressed, in the first instance, to the appropriate lecturer.

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.

2.3 Research Areas of the Department

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 Doctoral Training Centre 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.

Physical Chemistry

Solar cell research, electrochemistry, laser optical and microwave methods, LB films, biomimetic functional thin films, nanoscale & hierarchically structured materials and self-assembly, polymer-surfactant interactions, DNA electrochemistry, new polymer synthesis and sonochemistry, studies of protein-protein and enzyme binding, heterogeneous catalysis, materials for biofuel production.

Inorganic Chemistry

Catalysis, novel organometallic synthesis, hydrogen bond interactions, supramolecular coordination chemistry, bio-inorganic chemistry, X-ray crystallography and powder diffraction, synthesis of MOFCD precursors, transition metal chemistry, organometallic polymers, clusters and nanomaterials.

Organic Chemistry

Asymmetric synthesis, development of transition metals and enzymes as catalysts, asymmetric catalysis, biomimetic catalysis, bioorganic chemistry, antibody engineering, molecular evolution, enantioselective synthesis of amino acids, supramolecular chemistry, molecular sensor design, natural product synthesis, anti-cancer and anti-biotic drug synthesis.

Computational Chemistry

Computer simulation of crystal growth, zeolite structures and minerals, studies of transition states of reactions, simulations of oxide materials for fuel cells and ceramic membranes and intercalation materials for lithium batteries.

Facilities and equipment

The department has state-of-the-art laboratories and first class research facilities including:

- Atomic force and scanning tunnelling microscopes
- Surface plasmon resonance and surface plasmon enhanced fluorescence
- Mass spectroscopy suite
- Four NMR instruments (250, 300, 400 and 500 MHz)
- Extensive single crystal and powder diffraction facilities
- Small angle X-ray scattering instrumentation
- High power molecular modelling facilities
- Modern electrochemical instrumentation
- State-of-the-art laser optics
- Peptide synthesiser
- Fully equipped hazards-high pressure lab
- Raman, UV - Vis, FTIR and fluorescence spectrometers

International and Industrial links

The Department has international links with countries including Germany, Sweden, the Netherlands, Switzerland, USA, Japan, China, Sri Lanka, France, Spain, Ireland, Malta, Australia and New Zealand.

There are industrial links with companies including Unipath Ltd, National Physical Laboratory, Molecular Sensing plc, EpiChem, Unilever, Pilkington, Johnson Matthey, GlaxoSmithKline, Pfizer and Astra Zeneca.

3 Resources

3.1 Communications

The primary point of contact for students on taught Masters courses is the **Graduate School**, which is responsible for overseeing the postgraduate student journey, from admission through to graduation. 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. If in doubt, please call the Graduate School office on 01225 383410 and we will advise.

Graduate School Office

The Graduate School administrative office (WH3.33) is open at the following times:

Monday to Thursday	9.00 am to 5.20 pm
Friday	9.00 am to 5.10 pm

Department Office

The Department of Chemistry Main Office/Reception (4 South hub) is open at the following times:

Monday to Thursday	9.00 am to 5.20 pm
Friday	9.00 am to 5.10 pm

Noticeboards

Probably the most important sources of information on a weekly basis are the noticeboards on the first floor of the Chemistry Teaching building, 3 South. Important and urgent information (such as Examination timetables) will be posted here. The 'pigeon holes' through which your mail and other messages will be distributed are also in this area of 3 South. 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.

Email and Moodle

You will be given a University username and password to enable you to access the computer network for email and other computing services, including World Wide Web access and the Moodle virtual learning environment. We make extensive use of these forms of communication (including using some computer based learning activities). You will need to get into the habit of regularly checking your email for messages. Your tutors and lecturers will use email to tell you about times for meetings as well as any lectures or workshops which have to be rearranged at short notice. Note that we will only use your university address, not any other account that you may have with a different ISP.

3.2 Computing Resources

Within the Department of Chemistry, a number of the laboratories within 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.

4 Health and safety

4.1 Safety guidelines

In an emergency

If you discover a fire (or other emergency situation):

Break glass of nearest fire call point to summon fire brigade and sound alarm

Attack the fire, if possible, using fire extinguishers provided, but without taking personal risks.

If you hear the alarm bell:

Leave building by nearest available route.

Move away from building and go to the assembly point in front of 6WS (marked on location plan of fire action notice)

Close windows and doors, but leave the lights on. Do not collect personal belongings, but evacuate the building in an orderly manner by the nearest exit. **Do not use the lift.**

In an emergency the senior person present must take charge

This section is intended to provide guidance on safety in the conduct of work in the Department of Chemistry. It is intended for the information of students, working either in the teaching laboratories or in research laboratories as part of a project. It contains only those aspects of safety guidelines relating to these activities; 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>

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 Dr Robyn Bott, 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.

Initial queries concerning safety should be directed to your laboratory / project supervisor (as appropriate). Alternatively, you can contact the University Safety Health & Environment Office for guidance and advice on any aspect of safety at any time (WH 3.12, tel. 6923).

Mandatory Courses

Important: All new postgraduates **MUST** attend the **Safety Induction** on Monday 26th September 2016 (14:15 in room 1S 0.01) before starting any experimental work.

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

4.2 Health and safety policy

The University's Health and Safety Policy is available at <http://www.bath.ac.uk/hr/hrdocuments/staying-safe-well/policies/statement-intent.pdf>

It is also displayed throughout the campus. Staff within the University Health, Safety and Environment Service (WH3.6) monitor the health and safety performance of the University and provide professional advice on health and safety issues.

Further information

<http://www.bath.ac.uk/hr/stayingsafewell/index.html> or email uhse@lists.bath.ac.uk.

Current University policy and guidance on fieldwork: <http://www.bath.ac.uk/hr/hrdocuments/staying-safe-well/policies/working-off-site.pdf>

Department of Chemistry Safety Policy

In agreement with the University Health and Safety Policy the Department of Chemistry considers that high standards of health and safety are of paramount importance.

The Department views compliance with legal requirements as the minimum acceptable health and safety standard.

The Department is committed to the planning, review and development of health and safety arrangements in order to achieve a continual improvement in performance. Audits examining compliance with the legal requirements and with Department Safety Policy concerning health and safety at work are carried out by the University Safety Office (external) and by members of the Department Safety Committee (internal) at regular intervals.

The Head of Department has overall responsibility for health and safety. Academic Staff Members, as Supervisors, as Teaching Laboratory Organisers and Academic Demonstrators of students, are responsible for

all matters relating to the health and safety at work of students in their care.

The Safety Officer, along with a Safety Committee, assist the Head of Department in the formation, implementation and development of safety policy. The membership of the safety committee is posted on the Safety noticeboard. The role of Departmental Safety Officer is currently being filled by Kevin Smith from the Department of Pharmacy, on a temporary basis. A permanent safety officer for chemistry will be recruited soon. Any queries about safety should be directed to your supervisor in the first instance.

The Department expects all staff, students and others working in the Department to adopt a positive attitude to health and safety issues.

Everybody working in the Department must:

- (i) comply with appropriate legal requirements and University requirements as laid down in the publications that make up University Safety Manual and the Department Safety manual.
- (ii) take reasonable care for their health and safety and that of others exposed to their activities;
- (iii) inform the Safety Officer of any situations that, within the limits of their competence, they consider could give rise to serious or imminent danger or shortcomings in safety arrangements.
- (iv) report any accidents or dangerous incidents to the Technical Manager - forms are available for this purpose (from the Technical Manager). The aim of this procedure is to prevent recurrence of the accident and to prevent any dangerous incident actually causing harm. Accidents can also be reported directly to the University Safety Unit by phone, fax, email or in person.

The Department will make available the necessary financial and physical resources necessary to meet the health and safety requirements.

Information on health and safety is communicated to people working in the Department through various sources including the web, notices at the

site of operation and the Safety noticeboard (located outside of room 0.18).

Section 2 - Safety responsibilities

Head of Department (Prof. Chris Frost): The Head of Department has ultimate responsibility for all aspects of health and safety within the Department.

Health and Safety Officer: The Faculty of Science Health & Safety co-ordinator is Robyn Bott, who can be contacted at r.bott@bath.ac.uk.

Academic supervisors: Academic supervisors are responsible for:

- (i) Maintaining a safe working environment and providing such supervision as is necessary to ensure the health and safety of all personnel within their area of supervision. This will require the presence of at least one academic (or person of similar experience) in the laboratory during practical classes.
- (ii) Ensuring that all activities have written COSHH and risk assessments; these must include the hazards associated with the setting up of the experiment and the disposal of waste residues. The assessments must be available for inspection within the laboratory.
- (iii) Ensuring that the laboratory script has adequate safety warnings and that these are reinforced during the pre-laboratory talk.
- (iv) Ensuring that all demonstrators have adequate safety training.

Students: Students are responsible for their own safety and of others working with them.

They must not start any practical work until they have read, understood and signed the safety information at the beginning of each experiment.

All practical work must be supervised by an academic.

Laboratory coats and safety spectacles must be worn at all times in the laboratories.

You also need to be aware in advance of the hazards associated with the particular materials used in each experiment that you undertake. These are listed immediately before the detailed instructions for each experiment. You must read and understand this cautionary information, sign your information sheet to confirm that you have read it and have it counter-signed by a Demonstrator before starting an experiment. The information provided also includes advice as to the action to be taken in the event of an accident involving a chemical.

Unauthorised experiments are strictly forbidden.

To emphasise, by law, whilst working in the laboratory, it is your responsibility to take reasonable care for your own health and safety and for that of others in the laboratory,

Section 3 – Personal safety

Eating, drinking or smoking

Smoking is forbidden in all buildings. Eating and drinking is only permitted in designated areas, such as the rest areas around the stairwell in 3 South. Do not take lab coats into these clean areas.

Protective clothing

Safety glasses: Have a pair of safety glasses which you can wear in comfort and use them in all designated areas and whenever you are handling chemicals, glass vacuum or pressure apparatus and equipment with moving parts.

Laboratory coats: Wearing a lab coat can give considerable protection against splashed chemicals and flash burns. You are strongly advised to wear one (fastened) and to keep it clean. The wearing of a lab coat may be a necessary part of some COSHH assessments.

During practical classes, safety glasses and lab coats must be worn at all times. If you do not conform you will be asked to leave the laboratory.

Protective gloves: Disposable gloves give short-term protection against most chemicals and are available in all teaching laboratories.

Leaving the laboratory

If you are about to leave the laboratory it is your responsibility to check that the risk of a dangerous incident occurring is as low as possible. Above all:

- Make sure your work area is left clean and tidy
- Take responsibility for the cleanliness of communal areas you have used (fume cupboards, balance area)
- Make sure you have not left electrical equipment switched on or water running

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: MSc / MRes Student (*please circle*)

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)**

5 Your Programme

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. 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 100 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.

For further information on Assessment Regulations, please look at section 6 of this handbook or go to <http://www.bath.ac.uk/registry/nfa/nfaar-pgt.pdf>

5.1 Aims and learning outcomes

MSc

The aim of the course is to provide experience and training in the chemical aspects of the drug discovery process, and involves a combination of lecture-based units, research training and a research project. The course is ideal for someone considering a career in the pharmaceutical industry, or as a stepping stone to a PhD in a related area. Including both core and optional units, topics studied include chemistry of the cell, drug properties and the synthesis of medicinal compounds. The research training allows students to gain experience in practical chemistry and in manipulating spectroscopic data. Research projects are possible in a wide range of areas including organic synthesis, biomaterials, development of sensors and computational simulations.

5.2 Structure of the Programme

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/2016-2017/ch/ch-proglist-pg.html>

MSc

The MSc programme includes a mix of taught units, professional training and training in laboratory skills with the aim of specialisation in an area related to medicinal chemistry.

The core units provide a general introduction to the drug discovery process. 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.

Students are required to attend the regular Tuesday external seminars. 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.

Successful completion of the Semester 1 and Semester 2 material (60 credits) will allow the student to graduate with a Diploma.

5.3 Units and unit choices

All courses at the University of Bath consist of Programmes of Study. Programmes consist of a number of units – some mandatory, some optional – each of which carries a credit rating. For the MSc you need to gain 90 credits over the course of the year.

All syllabus details are available on the web:

<http://www.bath.ac.uk/catalogues/>

There is an opportunity for students to select their units online before the start of term.

New full-time taught postgraduate students will be able to select units at the beginning of the academic year. For new students commencing their studies in 2016/17 the system for choosing units on-line will be available **10.15am on Thursday 29 September 2016 to 5pm on Wednesday 5 October 2016** (note that the system will be unavailable between 08:00 and 10:15 each day).

You will be required to choose all of your semester 1 and 2 units during this period (60 taught credits in total). If you need to change any semester 1 units after Wednesday 5th October please speak to your Director of Studies in the first instance. You should then contact the Graduate School by email with the details of the units to be changed, making sure to copy the Director of Studies in. Please note that this may take a few days to take effect as units can fill up quickly so extra space may need to be organised for you. Changes to semester 2 units should also be referred to the Director of Studies in as per semester 1. These changes should take place no later than the second week of February.

Further guidance about unit choices is available on the website.

Change of Unit Choice

If you wish to make changes to the optional units you have chosen for the current academic year you must request form CC FORM B (Change of unit) from the Science Graduate School and discuss it with the Director of Studies.

5.4 Unit choices for the MSc in Drug Discovery

MSc

Semester 1

Mandatory units:

CH50100	Postgraduate training module	6 Credits
CH50102	Advanced group work in practical chemistry	6 Credits
CH50198	Chemistry of the cell	6 Credits

Optional Units: Select a minimum of 6 and a maximum of 9 credits from the following list:

CH40098	Techniques in drug discovery	3 Credits
CH40206	Topics in organic chemistry II	3 Credits
CH40209	Blockbuster drugs	3 Credits

Semester 2

Mandatory units:

CH20160	Major therapeutic areas	6 Credits
CH40210	Future of drug discovery	3 Credits
CH50199	The chemistry of physiology and drug properties	6 Credits
CH50200	Preparation for research project	12 Credits

Optional Units: Select a minimum of 3 and a maximum of 6 credits from the following list:

CH40037	Synthesis of medicinal compounds	3 Credits
CH40230	DNA in the modern world	3 Credits
CH40068	Physical organic chemistry	3 Credits
CH40086	Inorganic chemistry in biological systems	3 Credits
CH40211	Chemistry beyond the molecule	3 Credits
CH40219	Organic and inorganic aspects of homogeneous catalysis	3 Credits
PA40155	Research topics in natural products	6 Credits

Dissertation Period

CH50201	Masters research project	30 Credits
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5.5 Project work

MSc - project

In addition to the laboratory based unit in semester 1 (CH50102, *Advanced group work in practical chemistry*), students will carry out a literature based project in semester 2 (CH50200, *Preparation for research project*) and a long project over the summer. Information about the projects and details of how to make your choice will be made available and students are encouraged to talk directly with members of the academic staff for further information. The Department will endeavour to satisfy student preferences but, owing to pressure upon available resources, there is no guarantee that you will be allocated your first-choice project. You must attend the safety induction before starting laboratory work.

Your research project work is worth a large proportion of credit and students are expected to work on this for five days a week over the summer. Remember this time allocation needs to cover all aspects of your work:- practical, preparation time, background reading, preparation

of assessments etc. The precise distribution of time should be discussed with your supervisor.

Your supervisors will be issued with accounting codes against which any approved expenditure incurred for the project should be charged. This must be agreed in advance with your supervisor. Included in this sum is an amount to cover preparation and copying of your final report etc. The department will meet the cost of report binding etc.

The research project will be assessed by a written report and an oral presentation. The report will be assessed by the supervisor and two assessors, and the student also examined viva voce by the assessors. In addition, the supervisor will formally evaluate the laboratory work with respect to its effectiveness.

5.6 Laboratory attendance procedures

The following rules apply to all chemistry practical classes. In the case of postgraduate students, they refer specifically to the unit CH50102 (*Advanced group work in practical chemistry*).

1. Attendance at practical classes is compulsory for all students, and you are expected to complete 100% of all assessed experiments.
2. If you miss a practical class, you may be able to make up the work in the remaining sessions left. If this is not possible there will be 2 days of 'make up' labs at the end of each semester where you have an opportunity to catch up missed experiments. These generally take place during the examination period. In the event of examination clashes these may be moved to other days during the university assessment period.

In order to be eligible for these make-up sessions you **must** submit an electronic lab absence form for each day missed. The form is available on the Department's Moodle site.

3. As there are only 2 days of make-up labs at the end of each semester, this will clearly limit the number of experiments you can catch up during each semester. If you fail to carry out all experiments missed in Semester 1 during the make-up labs then you can use those in Semester 2 as well.

4. Make up labs are designed for genuine reasons for absence only, e.g. illness, family emergency, attending interviews, or a sports event where you are representing at university level. You may be asked to provide supporting evidence; particularly if multiple labs are missed.
5. If practical classes have been missed and not caught up during the make-up labs, this will normally result in the failure of the unit.
6. In the event that genuine mitigating circumstances mean that you have been unable to complete 100% of all assessed experiments, the Director of Studies may allow a resit of the lab during the supplementary assessment period (16 August to 25 August 2017) You may need to supply supporting evidence.

5.7 Timetable and key dates

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 program 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.

You can check the timetabling information for units and programmes as well as the academic year dates by accessing the webpage at <http://www.bath.ac.uk/timetable/>

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

5.8 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 read and understood the entry in the Student Handbook for the Department of CHEMISTRY on Cheating and Plagiarism and that all material in this assignment is my own work, except where I have indicated with appropriate references. I agree that, in line with Regulation 15.3(e), if requested I will submit an electronic copy of this work for submission to a Plagiarism Detection Service for quality assurance purposes.

Student Name: _____ (*please print*)

Student Signature: _____ Date: _____

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

6 Assessment

Important information

For full details of the NFAAR-PGT, visit:

www.bath.ac.uk/registry/nfa/index.htm

For information relating to your programme, visit:

<http://www.bath.ac.uk/catalogues/>

This section summarises the University's assessment framework for the type of programme you are undertaking. It explains the regulations that govern assessment and outlines how the University makes decisions concerning students' progression through their programme and awards. Complete information is available in the NFAAR-PGT document.

The New Framework for Assessment: Assessment Regulations

The New Framework for Assessment: Assessment Regulations (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.

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.

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

6.1 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 *Your MSc Programme* section (section 4) earlier in this Handbook shows the structure of your programme.

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

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.

MSc

- 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.

6.2 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 2016-17 academic year, this period will be 16 August to 25 August 2017. Each unit’s method of supplementary assessment is shown in the Unit catalogue on the web.

As 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 for a mathematics or statistics unit, supplementary (also referred to as mandatory extra work) takes the form of having to resit the same examination that the student failed, except that ALL questions must be submitted. In such cases the pass mark is 70% and a mark below 60% is considered a bad fail. For units administered by other departments, please check with the relevant department.

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).

6.3 Feedback to students on assessment

Policy on Feedback on Assessed Work 2016-17

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 proactive 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.

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.

6.4 External examiners

The University attaches great importance to the role of External Examiners as a key means of assuring that academic standards are at an appropriate level, comparable to those of other higher education institutions and that assessment processes are rigorous and fair. External examiners also make a valuable contribution to the enhancement of programmes.

It is inappropriate for students to make direct contact with External Examiners, in particular regarding their individual performance in

assessments. The sections of this Handbook on “Procedures for Academic Reviews (Appeals)” and “Dealing with a Problem Involving the University/Complaints” explain what to do if you are dissatisfied in this respect and are considering a formal or informal complaint or appeal. The section on “Student Representation” sets out how students can engage formally with the quality management process through which institutions consider and respond to External Examiners’ comments and suggestions.

You can read the latest External Examiner’s report for your programme at www.bath.ac.uk/quality/externalinput/external-examiners-reports.bho/index.html

6.5 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.

6.6 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.

6.7 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 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.

Definitions of IMCs can be found in "What are Individual Mitigating Circumstances?"

www.bath.ac.uk/registry/imc/documents/what-are-imcs.pdf

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 Student Disability Advice Team (www.bath.ac.uk/groups/disability-service/) or the Students' Union Advice and Representation Centre (www.bathstudent.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.

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

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

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

6.8 Academic integrity training and test

All students registered on an award at the University are required to undertake training and a test aimed at providing a common baseline of knowledge and understanding of good academic writing practice. This includes an understanding of plagiarism and other assessment offences, and the skills necessary to reference your work appropriately.

You will find an online tutorial and test, for this purpose, on Moodle at <http://moodle.bath.ac.uk/>.

Once you have accessed Moodle using your username and password, clicking on the link entitled Academic Integrity Initiative will take you to the training module and test. The training can also be accessed directly at <http://www.bath.ac.uk/learningandteaching/BathEpigeum/epigeum2011.bho/index.html>

If you do not have access to your own Department / School's online test in Moodle, please contact your Programme Administrator via your Faculty / School Office.

When you have completed the training tutorial – perhaps a couple of times - and are confident that you have understood it, you should undertake the mandatory test of understanding.

Your Director of Studies will inform you about the arrangements for the training and the test. To pass the test you will need to achieve a mark of 85%.

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 via the Student Skills site - www.bath.ac.uk/students/support/academic/index.html - or as required by your Director of Studies, and then re-take the test.

You can take the test as many times as necessary until you pass.

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.

Once you have passed the test it will be assumed that you understand the concept of plagiarism and its consequences. Therefore, after this point, if you are found to have plagiarised in your work, you will not be able to claim ignorance of plagiarism or its consequences in mitigation.

Further information

Academic integrity:

www.bath.ac.uk/students/support/academic/academic-integrity/index.html

6.9 Referencing, Plagiarism and Cheating

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

There are several acceptable methods of referencing material. Examples include the Harvard system and the Numeric system. Ask your Director of Studies or Personal Tutor for further information and advice on the referencing system used on your programme.

Guidance concerning referencing and plagiarism is available from several sources, in addition to staff in the Department. They include:

- online student support and resources at:
www.bath.ac.uk/students/support/academic/academic-integrity/index.html
- the Library at: www.bath.ac.uk/library/infoskills/referencing-plagiarism/ and courses run by library staff
- the Students' Union Skills Training programme:
www.bathstudent.com/skills-training/
- courses delivered by the Academic Skills Centre: www.bath.ac.uk/asc

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 (as discussed above)
- self-plagiarism (duplication of one's own work, as discussed 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 QA 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. 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 when your case is being examined.

6.10 Procedure for Academic Appeals

Students wishing to submit a request for an academic appeal should refer to Regulation 17 (Conduct of Student Academic Appeals and Reviews): www.bath.ac.uk/regulations/Regulation17.pdf

You are also strongly advised to read the online guidance provided by the Academic Registry: www.bath.ac.uk/registry/appeals
Independent advice about academic appeals is offered by the Students' Union Advice and Representation Centre: www.bathstudent.com/advice

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

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

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

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

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

www.bath.ac.uk/registry/appeals

Student Complaints are dealt with under separate procedures: www.bath.ac.uk/regulations/Appendix1.pdf

If you are uncertain as to whether your concerns are a potential academic appeal or a student complaint, please refer to the guidance at: www.bath.ac.uk/students/support/complaints/index.html

6.11 How your programme is reviewed and monitored

The University has a number of mechanisms for ensuring that its programmes remain up-to-date, issues are dealt with and enhancements made. All programmes are monitored on an annual basis through Unit and Programme monitoring. Such reports are shared with students normally through the SSLC. We also expect departments to conduct a review of their programmes every five years through a Degree Scheme Review (DSR). Students are part of DSRs both as a reviewer and in giving their views on the programme.

Further Information

QA51 Annual Monitoring of Units and Programmes:
<http://www.bath.ac.uk/quality/documents/QA51.pdf>

7 Getting the most out of your studies

7.1 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.

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

7.2 Personal tutor system

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

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

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

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

Further information

7.3 Academic study skills support and development

The University provides a broad range of opportunities to help you enhance your academic, study and communication skills so that you can achieve the best results from your academic study and prepare for your future career. This provision is free of charge and open to all University of Bath students. It includes:

- subject-specific academic study skills support as part of your academic programme
- an Academic Skills Programme available to all students at all levels, including classes in:
 - academic writing
 - critical reading
 - presentation skills
 - seminar skills
- one-to-one tutorials and writing workshops through the Writing Centre
- online self-study resources
- courses to enhance English language proficiency for non-native speakers
- foreign language classes through the Foreign Languages Centre (FLC)
- self-access language practice through the Self Access Language Centre (SALC)
- academic integrity (how to avoid plagiarism)
- mathematics and statistics support through the Mathematics Resources Centre (MASH)
- information and referencing skills through the Library
- Students' Union Skills Training Programme
- IT skills through Computing Services
- employability skills, including CV writing and interview techniques, through the Careers Service.

Further information

You can find out more about the support we offer to help you study effectively and make the most of your time here by visiting: www.bath.ac.uk/students/support/academic/index.html

- Academic Skills Programme: <http://www.bath.ac.uk/asc/for-current-students/index.html>
- Writing Centre: www.bath.ac.uk/asc/writing-centre/
- Foreign Languages Centre: Students' Union Skills Training programme: www.bathstudent.com/skills-training/
- www.bath.ac.uk/students/support/academic/languages/index.html

- Self-Access Language Centre: www.bath.ac.uk/salc/
- Mathematics Resources Centre: www.bath.ac.uk/study/mash/
- Library: www.bath.ac.uk/library/
- Computing Services: <http://go.bath.ac.uk/computing-services>
- Careers Service: www.bath.ac.uk/students/careers/

7.4 Building on your skills using Personal Development Planning

Personal Development Planning (PDP) is a process of recording and reflecting on your skills and experience which will help you to plan for your personal, educational, and career development. The University provides information and tools to guide you through the process.

Further information

<http://www.bath.ac.uk/learningandteaching/enhance-learning-experiences/personal-development-planning.html>

7.5 Recognition for extra-curricular activities: The Bath Award

Personal Development Planning (PDP) is an important element of The Bath Award. The Bath Award recognises and accredits the skills and achievements of students engaged in all types of extra-curricular activities. It operates alongside your degree programme and aims to capture the extra-curricular achievements at University that you will find valuable in your future life and career.

Further information

www.bathstudent.com/bathaward/

7.6 The Library

The Library is open 24 hours a day and provides print and electronic materials and information services to support study and research across the University. It houses over 520 networked workstations, wireless networking and laptop docking points and provides areas for both quiet individual study and group work. The Library's copy and print service includes black and white and colour photocopying, laser printing and scanning. Charges are kept as low as possible.

Information specialists, known as Subject Librarians (see the Department's Library resources page below), are responsible for services to individual Departments and Schools. They provide individual help to students and staff, as well as teaching information skills. 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, please see www.bath.ac.uk/library/

7.7 Computing facilities and IT skills

You will have been issued with a unique username and password to register online. This forms your email address (username@bath.ac.uk) and once registered, you can use one of the thousand or so Computing Services student access workstations anywhere on campus. These enable you to use email, the internet, file storage, Office programs such as word processing and often give access to the more complex software used on your programme. All computers print to photocopiers in the Library and around the campus, for which there is a charge per page.

With your username and password you can also register your own laptop, smartphone or similar for connection to the campus wireless network (which covers communal areas, the Library, cafés and similar) or to around 150 student docking ports.

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

Tutorials and FAQs are provided in the self-help section.

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

The IT shop in the Library stocks popular products such as academic software, DVDs, network cables and headsets. You can order many further

IT products through the shop. Prices are often lower than in high street shops.

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

Accessing university email

The University will often communicate with you about a range of important matters including registration, unit-enrolment, assessment, and degree ceremonies, and matters such as tuition fees, via your University email account. So that you do not miss out on (and as a consequence fail to act on) important information, it is a University Regulation requirement (Regulation 1.3) that you access your University email account regularly, even if you are out on placement or study abroad. **You therefore have a responsibility to ensure that your University email account can receive incoming mail and that you read your email regularly.**

Further information

Computing Services: <http://go.bath.ac.uk/computing-services>

E-learning: www.bath.ac.uk/e-learning/

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

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

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

Computing Services Twitter Feed: @UniofBathIT

8 Student Representation

8.1 Feeding back your views to the University

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

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

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

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

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

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

For each unit you have studied, you will be asked to complete a short online unit evaluation. 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. Reports of unit evaluations are uploaded to Moodle for you to see. 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 action plans developed in response to the issues raised.

Your feedback is important to both the University and the Students' Union. Please keep telling us what is going well and what needs to get better. We will communicate how your comments on your units and programme, and the wider student experience, have been acted upon. The Students' Union has an initiative called Ideas to Action which you can use to put forward ideas to improve your Students' Union or the University, and enables you to work with the Students' Union on the changes you want to see. The Ideas to Action web page (www.bathstudent.com/ideastoaction/) provides more information.

8.2 Student Representatives

As a student of the University you are automatically a member of the Students' Union (although you have a right to opt out - see section below on Students' Union Membership). Officers of the Students' Union represent students' interests on University decision-making bodies. In addition, numerous elected student representatives play important roles on various Departmental, Faculty/School and University committees. All student representatives are elected through Students' Union online elections.

There are many opportunities for elected student representatives. If you are elected by fellow students 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:

Departmental level:	<p>Each Department has at least one Departmental SSLC. These comprise six or more elected student members, known as Academic Reps, and an equal or smaller number of staff members. Academic Reps are elected at the beginning of every year through online elections. Their role involves collecting the views of the students on their programme and attending SSLCs where they represent these views to their Department.</p> <p>Each SSLC produces an Annual Overview Report briefly outlining their work and highlighting good practice, the key themes explored and the actions that have been taken as a result. The Students' Union reviews all these reports and prepares a summary report for the University highlighting issues which need to be addressed by the institution as a whole.</p> <p>There is also provision for student membership of the Department Learning, Teaching and Quality Committee: normally one undergraduate and one postgraduate (taught) representative.</p> <p>Academic Reps attend the Academic Council, as well as Faculty / School Forums, of the Students' Union. These meet, alternatively, every three weeks during semester</p>
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	<p>time in order to:</p> <ul style="list-style-type: none"> • keep Students' Union Officers and fellow Academic Reps informed of academic developments throughout the University • discuss common problems and interests affecting Departments • gather student opinions and views to be used by the University and the Students' Union • update Academic Reps on key issues. <p>Do feel free to approach your student Academic Reps at any time to inform them of good practice or areas for enhancement in your units and programme. This is normally the person who represents your year or degree scheme on the Departmental SSLC.</p>
<p>Faculty/ School level:</p>	<p>Four student representatives (two undergraduates, one postgraduate taught and one postgraduate research) are elected as Faculty Reps to sit on a number of Faculty/School level committees such as the Faculty/School Board of Studies, Learning and Teaching Quality Committees, and Research Students Committees. The Board makes most decisions in relation to teaching and research and reports to Senate. The Faculty/School Learning, Teaching and Quality Committee considers all matters relating to taught programmes across the Departments within the Faculty and makes recommendations to the Faculty/School Board of Studies. Faculty Reps are also members of the Students' Union Academic Exec Committee.</p>
<p>University level:</p>	<p>University committees with student representation include the Council/Senate/Students' Union; the University Learning, Teaching and Quality Committee; University Research Students' Committee; the Programmes and Partnership Approval Committee and Senate.</p>

If you are interested in representing student views at Faculty/School or University level, please contact the Students' Union: academicreps@bath.ac.uk

8.3 Students' Union Membership

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

8.4 Student Welfare 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 Resident Tutor 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 Representation Centre in the Students' Union.

Student Services

Student Services can provide advice and support on a range of issues including disability, money advice, counselling and mental health, and visa queries. The Resident Tutors are also based in the Roper Centre. Individual appointments and 'drop-in' sessions are available.

Student Services can also provide letters confirming student status for a variety of purposes, which can be requested by logging on to Registration online: www.bath.ac.uk/registration-on-line/

The Roper Student Services Centre in 4 West is open from 9.30am to 4.30pm throughout the year (10am to 4pm in vacations), tel: 01225 385538.

The Helpdesk can also be contacted via the Student Services Helpdesk tab on your personal student record 'SAMIS' page or by email: studentservices@bath.ac.uk.

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

The Students' Union Advice and Representation Centre

The Students' Union Advice and Representation Centre provides information for students on a range of topics affecting their education and welfare, including advice for students wanting to submit individual mitigating circumstances claims or to change their programme, or experiencing problems with their programme. The staff in the Advice and Representation Centre also offer support, information and representation at academic appeals, academic misconduct and disciplinary hearings, and information and advice on a wide range of issues which affect students including housing and welfare issues.

The Students' Union Advice and Representation Centre is open Monday to Friday 9am to 5pm in term time (from 10am on Fridays) and 10am to 4pm during vacations; tel: 01225 386906, email: suadvice@bath.ac.uk

The Advice and Representation Centre also supports the Diversity and Support groups – details of which can be found at: www.bathstudent.com/advice/student-groups/

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: www.bathstudent.com/report-an-incident/

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

Further information and contacts

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

This includes essential information on medical services and security and other facilities such as the Chaplaincy.

8.5 International Student Advice

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

appointments can be made through the Helpdesk in The Roper Student Services Centre, 4 West.

Further information

www.bath.ac.uk/groups/student-immigration-service/

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

Further information

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

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

9 General information

9.1 The Academic year 2016-17

Semester 1

Event	Dates
New student arrivals	Saturday 24 September 2016 - Sunday 25 September 2016
Induction and Freshers' Week	Monday 26 September 2016 - Sunday 2 October 2016
Semester 1	Monday 3 October 2016 - Friday 16 December 2016
Semester 1 vacation	Monday 19 December 2016 - Friday 6 January 2017
Semester 1	Monday 9 January 2017 - Friday 27 January 2017

Semester 2

Event	Dates
Semester 2	Monday 6 February 2017 - Friday 7 April 2017

Semester 2 vacation	Monday 10 April 2017 - Friday 21 April 2017
Semester 2	Monday 24 April 2017 - Friday 2 June 2017

9.2 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 programme handbook. You are advised to download a copy of the Regulations and read them carefully as they contain a lot of important information.

Further information

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

9.3 Registration status

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

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

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

9.4 Attendance Monitoring

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

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

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

9.5 Change in your circumstances

Personal circumstances

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

If you change your name, you will need to complete CC Form A (Notification of Change of Student's Personal Circumstances) and provide valid proof of the change. Please speak to your Department or Faculty/School administration, or Student Services in the Roper Centre, for a copy of the form and advice.

Academic circumstances

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

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

The financial implications of withdrawing from the University or suspending your studies can be significant. You will find general information at:

www.bath.ac.uk/students/finance/funding-advice/changes-to-your-study/index.html

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

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/groups/student-immigration-service/

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 provide the correct form.

9.6 Health and safety

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

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

Further information

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

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

9.7 Data protection

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

Guidance notes for students and academics undertaking research can be found here:

<http://www.bath.ac.uk/data-protection/guidance/academic-research/index.html>

9.8 Equality and diversity

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

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

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

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

Further information

www.bath.ac.uk/equalities/ or email: equalsdiv@bath.ac.uk

9.9 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

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

9.10 Pregnancy and Maternity

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

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

Further information

Student Services:

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

9.11 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 Foyers 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

<http://www.bath.ac.uk/students/finance/funding-advice/care-leavers-foyer-residents/>

9.12 Careers Service

The University Careers Service can support you through the career planning process, whatever your career aspirations. In addition to providing support with developing your employability, and guidance on how to make informed career decisions, Careers Advisers will provide help with writing your CV, practising aptitude tests, and improving your interview skills. Being in regular contact with several hundred major employers, the Service is also the best source of summer internships and graduate 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/
Contact careers@bath.ac.uk or 01225 386009 or follow the Careers Service on Twitter @CareersatBath or Facebook (search for BathUniCareers).

www.bath.ac.uk/students/careers/ includes the Myfuture vacancies portal.

10 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 problems and, when problems occur, to deal with them promptly. As a result we can often resolve problems before they get to the stage where a formal complaint might be necessary.

10.1 Complaints

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

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

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

Further information

Student Complaints Procedure:

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

10.2 Bullying, harassment and victimisation

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

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

Further information

Dignity and Respect Policy:

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

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

10.3 Mediation

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

Further information and contacts

Mediation Service:

www.bath.ac.uk/equalities/activities/mediation/index.html

Mediation Service Manager: Marlene Bertrand, M.Bertrand@bath.ac.uk (01225 383098) or

Students' Union Advice and Community Manager: Carol Lacey, C.Lacey@bath.ac.uk (01225 385863)