



**Faculty of Science  
Department of Chemistry**

**MSc in Drug Discovery  
Programme Handbook  
2017/18**

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## 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; your Department and the Taught Programmes 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 from the Faculty and the Department, and to network with your peers. I look forward to meeting you all in the coming weeks.*

*Dr Alan Hayes, Associate Dean for Teaching & Learning*

### The Faculty of Science

There are 6 departments within the Faculty of Science – Biology and Biochemistry, Chemistry, Computer Science, Mathematical Science, Pharmacy and Pharmacology, and Physics. The Taught Programmes Team is responsible for supporting postgraduate students across all our Departments. Your key contact person in the team should be your first point of call for any queries you have relating to the organisation of your studies, such as unit selection, student records and coursework submissions:

**Key Taught Programmes Team contact:** Sophie Hill

The best way to get in contact with Sophie, is to email her via [facscipgtadmin@bath.ac.uk](mailto:facscipgtadmin@bath.ac.uk).

## Welcome to the Department of Chemistry

This course handbook contains general information regarding study in the Department of Chemistry and at the University of Bath and also relevant information to your year of study. 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](https://www.bath.ac.uk/samis/urd/sits.urd/run/siw_lgn)

### 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 and teaching building 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 46 full-time members of staff. We are a young department - the average age of academic staff is just 40. There are over 150 postgraduate students and this number is continuing to expand. 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:

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

It is the job of the staff in the Department and in The Taught Programmes Team 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.

### 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 MOVCD 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.

### About this Handbook

This Handbook is intended for all students of the MSc in Chemistry for Drug Discovery in the academic year 2017/18.

Please note that the contents of this Handbook are accurate at September 20<sup>th</sup> 2017 but that information may sometimes be subject to change after this Handbook has been issued.

- While this Handbook signposts information about **regulations for students**, it does not have regulatory status itself, and the Regulations available online (Regulations for Students: [www.bath.ac.uk/regulations](http://www.bath.ac.uk/regulations) and Assessment Regulations: [www.bath.ac.uk/registry/nfa](http://www.bath.ac.uk/registry/nfa)) are the most up-to-date and take precedence over the contents of this Handbook.
- For further information about unit and programme changes, see the **Unit and programme changes** section in this Handbook.

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

# Your MSc programme

## Key staff

### MSc Director of Studies

Dr Stephen Flower ([S.E.Flower@bath.ac.uk](mailto:S.E.Flower@bath.ac.uk), ext. 4881, 3 South 1.02)

Senior Tutor

Dr Mary Mahon ([M.F.Mahon@bath.ac.uk](mailto:M.F.Mahon@bath.ac.uk), ext. 3752, 1 South 1.09)

## Departmental information

The primary point of contact for students on taught Masters courses is Sophie Hill Email: [facscipgtadmin@bath.ac.uk](mailto:facscipgtadmin@bath.ac.uk)

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.

### 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.

### 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.

## Expectations

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

See Regulation 3: [www.bath.ac.uk/regulations](http://www.bath.ac.uk/regulations)

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 (15 August to 24 August 2018). You may need to supply supporting evidence.

## Programme aims and learning outcomes

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.

### 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](http://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/2017-2018/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. 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 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.

### **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 (CH50201, *Masters research project*). 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.

### **Further information**

Section in this handbook on **Assessment**.

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

### Unit and Programme Catalogues

The online Unit and Programme Catalogues provide details of the structure of taught programmes offered by the University and of the content of their component units, for the current academic year and for previous years. Please see the website for dates when the Catalogue for the next academic year



will be available online. The Catalogues also provide links to the University's assessment regulations, showing how these are applied to programmes of study.

Unit and Programme Catalogues: [www.bath.ac.uk/catalogues](http://www.bath.ac.uk/catalogues)

<b>Programme Code:</b>				TSCH-AFM04					
<b>Programme Title:</b>				MSc Chemistry for Drug Discovery					
<b>Award Type:</b>				Master of Science					
<b>Award Title:</b>				MASTER OF RESEARCH					
<b>Mode of Attendance:</b>				Full-time					
<b>State if coexistent M-level programme:</b>									
<b>State any designated alternative programme(s):</b>				Postgraduate Diploma in Chemistry for Drug Discovery					
<b>Approving body and date of approval:</b>									
Year 1									
Part	Stage	Period of Study	Unit Code	Unit Title	Unit Status	Credits	DEU Status	Placement or Study Abroad Status	Notes
		S1	CH50100	Postgraduate training module	Compulsory	6			
			CH50102	Advanced group work in practical chemistry	Compulsory	6			
			CH50198	Chemistry of the cell	Compulsory	6			
			CH40098	Techniques in drug discovery	Optional: Select a minimum of 6 and a maximum of 9 credits.	3			
			CH40206	Topics in organic chemistry II		3			
			CH40209	Blockbuster drugs		3			
		S2	CH20160	Major therapeutic areas	Compulsory	6			
			CH40210	Future of drug discovery	Compulsory	3			
			CH50199	The chemistry of physiology and drug properties	Compulsory	6			
			CH50200	Preparation for research project	Compulsory	12			
			CH40037	Synthesis of medicinal compounds	Optional: Select a minimum of 6 and a maximum of 9 credits.	3			
			CH40068	Physical organic chemistry		3			
			CH40086	Inorganic chemistry in biological systems		3			
			CH40211	Chemistry beyond the molecule		3			
			CH40219	Organic and inorganic aspects of homogeneous catalysis		3			
			CH40230	DNA in the modern world		3			
			PA40155	Research topics in natural products		6			
		Dissert.	CH50201	Masters research project	Compulsory	30			

## Professional body accreditation

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

## Timetables

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

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](http://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

CH50198 – Essay – week 10

CH50199 – Essay – week 25

CH50200 – Dissertation and proposal – week 36

CH50203 – Research dissertation – week 48-51

## Marking criteria

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

CH50203 – Masters Research project consists of three components, a mark for the written report, a mark for viva performance and a mark for laboratory performance and safety from the supervisor.

## Further study

Following completion of the MSc in Chemistry for Drug Discovery a student would be well placed for applying for a postgraduate research position in either Drug Discovery, Medicinal Chemistry or general Organic Chemistry.

## Unit and programme changes

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

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

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

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

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

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

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

## How your programme is reviewed and monitored

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

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

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

## Study and support: Getting the most out of your studies

### Accessing university email

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

Your username also forms your email address ([username@bath.ac.uk](mailto:username@bath.ac.uk)).

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

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

#### **Further information**

Email guidance: [www.bath.ac.uk/bucs/email](http://www.bath.ac.uk/bucs/email)

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

### SAMIS

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

#### **Further information**

[www.bath.ac.uk/samis](http://www.bath.ac.uk/samis)

### MOODLE

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

<https://moodle.bath.ac.uk/course/view.php?id=56107>

### Personal tutor system

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

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

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

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

#### **Further information**

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

### Academic Skills Support and Development

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

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

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

- create well-written, clearly structured essays, reports and dissertations
- think critically in order to enhance your writing
- manage information sources and literature effectively

- give polished and effective academic presentations
- manage and analyse numbers, data and statistics
- enhance your existing language proficiency, or learn a new language
- use IT tools and resources effectively.

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

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

#### **Further information**

Find out more about the skills support and development opportunities available here: <http://go.bath.ac.uk/skills>

### Recognition for extra-curricular activities: The Bath Award

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

#### **Further information**

<http://thesubath.com/bathaward>

### The Library

The Library is open 24 hours a day and provides print and electronic materials and information services to support study and research across the University. It houses over 520 PCs, wireless networking throughout, and provides areas for both quiet individual study and group work. Alongside 340,000 printed books, it offers over 22,000 electronic journals, 425,000 electronic books, 90 databases and digital versions of the University's academic publications, all available across the University and beyond. The Library's copy and print service includes black and white and colour photocopying, laser printing and scanning.

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

#### **Further information**

This Department's library resources page is: <http://www.bath.ac.uk/library/subjects/chem/index.html>

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

### Computing facilities and IT skills

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

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

Support is available from the IT Service Desk on Level 2 of the Library or online at: [www.bath.ac.uk/computing-services](http://www.bath.ac.uk/computing-services)

Tutorials and Frequently Asked Questions (FAQs) are provided in the help section.

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

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

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

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

### **Further information**

Computing Services: [www.bath.ac.uk/computing-services](http://www.bath.ac.uk/computing-services)

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

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

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

Computing Services Twitter feed: @UniofBathIT

## **Recording of Lectures**

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

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

### **Further information**

Ordinance 22: [www.bath.ac.uk/ordinances/22.pdf](http://www.bath.ac.uk/ordinances/22.pdf)

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

## **STUDENT REPRESENTATION**

### **Feeding back your views to the University**

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

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

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

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

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

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

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

When we receive responses to evaluations, we analyse them – especially the positive suggestions for change and concerns that are voiced. Student feedback and the resulting actions are taken into consideration in annual monitoring of units and programmes. Survey results are discussed at committees where student representatives have the opportunity to input to any action plans developed in response to the issues raised.

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

### **Student representatives**

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

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

### Student representation on Committees

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

**If you are interested in opportunities to represent student views, please contact the Students' Union:**  
[academicreps@bath.ac.uk](mailto:academicreps@bath.ac.uk)

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

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

#### Further information

Your SSLC: <https://moodle.bath.ac.uk/course/view.php?id=714>

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

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

Students' Union Skills Training programme: [thesubath.com/skills-training](https://thesubath.com/skills-training)

Outline election procedures are included in QA48 Student Engagement with Quality Assurance and Enhancement, Annex A: Staff/Student Liaison Committees: [www.bath.ac.uk/quality/documents/QA48\\_Annex\\_A.pdf](http://www.bath.ac.uk/quality/documents/QA48_Annex_A.pdf)

### STUDENTS' UNION MEMBERSHIP

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

#### Student Support

Most students find there are occasions when it can help to talk to someone about a personal problem or issue. In many cases your Personal Tutor, Director of Studies, or Wellbeing Adviser (see the **Residential Life and Wellbeing Service** section below) will be able to help. However, sometimes more specialist help is needed. The



University has a range of professional support services that you can approach directly. Your two main contact points are Student Services at the Roper Centre in 4 West and the Advice and Support Service in the Students' Union.

### **Student Services**

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

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

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

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

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

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

### **The Students' Union Advice and Support Service**

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

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

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

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

For the full range of services see: [thesubath.com/support](http://thesubath.com/support)

#### **Further information**

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

### **Residential Life and Wellbeing Service**

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

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

#### **Further information**

[www.bath.ac.uk/groups/residential-life-and-wellbeing-service](http://www.bath.ac.uk/groups/residential-life-and-wellbeing-service)

## **ADVICE FOR INTERNATIONAL STUDENTS**

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

#### **Further information**

[www.bath.ac.uk/visa](http://www.bath.ac.uk/visa)

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

#### **Further information**

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

### Dealing with a problem involving the University

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

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

#### Complaints

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

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

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

#### Further information

Student Complaints Procedure: [www.bath.ac.uk/regulations/Appendix1.pdf](http://www.bath.ac.uk/regulations/Appendix1.pdf)

#### Bullying, harassment and victimisation

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

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

#### Further information

Dignity and Respect Policy: [www.bath.ac.uk/equalities/policiesandpractices/dignityandrespectpolicy.pdf](http://www.bath.ac.uk/equalities/policiesandpractices/dignityandrespectpolicy.pdf)

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

#### Mediation

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

#### Further information and contacts

Mediation Service: [www.bath.ac.uk/equalities/activities/mediation](http://www.bath.ac.uk/equalities/activities/mediation)

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

Students' Union Advice and Community Manager: 01225 385863 or [suadvice@bath.ac.uk](mailto:suadvice@bath.ac.uk)

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

If you have a disability and/or specific learning difficulty (such as dyslexia), we strongly advise you to speak to the Disability Service team, your Personal Tutor 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](http://www.bath.ac.uk/groups/disability-service)

### **Pregnancy and Maternity**

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

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

#### **Further information**

[www.bath.ac.uk/guides/getting-advice-if-you-are-pregnant-while-studying-or-have-a-young-child](http://www.bath.ac.uk/guides/getting-advice-if-you-are-pregnant-while-studying-or-have-a-young-child)

### **CARE LEAVERS AND Estranged Students**

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

#### **Further information**

[www.bath.ac.uk/guides/financial-support-if-you-are-leaving-care](http://www.bath.ac.uk/guides/financial-support-if-you-are-leaving-care)

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

### **Careers Service**

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

#### **Further information**

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

Check the web site for opening times: [www.bath.ac.uk/students/careers](http://www.bath.ac.uk/students/careers)

The web site includes the *Myfuture* vacancies portal.

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

# ASSESSMENT

## Feedback to students on assessment

During your programme, you will normally 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 2017-18

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:

- Feedback on oral and poster presentations for the Postgraduate Training unit (CH50100) in preparation for similar summative assessments relating to the practical project (CH50201).
- Students are entitled to ONE complete reading of their project report (CH50201).

### 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 clicking on the link entitled '**Academic Integrity Initiative**': <http://moodle.bath.ac.uk>

If you have any access problems, then please contact [facscipgtadmin@bath.ac.uk](mailto:facscipgtadmin@bath.ac.uk) in the first instance.

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

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

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

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

### Further information

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

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

## Plagiarism detection and personal data

When you hand in a piece of assessed coursework, you will be expected to make a declaration that the work is your own and, where you have re-used your own work and/or used other sources of information, that you have referenced the material appropriately.

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

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

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

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

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

#### **Further information**

The University's procedures on Examination and Assessment Offences (QA53) are described at: [www.bath.ac.uk/quality/documents/QA53.pdf](http://www.bath.ac.uk/quality/documents/QA53.pdf)  
Regulation 15, Assessment of undergraduate and taught postgraduate programmes: [www.bath.ac.uk/regulations/Regulation15.pdf](http://www.bath.ac.uk/regulations/Regulation15.pdf)  
University's Data Protection Officer: [dataprotection-queries@lists.bath.ac.uk](mailto:dataprotection-queries@lists.bath.ac.uk)

## **ACADEMIC INTEGRITY: REFERENCING AND PLAGIARISM**

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

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

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

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

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

#### **Further information**

For further information on all our skills and development opportunities see: <http://go.bath.ac.uk/skills>  
Academic integrity: [www.bath.ac.uk/asc/study-skills/academic-integrity.html](http://www.bath.ac.uk/asc/study-skills/academic-integrity.html)  
Library resources: [www.bath.ac.uk/library/infoskills/referencing-plagiarism](http://www.bath.ac.uk/library/infoskills/referencing-plagiarism)  
Students' Union Skills Training: [thesubath.com/skills-training](http://thesubath.com/skills-training)

## Plagiarism declaration

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

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: \_\_\_\_\_

The declaration to be used is as follows:

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.

### **Further information**

Examination and assessment offences: [www.bath.ac.uk/quality/documents/QA53.pdf](http://www.bath.ac.uk/quality/documents/QA53.pdf)

Students' Union advice and support: [thesubath.com/support](http://thesubath.com/support)

## Word counts

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

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](http://www.bath.ac.uk/registry/imc/imc-students.html)

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

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

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

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

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

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

## ASSESSMENT PROCESSES

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

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

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

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

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

### **Boards of Examiners:**

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

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

### External examiners

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

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

[www.bath.ac.uk/quality/externalinput/external-examiners-reports.bho](http://www.bath.ac.uk/quality/externalinput/external-examiners-reports.bho)

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 the 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](http://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](http://www.bath.ac.uk/registry/nfa)

For information relating to your programme, visit: [www.bath.ac.uk/catalogues](http://www.bath.ac.uk/catalogues)

### **Your programme and how you are assessed**

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

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

At the end of the table, there 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 2017–18 academic year, this period will be 15 August to 24 August 2018.**

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

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/regulations/Regulation17.pdf](http://www.bath.ac.uk/regulations/Regulation17.pdf)

You are also strongly advised to read the online guidance provided by the Academic Registry:

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

Independent advice about academic appeals is offered by the Students' Union Advice and Support Service:

[thesubath.com/support](http://thesubath.com/support)



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

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

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

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

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

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

Student Complaints are dealt with under separate procedures: [www.bath.ac.uk/regulations/Appendix1.pdf](http://www.bath.ac.uk/regulations/Appendix1.pdf)

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

## GENERAL INFORMATION

### The academic year 2017-18

#### Semester 1

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

#### Semester 2

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

## UNIVERSITY REGULATIONS FOR STUDENTS

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

### **Important information**

The full Regulations for Students can be found at: [www.bath.ac.uk/regulations](http://www.bath.ac.uk/regulations)

## REGISTRATION STATUS

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

Regulation 1.1 explains the requirement to register: [www.bath.ac.uk/regulations/Regulation1.pdf](http://www.bath.ac.uk/regulations/Regulation1.pdf)

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

## Attendance Monitoring

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

[www.bath.ac.uk/students/visa-advice/attendance-monitoring](http://www.bath.ac.uk/students/visa-advice/attendance-monitoring)

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

## CHANGE IN YOUR CIRCUMSTANCES

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

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

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

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

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

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

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

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

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

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

### **Further information**

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

## Health and safety

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

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

### **Further information**

[www.bath.ac.uk/hr/stayingsafewell](http://www.bath.ac.uk/hr/stayingsafewell) or email: [uhse@lists.bath.ac.uk](mailto:uhse@lists.bath.ac.uk)

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

# HEALTH AND SAFETY

## 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. 4088).

### Mandatory Courses

**Important:** All new postgraduates **MUST** attend the **Safety Induction** on Monday 25th September 2017 (15:15 in room 8 West 2.5) before starting any experimental work.

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

### 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 Department Safety Officer, along with a Safety Committee, assist the Head of Department in the formation, implementation and development of safety policy. 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: To be appointed.

**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 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)**

## Data protection

The University's Data Protection Policy and Guidelines on Data Protection may be accessed via the data protection website: [www.bath.ac.uk/data-protection](http://www.bath.ac.uk/data-protection) ([www.bath.ac.uk/data-protection/guidance/academic-research](http://www.bath.ac.uk/data-protection/guidance/academic-research)).]

## Equality and diversity

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

### **Further information**

There is a range of information and resources available at [www.bath.ac.uk/equalities](http://www.bath.ac.uk/equalities) or email: [equalsdiv@bath.ac.uk](mailto:equalsdiv@bath.ac.uk)

### **Accessibility**

An access guide is available which outlines the disabled access features and route plans at the University of Bath: [www.disabledgo.com/organisations/university-of-bath/main-2](http://www.disabledgo.com/organisations/university-of-bath/main-2)