Faculty of Science
Department of Computer Science

MSc Computer Science (Degree Apprenticeship)

Programme Handbook 2019/20

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

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About this Handbook

This Handbook is intended for apprentices commencing the MSc Computer Science in the academic year 2019/20.

Please note that the contents of this Handbook are accurate as of 8th October 2019 but that information may sometimes be subject to change after this Handbook has been issued. Your Director of Studies or Unit Convenor will inform you of any changes that will affect your programme or a particular unit. For further information about unit and programme changes, see the **Unit and programme changes** section in this Handbook.

While this Handbook signposts information about **regulations for student apprentices**, it does not have regulatory status itself, and the Regulations available online (Regulations for Student Apprentices: www.bath.ac.uk/regulations and Assessment Regulations: https://www.bath.ac.uk/corporate-information/new-framework-for-assessment/) are the most up-to-date and take precedence over the contents of this Handbook.

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

For the purposes of this handbook the term 'student' also means 'apprentice'.

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. 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 engage in the induction events to introduce key colleagues from the Faculty and the Department, and to network with your peers.

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, and your key contact person in the team should be your first post 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: Tom Romain

The best way to get in contact with Tom Romain, is to email him via apprenticeships@bath.ac.uk/T.C.Romain@bath.ac.uk.

Welcome to the Department of Computer Science

Welcome to the 2019-2020 academic session in the Department of Computer Science. We hope that you will have an enjoyable and worthwhile time with us. Do not hesitate to contact me if you have any questions regarding your course, experience any problems or simply want to have a chat about your course. I am looking forward to meeting you all in the months to come.

Please take some time to read through this handbook and familiarise yourself with the contents. In this handbook we highlight and summarise key information that most students need to know. It will often point to other information sources, which contain more detail for those who need it. Many of these sources will be provided on-line.

Please do not hesitate to contact me, your Apprenticeship Tutor ('Coach') or the professional services if you experiences any difficulties that have an impact on your studies or student experience.

Dr Michael Wright, Director of Studies

The Department

The Department began life in August 2001, emerging from the Computing Group of the Department of Mathematical Sciences. Priding itself on being research-led with strong interdisciplinary research and postgraduate teaching the Department continues to recruit new academic staff of an extremely high calibre. The Department also attracts a highly qualified student intake and frequently appears as a top UK Computer Science Department in the published League Tables.

The Department of Computer Science at the University of Bath has the highest quality staff and students engaged in leading edge research, teaching and learning.

The Computer Science Department is led by the Head of Department, Professor Mike Fraser. The Head of Department directs all aspects of the Department, operating through a number of nominated role-holders and through the deliberations of a number of committees. The following sections introduce some of these roles and committees.

Key Contacts

A full list of staff in the Department of Computer Science is available on the web at: http://www.bath.ac.uk/comp-sci/contacts/

Staff within the Department have a number of different roles, which are concerned with teaching, administration and research. The role-holders that you are most likely to come across in the course of your studies are as follows:

Director of Studies

The Director of Studies, Dr Michael Wright, manages all aspects of the taught postgraduate programmes and has general oversight of the Department's postgraduate teaching activities. This includes the development of the curriculum and its delivery, quality management and enhancement, the operation of the assessment processes and student support. He is the person to contact if you need a coursework extension, or need to submit individual mitigating circumstances.

Apprenticeship Tutor ('Coach')

During induction week you will be assigned an Apprenticeship Tutor ('Coach') for the taught units who will help you to get the best out of your university experience. Your Apprenticeship Tutor will:

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

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

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

(Capstone) Research Project Supervisors

All apprentices will be allocated both an academic and industrial supervisor for the research project. These individuals, together with the Apprenticeship Tutor are responsible for monitoring and supporting the academic progress, skills development and general welfare of their apprentices.

Work-based mentors
Your employer will provide you with a work-based mentors who will input into regular tripartite progress meetings.

Research Areas of the Department

The Department prides itself on a range of interdisciplinary research with a strong theoretical basis. Our work is concerned with conceptual issues in computer science ranging from mathematical foundations through visual and cognitive processes to media technology, human-centered design and collaborative systems. Our academic staff have various disciplinary backgrounds and collaborate widely with researchers in other disciplines (including engineering, mathematics, social sciences, policy research and psychology) both local, national and international.

Although there are many connections between the themes, our main research themes are:
-Intelligent systems
-Human-Computer Interaction
-Mathematical Foundations
-Visual Computing

• **Expectations**

It is a University Regulation that you attend regularly. If you are not able to do so, or will be absent for longer than three days due to ill health, then you must follow your employer's absence processes and contact your employer to discuss your situation and an appropriate course of action. Your employer will notify the University on your behalf, and agree with the University a suitable course of action.

A student apprentice is entitled to leave as determined by their contract of employment. Leave requests are considered by the employer under its leave procedures, taking into consideration the requirements of the apprenticeship.

See Regulations for Student Apprentices: www.bath.ac.uk/regulations

- **Resources**

Communications

There are a number of mechanisms used to communicate to students. It is the student's responsibility to ensure that they are always contactable and that they make **regular** use of these mechanisms. The primary point of contact for students on taught Masters Courses is Dr Michael Wright, who is responsible for overseeing postgraduate taught student support through to graduation.

Online collaboration tools (online forums, mailing lists and messaging platforms) are used to engage with apprentices to facilitate conversations around the course material and to build a community of learners.

E-Mail

E-mail is the primary mechanism for communication with students. Your University e-mail account is the only account that is used for communications. You should ensure that your e-mail account does not become full of old messages - e-mail will be discarded in this case and you will not receive vital Department messages. Failure to receive or check your e-mail cannot be considered as a valid excuse. As well as using e-mail to contact students, staff expect students to make use of e-mail to contact them. Their e-mail addresses are available on the Computer Science website: http://www.bath.ac.uk/comp-sci/contacts/

Your Bath email address has the format userid@bath.ac.uk Please make sure that your mailer also displays your name together with your email address.

The university is using Microsoft exchange for its email and calendar services. This is supported through Outlook and Outlook Web App. It is possible to use the service on Mac and Linux as well. It is also possible to read mail and access your calendar on your smartphone.

For further details see: www.bath.ac.uk/bucs/email/

Productivity Software

The standard productivity software used within Bath University is Microsoft Office Pro (the standard versions are currently Office 2007 or Office XP). This is normally an expensive product, but the Computing Services Shop offers a special cut-price deal for full-time Bath University students. You should consult the Computing Services Shop for further details.

LibreOffice is free open source multi-platform productivity software suite offers file-compatible equivalents of Microsoft Word, Microsoft Excel, Microsoft Draw and Microsoft PowerPoint, with a very similar look-and-feel to these Microsoft products. They are available for download from: http://www.libreoffice.org/

• **Your MSc programme: General**

The University of Bath is on the national Register of Apprenticeship Training Providers (RoATP), and has a presence in the Education and Skills Funding Agency's (ESFA's) digital environment for the management of apprenticeships and levy funding.

The MSc Computer Science is mapped to the Institute for Apprenticeships' occupational standard for the Level 7 Digital and Technology Solution Specialist. The occupational standard can be found at:
https://www.instituteforapprenticeships.org/apprenticeship-standards/digital-and-technology-solution-specialist-degree/
The programme includes provision for the demonstration of achievement of Level 2 standard in English and Mathematics, to be achieved by the end of the degree and before progression to the End Point Assessment.

The MSc award will lead to, and be contingent upon, the successful completion of the End Point Assessment for the Level 7 Digital and Technology Solution Specialist apprenticeship. Apprentices will be also complete a Capstone Project and e-Portfolio, in order to meet the requirements of the apprenticeship assessment plan. The programme also includes optional 'industry specific' units.

The MSc is delivered over two and a half years (30 months) via blended learning, with online delivery of unit material (e.g. through video lectures), supported by online tutorials/interactive webinars, and campus-based masterclasses (1 or 2, one day visits per semester) sufficient to meet the 20% off-the-job training requirement of ESFA funding regulations. Examinations will be held on campus alongside the full-time students on the existing MSc in Computer Science.

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 (6 credits) should correspond to approximately 120 hours of study time. In the case of a lecture unit this usually comprises 12-24 one-hour lectures, plus 10 one-hour problem classes/tutorials/practical classes and an element of private study.

For further information on Assessment Regulations, please look at section 10 of this handbook or go to http://www.bath.ac.uk/registry/nfa/nfaar-pgt.pdf
The MSc is compliant with the University's New Framework for Assessment: Assessment Regulations (NFAAR-PGT), with the exception that the Assessment Plan dictates there is no limit to the number of opportunities for the apprentice to attempt any part of the End Point Assessment within a six month period from the point of first failure.

Unit Choices and Structure of the Programme

Students must take a total of 90 credits for the award of MSc. 60 credits in taught units and 30 credits in the project.

There is an opportunity for students to select their units online. This will be open from Thursday 27th September 10:15 to Wednesday 3rd October 5pm.

Unit and Programme Changes

If you wish to make changes to the optional units you have chosen for the current academic year you must request form **CC FORM B** (change of unit) from the Faculty Office and discuss it with your Personal Tutor and the Director of Studies.

Similarly, if you wish to change programme you must request form **CC FORM C** (change of programme within faculty/school) from the Faculty Office and discuss it with your Apprenticeship Tutor and the Director of Studies.

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.

Please note that the content of the programme descriptions in the specific programme sections are 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

- **Your MSc Programme: MSc in Computer Science**

Programme code	TSCM-MSZ09P
Programme title	MSc Computer Science
Award type	Postgraduate Taught
Award title	**MASTER OF SCIENCE IN COMPUTER SCIENCE**
Mode of Attendance	Part Time – blended learning
Length	2.5 year
State any designated alternative programme(s)	Not applicable.
Approving body and date of approval	IFA/ESFA

Educational aims

MSc in Computer Science

- to provide a stimulating and supportive environment which encourages apprentices to be creatively and critically receptive and responsive to new ideas and to develop towards their full academic potential;

- to provide a strong conceptual and theoretical understanding that will enable apprentices to evaluate, adapt, create and utilise appropriate methods, theories and techniques in the face of changing technology;

- equip apprentices with the primary research and critically evaluative skills to continue engaging with and contributing towards the body of knowledge of a particular technical discipline, industrial sector or multidisciplinary theme.

- provide apprentices with the skills to critically analyse problems and be able to identify, develop and apply the appropriate mathematical, technical and algorithmic concepts and techniques required to formulate a technological solution.

- to expose apprentices to established and emerging theories, methods and techniques and challenging problems that take them towards the edge of current knowledge while providing them with the skills and opportunities to push these boundaries further.

- to develop critical, analytical, interdisciplinary and interpersonal skills that prepares Level apprentices to become active professionals and contribute to the intellectual life of society.

Level 7 Digital and Technology Solutions Specialist apprenticeship

The apprenticeship is aimed at supporting individuals to fulfil the role of a Digital Technology Solutions Specialist. A Digital & Technology Solutions Specialist maintains digital and technology strategies through technology leadership; investigating, identifying and implementing technological strategic solutions. They direct digital technology provision by studying organisation goals, strategies, and practices and delivering and supporting strategic plans for implementing digital technologies. They are confident, competent and capable individuals able to apply leadership and change management skills to operate in a range of digital and technology related specialist roles. The occupational standard is based upon the core set of knowledge, skills and behaviours below:

Digital Technology Solutions Specialists should be able to:

- Identify, document, review and design complex IT enabled business processes that define a set of activities that will accomplish specific organisational goals and provides a systematic approach to improving those processes;
- Design and develop technology roadmaps, implementation strategies and transformation plans focused on digital technologies to achieve improved productivity, functionality and end user experience in an area of technology specialism;
- Deliver workplace transformations through planning and implementing technology based business change programmes including setting objectives, priorities and responsibilities with others in an area of technology specialism;
- Negotiate and agree digital and technology specialism delivery budgets with those with decision-making responsibility;
- Develop and deliver management level presentations which resonate with senior stakeholders, both business and technical;
- Demonstrate self-direction and originality in solving problems, and act autonomously in planning and implementing digital and technology solutions specialist tasks at a professional level;
- Professionally present digital and technology solution specialism plans and solutions in a well-structured business report;
- Be competent at negotiating and closing techniques in a range of interactions and engagements, both with senior internal and external stakeholders;
- Evaluate the significance of human factors to leadership in the effective implementation and management of technology enabled business processes;
- Develop own leadership style and professional values that contributes to building high performing teams;
- Apply broader technical knowledge combined with an understanding of the business context, and how it is changing, to deliver to the company's business strategy;
- Demonstrate effective technology leadership and change management skills for managing technology driven change and continuous improvement;
- Create and implement innovative technological strategies to support the

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development of new products, processes and services that align with the company's business strategy, and develop and communicate compelling business proposals to support these.

Digital Technology Solutions Specialists should know and understand:

- The strategic importance of technology enabled business processes, and how they are designed and managed to determine a firm's ability to compete effectively;
- The principles of business transformation and how organisations integrate different management functions in the context of technological change;
- Own employer's business objectives and strategy, its position in the market and how own employer adds value to its clients through the services and/or products they provide;
- How to justify the value of technology investments and apply benefits management and realisation;
- The role of learning and talent management in successful business operations.
- The role of leadership in contemporary technology based organisations;
- The personal leadership qualities that are required to establish and maintain an organisations technical reputation.
- The role of leaders as change agents and identify contributors to successful implementation;
- How to monitor technology related market trends and research and collect competitive intelligence;
- Technology road-mapping concepts and methods and how to apply them.

Learning outcomes

Knowledge and understanding

1. demonstrate knowledge and understanding of the mathematical and theoretical underpinnings of computing, computability and computer languages, their application in building models at various levels of abstraction, and their importance in reasoning, communication and systems development;

2. identify, apply, critique and adjust the lifecycle of software development and the complexities of modern software systems, and recognise the need for modelling, abstraction, description and management techniques to control the process of development of software systems;

3. demonstrate the ability to evaluate and critique the technical, societal and management dimensions of computer systems;

4. demonstrate a critical understanding of professional, legal, social, cultural and ethical issues related to computing and an awareness of societal and environmental impact;

5. understand how the quality of development and software solutions to problems can be measured and objectively assessed;

6. undertake an individual innovative (research or developmental) project and complete it to a professional standard;

7. understand and show critical awareness of the current state and future directions of technological advances.

Intellectual Skills
1. demonstrate understanding of essential facts, concepts, principles and theories relating to Computer Science, and their relationship to one another;

2. apply formal and rigorous methods of expression to the specification, documentation, implementation and verification of systems;

3. integrate and critically evaluate information and data from a variety of sources in order to gain a coherent understanding of theory and practice;

4. demonstrate an ability to engage in a peer review process that involves the critical review of papers, software and proposals, coupled with positive advice for improvement;

5. critically analyse and evaluate existing systems and approaches to solving problems;

6. critically analyse, evaluate and reflect upon own contributions;

7. define safe and valid solutions to problems in computer science and undertake research and/or development in a particular area of the discipline.

Professional Practical Skills
1. match appropriate professional software development methods to given software problems, and to deploy effectively the tools used for the construction and documentation of software solutions, with particular emphasis on understanding the whole process involved in the effective use of computers to solve practical problems;

2. work effectively as part of a team in the analysis, design and development of software-based systems;

3. consider alternative models of problems and apply practical and theoretical understanding to select appropriate, possibly innovative, solutions;

4. present succinctly rational and reasoned arguments using appropriate conceptual tools to address a given systems problem;

5. understand and apply relevant ethical, legal and professional standards in the context of computer systems development;

6.   make creative and innovative decisions in computer science research or development of a computer system.

Transferable/Key Skills

1.   utilise directed problem solving and analytical skills in a wide variety of practical situations;
2.   undertake decision making and evaluation in complex situations;
3.   work effectively as part of a team and appreciate the key roles involved;
4.   acquire skills and information needed for continuing professional development;
5.   manage small-medium sized projects with resource and time constraints;
6.   manage one's own learning and development including time management and organisational skills;
7.   evaluate systems in terms of general and specific quality attributes and the possible trade-offs within a given problem;
8.   manage a larger software/research project to completion;
9.   critically assess one's own work

Year 1										
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits	Notes
4	1	S1	CM50273	Principles of Programming	C	6	DEU	n/a	TSC	
		S1	CM50274	Software Engineering	C	12			TSC	
		S2	CM50275	Advanced Programming	C	6			TSC	
		S2	CM50276	Research Seminar	C	3			TSC	
		S2	CM50277	Databases	C	3			TSC	

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits	Notes
Year 2										
4	1	S1	CM50278	Foundations of Computation	C	6			TSC	
		S1	CM50279	Research Project Preparation	C	6			TSC	
				Students must select 3 units – example units						
		S1	CM50286	Advanced Software Engineering	O	6			TSC	
		S2	CM50287	Web Architectures and Services	O	6			TSC	
		S2	CM50282	Theory of Human Computer Interaction	O	6			TSC	
		S2	CM50283	Security and Integrity	O	6			TSC	
		S2	CM50284	Cryptography	O	6			TSC	
		S2	CM50285	Collaborative Systems	O	6			TSC	
		DIS	CM50280	Capstone Project	C	30	DEU		DPC	
		DIS	CM50281	End Point Assessment	C	0	DEU		DPC	

Programme characteristics & decision references	
NFAAR-PGT appendix	http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-11.pdf (Masters)
Number of TSC	60
Number of DPC	30

Any approved exemptions	The proposed programme is compliant with the NFAAR-PGT, with the exception that the Assessment Plan dictates there is no limit to the number of opportunities for the apprentice to attempt any part of the End Point Assessment within a six month period from the point of first failure.
	Supplementary to NFAAR-PGT, apprentices will need to successfully complete the End Point Assessment and demonstrate achievement of Level 2 standard in English and Mathematics in order to successfully complete the MSc in Computer Science.

Your MSc Programme – common information for all programmes

Timetables

Programme and unit timetable information can be found online via Moodle and will be updated by staff to detail the occurrence of Webinars or release of teaching material. Teaching schedules are emailed to students weekly, containing dates and time of webinars and webinar access.

On campus meetings will be arrange in good time and, where possible, around employment demands.

Online timetables, once they are arranged, can also be found at: www.bath.ac.uk/timetable/MyTimetable.htm

Option choices

Information about how and when to choose your option units can be found at: www.bath.ac.uk/catalogues/information/students/online-unit-selection.html

You will receive an email notification at the relevant point in the year when online unit selection is available. If you want to discuss your option choices, please contact your Director of Studies.

Submission Deadlines

Units with coursework will normally announce the schedule for coursework specification and submission during the first lecture of the semester. Submission deadlines are discussed with the Director of Studies to provide a spread of deadlines where possible. While every effort is made to spread the deadlines as much as possible, submission deadlines will naturally fall towards the end of the semester.

Where possible we try to avoid changing days but when needed deadlines can be moved. The unit leader will announce this during the lecture and post it on Moodle where applicable.

All coursework on the Masters will need to be submitted through Moodle, our e-learning platform.

If you need to submit after the original deadline (late submission or because of a deadline extension), contact your Director of Studies for arrangements.
Note: Submitting work that is substantially similar to that of another student or that merely regurgitates the content of a textbook is highly likely to result in the accusation of cheating/plagiarism/collusion and may lead to severe penalties.

Submission by e-mail is not acceptable unless specified as part of the coursework submission.

Late submissions, without a deadline extension approved by the Director of Studies, will incur a penalty. Within 5 working days of the deadline, the mark will be capped to 40. After 5 working days the mark will be capped to 0.

You are required to retain a copy of any coursework that you have submitted. Most coursework is retained for scrutiny by internal and external examiners as a part of the quality assurance processes of the Department. In the rare case where a student may claim that a coursework was submitted and our submission records indicate that this was the case but no coursework has been marked for that student, the student will be required to produce the second copy for marking. Failure to submit a second copy on request may result in the award of zero for that coursework.

Marking Criteria

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).

All our MSc programmes require a 50% Taught Stage Average (the weighted average across all taught units) in order to progress onto the dissertation stage of programme. Students not meeting this requirement will be transferred to the PG Dip.

In compliance with NFA-PGT, all failed and non-condoned units need to be retrieved on a like-for-like basis.

Research Ethics
In adherence to University's Code of Good Practice in Research Integrity all students doing their Capstone Project should discuss ethical implications with their project supervisor.

Further Study
If you like to continue your studies after a Master, you may want to consider studying for a PhD. Do not hesitate to contact your project supervisor, your current Director of studies (Dr Michael Wright) or our PhD admissions tutor (Dr Simon Jones) for further information.

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 the content of the curriculum to reflect the latest developments in a particular field of study
- A review of the assessments across a programme (including feedback received) might identify that changes to an assessment would better support student learning.

Students who would be affected by proposed changes are consulted about them, depending on the nature of the change.

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

- 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 programmes 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 in place a number of ways to ensure that programmes remain up-to-date, issues are dealt with and improvements made.

All programmes and units are monitored annually, looking at evidence for what is working well and identifying any actions that need to be taken. Taking account of 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.

• **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 Apprenticeship Tutor.

The University has a policy of providing coursework feedback within three working weeks after submission. When this is impossible, the unit leader will notify the students. Individual feedback is normally provided either written on the submission, using a feedback sheet or via Moodle. While individual feedback is provided, some unit leaders will normally provide general feedback through Moodle or during a lecture. Students are encouraged to contact unit leaders if they would like further feedback or clarification.

Feedback does not restrict itself to comments on formal assessment. Lab sessions, (informal) discussions with lecturers and tutors, meetings with your project supervisor also give you the opportunity to get valuable feedback on your progress. If you are unsure on how you getting on with your unit/course, talk to your lecturer, tutors and/or personal tutor. Talk to us! Feedback does not need to written down to be valuable.

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 apprenticeships@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 below, or as required by your Director of Studies, and then take the test again.

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

Further information
Academic and information skills:
www.bath.ac.uk/library/infoskills
www.bath.ac.uk/professional-services/academic-skills-programme-asp

Regulation 3.7: https://www.bath.ac.uk/publications/regulations-for-students-2019-20/
Regulations for Student Apprentices: www.bath.ac.uk/regulations

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

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

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

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

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

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

Further information
The University's procedures on Examination and Assessment Offences (QA53) are described at: www.bath.ac.uk/quality/documents/QA53.pdf
Regulation 15, Assessment of undergraduate and taught postgraduate programmes: Regulations for Student Apprentices: www.bath.ac.uk/regulations
University's Data Protection Officer: dataprotection-queries@lists.bath.ac.uk
Further information on Turnitin:
https://guides.turnitin.com/Privacy_and_Security#EU_Data_Protection_Compliance

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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 Apprenticeship 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
Library resources: www.bath.ac.uk/library/infoskills/referencing-plagiarism
Students' Union Skills Training: thesubath.com/skills-training

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Academic Integrity: Penalties

Any student who is found to have used unfair means in an examination or assessment procedure will be penalised. 'Unfair means' here include:

- cheating - for example, unauthorised use of notes or course material in an examination
- fabrication - for example, reporting on experiments that were never performed
- falsification - for example, misrepresentation of the results of experimentation
- plagiarism, including self-plagiarism (see above)
- Unfair collaboration or collusion - representation of work produced in collaboration with another person or persons as the work of a single candidate.

The University's Quality Assurance Code of Practice, QA53 Examination and Assessment Offences, sets out the consequences of committing an offence and the penalties that might be applied.

Penalties for unfair practice will be determined by the Department or by the Faculty/School Board of Studies in line with the procedures set out in QA53. They may include failure of the assessment unit or part of a degree, with no provision for reassessment or retrieval of that failure. Proven cases of plagiarism or cheating can also lead to an Inquiry Hearing or disciplinary proceedings. Claims of inadvertence or ignorance will not be accepted as a basis for mitigation of a penalty.

If you are accused of an offence, the Students' Union's welfare services are available to support you. You have the right to appeal against the outcome of the investigation.

Further information
Examination and assessment offences:
www.bath.ac.uk/quality/documents/QA53.pdf
Appealing a decision about an assessment offence:
www.bath.ac.uk/guides/appeal-against-a-decision-about-an-assessment-offence/
Students' Union advice and support: thesubath.com/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

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

You should make yourself familiar with these definitions, in addition to any IMC guidance offered by your Department, and support and guidance offered

through the Disability Service (www.bath.ac.uk/groups/disability-service) or the Students' Union Advice and Support Service (thesubath.com/support).

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

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

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

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

Assessment Processes

Boards of Examiners:

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

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

adjustment is known as scaling and under these circumstances the marks of all affected students will be changed.

External examiners

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

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

The External Examiner for your programme is:
Prof Wolfgang Faber, University of Huddersfield

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

For full details of the NFAAR-PGT, visit: https://www.bath.ac.uk/publications/nfaar-pgt-and-appendices/attachments/nfaar-pgt.pdf
For information relating to your programme, visit: www.bath.ac.uk/catalogues

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

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

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

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

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

- MSc Computer Science programme has Designated Essential Units (DEUs) which you must pass to gain the award you seek; even marginal failure in these units cannot be condoned.

- Your programme is a single-stage programme, so your eligibility for the award you seek will only be judged at the end of the programme. 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 a minimum of 50%.

- Should you fail to qualify for the award at the end of this programme, there is no alternative award available.

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 DEUs, you will have to undertake supplementary assessment unless you have failed so many DEUs that you fail outright or the attempted retrieval would break the rule on how much failure can be retrieved.
- If you fail any non-DEU 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 fail only non-DEU 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 2019–20 academic year, this period will be 12th August to 21st August 2019. Each unit's method of supplementary assessment is shown in the online Unit Catalogue.

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

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).

The MSc award is contingent upon successful completion of the End Point Assessment. There is no limit to the number of opportunities for apprentices to attempt any part of the End Point Assessment within a six month period from the point of first failure.

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):
Regulations for Student Apprentices: www.bath.ac.uk/regulations

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

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

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

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

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

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

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

Details of an academic appeal may be shared with the student apprentice's employer.

Student Complaints are dealt with under separate procedures:
www.bath.ac.uk/guides/student-complaints-procedure

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

Study and support: Getting the most out of your studies

Accessing university email

You will need to use your University username and password to access your University email account. You are able to access your email by going to http://mail.bath.ac.uk. Your username also forms your email address (username@bath.ac.uk). The University will communicate with you via this email address, and not employer email addresses.

The University will often communicate with you about a range of important matters including registration, unit enrolment, assessment, degree ceremonies, and other matters, 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.

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

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

Further information
Email guidance: www.bath.ac.uk/guides/accessing-your-university-email-and-calendar
Regulation 1.3: Regulations for Student Apprentices: www.bath.ac.uk/regulations

Your Student Record: SAMIS

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

Further information
www.bath.ac.uk/samis

Moodle

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

Further information
https://moodle.bath.ac.uk/

Language and Academic Skills Support and Development

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

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

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

- Create well-written, clearly structured essays, and project reports
- 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

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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 360,000 printed books, it offers over 26,000 electronic journals, 440,000 electronic books, 90 databases for information, literature and data searching, and digital versions of the University's academic publications, all available across the University and beyond. The Library's copy and print service includes black and white and colour photocopying, laser printing and scanning.

Information specialists, our Subject, School and Faculty Librarians (see the Department's library resources page below), are responsible for services to individual Departments. They provide individual help to students and staff, as well as teaching information skills in Department 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/comp-sci/index.html
For information on all library services and resources: www.bath.ac.uk/library

Computing Services and Facilities

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

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

IT Support is available from the IT Service Desk on Level 2 of the Library or online at: https://www.bath.ac.uk/guides/getting-it-support-and-advice/

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

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.

Further information

Computing Services: www.bath.ac.uk/professional-services/computing-services
Information for new users: http://go.bath.ac.uk/it-new-students
Information for users with a disability or requiring learning assistance: www.bath.ac.uk/professional-services/assistive-technology
IT shop: www.bath.ac.uk/locations/it-shop
Computing Services Twitter feed: @UniofBathIT

Recording of Lectures

'Lecture capture' technology is widely used on campus to record lectures. Where provided, lecture recordings are made available as a 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: https://www.bath.ac.uk/corporate-information/ordinances/
> Disability Service: www.bath.ac.uk/groups/disability-service

Student Representation
Feeding back your views to the University
The University is committed to reviewing and continually improving its practice. The main ways in which we seek feedback are through:
   a) Staff / Student Liaison Committees (SSLCs)
   b) Surveys & Reflective Logs
   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 Weekly Reviews periodically on your

experience of the programme as a whole. Please complete each evaluation fully, thoughtfully, and candidly. In particular, please tell us not only your opinion but also the *reasons* behind your opinion.

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

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

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

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

Student representation on Committees

Departmental level:	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.
	The SU and the Centre for Learning & Teaching receive minutes of SSLC meetings in order to gain an overview of key themes explored, good practice identified and actions taken. This

	information helps to inform student engagement activity and summary reports prepared by The SU for the University.
	There is also provision for student membership of the Department Learning, Teaching and Quality Committee: normally one undergraduate and one postgraduate (taught) representative.
	Academic Reps attend Students' Union Academic Council meetings. These take place every three weeks during semester time in order to:
	• Keep Students' Union Officers and fellow Academic Reps informed of academic developments throughout the University • Discuss common problems and interests affecting Departments • Gather student opinions and views to be used by the University and the Students' Union • Update Academic Reps on key issues.
	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.
Faculty/ School level:	Student representatives are also elected as Faculty Reps to sit on a number of Faculty/School level committees such as the Faculty/School Board of Studies and the Faculty/School Learning, Teaching and Quality Committee. Faculty Reps are also members of the Students' Union Academic Exec Committee.
University level:	University committees with student representation include the Council/Senate/Students' Union, the University Learning, Teaching and Quality Committee, the Programmes and Partnerships Approval Committee, and Senate.

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

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

If you need to raise a concern, remember there are various routes open to you. You can discuss issues directly with a lecturer, your Apprenticeship 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://www.thesubath.com/login/?redirect=/academicreps/departments/computer-science/
Students' Union Academic Representation including contact details for
Academic Reps: thesubath.com/academicreps
Election of Academic Reps: thesubath.com/elections
Students' Union Skills Training programme: thesubath.com/skills-training
Outline election procedures are included in QA48 Student Engagement with
Quality Assurance and Enhancement, Annex B: Staff/Student Liaison
Committees for Taught Programmes:
www.bath.ac.uk/quality/documents/QA48.pdf
Weekly Review/Reflective Log Queries: Apprenticeships@bath.ac.uk

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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/corporate-information/code-of-practice-for-the-students-union-su.

Student Support

Most students find there are occasions when it can help to talk to someone about a personal problem or issue. In many cases your Apprenticeship 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: https://samis.bath.ac.uk

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

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

The Students' Union Advice and Support Service

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

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

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

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

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

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

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

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

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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
https://www.bath.ac.uk/professional-services/wellbeing-service/
https://www.bath.ac.uk/campaigns/support-for-distance-learning-students-and-for-those-on-placement-or-fieldwork/

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**
> https://www.bath.ac.uk/topics/visas/

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

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

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

Dealing with a problem involving the University

We want to ensure that, if you have a problem concerning the University, it is resolved as quickly as possible. As described above, there are student representatives on all formal decision-making committees – at Departmental, Faculty 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.

Student apprentices may also approach the ESFA for advice or to consider a complaint via the National Apprenticeship Helpline. (Email: nationalhelpdesk@apprenticeships.gov.uk, tel: 0800 015 0400).

Where a complaint may affect the planned end date for an apprenticeship, or identify issues or barriers to successful completion, the University will inform your employer, working quickly to implement any required actions.

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

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

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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
www.bath.ac.uk/equalities
See also the section in this Handbook on **Student Support** for information on reporting incidents of bullying or harassment.

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

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

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

The Disability Service provides advice, guidance, information and support for a range of needs including:
- Autism Spectrum Disorders/Asperger's Syndrome

- Dyslexia and other specific learning difficulties
- Mental health
- Mobility impairments
- Sensory impairments
- Health conditions such as epilepsy, HIV, diabetes or chronic fatigue.

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

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

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

Pregnancy and Maternity

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

If you anticipate that you will need an absence from the University, talk to your employer.

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.

Careers Service

The University Careers Service can support you through the career planning process, whatever your career aspirations. In addition to providing support with developing your employability, and guidance on how to make informed career

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

Further information

The Careers Service is open throughout the year, including the vacations. Check the web site for opening times: www.bath.ac.uk/students/careers
The web site includes the *Myfuture* vacancies portal.

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

- **General Information**

The Academic Year 2019-20

Semester 1

Event	Dates
New student arrivals	Saturday 21 September 2019 - Sunday 22 September 2019
Welcome Day	Wednesday 9th October 2019
Semester 1	Monday 30 September 2019 - Friday 13 December 2019
Semester 1 vacation	Monday 16 December 2019 - Friday 3 January 2020
Semester 1	Monday 6 January 2020 - Friday 24 January 2020

Semester 2

Event	Dates
Semester 2	Monday 3 February 2020 - Friday 3 April 2020
Semester 2 vacation	Monday 6 April 2020 - Friday 17 April 2020
Semester 2	Monday 20 April 2020 - Friday 29 May 2020

University Regulations for Student Apprentices

All registered students of the University are subject to the University's Regulations for Student Apprentices. 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 Student Apprentices 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.

Registration Status

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

Regulation 1.1 explains the requirement to register Regulations 2.4 and 2.10 explain the consequences of non-payment of tuition fees. Regulations for Students Apprentices: www.bath.ac.uk/regulations

Change in your Circumstances

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

If you change your name, you will need to provide valid proof of the change. Please speak to your Department or Faculty administration, or Student Services in the Roper Centre, for advice on how to do this. You must also inform your employer, and follow their processes.

If you are considering suspending your apprenticeship or withdrawing from your programme, please discuss your situation with your employer. 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 employer to discuss your situation and agree an appropriate course of action.

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

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 administration who will advise you on how to do this.

All changes in your circumstances that affect your duration of registration will require formal confirmation from your employer representative, confirming the course of action.

Health and safety

The University's Health and Safety Policy Statement is available at:
https://www.bath.ac.uk/corporate-information/health-and-safety-policy/

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.

You must also follow any health and safety policies as determined by your employer.

Further information
email: uhse@bath.ac.uk
Current University guidance on fieldwork, work placements and overseas travel:
www.bath.ac.uk/corporate-information/fieldwork-safety-standard
https://www.bath.ac.uk/publications/placements-and-study-abroad-programmes-safety-standard/
https://www.bath.ac.uk/guides/overseas-travel-safety-guidance/

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

Guidance notes for students and academics undertaking research can be found here:
www.bath.ac.uk/guides/data-protection-guidance/#academic-research

Equality, diversity and inclusion

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

Further information

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

Protected Groups

There are nine protected characteristics identified in the Equality Act 2010:

https://www.bath.ac.uk/guides/protected-groups/

Resources

Equality and Diversity Policies, Practices and resources can be found on this page:

https://www.bath.ac.uk/corporate-information/equality-and-diversity-policies-practices-and-resources/