

Faculty of Science

Department of Computer Sciences

Level 7 Apprenticeship:

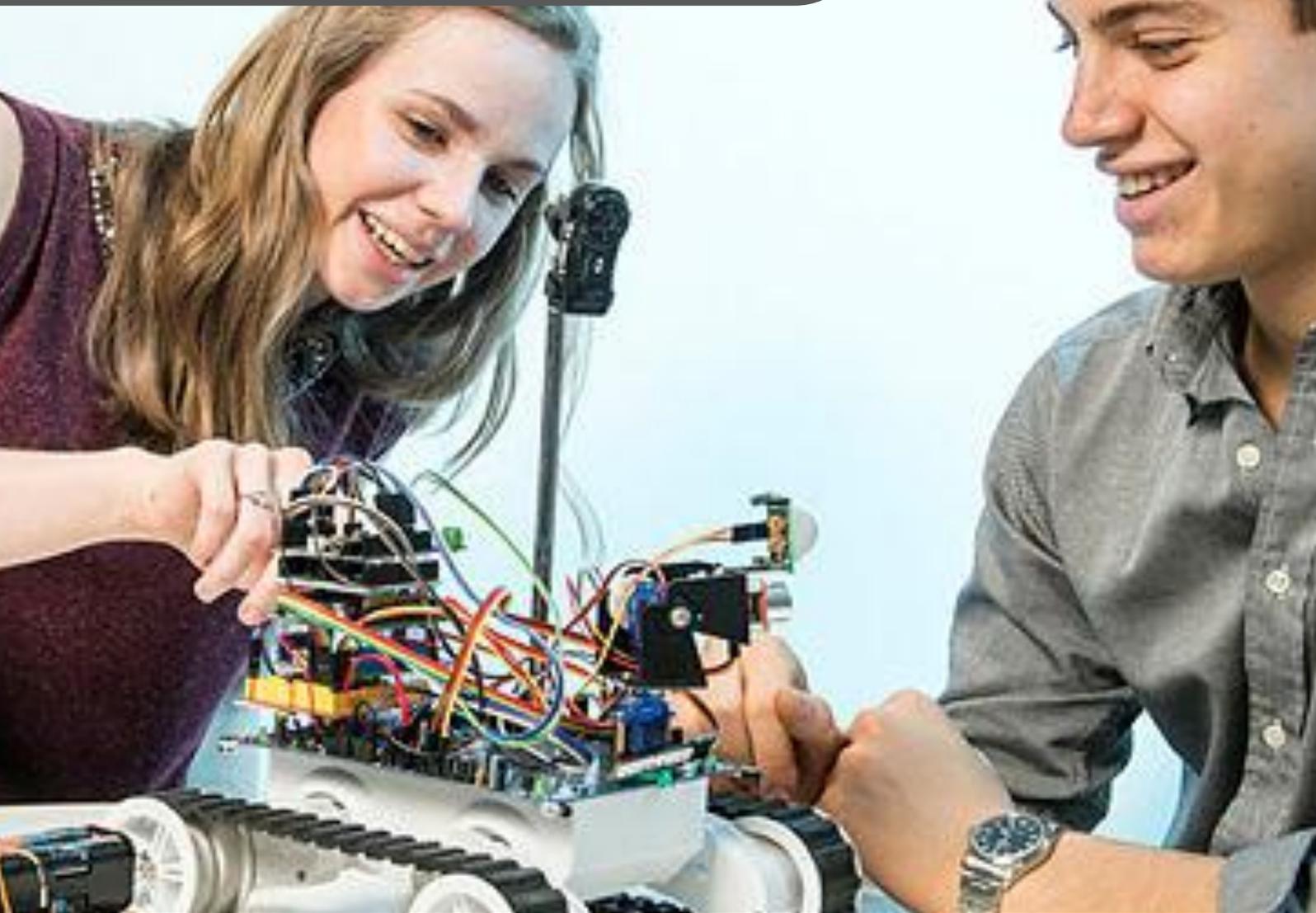
Digital and Technology Solutions

Specialist (Integrated Degree)

Programme Handbook 2022/23



UNIVERSITY OF
BATH



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

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ABOUT THIS HANDBOOK

This is the 2022-23 Handbook for apprentices on the Level 7 Digital and Technology Solutions Specialist Integrated Degree programme.

The contents of this Handbook are accurate at the time of publication (28th October 2022) but information contained within may sometimes be subject to change after this Handbook has been issued.

The Important Links and Information section of this Handbook contain links to information about the topics in this Handbook and other key topics. It is important that you familiarise yourself with the online information as well as the contents of this Handbook.

Information about the structure of your programme (which units you take when, which units are compulsory etc), as well as key unit information (including learning outcomes, synopsis and assessment), for the upcoming academic year can be found online in the Unit and Programme Catalogues (see **Unit and programme catalogues** in this Handbook and www.bath.ac.uk/catalogues). You will also receive details about unit content and assessment via the University's online learning environment, Moodle.

You will be informed, normally by your Director of Studies or Unit Convenor, of any further changes that will affect your programme or a unit.

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: <https://www.bath.ac.uk/publications/regulations-for-student-apprentices-2022-23/> and Assessment Regulations: 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. It is your responsibility to take the time to familiarise yourself with the Regulations.

If in doubt about what applies to you, or if your circumstances change, please contact your Director of Dr Jo Hyde (cssikh@bath.ac.uk) for advice.

IMPORTANT LINKS AND INFORMATION

UNIVERSITY INFORMATION ONLINE

This Handbook is an accompaniment to important information available to all students on the University's website. It is expected that you will familiarise yourself with the online information signposted below.

If you cannot find the information you are looking for in this Handbook or on the web please contact Matthew Albertyn (csapprenticeships@bath.ac.uk) in the first instance.



CORE UNIVERSITY SERVICES AND INFORMATION

Student Support Services

<https://www.bath.ac.uk/professional-services/student-support/>

Students' Union Advice and Support Service

www.thesubath.com/advice/

Personal Tutoring

www.bath.ac.uk/guides/personal-tutoring/

Student wellbeing

<https://www.bath.ac.uk/guides/engagement-monitoring-for-student-wellbeing/>

Library and Study Spaces

<https://library.bath.ac.uk/home>
www.bath.ac.uk/campaigns/where-you-can-study-on-campus-and-in-the-city

IT advice, guidance, and support

www.bath.ac.uk/professional-services/digital-data-and-technology/

Careers Service

www.bath.ac.uk/professional-services/careers-service

Health and Safety

www.bath.ac.uk/guides/student-health-and-safety
www.bath.ac.uk/guides/be-safe-on-campus-and-in-bath/

Equality, Diversity, and Inclusion

www.bath.ac.uk/professional-services/equality-diversity-and-inclusion/

Updating your personal details

www.bath.ac.uk/guides/keep-your-contact-details-up-to-date/
www.bath.ac.uk/guides/change-your-name-gender-and-pronouns-as-a-current-student/

Data Protection

www.bath.ac.uk/guides/data-protection-guidance

Tackling harassment: support and report

www.bath.ac.uk/campaigns/support-and-report/

SU Code of Practice and membership

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

Climate Action Framework

<https://www.bath.ac.uk/campaigns/climate-action/>

Dissatisfaction with a University service or facility (Complaints)

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

ADVICE AND SUPPORT FOR SPECIFIC GROUPS OF STUDENTS

International students

<https://www.bath.ac.uk/professional-services/international-support-service/>
<https://www.bath.ac.uk/professional-services/student-immigration-service/>
www.bath.ac.uk/topics/visas
<https://www.bath.ac.uk/publications/student-tier-4-visa-handbook/>
www.bath.ac.uk/campaigns/studying-at-bath-as-an-erasmus-exchange-or-visiting-student

Care-leavers

www.bath.ac.uk/publications/university-and-leaving-care/

Estranged students

www.bath.ac.uk/publications/university-and-estranged-students/

Disabilities, long-term illness, and specific learning difficulties

<http://go.bath.ac.uk/disability-service>

Refugees

www.bath.ac.uk/publications/university-and-refugees/

Students with caring responsibilities

www.bath.ac.uk/publications/university-and-young-adult-carers/

Pregnancy and maternity

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

SUPPORTING YOUR LEARNING

Your Programme

www.bath.ac.uk/guides/your-programme

Year Dates and Timetables

Changes to programmes and units

How your programme and learning experience are enhanced

Registration

www.bath.ac.uk/guides/registering-with-the-university

Timetabling

www.bath.ac.uk/professional-services/timetabling-and-room-bookings/

Programme and unit catalogue

www.bath.ac.uk/catalogues/

Student Representation and Engagement

www.bath.ac.uk/campaigns/student-engagement-shape-your-university

Regulations for students

<http://go.bath.ac.uk/regulations>

Exams and assessments

www.bath.ac.uk/topics/exams-and-assessments/

Assessment guidance for students

<https://www.bath.ac.uk/guides/assessment-guidance-for-students/>

Skills Support and Development

<https://www.bath.ac.uk/professional-services/skills-centre/>

<http://go.bath.ac.uk/my-skills>

www.bath.ac.uk/campaigns/get-ahead-with-skills-at-bath

Placement handbook (for students on a placement)

<http://go.bath.ac.uk/placements-information-for-students>

Withdrawing from or suspending your studies

www.bath.ac.uk/guides/suspending-your-studies-or-leaving-the-university

DIRECTOR OF STUDIES WELCOME 2022/23

ABOUT THE DEPARTMENT 2022/23

Welcome to the 2022-23 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, now that we are once again able to have in-person campus visit days.

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, and the Degree Apprentice Moodle page is a very useful resource to supplement those here.

As ever, Slack will be our main way of communicating with our apprenticeship community, with email for more formal communication. Unit tutors will provide extensive information on the Moodle pages for each unit, and webinars for each unit will be held weekly via Zoom.

Please do not hesitate to contact me or the professional services if you experiences any difficulties that have an impact on your studies or student experience.

Dr Jo Hyde, Director of Studies

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 University of Bath overall is regularly positioned in the top ten British universities, and was named the Times and Sunday Times University of the Year for 2023.

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, across four main research themes:

- Intelligent systems
- Human-Computer Interaction
- Mathematical Foundations
- Visual Computing

The Computer Science Department is led by the Head of Department, Professor Eamonn O'Neill. 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/STAFF LIST

The Director of Studies for this program is Dr Jo Hyde, and she is available via Slack, email (cssjkh@bath.ac.uk) or Teams. Her role is the oversight of the program as a whole, and is your support for any issues that can't be resolved by your unit tutor, as well as for procedural issues, continuation issues, personal issues affecting your work, and applications for extensions. She acts as your Personal Tutor and will attend the regular tripartite review meetings with you and your line manager where we will review your progress through the taught units, and discuss how you can meet the Knowledge, Skills and Behaviours as set out in the Apprenticeship standard. She will also signpost you to other sources of support as applicable.

Matt Albertyn is the program administrator and deals with all aspects of onboarding, registration, and the logistics of the program. He should be contacted via Slack or email (csapprenticeships@bath.ac.uk) for any issues relating to scheduling, monitoring, change of circumstances or line manager, or queries regarding information held by the university.

Other members of staff who teach or supervise apprentices are listed on the DA Landing Page available via Moodle: <https://moodle.bath.ac.uk/course/view.php?id=58330>

There are a number of mechanisms used to communicate to apprentices. It is the apprentice's responsibility to ensure that they are always contactable and that they make regular use of these mechanisms.

We use the online collaboration tool Slack to engage with apprentices to facilitate conversations around the course material and to build a community of learners. We use this for the day-to-day running of units and as a quick way of communicating with apprentices. You should be checking the Slack channels at least once a week.

E-mail is the primary mechanism for more formal communication and with scheduling tripartite meetings with apprentices and line managers. Your University e-mail account is the primary 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: <https://www.bath.ac.uk/teams/department-of-computer-science-academic-staff/>

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: <https://www.bath.ac.uk/professional-services/digital-data-and-technology/>

The standard productivity software used within Bath University is Microsoft Office. This is normally an expensive product, but the Digital Data and Technology service offers a special deal for Bath University students <https://www.bath.ac.uk/guides/download-and-install-microsoft-office-on-your-personal-device/>

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/>

ABOUT YOUR PROGRAMME

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

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 also complete a Portfolio and a Project Report, and have a professional discussion with the End Point Assessor, 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.

The academic year is divided into units. A unit is an assessable block of study which may be in the form of a lecture course or an approved project.

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.

British Values

- **Democracy**
- **Rule of law**
- **Mutual Respect and Tolerance**
- **Individual Liberty**

As apprentices we recognise that you are mature and professional individuals, working for established institutions, many of which are international organisations and employ a wide diversity of staff. Therefore we encourage you to think of the British Values in terms of the professional nature of your work, and the need to be respectful, ethical and legally compliant within your role. As such we concentrate on the relevant legal statutes applicable within the units, and are very clear about the role of ethics in computer science. We encourage you to reflect upon your own values, and how they relate to your everyday working situation.

These key values are incorporated throughout our work here at the University, from the overall ethos of this course, the frequent communications and interactions with students, and the teaching of the specific units.

First Year Key Dates:

First Year Induction: Thursday 6 October

First Year Units:

- Principles of Programming: week commencing Monday 3 October to week commencing Monday 12 December inclusive
- Software Engineering: week commencing Monday 2 January to week commencing Monday 27 February inclusive
- Advanced Programming: week commencing Monday 13 March to week commencing Monday 15 May inclusive, with two week break for Easter week commencing Monday 3 April to Monday 10 April inclusive.
- Databases: week commencing Monday 29 May to week commencing Monday 26 June inclusive.
- Research Seminar: week commencing Monday 10 July to week commencing Monday 7 August inclusive.

Campus Visit Days: Thursday 10 November and Thursday 16 March.

Tripartite reviews to take place in:

- Weeks commencing 14 and 21 November
- Weeks commencing 13 and 20 February
- Weeks commencing 15 and 22 May
- Weeks commencing 29 July and 7 August

Second Year Key Dates:

Second Year Units:

- Research Project Prep: week commencing Monday 5 September with final submission Monday 26 June.
- Foundations of Computation: week commencing Monday 3 October to week commencing Monday 12 December inclusive
- Option 1 (Theory of HCI/Cyber Security) week commencing Monday 2 January to week commencing Monday 20 February inclusive
- Option 2 (Entrepreneurship/Functional Programming) week commencing Monday 8 March to week commencing Monday 8 May inclusive, with two week break for Easter week commencing Monday 3 April to Monday 10 April inclusive.
- Option 2 (Advanced Software Engineering/Artificial Intelligence) week commencing Monday 22 May to week commencing Monday 10 July inclusive.

Campus Visit Days: Wednesday 5 October, Wednesday 9 November and Wednesday 15 March.

Tripartite reviews to take place in:

- Weeks commencing 17 and 24 October
- Weeks commencing 16 and 23 January – projects to be approved by EPA at this time
- Weeks commencing 17 and 24 April
- Weeks commencing 17 and 24 July

Third Year Key Dates:

Project Submission Date: Friday 14 October

Campus Visit Day: Thursday 10 November

Tripartite reviews to take place in:

- Weeks commencing 19 and 26 September
- Weeks commencing 2 and 9 January – progression to EPA phase to be approved at this time

PROGRAMME AIMS AND LEARNING OUTCOMES

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 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.

PROGRAMME DESCRIPTION: STRUCTURE OF YOUR PROGRAMME

The structure of your programme year for 2022/23 can be found in the 2022/23 Unit and Programme Catalogues (see below). The content of the Programme Catalogues is correct for teaching being delivered in 2022/23 at the time of publication. Programmes and units may be subject to reasonable change (see **Unit and programme changes** in this Handbook).

UNIT AND PROGRAMME CATALOGUES

This is where you will find details about all individual units for the current academic year.

The Catalogues also provide links to the relevant areas of the University's assessment regulations, showing how these are applied to your programme of study.

For the online Catalogues, please refer to **Important Links and Information** in this Handbook. See also the section in this Handbook on **Assessment**.

OPTION CHOICES

If your programme has option choice then information about how and when to choose your option units can be found online (please refer to **Important Links and Information**). If applicable, you will receive an email notification at the relevant point in the year when online unit selection is available. If you need to discuss your option choices, please contact your Director of Studies.

RESEARCH ETHICS

Ethical considerations are taken very seriously by the university, both for work in individual units and for the final capstone project. Apprentices are expected to be ethical in their approach to collecting and storing data, and are given additional support via the departmental Ethics Moodle page: <https://moodle.bath.ac.uk/course/view.php?id=58476>

Things to draw consider (but are not limited to):

1. Voluntary participation - no-one should be forced/coerced to take part;
2. Informed consent - participants should understand what the interview/questionnaire is about and what their data will be used for. They should explicitly give consent to take part (can be verbal doesn't have to be written);
3. Do not use participants who are vulnerable or unable to give informed consent (e.g. children under the age of 16 years, people with learning difficulties, patients, people receiving counselling, people living in care or nursing homes, people recruited through self-help groups);
4. No deceiving participants;
5. No personal data – there should be no reason for students to be collecting or processing personal data. This includes no voice/video recordings;
6. No sensitive data – students shouldn't be asking people about sensitive topics (e.g. sexual activity, drug use, mental health);
7. Anonymisation – based on responses students may need to anonymise so that participants aren't identifiable;
8. Only collect what you need – be mindful of participants time.

All data should be stored appropriately.

UNIT AND PROGRAMME CHANGES 2022/23

All programme and unit changes are managed through formal University processes. This is to ensure that changes are academically appropriate, properly supported and are made in a way that safeguards the interests of students.

We continually look for ways to develop and improve our programmes, aimed at enhancing your learning experience and maintaining high academic standards and quality. Such changes could be, for example, to update content to reflect latest developments in a particular field of study, or to respond to student feedback on delivery and/or assessment. Students who would be affected by proposed changes are consulted about them, either via their Staff/Student Liaison Committee or directly, depending on the nature of the change.

In addition, it is sometimes necessary to make changes due to unforeseen or unavoidable circumstances. The need to adapt to circumstances created by the global pandemic was a significant example of this.

This could also be for reasons such as:

- the accrediting body requiring changes to be made to the course, or,
- being unable to run an option unit because too few students selected it.

When this happens, we always try to ensure that the impact on students is minimised and that those affected are informed of the changes at the earliest opportunity.

Information on how we assure the quality and standards of your programme of study is available online. Please refer to **Important Links and Information** in this Handbook.

GIVING FEEDBACK ON YOUR PROGRAMME TO THE UNIVERSITY

The University is committed to continually improving its practice and aims to engage students as active partners in their education (The University of Bath Strategy 2021 to 2026). The three main ways in which your feedback will be sought will be through:

- Staff / Student Liaison Committees (SSLCs)
- Surveys and Evaluations
- The Students' Union.

Full information is available online. Please refer to **Important Links and Information** in this Handbook.

ASSESSMENT

Full information is available online. For signposts to important information on many aspects of assessment, please refer to **Important Links and Information** in this Handbook.

SUBMISSION DEADLINES

All units are assessed via coursework which is both set and submitted via the relevant unit moodle page. Tutors will discuss assignments and deadlines during the weekly webinars, and marks will be made available fifteen working days after submission. Please note that all marks are provisional until ratified by the Board of Examiners and may be subject to scaling.

LATE SUBMISSION OF COURSEWORK

To ensure fairness to all students, you will be expected to hand in all assessed coursework and dissertations/projects by a specified date and time, and there are penalties for submitting work after the specified deadline. 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 the Department.

WORD COUNTS

Coursework tasks will normally have a word limit or word range. This, and the penalty for non-compliance, will be confirmed when you receive an assignment.

FEEDBACK ON ASSESSMENT

During your course, you will receive feedback on your assessed work. This feedback may take different forms, depending on the subject and 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. You can discuss feedback you receive on assessments alongside your performance and progress in your studies at meetings with your Personal Tutor.

ACADEMIC INTEGRITY

The University has a wide range of resources available to you to help you understand the importance of academic integrity and how you can enhance your academic writing and practice.

All students will be unable to progress beyond the next progression point in their studies until they pass the University's Academic Integrity Test. The test has a pass mark of 85% but you can take the test as many times as you need to.

When you submit your assessment, 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 a plagiarism detection service (currently Ouriginal), which searches the web and databases of reference material and content submitted by other students, to identify duplicated text. Where practical, all summative assessment is submitted to this service to check for

similarities as an initial indicator of whether work has been plagiarised and an assessment offence committed.

Submission of your assessment to the Plagiarism Detection Service - Data Protection statement

The Plagiarism Detection 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) and may make, or authorise third parties to make, copies of any such work for the purposes of:

- 1) assessment of the work
- 2) comparison with databases of earlier work or previously available works to confirm the work is original
- 3) 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.

PENALTIES FOR ASSESSMENT OFFENCES

Academic misconduct can be described as 'the use of unfair means in any examination or assessment procedure'. Any student who is found to have used unfair means and therefore committed an assessment offence will be penalised. Potential types of assessment offence include plagiarism, self-plagiarism, collusion or unauthorised collaboration, contract cheating (including impersonation), fabrication or falsification, or breaching of examination regulations. Penalties for assessment offences depend upon the severity of the offence but may include failure of the assessment, unit or part of a degree, with no provision for reassessment or retrieval of that failure. Severe cases of academic misconduct, for example, contract cheating could 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 assessment offence, the Students' Union's welfare services are available to support you. You have the right to appeal against the outcome of the investigation.

Important information on academic integrity, the Plagiarism Detection Service, assessment offences and penalties, and support, as well as the Academic Integrity Test itself, is available online. Please refer to **Important Links and Information** in this Handbook.

IF CIRCUMSTANCES IMPACT ON YOUR ASSESSMENT ATTEMPT

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 about IMCs is available online. Please refer to **Important Links and Information** in this Handbook. **It is strongly advised that you become familiar with the available guidance and related regulations.**

ASSESSMENT PROCESSES

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

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

- *marking criteria (or assessment criteria)* - these are the knowledge, understanding and skills that students should demonstrate in the assessment. 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 assessment where practicable. It is not possible to mark all coursework anonymously as in some types of assessment the student can be easily identified by the marker (e.g. presentations, group work, laboratory work) or it might not be practical, or in the student interest, to do so. You will be informed when your coursework is to be marked anonymously.

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

Boards of Examiners: Assessment decision-making at the University is the responsibility of Boards of Examiners established at three levels: assessment outcomes go first to *Boards of Examiners for Units*, then *Boards of Examiners for Programmes*, then finally to *Boards of Studies*. Boards of Studies confirm decisions relating to student progression, re-assessment, 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 (BoS) for your programme. An official release date is set when your confirmed results will be made available to you via SAMIS (the University's student records system). An academic appeal can only be made in relation to a confirmed result (see the section in this Handbook on **Academic Appeals**).

Scaling: 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. A Board of Examiners can decide to recommend a change to the provisional marks, based on evidence that there was a problem with the assessment which means the initial marks do not reflect the standards achieved by students. This adjustment is known as scaling and under these circumstances the marks of all affected students will be changed.

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

Once a year, the External Examiners will provide a written report. University staff, including the Head of Department and Director of Studies, will look at these reports and a response will be made to the External Examiner's comments. External Examiner reports and responses are made available to students. Staff/Student Liaison Committees (SSLCs) also discuss External Examiner reports as part of routine monitoring activity.

The External Examiner for your programme is:
Professor Boriana Koleva from the University of Nottingham

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 **Academic Appeals** and **Dissatisfaction with a University Service or Facility (Complaints)** give some more information about the University's procedures for student complaints and academic appeals. The University's mechanisms for student representation are designed to enable students to engage with the quality management process through which the University considers and responds to External Examiners' comments and suggestions.

Full information is available online. Please refer to **Important Links and Information** in this Handbook.

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 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.

The full NFAAR-PGT, and definitions of terms used in it, are available online. Please refer to **Important Links and Information** in this Handbook.

YOUR PROGRAMME AND HOW YOU ARE ASSESSED

Within a 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 there may also be *optional units* (i.e. those units students may choose from a range of options).

In the Programme and Unit Catalogues, there are links to the relevant appendices of the NFAAR-PGT which state exactly how the assessment rules operate for each stage of your programme.

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

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

- Your programme 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 divided into stages and follows the general principle that all stage assessment must be successfully completed before progression to the next stage is permitted. This means that, if you are required to undertake supplementary assessment, you will have to do so before you can progress further. You must also never break one of the persistent generic rules.
- Your programme has units that constitute the Taught Stage(s) Credits in a separate phase before the period in which you will do the Dissertation/Project type unit(s), as

indicated in the table showing the structure of your programme. The Programme Progression Requirement to get from the taught phase to the Dissertation/Project phase 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.

CALCULATING YOUR DEGREE OUTCOME

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, and the End Point Assessment 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).

Academic year dates, including the supplementary assessment period, can be found online. See **Important Links and Information** in this Handbook.

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).

ACADEMIC APPEALS

If you wish to submit a request for an academic appeal you should refer to Regulation 17 (Conduct of Student Academic Reviews and Appeals), which outlines the process and grounds for an appeal against formal Board of Studies decisions.

You are also strongly advised to read the online guidance on Appeals provided by the Academic Registry.

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

Full information is available online. Please refer to **Important Links and Information** in this Handbook.

CORE UNIVERSITY INFORMATION

UNIVERSITY REGULATIONS FOR STUDENTS

All registered students of the University undertaking an apprenticeship 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 are strongly advised to read them carefully as they contain a lot of important information.**

For a link to the full Regulations for Students, see **Important Links and Information** in this Handbook.

ACCESSING UNIVERSITY EMAIL

You will need to use your University username and password to access your University email account. Your username also forms your email address (**username@bath.ac.uk**).

The University will often communicate with you about a range of important matters requiring action from you, including registration, assessment, degree ceremonies, and matters such as tuition fees, via your University email account. It is a University regulation that you access your University email account regularly, even if you are out on placement or study abroad.

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

To increase the security of your University account you will need to set up Multi Factor Authentication (MFA) so you can authenticate your identity and access your email.

Once you complete your apprenticeship 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.

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. Information on opting out of this membership, and the Code of Practice for the Students' Union, are available online. Please refer to **Important Links and Information** in this Handbook.

DATA PROTECTION

The University's Data Protection Policy and Guidelines on Data Protection may be accessed via the data protection website (see **Important Links and Information** in this Handbook).

REGISTRATION STATUS

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, and failure to do so may impact on your access to certain University facilities such as Moodle.

Regulation 1.1 explains the requirement to register, regulation 1.5 explains that the University reserves the right to terminate the registration of continuing students who do not complete registration in accordance with Regulation 1.1. Regulations 2.4 and 2.10 explain the consequences of non-payment of tuition fees. Please refer to **Important Links and Information** in this Handbook.

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 (see **Important Links and Information** in this Handbook).

You can make changes to the data that we hold about your identity including your name, gender, title, and the pronouns you use. Please refer to **Important Links and Information** in this Handbook.

If you develop or if there is a change to your disability, impairment, long-term health condition or specific learning difficulty, please get in touch with our Disability Service for advice on the support you may be entitled to.

If you are ill, you must notify your Head of Department. Where you have a planned absence to undergo medical or surgical procedures that requires time off for more than three days, you can apply for a leave of absence from your Head of Department. Your department can arrange in advance for time off study and may be able to consider other options.

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

The implications of withdrawing from the University or suspending your studies can be significant. See **Important Links and Information** in this Handbook and also contact the Director of Studies.

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

DISSATISFACTION WITH A UNIVERSITY SERVICE OR FACILITY (COMPLAINTS)

We want to ensure that, if you have a problem concerning the University, it is resolved as quickly as possible. The University is committed to continuing review and improvement, and seeks regular feedback from students. There are student representatives on the University's formal decision-making committees who can raise issues so that they can be dealt with promptly. The University is also committed to providing an environment within which

students are encouraged to raise any matters of concern in an informal manner as soon as they arise. This often removes the need for formal complaints.

It is expected that most complaints can be resolved at an early stage by discussing the matter informally at a local level. If you have a problem concerning the University, you should bring the matter to the attention of an appropriate member of staff, who will aim to resolve it by informal discussion. If you have attempted to resolve matters informally but are not satisfied with the outcome, you may elect to proceed to the next stage by submitting a formal complaint. You may also submit a formal complaint if the issue involved is too complex or serious for informal resolution.

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**. 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.

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

The University recognises that making a complaint can be stressful. Students are therefore advised to seek advice and support before making a complaint, from Student Support and Safeguarding, or from the Students' Union Advice and Support Centre, whose advice is independent of the University.

Full information is available online. Please refer to **Important Links and Information** in this Handbook.