

*Faculty of Science*

**Department of Mathematical  
Sciences**

MSc & MRes

Programme Handbook 2022/23



UNIVERSITY OF  
**BATH**



This Handbook is available in alternative formats. Please contact the Maths PGT Programmes Administrator ([facscipgtadmin@bath.ac.uk](mailto:facscipgtadmin@bath.ac.uk)) if required.

**Issued October 2022**

## CONTENTS

<b>About this handbook</b> .....	<b>1</b>
<b>Important links and information</b> .....	<b>2</b>
University information online .....	2
<b>Department welcome 2022/23</b> .....	<b>4</b>
About the Department 2022/23 .....	4
Key contacts/staff list.....	4
<b>About your programme</b> .....	<b>6</b>
Programme aims and learning outcomes.....	6
Programme description: structure of your programme .....	6
Unit and programme catalogues .....	6
Your timetable .....	6
Physical study space – 2022/23 .....	7
Option choices .....	7
Placement support.....	7
Unit and programme changes 2022/23 .....	7
Giving feedback on your programme to the University .....	8
<b>Assessment</b> .....	<b>9</b>
Submission deadlines.....	9
Late submission of coursework .....	9
Word counts.....	9
Feedback on assessment .....	10
Academic integrity .....	11
Penalties for assessment offences.....	12
If circumstances impact on your assessment attempt .....	13
Assessment processes .....	13
<b>Assessment regulations</b> .....	<b>15</b>
Your programme and how you are assessed .....	15
Calculating your degree outcome.....	17
Academic Appeals.....	17
<b>Core University information</b> .....	<b>19</b>
University regulations for students .....	19
Accessing University email.....	19
Students' Union membership .....	19
Data protection .....	19
Registration status .....	19
Academic engagement monitoring for Student Visa holders.....	20
Change in your circumstances .....	20
Dissatisfaction with a university service or facility (Complaints).....	21

## **ABOUT THIS HANDBOOK**

This is the 2022-23 Handbook for all students on the MSc Maths with Data Science for Industry and MRes Statistical Applied Mathematics programmes.

The contents of this Handbook are accurate at the time of publication [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 [www.bath.ac.uk/catalogues](http://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. See also **Unit and programme changes 3** in this Handbook.

While this Handbook signposts information about regulations for students, it does not have regulatory status itself, and the Regulations available online (Regulations for Students: <http://go.bath.ac.uk/regulations> and Assessment Regulations: [www.bath.ac.uk/corporate-information/new-framework-for-assessment](http://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 Studies (Ben Adams, [b.adams@bath.ac.uk](mailto:b.adams@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 your Director of Studies, [b.adams@bath.ac.uk](mailto:b.adams@bath.ac.uk), in the first instance.



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## CORE UNIVERSITY SERVICES AND INFORMATION

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### Student Support Services

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

### Students' Union Advice and Support Service

[www.thesubath.com/advice/](http://www.thesubath.com/advice/)

### Personal Tutoring

[www.bath.ac.uk/guides/personal-tutoring/](http://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](http://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/](http://www.bath.ac.uk/professional-services/digital-data-and-technology/)

### Careers Service

[www.bath.ac.uk/professional-services/careers-service](http://www.bath.ac.uk/professional-services/careers-service)

### Health and Safety

[www.bath.ac.uk/guides/student-health-and-safety](http://www.bath.ac.uk/guides/student-health-and-safety)  
[www.bath.ac.uk/guides/be-safe-on-campus-and-in-bath/](http://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/](http://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/](http://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/](http://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](http://www.bath.ac.uk/guides/data-protection-guidance)

### Tackling harassment: support and report

[www.bath.ac.uk/campaigns/support-and-report/](http://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](http://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](http://www.bath.ac.uk/guides/student-complaints-policy-and-procedure)

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## ADVICE AND SUPPORT FOR SPECIFIC GROUPS OF STUDENTS

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### 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](http://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](http://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/](http://www.bath.ac.uk/publications/university-and-leaving-care/)

### Estranged students

[www.bath.ac.uk/publications/university-and-estranged-students/](http://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/](http://www.bath.ac.uk/publications/university-and-refugees/)

### Students with caring responsibilities

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

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## SUPPORTING YOUR LEARNING

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### Your Programme

[www.bath.ac.uk/guides/your-programme](http://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](http://www.bath.ac.uk/guides/registering-with-the-university)

### Timetabling

[www.bath.ac.uk/professional-services/timetabling-and-room-bookings/](http://www.bath.ac.uk/professional-services/timetabling-and-room-bookings/)

### Programme and unit catalogue

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

### Student Representation and Engagement

[www.bath.ac.uk/campaigns/student-engagement-shape-your-university](http://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/](http://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](http://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](http://www.bath.ac.uk/guides/suspending-your-studies-or-leaving-the-university)

## **DEPARTMENT WELCOME 2022/23**

It is a pleasure to welcome you to the Department of Mathematical Sciences. The Department undertakes to deliver postgraduate training that is relevant, high quality and up to date. In return, we expect you to show commitment by striving to attend classes and by putting a matching amount of effort into self-directed study.

As Director of Studies, my role is to assist you to obtain the best postgraduate degree result that you can achieve. I also want you to enjoy every aspect of student life in Bath. I hope you will look back on your time here as a key element in defining your future.

Dr Ben Adams  
PGT Director of Studies (DoS)

## **ABOUT THE DEPARTMENT 2022/23**

The Department of Mathematical Sciences is led by the Head of Department, currently Professor Gunnar Traustason. The Head of Department directs all aspects of the Department, with operational input from nominated role-holders and a number of advisory committees.

### **Department Office**

The Department Office is in 4 West 2.13, just off the Parade. If you want to contact the department, and you don't know where to go or who to see, your first point of contact should always be the Department Office.

### **Moodle**

This is University's virtual learning environment and you will use it to access learning resources for your units.

### **Teams & Zoom**

The University makes use of Teams and Zoom to communicate online. You may find some lectures delivered on Zoom or that you can arrange to meet a member of staff on Teams.

## **KEY CONTACTS/STAFF LIST**

### **Personal Tutor**

Each student is allocated to a member of academic staff who acts as their Personal Tutor. The Personal Tutor provides a first point of contact for academic advice or pastoral support.

### **Unit Convenors**

A Unit Convenor has responsibility for the delivery of all aspects of a unit. This person will normally deliver the main lectures within a unit and will normally have prepared the course materials. If you have problems with the running of a unit, you should normally approach the Unit Convenor about it in the first instance.

### **Director of Studies (DoS)**

The PGT Director of Studies is currently Dr Ben Adams. He is responsible for managing the postgraduate programmes offered by the Department. To contact the Maths PGT DoS, email [b.adams@bath.ac.uk](mailto:b.adams@bath.ac.uk).

### **Placements Officer**

The Placements Officer for the Department is currently Mark Lewis. Mark has oversight of all arrangements to help students gain a placement opportunity and the support and assessment of students on placement. To contact the Placements Officer, send an email to [MA-placements@bath.ac.uk](mailto:MA-placements@bath.ac.uk).

### **Coordinator of the Staff-Student Liaison Committee (SSLC)**

The SSLC is a venue for staff-student contact. The committee meets twice per term. Here students receive information and are consulted on matters related to teaching and the curriculum within the department. The SSLC is also important for providing a forum for students to put their views and canvas opinion. The committee consists of Directors of Studies and representatives from staff, undergraduate and postgraduate students. The SSLC coordinator is currently Dr Marcel Ortgiese.

### **Faculty of Science Postgraduate Administration Team**

The Faculty of Science Postgraduate Administration Team are responsible for supporting the administration of postgraduate teaching in our department. They can be contacted by email: [facscipgtadmin@bath.ac.uk](mailto:facscipgtadmin@bath.ac.uk).

### **Individual Mitigating Circumstances Officer**

If you have a problem that prevents you from doing your best in an assessment, you may be able to apply for Individual Mitigating Circumstances (IMC). Our IMC Officer, Dr Simon Shaw, will be able to advise you. You can contact the IMC officer by email [maths-imc@bath.ac.uk](mailto:maths-imc@bath.ac.uk).

However, extension requests for assessed coursework before the due date are considered by the Director of Studies. For this you need to complete the appropriate request form on SAMIS (see also **Error! Reference source not found.** in this handbook).

## **FREQUENTLY ASKED QUESTIONS**

### **Where can I get help and advice if I need it?**

The Maths PGT Zone on Moodle contains the answers to most questions or can signpost you to places where you can get further help. Your Director of Studies or Personal Tutor should also be able to assist you. If you find yourself in financial difficulties or personal difficulties, you should seek advice from Student Support at The Roper Centre located in 4W or the Student Services and Support Team at the Virgil Building.

**How do I get support if I have a disability or am diagnosed with a medical condition?** If you have a disability or medical condition, or are diagnosed with one whilst you are here, and require extra support you should contact Student Support located in the entrance to 4W or email [studentsupport@bath.ac.uk](mailto:studentsupport@bath.ac.uk). They will assess your needs and make special provisions as necessary.

### **What do I do if I am too ill to attend an examination or something unexpected happens before an exam/coursework deadline which may affect my performance?**

- *Examinations:* We recommend that students take examinations if possible. It is essential that you inform the department's Mitigating Circumstances Officer (email [maths-imc@bath.ac.uk](mailto:maths-imc@bath.ac.uk)) and complete an IMC form as soon as possible, ideally before you take the examination, but certainly no later than three days after the first affected examination.
- *Coursework:* In most cases, you should seek a coursework extension from the Director of Studies by completing the relevant form on SAMIS.

### **How can I make changes to my degree programme or units?**

Please discuss with your Director of Studies.

## **ABOUT YOUR PROGRAMME**

The aims of the Department of Mathematical Sciences build upon the mission statement of the University "to advance learning and knowledge by teaching and research, particularly in science and technology, and in close association with industry and commerce".

The Department of Mathematical Sciences offers a full-time MSc programme in Mathematics with Data Science for Industry, and a full-time MRes programme that forms the first year of the Integrated PhD programme in Statistical Applied Maths.

### **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**.

### **YOUR TIMETABLE**

Using MyTimetable, you can access your personal timetable and download it into an electronic calendar.

Your teaching on campus and any Live Online Interactive Learning (LOIL) sessions you may have will show in your timetable. Links to LOIL sessions can also be accessed through the relevant unit page on the University's online learning environment, Moodle.

MyTimetable updates regularly, so should there be a change to your timetable, it will be reflected in MyTimetable.

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

### **PHYSICAL STUDY SPACE – 2022/23**

You will have access to drop-in and bookable study space on campus and in the city for individual or group study. Information on how to book and any usage guidelines or requirements are available online. Please refer to **Important Links and Information** in this Handbook.

### **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.

### **PLACEMENT SUPPORT**

The University is committed to enhancing students' vocational outcomes and learning experiences by supporting placements. We have a dedicated placements team to support and guide you through the process of applying for, securing and successfully completing a placement. The contact details for your Placements Officer can be found in the 'key contacts' section at the start of the handbook.

### **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. Other reasons include:

- the accrediting body requiring changes to be made to the course, or,
- being unable to run an optional 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**

You will be informed of the deadline to submit your assessment by the unit convener. You will be expected to hand in all assessed coursework and dissertations/projects by this specified date and time. This is to ensure fairness to all students.

### **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. 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.

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 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**

### **WORD COUNTS**

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

## **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. For exam-type assessment, you may receive general feedback relevant to all who took the assessment rather than individual feedback. You can discuss feedback you receive on assessments alongside your performance and progress in your studies at meetings with your Personal Tutor.

### **Pedagogical Rationale**

Fundamental ideas in mathematics can be difficult to comprehend and digest for future application. We believe that mastery of these ideas can only be achieved reliably with study over an extended period by working on problems that exercise these ideas. Our policies are designed to provide students the opportunity to grapple with these ideas and give feedback that channels and reinforces this effort. We aim to help students learn the practice of mathematics and this requires the active participation of both student and teacher. We believe that formative assessment is the best way to provide feedback. Summative assessment in the form of exams is primarily for judging student achievement and not for providing feedback.

### **Examinations**

Many units in Mathematics are assessed solely by examination. Five years (where available) of past examination papers with worked solutions are available via the Library website.

The feedback guaranteed for each exam is a final mark along with general comments, posted on Moodle, from the examiner on the performance of the whole class.

Individual exam feedback may also be available from lecturers or personal tutors, particularly in cases where marks are unexpectedly poor.

#### *Staff Responsibilities*

- Personal tutors will advise students on examination skills including assessment criteria.
- Lecturers will make clear, at the start of the unit, the format and style of any examination to be used.

#### *Student Responsibilities*

- Students will develop their examination skills by participation in tutorials and making use of published resources.

### **Coursework**

Some units are partially assessed by coursework. A few units are entirely assessed by coursework.

#### *Staff Responsibilities*

- A detailed specification of the assignment and of the examiner's intentions, including an explicit estimate of the time that average students are expected to devote to it.
- An estimate of the total number of marks allocated and, if the assignment is in several parts, the relative weights of these parts.
- The conditions under which an assignment is to be attempted, e.g. in scheduled sessions or own time, and whether or not the examiner, tutors, other lecturers or students may be consulted.
- The date on which the assignment is set (i.e. available to students) and the time and date by which it must be submitted.
- Coursework will normally be marked in adequate time for students to reflect on the feedback received. Students should either have the opportunity to examine marked coursework or to receive feedback on their performance. For coursework due near the end of the semester, it may not be possible to provide individual feedback before the examination.

#### *Student responsibilities*

- Students will submit work before the specified deadline.
- Students will read and digest the feedback given.

#### **Formative Assessment**

Every unit where the sole form of assessment is a final examination will have regular formative assessments in a form appropriate to the material.

#### *Staff Responsibilities*

- Staff will provide problem sheets, exercises and other tutorial material suitable to the unit on a regular basis.
- Staff will provide solutions to items of formative assessment. The solutions may be provided on paper, online or demonstrated within tutorials
- Formative assessments will be marked by the lecturer or by a tutor and returned in a timely manner sufficient for the student to benefit from the feedback received. Typically this will occur about one week after submission but no longer than three semester weeks after submission.

#### *Student Responsibilities*

- Students will attempt problem sheets provided and hand them in before the stated deadline
- Students will attend and participate in tutorials
- Students will collect marked problem sheets and reflect upon the feedback provided

#### **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.

**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 exams 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 Mike Giles, University of Oxford

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 does not have any Designated Essential Units (DEUs).
- Your programme is divided into stages and follows the general principle that all stage assessment must be successfully completed before progression to the next stage is permitted. This means that, if you are required to undertake supplementary assessment, you will have to do so before you can progress further. You must also never break one of the persistent generic rules.

- Your programme has units that constitute the Taught Stage(s) Credits in a separate phase before the period in which you will do the Dissertation/Project type unit(s), as indicated in the table showing the structure of your programme. The Programme Progression Requirement to get from the taught phase to the Dissertation/Project phase is 50% for MSc Mathematics with Data Science for Industry, 60% for MRes Statistical Applied Mathematics.
- Should you fail to qualify for the award of the degree of Master, you may be considered for the award of a related Postgraduate Diploma or Postgraduate Certificate (subject to your having met the requirements for one of those awards).

The normal pass mark for a unit is 40%. In some units, you might need to achieve a threshold mark in one or more component assessments in order to pass the unit overall. Particular rules apply to failure of units of the 'Taught type', or in the 'taught' stages. They are as follows:

- If you fail any units badly (i.e. achieve less than 35%), you will have to undertake supplementary assessment – unless you have failed so many units that you fail outright or the attempted retrieval would break the rule on how much failure can be retrieved.
- If you only fail units marginally (i.e. achieve 35%-39%), you might be able to progress without supplementary assessment. Whether you do progress will depend on the total credit value of the failed units.

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

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

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

## **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, 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 are subject to the University's Regulations for Students. The Regulations contain rules and other important information about being a student at the University of Bath, including regulations governing the payment of fees due to the University, student discipline, fitness to study and those governing attendance, conduct and progress in studies. They also form part of the formal contract between you and the University. **You 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 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.

### 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. Tuition fees for each academic year are payable at registration in full or in instalments.

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.

### **ACADEMIC ENGAGEMENT MONITORING FOR STUDENT VISA HOLDERS**

Guidance and requirements on academic engagement for students who are Student visa holders, including the University's **Academic Engagement Monitoring Policy for Student visa holders**, and information on when and how to request an authorised absence, are available online. 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 or are likely to be ill for more than three days, you must notify your Director of Studies. 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. 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. They will be able to advise you on an appropriate course of action.

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

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

**If you are an international student holding a Student visa, you should consult the advisers in the Student Immigration Service about the implications of suspending or withdrawing from your programme. See **Important Links and Information** in this Handbook.**

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.