

Faculty of Science



UNIVERSITY OF
BATH

MSc in Drug Discovery, Departments of Life Sciences and Chemistry

Postgraduate Taught Handbook 2022/23



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ABOUT THIS HANDBOOK

This is the 2022/23 Handbook for MSc in Drug Discovery students in the academic year 2022/23.

The contents of this Handbook are accurate at the time of publication, 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 includes links to information online about both the topics covered 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 <https://www.bath.ac.uk/catalogues/2021-2022/pa/TSXX-AFM03.html>). 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 2022/23** in this Handbook.

You will be informed via announcements if any services offered by the University will need to be changed because of changing circumstances during 2022/23.

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) 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 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 in the first instance.



SUPPORTING YOU

Student Support and safeguarding

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

Counselling and mental health support

Disability Service

Student Money Advice

Welfare and Wellbeing Advice

Students' Union Advice and Support Service

www.thesubath.com/advice

Equality, Diversity and Inclusion

<https://www.thesubath.com/diversity-support/>

LGBTQ+ students

<https://www.bath.ac.uk/campaigns/lgbtq-student-support-at-bath/>

International Students

<https://www.thesubath.com/international/>

<https://www.bath.ac.uk/guides/money-advice-for-international-and-eu-students/>

Disabilities, long-term illness, and specific learning difficulties

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

Students with caring responsibilities

<https://www.bath.ac.uk/publications/university-and-young-adult-carers/>



CORE UNIVERSITY SERVICES / INFORMATION

Dissatisfaction with a University service or facility (Complaints)

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

Health and Safety

<https://www.bath.ac.uk/topics/covid-19-information-for-students/>

Be Safe on Campus information (COVID-19)

<https://www.bath.ac.uk/campaigns/be-safe-on-campus-and-in-bath-during-the-covid-19-pandemic/>

Student Immigration Service

www.bath.ac.uk/topics/visas

Visa Extension Service

Academic Engagement rules for Tier 4 students

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

Academic Skills Support and Development

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

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

Learning Technologies & IT Support

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

Care-leavers, Estranged students and Foyer Residents

<https://www.bath.ac.uk/guides/additional-support-and-funding-for-care-leavers-foyer-residents-and-estranged-students/>

Students from a refugee background

<https://www.bath.ac.uk/guides/financial-support-for-refugees/>
<https://www.bath.ac.uk/publications/university-and-refugees/>

Student parents (including expectant parents)

<https://www.bath.ac.uk/guides/student-parents/>

Erasmus and Visiting students

<https://www.thesubath.com/erasmus/>

SUPPORTING YOUR LEARNING

Your Learning

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

Year dates and timetables

Blended learning (setting yourself up)

How we ensure the quality of your course, including making changes.

Regulations for students

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

Registration

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

Withdrawing from or suspending your studies

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

Placements

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

Personal Tutoring

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

Student Representation and Engagement

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

Careers Service

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

Data Protection

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

Bullying, harassment and victimisation

<https://www.bath.ac.uk/forms/be-the-change-reporting-form/>

<https://www.bath.ac.uk/campaigns/report-and-support/>

SU Code of Practice and membership

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

Assessment

www.bath.ac.uk/guides/assessment-guidance-for-students

Important assessment information

Coursework submission (deadlines, word counts)

Assessment processes (marking, anonymous marking, moderation, scaling)

External examiners

Understanding your results

Supplementary assessment

Academic Integrity

www.bath.ac.uk/campaigns/academic-integrity-training-and-test

Assessment Regulations

www.bath.ac.uk/corporate-information/new-framework-for-assessment

Definitions of assessment terms

Individual Mitigating Circumstances

www.bath.ac.uk/guides/reporting-individual-mitigating-circumstances-to-the-university

Academic Appeals

www.bath.ac.uk/guides/appealing-against-an-academic-decision

DEPARTMENT WELCOME 2022/23



It is my pleasure to welcome you as a new postgraduate member of the Department of Life Sciences. My role as Director of Studies for the postgraduate MSc in Drug Discovery programme (taught jointly with the Department of Chemistry) is to ensure that we, as academic staff, do all we can to assist you in obtaining the best result in your postgraduate taught programme that you can achieve. This requires both you and us to contribute equally to what is a real partnership between 'learner' and 'teacher' and to accept our joint responsibility for making your postgraduate studies a success. Our responsibility is to deliver taught material that is relevant, high-quality and up to date in a

number of different settings – through lectures, seminars, tutorials, workshops, e-activities and practical classes. In return, we expect you to demonstrate commitment by attending all formal teaching sessions and be prepared to undertake further independent, self-directed study to support your understanding and learning of the material.

We want you to enjoy student life in Bath- this includes both work and play! We hope you will look back on your time here as a key element in defining your future and helping you on the road to fulfilling your career aspirations – some of the friends you make during your studies here will remain close for the rest of your life.

A handwritten signature in blue ink that reads "Mr. D. Lloyd".

Dr Matthew Lloyd, Director of Studies

ABOUT THE DEPARTMENT 2022/23

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

KEY CONTACTS/STAFF LIST

The table below summarises the contact details of the primary teaching team of the MSc in Drug Discovery programme.

Name	Role	Tel. ext.	Room	Email prefix (@bath.ac.uk)
Dr Matthew Lloyd	Director of Studies	6786	5W 2.13	prsmdl
Dr James Taylor	Deputy Director of Studies and convenor of XX50229	4533	1S 0.17	j.e.taylor
Dr Stephen Flower	Convenor XX50228	4881	3S 1.02	s.e.flower
Prof Mark Lindsay	Convenor XX50225	6783	5W 2.45	m.a.lindsay
Dr Ian Eggleston	Convenor XX50226	3101	5W 3.8	i.eggleston
Dr Albert Bolhuis	Convenor XX50227	3813	7W 2.10	ab366
Prof. Banafshe Larijani	Convenor PA50411	4040	7W 3.14	bl666
Prof. Stephen Husbands	Professor in Pharmaceutical Chemistry	3103	5W 3.18A	s.m.husbands
Dr Matthew Grayson	Lecturer in Chemistry	4964	1S 1.25A	m.n.grayson
Mrs Paula Harding	Programme Administrator		4S 0.03	facscipgtadmin

DEPARTMENTAL INFORMATION AND SAFETY

Statement of Intent

A concern for health and safety is an integral part of the management of the Department of Life Sciences. This policy statement indicates the organisation, arrangements, monitoring and remedial actions which will be used by the Department to implement the requirements of the University Safety Policy, and the local Department rules. The local rules are in addition to, and not a substitute for, the requirements of the general University Safety Policy. The Department will make available resources of both time and money, and arrange for training and instruction in safety matters, so far as is reasonably practicable, so that the Safety Policy can be implemented.

Department Safety Team

The person with overall responsible for safety in the Department of Life Sciences is the Head of Department, Professor Adele Murrell, while in Chemistry the Head of Department is Professor Andrew Burrows.

Safety-related duties have been delegated to the following persons:

Role	Life Sciences (5 West)	Chemistry (1 & 3 South)
Safety Liaison Officer:	Dr Sara Shariki 5W 3.39	Mr Dev Agarwal 3S 0.04
Radiological/Laser Liaison Officer:	Dr Sara Shariki, 5W 3.39	Mrs Deborah Roberts, WH 3.12
Chemical Liaison Officer:	Dr Tim Woodman, 5W 3.4	Mrs Sarah Hunter 1S 0.58
Electrical Safety Testing:	Mr Stephen Phillips, 5W 3.28	Mr David Elkins 3S 0.13
Appointed First Aiders:	Call Security, ext. 666 or Jemima Pereira 5W 3.39	Call Security, ext. 666 or Mr Josh Byers 3S 1.05

The Departmental Safety Team has been formed to help the Head of Department discharge the duties of implementing and monitoring the University Safety Policy. The Terms of Reference of the Team are as stated in Appendix 3.4 of the University Safety Manual. The Team meets at least three times a year. Compliance with the University Safety Policy will be monitored in accordance with procedures laid down in Section 3.4 of the Safety Manual.

The Head of Department will arrange, in consultation with the Departmental Safety Team, for a group to inspect the area at least twice a year. The result of the inspection will be reported on a suitable pro forma, and target dates will be set for any remedial actions. The Head of Department will acknowledge completion of the remedial actions and a copy of the completed report will be sent to the University Safety Officer for record purposes.

General Department Safety

All members of the Department have a responsibility for safety. As a Department we have a wide range of activities which if not carried out properly could pose safety risks. Therefore, it is important that everyone is safety conscious. The greatest potential risks are found about fires, radiation hazards, microbiological/tissue culture hazards, pressure vessels, centrifuges, weighing toxic chemicals or drugs and electrical equipment. Our most common problems are minor cuts resulting from people opening ampoules, and needle stick incidents. Although we have safety procedures in place, designed to pre-empt problems, we do depend on everyone being alert to these risks and bringing to the attention of colleagues any safety matters they are concerned about.

If you have visitors in the Department you should be responsible for their general safety and evacuation in case of an emergency. Visitors with mobility issues should inform their host prior to arrival of their needs or requirements as soon as possible.

If children are brought on to the campus, they should be under constant supervision. Children should not be brought into the Department unless necessary. If they are in the Department, **they must not enter the laboratories.**

Potential Asbestos Risk

In the original construction of much of the University, asbestos was used for insulation and cladding, and dust from this has been known to collect in roof spaces above ceiling tiles. Therefore, before lifting any ceiling tile, consult with your supervisors who must contact the Estates Department to determine whether asbestos is contained within the ceiling void. In addition, the building support columns have been cladded in asbestos. This cladding must not be used as a notice board. Any damage to the cladding should be reported to the Department Superintendent immediately.

In addition to these general points, the following procedures should be followed by everyone in practical classes.

Laboratory Safety

While in the Life Sciences laboratories you will carry out various experiments which if not performed properly could present a risk to yourself and to others working with you. If you see anything which gives you concern over safety, please inform the person in charge of the class.

There are potential risks arising from the use of pressurised vessels, centrifuges, microbiological and tissue culture work, chemicals, drugs, needles, ampoules, gases, radiation sources, exposure to allergens and electrical equipment. Therefore, do not carry out any experiment unless you are fully aware of the correct procedures. If you are unsure, do not proceed without taking advice from the class supervisor. Do not attempt to repair faulty equipment.

If you have a health problem which could be affected by laboratory work you must inform the Department Safety Liaison Officer, Dr Daniel Lou-Hing 5W 3.39 (Life Sciences) or Mr Dev Agarwal 3S 0.04 (Chemistry) and the University Medical Officer in Quarry House.

When carrying out individual projects during the later stages of your degree programme you and your supervisor(s) will need to make a Risk Assessment prior to any practical work being carried out. This may also involve filling out Control Of Substances Hazardous To Health (COSHH) forms.

Risk assessments have been made by members of staff on all the standard practical classes you will be carrying out and the level of safety is considered to be adequate to comply with the COSHH regulations. Individual risk and COSHH assessments will be found in your practical notes.

When in the laboratories you must comply with the following rules:

1. Make yourself familiar with the location of fire extinguishers and fire alarms together with evacuation routes. On hearing a fire alarm, leave the building by the nearest safe route and assemble outside Westwood residences (Assembly point 10, Fig 1) which is the assembly point for 5West and 7West. The assembly point for the 1 South and 3 South labs is situated on the grass to the side of 1 South (Assembly point #, Fig 2).
2. Always wear laboratory coats when you are in the laboratory. If you are wearing protective gloves do not contaminate door handles and taps with hazardous materials. Do not wear open shoes (flip flops, sandals, or crocs), or other clothing which would compromise your safety in the event of a safety incident. Open cuts/sores should be protected from infection/contamination.
3. Safety spectacles must be always worn in the laboratory, and protective gloves must be used when required.
4. Long hair or loose clothing should be tied back if naked flames or rotating equipment is being used.
5. Smoking, eating, drinking and the application of cosmetics are forbidden in the laboratories.
6. Pipetting by mouth is forbidden.
7. Do not attempt to re-sheath syringe needles. Once used place directly in a sharps disposal bin. Take special care when weighing out chemicals as this is the time when maximal exposure to toxic agents can be expected.
8. Do not bring personal bags, coats *etc.* into the laboratories.

9. Do not block emergency exits.
10. If you do have an accident, report it to the person in charge and fill out an Incident Report Form. This should then be returned to the Department Secretary.
11. Rinse out all glassware prior to sending it for washing up by the Laboratory Assistants. Do not return Pasteur Pipettes and needles for washing up; dispose of them in the Glass bins / Sharps Bins that are provided for this purpose.
12. Clear up any breakages and spillages and inform the person in charge of the class. When you have finished your work leave the laboratory in a clean state. It is particularly important to prevent flammable solvents being disposed of via sinks. Bottles should be rinsed out and the label defaced before being placed in the waste bins.
13. Ensure that all solvent bottles are returned to the storage cupboards when no longer required.
14. Never work in any laboratory alone.
15. If you notice something which you regard as a hazard, please inform the person in charge of the laboratory.

Public Liability insurance

The University has a public liability insurance policy to cover any claims brought by students or members of the public against the University where the University has been negligent. This policy does not, however, cover students who come to harm because of their own fault, or cause damage of their own volition. Further information on the University's Insurance Policy covering placement students is provided on the following web link: www.bath.ac.uk/insurance-services/

Further Safety Information

Further safety information can be found on the back of laboratory doors, where key information is summarised. Additional information on the Department's health and safety policy can be found on the Life Sciences Intranet, updates and latest procedures will also be posted there. There you can also obtain information on:

- Decontamination of Biological waste
- Handling of Human Blood
- Storage and use of human material
- Taking human blood
- COSHH template
- Phenol Burns

ABOUT YOUR PROGRAMME

The MSc is a 90-credit course with a taught component comprising 60 credits, split over two semesters, and a summer supervised research project of 30 credits.

The programme is designed to provide the student with a range of skills and expertise in drug discovery research. Students will graduate with a fully rounded knowledge of the drug discovery process, starting from the cellular processes that it is important to target, through the design and synthesis of new compounds, to the clinical development and regulatory approval of a medicine. It is aimed at graduates from a range of first-degree backgrounds and will provide them with specific additional training in the fundamentals of chemistry, biology, and pharmacology relevant to drug discovery, according to their first degree background and career aspirations. This will provide students with the opportunity to enhance their knowledge and practical skills in an area of core science in which they may not have previously specialised, from which they will be able to gain an awareness of both the chemical and biological aspects of drug discovery, and apply them in practice.

As well as taught components on drug discovery science and core science training, the programme will include an embedded training in transferable skills for research, such as scientific writing and critical analysis of the scientific literature. Teaching will include lectures, workshops, and small group tutorials, with contributions from industrial scientists and experts in regulatory affairs. This will prepare students to undertake an intensive individual research project based in either chemistry, biology, pharmacology, or pharmaceutical sciences, where they will be able to apply their knowledge, benefit from interactions with postdoctoral and PhD students, and develop their own ideas in drug discovery.

Students graduating from the programme will be ideally placed to either apply their research skills and knowledge of drug discovery in a career in the pharmaceutical industry, or to pursue a multidisciplinary PhD at the chemistry/biology interface.

Upon completion of the Programme of Study, the student will:

- be able to discuss the relevance of their research in the context of published work.
- have acquired in-depth knowledge of how research in drug discovery adds to the body of knowledge.
- have acquired in-depth knowledge of the chemical and biological aspects of drug discovery and how they can be exploited and managed.
- have acquired the ability to formulate a research proposal and write a critical review of research related to their principal area of research.
- have an understanding of the requirements of data storage for the purposes of publication and IP applications.
- have demonstrated the ability to produce a research dissertation in the form of a publication related to their principal area of research.

PROGRAMME DESCRIPTION: STRUCTURE OF YOUR PROGRAMME

The structure for your programme year for 2022/23 can be found in the 2022/23 Unit and Programme Catalogues (see below). This is where you find important information on which units you are taking in which semester and if any units are 'designated essential units' (DEUs) that you must pass.

The content of the Programme Catalogues is correct at the time of publication. Programmes and units may be subject to reasonable change (see also **Unit and programme changes 2022/23** in this Handbook).

UNIT AND PROGRAMME CATALOGUES

This is where you will find details about all years of your programme as well as details about 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 this 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 LEARNING

Having received feedback from our current students and teaching staff about their experience of blended learning in 2021/22, our approach in 2022/23 aims to keep the best of what we've put in place successfully over the last academic year. We are committed to providing a high-quality learning experience that is rich and varied, whilst ensuring we can be flexible if required by government restrictions.

Your learning will consist of structured activities – both in person teaching on campus, and structured online learning delivered through the University's virtual learning environment – as well as independent learning.

Online activities may include following a recorded lecture, or other learning materials, or joining a timetabled live interactive session through Teams or Zoom.

If the UK government restricts how we can deliver your course through social distancing measures or a lockdown, we are able to move most of your learning online.

Information on IT support and key software for this academic year is available online. Please refer to **Important Links and Information** in this Handbook.

YOUR TIMETABLE

Using MyTimetable ([University of Bath Single Sign-on](#)), 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.

When you start your units, you will be able to access associated online material at a time that suits your schedule.

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

Add any programme specific information required including details of how students will be informed of any changes.

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

PHYSICAL STUDY SPACE – 2022/23

As in previous years, you will be able to book study space on campus and in the city for individual or group study. Information on how to book, and the COVID-19 requirements, is available online. Please refer to Important Links and Information in this Handbook.

OPTION CHOICES

If your programme has option choices, 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 and if you need to discuss option choices, please contact your Director of Studies.

RESEARCH ETHICS

For information on Research Integrity and Ethics, and the steps we take to ensure our research meets the highest ethical standards, please visit the University's Ethics web page at: <https://www.bath.ac.uk/topics/research-integrity-and-ethics/>

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 (Education Strategy 2016-21). 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.

Exam-based assessment during the 2022/23 academic year is likely to be a mixture of in-person and online. More information on assessment arrangements for this year, including online assessment, will be provided via the University webpages, and updated as necessary.

SUBMISSION DEADLINES

There are a variety of coursework submissions throughout each unit, the submission date for each will be mutually agreed between the lecturer and students at the appropriate time.

Generally, coursework submissions will be electronically through Moodle or hard copy directly to the lecturer or programme administrator as appropriate. The default time at which coursework must be submitted on the required day is 6.15 p.m. (18.15 hrs), British Summer Time (BST) or Greenwich Mean Time (GMT), whichever is in force at the time of the submission. Different submission times may be used, but these will be notified to students well in advance of the deadline.

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

Written coursework tasks will normally have a word range or limit. 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 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.

Department of Life Sciences Policy on Feedback on Assessed Work 2022/23

This policy should be read in conjunction with the University Quality Assurance Code of Practice Statement 16 Marking, Moderation and Feedback to Students www.bath.ac.uk/quality/documents/QA16.pdf. This policy is applicable to full-time undergraduates and taught postgraduates in the department.

The Director of Teaching is responsible for ensuring this policy is reviewed, and if necessary updated, annually in consultation with SSLC, DLTQC and the wider Department. The policy will be clearly described in both undergraduate and taught postgraduate programme handbooks.

It is the responsibility of all students to know how feedback will be provided and to take advantage of the many opportunities available.

The Director of Teaching will be responsible for ensuring that the wide variety of assessment methods used across Programme units meets the over-arching approach to assessment as laid down in current Programme Specifications.

The nature of feedback on assessments and academic performance at university differs from sixth form. During Welcome Week, the Director of Teaching and Directors of Studies, supported by Personal Tutors and staff teaching on key study skills units will emphasise the key differences, *e.g.*, the greater emphasis on self-directed learning and continuing personal development.

Following approval of the Unit Description, unit conveners will be responsible for determining the nature of assessment feedback that will be provided for each unit and a statement of feedback to be provided will be placed in each unit's Moodle page. Feedback on coursework will be appropriate to the subject area within Life Sciences. For example, in those Units where learning is mainly through practical work feedback it will involve marked coursework, generic feedback on Moodle and timetabled feedback sessions to inform the whole cohort.

Where relevant, *e.g.*, for essays, dissertations, posters and oral presentations, a marking scheme will be provided on Moodle for students in advance of starting coursework assignments. Feedback will be provided by markers using standard proformas and made available to students by the Unit Convenor.

Personal tutors will be responsible for providing brief individual performance review feedback to students at the end of each semester, normally within two weeks of the publication of results within SAMIS. Feedback may be face-to-face or via Microsoft Teams, as appropriate. The Senior Tutor will be responsible for monitoring that this has taken place.

Some Examples of Assessment Types used in Undergraduate and Taught Postgraduate Programmes

Assessment Method	How Feedback is Provided	Timing of feedback
End of Semester written examination	Generic feedback by Unit Convener to whole cohort	Within two weeks of publication of results in SAMIS
Written essay or dissertation	Using standardized proforma	Within three weeks of marks being available on SAMIS
Summative individual oral or group presentation	Written feedback to a marking scheme template	Within three weeks of marks being available on SAMIS
Reflective commentaries	Individual written feedback to a marking scheme template	Within three weeks of marks being available on SAMIS
Formative group oral presentations	Group written feedback to a marking scheme template provided by Personal Tutor	Within seven days of presentation
Objective structured clinical examinations (OSCEs)	Group feedback on overall performance Individual feedback on failed stations	Outline performance within seven days of OSCE Within three weeks of marks being available from SAMIS
Formative MCQ assessment	Via Moodle quiz	Immediately after submission by student
Pharmacology full laboratory report	Individually marked, group feedback to whole cohort	Within three weeks of submission deadline

We take the provision of assessment feedback seriously and aim to give you feedback that is reasonable, appropriate, and timely.

Formative Feedback is given to enable you to reflect on your work, consider your future learning needs, and plan ways in which you can improve your future learning across the degree programme.

Summative Feedback provides you with a measure of what you have achieved against the intended learning outcomes for a Unit, for example examination marks.

We have several ways in which we provide you with feedback; appropriate to the units you are studying, these include:

- formal feedback after a coursework assignment has been assessed
- post-examination feedback
- on-going advice on larger pieces of coursework such as the dissertation and project
- self-test quizzes on Moodle
- generic feedback on examinations
- individual marks and comments related to submitted coursework.
- group feedback via Moodle

Feedback will normally be given for individual assignments within three semester weeks following the submission deadline for the assignment. Some coursework may be marked more quickly, for example practical work required for the following week. Substantial assignments may take longer than three weeks.

Formal Feedback provides you with feedback on your overall progress at the end of each semester will be provided by your personal tutor, with whom you are advised to discuss your assessment marks.

In accordance with University Guidelines, at fixed points during the academic year, you may view your marks for each unit taken, using SAMIS on the web. Semester 1 assessment results will be available no later than four weeks after the end of the examination period.

Semester 2 results will normally be available for you from SAMIS at the end of June for final years and in early July for continuing students.

ACADEMIC INTEGRITY

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

It also has in place an Academic Integrity Test you are required to take and pass (the pass mark is 85% but you can take the test as many times as you need to). You will not be able to progress beyond the next progression point in your studies until you pass this test.

When you submit 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 work. 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 <https://teachinghub.bath.ac.uk/urkund-overview/> 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:

- assessment of the work.
- comparison with databases of earlier work or previously available works to confirm the work is original.
- 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 UK or 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.

ASSESSMENT OFFENCES – PENALTIES

Any student who is found to have used unfair means in an assessment procedure will be penalised. 'Unfair means' here includes cheating, fabrication, falsification, plagiarism, unfair collaboration or collusion. Penalties for use of unfair means may include failure of the assessment unit or part of a degree, with no provision for reassessment or retrieval of that failure. Proven cases of plagiarism or cheating can also lead to an Inquiry Hearing or disciplinary proceedings. Claims of inadvertence or ignorance will not be accepted as a basis for mitigation of a penalty.

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

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 several ways.

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

- *marking criteria (or assessment criteria)* - these are the knowledge, understanding and skills which it has been identified that students should demonstrate in the assessment and which

are taken into account during marking. They are based on the learning outcomes being assessed.

- *marking schemes* - these are detailed descriptions of how specific numbers of marks should be assigned against individual components of an answer within the assessment task.
- *grade descriptors* - these are descriptions of the levels of achievement required 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 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 by your External Examiner (see below).

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

- Dr Sam Butterworth, University of Manchester

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 40%.

- Should you fail to qualify for the award of the degree of Master, you may be considered for the award of a related Postgraduate Diploma 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 to pass the unit overall. Rules apply to failure of units of the 'Taught type', or in the 'taught' stages. They are as follows:

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

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

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

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

A Board of Examiners will decide at appropriate points whether you are continuing to meet the requirements for the programme (including not breaking persistent generic rules whereby you can only fail and retrieve, or marginally fail and have condoned, units within set limits), and/or whether you have met all the requirements for your target award or any alternative that might be available. The outcomes will depend on both your performance in individual units and your overall performance. Generally, if you pass each of your units, you will progress and, in due course, be recommended for an award.

If you fail units beyond certain credit values, or you fail some too badly, you might break one of the persistent generic rules whereby you can only fail and retrieve, or marginally fail and have

condoned, units within set limits, and this will result in failure of the programme - without any opportunity for supplementary assessment (Further information on supplementary assessment is provided below).

The criteria for making awards with distinction or with merit are described in the relevant NFAAR-PGT rules (paras. 78-80).

SUPPLEMENTARY ASSESSMENT

‘Supplementary assessment’ is the term normally used for an opportunity given to a student to retrieve failure before starting the next stage of a programme, or by the end of the programme if it is a single-stage programme or the failed units are not Stage Required Units (SRUs).

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.

More information on arrangements for the 2022/23 academic year will be provided via the University webpages and updated as necessary.

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 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.

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

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

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

Regulation 1.1 explains the requirement to register. Regulations 2.4 and 2.10 explain the consequences of non-payment of tuition fees.

ACADEMIC ENGAGEMENT MONITORING FOR TIER 4 STUDENTS

Guidance and requirements on academic engagement for students who are Tier 4 visa holders, including the University's **Academic Engagement Monitoring Policy for Tier 4 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).

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

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

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

If you are an international student holding a Tier 4 visa, you should consult the advisers in the Student Immigration Service about the implications of suspending or withdrawing from your programme. 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 Services, 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.