



Honours degrees in:  
Biochemistry  
Biology  
Biomedical Sciences  
Molecular & Cellular Biology



Undergraduate Programmes Handbook

2017-2018

This handbook is available in electronic format via the Department Moodle (virtual learning environment) pages. The online version includes live links to information sources.

If you require a copy in large font or another format please contact the Undergraduate Programme Administrator.

Every effort has been made to ensure that the information contained within this handbook is accurate and up-to-date.

### Academic Year 2017-18

These dates are correct at the time of printing – please check on the University's semester dates website for up-to-date information during the year:

<http://www.bath.ac.uk/about/organisation/semester-dates/2017-18/index.html>

Semester 1	Dates	Week(s)
New student arrivals	Saturday 23 September 2017 - Sunday 24 September 2017	
Welcome Week	Monday 25 September 2017 - Sunday 1 October 2017	52
Semester 1	Monday 2 October 2017 - Friday 15 December 2017	1-11
Semester 1 vacation	Monday 18 December 2017 - Friday 5 January 2018	12-14
Semester 1	Monday 8 January 2018 - Friday 26 January 2018	15-17

Semester 2	Dates	Week(s)
Semester 2	Monday 5 February 2018 - Friday 23 March 2018	19-25
Semester 2 vacation	Monday 26 March 2018 - Friday 6 April 2018	26-27
Semester 2	Monday 9 April 2018 - Friday 1 June 2018	28-35
Supplementary Assessment Period	Wednesday 15 August 2018 - Friday 24 August 2018	46-47

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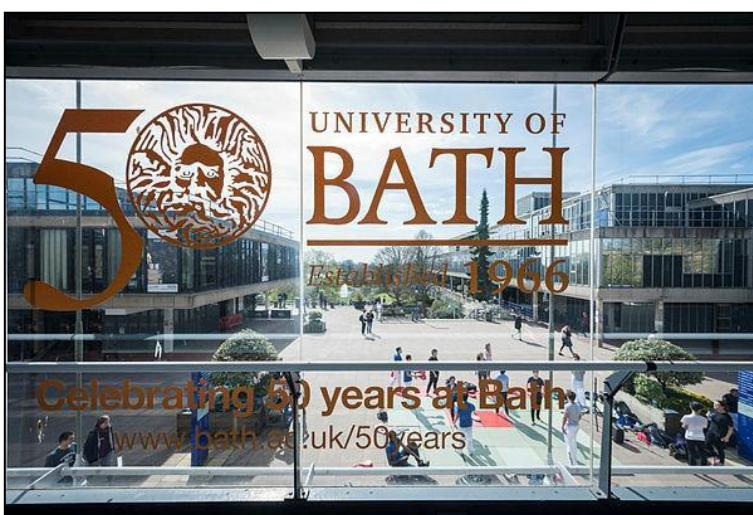
### About This Handbook

It is a pleasure to welcome you as a new undergraduate to the Department of Biology and Biochemistry. The aim of this handbook is to provide you with useful information about the University and the Department and to provide a guide to your chosen degree course. This handbook contains the correct details for the programmes and units in 2017/8. However, in future years you should look at the online version of this handbook on the Department of Biology and Biochemistry (Undergraduate) Moodle course for the most up to date information:

<http://moodle.bath.ac.uk/course/view.php?id=1732>.

Unit availability is likely to stay the same from year to year, but may change, so to find the most up to date information about the content of your programme and any current unit options you should consult the Programme and Unit Catalogue. This can be found online at <http://www.bath.ac.uk/catalogues/other.html> (select the index for the current academic year, click on Biology and Biochemistry, and then your degree programme).

In your first year most of you will be unfamiliar with the experience of living and studying within a University environment. The methods of teaching and learning are probably different from those with which you are familiar and it can be easy to feel that you do not know what you are supposed to do, or even how to find out what is going on. We hope this handbook will help you but more information is available through [Moodle](#), from your Personal Tutor and from other staff. If you have any concerns please ask someone for help.



## Your contact with the Department and University

The academic structure of the University is based on Departments, each of which is part of a Faculty. The Department of Biology and Biochemistry is within the Faculty of Science. The Department comprises some 45 members of academic staff who teach the BSc degree programmes in Biochemistry, Biology, Molecular and Cellular Biology and Biomedical Sciences, and provide some teaching for the Natural Sciences, Pharmacy, Pharmacology, Psychology and Sports and Exercise Science degree programmes. We also offer MSc, MRes and PhD programmes within the Department. The academic staff are supported by teams of administrative and technical staff. The current *Head of Department* is **Professor Rod Scott**.



The majority of the Department staff are located in building 4 South, where the main teaching laboratories and the Undergraduate Office are also to be found, although some members of staff are located in building 3 South. Both buildings are accessible to students from 08:00 to 18:30 on Mondays to Fridays and undergraduates should not normally be in the buildings outside these times.

The key staff members whom you are most likely to come across in the course of your studies are detailed below and a list of Department staff with their email addresses, office location and telephone numbers can be found [below](#). If you wish to see a member of academic staff outside of normal scheduled meetings you should contact them by telephone or email to make an appointment.

### **Director of Teaching**

Responsibility for managing the undergraduate programmes offered by the Department is taken by the *Director of Teaching*, **Dr Chris Todd**. His responsibilities include the development of the curriculum and its delivery, the co-ordination of all units, including their assessment and online evaluation questionnaires and student support issues.

### **Director of Studies**

The *Director of Studies* is the appropriate person to consult on degree scheme issues, including change of programme of study, the requirements for proceeding to the next stage, suspension and discontinuation of registration, submission of

mitigating circumstances report forms and other related matters. For Biology, Biochemistry and MCB the Director of Studies is **Dr Chris Todd**, and for Biomedical Sciences the Director of Studies is **Dr Alex Jeffries**.

### **Your Personal Tutor**

At the start of the course you will be assigned a *Personal Tutor*. Your Tutor acts as your personal official link with the University and as someone with whom you can confidentially discuss any problem that has arisen, be it academic, financial or personal. It is suggested that you contact your Personal Tutor for advice on any circumstances which might be affecting your performance.

Your tutor will be able to give academic advice and may suggest that you seek advice from another member of staff, such as a member of the Academic Skills Centre (ASC), a member of Mathematics and Statistics Help (MASH), Director of Studies, Senior Tutor or the Convenor of a particular unit. During the course of your studies there are a number of mandatory meetings with your tutor to undertake assessments etc. It is in your interest to keep in good contact and see your tutor at other times too.

For financial and personal matters, your Tutor may suggest that you contact the Student Services Centre for detailed support and guidance.

### **Senior Tutor**

The *Senior Tutor* for the Department of Biology and Biochemistry is **Dr Stefan Bagby** and he oversees the operation of the Personal Tutorial System (see page 30). If you wish to transfer to a different personal tutor please contact the Senior Tutor who will arrange this.

### **Women's Tutor**

Specific additional support within the Department is provided in the form of the *Women's Tutor*, **Dr Susan Crennell**, who can be approached to discuss issues of a sensitive nature that you may feel unable to discuss with your Personal Tutor.

### **International Student Tutor**

Additional support for students who are not UK nationals can be provided by the *International Student Tutor*, **Dr Keith Vance**.

### **Lecturers and Unit Convenors**

There are many different people with overlapping responsibilities for your teaching programme. Your most immediate point of contact is with the individual *lecturer* responsible for a teaching activity. Units sometimes involve several lecturers and in this case one is designated as the *unit convenor*, responsible for the whole series. (If only one lecturer is involved, he/she is also convenor of that unit). If there are any difficulties with a particular teaching activity, this is the person you should consult. If there are many similar problems, he/she may organise additional support, perhaps

through Moodle or via direct contact. The convenors for the Year 1 units can be found [below](#).

### **Undergraduate Office – 4 South 0.03**

The Undergraduate Office is located in building 4 South (room 0.03) and is usually open from 09:00 to 17:00 on Mondays to Fridays. This is where all hard copies of coursework are submitted. Messages may also be left here for staff pigeon holes (which are not accessible to students). The staff in the Undergraduate Office will be able to answer many of your general course-related queries concerning timetables, examinations, unit options, placements, or, if not, will point you in the direction of someone who can.



### **Expectations**

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

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

### **E-Mail**

E-mail is the method that staff will generally use to contact you and the method by which they prefer you to contact them. Your tutors and lecturers will use e-mail to tell you about times for tutorials and meetings as well as any lectures or workshops which have to be rearranged at short notice. If you write an email to, or reply to an email from, a member of staff **please sign your email with your name and surname as well as your year and programme of study**. (Email software lets you set up a signature to automatically do this. Please take the time to do this as it can very much speed up our ability to respond with the correct information.)

Your University e-mail account is the only account that we will use for communications. Checking your emails at least daily is vital. It is your responsibility to ensure that your e-mail account does not become over-full as this will prevent new

emails reaching you. The University's recommended email programme is Microsoft Outlook. You can link your own devices to see your emails through Microsoft Exchange or can utilise the Outlook Web App in any web browser. IT support is provided by Computing Services and you can find more information on setting up and managing your account on the Computing Services main web-page <http://www.bath.ac.uk/bucs>.

## Accessing University Email

You will need to use your unique username and password to access your University email account. You are able to access your email by going to <http://mail.bath.ac.uk>. Your username also forms your email address ([username@bath.ac.uk](mailto:username@bath.ac.uk)).

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

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

### ***Further information***

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

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

## SAMIS

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

### ***Further information***

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

## Moodle

Our virtual learning environment, Moodle, is used extensively to communicate information to you - see [here](#) for more information. Information will be regularly provided at Department, Programme and Unit levels.

## Notice Boards and Pigeon Holes

General information and notices specifically relating to particular parts of the courses (e.g. group lists for practical classes) may be posted on the notice boards in the North foyer and on the first floor (adjacent to the Teaching Laboratories) of building 4

South, although usually group lists will be emailed to you and/or posted on Moodle. The Placements notice board is located on the ground floor of 4 South and displays information about current placement opportunities. Placements information will also be available on placement specific Moodle courses. Personal messages and any personal mail which may have been delivered or re-directed to the Department will be left for you to collect in the student pigeon holes located towards the northern end of the central corridor of 4 South. It is important to check your pigeon hole and read the notice boards regularly.

## Timetables

For various reasons timetable and room changes do occur, particularly at the beginning of each semester. Any changes made after the start of the semester will normally be emailed to you but you should also check regularly for changes on the web-based timetables found at the link below:

<http://www.bath.ac.uk/timetable/programmes-sci.htm>.

Some units (especially those involving practical classes) involve the setting of smaller groups so you may not, for example, be required to attend every practical session shown on your timetable. This information will be sent to you by email and/or posted on Moodle.

There is software called MyTimetable, which will enable you to export and view your personalised timetable on any internet connected device, such as your smartphone. Any changes that are made centrally to activities will then automatically be updated in your electronic calendar (it is set to refresh regularly).

Further details can be found at:

<http://www.bath.ac.uk/timetable/MyTimetablehelp.pdf>.

To access the software go to:

Desktop: <https://mytimetable.bath.ac.uk/>

Mobile: <https://mytimetable.bath.ac.uk/m>

and log in by entering your BUCS username and password followed by the Login button.



## Peer Mentoring Scheme ('Buddy scheme')

Under the peer mentoring scheme second and final year students act as peer mentors to the new first year students. The scheme puts you in touch with someone you can ask about any aspect of student life, whether you have queries on course-related topics or whether you are seeking advice on such things as accommodation, getting part-time work, union activities etc. The scheme is entirely optional, but it will be assumed that you want to be involved and a peer mentor will automatically be allocated to you. A get-together will be organised early in your first semester to introduce you to each other.

## Staff in the Department

You can put a face to a name (or vice versa) by consulting the photographs in the main foyer of 4 South.

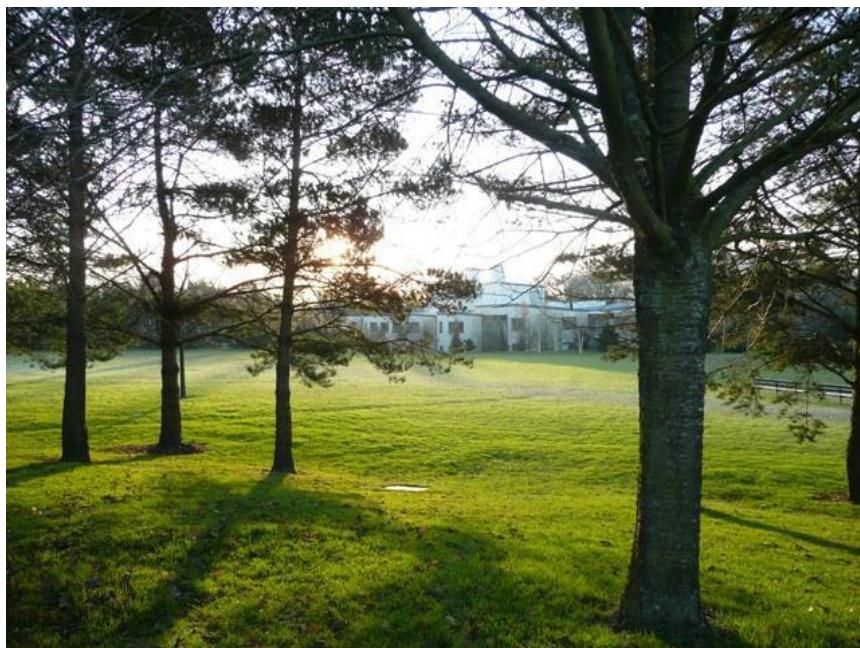
<b>Head of Department</b>		
Prof R J Scott (r.j.scott@bath.ac.uk)	4S 0.01	3136
<b>Deputy Head of Department</b>		
Prof D Tosh (d.tosh@bath.ac.uk)	4S 0.66	6532
<b>Director of Teaching (Director of Studies for Biology, Biochemistry &amp; MCB)</b>		
Dr C M Todd (c.m.todd@bath.ac.uk)	4S 0.15	3134
<b>Director of Studies for Biomedical Sciences</b>		
Dr A C Jeffries (a.c.jeffries@bath.ac.uk)	4S 1.54	6263
<b>Placements Tutor</b>		
Dr R J Williams (r.j.williams@bath.ac.uk)	4S 0.45	6553

<b>Undergraduate Admin Team</b>			
<b>UG Programmes Officer</b>	Teresa Buckley (t.p.buckley@bath.ac.uk)	4S 0.03	3341
<b>UG Administrator</b>	Rachel Attenburrow (r.j.attenburrow@bath.ac.uk)	4S 0.03	5425
<b>UG Administrative Assistant</b>	Rebecca Shaw (r.shaw@bath.ac.uk)	4S 0.03	6407
<b>Placements Admin Team</b>			
<b>Placements Officer</b>	Esther Reeves (e.reeves@bath.ac.uk)	WH 1.12	6240
<b>Placements Administrator</b>	Helen Edwards (h.c.edwards@bath.ac.uk)	WH 1.12	6240

<b>Academic Staff</b>			
Prof K R Acharya (k.r.acharya@bath.ac.uk)	4S 0.29	6238	
Dr S Bagby (s.bagby@bath.ac.uk)	4S 0.28	6436	
Dr J R Beeching (j.r.beeching@bath.ac.uk)	4S 1.11	3572	
Prof D R Brown (d.r.brown@bath.ac.uk)	4S 1.46	3133	
Dr Zoe Burke (z.d.burke@bath.ac.uk)	3S 0.04	3437	
Dr V Cevik (v.cevik@bath.ac.uk)	4S 1.50	6410	
Dr A Chalmers (a.chalmers@bath.ac.uk)	4S 0.44A	5054	

Academic Staff			
Dr H Corradi (h.r.evans@bath.ac.uk)	4S 0.11	4829	
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Dr Daniel Field (d.j.field@bath.ac.uk)	4S 0.42	4662	
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Dr A C Jeffries (a.c.jeffries@bath.ac.uk)	4S 1.54	6263	
Prof R N Kelsh (r.n.kelsh@bath.ac.uk)	4S 0.63	3828	
Dr P Kover (p.x.kover@bath.ac.uk)	3S 1.18	5059	
Prof D Leak (d.j.leak@bath.ac.uk)	4S 1.34	4309	
Dr J Licchesi (j.licchesi@bath.ac.uk)	4S 0.46	6287	
Dr N Longrich (n.r.longrich@bath.ac.uk)	4S 1.12	6261	
Dr J Mason (j.mason@bath.ac.uk)	4S 1.35	6867	
Dr A Murrell (a.m.murrell@bath.ac.uk)	4S 0.56	3583	
Dr A Perry (a.c.f.perry@bath.ac.uk)	3S 0.26	6936	
Dr A Preston (a.preston@bath.ac.uk)	3S 1.16	6318	
Dr N Priest (n.priest@bath.ac.uk)	4S 1.05	6401	
Dr C Pudney (c.r.pudney@bath.ac.uk)	4S 1.30	5049	
Dr Baoxiu Qi (b.qi@bath.ac.uk)	3S 1.12	5427	
Prof R J Scott (r.j.scott@bath.ac.uk)	4S 0.01	3136	
Prof S Sheppard (s.k.sheppard@bath.ac.uk)	4S 0.39C	5046	
Dr J Stewart-Cox (j.e.stewart-cox@bath.ac.uk)	4S 0.11	3091	
Dr V Subramanian (v.s.subramanian@bath.ac.uk)	4S 0.67	6315	
Prof T Székely (t.szekely@bath.ac.uk)	4S 0.10	3676	

<b>Academic Staff</b>			
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Prof D Tosh (d.tosh@bath.ac.uk)	4S 0.66	6532	
Dr Leslie Turner (l.turner@bath.ac.uk)	4S 1.03	5015	
Dr A Urrutia (a.urrutia@bath.ac.uk)	4S 1.09 / 4S 1.29	3414 / 3011	
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Prof A Ward (a.ward@bath.ac.uk)	4S 0.64	6914	
Dr P R Whitley (p.r.whitley@bath.ac.uk)	4S 1.40	4278	
Dr R Williams (r.j.williams@bath.ac.uk)	4S 0.45	6553	
Prof M A Wills (m.a.wills@bath.ac.uk)	4S 1.06	3504	
Prof J Wolf (j.b.wolf@bath.ac.uk)	4S 0.14	5012	
Prof S Wonnacott (s.wonnacott@bath.ac.uk)	4S 0.44	6391	



## Your Degree Programme

The Department of Biology and Biochemistry offers the following degree programmes in Biochemistry, Biology, Molecular and Cellular Biology and Biomedical Sciences. To find the most up to date information about the content of your programme and any current unit options you should consult the Programme and Unit Catalogue. Go to <http://www.bath.ac.uk/timetable/programmes-sci.htm>, select the index for the current academic year, then click on Biology and Biochemistry, and finally your degree programme.

### Biochemistry

<b>Programme code:</b>	USBB-AFB02
<b>Programme title:</b>	<b>BSc (hons) Biochemistry</b>
<b>Award type:</b>	Bachelor of Science with Honours
<b>Mode of Attendance:</b>	Full time
<b>Length:</b>	3 Years
<b>Programme code:</b>	USBB-AKB06
<b>Programme title:</b>	<b>BSc (hons) Biochemistry with Professional Placement</b>
<b>Award type:</b>	Bachelor of Science with Honours
<b>Mode of Attendance:</b>	Thick sandwich
<b>Length:</b>	4 Years

### Biology

<b>Programme code:</b>	USBB-AFB03
<b>Programme title:</b>	<b>BSc (hons) Biology</b>
<b>Award type:</b>	Bachelor of Science with Honours
<b>Mode of Attendance:</b>	Full time
<b>Length:</b>	3 Years
<b>Programme code:</b>	USBB-AKB07
<b>Programme title:</b>	<b>BSc (hons) Biology with Professional Placement</b>
<b>Award type:</b>	Bachelor of Science with Honours
<b>Mode of Attendance:</b>	Thick sandwich
<b>Length:</b>	4 Years

## Molecular and Cellular Biology

<b>Programme code:</b>	USBB-AFB05
<b>Programme title:</b>	<b>BSc (hons) Molecular and Cellular Biology</b>
<b>Award type:</b>	Bachelor of Science with Honours
<b>Mode of Attendance:</b>	Full time
<b>Length:</b>	3 Years

<b>Programme code:</b>	USBB-AKB08
<b>Programme title:</b>	<b>BSc (hons) Molecular and Cellular Biology with Professional Placement</b>
<b>Award type:</b>	Bachelor of Science with Honours
<b>Mode of Attendance:</b>	Thick sandwich
<b>Length:</b>	4 Years

## Biomedical Sciences

<b>Programme code:</b>	UXXX-AFB11
<b>Programme title:</b>	<b>BSc (hons) Biomedical Sciences</b>
<b>Award type:</b>	Bachelor of Science with Honours
<b>Mode of Attendance:</b>	Full time
<b>Length:</b>	3 Years

<b>Programme code:</b>	UXXX-AKB11
<b>Programme title:</b>	<b>BSc (hons) Biomedical Sciences with Professional Placement</b>
<b>Award type:</b>	Bachelor of Science with Honours
<b>Mode of Attendance:</b>	Thick sandwich
<b>Length:</b>	4 Years

Assessment Weightings			
BSc 3 year programmes		BSc 4 year programmes	
Stage	Weighting within programme	Stage	Weighting within programme
Stage 1 (Year 1)	0 %	Stage 1 (Year 1)	0 %
Stage 2 (Year 2)	32 %	Stage 2 (Year 2)	32 %
Stage 3 (Final Year)	68 %	Stage 3 (Placement Year)	0 %
		Stage 4 (Final Year)	68 %



#### ***Further information***

Definitions of assessment terms:

[www.bath.ac.uk/registry/nfa/nfaar-ug-appendix-02.pdf](http://www.bath.ac.uk/registry/nfa/nfaar-ug-appendix-02.pdf)

Other Assessment information can be found in the [Assessment](#) section of this handbook.

## Structure of Year One

Most Year 1 units are common to more than one degree, so you will find yourself studying these subjects alongside students whose background and intentions are different from yours. Your “identity” as a Biologist, Molecular and Cellular Biologist, Biochemist or Biomedical Scientist does not involve taking unique Year 1 unit courses, but is more to do with your overall Scheme of Study (the package of unit courses in this year and beyond) and the topics studied in your small group sessions. Below is a list of Year 1 units, full details of which can be found in the current Programme/Unit Catalogue for the Department of Biology and Biochemistry <http://www.bath.ac.uk/catalogues/2017-2018/bb/bb-proglist-ug.html>

### Year 1 Units and Unit Convenors

BB10003	Biochemistry 1	Prof D Leak
BB10005	Cell Biology	Dr P Whitley
BB10006	Cell and Molecular Biology	Dr J R Beeching
BB10007	Genetics	Dr A Urrutia
BB10012	Ecology & Evolution 1	Prof J B Wolf
BB10186	Proteins: Purification and Characterisation	Dr S Crennell
BB10200	The Life of Earth 1	Dr N L Longrich
BB10201	The Life of Earth 2	Dr J Doughty
BB10205	Ecology & Evolution	Dr P Kover
BB10213	Practical Research & Academic Skills	Dr S J Crennell
BB10214	Human Molecular Genetics	Dr S Hussain
BB10215	Biochemistry for Biologists	Prof D Tosh
BB10216	Practical Research & Academic Skills for Biologists	Dr D Henk
BB10121	Biochemistry 2	Dr C M Todd
CH10087	General Chemistry	Prof F Marken (Dept of Chemistry)
CH10088	Introduction to Biological Chemistry	Dr J P L Cox (Dept of Chemistry)
HL10034	Functional Anatomy	Dr D Cazzola (Dept for Health)
HL10182	Human Physiology	Dr J E Turner (Dept for Health)

A complete list of unit convenors for BB units can be found on the ‘Department of Biology & Biochemistry (Undergraduate)’ Moodle course:

<http://moodle.bath.ac.uk/course/view.php?id=1732>

### Generally Available Units

You are allowed to choose up to 6 credits worth of units in each year in addition to the units taken within your degree programme. You can either take 3 credits in each semester or 6 credits in either Semester 1 or Semester 2. Languages are offered as a pair of 3 credit units, one to be taken in each semester.

Further details of the options available in 2017/8 can be accessed on the web at the following address:

<http://www.bath.ac.uk/catalogues/2017-2018/zz/UXXX-AFN99.html>

### **Recommended Texts**

It is recommended that you purchase at the very least one appropriate textbook for Year 1 of your degree, as listed below. If you wish for more detail in a specific course then you should start looking at a more specialised textbook and some of these will be recommended to you. Where there is a strong recommendation from the staff member then you would be advised to buy a copy of the book as the library will not have enough copies for everyone. Such books are usually recommended year after year and it is often possible to buy or sell these second hand. Online purchases through publishers' web sites usually have discounts and details of these are on the Departmental Undergraduate Moodle course.

### **Biochemistry**

Students registered for **Biochemistry** degrees are recommended to buy **one** of the following:

- *Lehninger Principles of Biochemistry*, 7<sup>th</sup> edition, by David L. Nelson and Michael M. Cox, (W.H. Freeman) ISBN 9781464126116
- **or** *Biochemistry*, 4<sup>th</sup> edition, by Donald Voet and Judith G. Voet, (Wiley) ISBN 9780470570951 or E-book ISBN 9780470914106
- **or** *Biochemistry*, 4<sup>th</sup> edition, by Christopher K. Mathews *et al*, (Pearson) ISBN 9780132806411
- **or** *Biochemistry*, 8<sup>th</sup> edition, by Jeremy M. Berg, John L. Tymoczko, Gregory J. Gatto, Jr., & Lubert Stryer, (W.H. Freeman) ISBN 9781464126109

Other recommendations are:

- *Biology: A Global Approach*, 10<sup>th</sup> edition, by Neil A. Campbell *et al*, (Pearson) ISBN 9781292008653
- *Practical Skills in Biomolecular Sciences*, 4<sup>th</sup> edition, by Rob Reed *et al*, (Pearson) ISBN 9781408245521
- *Molecular Cell Biology*, 7<sup>th</sup> edition, by Harvey Lodish *et al*, (W.H. Freeman) ISBN 9781464109812

### **Molecular & Cellular Biology**

Students registered for **Molecular & Cellular Biology** degrees are recommended to buy the following textbook:

- *Molecular Cell Biology*, 7<sup>th</sup> edition, by Harvey Lodish *et al*, (W.H. Freeman) ISBN 9781464109812

You are also recommended to purchase **one** of the Biochemistry textbooks listed above for Biochemistry students. The other recommendations for Biochemists will also be relevant to you.

### ***Biology***

Students registered for **Biology** degrees are recommended to buy the following textbooks:

- *Biology: A Global Approach*, 10<sup>th</sup> edition, by Neil A. Campbell *et al*, (Pearson) ISBN 9781292008653
- and *Practical Skills in Biology*, 5<sup>th</sup> edition, by Jonathan Weyers, Rob Reed and Allan Jones (Pearson) ISBN 9781408245477

Other recommendations are:

- *Molecular Cell Biology*, 7<sup>th</sup> edition, by Harvey Lodish *et al*, (W.H. Freeman) ISBN 9781464109812

Other texts are recommended for some units and full details of these are available from the Library web pages.

### ***Biomedical Sciences***

Students registered for **Biomedical Sciences** degrees are recommended to buy **one** of the Biochemistry textbooks listed above for Biochemistry students **plus**

- *Vander's Human Physiology*, 13<sup>th</sup> edition, by Eric P. Widmaier, Hershel Raft and Kevin T. Strang (McGraw-Hill) ISBN 9781259080821
- *Kinesiology: Scientific Basis of Human Motion*, 12<sup>th</sup> edition, by Nancy Hamilton, Wendi Weimar and Kathryn Lutgens (McGraw-Hill) ISBN 9780071086431

Other useful physiology texts are:

- *Human Physiology* by A. Davies, A.G.H. Blakeley and C. Kidd
- *Human Physiology* by G. Pocock and C. D. Richards
- *Human Physiology* by L. Sherwood
- *Human Physiology* by D. Silverthorn

Other useful anatomy texts are:

- *Hole's Essentials of Human Anatomy and Physiology* by J. W. Hole
- *The Ciba Collection of Medical Illustrations Vol 8: The Musculoskeletal System* by F. H. Netter
- *Principles of Anatomy and Physiology* by G. J. Tortora and S. R. Grabowski
- *Fundamentals of Anatomy and Movement: A Workbook and Guide* by C. Z. Hinkle

Texts that are useful for laboratory practicals and assessments:

- *Lab Reports and Projects in Sport and Exercise Science – A Guide for Students* by Mike Price (Routledge) ISBN 9780273758402
- *Kinanthropometry and Exercise Physiology Laboratory Manual. Vol 2: Physiology* by Roy Eston and Thomas Reilly (Routledge) ISBN 9780415437233

## Changing Programmes

It may be possible to **transfer from one degree programme to another** within the Department. However you should be aware that you may not have the necessary pre-requisites for certain optional units in subsequent years, and that this will limit your choices. If you wish to change your programme of study you should discuss this initially with your Personal Tutor, who will refer you to the Director of Teaching.

**Transfers to the placement version of your degree programme** will be made at the end of Year 1. There is a specific procedure to follow – see the [Professional Placements](#) section of this handbook for more information.

You may **transfer to the non-placement version of your degree** at any time before the making of any placement arrangements during the second year.



The content and structure of degree programmes may vary slightly from year to year. The following information is given here as a guide to 2017/8 but you should be aware that some details may change. For the most up to date information please refer to the latest online version of this handbook on Moodle:  
<http://moodle.bath.ac.uk/course/view.php?id=1732>

In Year 2 as in Year 1 you may also take up to 6 credits worth of units in addition to the requirements of your programme, (for example a management unit), provided your timetable permits it. These credits will **not** however count towards your degree result. A list of units can be found under Generally Available units in the programmes catalogue: <http://www.bath.ac.uk/catalogues/2017-2018/zz/UXXX-AFN99.html>

Full details of the course units available in Year 2 can be found in the Programme/Unit Catalogue for Biology and Biochemistry:  
<http://www.bath.ac.uk/catalogues/2017-2018/bb/bb-proglst-ug.html>

### Biochemistry

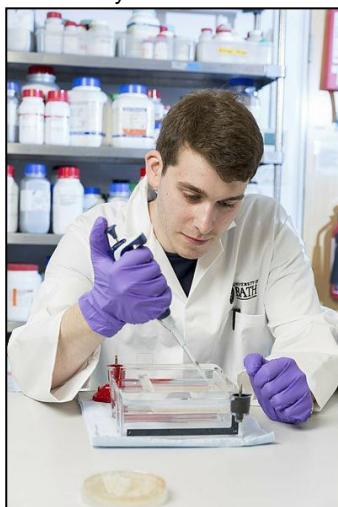
The second year of the BSc Biochemistry degree programme consists mainly of compulsory course units which are considered central for any student of Biochemistry. In addition you choose optional units to make a total of 60 credits for the year.

Each optional unit is worth 6 credits. Most units comprise a combination of lectures and practical sessions, however there are a few which do not involve practical work.

### Molecular and Cellular Biology

During the second year you must take 60 credits from the Molecular and Cellular Biology programme, including the two mandatory directed studies units (BB20013 and BB20014) worth 6 credits in total. Students have five other mandatory units, leaving four further units to choose over both semesters.

You should bear in mind that your choice of units in Year 2 may affect the course units available to you in your final year. Each unit runs for one semester and is worth 6 credits (with the exception of Directed Studies 1 & 2 which are worth 3 credits each.) Most units comprise a combination of lectures and practical sessions, however there are a few which do not involve practical work.



## Biology

The second year of the BSc degree course in Biology provides an opportunity for you to choose units according to your interests and objectives. You should bear in mind that some of the decisions you make at this stage may affect the course units available to you in your final year.

During the second year you must take 60 credits from the Biology programme. The usual balance is 30 credits each semester, but you can take 24:36 (or vice versa). Remember that this includes the two mandatory units (BB20152 and BB20153) worth 12 credits in total.



Each unit normally runs for one semester and is worth 6 credits. Some units comprise a combination of lectures and practical sessions and some involve practical work or lectures only.

### **Field Course (Biology students only)**

Students taking part in field courses are required to take with them suitable clothing and footwear for the conditions (warm clothing, waterproofs etc) and certain other items of essential equipment. A check on the suitability of the field course activities for individual students will need to be made (e.g. we provided additional transport for a student in wheelchair) and this will require students to disclose disabilities through a questionnaire. This is in order for us to meet Health & Safety requirements, not to stop anyone participating. Not returning the completed questionnaire within the deadline can result in you being prevented from attending the field course. A detailed list of essential items will be distributed nearer the time. **Note that we have to make an additional charge for residential field courses to cover your accommodation and food costs.**



## **Biomedical Sciences**

The second year of the BSc degree course in Biomedical Sciences consists of 36 credits of compulsory core units. These core units are mostly provided by the Department of Biology & Biochemistry.

You can also select 24 credits worth of optional modules across the semesters to complement the topic area you are most likely to pursue in the final year and these include options from the Department of Biology & Biochemistry, the Department for Health and the Department of Pharmacy & Pharmacology.

### **Changing Unit Choices**

You will be invited to make your Year 2 unit choices online during a 2-week unit selection period in April/May of Year 1. Changes of optional units after the end of this period are normally permitted only in very limited circumstances (e.g. a timetable clash or following a change of programme). Should you wish to change any of your optional units you must first obtain permission from the Director of Teaching, Dr Chris Todd, and then contact Rachel Attenburrow in the 4 South Undergraduate Office. **All changes must be approved by the Wednesday of the first week of teaching in Semester 1 (for Semester 1 units) and by the Wednesday of the first week of teaching in Semester 2 (for Semester 2 units).** Only in exceptional circumstances will changes be permitted after these dates.

### **Applying for a Placement**

If your degree programme involves a placement, you are reminded that you should thoroughly acquaint yourself with the responsibilities that this entails, outlined in QA6, the Quality Assurance Code of Practice for Placement Learning, Work-based Learning and Study Abroad. All the information you need about placements will be contained in two placements information files, the first file is provided at the placements meeting at the end of the first year and the second file (including QA6) is provided at your interview with the placements staff early in the first semester of your second year.

To be sure of keeping up to date with all information regarding placements you should check your email every day and look on the placements noticeboard or placements Moodle course at least twice a week. It is also important to keep the placements staff fully informed about the progress of your placement applications.

More information about the placement process can be found [here](#).

As with Year Two, the content and structure of the Final Year may vary slightly from year to year. The following information is given here as a guide to 2017/8 but you should be aware that some details may change. For the most up to date information please refer to the latest online version of this handbook on Moodle:

<http://moodle.bath.ac.uk/course/view.php?id=1732>

The Final Year of all degree courses involves a strong emphasis on your own, self-directed work. It is particularly important to be well organised, committed and self-motivated. During your final year you must take 60 credits. The usual balance is 30 credits per semester, but you can take 24:36 (or vice versa).

You are also expected to broaden your knowledge of biochemistry, biology, biomedical sciences and molecular and cellular biology and to keep abreast of major developments during the year. You should build into your work schedule some reading to maintain your awareness of current trends (e.g. New Scientist, Scientific American) and you should attend the programme of lectures by visiting speakers which runs throughout the year on Tuesday lunchtimes. This will bring you into contact with areas of biochemistry, biology, biomedical sciences and molecular and cellular biology outside of those on which you have chosen to focus in your final year.



**All final year programmes consist of two main components: -**

### **Course Units**

Each unit is usually worth 6 credits and runs for one semester, with normally two hours of contact time per week. The style of individual units may differ, some being made up largely of lectures whilst others are based wholly or in part on discussion sessions. It is expected that you will back up the courses with library work and normally you will be required to submit at least one piece of coursework for each unit, although a few final year units are assessed solely by examination. Where units are assessed by a mixture of examination and coursework, a typical weighting is 80% examination, 20% coursework, but this varies from unit to unit with the specific details being in the unit description within the programme catalogue.

Some units are assessed entirely on the basis of coursework, such as essays and presentations. Essays should aim to demonstrate your ability to write thoughtfully

and critically. Quality is more important than bulk; each essay will have a word limit and this should not be exceeded.

Full details of the final year course units available can be found in the current Programme/Unit Catalogue for Biology and Biochemistry:  
<http://www.bath.ac.uk/catalogues/2016-2017/bb/bb-proglist-ug.html>

### **The Final Year Project**

The educational objective of the project is to develop your skills and assess your aptitude for carrying out a scientific investigation. Full details of the project requirements are set out in a separate handbook, which you should obtain from the Moodle course for your project unit.

Final year project A is weighted at 18 credits and provides you with skills in planning and undertaking a scientific investigation, analysing and interpreting findings and reporting the outcomes.

Final Year projects C and D are weighted at 30 credits. This involves a similar amount of time on the project and it has the same assessments as an 18 credit project plus some additional assessment items. The 'C' projects are in one semester but the 'D' projects are across both semesters. Only a few particular projects are available in the year-long 'D' format.

All BSc Biochemistry and BSc Molecular & Cellular Biology students take an 18 credit project in either semester 1 or semester 2.

All BSc Biology students take either an 18 credit project in either semester or a 30 credit project in either semester or a 30 credit project across both semesters.

All BSc Biomedical Sciences students have a choice of undertaking a 24 credit project within the Department for Health, an 18 credit Biology & Biochemistry project or an 18 credit Biology & Biochemistry dissertation.



## Unit and Programme Catalogues

The online Unit and Programme Catalogues provide details of the structure of taught programmes offered by the University and of the content of their component units, for the current academic year and for previous years. Please see the website for dates when the Catalogue for the next academic year will be available online. The Catalogues also provide links to the University's assessment regulations, showing how these are applied to programmes of study.

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



## Professional Placements

The BSc degree courses in Biochemistry with Professional Placement, Biology with Professional Placement, Biomedical Sciences with Professional Placement and Molecular and Cellular Biology with Professional Placement include a professional placement year between the second and final year studying at the University. During the placement year tuition fees are charged at a lower rate (for Home/EU students this is currently 20% of the standard rate). For more information about student finance during your placement year please visit the University Student Finance web pages <http://www.bath.ac.uk/students/finance/>.

If you have entered on the BSc 3-year degree it is possible to transfer to a degree involving a placement if you should wish. You must let the Placements Team know **in writing** during the second semester of Year 1 (when notified to do so) and **attend the relevant placement meeting. Written notification of your desire to undertake a placement and attendance at the placement meeting are conditions of transfer to a placement degree.** However the final decision will not be made until all the results of Year 1 examinations are known. Placements are then arranged during the second year of your studies.



Whether you are already on a degree involving a placement or wish to transfer to one, you should try to maintain a solid academic performance throughout Year 1. We would normally expect you to **pass all Year 1 examinations at the first sitting and have a satisfactory record of coursework, including attendance at practical classes and tutorials.**

This Department has been running placement degrees for longer than any other in the country. Our experience has shown us that students with a good academic record and a keen attitude have the best chance of obtaining a professional placement in competition with students from other universities. Indeed in this increasingly competitive market for placements, those with a Year 1 average of less than 50% will likely struggle to find places. The better you do in Year 1 the more likely it is that you will land a placement. **If you want a good placement do not coast through the first year!**

Registration on a degree with placement is not a guarantee that a suitable placement will be found for you.

## **What to Expect from the University**

The University is committed to supporting placements in order to enhance the vocational relevance of its programmes and the learning experience of its students. Each Faculty and the School has 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 Manager and Placement Tutor can be found in the front of this Handbook.

You can expect to receive placement preparation support on the application process (i.e. CV writing, production of covering letters and applications, interview skills, assessment centres) as well as practical placement support (such as where to find information on visas, accommodation, money etc).

Before going on placement you will receive a University Placement Handbook containing generic advice and information for whilst you are on placement:  
[www.bath.ac.uk/internal/placements/documents/Placement\\_Handbook.pdf](http://www.bath.ac.uk/internal/placements/documents/Placement_Handbook.pdf)

You will receive programme specific information directly from your Department. If you are on a placement of one semester or longer in the UK you can normally expect to be visited by staff at least once during your placement. If you are on a placement overseas, staff will either visit, where practical, or arrange an alternative way of keeping in contact.

During the placement you will be expected to complete the Personal Objectives and Learning Outcomes forms (POLO) or equivalent (which helps you to structure your placement objectives and personal development) and the Goals, Objectives and Learning form (GOLF), where applicable (for assessing your performance against these objectives).

A re-induction activity will be conducted to welcome you back from placement and update you on any changes that may have occurred at the University during your time away.

### ***Further information***

University Placement Handbook / information for placement students: [www.bath.ac.uk/internal/placements/information-for-](http://www.bath.ac.uk/internal/placements/information-for-)

### Study Skills

Students often find studying at University quite different from school and you will likely have to acquire new skills to deal with this. At University you will be given much less direction in how and what to study. Alongside this for many of you it will be the first time that you have lived away from home, so there are many other things competing for your attention. It is vital that you learn good and efficient work habits at the start of your University career.

**The Good Study Guide by Andrew Nortledge (Open University Press)** provides excellent advice on how to study effectively. It has sections dealing with efficient reading, taking notes, lectures, working with numbers, good writing, how to write essays and preparing for exams.

We also recommend the books

**Practical Skills in Biology by Jones, Reed and Weyers (for Biologists)** and **Practical Skills in Biomolecular sciences by Reed, Holmes, Weyes and Jones (for Biochemistry, Biomedical Sciences and MCB students)**. These have very useful sections on study skills.



Sometimes the subjects you have studied already will appear more confusing now than they were before. This is usually because of the extra detail given or because what you learned at school turns out to be only half the story. It is a mistake to revert to A level notes just because they are simpler – the detail is often important. Most of the courses taken this year are used as the foundation for the course units you take in later years and difficulties left unresolved may cause problems later on. If ever you are unsure of any material covered in a lecture or practical you should ask for clarification at the time, as problems may well be much harder to sort out at a later date.

The teaching programme is made up of lectures, practicals, workshops and tutorials.

### Lectures

Lectures do **NOT** aim to provide you with all the information you need. You should use textbooks and other recommended sources to build on the framework provided by the lecturer. There may be little opportunity for you to raise points of difficulty during the lecture, and insufficient time for the lecturer to go over areas again. It is usually possible to discuss these with the lecturer immediately after the lecture, during practicals, by email or by appointment.

Lectures are often supported by material placed on the University's Virtual Learning Environment (known as Moodle). All students are encouraged to make use of these resources as additions to, but not instead of, attending lectures.

Many staff will place copies of their PowerPoint lecture slides and/or handouts on the Moodle course for the unit. These are **not** a substitute for attending the lectures nor should they be seen as a complete set of revision notes. They are a framework around which you should build your own knowledge.

Lectures begin at quarter past the hour and finish at five minutes past the hour.



### **Recording of Lectures**

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

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

#### ***Further information***

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

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

## Practical Classes

Practical classes are an essential part of the programme. Attendance is **compulsory** and registers are taken. If you are ill or know that you cannot attend a practical class for any reason, then you must explain your absence to the convenor of the unit **in advance if possible**. If you are absent without prior permission you will be asked to explain your absence to your Personal Tutor and full details will be kept in your personal file.



Practicals must be written up in accordance with the requirements of the unit and be submitted by the date specified. For Year 1 practicals submission is normally within one week of the completion of the practical and for Year 2 practicals submission is normally within two weeks after the completion of the practical (or series of practicals).

*Satisfactory completion of practical work in Year 1 is a pre-requisite for progression to Year 2.*

## Private Study

It is important that you do an appropriate amount of private study during each year of your degree programme. It is difficult to give a precise estimate of this but in Year 1 a typical student should be doing at least as many hours of study outside classes as time spent in them. Some students will need to do more than this but few can get away with doing less without compromising the marks that are obtained. Forming a self-help group to discuss topics can be a useful way to learn from each other.



The amount of private study will increase in Year 2 and in the Final Year there is even more emphasis on your own, self-directed work. So it is especially important to get into the habit of reading around your course units from the first year.

The general expectation is that you put in about 40 hours per week on your studies, including contact time and private study.

### Planning Your Time

The most effective strategy is to manage your time carefully, spacing your work out and keeping time limits in mind. Students who allow a backlog to build up, relying on a 'just in time' approach to get things done tend to run into difficulties.

Start work on practical reports and assignments early so that you can avoid a pile-up of work. Consider the deadline as **the last possible date** for submission, not the target date. Aim to submit at least some work before the deadline. Bear in mind that computing and printing facilities are under heavy pressure before and after vacation periods **and tend to break down at these times**. Always back up your work so that a computer crash does not involve losing everything. See [here](#) for details of Computing Services resources that can be used for secure storage.

In the Final Year if you are contributing to units which involve student discussions, make sure you are not expected to lead a discussion or give seminar presentations for two different units in the same week. Ask for a change of date early – do not leave it until the day before to suddenly discover that there is not enough time to get it all done! If given adequate notice Unit Convenors will usually be happy to alter the schedule for genuine reasons of this kind.

### Examination Technique

Year 1 and Year 2 exam papers are typically one hour in length, though there are some exceptions. Final Year exam papers are normally two hours in length. Past papers are generally available from the library webpages and/or the Moodle course for the unit, and you are advised to look at these as part of your preparation and revision.

Good examination technique helps you to realise your full potential. Although some of the following points may seem obvious, please take careful note of them:

- **Read the question carefully**

Do not alter the meaning of questions to suit your convenience. Pay attention to key words such as 'discuss', 'illustrate', 'review', 'compare', and try to do what is asked! Resist the temptation to 'dump' irrelevant information; you will just be wasting time and creating the impression that you do not know what is relevant.

- **Attempt the appropriate number of questions**

Always attempt all the questions required, even if you are short of time. It is relatively easy to pick up the first few marks, hard to get the last few.

Questions which are not attempted are marked at zero, so you would need to score 80% on another question just to achieve a pass mark on the aggregate of the two questions.

- **Write concisely in legible handwriting**

Unreadable handwriting is annoying, and does not get the benefit of the doubt. It is worth considering the use of some clear, labelled diagrams to convey some types of information, though of course they cannot replace the need for the written word.

## The Library

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



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

The Subject Librarian for the Department of Biology and Biochemistry is Karina Bradshaw ([k.bradshaw@bath.ac.uk](mailto:k.bradshaw@bath.ac.uk))

### ***Further information***

The Department's Library resources page is:

<http://www.bath.ac.uk/library/subjects/biol>

For information on all library services and resources, please see

<http://www.bath.ac.uk/library/>

## **Moodle (University of Bath's Virtual Learning Environment)**

The University utilises a Virtual Learning Environment known as Moodle. This is an internet based system that can be accessed from any computer with an internet connection. Go to <http://moodle.bath.ac.uk/> and log into the system using your standard username and password (your username is the same as the unique part of your University email account).

Moodle is used by academic departments to support learning and teaching at programme and unit level. It provides a platform for the delivery of resources and online activities, and can also support student interaction and collaboration. Moodle is organised into a series of 'courses'. Most of the courses are linked to a unit and so you will see several Moodle courses when you log in. You are automatically enrolled on the Moodle courses for the units for which you are registered. If you change units the Moodle courses should change as well.

Additionally there are several Moodle courses to which all undergraduate students have access. These include the Department's pages at 'Department of Biology & Biochemistry (Undergraduate)' <http://moodle.bath.ac.uk/course/view.php?id=1732> and the SSLC's pages at 'Biology & Biochemistry SSLC'.

<http://moodle.bath.ac.uk/course/view.php?id=1734>.

Staff are able to make resources, such as PowerPoint slides of lectures, available through the Moodle course for the relevant unit. Additional resources, such as suggestions of textbooks and key references, may also be available. Note that the resources are not a substitute for your own work e.g. PowerPoint slides are not exam revision notes. When there is a requirement to submit coursework electronically then that submission will be via a Moodle course specifically for submissions.

The non-unit linked Moodle courses are resources of general information about the Department and can often address questions more quickly than an email to a staff member. When we are asked general questions we use these to inform improvements to the general Moodle courses to help others in the future.

Moodle has the functionality to be able to send messages to others within Moodle. However we do not recommend this and suggest that a direct email is a more effective way of contacting staff.

## **Personal Tutor System**

A personal tutor is assigned to all students; they will help you to get the best out of your university experience and can guide you to sources of expert help – whether on academic progress or personal/welfare issues – when or as you may need it.

The Personal Tutorial System has two core purposes:

- To support and enhance students' academic and personal development through a personalised point of contact with the University

- To facilitate the induction of students into the academic community and their academic studies and in developing an understanding of learning and living in the University environment.

In order to succeed with these purposes it is essential that students actively participate in the Tutorial Programmes offered. Students under the age of 18 will be assigned to a Personal Tutor who has been DBS checked.

Key features are:

- Students are assigned a Personal Tutor who will, normally, remain as the tutor for the duration of the degree programme. (A procedure exists for individual tutees to be assigned a different tutor – please contact the Senior Tutor for more information.)
- In Year 1 there is a slot each week in the timetable for meetings with tutors. Tutors will arrange to use at least 5 of these slots in Semester 1 and at least 3 in Semester 2 for the guided programme of skills development. You are responsible for attending the scheduled meetings with your personal tutor and letting them know in advance if you cannot attend. If you fail on several occasions to make contact with your tutor as expected, this will be reported to your Director of Teaching.
- The remaining slots can be used for pastoral meetings, usually individually, at the request of the student or the tutor. Meetings outside the timetabled slots can also be arranged by mutual consent. After Year 1 there are also timetabled meeting slots for all students. Some of these are used for assessed academic work, some for academic support and some for pastoral support. The specific details of these vary from programme to programme within the Department.
- On placement students stay in contact with their Personal Tutor, typically via email, for guidance. Each UK-based student will be visited once during the placement period, though this is not necessarily by the Personal Tutor. The Placements Team will also provide support and guidance throughout the placement process.
- Tutors provide general guidance on academic matters relating to tutees' programmes of study but cannot be expected to be expert in every aspect of the subject.
- Tutors provide their tutees with feedback on examination performance, coursework performance and academic progression on an individual basis.
- Tutors guide tutees to appropriate sources of academic support.

- Tutors provide references for their tutees in respect of placement, further education or job applications. Remember that if you do not get to know your tutor, they will be unable to provide you later with a reference for your career.
- Tutors provide pastoral guidance and direct tutees to appropriate sources of support in the event of the tutee encountering non-academic problems.
- All information disclosed to tutors is noted and recorded on the student file for later reference unless the student explicitly states that they wish to discuss a matter 'off the record'. Access to the recorded information will be restricted to staff who have a specific need to know. Where a student requests that the information given is 'off the record' the tutor will not disclose that information at any point in the future unless required to do so by a University body e.g. Appeals Panel, by an agency such as the Police or if, in the opinion of the Personal Tutor, it would be harmful to the interests of the student not to do so.
- Tutor groups support and guide all their members (Peer support). Other peer support is also present in the form of the Peer Mentoring Scheme.
- Each tutee is expected to engage with their tutor, the minimum level being to attend all tutorials and undertake all assessed work.
- Because the tutor attempts to best guide the tutees in a way that is appropriate to their needs, tutees are very likely to get different experiences from the different tutors. This is a strength of the system, not a weakness.



***Further information***

<http://www.bath.ac.uk/students/support/academic/personal-tutors/index.html>

## Academic Skills Support and Development

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



These opportunities have been designed to give you choice and flexibility to help you get the support and development you need at the time you most need it. You can choose from classes, tutorials, drop-in sessions, workshops and online resources to develop your academic skills, for example to:

- create well-written, clearly structured essays, reports and dissertations
- think critically in order to enhance your writing
- manage information sources and literature effectively
- give polished and effective academic presentations
- manage and analyse numbers, data and statistics
- enhance your existing language proficiency, or learn a new language
- use IT tools and resources effectively

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

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

### ***Further information***

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

### **Recognition for Extra-Curricular Activities: The Bath Award**

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

### ***Further information***

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

## Computing Facilities and IT Skills



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

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

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

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

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

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

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

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

### ***Further information***

Computing Services: <http://go.bath.ac.uk/computing-services>

E-learning: [www.bath.ac.uk/e-learning/](http://www.bath.ac.uk/e-learning/)

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

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

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

Computing Services Twitter Feed: [@UniofBathIT](#)

**The University's New Framework for Assessment: Assessment Regulations: Phase 1 for first-degree programmes ('NFAAR-UG')** specifies the rules governing students' progression from one stage of their programme to the next as well as for the award of degrees. The rules cover all areas of assessment, including supplementary assessment and the extent to which failure may be condoned. If you began the first stage of your programme in or after the 2008/9 academic year, NFAAR-UG applies to you. (If you began before then, please ask your Director of Studies for guidance on assessment).

Your programme is covered by the NFAAR-UG, so your work will be assessed according to its rules.

If at any time you are in doubt about how NFAAR-UG 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-UG document.

### ***Important information***

This section may contain terms unfamiliar to you. In addition to the explanations we give below you can find full definitions at:

[www.bath.ac.uk/registry/nfa/nfaar-ug-appendix-02.pdf](http://www.bath.ac.uk/registry/nfa/nfaar-ug-appendix-02.pdf)

For full details of the NFAAR-UG, visit: [www.bath.ac.uk/registry/nfa](http://www.bath.ac.uk/registry/nfa)

You can find a student introduction to the NFAAR-UG at:

[www.bath.ac.uk/registry/nfa/nfaar-ug-intro-faq.pdf](http://www.bath.ac.uk/registry/nfa/nfaar-ug-intro-faq.pdf)

For information relating to your programme in the current academic year, visit:

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

### **Your Programme and How You Are Assessed**

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

The **Programme Description: Structure of the programme** section in this handbook shows the structure of your programme. In the table, compulsory and optional units are labelled 'C' and 'O' respectively.

Please note that you can also access this information via links in your programme's description in the Programme and Unit Catalogues available at:

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

At the end of the table, there are links to the relevant appendices of the NFAAR-UG which state exactly how the assessment rules operate for each stage of your programme.

There are some units that you must pass in order to progress to the next stage of your programme and/or to achieve the normal award for the programme at the end. Such units are called *Designated Essential Units (DEUs)*. Failure in a DEU – even marginal failure – will prevent you from progressing (or completing) your programme.

Within the Department of Biology and Biochemistry the only units designated as DEUs are Final Year Project units.



### How Your Performance is Assessed

Programmes are divided into a number of *parts* and *stages*. For full-time students, stages usually correspond to the year of study (so, for example, most first-year students will be in Stage 1 of their programmes).

Within each stage of a programme, the contribution of each unit's assessment to the calculation of the *Overall Stage Average (OSA)* is normally directly proportional to the credit-values of the unit concerned. Placement units form part of a stage and have a credit weighting. Some placement units carry marks and some are just pass/fail. Only enhanced placement units contribute to the *Overall Programme Average (OPA)* however.

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.



If you fail a stage, you will be required either to repeat the entire stage or to transfer to a *Designated Alternative Programme (DAP)*, if one exists, or if you fail very badly, to withdraw from the University. Where stage repeats are possible within the set limits, the repeating of any stage will be permitted once only.

At the end of each stage a Board of Examiners will decide whether you have passed the stage. The outcome will depend on **both** (1) your average mark in the stage **and** (2) the marks you obtain for each unit. Generally, if you pass each of your units you will progress (or, after the final stage, be recommended for an award).

If you fail a large number of units you might fail the stage outright without any opportunity for supplementary assessment. (Further information on supplementary assessment is provided below.)

Particular rules apply to failure of units. 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 the stage outright
- 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 and also on your OSA.

Your degree result is based on the calculation of your *Overall Programme Average (OPA)* based on the stages in Parts 2 and 3 of your programme. The contribution of each stage of the programme is set out in the table of assessment weightings and decision references in the **Programme Description: Structure of the programme** section in this Handbook. Follow the links provided in the table to see a clear description of the assessment rules for each stage of your programme. Stages in Part 1 are not included in the OPA calculation.

### **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. It generally involves re-doing coursework or re-sitting an examination. Students undertaking supplementary assessments are likely to have to return to the University in the summer to re-sit examinations. **For the 2017–18 academic year, this period will be 15 August to 24 August 2018.** Each unit's method of supplementary assessment is shown in the online Unit Catalogue.

In units where the original assessment is a written examination, supplementary assessment may sometimes take the form of reworking an examination paper, known as 'mandatory extra work', rather than re-sitting the examination. In such cases the pass mark is 70% and a mark below 60% is considered a bad fail.

If you pass all your supplementary assessments, you will be able to progress onto the next stage of your programme.

The outcomes of failing a supplementary assessment are as follows:

- if you fail supplementary assessment in a unit badly, you will fail the stage
- if you fail supplementary assessment in a unit marginally, you might be able to progress; whether you may do so will depend on how many units you have failed (and in some cases also on your Overall Stage Average).

### **Exit awards – CertHE and DiplHE**

If you leave your programme early you may be eligible for a generic exit award, either a Certificate of Higher Education (CertHE) or a Diploma of Higher Education (DiplHE).

Further information on these awards can be found at:

[www.bath.ac.uk/quality/documents/QA3-certhe.pdf](http://www.bath.ac.uk/quality/documents/QA3-certhe.pdf) (for the CertHE)

[www.bath.ac.uk/quality/documents/QA3-diplhe.pdf](http://www.bath.ac.uk/quality/documents/QA3-diplhe.pdf) (for the DiplHE).



### **Submission of Coursework**

All Final Year coursework will be submitted electronically through Moodle. In other years electronic submission may be required but many practical reports will require hard copy submission. Coursework that is required on paper must be posted through the appropriately labelled letterbox outside the 4 South Undergraduate Office (room 0.03), **together with a green anonymous cover sheet** (available from outside the 4

South Undergraduate Office). Coursework that is submitted electronically must have a copy of the Departmental Coursework Cover Sheet (available to download from Moodle) included as the first page of the file, the file must be submitted in pdf format and the file name should include your candidate number and the unit code but NOT your name. **Coursework without this Cover Sheet cannot be guaranteed to be marked.**



You will be expected to submit all assessed coursework before **1pm (13:00 hours)** on a specified date. Work submitted after this time will be considered late. It is important to meet the submission date and time to ensure equity amongst students and to enable staff to mark efficiently. As noted in the [Practical Classes section](#), the standard submission deadline for all Year 1 practical reports is one week after the practical, or as specifically notified. For Year 2 practicals the standard submission deadline is two weeks after the completion of the practical (or series of practicals). Deadlines for Final Year essays will be set on a unit by unit basis by the Unit Convenors.

### **Late submission of coursework**

If there are valid mitigating circumstances preventing you from meeting a deadline, the most appropriate course of action would be to apply to the Director of Teaching (Dr Chris Todd) for an extension to the submission date. Forms to request an extension are available from the Undergraduate Office and from the Departmental Moodle course. You will need to provide a description of the circumstances which you feel support your request and you will normally be required to produce supporting evidence (e.g. a medical note).

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 (40%). If you submit work more than five working days after the submission date, you will normally receive

a mark of 0 (zero), unless you have been granted an extension or a panel has agreed that there are [Individual Mitigating Circumstances \(IMCs\)](#). **You do not need to submit an IMC claim if you have already had an extension approved and submit the work before the approved extended deadline.** It is not usually possible to mark coursework anonymously if it is submitted after the deadline.

The excuse that the library printer has broken down, or that there was an enormous queue will not be accepted. This almost always happens when students all over the University are trying to meet deadlines. **PLAN TO FINISH BEFORE THE DEADLINE.**

### **Submission of Final Year Project Reports**

All students should submit two paper copies and an electronic copy of your project report. The paper copies will be bound for you and one bound copy returned to you to keep after the assessment process is complete. More details of project requirements are present in the Project Handbook which is available from the project Moodle courses.

You need to bear in mind that the Final Year Project units are DEUs which means that **you must achieve a pass mark in the unit in order to be awarded a degree.** It is therefore essential that you submit your project report on time, even if it is not quite perfect!

#### **Project Reports**

Two copies (unbound) should be submitted to the 4 South Undergraduate Office by **1.00pm on the Monday of Semester Week 15** for projects carried out in Semester 1 and **by 1.00 pm on the Monday of Semester Week 33** for projects carried out in Semester 2 or over the whole year.

The submission dates for 2017/8 will therefore be **Monday 8 January 2018** and **Monday 14 May 2018**.

All projects will normally be evaluated by your supervisor and a randomly allocated independent assessor, who will read the report and have a short interview with you. It is essential for you to ensure you are available for this meeting with the assessor during the Assessment Period at the end of the semester in which you completed your project. You are, therefore, advised to keep a draft or electronic copy of your own to refer to before you meet with your project assessor.

### **Word Counts**

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

If you do not observe the given word range or limit for the coursework task, for example if you exceed the word limit, then a penalty will be applied. The penalty that would apply should be stated in writing when the assignment task is distributed. You should take note of what is included when calculating the total word count (e.g. whether or not contents pages, appendices, footnotes, bibliographies and other elements that are not part of the main text are included).

You should check with your Director of Studies if you have questions about word counts and penalties.

The University rules are that the word count can be exceeded by 10% without penalty except where a Department states differently. The exception to this rule in Biology & Biochemistry is the Final Year project, which is not permitted to go beyond its word limit.

### **Marking Criteria and Generic Grade Descriptors**

The quality of your individual assignments, unit essays, practical reports, placement reports and Final Year project reports and the results of your examinations will be reported to you in either grades or, more usually, percentages as described in the table below:

<b>Grade</b>	<b>Mark Range</b>	<b>Description</b>	<b>Description</b>
A+	90-100%	Outstanding	First
A	80-89%	Excellent	
A-	70-79%	Extremely good	
B+	67-69%	Very good	Upper Second
B	63-66%	Good	
B-	60-62%	Quite good	
C+	57-59%	Adequate	Lower Second
C	53-56%	Quite adequate	
C-	50-52%	Barely adequate	
D	40-49%	Weak	Third
E	35-39%	Marginal fail	Fail
F	0-34%	Clear fail	

Practical work may also be assessed by other means, for example, Pass (>40%) or Fail (<40%). If you do not submit work, or do not answer an examination question you will score 0 (zero).

The following **generic grade descriptors** have been produced by the Faculty of Science to provide students with general indications of the level of achievement needed for particular grades. They should be interpreted in the light of particular

disciplinary requirements (e.g. for laboratory work) and the year of study. Each unit will have more specific marking criteria to add to the broad approach set by these generic descriptors and provide more detailed information. Specific Assessment Criteria used in the Department of Biology and Biochemistry are available to view on the "Department of Biology & Biochemistry (Undergraduate)" Moodle course (<http://moodle.bath.ac.uk/course/view.php?id=1732>).

**Work at the first class grade will typically demonstrate:**

- An excellent, systematic and thorough knowledge and understanding of the subject
- Extensive evidence of wide research and reading beyond the material presented by lecturers
- An ability to fully use well established methods and models of the discipline with a full critical analysis of their application
- Evidence of insight and originality of thought and approach
- Ability to consistently solve accurately unseen, non-routine problems applying innovative solutions
- Excellent presentation skills (oral, written) with no ambiguity and few errors
- Excellent skills in observing, recording and performing practical work

**Work at the upper-second class grade will typically demonstrate:**

- A good systematic and thorough knowledge and understanding of the subject but with some gaps in breadth or depth
- Some evidence of research and reading beyond the material presented by lecturers
- An ability to use well established methods and models of the discipline but with some omissions and with limited critical evaluation
- Some evidence of insight and originality of thought and approach but mainly routine methods used
- Ability to solve routine and some non-routine problems
- Good presentation skills (oral, written) but with some ambiguities and errors
- Good but incomplete skills in observing, recording and performing practical work

**Work at the lower-second class grade will typically demonstrate:**

- A good knowledge and understanding of the fundamental aspects of the subject but with some gaps in breadth or depth and some misconceptions
- Little evidence of research and reading beyond the material presented by lecturers
- Some ability to use well established methods and models of the discipline but with significant errors and no critical evaluation of the results

- Little evidence of insight and originality of thought and approach and even routine methods sometimes used erroneously
- Ability to usually solve routine but rarely non-routine problems
- Some confusion in the presentation (oral, written) of ideas and information with ambiguities and errors
- Significant deficiencies in observing, recording and performing practical work which limits the quality of the results obtained

**Work at the third class grade will typically demonstrate:**

- Some knowledge and understanding of the fundamental aspects of the subject but with many gaps in breadth and limited depth and significant misconceptions
- No evidence of research and reading beyond the material presented by lecturers
- Limited ability to deploy established models and techniques of analysis and enquiry leading to many errors and no critical evaluation of the results
- No evidence of insight or originality and even routine methods are often misapplied
- Limited ability to solve even routine problems
- Confusing and unclear communication (oral, written) of ideas and information with many ambiguities and errors
- Deficiencies in observing, recording and performing practical work which cast doubt on the quality of the results

**Work in a fail grade will typically demonstrate:**

- Little knowledge and understanding of even the most fundamental aspects of the subject with no grasp of large areas and little depth of understanding.
- Little evidence of engagement with course materials
- Very limited ability to use even straightforward models and techniques or to show any critical evaluation
- No evidence of insight or originality and inability to apply even routine methods
- No ability to solve even routine problems
- Presentation skills prevent clear communication (oral, written) of even straightforward ideas and information
- Skills in observing, recording and performing practical work so poor as to make the results useless

**Scaling**

At the end of each assessment period the marks obtained in all the units that have just been assessed are discussed in Unit Board of Examiners meetings. The Unit Boards have the power to alter marks and this power is used occasionally to 'scale' all the results from a particular unit where there has been an assessment which is deemed not to reflect the expected performance of the cohort of students. The External Examiners expect us to do this. The object is to ensure that all units for a

year of a programme are of approximate equal difficulty, particularly where the programme involves choice. Otherwise it might be possible for individuals to gain an advantage through their choice of units.

Scaling is not carried out where there are grounds for thinking that the whole class has performed unusually well (or badly) because of unusually high (or low) ability or effort.

Scaling is only done rarely and will make very little difference to aggregated results. However, in the event that coursework marks are scaled, you may find the mark that goes

forward differs slightly from that shown on the returned work. This is not an error, it is the result of scaling. Whenever marks are scaled you will be informed that this has taken place.



### **Feedback to Students on Assessment**

Throughout your degree programme you can expect to receive feedback in different ways, some of which you may not instantly recognise as feedback. For example, you may receive feedback from demonstrators in practicals, or from your tutor in tutorial groups, offering constructive comment on your demonstration of generic skills (such as presentational skills or communication skills). It is therefore important to realise that not all your feedback may be formal or specifically labelled as 'feedback'. It is essential for your development to act on the feedback you receive. What actions are necessary for you need to be determined by you. You should not expect feedback to tell you what to do, its purpose is to guide you to look at how you can improve yourself (this is independent learning).

You can discuss feedback you receive on assessments alongside your performance and progress in your studies at meetings with your Personal Tutor.

### **Department Policy on Feedback on Assessed Work 2017/8**

Feedback can enhance the student learning experience and it is widely recognised that in order for it to be effective departments should have clear mechanisms for providing timely feedback to students, and that students need to be clear in their expectations of how feedback can help them. This document sets out to provide insight and guidance on the expectations placed upon staff and students.

Examinations are primarily used as summative assessment tools. Since exams are held at the end of semesters, their effectiveness in providing timely feedback to

students is limited. This is particularly true after the summer examination period when students leave for the Summer Vacation and are not available again until the autumn. There is clear evidence in the literature that unless feedback is provided soon after assessed work, its value declines. For this reason, the Department's policy on feedback encompasses not only feedback on the examinations taken but especially focuses staff and student attention on mechanisms (feed-forward) that enhance ability **prior** to the taking of the examination.

Coursework can take many forms but often these build on previous experiences and, therefore, timely feedback on individual work is effective in developing an individual's abilities. These feedback opportunities are more numerous than those for examinations and are, therefore, a priority for the Department's feedback policy and a significant part of each student's learning experience.

### **Examinations**

Examinations are used extensively in the assessment of units within Biology & Biochemistry at all levels of study. It is, therefore, important that students develop the skills that enable them to write examination answers successfully. These skills are rather more generic than specific to any individual unit and so development of examination skills is a part of the Year 1 skills programme delivered through Personal Tutorials.

Past evidence shows that generic skill development work is more effective in improving subsequent exam performance than after the event knowledge of individual mistakes in questions. Department policy therefore is to concentrate on preparing students in examination techniques. Whilst we do not grant automatic access to examination scripts, where a student requests to view scripts, these can be seen by contacting the Personal Tutor.

### **Staff responsibilities**

- Personal Tutors will provide tutees with generic help with examination skills including assessment criteria.
- Unit convenors will make clear, at the start of the unit, the format and style of any examination to be used in the unit and encourage students to look at past exam papers on the web.
- First assessors of examination questions will ensure that they provide the marked scripts to second assessors in a timely fashion.
- Unit convenors will ensure that at least general feedback on the examination of a unit is posted on the Moodle course for the unit *by the time the unit marks are released to students*.
- Unit convenors will ensure that at least general guidance on the requirements of the exam is accessible throughout the year via the Moodle course for the unit ('Feed-forward'). This may take the form of the general feedback provided in the previous year(s) or may be in another format.

- Examination spreadsheets, indicating marks for individual answers on examination papers, will be released (on Moodle) at the same time as official unit results are released on SAMIS.
- Personal Tutors will obtain and show to their tutee relevant marked examination scripts when a request for access to these has been made.

#### **Student responsibilities**

- Students will develop their examination skills through engagement with tutorial activities, use of published and on-line resources and through practice of examination skills in their own time.

#### **Coursework: Essays**

Most essays are written as tutorial work or for units in the Final Year.

#### **Staff responsibilities**

- Staff will set clear deadlines for the submission of essays, notifying both students and the administrative staff in the Undergraduate Office of those deadlines in a timely manner. All deadlines will be set at 13.00 on the last day of submission.
- Staff will mark essays to the set criteria, which have been made clear to students at the time the coursework was set.
- Personal Tutors will return tutorial work, with individual feedback, within *three semester weeks* of submission of the work.
- Staff will return essay feedback forms to students (via the Undergraduate Office in the case of Final Year work) within *three semester weeks* of submission.

#### **Student responsibilities**

- Students will submit work before 13.00 on the day of the deadline.
- Students will collect returned work or essay feedback forms at the earliest opportunity after they are provided for collection. The collection point will be the Undergraduate Office.
- Students will read, digest and act upon the feedback given. If needed, students should seek clarification from staff as to the meaning of the feedback.

#### **Coursework: Practical Reports**

Most practical reports are written in Year 1 and Year 2. Final Year project reports and Placement reports use the same styles and require the same sorts of skills as practical reports, so feedback on practical reports feeds forward into these other assessments.

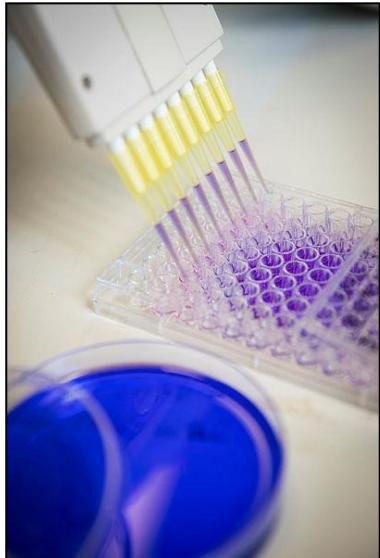
#### **Staff responsibilities**

- Staff will set clear assessment criteria for every practical report. These may be the generic criteria for practical reports or criteria specific to a particular report.

- Staff will return all assessed Year 1 and Year 2 practical work, with individual feedback, within *three semester weeks* of submission of the last set of reports for that practical.
- Staff will make Final Year practical work, with individual feedback, available via the Undergraduate Office within *three semester weeks* of submission.

#### **Student responsibilities**

- Students will submit work before 13.00 on the day of the deadline, which will normally be one week after the practical session for Year 1 and two weeks after the day of the practical session for Year 2.
- Students will collect returned work or essay feedback forms at the earliest opportunity after they are provided for collection. The collection point will normally be the Undergraduate Office.
- Students will read, digest and act upon the feedback given. If needed, students should seek clarification from staff as to the meaning of the feedback.



#### **Coursework: Presentations**

Most presentations are given as tutorial work or for units in the Final Year.

#### **Staff responsibilities**

- Staff will set clear assessment criteria for every presentation. These may be the generic criteria for presentations (a Departmental *pro forma* is available) or criteria specific to a particular presentation.
- Staff will provide feedback to students on the standard Departmental *pro forma* or their own specific *pro forma* within *three semester weeks* of the presentation.

#### **Student responsibilities**

- Students will make their presentation at the agreed time and location.
- Students will collect their feedback form at the earliest opportunity after they are provided for collection. The collection point will normally be the Undergraduate Office.
- Students will read, digest and act upon the feedback given. If needed, students should seek clarification from staff as to the meaning of the feedback.

#### **Coursework: Projects**

All students undertake a project at some time during their degree programme.

### Staff responsibilities

- The Director of Teaching will set the submission deadlines for the undergraduate projects at the start of each academic year and publicise these in a project guide distributed to all supervisors and students.
- Project assessors will arrange to interview project students within *three semester weeks* of the submission of the report.
- Provisional marks for Semester 1 projects will be released no later than the Semester 1 marks for other units.

### Student responsibilities

- Students will submit the final project report before 13.00 on the day of the deadline.
- Students will contact their named project assessor (the second marker) as soon as the details of the assessor are notified to students, so as to arrange the viva voce.

### Coursework: Other Assignments

A range of coursework tasks, other than essays and practical reports, are utilised throughout the degree programmes.

### Staff responsibilities

- Staff will set clear deadlines for the submission of other types of coursework and notify the administrative staff in the Undergraduate Office of those deadlines. All deadlines will be set at 13.00 on the last day of submission.
- Staff will mark other coursework to the set criteria, which have been made clear to students at the time the coursework is set.
- Staff will return the coursework marks and feedback (via the Undergraduate Office in the case of Final Year work) within *three semester weeks* of submission

### Student responsibilities

- Students will submit work before 13.00 on the day of the deadline.
- Students will collect returned work or feedback forms at the earliest opportunity after they are provided for collection. The collection point will normally be the Undergraduate Office.
- Students will read, digest and act upon the feedback given.

### Placement Reports and Posters

Students who have undertaken placements will be required to submit a placement report and poster.

### Staff responsibilities

- Personal Tutors will assess the reports to the set criteria and arrange a placement viva within *three semester weeks* of the report submission (i.e. before the end of Week 4 of Semester 1).
- Personal Tutors will provide verbal feedback on the quality of the placement report at the placement viva.
- Personal Tutors will provide feedback to their tutees on the Placement Supervisor Report. This would normally be included at the placement viva session but there should be another meeting if the supervisor's report is not available on time.
- Personal Tutors will attend the poster sessions at which their tutees are presenting and provide verbal feedback to their tutees about the quality of the poster.

### Student responsibilities

- Students will submit the placement report before 13.00 on the Friday of Week 1 Semester 1 upon return to University after placement.
- Student will attend a placement viva with their Personal Tutor.
- Students will complete their poster before the start of Semester 1 in order to present it at a display session scheduled in Week 1, 2 or 3 of Semester 1.
- Students will digest and act upon the feedback given.

### **External Examiners**

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

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

The University also attaches great importance to the role of External Examiners as a key means of assuring that academic standards are at an appropriate level, comparable to those of other higher education institutions, and that assessment processes are rigorous and fair. External examiners make a valuable contribution to the enhancement of programmes. They are usually appointed for a period of 3 or 4

years and for the academic year 2017/8 the External Examiners for the degree programmes in the Department of Biology and Biochemistry are:

Programme	External Examiner
<b>Biology programmes</b>	Dr Judith Hall (University of Newcastle)
<b>Biochemistry and MCB programmes</b>	Prof Simon Newstead (University of Oxford)
<b>Biomedical Sciences programmes</b>	Prof Helen Griffiths (Aston University)

External Examiners will visit the Department in February/March and June each year. During the February/March visit they will each meet a group of Final Year students in order to hear your views about the structure of the degree course and individual experiences throughout the 3 or 4 years at Bath.

It is not appropriate for students to make direct contact with External Examiners. If you are dissatisfied with the process or outcome of an assessment, and are considering whether to raise this either informally or formally, the sections of this Handbook on **Procedures for Academic Appeals** and **Dealing with a problem involving the University: Complaints** give some more information about the University's procedures for student complaints and academic appeals. The section on **Student representation** sets out how students can engage with the quality management process through which the University considers and responds to External Examiners' comments and suggestions.

### End of Year Results

Towards the end of the second semester Year 1 and 2 students will be notified of the procedure for receiving unit results (and any requirements for supplementary assessment) over the Summer vacation.

It is **your** duty to contact the Department if you have not received notification by the given date.

### Graduation and Prizes

The University summer graduation ceremonies for the academic year 2017/8 will be held in the week commencing 2<sup>nd</sup> July 2018. Further information will be available nearer the time on the following web page: <http://www.bath.ac.uk/graduation/>

The exact time and date of the ceremony, which will be for all undergraduates from the Department of Biology and Biochemistry, will be published during the year. As soon as we know it we will tell you.



On the same day as the graduation ceremony the Department will host a reception on campus for you and your guests to celebrate your achievements. A number of academic prizes will be awarded to students at the reception. Currently these prizes include the Lonza Prize for the best final year performance in Biosciences, the Royal Society of Biology Top Student Award for the top Biology student, the Bill Whish Prize for the top Biochemistry student, the Goold Adams Prize for the best BSc student on a 3-year programme in the Department (across all programmes), the Catherine Prize for Enzymology, the Keith Moore Prize for Plant Sciences, Leonard Broadbent Prizes for achievement (one for each programme), the Oxford University Press Prize for the best final year project (across all programmes), and the Robert Eisenthal Prizes for performance on placement (one for each 4-year programme).

### **Individual Mitigating Circumstances**

Individual Mitigating Circumstances (IMCs) are the conditions which temporarily prevent you from undertaking assessment or significantly impair your performance in assessment. As such, the measure of their severity is not about impact on you, but the impact on your affected assessment.

Full information and guidance on Individual Mitigating Circumstances and Assessment (including definitions of IMCs, in the document “What are Individual Mitigating Circumstances?”) is available at: [www.bath.ac.uk/registry/imc/imc-students.html](http://www.bath.ac.uk/registry/imc/imc-students.html)

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

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

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

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

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

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

### **Academic Integrity Training and Test**

As a student registered on a University of Bath award, you are required to undertake the academic integrity training and pass the associated test.

The academic integrity training aims to provide all students with a basic knowledge and understanding of good academic practice. This includes an understanding of plagiarism and other assessment offences, and skills necessary to reference your work appropriately.

The training and test are accessed from Moodle by clicking on the link entitled '**Academic Integrity Initiative**': <http://moodle.bath.ac.uk>. The training can also be accessed directly at:

<http://www.bath.ac.uk/learningandteaching/BathEpigeum/epigeum2011.bho/index.html>. If you have any access problems, then please contact your Programme Administrator in the first instance. When you have completed the training tutorial and are confident that you have understood it, you should undertake the test.

To pass the test you will need to achieve a mark of 85%. You can take the test as many times as necessary until you pass. If you do not pass the test, you will need to re-visit the training and/or look at the other guidance available to you (see: [www.bath.ac.uk/asc/study-skills/academic-integrity.html](http://www.bath.ac.uk/asc/study-skills/academic-integrity.html)) or as required by your Director of Studies, and then take the test again.

**You will not be able to progress beyond the next progression point in your studies, irrespective of your programme marks, until you pass this test.**

Ultimately this means that, if you have not passed the test, you will not be able to receive your award. Your Director of Studies will be able to confirm when the next progression point occurs for your stage of your programme.

#### ***Further information***

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

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

### **Plagiarism Detection and Personal Data**

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

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

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

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

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

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

#### ***Further information***

The University's procedures on Examination and Assessment Offences (QA53) are described at: [www.bath.ac.uk/quality/documents/QA53.pdf](http://www.bath.ac.uk/quality/documents/QA53.pdf)

Regulation 15, Assessment of undergraduate and taught postgraduate programmes: [www.bath.ac.uk/regulations/Regulation15.pdf](http://www.bath.ac.uk/regulations/Regulation15.pdf)

University's Data Protection Officer: [dataprotection-queries@lists.bath.ac.uk](mailto:dataprotection-queries@lists.bath.ac.uk)

#### **Academic Integrity: Referencing and Plagiarism**

Plagiarism is the use of any published or unpublished work without proper acknowledgement in your references. Plagiarism occurs when a student 'borrows' or copies information, data, or results from an unacknowledged source, without

quotation marks or any indication that the presenter is not the original author or researcher.

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

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

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

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

#### ***Further information***

For further information on all our skills and development opportunities see:

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

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

Library resources: [www.bath.ac.uk/library/infoskills/referencing-plagiarism](http://www.bath.ac.uk/library/infoskills/referencing-plagiarism)

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

#### **Policy on Sampling Coursework for Potential Plagiarism**

All work submitted in electronic format will be submitted to Turnitin (a plagiarism detection software). The resulting reports will be reviewed by the unit convenor and any specific concerns notified to the Director of Teaching, who will take appropriate action based on the evidence.

Work submitted in hard copy only will be scrutinised by the marker and/or Unit convenor for potential plagiarism. Where there are any concerns, the Unit convenor will report this to the Director of Teaching. The Director of Teaching will review the case and take action if necessary.

All markers and Unit convenors will be vigilant for plagiarism in all work submitted to the Department of Biology & Biochemistry.

## Academic Integrity: Penalties

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

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

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

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

If you are accused of an offence, the Students' Union's welfare services are available to support you.

### ***Further information***

Examination and assessment offences: [www.bath.ac.uk/quality/documents/QA53.pdf](http://www.bath.ac.uk/quality/documents/QA53.pdf)  
Students' Union advice and support: [thesubath.com/support](http://thesubath.com/support)

## Procedures for Academic Appeals

Students wishing to submit a request for an academic appeal should refer to Regulation 17 (Conduct of Student Academic Appeals and Reviews):  
[www.bath.ac.uk/regulations /Regulation17.pdf](http://www.bath.ac.uk/regulations /Regulation17.pdf)

You are also strongly advised to read the online guidance provided by the Academic Registry: [www.bath.ac.uk/registry/appeals](http://www.bath.ac.uk/registry/appeals). Independent advice about academic appeals is offered by the Students' Union Advice and Support Service:  
[thesubath.com/support](http://thesubath.com/support).

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

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

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

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

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

Student Complaints are dealt with under separate procedures:

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

If you are uncertain as to whether your concerns are a potential academic appeal or a student complaint, please refer to the guidance at:

[www.bath.ac.uk/students/support/complaints](http://www.bath.ac.uk/students/support/complaints)

### **How your Programme is Reviewed and Monitored**

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

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

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

***Further Information:***

QA51 Annual Monitoring of Units and Programmes:

<http://www.bath.ac.uk/quality/documents/QA51.pdf>

QA13 Degree Scheme Reviews: <http://www.bath.ac.uk/quality/documents/QA13.pdf>



### Feeding Back Your Views to the University

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

- Staff / Student Liaison Committees (SSLCs)
- surveys
- the Students' Union

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

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

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

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

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

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



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

### **Student Representatives**

As a student of the University you are automatically a member of the Students' Union (although you have a right to opt out - see section below on **Students' Union membership**).

Officers of the Students' Union represent students' interests on University decision-making bodies. In addition, numerous elected student representatives play important roles on various Departmental, Faculty/School and University committees. All student representatives are elected through online elections facilitated by the Students' Union.



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

### **Student Representation on Committees**

**Departmental level:** The Department of Biology & Biochemistry has an Undergraduate SSLC which is linked to all of our undergraduate programmes. The SSLC comprises elected student members, known as Academic Reps, from each year of each programme. There are also a small number of staff members, together with a library representative and the Faculty of Science Student Experience Officer. Academic Reps are elected at the beginning of every year through online elections. Their role involves collecting the views of the students on their programme and attending SSLC's where they represent these views to their Department.

Each SSLC produces an Annual Overview Report briefly outlining their work and highlighting good practice, the key themes explored and the actions that have been taken as a result. The Students' Union reviews all these reports and prepares a summary report for the University highlighting issues which need to be addressed by the institution as a whole.

There is also provision for student membership of the Department Learning, Teaching and Quality Committee (DLTQC), normally one undergraduate and one postgraduate (taught) representative.

Academic Reps attend the Academic Council, as well as Faculty / School Forums, of the Students' Union. These meet, alternatively, every three weeks during semester time in order to:

- keep Students' Union Officers and fellow Academic Reps informed of academic developments throughout the University
- discuss common problems and interests affecting Departments
- gather student opinions and views to be used by the University and the Students' Union
- update Academic Reps on key issues.

Do feel free to approach your student Academic Reps at any time to inform them of good practice or areas for enhancement in your units and programme. This is normally the person who represents your year or degree scheme on the Departmental SSLC.

**Faculty level:** Four student representatives (two undergraduates, one postgraduate taught and one postgraduate research) are elected as Faculty Reps to sit on the Faculty of Science Board of Studies. This Board makes most decisions in relation to teaching and research and reports to Senate. The Faculty Learning, Teaching and Quality Committee considers all matters relating to taught programmes across the Departments within the Faculty and makes recommendations to the Faculty Board of Studies. Faculty Reps are also members of the Students' Union Academic Exec Committee.

**University level:** University committees with student representation include the Council/Senate/Students' Union, the University Learning, Teaching and Quality Committee, the Programmes and Partnerships Approval Committee, and Senate.

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

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

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

#### ***Further information***

Your SSLC: <http://moodle.bath.ac.uk/course/view.php?id=1734>

Students' Union Academic Representation including contact details for Academic Reps: <https://www.thesubath.com/academicreps/>

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

Students' Union Skills Training programme: [thesubath.com/skills-training](http://thesubath.com/skills-training)  
Outline election procedures are included in QA48 Student Engagement with Quality Assurance and Enhancement, Annex A: Staff/Student Liaison Committees:  
[www.bath.ac.uk/quality/documents/QA48\\_Annex\\_A.pdf](http://www.bath.ac.uk/quality/documents/QA48_Annex_A.pdf)

## Students' Union Membership

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

## Student Support

Most students find there are occasions when it can help to talk to someone about a personal problem or issue. In many cases your Personal Tutor, Director of Studies, or Wellbeing Adviser (see the

**Residential Life and Wellbeing Service** section below) will be able to help. However, sometimes more specialist help is needed. The University has a range of professional support services that you can approach directly. Your two main contact points are Student Services at the Roper Centre in 4 West and the Advice and Support Service in the Students' Union.



## Student Services

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

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

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

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

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

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

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

The Students' Union Advice and Support Service provides information for students on a range of topics affecting their education and welfare, including advice for students wanting to submit Individual Mitigating Circumstances claims (see the



section in this Handbook on **Assessment**), to change their programme, or experiencing problems with their programme. The staff in the Advice and Support Service also offer support, information and representation at academic appeals, academic misconduct and disciplinary hearings, and information and advice on a wide range of issues which affect students including housing and welfare issues.

The Students' Union Advice and Support Service is open Monday to Friday 9.00am to 5.00pm in term time (from 10.00am on Fridays) and 10.00am to 4.00pm during vacations (tel: 01225 386906, email: [suadvice@bath.ac.uk](mailto:suadvice@bath.ac.uk)). The Advice and Support Service also supports the Diversity and Support groups – details of which can be found at: [thesubath.com/diversity-support](http://thesubath.com/diversity-support)

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

#### ***Further information***

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

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

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

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

#### ***Further information***

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

## Advice for International Students

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

### ***Further information***

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

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

### ***Further information***

[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)

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

## Careers Service

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

### ***Further information***

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

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

The web site includes the *Myfuture* vacancies portal.

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

## Dealing with a Problem Involving the University

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

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

### Complaints

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

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

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

#### ***Further information***

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

### Bullying, Harassment and Victimisation

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

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

#### ***Further information***

Dignity and Respect Policy:

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

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

## **Mediation**

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

### ***Further information and contacts***

Mediation Service: [www.bath.ac.uk/equalities/activities/mediation](http://www.bath.ac.uk/equalities/activities/mediation)  
Mediation Service Manager: 01225 383098 or [equalsdiv@bath.ac.uk](mailto:equalsdiv@bath.ac.uk)  
Students' Union Advice and Community Manager: 01225 385863 or  
[suadvice@bath.ac.uk](mailto:suadvice@bath.ac.uk)

## **Advice for Students with Disabilities, Long-term Illness, and Specific Learning Difficulties**

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

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

The Disability Service provides advice, guidance, information and support for a range of needs including:

- Autism Spectrum Disorders/Asperger's Syndrome
- dyslexia and other specific learning difficulties
- mental health
- mobility impairments
- sensory impairments
- health conditions such as epilepsy, HIV, diabetes or chronic fatigue.

A screening process is available if you think you may have a specific learning difficulty/dyslexia. Disability Advisers are also responsible for making applications for alternative arrangements for exams and assessments. Therefore, if you think that, because of a disability, you need alternative exam arrangements (such as extra time or the use of a computer) please discuss this with a Disability Adviser without delay.

### ***Further information***

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

## Pregnancy and Maternity

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

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

### ***Further information***

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

## Care Leavers and Estranged Students

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



### ***Further information***

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

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



### University Regulations for Students

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

#### ***Further information:***

The full Regulations for Students can be found at: <http://www.bath.ac.uk/regulations>

### Registration Status

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

#### ***Further information:***

Regulation 1.1 explains the requirement to register:

<http://www.bath.ac.uk/regulations/Regulation1.pdf>

Regulation 2.4 and 2.10 explain the consequences of non-payment of tuition fees:

<http://www.bath.ac.uk/regulations/Regulation2.pdf>

### Attendance Monitoring

Guidance and requirements on attendance, including the University's Attendance Monitoring and Engagement Policy, are available at: [www.bath.ac.uk/students/visa-advice/attendance-monitoring](http://www.bath.ac.uk/students/visa-advice/attendance-monitoring). This page also sets out information on when and how to request an authorised absence.

## **Changes in Your Circumstances**

### **Personal circumstances**

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

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

### **Academic circumstances**

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

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

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

**The financial implications of withdrawing from the University or suspending your studies can be significant. You will find general information at:**

[www.bath.ac.uk/students/finance/funding-advice/changes-to-your-study](http://www.bath.ac.uk/students/finance/funding-advice/changes-to-your-study)

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

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

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

### **Health and Safety**

To report an emergency on campus the following telephone numbers should be used in place of 999:

<b>Internal Phone</b>	<b>Dial 666</b>
<b>External Phone</b>	<b>Dial 01225 383 999</b>

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

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

Further information for students undertaking laboratory work, fieldwork or a placement as part of their degree course will be supplied separately.

***Further information***

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

Current University guidance on fieldwork and on work placements:

[www.bath.ac.uk/hr/stayingsafewell/working-off-site](http://www.bath.ac.uk/hr/stayingsafewell/working-off-site)

**Data Protection**

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

Guidance notes for students and academics undertaking research can be found at: (<http://www.bath.ac.uk/data-protection/guidance/academic-research/index.html>).

**Equality and Diversity**

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

***Further information***

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

**Accessibility**

An access guide is available which outlines the disabled access features and route plans at the University of Bath:

[www.disabledgo.com/organisations/university-of-bath/main-2](http://www.disabledgo.com/organisations/university-of-bath/main-2)



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