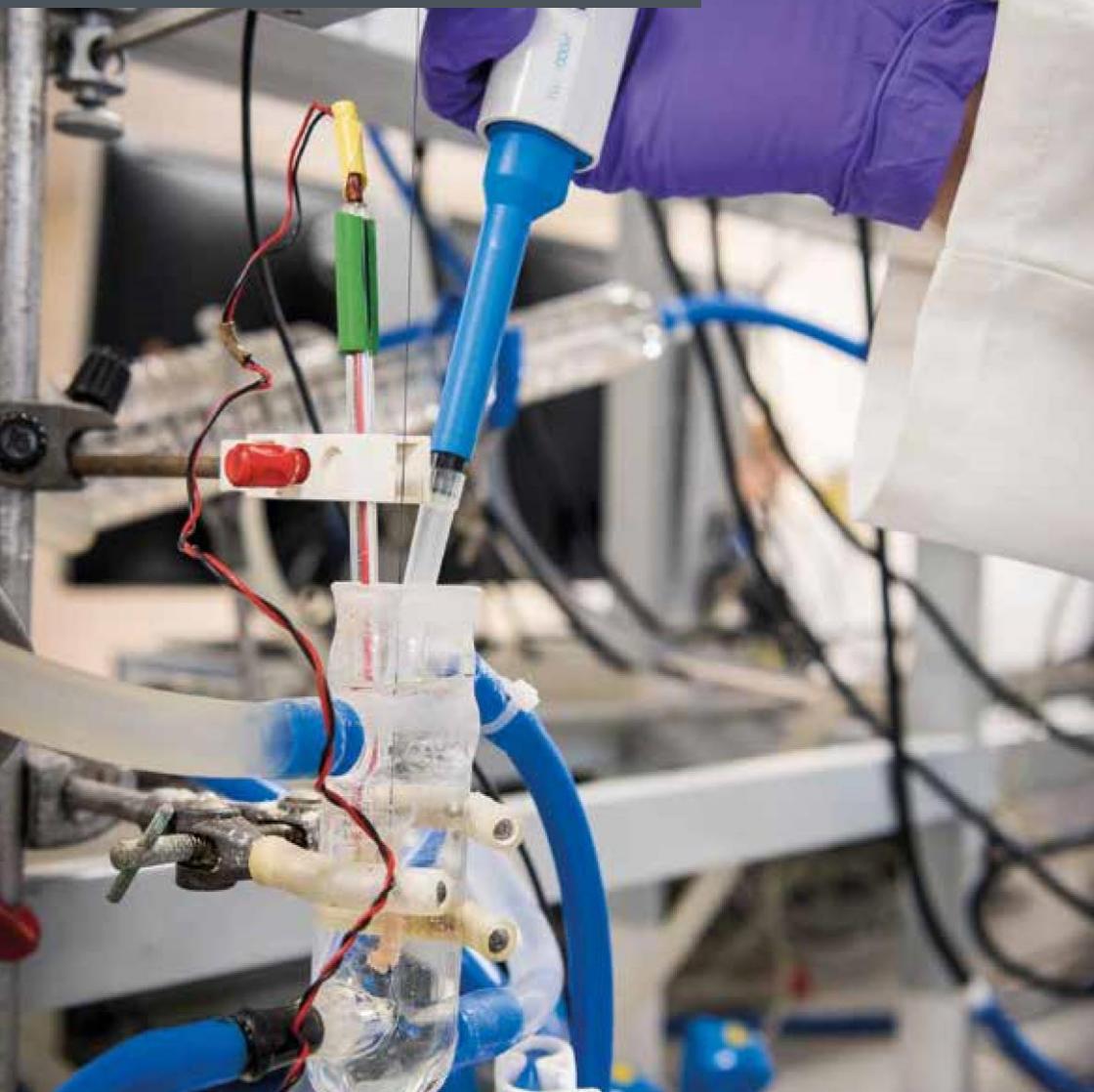


Department of Pharmacy & Pharmacology



UNIVERSITY OF
BATH

BSc (Hons) / MPharmacol (Hons)



Undergraduate Programmes Handbook
2018-2019

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 2018-19

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

<http://www.bath.ac.uk/corporate-information/academic-year-dates/>

Semester 1	Dates
New student arrivals	Saturday 22 September 2018 - Sunday 23 September 2018
Welcome Week	Monday 24 September 2018 - Sunday 30 September 2018.
Semester 1	Monday 1 October 2018 - Friday 14 December 2018
Semester 1 vacation	Monday 17 December 2018 - Friday 4 January 2019
Semester 1	Monday 7 January 2019 – Friday 25 January 2019

Semester 2	Dates
Semester 2	Monday 4 February 2019 - Friday 19 April 2019
Semester 2 vacation	Monday 22 April 2019 - Friday 3 May 2019
Semester 2	Monday 6 May 2019 - Friday 31 May 2019

Please note: Friday 19th April is Good Friday and Monday 6th May is a Bank holiday and so no teaching will occur on these dates.

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Welcome

to the Department of Pharmacy & Pharmacology

It is a pleasure to welcome you as a new undergraduate member of the Department of Pharmacy and Pharmacology. Whether you are registered on the Masters or one of our BSc programmes, my role as Director of Studies for Pharmacology is to ensure that we, as academic staff, do all we can to assist you in obtaining the best degree result that you can achieve. This requires both you and us to contribute equally to what is a real partnership between 'learner' and 'teacher' and to accept our joint responsibility for making your undergraduate studies a success. Our part of the deal is to deliver taught material that is relevant, high-quality and up-to-date in a number of different settings –lectures, workshops, e-activities and practical classes. In return, we expect you to demonstrate commitment by attending all these classes and be prepared to undertake further independent, self-directed study to support your understanding and learning of the material.

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

Work hard and have a great time!



Dr Christine Edmead
Director of Studies (Pharmacology)



About This Handbook

This Handbook is intended for all students commencing the BSc (Hons) Pharmacology, BSc (Hons) Pharmacology with Year Long Work Placement and MPharmacol (Hons) Pharmacology with Year Long Work Placement in the academic year 2018/19.

Please note that the contents of this Handbook are accurate at 10th September 2018 but that information may sometimes be subject to change after this Handbook has been issued. Your Director of Studies or Unit Convenor will inform you of any changes that will affect your programme or a particular unit. For further information about unit and programme changes, see the **Unit and programme changes** section in this Handbook.

While this Handbook signposts information about **regulations for students**, it does not have regulatory status itself, and the Regulations available online (Regulations for Students: www.bath.ac.uk/publications/regulations-for-students and Assessment Regulations: www.bath.ac.uk/registry/nfa) are the most up-to-date and take precedence over the contents of this Handbook.

If in doubt about what applies to you, or if your circumstances change (for example if you are returning from a suspension of study, or transferring to a different programme) please contact your Director of Studies, Dr Christine Edmead (C.E.Edmead@bath.ac.uk), for advice.

The Department

Organisation

The Department of Pharmacy & Pharmacology is led by the Head of Department, currently Professor Steve Ward. The Head of Department directs all aspects of the Department, with operational input from a number of nominated role-holders and a number of advisory committees.

The role-holders, or key staff, you are most likely to come across in the course of your studies are presented in the table on page 9.

Communication

Email

Email 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 email 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 or reply to an email from a member of staff **please sign your email with your first name and surname as well as your year and programme of study.**

Your University email account is the only account that is used for communications. It is your responsibility to ensure that your email inbox does not become over full as this will prevent new emails reaching you.

Student pigeon-holes

Student pigeon-holes are located in 5 West Level 3 Foyer and are used by the department to ensure that University relevant paperwork gets to you. You should check your pigeon-hole regularly, so that it does not become over full; please do not use the Department's address for personal mail.

Moodle

Our virtual learning environment, Moodle, is used extensively to communicate with you. Information will be regularly provided at Department, Programme and Unit levels. We also have a virtual area for students, which contains year group virtual noticeboards. We no longer routinely use paper-and-pin noticeboards to communicate with students.

Department Office

The Department Office is located in 5 West Level 3. Staff are available to help resolve your queries, accept coursework due for handing in, or distribute information etc. If you want to contact the Department and you don't know where to go or who to see, your first point of contact should be the Department Office.

Intranet Websites

The University website provides you with lots of relevant information. You can find out your timetable from the website, your unit lecturer, syllabus details of the units you are taking, information on mitigating circumstances, etc. For many queries the main Bath University internal website is a great place to start from: www.bath.ac.uk/students

You will also find local programme-related information on the website for your programme of studies, which has links to our Department website and to Moodle: <http://www.bath.ac.uk/pharmacy> and www.bath.ac.uk/pharmacy/moodle

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

Attendance

Attendance at all taught sessions is compulsory. You are expected to attend all lectures on your timetable and attendance will be randomly checked by register. Attendance at practical classes and workshops will be recorded.

If, due to illness, you are unable to participate in a practical class it is particularly important to let the Department know in advance if you can. We prepare equipment and consumables for experiments, which is costly and wasteful if you don't attend. Please email pharmadmin@bath.ac.uk to inform them of your absence, preferably before 10am.

You should also send an email of apology to the lecturer concerned with an explanation about why you are not able to attend.

Directed study

All unit descriptions include “private study” as part of the unit content. This gives an indication of the time that it is recommended you spend outside the formal teaching timetable on various aspects of the material covered in the unit. Each unit includes a significant proportion of private study, not including revision for assessments. Formal contact with academic staff will generally account for a little under half the time allocated to a unit, so private study should be seen as an important part of the unit overall and, in particular, your learning of the subject matter covered. Depending on the unit involved, time may be required for

- reviewing and consolidating lecture notes, both through checking the accuracy of the notes taken and by reading the recommended textbook chapters or other literature,
- manipulating experimental data and writing practical reports,
- preparing for laboratory, workshop or tutorial classes, for example by reading practical schedules in advance of a laboratory class or by working through given exercises in advance of a problem-solving workshop,
- reading literature and taking notes on topics related to but not formally covered in the unit, as directed in the unit booklet.

The main purpose of directed study is to enable you to obtain a deeper and more rounded understanding of the material taught in a given unit and to encourage you to integrate this material into the wider context of your degree programme.

Remember that any topics presented for you to cover in directed study form part of the unit content and as such may be examined in unit assessments.

Key Contacts

Director of Studies

The Directors of Studies, Dr Philip Rogers (Pharmacy) and Dr Christine Edmead (Pharmacology), are responsible for managing the undergraduate programmes offered by the Department; their responsibilities include the development of the curriculum and its delivery, quality management and enhancement, the overview and balance of assessment, student support issues, as well as pastoral and welfare care.

Faculty of Science Undergraduate Administrative Team

The Faculty of Science Undergraduate Administration Team is responsible for supporting the administration of undergraduate teaching in our department.

Personal Tutor

Each student is allocated to a member of academic staff who acts as their Personal Tutor. The Personal Tutor provides a first point of contact for academic advice or advice on obtaining additional help when health problems occur or personal circumstances are affecting your academic performance.

Chair of the Staff-Student Liaison Committee (SSLC)

The SSLC is a key location of staff-student contact for feedback and quality enhancement. The Chair of this committee is elected by its membership and has a key role in encouraging staff and student participation, in the representation of the concerns of SSLC to other committees, and in the communication of the work of SSLC to students and staff. The Chair may be either a student or a member of staff.

Technical Manager

The Faculty of Science Technical Manager, Mr Malcolm Holley, has managerial oversight of the technical staff who support the teaching activities in laboratories; in addition, he is responsible for implementing Health & Safety procedures in the Department.

Unit Convenors

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

Placement Support

Guidance and support for applying for placements are provided by the Department Placement Officer (Dr Paul Mitchell) and the Faculty Placement team representative (Dawn Hallett). Help and advice will be provided on CVs, interview techniques and applications. Further information and placement opportunities will be available through Moodle.

Staff in the Department

A full list of staff in the Department is available on the departmental intranet.

Your courses will be taught by the following members of staff:

Member of staff	E-Mail address	Room number	Extension
Dr C P Bailey	C.P.Bailey@bath.ac.uk	5W 2.49C	4957
Dr S J Bailey	S.Bailey@bath.ac.uk	5W 2.40	6842
Dr J N Beresford	J.N.Beresford@bath.ac.uk	7W 3.9	3641
Dr I S Blagbrough	I.S.Blabbrough@bath.ac.uk	5W 3.15	6795
Dr A Bolhuis	A.Bolhuis@bath.ac.uk	7W 2.10	3813
Dr L Caggiano	L.Caggiano@bath.ac.uk	5W 3.6	5709
Dr S Chapman (on maternity leave)	S.C.E.Chapman@bath.ac.uk	5W 3.34	4371
Mrs S Crawshaw	S.Crawshaw@bath.ac.uk	5W 2.35	3290
Dr P De Bank	P.DeBank@bath.ac.uk	5W 2.26	4017
Dr B Delgado-Charro	B.Delgado-Charro@bath.ac.uk	5W 2.53	3969
Mr G Cooper (providing maternity cover from October 2018)	Tbc	5W 3.43	
Dr C A Dodson	C.A.Dodson@bath.ac.uk	7W 3.14	6428
Dr C E Edmead	C.E.Edmead@bath.ac.uk	7W 2.11	5638
Dr I M Eggleston	I.Eggleston@bath.ac.uk	5W 3.8	3101
Mrs W Fletcher	W.Fletcher@bath.ac.uk	5W 2.35	3290
Dr N Fotaki	N.Fotaki@bath.ac.uk	7W 2.8	6728
Prof R H Guy	R.H.Guy@bath.ac.uk	7W 3.13	4901
Mr N Haddington	N.J.Haddington@bath.ac.uk	5W 3.32	6029
Ms L Hanning	L.Hanning@bath.ac.uk	5W 3.27	3780
Prof S M Husbands	S.M.Husbands@bath.ac.uk	5W 3.18A	3103
Dr M D Jones	M.D.Jones@bath.ac.uk	5W 3.19	3829
Prof R S G Jones	R.S.G.Jones@bath.ac.uk	7W 3.13a	3935
Dr U Jungwirth	U.Jungwirth@bath.ac.uk	7W 3.14	tbc
Dr J A Letchford	J.A.Letchford@bath.ac.uk	5W 2.24	6729
Prof M A Lindsay	M.A.Lindsay@bath.ac.uk	5W 2.45	6783
Dr M D Lloyd	M.D.Lloyd@bath.ac.uk	5W 2.13	6786

Mrs P Lye	P.Lye@bath.ac.uk	5W 2.35	3290
Dr A Mackenzie	A.Mackenzie@bath.ac.uk	7W 3.10	5796
Dr C Martin	C.J.Martin@bath.ac.uk	5W 2.49b	6789
Miss C Martin (from October 2018)	tbc	5W 2.35	tbc
Dr A McGrogan	A.McGrogan@bath.ac.uk	5W 2.42	4142
Prof N McHugh	N.J.McHugh@bath.ac.uk	5W 2.52b	4228
Mrs A Mitchell	A.M.Mitchell@bath.ac.uk	5W 2.35a	3290
Dr P J Mitchell	P.J.Mitchell@bath.ac.uk	5W 3.31	6917
Prof R Mrsny	R.J.Mrsny@bath.ac.uk	5W 3.22	3358
Dr P Nishtala (from October 2018)	tbc	5W 3.34	tbc
Dr Helen Paine	H.Paine@bath.ac.uk	5W 2.35	3290
Dr Charareh Pourzand	C.A.Pourzand@bath.ac.uk	5W 2.17	3590
Prof R Price	R.Price@bath.ac.uk	5W 2.27	3644
Mrs K Pritchard	K.H.Pritchard@bath.ac.uk	5W 2.35	3290
Dr P J Rogers	P.J.Rogers@bath.ac.uk	5W 3.42	4445
Dr J A Scott	J.A.Scott@bath.ac.uk	5W 3.26	5775
Mr C Shields (from October 2018)	Cps24@bath.ac.uk	5W 2.35	3290
Dr S V Smirnov	S.V.Smirnov@bath.ac.uk	5W 2.44	4471
Dr A D J Taylor	A.D.J.Taylor@bath.ac.uk	5W 3.43	6029
Mr D Taylor	D.J.Taylor2@bath.ac.uk	5W 2.35	3290
Dr A S Thompson	A.S.Thompson@bath.ac.uk	5W 2.15	6765
Prof S G Ward	S.G.Ward@bath.ac.uk	5W 3.45	3641
Mr T Wareing	T.Wareing@bath.ac.uk	5W 3.43	
Prof M Watson	M.C.Watson@bath.ac.uk	5W 3.33	6787
Dr M L Watson	M.L.Watson@bath.ac.uk	5W 2.46	3393
Dr A Watts	A.Watts@bath.ac.uk	5W 3.10	6788
Miss D N Wigg	D.N.Wigg@bath.ac.uk	5W 3.43	
Dr T Woodman	T.Woodman@bath.ac.uk	5W 3.4	6778
Dr A Yeo	A.Yeo@bath.ac.uk	5W 2.35	3290
Miss N Young	N.J.Young@bath.ac.uk	5W 3.43	

Department Health and Safety

Statement of Intent

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

Department Safety Team

The person with overall responsible for safety in the Department is the Head of Department, Professor Steve Ward.

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

Safety Liaison Officer:	Dr Daniel Lou-Hing 5W 3.39
Radiological/Laser Liaison Officer:	Mrs Deborah Robarts, WH 3.12
Chemical Liaison Officer:	Dr T Woodman, 5W 3.4
Microbiological Liaison Officer:	Mrs Deborah Robarts, WH 3.12
Electrical Safety Testing:	Mr Stephen Phillips, 5W 3.28
Appointed First Aiders:	Call Security, ext. 666 or Dr Daniel Lou-Hing 5W 3.39

The Departmental Safety Team has been formed to help the Head of Department discharge the duties of implementing and monitoring the University Safety Policy. The Terms of Reference of the Team are as stated in Appendix 3.4 of the University Safety Manual. The Team meets at least three times a year. Compliance with the University Safety Policy will be monitored in accordance with procedures laid down in Section 3.4 of the Safety Manual. The Head of Department will arrange, in consultation with the Departmental Safety Team, for a group to inspect the area at least twice a year. The result of the inspection will be reported on a suitable pro forma, and target dates will be set for any remedial actions. The Head of Department will acknowledge completion of the remedial actions and a copy of the completed report will be sent to the University Safety Officer for record purposes.

General Department Safety

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

If you have visitors in the Department you should be responsible for their general safety and evacuation in case of an emergency.

Visitors with mobility issues should inform their host prior to arrival of their needs or requirements as soon as possible.

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

Potential Asbestos Risk

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

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

Undergraduate Laboratory Safety

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

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

If you have a health problem which could be affected by laboratory work you must inform the Department Safety Liaison Officer, Dr Daniel Lou-Hing 5W 3.39, and the University Medical Officer in Quarry House.

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

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



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

1. Make yourself familiar with the location of fire extinguishers and fire alarms together with evacuation routes. On hearing a fire alarm, leave the building by the nearest safe route and assemble outside **Westwood residences (Assembly point 10)** which is the assembly point for 5West and 7West.
2. Always wear laboratory coats when you are in the laboratory. If you are wearing protective gloves do not contaminate door handles and taps with hazardous materials. Do not wear open shoes (flip flops, sandals or crocs), or other clothing which would compromise your safety in the event of a safety incident. Open cuts/sores should be protected from infection/contamination.
3. Safety spectacles must be worn at all times in the laboratory, and protective gloves must be used when required.
4. Long hair or loose clothing should be tied back if naked flames or rotating equipment is being used.
5. Smoking, eating, drinking and the application of cosmetics are forbidden in the laboratories.
6. Pipetting by mouth is forbidden.
7. Do not attempt to re-sheath syringe needles; once used place directly in a sharps disposal bin.
8. Take special care when weighing out chemicals as this is the time when maximal exposure to toxic agents can be expected.
9. Do not bring personal bags, coats etc. into the laboratories.
10. Do not block emergency exits.
11. If you do have an accident, report it to the person in charge and fill out an **Incident Report Form**. This should then be returned to the Department Secretary.
12. Rinse out all glassware prior to sending it for washing up by the Laboratory Assistants. Do not return Pasteur Pipettes and needles for washing up; dispose of them in the **Sharps Bins** that are provided for this purpose.
13. Clear up any breakages and spillages and inform the person in charge of the class. When you have finished your work leave the laboratory in a clean state. It is particularly important to prevent flammable solvents being disposed of via sinks. Bottles should be rinsed out and the label defaced before being placed in the waste bins.
14. Ensure that all solvent bottles are returned to the storage cupboards when no longer required.
15. Undergraduates are not allowed in the Department outside normal working hours. Never work in any laboratory unsupervised.
16. If you notice something which you regard as a hazard, please inform the person in charge of the laboratory.



Public Liability insurance

The University has a public liability insurance policy to cover any claims brought by students or members of the public against the University where the University has been negligent. This policy does not, however, cover students who come to harm because of their own fault, or cause damage of their own volition.

Further information on the University's Insurance Policy covering placement students is provided on the following web link: www.bath.ac.uk/insurance-services/

Further Safety Information

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

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

SMOTS

Code of Practice for Visual and Digital Recording and Guidance for use of the Scotia Medical Observation and Training System (SMOTS).

Definitions

'Department' - means the Department of Pharmacy and Pharmacology at the University.

'Downloaded' - means that certain preselected images/recordings may be extracted from networked video recorders or the secure internet server by being clipped and transferred onto a shared server/drive, which will allow the images/recording to be accessed/viewed.

'Employee' - means all employees of the University of Bath.

'Facility' - means SMOTS recording and the subsequent access and retrieval of recordings.

'PPS' - means Pharmacy Practice Suite.

'SMOTS' - means Scotia Medical Observation and Training System.

'Students' - means all students of the University of Bath.

'University' - means the University of Bath.

Background

The University requires those involved in taking images or video recordings, or storing, holding or otherwise processing such images or recordings, to ensure that the activity complies with relevant legislation, such as the Data Protection Act and the Children Act. The SMOTS facility operates as a 360 degree, 24-hour recording facility that is CCTV-like but its primary use is for learning, teaching, feedback and assessment. In order to ensure that we are legally compliant, the procedures outlined herein specify how data generated by the SMOT system will be accessed, stored and distributed.

Scope

This code of practice specifies operating procedures that will assist users in complying with our legislative obligations and ensure that best practice is followed. It outlines the correct operating procedures which apply to both recordings undertaken in the SMOTS facility and other instances within the department when digital or video recordings of students takes place for teaching, learning, feedback or assessment purposes. It covers not only the recording of images, but also their subsequent storage, access to them and distribution. It is binding on all employees; students, all employees of contracted out services (including external and invited speakers) and will apply to all other persons who may from time to time and for whatever purpose be present on the University's premises.

Description and Purpose of the SMOTS Facility

The primary purpose of the SMOTS is to support the learning of skills. 360 degree ceiling mounted cameras are located in all areas of the PPS and the associated consulting rooms 1 to 7. There is also a mobile camera with wireless access that can be used in other areas within wireless range.

Examples of the intended use of the system are:

- Demonstration of skills performed in the Pharmacy Practice Suite to a wider audience in real time (direct transmission).
- Packaging of pre-recorded material e.g. skills scenarios or role play for the development of multimedia objects to be delivered as part of a lesson or located in the VLE.
- Reflection/review on individual performance or group performance by participants.
- Quality monitoring of the assessment of practice through examination including the provision of examples to external examiners.

Use of the SMOTS facility will primarily be for one of the specific purposes outlined above. However, the University may occasionally use the facility for other legitimate purposes such as marketing/creating promotional material and the University reserves the right to use a recording made by the system/and or still images generated from such recordings, and images obtained by any other means of recording on University premises in any legal or disciplinary action brought by the University.

Principles of Proper Operation

The following principles will govern the operation of the SMOTS facility:

- The facility will be operated fairly and lawfully and only for legitimate purposes identified by the Department.
- The facility will be operated with due regard for the privacy of individuals within the terms of use and access to recorded material will be permitted strictly in accordance with this Code of Practice and the operating procedures detailed therein.
- The facility will be operated in accordance with the Data Protection Act and the Data Protection Principles established by that Act will, where appropriate; be used by the University as a guide in the operation of this facility. In particular:-
 - Recorded material shall be obtained and processed fairly, lawfully and in accordance with this Code of Practice.
 - Recorded material shall be held lawfully and only for the purposes of this Code of Practice.

- Recorded material shall not be used or disclosed for any purpose or in any manner which is incompatible with this Code of Practice.
- Recorded material shall be adequate, relevant and not excessive in relation to the purposes set out in this Code of Practice.
- Where recorded material is retained for any of the purposes set out in this Code of Practice, the material shall not be kept for longer than is necessary for the purpose for which it is being retained and shall be stored in a secure manner requiring authorised access.
- The Department will ensure that appropriate security measures are taken to prevent unauthorised access to, the alteration of, disclosure or destruction of any recorded material; and to prevent accidental loss or destruction of such material.

To ensure that these principles are properly applied the following specific rules shall be adhered to:

1. RESTRICTED ACCESS TO FACILITY & RECORDINGS:

Access to the SMOTS facility will be limited to authorised staff members, students and permitted visitors. Access to and the release of recordings made by the system will be strictly limited to those authorised staff members whose names appear on the relevant list compiled and maintained by the Department.

The SMOT system cannot be configured to allow users to access only the playback for **their session and so the two levels of** access to recordings: "administrator" and "user" are designed to protect user privacy.

Administrator access will be restricted to a small number of staff that have responsibility for maintaining the integrity of the facility, security of the recordings, setting user permissions and retrieving data for the purposes of creating learning and teaching materials. These persons will have undertaken training in Data Protection and the use of the SMOT system. This group will consist of the Lead Pharmacy Dispensary Technician and supporting technical and tutor staff.

User access to the SMOT system will be restricted to authorised teaching staff or, students working under the supervision of a teacher. Users should only access the recordings for the sessions that they are facilitating. The system has been set up to provide access throughout the Pharmacy Practice Suite (PPS) and the associated consultation rooms 1 to 7, plus the mobile camera.

2. SYSTEM TO BE IDENTIFIED TO USERS

Individuals should be informed that their image and voice might be captured on camera. An A3sized poster indicating that 24hr digital recording is in progress should be clearly displayed at all times at eye level at the entrance to the PPS and at the entrance to Consultation rooms 4 to 7. The posters will display an image of the cameras and contact details of the Lead Pharmacy Dispensary technician. Where the mobile camera is used outside of the PPS, supervising staff should take steps to avoid capturing images of those who are not part of the designated teaching session. Users should not record images in publicly accessible areas without liaising with the Head of Department in first instance. Again, mobile warning signs of visual recording should be used if possible.

Students should be reminded, as part of their induction process, that digital recording of their activity in the Pharmacy Practice Suite may take place for learning, teaching, feedback and assessment purposes. Students will receive the document "Student participation in role play scenarios, image recording, general Information, terms & conditions and consent" as part of the

admissions documentation and will be required to confirm that they have read and understood the contents prior to acceptance on their chosen course.

External visitors to the pharmacy practice suite should be made aware of the presence of the recording system.

3. ADDITIONAL RULES FOR RULES FOR CHILDREN & YOUNG PEOPLE

Where children and young people access the zones where SMOTS recording is in operation, the cameras must be turned off unless formal written consent to the recording is obtained from the parent/guardian of each child. Please note that the administrators of the SMOTS facility will require 48 hours' notice of a request to turn off cameras so this needs to be borne in mind if organising a visit which will involve children.

4. CONSENT TO BE OBTAINED FROM PARTICIPANTS

Those capturing images must seek permission and explicit consent in some contexts from those persons whose images are being captured. These permissions will depend upon the purpose of the recordings. If in doubt please seek advice from the University's Legal Advisers.

All Department of Pharmacy and Pharmacology students will be required to confirm that they have read and understood the document Participation in practice simulation with image recording and signed the relevant consent form as part of the admissions process (see appendix 1). University students who are under 18 at the commencement of their course will be deemed to have sufficient capacity to consent without the need for parental approval.

5. STAFF TRAINING

All staff involved with the operation of the SMOTS will be made aware of the sensitivity of handling digital images and recordings, and receive training on relevant legislation such as the Data Protection Act and will be required to familiarise themselves with this Code of Practice.

6. STAFF USE OF RECORDINGS

Teachers may request a copy of their session recordings from the Lead Pharmacy Dispensary technician. These requests must be made at least one week in advance. The Lead Pharmacy Dispensary technician will then download it/them. It will then be possible to review these files as part of a class session or they could be used to demonstrate skills to the group later. If the recordings are obtained as part of a University course or unit for teaching purposes, it is generally expected that the material should be used within that context i.e. with the group of students involved in the programme.

Where it is intended that the use of the material extends beyond the learning, teaching, feedback and assessment context in which it was obtained, the protocol for securing permissions and informed consent must be followed. In practice, this means that material that is intended to be published in any way (including the virtual learning environment or the intranet) should have prior explicit written consent from each of the individuals concerned. If in doubt seek advice from the University's Legal Advisers.

7. USE OF THE SYSTEM FOR ASSESSMENT PURPOSES

The SMOT system can be used to record skills-based assessments. The recordings can then be used for quality monitoring purposes. The SMOT system can also be used to provide individual recordings of a performance where the assessment task is to critique the performance with reference to the recorded material. It may also be used to provide formative feedback to students preparing for summative assessment.

Where copies of recordings are to be made available to individual students, the course team should ensure that students understand that the recordings remain the property of the University and are subject to copyright regulations. Course teams may wish to consider risks of collusion where students have access to the recordings if analysis of these forms part of the assessment. Some assessors, to reduce these risks, may use supervised access to a copy of the recording.

8. NO ROUTINE ACCESS

If a recording has been made for the purposes of formal assessment, the images/recording will not normally be made available to the individual student(s), but will instead be downloaded for viewing by academic and other staff only, for the purposes of the assessment process.

However, if a recording has been made for the purposes of formative feedback or other teaching purpose, and is then downloaded, the images/recording will then normally be made available to the individual student(s) on their virtual learning environment.

There will be no routine access to recordings made for staff or students.

9. STUDENT REQUESTS FOR COPIES OF RECORDINGS

Requests for access to recordings which are not made available on the virtual learning environment or otherwise, must be made to the University Data Protection Officer.

10. NO DISCLOSURE OF DATA TO THIRD PARTIES

Disclosure of any recorded images to third parties will not normally be permitted. Such disclosure will only take place in exceptional circumstances and to the extent required or permitted by law.

TECHNICAL INFORMATION

The Lead Pharmacy Dispensary Technician will manage the facility on behalf of the Department. Dept IT services will manage the secure logon and secure data storage requirements of the facility on behalf of Computing Services.

Images captured by the SMOTS facility will be stored on networked video recorders located on a secure internet server, managed by Computing Services.

It is not possible to delete recordings/ remove individual files manually. Instead recordings will be automatically overwritten as the storage space fills. With normal use this should be in approximately 12 days. Unless a specific request is made for retrieval of material, no recordings will be retrieved from the system or stored elsewhere.

The University owns all digitally and visually recorded material captured for the purposes of teaching, learning, feedback, and/or assessment and other legitimate purposes and the copyright of any material contained therein is also vested in the University.

GENERAL INFORMATION

This Code of Practice, its operation and the operation of the SMOTS facility will be reviewed annually by the Departments' Teaching Committee.

Enquiries concerning this Code of Practice should be directed in the first instance to the Lead Pharmacy Dispensary Technician, (who will be responsible for the development of and compliance with the working procedures for the use of the SMOTS facility and retrieval of data) or the Director of Undergraduate or Postgraduate Studies.

The University reserves the right to take disciplinary action against any employee or student who breaches the Code of Practice.

Grievances and complaints concerning the operation of this facility may be progressed through the University's grievance/complaints procedure.

Visiting & Exchange Students

We warmly welcome visiting and exchange students. Every year students join us from Europe and further afield under ERASMUS and other approved exchanges.

Tutor Support

The academic tutor for all visiting and exchange students is Dr Andy Thompson, whose contact details you will find at the beginning of this booklet.

Pastoral Care

You have access to all the University's student support services, described in this booklet. As your tutor, Dr Andy Thompson, is also available to discuss issues of a personal nature, such as accommodation or home sickness problems. If you feel you need someone else to talk to the Placements Administrator, Mrs Kathryn Hood, is located in the Department Office and will provide you with practical help and advice on a range of issues, if needed.

Unit Selection

Unit (module) selection is dependent on several things, previous study and experience, timetabling availability, and on the requirements of your home institution. Usually, we will discuss unit selection with you prior to arrival, or very shortly after arrival, to ensure that you have registered for the correct number of academically compatible units.

Visiting and exchange students register for units and study alongside home students. We also have a number of units, which are available to visiting and exchange students including project units designed to fit alongside other units you will be taking.

Assessment

Visiting and exchange students are welcome to study for either semester or a full academic year of study. Summative unit assessment takes place at the end of Semester 1 (January) or Semester 2 (May). There may also be some flexibility to assess project and placement work at our Supplementary Assessment Boards in September.

Notification of Marks

The Department will give you an informal indication of your marks on request as soon as they are available. The official transcript of your grades, for the purpose of reporting these to your home institution, is issued by the Study Abroad Office and the timing of this can be different to the undergraduate students studying in the Department.

If you have any queries regarding the examinations or assessment regulations, please contact the Placement Administrator or Director of Studies.

Pharmacology Degrees

This section gives you background information on the Pharmacology degree courses, explains how they are organised, and shows you how the programmes are structured.

Synopsis and academic coherence of programmes

Pharmacology is the science which seeks to explain how drugs work. This can be at the molecular, cellular, tissue or whole body level, so the pharmacologist will need to understand aspects of several core sciences – chemistry, biochemistry, molecular and cell biology, and physiology.

Putting these together makes Pharmacology a strong candidate for the ideal ‘biomedical’ or ‘life’ science. Whether pursuing a career in industrial or academic research, the pharmacologist is a key scientist involved at the forefront of the development of new treatments for both human and animal diseases.

The University of Bath has offered a BSc (Hons) programme in Pharmacology for some 30 years. When introduced, this degree was a pioneer in containing a full year spent on placement in the Research & Development facilities of leading pharmaceutical companies. The opportunity to gain industrial experience has been retained and continues to be a key element of our pharmacology programmes.

The BSc Pharmacology programme is primarily offered as a full-time three-year course for students seeking (or requiring) a less demanding programme and/or a shorter time-frame than our four year Master of Pharmacology programme. It lacks an industrial placement, but individual students may seek approval for a placement from the Board of Examiners for Programmes and thus extend their studies to four years.

The four year Master of Pharmacology (MPharmacol) programme has a compulsory integrated placement in year 3. Students must achieve an overall stage average of 50% in the first year and 60% in the second year to remain or transfer to the MPharmacol programme. Requests for transfers between programmes should be made to the Director of Studies.

We believe Bath, our Department and Pharmacology programmes are ‘special’ for the following reasons:

- A small friendly university in the United Kingdom’s only World Heritage City;
- A Department ranked in the top flight both for Teaching Quality and for Research ;
- Well-established Pharmacology programmes that are highly rated by employers.
- A long history of close links with the pharmaceutical industry that provide our students with practical experience of the real world.

Educational aims of the programmes

To provide a deep-rooted knowledge of the fundamental principles of chemistry, biology and the physical sciences applicable to pharmacology;

- A. to develop an ability to apply these principles to specific problems in pharmacology;
- B. to encourage acquisition of specific skills in experimental design, procedures and the analysis of experimental data;
- C. to provide an understanding of the roles and responsibilities of the pharmacologist;

- D. to promote development of personal and interpersonal communication skills and the ability to exploit modern information technology;
- E. to develop the ability to work independently and in a group environment.

Intended Learning Outcomes

These include teaching, learning and assessment methods, specifying those applicable for interim awards where appropriate.

Knowledge and understanding:

- A systematic understanding of the core sciences - chemistry, cellular and molecular biology - essential for the foundation of an effective career as a pharmacologist, or in an alternative science-based discipline.
- A deep understanding of physiology, pathology and pharmacology appropriate to studies of the molecular basis of disease processes and the mechanisms of action of drugs.
- A comprehensive understanding of the roles and responsibilities of the pharmacologist in the pharmaceutical industry.

Teaching and learning methods include: practicals, workshops, problem based learning tutorials, web-based learning using a virtual learning environment, lectures, directed reading, seminars and tutorials.

Assessment methods include: written examinations, essays, project and practical reports and oral presentations.

Intellectual skills for MPharmacol students:

- An ability to deal with complex issues both systematically and creatively, and to assemble, assimilate and analyse critically a range of information including both scientific data and library-based material.
- An ability to apply acquired scientific understanding effectively in any chosen branch of pharmacology, and to set your knowledge of pharmacology in a wider scientific context.

Teaching and learning methods include: workshops, seminars, practicals, tutorials, research projects.

Assessment methods include: written dissertations, oral presentations, research project, written examinations.

Intellectual skills for BSc students:

- Conceptual understanding that enables you to analyse and solve problems effectively in pharmacology.
- An ability to apply your knowledge and understanding to new areas of study, such as to carry out projects.

Teaching and learning methods include: workshops, seminars, practicals, tutorials, research projects.

Assessment methods include: essays, oral presentations, research project, written examinations.

Professional Practical Skills for MPharmacol students:

- A comprehensive understanding of practical techniques giving the ability to design and to undertake appropriate laboratory-based experimentation safely and effectively.

- An understanding of research ethics as applied to pharmacology.

Teaching and learning methods include: practicals, workshops, Home Office Licence training.

Assessment methods include: practical reports, laboratory competence, research project, placement report.

Professional Practical Skills for BSc students:

- An ability to deploy accurately a broad range of practical skills to permit the undertaking of appropriate laboratory-based experimentation safely and effectively.
- An understanding of research ethics as applied to pharmacology.

Teaching and learning methods include: practicals, workshops, Home Office Licence training.

Assessment methods include: practical reports, laboratory competence, research project.

Transferable/Key Skills for MPharmacol students:

- The ability to work effectively both in an independent manner through self-direction in planning and implementing tasks, and also as a member of a team following discussion and agreement of procedures.
- The ability to disseminate information effectively both orally and in written form, to specialist and non-specialist audiences.
- The independent learning ability required for continuing professional development.

Teaching and learning methods include: seminars, lectures, tutorials, practicals.

Assessment methods include: seminar delivery, oral presentations, poster presentation, research project, dissertations, placement report.

Transferable/Key Skills for BSc students:

- The ability to work independently and as part of a team.
- The ability to manage your own learning and to make use of scholarly reviews and primary scientific literature.
- An ability to communicate information effectively to both specialist and non-specialist audiences.
- The learning ability needed to undertake appropriate further professional training.

Teaching and learning methods include: seminars, lectures, tutorials, practicals.

Assessment methods include: oral presentations, poster presentation, research project.

Structure & Content of Programmes

The academic year is organised into two fifteen-week semesters, each composed of eleven teaching weeks followed by periods of revision and assessment. Semester 1 begins in September/October, and Semester 2 starts in February with the usual Christmas, Easter and Summer vacations. Degree programmes at Bath are modular, and students are required to study a number of modules or units in each semester. As students complete each unit, they will be awarded the associated 'credit' (compatible with the European Credit Transfer System). Each unit is worth 3-12 credits with a full year of study consisting of 60 credits.

A high level of integration between the various units and themed areas is ensured by using Moodle as a Virtual Learning Environment (VLE), and by the inter-disciplinary nature of the teaching teams in all areas of the programme. The relevance and currency of the material taught on the

Pharmacology programmes is maintained by regular consultation with an external Pharmacology Advisory Panel which includes scientists from the pharmaceutical industry.

In Year 1, the Pharmacology programmes offer units in the basic biological, chemical and physical sciences. This enables students with different A level or other qualifications to 'catch up' in some subjects whilst continuing to make progress across the curriculum. In particular, the Department offers additional classes in Biology for those students lacking a formal qualification in this area. Exercises in basic mathematics also form part of the first semester to enable everyone to undertake calculations with greater confidence. A specific introduction to Pharmacology forms part of both semesters in Year 1, covering practical laboratory techniques and statistical analysis of data for undertaking more advanced work later on, and on the role of the pharmacologist.

The linked subjects of Physiology, Pathology and Pharmacology cover the core material of all pharmacology degree programmes. Our approach provides an integrated view of drug action linked to normal and disease-related functions of the major organ systems of the body. All major aspects are covered in Years 1 and 2 to give all students sufficient background for their industrial placement. Students may select specific areas for more advanced study in the final year. Particular attention has also been paid to the impact of molecular and cellular biology in pharmacology. Thus this theme develops from Year 1 (The Healthy Body) through Year 2 (receptors, cell signalling) to the final year where Molecular Pharmacology and other more advanced options are available.

The acquisition of strong practical laboratory skills is essential for a pharmacology graduate. Thus, many units include practical classes, both to teach transferable skills such as writing reports and to illustrate aspects of lecture content. Students work in pairs in Year 1 classes, leading to more open-ended and individual investigative work in Year 2 to help prepare for a placement year (if applicable).

For MPharmacol students:

Following the placement, final year MPharmacol students undertake an extensive individual research project presented as a grant proposal application, supervised by research-active staff in pharmacology.

Students will develop the ability to work 'independently' with supervision, and in small groups, through seminar units and project work, and practical classes, workshops and tutorials. For example, communication skills start in Year 1 with essays and laboratory reports and progress in Year 2 through preparing given topics for short (4-5 min) oral presentations to your peers. These form the introduction to more formal 10 minute presentations (in the style of British Pharmacological Society communications) that are part of the placement. Seminar and public engagement units in the final year encourage students to acquire and present larger quantities of information in a coherent and structured way. Data manipulation and interpretation are taught through practical classes, projects and specific course-work exercises requiring critical analysis of the results section of a research publication.

For BSc students:

Final year students undertake an extensive individual research project, supervised by research active staff in pharmacology. For students who have not undertaken a laboratory-based placement, the project constitutes the laboratory research element of the programme. Students develop the ability to work 'independently' with supervision, and in small groups, through seminar units and project work, and practical classes, workshops and tutorials. Seminar or public engagement units in the final year encourage students to acquire and present larger quantities of

information in a coherent and structured way. Data manipulation and interpretation are taught through practical classes, projects and specific course-work exercises requiring in depth analysis of the results section of a research publication.

Placements

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.

Due to the practical nature of the programme, students are encouraged to consider undertaking a placement as part of their programme. Academic progress, individual preferences and career goals will help determine the most appropriate programme and placement opportunity for you. Your personal tutor, placement tutor and Director of Studies are available to help you with this decision.

The MPharmacol programme has an integrated placement in year 3 which contributes 34% to your final degree. Students undertake an individual research laboratory-based placement in a pharmaceutical company, research laboratory or another academic institution in the UK or overseas. Assessment of the placement takes place through a written laboratory report, oral presentations and a *viva voce*. Students also complete two pieces of extended coursework whilst on placement. Securing a placement is the responsibility of the student but extensive support is provided in helping you to find and secure a placement position.

BSc students can apply to undertake a placement year so extending their studies to four years. The BSc placement offers greater flexibility in that in addition to laboratory-based projects, students can also apply for non-laboratory placements in the pharmaceutical industry such as marketing, scientific communication or supporting clinical trials. The placement does not contribute marks towards the degree but is included on the final transcript subject to completion of a satisfactory placement report and oral presentation.

Several support sessions are organised at the end of year 1 and beginning of year 2 to help you in deciding upon and applying for placements. 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

Information will be provided on Moodle from the department and Faculty placements team to support you through the application process and whilst on placement. Links to the placement handbooks and information on assessment will be available at relevant times.

At the commencement of the final year, students returning from placement present their work at a one day placement conference for academic staff, placement supervisors and fellow students.

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 placement conference and re-induction Director of Studies talk takes place 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-students.bho

Structure of the Programmes

Master of Pharmacology

Master of Pharmacology	
Programme code:	USPA-AKM02
Programme title:	MPharmacology (hons)
Award type:	Full-time thick sandwich
Award title:	Master of Pharmacology with Honours
Mode of Attendance:	Full-time
Length:	4 Years
State if coexistent M-level programme:	
State any designated alternative programme(s):	USPA-AKB02
Approving body and date of approval:	Faculty of Science Teaching and Quality Committee (July 2009)

YEAR 1: MPharmacol (Hons)							
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status
1	1	Semester 1	PA10262	Research and scientific communication for pharmacologists	Compulsory Unit	6	
1	1	Semester 1	PA10311	Fundamentals of pharmacology: from molecules to medicines 1	Compulsory Unit	12	
1	1	Semester 1	PA10312	Fundamentals of pharmacology: the healthy body 1	Compulsory Unit	12	
1	1	Semester 2	PA10044	Introduction to experimental pharmacology	Compulsory Unit	6	
1	1	Semester 2	PA10313	Fundamentals of pharmacology: from molecules to medicines 2	Compulsory Unit	12	
1	1	Semester 2	PA10314	Fundamentals of pharmacology: the healthy body 2	Compulsory Unit	12	

YEAR 2 : MPharmacol (Hons)							
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status
2	2	Semester 1	PA20023	Pharmacology of the central nervous system	Compulsory Unit	6	
2	2	Semester 1	PA20343	Drug discovery	Compulsory Unit	3	
2	2	Semester 1	PA20344	Cell regulation and function: receptors to genes	Compulsory Unit	9	
2	2	Semester 1	PA20346	Experimental pharmacology 1	Compulsory Unit	12	

2	2	Semester 2	PA20016	Cardiovascular, renal and peripheral nervous system pharmacology	Compulsory Unit	6	
2	2	Semester 2	PA20294	Pharmacokinetics	Compulsory Unit	3	
2	2	Semester 2	PA20345	Infection and immunity	Compulsory Unit	9	
2	2	Semester 2	PA20347	Experimental pharmacology 2	Compulsory Unit	12	

YEAR 3 : MPharmacol (Hons)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status
2	3	All Year	PA30126	Pharmacology placement (M)	Compulsory Unit	48	
2	3	Semester 1	PA30127	Dissertation in Pharmacology	Compulsory Unit	6	
2	3	Semester 2	PA30128	Landmarks in Pharmacology	Compulsory Unit	6	

YEAR 4 : MPharmacol (Hons)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status
3	4	Semester 1	PA40130	Research project in Pharmacology (M)	Compulsory Unit	12	
3	4	Semester 1	PA40142	Molecular applications in pharmacology	Compulsory Unit	6	
3	4	Semester 1	PA40214	Recent advances in drug discovery	Compulsory Unit	6	
3	4	Semester 1	PA40251	Advanced topics, trends and technologies in pharmacology	Compulsory Unit	6	

3	4	Semester 2	PA40234	Communicative skills in pharmacology	Optional Units: Select 1 unit from this list:	6	
3	4	Semester 2	PA40350	Engaging the public with drug discovery research		6	
3	4	Semester 2	PA40159	Cardiovascular pharmacology	Optional Units: Select 4 units from this list:	6	
3	4	Semester 2	PA40160	Central nervous system pharmacology		6	
3	4	Semester 2	PA40162	Drug targets in the immune system		6	
3	4	Semester 2	PA40163	Trends in molecular signalling		6	
3	4	Semester 2	PA40252	Pharmacology of regenerative medicine		6	
3	4	Semester 2	PA40299	Biotechnology: art and science		6	

BSc Programmes in Pharmacology

BSc Programmes in Pharmacology	
Programme code:	USPA-AFB02
Programme title:	BSc (hons) Pharmacology
Award type:	Full-time programme
Award title:	Bachelor of Science in Pharmacology with Honours
Mode of Attendance:	Full-time
Length:	3 years
State if coexistent M-level programme:	USPA-AKM02 (MPharmacol)
State any designated alternative programme(s):	
Approving body and date of approval:	Faculty of Science Teaching and Quality Committee (July 2009)
Programme code:	USPA-AKB02
Programme title:	BSc (hons) Pharmacology with Industrial Placement

Award type:	Full-time with industrial placement
Award title:	Bachelor of Science in Pharmacology with Honours
Mode of Attendance:	Full-time
Length:	4 years
State if coexistent M-level programme:	USPA-AKM02 (MPharmacol)
State any designated alternative programme(s):	
Approving body and date of approval:	Faculty of Science Teaching and Quality Committee (July 2009)

YEAR 1							
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status
1	1	Semester 1	PA10262	Research and scientific communication for pharmacologists	Compulsory Unit	6	
1	1	Semester 1	PA10311	Fundamentals of pharmacology: from molecules to medicines 1	Compulsory Unit	12	
1	1	Semester 1	PA10312	Fundamentals of pharmacology: the healthy body 1	Compulsory Unit	12	
1	1	Semester 2	PA10044	Introduction to experimental pharmacology	Compulsory Unit	6	
1	1	Semester 2	PA10313	Fundamentals of pharmacology: from molecules to medicines 2	Compulsory Unit	12	
1	1	Semester 2	PA10314	Fundamentals of pharmacology: the healthy body 2	Compulsory Unit	12	

YEAR 2							
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status
2	2	Semester 1	PA20023	Pharmacology of the central nervous system	Compulsory Unit	6	
2	2	Semester 1	PA20343	Drug discovery	Compulsory Unit	3	
2	2	Semester 1	PA20344	Cell regulation and function: receptors to genes	Compulsory Unit	9	
2	2	Semester 1	PA20346	Experimental pharmacology 1	Compulsory Unit	12	
2	2	Semester 2	PA20016	Cardiovascular, renal and peripheral nervous system pharmacology	Compulsory Unit	6	
2	2	Semester 2	PA20294	Pharmacokinetics	Compulsory Unit	3	
2	2	Semester 2	PA20345	Infection and immunity	Compulsory Unit	9	
2	2	Semester 2	PA20347	Experimental pharmacology 2	Compulsory Unit	12	

YEAR 3 : USPA-AKB02 (BSc (hons) Pharmacology with Industrial Placement)							
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status
2	3	All Year	PA20122	Pharmacology placement (B)	Compulsory Unit	60	

Year 3 USPA-AFB02 / Year 4 USPA-AKB02							
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status
3	3	Semester 1	PA30055	Research project in Pharmacology (laboratory) (BSc)	Compulsory Unit	12	
3	3	Semester 1	PA30142	Molecular applications in pharmacology	Compulsory Unit	6	
3	3	Semester 1	PA30214	Recent advances in drug discovery	Compulsory Unit	6	
3	3	Semester 1	PA30251	Advanced topics, trends and technologies in pharmacology	Compulsory Unit	6	
3	3	Semester 2	PA30234	Communicative skills in pharmacology (BSc)	Optional Units: Select 1 unit from this list:	6	
3	3	Semester 2	PA30350	Engaging the public with drug discovery research		6	
3	3	Semester 2	PA30150	Cardiovascular pharmacology	Optional Units: Select 4 units from this list: :	6	
3	3	Semester 2	PA30157	The molecular biology and treatment of cancer		6	
3	3	Semester 2	PA30168	Drug targets in the immune system		6	
3	3	Semester 2	PA30169	Trends in molecular signalling		6	
3	3	Semester 2	PA30252	Pharmacology of regenerative medicine		6	
3	3	Semester 2	PA30299	Biotechnology: art and science		6	

Degree classifications

The degree classification will be determined on the following basis, according to your final weighted percentage mark:

First Class Honours	70% or above
Second Class Honours (division i)	60-69%
Second Class Honours (division ii)	50-59%
Third Class Honours	40-49%

Year 2, 3, and 4 marks contribute to your overall degree mark, with weightings agreed by the University under NFAAR. Individual units within the degree programme are weighted according to the table shown below:

MPharmacol

Unit Code	Year 2	Year 3	Year 4	Total
PA20016 + PA20023	3.2			
PA20346	3.2			
PA20347	3.2			
PA20343 + PA20294	1.6			
PA20344	2.4			
PA20345	2.4			
PA30126		27.2		
PA30127		3.4		
PA30128		3.4		
Project (PA40130)			10	
PA40251			5	
Options x 5			25	
PA40214			5	
PA40142			5	
TOTAL	16	34	50	100

Unit Code	Year 2	Year 3/4	Total
PA20016 + PA20023	6.4		
PA20346	6.4		
PA20347	6.4		
PA20343 + PA20294	3.2		
PA20344	4.8		
PA20345	4.8		
Project (PA30055)		13.6	
Options x 5		34	
PA30251		6.8	
PA40214		6.8	
PA40142		6.8	
TOTAL	32	68	100

Prizes

Prizes may be added to or subtracted from depending upon sponsor activity over the next 4 years. The lists accurately reflect the prizes at the time of going to print (August 2018):

Year 1: The Heptares Prize – Best Overall Student

Year 2: The RenaSci Prize – Best Overall Student

Final Year:

- The GlaxoSmithKline Prize – Best Overall Student
- The AstraZeneca Prize – Best Project (PA40130/ PA30055/ PA30149)
- The Crescendo Prize – Best Placement Report (PA30126/ PA20122)
- The UCB Prize – Best Placement Presentation (PA30126/ PA20122)
- The MedImmune Prize – Best Poster (Unit PA30126/PA20122)

Unit and Programme Changes

We continually look for ways to develop and improve our programmes. For example:

- it might be desirable to make some updates to content to reflect the latest developments in a particular field of study
- a review of assessments across a programme (including feedback received) might identify that changes to a unit assessment would better support student learning.

Students who would be affected by proposed changes are consulted about them, either via their Staff/Student Liaison Committee or directly, depending on the nature of the change.

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

- the accrediting body for a programme may require changes to be made to it
- it may not be possible to run a particular unit because a member of teaching staff with specialist expertise leaves the University and we are unable to find a suitable replacement
- it may not be viable to run a particular optional unit in a given year because very few students select it.

In such cases, the University will always try to ensure that any impact on students is minimised and that students are informed of the changes at the earliest opportunity.

All programme and unit changes are managed through a formal process set out by the University. The aim of this is to ensure that changes are academically appropriate and properly supported, take place in a timely manner, and safeguard the interests of students.

How Your Programme is Reviewed and Monitored

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

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

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

Further information

Annual Monitoring of Units and Programmes: www.bath.ac.uk/quality/documents/QA51.pdf

Study and support: Getting the most out of your studies

Accessing university email

You will need to use your University username and password to access your University email account. You are able to access your email by going to <http://mail.bath.ac.uk>

Your username also forms your email address (username@bath.ac.uk).

The University will often communicate with you about a range of important matters requiring action from you, including registration, unit enrolment, assessment, degree ceremonies, and matters such as tuition fees, via your University email account. 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 your University email account can receive incoming mail and that you read your email regularly.

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

Further information

Email guidance: www.bath.ac.uk/guides/accessing-your-university-email-and-calendar

Regulation 1.3: www.bath.ac.uk/publications/regulations-for-students

Your Student Record: SAMIS

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

Further information www.bath.ac.uk/samis

MOODLE

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

Personal Tutoring

When you join the University, you will be assigned a Personal Tutor who will help you to get the best out of your university experience. Your Personal Tutor will:

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

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

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

Department of Pharmacy and Pharmacology Tutorial System

1. Overview

In the Department of Pharmacy & Pharmacology, the personal tutor is the key point of personal contact between the undergraduate student and the University. The Department of Pharmacy and Pharmacology operates a system in which academic staff act both as academic and personal tutors to a number of individual students providing both academic and pastoral support.

New students are assigned a personal tutor in the week before Welcome Week, during which the Department runs an online pre-induction when new students may meet their peers online. Where possible, personal tutors are allocated on the basis of tutees' A-level subjects to support those students arriving in the Department without either A-level biology or mathematics. Likewise, consideration will be given to the needs of International Baccalaureate students without A-level chemistry. All full-time academic staff will normally have a cohort of four to five personal tutees in each year group, with part-time colleagues having a pro-rata cohort. This may vary over time, depending on staff-student ratio.

Personal tutors meet their tutees, as a group, during induction, and at least three times a semester thereafter throughout the degree programme, unless a tutee is on placement when the student is regularly contacted by email. The purpose of these tutorials varies as the programmes progress, but the sessions are intended primarily to improve a range of key skills that are important for your studies. In Year 1, the emphasis is on professional formation and scientific writing (Semester 1) and on team working through considering simple laboratory investigations (Semester 2). The latter provides an introduction to problem-based learning, which continues in Year 2, and helps develop the integrative skills required for advanced topics in Year 4. Personal tutors also provide the opportunity to meet tutees individually, for example, to provide end-of-semester assessment feedback.

Personal tutors play an important role in the pastoral care of students, and are an initial point of contact should personal problems arise. If appropriate the tutor or the student may also raise matters of concern directly with the Director of Studies or a Unit Convenor. All non-academic matters shared between a student and the personal tutor will normally remain confidential, unless

the student is considered at-risk or consents for the matter to be disclosed. In many cases, disclosure to the Director of Studies is encouraged, especially if these matters have an impact on academic performance. Academic problems will be communicated to the Director of Studies by individual members of Staff or Unit Convenors.

Students normally retain the same individual personal tutor during the entire course of their degree programme, although staff changes mean that this is not always possible. If a tutee/tutor relationship breaks down, either party should consult the Director of Studies who will mediate and/or allocate a new personal tutor as appropriate.

2. Record-keeping

Personal tutors are encouraged to record and lodge in students' files details of sporting, artistic and social achievements, and any other contribution to the life of the Department or the University, as well academic and relevant professional practice achievements. Copies of references written for students applying for jobs or research studentships are also kept on file.

3. Role of the Senior Tutor

The Senior Tutor role is not intended to be student-facing but is intended to support personal tutors in providing the personal tutorial system for students in Pharmacy & Pharmacology, for example in mentoring new academic staff in their tutor role; and to ensure that the system is delivered equitably for all students and academic staff. The Senior Tutor is responsible for monitoring that scheduled personal tutorials take place. The Senior Tutor and Head of Department will provide appropriate feedback and support should a personal tutor fail to perform the duties of the role.

4. Monitoring

The effectiveness of the personal tutorial system for undergraduates in Pharmacy & Pharmacology will be assessed by the Senior Tutor with a report made available to the Departmental Courses Committee and Staff Student Liaison Committee each year. Student feedback will be engaged through the SAMIS online unit feedback process with questions being used to assess the effectiveness of each unit's tutorial sessions; and via open discussion in SSLC.

5. Information provided to personal tutors

Moodle is used to provide information to students and personal tutors about the personal tutorial system operated in Pharmacy & Pharmacology. Academic staff are provided with information about the Department's personal tutor system, its link with Unit-specific tutorials and the central support available through Student Services.

Departmental guidelines for tutors are provided via Moodle and cover the following key points:

- Responsibility to ensure they meet their tutees at least three times per semester
- To be available for an individual meeting where appropriate
- Responsibility to offer pastoral and academic support – i.e. by being aware of and signposting students to both departmental and Student Services resources for welfare and study
- The importance of confidentiality
- Responsibility for providing references
- Responsibility for providing feedback on assignment drafts linked to the personal tutorial system

- A new tutor training session is held prior to the start of each Academic Year, compulsory for new tutors, in which the above responsibilities are made clear.

6. Information provided to students

Information about the personal tutorial system is provided to students by the Director of Studies during Welcome Week then subsequently reinforced in a number of different ways, including the Departmental Undergraduate Student Handbook and a Moodle page for undergraduates highlighting the following information and resources for support:

- How academic induction is supported
- Frequency of meetings with personal tutors and how the meetings link to programme units
- Support for academic study (signposting to key skills development, provision of feedback on drafts assignment submission etc.)
- Pastoral/ welfare guidance and support
- Placement/ option/ career advice and references
- Guidelines for requesting a change of tutor
- Confidentiality and disclosure policies
- Attendance expectations

A departmental undergraduate peer mentoring system is in place to support students during their induction to University life. Student mentors will be supported in their role in enabling new students to get the greatest benefit from the personal tutorial system.

Language and Academic Skills Support and Development

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

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

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

- create well-written, clearly structured essays, 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
- use IT tools and resources effectively
- enhance your existing language proficiency, or learn a new language.

There are many opportunities 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 is open to all undergraduate and postgraduate students. It recognises the experiences, skills and strengths you have gained through participation in extra-curricular activities, volunteering, work experience, part-time work, global opportunities and more. The Award enables you to reflect on your personal development as a student and future employee. Completing the Award will enhance your employability, increase self-awareness of your skills and enable you to articulate these effectively to future employers.

Further information

thesubath.com/bathaward

The Library

The Library is open 24 hours a day, all year round and provides print and electronic materials and information services to support study and research across the University. It houses over 520 PCs, wireless networking throughout, and provides areas for both quiet individual study and group work. Alongside 360,000 printed books, it offers over 26,000 electronic journals, 440,000 electronic books, 90 databases for information, literature and data searching, and digital versions of the University's academic publications, all available across the University and beyond. The Library's copy and print service includes black and white and colour photocopying, laser printing and scanning.

Information specialists, our Subject, School and Faculty Librarians (see the Department's library resources page below), are responsible for services to individual Departments/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.

Further information

This Department's library resources page is: go.bath.ac.uk/pharmacylibrary

For information on all library services and resources: www.bath.ac.uk/library/

Recommended texts

The full reading list is downloadable from the Library website via: go.bath.ac.uk/pharmacylibrary

Further reading will be advised by Unit Convenors and individual lecturers.

Computing Services and Facilities

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

If you'd like to know more about these services and how to access them, visit

<http://go.bath.ac.uk/it-new-students>

IT Support is available from the IT Service Desk on Level 2 of the Library or online at:

<http://go.bath.ac.uk/it-help-form>

If you require learning assistance, Computing Services can support you with your computing needs. The Assistive Technology Team is available to provide advice and support. Additional resources are available, which include the Assistive Technology 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: www.bath.ac.uk/professional-services/computing-services

Information for new users: <http://go.bath.ac.uk/it-new-students>

Information for users requiring learning assistance: www.bath.ac.uk/professional-services/assistive-technology

IT shop: www.bath.ac.uk/locations/it-shop

Computing Services Twitter feed: [@UniofBathIT](https://twitter.com/UniofBathIT)

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/corporate-information/ordinances

Disability Service: www.bath.ac.uk/groups/disability-service

Student Representation

Feeding back your views to the University

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

- Staff / Student Liaison Committees (SSLCs)
- surveys
- The SU (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 SU 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 SU. 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 SU (although you have a right to opt out - see section below on **Students' Union membership**). Officers of The SU 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 SU.

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:	<p>Each Department has at least one Departmental Staff / Student Liaison Committee (SSLC). These comprise several elected student members, known as Academic Reps, and an equal or smaller number of staff members. Academic Reps are elected at the beginning of every year through online elections. Their role involves collecting the views of the students on their programme and attending SSLCs where they represent these views to their Department.</p> <p>The SU and the Centre for Learning & Teaching receive minutes of SSLC meetings in order to gain an overview of key themes explored, good practice identified and actions taken. This information helps to inform student engagement activity and summary reports prepared by The SU for the University.</p> <p>There is also provision for student membership of the Department Learning, Teaching and Quality Committee: normally one undergraduate and one postgraduate (taught) representative.</p> <p>Academic Reps attend SU Academic Council meetings. These take place regularly during semester time in order to:</p> <ul style="list-style-type: none">• keep SU 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 SU• update Academic Reps on key issues. <p>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.</p>
Faculty/ School level:	<p>Student representatives are also elected as Faculty Reps to sit on a number of Faculty/School level committees such as the Faculty/School Board of Studies and the Faculty/School Learning, Teaching and Quality Committee. Faculty Reps are also members of The SU Academic Exec Committee.</p>
University level:	<p>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.</p>

If you are interested in opportunities to represent student views, please contact The SU: academicreps@bath.ac.uk

The SU 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 SU Advice and Support Service, described below, also provides students with information and confidential advice.

Further information

Your SSLC: [\[Insert link to Dept/Faculty/School SSLC web pages\]](#)

SU Academic Representation including contact details for Academic Reps:
thesubath.com/academicreps

Election of Academic Reps: thesubath.com/elections

SU Skills Training programme: 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

Students' Union Membership

All students registered with the University are automatically given membership of The SU. 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 SU:

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

Student Support

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

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

Student Services can also provide letters confirming student status for a variety of purposes, which can be requested by logging on to SAMIS: <https://samis.bath.ac.uk>

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

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

The Students' Union Advice and Support Service

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

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

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

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

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

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

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

Further information

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

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/wellbeing-service

Advice for International Students

The Student Immigration Service provides immigration 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 daily 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/topics/visas

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

Further information

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

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

Dealing with a problem involving the University

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

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

Further information

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

Bullying, harassment and victimisation

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

Further information

www.bath.ac.uk/equalities

See also the section in this Handbook on **Student Support** for information on reporting incidents of bullying or harassment.

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 to the Mediation Service Manager.

Further information and contacts

Mediation Service: www.bath.ac.uk/guides/mediation

Mediation Service Manager: 01225 383098 or equalsdiv@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

Pregnancy and Maternity

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

If you anticipate that you will need an absence from the University, talk to your department. They will offer you an appointment to discuss your options for continuing your studies and how the University can support you.

Important Note

In the Department of Pharmacy and Pharmacology we advise early notification of pregnancy (in confidence) to a member of the department so that we can make the necessary arrangements and provide you with important safety information.

Further information

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

Care Leavers, Estranged Students, Refugees and Young Adult Carers

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/additional-support-and-funding-for-care-leavers-foyer-residents-and-estranged-students

www.bath.ac.uk/guides/financial-support-for-refugees

www.bath.ac.uk/guides/students-with-caring-responsibilities

Equality, Diversity and Inclusion

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

Further information

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

Careers Service

The University Careers Service can support you through the career planning process, whatever your career aspirations. In addition to providing support with developing your employability, and guidance on how to make informed career decisions, Careers Advisers can help you by providing feedback on your CV and applications, and your interview technique. The Careers Service also provides a wealth of careers information, and access to resources such as online aptitude tests. Being in regular contact with several hundred major employers, the Careers Service is also a fantastic source for graduate job vacancies for Bath students, as well as the organiser of several major careers fairs each year.

Further information

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

Check the web site for opening times: www.bath.ac.uk/students/careers

The web site includes the *Myfuture* vacancies portal.

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

Assessment

Feedback to students on assessment

During your programme, you will receive feedback on assessed work. Feedback on assessments may take different forms, depending on your subject and the type of assessment. You will be informed of the timing and nature of the feedback you will receive on each assessment, including whether the piece of work itself will be returned to you. For formal written examinations, students may receive general feedback to the group rather than individual feedback. You can discuss feedback you receive on assessments alongside your performance and progress in your studies at meetings with your Personal Tutor.

Department policy on feedback on assessed work 2018-19

This policy should be read in conjunction with the University Quality Assurance Code of Practice Statement 16 *Marking, Moderation and Feedback to Students* (www.bath.ac.uk/quality/documents/QA16.pdf).

The Director of Teaching (for Undergraduate Programmes) and Director of Taught Postgraduate Programmes (for Taught Postgraduate Programmes) is responsible for ensuring this policy is reviewed, and if necessary updated, annually in consultation with SSLC, DLTQC and the wider

Department. The policy will be clearly described in both undergraduate and taught postgraduate programme handbooks.

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

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

The nature of feedback on assessments and academic performance at University differs from sixth form. During induction, the Director of Studies, supported by Personal Tutors and staff teaching on key study skills units (currently PA10262 Research & Scientific Communication for Pharmacologists), will emphasise the key differences, e.g. the greater emphasis on self-directed learning and continuing personal development.

Following approval of the Unit Description, unit convenors will be responsible for determining the nature of assessment feedback that will be provided for each unit and a statement of feedback to be provided will be placed in each unit's Moodle page adjacent to the Unit Description.

Feedback on coursework will be appropriate to the subject area within pharmacy and pharmacology. For example, in those Units where learning is mainly through practical work feedback it will involve marked coursework, generic feedback on Moodle and timetabled feedback sessions to inform the whole cohort.

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

Unit convenors will be responsible for providing generic feedback on written examination papers, and practical examinations at the end of each Semester, normally within two weeks of the publication of results within SAMIS.

Access to marked examination scripts will normally be by appointment early in each semester.

Personal tutors will be responsible for providing brief individual performance review feedback to students at the end of each semester, normally within two weeks of the publication of results within SAMIS. Semester 1 feedback is expected to be face-to-face, whereas a more flexible approach will be used in Semester 2 given that most students will be away from Bath at the time. The Senior Tutor will be responsible for monitoring that this has taken place.

Examples of assessment types used in undergraduate programmes

Assessment Method	How Feedback is Provided	Timing of feedback
End of Semester written examination	Generic feedback by Unit Convenor to whole cohort	Within two weeks of publication of results in SAMIS
Written essay or dissertation	Using standardised pro forma	Within three weeks of submission deadline
Summative individual oral presentation	Individual written feedback to a marking scheme template	Within three weeks of marks being available on SAMIS

Formative group oral presentations	Group written feedback to a marking scheme template provided by Personal Tutor	Within seven days of presentation
Formative MCQ assessment	Via Moodle	Immediately after submission by student
Pharmacokinetics assignments	Individual written feedback and generic feedback	Within 10 days of submission
Pharmacology full laboratory report	Individually marked, group feedback to whole cohort	Within three weeks of submission deadline

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

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

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

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

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

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

Formal feedback

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

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

Semester 2 results will be available for you to print from SAMIS before the end of the sixth week of the summer vacation.

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 styles for referencing material, within two general systems: Name/date (e.g. Harvard) and Numeric. **Ask your Director of Studies or Personal Tutor for further information and advice on the referencing style 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. Information guides and style sheets are available from the Library, and your Subject Librarian will be able to help with any questions.

Further information

For a range of skills and development opportunities see: <http://go.bath.ac.uk/skills>

Library referencing resources, including style sheets: www.bath.ac.uk/library/infoskills/referencing-plagiarism

Students' Union Skills Training: thesubath.com/skills-training

Academic Integrity: Training and Test

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

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

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

If you have any access problems, then please contact pharmadmin@bath.ac.uk in the first instance.

When you have completed the training tutorial and are confident that you have understood it, you should undertake the test.

To pass the test you will need to achieve a mark of 85%. You can take the test as many times as necessary until you pass.

If you do not pass the test, you will need to re-visit the training and/or look at the other guidance available to you or as required by your Director of Studies, and then take the test again.

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

Further information

Academic and information skills:

www.bath.ac.uk/library/infoskills

www.bath.ac.uk/professional-services/academic-skills-programme-asp

Regulation 3.7: www.bath.ac.uk/publications/regulations-for-students

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.

Turnitin complies with the European General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR). When you registered with the University, you gave it permission to process your personal data for a variety of legitimate purposes. This includes allowing the University to disclose such data to third parties for purposes relating to your studies. The University, at its sole discretion,

may submit the work of any student to the Plagiarism Detection Service (in accordance with Regulation 15.3e – see below) and may make, or authorise third parties to make, copies of any such work for the purposes of:

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

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

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

Further information

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

Regulation 15, Assessment of undergraduate and taught postgraduate programmes:
www.bath.ac.uk/publications/regulations-for-students

University's Data Protection Officer: dataprotection-queries@lists.bath.ac.uk

Further information on Turnitin:

https://guides.turnitin.com/Privacy_and_Security#EU_Data_Protection_Compliance

Academic Integrity: Penalties

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

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

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

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

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

Further information

Examination and assessment offences: www.bath.ac.uk/quality/documents/QA53.pdf

Appealing a decision about an assessment offence:

<https://www.bath.ac.uk/guides/appeal-against-a-decision-about-an-assessment-offence/>

Students' Union advice and support: thesubath.com/advice

Word counts

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

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

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

Late submission of coursework

You will be expected to hand in all assessed coursework and dissertations/projects by a specified date and time. This is to ensure fairness to all students who are submitting work.

If there are valid circumstances preventing you from meeting a deadline, your Director of Studies may grant you an extension to the specified submission date. Forms to request an extension are available from your Department. You will need to provide a description of the circumstances which you feel support your request. Your Director of Studies may ask you to produce supporting evidence.

Please note that:

- if you submit a piece of work after the submission date, and no extension has been granted, the maximum mark possible will be the pass mark
- if you submit work more than five working days after the submission date, you will normally receive a mark of 0 (zero), unless you have been granted an extension.

It is not usually possible to mark coursework anonymously if it is submitted after the deadline.

It is important that you speak to your Director of Studies as soon as possible if you become concerned about your submission deadlines.

See also the section in this Handbook on **Submission deadlines**.

Individual Mitigating Circumstances

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

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

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

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

Your IMC claim must be submitted no more than three days after the affected assessment. The IMC form is available at: www.bath.ac.uk/registry/imc/imc-students.html

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

If you know of a potential IMC that may affect your assessment before you begin an examination period or before a submission date, it is important that you speak to your Director of Studies as soon as possible. After speaking to your Director of Studies, if you do intend to submit a formal IMC claim for the assessment(s) you feel were affected, you will still need to complete the form and follow procedures.

Assessment Processes

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

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

- *marking criteria (or assessment criteria)* - these are the knowledge, understanding and skills which it has been identified that students should demonstrate in the assessment and which are taken into account during marking. They are based on the learning outcomes being assessed
- *marking schemes* - these are detailed descriptions of how specific numbers of marks should be assigned against individual components of an answer within the assessment task
- *grade descriptors* - these are descriptions of the levels of achievement required in order to get a result within a given band of marks (e.g. 70% or more).

Anonymous marking: The University has adopted a principle of anonymous marking in order to protect students and staff from bias, and the perception of bias, in the marking process. It applies to all examinations and, where practical, other assessment. It is not possible to mark all coursework anonymously as in some types of assessment the student can be easily identified by the marker (e.g. presentations, group work, laboratory work) or it might not be practical, or in the student interest, to do so. You will be informed when your coursework is to be marked anonymously.

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

Boards of Examiners:

Assessment decision-making at the University is the responsibility of Boards of Examiners established at three levels: assessment outcomes go first to *Boards of Examiners for Units*, then

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

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

Examinations – information and guidance

Rules and procedures for examinations are set out in the University's Regulation 15 and Rule 2. The dates of the University's formal assessment periods are found on the academic year charts:

www.bath.ac.uk/publications/academic-year-charts

You will have access to your personal examination timetable via SAMIS approximately seven weeks before the assessment period begins.

If you have learning or support needs and think you may require alternative examination arrangements please seek advice from the Disability Service and inform your Director of Studies as early as possible.

Further information

www.bath.ac.uk/student-records/examinations/examinations-information

Regulation 15: www.bath.ac.uk/publications/regulations-for-students

Rule 2: www.bath.ac.uk/rules/exam

Disability Service: www.bath.ac.uk/groups/disability-service

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. See: <http://go.bath.ac.uk/external-examiners-reports>

The External Examiner for your programme is:

Professor Gavin Woodhall, Professor of Neuropharmacology, Aston University

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

Assessment Regulations

The University's **New Framework for Assessment: Assessment Regulations: 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 2008/09 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

For full details of the NFAAR-UG, visit: 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

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

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.

Some programmes have *Designated Essential Units (DEUs)* that must be passed in order to progress to the next stage of the programme and to achieve the normal award for the programme at the end. Your programme does **not** have any of these units.

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.

The rules differ slightly between 'Coexistent Master Programmes' (which lead to a Master's degree but have an associated programme leading to a Bachelor's degree) and other programmes.

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 (and, in a Coexistent Master programme, reach any OSA requirement set in addition), you will progress (or, after the final stage, be recommended for an award).

If you fail a large number of units (or, in a Coexistent Master programme do not reach any OSA requirement set in addition), 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 2018–19 academic year, this period will be 14 August to 23 August 2019.

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:

- 1) if you fail supplementary assessment in a unit badly, you will fail the stage
- 2) 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 (for the CertHE)

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

Assessment marking criteria

The following generic criteria provide guidance on what should be interpreted in the light of particular requirements (e.g. for practice-based work, or for projects) 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.

Undergraduate work

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 mis-applied
- 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

Guidance on written assessments and directed study

Written examinations are likely to contain multiple choice questions (MCQ), extended matching statements, 'short answer' or 'essay-style' questions, or a mixture of these. We employ MCQ assessments widely in year 1 and 2; less so in subsequent years.

Specimen papers for each assessment giving the format to be used are available early in the relevant Semester. **Remember that the taught material assessed may include practical classes, workshops, tutorials, practice-based learning, seminars, activities on Moodle (our virtual learning environment) and directed study, as well as lectures.**

Our aim in these papers is to assess your knowledge and understanding against the intended learning outcomes for the unit being assessed. We will also assess your ability to organise that knowledge and to present it in a coherent manner.

Multiple Choice Questions

All MCQ summative assessments set in the Department normally conform to a set pattern in which each question has only one correct answer from a choice of five alternatives. There is no negative marking of MCQ – that is, marks are not subtracted for a wrong answer. This means that you will not be penalised for guessing an answer where you are unsure. However, an adjustment will be made to the overall mark of each student to take account of the fact that it is easier to guess or choose from 5 alternative answers than it is to have to address your entire knowledge base (as in a standard open question). The need for such an adjustment is illustrated by the fact that, in an MCQ test containing 100 questions each with 5 alternative answers, random ticking of boxes is likely to result in a mark of 20% (arithmetically halfway to a pass mark), rather than zero. Assuming a choice of 1 from 5 alternative answers to each question, the formula used to adjust all MCQ marks is as follows, so that the adjusted % mark equals:

$$\frac{[\text{Unadjusted \% mark}] - 20\%}{100\% - 20\%} \times 100\%$$

This translates into an unadjusted mark of 52% being equivalent to an adjusted mark of 40%, the standard pass mark in University examinations.

General format for MCQ

The following examples cover many of the MCQ formats used in departmental examinations. All MCQ are structured such that there is ONE CORRECT ANSWER to be selected from FIVE alternatives listed as A-E.

Example 1:

All of the following act by affecting ion channels in the cell membrane EXCEPT:

- A. calcium entry blockers acting on cardiac muscle cells
- B. barbiturates acting on neurones within the central nervous system
- C. adrenaline acting on smooth muscle cells of airways
- D. benzodiazepines acting on neurones within the central nervous system
- E. local anaesthetic agents acting on sensory nerves

Example 2:

Read the following statements about mitochondria, and then answer the question.

1. Mitochondria take in oxygen and release carbon dioxide.
2. Mitochondria are enclosed by two membranes, the outer one of which is highly folded.
3. ATP is synthesised from ADP in mitochondria.
4. Mitochondria are thought to be derived from photosynthetic bacteria.
5. Mitochondria are found in all aerobic prokaryotes.

Which ONE of the following is correct?

- A. Statements 1 and 3 are false
- B. Statements 4 and 5 are true
- C. Statements 2 and 4 are false
- D. Statements 2 and 3 are false
- E. Statements 1 and 5 are true

Example 3:

Each of the following questions consists of two main parts – a statement and a reason for that statement. Answer each question as follows:

- A. If the statement and the proposed reason are both true and the reason is a correct explanation of the statement.
- B. If the statement and the proposed reason are both true but the reason is not a correct explanation of the statement.
- C. If the statement is true but the proposed reason is false.
- D. If the statement is false but the proposed reason is an accepted fact or principle.
- E. If the statement and the proposed reason are both false.

Question: Sulphasalazine is an effective anti-rheumatic drug BECAUSE it contains an antibiotic within its structure – answer B.

All multiple choice examination questions are answered on a special answer sheet, which is then scanned with an optical scanner – clear instructions are given on the examination paper and at the beginning of each examination. You may not remove question papers from the examination room.

Short answer questions

Short answer questions are worded such that they can be answered in 10-15 minutes, depending on the exam format. Take note of the instructions given in each question - e.g. the verbs 'outline', 'list', 'tabulate' or 'illustrate by means of a diagram' are chosen deliberately, and are generally preferred to 'describe' or 'discuss'. Avoid composing essay-style responses.

Essays and extended essays

Essay-type answers should take approximately 30-60 minutes, again depending on the exam format. You should take time to plan your answer, and to marshal the points you wish to make into a logical order. Again pay attention to the instructions given in each question, e.g. "discuss", "appraise", "critically evaluate"

Where an extended essay format is used, the time available is such that you will be able to structure your thoughts and response carefully, and to indicate through your answer the breadth and depth of reading that you have undertaken on the subject. The marking will reflect the organisation and style of the essay, its scientific content and evidence of extensive reading beyond any given references.

Assessment of practical laboratory skills

Many aspects of Pharmacology involve laboratory-based, experimental science, and all degree programmes place considerable emphasis on the development of practical skills. These should progress from following clearly prescribed instructions in Year 1 to more open-ended practical classes in Year 2 in preparation for the industrial placement in Year 3. Further information on the Pharmacology placement is available in the Placement Guidelines handbook.

Oral presentations and abstracts

Together with posters, oral presentations form the major means of communicating scientific information at national and international conferences. Most oral communications (including those at British Pharmacological Society meetings) adopt a format of 10 minutes for the presentation plus a further 5 minutes of answering questions from the audience. In most cases, selection of research findings for oral presentation is based on a submitted abstract. Thus, the ability to condense detailed information into a restricted space is an important skill for budding scientists.

Aims for individual

students

- to report scientific information, which may be derived from practical classes, project work or library sources, as an oral presentation to fellow students and staff, □ to provide a brief written abstract of the presentation.
- for the student group
- to gain experience of good and bad practice in giving oral presentations,
- to acquire information on specific topics as further illustrations of taught material.

Objectives

On completing this exercise, you will

- have gained experience of organising acquired scientific information or data into a short oral presentation,
- have practised delivering that information to a peer group, both orally and through a written summary.

Advice

At all costs, avoid reading a prepared text! Written style is invariably different from the spoken word, and reading a script will guarantee two things - you will speak too quickly, and most of the meaning of what you say will be lost.

A short oral presentation does not need huge quantities of information. Remember to provide an introduction to the area of study with the aims of your report, any techniques used, results obtained and conclusions reached.

Remember that a diagram may often be of far greater use than an ocean of text. A useful 'rule of thumb' is to have one illustration, whether PowerPoint slide or OHP acetate, per minute of the presentation.

Practise your presentation to ensure you stay within the allotted time.

Assessment

Any oral presentation will be assessed for its scientific content, the organisation of that content, and the clarity of the illustrations used. The presentation will also be assessed for the style of its delivery, your referral to the illustrations and your ability to answer questions posed by the audience.

An example set of assessment criteria is provided below - combining the two tables gives an overall maximum score of 20 points. The oral presentation associated with the project does not contribute formally to your degree classification, but the 'best' performance may be awarded an industry sponsored prize. Some units include oral presentations which do contribute to the overall unit assessment.

The following mark scheme is indicative of the schemes used by members of academic staff.

Communication skills – content (spoken and visual)

Excellent presentation, content, organisation and illustrations of a high standard	9	10
Some minor inaccuracy in content, clear illustrations and summary	7	8
Adequate content, some use of illustrations	5	6
Tendency to be inadequate and inaccurate	3	4
Poor presentation, lacking in content and accuracy	1	2

Communicative skills - style and presentation

Fluent, confident with very good referral to illustrations and response to questions	9	10
Reasonably fluent presentation with good referral to illustrations and response to questions	7	8
Acceptable, broadly comprehensible, some referral to illustrations	5	6
Has difficulty conveying the meaning, poor referral to illustrations	3	4
Presentation tends to be incoherent, with little or no referral to illustrations	1	2

Assessment of poster presentations

Posters are the major means of communicating research findings at most national and international scientific meetings. The intention is to accommodate a far greater number of papers than would be possible with 10-minute oral presentations, to allow individual delegates at the meeting more time to study posters of particular interest to them, and also to enable them to engage in more detailed face-to-face discussions with the author(s). The emphasis in the poster itself is on clarity, putting the message across with a visual impact that permits study from a distance of 2-3 metres. The space allocated for each poster varies, but may be only 1 metre square.

In some classes, students are required to work in small groups, researching a given topic and presenting the information to their peer group and to staff in the form of a poster. In addition, each group may be asked to prepare a short written summary or abstract of their presentation for distribution to the audience.

Aims

- for individual students to collaborate with fellow students in undertaking laboratory, practice or library-based research into a given topic,
- to communicate the acquired information as a joint poster presentation to fellow students and staff, and to answer questions about the poster material,
- to provide a brief written abstract of the presentation for the class
- to gain experience of good and bad practice in designing poster presentations, □ to acquire information on specific topics as further illustrations of lecture material.

Objectives

On completing this exercise, the student will

- have gained experience of researching a specified topic, and of organising the acquired information into a visual poster format,
- have collaborated with fellow students in planning and generating the poster.

Information on written source material

Likely sources of information include lecture notes and standard text-books. Searching for keywords in a library database (e.g. Web of Science, Embase) may also be useful, although you will need to avoid becoming overwhelmed with advanced and detailed information. Finding a recent review article may be a useful source of material for a poster presentation. A similar caveat applies to searching for information on the Web - there is no shortage of data, but you must 'use your brain' in deciding how much is useful, and how much detail to include or ignore. Take note of which sources of information you use for the presentation, and include this in the poster.

Advice – poster

- Think visual! Design your poster to be legible from a distance of 2 metres or so. This almost certainly means using a **bold** typeface. Include a title and your names.
- A poster presentation does not need huge quantities of information. Keep the emphasis on a few major points.
- Where points are being emphasised, consider using colour or a different font style - for example, putting the key words in *italics*.

- Remember that a diagram is often much more informative than plain text. This is particularly true in the visual setting of a poster. Where you need to use text, make sure it is readable - that is, use bold script of a reasonable size, keep your points succinct, and use 'sans serif' rather than over-fussy fonts.

Advice – abstract

- Give a clear title, and add your names, the programme unit and the date.
- The written text of the abstract should be no longer than one half-page of A4.
- Include key information only, accompanied by a diagram if appropriate (e.g. drug structure, metabolic pathway).
- You need not include a bibliography of the sources of information used for the poster, but this information should be included on the poster itself. **Assessment**
- The weighting of any assessment will vary between units, but the following points are likely to form part of any assessment process.
- The poster will be assessed for its scientific content, the organisation of that content, and its visual impact and clarity.
- The authors will also be assessed for their ability to defend their poster in response to questions from the audience.
- The assessment may include a minor component for the written abstract.

An example set of assessment criteria is provided below - combining the two tables gives an overall maximum score of 20 points.

Communicative skills - poster content and presentation

Excellent clarity with content, organisation and illustrations of a high standard	9	10
Some minor inaccuracy in content, clear illustrations	7	8
Adequate content and illustrations, legible information with few frills	5	6
Tendency to be inadequate, in content, organisation or illustrations	3	4
Poor presentation, lacking in content, accuracy and clarity of illustrations	1	2

Communicative skills - poster attendance

Fluent, confident with very good referral to illustrations and response to questions	9	10
Reasonably fluent responses to questions with good referral to illustrations	7	8
Acceptable, broadly aware of poster content, some referral to illustrations	5	6
Has difficulty answering questions, poor referral to illustrations	3	4
Inadequate, little or no evidence of understanding poster content or questions	1	2

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/publications/regulations-for-students

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

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

Regulation 17.16 outlines how you 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 (Regulation 17.16). 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

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

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

General Information

University Regulations for Students

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

Important information

The full Regulations for Students can be found at:

www.bath.ac.uk/publications/regulations-for-students

Registration Status

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

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

www.bath.ac.uk/publications/regulations-for-students

Attendance Monitoring

Guidance and requirements on attendance, including the University's Attendance Monitoring and Engagement Policy for Tier 4 students, are available at:

www.bath.ac.uk/guides/attendance-monitoring-for-tier-4-students

This page also sets out information on when and how to request an authorised absence.

Change in Your Circumstances

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

<https://samis.bath.ac.uk>

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

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

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/changes-to-your-study/withdrawing-or-suspending-from-your-course

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/topics/visas

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

The University's Health and Safety Policy Statement is available at:

www.bath.ac.uk/corporate-information/health-and-safety-policy

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

email: uhse@bath.ac.uk

Current University guidance on fieldwork, work placements and overseas travel:

www.bath.ac.uk/corporate-information/fieldwork-safety-standard

www.bath.ac.uk/corporate-information/placements-and-study-abroad-programmes-safety-standard

www.bath.ac.uk/guides/overseas-travel-safety-guidance

Data protection

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

Guidance notes for students and academics undertaking research

(www.bath.ac.uk/dataprotection/guidance/academic-research).