



## Natural Sciences

BSc (Hons) / MSci (Hons)



Undergraduate Programmes Handbook  
2019-2020

1000

*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.*

## **Academic Year 2019-20**

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

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

	<b>Dates</b>	<b>Weeks</b>
<b>New student arrivals</b>	Saturday 21 September 2019 - Sunday 22 September 2019	51
<b>Welcome Week</b>	Monday 23 September 2019 - Sunday 29 September 2019	52
<b>Semester 1</b>	Monday 30 September 2019 - Friday 13 December 2019	1-11
<b>Semester 1 vacation</b>	Monday 16 December 2019 - Friday 3 January 2020	12-14
<b>Semester 1</b>	Monday 6 January 2020 - Friday 24 January 2020	15-17
<b>Semester 2</b>	Monday 3 February 2020 - Friday 3 April 2020	19-25
<b>Semester 2 vacation</b>	Monday 6 April 2020 - Friday 17 April 2020	26-27
<b>Semester 2</b>	Monday 20 April 2020 - Friday 29 May 2020	28-35

The Degree Congregations are scheduled to take place during the week beginning July 13th 2019. Further information will be available nearer the time on the following web page: <http://www.bath.ac.uk/graduation/>

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Welcome to the 2019/20 academic session in the Natural Sciences programmes.

### About This Handbook

This handbook is designed to give you the key information you need during this year of the programme. We suggest you keep it to hand as it may provide the answers to many of the questions you have in the early weeks and as a periodic reference throughout the year. It also points to other information sources that contain more detail, many of which are provided through the university intranet.

Please note that the contents of this Handbook are accurate at 9<sup>th</sup> September 2019 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](http://www.bath.ac.uk/publications/regulations-for-students) and Assessment Regulations: [www.bath.ac.uk/corporate-information/new-framework-for-assessment/](http://www.bath.ac.uk/corporate-information/new-framework-for-assessment/) ) are the most up-to-date and take precedence over the contents of this Handbook.

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 Susan Crennell (for Year 1&2) and Dr Gary Mathlin (for Years 3, 4 and 5), for advice.

On registering for and receiving your copy of the handbook, **you are agreeing** to make yourself familiar with its contents – please make sure you read it. If you need clarification on any of the content, please ask the Head of Programmes, Dr Jane White ([k.a.j.white@bath.ac.uk](mailto:k.a.j.white@bath.ac.uk)) or the UG Programme Administrator, Ms Paula Gabriel ([p.gabriel@bath.ac.uk](mailto:p.gabriel@bath.ac.uk)). Every effort is made to ensure that the information contained within this handbook is accurate and up to date. Please refer to the online version via your Moodle (electronic learning) site for updates that are made during the year.

You should also refer to the following web pages for definitive and in-depth detail:  
Programme catalogues for Natural Sciences:

<http://www.bath.ac.uk/catalogues/2019-2020/s/s-proglist-ug.html>

<https://www.bath.ac.uk/publications/natural-sciences-course-selection-guide/>

## Natural Sciences Support Information

The Programme Administrator and Director of Studies form the information centre for the programmes. The Director of Studies for Natural Sciences is Dr Susan Crennell for years 1 and 2 and Dr Gary Mathlin for years 3, 4, 5 and placement. The Programme Administrator for Natural Sciences is Paula Gabriel who is located in the Undergraduate Hub 4 South 0.03. Details of all the programme staff are listed below or you can look them up using 'Person Finder' on the University home page.

### Natural Sciences Programme Staff

Title	Name	Building/ room	Tel. (01225 -)	Email (@bath.ac.uk)
Head of Programmes	Dr Jane White	3 South 0.01	386242	<a href="mailto:maskajw">maskajw</a>
Director of Studies Year 1 & 2	Dr Susan Crennell	4 South 0.26	384302	<a href="mailto:S.J.Crennell">S.J.Crennell</a>
Director of Studies Year 3, 4 & 5	Dr Gary Mathlin	3 South 1.02	384881	<a href="mailto:pysgm">pysgm</a>
Senior Tutor	Professor William Wadsworth	3 West 3.14	386946	<a href="mailto:pyswjw">pyswjw</a>
Programmes Administrator	Ms Paula Gabriel	4 South 0.03	386644	<a href="mailto:P.Gabriel">P.Gabriel</a>
Department Coordinator	Mrs Helena Lake	4 South 0.03	383867	<a href="mailto:H.Lake">H.Lake</a>
Study Year Abroad Tutor	Dr Randolph Köhn	1 South 1.03A	383305	<a href="mailto:R.D.Köhn">R.D.Köhn</a>
Placement Contacts	Mrs Helen Edwards/Ms Louise Oliver	Wessex House 1.12	386240/ 383381	<a href="mailto:E.Reeves/">E.Reeves/</a> <a href="mailto:L.Oliver">L.Oliver</a>

### Notice Boards

Natural Sciences official notice boards are located on the ground floor of 3 South. Some subject departments also have dedicated notice boards for Natural Sciences students and display information about exam papers, careers and placements so it is important to locate these and also check them regularly.

### Pigeonholes

Students' pigeonholes – where mail, notes from tutors, etc. are delivered, are located close by the stairs in 3 South. You should check them regularly as post is re-directed there if your accommodation address changes and is not updated. It is your responsibility to check the pigeon holes for post – you will not be notified if post is delivered here and uncollected post will be disposed of at the end of each academic year. Please do not have your post delivered to the Undergraduate Office.

### Programme Handbook

The Programme Handbook provides a source of important information. If you cannot find the answer to a question in the Handbook, first consult the Natural Sciences Moodle page, then your personal tutor or the appropriate subject convenor for technical academic enquiries. The Director of Studies or Programmes Administrator will be able to answer concerns or questions regarding all other aspects of the programmes.

### Webpage

There is a Natural Sciences home page on the web. It can be accessed via the University Home Page → Faculty/Department/School drop-down box → Natural Sciences or directly, via the following address: <http://www.bath.ac.uk/nat-sci/>

### Course Selection App

Alongside the Course Selection Guide you can use a handy web based tool for building a coherent and permissible Natural Sciences course. You can find it with an associated help file at: <http://www.bath.ac.uk/nat-sci/mycourse/>

### 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](mailto: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](http://www.bath.ac.uk/guides/accessing-your-university-email-and-calendar)

Regulation 1.3: [www.bath.ac.uk/publications/regulations-for-students](http://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***

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

#### **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.

Together with other, more detailed information, this handbook is also accessible via the Natural Sciences programmes Moodle page. You will be automatically enrolled in this and can gain access to it from the normal Moodle home page (see below). The Moodle page includes an online forum that allows students to communicate with each other about any aspects of the Natural Sciences programmes, or to organise group assignments, study groups, SSLC matters, etc.: <https://moodle.bath.ac.uk/login/>



Through Moodle, lists of courses, course choices, timetables and, in some cases, course notes can be found. Please check the NS Moodle course before you contact staff with any questions as most information can be found on here.

Please be sure to check on Moodle for answers to any queries you have in the first instance, this is updated very regularly and different sections are highlighted for your reference at key points during the year. <https://moodle.bath.ac.uk/course/view.php?id=1725#section-0>

## Expectations

It is a University Regulation that you attend regularly. If you are not able to do so, or will be absent for longer than three days due to ill health, then you must contact your Director of Studies to discuss your situation and an appropriate course of action.

### ***Further information***

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

## 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 the content of the curriculum to reflect the latest developments in a particular field of study
- a review of the assessments across a programme (including feedback received) might identify that changes to an 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.

### **Natural Sciences Staff Student Liaison Committee:**

#### ***Terms of Reference***

- To represent the views of all students on the various programmes.
- To facilitate appropriate and timely student feedback.
- To provide a two-way channel of communication between the staff and the students about all aspects of the academic programme.
- To discuss and review issues of quality assurance within the programme.
- To operate within the framework of document QA48.

The Chair of the Natural Sciences Teaching and Learning Quality Committee (NSLTQC) ("Head of Natural Sciences") is responsible for ensuring that students on the Natural Sciences Programmes have the opportunity to be elected as 'academic representatives' onto the Faculty Board of Studies. In addition, members of the SSLC are eligible for membership of Students' Union committees and details of membership should be passed onto the Students' Union.

The Chair of the NSLTQC is also responsible for ensuring that the personal tutorial system is monitored annually by the Staff Student Liaison Committee (SSLC) in order to enhance its effectiveness as a student support mechanism (QA33 3.1).

The SSLC is responsible for selecting three student representatives from the Natural Sciences programme – one from each year - on the NSLTQC.

### **Subject Department Convenors**

Several members of academic staff of a department may be involved in the teaching of different parts of a subject. In each department, however, there is one Departmental Convenor who serves as a point of contact for a tutor or student wishing to obtain details about a particular subject and to provide expert advice to the Director of Studies and Natural Sciences Programmes Committee on issues relevant to the convenor's department. The names of convenors from departments within the Faculty of Science are listed below as well as on the Natural Sciences Moodle page with links to their home pages where appropriate. If you wish to discuss a unit offered from a department in another faculty (Education, Management, Psychology) please contact your Director of Studies who can advise you who to contact.

Department	Name	Building/ room	Tel.	Email (@bath.ac.uk)
Biology & Biochemistry	Dr Christopher Todd	4 South 0.15	383134	<u>C.M.Todd</u>
Chemistry	Dr Randolph Köhn	1 South 1.03A	383305	<u>R.D.Kohn</u>
Environmental Studies	TBC			
Mathematical Sciences	Dr Karim Anaya-Izquierdo	4 West 4.13	384644	K.Anaya-Izquierdo
Pharmacology	Dr Sergey Smirnov	5 West 2.44	384471	<u>S.V.Smirnov</u>
Physics	Dr Peter Sloan	3 West 4.05B	384566	<u>P.Sloan</u>

## Dates to Note in 2019/20

A list of key dates throughout the academic year are listed on the Natural Sciences Moodle page. To be aware of these dates will help you throughout your study and prepare you for when to expect certain information or when you would benefit attending a meeting, for example the Open SSLC Meeting. Please log onto Moodle and make a note of these dates.



### Natural Sciences Degrees Overview

The Natural Sciences degrees are multi-/inter-disciplinary three- to five-year BSc (honours) and MSci (honours) programmes that allow students to study more than one science by choosing from a range of units offered by the University.

The overall aim of the Natural Sciences programmes is to provide a broader science education than conventional single-subject degrees. The BSc programmes offer the greatest flexibility, whereas the MSci programmes, while still being more flexible than conventional single-subject degrees, are more constrained in subject combinations. The MSci programmes are more focused on equipping students for the professional practice of science. They accomplish this by means of a further year of master's-level study in select subject combinations and a more extensive Final Year research project. They may be of particular value to Natural Sciences students wishing to pursue postgraduate research careers, especially in interdisciplinary areas (although this is not to say that BSc graduates cannot also obtain MSc or PhD positions).

The degrees draw on the University's subject specialties and extensive experience in "sandwich" training, and are offered in six variants as listed in the tables below.

#### ***BSc Programmes***

<b>Programme code</b>	UXXX-AFB01 UXXX-AKB02 UXXX-AAB02
<b>Programme title</b>	<b>BSc Natural Sciences (with Professional Placement /Study Year Abroad)</b>
<b>Award type</b>	Bachelor of Science with Honours
<b>Mode of Attendance / Length</b>	Full time – 3/4 years
<b>Designated Alternative Programme (DAP)</b>	This programme does not have a DAP
<b>Approving body and date of approval</b>	Faculty Learning Teaching & Quality Committee 26/01/12

## ***MSci Programmes***

<b>Programme code</b>	UXXX-AFM01 UXXX-AKM02 UXXX-AAM02
<b>Programme title</b>	<b>MSci Natural Sciences (with Professional Placement /Study Year Abroad)</b>
<b>Award type</b>	Master in Science with Honours
<b>Mode of Attendance / Length</b>	Full time – 4/5 years
<b>Designated Alternative Programme (DAP)</b>	BSc Natural Sciences (with Professional Placement/Stud Year Abroad)
<b>Approving body and date of approval</b>	Faculty Learning Teaching & Quality Committee 26/01/12

Within your programme of study, there are some *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).

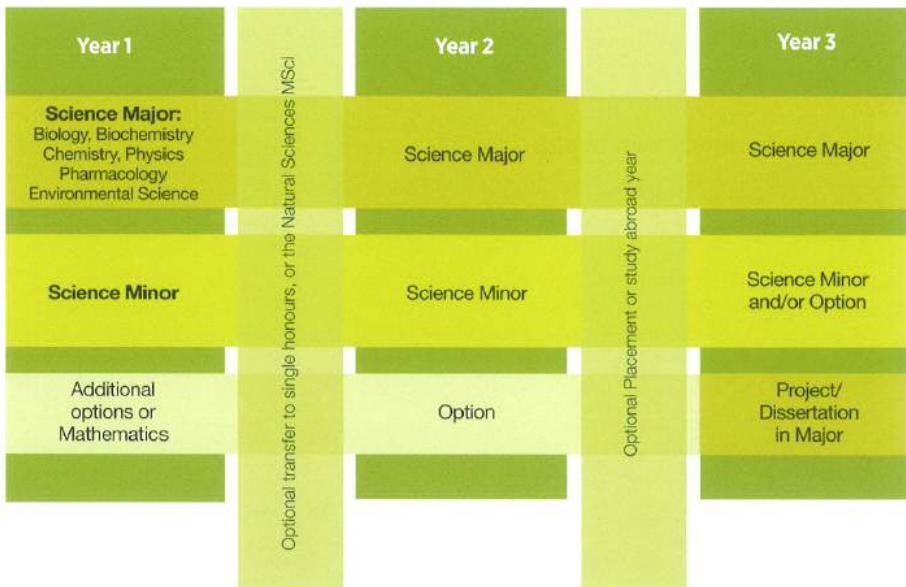
The Student Guide to Course Selection describes the Natural Sciences programmes in detail and can be found on Moodle and via this link:

<https://www.bath.ac.uk/publications/natural-sciences-course-selection-guide/>



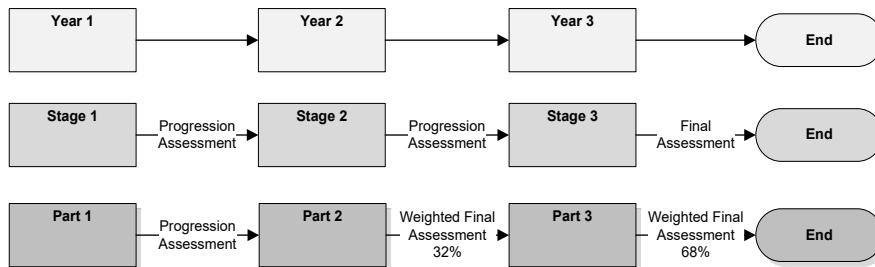
## Programme Structures and Weightings

### Overview of Natural Sciences BSc Programmes

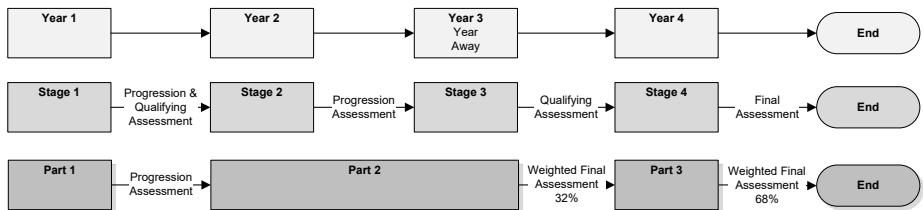


### Summary of Year, Stage and Part structures

The three-year BSc programme (UXXX-AFB01) has the pattern shown below:



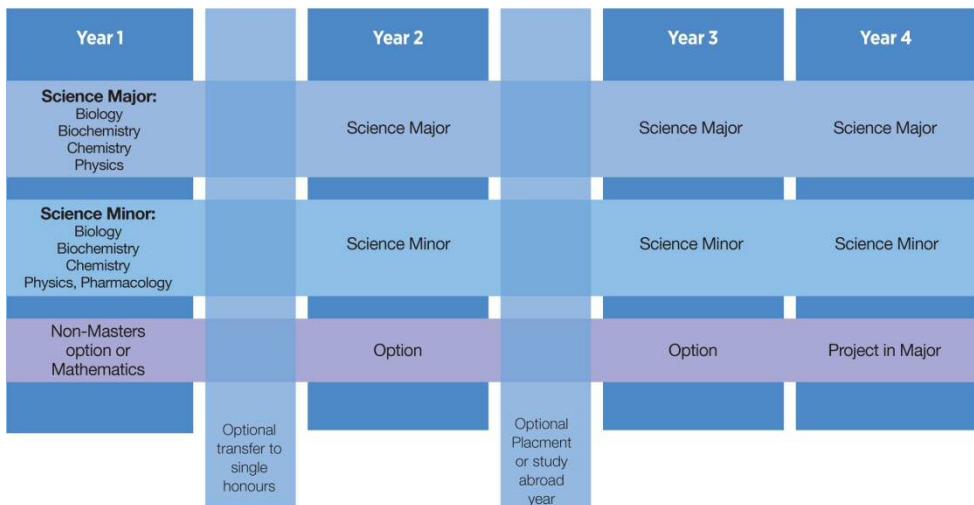
The four-year BSc programmes with Professional Placement (UXXX-AKB02) or Study Year Abroad (UXXX-AAB02) have the pattern shown below:



## Overview of Natural Sciences MSci Programmes

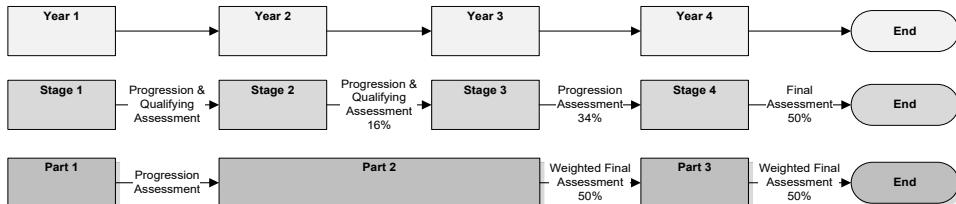
More detailed information may be found in the detailed Course Selection Guide:

[www.bath.ac.uk/publications/natural-sciences-course-selection-guide/attachments/course-selection-guide.pdf](http://www.bath.ac.uk/publications/natural-sciences-course-selection-guide/attachments/course-selection-guide.pdf)

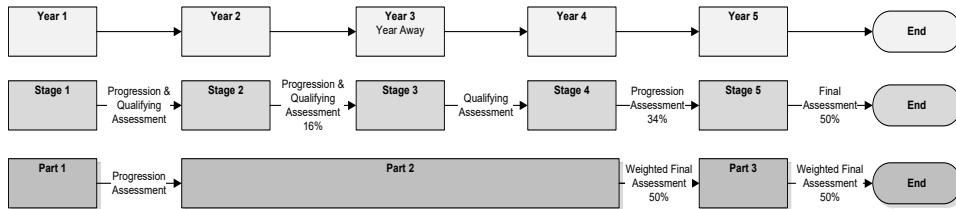


## Summary of Year, Stage and Part Structures

The four-year MSci programme (XXXX-AFM01) has the pattern shown below:



The five-year MSci programmes with Professional Placement (UXXX-AKM02) or Study Year Abroad (UXXX-AAM02) have the pattern shown below:



## Overall Aim of the Natural Sciences Programmes

The Natural Sciences programmes are designed to provide a broader science education than a conventional single-honours degree, enabling students to understand, analyse, evaluate and apply the knowledge and skills of a range of sciences, while also equipping them for the professional practice of science by means of master's-level study in select subject combinations. They may be of particular value to Natural Sciences students wishing to pursue postgraduate research careers, especially in interdisciplinary areas. In comparison to the BSc Natural Sciences programmes, the MSci programmes are more focused.

The first two years of BSc and MSci study are identical. A major subject is chosen and may be paired with a minor subject. Choices made in Year 1 determine the allowed choices in subsequent years in order to provide the pre-requisites for M-level study in the Final Year; for this reason in Year 3 there are some differences between the BSc and MSci programmes.

Students may be considered for transfer to Year 2 of the BSc Biology, Biochemistry, Chemistry, Pharmacology, or Physics degrees after successful completion of Year 1 of the Natural Sciences programme. Transfer to the MChem and MPhys degrees may also be considered.

The Final Year of the Masters programmes involves a mandatory research project in a major subject (Biology, Biochemistry, Chemistry or Physics) similar to those offered on single honours programmes.

The Final Year of the BSc involves a mandatory research project or dissertation in a major subject (Biology, Biochemistry, Chemistry, Pharmacology, Physics or Environmental Studies) often equivalent to those offered on a single-subject BSc programme. The University Ambassadors Scheme may be offered as an alternative to a final-year project for students wishing to go onto a career in education.

### ***Educational Aims of the Programmes***

In addition to the mission statement of the University as a whole, the aims of the Natural Sciences programmes are:

- To respond to the need for graduates with a broader education in the sciences to complement those who have specialised in a particular subject.
- To respond to the changes in the content and pattern of study in schools and other pre-HE establishments, including offering the opportunity to study for a science degree for those who have a combination of science and non-science A and AS-level (or equivalent) qualifications.
- To provide conceptual and factual knowledge of core aspects of chosen sciences and supporting disciplines and explore the boundaries of knowledge in selected areas.
- To instruct students in ways of approaching and analysing scientific issues, so that they can reach considered and appropriate conclusions, and communicate these conclusions to others.
- To produce graduates capable of pursuing professional careers or proceeding to further study.
- To provide foundational skills essential to further training and development in graduates' future careers.

An additional aim of the MSci is to provide the necessary education, training and experience in the chosen major subject to enhance the opportunities for entry into a research career, especially in interdisciplinary fields.

#### ***Knowledge and Understanding***

- A systematic understanding of key aspects of a student's field(s) of study, including acquisition of coherent and detailed knowledge, at least some of which is at or informed by, the forefront of defined aspects of a chosen discipline(s).
- An ability to deploy accurately established techniques of analysis and enquiry within a student's chosen discipline(s).
- Conceptual understanding enabling students to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of their chosen discipline(s).
- Conceptual understanding enabling students to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in their chosen discipline(s).

In addition, MSci graduates in Natural Sciences will have:

- A sufficient knowledge of the scope and depth of their chosen major subject to qualify them to undertake a research degree in that subject.  
And the ability to:
- Apply practical and/or theoretical scientific tools and techniques to original research in their major subject or allied interdisciplinary fields.
- Apply mathematical and/or statistical skills and techniques to their major subject.
- Plan and conduct an individual scientific investigation of extended duration, and interpret, report and critically discuss the results in appropriate formats.

- Explore the boundary of knowledge in selected areas both through study and discussion of research literature and by advanced teaching by active researchers.
- Use, evaluate and apply as appropriate a variety of teaching and learning methods, including demonstrate an ability to learn independently.

### ***Intellectual Skills***

- An appreciation of the uncertainty, ambiguity and limits of knowledge.
- The ability to consider the broader and philosophical implications of the disciplines that have been studied.
- Apply the methods and techniques students have learned to review, consolidate, and extend their knowledge and understanding, and to initiate and carry out projects.
- Critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution, or identify a range of solutions, to a problem.
- Effectively communicate information, ideas, problems, and solutions to both specialist and non-specialist audiences.

### ***Professional Practical Skills***

The ability to make use of scholarly reviews and primary sources (e.g., refereed research articles and/or original materials appropriate to a particular discipline).

- The learning ability needed to undertake appropriate further training of a professional or equivalent nature.
- Ability to appraise new information critically.
- Good written and spoken communication skills.
- Ability to use computers for communication, data acquisition, storage and analysis, plus word processing.
- Ability to plan and organise time to ensure that all tasks are completed and deadlines met.



### ***Natural Sciences (with Placement)***

- Practical experience of work in a professional, industrial or commercial environment.
- Work-related personal skills, such as effective communication, both oral and written, planning and time management, problem-solving and analysis, decision making, confidence in abilities to critically appraise new information, and the ability to operate as part of a team.
- Understanding of the general structure of the employing organisation and of the significance of the work undertaken.

## **Natural Sciences (with Study Year Abroad)**

- Ability to work effectively in a culture different from that of the UK and in some cases an ability to operate at a scholarly scientific level in the language of the country concerned.

### **Transferable/Key Skills**

- Initiative and personal responsibility.
- Decision-making in complex and unpredictable contexts.
- Utilise problem solving skills in a variety of theoretical and practical situations.
- Manage time, prioritise workloads, and utilise long- and short-term planning skills.
- Learn independently in familiar and unfamiliar situations with open-mindedness and in the spirit of critical enquiry with the ability needed to undertake appropriate further training of a professional or equivalent nature.
- Ability to appraise new information critically.
- Good written and spoken communication skills.
- Ability to use computers for communication, data acquisition, storage and analysis, plus word processing.

### **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.

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). For some placements, there is a requirement for a Disclosure and Barring Service (DBS) check and you should liaise with your placements support team for further guidance.

Before going on placement you will receive a University Placement Handbook containing generic advice and information for whilst you are on placement.

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

During the placement you will be expected to complete the Personal Objectives and Learning Outcomes forms (POLO) or equivalent (which helps you to structure your placement

objectives and personal development) and the Goals, Objectives and Learning form (GOLF), where applicable (for assessing your performance against these objectives).

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

### ***Further information***

University Placement Handbook and other information for placement students:

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

### ***Placement Organisation***

#### Chemistry and Pharmacology majors

Natural Sciences students studying Chemistry or Pharmacology (Pharmacology BSc only) as a major subject and intending to take a Professional Placement are placed through the Department of Chemistry.

#### Biology and Biochemistry majors

Natural Sciences students studying Biology as a major subject and intending to take a Professional Placement are placed through the Department of Biology & Biochemistry.

#### Physics majors

Natural Sciences students studying Physics as a major subject and intending to take a Professional Placement are placed through the Department of Physics

The following are **mandatory** expectations of Year 1 students who wish to take a placement:-

1. Attendance at the Placement Briefing before the end of Year 1.
2. Enrolment on the Placements Moodle page and following its requirements.
3. Submission of a CV and placement preference form by a specified date in August.

It is important to note that it can be difficult to find placements for students with marks of less than 55%, therefore an Overall Stage Average (OSA) for Year 1 of at least 55% is required in order to be competitive for a placement.



## Detail of Structure and Content of the Programmes

Please note that the content of the programme description below is correct at the time of production of this Handbook and that programmes and units may be subject to reasonable change (see **Unit and Programme Changes** below).

Current versions of unit and programme descriptions are available via the online Unit and Programme Catalogues: [www.bath.ac.uk/catalogues](http://www.bath.ac.uk/catalogues)

Each of the three different BSc Natural Sciences programmes are full-time degrees that follow the standard University of Bath structure where each stage requires satisfactory completion of 60 credits of units (i.e., 180 or 240 credits in total for the three or four-year programmes, respectively). At least 48 credits of units must be at FHEQ level "H" or higher.

The three MSci Natural Sciences programmes are full-time degrees that follow the standard University of Bath structure where each Stage requires satisfactory completion of 60 credits of units (i.e. 240 or 300 credits in total for the four or five-year programmes, respectively). At least 48 credits of units must be at FHEQ level "H" or higher and 60 credits at FHEQ level "M".

In all programmes, students study five 6-credit units in each semester (or equivalent 12-credit full-year units), thus acquiring 60 credits in each year. All units in all years have associated pre-requisite requirements (either GCSE, A-level or equivalent, or University of Bath units) that must be met.

A feature special to the Natural Sciences programmes is that in each year, 6-credit units offered in Semesters 1 and 2 are joined together into **blocks** (i.e., totalling 12 credits). Students therefore select subject blocks as opposed to individual units; in other words, the block's Semester 1 unit prescribes the Semester 2 unit. 12-credit full-year units are considered to be a block in themselves and so are not linked to any other units. Thus, five blocks must be studied each year in order to make 60 credits.

In almost all cases, the units studied by Natural Sciences student are the same as those studied by other students in the Faculty of Science, and Natural Sciences students attend and are examined alongside those students. Only a small number of units are special to Natural Sciences, for example, Environment Studies are studied in Years 1, 2 and Final Year. Some Natural Sciences projects and dissertations also have programme-specific unit specifications.

Students are normally required to choose a subject stream in either a BSc or MSci. Not all choices are available for the MSci

### ***Choice of Blocks: Major Subjects***

During Year 1, students must select at least two blocks from a single, core scientific discipline as their Major subject. Double blocks are available in the core sciences of

Biological Sciences, Biochemistry, Chemistry, Physics, and Pharmacology. It is necessary to follow at least one double block in a subject in order to pursue that subject through to Final Year, so that the careful selection of double blocks at this stage is important. The Natural Sciences 'Course Selection Guide' and web app are useful here.

Throughout the programme, besides the major subject, routes also involve study of a minor subject, depending upon the choices made in earlier years. The stream choices allows for a variety of combinations including: Biology with Chemistry or Pharmacology; Chemistry with Biology, Pharmacology, or Physics with Chemistry.

### **Subject Streams for Natural Sciences**

#### MSci or BSc

- Biochemistry major with Chemistry
- Biochemistry major with Pharmacology
- Biology major with Chemistry
- Biology major with Pharmacology
- Biology major with Physics
- Chemistry major with Biochemistry
- Chemistry major with Biology
- Chemistry major with Pharmacology
- Chemistry major with Physics
- Physics major with Biology
- Physics major with Chemistry



#### BSc Only streams:

- Environmental Science major with Biochemistry
- Environmental Science major with Biology
- Environmental Science major with Chemistry
- Pharmacology major with Biochemistry
- Pharmacology major with Biology
- Pharmacology major with Chemistry

Each subject stream listed above has a number of mandatory and optional blocks in each year. Once blocks are chosen in Year 1, they set up pre-requisites that constrain what blocks can be chosen in subsequent years. Details of the stream contents can be found in the Course Selection Guide:

<https://www.bath.ac.uk/publications/natural-sciences-course-selection-guide/>

In Year 1, it is highly recommended to select two double blocks (i.e., follow two sciences in equal depth), but this is not compulsory. Many students choose to study one double block and two other subject blocks. Single blocks are available in Psychology, Education, and Management but only one of these subjects can be chosen.

The units studied are all at FHEQ level "C", and the year does not contribute to the calculation of the degree classification. However, a stage average (OSA) of 50% must be achieved in order to progress on the MSci programmes.

### ***Year 2 for all Programmes (Stage 2, Part 2)***

In Year 2, students must again select at least one core science 'double block'. It is again permissible, but not compulsory, to select two double blocks.

Students select at least two additional science blocks (contingent on pre-requisite knowledge) and one other to give a total of five (60 credits). The majority of (but not necessarily all) units are at FHEQ level "I".

This year accounts for 32% of the Overall Programme Average for the BSc and 16% for the MSci and therefore contributes to the calculation of the degree classification. A stage average (OSA) of 60% must be achieved in order to progress on the MSci programmes.

### ***Year 3 for Professional Placement Programme BSc/MSci(Stage 3, Part 2)***

In Year 3 students work away from the University on professional placement before returning to Bath to study for their Final Year. The placement is normally for a minimum of 44 weeks and counts as 60 credits. To be competitive in finding a placement year, students generally need to have obtained an Overall Stage Average for Stage 1 of at least 55%. At the end of Year 3, students must produce a placement report and poster, both of which are assessed. If both are satisfactory, the placement will be recorded on the final academic transcript. However, no percentile mark is given and so Year 3 does not contribute to calculating the Overall Programme Average and hence degree classification. Students are required to present their poster to staff and fellow Natural Sciences students in October of the Final Year.

### ***Year 3 for Study Year Abroad Programme BSc/MSci (Stage 3, Part 2)***

In Year 3, students study at a foreign university before returning to Bath to study for their Final Year. The year counts as 60 credits. To be competitive in finding a study year abroad, students generally need to have obtained an Overall Stage Average for Stage 1 of at least 50%. At the end of Year 3, students must give a satisfactory oral report of their year to the Study Year Abroad Tutor and provide an academic transcript from the host institution which indicates adequate attendance and accomplishment. The year does not contribute to calculating the Overall Programme Average and hence degree classification, but students receive a separate academic transcript from the host institution for the year's study.

### ***Final Year for all BSc Programmes (Stage 3 or 4, Part 3)***

In the Final Year, students select at least one core science 'double block' (this now includes Environmental Studies). This 'double block' is further paired with a 12- (or 18-credit in biology) laboratory project OR dissertation in the same core science subject area

(thus making 36 or 42 credits in one core science subject). Pre-requisites may apply to this choice and determine whether a project or dissertation is carried out (for instance only a dissertation is possible in Pharmacology and environment majors).

Students select two additional blocks (contingent on pre-requisite knowledge) to give a total of five (60 credits). The majority (at least 60%) of units will be at FHEQ levels "H" or "M". In order to qualify for the honours degree, at least 48 credits of H- or M-level units need to be satisfactorily completed.

This year accounts for 68% of the Overall Programme Average and therefore contributes to the calculation of the degree classification.

### ***Year 3 for MSci (Stage 3 or 4, Part 2)***

Year 3 (Stage 3 or 4/Part 2, depending on the programme undertaken) continues the study of subjects at H-level in preparation for M-level study in the Final Year. Unlike the BSc programmes, there is no research/dissertation block in this year. Year 3 or Four, depending on the programme undertaken, constitutes 34% of the OPA. Thus, in total, Part 2 constitutes 50% of the OPA.

Please note that because a project/dissertation is not carried out in Part 2 of the MSci, should a student wish to end their University studies after completing this part they cannot be given a BSc degree. As there is no ordinary degree (i.e., a BSc non-honours) available, this would mean a student would obtain no honours degree at all, despite successfully completing three or four years of study.

### ***MSci Final Year (Stage 4 or 5, Part 3)***

The Final Year (Stage 4 or 5, Part 3 depending on the programme undertaken) involves a mandatory research project in a major subject (Biology, Biochemistry, Chemistry or Physics) equivalent to those offered on MBiol, MChem or MSci (Maths and Physics) programmes as well as other M-level units. You must complete AT LEAST 60 M-level credits to be able to pass the MSci. Part 3 constitutes 50% of the OPA.

## **Choice of Programme and Units**

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

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

Students are asked to choose their Natural Sciences blocks before the start of the academic year. Typically Year 2 and Final Year students make a preliminary choice in the preceding March and the academic timetable is constructed, guided primarily by the forbidden combinations and then by student choice on the preliminary forms, so that students can, wherever possible, follow their chosen patterns. These unit choices are then finally confirmed **in the first week of the semester**. This enables students to

change their choices according to new found interests or strengths and weaknesses realised during the assessment period at the end of the previous year. Student changes of blocks during this period must be possible within the timetable, must lead on to a coherent set of choices in the following year, and must be approved by the Director of Studies.

Because of timetabling constraints and the formal mechanisms by which the University ensures the academic coherence of programmes, it is only in very rare and specific situations that the Director of Studies can allow students to take alternative units to those in the programme catalogue.

## Option Choices

Information about how to choose optional units can be found at:

[www.bath.ac.uk/catalogues/information/students/online-unit-selection.html](http://www.bath.ac.uk/catalogues/information/students/online-unit-selection.html)

You will be notified by email at the relevant point in the academic year when online unit selection is available, and informed of the deadline for making your choices. If you have any queries about which optional units you should choose, please discuss this with your Director of Studies.

## Potential Withdrawal or Transfer Points

Students may withdraw from the BSc and MSci programmes at any point. There is no Ordinary Degree (i.e., BSc non-honours) that can be awarded for incomplete attendance or inadequate performance. After satisfactory completion of Year 1 of either the BSc or MSci programmes, students will have the option to be considered for transfer to Year 2 of the Biology, Biochemistry, Chemistry, Pharmacology or Physics programmes run by the Departments of Biology & Biochemistry, Chemistry, Pharmacology and Physics, respectively. Students need to have completed 'double blocks' in the appropriate subject. Transfers are discussed between the student, the Director of Studies for Natural Sciences and the Director of Studies/Teaching for the intended receiving department. Transfers are made only by agreement of the receiving Department, and so are not guaranteed.



Transfers between the BSc and MSci programmes may be allowed at the end of Years 1 and 2, provided pre-requisites are met.

Because there is no research project in Year 3 of the MSci programme and no ordinary BSc degree, there is no option to withdraw from the MSci at the end of Year 3 and be awarded a BSc instead. Similarly, transfer to the MSci programme is not possible after Year 3 of a BSc programme.

### **Diploma and Certificates of Higher Education**

Students who leave the course before completion of their degree programme, either through failure or withdrawal may be eligible for the award of DipHE or CertHE.

Students may be awarded a Certificate of Higher Education (CertHE) on gaining a minimum of 60 credits at FHEQ level 4, excluding credit gained by condonement.

Students may be awarded a Diploma of Higher Education (DiplHE) on gaining a minimum of 120 credits excluding credit gained by condonement, and must include at least 60 credits at a minimum of FHEQ level 4, and at least 48 credits at a minimum of FHEQ level 5.

### **Recommended Texts**

There isn't a single Natural Sciences reading list, as there are so many permutations in course choice. However, the lecturers for each unit will normally distribute reading lists showing the primary and secondary reference books for a unit (often within the respective Moodle page). The library also puts together a list relating to Natural Sciences units, and maintains details of reading lists when informed of them by departments. These are recorded on the University Library web pages. You can access it at: <http://www.bath.ac.uk/library/subjects/nat-sci/>

To find a particular unit you will have to access the list given for the department that teaches the unit. e.g., BB10012 is a Biology unit and so is listed under the Biology list, etc. You may find that departments and individual lecturers will also list books in their own Moodle pages.

Students are expected to attend lectures and problem classes. Announcements about the unit, for example, the timetables of lectures and problems classes, changes to the timetable, details of coursework, the structure of examinations, etc., are usually made during lectures and/or within the unit's Moodle page. It is the **student's responsibility** to be aware of any such information provided in lectures and problem classes. In some circumstances students are informed about changes in a unit by a notice on the Natural Sciences course notice boards, through the programme office, by a group email or through the Natural Sciences Moodle page.

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 this time, so private study should be seen as an important part of the unit overall and, in particular, your learning of the subject matter covered. The most common cause of poor performance, academic failure, or withdrawal from the course is due to failure to take this commitment seriously.

As a guide, the private study time should normally be **at least** as much as the formal contact time. Some of this will be for work, which is advised or required for the course, but some should be broader background reading. In your private study, it is essential to look through your notes from a lecture or seminar, correcting and improving their clarity, and usually supplementing them from a textbook. This should be done on the day of the lecture, or at the latest the following day, while the information is fresh in your mind. At this stage you should note those points that you do not understand properly, and clarify them at once with the most appropriate member of staff. You may also wish to seek your personal tutor's advice. However, do not leave this until the day before an assessment! You must take the general overview of a lecture and personalise it to enable your learning and understanding of the subject.

You should include study of *past examination papers* in your private study. These can be obtained from the Library's web page (again there is a link from the Natural Sciences Moodle page). **Be warned:** you will not do well if you just try to memorise answers to past questions without genuine understanding of the material and its place in the broader topics of a course. *The simple regurgitation of facts does not qualify as "knowledge and understanding" at university.*

As shown in the unit descriptions, the total mark for a unit arises from various modes of assessment. Students should not neglect any aspect of a unit in order to concentrate on another (some components, for example practicals, are **mandatory**). Good academic development in the sciences depends on developing analytic skills and methods, laboratory skills and essay or presentational skills to explain results. The Natural Sciences Board of Examiners for Programmes receives all marks for a unit and may ask a candidate to perform supplementary assessments if a candidate has shown a weakness in any assessment area.

## Compulsory Attendance at Practical Classes

Practical classes are an essential part of the programme across all departments. Attendance is **compulsory** at all classes and registers are taken. If you are ill or know that you cannot attend a practical class for any reason, then you must explain your absence to the convenor of the unit **in advance if possible**, regardless of which department practical you have missed. If you are absent without prior permission you will be asked to explain your absence.

In the instance of missing a **chemistry** practical class, the Department of Chemistry run two days of 'make up' labs at the end of each semester where you have an opportunity to catch-up missed experiments. You must speak to your chemistry unit convenor to find out when these are. In order to be eligible for the make-up sessions you **MUST** also submit an electronic lab absence form for each day missed by no later than one week from the session. The form is available on the department's Student Moodle site (Chemistry Undergraduate Information Hub) for which you will have access, being a Chemistry major/minor.

In the event that genuine mitigating circumstances mean that you have been unable to complete 100% of all assessed experiments, the Director of Studies for that department may allow a re-sit of the lab during the supplementary assessment period (usually August/September). You may need to supply supporting evidence.

All Practical sessions must be written up in accordance with the requirements of the unit, be submitted by the date specified, and the minimum pass mark of 40% must be achieved.

Failure to attend practical sessions may result in the home department deciding that you do not possess sufficient competence to conduct work safely in the laboratory and may pose a significant health and safety risk to both yourself and others which may result in you being prohibited from undertaking that subject in your next year.

## Timetables

Programme and unit timetable information can be found online at:

<http://www.bath.ac.uk/timetable/MyTimetable.htm>

You can also use MyTimetable to create a customised programme timetable that can be downloaded into an electronic calendar: [www.bath.ac.uk/timetable/MyTimetable.htm](http://www.bath.ac.uk/timetable/MyTimetable.htm)

## Natural Sciences Timetabling

If you need help or advice on reading your timetable, contact the DoS, relevant to your year. The Nat Sci timetables can be very complicated and Natural Scientists often have timetable clashes. If you have a clash, please contact your DoS direct to discuss this. These can usually be sorted fairly easily. There is guidance on the steps you should take if you have a timetable clash on Moodle. Please make sure you have read this before contacting the Director of Studies.

## 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:

- i) support you in your academic progress and personal development
- ii) discuss with you programme choices, placement opportunities and future career plans
- iii) provide you with a reference for your placement or career
- iv) 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.



## Language 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](http://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 500 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, 516,000 electronic books, 100 databases for information, literature and data searching, the University's exam papers database, and digital versions of the University's academic publications. The Library's electronic services, resources and support materials are all available directly from the Library's web pages (<https://library.bath.ac.uk/home>). The Library's copy and print service provides access to black and white and colour photocopying, laser printing and scanning.

Information specialists, our Subject, School and Faculty Librarians are responsible for services to individual Departments and the School. You will find their contact details, and subject specific guidance on the dedicated web pages they have created. These pages include a large range of recommended resources and support materials and are listed under 'Resources for your Subject' on the Library homepage (<https://library.bath.ac.uk/home>).

Our Subject, School and Faculty Librarians 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: <http://www.bath.ac.uk/library/subjects/nat-sci/>  
For information on all library services and resources: [www.bath.ac.uk/library](http://www.bath.ac.uk/library)

## **Computing Services and Facilities**

Using your University username and password, you will be able 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 would like to know more about these services, and how to access them, please visit: <http://www.bath.ac.uk/campaigns/setting-up-your-it-as-a-student/>

IT Support is available from the IT Service Desk on Level 2 of the Library or online at: <https://www.bath.ac.uk/guides/getting-it-support-and-advice/>

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. Find out more at <https://www.bath.ac.uk/professional-services/assistive-technology/>

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.

The Audio-Visual Unit also provides a range of equipment and facilities that can be used in support of learning. Find out more at <https://www.bath.ac.uk/professional-services/audio-visual/>

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

Computing Services: [www.bath.ac.uk/professional-services/computing-services](https://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](https://www.bath.ac.uk/professional-services/assistive-technology)

IT shop: [www.bath.ac.uk/locations/it-shop](https://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](http://www.bath.ac.uk/corporate-information/ordinances)

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

### Feeding back your views to the University

The University is committed to reviewing and continually improving its practice. The University aims to engage students as active partners in their education (Education Strategy 2016/21). Three key ways in which we seek feedback are through:

- a) Staff / Student Liaison Committees (SSLCS)
- b) Surveys and evaluations
- c) The Students' Union.

We also use focus groups, Departmental working parties, 'Lets' Talk' events, in-class opportunities and various kinds of feedback sessions.

You can get actively involved in determining how your educational and student experiences are organised by becoming active in the Students' Union, by letting your Department know that you are interested in contributing, and by working in partnership with staff in your academic department and across other services at the University to co-creation solutions to improve the learning and teaching, and wider student experience.

On top of the informal mechanisms like talking with your Unit Convenor and your Director of Studies, 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:

- i) you have a clear idea of the aims and requirements of each unit you study
- ii) our teaching is effective and stimulating
- iii) the advice and feedback we provide on your work is helpful
- iv) 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 from time to time 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. 'We' doesn't just mean the University but students and their elected representatives too! Evaluation and survey data are always encouraged to be looked at in partnership between students and staff, so that solutions to the issues raised can be co-created together. 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 into any action plans developed in response to the issues raised.

Your feedback is important to both the University and the Students' Union. Please keep telling us what is going well and what needs to get better. Try not to store issues up for a future SSLC meeting or the Unit Evaluations. Talking early to your Unit Convenor and Director of Studies will mean that any potential issues can be solved sooner thus enhancing your own experience on a particular Unit. We will communicate how feedback on units and programmes, and the wider student experience, has been acted upon.

### **Student representatives**

As a student of the University, you are automatically a member of the Students' Union (although you have a right to opt out - see section below on **Students' Union membership**). Officers of the Students' Union represent students' interests on University decision-making bodies. In addition, numerous elected student representatives play important roles on various Departmental, Faculty/School and University committees. All student representatives are elected through online elections facilitated by the Students' Union.

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

### **Student representation on Committees**

<b>Departmental level:</b>	<p>Each Department has at least one Departmental Staff / Student Liaison Committee (SSLC). These comprise of 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 academic 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 Students' Union reviews minutes from SSLCs and other committees, meetings, forums and student insight and uses this to present a summary report for the University highlighting issues, which need to be addressed.</p> <p>There is also provision for student membership of the Department Learning, Teaching and Quality Committee: normally one undergraduate and one postgraduate (taught)</p>
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	<p>representative.</p> <p>Academic Reps attend Students' Union meetings. These take place regularly during the academic year in order to:</p> <ul style="list-style-type: none"> <li>i) keep Students' Union Officers and fellow Academic Reps informed of academic developments throughout the University</li> <li>ii) discuss common problems and interests affecting Departments</li> <li>iii) gather student opinions and views to be used by the University and the Students' Union</li> <li>iv) update Academic Reps on key issues.</li> </ul> <p>Do contact 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>
<b>Faculty/ School level:</b>	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 Students' Union Academic Exec Committee.
<b>University level:</b>	University committees with student representation include the Council/Senate/Students' Union, the University Learning, Teaching and Quality Committee, the Courses and Partnerships Approval Committee, and Senate.

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

The Students' Union, with support from the University, runs a full training programme for student representatives, which includes initial training at the beginning of the academic year and ongoing support and development opportunities.

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

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

Students' Union Academic Representation including contact details for Academic Reps: [thesubath.com/academicreps](http://thesubath.com/academicreps)

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

Student Engagement: shape your University: <https://www.bath.ac.uk/campaigns/student-engagement-shape-your-university/>

Outline election procedures are included in QA48 Student Engagement with Quality Assurance and Enhancement, Annex A: Staff/Student Liaison Committees: <https://www.bath.ac.uk/publications/qa48-student-engagement-with-quality-assurance-and-enhancement/>

## Students' Union Membership

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

## Student Support

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

- i) counselling and mental health
- ii) disability issues
- iii) money and funding
- iv) 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: [www.bath.ac.uk/services/register-as-a-student-of-the-university-and-update-your-details](http://www.bath.ac.uk/services/register-as-a-student-of-the-university-and-update-your-details)

The Roper Student Services Centre in 4 West is open from 9.30am to 4.30pm throughout the year (tel: 01225 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](mailto:studentservices@bath.ac.uk)

The Students' Union Advice and Support Service provides information and advice for students on a range of topics affecting their education and wellbeing. This includes academic issues such as Individual Mitigating Circumstances (see the section in this Handbook on **Assessment**), changing course or assessment offences. They also provide Housing Advice on topics such as contract checks, landlord issues and council tax.

In addition, The SU Advice & Support team is one of the four departments at University of Bath that students can report Harassment, Discrimination or Bullying incidents to as part of the [#NeverOK Report & Support](#) campaign.

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

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

For the full range of services see: [thesubath.com/advice](http://thesubath.com/advice)

### ***Further information***

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

### **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 over Christmas and Easter for students who remain in Bath.

### **Further information**

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

### **Advice for International Students**

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



### **Further information**

[www.bath.ac.uk/topics/visas](http://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](http://www.bath.ac.uk/campaigns/studying-at-bath-as-an-erasmus-exchange-or-visiting-student)

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

### **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](http://www.bath.ac.uk/guides/student-complaints-procedure)

### ***Bullying, harassment and victimisation***

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

This policy and procedure applies to all staff, students and third parties (e.g. contractors to the University). University of Bath launched an online Report and Support tool, where all staff, students, and visitors can report discrimination, misconduct, harassment or assault by using this tool. You can report anonymously or get support from an adviser.

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

Dignity and Respect Policy:

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

Report and Support tool:

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

### **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:

- i) Autism Spectrum Disorders/Asperger's Syndrome
- ii) dyslexia and other specific learning difficulties
- iii) mental health
- iv) mobility impairments
- v) sensory impairments
- vi) 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***

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

#### **Pregnancy and maternity**

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

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

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

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

## **Care-leavers, 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.

We also offer eligible undergraduate students a non-repayable bursary of £1,000 per academic year plus £1,000 to help with start-up costs and a further £1,000 on graduation – a maximum of £7,000 over a 5-year programme including placement.

### ***Further information***

[www.bath.ac.uk/guides/additional-support-and-funding-for-care-leavers-foyer-residents-and-estranged-students](http://www.bath.ac.uk/guides/additional-support-and-funding-for-care-leavers-foyer-residents-and-estranged-students)

## **Equality, Diversity and Inclusion**

The University of Bath is fully committed to fostering an inclusive and supportive working and learning environment, where difference is celebrated and seen as a strength and where all members of the University community (including students, staff, visitors and third parties) have mutual respect for each other. Instances of bullying, harassment and discrimination hinder the development of such an environment and negatively impact on the individual's self-worth and wellbeing, as well as on our wider community. At University of Bath, we value, promote and celebrate inclusion, challenging discrimination and putting equality, diversity and belonging at the heart of everything we do.

### ***Further information***

There is a range of information and resources available at  
<https://www.bath.ac.uk/professional-services/equality-diversity-and-inclusion/> or email:  
[equalsdiv@bath.ac.uk](mailto:equalsdiv@bath.ac.uk)

## **Protected Groups**

There are nine protected characteristics identified in the Equality Act 2010:

<https://www.bath.ac.uk/guides/protected-groups/>

## **Resources**

Equality and Diversity Policies, Practices and resources can be found on this page:

## 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, members of the Careers team will provide help with perfecting your CV, practising aptitude tests, and improving your interview skills. Being in regular contact with several hundred major employers, the Careers Service is also a fantastic source for internship and graduate job vacancies for Bath students, as well as the organiser of several major careers fairs each year.

### ***Further information***

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

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

The web site includes the *Myfuture* vacancies portal.

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



### 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.

In addition to feedback on individual units, you will also periodically receive more general feedback on your overall progress. This feedback is provided by your transcript, which provides a formal record of your overall performance, and you also have the opportunity to request a discussion of your general progress at any time with your personal tutor or your Director of Studies. The Director of Studies will particularly wish to hold such discussions with students who appear to be “at risk”.

The NSS shows that one area where students would particularly welcome more information is in individual feedback on their work. Departments/Schools are required to have an appropriate policy in place for feedback to students on assessed work. The nature of the Natural Sciences programmes means that the feedback on units will follow the practice in the department that delivers the unit. Typically, students receive feedback on their work and progress throughout the academic year in a number of different ways: formal and informal, written and oral, individually and within a group. The nature and amount of feedback that is given varies according to the nature of the unit and the type of assessment.

The following notes are an example from the feedback policy of the Department of Physics. Note that it highlights that feedback is part of the ongoing dialogue in the sessions of a lecture course; it is not just about achieved marks and comments in red ink.

**Coursework:** Continuous assessment within standard Physics units is “formative”, i.e. it does not contribute towards the unit mark. All standard physics units contain at least one piece of formative assessed coursework, and unit lecturers inform students of the formative assessment method(s) that they will use at the beginning of each unit and of the schedule for setting and submission of coursework assignments. Formative assessment methods might include “spot tests” or other informal testing in lectures and problems classes, and written assignments, such as past examination questions, questions from problem sheets or essays; the most usual method is a mock exam. Although these mock exams may differ from the real exam in their duration and format, they are designed to facilitate student learning and to enable students to understand more clearly the lecturer’s expectations, and hence how to maximise their performance in the final assessment.

Formative assessment encourages students to keep up to date with lectures and problems sheets, enables approaches to learning that develop deeper understanding of the subject, and provides lecturers and personal tutors with immediate feedback on students’ progress.

**Summative Assessment:** Feedback on summative assessment (i.e. assessments that do contribute towards the unit mark) includes the marks that students obtain for that item of assessment, and may also include individual or group feedback in a written or oral form. Some units use pro-forma feedback sheets, which include tick-boxes or lists of feedback statements that are highlighted by the lecturer as appropriate. These feedback sheets include detailed assessment criteria, and may be combined with individual written or oral feedback. General feedback on exams is provided by means of a report written by the unit lecturers, summarising performance on each question, and students are provided with access via Moodle to the general feedback reports for all Physics units, both for the current academic year and for previous years.

## **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](http://www.bath.ac.uk/library/infoskills/referencing-plagiarism)

Students' Union Skills Training: [thesubath.com/skills-training](http://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 your Programme Administrator via your Faculty/School Office 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](http://www.bath.ac.uk/library/infoskills)

[www.bath.ac.uk/professional-services/academic-skills-programme-asp](http://www.bath.ac.uk/professional-services/academic-skills-programme-asp)

Regulation 3.7: [www.bath.ac.uk/publications/regulations-for-students](http://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 a plagiarism detection service. 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.

This service complies with the European General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR). When you register with the University, you give 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 a 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 a 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 a plagiarism detection service to countries worldwide (some of which may not be governed by EU data legislation) in order for the work to be checked and an originality report generated in accordance with the proper workings of the plagiarism detection service. Personal data is retained indefinitely by the plagiarism detection service upon submission of work. You may ask for your personal data to be removed by contacting the University's Data Protection Officer.

### ***Further information***

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

Regulation 15, Assessment of undergraduate and taught postgraduate programmes:

[www.bath.ac.uk/publications/regulations-for-students](http://www.bath.ac.uk/publications/regulations-for-students)

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

## 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:

- i) cheating - for example, unauthorised use of notes or course material in an examination
- ii) fabrication - for example, reporting on experiments that were never performed
- iii) falsification - for example, misrepresentation of the results of experimentation
- iv) plagiarism, including self-plagiarism (see above)
- v) 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](http://www.bath.ac.uk/quality/documents/QA53.pdf)

Appealing a decision about an assessment offence:

[www.bath.ac.uk/guides/appeal-against-a-decision-about-an-assessment-offence](http://www.bath.ac.uk/guides/appeal-against-a-decision-about-an-assessment-offence)

Students' Union advice and support: [thesubath.com/advice](http://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.

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:

- i) 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
- ii) 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](http://www.bath.ac.uk/registry/imc/imc-students.html)

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

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

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

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](http://www.bath.ac.uk/registry/imc/imc-students.html)

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

If you know of a potential IMC that may affect your assessment before you begin an 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:

- i) *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
- ii) *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
- iii) *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](http://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](http://www.bath.ac.uk/student-records/examinations/examinations-information)

Regulation 15: [www.bath.ac.uk/publications/regulations-for-students](http://www.bath.ac.uk/publications/regulations-for-students)

Rule 2: [www.bath.ac.uk/corporate-information/rule-2-conduct-of-examinations/](http://www.bath.ac.uk/corporate-information/rule-2-conduct-of-examinations/)

Disability Service: [www.bath.ac.uk/groups/disability-service](http://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: <https://www.bath.ac.uk/publications/external-examiner-annual-reports/>

The External Examiner for your programme is:

Dr N. King, University of Exeter

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:

<https://www.bath.ac.uk/publications/nfaar-ug-and-appendices/attachments/nfaar-ug-appendix-02.pdf>

For full details of the NFAAR-UG, visit: <https://www.bath.ac.uk/corporate-information/new-framework-for-assessment/>

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

<https://www.bath.ac.uk/publications/nfaar-ug-and-appendices/attachments/nfaar-ug-intro-faq.pdf>

For information relating to your programme in the current academic year, visit:  
[www.bath.ac.uk/catalogues](http://www.bath.ac.uk/catalogues)

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

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

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

Please note that you can also access this information via links in your programme's description in the Programme and Unit Catalogues available at: [www.bath.ac.uk/catalogues](http://www.bath.ac.uk/catalogues)

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

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 Masters 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 Masters 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:

- i) 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
- ii) 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.

**Academic year dates, including the supplementary assessment period, can be found at: <https://www.bath.ac.uk/publications/academic-year-charts>**

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:

- i) if you fail supplementary assessment in a unit badly, you will fail the stage
- ii) 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).



## Procedures for Academic Appeals

Students wishing to submit a request for an academic appeal should refer to Regulation 17 (Conduct of Student Academic Appeals and Reviews):

[www.bath.ac.uk/publications/regulations-for-students](http://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/guides/appealing-against-an-academic-decision/](http://www.bath.ac.uk/guides/appealing-against-an-academic-decision/)

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

- i) 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)
- ii) 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. You 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/guides/appealing-against-an-academic-decision/](http://www.bath.ac.uk/guides/appealing-against-an-academic-decision/)

Student Complaints are dealt with under separate procedures. For more information, see: [www.bath.ac.uk/guides/student-complaints-procedure](http://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](http://www.bath.ac.uk/students/support/complaints)

### 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](http://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.

<https://www.bath.ac.uk/guides/registering-with-the-university/>

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](http://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](http://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/withdrawning-or-suspending-from-your-course](http://www.bath.ac.uk/students/finance/changes-to-your-study/withdrawning-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](http://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](http://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](mailto:uhse@bath.ac.uk)

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

[www.bath.ac.uk/corporate-information/fieldwork-safety-standard](http://www.bath.ac.uk/corporate-information/fieldwork-safety-standard)

<https://www.bath.ac.uk/publications/placements-and-study-abroad-programmes-safety-standard/>

[www.bath.ac.uk/guides/overseas-travel-safety-guidance](http://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](http://www.bath.ac.uk/data-protection).





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