



UNIVERSITY OF  
**BATH**

*Faculty of Science*  
**Department of Chemistry**  
**Natural Sciences**  
Programme Handbook  
2022/23



This Handbook is available in alternative formats. Please contact the Natural Sciences Programmes Administrators ([natsci-prog-admin@bath.ac.uk](mailto:natsci-prog-admin@bath.ac.uk)) if required.

**Issued October 2022**

## CONTENTS

<b>About this handbook.....</b>	<b>1</b>
<b>Important links and information.....</b>	<b>2</b>
University information online .....	2
<b>Head of Department welcome 2022/23 .....</b>	<b>4</b>
About the Department 2022/23 .....	4
Key contacts/staff list.....	5
<b>About your programme.....</b>	<b>7</b>
Programme aims and learning outcomes.....	7
Programme description: structure of your programme .....	10
Unit and programme catalogues .....	10
Your timetable .....	11
Physical study space – 2022/23 .....	11
Option choices .....	11
Placement support.....	11
Student exchange/study abroad.....	12
Unit and programme changes 2022/23 .....	13
Giving feedback on your programme to the University .....	13
Disclosure and barring service (DBS) checks .....	13
<b>Assessment.....</b>	<b>14</b>
Submission deadlines.....	14
Late submission of coursework .....	14
Word counts.....	14
Feedback on assessment .....	14
Academic integrity .....	14
Penalties for assessment offences.....	15
If circumstances impact on your assessment attempt .....	16
Assessment processes .....	16
<b>Assessment Regulations .....</b>	<b>18</b>
Your programme and how you are assessed .....	18
Calculating your degree outcome.....	20
Supplementary assessment .....	20
Exit awards – CertHE and DiplHE .....	20
Academic Appeals.....	20
<b>Core University information .....</b>	<b>21</b>
University Regulations for students.....	21
Accessing university email .....	21
Students’ Union membership .....	21
Data protection .....	21
Registration status .....	21
Academic engagement monitoring for Student Visa holders.....	22
Change in your circumstances .....	22
Dissatisfaction with a university service or facility (Complaints).....	23

## ABOUT THIS HANDBOOK

This is the 2022-23 Handbook for Natural Sciences students.

The contents of this Handbook are accurate at the time of publication [September 2022] but information contained within may sometimes be subject to change after this Handbook has been issued.

**The Important Links and Information section of this Handbook contain links to information about the topics in this Handbook and other key topics. It is important that you familiarise yourself with the online information as well as the contents of this Handbook.**

Information about the structure of your programme (which units you take when, which units are compulsory etc), as well as key unit information (including learning outcomes, synopsis and assessment), for the upcoming academic year can be found online in the Unit and Programme Catalogues (see **Unit and programme catalogues** in this Handbook and [www.bath.ac.uk/catalogues](http://www.bath.ac.uk/catalogues)). You will also receive details about unit content and assessment via the University's online learning environment, Moodle.

You will be informed, normally by your Director of Studies or Unit Convenor, of any further changes that will affect your programme or a unit. See also **Unit and programme changes** - in this Handbook.

While this Handbook signposts information about regulations for students, it does not have regulatory status itself, and the Regulations available online (Regulations for Students: <http://go.bath.ac.uk/regulations> and Assessment Regulations: [www.bath.ac.uk/corporate-information/new-framework-for-assessment](http://www.bath.ac.uk/corporate-information/new-framework-for-assessment)) are the most up-to-date and take precedence over the contents of this Handbook. It is your responsibility to take the time to familiarise yourself with the Regulations.

If in doubt about what applies to you, or if your circumstances change, please contact your Director of Studies: Dr Anita Zeidler (Years 1 & 2) or Dr Fiona Dickinson (Years 3, 4 & 5) for advice. If you need clarification on any of the content, please ask the Head of Programmes, Dr Susan Crennell ([bsssjc@bath.ac.uk](mailto:bsssjc@bath.ac.uk)) or the Programme Administrator, Sara Foster ([Natsci-prog-admin@bath.ac.uk](mailto:Natsci-prog-admin@bath.ac.uk)).

## IMPORTANT LINKS AND INFORMATION

### UNIVERSITY INFORMATION ONLINE

This Handbook is an accompaniment to important information available to all students on the University's website. It is expected that you will familiarise yourself with the online information signposted below.

If you cannot find the information you are looking for in this Handbook or on the web please contact your Director of Studies in the first instance.



---

### CORE UNIVERSITY SERVICES AND INFORMATION

---

#### Student Support Services

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

#### Students' Union Advice and Support Service

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

#### Personal Tutoring

[www.bath.ac.uk/guides/personal-tutoring/](http://www.bath.ac.uk/guides/personal-tutoring/)

#### Student wellbeing

<https://www.bath.ac.uk/guides/engagement-monitoring-for-student-wellbeing/>

#### Library and Study Spaces

<https://library.bath.ac.uk/home>  
[www.bath.ac.uk/campaigns/where-you-can-study-on-campus-and-in-the-city](http://www.bath.ac.uk/campaigns/where-you-can-study-on-campus-and-in-the-city)

#### IT advice, guidance, and support

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

#### Careers Service

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

#### Health and Safety

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

#### Equality, Diversity, and Inclusion

[www.bath.ac.uk/professional-services/equality-diversity-and-inclusion/](http://www.bath.ac.uk/professional-services/equality-diversity-and-inclusion/)

#### Updating your personal details

[www.bath.ac.uk/guides/keep-your-contact-details-up-to-date/](http://www.bath.ac.uk/guides/keep-your-contact-details-up-to-date/)  
[www.bath.ac.uk/guides/change-your-name-gender-and-pronouns-as-a-current-student/](http://www.bath.ac.uk/guides/change-your-name-gender-and-pronouns-as-a-current-student/)

#### Data Protection

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

#### Tackling harassment: support and report

[www.bath.ac.uk/campaigns/support-and-report/](http://www.bath.ac.uk/campaigns/support-and-report/)

#### SU Code of Practice and membership

[www.bath.ac.uk/corporate-information/code-of-practice-for-the-students-union-su](http://www.bath.ac.uk/corporate-information/code-of-practice-for-the-students-union-su)

#### Climate Action Framework

<https://www.bath.ac.uk/campaigns/climate-action/>

#### Dissatisfaction with a University service or facility (Complaints)

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

---

## ADVICE AND SUPPORT FOR SPECIFIC GROUPS OF STUDENTS

---

### International students

<https://www.bath.ac.uk/professional-services/international-support-service/>  
<https://www.bath.ac.uk/professional-services/student-immigration-service/>  
[www.bath.ac.uk/topics/visas](http://www.bath.ac.uk/topics/visas)  
<https://www.bath.ac.uk/publications/student-tier-4-visa-handbook/>  
[www.bath.ac.uk/campaigns/studying-at-bath-as-an-erasmus-exchange-or-visiting-student](http://www.bath.ac.uk/campaigns/studying-at-bath-as-an-erasmus-exchange-or-visiting-student)

### Care-leavers

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

### Estranged students

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

### Disabilities, long-term illness, and specific learning difficulties

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

### Refugees

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

### Students with caring responsibilities

[www.bath.ac.uk/publications/university-and-young-adult-carers/](http://www.bath.ac.uk/publications/university-and-young-adult-carers/)

### Pregnancy and maternity

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

---

## SUPPORTING YOUR LEARNING

---

### Your Programme

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

*Year Dates and Timetables*

*Changes to programmes and units*

*How your programme and learning experience are enhanced*

### Registration

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

### Timetabling

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

### Programme and unit catalogue

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

### Student Representation and Engagement

[www.bath.ac.uk/campaigns/student-engagement-shape-your-university](http://www.bath.ac.uk/campaigns/student-engagement-shape-your-university)

### Regulations for students

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

### Exams and assessments

[www.bath.ac.uk/topics/exams-and-assessments/](http://www.bath.ac.uk/topics/exams-and-assessments/)

### Assessment guidance for students

<https://www.bath.ac.uk/guides/assessment-guidance-for-students/>

### Skills Support and Development

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

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

[www.bath.ac.uk/campaigns/get-ahead-with-skills-at-bath](http://www.bath.ac.uk/campaigns/get-ahead-with-skills-at-bath)

### Placement handbook (for students on a placement)

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

### Withdrawing from or suspending your studies

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

## **HEAD OF DEPARTMENT WELCOME 2022/23**

Welcome to Natural Sciences 2022/23!

I would like to take this opportunity to welcome back all our continuing students to campus. And, of course, to extend the warmest of welcomes to our new students joining us for the very first time.

I, and the rest of the Nat Sci team, hope that you have a productive, fulfilling and enjoyable year.

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

### **Programme Handbook**

The Programme Handbook provides a source of important information. If you cannot find the answer to a question in this Handbook, first consult the Natural Sciences Moodle page (see link below), then your personal tutor or the appropriate subject convenor for technical academic enquiries. The Directors 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/>

### **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.

### **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 regularly: <https://moodle.bath.ac.uk/course/view.php?id=58705>

### **Natural Sciences Staff Student Liaison Committee (SSLC):**

#### 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.

More information can be found on the university website:

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

and from the Students' Union: <https://www.thesubath.com/academicreps/>

### **KEY CONTACTS/STAFF LIST**

Title	Name	Building/Room	Email
Head of Programmes	Dr Susan Crennell	4 South 0.26	bsssjc@bath.ac.uk
Director of Studies (Years 1&2)	Dr Anita Zeidler	8 West 3.19	Az207@bath.ac.uk
Director of Studies (Years 3,4 &5)	Dr Fiona Dickinson	Wessex House 1.18	fd287@bath.ac.uk
Senior Tutor	Dr Stephen Flower	Wessex House 1.22	chssef@bath.ac.uk
Programme Administrator	Sara Foster	4 South 0.03	natsci-prog-admin@bath.ac.uk
Department Coordinator	Kate Remington	Wessex House 3.33	kr477@bath.ac.uk
Admissions Tutor	Dr Randolph Kohn	1 South 1.03A	chsrkd@bath.ac.uk

Placements Team		Wessex House 1.12	<a href="mailto:Fac-sci-placements@bath.ac.uk">Fac-sci-placements@bath.ac.uk</a>
Faculty Study Abroad Coordinator	Dr Ruth Webster	1 South 1.03a	rw498@bath.ac.uk
External Examiner	Dr Sarah Gretton	University of Leicester	

### 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.

Subject Convenors			
Biology	Dr Nick Priest	Milner Centre 0.23	np253@bath.ac.uk
Biochemistry	Dr Paul Whitley	4 South 1.40	bssprw@bath.ac.uk
Chemistry	Dr Randolph Kohn	1 South 1.03A	chsrkd@bath.ac.uk
Environment	Dr Emma Emanuelsson Patterson	Wessex House 7.20	eaep20@bath.ac.uk
Mathematical Sciences	Dr Waleed Ali	2 South 1.02A	waaa21@bath.ac.uk
Pharmacology	Dr Sergey Smirnov	5 West 2.44	prssvs@bath.ac.uk
Physics	Dr Peter Sloan	3 West 4.05B	Ps436@bath.ac.uk

## **ABOUT YOUR PROGRAMME**

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).

## **PROGRAMME AIMS AND LEARNING OUTCOMES**

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 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.

Programmes majoring in Chemistry or Physics can choose to take part in a Vertically Integrated Project - innovative research and applied learning projects that enable inter-disciplinary, multi-level teams of students to work with a member of academic staff on long-term real-world projects. The University of Bath is the first University in England to develop VIPs. More information can be found on the university website here: <https://www.bath.ac.uk/guides/vertically-integrated-projects/>

### ***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.

## **PROGRAMME DESCRIPTION: STRUCTURE OF YOUR PROGRAMME**

The structure of your programme year for 2022/23 can be found in the 2022/23 Unit and Programme Catalogues (see below). The content of the Programme Catalogues is correct for teaching being delivered in 2022/23 at the time of publication. Programmes and units may be subject to reasonable change (see **Unit and programme changes** in this Handbook).

Information on later years of your programme will be provided separately.

## **UNIT AND PROGRAMME CATALOGUES**

This is where you will find details about all individual units for the current academic year.

The Catalogues also provide links to the relevant areas of the University's assessment regulations, showing how these are applied to your programme of study.

For the online Catalogues, please refer to **Important Links and Information** in this Handbook. See also the section in this Handbook on **Assessment**.

## PROFESSIONAL BODY ACCREDITATION

These programmes are accredited by the Society for Natural Sciences, 'a professional body for scientists, educators and students working across the discipline boundaries of science'. <https://www.socnatsci.org/>

## YOUR TIMETABLE

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

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

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

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

Occasionally, you may discover a clash in your timetable – clashes are not always able to be rectified due to the number of other students who may be affected by moving one of the clashing sessions. One clash per week on a 6 credit unit is usually considered acceptable – lectures are recorded so that you can catch up in your own time; you should always attend a practical/laboratory session as these are not repeated. If you are concerned about a timetable clash, please contact your Director of Studies in the first instance.

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

## PHYSICAL STUDY SPACE – 2022/23

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

## OPTION CHOICES

If your programme has option choice then information about how and when to choose your option units can be found online (please refer to **Important Links and Information**). If applicable, you will receive an email notification at the relevant point in the year when online unit selection is available. If you want to discuss your option choices, please contact your Director of Studies.

## PLACEMENT SUPPORT

The University is committed to enhancing students' vocational outcomes and learning experiences by supporting placements. We have a dedicated placements team to support and guide you through the process of applying for, securing and successfully completing a placement.

You can contact the Placement Team via: [fac-sci-placements@bath.ac.uk](mailto:fac-sci-placements@bath.ac.uk)

**If you have any queries or concerns then please contact the Placements team.**

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

Before going on placement you should consult the University Placements Handbook containing generic advice and information for whilst you are on placement. Please refer to **Important Links and Information** in this Handbook. You will receive programme specific information directly from your Department.

If you are on a placement of one semester or longer you can normally expect to be visited by staff, in person or remotely, at least once during your placement.

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.

### ***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 or Biochemistry as a major subject and intending to take a Professional Placement are placed through the Department of Life Sciences.

#### 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

Students who are currently registered on a course without placement may switch to a placement programme by contacting their Director of Studies. As placements take time to arrange, the earlier the switch is made, the higher the chance of successfully finding a placement.

Those already registered on a placement course may switch to one without, again by contacting their DoS.

### **STUDENT EXCHANGE/STUDY ABROAD**

<https://www.bath.ac.uk/campaigns/studying-abroad-as-part-of-your-undergraduate-degree/>

The coordinator for the Science Faculty is Ruth Webster, please contact her with any queries.

### **UNIT AND PROGRAMME CHANGES 2022/23**

All programme and unit changes are managed through formal University processes. This is to ensure that changes are academically appropriate, properly supported and are made in a way that safeguards the interests of students.

We continually look for ways to develop and improve our programmes, aimed at enhancing your learning experience and maintaining high academic standards and quality. Such changes could be, for example, to update content to reflect latest developments in a particular field of study, or to respond to student feedback on delivery and/or assessment. Students who would be affected by proposed changes are consulted about them, either via their Staff/Student Liaison Committee or directly, depending on the nature of the change.

In addition, it is sometimes necessary to make changes due to unforeseen or unavoidable circumstances. The need to adapt to circumstances created by the global pandemic was a significant example of this.

This could also be for reasons such as:

- the accrediting body requiring changes to be made to the course, or,
- being unable to run an option unit because too few students selected it.

When this happens, we always try to ensure that the impact on students is minimised and that those affected are informed of the changes at the earliest opportunity.

Information on how we assure the quality and standards of your programme of study is available online. Please refer to **Important Links and Information** in this Handbook.

### **GIVING FEEDBACK ON YOUR PROGRAMME TO THE UNIVERSITY**

The University is committed to continually improving its practice and aims to engage students as active partners in their education (The University of Bath Strategy 2021 to 2026). The three main ways in which your feedback will be sought will be through:

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

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

### **DISCLOSURE AND BARRING SERVICE (DBS) CHECKS**

A DBS check may be required for some placements, and is required if you choose to study ED3005 as an optional unit – further information will be given at the time you take up the placement/unit. The Nat Sci department can cover the costs of the check.

Further information:

[www.gov.uk/government/organisations/disclosure-and-barring-service](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

## **ASSESSMENT**

Full information is available online. For signposts to important information on many aspects of assessment, please refer to **Important Links and Information** in this Handbook.

### **SUBMISSION DEADLINES**

You will be informed of deadlines to submit your assessments by the unit convenor for the units you are studying. Most work (except exams) will be submitted into Moodle, and feedback delivered via Moodle or email. The unit convenor can provide further information.

### **LATE SUBMISSION OF COURSEWORK**

To ensure fairness to all students, you will be expected to hand in all assessed coursework and dissertations/projects by a specified date and time, and there are penalties for submitting work after the specified deadline.

If there are valid circumstances preventing you from meeting a deadline, your Director of Studies may grant you an extension to the specified submission date. You can apply for an extension using the form on Moodle, in the 'Assessment Information' section of the Natural Sciences Information Pages:

<https://moodle.bath.ac.uk/course/view.php?id=58705&section=3>. These should then be emailed to your Director of Studies and the Natural Sciences administrator.

The penalties for late submission are published on the university website:

<https://www.bath.ac.uk/publications/qa16-assessment-marking-and-feedback/>

### **WORD COUNTS**

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

### **FEEDBACK ON ASSESSMENT**

During your course, you will receive feedback on your assessed work. This feedback may take different forms, depending on the subject and type of assessment. You will be informed of the timing and nature of the feedback you will receive on each assessment, including whether the piece of work itself will be returned to you. For exam-type assessment, you may receive general feedback relevant to all who took the assessment rather than individual feedback. You can discuss feedback you receive on assessments alongside your performance and progress in your studies at meetings with your Personal Tutor.

### **ACADEMIC INTEGRITY**

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

All students will be unable to progress beyond the next progression point in their studies until they pass the University's Academic Integrity Test. The test has a pass mark of 85% but you can take the test as many times as you need to.

When you submit your assessment, you will be expected to make a declaration that the work is your own and, where you have re-used your own work and/or used other sources of information, that you have referenced the material appropriately. The University uses a plagiarism detection service (currently Ouriginal), which searches the web and databases of reference material and content submitted by other students, to identify duplicated text. Where practical, all summative assessment is submitted to this service to check for similarities as an initial indicator of whether work has been plagiarised and an assessment offence committed.

### **Submission of your assessment to the Plagiarism Detection Service - Data Protection statement**

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

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

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

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

### **PENALTIES FOR ASSESSMENT OFFENCES**

Academic misconduct can be described as 'the use of unfair means in any examination or assessment procedure'. Any student who is found to have used unfair means and therefore committed an assessment offence will be penalised. Potential types of assessment offence include plagiarism, self-plagiarism, collusion or unauthorised collaboration, contract cheating (including impersonation), fabrication or falsification, or breaching of examination

regulations. Penalties for assessment offences depend upon the severity of the offence but may include failure of the assessment, unit or part of a degree, with no provision for reassessment or retrieval of that failure. Severe cases of academic misconduct, for example, contract cheating could lead to an Inquiry Hearing or disciplinary proceedings. Claims of inadvertence or ignorance will not be accepted as a basis for mitigation of a penalty.

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

**Important information on academic integrity, the Plagiarism Detection Service, assessment offences and penalties, and support, as well as the Academic Integrity Test itself, is available online.** Please refer to **Important Links and Information** in this Handbook.

### **IF CIRCUMSTANCES IMPACT ON YOUR ASSESSMENT ATTEMPT**

Individual Mitigating Circumstances (IMCs) are the conditions which temporarily prevent you from undertaking assessment or significantly impair your performance in assessment. As such, the measure of their severity is not about impact on you, but the impact on your affected assessment. Full information about IMCs is available online. Please refer to **Important Links and Information** in this Handbook. **It is strongly advised that you become familiar with the available guidance and related regulations.**

To submit an IMC claim, please use the form on Moodle, in the 'Assessment Information' section of the Natural Sciences Information Pages:

<https://moodle.bath.ac.uk/course/view.php?id=58705&section=3>.

When completed, send the form, with accompanying evidence to the Senior Tutor and to the Administrator for Natural Sciences.

### **ASSESSMENT PROCESSES**

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

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

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

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

**Moderation:** Both the setting and the marking of assessments are independently checked through a process known as moderation to ensure that questions test the learning outcomes and are set at the right standard, and that marking is consistent and fair. 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, re-assessment, and the final award. **The assessment marks you are given initially by markers are therefore provisional up until the point when they have been confirmed by the Board of Studies (BoS) for your programme.** An official release date is set when your confirmed results will be made available to you via SAMIS (the University's student records system). An academic appeal can only be made in relation to a confirmed result (see the section in this Handbook on **Academic Appeals**).

**Scaling:** All marks for a unit are reviewed at a meeting of a Board of Examiners for Units which will verify that the assessment process has been conducted appropriately and that the marks are an accurate reflection of the standards achieved. A Board of Examiners can decide to recommend a change to the provisional marks, based on evidence that there was a problem with the assessment which means the initial marks do not reflect the standards achieved by students. This adjustment is known as scaling and under these circumstances the marks of all affected students will be changed.

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

Once a year, the External Examiners will provide a written report. University staff, including the Head of Department and Director of Studies, will look at these reports and a response will be made to the External Examiner's comments. External Examiner reports and responses are made available to students. Staff/Student Liaison Committees (SSLCs) also discuss External Examiner reports as part of routine monitoring activity.

The External Examiner for your programme is: Dr Sarah Gretton, University of Leicester.

It is not appropriate for students to make direct contact with External Examiners. If you are dissatisfied with the process or outcome of an assessment, and are considering whether to raise this either informally or formally, the sections of this Handbook on **Academic Appeals** and **Dissatisfaction with a University Service or Facility (Complaints)** give some more information about the University's procedures for student complaints and academic appeals. The University's mechanisms for student representation are designed to enable students to engage with the quality management process through which the University considers and responds to External Examiners' comments and suggestions.

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

## **ASSESSMENT REGULATIONS**

The University's New Framework for Assessment: Assessment Regulations: 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.

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.

The full NFAAR-UG, a student introduction to it, and definitions of terms used in it, are available online. Please refer to **Important Links and Information** in this Handbook.

## **YOUR PROGRAMME AND HOW YOU ARE ASSESSED**

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

**In the Programme and Unit Catalogues, there are links to the relevant appendices of the NFAAR-UG which state exactly how the assessment rules operate for each stage of your programme.**

There are some units that you must pass in order to progress to the next stage of your programme and to achieve the normal award for the programme at the end. Such units are called Designated Essential Units (DEUs). Failure in a DEU – even marginal failure – will prevent you from progressing (or completing) your programme. (For Natural Sciences, there is currently just one DEU, XX10238 Skills for Natural Scientists 1)

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) such as the Natural Sciences MSci programmes) and other programmes.

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

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

If you fail a large number of units (or, in a Coexistent Master programme do not reach any OSA requirement set in addition), you might fail the stage outright without any opportunity for supplementary assessment. (Further information on supplementary assessment is provided below.)

Particular rules apply to failure of units. They are as follows:

- if you fail any DEUs, you will have to undertake supplementary assessment - unless you have failed so many DEUs that you fail the stage outright
- if you fail any non-DEUs badly (i.e. achieve less than 35%), you will have to undertake supplementary assessment - unless you have failed so many units that you fail the stage outright
- if you fail only non-DEUs 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.

For other units:

- If you fail any units badly (i.e. achieve less than 35%), you will have to undertake supplementary assessment – unless you have failed in so many units that you fail the stage outright

- If you 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 your OSA

## **CALCULATING YOUR DEGREE OUTCOME**

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 Programme and Unit Catalogues. 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.

Academic year dates, including the supplementary assessment period, can be found online. See **Important Links and Information** in this Handbook.

Each unit's method of supplementary assessment is shown in the online Unit Catalogue.

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

The outcomes of failing a supplementary assessment are as follows:

- if you fail supplementary assessment in a DEU, you will fail the stage
- if you fail supplementary assessment in a non-DEU badly, you will fail the stage
- if you fail supplementary assessment in a non-DEU 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).

## **ACADEMIC APPEALS**

If you wish to submit a request for an academic appeal you should refer to Regulation 17 (Conduct of Student Academic Reviews and Appeals), which outlines the process and grounds for an appeal against formal Board of Studies decisions.

You are also strongly advised to read the online guidance on Appeals provided by the Academic Registry.

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

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

## CORE UNIVERSITY INFORMATION

### UNIVERSITY REGULATIONS FOR STUDENTS

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

For a link to the full Regulations for Students, see **Important Links and Information** in this Handbook.

### ACCESSING UNIVERSITY EMAIL

You will need to use your University username and password to access your University email account. Your username also forms your email address (**username@bath.ac.uk**).

The University will often communicate with you about a range of important matters requiring action from you, including registration, assessment, degree ceremonies, and matters such as tuition fees, via your University email account. It is a University regulation that you access your University email account regularly, even if you are out on placement or study abroad.

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

*To increase the security of your University account you will need to set up Multi Factor Authentication (MFA) so you can authenticate your identity and access your email.*

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

### STUDENTS' UNION MEMBERSHIP

All students registered with the University are automatically given membership of the Students' Union; however you have the right not to be a member. Information on opting out of this membership, and the Code of Practice for the Students' Union, are available online. Please refer to **Important Links and Information** in this Handbook.

### DATA PROTECTION

The University's Data Protection Policy and Guidelines on Data Protection may be accessed via the data protection website (see **Important Links and Information** in this Handbook).

### REGISTRATION STATUS

You will be asked to register online at the start of your programme of study and then to re-register at the start of every academic year thereafter until you have completed your programme. It is a requirement that you register when asked to do so, and failure to do so

may impact on your access to certain University facilities such as Moodle. Tuition fees for each academic year are payable at registration in full or in instalments.

Regulation 1.1 explains the requirement to register, regulation 1.5 explains that the University reserves the right to terminate the registration of continuing students who do not complete registration in accordance with Regulation 1.1. Regulations 2.4 and 2.10 explain the consequences of non-payment of tuition fees. Please refer to **Important Links and Information** in this Handbook.

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

Guidance and requirements on academic engagement for students who are Student visa holders, including the University's **Academic Engagement Monitoring Policy for Student visa holders**, and information on when and how to request an authorised absence, are available online. Please refer to **Important Links and Information** in this Handbook.

### **CHANGE IN YOUR CIRCUMSTANCES**

It is important to ensure that the University holds your correct, up-to-date, personal and academic details within SAMIS, the University's student records database. If you change your address – either your semester-time or home address – please update your details online (see **Important Links and Information** in this Handbook).

You can make changes to the data that we hold about your identity including your name, gender, title, and the pronouns you use. Please refer to **Important Links and Information** in this Handbook.

If you develop or if there is a change to your disability, impairment, long-term health condition or specific learning difficulty, please get in touch with our Disability Service for advice on the support you may be entitled to.

If you are ill or are likely to be ill for more than three days, you must notify your Director of Studies. Where you have a planned absence to undergo medical or surgical procedures that requires time off for more than three days, you can apply for a leave of absence from your Director of Studies. Your department can arrange in advance for time off study and may be able to consider other options.

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

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

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

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

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

### **DISSATISFACTION WITH A UNIVERSITY SERVICE OR FACILITY (COMPLAINTS)**

We want to ensure that, if you have a problem concerning the University, it is resolved as quickly as possible. The University is committed to continuing review and improvement, and seeks regular feedback from students. There are student representatives on the University's formal decision-making committees who can raise issues so that they can be dealt with promptly. The University is also committed to providing an environment within which students are encouraged to raise any matters of concern in an informal manner as soon as they arise. This often removes the need for formal complaints.

It is expected that most complaints can be resolved at an early stage by discussing the matter informally at a local level. If you have a problem concerning the University, you should bring the matter to the attention of an appropriate member of staff, who will aim to resolve it by informal discussion. If you have attempted to resolve matters informally but are not satisfied with the outcome, you may elect to proceed to the next stage by submitting a formal complaint. You may also submit a formal complaint if the issue involved is too complex or serious for informal resolution.

If you do need to make a complaint, there are procedures in place to deal with it, outlined in the University's **Student Complaints Procedure**. These procedures are designed to ensure that your complaint will be dealt with in good faith and that you will not be penalised for complaining.

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

The University recognises that making a complaint can be stressful. Students are therefore advised to seek advice and support before making a complaint, from Student Support and Safeguarding, or from the Students' Union Advice and Support Centre, whose advice is independent of the University.

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