



Student Handbook: University Information 2026/27

This handbook is available online or in alternative formats. Please contact academic-registry@bath.ac.uk if required.

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About this handbook

The handbook applies to students commencing studies in the 2026/27 academic year. It comprises three sections which should be read alongside each other:

1. **University information (this document)**
2. Department/Course information
3. your Course Specification

This documentation was provided to you at the beginning of the academic year or at the start of your studies. You are expected to familiarise yourself with the contents.

Your handbook signposts you to important services and information that you should be aware of whilst studying here at Bath. Please take your time to familiarise yourself with the University's expectations of you as a student, how the University will support you, and important information about your studies.

This document contains links to the standard University policies and procedures. You must also refer to your Department/Course information, where any non-standard practice and specific details will be explained.

Please note links are embedded in the title of each section or part of the applicable text.

Status

This handbook is available online and can be provided in alternative formats. Please contact [Academic Registry](#) if you need information in an alternative format.

The contents of this handbook are accurate at the time of publication, but information contained within may sometimes be subject to change after this handbook has been issued. **You will be informed of any changes, if there are any material changes to the information in this handbook.**

Section 1 – The University's expectations of students

Registering with the University

You must register before you start your course and will be asked to re-register on an annual basis, normally at the start of each subsequent academic year.

When you register, you are enrolled onto your course and become a student of the University. Re-registration confirms your continuing status as a student and ongoing enrolment over the duration of your course with continued access to University systems.

Registration allows you to check that the details we hold about you are correct, enables you to update your semester and home address as necessary, and pay any tuition fees which are applicable.

We will email you to remind you to register.

University Regulations for Students

All students 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:

- payment of fees
- attendance
- student conduct
- health, wellbeing and support for study
- assessment, progress in your studies and the award of your degree
- academic appeals

They also form part of the formal contract between you and the University. Please read them carefully as they contain important information.

Students' Union membership

All students registered with the University are automatically given membership of the SU (the Students' Union); however, you have the option to subsequently opt out of membership. Information about your membership and how to opt-out is available online: [Code of Practice for the Students' Union](#).

Attendance

All students

You are normally expected to attend all scheduled in person and online teaching and learning activities set out in your academic timetable, and all assessments as required by your course, including examinations during assessment and/or re-assessment periods.

Detailed dates for the current academic year, including assessment (exam) periods are set out in the [academic year chart](#).

If you're unexpectedly absent for personal reasons (like being unwell) and your absence lasts, or is likely to last, more than three working days, please contact your academic department. Information on who you should contact and how to get in touch with them can be found in your Department/School handbook.

If you know in advance that you'll need a period of planned absence for longer than three working days off such as for a medical or surgical procedure, you should request permission in advance. Your department can support you with this and may also be able to consider alternative arrangements.

Student visa holders

If you are a student visa holder and need to be absent for longer than seven calendar days, you must request a period of authorised absence. More information about the University's [academic engagement monitoring policy for student visa holders](#) can be found on the University [website](#).

Accessing your University email

You will need to use your 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, via your University email account. **It is a requirement (Regulation for Students 1.3) that you access your university email account regularly, even if you are out on placement, study abroad, or in suspense.** You must 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 automatic email stating exactly when your account will be closed and what action you need to take before your account is closed and files are deleted. The email will give at least 30 days' notice.

Your student record

You are expected to make sure the University holds full, accurate and up to date personal and academic information as required by the University. You will also be prompted to check and update these as necessary during the registration process. You can view [the information we hold about you](#) and your studies in the central student record system known as SAMIS. You can use SAMIS to update and change:

- your address
- your telephone/mobile number(s)
- your personal email address

- any data we hold about your identity including name, gender, title, and the pronouns you use
- [your emergency contact and Trusted Contact details](#)

You can also use SAMIS to request and generate documents such as a self-service transcript and a self-service proof of student status letter once you have registered.

Adjustments to your learning

If you feel you need adjustments to be made to your learning due to a disability, long term health condition, or Specific Learning Difficulty (SpLD), you can speak to your Academic Advisor or Director of Studies, or [contact the Disability Service](#), ideally as soon as possible.

Change in academic circumstances

If you are considering suspending your studies, transferring from one course to another, or withdrawing from your course, please discuss your situation with your Academic Advisor or Director of Studies in the first instance.

Suspending your studies

If you need to take a formal break from your studies, you can apply to suspend for personal reasons, usually for a period of up to 12 months. Suspension may also be required by the University for academic or other reasons. During this time, you won't be expected to attend, engage with your course, unless you're suspending to undertake supplementary assessment.

Requests for suspension for personal reasons are considered by your Director of Studies, who will work with you and in consultation with the relevant University support services to plan your return, how you will be supported, and any conditions for return you may need to meet.

The [guide to suspending your studies](#) includes advice on academic considerations, money, funding and specific advice if you are an international student as you have additional restrictions because of your visa status.

We review and update our courses periodically. If you choose to suspend your studies and re-join your course in the following year, you may experience some changes to the content and structure of the course. In some cases, it may be necessary to restart the year of study to ensure the best possible student experience. Your Director of Studies will advise you on the implications of suspending.

Dignity & Respect

The University is fully committed to fostering a working and learning environment that promotes inclusion, equality, diversity and accessibility. We believe in treating every individual with [dignity and respect](#). We value difference, celebrate diversity and strive to build a community founded on kindness, care and empathy. Behaviours that undermine a

person's dignity, wellbeing, or sense of belonging have no place in our community. The University will take any allegation of unacceptable behaviour extremely seriously.

Harassment and sexual misconduct

We're committed to a working and learning environment which is supportive and free from [discrimination, harassment, bullying and victimisation](#).

Student Conduct

The University has clear expectations of the behaviour of its students and will take [disciplinary action](#) to address reports of inappropriate behaviour or misconduct.

Section 2 - What you can expect from the University to support you

Services to support you during your time at university

Library

The [University Library](#) provides a wide range of resources to support you in your studies, including the print and electronic books and journals you need, a wide range of specialist databases for every subject, and individual and group study spaces across all floors. Our specialist Subject Librarians provide one-to-one help and support, teaching sessions and guidance on library resources, services and information skills. You can explore our full range of services and resources via our short, self-paced [Library induction guide](#).

Skills Centre

The [Skills Centre](#) provides academic, mathematics, language and digital skills support and enhancement, for your studies and future employment.

Student Support

Find [support and guidance](#) including:

- [Student Support Advice](#) provide practical support and advice and can help you access a range of services including mental health and wellbeing support
- [University Medical Centre](#)
- [Disability Service](#)
- [Student Money Advice](#)
- [International Support Service](#)

Engagement Monitoring for Student Wellbeing

As part of our work to support student wellbeing and progress, academic departments [look at your online engagement data](#) at different times during Semesters 1 and 2. You might be contacted by your [Director of Studies](#), Academic Advisor, or Student Experience Officer/Student Support Officer if it looks like you haven't engaged recently. Don't worry, this is simply so they can discuss how you are getting on, and any difficulties you may be having, and provide advice and support.

Academic Advisor

When you join the University, you are assigned an academic staff member as [Academic Advisor](#). They will act as a personalised point of contact within your department, supporting your transition, your academic and personal development. You will find further information on the role of the Academic Advisor in your Department/Course Handbook.

Students' Union Advice and Support Service

The Students' Union provides [advice and support](#) for all aspects of student life, including academic matters, housing, and personal issues. Information is available online and through professional advisors, who can offer confidential, independent, and non-judgemental information, advice, and support.

Careers

The [Careers Team](#) can offer you information, advice, and support. They can advise you on opportunities you may have right now, help you develop your employability and if you are not sure what you want to do, help clarify your career thinking and make plans to achieve your goals.

Digital, Data and Technology (DDaT)

[DDaT](#) support teaching, learning, research and corporate services using secure, reliable and accessible IT services. You can access immediate IT and audio-visual support through the [Self-Service Portal](#), which offers comprehensive self-help guides, tutorials, and troubleshooting instructions. Available 24/7, these resources assist with a wide range of common IT and AV tasks and issues.

Campus Security

The University's [Security team](#) is available to help 24 hours a day, seven days a week, throughout the whole year, at all University sites on and off campus. You can use the free [SafeZone app](#) to contact security, get updates in an emergency situation and it can help you meet academic engagement monitoring requirements if you are a visa holder.

University processes and policies to support you during your time at University

Dealing with a problem involving the University

The University is committed to providing an environment within which you are encouraged to raise any matters of concern in an informal manner as soon as they arise.

Support and report tool

You can report discrimination, sexual misconduct, harassment, bullying or any unwanted behaviour [by using this tool](#). You can report anonymously or get support from an adviser.

Complaints

If you need to make a complaint, the [policy and procedures](#) in place to deal with student complaints are designed to ensure that your complaint will be dealt with in good faith and that you will not be penalised for complaining. The University recognises that making a complaint can be stressful. You are therefore advised to seek advice and support before making a complaint, either from [Student Support](#), or the [Students' Union Advice and Support Centre](#) whose advice is independent of the University.

Appealing against a decision of the University

You are entitled to appeal against an outcome or a decision taken by the University during your studies. Independent advice about appeals is offered by the Students' Union Advice and Support Centre.

Decisions that you can appeal against include:

- a Board of Studies decision about academic outcomes such as your suitability to progress from one stage of your course to the next, your award decision or classification (known as an [Academic Appeal](#))
- An outcome in relation to one of the following policies and procedures:
 - Student Regulation 7 and the Student Conduct Procedure
 - The Health Wellbeing and Support for Study Policy
 - The Fitness to Practise Policy
 - The Dignity and Respect Policy – Student Respondents only
 - The Student Complaints Policy
 - The Student Precautionary Measures Policy

Further information can be found in [Student Appeals Policy](#).

Sustainability at Bath

Would you like to develop the knowledge, skills and confidence to take meaningful action throughout your time at Bath? Find out how you can get involved with [sustainability action at the University of Bath](#) where we take a [whole-institution approach](#) that includes:

- researching solutions to tackle climate change and sustainability challenges
- providing education to empower you to lead change now and when you graduate
- reducing the environmental footprint of the University
- forging partnerships to bring wider transformation for a sustainable future for people and the planet

Data Protection

The University adheres to [Data Protection legislation](#).

All users of your information must comply with the UK Data Protection Act 2018, which is the UK's implementation of the EU's General Data Protection Regulation (GDPR) and other applicable data protection legislation.

Support, equality, diversity and inclusion

The following set out the support, advice, and resources available:

- [Assistive Technology](#)
- [Students with disabilities, long-term illness, and specific learning difficulties](#)
- [Pregnancy and maternity](#)
- [Care-leavers](#)
- [Estranged students](#)
- [University of Bath's commitment to supporting care leavers, care experienced, and estranged students](#)

- [Students who are a Refugee or an Asylum Seeker](#)
- [Students with Caring Responsibilities \(Young Adult Carer\)](#)

Section 3 - Important information about your studies

Learning and teaching

You can find information on the delivery of your course in:

- teaching timetable via [MyTimetable](#)
- [course and unit catalogues](#)
- Course Specification

Please refer to your Department Information for specific links and information.

Your Course Specification sets out the structure of your course including the status of each unit and any specific regulations regarding your academic progress or the award of the degree. **You are expected to familiarise yourself with this information.**

The University has mechanisms in place to assure the quality and standard of your course. You can find further information on the policies and procedures described below in the [Quality Assurance Code of Practice](#).

How your course is reviewed and monitored

The University [monitors](#) and [reviews](#) your course through ongoing examination of key indicators, to include student feedback, course data and External Examiner reports for example.

Student representation

The University's [mechanisms for student representation](#) are designed to enable you to engage with quality management processes and to be an active partner in its aim to continually improve the learning and teaching experience. The [main ways in which your feedback will be sought](#) will be through:

- Staff/Student Liaison Committees (SSLCs): [Supporting student engagement](#)
- surveys and evaluations
- Students' Union: [Academic and Faculty Reps](#)

Course and unit changes

All [course 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. Changes can be made for a number of reasons. For example, they could be aimed at enhancing your learning experience, following student feedback, or in response to accrediting body requirements. **If any proposed changes will affect you, you'll be consulted about them, either via your Staff/Student Liaison Committee or directly, depending on the nature of the change.**

Additional course-related costs

Please be aware that some courses will have additional course related costs, such as field trips, equipment, materials etc. For more information about costs associated with your course please refer to your Course Specification. If you are going on placement or studying

abroad, please read the information on the website about [planning your finances](#), including loans, other funding support, paying taxes, [budgeting](#) and other tips.

Assessment regulations

[Assessment Regulations](#) set out the rules for your course including how the University governs your outcomes, progression requirements, what happens if you fail, award eligibility, and how your degree classification is calculated. The assessment regulations should be read in conjunction with your Course Specification which sets out key information about your course. **You are expected to familiarise yourself with these documents.**

[You can find more guidance on assessment arrangements on our website.](#)

If you have any questions about the assessment regulations or guidance, please contact your [Director of Studies](#) in the first instance.

Assessment processes

The QA Code of Practice covers principles and procedures relating to:

- [assessment deadlines, extensions, late submission, and penalties](#) (your Department handbook will provide more specific details on this)
- [assessment design, and setting](#)
- [marking, moderation, and feedback](#)
- [Boards of Examiners, the role of the External Examiner and how your results are considered](#)

Exam guidance

The University seeks to ensure that the arrangements for its formal exams are appropriate to the high academic standards of its teaching and that the exam experience for all students is fair and consistent. You should familiarise yourself with [Rule 2](#) that governs all formal exams.

You can access further support and information via the [Exams and Assessments webpage](#).

Academic Integrity

The University's principles regarding [academic integrity](#) and its expectations of students are outlined in [Regulations for Students 15: Assessment of Undergraduate and Taught Postgraduate Courses](#). Beyond this 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.

You will be unable to progress beyond the next progression point in your studies until you 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.

Please note some of your data is retained when you submit your assessment to the [Similarity Checking Service](#).

Academic Misconduct

Academic misconduct is:

- any action by a student which gives or has the potential to give an unfair advantage in an examination or assessment
- any action by a student which might assist someone else to gain an unfair advantage
- any action by a student likely to undermine the integrity essential to scholarship and research.

Any student who is found to have used unfair means and therefore committed an assessment offence will be penalised. Examples of different types of potential offence are listed in [Regulations for Students 19: Conduct of Investigations into Academic Misconduct](#). Penalties for offences depend upon the severity but may include failure of the assessment, unit, or part of a degree. **You are expected to familiarise yourself with the information available about academic misconduct.**

If you are suspected of an assessment offence, the [Students' Union's advice](#) service is available to support you. You have the right to appeal against the outcome of the investigation.

Individual mitigating circumstances (IMCs)

The University acknowledges that you may experience circumstances that disrupt an assessment attempt or performance. Submitting an [IMC claim](#) allows you to report any conditions which prevented you from taking assessments or significantly impaired your performance. If accepted, an IMC recognises that your assessment was affected.

You are expected to familiarise yourself with the information available about IMCs including the process for submission, timescales, what additional evidence may be helpful, how claims are considered and what can (and cannot) happen if a claim is accepted as valid.

Section 4 - Health and Safety

First aid and emergencies

University Security is available 24 hours a day, 7 days a week, all year round across campus and in the city. All security officers are first aid and Mental Health First Aid trained and act as first responders in emergencies.

If you or someone nearby is injured or becomes unwell:

- contact your departmental first aider, or
- call Security on **01225 385349** (mobile) or **666** (internal phone)

You can also contact Security using the [SafeZone App](#).

Security staff manage and maintain the University's defibrillators.

Reporting accidents and incidents

It's important to report all incidents and near misses to the University Safety, Health and Wellbeing (SHEW) team via the [Report a Problem](#) tab on the homepage on the University website as soon as possible after the event.

Fire Safety

We take the risk of fire very seriously at the University. As a new student, it's important you know what to do in the event of a fire. Please make time to walk around your building and familiarise yourself with:

- where the call points are in your department
- where the emergency exits are.

Fire extinguishers

Fire extinguishers are for use by trained staff only. Students are **not expected** to tackle fires. Only use an extinguisher if you are trained and confident. Never put yourself or others at risk. If in doubt:

- raise the fire alarm
- leave the building using the nearest exit

Evacuation

In the event of a fire or other emergency, those who can evacuate themselves should do so and make their way out of the building using the nearest available exit. Please do not stop to collect personal belongings or do anything else that might put you or anyone else at risk. You should then go to the designated [Fire Assembly Point](#) for your building and await further instructions from security.

If you have a Disability Access Plan, and as a result of your disability or condition have difficulties evacuating during an emergency, where relevant, the Student Services disability team will arrange for your department to work with you to complete a Personal Emergency Evacuation Plan (PEEP). If you live in student accommodation, ResLife will be informed that you need support and will develop a PEEP specifically for your residence. Your PEEP will outline how you will be safely evacuated in the event of an emergency.

Invacuation

Invacuation is the opposite to evacuation. Rather than leaving the building, an invacuation requires you to find refuge inside a building during an emergency. Invacuations are rare. However, in the event of an emergency or other situation where we believe people would be safer being indoors rather than being outside on campus, an invacuation alert will be sent out.

Invacuation alerts will be sent out to all on-site networked computers. Messages will also appear on electronic screens. If you are signed up to the [SafeZone app](#), you will also receive an SMS message to your phone.