



Student Handbook: University Information 2023/24

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

Your handbook for academic year 2023/24 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. 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 for ease.

Status

This handbook is available online and can be provided in alternative formats. [Please contact Academic Registry](#).

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 and issued with a revised version, 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 at the start of every academic year to re-confirm your status as a student of the University, to make sure that you can use University facilities, get into buildings around campus and start your studies. We will email you in September to remind you to do this.

[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
- student conduct and discipline
- fitness to study
- academic appeals
- attendance
- progress in your studies and the award of your degree (assessment regulations)

They also form part of the formal contract between you and the University. You are strongly advised to read them carefully as they contain important information.

[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.

[Attendance](#)

All students

Students are expected to be in attendance for all study and assessment days and participate in all scheduled learning and teaching activities required by your course.

If you are ill or are likely to be ill for more than three days your Department handbook will contain information on who you should contact and how to do this.

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. Your department can arrange in advance for time off study and may be able to consider other options.

Student visa holders

If you are a visa holder the University provides information about the current [academic engagement monitoring policy and process](#), including how to request an authorised absence.

[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 1.3) that you access your University email account regularly, even if you are out on placement or study abroad.** 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 email stating exactly when your account will be closed. The email will give at least 30 days' notice.

[Your student record](#)

You are expected to make sure the University holds your correct, up-to-date, personal, and academic details. You will also be prompted to check these during the registration process. You can view 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 number(s)
- your personal email address
- any data we hold about your identity including name, gender, title, and the pronouns you use

You can also use SAMIS to request and generate documents such as a transcript.

[Change in your health or abilities](#)

If you develop, or there is a change to, a disability, impairment, long-term health condition or specific learning difficulty, our Disability Service can provide advice on the support you may be entitled to.

[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 Personal Tutor or Director of Studies in the first instance.

The [guide to suspending studies](#) includes advice on academic considerations, money, and funding and for international students.

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 an inclusive and supportive environment characterised by mutual respect. Behaviour which contravenes this will not be tolerated, and the University will take any allegation of inappropriate behaviour extremely seriously.

[Student conduct](#)

The University has clear expectations of the behaviour of its students and will take disciplinary action to address inappropriate behaviour or 'misconduct' which doesn't meet these.

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

Services to support you during your time at University

[The Library](#)

The University Library provides a wide range of resources to support you in your studies, including print and electronic books and journals and a large range of specialist databases for every subject.

[Skills Centre](#)

The Skills Centre provides academic, mathematics, language and digital skills support and enhancement, for your studies and future employment.

[Student Support and Safeguarding](#)

Find support and guidance including:

- health, [mental health](#) and wellbeing
- [University Medical Centre](#)
- disability support
- [student money advice](#)
- international student advice
- complaints ([see below](#))

[Personal tutoring](#)

When you join the University, you are assigned a Personal Tutor who is a member of academic staff. They will act as a personalised point of contact within your department, supporting your academic and personal development.

[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 Service can offer you information, advice, and support. They can advise you on opportunities you may have right now, help you develop skills and if you are not sure what you want to do, help clarify your career thinking.

[DDaT \(Digital, Data and Technology and computing facilities\)](#)

DDaT support teaching, learning, research, and corporate services using secure, reliable, and accessible IT services. Self-Help guides, a Self-Service portal, the IT Shop, and staff are available to help you with your IT needs.

[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.

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 students are encouraged to raise any matters of concern in an informal manner as soon as they arise.

[Support and report tool](#)

All students can report discrimination, misconduct, harassment, or assault 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 it 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. 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.

[Appealing against a decision of the University](#)

You are entitled to appeal the outcome of decisions the University takes 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 marks, your award decision or classification, (known as an Academic Appeal)
- student disciplinary outcome
- assessment offence outcome
- expulsion from the University

[Climate Action](#)

Would you like to save money, build your community, improve health and wellbeing and help the planet? Find out how you can get involved with climate action at the University of Bath where we take a whole-institution approach that includes:

- researching solutions to tackle the climate emergency
- 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 in response to the climate emergency

[Data Protection](#)

The University adheres to Data Protection legislation, including GDPR.

[Support, equality, diversity and inclusion policies and procedures](#)

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](#)
- [students from a refugee background](#)
- [student who are carers](#)

Section 3 - Important information about your studies

Learning and teaching

You will be provided with access to the following to inform your learning and teaching experience. Please refer to your Department handbook for specific links and information:

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

Your course specification will set 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.**

How your course is reviewed and monitored

The University monitors your course through ongoing examination of key indicators, for example, student feedback, course data and External Examiner reports. [QA51](#) and [QA13](#) set out the policies and processes your department adopts to ensure high academic quality and standards are maintained.

Student representation

The University's mechanisms for student representation are designed to enable students to engage with quality management processes ([QA48](#)) 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) ([Academic and Faculty Reps](#))
- surveys and evaluations
- [the Students' Union](#)

Course and unit changes

All course and unit changes are managed through formal University processes ([QA4](#)). 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. **Students who would be affected by any proposed changes are consulted about them, either via their 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 the course specification document.

Assessment processes

[QA16](#) outlines the principles and procedures relating to the design, setting, marking, and monitoring of assessment and feedback practice. [QA35](#) outlines the assessment procedures for all taught programmes of study. Procedures mentioned include:

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

Academic Registry have provided a [summary of assessment guidance for students](#).

Exam guidance

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

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

[Understanding assessment regulations](#)

Assessment Regulations set out the rules for your course including how the University governs your outcomes, progression requirements and what happens if you fail, award eligibility and how your 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 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.

[Academic Integrity](#)

The University's principles regarding academic integrity and its expectations of students are outlined in [QA53 Examination and Assessment Offences](#). 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.

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.

Please note some data is retained when you submit your assessment to the Plagiarism Detective Service, please read the full [Data Protection Statement](#).

Committing an offence

Academic misconduct is 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. Examples of different types of potential offence are listed in [QA53](#). Penalties for offences depend upon the severity but may include failure of the assessment, unit, or part of a degree. **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.

[Individual mitigating circumstances \(IMCs\)](#)

The University acknowledges that you may experience circumstances that disrupt your 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, the evidence requirements, how claims are considered and what can (and cannot) happen if a claim is accepted as valid.