



UNIVERSITY OF
BATH

Faculty of Science

Department of Computer Science

MSc in Artificial Intelligence

Course Handbook

4 September 2023 cohort



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ABOUT THIS HANDBOOK

This Handbook is intended for all students commencing the Online MSc Artificial Intelligence on 4 September 2023, 2023/4 academic year.

Please note that the contents of this Handbook are accurate at the time of publication (7 August 2023) but information 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. For further information about unit and course changes, see the [Unit and courses changes](#) section in this Handbook.

While this Handbook signposts information about [regulations for students](#), it does not have regulatory status itself, and the Regulations available online (Regulations for Students: <https://www.bath.ac.uk/publications/regulations-for-students-2023-24/> and Assessment Regulations for postgraduate online courses <https://www.bath.ac.uk/corporate-information/assessment-regulations-for-postgraduate-online-courses/>) are the most up-to-date and take precedence over the contents of this Handbook.

If in doubt about what applies to you, or if your circumstances change (for example if you are returning from a suspension of study, or transferring to a different course) please contact your Student Support Coordinator for advice.

When you registered with the University you agreed to access and read this course handbook.

WELCOME

Welcome to the University of Bath!

Your course is delivered by the Department of Computer Science within the Faculty of Science.

<https://www.bath.ac.uk/faculties/faculty-of-science/>

THE FACULTY OF SCIENCE

The Faculty of Science is one of three Faculties and one School in the University

<http://www.bath.ac.uk/departments>

The Faculty comprises six departments:

Biology and Biochemistry, Chemistry, Computer Science, Mathematical Science, Pharmacy and Pharmacology and Physics.

THE DEPARTMENT OF COMPUTER SCIENCE



Welcome to the Department of Computer Science. We hope that you will have an enjoyable and worthwhile time with us. Please take some time to read through this handbook and familiarise yourself with the contents.

In this handbook we highlight and summarise key information that most students need to know. It will often point to other information sources, which contain more detail for those who need it.

Dr Hongping Cai, Director of Studies

RESEARCH AREAS OF THE DEPARTMENT

The Department prides itself on a range of interdisciplinary research with a strong theoretical basis. Our work is concerned with systems-wide issues in computer science ranging from mathematical foundations through visual and cognitive processes to artificial intelligence, human-centred design and collaborative systems

Our academic staff have various disciplinary backgrounds and collaborate widely with researchers in other disciplines (including engineering, mathematics, social sciences, policy research and psychology) both local, national and international.

Although there are many connections between the themes, our main research themes are:

- Artificial Intelligence
- Human-Computer Interaction
- Mathematical Foundations of Computation
- Visual Computing

COMPUTING RESOURCES

The following sections provide you with further information on how you can use your computer to access the University's facilities whilst you study.

Operating Systems

The academic staff within the Department of Computer Science make use of a variety of operating systems and software, depending on personal preference - Windows, MacOS, and Linux. The university has a site-licence for a number of Windows software packages. More details on these can be found on:

<https://www.bath.ac.uk/professional-services/digital-data-and-technology/>

Your Online Environment - Engage

Your course of study is delivered in an online learning environment called Engage.

Engage is a versatile and immersive online platform that will enable you to enjoy a varied learning experience. As you progress through your study units, you will be required to complete tasks in a wide variety of formats. These could include:

- Discussion forums
- Group and individual presentations
- Audiovisual recordings
- ePortfolio tasks
- Interactive tasks

Technical Requirements

There are specific technical requirements for using the Engage online learning environment. The following table lists the minimum hardware and software requirements for using the Engage. Details of any additional software requirements will be provided by your course team in your individual course and module pages.

Productivity Software/Microsoft Office

Because course units may feature content created using Microsoft Office programs such as Word, PowerPoint, and Excel, it is highly recommended that you use this. You can install Microsoft Office 365 ProPlus for free on up to five personal devices for the duration of your studies at the University. To find out more about the computing services the University offers and to get your free University software, visit the Digital, Data & Technology webpages.

Further information

Digital, Data & Technology: <https://www.bath.ac.uk/professional-services/digital-data-and-technology/>

Digital, Data & Technology IT software: <https://www.bath.ac.uk/guides/getting-it-software/>

KEY CONTACTS / YOUR STUDENT SUPPORT TEAM

You have a team of people who will support you through your course. Their roles are summarised below.

Student Support Coordinator (SSC)

Your Student Support Coordinators (SSCs) are the first point of contact for all queries and concerns throughout your course. Their role is to help you navigate the University's policies and procedures and can put you in touch with the person(s) responsible for your needs. Your SSC will try to keep in regular contact with you, checking in if you have not logged into Engage for a while or submitted work when expected.

Types of queries that they will be happy to help you with include:

- Learning plan including unit running order and unit availability
- Extensions and study breaks procedures
- Suspension of study
- Locating information on Engage
- Accessing your electronic resources
- Course questions
- Questions on unit fees and payment

Your SSC is available during normal UK office hours (typically 9am to 5pm GMT Monday –Thursday and 9am to 4pm Friday) to discuss any issues that are not related to academic practice but are equally important to you in relation to your study.

You can contact your SSC by email: onlinestudentsupport@bath.ac.uk or by phone: +44 (0) 1225 738 000 (extension 2)

Online Teaching Fellow/Academic (OTF)

For each unit you study there will be an academic member of staff who will lead the unit delivery. The academic is called the Online Teaching Fellow or Online Teaching Academic (OTF refers to either).

The Online Teaching Fellow/Academic will conduct seminars, discussions, guide you through the learning activities and assessments as necessary and will carry out the assessments, giving you feedback as appropriate regarding the assessment. They can help with academic issues, for example if you need more help in understanding a particular concept, and if you need advice about a particular assessment.

You will get to know the names of the OTFs as you enrol on the units.

Director of Studies (DoS)

The Director of Studies has overall responsibility for your course. Your Director of Studies is Dr Hongping Cai.

Dr Cai is the person that will authorise extensions if you need more time on an assignment. She reports on student performance to official University committees like Boards of Examiners. She is also the person who will help resolve issues that have not been able to be resolved by the SSC and/or OTF.

Technical Support

As an online student you will have access to a Technical Support team for technical help and support. The Technical Support team is available 24 hours per day, 7 days a week, 365 days a year.

If you experience technical difficulties with Engage, the technical support team will assist you with your specific issue, which may include:

- IT problems
- Resetting your password
- Broken links
- Guidance on how to upload an assignment
- Guidance on posting in a discussion forum
- Guidance on how to save your assignment in Word

To contact the technical support team, please email: Bath@support.edu.help or call +44 (0) 1225 738 000, Ext 2

Online Programmes Team - Learning Partnerships Office (LPO)

The Online Programmes Team, within Learning Partnerships Office (LPO), works with Faculties/the School and Professional Services departments across the University to oversee and manage all aspects of the student and programme administration associated with the Online Masters courses. The team is responsible, amongst other things, for managing the tracking of student progress including study breaks and learning plans; the Boards of Examiners where student results are presented and other quality processes to ensure a consistent approach across the University for all of the Online Masters courses. We work closely with your Student Support Coordinator, Online Teaching Fellow/Academics and Director of Studies and other key Services at the University to support the Online Masters courses.

YOUR COURSE

EDUCATIONAL AIMS: MSC ARTIFICIAL INTELLIGENCE

The key educational aim is to equip you with the core knowledge and skillset that is required to undertake a career in AI (across a broad employer base), or to progress into a research role in the field. Delivery is focused on providing the most relevant knowledge in three key areas – scientific foundations, analytic methodology, and software technology.

LEARNING OUTCOMES: MSC ARTIFICIAL INTELLIGENCE

Knowledge & Understanding

By the end of the Postgraduate Diploma (PGDip) and Certificate (PGCert)* students will be able to:

- explain the core underlying statistical context that applies to the processing and modelling of data;
- implement low-level data science functionality in a relevant programming language;
- apply a range of modern analytic methodologies, notably machine learning and statistical techniques, using relevant software libraries;
- describe and demonstrate the processes involved in the effective practice of data science and statistics, from initial data handling through to presentation of output.

Graduating **MSc** students will also be able to:

- undertake an individual innovative (research or developmental) project and complete it to a professional standard;
- understand and show critical awareness of the current state and future directions of technological advances.

Intellectual Skills

By the end of the PG Diploma and Certificate* students will:

- demonstrate understanding of essential facts, concepts, principles and theories relating to Artificial Intelligence, and their relationship to one another;
- apply the fundamental concepts and principles of Artificial Intelligence to the solution of engineering and computer science problems in both familiar and in complex and unpredictable professional environments;
- integrate and critically evaluate information and data from a variety of sources in order to gain a coherent understanding of theory and practice;
- demonstrate an ability to engage in a peer review process that involves the critical review of papers, software and proposals, coupled with positive advice for improvement;
- critically analyse and evaluate existing systems and approaches to solving problems.

Graduating **MSc** students will also be able to:

- critically analyse, evaluate and reflect upon own contributions;
- define safe and valid solutions to problems in AI and undertake research and/or development in a particular area of the discipline.

Professional Practical Skills

By the end of the course PG Diploma and Certificate* students will be able to:

- employ a range of established and new techniques to review and critically analyse information concerning theoretical and practical problems in the context of AI, and to propose and implement solutions in a professional manner;
- understand and apply relevant ethical, legal and professional standards including an awareness of relevant regulatory requirements governing professional activities in the context of AI;
- work effectively as part of a team in the analysis, design and development of software-based systems;
- consider alternative models of problems and apply practical and theoretical understanding to select appropriate, possibly innovative, solutions;
- present succinctly rational and reasoned arguments using appropriate conceptual tools to address a given problem;

Graduating **MSc** students will also be able to:

- undertake project work demonstrating a significant degree of individual initiative in both its specification and organisation.

Transferable/Key Skills

By the end of the course PG Diploma and Certificate* students will be able to:

- utilise directed problem solving and analytical skills in a wide variety of practical situations;
- undertake decision making and evaluation in complex situations;
- work effectively as part of a team and appreciate the key roles involved;
- acquire skills and information needed for continuing professional development;
- manage small-medium sized projects with resource and time constraints;
- manage one's own learning and development including time management and organisational skills;
- evaluate systems in terms of general and specific quality attributes and the possible trade-offs within a given problem.

Graduating **MSc** students will also be able to:

- manage a larger software/research project to completion
- undertake critical assessment of their own work

** As all units are at level 7, the differences between PGCert and PGDip are in terms of breadth of knowledge, whilst the differences between the PGDip and the MSc is in the ability to undertake an independent case study/policy evaluation*

COURSE STRUCTURE

The course is structured with units being delivered sequentially in four phases. Phase 1 involves the development of core principles to enable their application. Phase 2 introduces application of the principles to different environments. Phase 3 has two pathways with students able to follow a General Pathway which is about AI in context, while the Technical Pathway enables students to study the technical aspects of AI in depth. Phase 4 is the dissertation phase. You will need to have taken and completed each unit in a phase before proceeding to the next phase.

The order of units in the [Course Description](#) forms your initial Learning Contract (a form of personal study plan). If you take a [study break or suspend studies](#) then the sequence with which you study units subsequently will change and a new Learning Contract (personal study plan) will be agreed with you to document how you might complete the course within the permitted timeframe (see section: [Changes in your Circumstances](#)).

All units have a credit value and the total credits for your course are 180. The credits are called Credit Accumulation Transfer Scheme (CATS), in the UK and are equivalent to 10 notional hours of study per one CATS credit. Phase 1 carries 30 credits, Phase 2 carries 50 credits, phase 3 carries 30 credits and phase 4 carries 70 credits. Notional study hours includes engaging with the online material, independent reading and study, and preparing for and taking assessment.

The course does not follow the traditional Academic Year structure. Most units are of 10 CATS credit value and are studied in an eight week block or term. There are six units delivered in a calendar year meaning 48 weeks study per year, with four non-study weeks. Study breaks are possible (see section: [Changes in your Circumstances](#)).

If you leave the University early, without completing your course, you may be eligible for an exit award. There are stopping-off points at PG Certificate (60 credits) and PG Diploma (120 credits).

Registration Period

The maximum registration period for you on your course is five years, unless you formally suspend your studies (see section: [Changes in your Circumstances](#)). The maximum period of suspension allowed is 12 months.

It is expected that most students will complete in three years.

The minimum duration of the course is 2 years and 3 months; possible if there are no study breaks, no periods of suspension and the project is completed in the minimum time period. You may take between 3 and 12 months to submit the 60 credit project. Regardless of the time taken, the support available to you and the expectations of the project remain the same. Therefore, if you choose to complete the project within a short time period then it is expected that you will need to spend significantly more hours per week on the project. For example, completing a 60 credit project in 3 months would equate to over 40 hours a week in study hours.

If you have UK or EU fee status you may be eligible to apply for a postgraduate loan from the UK government. Please note however that taking longer than (or less than) 3 years to complete your course will

impact your loan eligibility. For further advice contact your SSC in the first instance.

Course Description: MSc Artificial Intelligence

Course code	TSCM – VDM0002 MSc Artificial Intelligence
Course title	MSc Artificial Intelligence
Award type	Master of Science
Award title	MSc in Artificial Intelligence
Mode of Attendance	Online
Length	Part time Standard minimum duration: 2 years 3 months Maximum duration: 5 years
State any designated alternative course(s)	<i>Exit awards:</i> PG Certificate PG Diploma
Approving body and date of approval	Senate 5 February 2020

MSc Artificial Intelligence (for implementation with effect from 2022/3)

	Unit code	Unit title	Unit status	Credits	Taught, or Dissertation/ project credits	Notes
Phase 1	CM500324	Principles of Programming for Artificial Intelligence	Core	10	TSC	Must always be studied as first unit
	CM500325	Mathematics for Artificial Intelligence	Core	10	TSC	Must always be studied as second unit
	CM800326	Foundations of Artificial intelligence	Core	10	TSC	Must always be studied as third unit
Phase 2	CM500329	Applications of Artificial Intelligence	Core	10	TSC	
	CM500330	Humans and Intelligent Machines	Core	10	TSC	
	CM500328	Introduction to NLP	Core	10	TSC	
	CM500327	Artificial Intelligence Systems Engineering	Core	10	TSC	
	CM500331	Further Artificial Intelligence	Core	10	TSC	
Phase 3 General Pathway	CM500332	Machine Learning	Option	10	TSC	Must always be studied first
	CM500333	Artificial Intelligence as a Social and Political Practice	Option	10	TSC	Must always be studied second
	CM500334	Robotics	Option	10	TSC	Must always be studied third

Phase 3 Technical Pathway	CM500335	Foundations and Frontiers of Machine Learning	Option	10	TSC	Must always be studied first
	CM500336	Reinforcement Learning	Option	10	TSC	Must always be studied second
	CM500337	Robotics and Machine Vision	Option	10	TSC	Must always be studied third
Phase 4	CM500338	Research Seminar and Project Preparation	Core	10	DPC	Must be studied before Dissertation
	CM500339	Dissertation	Core	60	DPC	
				180		

Decision references (See section: [Assessment Regulations](#) for further information)

NFAAR-PGOLC decisions reference

See **NFAAR-PGOLC** information at: <http://www.bath.ac.uk/corporate-information/assessment-regulations-for-postgraduate-online-courses>

NFAAR-PGOLC, **Appendix 4: PG online study to Master award**

Unit and Course Information

You will find information about your course units on Engage in your Programme Hub. Please note that the content of the course descriptions are correct at the time of production of this Handbook and that courses and units may be subject to reasonable change (see section: [Unit and Course Changes](#)).

Further information

Current versions of unit descriptions are normally available via the Programme Hub in Engage:
<https://engage.bath.ac.uk/learn/courses.php>

Unit delivery schedule

The start dates for your units are available on Engage. For information on taking a study break and formal suspension see section: [Changes in your Circumstances](#).

FINANCE AND FEES

The University requires that you make full payment of your unit of study at least 7 days before the scheduled start date. Please be mindful that there may be a need to set earlier payment deadlines, for example around UK national holidays at Christmas and Easter. You will be informed of any deadline changes via announcements in Engage. Access to online learning materials is subject to payment of the unit fee. The University reviews fees on an annual basis and so tuition fees are liable to increase each January. Fees for 2023 are set at £722 for a 10 credit unit. You should budget for an increase of up to a maximum of 5% each year.

Paying for your Dissertation Stage

The University recognises that as unit fees are structured by credit value the fee for the 60 credit project is a big commitment for students. To help manage this the fee payment requirement is split in to two equal instalments; the

first instalment will be payable in advance of the start of the dissertation/project, paid during the enrolment and payment window in advance of the unit start date. The second instalment will be due during the following enrolment and payment window period, which will be approximately 8 weeks later.

If you do not pay your second instalment you risk being removed from the unit and will not be able to submit your dissertation. Under the University's [regulations](#) you will not be eligible to receive your award unless all tuition fees have been settled. If you have any concerns about paying your fees please contact your SSC as soon as possible.

More information on the Dissertation Stage fee can be found in your Programme Hub.

Postgraduate Loan

If you have UK or EU fee status you may be eligible to apply for a postgraduate loan from the UK government. Please note however that taking longer than (or less than) 3 years to complete your course will impact your loan eligibility. For further advice contact your SSC in the first instance.

As per the Assessment Regulations for Postgraduate Online Courses, students are unable to progress with their studies should they have over 20 credits of failed units on record. Should a student incur 30 units or more of failure, academic progression is temporarily paused until all failed units have been attempted through re-assessment.

Please note that any forced pauses in study due to accumulated failure will count towards your maximum period of study. It is therefore very important to attempt any re-assessment work as soon as possible, to prevent a build up of failed units which may result in a temporary halt in your studies.

You can find further information regarding the Assessment Regulations for Postgraduate Online Courses here: [NFAAR-PGOLC \(bath.ac.uk\)](#)

Fee refunds

If you have paid the Tuition Fee and withdraw 7 days or less after the scheduled start date of the unit, you would be entitled to a refund of the tuition Fee amount paid for that unit. Refund requests must be made in writing to your Student Support Coordinator prior to day 7 of the unit.

You will not be entitled to a refund for the payment of units in which you remain enrolled beyond day 7 of the scheduled start date of the unit(s).

Withdrawal Date	Tuition Fee due
7 days or less after the Scheduled Start Date of the Unit	No Tuition Fee will be payable for that Unit, the Tuition Fee paid will be refunded
More than 7 days after the Scheduled Start Date of the Unit	Full Tuition Fee for that Unit will be payable and no refund will be provided

Further information

Full fee payment conditions, including implications of non-payment and fee refunds: [Terms and conditions for tuition fee payments for online courses \(bath.ac.uk\)](#)

Postgraduate loans for UK and EU students: <https://www.bath.ac.uk/guides/applying-for-a-postgraduate-loan/>

UNIT AND COURSE CHANGES

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

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

Students who would be affected by proposed changes are consulted about them.

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

- The accrediting body for a course may require changes to be made to it
- It may not be viable to run a particular optional unit in a given year because very few students select it.

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

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

HOW YOUR COURSE IS REVIEWED AND MONITORED

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

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

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

GENERAL INFORMATION

UNIVERSITY REGULATIONS FOR STUDENTS

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

Important information

The full Regulations for Students can be found at: <https://www.bath.ac.uk/publications/regulations-for-students-2023-24/>

REGISTRATION STATUS

Note that only registered students may use the University's facilities, such as email, Engage and the Library.

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

Regulation 1.1 explains the requirement to register Regulations 2.4 and 2.10 explain the consequences of non- payment of tuition fees: <https://www.bath.ac.uk/publications/regulations-for-students-2023-24/>

CHANGES IN YOUR CIRCUMSTANCES

Personal Details

You must ensure that the University holds your correct, up-to-date, personal and academic details within SAMiS. If you change your address ensure that you update your details online at: <https://samis.bath.ac.uk/>.

If you change your name, you will need to provide valid proof of the change. Please speak to your Student Support Coordinator (SSC) in the first instance for advice on how to do this.

Attendance

It is a University Regulation (3.1) that you participate regularly in the learning activities; if circumstances are such that you are not able to do so, then please contact your SSC to discuss your situation and agree an appropriate course of action.

Study Breaks

If you are considering taking a study break, suspending your studies, transferring to another course, or withdrawing from your course, please discuss your situation with your SSC in the first instance. They will be able to advise you on an appropriate course of action.

Your SSC will advise on the type of break you may require, and also agree with you a revision to your Learning Contract (your personal study plan) to document how you might complete the course within the maximum permitted timeframe of 5 years. If you decide to take a study break or suspend your studies, your SSC will keep in contact with you to check on your wellbeing, confirm whether you would like to re-join the course and to see if you will need any additional support once you return.

Normally study breaks are taken in between units, however if you have to take a study break or suspend studies during a unit, after the cooling off period has ended, you will be liable for the fee of the unfinished unit. You will be able to re-enrol on that unit at a later date but you will be charged the full fee again (see section: [Fee refunds](#)).

If however, you have not requested a break in study, any unit assessments that have not been submitted by the agreed deadline will be classed as a non-submission and will receive a mark of 0% which will be forwarded to the next appropriate Board of Examiners.

HEALTH AND SAFETY

The University's Health and Safety Policy Statement is available at: <https://www.bath.ac.uk/corporate-information/health-and-safety-policy/>

Staff within the University's Health and Safety team provide professional advice on health and safety matters and monitor the health and safety performance of the University.

Contact the Health and Safety team by email SHEW@bath.ac.uk

DATA PROTECTION

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

Guidance notes for students and academics undertaking research can be found here: www.bath.ac.uk/guides/data-protection-guidance/#academic-research

ASSESSMENT

FEEDBACK ON ASSESSMENT

During your course, you will receive feedback on assessed work. Feedback on assessments may take different forms, depending on your subject and the type of assessment. You will be informed of the timing and nature of the feedback you will receive on each assessment, including whether the piece of work itself will be returned to you. You can discuss feedback you receive on assessments alongside your performance and progress in your studies with your Online Teaching Fellow/Academic (OTF) and Director of Studies (DoS).

The university has a policy of providing coursework feedback within three semester weeks following the submission deadline for the assignment. When this cannot be met, the OTF will notify students and indicate when feedback will be available. Individual feedback is normally provided either written on the submission, using a feedback sheet or via Engage. While individual feedback is provided, some OTFs will normally provide general feedback through Engage. Students are encouraged to contact the OTF if they would like further feedback or clarification.

Feedback does not restrict itself to comments on formal assessment. If you are unsure about how you are progressing with your unit/course, contact your OTF, DoS and/or SSC.

You can find a full copy of the Online Masters Feedback Policy in your [Programme Hub](#).

ACADEMIC INTEGRITY: REFERENCING AND PLAGIARISM

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.**

There are several forms of unfair academic practice which are taken very seriously by the University. For example:

- **Plagiarism:** using published or unpublished material or ideas, without acknowledging the original source
- **Unfair collaboration or collusion** - submission of work presented as if it is one's own that has been done in unauthorised collaboration with someone else or something else, such as other people or artificial intelligence and technologies. This does not include permitted collaboration as part of groupwork. It includes:
 1. Sharing of work and/or answers with other persons within or beyond your institution, whether shared privately or via a cheat site
 2. Acquiring answers or information from artificial intelligence
 3. Allowing someone else to use your assignment or exam answers for academic credit
- **Purchasing an essay** or assignment from a website (or another third party).
- **Cheating** - for example, unauthorised use of notes or course material in an examination.
- **Fabrication** - for example, reporting on experiments that were never performed.
- **Falsification** - for example, misrepresentation of the results of experimentation.

As a University of Bath student you have a responsibility to:

- Maintain your understanding of the meaning of, and rules defining, plagiarism and other assessment and examination offences and their consequences, throughout your programme of study.

- Review every submission for assessment for errors in the referencing or citing others' work.

You will be required to make a declaration when you submit a piece of assessed work that you agree to adhere to the University's Academic Integrity Statement, which can be found [here](#)

There are several acceptable methods of referencing material. For this course the Harvard Bath system is used.

Guidance on referencing and plagiarism is available through skills training run by the University as well as online resources. Information guides and style sheets are available from the [Library](#), and your Subject Librarian will be able to help with any questions.

Further information

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

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

Harvard Bath referencing guide: www.library.bath.ac.uk/referencing/harvard-bath

ACADEMIC INTEGRITY: TRAINING AND TEST

As a student registered on a University of Bath award, you are required to undertake the academic integrity training and pass the associated test. The academic integrity training aims to provide all students with a basic knowledge and understanding of good academic practice. This includes an understanding of plagiarism and other assessment offences, and skills necessary to reference your work appropriately.

The training resources to undertake to help you understand and apply academic integrity during your studies are;

- [Skills for Study](#) – a toolkit that delivers three interactive e-learning study skills modules designed to help every student better understand and practice the fundamentals of academic integrity.
- [Cite Them Right](#) - a referencing database available 24/7/365 to help students give proper credit to any source used within their work.

The training and test can be accessed here: [Academic Integrity Test: Dept of Computer Science](#)

Please note that the Academic Integrity Training and Test will be accessible from mid-September 23 and you will be notified when it is available.

If you have any access problems, then please contact your SSC in the first instance.

When you have completed the training tutorial and are confident that you have understood it, you should undertake the test. To pass the test you will need to achieve a mark of 85%. You can take the test as many times as necessary until you pass.

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

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

Further information

Academic and information skills: www.bath.ac.uk/library/infoskills

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

Regulation 3.7: <https://www.bath.ac.uk/publications/regulations-for-students-2023-24/>

PLAGIARISM DETECTION AND PERSONAL DATA

When you submit a piece of assessed coursework, you will be expected to make a declaration that the work is your own and, where you have re-used your own work and/or used other sources of information, that you have referenced the material appropriately.

The University uses a Plagiarism Detection Service to check electronic, text-based submissions against a large database of material from other sources and, for each submission, produces an 'originality report'. It makes no judgement on the intention behind the inclusion of unoriginal work; it simply highlights its presence and links to the original source.

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

Further information

The University's procedures on Examination and Assessment Offences (QA53) are described at:

www.bath.ac.uk/quality/documents/QA53.pdf

Regulation 15, Assessment of undergraduate and taught postgraduate courses:

<https://www.bath.ac.uk/publications/regulations-for-students-2023-24/>

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

ACADEMIC INTEGRITY: PENALTIES

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

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

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

Further information

Academic Integrity webpage: <https://www.bath.ac.uk/campaigns/academic-integrity-penalties-for-academic-misconduct/>

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

Appealing a decision about an assessment offence:

<https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/>

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

WORD COUNTS

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

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

You should check with your OTF or DoS if you have questions about word counts and penalties.

LATE SUBMISSION OF COURSEWORK AND REQUESTING AN EXTENSION

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

If there are valid circumstances preventing you from meeting a deadline, you may be granted an extension to the specified submission date. Extension requests are normally considered by your Director of Studies and in making a decision they will take into account several factors such as circumstances, timing and the severity of the impact on the assessment.

Always carefully consider whether you really need an extension. An extension for one assignment will have a knock-on impact on future assignments and you may find yourself unable to meet future deadlines. Future assignment extension requests resulting from this knock-on effect will not be granted. It is your responsibility to ensure you can catch up.

Talk to your SSC (onlinestudentsupport@bath.ac.uk) as soon as possible if you become concerned about your workload and meeting deadlines. Your SSC will discuss your options with you.

Extensions should be requested at least 2 working days in advance of the submission deadline.

Extension requests can be made via the University's Student Records database SAMiS: www.bath.ac.uk/samis

To request an extension, you must do the following:

Log in to Samis using your Bath username and password. On the 'Student Home' page, scroll down to 'Student Tasks' and select the 'Request coursework extension' link. Select the unit assignment for which you wish to request an extension and complete and submit the online extension request form.

- You will need to supply details including the assignment's current deadline, the alternative

deadline you are requesting and a description of the circumstances affecting your ability to meet your deadline.

- You will also need to upload evidence to support your extension request (such as a medical certificate or note from manager/employer).

Following submission of your extension request you will receive an email confirming that you have an extension request pending. When your request has been considered and a decision made you will receive an email confirming the outcome of your request. It may take a few days to receive a decision so act as soon as possible if you think you will need more time to complete your assessment.

If your extension request is approved, your DoS will decide the length of an extension and, under normal circumstances, an extension will not be given beyond the date when coursework is returned to the main student body. Note that the length of extension granted may not be the same as the length you requested.

These are examples of valid reasons for requesting an extension:

- **Sudden** illness or incapacitating injury (yourself or someone you are responsible for caring for)
- **Unexpected** demands of employment
- **Unforeseen** disruption of personal life
- Technical difficulties experienced with the Engage platform or other University-related tool

The following are unlikely to be considered as a valid reason for an extension:

- Poor time management or misunderstanding of assignment deadline dates (the Welcome Section at the start of each unit will contain a calendar of assignment deadlines so you can plan your workload)
- You are finding the unit content or assignments difficult to understand. If you are struggling with the academic demands of your unit, reach out to your OTF as soon as possible. They will be able to provide advice and guidance
- Previous extension(s) have had a knock-on effect on your ability to meet a subsequent deadline.
- Personal/domestic events which could have been anticipated and/or planned otherwise
- Failure of computer or other equipment being used to produce work to be assessed, including work not backed up (better preparation is needed)
- Ungraded assignments: Extensions cannot be applied to ungraded work (this includes ungraded quizzes and ungraded assignments)

Late Submissions - submitting work after the approved deadline.

It's important you are aware that:

1. If you have not been granted an extension, the normal deadline will apply.
2. If you do not submit a piece of work by your deadline – either the original deadline or the extended deadline – there will be penalties.

The penalties for missing your deadline are as follows:

3. Assessed work submitted after the deadline without prior approval will normally receive a maximum mark of 40% (the pass mark)
4. Assessed work submitted more than five working days after the deadline without prior approval, will normally receive a mark of 0 (zero)

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

Further information

Full guidance on how to submit an extension request can be found on your Programme Hub:

[Programme Hub - Artificial Intelligence](#)

INDIVIDUAL MITIGATING CIRCUMSTANCES

If there are valid circumstances preventing you from meeting a coursework deadline, requesting an extension for would be the right course of action if failure to do so would be likely to lead to the submission of a valid IMC claim after the coursework deadline. Your Director of Studies may grant an extension to a submission date (see section: [Late submission of coursework](#)).

Formal examinations are an example of events which cannot have extensions to run a few days later for individual students. For these and other similar assessment events an Individual Mitigating Circumstances (IMC) claim will seek either to demonstrate a student's absence with good cause, or significantly impaired performance. IMCs are the conditions which temporarily prevent you from undertaking assessment or significantly impair your performance. As such, the measure of their severity is not about impact on you, but the impact on your affected assessment.

IMCs are different from on-going or longer-term conditions or circumstances which might affect your ability to study, and which might be better supported through, for example, disability support and/or special assessment arrangements (see section: [Student support](#)).

Further information

General information and guidance on Individual Mitigating Circumstances and Assessment:

<https://www.bath.ac.uk/guides/individual-mitigating-circumstances-imcs/>

Individual mitigating circumstances in the context of NFAAR-PGOLC assessment regulations:

<https://www.bath.ac.uk/corporate-information/assessment-regulations-for-postgraduate-online-courses/>

ASSESSMENT PROCESSES

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

Marking criteria

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

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

Anonymous marking

The University has adopted a principle of anonymous marking in order to protect students and staff from bias, and the perception of bias, in the marking process. It applies to all examinations and, where practical, other assessment. It is not possible to mark all coursework anonymously as in some types of assessment a student can be easily identified by the marker (e.g. presentations) 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 section: [External Examiners](#).

Research Ethics

In adherence to the University's [Code of Good Practice in Research Integrity](#) all students doing their dissertation project should discuss ethical implications with their project supervisor.

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 Courses*, then finally to *Boards of Studies*. Boards of Studies confirm decisions relating to student progression and the final award. The assessment marks you are given initially by markers are therefore provisional up until the point when they have been confirmed by the Board of Studies for your course. An appeal can only be made in relation to a confirmed result (see section: [Procedures for Academic Appeals](#)).

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

Viewing unit results

Provisional unit results are made available in [SAMiS](#) after Boards of Studies. Log in to this site using your University of Bath username and password and select 'view your results so far'. Results will show for any units that have been considered by the Board of Examiners, so you may not be able to see results for your most-recently completed units.

Provisional unit results may sometimes be unavailable to view in SAMiS because this facility is switched off when results are being prepared for Boards of Examiners. If you are unable to view your results in SAMiS you may contact your Student Support Coordinator for assistance. They will arrange for results to be provided to you in an alternative way.

Only when progression or award decisions are made are unit results considered by a Board of Examiners for Courses and then presented for agreement to a Board of Studies. It is at this point that a result becomes confirmed and may be subject to an academic appeal.

EXTERNAL EXAMINERS

An External Examiner is someone from another University or a professional organisation who is suitably qualified and experienced in the relevant field of study. At least one External Examiner is appointed for each taught course or group of courses. The role of External Examiner is an important one in assuring that assessment processes are fair and academic standards are appropriate, and supporting the development of your course. External Examiners look at draft examination papers and samples of assessed work, and attend Boards of Examiners.

Once a year, External Examiners provide a written report on each taught course. University staff will look at these reports and a response will be made to the External Examiner's comments. The latest External Examiner report for your course, and the University's response to it, will normally be made available on the Student Engagement Hub during the October [SSLC](#).

It is not appropriate for students to make direct contact with External Examiners. If you are dissatisfied with the process or outcome of an assessment, and are considering whether to raise this either informally or formally, the sections of this Handbook on [Procedures for Academic Appeals](#) and [Dealing with a problem involving the University: Complaints](#) give some more information about the University's procedures for student complaints

and academic appeals. The section on **Student Representation** sets out how students can engage with the quality management process through which the University considers and responds to External Examiners' comments and suggestions.

ASSESSMENT REGULATIONS

The University's **New Framework for Assessment: Assessment Regulations – Postgraduate Online Courses ('NFAAR-PGOLC')** specifies the rules governing students' progression on their course as well as for the making of awards. The rules cover all areas of assessment, including supplementary assessment.

Your course is covered by the NFAAR-PGOLC, so your work will be assessed according to its rules.

If at any time you are in doubt about how NFAAR-PGOLC 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 course you are undertaking. It explains the regulations that govern your assessment and outlines how the University makes decisions concerning your progression through your course and award. Complete information is available in the NFAAR- PGOLC document.

Important information

This section may contain terms unfamiliar to you. In addition to the explanations we give below you can find full definitions in NFAAR-PGOLC documentation at: <http://www.bath.ac.uk/corporate-information/assessment-regulations-for-postgraduate-online-courses>

For full details of the NFAAR-PGOLC, visit: <http://www.bath.ac.uk/corporate-information/assessment-regulations-for-postgraduate-online-courses>

Your course and how you are assessed

Your study and assessment will be governed by some general rules that apply to all CPD framework courses:

- You must pass all of the units you have agreed to undertake within the maximum period of study in order to gain the award you seek.
- The normal unit pass mark is 40%.
- If you fail to meet the requirements of a unit's assessment at the first attempt, you will be permitted to undertake supplementary assessment.
- If, at any point, you have no more than 20 CATS credits' worth of failed units awaiting supplementary assessment you may proceed to the study of further units but will be required to take supplementary assessment in each failed unit.
- If, at any point, you have more than 20 credits' worth of failed units awaiting supplementary assessment, you will be required to take supplementary assessment in each failed unit, with a view then to qualifying to proceed to the study of further units.
- If you fail units at both main and supplementary assessment attempts you will, within the maximum period of study as set in the learning contract, be allowed to retake those units. Such units will not count as failed units awaiting supplementary assessment.

Master degree

The learning contract will be based on an individually agreed pattern of study within a postgraduate course designed to operate within the CPD framework, including the qualification aim(s) open to you for satisfactory completion of the whole or portion(s) of the course, with confirmation of the stages involved, and of the units that, if passed, could be counted towards any lesser award than the target award. It will set out in advance the requirements for any particular (pre-requisite) units to be completed successfully before others may be undertaken.

As a course leading to a Master degree, units are of the 'Taught type' (or are part of a taught phase of the course) and are of the 'Dissertation/Project type' (or are part of a Dissertation/Project phase of the course): these unit- types become important in determining whether a Master award can be made with merit or with distinction.

The table in the Course Structure section (see [Course Description](#)) shows the structure of your course. If there are *compulsory units*, (i.e. those units in a course which must be taken by every student registered on the course), and *optional units* (i.e. those units you may choose from a range of options), these are labelled accordingly ('C' and 'O' respectively). Please also see the [Course Structure](#) section of this handbook for further information.

Please note that the content of the course description in the table is correct at the time of production of this Handbook and that courses and units may be subject to reasonable change (see section: [Unit and Course Changes](#)). Current unit and course descriptions are available via the Programme Hub.

EXIT AWARDS

If you leave the University early, without completing your course, you may be eligible for an exit award. You will find information on these awards in the [Course Structure](#) section.

PROCEDURES FOR ACADEMIC APPEALS

Students wishing to submit a request for an academic appeal should refer to Regulation 17 (Conduct of Student Academic Appeals and Reviews): <https://www.bath.ac.uk/publications/regulations-for-students-2023-24/>

You are also strongly advised to read the online guidance provided by the Academic Registry: <https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/>

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

Regulation 17.16 outlines how students may appeal against formal Board of Studies decisions in respect of one or more of the following:

- i) The student's suitability to progress from one stage of the course of study to the next
- ii) The student's suitability to remain on the course of study
- iii) The marks/grades, degrees, certificates or diplomas, and the classifications/grades awarded to the student.

The regulation also sets out the grounds on which an appeal can be based. Please note that:

- Dissatisfaction with a mark or set of marks, or any other aspect of the properly exercised academic judgement of the examiners, will not of itself be acceptable as a valid ground for an academic appeal (Regulation 17.1)
- Students who have concerns about assessment outcomes that have not yet been approved by a Board of Studies should seek advice in the first instance from their Director of Studies. This may include matters such as suspecting errors in the totalling or transcription of marks/grades, or wishing to seek clarification about the marking process (Regulation 17.2).

All academic appeals must be submitted within the timescales set out in Regulation 17. Students must provide the required information and evidence, including a completed AA1 form. The form and further academic appeals guidance are available at: <https://www.bath.ac.uk/guides/appealing-against-an-academic->

[decision/](#)

Student Complaints are dealt with under separate procedures: <https://www.bath.ac.uk/guides/student-complaints-policy-and-procedure/>

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

STUDY AND SUPPORT: GETTING THE MOST OUT OF YOUR STUDIES

ACCESSING UNIVERSITY EMAIL

You will need to use your unique username and password to access your University email account. You are able to access your email by going to <https://outlook.office.com/owa/bath.ac.uk>. Your username also forms your email address (username@bath.ac.uk).

The University will often communicate with you about a range of important matters including registration, unit enrolment, assessment, degree ceremonies, and matters such as unit tuition fees, via your University email account. So that you do not miss out on (and as a consequence fail to act on) important information, it is a University requirement (Regulation 1.3) that you access your University email account regularly. You therefore have a responsibility to ensure that your University email account can receive incoming mail and that you read your email regularly.

Further information

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

Regulation 1.3: <https://www.bath.ac.uk/publications/regulations-for-students-2023-24/>

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 provisional or confirmed assessment results, and (where applicable) choosing optional units.

Further information

SAMiS: www.bath.ac.uk/samis

YOUR SKILLS AND PERSONAL DEVELOPMENT

To help you get the best out of your studies and your future employability, you can access a range of skills and personal development opportunities through [MySkills](#). You will need to log in using your University username and password.

[MySkills](#) offers you access to some useful online resources designed to help you with your academic writing, maths and statistics and information gathering skills. For example:

- Essential Essay Writing
- Critical Thinking Skills
- Successful Reflective Writing

You can also access the [Academic Skills blog](#) to find top tips to help you with your studies.

You may also find it helpful to take advantage of the writing tutorials which you can do via Skype. This enables you to book a one-to-one 50-minute session with a qualified, experienced Writing Tutor to discuss different aspects of your writing. You can also book your tutorial through [MySkills](#).

We want to ensure that you can access all the support you need to achieve the very best from your studies, so please refer to the [Student Support](#) section, should you need to seek advice on areas such as Health and Wellbeing, Finance, Disability and/or Special Learning Difficulties.

Further information MySkills: <https://unihub.bath.ac.uk/students/login?ReturnUrl=%2fs%2fmyskills>

MATHEMATICS RESOURCES

MASH (Mathematics and Statistics Help) is the University's [Mathematics Resources Centre](#), providing help, support and enhancement for all students with mathematics, statistics, numeracy and programming.

Our [MASH online resources](#) collect together the MASH resources for your subject. Here you will find resources to remind you of A level content and others which may support your study. You will need to log in using your University username and password.

If you aren't sure whether you are okay with part of maths then you might start with our [quiz](#) and see how you do. By using this quiz you can track your progress as you practise.

If you have any questions you can also email mash@bath.ac.uk.

THE LIBRARY

The Library's electronic services, resources and support are available to you wherever you choose to study, direct from the Library's web pages (<https://library.bath.ac.uk/home>). The Library provides collections and information services to support all the University's research and teaching. Alongside our print materials and unique archive collections, we offer over 27,000 electronic journals; 532,000 electronic books; 100 databases for information, literature and data searching; and digital versions of the University's PhD theses and academic publications.

Our subject librarians provide dedicated web pages for each Department and the School. These pages include a large range of recommended resources and support materials, and are all listed under 'Resources for your Subject' on the Library homepage (<https://library.bath.ac.uk/home>). You'll find more helpful information about the Library's Subject Librarians, materials and services, and how to use them all effectively, in your Programme Hub

STUDENT REPRESENTATION

Your feedback is vital for ensuring that the course is offering you what you need. We therefore take your feedback very seriously and work with you continuously improve your experience.

Staff/Student Liaison Committee (SSLC)

The SSLC is a forum for communication between staff and students. An SSLC discussion forum will take place through Engage three times each year and we encourage you to participate fully in these forums. This is one forum where you can raise concerns, views and opinions about learning and teaching, propose changes and improvements and help staff to further develop your course and department. Discussions may be led by the Director of Studies, other members of staff or students. Further information about SSLCs and how to participate can be found on the Student Engagement Hub.

End of unit evaluations

For every unit you will be asked to complete an evaluation in the form of a short survey. As well as responding to closed questions you will be able to give free text feedback. Please take the time to complete these fully. Actions will be followed up at the SSLC meetings and reviewed through the University's quality assurance mechanisms.

Occasionally you may be asked to complete a survey about your overall experience on the course.

Elsewhere in this handbook are sections on dealing with difficulties and making complaints. See section: Dealing with a problem involving the University and [Complaints](#).

STUDENTS' UNION MEMBERSHIP

Students' Unions in the UK play a vital role in providing members with opportunities for development, a range of experiences as well as support and representation. All students registered with the University are automatically members of The SU, you can however opt out should you wish: www.bath.ac.uk/corporate-information/code-of-practice-for-the-students-union-su/. The SU is for all students including online, visit the SU website for more information: www.thesubath.com.

STUDENT SUPPORT

Most students find there are occasions when it can help to talk to someone about a personal problem or issue. In many cases your Student Support Coordinator or Director of Studies will be able to help. However, sometimes more specialist help is needed. The University has a range of professional support services that you can approach directly. Your two main contact points are the **Student Support & Safeguarding team** and the **Advice and Support Service of the Students' Union**.

Student Support & Safeguarding

Student Support & Safeguarding can provide advice and support on a range of issues including:

Counselling and mental health

Disability issues

Wellbeing

You can get in touch by emailing studentsupport@bath.ac.uk, or phoning (UK) 01225 383838.

Counselling and mental health

The University offers support for both online and campus-based students. This includes workshops, advice and online guides.

To get in touch you can phone or email (UK) 01225 383838, listening@bath.ac.uk.

Further information

The following links below may be helpful;

<https://www.bath.ac.uk/professional-services/therapeutic-services-mental-health/>

<https://www.bath.ac.uk/guides/coping-with-personal-problems/>

Advice for students with disabilities, long-term illness, and specific learning difficulties

If you have a disability and/or specific learning difficulty (such as dyslexia), we strongly advise you to speak to your Student Support Coordinator or Recruitment Coordinator as soon as possible, and preferably before your course begins to arrange a referral to the Disability Service. Referral will enable us to assess your needs and

make arrangements to support you.

Any personal information you give when disclosing your disability will be treated in confidence and made available *only* to relevant members of staff and only *with your permission*. If you don't disclose your disability it may be difficult for the University to provide suitable support to help you during your studies. Disclosure will not disadvantage you in any way.

The Disability Service provides advice, guidance, information and support for a range of needs including:

- Autism Spectrum Conditions/Asperger's Syndrome
- Dyslexia and other specific learning difficulties
- Mental Health Conditions
- Mobility/Physical impairments
- Sensory impairments
- Health conditions such as epilepsy, HIV, diabetes or chronic fatigue.

A screening process is available if you think you may have a specific learning difficulty/dyslexia.

Disability Advisers are responsible for making recommendations for alternative arrangements for exams and assessments. Therefore, if you think that, because of a disability, you need alternative exam arrangements (such as extra time) please discuss this with a Disability Adviser without delay.

Further information

<https://www.bath.ac.uk/guides/getting-support-if-you-have-a-disability/>

Wellbeing Service

The University's professionally qualified Wellbeing Advisers provide a welfare and wellbeing service to all our students. You can read about the services available and how to get in touch at:

<https://www.bath.ac.uk/professional-services/wellbeing-service/>

The Students' Union Advice and Support Centre

Whether you're on Campus or in the workplace, the Student's Union Professional Advisors offer independent, impartial and confidential advice to Masters students at all stages of study. Their three areas of expertise are academic matters (including academic appeals and misconduct), housing matters and personal challenges affecting your Masters. You can also ask an Advisor to support and represent you at a disciplinary hearing.

You can get in touch by emailing suadvice@bath.ac.uk. Confidential appointments are available Monday-Friday (GMT 10:00 to 16:00).

To see the range of issues they can support you with visit <https://www.thesubath.com/advice/>.

Pregnancy and maternity

The University is committed to being as flexible as possible in supporting students who become pregnant, decide to terminate a pregnancy or have a very young child. You can seek advice, guidance and support via your Student Support Coordinator (SSC) and/or Director of Studies (DoS). See section: **Study Breaks** for further information.

Care-leavers, estranged students, refugees and young adult carers

The University is committed to supporting students from a wide range of backgrounds and circumstances including those who are care leavers, from a Foyer or are estranged from their family. We are aware of the

challenges students may face when starting university and we want you to get the best out of your programme and university experience. We are able to offer you advice and guidance about settling in, academic studies, funding, accommodation, wellbeing and careers. The service we provide is confidential and entirely optional in relation to the level of support you feel that you may need.

Further information

www.bath.ac.uk/guides/additional-support-and-funding-for-care-leavers-foyer-residents-andestranged-students
www.bath.ac.uk/guides/financial-support-for-refugees
www.bath.ac.uk/guides/students-with-caring-responsibilities

DEALING WITH A PROBLEM INVOLVING THE UNIVERSITY

We want to ensure that, if you have a problem concerning the University, it is resolved as quickly as possible. As described above, there are student representatives on all formal decision-making committees – at Departmental, Faculty/School and University level. Student representatives help to anticipate potential problems and, when problems occur, to raise them so that they can be dealt with promptly. As a result we can often resolve problems *before* they get to the stage where a formal complaint might be necessary. The Students' Union offers advice for students on a range of issues through its Advice and Support Centre. Its advice is independent of the University. See section: **Students' Union Advice and Support Centre**.

Complaints

If you do need to make a complaint, there are procedures in place to deal with it, outlined in the University's Student Complaints Procedure (see *further information* below).

These procedures are designed to ensure that your complaint will be dealt with in good faith and that you will not be penalised for complaining. When we receive a complaint, we will first seek to deal with it through informal discussion. If this fails to resolve the issue at hand, you can raise the complaint formally.

In addition, there are procedures for requesting a review of progression or award classification decisions, or of the level of attainment. For information on these procedures, please see the section in this Handbook on **Procedures for Academic Appeals**.

Further information

Student Complaints: <https://www.bath.ac.uk/guides/student-complaints-policy-and-procedure/>

EQUALITY, DIVERSITY AND INCLUSION

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

Further information

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

THE BATH COMMUNITY EXPECTATIONS

Respect

The University is committed to protecting the dignity of all students and staff and emphasises the obligation on all members of staff and students to treat each other with dignity, courtesy and respect at all times. This includes interactions online as well as in person.

Further information

Find out more at <https://www.bath.ac.uk/campaigns/being-treated-with-dignity-and-respect/>

Be the Change – tackling harassment

‘Be The Change’ aims to tackle harassment at the University, including racism, sexual harassment, homophobia and ableism. You can access training, gain support, make a report and join the initiative. All University staff, students, and visitors can report discrimination, misconduct, harassment or assault. You can report and get support from your SSC or, alternatively, you can use the online Support and Report tool. This allows you to make either a named or anonymous report and you can report as a witness to an instance of harassment or having experienced it yourself.

Further information

‘Be The Change’: <https://www.bath.ac.uk/topics/be-the-change-tackling-harassment/>
Support and Report Tool: <https://www.bath.ac.uk/campaigns/support-and-report/>

CAREERS SERVICE

The University Careers Service can guide and advise you through the career planning process, whatever your career aspirations and experience to date. The Careers Service can help you navigate various recruitment and selection processes, and work with you to refine your CV and hone your interview technique. We also have a small team of professionally trained careers consultants who offer careers advice and guidance, enabling you to take that important next step, whether that’s a career pivot or advancing in your current role.

You will also find the Careers Service is a fantastic source for job vacancies, but worth noting most of these are pitched at a graduate population with limited professional experience. If you are mid-career or looking to start afresh, you may need to consider other avenues, but our careers professionals will help direct you to useful portals and job search website.

The Careers Service is open throughout the year. To access appointments, book events and search live vacancies log in to [MyFuture Careers Portal](#) You can also download a range of careers guides to help you with CV writing, career options, job search as an experienced hire, networking and much more.

Further information

For appointments, events & jobs: [MyFuture Careers Portal](#)

Get in touch: careers@bath.ac.uk

Subscribe to the [Bath Careers blog](#),

Follow on @CareersatBath, Facebook (search for BathUniCareers) or Instagram: [Instagram](#)

ALUMNI RELATIONS AND NETWORKS

Graduates and current students from the University can connect with alumni all over the globe. Being part of the Bath Community is one of the strongest assets you can have in developing your career; there are thousands of us in every part of the world.

For the full range of support, go to: <https://www.bath.ac.uk/professional-services/development-alumni-relations/>

Bath Connection helps alumni and students share their professional experiences and offer advice on placements, CVs and careers: <https://www.bath.ac.uk/campaigns/bath-connection/>

There are LinkedIn groups: <https://www.bath.ac.uk/guides/joining-the-universitys-linkedin-groups/>

Contact the Alumni Relations team by email alumni@bath.ac.uk or phone (UK) 01225 386824.