



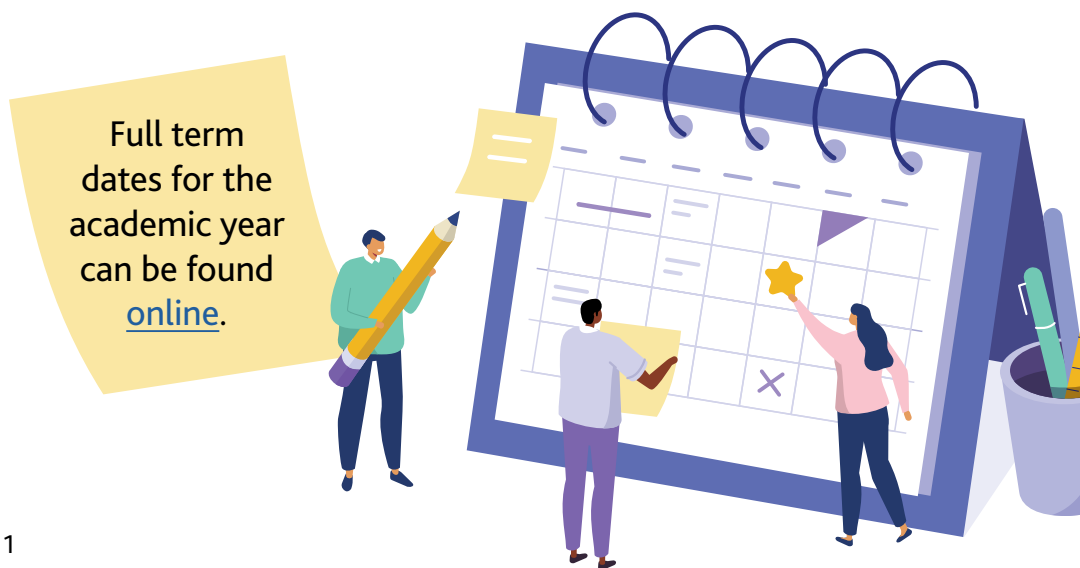
BATH SPA  
UNIVERSITY

# MySTUDIES (TAUGHT POSTGRADUATE) STUDENT GUIDE



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**POSTGRADUATE FRAMEWORK**

# Term Dates

The taught postgraduate academic year runs across three trimesters.

## Trimester One

Description	Dates
Moving in Weekend	13 September – 14 September 2025
Welcome Week	15 September – 19 September 2025
Trimester One (part one)	22 September 2025 – 19 December 2025
Reading Week	27 October – 31 October 2025
Winter Vacation	20 December 2025 - 11 January 2026
Trimester One (part two)	12 January - 23 January 2026

## Trimester Two

Description	Dates
Trimester Two Induction	2 February - 6 February 2026
Trimester Two (part one)	9 February - 27 March 2026
Spring Vacation	30 March 2026 - 10 April 2026
Trimester Two (part two)	13 April - 29 May 2026
Inter-trimester break	1 June - 5 June 2026

## Trimester Three

Description	Dates
Trimester Three Induction	8 June - 12 June 2026
Trimester Three	8 June - 18 September 2026



# Level, Credits and Modules

## Level

Taught postgraduate teaching at Bath Spa University is delivered at Level 7.

## Credits and Modules

Credits are achieved by passing modules. All assessment items within a module must achieve the minimum pass mark of 50 in order for the module to be passed.

Modules will normally be 15 credits in size or multiples thereof. The largest module size permitted is 60 credits.

If any assessment items within a module are failed (with no further attempts for reassessment available), the module will be failed (please refer to page 15 for more details).

Where it has been determined that the module has been failed, you will usually be given an opportunity to retake the module (or equivalent) with teaching.





**Modules are classed in the following ways:**

Module Type	Description
Core	At least 60 credits must be identified as Core.
Required	Must be taken and passed by all students on a particular route or pathway
Required*	Modules within a defined list, from which a selection must be taken and passed by students on a particular route or pathway
Optional	Subject-specific and count towards the credit you must pass in order to be awarded a particular degree
Open	Options from a defined list of modules available across the University

# Full-time and Part-time students

If you are a full-time student, you should normally study a total of 180 credits within a year, normally in three trimesters.

If a programme is offered part-time, the normal expectation is that there are 30 credits per trimester, and that the programme should normally be completed within two years.

For part-time postgraduate programmes, the 60-credit module should normally be taken over two trimesters.

## Length of Study / Registration Period

Courses have a minimum and maximum period of registration. Courses should be completed within the maximum time scale specified below:

### Master's:

Mode of Study	Minimum	Maximum
Full-time	1 years	3 years
Part-time	2 years	5 years

### PGCert:

Mode of Study	Minimum	Maximum
Full-time	15 weeks	2 years
Part-time	30 weeks	3 years

### PGDip:

Mode of Study	Minimum	Maximum
Full-time	30 weeks	2 years
Part-time	60 weeks	4 years



*Note: one year is defined as a twelve month period measured from the start of the trimester.*

# Types of Awards

**Master of Arts (MA)**

**Master of Science (MSc)**

**Master of Business  
Administration (MBA)**

**Master of Education (MEd)**

**Master of Fine Art (MFA)**

**Master of Music (MMus)**

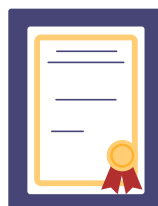
**Master of Research (MRes)**

**Master of Teaching (MTeach)**

**Masters of Professional Studies  
(MProf)**

**Master of Laws (LLM)**

These awards will comprise a minimum of 180 credits, of which a minimum of 60 credits must be core as outlined above. There must be at least 60 credits of differentiation between programmes.



## **Postgraduate Certificate (PGCert)**

This award will comprise 60 credits.

## **Postgraduate Diploma (PGDip)**

This award will comprise 120 credits.

## **Pathways**

On named pathways, a minimum of 60 credits must be pathway-specific.

A named pathway will be reflected in the final award title when the credit weighting indicates a specialisation in one defined area over any others that may be available on that programme.

# How we calculate your final award classification

## Master's Degree

The final degree mark for all Masters degrees will be calculated from all 180 credits.

For awards where students have taken a combination of pass/fail and graded modules, the overall classification of the award will be determined on the basis of the graded modules, providing all other eligibility criteria for the Award have been met. The 60 credit dissertation module must be a graded piece of work and therefore for Masters qualifications a maximum of 120 credits can be pass/fail modules.

Classification	Percentage ranges
Distinction	70.00% and above
Merit	60.00 - 69.99%
Pass	50.00 - 59.99%
Fail	49.99% and below

## Postgraduate Certificates and Postgraduate Diplomas

Classification	Percentage ranges
Pass	50.00% and above
Fail	49.99% and below





## Transfer of Modules

Students who wish to transfer between modules must normally do so within the first two weeks of the trimester. After that point, they will be considered to be taking the module and an assessment outcome must be recorded.

The latest opportunity for transfer modules will be dependent on the precise nature of the transfer and students should seek advice as early as possible by contacting the Student Information Team on [MyServices](#).



# Timetabling

## Which sessions can have their time changed?

Lectures are almost always run only once. Seminars, Workshops and Practical sessions tend to have more than one session available. These sessions will be possible to change.

## When can session times be changed?

At any point before the trimester starts, and during the first two weeks of a trimester.

***The session change deadline is the second Friday of the trimester.***

Beginning with the third week of the trimester, session changes are no longer allowed as module leaders will have carefully set up groups for work or created a balance between their sessions.

During the first trimester of the year any session change requests for trimester two will continue to be possible as long as they are not for a 'Part 2' module which requires the same groups as its counterpart in trimester one.

## How to request a session time change

Please complete the 'request a session time change' form: [HERE](#)

1. Please give us your name, university email and student number.
2. Give us the Module Code and Module Name so that we can confirm the module you are referring to.
3. Choose the session type (lectures almost always only have a single occurrence. If you are on a course which you know has an extra occurrence for the lecture you can choose 'other').
4. Select the current day and start time of your session.
5. Explain with as much detail as necessary what your situation is. For example, if you want to change seminars but have work on Wednesdays and Thursdays after 3pm, please tell us this to avoid us giving you a new session time which you would be unable to attend.



## Teaching Times

Teaching will normally be scheduled within the following times:

Days	Time
Monday - Thursday	09:00 - 19:00
Friday	09:00 - 18:00

## Incorrect module selection

If you think you have incorrectly selected a module choice online, please seek advice from your Subject Leaders and contact us via [MyServices](#).

## Changing modules

It is normally only possible to change modules **within the first two weeks** of each trimester.

## Module Choices

You should be enrolled on a total of 180-credits worth of modules. Core modules are compulsory and automatically selected for you. You are required to choose the remainder of your modules online.

# Assessments

The [MyResults](#) section of the website contains useful information regarding assessments and results.

Completing assessments ensures that students are attaining the learning outcomes of their modules and the overall aims of their award.

Details of module assessments are published in the Guides to Modules ([please visit MyServices – Module Selection](#)) and in individual module documentation (the module descriptor, the module handbook and Ultra).

## Types of Assessment

Types of assessments may include:

- Coursework (such as an essay), composition, seminar presentation or seminar folder and practical work.
- A performance or an exhibition.

Assessment may be 'formative' or 'summative'. Feedback from formative assessment will help you prepare for summative assessment, but will not count towards the credits for your module. Marks for summative assessments will count towards the credits for your module. Summative assessment weightings will add up to 100% (e.g. 001 Essay - 60%, Group presentation - 40 %).

Coursework and examinations may be subject to internal and external moderation: [Marking and Moderation Flowchart](#).



## Assessment Submission Guidelines:

You must:

- Meet all coursework deadlines.
- Submit coursework according to the instructions that you have received.
- Submit an electronic version of your coursework via Ultra using the TurnitinUK process for text-based submissions (if you are having difficulties submitting your coursework via Ultra, please send an electronic version by email to your module tutor prior to the submission deadline and report the issue to IT Services).
- Keep an electronic copy or photocopy of all submitted work. Work is sometimes sent to external examiners for scrutiny, with the result that you may not receive the original versions back in time for revision purposes.
- Back up your work on a hard drive.

## If you miss a deadline

If you miss a coursework deadline **(unless you have arranged an approved extension)**, the following penalties will apply:

- Work handed in after the deadline, but before the cut-off date (usually one week later), will be given a maximum score of 50 (pass mark)
- Work handed in after the cut-off date will be marked zero (fail).

## If you fail an assessment

If you fail an assessment item, this **cannot be compensated** by achieving a higher mark on another assessment item within the module. Successfully passing one module cannot compensate for failure in another module.

If you fail an assessment item at the first attempt, the mark for any assessment item that you subsequently pass following reassessment will be capped at 50 (referred).

If you fail the reassessment attempt, the module will then be deemed failed. You will usually be given the opportunity to retake the module (or an equivalent) with attendance to redeem the failed credit.

**PLEASE NOTE:** reassessment is not available to improve upon a mark or grading above the pass level required for an award and you cannot repeat a successfully passed module nor study additional modules in an attempt to improve your results. Failure of 60 credits or more will automatically result in exclusion.

## How to arrange an extension

Contact your module leader to request an extension in advance of the coursework deadline. You should provide a valid reason for requesting an extension e.g., illness, and you may be required to support your claim with evidence.

Extensions can normally be approved for up to 14 days (at the tutor's discretion). If you require longer than 14 days, we would suggest considering applying for Exceptional Circumstances.

The normal extension period is a week, however, this period can be extended at a module leader's discretion.

If an extension is agreed, your module leader will agree a new submission date with you and you should submit the outstanding work by this new deadline.

## Module pass mark

The pass mark for all modules is 50.

**All assessment items within a module** must achieve a minimum mark of 50 before the module can be successfully completed.

Postgraduate Module Grades	
70+	A
50-69	B
<49	F

## Academic Judgement

Academic judgement is defined as a judgement that is made about a matter where only the opinion of an academic expert will suffice.

If you are uncertain why you have received a particular outcome or mark, you should contact your module tutor for further feedback and clarification.

The marking, assessing, and grading of a piece of work is an academic judgement, and as such it is not possible for you to make an appeal against this judgement on the grounds that you simply disagree with it. This is because robust mechanisms exist within the University to ensure that standards are fair and appropriate. Further details of what constitutes a valid Academic Appeal are available on the [Appeals Procedure](#) pages.

Marking is conducted carefully and in line with agreed marking criteria and is subject to internal moderation. Samples are checked by External Examiners, who oversee the assessment process. Further information about the assessment of students at Bath Spa University can be found in the [Assessment and Feedback Policy](#).

## Attendance and Engagement

Engagement is key to your success in your studies. Attendance is closely monitored to help identify and support students who are at risk of academic failure. You are required to check in your attendance at every centrally timetabled session using check in on the MyBathSpa App. For further details regarding Student Engagement and Attendance, please visit [Student Engagement](#).

## Publication of results

**All marks are provisional** until confirmed following the completion of the University's Progression and Award Board processes.

Results will be available on the scheduled publication dates as listed on the Progression and Award Board Schedules available on the [MyResults](#) page of the University's website.

Your results will be emailed to your Bath Spa University email address and your personal email address on the scheduled publication date and will include a link to your transcript and to the ResultsHub, showing all confirmed marks to date.

**Please ensure that you read your results emails carefully, as they contain important information relating to your studies and progression at the University.**



## Exceptional Circumstances

Exceptional Circumstances are unforeseen or unpreventable circumstances that significantly affect your performance in an assessment. Exceptional Circumstances are based on a 'Fit to Sit/Submit' principle.

When you submit an assessment or take part in an assessed performance or presentation, then you are declaring that you are fit to do so. If you submit coursework or take part in an assessment performance or presentation, you cannot later claim that your performance was affected by exceptional circumstances.

If you are unwell or have personal problems that are affecting your academic performance, you should consider whether a short extension will help you to complete the assessment and you should submit an Extensions Request Form to your module tutor to request an extension to the submission deadline.

If, however, you feel that you are eligible to submit Exceptional Circumstances to postpone your coursework to the next assessment point in the academic year, you should complete the Exceptional Circumstances form, which is available on the [My Services – Exceptional Circumstances](#) page.

Exceptional Circumstances claims should be submitted as close as possible to the date of the affected assessment. Claims should not be submitted so far in advance that the impact of the Exceptional Circumstances cannot be assessed.

You may apply for Exceptional Circumstances for more than one module if the same circumstances have affected more than one assessment. The claim form must clearly explain the details of the circumstances, which assessments or modules have been affected, and how these circumstances have affected your performance.

Exceptional Circumstances do not excuse you from completing assessments. You are still required to demonstrate that you can achieve the required learning outcomes to pass each module and can meet the programme requirements for progression or award.

For guidance on examples of eligible Exceptional Circumstances and the Exceptional Circumstances policy, please visit the [Exceptional Circumstances Policy](#) page.





Please note that Exceptional Circumstances claims usually only postpone your assessment deadline(s) to the next reassessment submission point and do not “blanket” cover the remainder of the academic year.

If you feel that you have valid grounds for an Exceptional Circumstances claim to postpone your assessment deadline(s) further than the next reassessment submission point, you will be required to submit a new Exceptional Circumstances claim by the deadline for the next reassessment submission date.

The Reassessment Submission dates are available in the Assessment Board schedules on the University's [MyResults](#) pages.

***All claims for Exceptional Circumstances are treated as confidential, however please be aware that the details of your claim may be shared with Student Wellbeing Services and/or the Progression team.***

Claims for Exceptional Circumstances will initially be considered by Student and Registry Services. Incomplete claims (e.g., those without a completed claim form) will not be considered.

Where the claim is accepted and forwarded for approval, a decision will be made and may, in certain cases, be escalated to the Deputy Academic Registrar or nominee.

You will be notified of the outcome of this initial consideration by email to your University email address. The outcome of this initial consideration will be either to approve your claim or to notify you that your claim has been escalated to the Postponement Panel.

The Postponement Panel will meet regularly during the academic year to consider and discuss more complex claims which are escalated to the full Panel meeting. Membership of the Postponement Panel will be appropriately representative, qualified and experienced, and gender balanced as far as possible.

The Panel may recommend that you are referred to [Student Wellbeing Services](#) or to the Progress team for additional support. You may also be advised to consider taking a Study Break if a substantial amount of teaching and assessment has been or is likely to be missed.

Exceptional Circumstances outcomes will be notified to you by email to your University email address.

## **Retrospective Exceptional Circumstances**

If you wish to submit a retrospective or late Exceptional Circumstances claim, please submit via [MyServices](#) **within 10 working days** of the date of the receipt of your official University results email, along with a clear explanation as to why you were unable to submit a claim by the original deadline.

# Study Support

There are many ways of accessing support and advice at Bath Spa University.

## Student Information Team

The Student Information Team can guide and support students through the following processes and help with the following queries:

- Understanding your student record and updating your personal details,
- Signposting to other teams and helping you find your way around our campuses,
- Queries regarding taking a study break, or changing course,
- The Exceptional Circumstances process,
- Queries regarding possibly withdrawing from the University.

Contact the Student Information Team via [MyServices](#), by phone on [01225 876 115](tel:01225 876 115) or you can speak to the team in person, either in the Student Hub in Twiverton, on the Newton Park campus, or the Student Hub in G.18 on the Locksbrook campus.

Details of all the teams you can speak to in the Student Hubs, plus opening times, are available on the main University website: [Student Hubs](#).

## Course Director, Subject Leader or Module Tutor

Your course director, subject leader or module tutor may be able to answer questions about your academic study and the options available to you.

## Library

The [University Library](#) supports you throughout your studies, with help available year-round by email, phone, 24/7 online chat or in person. You can access most of our learning resources online. Each School has a dedicated Subject Librarian who can offer 1:1 support, help you find quality information, and guide you through using databases, journals, and resource lists. Find your Subject Librarian via the Library web pages.

The University Library at Newton Park is open 8am–10pm (term time) and offers 300+ study spaces, group rooms, the Sensory Study Room, and the Adobe Creative Lab. We provide a 'click and collect' service for you to pick up books at Newton Park, Locksbrook, or Sion Hill. We also have staff based at Locksbrook and in London.

## Progress Team

You may be referred to the Progress Team, who can help you plan your assessments, create an assessment action plan and meet with you on a regular basis to support you with your studies. You can email them at: [progressteam@bathspa.ac.uk](mailto:progressteam@bathspa.ac.uk)

## Student Engagement

You may be contacted by the [Student Engagement team](#), who can help to support you if your attendance and engagement at the University starts to decline.

You can contact the Student Engagement Team via [MyServices](#) or email [myengagement@bathspa.ac.uk](mailto:myengagement@bathspa.ac.uk)

## Student Wellbeing Services

[Student Wellbeing Services](#) provides a wide range of information, advice and guidance, allowing you to fulfil your potential whilst at Bath Spa University.

Student Wellbeing covers 3 key areas:

- Accessibility & Disability;
- Mental Health & Wellbeing;
- Money Advice & Engagement

Access '[MyWellbeing](#)' to ask questions, book appointments and view upcoming events.

## Careers and Employability Service (C&E)

C&E empower students and graduates to confidently navigate their career journey—from exploring options and making informed decisions to securing placements, jobs, and further study opportunities

Career information, advice and guidance through 1-2-1 appointments, group guidance and employer events and fairs. 24/7 digital resources via MyCareer, MySkills, Career Set and Shortlist Me.

Professional experience: mentoring, part-time work, internships,

professional placement year, graduate roles. Freelance and Business Start-Up advice and funding through Go From Zero. Graduate support offered through Grad Support Unit and Emerge Studio.

## Academic Advisor

You will be assigned an Academic Advisor, who is normally affiliated to your course of study. Academic Advisors will meet with you throughout the academic year to offer support and advice.

Further details regarding Academic Advisors are available on the [Academic Advisors](#) pages.

## Academic Skills Service (ASK)

The [ASK team](#) is here to help you with your academic work. We offer you 1:1 support with writing and statistics for your assignments, online and in-person. We have in-person appointments available in Newton Park, Locksbrook and London. We teach workshops on the following topics:

- All types of academic writing
- Referencing
- GenAI
- Academic reading
- Critical thinking
- Making the transition to university study
- Returning to study after a break
- Maths and Statistics

Make an appointment to see us, drop in with a quick query, book a workshop or use our resources on Ultra.

# Academic Integrity

Academic integrity means that a student must ensure that the work they produce for assessment is their own. This concept – based on honesty, fairness, and respect – is a core part of studying in higher education as part of a scholarly community and lays the foundations for future professional life. Actions that demonstrate academic integrity include:

- Producing work for assessment that is completed solely by you
- Fully acknowledging the authors or sources you quote or reference in your assessments
- Ensuring that the information and / or data you use in your assessments are valid and real
- Complying with any ethical approval requirements related to your assessments
- Complying with the University Assessment Regulations

For details of Bath Spa University's Academic Integrity policy, please visit the [Academic Integrity](#) pages.

# Academic Appeals and Complaints

Every student registered at Bath Spa University and at our partner institutions has the right to appeal or make a formal complaint.

## What's the difference between an Academic Appeal and a complaint?

The Academic Appeals procedure concerns assessments and results and students are eligible to submit an Appeal Form to [appeals@bathspa.ac.uk](mailto:appeals@bathspa.ac.uk) up to 15 working days after the receipt of the official results email detailing the decision against which the student wishes to appeal. The Complaints procedure is broader, covering any aspect of the student experience at Bath Spa University and our partner institutions.

## Can I get help to make an appeal or complaint?

You can approach a [Students' Union representative](#) or your Academic Advisor for support with an Appeal claim or a Complaint.

## Complaints

If you wish to submit a complaint, please consult the University's [Complaints Policy](#), making your complaint as detailed and precise as possible, clearly explaining the nature of the complaint, the service and/or persons involved, and specifying the desired outcome.

All students must read the full [Complaints Procedure](#) document before submitting a complaint. The Procedure document contains key information such as which complaints can and cannot be considered under the procedure, who can submit a complaint, and what happens at each stage of the procedure.

Complaints must be made **within three months** from the date of the incident or sequence of events giving rise to the complaint. Please consult the [Complaints](#) section of the website for further details.

## Appeals

### STAGE ONE (ACADEMIC APPEAL)

#### What are accepted grounds for appeal?

Every student has the right to appeal, but you may only appeal if you feel you meet one or more of these accepted grounds:

##### Criterion 1:

There is evidence to show that you may have been disadvantaged because there has been an administrative error in the way in which the University's Progression and Award Board has made its decision.

*Had this error not occurred, you consider that your assessment outcome would have been different.*

##### Criterion 2:

There is evidence to show that you may have been disadvantaged because one or more of your assessments was not carried out in accordance with the regulations or published material for your programme, or with the University's Assessment and Feedback Policy or your agreed reasonable adjustments.

*Had the assessment been carried out appropriately, you consider that the University Progression and Award Board's decision about your assessment outcome would be different.*

#### No other grounds for appeal (other than those listed above) are accepted, including:

- You are disappointed or disagree with the academic judgement about the mark/s you have been awarded for your assessment/s and/or the University Progression and Award Board decision about your overall results.
- A third party, such as a friend or family member is disappointed or disagrees with the academic judgement about the mark/s you have been awarded for your assessment/s and/or the University Progression and Award Board decision about your overall results.
- Your award classification falls just below the boundary of the next highest classification: the regulations for how the University's awards are calculated are set out in the Academic Framework relevant to your course. Your Academic Advisor will also be able to talk you through how your degree classification is calculated.

If you wish to submit an Appeal Form, please submit this to [appeals@bathspa.ac.uk](mailto:appeals@bathspa.ac.uk) up to 15 working days after the receipt of the official results email detailing the decision against which you wish to appeal.

### STAGE TWO (REVIEW)

If you wish to request a review of the decision of one of the following University Panels, please submit this request and a Review Form to [reviews@bathspa.ac.uk](mailto:reviews@bathspa.ac.uk) **within 10 working days** from the date of written notification of the Stage One Panel outcome:

- Formal Appeal Panel
- Postponement Panel
- Academic Misconduct Panel

For further details regarding Bath Spa University's Appeals procedures, please consult the [Appeals Procedure](#).

# Study Breaks and Withdrawal from Your Studies

## Study Breaks: taking a break from your studies

Taking a Study Break is a formal way of taking a break from your studies and requests for Study Breaks will be considered for medical reasons or for other extenuating circumstances which prevent you from engaging with your course for a period up to one academic year.

Study Breaks may also be approved to enable students to take advantage of opportunities related to your studies, such as internships or placements.

We would advise that you consult with either Student Wellbeing Services, your course team or your Academic Advisor about taking a break from your studies, before formally requesting to do so. If you wish to make a request for a Study Break, you will need to do so via [MyServices – Taking a Study Break](#).

We would also recommend you speak to the [Finance team](#) in order to understand how taking a Study Break may affect your fee liability and finances.

## Withdrawing from your course

If you are considering withdrawing from your course, we recommend that you discuss this with either the course team or your Academic Advisor before formally requesting to be withdrawn.

If relevant, we also recommend that you contact [Student Wellbeing Services](#) in order to establish whether there is anything that the University can do to support and help you with your reasons for wishing to withdraw.

If you have discussed your decision with your course team or Academic Advisor and still decide to leave, please contact us via [MyServices – Withdrawing from your course](#).

***Please be aware that your official withdrawal date will be recorded as the last date of engagement that the University has on record for you.***

We would also recommend you speak to the [Finance team](#) in order to understand how withdrawing from your studies may affect your fee liability and finances.

If you are staying in accommodation provided by the University, we recommend contacting our Accommodation team to understand how withdrawal may affect your living arrangements and fees. Their contact details and further information can be found on their web pages: [Accommodation](#).



# Glossary

## **Academic Advisor**

An academic member of staff, whose contact details are provided to a student in order to allow them to act as a first point of contact for the student as well as serving as a source of advice and support.

## **Academic judgement**

An opinion in a matter where only the opinion of an academic expert will suffice.

## **Academic Integrity (Misconduct)**

Any activity used by a student which provides them with an unfair academic advantage over others.

## **Academic Year**

The period of time in which students attend university. Please see the Bath Spa University's [term dates](#).

## **Appeal**

A process wherein a student can formally ask for a review of a University decision made at a Progression and Award Board.

## **Appeals Panel**

The forum in which appeals are heard and decisions regarding the appeals are confirmed.

## **Assessment item**

An individual assessment item (e.g. an essay) which contributes to the assessment of a module.

## **Assessment-only**

A period following your taught studies to complete reassessments in order to complete a full award.

## **Award**

A recognition of academic achievement, which is bestowed upon a student who has attained the required proficiency.

## **Certificate**

A document which certifies an academic award or achievement.

## **Cheating**

Fraudulent activity in relation to the submission of academic work, which could take many forms, including plagiarism, collusion or the use of unauthorised notes in tests and examinations.

## **Classification**

A grading structure for postgraduate degrees.

**Collusion** Collaboration with others on an assessment which is meant to be an individual submission.

**Complaint** A form of feedback which can be submitted to the university and, where appropriate, a formal policy will be followed.

## **Core module**

Must be taken and passed by all students in the subject.

## **Course leader**

An academic member of staff, to whom the responsibility for the academic leadership, management and assessment for a programme has been assigned.



**Coursework**

Work which is carried out by students for the purposes of learning. Coursework may or may not be credit-bearing.

**Credit**

The academic unit which is gained upon successful completion of modules.

**Deadline**

The date which has been specified upon which an assessment must be submitted in order for the work to be accepted and marked without restrictions.

**Deferred**

A deferred assessment is an assessment which is normally carried over to the assessment board following the original assessment board at which the marks for the assessment would be considered. The marks for a deferred assessment will be uncapped.

**Degree**

A qualification awarded to a student upon successful completion of a course of study.

**Dissertation**

A substantial paper which usually involves original research and demonstrates a student's mastery of his or her subject and of the scholarly method.

**Exceptional circumstances**

Unforeseen or unpreventable circumstances that significantly affects a student's performance in an assessment.

**Exit award**

A recognition of academic achievement, which is awarded to a student upon the achievement of a certain number of credits.

**Extension**

An agreed period of time following a deadline for the submission of an assessment item, after which the assessment item should be submitted on the date of a new deadline agreed between a student and a relevant academic member of staff.

**Fit to Sit/Submit Principle**

A principle in which the submission of an assessment or the participation in an examination is a declaration by the student that they are fit to do so.

**Formal teaching**

Academic tuition which is delivered by an academic member of staff within an education setting.

**Formative**

A non-credit bearing form of assessment, usually conducted during academic sessions and followed by feedback being provided to a student in order to facilitate improvements in the student's learning.

**Internal moderation**

A process in which assessments are checked by a number of academic members of staff, to ensure consistency in the application of academic criteria and marking practices.



**Module**

Discrete unit of study at a designated level, with its own objectives and outcomes, prerequisites, syllabus and scheme of assessment.

**Module leader**

An academic member of staff, to whom the responsibility of managing the delivery and assessments of a module has been assigned.

**Optional module**

Subject specific and count towards the credit you must pass in order to be awarded a particular degree.

**Pathway**

A defined combination of modules within a route to lead to a final award.

**Personal study**

Study which is carried out by a student outside of formal teaching sessions. Students are expected to carry out a certain number of hours of personal study a week.

**Placement**

A defined period of work experience during a course of study.

**Plagiarism**

The submission of work which is not the student's own, without appropriate referencing.

**Postgraduate Certificate (PGCert)**

An award comprising 60 credits.

**Postgraduate Diploma (PGDip)**

An award comprising 120 credits.

**Postponement**

Postponing the submission date of an assessment item through an extension request or Exceptional Circumstances claim.

**Programme of study**

A coherent set of modules, chosen by the individual student in order to gain an award.

**Project**

A multi-faceted assignment which may be carried out individually or in groups.

**Publication date (results)**

The date on which academic results are released to a cohort of students.

**Reassessment**

The opportunity to re-submit an individual assessment item by a specified deadline (usually following the failure of the assessment upon initial submission).

**Referred**

A referred assessment is an assessment which has been failed at the first attempt and is normally due to be submitted by the deadline for the next assessment board. Marks for referred assessments are capped according to the regulations stipulated in the [Postgraduate Academic Framework](#).

**Registration**

The process of enrolling onto a programme of study.

**Required module**

Must be taken and passed by all students on a particular route or pathway.

**Required\* module**

Modules within a defined list, from which a selection must be taken and passed by students on a particular route or pathway.

**Seminar**

A class composed of a group of students, usually led by an academic member of staff.

**Students' Union**

An organisation run by and for students. The [Students' Union](#) at Bath Spa University is a registered charity.

**Study Break**

A period of time in which a student is officially permitted to take time away from studying on their academic degree.

**Subject leader**

An academic member of staff, to whom the responsibility for the academic leadership, management and coordination of an academic subject area has been assigned.

**Submission**

The handing in of an assessment, usually on a defined submission date.

**Summative**

A credit-bearing form of assessment. The successful passing of the summative assessments defined for a module is required to enable a student to successfully pass a module. The grades from a summative assessment may contribute towards the classification of a final award.

**Transcript**

A document which details a student's academic record.

**Trimester**

An academic term usually comprising 60 credits per trimester.

**TurnitinUK**

An internet-based plagiarism detection service.

**Ultra**

A student and staff learning portal at Bath Spa University (VLE).

**University Assessment Boards**

Assessment Boards within the University operate at two levels: a) Module Assessment Boards, at which the marks for students are considered within each module and the overall module performance is discussed and b) Progression and Award Boards, at which marks and grades and awards are officially ratified and, following which, results and any progression implications are officially published to students.

**Workshop**

An interactive class session, usually involving a small number of students, with the intention to facilitate the development of specific skills.





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