



BATH SPA
UNIVERSITY

MySTUDIES (UNDERGRADUATE) STUDENT GUIDE



Contents

Term Dates	2
Levels, Credits and Modules	3
Full-time and Partial Repeat Year students	5
Types of awards	6
Progression and Award Classifications	8
Timetabling	12
Assessments	13
Exceptional Circumstances	17
Study Support	19
Academic Integrity	21
Appeals and Complaints	21
Study Breaks and Withdrawal from Your Studies	23
Glossary	25



UNDERGRADUATE FRAMEWORK

Term Dates

The undergraduate academic year runs across two semesters.

Semester One

Description	Dates
Moving in Weekend	13 September – 14 September 2025
Welcome Week	15 September – 19 September 2025
Semester One (part one)	22 September 2025 – 26 January 2026
Reading Week	27 October – 31 October 2025
Winter Vacation	20 December 2025 - 11 January 2026

Semester Two

Description	Dates
Semester one (part two)	12 January - 23 January 2026
Semester Two Welcome/Welcome back	26 January - 30 January 2026
Semester Two (part one)	2 February - 27 March 2026
Spring Vacation	30 March 2026 - 10 April 2026
Semester Two (part two)	13 April 2026 - 22 May 2026



Full term
dates for the
academic year
can be found
[online](#).

Levels, Credits and Modules

Levels

Undergraduate teaching at Bath Spa University is delivered at the following levels. These levels reflect the year of study that you are taking.

Integrated Foundation year

Level	Year
F	0

BA/BSc (Hons) degree

Level	Year
4	1
5	2
6	3

Foundation degree

Level	Year
4	1
5	2

Credits

You are required to successfully complete and pass 120 credits at each level in order to complete that level.

Credits are achieved by passing modules. **All assessment items within a module must achieve the minimum pass mark of 40 in order for the module to be passed.**

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.

Please review the [Progression rules](#).



Modules

Modules will usually be worth 20 credits (or multiples thereof). The number of credits that a module is worth is indicated by the last digits of the module code e.g., for BMA4005-20, the module is worth 20 credits.

Your award, degree and route (i.e., single, joint) determines the combination of modules available to you.



Modules are classed in the following ways:

Module Type	Description
Core	Must be taken and passed by all students on a programme. A minimum of 40 credits at each of level 4 and 5 must be identified as core. Core modules will normally be delivered as one 20 credit module in each semester of the academic year
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 study a total of 120 credits per year, which would normally comprise studying 60 credits in each semester. (Please note that you may be required to study 120 credits as a full-time student, alongside referred or deferred assessments. Please refer to the [Progression rules](#) for further details).

If you are a part-time student, you should study a minimum of 40 credits and a maximum of 80 credits per academic year. These modules can be taken in either semester. (Please note that you may be required to study 20 credits as a partial repeat year student, alongside referred or deferred assessments. Please refer to the [Progression rules](#) for further details).

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:

BA/BSc (Hons):

Mode of Study	Minimum	Maximum
Full-time	3 years	6 years
Part-time	5 years	8 years

BA/BSc (Hons) with Professional Placement Year:

Mode of Study	Minimum	Maximum
Full-time	4 years	7 years
Part-time	6 years	8 years

Foundation Degrees:

Mode of Study	Minimum	Maximum
Full-time	2 years	4 years
Part-time	3 years	6 years



Types of Awards

Single Honours

BA/BSc (Hons)

You are required to successfully complete 360 credits, of which a minimum of 100 credits at each of Levels 5 and 6 must be in your degree subject.

A minimum of 40 credits in your degree subject is required at Level 4, although some programmes may require up to 120 credits to be taken within the degree subject.

Combined Awards

BA/BSc (Hons)

Some subjects are available as Combined Awards. You are required to successfully complete 360 credits as per the tables below:

Joint (Subject A and Subject B)

Level	Credits
4	Normally a minimum of 40 credits in each subject
5	Normally 60 credits in both subjects
6	Normally 60 credits in both subjects



BA or BSc

If you are studying a combination which comprises one subject designated as Science (normally indicated as BSc) and the other designated as Arts (normally indicated as BA), the degree awarded (BA or BSc) will be determined by the designation in which the greater proportion of credit has been achieved. Where the balance is exactly half of each subject, **you will be offered the option of either a BSc or a BA award** for the designation of your award.

Pathways

Named pathways, e.g., Business and Management (Accounting), are only available on single honours awards. A minimum of 40 credits at each of levels 5 and 6 must be pathway specific.

Honours Degree with Professional Placement Year

A Professional Placement Year will comprise a single 120-credit module and will take place between Levels 5 and 6. This module will be assessed at Level 5 and will be Pass/Fail only.

If a student is notified of outstanding reassessments while already on their PPY year, they should indicate in writing to the University whether they are able to complete these reassessments during their PPY year.

Foundation Degrees

You should successfully complete 240 credits, of which a minimum of 100 credits at Level 5 must be in your degree subject. A minimum of 40 credits in your degree subject is required at Level 4, although some programmes may require up to 120 credits to be taken within the degree subject.

Integrated Foundation Year (Level 0)

You should successfully complete 120 credits in order to be eligible to progress onto Level 4 (Year 1) of a BA/BSc (Hons) degree. No Level 0 credit can be trailed alongside Level 4 (Year 1) (i.e., you must successfully complete all 120 credits at Level 0 before progressing to Level 4).

Top-up Year for Honours Degree/Level 6 Direct Entry

For students eligible to enter directly into Level 6. The top-up year will comprise 120 credits, of which a minimum of 100 credits must be at Level 6 and in the degree subject.



Progression and Award Classifications

Progression rules

In order to progress onto the next level of your course, you are required to have passed a minimum of 80 credits (Level 4 to Level 5) or 200 credits (Level 5 to Level 6).

Please note that if you have any Level 4 credits outstanding by the end of Level 5, you will not be able to progress into Level 6 until the outstanding Level 4 credits has been successfully passed.

Number of failed credits	Progression rule
20-40 credits	Progress onto the next level of your course and retake failed credits with attendance.
60 credits	You will not be able to progress, instead you will need to return to the University as a partial repeat year student and retake failed credits with attendance.
80 or more credits at one level (including if you have failed the same module more than once)	You will not be permitted to progress onto the next level of your course and will be excluded from your course.

Number of referred or deferred credits	Progression rule
20-40 credits	You will be able to progress onto the next level of your course and you will be asked to complete and submit any outstanding assessments alongside the next level of your course.
60 credits or more	You will be required to take a Progression Break from your studies in order to complete and submit your outstanding assessments.

Please access the following links for further details regarding [Progression rules](#).

How we calculate your final award classification

Foundation Degree

The final degree mark for a Foundation Degree will be calculated from the best 100 credits at Level 5 (Year 2).

Classification	Percentage ranges
Distinction	70.00% and above
Merit	60.00 - 69.99%
Pass	40.00 - 59.99%
Fail	39.99% and below

Top-up Year

If you are completing a Top-up Year to obtain a Bachelor of Arts or Science degree with honours, your final award will be calculated from the best 100 credits at Level 6 (Year 3). Any credits achieved prior to the Top-up Year will not be included in the calculation of your awards classification.

BA or BSc Honours

If you are studying for either a Bachelor of Arts (BA) or Bachelor of Science (BSc) degree, the final degree mark for all Honours degrees will be calculated from **the best 100 credits at each Level 5 (Year 2) and Level 6 (Year 3)**. These marks will be weighted at **30% from level 5 (Year 2) and 70% from Level 6 (Year 3)**.

Only your grades at Levels 5 and 6 contribute to your final award classification (120 credits of Level 4 modules must be successfully completed and passed, but Level 4 grades are not included when calculating your final award).

Please note that award classifications are not "rounded up"; all award classifications will be in line with the bandings below.



Classification	Percentage ranges
First Class (1st)	70.00% and above
Upper Second Class (2:1)	60.00 - 69.99%
Lower Second Class (2:2)	50.00 - 59.99%
Third Class (3rd)	40.00 - 49.99%
Fail	39.99% and below

How we calculate final awards using credits from prior learning/overseas study

Credit for prior learning at other institutions is regarded solely on a pass/fail basis and you will not be awarded a grade for prior learning.

What happens if you take a Level 5 (Year 2) overseas placement for half the year?

Your overall mark for Level 5 (Year 2) is the mean percentage of all 60 credits taken during the semester at Bath Spa University. Level 5 (Year 2) grades contribute to 30% of your final degree.

What happens if you take a Level 5 (Year 2) overseas placement for the full year?

You will gain credit for the modules passed, but no marks. Your degree will be classified using the best 100 credits successfully completed at Level 6 (Year 3).



What happens if you take a Level 6 (Year 3) overseas placement for half the year?

Your overall mark for year 3 is the mean percentage of all 60 credits taken during the semester at Bath Spa University. Level 6 (Year 3) grades contribute to 70% of your final degree.

What happens if you take a Level 6 (Year 3) overseas placement for the full year?

You will gain credit for the modules passed, but no marks. Your degree will be classified using the best 100 credits taken at Level 5 (Year 2).

Exit Awards

If you withdraw from the University before completing your registered award, or you fail to pass with sufficient credit for your registered award, you may be eligible for an Exit Award.

Please note that, if you are awarded a CertHE or DipHE, you will not be eligible to attend graduation. You may be eligible for one of the following Exit Awards, provided you have met the requirements outlined below:

Exit Award (please refer to the Qualifications Credit Framework)	Number of successfully completed credits
Certificate of Higher Education (CertHE)	Minimum of 120 credits at Level 4
Diploma of Higher Education (DipHE)	Minimum of 240 credits, of which a minimum of 100 credits must be at Level 5
Ordinary Degree	Minimum of 300 credits, of which a minimum of 60 credits must be at Level 6

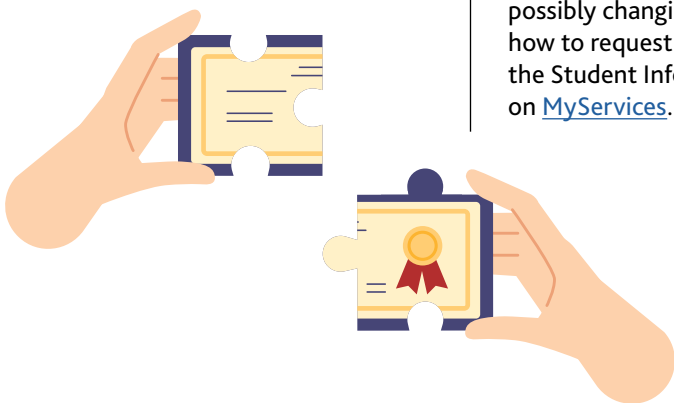
Exit Awards for Foundation Degree candidates

If you choose to withdraw from the University before completing your full award or if you fail to successfully complete your studies, you may be eligible for a Certificate of Higher Education (CertHE), provided you have met the award requirements.

Transfer of Award

If you are considering changing your course and award, this can be requested at different times within the academic year, depending on your current level of study and whether you have completed the 'core/required/required*' modules from the new course you wish to transfer to.

For any queries who have about possibly changing your course, or how to request this, please contact 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 semester starts, and during the first two weeks of a semester.

The session change deadline is the second Friday of the semester.

Beginning with the third week of the semester, 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 semester of the year any session change requests for semester 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 semester 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 semester.

Module Choices

You should be enrolled on a total of 120 credits-worth of modules across each academic year. You should have a total of 60 credits in Semester 1 and a total of 60 credits in Semester 2.

Core modules are compulsory and automatically selected for you. You are required to choose the remainder of your modules online.

Year of study	When to choose your modules
Years 2 and 3 (Levels 5 and 6)	Normally before the end of your current academic year (around April to May)

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 - 2,000 words: 60%, Group presentation - 15 minutes: 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 40 (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 40 (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.

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 40.

All assessment items within a module must achieve a minimum mark of 40 before the module can be successfully completed.

Undergraduate Module Grades	
70+	A
60-69	B
50-59	C
40-49	D
<_39	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

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

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 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 Central Assessment 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.

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 **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 Central Assessment 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 year following Level 6 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.

Certificate of Higher Education

(CertHE) A higher education qualification, which can be awarded upon achievement of 120 credits.

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 undergraduate degrees. At Bath Spa University, the final degree mark for all Honours degrees will be calculated from the best 100 credits at both Level 5 (Year 2) and Level 6 (Year 3). These marks will be weighted at 30% from Level 5 and 70% from Level 6.

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

Combined Award A degree which comprises two subjects (Joint degree).

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.

Diploma of Higher Education (DipHE)

A higher education qualification, which can be awarded upon achievement of 240 credits.

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.

Foundation degree

A degree which is awarded upon achievement of 240 credits. The achievement of a certain number of credits at a minimum degree level is usually required. Further details are available in the [Qualifications Credit Framework](#) document.

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.

Lecture

An oral presentation with the intention of instruction and dissemination of knowledge.

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.

Ordinary degree

A degree which is awarded upon achievement of 300 credits. The achievement of a certain number of credits at a minimum degree level is usually required. Further details are available in the [Qualifications Credit Framework](#) document.

Open Module

Outside of subject-specific credit requirement for your named degree. All students will have the opportunity to take 20 credits at levels 5 and 6 from outside their degree subject(s).

Pathway

A defined combination of modules within a route to lead to a final award. At Bath Spa University, a minimum of 40 credits at each of levels 5 and 6 must be pathway-specific in order for a named pathway to appear on an 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.

Postponement

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

Professional Placement Year

A professional placement within a working environment during the course of a degree, with the purpose of allowing students to develop skills and knowledge within an industry relevant to their degree subject.

Programme of study

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

[Progression Break](#)

An academic year in which a student is required to take a progression break to complete 60 credits outstanding (referred or deferred) prior to progressing to their next level of study. Please see the [Progression Rules](#).

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 [Undergraduate 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.

Route

The combination of modules which comprise a course and, upon successful completion, lead to a final award. Some programmes offer a number of different pathways towards the final award, which allow students to choose certain specialisations.

Semester

A half-year term at university.

Seminar

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

Single Honours

A degree which is awarded upon achievement of 360 credits. A minimum number of credits in the degree subject will be specified, which varies from course to course.

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.

Top-up degree

A degree which usually comprises only the final year of academic study and follows on from earlier academic study or training.

Transcript

A document which details a student's academic record.

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.



BATH SPA
UNIVERSITY