



**GUIDE TO THE
UNDERGRADUATE
MODULAR SCHEME
2018/19**

LEVEL 6 ONLY

Contents

Your academic calendar	4
Planning your study time	4
Overview of the modular scheme	5
How does the modular scheme work?	5
Module FAQs:.....	6
About your specific award	10
Combined Award BA/BSc (Hons)	11
Single Awards BA/BSc (Hons).....	19
Specialised Awards BA/BSc (Hons)	23
Foundation Degrees	24
Choosing your modules.....	25
When and where to make module choices	25
Making changes to your choices	25
Changing modules	26
Changing seminars/workshops.....	26
Changing awards/degree.....	27
Module assessment	28
How we assess work.....	28
How to submit work	29
If you miss a deadline	30
Mitigating circumstances	31
Academic Judgement	31
Submission FAQs	31
About examinations	32
Reassessment	33
A Guide to Assessment Criteria.....	35

Your final award classification	39
How we calculate your final award classification	40
How we calculate final awards using credits from prior learning/overseas study	40
Exit Awards	40
Publication of results	41
Help and advice	43
Personal tutors	43
Student Information Desk.....	44
Request a reference	44
Your responsibilities	44
Attendance regulations	45
Rules on cheating and plagiarism	45
How to appeal or make a complaint	47
General appeals/complaints FAQs	47
Intercalation (taking a break)	49
Withdrawing from Bath Spa University	49

Your academic calendar

The undergraduate modular scheme operates over three terms a year. This includes twenty-six weeks for teaching and four weeks for assessment. There is also an induction week at the beginning of the year and a University wide reading week in term 2.

Essential tip:

Term dates are published on the university website [here](#).

Teaching will be scheduled within the following times:

- Monday to Thursday: 9.00 am to 7.00 pm
- Friday: 9.00 am to 6.00 pm

Planning your study time

During an academic year of 30 weeks, we expect full time students to be involved in study for around six hours a day, five days a week. This time is split between formal teaching (lectures, seminars, workshops) and your own study (reading, preparing coursework, projects etc.). Core modules deliver more formal teaching time than optional modules and as you progress through each year you will receive less formal teaching and more independent study time (e.g. for dissertations and project work).

Each module has 'formal' and 'total' learning time attached to it, depending on its Level and credit score, allowing you to plan your study schedule appropriately.

Module Level	Module Credit	Formal Teaching (per module)	Formal Teaching (hours per week over 26 weeks)	Expected Private Study (per module)	Private Study (hours per week over 30 weeks)	Total learning hours (per module)
year 3						
Level 6	20 credit	39 hours	1.5 hours	161 hours	5.5 hours	200 hours
Level 6*	40 credit	varies	varies	varies	Varies	400 hours

*At Level 6, core modules are usually a dissertation or project and the contact/support time you receive for this will vary.

How does the modular scheme work?

You will have been accepted into the University to study a specific award, such as a Foundation Degree, a Single, Combined or Specialised Honours Degree, or a Graduate Certificate or Diploma. Each of these awards operates within the undergraduate modular scheme, which means you get to choose the elements that make up your award.

If you are coming into your first year of study you will not choose individual modules until the first week of term. Before you do this, therefore, it is important that you understand how the modular scheme works.

The modular scheme allows you to study a selection of self-contained subject modules each year (normally from three to five module per year), each with their own syllabus and assessment methods. These help you to build the knowledge and credits required for your degree and final award.

You cannot choose modules in a random way. Your choices are restricted by the award and degree you have chosen, as well as a number of other factors.

The first requirement is that you choose modules at the correct Level. Module Levels 4, 5 and 6 equate to years 1, 2 and 3 for BA/BSc (Hons) students, and Levels 4 and 5 equate to years 1 and 2 for Foundation Degree students.

There are also different types of modules to choose from – core or optional – with credit scores attached (40 credits or 20 credits respectively).

Your degree type and prior completed modules will determine what core and optional modules are available to you. You will be required to choose a specified combination that totals 120 credits each year (or up to 80 credits if you are a part time student). See [About your specific award](#) for 'at-a-glance' diagrams of these combinations.

When you pass module assessments, you will earn the associated credit, and you must pass modules worth at least 120 credits each year, to progress to the next year of study. Please also read [if you fail a module](#), for further information.

Once you have completed your studies, only module marks earned at Levels 5 and 6 will count towards your final degree classification (Level 5 only for Foundation degree students, Levels 5 and 6 for Honours degree students).

How module credits work

Every year you will be asked to choose core module(s) worth 40 credits, and a range of optional modules worth 40 or 20 credits. Your degree, subject and prior knowledge will determine what core and optional modules are available to you, and the specified combination will total at least 120 credits. See [About your specific award](#).

Your modules will be assessed and, if you pass, you will earn the associated credit. To progress

to the next Level of study, i.e. from Level 4 to Level 5, you will need to pass modules worth 120 credits.

Module FAQs:

Here you will find answers to common questions regarding the modular scheme:

[How many credits do I need to pass?](#)

[How many modules can I take?](#)

[What is a route?](#)

[What is a subject pathway?](#)

[Who can answer questions about module choices?](#)

[What is the difference between a core and optional module?](#)

[How can I be sure that I'm choosing the right module Level and credit?](#)

[What happens to credits earned in overseas study?](#)

How many credits do I need to pass?

Regardless of your award or degree:

- Full-time students must take and pass modules worth 120 credits at each Level.
- Part time students must take and pass modules worth between 40 and 80 credits at each Level.

For more details on choosing modules for your specific award, and for the total credits you need to be eligible for your final award, see [about your specific award](#).

How many modules can I take?

This depends on your specific award/degree. But normally a full time student will choose three to five modules a year to make up the required 120 credits. A part-time student will take up to 80 credits (i.e. one to four modules).

Note: your award, degree and route (i.e. single, joint, major/minor) determines the combination of modules available.

See also:

[About your specific award.](#)

[How module credits work.](#)

[Module Levels.](#)

What is a route?

The term 'route' is most relevant to students who are following a Combined Award within the modular scheme. It refers to the combination of subjects for which you are registered, and the weight given to each subject. Combined Honours students can take joint and major/minor routes to reach their award.

For example:

- BA (Hons) History and Psychology is joint route towards a Combined Honours degree.
- BSc (Hons) Geography with Sociology is a major/minor route towards a Combined Honours degree. The major pathway is Geography, and the minor pathway is Sociology.

What is a subject pathway?

A pathway is a particular group of modules available to you within a subject, determined by your route, for example Business and Management (Tourism), or Business and Management (Marketing).

Single Honours students follow single pathways and modules available to each pathway are set out in your course handbook.

If you are studying a combined course for example, BSc (Hons) in Geography with Sociology, which is a major/minor route, then you will take the modules specified for a Geography major pathway, and modules specified for a Sociology minor pathway.

Who can answer questions about module choices?

If you have a query about the subject content of a module, please refer to the module leader responsible for its content, delivery and assessment. You will find the details of module leaders in the course handbooks, or you can contact mycourse@bathspa.ac.uk

For administrative queries, such as timetabling, module regulations or registering, contact mycourse@bathspa.ac.uk

For advice on choosing your modules, you can talk to the module leaders, subject leaders and/or your personal tutor.

What's the difference between core and optional modules?

Core modules (40 credits) are compulsory, they are either essential to your understanding of the subject. You must choose the required core modules for your degree, and then make up the required 120 credits with optional modules.

Optional modules (20 or 40 credits) enhance your learning; the range of modules available to you depends on your degree, subject choice and route.

Dissertation and project modules at Level 6 may be core or optional, depending on your award.

What is an Open Module?

An Open module can be taken by any student studying for a Combined or Single award. Open modules are specially designed modules designed to equip students with a range of highly sought after skills, knowledge and experiences. To ensure you are eligible to take an Open

module check with your course tutors.

How can I be sure that I'm choosing the right Level, credit and combinations of modules?

Please see 'at-a-glance' diagrams for the module combinations available to students in [about your specific award](#).

When you come to choose your modules (using online module selection) you will see that each module has a unique code identifying the subject, Level, specific subject and credit score.

For example:

The module code EN6001-40 is identified as:

EN = Subject: English

EN6 = Level: 4

EN6001 = Module: Critical Reading 1

EN6001-40 = Credit score: 40 (a core module)

You can use these codes to ensure you choose the correct subject, Level and credit score.

What happens to credits earned from overseas study?

Students from Overseas:

If you are an ERASMUS student, we will transfer your BSU module credits to count towards your final award at your home institution using the European Credit Transfer System (ECTS). BSU modules worth 20 or 40 credits here, translate to 10 or 20 credits in your own country, so simply divide BSU credits by two to keep track. For all other exchange students, we will transfer your BSU module credits to count towards your final award in your home country.

BSU Students in Europe/Overseas:

Once you have satisfactorily completed your studies abroad, you will receive a transcript of your results. We will then issue you with the appropriate BSU credits on your return. No marks from overseas study are recorded, only the number of credits that you have passed.

>See also [how we calculate final awards using credit from periods of study overseas](#)

About your specific award

Here you can find out more about the credit requirements of your chosen award/degree and see 'at-a-glance' diagrams of the combination of core and optional modules available to you.

General information on award requirements

You can only register for, and achieve, one award. For instance, we cannot award you a Foundation Degree and also a BA or BSc Honours Degree if you have first registered for a BA or BSc Honours Degree.

Choose your award:

[Combined Award BA/BSc \(Hons\)](#)

[Single Award BA/BSc \(Hons\)](#)

[Specialised Award BA/BSc \(Hons\)](#)

[Foundation Degree FdA/FdSc](#)

[Graduate Certificate](#)

[Graduate Diploma](#)

Combined Award BA/BSc (Hons)

Duration of course:

Full-time students: 3 years (min) to 5 years (max)

Part-time students: 5 years (min) to 8 years (max)

For sandwich degrees:

Full-time students: 4 years (min) to 6 years (max)

Part-time students: 6 years (min) to 9 years (max)

Overview of Combined Award

If you register for a Combined Award, you will study two subjects at Levels 4, 5 and 6.

You will study Level 4 modules in two subjects, taking at least one core module worth 40 credits in each subject. You must pass 120 Level 4 credits to progress to Level 5.

From Level 5 you can choose either to follow a joint route (where you study both subjects equally), or a major/minor route (i.e. you focus on one subject in favour of the other, with more time allocated to your major subject). You must pass 120 credits of Level 5 modules to progress to Level 6.

For example:

BA (Hons) History **and** English Literature, is a **joint** route.

BA (Hons) History **with** English Literature is a **major/minor** route.

The modules available to you will depend on your route and subject. See [what do I need to do each year?](#)

What do I need to do each year?

Below you can read descriptions and see 'at-a-glance' diagrams of the combinations of modules available to you, as well as the credits required each year.

[Level 4 - Combined Awards](#)

[Level 5 - Combined Awards](#)

[Level 6 award requirements – Combined Awards](#)

Can I change from a Combined Award to a Single Award?

Students registered for Combined Awards and Single Awards follow a common programme in their first year. This means if you wish to swap to a Single Award after Level 4, it can be relatively straightforward. Please see the section on [How to make changes to choices.](#)

Level 4 - Combined Awards

The following module combinations for Combined Award students are possible.

Subject A	Subject B
1 x 40 credit module	1 x 40 credit module
2 x 20 credit modules	

Subject A	Subject B
1 x 40 credit module	1 x 40 credit module
1 x 20 credit module	1 x 20 credit modules

Subject A	Subject B
1 x 40 credit module	1 x 40 credit module
	2 x 20 credit modules

Subject A	Subject B	Open Module
1 x 40 credit module	1 x 40 credit module	1 x 20 credit module
	1 x 20 credit module	

Subject A	Subject B	Open Module
1 x 40 credit module	1 x 40 credit module	1 x 20 credit module
1 x 20 credit module		

Subject A	Subject B	Open Module
1 x 40 credit module	1 x 40 credit module	1 x 40 credit module

Level 5 Combined Awards

You need to pass Level 5 modules totalling 120 credits. You will take a specified minimum number of modules in each of your registered subjects, but your module choices will depend on whether you are following a joint route or a major/minor route (see [Combined Awards overview](#)).

Your route (joint or major/minor) determines the subject pathway:

For example:

A major/minor route, such as History with English Literature means that History is your major pathway and English is your minor pathway.

A joint route, such as English Literature and History means that History is a joint pathway and English Literature is a joint pathway.

If you would like to follow a major/minor route to your award, you must take at least 60 credits in your major subject at Level 5.

You may take one Level 4 module in year 2, but Level 4 modules do not count towards your final degree classification. For this reason, it will be the mark dropped from your profile. See [how we calculate your final award](#).

You may also take 1 x 20 credit Level 5 open module.

You may not take modules worth more than 180 credits at Level 5, including those passed at re-sit. This rule may be waived if you apply retrospectively for an [Exit Award](#).

The following module combinations for Combined Awards students are possible.

The Major/Minor Award is achieved by taking at least 60 credits in your Major subject at Level 5.

Subject A Major/Minor/Joint	Subject B Major/Minor/Joint
1 x 40 credit module	1 x 40 credit module
2 x 20 credit modules	

Subject A Major/Minor/Joint	Subject B Major/Minor/Joint
1 x 40 credit module	1 x 40 credit module
	2 x 20 credit modules

Subject A Major/Minor/Joint	Subject B Major/Minor/Joint
1 x 40 credit module	1 x 40 credit module
1 x 20 credit module	1 x 20 credit module

Subject A Major/Minor/Joint	Subject B Major/Minor/Joint	Open Module
1 x 40 credit module	1 x 40 credit module	1 x 20 credit module
	1 x 20 credit module	

Subject A Major/Minor/Joint	Subject B Major/Minor/Joint	Open Module
1 x 40 credit module	1 x 40 credit module	1 x 20 credit module
1 x 20 credit module		

Awards with Sandwich year

If you are studying an award which includes a year abroad, or a year-long placement in industry or professional practice (commonly referred to as a 'sandwich' year), then this will take place between Levels 5 and 6. Subject leaders can provide more information on these awards.

Level 6 award requirements - Combined Awards

In order to achieve your award, you need to have passed Levels 4 and 5 satisfactorily (each with 120 credits), and passed Level 6 modules totalling 120 credits.

You will take a specified minimum number of modules in each of your registered subjects, but module options available to you will depend on whether you have chosen to follow a joint route or a major/minor route.

You may take two modules in both subjects worth 40 credits, but they must be different types of module (i.e. you cannot take two dissertation modules worth 40 credits).

See 'at a glance' diagrams of module combinations available at Level 6 – Combined Awards (joint and major/minor routes).

To be eligible for your award:

- You will have successfully passed Levels 4, 5 and 6 with 360 credits in total (or 480 credits for sandwich year degrees).
- At least 220 credits must have been awarded for modules taken at Levels 5 and 6.
- Remember, only credits awarded at Levels 5 and 6 count towards your final degree classification.
- You cannot attempt more than 500 credits in total over five years (including those passed at resit).

For Combined Award (Joint) you must achieve at Levels 5 and 6:

- A minimum of 100 credits from each subject (200 in total)
- A minimum of 40 credits in each subject at Level 6 (80 credits in total at Levels 5 and 6)

For a Combined Award (Major/Minor) you must achieve:

- A minimum of 120 credits from your major subject, including 60 credits at Level 6
- A minimum of 80 credits from your minor subject, including 40 credits at Level 6

See 'at a glance' diagram of module combinations available at Level 6 – Combined Honours (major/minor).

You may also take 1 x 20 credit Level 6 open module.

Will I be awarded a BA or BSc if I'm combining art and science subjects?

You will be awarded a BSc if more of your subject modules at Levels 5 and 6 are in science subjects.

You will be awarded a BA if more of your subject modules at Levels 5 and 6 are in arts subjects. If they are equally split 50:50, you will be contacted to ask your preference.

I'm following a BA/BSc Education Specialised Programme, what award will I receive?

For students taking BA/BSc Education Specialised Programmes, your second registered subject will determine the award.

For example:

BA (Hons) Education and History (arts)

BSc (Hons) Education and Geography (science)

The following combinations of Level 6 modules are possible for Combined Awards. Remember, the major/minor award is only achieved by taking at least 60 credits in your major subject at Level 5.

For major/minor routes:

Subject A Major	Subject B Minor
1 x 40 credit module and 2 x 20 credit modules or 2 x 40 credit modules	2 x 20 credit modules or 1 x 40 credit module

Subject A Minor	Subject B Major
2 x 20 credit module or 1 x 40 credit module	1 x 40 credit module and 2 x 20 credit modules or 2 x 40 credit modules

Subject A Major	Subject B Minor	Open Module
1 x 40 credit module and 1 x 20 credit module	2 x 20 credit modules or 1 x 40 credit module	1 x 20 credit module

Subject A Minor	Subject B Major	Open Module
2 x 20 credit modules or 1 x 40 credit module	1 x 40 credit module and 1 x 20 credit module	1 x 20 credit module

For joint routes:

Subject A Joint	Subject B Joint
1 x 40 credit module	3 x 20 credit modules
1 x 20 credit module	

Subject A Joint	Subject B Joint	Open Module
1 x 40 credit module	3 x 20 credit modules	1 x 20 credit module

Subject A Joint	Subject B Joint
3 x 20 credit modules	1 x 40 credit module
	1 x 20 credit module

Subject A Joint	Subject B Joint	Open Module
2 x 20 credit modules	1 x 40 credit module	1 x 20 credit module
	1 x 20 credit module	

Subject A Joint	Subject B Joint
1 x 40 credit module	1 x 40 credit module
1 x 20 credit module	1 x 20 credit module

Subject A Joint	Subject B Joint	Open Module
1 x 40 credit module	1 x 40 credit module	1 x 20 credit module
	1 x 20 credit module	

Subject A Joint	Subject B Joint	Open Module
1 x 40 credit module	1 x 40 credit module	1 x 20 credit module
1 x 20 credit module		

Subject A Joint	Subject B Joint
3 x 20 credit modules	3 x 20 credit modules

Subject A Joint	Subject B Joint	Open Module
2 x 20 credit modules	3 x 20 credit modules	1 x 20 credit module

Subject A Joint	Subject B Joint	Open Module
3 x 20 credit modules	2 x 20 credit modules	1 x 20 credit module

Award overview – all combined routes:

	Award Type	Subject A	Subject B	Open Module
Level 4	Joint	80 credits	40 credits	
	Joint	40 credits	80 credits	
	Joint	60 credits	60 credits	
	Joint	40 credits	60 credits	20 credits
	Joint	60 credits	40 credits	20 credits
	Joint	40 credits	40 credits	40 credits
Level 5	Major/Minor Joint	60 credits	60 credits	
	Major/Minor Joint	80 credits	40 credits	
	Major/Minor/Joint	40 credits	80 credits	
	Major/Minor/Joint	60 credits	40 credits	20 credits
	Major/Minor/Joint	40 credits	60 credits	20 credits
Level 6	Joint	60 credits	60 credits	
	Joint	60 credits	40 credits	20 credits
	Joint	40 credits	60 credits	20 credits
	Major/Minor	40 credits	80 credits	
	Major/Minor	40 credits	60 credits	20 credits
	Major/Minor	80 credits	40 credits	
	Major/Minor	60 credits	40 credits	20 credits

Single Awards BA/BSc (Hons)

Duration of course:

Full-time students: 3 years (min) to 5 years (max)

Part-time students: 5 years (min) to 8 years (max)

For sandwich degrees:

Full-time students: 4 years (min) to 6 years (max)

Part-time students: 6 years (min) to 9 years (max)

Overview of Single Awards

If you register for a Single Award, you take modules in your subject worth 80 credits at Level 4 together with a 40 credit complementary module which you choose from a list specific to each subject.

Only module marks from modules studied at Levels 5 and 6 contribute to your final award classification.

Can I change from a Single Award to a Combined Award?

Students registered for Single Awards and Combined Awards follow a common programme in their first year. This means if you would like to swap to a Combined Award after Level 4 it can be relatively straightforward.

Please see [How to make changes to choices](#).

What do I need to do each year?

Read descriptions and see 'at-a-glance' diagrams of the combinations of modules available to you and the credits required each year.

>[Level 6 – Single Honours](#)

Subject A Single	Open Module
1 x 40 credit module	1 x 20 credit module
3 x 20 credit modules	

Subject A Single
2 x 40 credit modules
2 x 20 credit modules

Subject A Single	Open Module
2 x 40 credit modules	1 x 20 credit module
1 x 20 credit module	

Awards with Sandwich year

If you are studying an award which includes a year abroad, or a year-long placement in industry or professional practice (commonly referred to as a 'sandwich' year), then this will take place between Levels 5 and 6.

Level 6/Final award requirements - Single Honours

You must take modules worth a minimum of 120 credits at Level 6 in your registered subject, taking all core modules marked for your single pathway. You may also take 1 x 20 credit Level 6 open module.

You may not take modules worth more than 180 credits at Level 6, including those passed at re-sit. This rule may be waived if you apply retrospectively for an Exit Award.

You must take modules worth a minimum of 120 credits at Level 6 in your registered subject, taking all core (compulsory) modules marked for your single pathway.

To complete your award, you must have successfully passed Levels 4, 5 and 6 and been awarded 360 credits in total - remember that only credits awarded at Levels 5 and 6 count towards your final degree classification. Students studying on 4 year degrees (for example, degrees with sandwich years) will have completed 480 credits.

You cannot attempt more than 500 credits in total over five years (including those passed at re-sit).

More information can be found at [how we calculate your final award classification](#).

The following module combinations for Single Honours students are possible.

Subject A Single
1 x 40 credit module
4 x 20 credit modules

Subject A Single	Open Module
1 x 40 credit module	1 x 20 credit module
3 x 20 credit modules	

Subject A Single
2 x 40 credit modules
2 x 20 credit modules

Subject A Single	Open Module
2 x 40 credit modules	1 x 20 credit module
1 x 20 credit module	

Subject A Single
3 x 40 credit modules

Final award overview:

	Award Type	Subject A	Complementary Module	Open Module
Year 1	Single	80 credits	40 credits	
Year 1	Single	60 credits	40 credits	20 credits
Year 2	Single	120 credits		
Year 2	Single	100 credits		20 credits
Year 3	Single	120 credits		
Year 3	Single	100 credits		20 credits

Specialised Awards BA/BSc (Hons)

Duration of course

Full-time students: 3 years (min) to 5 years (max)

Part-time students: 5 years (min) to 8 years (max)

For sandwich degrees:

Full-time students: 4 years (min) to 6 years (max)

Part-time students: 6 years (min) to 9 years (max)

Overview of the Specialised Award

If you register for a Specialised Award your degree will probably have less flexibility to choose from a wide range of modules.

You will be required to take modules worth 120 credits at each Level:

For example:

Level 4 modules totalling 120 credits

Level 5 modules totalling 120 credits

Level 6 modules totalling 120 credits

Only modules studied at Levels 5 and 6 contribute to your final award. Please refer to the [Guides to Modules](#) for details on Specialised Awards, as the Module choices each year vary depending on your degree and subject.

Requirements for a Specialised Award:

You cannot take modules worth more than 180 credits in any one year, including those passed at resit. This rule may be waived if you apply retrospectively for an [Exit Award](#).

You must take all core (compulsory) modules marked for your Specialised Award before choosing other modules to make the required credits.

You are eligible for an award when you have successfully passed Levels 4, 5 and 6 and been awarded 360 credits in total. Remember that only credits awarded at Levels 5 and 6 count towards your final degree classification.

Foundation Degrees

Duration of course:

Full-time students: 2 years (min) to 4 years (max)

Part-time students: 3 years (min) to 6 years (max)

Overview of Foundation Degrees

If you are registered for a Foundation Degree, you will study Level 4 modules and Level 5 modules (120 credits at Level 4 and 120 credits at Level 5).

Only Level 5 modules count towards your [final degree classification](#) (i.e. a pass, merit or distinction).

General requirements for a Foundation Degree:

You are eligible for a Foundation Degree award when you have successfully passed 240 credits in total.

You cannot take modules worth more than 180 credits in any given year, including those passed at resit. This rule may be waived if you apply retrospectively for an [Exit Award](#).

Choosing your modules

In this section you will find information on how to choose your modules, as well as what to do if you want to make any changes to your module choices. Before reading this section it is recommended that you familiarise yourself with the [Overview of the modular scheme](#), and the section concerning your [specific award](#).

When and where to make module choices

Returning students:

You will be asked to make your choices in the summer term.

A timetable will be available by late-August, but please note that further changes to scheduling may be unavoidable.

At the beginning of the new academic year, you will be able to view your final timetable online.

Can I make specific timetabling requests?

In general, you are required to attend the lectures and seminars you are assigned to. A list of what we can and cannot take account of when timetabling is below. If you would like us to make an exception for you, please email mycourse@bathspa.ac.uk with your request, briefly outlining your situation.

What we **can** take into account:

- Long distance journeys of more than 20 miles or more each way.
- Childcare restrictions.
- Medical problems or disabilities.
- Participation in team sports on Wednesday afternoons.

What we **cannot** take into account:

- Your part-time job responsibilities.
- What seminars/workshops your friends are doing.

Making changes to your choices

Here you can find out how to change modules, swap seminar/workshops or transfer to a different award or degree within BSU.

No changes are permitted after two weeks of teaching.

If you think you have made the wrong decision, please seek advice from your Subject Leader/s, Student Information Desk (SID) in Commons, or email mycourse@bathspa.ac.uk as soon as

possible.

Please make sure you have read this information before making a request to change or transfer:

[>Changing modules](#)

[>Changing seminars/workshops](#)

[>Changing awards/degree](#)

Changing modules

It is only possible to change modules within the following timeframes:

For modules taught on a weekly basis, within the first two weeks of the academic year.

For modules taught fortnightly, within the first four weeks of the academic year.

Please remember that these timeframes are strictly enforced.

Changing seminars/workshops

Full-time students must be available to attend sessions between 9.00 am and 7.00 pm during the week (until 6.00 pm on Fridays).

However, if you are struggling to meet your seminar, workshop or lab times, then you may request to change sessions, provided you have a valid reason, as above.

Changing awards/degree

Immediate transfers for first year students between degrees or awards, is normally only possible within the first two teaching weeks of the academic year.

But if you think you have made a mistake at any point in the year, and you would like to transfer to another study programme, please follow this process:

1. Discuss your plans with your personal tutor, current course director or subject leaders – they may be able to help clarify your concerns before you make a hasty decision to change. Do think carefully about your decision.
2. Do your research and weigh up the pros and cons of transferring. Your personal tutor may be able to help.

If you would still like to change your award or degree after following steps 1-2, please complete the 'Transfer of Award' form, which will require the agreement and signature of your current and proposed course director.

You can download a [Transfer of Award](#) form from the Student Services website.

You will need to seek the agreement of the new course director or subject leaders.

They will check whether you have thought carefully about your decision, and confirm you have the correct prior knowledge/qualifications to join the programme.

If you would like to go ahead, return your Transfer of Award form to the

Student Information Desk, or by email to mycourse@bathspa.ac.uk

Approval, acceptance and transfer

If the Registrar and new course director/subject leaders approve the transfer request, you will receive written confirmation.

Transfers usually come into effect immediately, but it may take longer to update your student records and notify any funding bodies.

What happens if I want to change module after the timeframe allowed?

You will not be able to change modules – you can only choose to withdraw from your existing module, which will count as a fail. You can make up these credits by taking an extra module in your subsequent year, provided your choices (including your extra module) are within the maximum number allowed.

Module assessment

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

Here you can familiarise yourself with BSU regulations on submitting work, sitting exams and an explanation of how we assess modules. We also explain what happens if you are failing i.e. you fail a module and need to re-sit an exam or submit a re-assessment. And we will explain what to do if you are falling behind because of unforeseen mitigating circumstances, like illness or bereavement.

[How we assess modules](#)

[>How to submit work](#)

[>About examinations](#)

[Reassessment](#)

[>What happens if you are failing?](#)

[>About mitigating circumstances](#)

How we assess work

It is the responsibility of the module leader or subject leader to design the assessment framework for each module.

Details of module assessments are published in individual module documentation (the module descriptor and the module handbook). Assessments are agreed by the University's Academic Quality & Standards Committee. You will be assessed by a variety of different methods, such as:

- Coursework, such as an essay, negotiated assignment, composition, seminar presentation, or seminar folder and practical work.
- Examinations, such as an unseen written paper, an open paper, a documentary, a performance or an exhibition.
- A combination of coursework and examinations.

Module leaders are responsible for telling students how each module is assessed. Assessment may be 'formative' or 'summative'. Feedback from formative assessment will help you prepare for summative assessment. Marks for summative assessments are recorded on the Student Record system. The marks at Levels 5 and 6 contribute to your final award (Level 4 modules must be passed but are not included when calculating your final award classification).

If more than one piece of work is to be assessed, you will be informed of the weight applied to each item within the module.

Where practical, all work submitted for assessment is anonymous unless the nature of the work makes this impossible, for example, a performance piece.

Coursework and exams are subject to internal moderation.

No assessed work is failed without being referred for a second opinion by another marker

(unless the nature of the work makes this impossible).

The pass mark for all assessment and modules is 40%.

Your responsibility

Please familiarise yourself with the assessment guidelines for each module and submit your work on time and according to guidelines. See [How to submit work](#).

Please familiarise yourself with our [examination guidelines](#). You will fail an assessment if you miss an examination if you don't have mitigating circumstances in place.

How we grade modules

When all assessments for a module have been marked, we calculate your overall module result according to the weight given to each item.

At the end of the academic year, you will receive an overall result for each module as a percentage and the module mark will be recorded as either

P (Pass)

D (Decision deferred)

F (Fail)

If you have underperformed or something has gone wrong in the course of your assessment, you may see the following grades:

L (Accepted mitigating circumstances)

R (Re-assessment permitted)

UP (Proven unfair practice)

F (Fail with no re-assessment permitted – usually on second attempt)

QF (Qualified Fail - Re-assessment permitted on first attempt or Fail with no re-assessment permitted –applicable to modules taken prior to 2017/8 only).

How to submit work

It is important that you submit work according to BSU guidelines.

Submission Dos and Don'ts

Follow these straightforward guidelines to ensure you meet the University rules and regulations on submitting work.

Do:

- Meet deadlines. Your tutor will inform you of coursework deadlines for each module. Mark the dates in your calendar and start in good time. You will be asked to supply an electronic copy of your written work and a typed hard copy may also be required. See [planning your study](#).
- Hand in work according to instructions. Note the instructions you receive for submitting each bit of coursework. Where and how you are asked to submit the work may vary.

- Submit an electronic version of written work. Do this via Minerva on the hand-in date so that we can automatically check for plagiarism using the TurnitinUK software. Failure to do this results in a failed assessment item.
- Attach an assessment report sheet available from your module tutor. Complete and attach a report sheet to every piece of work. On return, the report will show your grade and your tutor's comments. They will keep a copy of this.
- Keep an electronic copy or photocopy of all submitted work. If we hand it to an external examiner for scrutiny, you may not receive it back in time for revision.
- Back-up your work on a hard drive. Unfortunately, late or non-submission of work due to lost hard copies or computer problems is not a valid excuse. Please remember to save your work onto a hard drive.
- Provide two typed hard copies of dissertations, as well as an electronic copy.

Don't:

- Put work under a tutor's door.
- Leave coursework in a tutor's pigeonhole.
- Ask a friend to hand your work in.
- Forget to submit an electronic copy of written work via Minerva. If you forget, you will get a mark of zero (fail).
- Submit handwritten work (unless you have arranged otherwise with your subject leader/module leader at the beginning of the course).
- Send work by post. If this is unavoidable, use recorded delivery and allow plenty of time for it to arrive on or before the deadline.

If you miss a deadline

You will be told of deadlines and cut-off dates at the beginning of your module, giving you plenty of time to plan and complete the work required.

This means that unless you have arranged an [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 is marked zero (fail).

How to arrange an extension

Explain to your tutor the circumstance that is preventing you from submitting your work by the deadline. You must have a good reason, for example, illness, and you may be required to support your claim with evidence.

The normal extension period is a week; however it is at a tutor's discretion whether or not to extend this up to the final assessment point.

If an extension is agreed, your tutor will agree a new hand-in date with you, agreed by the module leader or subject leader/course coordinator.

Note: If you miss the new hand-in date, you will receive a mark of zero.

Mitigating circumstances

Mitigating circumstances are unforeseen or unpreventable circumstances that significantly affect your performance in an assessment. Mitigating circumstances are based on a 'Fit to Sit/Submit' principle, so you must decide if you are fit to complete the assessment.

When you submit an assessment or sit an examination, then you are declaring that you are fit to do so. If you do submit coursework or sit an examination you cannot later claim that your performance was affected by mitigating circumstances.

If you are unwell or have personal problems that are affecting your academic performance, you need to consider whether a short extension will help you to complete the assessment, or if you should apply for mitigating circumstances to defer the assessment to the next assessment point (usually August).

Mitigating circumstances do not excuse you from completing the assessment task. You still have to demonstrate that you can achieve the required learning outcomes to pass each module, and meet the programme requirements for progression or award.

All mitigating circumstances claims will need to be supported by independent evidence. For guidance on examples of mitigating circumstances, the types of evidence that are accepted and a claim form, please see the Mitigating Circumstances information on the Hub: <https://thehub.bathspa.ac.uk/services/student-services/mitigating-circumstances>

Academic Judgement

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

If you feel that a tutor has given you the wrong mark for your work then you will not be able to get this changed as this will be considered an appeal against their 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. The marking, assessing, and grading of a piece of work is an academic judgement, and as such it is not currently 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. Marking is conducted carefully and is subject to internal moderation and samples are checked by External Examiners who oversee the assessment process.

Further information about the assessment can be found in the [Assessment Policy](#).

Submission FAQs

What happens if I miss a deadline?

See, [if you miss a deadline](#).

What if I can't submit the work to the designated place?

In exceptional circumstances, you may arrange to email the work to your Module leader or Subject Leader.

How long will it take to mark my coursework?

Tutors are required to return your assessed work within three weeks of the hand-in date. You can access your grades on Minerva. Please be aware that all grades are provisional until confirmed by the final assessment board.

What happens if Minerva is down and I can't submit my electronic copy?

Your tutor will be aware of this and you will not risk penalties. Submit the hard copy of your work as usual, and upload it to your account when Minerva is back up and running.

How can I arrange an extension?

Explain your situation to your tutor as soon as possible. The module leader or subject leader will agree a new hand-in date with you.

About examinations

Here you will find information on where and when exams take place, and what to do on the day to ensure you follow exam regulations.

Time and place

Formal examinations usually take place at Newton Park.

You will be able to view the time and place of your examinations [here](#), as well as on your personal timetable. If you notice any clashes or errors in your examination timetable, please report these to mycourse@bathspa.ac.uk immediately.

Note: Students cannot take examinations at any other times. Unless an exceptional circumstance arises, you must make yourself available for your scheduled examination.

What to do on the day

- Bring your student ID with you to your exam, otherwise you will not be allowed to enter.
- Aim to be at the exam room 20 minutes before the start time.
- Turn your mobile phone off and put it in your bag.
- Take off your smart watch and put it in your bag
- Leave all bags, papers and unauthorised materials where instructed by the invigilator.
- You will be admitted to the exam room ten minutes before the exam starts. During this time you will be allowed to read the questions, but you cannot start to write.
- Do not use any course texts, printed or electronic information of any kind during the exam, unless the exam paper permits this.
- Where calculators (you will need to provide your own) or other electronic equipment is

required, you must ensure they do not contain or enable access to inappropriate information.

- If English is not your first language, you may be able to take a printed (not electronic) foreign-language dictionary into your exam. For example, a Chinese student may use a Chinese/English dictionary to sit an exam in English. Ask your tutor in advance.

Special arrangements for examinations

A number of students across the University may qualify for special examination arrangements, due to disability, specific learning difficulty, mental health or medical condition. This may include extra time, rest breaks or use of a computer.

If you need special examination arrangements to be made for you, please see the information on the Hub and contact [Student Support](#).

Reassessment

All assessment items must be passed (the pass mark for all assessments is 40%) in order for you to pass the module.

If you fail any assessment item with a mark less than 40, you will be re-assessed during the reassessment period (August). The maximum mark that you can achieve for the reassessment item will be 40% (pass mark).

If I fail in one module, but do really well in another, can I be compensated?

Unfortunately, we cannot compensate for failure in one module by success in another.

If I've passed, can I be re-assessed to achieve a higher score?

If you have passed the module, you cannot repeat it to improve your classification. Neither can you study extra modules to boost results.

What happens if I fail my re-assessment?

Unfortunately, you have only one attempt at a re-assessment. If you fail your re-assessment the following may happen:

If you have failed modules worth up to 40 credits, you will be allowed to proceed to the next year of study, but you will have to make up the deficit in credits by taking extra modules (to a limit of 180 credits at each level) in the next year.

For example, if you fail a 20 credit module at level 5, you will proceed to year 3, but you will take a 20 credit level 5 modules alongside your level 6 modules. This is called 'trailing a module'.

If you are a full-time student, and you have failed modules worth 60 credits, you will not be able to proceed to the next level of study. In this instance you may be able to transfer to part-time study in the next academic year, when you will be able to take modules to redeem the 60 credits required for you to move to the next level. Once these are passed, you will then be able to resume your full-time study in the following academic year.

If you are full-time and you have failed modules worth 80 credits or more at any one level, you will not be able to continue on your degree course. In this case you may be eligible for a lower award (known as an [Exit Award](#)).

If at the point of failing a module you have satisfied the requirements for an [Exit Award](#) (i.e. already attained enough module credits for a Certificate of Higher Education or Ordinary Degree) you may be given the choice of re-assessment for the higher award, or claiming the lower Exit Award. If you claim the lower award, this represents the end of your course.

When will re-sits/re-assessments take place?

Normally re-assessments take place in mid-August and results are considered at an assessment board in early September. If you are scheduled to re-sit exams or re-submit assessment items in August, please ensure the [Student Administration Service](#) have up-to-date contact details and the correct home address.

Note: Personal holidays, expeditions, work experience etc. are not acceptable excuses for missing re-assessment. Please ensure you are available to complete, submit work or re-sit exams during August.

A Guide to Assessment Criteria

The following assessment criteria have been adopted by the University for all module assessment items in the Undergraduate Modular Scheme. They will be amplified and/or refined by more specific criteria, which will be set out in your module/programme documentation.

Grade	Indicative Mark Range	Criterion
A	80-100	An outstanding first. Work of outstandingly high quality and originality.
	77 –79	An excellent first Work, which fulfils all the criteria of the A, grade, but at an exceptional standard for the Level concerned. Substantial originality and insight, very few minor limitations.
	74 – 76	A good first Work of distinguished quality, which is based on extensive research and/or strong technical and creative competence. Clear and logical organisation; consistent scheme of references, used entirely appropriately. An authoritative grasp of concepts, methodology and content appropriate to the subject/discipline and to the assessment task will be demonstrated. There is clear evidence of originality and insight and an ability to sustain an argument and/or solve discipline-related problems, based on critical analysis and/or evaluation. The ability to synthesise material effectively and the potential for skilled innovation in thinking and practice will be evident.
	70 - 73	A first. The qualities of an A grade but with more limitations. Work of very good quality which displays most, but not all, of the A grade characteristics for the Level concerned.
B	67 – 69	A high upper second Work, which clearly fulfils all the criteria of the B grade for the Level concerned, but shows greater insight and/or originality.

	64 - 66	<p>A good upper second</p> <p>Work of good quality, which is based on a wide range of properly referenced sources and/or creative input, demonstrating a sound and above average Level of understanding of concepts, methodology and content appropriate to the subject/discipline and to the assessment task. There is clear evidence of critical judgement in selecting, ordering and analysing content to construct a sound argument based on responses which reveal occasional insight and/or originality. Ability to solve discipline-related problems will be effectively and consistently demonstrated. Draws on an appropriate range of properly referenced sources.</p>
	60 – 63	<p>An upper second</p> <p>Work of good quality, which contains most, but not all, of the B grade characteristics for the Level concerned.</p>
C	57 – 59	<p>A high lower second</p> <p>Work, which clearly fulfils all the criteria of the C grade for the Level concerned, but shows a greater degree of critical analysis and/or insight.</p>
	54 – 56	<p>A good lower second</p> <p>Work of sound quality which is based on satisfactorily referenced sources and/or creative input and which demonstrates a grasp of relevant material and key concepts, together with ability to structure and organise arguments or materials effectively. The work may be rather standard, but will be mostly accurate, clearly communicated and provide some evidence of ability to engage in critical analysis and/or evaluation. There will be no serious omissions or irrelevancies. In dealing with solutions to technical problems, appropriate methods will be chosen. Coherent organisation in general with effective use of references and acknowledgement of sources.</p>
	50 – 53	<p>A lower second</p> <p>Work of sound quality, which contains most, but not all, of the C grade characteristics for the Level concerned.</p>

D	47 – 49	<p>A high third</p> <p>Work of a satisfactory standard demonstrating a reasonable Level of understanding, and competent organisation, but lacking sufficient analysis and independence to warrant a C grade at the Level concerned.</p>
	44 – 46	<p>A good third</p> <p>Work of satisfactory quality, which covers the basic subject matter adequately and is appropriately organised and presented, but which is primarily descriptive or derivative rather than analytical or creative. Study may be limited and narrowly focussed. There may be some misunderstanding of key concepts and limitations in the ability to select relevant material or techniques, and/or in communication or other relevant key skills, so that the work may be flawed by some errors, omissions or irrelevancies. There will be some evidence of appropriate research and ability to construct an argument, but it may be narrowly focused. In dealing with solutions to technical problems, established and appropriate methods will generally be chosen, but these may be applied uncritically.</p>
	40 – 43	<p>A third</p> <p>Work of bare pass standard demonstrating some familiarity with relevant subject matter and application of relevant academic capabilities, but only just meeting threshold standards in research, analysis, organisation, focus or other skills essential to the assessment task, and/or with significant errors or omissions.</p>
F	30 – 39	<p>A fail</p> <p>Work which indicates some evidence of engagement with the subject material and learning process, but which is essentially misinterpreted, misdirected, misunderstood or poorly organised and sketchy or otherwise just failing to meet threshold standards at the Level concerned.</p>

	20-29	A clear fail Work which indicates little engagement with the subject material and learning process; which contains substantial errors or irrelevancies; which shows minimal evidence of planning and hardly any use of references and acknowledgement of sources; which clearly fails to meet threshold standards at the Level concerned.
	10-19	A bad fail Work of poor quality, which is based on only minimal effort and/or contains little of relevance. It will offer hardly any evidence of familiarity with subject materials or skills appropriate to the discipline or task at the Level concerned.
	1-9	A very poor fail Some work submitted, but containing virtually nothing of any relevance, depth or merit.
	0	Nothing submitted, and extension not agreed before due date; or work containing nothing of any relevance or merit.
UP	0	Work failed due to unfair practice.

Your final award classification

Find out how we calculate and classify final awards for Foundation Degrees and BA/BSc Honours Degrees.

Foundation Degrees

To be awarded a Foundation Degree, you will have successfully completed Levels 4 and 5, and been awarded 240 credits in total. Only module marks achieved at Level 5 count towards your Foundation Degree classification.

Students can achieve a pass, merit or distinction, depending on their final percentage. We calculate the percentage by taking the mean of all module marks taken at Level 5 and classify as follows:

Distinction:	69.5% and above ($\geq 70\%$)
Merit:	59.5 to 69.49% (60-70%)
Pass:	40 to 59.49% (40-60%)

What happens if I leave before completing my Foundation Degree?

If you have completed Level 4 successfully, you may be eligible for the [Exit Award](#) of Certificate of Higher Education (CertHE).

BA/BSc Honours Degrees

This section explains how your BA/BSc Honours Degree classification is calculated.

To be eligible for the award, you must have passed a total of 360 credits at Levels 4, 5 and 6 (120 credits at each Level). You must have passed modules worth 220 credits at Levels 5 and 6, and only scores at these Levels contribute to your degree classification.

You cannot attempt modules worth more than 500 credits (including those passed at re-sit).

Student degrees are classified depending on their final percentage:

First Class:	69.50% and above ($\geq 70\%$)
Upper Second Class:	59.5 to 69.49% (60-70%)
Lower Second Class:	49.50 to 59.49% (50-60%)
Third Class:	39.50 to 49.49% (40-50%)
Fail:	39.49% and below ($< 40\%$)

How we calculate your final award classification

Only your modules from Level 5 and Level 6 are used to calculate your award classification. Level 5 modules are worth 40% of the final classification, and Level 6 modules are worth 60%. In addition to this, only the best 100 credits from each year are used in the calculation. In effect this means that you 'drop' the lowest 20 credits from each year. Although you will hear the word 'drop' used, you will still have had to pass all your modules (in the same way that Level 4 modules are not used in the calculation, you will still have had to pass them).

If you are a 'top-up' student, studying 120 credits of Level 6 modules at Bath Spa, then your classification is calculated from your level 6 modules only. We cannot include any marks gained at a previous institution (ie. marks from your foundation degree).

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

A minimum of 120 credits must be passed at Level 5 or 6 to gain a BSU award. Credit for prior learning at other institutions is regarded solely on a pass/fail basis. We do not record any grade or marks for work completed at another university/college. Where the minimum number of modules has been passed, the degree classification will be based on these modules (usually six).

Have you taken an overseas study placement in years 2 or 3?

Normally, degree classifications reflect the mean percentage of the overall marks for the top 100 credits at Levels 5 and 6. This allows students to 'drop' their lowest module mark so it doesn't count. Unfortunately, if you take an overseas study placement, you will not be able to drop your lowest mark.

What happens if you take a year 2 overseas placement for half the year?

Your overall mark for year 2 is the mean percentage of all 60 BSU credits taken. Year 2 grades contribute to 40% of your final degree.

What happens if you take a year 2 overseas placement for the full year?

You gain credit for the modules passed but no marks. Your degree will be classified using all 120 credits taken in year 3.

What happens if you take a year 3 overseas placement for half the year?

Your overall mark for year 3 is the mean percentage of all 60 BSU credits taken. Year 3 grades contribute to 60% of your final degree.

What happens if you take a year 3 overseas placement for the full year?

You gain credit for the modules passed but no marks. Your degree will be classified using all 120 credits taken in year 2.

Exit Awards

If you choose to 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, which could be a Certificate of Higher Education, a Diploma of Higher Education or an Ordinary Degree.

We only give Exit Awards to students who do not intend to return to their course.

You may be eligible for one of the following Exit Awards, provided you have met the requirements:

Certificate of Higher Education (CertHE) - after successfully completing 120 credits

Diploma of Higher Education (DipHE) - after successfully completing 240 credits

Exit Award of Ordinary Degree

If you have not passed the credits required for your original award by the end of Level 6, you may be able to re-sit modules to make up the shortfall. However, if you fail re-sits - or you have taken the maximum credits allowed – you may be eligible for an Ordinary Degree.

The requirements for an Ordinary Degree are:

- You have at least 300 credits gained across Levels 4, 5 and 6
- 60 of those credits must be gained at Level 6
- You have attempted no more than 360 credits in total*

Please remember that you are unlikely to be accepted onto further study at BSU once you have accepted an Ordinary Degree.

*This rule may be waived by the Examination Board if you apply for an Ordinary Degree retrospectively.

An Ordinary Degree is lower than an Honours Degree of any class, and the degree is unacceptable for a range of professions. For instance, you are unlikely to be accepted onto teaching training. It is in your best interests, where possible, to try to complete your Honours degree.

Exit Awards for Foundation Degree candidates

If you choose to withdraw from the University before completing your full award, you may be eligible for the following award (provided you have met the award requirements):

Certificate of Higher Education – successfully completing 120 credits

If you have not passed the credits required for your Foundation Degree by the end of Level 5, you may be able to re-sit modules to make up the shortfall.

However, if you fail reassessments or you have taken the maximum credits allowed – you could be eligible for a Certificate of Higher Education.

How can I claim an Exit Award?

To find out if you are eligible for an Exit Award, contact mycourse@bathspa.ac.uk as soon as you have confirmed your situation with your tutors/personal tutor.

Publication of results

All marks are provisional until confirmed by the University Assessment board. Results will be available on the scheduled publication dates as listed on the Assessment Board Schedule [here](#).

You will be notified by email when your results are available to view on the Results Hub eVision.

Note: Please do not ask tutors, the student admin team or module leaders for your marks before they are published. Marks cannot, in any circumstance, be given by phone or email.

When is graduation?

We hold our graduation ceremonies in July and in February. If your studies finish in September (because you have referred or deferred assessments scheduled in August), you will be invited to attend the graduation ceremony held in the following February. However, your transcript is ready for use as soon as you have completed the award and results are published.

Help and advice

There are many ways of accessing support and advice at BSU. Your course director, subject leader or module leader may be able to answer questions about your academic study and the options available to you.

Essential tips:

Check your BSU email account regularly to keep up-to-date.

[Inform us](#) immediately of any changes to your contact details.

Get to know your personal tutor; they can provide confidential support and advice throughout your studies,

Personal tutors

University life can be demanding so the role of your personal tutor is to offer reassuring advice on a range of matters, such as:

- Study skills
- Changing subjects or awards
- Finance management
- Exam anxiety

- Career advice
- Personal issues distracting you from work

If your personal tutor cannot advise you, they'll tell you where you can find specialist help. Personal tutors can also supply references for job or academic applications, but please give them enough information and notice.

Personal tutor FAQs

How do I contact my personal tutor?

You will be invited to meet your personal tutor (an academic member of staff) in the first week of your first term at University.

From there, they'll invite you to meet a minimum of three times a year, so check your BSU email account regularly, and remember to let them know if you can't attend.

You can also arrange to see your tutor within their office hours whenever you need help or advice.

What if I don't get along with my tutor?

You can request to change your tutor without giving a reason by emailing mycourse@bathspa.ac.uk

Student Information Desk (SID)

The Student Information Desk can help with any type of queries or questions:

- Enquiries that can't be answered by your personal tutor
- Course regulations
- Timetabling problems
- Requests to change subjects/modules
- Assessment and exam queries
- Advice if leaving the University

Contact the Student Information Desk by emailing mycourse@bathspa.ac.uk or visiting the SID desk in Commons, Newton Park.

If you need advice on your academic choices, you may find your personal tutor, course director, subject leader or module leader can help in the first instance.

Request a reference

If you need a reference for a job or course application, ask your personal tutor. Please follow this process so that your tutor has enough time and information to prepare your reference:

Ask your tutor before using their name as a referee.

Give them a minimum of one week's notice.

Provide thorough details on the job or course, and the academic qualifications/skills required.

Provide information on your studies and academic results.

Provide information on other relevant activities, such as membership of societies, posts of responsibility, sports and hobbies.

Your responsibilities

While help and advice is widely available, we encourage every student to manage their own study programme. Here is a checklist of things you need to do to stay on track:

- Get to know the [University term dates](#)
- Check our communications at least once a week – such as your BSU email account, and subject notice boards
- Inform us of any changes to your local or home address or contact details
- Register for programme and choose modules/subjects within the deadline, regulations, and guidelines provided.
- Make any necessary changes to your study programme within two weeks of registering.
- Attend all of your scheduled lectures and tutorials.
- Tell your tutor if you cannot attend a lecture or tutorial and explain why.
- Follow exam regulations.
- Submit coursework and assignments on time.
- Inform us immediately by emailing mycourse@bathspa.ac.uk if you plan to be absent, or are absent from University.
- Inform us immediately by emailing mycourse@bathspa.ac.uk, if you intend to leave the University.
- Respond immediately to any requests for information from University staff.

Attendance regulations

Attending lectures and seminars is not optional and attendance is closely monitored. Please follow these regulations to ensure you stay on top of your studies.

- You are expected to attend all classes for which you are scheduled. This includes fieldwork, seminars, lectures and workshops.
- If you are experiencing difficulties, please talk to your personal tutor or contact the [Student Support Service](#).
- You should always inform the tutor in advance if you know you will not be able to attend a session, and give a good reason why.
- Persistent non-attendance may jeopardise any financial assistance you have, as well as your place at Bath Spa University. If you are unable to commit to full-time study you may wish to consider a part-time programme of study.
- If you have genuine reasons for missing classes, document them and read our information above on mitigating circumstances.

Please also remember that, occasionally, we may have to cancel lectures/seminars at short notice due to staff illness. To avoid disappointment and inconvenience, check your email and Minerva before you leave home, especially if you travel a long distance.

Rules on cheating and plagiarism

Please read the following sections so you know what constitutes cheating and plagiarism (known to us as 'unfair practice').

You should be aware that we don't tolerate cheating and copying at BSU and you should not assume that cases of unfair practice, particularly plagiarism (copying) go undetected.

Plagiarism in particular has increased in recent years, due to the accessibility of information on the internet. All suspected cases of plagiarism are examined and may be subject to penalty.

Please do not resort to cheating if you are having academic, personal or medical difficulties. The best thing you can do is talk to your tutor or a welfare advisor for advice.

If, after reading these sections, you are still not sure of what constitutes unfair practice, please ask your tutor or subject leader.

What constitutes cheating and unfair practice?

Cheating or 'unfair practice' can take many forms. Common examples are:

- Cheating in formal examinations
- Impersonation in exams
- Plagiarism (copying) other people's coursework or ideas
- Paying organisations, individuals or students to do your coursework
- Submitting fraudulent [mitigating circumstances](#).
- Collusion with other students to produce written work (not to be confused with collaboration)
- Submitting the same piece of work for different assignments for which you have already been marked
- Re-issuing work originally submitted at another institution for which you have obtained credit

What is plagiarism?

Plagiarism is defined in the Oxford English Dictionary as 'the taking and using as one's own the thoughts, writing or inventions of another'.

It does not matter whether the source is an original document, a book, article or a fellow student.

Common examples of plagiarism:

- Copying sections from one or more books or articles without acknowledging the source(s). It is still plagiarism if you reproduce sections from several sources (rather than one) in a 'cut and paste' approach.
- Excessive dependence on one or a limited number of sources that are inadequately

referenced (even where the exact wording used by the original author(s) has been modified).

- Collusion with other students. Students should be aware of the distinction between 'collaboration' and 'collusion'. Some assignments encourage collaboration with fellow students to submit joint work. The majority of assignments assess individual work, and do not permit collusion.

Note: Students should never submit joint work unless it is clearly stated in writing. If you are not sure what Level of collaboration is required, ask your tutor to clarify it.

Essential Tip:

How you can avoid plagiarism

We expect students to present their own words, analysis and argument without copying others. Of course, you may use the work of others to support your analysis and argument, so please ask your tutor for guidance on this. He or she will be able to help with referencing and the use of footnotes.

If you are unsure about the work expected of you in terms of joint or independent work, ask your tutor to clarify it.

Don't make your work available to other students, either online or as hard copy. If you fail to secure your work, you could be implicated in plagiarism.

Don't submit the same piece of work for different assignments, or recycle work you have already received credit for, either at BSU or at another institution. You may, of course, draw on material used for previous work.

How we track plagiarism

We subscribe to a plagiarism detection service called TurnitinUK.

This software compares work submitted to it with internet-based material, including work by BSU students and students in other universities.

You are required to submit an electronic copy of your work, alongside a hard copy, for this purpose.

What happens if you are suspected of cheating/plagiarism?

The [Unfair Practice Policy](#) will be followed for any suspected cases of cheating/plagiarism. The Unfair Practice Sub-committee will consider the seriousness of the alleged offence and may decide to apply a penalty. Penalties can range from requiring you to complete the work again, fail the module or even be excluded from the university.

How to appeal or make a complaint

This section outlines how to submit an appeal, accepted grounds for appeal, and how to make an official complaint.

Every student registered at BSU and at our associate institutions has the right to appeal or make a formal complaint. Before you do, please read the following:

General appeals/complaints FAQs

What's the difference between an appeal and a complaint?

The appeals procedure concerns assessment, exams and results. The complaints procedure is broader, covering any aspect of the student experience at BSU and our partner institutions.

Can I get help to make an appeal or complaint?

Yes, you can approach a student union representative, or your personal tutor.

What if I am studying at an partner FE College or private organisation?

If you attend an FE College or private organisation and you wish to appeal, please follow the BSU [Appeals Procedure](#).

If you have a formal complaint, please discuss it with your tutor and follow your College's own procedures first.

If the complaint is not addressed satisfactorily, you can't afford delay, or the matter is of an important confidential nature, you may follow the University's [Complaints Procedure](#).

What are accepted grounds for appeal?

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

Accepted grounds for appeal:

- Your performance in an examination or assessment was adversely affected by illness or other factors that you could not reasonably have been expected to divulge before the Assessment Board reached its decision.
- There has been a material and significant administrative error.
- The examination or assessment was not conducted in accordance with the current regulations for the course.
- The outcome of the decision of the Unfair Practice Committee was mistaken.
- A material or procedural irregularity has occurred.

What grounds are not accepted?

- Marginal failure to attain a higher class of degree.*
- Appeals against the academic judgement of examiners.*
- Informal assessment of your work by members of academic staff.
- Late reporting of mitigating circumstances which you may have reasonably been expected to disclose to the Examination Board at the appropriate time.

* Dissatisfaction with an academic judgment - such as a mark less than one per cent below a class boundary - is not accepted grounds for appeal.

How to submit an appeal

If you have acceptable grounds for appeal, submit them in writing to:

The Secretary to the Appeals Committee
Bath Spa University
Newton Park
Newton St Loe
Bath BA2 9BN

Once you have made an appeal

Your appeal is initially considered by the Chair of Appeals Committee and the Registrar.

They will advise you in writing if your appeal is valid (i.e. it meets the appeals regulation criteria). If your appeal is accepted at this stage, it is referred to the Appeals Committee for consideration.

You will be invited to address the Committee at a scheduled meeting. You can bring a friend along for support.

If the Committee accepts your appeal, it will ask the Chair of the Assessment Board to review the original decision.

When to make a formal complaint

Before making a written complaint, have you explored less formal avenues? Full details of the University's Complaints Policy can be found [here](#).

Intercalation (taking a break from study)

Remember that it can take a while to adjust to being at University, so if things are not going well, please seek advice:

- Chat to a fellow student, a Student's Union rep or welfare advisor.
- Talk to a trusted staff member, such as your personal tutor.
- Research the financial implications of changing course or leaving the university with your Student Loans Company and LEA if they contribute to your fees.

You may find there are alternatives to leaving that could solve the problem and minimise future consequences.

Alternatives to leaving are:

- Going part time.
- Taking a break from your studies (known to us as 'intercalating').

If you are thinking about taking a break in your studies, remember:

- You can only suspend studies for up to one year.
- During this period, you will not be eligible to receive benefits.

When you are intercalating, you will still maintain your student status. People registered for further or higher education are not eligible to claim benefits. Therefore, you will only receive benefits if you withdraw from the University.

To find out more about taking a break from your studies or withdrawing from your course,

please contact the Student Information Desk located in Commons, where staff can advise you on the processes for requesting to intercalate or withdraw as well as letting you know who else you might need to speak to, such as personal tutors, student support and student finance.

Withdrawing from Bath Spa University

Remember that it can take a while to adjust to being at University, so if things are not going well, please seek advice:

- Chat to a fellow student, a Student's Union rep or Student Support advisor.
- Talk to a trusted staff member, such as your personal tutor.
- Research the financial implications of changing course or leaving the university with your Student Loans Company and LEA if they contribute to your fees.

You may find there are alternatives to leaving that could solve the problem and minimise future consequences.

Alternatives to leaving are:

- Going part time.
- Taking a break from your studies (known to us as 'intercalating').

What to do if you decide to leave

- Inform the Registrar in writing by emailing mycourse@bathspa.ac.uk .
- The request should state the following details: your student number, course title, late date of attendance, date withdrawal effective from and reasons for withdrawing.
- Return any books or resources to the Library before leaving.
- Depending on your date of withdrawal, you may be charged tuition/accommodation fees by the university.