UNIVERSITY OF BATH

DEPARTMENT OF POLITICS, LANGUAGES AND INTERNATIONAL STUDIES

&

SCHOOL OF MANAGEMENT

BSc International Management and Modern Languages
with French, German or Spanish

Student handbook 2011/12
(also available in Moodle or in different formats)

IMML First Year Handbook 2011/12: Table of Contents

Dear IMML student,

I hope very much that you have a productive, stimulating and also enjoyable time as a student at the University of Bath.

The aim of this Handbook is to give you an overview of the programme and of certain University systems, procedures and regulations, and to help you understand how the components of the programme fit together. Some of the information is very technical [and a little boring] and may not be relevant straight away, so keep hold of your copy of the handbook. You will find that in the future you will refer back to particular sections as and when they become relevant to you.

Help and advice is available in many different places: The Office of the Department of Politics, Languages and International Studies (PoLIS) in 1WN 2.6 or the School of Management Office in 8W 1.11 are a valuable source of administrative information. Mrs Lauren Jones is the super administrator of the IMML programme, based in the PoLIS office, and is always ready to help. There are undergraduate notice boards in both the Department and the School. You are advised to check the undergraduate pigeon holes regularly in both the Department and School in addition to your e-mail. For specific questions relating to your studies or any other aspect of your life in Bath you can contact your Personal Tutor. You can also come and discuss matters with me. Please do contact one of us as soon as a problem arises.

I hope that that you have a great time in Bath!

Best wishes,

Dr Karoline von Oppen
Director of Studies for IMML

Useful contact details

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Dr Karoline v. Oppen	Director of Studies 2010-2013	IWN 2.19	mlskvo@bath.ac.uk
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About the Programme

Aims and Objectives of the Programme

The IMML degree is designed to prepare students for careers in management in an international environment in fields such as marketing, accountancy, computing and people management. It does this by providing an integrated programme which combines the study of management, a foreign language (French - FIMML, German – GIMML or Spanish - SPIMML) and the national, European and international business environments.

Its formal Aims and Objectives as adopted following the 2008 quinquennial Degree Scheme Review, are:
- developing knowledge, understanding and critical appreciation of the core aspects of management theory and practice and the national and international contexts which influence management action;
- ensuring fluency in French, German or Spanish with a special facility in business language;
- establishing a learning environment where students have a high degree of choice of advanced units, set in the context of multi-disciplinary and intercultural study in both English and the chosen language of study where intellectual rigour and analytical skills are rewarded;
- providing work and/or study experience in a French, German or Spanish-speaking country which allows for an appreciation and application of the theory and practice of management in its cultural contexts;
- building personal confidence in each year of the degree through the experiential learning of skills good managers require - communication, presentational skills, time management, team working and team leadership;
- encouraging individual self-development and assessment as a necessary life-long habit for an uncertain world of work and employment.

The first two years are spent at University providing a basic grounding in the relevant areas. The Year Abroad offers an opportunity to develop upon this foundation. Three schemes are offered for the Year Abroad: either the whole year is spent on work experience, or on study at a business school or university or a combination of work experience and academic study. (Full briefings on the Year Abroad are given during First and Second Years, with a final preparatory meeting and distribution of Year Abroad Handbook during Year Two, Semester Two.) Students are encouraged where possible to select a scheme involving work experience. The Final Year draws on this work experience and provides opportunity to specialise in particular fields.

Programme Administration

The Programme is jointly taught and administered by the Department of European Politics, Languages and International Studies – PoLIS (located in 1WN, levels 2 and 4) and the School of Management (located in 8W). Academic input to the programme is equally divided between PoLIS and the School of Management but while one handles administration, the other handles admissions and these two responsibilities alternate between them on a three yearly basis. From September 2010 to August 2013, the Department of Politics, Languages and International Studies is responsible for the administration of the programme. Dr Karoline von Oppen is Director of Studies for the programme from September 2010 to August 2013. The Administrator for IMML is Mrs Lauren Jones in PoLIS.

Communication with and between students takes place through pigeonholes, e-mail and via the Virtual Office on Moodle (as well as in conversations!). You are advised to check these locations regularly. You are also advised to check the School of Management IMML notice board (located in Wessex House level 1) on a regular basis as there may be items of importance to you: as the Placements Officers are located in Wessex House level 1, these are the locations which they use. Students should also check their e-mail daily, as year and language-group mailing lists are established and maintained in order to ensure rapid communication. You are also advised that there are occasional differences in administrative procedure between the School and the Department: so if in doubt, check first and ensure you follow the appropriate guideline.

The University of Bath has produced a statement of principles designed to indicate, in broad terms, what the experience of being a student at the University of Bath should be like. These principles guide the way that the University provides and supports your education and other aspects of your time here. It also outlines the contribution we expect you to make in order to make your experience here successful. The principles are set out below.

Guiding Principles for the Student Experience at the University of Bath

1. **The University of Bath acknowledges that students play a variety of roles in the University and that all should receive support. These roles include:**

   • **Learner**
   • **University Citizen**
   • **Local Resident**
   • **Colleague**
   • **Consumer**
   • **Scholar**
   • **Ambassador**

2. **Students will be encouraged to fulfil their potential personally, academically and socially. This will be achieved through a mixture of both challenge and support.**
3. **Students will be encouraged to take both individual and collective responsibility for their own affairs and to participate fully in the life of the University.**
4. **The University aims to develop an inclusive institutional culture that recognises and capitalises on the intellectual and social benefits of having a diverse staff and student community.**
5. **The University will encourage students to express their views on all matters relating to their university experience.**
6. **The University will provide accurate, consistent and timely information to students about the life and work of the institution.**

GENERAL INFORMATION

Health and safety

The University's Health and Safety Policy is available at www.bath.ac.uk/internal/safety/safetypolicy.htm and is also displayed throughout the campus. Staff within the Safety, Health and Environment Unit (WH3.26) monitor the health and safety management of the University and advise on health and safety issues.

Further information www.bath.ac.uk/internal/safety/ or email safety@lists.bath.ac.uk.

Data protection

The University's Data Protection Guidelines may be accessed via the data protection website - www.bath.ac.uk/internal/data-protection/

Equalities and diversity

Everyone at the University of Bath has a responsibility for promoting equality and good relations between all members of the community, staff and students, and also for avoiding discrimination and harassment against anyone for reasons of gender, disability, sexuality, race, colour, nationality or national or ethnic origin, age, or religion and belief.

An important factor in promoting equality and valuing diversity is language and the way that we use it. The University provides guidance on the Positive Use of Language which is designed to raise awareness and develop good practice. It is available at www.bath.ac.uk/universitysecretary/equalities/news/languageleaflet.html

Further information www.bath.ac.uk/universitysecretary/equalities/ or email equalsdiv@bath.ac.uk .

2011–12 Academic calendar

Semester 1

26 September 2011/ 2 October 2011 – 16 December 2011:
Induction/Teaching period
Christmas Vacation: 19 December 2011 – 6 January 2012
9 January 2012 – 11 January 2012: Revision period
12/13 January 2012 : Revision or Assessment days
14 January 2012 – 28 January 2012: Assessment period

Inter-semester break: 30 January – 3 February 2012

Semester 2   6 February 2012 – 30 March 2012: Teaching period
Easter Vacation: 2 April 2012 – 13 April 2012
8 May 2012 – 11 May 2012: Revision period
12 May 2012 – 1 June 2012: Assessment period

For any updates to the University calendar for the 2011–12 Academic Year, please visit:
www.bath.ac.uk/semester/ay-chart-2011-2012.pdf

ASSESSMENT

This section summarises the University's assessment framework. It explains the regulations that govern assessment and outlines how the University makes decisions concerning students' progression through their programme and awards.

The New Framework for Assessment: Assessment Regulations

The New Framework for Assessment: Assessment Regulations (NFAAR) specifies the rules governing students' progression from one stage of their programme to the next as well as for the award of degrees. The rules cover all areas of assessment, including supplementary assessment and the extent to which failure may be condoned. If you began the first stage of your programme in or after the 2008/09 academic year, NFAAR applies to you. (If you began before then, please ask the Director of Studies for guidance on assessment).

Your IMML programme is covered by the NFAAR, so your work will be assessed according to its rules.

This section may contain terms unfamiliar to you. In addition to the explanations we give below you can find full definitions at www.bath.ac.uk/registry/nfa/nfaar-ug-appendix-02.pdf.

If at any time you are in doubt about how NFAAR provisions apply to your work, please consult the Director of Studies.

Further information
For full details of the NFAAR, visit: www.bath.ac.uk/registry/nfa/index.htm.

Your Programme

Within your programme of study, there are *compulsory units*, (i.e. those units in a programme which must be taken by every student registered on the programme), and *optional units* (i.e. those units you may choose from a range of options).

There are some units that you must pass in order to progress to the next stage of your programme and to achieve the normal award for the programme at the end. Such units are called *Designated Essential Units* (*DEU*s). Failure in a DEU – even marginal failure – will prevent you from progressing (or completing) your programme.

The table at the end of this section shows the structure of the IMML programme. In the table, compulsory and optional units are labelled 'C' and 'O' respectively.

Please note that you can also access this information via links in your programme's description in the Programme & Unit Catalogues available at: www.bath.ac.uk/catalogues/.

How your performance is assessed

Programmes are divided into a number of *parts* and *stages*. For full-time students, stages usually correspond to the year of study (so, for example, in 2011–12 most first-year students will be in Stage 1 of their programmes). The normal pass mark for a unit is 40%. In some units, you might need to achieve a threshold mark in one or more component assessments in order to pass the unit overall.

Within each stage of a programme, the contribution of each unit's assessment to the calculation of the *Overall Stage Average* (*OSA*) is normally directly proportional to the credit-values of the unit concerned (with the exception of standard or enhanced placement units).

You must pass each stage in order to progress to the next. If you fail a stage, you will be required to either to repeat the entire stage or to transfer to a Designated Alternative Programme (DAP), if one exists, or if you fail very badly, withdraw from the University.

At the end of each stage a Board of Examiners will decide whether you have passed the stage. The outcome will depend on both (1) your average mark in the stage and (2) the marks you obtain for each unit. Generally, if you pass each of your units you will progress (or, after the final stage, be recommended for an award).

If you fail a large number of units you might fail the stage outright (or, in the case of the final stage, might not be recommended for an award) – without any opportunity for supplementary assessment. (Further information on supplementary assessment is provided below.)

Particular rules apply to failure of units. They are as follows:
- If you fail any DEUs, you will have to undertake supplementary assessment – unless you have failed so many DEUs that you fail the stage outright (or, in the case of the final stage, might not be recommended for an award).
- If you fail any non-DEU units badly (i.e. achieve less than 35%), you will have to undertake supplementary assessment – unless you have failed so many units that you fail the stage outright (or, in the case of the final stage, might not be recommended for an award).
- If you fail only non-DEU units marginally (i.e. achieve 35%-39%), you might be able to progress without supplementary assessment. Whether you do progress will depend on the total credit value of the failed units and also on your OSA.

Your degree result is based on the calculation of your *Overall Programme Average (OPA)* based on the Stages in Parts 2 and 3 of your programme. The contribution of each stage of the programme is set out in the table of assessment weightings and decision references at the end of this section. Follow the links provided in the table to see a clear description of the assessment rules for each stage of your programme. Stages in Part 1 are not included in the OPA calculation.

Supplementary assessment

'Supplementary assessment' is the term normally used for an opportunity given to a student to retrieve failure before starting the next stage of a programme. It generally involves redoing coursework or re-sitting an examination. Students undertaking supplementary assessments are likely to have to return to the University in the summer to re-sit examinations. For the 2011–12 academic year, this period will be 29 August to 7 September 2012.

In units where the original assessment is a written examination, supplementary assessment may sometimes take the form of additional coursework, known as "mandatory extra work", rather than re-sitting the examination. In such cases the pass mark is 70% and a mark below 60% is considered a bad fail.

If you pass all your supplementary assessments, you will be able to progress onto the next stage of your programme.

The outcomes of failing a supplementary assessment are as follows:

1. If you fail supplementary assessment in a DEU, you will fail the stage (or, in the case of a final stage, may not be recommended for an award).
2. If you fail supplementary assessment in a non-DEU unit badly, you will fail the stage.
3. If you fail supplementary assessment in a non-DEU marginally, you might be able to progress; whether you may do so will depend on how many units you have failed (and in some cases also on your Overall Stage Average).

Table 1 – links to assessment regulations (given in Appendices) at
http://www.bath.ac.uk/registry/nfa/index.htm
Applies to all variants

Assessment weightings and decision references		
Stage	**Weighting within programme**	**NFAAR decision reference at http://www.bath.ac.uk/registry/nfa/index.htm**
Stage 1	0%	Main assessement: appendix 11 Supplementary assessment: appendix 12
Stage 2	24%	Main assessement: appendix 19 Supplementary assessment: appendix 20
Stage 3	8%	Main assessement: appendix 19 Supplementary assessment: appendix 20
Stage 4	68%	Main assessement: appendix 27 Supplementary assessment: appendix 28

Table 2 – see separate table for each language variant (German, French and Spanish)
N.B. Designated Essentials Units – 1 per academic year (Written and spoken language 12-credits)

	Programme Code:	UXXX-AYB04
	Programme Title:	BSc (hons) International Management and Modern Languages (German)
	Award Type:	Bachelor of Science with Honours
	Award Title:	BACHELOR OF SCIENCE IN INTERNATIONAL MANAGEMENT AND MODERN LANGUAGES (GERMAN)
	Mode of Attendance:	Thick sandwich (Full-time on campus)
	State if coexistent M-level programme:	
	State any designated alternative programme(s):	
	Approving body and date of approval:	

Part	Stage	Year	Period of Study	Unit Code	Unit Title	Unit Status	Credits	DEU Status	Placement or Study Abroad Status
1	1	Year 1	AY	PL10626	German written and spoken language 1	Compulsory	12	DEU	
			S1	PL10118	German business environment 1: economic and industrial environment	Compulsory	6		
				MN10070	Business economics	Compulsory	6		
				MN10077	Quantitative methods and data analysis	Compulsory	6		
				MN10078	National business environment of UK - legal aspects	Compulsory	6		
			S2	PL10123	The German business environment 2: legal environment	Compulsory	6		
				PL10793	Die Bundesrepublik vom Wirtschaftswunder zur Wende	Compulsory	6		
				MN10079	The UK macroeconomic environment	Compulsory	6		
				MN10331	Accounting for Managers	Compulsory	6		
2	2	Year 2	AY	PL20629	German written and oral communication in the business context	Compulsory	12	DEU	
			S1	MN20080	People and organisations	Compulsory	6		
				MN20081	Principles of marketing	Compulsory	6		
				MN20082	European business environment: European integration & legal structure	Compulsory	6		
				XX20087	German comparative employee relations	Compulsory	6		
			S2	PL20406	Perspectives on Europe - Germany	Compulsory	6		
				PL20777	Germany divided and Reunited	Compulsory	6		
				MN20485	Accounting for Managers in an International Context	Compulsory	6		
				MN20010	Company law	Optional: Select 1 Units:	6		
				MN20014	IT & its business context		6		
				MN20015	Market analysis		6		
				MN20017	Operations management		6		
				MN20291	Human resource management 1		6		
				MN20434	Organisational Design, Performance and Change		6		
				MN20444	UK tax and tax planning for the growing business		6		
				MN20445	Corporate Responsibility: Principles and Perspectives		6		
	3	Year 3	AY	XX20094	Year abroad in Germany - work placement	Optional: Select 1 Units:	60		Enhanced
				XX20096	Year abroad in Germany - academic exchange		60		Enhanced
				XX20098	Year abroad in Germany - academic exchange & work placement		60		Enhanced
3	4	Year 4	AY	PL30718	German written & oral communication in the international	Compulsory	12	DEU	

				business context			
	S1	PL30596	International marketing communications (German)	Compulsory	6		
		MN30085	The internationalisation of business	Compulsory	6		
		PL30759	German national option G14: Heimat und identitat	Optional: Select between 0 and 1 Units: Students may only select 1 national option from those available in both Semester 1 and Semester 2.	6		
		PL30059	German national option G9: Die Massenmedien in der Bundesrepublik DEUtschland		6		
		MN20034	Brand management	Optional: Select between 1 and 2 Units:	6		
		MN20313	Human resource management 2		6		
		MN20433	Leadership		6		
		MN20436	Contemporary issues in business and society		6		
		MN30036	Advanced advertising theory		6		
		MN30039	Employment law		6		
		MN30040	European integration studies 1		6		
		MN30050	Supply management		6		
		MN30051	Technology and Innovation Management		6		
		MN30067	Treasury management		6		
		MN30105	Consumer research		6		
		MN30266	Decision making		6		
		MN20312	Work, organisation and Employment Relations		6		
		MN30281	Privacy, trust and security in information systems		6		
		MN30436	Contemporary issues in business and society		6		
		MN30449	Strategic management		6		
		MN30465	Depth Psychology of the Consumer		6		
		MN30473	Entrepreneurship and Innovation		6		
		MN30474	Management consulting in theory and practice		6		
		SP30054	Power & commitment in organisations		6		
	S2	PL30592	Germany in the global economy	Compulsory	6		
		MN30059	European integration studies 2	Optional: Select between 1 and 2 Units: LIST A	6		
		MN30062	International business law		6		
		MN30400	Comparative Business and Strategy: China and India		6		
		MN30415	International dimensions of organisational behaviour		6		
		MN30441	International Marketing Management		6		
		MN30409	Business strategy in the global economy		6		
		MN30054	Strategy & human resource management		6		
		MN30109	Business-to business marketing		6		
		MN30209	Investment banking		6		
		MN30270	Virtual organising		6		
		MN30271	Information system development		6		
		MN30290	Organization and Career Development		6		
		MN30371	Economic governance, competitiveness and policy		6		
		MN30372	Ethical issues in marketing		6		
		SP30055	Comparative industrial relations		6		
		MN30447	Antitrust & Strategy		6		
		MN30448	Business & The Natural Environment		6		
		MN30468	Auditing and Accountability		6		
		MN30469	Advanced Management Accounting		6		

				PL30058	German national option G8: Gender und Transformationsprozesse in Deutschland	Optional: Select between 0 and 1 Units: Students may only select 1 national option from those available in both Semester 1 and Semester 2.	6		
				PL30644	German national option G12: Protest und Widerstand		6		

Programme Code:				UXXX-AYB05				
Programme Title:				BSc (hons) International Management and Modern Languages (French)				
Award Type:				Bachelor of Science with Honours				
Award Title:				BACHELOR OF SCIENCE IN INTERNATIONAL MANAGEMENT AND MODERN LANGUAGES (FRENCH)				
Mode of Attendance:				Thick sandwich (Full-time on campus)				
State if coexistent M-level programme:								
State any designated alternative programme(s):								
Approving body and date of approval:								

Part	Stage	Year	Period of Study	Unit Code	Unit Title	Unit Status	Credits	DEU Status	Placement or Study Abroad Status
1	**1**	Year 1	AY	PL10621	French written and spoken language 1	Compulsory	12	DEU	
			S1	PL10115	French business environment 1: economic & industrial environment	Compulsory	6		
				MN10070	Business economics	Compulsory	6		
				MN10077	Quantitative methods and data analysis	Compulsory	6		
				MN10078	National business environment of UK - legal aspects	Compulsory	6		
			S2	PL10120	French business environment 2: legal environment	Compulsory	6		
				PL10774	La France des annees 1930 a 1981	Compulsory	6		
				MN10079	The UK macroeconomic environment	Compulsory	6		
				MN10331	Accounting for Managers	Compulsory	6		
2	**2**	Year 2	AY	PL20624	French written and oral communication in the business context	Compulsory	12	DEU	
			S1	MN20080	People and organisations	Compulsory	6		
				MN20081	Principles of marketing	Compulsory	6		
				MN20082	European business environment: European integration & legal structure	Compulsory	6		
				XX20086	French comparative employee relations	Compulsory	6		
			S2	PL20405	Perspectives on Europe - France	Compulsory	6		
				PL20776	La France depuis 1981	Compulsory	6		
				MN20485	Accounting for Managers in an International Context	Compulsory	6		
				MN20010	Company law	Optional: Select 1 Units:	6		
				MN20014	IT & its business context		6		
				MN20015	Market analysis		6		
				MN20017	Operations management		6		
				MN20291	Human resource management 1		6		
				MN20434	Organisational Design, Performance and Change		6		
				MN20444	UK tax and tax planning forthe growing business		6		
				MN20445	Corporate Responsibility: Principles and Perspectives		6		
	3	Year 3	AY	XX20093	Year abroad in France - work placement	Optional: Select 1 Units:	60		Enhanced
				XX20095	Year abroad in France - academic exchange		60		Enhanced
				XX20097	Year abroad in France - academic exchange & work placement		60		Enhanced
3	**4**	Year 4	AY	PL30717	French written & oral communication in the international business context	Compulsory	12	DEU	

				S1	PL30595	International marketing communications (French)	Compulsory	6		
					MN30085	The internationalisation of business	Compulsory	6		
					PL30429	French national option F15: Le leadership contemporain	Optional: Select between 0 and 1 Units: Students may only select 1 national option from those available in both S1 and S2.	6		
					PL30017	La femme en France au vingtième siècle		6		
					MN20034	Brand management		6		
					MN20313	Human resource management 2		6		
					MN20433	Leadership		6		
					MN20436	Contemporary issues in business and society		6		
					MN30036	Advanced advertising theory		6		
					MN30039	Employment law		6		
					MN30040	European integration studies 1		6		
					MN30050	Supply management		6		
					MN30051	Technology and Innovation Management	Optional: Select between 1 and 2 Units:	6		
					MN30067	Treasury management		6		
					MN30105	Consumer research		6		
					MN30266	Decision making		6		
					MN20312	Work, organisation and Employment Relations		6		
					MN30281	Privacy, trust and security in information systems		6		
					MN30436	Contemporary issues in business and society		6		
					MN30465	Depth Psychology of the Consumer		6		
					MN30473	Entrepreneurship and Innovation		6		
					MN30474	Management consulting in theory and practice		6		
				S2	SP30054	Power & commitment in organisations	Compulsory	6		
					PL30594	France in the global economy		6		
					MN30059	European integration studies 2		6		
					MN30062	International business law	Optional: Select between 1 and 2 Units: LIST A	6		
					MN30400	Comparative Business and Strategy: China and India		6		
					MN30415	International dimensions of organisational behaviour		6		
					MN30441	International Marketing Management		6		
					MN30409	Business strategy in the global economy		6		
					MN30054	Strategy & human resource management		6		
					MN30109	Business-to-business marketing		6		
					MN30209	Investment banking		6		
					MN30270	Virtual organising		6		
					MN30271	Information system development		6		
					MN30290	Organization and Career Development	Optional: Select between 0 and 2 Units LIST B	6		
					MN30371	Economic governance, competitiveness and policy		6		
					MN30372	Ethical issues in marketing		6		
					SP30055	Comparative industrial relations		6		
					MN30447	Antitrust & Strategy		6		
					MN30448	Business & The Natural Environment		6		
					MN30468	Auditing and Accountability		6		
					MN30469	Advanced Management Accounting		6		
					PL30027	French national option F11: La persuasion et la propagande	Optional: Select between 0 and 1 Units: Students may only select 1	6		
					PL30029	French national option F13: Culture et identité dans la France contemporaine		6		

				PL300528	French national option F16: Les scandals politiques en France	national option from those available in both S1 and S2.	6		

Programme Code:	UXXX-AYB06
Programme Title:	BSc (hons) International Management and Modern Languages (Spanish)
Award Type:	Bachelor of Science with Honours
Award Title:	BACHELOR OF SCIENCE IN INTERNATIONAL MANAGEMENT AND MODERN LANGUAGES (SPANISH)
Mode of Attendance:	Thick sandwich (Full-time on campus)
State if coexistent M-level programme:	
State any designated alternative programme(s):	
Approving body and date of approval:	

Part	Stage	Year	Period of Study	Unit Code	Unit Title	Unit Status	Credits	DEU Status	Placement or Study Abroad Status
1	1	Year 1	AY	PL10638	Spanish written and spoken language 1	Compulsory	12	DEU	
			S1	PL10453	Spanish business environment 1: economic and industrial environment	Compulsory	6		
				MN10070	Business economics	Compulsory	6		
				MN10077	Quantitative methods and data analysis	Compulsory	6		
				MN10078	National business environment of UK - legal aspects	Compulsory	6		
			S2	PL10454	Spanish business environment 2: legal environment	Compulsory	6		
				PL10789	Spanish political and cultural studies 1975-present	Compulsory	6		
				MN10079	The UK macroeconomic environment	Compulsory	6		
				MN10331	Accounting for Managers	Compulsory	6		
2	2	Year 2	AY	PL20641	Spanish written and oral communication in the business context	Compulsory	12	DEU	
			S1	PL20466	Comparative employee relations (Spanish)	Compulsory	6		
				MN20080	People and organisations	Compulsory	6		
				MN20081	Principles of marketing	Compulsory	6		
				MN20082	European business environment: European integration & legal structure	Compulsory	6		
			S2	PL20461	Multiple perspectives on Europe - Spain	Compulsory	6		
				PL20783	Introduction to contemporary Latin American politics	Compulsory	6		
				MN20485	Accounting for Managers in an International Context	Compulsory	6		
				MN20010	Company law	Optional: Select 1 Units:	6		
				MN20014	IT & its business context		6		
				MN20015	Market analysis		6		
				MN20017	Operations management		6		
				MN20291	Human resource management 1		6		
				MN20434	Organisational Design, Performance and Change		6		
				MN20444	UK tax and tax planning for the growing business		6		
				MN20445	Corporate Responsibility: Principles and Perspectives		6		
	3	Year 3	AY	XX20047	Year abroad in Spain and Latin America- work placement	Optional: Select 1 Units:	60		Enhanced
				XX20048	Year abroad in Spain and Latin America - academic exchange		60		Enhanced
				XX20049	Year abroad in Spain and Latin America - academic exchange & work placement		60		Enhanced

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3	4	Year 4	AY	PL30719	Spanish written & oral communication in the international business context	Compulsory	12	DEU		
			S1	PL30597	International marketing communications (Spanish)	Compulsory	6			
				MN30085	The internationalisation of business	Compulsory	6			
				PL30568	The politics of democracy & development in Latin America	Optional: Select between 0 and 1 Units: Students may only select 1 national option from those available in both S1 and S2.	6			
				PL30794	In the shadow of Franco: repression, denial and memory		6			
				PL30675	In search of Latin America: diversity and the dream of unity					
				MN20034	Brand management	Optional: Select 2 Units:	6			
				MN20313	Human resource management 2		6			
				MN20433	Leadership		6			
				MN20436	Contemporary issues in business and society		6			
				MN30036	Advanced advertising theory		6			
				MN30039	Employment law		6			
				MN30040	European integration studies 1		6			
				MN30050	Supply management		6			
				MN30051	Technology and Innovation Management		6			
				MN30067	Treasury management		6			
				MN30105	Consumer research		6			
				MN30266	Decision making		6			
				MN20312	Work, organisation and Employment Relations		6			
				MN30281	Privacy, trust and security in information systems		6			
				MN30436	Contemporary issues in business and society		6			
				MN30465	Depth Psychology of the Consumer		6			
				MN30473	Entrepreneurship and Innovation		6			
				MN30474	Management consulting in theory and practice		6			
			S2	PL30593	Spain & Latin America in the global economy	Compulsory	6			
				MN30059	European integration studies 2	Optional: Select between 1 and 2 Units: LIST A	6			
				MN30062	International business law		6			
				MN30400	Comparative Business and Strategy: China and India		6			
				MN30415	International dimensions of organisational behaviour		6			
				MN30441	International Marketing Management		6			
				MN30409	Business strategy in the global economy		6			
				MN30054	Strategy & human resource management		6			
				MN30109	Business-to-business marketing		6			
				MN30209	Investment banking		6			
				MN30270	Virtual organising		6			
				MN30271	Information system development		6			
				MN30290	Organization and Career Development		6			
				MN30371	Economic governance, competitiveness and policy		6			
				MN30372	Ethical issues in marketing		6			
				SP30055	Comparative industrial relations		6			
				MN30447	Antitrust & Strategy		6			
				MN30448	Business & The Natural Environment		6			
				MN30468	Auditing and Accountability		6			
				MN30469	Advanced Management Accounting		6			
3	4	Year 4	S1	PL30569	The post-Franco party political system in Spain	Optional: Select between 0 and 1 Units: Students may only select 1	6			
				PL30728	The international relations of Latin America		6			

				PL30760	Latin American visual cultures	national option from those available in both S1 and S2.	6		

Late submission of coursework

You will be expected to hand in all assessed coursework by a specified date. This is to ensure equity amongst students and also to enable staff to mark efficiently.

If there are valid circumstances preventing you from meeting a deadline, the Director of Studies may grant an extension to a submission date. Forms to request an extension are available from the Department. You will need to provide a description of the circumstances which you feel support your request. The Director of Studies may ask you to produce supporting evidence.

If you submit a piece of work after the submission date (and no extension has been granted), the maximum mark possible will be the pass mark. If you submit work more than five days after the submission date, you will normally receive a mark of 0 (zero), unless you have been granted an extension or a panel has agreed that there are Individual Mitigating Circumstances (IMCs), as outlined below. You do not need to submit an IMC claim if you have already had an extension approved.

Individual Mitigating Circumstances

Individual Mitigating Circumstances (IMCs) refer to conditions or circumstances that either temporarily prevent a student from undertaking assessment or significantly impair a student's performance in assessment. Note that the criterion for IMCs is the impact on the *assessment*, rather than the impact on the student.

IMCs are distinct from longer-term conditions or circumstances that affect your ability to study, of the type that might be better supported through, for instance, disability support or special assessment arrangements.

Definitions of IMCs can be found in "What are Individual Mitigating Circumstances" - www.bath.ac.uk/registry/imc/documents/what-are-imcs.pdf. You should make yourself familiar with these definitions, in addition to any IMC guidance offered by the Department and support and guidance offered through the Student Disability Advice Team or the Students' Union Advice and Representation Centre, so that you are prepared should such circumstances arise.

The Department will be able to advise you on how to submit an IMC claim. Should you wish any IMCs to be taken into account by the Board of Examiners for Programmes, notify the Director of Studies within three working days of completion of the relevant assessment. The form you should use to do this is available from the Department or from www.bath.ac.uk/registry/imc/documents/imc-report-form.doc . You will need to submit evidence of your claim – for example, in the case of illness or injury, a medical certificate. If you know of an IMC before you begin an assessment period, please notify the Director of Studies in advance.

The information given here is a summary for your general guidance. Full information and guidance on the University's principles governing Individual Mitigating Circumstances and Assessment is available at www.bath.ac.uk/registry/imc/.

Further information
Students' Union Advice and Representation Centre (www.bathstudent.com/aware/)   Student Disability Advice team (www.bath.ac.uk/disabilityadvice/).

Cheating, including plagiarism

There are various forms of cheating, including cheating in examinations and plagiarism. All such forms of cheating constitute a form of deceit and so may threaten the integrity of the University's assessment procedures and the value of your award.

Plagiarism involves presenting work that is not your own for assessment. Plagiarism occurs when a student 'borrows' or copies information, data, or results from an unacknowledged source, without quotation marks or any indication that the presenter is not the original author or researcher.

A particular form of plagiarism (and hence cheating) is auto-plagiarism or self-plagiarism. This occurs when a student submits work (whether a whole piece or part of a piece) without acknowledging that they have used this material for a previous assessment.

If you use someone else's work – say, by summarising it or quoting from it – you must reference the original author. This applies to all types of material – not only text, but also diagrams, maps, tables, charts, and so on. Be sure to use quotation marks when quoting from any source (whether original or secondary). Fully reference not only quotations, but also paraphrases and summaries. Such references should then be included in a bibliography or reference list at the end of the piece of work. Note that the need for referencing also applies to web-based material; appropriate references, including URLs, should always be given.

There are several acceptable methods of referencing material. Examples include the Harvard system and the Numeric system. This Department recommends the Harvard system of referencing.

Guidance concerning referencing and plagiarism is available from several sources. They include:

- the University Library's guides, 'A Guide to citing references' (www.bath.ac.uk/library/help/infoguides/references.pdf) and 'Plagiarism: What it is and how to detect it' (www.bath.ac.uk/library/help/infoguides/plagiarism)
- courses run by library staff and the Students' Union's SORTED programme (http://www.bathstudent.com/sorted/home/)
- an online tutorial produced by Epigeum and available via www.bath.ac.uk/learningandteaching/epigeum.bho/
- courses delivered by the English Language Centre (www.bath.ac.uk/elc)

   Any student who is found to have used unfair means in an examination or assessment procedure will be penalised. 'Unfair means' here include:
- cheating (for example, unauthorised reference to notes or course material in an examination);
- fabrication (for example, reporting on experiments that were never performed);
- falsification (for example, misrepresentation of the results of experimentation);
- plagiarism (as discussed above);
- self-plagiarism (duplication of one's own work, as discussed above);
- unfair collaboration or collusion (representation of work produced in collaboration with another person or persons as the work of a single candidate).

Penalties for unfair practice will be determined by the Department or by the Faculty Board of Studies. They may include failure of the assessment unit or part of a degree, with no provision for reassessment or retrieval of that failure. Proven cases of plagiarism or cheating can also lead to an Inquiry Hearing or disciplinary proceedings. If you are accused of an offence, the Students' Union welfare services are available to support you when your case is being examined.

ACADEMIC INTEGRITY TRAINING AND TEST - MANDATORY

NEW REQUIREMENT ON ALL STUDENTS FOR 2011/12

"*There can be no excellence without academic integrity*"

The Mandatory Skills Training and Test of Understanding – 2011-12

The Training
From 1 October 2011, **all** students registering in 2011/12 will be required to work through early mandatory training aimed at providing a common baseline of knowledge and understanding of good academic writing practice. This includes an understanding of plagiarism and other assessment offences, and the skills of good referencing and citation. It is followed by a mandatory test of understanding.

Centrally, the University is providing an online tutorial for training that all registered students for 2011/12 can access through Moodle. You need your BUCS ID and password to access Moodle. You can repeat the tutorial to ensure you understand the definitions and what constitutes acceptable practice. Additional information on referencing and plagiarism and links to other training, guidance and sources of help are available from the Student Skills page at
http://www.bath.ac.uk/students/support/academic/index.html

The Test
When you have completed the training tutorial – perhaps a couple of times - and are confident about it, you should undertake the mandatory test of understanding. The central test for students in your department is also accessed in Moodle.
If you do not pass the test, you will need to re-visit the training and/or look at the other guidance available to you via the Student Skills site links or as required by your Director of Studies, and re-take the test until you pass.

Progression
Until you pass this test **you will not be able to progress** beyond the next progression point in your studies, irrespective of your programme marks.

Your Director of Studies will be able to confirm when this next progression point occurs for your stage of your programme.
If you are in your final year or semester in 2011/12, this could mean that you cannot receive your award until the test is passed.

The University's QA Code of Practice, statement QA53 Examination and Assessment Offences contains the following:

5.8 **A consequence of the mandatory skills training and test requirement is that a student who commits an offence after completing the test satisfactorily will not be able to make subsequent claims of inadvertence or ignorance as a basis for mitigation of a penalty.**

QA53 for 2011/12 can be seen from 1 October 2011 in full at
http://www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA53.pdf

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Plagiarism detection and personal data

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

The service complies with European Data Protection legislation. When you registered with the University, you gave it permission to process your personal data for a variety of legitimate purposes. This includes allowing the University to disclose such data to third parties for purposes relating to your studies. The University, at its sole discretion, may submit the work of any student to the Plagiarism Detection Service (in accordance with Regulation 15.3e) and may make, or authorise third parties to make, copies of any such work for the purposes of:

i.   assessment of the work;
ii. comparison with databases of earlier work or previously available works to confirm the work is original;
iii. addition to databases of works used to ensure that future works submitted at this institution and others do not contain content from the work submitted.

The University will not make any more copies of your work than are necessary, and will only retain these for so long as remains necessary, for these purposes.

Please note that, if at any time the University submits any of your work to the JISC Plagiarism Detection Service, the service will be provided with, and will retain, certain personal data relating to you – for example, your name, email address, programme details and the work submitted. Such data may be transferred by the Plagiarism Detection Service to countries worldwide (some of which may not be governed by EU Data legislation) in order for the work to be checked and an originality report generated in accordance with the proper workings of the Plagiarism Detection Service. Personal data is retained indefinitely by the JISC Plagiarism Service upon submission of work. You may ask for your personal data to be removed by contacting the University's Data Protection Officer.

Further information
From 1 October 2011, the University's procedures on Examination and Assessment Offences (QA53) are described at www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA53.pdf

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Procedures for the Review of a Board of Studies Decision (Appeals)

A student may request that the Board of Studies review a decision relating to a failed final examination or formal course assessment or failure to progress to the next part of a degree. University Regulation 17 (Conduct of Student Academic Reviews and Appeals) explains in which circumstances this may be requested. The grounds under which such a review may be permitted are:

(i)   that circumstances exist affecting the performance of the candidate of which the Board of Examiners have not been made aware and which the student could not reasonably have been expected to have disclosed to the Director of Studies in accordance with the Regulation on individual mitigating circumstances (Regulation 15.3 d);

(ii)   that there were procedural irregularities in the conduct of the examinations or formal course assessments (including administrative error) of such a nature as to cause reasonable doubt whether the Board of Examiners would have reached their decision had the irregularities not occurred;

(iii)   that there is positive evidence of prejudice, bias or inadequate assessment on the part of one or more of the examiners.

Any student seeking a review on any of the grounds indicated above must notify the Chair of the Board of Studies in writing within fourteen days of being notified of the decision of the Board. The request should be submitted on the appropriate form (available at www.bath.ac.uk/registry/registry.bho/appeals/acad-review-appraisal.htm). The request for a review must include:

a)   a statement specifying which of the grounds set out in Regulation 17.4 apply to the case for review;
b)   a statement of the circumstances leading to the case for review;
c)   any additional documentary evidence;
d)   a statement of the student's desired outcome;
e)   an explanation as to why the student was previously unable to provide any new information disclosed to the Board of Studies at this stage.

The Chair of the Board of Studies, in consultation with the Head of Department, has the discretion to decide that there are insufficient grounds to warrant holding a review. The student will be advised of this decision and their right to submit an appeal in accordance with Regulation 17.11.

Where the Chair of the Board of Studies, in consultation with the Head of Department, agrees that there is a *prima facie* case for an academic review, the Chair may consult with the Director of Studies and internal examiners to determine whether or not the student's desired outcome is the most appropriate action in view of the circumstances and the student's academic profile. Where this is the case, the Chair may take executive action to approve the outcome without the need for a review hearing. It should be noted that executive action cannot be invoked in cases where the review relates to the conferment of an award.

Where the Chair, in consultation with the Head of Department, agrees that there is a *prima facie* case for a review but executive action is deemed inappropriate, the Board of Studies will conduct a review hearing. The student will be expected to be present at the hearing, accompanied by a friend or adviser (such as a Students' Union Sabbatical Officer).

A student who disagrees with the outcome of a review hearing may submit an academic appeal for which the relevant procedure is set out in Regulation 17.12.

Students considering lodging a request for an academic review or a review appraisal should discuss the matter with the Director of Studies, their Personal Tutor or the Students' Union (Vice President (Education) or Advice and Representation Centre, email: aware@bath.ac.uk) as soon as possible.

Students should consult the University's guide to academic review and review appraisal procedures at www.bath.ac.uk/registry/registry.bho/appeals/acad-review-appraisal.htm and the Regulations governing these procedures at www.bath.ac.uk/regulations/

Feedback on Assessed Undergraduate Work

Most units taught are assessed by a combination of either coursework and examination or coursework and final essay, giving at least two opportunities for feedback on performance.   There are five or more pieces of assessed coursework over the year in language units, contributing at least 30% of the total marks.   In other units coursework contributes 20%, 33% or 50% of the total mark, with the exam or final essay providing the remainder.   A small number of units are assessed wholly by coursework or wholly by examination. At the end of each semester, the assessments will be aggregated to give you an overall mark out of 100 for each unit.

Coursework can take a variety of forms.   In language units it will include tests, translations, oral presentations and writing in the target language. In other units the most common forms of coursework are seminar presentations and essays.   Most seminar presentations are oral team exercises but many will have an additional individual written component.

Not all the assignments you are given may "count" in terms of how you are assessed. Those which do are referred to as *assessed coursework*. We undertake to make very clear to you what is assessed and what is not, but if you are in any doubt you should ask the teacher concerned.   In practice most assignments will be assessed, particularly after the first year.

The way in which each individual unit is assessed will be explained to you at the start of the academic year and will be stated in writing on the reading list or a separate handout. A summary is also given in the relevant entry in the Unit Catalogue.   If you are in any doubt about what "counts" (and how much it counts for) please ask either the teacher.

In first year core units you will receive guidance on how to prepare for essays and exams. You will also receive guidance on how to prepare for seminar presentations in the first or second year, depending on your programme and choice of units.

In the second and final years, examinations and pieces of assessed coursework which carry more than 2% of the marks in the overall degree scheme are "moderated" by a second marker in the interests of fairness.   They are also moderated by an "external examiner" from another institution, who ensures that standards are compatible with those in other universities.   Final year language oral examinations are recorded to permit moderation by an External Examiner.   Written examinations are anonymous (the student's name does not appear).   As the Department has a rigorous system of second marking and external moderation in place to ensure the fairness of marks, requests for the assessments to be re-marked are not accepted.

Feedback on assessed coursework

We undertake to notify you of the mark you receive for each piece of assessed coursework and final essay and to indicate to you, by means of corrections or comments,

how that mark was determined and how you might improve.   The marking system used is as follows:

First Class (I)	70 or more
Upper Second Class (II.1)	60 to 69
Lower Second Class (II.2)	50 to 59
Third Class (III)	40 to 49
Marginal Fail	35 to 39
Bad Fail	Below 35

This is a slightly odd system, insofar as the great majority of students can expect to receive marks in the relatively narrow band of 50-69, but it is the traditional one in UK higher education.   As a rule of thumb, a mark of 57 or 58 represents a decent level of achievement and most students will achieve an average in the low 60s.

Marks below 30 or above 85 are not usually given, because they distort the averages calculated at the end of the year. However, a mark below 30 may be given if a piece of coursework is incomplete or missing, and the full range of marks from 0 to 100 may be given in certain tests where there are clearly "right" and "wrong" answers. Please note that the Department of Politics, Languages and International Studies uses "interval marks" of 70, 73, 76, 80 and 85 in the First Class range (except in language units). If you are ever uncertain as to what a mark means, or how it has been arrived at, please ask the teacher concerned.

All written assignments [apart from language work] must be submitted both electronically and in hard copy. The electronic version will usually be submitted via Moodle. Please consult the lecturer of the course about this.

Language exercises are normally returned within one week of submission.   Other coursework will be returned within three weeks (though final essays submitted at the end of Semester 2 may take longer and are usually posted to home addresses in July). Where a unit is assessed by coursework and examination, we undertake to return the coursework before the exam so that you can take account of comments.

Except in language units, essays and other written assessments are submitted with a cover sheet which is completed by the marker. The quality of the work will be indicated by ticks in boxes which correspond to the marking criteria in use and by comments written at the foot of the sheet. The Marking Criteria used in the Department of Politics, Languages and International Studies are printed in a box on the next page; criteria used in other Departments may differ slightly.   For oral assignments written feedback will be given (often by e-mail).   Written language exercises are returned with corrections and comments on the original.

The Department also gives individual feedback on examinations and will provide continuing students with access to markers' comments on their exam scripts on request. If you or your teachers are concerned about your performance in exams, you should ask for this. At the discretion of the Director of Studies, it may also be possible for a marker to go over your examination script with you.   However we do not give feedback on examinations in written or spoken language because the feedback on coursework will have given students a clear indication of their strengths and weaknesses.

For examinations other than in language units we undertake to provide general feedback to continuing students, such as comments on how particular questions were handled or examples of good answers.   Statistics on average marks in PoLIS units are published each year on the Moodle page of the Staff-Student Liaison Committee.

Other opportunities for feedback

There are many other ways in which students are given feedback on their work. The most common for individual units are personal advice from a teacher and discussion of coursework or exam answers in class or online. It is also very important that you discuss your progress with your personal tutor or a regular basis – we will invite you to do this after the marks for each semester are published.

Publication of marks

A few weeks after the end of each semester, you will be able to discover the marks you have been awarded in each unit by logging into SAMIS and should then discuss them with your personal tutor. You can print out a transcript of your marks from your SAMIS page but if you need a formal certified transcript, eg for a job application, you should ask in the PoLIS Office. In the final year, Year Abroad marks are released with first-semester marks and Dissertation marks are released with second-semester marks.

At the end of the first and second years, a list of students who have satisfied the Examiners and are permitted to proceed to the following year will be placed upon the Examinations notice board. In the final year, a list is posted on which students are grouped according to the class of degree awarded (First Class, Upper Second Class, etc). The marks of individuals are not published. A student can only be "failed", and required to withdraw from the programme, at the end of a year.

MARKING CRITERIA

General
First class (with interval marking: 70/73/76/80/85% in PoLIS) **85%**
• Work of outstanding quality which fulfils all the requirements of the exercise to the highest standard that could reasonably be expected of an undergraduate, plus the First class attributes listed below
80%
• Evidence of unusual originality, creativity and/or critical insight, plus the First class attributes listed below.
76%
• Evidence of exceptionally wide, independent and relevant reading, and a thorough and sophisticated grasp of key ideas/concepts, plus the First class attributes listed below.
73%
• Evidence of the ability to argue from evidence, to generalize maturely, and to answer all parts of a question and achieve a sensible balance between them, plus the First class attributes listed below.
70%
• Evidence of the ability to structure an essay/project/presentation, to introduce, select, analyse, and synthesize, to present logical conclusions. • Evidence of a thorough grasp of key ideas / concepts. • Evidence of wide, relevant reading. • Evidence of sustained interest in the topic and an ability to engage the reader/interlocutor. • Evidence of originality and / or very good critical insight. • Evidence of good use of examples to illustrate points and to justify arguments. • Clear, accurate, appropriate and stylish use of language. • Bibliographical and other references should be presented in a form appropriate to the exercise.
Upper second class (60-69%)

- Evidence of the ability to structure an essay/project/presentation, to select, analyse, and order, with some attempt to synthesise and conclude.
- Evidence of ability to answer all parts of a question.
- Evidence of the ability to identify and understand key ideas / concepts.
- Evidence of appropriate reading.
- Evidence of interest in the topic.
- Evidence of appropriate use of examples to illustrate points and to justify arguments.
- Clear, accurate and appropriate use of language.
- Bibliographical and other references should be presented in a form appropriate to the exercise.

Lower second class (50-59)

- Evidence of the ability to describe a subject in an organized way, with some attempt at analysis, and to demonstrate knowledge of the subject, with limited explanation or discussion of the material.
- Some evidence of ability to identify key ideas.
- presented: may indicate a narrative or cataloguing approach.
- Limited evidence of relevant reading.
- Limited evidence of interest in the topic.
- Some evidence of ability to select appropriate examples to illustrate points and to justify arguments.
- Clear use of language.
- Limited bibliographical and other references.

Third class (40-49%).
- Evidence of the ability to write/talk descriptively about a subject, but with little or no attempt to generalize or to discuss.
- The student should clearly be able to communicate identifiable facts and concepts.
- Little evidence of relevant reading.
- Little evidence of interest in the topic.
- Very limited evidence of ability to select appropriate examples to illustrate points.
- Unreliable use of language.
- Poor bibliographical and other references.

Marginal Fail (35-39%)
- Evidence of some ability to identify and describe relevant facts and issues, but with no grasp of concepts.
- Inadequate evidence of relevant reading.
- Inadequate evidence of ability to select appropriate examples to illustrate points.
- Poor use of language.
- Poor or non-existent bibliographical and other references.

Fail (30-34%).
- Little or no evidence of the ability to communicate identifiable facts and concepts.
- Irrelevant answer
- Muddled understanding

Target language

The mark range for submitted, completed work is normally 30% - 85%.   In tests where there are right/wrong answers, the whole range of marks from 0 to 100 may be used.   Interval marking in the First Class is not applicable to language work (i.e. for Written and Spoken Language / Written and Oral Communication units).

First class (70-85%)
- A high degree of fluency and precision *consistent with the level of attainment* is to be expected, although minor slips may be present.
- The ability to demonstrate an appropriate command of sentence structure, lexis, register and idiom.

Upper second class (60-69%)

- Very good command of the language *consistent with the level of attainment* is to be expected, showing facility and very few errors.
- The ability to handle sentence structure naturally, and to demonstrate some awareness of stylistic variation.

Lower second class (50-59%).
- Satisfactory command of the language *consistent with the level of attainment* is to be expected;
- Competent manipulation of sentence structure, with some evidence of development and complexity, and not more than a small dose of grammatical errors.
- Accuracy will take precedence over ambition.

Third class (40-49%).
- Some evidence of the ability to control the language for the purpose of effective written communication and *consistent with the level of attainment*.
- Work will be broadly coherent and comprehensible;
- Sentence structure will be generally simple;
- Grammatical and other errors will not be such as seriously to impede comprehension.

Marginal Fail (35-39%)
-
- Work will be intermittently coherent and comprehensible;
- Sentence structure will be seriously deficient;
- Grammatical and other errors will be such as seriously to impede comprehension.

Fail (30-34%).
- Little or no evidence of the ability to control the language.
- Failure to make oneself understood.
- Little awareness of sentence structure **and** numerous grammatical and other errors.

Note: the *level of attainment* refers to the standard expected at a given level of study – eg one year post A-level, two years post A-level, etc.

CHANGE IN YOUR CIRCUMSTANCES / REGISTRATION STATUS / ACCESSING UNIVERSITY EMAIL

You must ensure that the University holds correct, up-to-date, personal and academic details for you. Note that only registered students may use the University's facilities, such as email and the Library. You will be asked to register online at the start of your programme of study and then to re-register at the start of every academic year thereafter until you have completed your programme. It is a requirement of University regulations that you register when asked to do so.

The University will often communicate to you a range of important matters including registration, unit-enrolment, assessment, and degree ceremonies, via your University email account. So that you do not miss out on (and as a consequence fail to act on) important information, it is a University regulation that you access your University email account regularly, even if you are out on placement or study abroad. You therefore have a responsibility to ensure that your University email account can receive incoming mail and that you read your email regularly.

Personal circumstances

We need to keep our Student Records' database (SAMIS) up-to-date. If you change your address – either your semester-time or home address – please ensure that you update your details online at www.bath.ac.uk/registration-on-line/.

If during your studies you change your name, you will need to complete form CC1 (*Notification of Change of Student's Personal Circumstances)* and to provide proof of change (for example, a marriage certificate). Please submit the form to the Department or the Student Records & Examinations Office.

Academic circumstances

If you are considering suspending your studies, transferring from one programme to another, or withdrawing from your programme, please discuss your situation with the Director of Studies. She will be able to advise you on an appropriate course of action. It is a University regulation that you attend regularly; if circumstances are such that you are not able to do so, then please contact the Director of Studies to discuss your situation and agree an appropriate course of action.

Your personal tutor will also be able to provide support and guidance on matters relating to your programme.

If you are withdrawing from the University or suspending your studies, you should also consult with the Student Finance Office and Student Services Centre, who will be able to advise you on implications for fees and on how to suspend any student funding you are receiving.

Please register any change of academic circumstance, including change of optional units, with the University using the appropriate form (see below) available from the Department:

Change in circumstance	Form
Suspension of registration	Form CC2
Change of programme of study to a different department	Form CC5
Discontinuation of registration	Form CC2
Change of optional units selected for the current academic year	Form CC4
Transfer from one programme to another within the same department	Form CC4
Take up a placement option, having formerly been registered on a programme without a placement. (This entails a change of programme.)	Form CC4

> **Further information**
> http://www.bath.ac.uk/studentsservices/policy/suspendstudy.html.
> www.bath.ac.uk/regulations

PERSONAL TUTOR SYSTEM

A personal tutor is assigned to all students; they will help you to get the best out of your university experience and can guide you to sources of expert help – whether on academic progress or personal/welfare issues– when or as you may need it.

You are responsible for attending the scheduled meetings with your personal tutor and letting them know in advance if you cannot attend. Remember that if you do not get to know your tutor, they will be unable to provide you later with a reference for your career. If you fail on several occasions to make contact with your tutor as expected, this will be reported to your Director of Studies.

You should expect to meet with your personal tutor on three occasions in your first semester after entry to University and you will be offered at least one meeting thereafter per semester. You can request a personal, one-to-one meeting at any time.

If you should have reason to wish to change your personal tutor please contact your Director of Studies to discuss the matter.

Peer Mentoring
Here in the Department we run a peer mentoring scheme for new students. New students are matched up with 2nd or 3rd year students from the department who have volunteered to be peer mentors.

Your mentor can give you advice on a range of advice on topics that you may have queries about (e.g. life in Bath, where to find things on campus…etc).   It is informal; you can drop them an email, meet for a one-off chat, or you can meet more regularly.

We know that starting university is exciting but it can also be new and a bit daunting so your peer mentor is there to help you settle in.

STUDENT SUPPORT AND REPRESENTATION

Feeding back your views to the University

The University is committed to reviewing and improving its practice. The main ways in which we seek feedback are through (a) surveys and (b) Staff / Student Liaison Committees (SSLCs). We also use focus groups, departmental working parties, and various kinds of feedback session.

You can get actively involved in determining how your educational and student experiences are organised by becoming active in the Students' Union or by letting the Department know that you are interested in contributing.

The University requires every department to have a formal system so that all students can comment routinely, in confidence, on the teaching they have received. Such comments help us to check that:

- you have a clear idea of the aims and requirements of each unit you study;
- our classroom teaching is effective and stimulating;
- the advice and feedback we provide on your work is helpful;
- our resources are adequate.

The main means by which we seek your feedback is through questionnaires. You will be asked to complete a questionnaire for each unit you have studied. Please complete each questionnaire fully, thoughtfully, and candidly. In particular, please tell us, not only your opinion on the unit you have studied, but also the *reasons* behind your opinion.

When we receive responses to questionnaires, we analyse them – especially any criticisms or suggestions they provide. The Director of Studies will then present the results of questionnaire to the SSLC. The results will also be discussed at departmental staff meetings so that appropriate action can be taken. Summaries of the feedback and the actions taken will be included in Director of Studies' Annual Monitoring Reports. Each report is presented to the Faculty Learning, Teaching and Quality Committee, which will make sure that the actions taken are adequate, appropriate, and properly implemented.

Student representation

As a student of the University you are automatically a member of the Students' Union. Officers of the Students' Union represent students' interests on University decision-making bodies. In addition, numerous student representatives play important roles on various departmental, faculty and University committees.

There are many opportunities for elected student representatives. Each Department has a member of staff who can advise on the opportunities and the responsibilities involved. If you are elected by fellow students to serve on departmental, faculty or University committees you will be expected to represent the views of your fellow students and provide feedback following meetings.

Each Department has at least one departmental SSLC. These comprise six or more elected student members, known as Student Academic Representatives (or 'Academic Reps') and an equal or smaller number of staff members. SSLC and faculty representatives are elected at the beginning of every year through online elections. Their role involves attending departmental meetings and also gathering information which is passed on to various University committees and departments.

The School of Management has two **School Staff Student Liaison Committees** (often abbreviated as SSLC) – one for undergraduate students and one for post-graduate students, each has six or more elected student members, and an equal or smaller number

of staff members. There is a system of online elections. Elected student members are known as Student Academic Representatives and are an important part of the representation system. As well as attending meetings within your School, they gather a range of information which is passed on to a range of University committees.

PoLIS has a single **Staff-Student Liaison Committee** covering all its degree schemes. Student members are elected annually and are eligible for re-election: elections are conducted online and co-ordinated by the Students' Union. If you would like to stand for election, you will need prepare a short statement or manifesto and nominate yourself online. You must be prepared to devote a certain amount of time to attending meetings, discussing issues with the students you are representing, and acting on behalf of individual students who may approach you with ideas or problems. The names and photographs of representatives will be placed in the the SSLC virtual office on Moodle, to help students contact them.

The School of Management's SSLC notice-board is located on the first floor of the Wessex House building

Student Academic Representatives also sit on the Academic Council of the Students' Union. This meets every three weeks during semester time in order to:

- keep Students' Union Officers and Representatives informed of developments throughout the University;
- discuss common problems and interests affecting departments;
- gather student opinions and views to be used by the University and the Students' Union;
- update Representatives on Students' Union activities.

The Students' Union runs a full training programme for student representatives through the SORTED (Students, Officers and Representatives - Training, Education and Development) programme.

Further information

On becoming a Student Academic Representative:
www.bathstudent.com/arc/academicrep/becomearep/

Election of representatives: www.bathstudent.com/arc

Outline election procedures are included in QA48 Staff/Student Liaison Committees at
www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA48.pdf

SORTED: www.bathstudent.com/sorted

Four student representatives (including at least one undergraduate and one postgraduate) are elected to sit on the **Faculty Board of Studies**. An undergraduate and a postgraduate student will also be elected to sit on the **Faculty Teaching and Quality Committee**. The Faculty Teaching and Quality Committee considers all matters relating to taught programmes within the Faculty and makes recommendations to the Faculty Board of Studies, which is responsible for making most decisions in relation to teaching and research and which reports to the University Senate.

Full University committees with student representation include the Council/Senate/Students' Union, the Learning, Teaching and Quality Committee, and Senate. Elections to many of these posts take place at the start of the academic year.

If you are interested in representing student views at faculty or University level, please contact the Students' Union Vice-President (Education): email sueducation@bath.ac.uk

Do feel free to approach your student academic representative at any time. This is normally the person who represents your year or degree scheme on the Departmental SSLC.

If you need to raise a concern, remember there are various routes open to you. You can discuss issues directly with a lecturer, your Personal Tutor, or the Director of Studies. Individual problems are often more readily resolved in this way. The Students' Union Advice and Representation Centre, described below, also provides students with information and confidential advice.

Further information
www.bathstudent.com/arc/ provides information on student representation and contact details of academic representatives.

Student welfare

Most students find there are occasions when it can help to talk to someone about a personal problem or issue. In many cases, your Personal Tutor, Director of Studies, or Resident Tutor will be able to help. However, there is also a range of specialist University support services that you may be referred to, or can approach directly. Your two main contact points are the Student Services Centre and the Students' Union Advice and Representation Centre.

The Student Services Centre can provide or direct students to advice on a range of issues including academic skills, disability, funding, health and well-being, and international matters. It also provides letters confirming student status for a variety of purposes.

The Students' Union Advice and Representation Centre deals with academic and welfare issues, ranging from housing to representation at academic reviews and appeals. It also provides information for students, including those wanting to submit individual mitigating circumstances, change their course or experiencing problems with their course.

Further information and contacts

A guide to the wide variety of support and information available to students can be found at www.bath.ac.uk/student and the Students' Union website www.bathstudent.com

Student Services Centre in 4W is open from Monday to Friday 9am to 5pm; tel: 01225 385538. The Helpdesk can also be contacted via the Student Services Helpdesk tab on your personal student record 'SAMIS' page. For the full range of services see www.bath.ac.uk/students/support/services

The Students' Union Advice and Representation Centre is open 9am to 5pm in term time and 10am to 4pm during vacations; tel: 01225 386906; email at aware@bath.ac.uk. For the full range of services see www.bathstudent.com/aware

The **Careers Advisory Service** in Norwood is open from 9.15am to 4.30pm, with lunch time closure from 1-2pm in vacations.

Dealing with a problem involving the University

We want to ensure that, if you have a problem concerning the University, it is resolved as quickly as possible. As described above, there are student representatives on all formal decision-making committees – at programme, departmental, and University level. Student representatives help to anticipate problems and, when problems occur, to deal with them promptly. As a result we can often resolve problems *before* they get to the stage where a formal complaint might be necessary.

Complaints

If you do need to make a complaint, there are procedures in place to deal with it, outlined at www.bath.ac.uk/studentcomplaints. These procedures are designed to ensure that your complaint will be dealt with in good faith and that you will not be penalised for complaining. When we receive a complaint, we will first seek to deal with it through informal discussion. If this fails to resolve the issue at hand, you can raise the complaint formally.

In addition, there are procedures for requesting a review of decisions concerning failure of a unit or part of a degree or failure to be able to progress to the next part of the degree. For information on these procedures, please see section, *Procedures for the Review of a Board of Studies Decision*.

Bullying and harassment

We believe that all our employees and students are entitled to dignity and respect and to be free from unlawful discrimination, victimisation, bullying, or any form of harassment. This is set out in the University's policy, The Dignity and Respect for Students and Staff of the University of Bath: Policy and Procedures available at
www.bath.ac.uk/universitysecretary/equalities/policies/08dignityrespectpolicy.html

Mediation

If you are involved in a disagreement or dispute, you can seek help from the University's Mediation Service. This service is impartial, non-judgemental, and confidential. Requests for mediation support should in the first instance be made either to the Mediation Service Manager, or the Students' Union Advice and Representation Centre coordinator.

Further information and contacts
Mediation Service: www.bath.ac.uk/universitysecretary/equalities/policies/mediation.html

Mediation Service Manager: Marlene Bertrand (01225 383098); M.Bertrand@bath.ac.uk.
or
Students' Union Advice and Representation Centre coordinator: Carol Lacey
C.Lacey@bath.ac.uk; (01225 386906)

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

If you have a disability, specific learning difficulty (such as dyslexia), or any other specific support need, we strongly advise you to disclose this. This will enable us to assess your needs and make arrangements to support you.

Please speak to your Personal Tutor, Director of Studies, or the Student Disability Advice team as soon as possible – preferably before your course begins. Any personal information you give when disclosing your need will be treated in confidence and made available *only* to relevant members of staff and only *with your permission*.

Please recognise that if you don't disclose your needs – or if you withhold permission to forward information to the relevant members of staff – you may make it difficult for the University to provide suitable support to help you achieve your academic targets. Disclosure will not disadvantage you in any way.

Student Disability Advice provides advice, guidance, information and support for a range of needs including:

- Autism Spectrum Disorders/Asperger's Syndrome;
- dyslexia and other specific learning difficulties;
- mental health;
- mobility impairments;
- sensory impairments;
- unseen disabilities like Epilepsy/HIV/AIDS/Chronic Fatigue

Disability advisers can advise students about support available and putting support into practice. UK students can seek help from disability advisors in applying for government funding for support. A screening process is available if you feel you may have a specific learning difficulty / dyslexia. Disability Advisers are responsible for making applications for alternative arrangements for exams and assessments. Therefore, if you think that, because of a disability, you need alternative exam arrangements (such as extra time or the use of a computer) discuss this with a Disability Adviser without delay.

For information on computing support (assistive technologies) see the section on Computing Facilities and IT skills.

Further information :
Student Disability Advice: www.bath.ac.uk/disabilityadvice
Assistive technologies: www.bath.ac.uk/bucs/services/assistivetechnologies/

Pregnancy and Maternity

The University of Bath believes that being or becoming pregnant, terminating a pregnancy or having a very young child should not, in itself, be a barrier to applying for, starting, or succeeding in, or completing a programme of study. The University is committed to being as flexible as possible in supporting students in these circumstances to ensure they have access to their programme of study.

Students are not under any obligation to inform their Faculty/Department/School or College if they become pregnant, have a child, or decide to terminate a pregnancy while they are a Bath student. However, university or partner organisation staff will not be able to take a flexible approach to an individual's programme of study or offer her specific support, unless she informs them of her situation. Students are able to gain advice, guidance and support via Directors of Study, Personal Tutors and the University's Student Services.

GETTING THE MOST OUT OF YOUR STUDIES

Academic and key skills support and development
To succeed in your studies, as well as developing subject specific knowledge, you will also need to develop a range of academic (key) skills which will help you to become an independent learner. Many of these skills are transferable to the workplace and will therefore also benefit you later on in your future career. You will receive subject specific advice and study skills support through the Department. In addition, resources and training are provided by centrally organised services and by the Students' Union. Click on the Student Support and Resources logo, wherever you see it on the University's website, and it will take you to a list of the services and support the University has to offer - www.bath.ac.uk/students/support/. These services cover a wide range of skills including:

- Academic writing – basic level (English Language Centre) advanced level (Writing Coaches)
- Maths and Statistics Help (MASH)
- Study skills (Students' Union - SORTED)
- Computing (SORTED and BUCS)
- Information skills, including referencing (the Library)
- CV writing, and interview techniques (The Careers Advisory Service).

English Language Centre

The English Language Centre (ELC) offers a range of English courses during term time to support undergraduates and postgraduates in their studies and to improve their English. The ELC's in-sessional programme includes classes that will help students with academic writing, giving presentations and taking part in seminars, as well as Cambridge examination classes. While most of its units are for non-native speakers of English, it also offers an academic writing unit for students whose first language is English. The ELC also runs full-time courses to prepare students for their studies at Bath. These preparation courses include a full social programme, with trips to places of interest, and evening and weekend activities.

Further information

English Language Centre http://www.bath.ac.uk/elc

Self Access Language Centre (SALC) (www.bath.ac.uk/salc/) provides students with a variety of material to study English and other languages.

Building on your skills using Personal Development Planning

Personal Development Planning (PDP) is a process of recording and reflecting on your skills and experience which will help you to plan for your personal, educational, and career development. The University provides information and tools to guide you through the process.

Further information
www.bath.ac.uk/learningandteaching/resources/pdp/

Recognition for extra-curricular activities: The Bath Award

PDP is an important element of The Bath Award. The Bath Award recognises and accredits the skills and achievements of students engaged in all types of extra-curricular activities. It operates alongside your degree programme and aims to capture the extra-curricular achievements at university that you will find valuable in your future life and career.

> *Further information*
> www.bathstudent.com/bathaward/

Careers Advisory Service

The University Careers Advisory Service can support you through the career planning process. In addition to providing support with developing your employability, and guidance on how to make informed career decisions, Careers Advisers will provide help with writing your CV, practising aptitude tests, and improving your interview skills. Being in regular contact with several hundred major employers, the Service is also the best source of summer internships and graduate vacancies for Bath students.

> *Further Information*:
> The **Careers Advisory Service** (www.bath.ac.uk/careers/) in Norwood is open from 9.15am to 4.30pm, with lunch time closure from 1-2pm in vacations.
> www.bath.ac.uk/careers/ includes the *Myfuture* vacancies portal

The Library

The Library is open 24 hours a day and provides materials and information services to support study and research across the University. It houses around 500 networked workstations, wireless networking and laptop docking points and provides study areas for both quiet individual study and group work. The Library's copy and print service includes black and white and colour photocopying, laser printing and scanning. Charges are kept as low as possible.

Information specialists, known as Subject Librarians (see the Department's Library home page), are responsible for services to individual Departments and Schools. They provide individual help to students and staff, as well as teaching information skills. All new students receive library introduction sessions during the induction period.

> *Further information*
> For an explanation of library resources, please see www.bath.ac.uk/library/

Computing facilities and IT skills

You will have been issued with a unique username and password to register online. This forms your email address (username@bath.ac.uk) and once registered, you can use one of the thousand or so BUCS (Bath University Computing Service) student access workstations anywhere on campus. These enable you to use email, the internet, file storage, and Office programs such as word processing. The machines print to laser-printers in the library for which there is a charge per page.

With your username and password you can also register your own laptop, smart phone or similar for connection to the campus wireless network (which covers communal areas, the Library, cafes and similar) or to around 150 student docking ports.

Support is available from the BUCS User Support Desk on level 2 of the Library or online at www.bath.ac.uk/bucs/help/helpdesk/index.html. A range of e-learning tools are available to you via the BUCS website. There are tutorials in the self-help section.

If you have a disability or learning difficulty, BUCS can support you with your computing needs. A BUCS technician specialises in assistive technology support. Resources available include a purpose-built room, specialist software, and computer hardware, including laptops for loan.

The IT shop in the Library stocks popular products such as academic software, DVDs, network cables and headsets. You can order many further IT products through the shop. Prices are often lower than in high street shops.

The Subject Librarian for the School of Management is Ms Helen Rhodes (e-mail at lismanlibs@bath.ac.uk). The Subject Librarian for PoLIS is Ms Katy Jordan (e-mail at liskmj@bath.ac.uk)

Further information
Guide to BUCS services: www.bath.ac.uk/bucs/services/
E-learning: www.bath.ac.uk/e-learning/
Information for new users: www.bath.ac.uk/bucs/help/newusers/
Information for users with a disability or learning difficulty:
www.bath.ac.uk/bucs/services/assistivetechnologies/
IT shop: www.bath.ac.uk/bucs/services/itpurchasing/