

BSc Honours Degree in Business Administration

Guide for First Year Students 2011/2

BSc HONOURS DEGREE IN BUSINESS ADMINISTRATION (BBA)

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INTRODUCTION

Welcome to the degree in Business Administration and to the School of Management. This guide begins with an outline of the programme, so you know what to expect in each of your four years here. It then gives information about features of the programme, such as placements, the opportunity for international study and prizes. This is followed by sections on the personal tutor system, student representation and other aspects of the programme to enable you to make full use of the facilities available as soon as possible. Please read this guide carefully since it contains information vital to your time on the degree.

Please contact your Personal Tutor or the Director of Studies for the degree if you have any further queries about subjects covered in this guide.

Overview of the Programme

The programme is designed to enable students to study organisations and also to develop their ability to solve problems make decisions and work in teams in a variety of situations. Subjects studied are drawn from fields such as finance, marketing, economics, human resource management, international business and organisational behaviour. You will also undertake practical projects that allow you to apply the principles introduced in the taught sections of the programme.

The programme begins with a year studying the major disciplines which are relevant to Business Administration and the context within which enterprises operate. You then go on your first practical placement. In the second and third years the process of specialising and choosing begins, together with a gradual change of emphasis away from the disciplines towards the functional areas of enterprises. In the fourth year you will undertake a major piece of project work which involves a real-life business problem or issue. You will also be able to take a range of specialised topics which reflect your particular interests.

Many graduates of the programme find it a helpful in applying for a career in large businesses in one of the specialist functions covered on the programme: finance, human resources, marketing, etc. But future careers are not confined to this kind of conventional graduate employment scheme, and we have been delighted to see graduates going to smaller employers, into teaching, into the civil service or setting up their own businesses. Above all, this is an education, not a training programme, so the important thing is that you feel you are learning about organisations, about society and about yourself.

An electronic copy of this handbook is available, with other important documents, in a section of *Moodle* devoted to BBA Information. *Moodle* can be accessed from the main University website – follow the link to *e-learning tools*.

Dr Niall Piercy

Director of Studies, BSc Business Administration
Senior Lecturer in Management.
September 2011

IMPORTANT DATES

Basic Academic Calendar for 2011/12

Semester 1:	26 September 2011 – 2 October 2011: Induction 3 October 2011 – 16 December 2011: Teaching period <i>19 December 2011 – 6 January 2012: Christmas Vacation</i> 9 January 2012 – 11 January 2012: Revision period 12/13 January 2012 – Revision or Assessment days 14 January 2012 – 28 January 2012: Assessment period <i>30 January – 3 February 2012: Inter-semester break</i>
Semester 2:	6 February 2012 – 30 Mar 2012: Teaching period <i>2 April 2012 - 13 April 2012: Easter Vacation</i> 8 May 2012 – 11 May 2012: Revision period 12 May 2012 – 1 June 2012: Assessment period

More detailed information and updates relating to the 2011/12 Academic Year can be found on the following web page: www.bath.ac.uk/semester/ay-chart-2011-2012.pdf

Year 1 Teaching and Assessment Calendar

A timetable will be available each semester giving details of lectures, seminars and workshops for the whole of your year group. You will receive paper timetables in Year 1, thereafter the timetables will be available on SAMIS. Usually, the first session for each unit will be the lecture, at which the role of tutorials or seminars will be explained.

We are able to issue you with individual ('personal') timetables for Semester 1 and Semester 2 of the 1st year. We cannot do this for years 2-4 because of the variety of option choices.

Please make careful note of the following dates:

Semester 1

26 - 30 September 2011	Induction Week (School Freshers' activities 27 – 30 September)
3 October 2011	Teaching begins
12 - 16 December 2011	Last teaching week before Christmas vacation
9 - 11 January 2012	Revision week – additional classes may be scheduled
14 – 28 January 2012	Assessment period (exams)

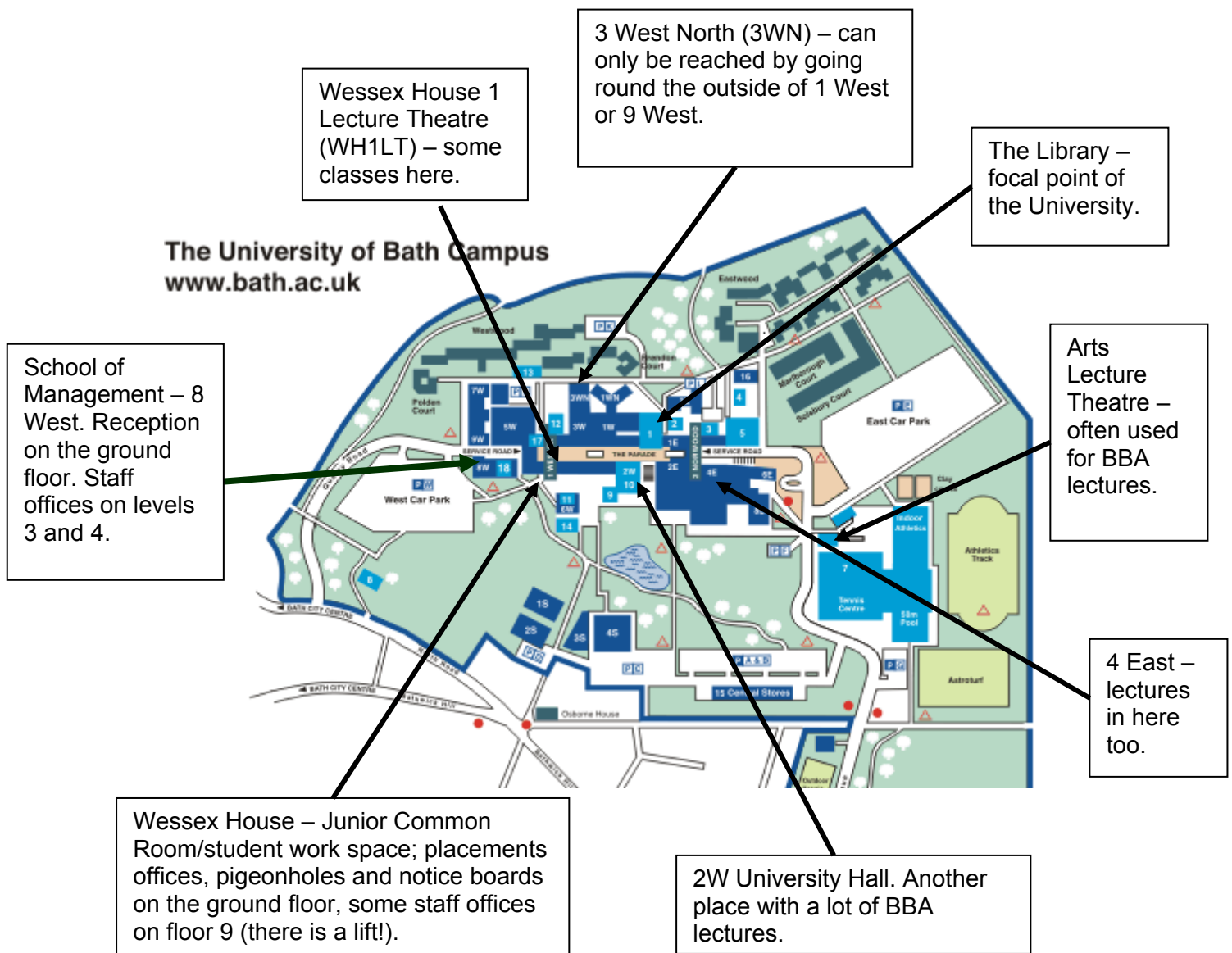
Semester 2

6 February 2012	Teaching restarts
16-17 February 2012	PEPL Mock Interview Workshops

Mid-February 2012 (date tbc)	Semester 1 results released – via email link to SAMIS
26 – 30 March 2012	Last week of teaching before Easter vacation
8 – 11 May 2012	Revision week – additional classes may be scheduled Pre-Placement briefing
14 May – 1 June 2012	Assessment period (exams)
Mid-July 2012 (date tbc)	Semester 2/Year 1 results released
29 August – 7 September 2012	Supplementary assessment period (aka resits).

Changes and additions may be made to this calendar - please check the notice boards and e-mails for details. Marks will be initially released electronically within SAMIS-on-the-Web (the web interface to the Student Records system – see page 39), via a link which will be contained in an email sent to your Bath email account. It is essential that you stop your email account from becoming overfull – “over quota” accounts will simply bounce messages back to the sender.

How do I find where things are?



Generally – the Library is the central focus of the University. Any W building is West of the Library. Any E building is East of the Library. The higher the number, the further from the library. The above map indicates where some of the halls with non-standard names are located.

THE SCHOOL OF MANAGEMENT

Located principally in the 8 West Building. Some lectures will take place in the largest lecture theatres on campus. Most staff offices are in 8 West, although some are on levels 8 and 9 of Wessex House.

SCHOOL OF MANAGEMENT PERSONNEL

With nearly 100 staff the School of Management is one of the largest departments in the University. During your first year you will meet only a proportion of the staff; others you will get to know in later years of the programme. You will come into contact with your Personal Tutor, first year teaching staff, the Director of Studies and the team of people responsible for directing, supporting and administering the degree. This section gives details of the key staff and explains how they can be contacted.

School academic and management policy operates within a framework set by the University, and is determined by the Board of Studies, Director of Studies and all staff. Your Director of Studies is Dr Niall Piercy. Professor Richard Elliott is the Dean of the School and is supported by the Executive Board. Dr Nick Kinnie is Head of Undergraduate Programmes and takes overall responsibility for undergraduate programmes in which the school is involved. Gurprite Lehal heads the placements office.

Name	Responsibility	Room	Email
Prof. Richard Elliott	Dean of the School (contactable via his personal assistant)	8W3.4	arc28@management.bath.ac.uk
Dr Nick Kinnie	Associate-Dean for Undergraduate Programmes	8W4.15	mnsnj@management.bath.ac.uk
Dr Niall Piercy	Director of Studies, BBA	Wessex House 9.7	N.C.Piercy@bath.ac.uk
Jane Hunt	BBA Administrator	8W1.16	J.A.Hunt@bath.ac.uk
Gurprite Lehal	Placements Manager	WH1.15a	placements@management.bath.ac.uk
Ben Smith	Placements Operations Manager	WH1.17	placements@management.bath.ac.uk
Rebecca Hale Sophie Hobbs	BBA Placements Officer BBA Placements Officer/ Administrative Assistant	WH1.12 WH1.12	
Eliza Shaw	Student Experience Officer	WH1.19	E.Shaw@bath.ac.uk
Helen Fox	Projects Officer	WH1.13	ugprojects@management.bath.ac.uk
Teressa Mitchard	School Office/Reception (most assignments handed in and feedback provided at Reception)	8W Level 1 Reception Area	recep@management.bath.ac.uk
Claire Jay	Assessment Officer	8W1.24	C.Jay2@bath.ac.uk
Baris Yalabik	Director of International Academic Exchange	WH9.11	B.Yalabik@bath.ac.uk
Silvana Stanford	International Academic Exchange Officer	WH 1.22	S.Stanford@bath.ac.uk

KEY SUPPORT PERSONNEL AND CONTACTS

We select our students for this course with care and believe that they will succeed. We do not, however, leave this to chance and an important part of our support for students is provided by the system of personal tutors. The tutorial system provides students with a member of staff who acts as their personal tutor. It offers an important and useful link between the student and the University.

PERSONAL TUTOR

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.

Normally you will retain the same personal tutor throughout the duration of the course so that there will be one person whom you get to know especially well and who will know you well. This is useful in all sorts of ways apart from the obvious one of helping you to sort out problems and to take full advantage of opportunities when things are going well.

The personal tutor system operates under University Guidelines which we in the School of Management support fully. To work properly, however, it requires not just adherence to rules but our commitment to the spirit of it and your determination to use it to the full.

Your tutor should see you regularly to enquire about progress and to give general encouragement. You, in your turn, should inform your tutor as to what is happening to you. He or she will be interested to know, for example, how you are keeping up with assignment schedules, how you are progressing with arranging your placement, your later year option choices and what difficulties, such as illness, might have affected your studies.

It is particularly important for tutors and tutees to meet at change over points e.g. when you are going on placement, changing years, and at the end of semester. Often your Personal Tutor will visit you on Placement although for practical reasons, for example where a number of students are working in one organisation, another member of staff will carry out the visit.

The use that is made of the tutorial relationship varies widely, according to the needs of the tutee and the personalities and preferred ways of going about things of the tutor and tutee. The student and member of staff have a joint responsibility to ensure the tutorial system works well. Students need to accept that tutors have other duties in addition to tutoring them, and that they may not always be instantly available.

Details of your Personal Tutor and their room number will be given to you separately. Contact details for all members of staff can be found from the *Person Finder* link on the University web site: www.bath.ac.uk/contact.

Personal Tutor Changes

There are two ways in which you can find another tutor if your personal tutor leaves. Normally the School Administration will allocate another personal tutor. Alternatively, you can ask another member of the academic staff if they are willing to act as your personal tutor and then inform the Director of Studies. Very occasionally, either or both parties may think that a different tutor would be more helpful for a student. In that case, the person who wants to make the change should talk to the Director of Studies.

DIRECTOR OF STUDIES

The Director of Studies for the degree is Dr Niall Piercy (see personnel table above for office and email address).

STUDENT EXPERIENCE OFFICER

The Student Experience Officer, Eliza Shaw, offers a confidential support and advice service for students in the School of Management. She can help you with personal and academic issues, providing a sympathetic ear, specific advice, more solution-focused coaching or referral, as necessary.

Contacting Staff and Students

You will soon discover that academic staff are not in their offices every day of the working week because of research and other commitments. You are therefore advised to make appointments with staff in order to save yourself time. Staff are most easily contacted via email but paper messages may be left at 8 West Reception. Staff will also keep regular office hours for direct contact: a section in Moodle allows all students access to this information. Communication with other students may be via email or the student pigeon holes located in the social area on the ground floor of Wessex House (by Junior Common Room). Incoming mail will also be placed here and you are advised to check these pigeon holes frequently.

WHAT TO DO IF YOU HAVE A PROBLEM

Hopefully your time at Bath will be free from any issues that impede your studies, however, we realise that many people are affected by a range of issues and it is important you are aware of who to contact and what to do when something unexpected does happen or a problem arises. We always treat such issues confidentially. Temporary or one-off issues causing an effect on studies are called 'Mitigating Circumstances' and you can find more information on page 23 of this Handbook and on <http://www.bath.ac.uk/registry/imc/imc-students.html>

If you are having a problem adjusting to life at University and/or you are struggling to adjust to the amount of work that is required

University is a big life change from School based education. You are given far greater freedom to organise your own working pattern and life but this can bring problems.

- If you are having problems within your hall of residence you should contact your Resident Tutor.

- If you are having problems with the academic side of the programme you should contact your Personal Tutor (a member of the academic staff who will act as a main contact for you while you are at University)
- If you would like someone to talk to about your progress or experience at any time you should contact your personal tutor or the student experience officer (Eliza Shaw E.Shaw@bath.ac.uk).
- We have a student mentoring system which maybe able to help you. If you are interested in this please contact Eliza Shaw (contact details as above).

If you have to be away from campus during term time

Students are required to be on campus for the duration of the taught term. If you have to leave (for instance, for a family emergency) you should immediately contact the programme administrator (Jane Hunt J.A.Hunt@bath.ac.uk). Depending on the timing or nature of the absence, you may either wish to request extensions on academic assignments, or to complete an IMC (Individual Mitigating Circumstances) form (see below). When you return you should also contact your lecturers and ask them for any guidance on work you have missed.

If you are unwell or something affects your ability to complete coursework on a one-off basis

If you expect you will be unable to fully contribute or complete a piece of work by the deadline you should:

1. Contact your personal tutor and/or the student experience officer who will advise you on the best course of action and appropriateness in asking for an extension. It may sometimes be appropriate to complete an individual mitigating circumstances form instead, but an extension will normally resolve a coursework deadline issue.
2. To formally request an extension on the deadline, complete an Extension Request Form (available from School of Management main office or electronically at <http://www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA16form1.doc>). Alongside the form you must also submit appropriate documentation as evidence, for example a doctor's note if you are ill (these are available from the University Medical Centre but not the NHS Healthcare Centre).
3. The completed form should be returned to the School of Management main office in hard copy (with appropriate evidence). One form must be submitted for each piece of coursework you are requesting an extension for.

An extension will not automatically be granted and you should not assume you have extra time until the new deadline is communicated to you by the Director of Studies. Please note issues relating to the loss of data or computer problems will generally not be considered grounds for an extension as it is your responsibility to ensure appropriate back-ups are made.

If you are unwell or something affects your ability to complete an examination on a one-off basis

If you expect you will be unwell or affected by issues that prevent you from fully preparing, contributing or completing an exam, you should:

1. Discuss the situation with your personal tutor or the student experience officer who can provide guidance to you in preparation and recommend what action to take next.
2. Fill in an individual mitigating circumstances (IMC) form (available from the School of Management main office, or electronically at

<http://www.bath.ac.uk/registry/imc/documents/imc-report-form.doc>) and return it to the School of Management main office before the examination takes place.

3. Alongside the form you must also submit appropriate documentation as evidence, for example a doctor's note if you have been ill (these are available from the University Medical Centre but not the NHS Healthcare Centre).
4. If you are unable to do so in advance, the form must be returned to us within 3 working days after the examination.
5. Note: a form may be completed for each examination or per examination period.

If you have a long term or recurrent problem that will affect your performance over a period of several months (or longer) across a range of subjects

If the issue is long term or recurrent you should:

1. Speak to your personal tutor who can help you in the first instance
2. Request a meeting with course director (Dr Niall Piercy N.C.Piercy@bath.ac.uk) and/or the student experience officer (Eliza Shaw E.Shaw@bath.ac.uk) to discuss the situation and how we can help you best continue your studies
3. Inform the programme administrator (Jane Hunt J.A.Hunt@bath.ac.uk).

We are here to help you complete the course and are always willing to support our students in any way we can. Help and advice on dealing with long term problems can also be gained from the University Disability Centre (see <http://www.bath.ac.uk/disabilityadvice/>).

If you are having problems working in a group or with your colleagues

You should discuss this with the relevant course lecturer or your personal tutor.

If you fail a piece of coursework or examination

Your personal tutor is available to help you discuss your revision and examination practices. The primary contact if you have to retake an examination is the lecturer that set the assessment. They can retrieve your coursework or exam and talk through it with you to highlight where you need to improve your work.

We hope you have a positive and trouble free experience while studying at the University of Bath but it is important you make us aware of any problems if they do occur so that we can help you to best deal with them and complete your studies.

PROGRAMME STRUCTURE (What you will be studying, and when)

Year 1

The first year is divided into two semesters of fifteen weeks each. Each semester comprises 5 units of study.

You must take units with a minimum value of 60 credits over the year. Year 1 comprises a number of 'core units' which are all mandatory (Choice of units begins in year 2).

Year 1 units are shown below:

Core units

Semester 1

MN10001	People and Organisations 1	6 Credits
MN10476	Accounting for Managers	6 Credits
MN10103	Business Economics 1	6 Credits
MA10213	Business Data Analysis	6 Credits

Semester 2

MA10214	Quantitative Methods	6 Credits
MN10005	People and Organisations 2	6 Credits
MN10006	Business Economics (6 Credits
MN10311	Corporate Finance and Investment Appraisal	6 Credits

In addition you will take over both semesters:

All year units

MN10442	Introduction to Business Law	6 credits
MN10443	Business and Society	6 Credits

Additional Units

You may also choose to take an additional unit from the list given in this handbook on an extra-curricular basis. This will not count towards your year average, but will be shown on your transcript. All students at Bath are permitted to take 6 credits of additional units per year at no extra cost.

The table below indicates the choice of optional units available to students taking the *BSc Business Administration* programme. The list is correct at the time of writing, but may change from time to time owing to staff movements into and out of the School and changes in staff responsibilities and interests. You may also request to take a unit offered by other Departments in the University in place of an option choice on application to the Director of Studies. The accurate list of all programme units at any time is always held on line at www.bath.ac.uk/catalogues.

You will be asked to register options choices on line each year in March/April.

Units which are printed in red below listed BBA programme units, are those 'pre-requisite' units that have to be taken in previous year/s in order to be able to take the relevant programme unit.

	BBA 2 Semester 2 BBA2&3 must have a minimum of 48 credits at MN2x level. MN20414 Research Project AND 4 Electives from below:	BBA 3 Semester 1 MN20021 Action Project AND 4 Electives from:
Marketing Options	MN20016 Marketing	MN20034 Brand Management (was Marketing-Comms) - MN20016 Marketing
Operations & Supply Options	MN20017 Operations management ES2x Business and Social/Econ History (proposed 2012)	MN30050 Supply Management (level 3 unit) MN20275 Project management
Information Systems Options	MN 20014 IT & its business context	MN20032 E-business - MN20014 IT & Business Context
Decision Analysis Options		MN20023 Business forecasting - MA20096/20228 Statistics for Business 1
Organisational Behaviour Options	MN20291 Human resource management 1 MN20434 Org design, perf and change	MN20313 Human resource management 2 - MN20291 HRM 1 MN20312 Work, Org and Employment relations MN20433 Leadership
Accounting & Finance Options	MN20018 Financial accounting and reporting (Not with MN20485 AND must take MN20019) MN20485 Acc for Man International (not with MN20018) MN20444 Tax and tax planning	MN20019 Management accounting (Not with MN20485) - MN20018 Financial Accounting and Reporting MN20026 Principles of Finance (was Econ Analysis Fin)
CSR Options	MN20445 Corporate responsibility: principles and perspectives	MN30436 Contemp issues in business and society (level 3)
Economics Options	MN20012 Economics of strategy 1 ES20022 Economic thought & policy	MN20027 Economics of strategy 2 - MN20012 Econ of Strategy 1
Law Options	MN20010 Company law	MN20024 Commercial contracts
Strategy Options		
International Business Options		MN20208 Foundations for international business MN20377 Managing the Global Firm
Quants Options	MA20228 Statistics for Business 1	MA30234 Statistics for business 2 (unit level tbc, code may change) - MA20228/20096 Statistics for Business 1

Elective pre-requisites (units you must have completed to be able to take the unit) are shown underneath unit in grey.

	BBA 4 Semester 1 BBA4 must have a minimum of 48 credits at MN3x level. MN30068 Final Year Project (12 credit) AND International Exchange OR 4 electives from:	BBA 4 Semester 2 MN30068 Continued AND 4 electives from:
Marketing Options	MN30036 Advanced Advertising Theory (new title) - MN20016 Marketing	MN30109 Business-to-business marketing - MN20016 Marketing
	MN30105 Consumer Research (new title) - MN20016 Marketing	MN30372 Ethical issues in marketing - MN20016 Marketing
		MN30441 International marketing management - MN20016 Marketing
Operations & Supply Options	MN30050 Supply management	MN30475 Sustainable OM - MN20017 Ops Man
	ES2x Business and Social/Econ History (proposed 2012)	
Information Systems Options	MN30281 Privacy, trust and security in information systems	MN30271 Information system development - MN20014 IT&BC
		MN30270 Virtual organising - MN20014 IT&BC OR MN20032 E-Business OR MN30281 Privacy
Decision Analysis Options	MN30266 Decision making	
	MN3x Smart Operations (proposed 2012 onwards)	
Organisational Behaviour Options	MN20313 Human resource management 2 - MN20291 HRM1	MN30054 Strategy & human resource management - MN20091 HRM1 OR MN20312 Work and Org
	MN30474 Management Consulting	MN30290 Organisation and career development - MN20291 HRM1
	MN30465 Depth Psych of the Consumer	MN30415 International dimentions of OB (new title)
	SP30054 Power & commitment in organisations	MN30464 Depth psych of orgs
Accounting & Finance Options	MN30280 Financial Markets (12 credit/all year)	MN30280 - Continued
	MN30067 Treasury management	MN30209 Investment banking
	MN30315 Advanced financial accounting - MN20018 Financial Accounting	MN30316 Risk management and internal control - MN20018 Fin Acc AND MN20019 Man Acc
		MN30468 Auditing & accountability - year one accounting AND MN20018 Fin Acc
		MN30469 Advanced management accounting - MN20019 Man Acc
		MN20211 Advanced Corporate Finance (new avail, level code tbc) - MN20026 Econ Analysis Fin Decision / Principles Finance
		MN30470 Investment and Trading (BAF unit, exceptional avail to BBA only) - MN30280 Financial Markets
CSR Options	MN30436 Contemp issues in business and society from y2	MN30448 Business & the natural environment
Economics Options		MN30371 Economic governance, competitiveness and policy
Law Options	MN20024 Commercial contracts	MN30062 International business law
	MN30039 Employment law	
Strategy Options	MN30449 Strategic management	MN30447 Antitrust & strategy
	MN30473 Entrep and Innovation (name change)	
	MN30051 Technology & innovation management	
International Business Options	MN30040 European integration studies 1	MN30059 European integration studies 2 - MN30040 Euro Integ 1 OR MN20208 Foundations for IB
	ES30043 Economics of transition - any TWO BBA2/3 economics units	MN30222 Innov, industrialisation & international competitiveness - MN20208 Foundations for IB OR MN30051 Tech & Innov Man
		MN30400 Comparative business and strategy: China & India - MN20208 Foundations for IB OR MN30449 Strategic Man
		MN30409 Business strategy in the global economy - MN20012 Econ Strat 1 OR MN30449 Strategic Man
Quants Options		

Elective pre-requisites (units you must have completed to be able to take the unit) are shown underneath unit in grey.

FEATURES OF THE PROGRAMME

Industrial Placements, Professional Experience and Personal Learning

Industrial placements form a key part of the Programme. However, in order to get the best out of these it is important that they are carefully integrated into the degree. It is particularly important that you prepare adequately, become actively rather than passively involved and reflect & learn from your time at work. With this objective, and with the aim of encouraging you to reflect more generally on your studies, we have devised the Professional Experience and Personal Learning (PEPL) Programme. This takes the form of a series of workshops, designed to provide opportunities for you to prepare for the recruitment process, for the placement itself, to reflect on that work experience and to synthesise the academic & practical elements of the degree. Full details are given in an additional handout to be issued separately and in the placements handbook (which you will be issued at the 1st PEPL Session).

Objectives of a Placement

There are four main objectives

1. To provide practical experience in the application of knowledge gained at the University.
2. To develop personal skills, such as
 - communication skills, both written and oral
 - planning and time management skills
 - problem solving and analytical skills
 - decision making skills
 - working as part of a team or responding to leadership
3. The development of business skills such as:
 - IT systems (including in-house databases, web design, DTP, etc)
 - presentation skills
 - business correspondence
 - project management skills
4. To learn as much as possible about the organisation in which the placement occurs.

Programme Requirements

The two placements are a mandatory part of the programme and students must complete satisfactorily both periods of industrial placement of at least 22 weeks' duration (excluding holidays) in a suitable organisation and all elements of the PEPL module for both placements (full detail of the required activities and assignments is given in the placements handbook) in order to pass. The appropriate unit and Programme Boards will assess student performance on placement and through the PEPL assignments before the credits for these units are awarded.

Finding a Placement

The first placement period taken between the end of year one and half way through year two (between June and February) and the second placement period taken between the middle of year three and the start of year four (between February and September). Placements overlap summer vacation periods so it is extremely important that you do not book holidays, flights or make other commitments until you have your placement secured.

You are required to participate actively in the placement process and to take responsibility for preparing yourself for and finding a placement with support and advice from the Placements staff. The School has many regular placement contacts and recruitment begins in January of year one for the first placement and September of year three for the second. However, you are also encouraged to use your own contacts when looking for a placement. School of Management staff can help with speculative applications and will provide guidance on the criteria for a suitable placement.

You will be given a handbook called "Guide to Placements for Business Administration Students" which provides full guidelines on the placements process – from details of the PEPL programme, to procedures for finding placements, advice for making the most of your experience to assessment. **You must abide by the placements Code of Practice which is set out in this Guide and failure to do so could lead to the support you receive from the Placements Office being curtailed.**

The work performed by students in their placement organisation is very varied, as are the organisations in which students work. However, each placement should offer opportunities for learning (practical mainly, but academic and personal learning are also important) and for assuming some degree of personal responsibility to achieve agreed objectives. The work performed during the second placement is of a more responsible nature and may be linked to the more specialised studies that the student has selected to pursue. For the first placement, as far as possible, we hope you will gain a broad overview of the operations and management of organisations, either through liaison with departments other than the one in which you are placed or through short secondments to different areas.

Placements are located throughout the country and there are relatively few in the Bath and Bristol area. **You need to be flexible in regard to location** as it will probably not be possible to live at home while on placement, especially if you want to work for a particular type of organisation or in a specific function.

Health and Safety in the workplace on Industrial Placement.

Students are expected to observe the Health and Safety Regulations of their workplace, and to work in accordance with these regulations at all times. They should ensure that the use of any equipment is explained to them (this usually is covered as part of your induction process). They should follow company procedures regarding the reporting of any accidents at work; usually this involves logging any accidents into an Accident Report book. All students working in the UK are covered by Employers Liability Insurance when they are put on the pay-roll (this may not always be the case with overseas companies – so it is worth checking this out). If you have any concerns regarding Health and Safety practices as they affect you, you should notify the Placements Office.

At the start of your placement you **MUST** complete and return the Placement Induction Checklist given to you by the Placements Office that contains a section on Health and Safety. You should also read the Health and Safety guidelines for placement students that can be found in the Placement Handbook **BEFORE** going on placement

Overseas Placements

Placements staff provide information and addresses for students who wish to work overseas for their placement. However, this is largely a student-driven activity and finding placements, especially in the USA, is best secured via a student's own personal contacts. Placements in Europe combine well with the language courses offered through the School, and can give students a chance to try out their new language skills in a real business situation.

Sponsorship

Most students on the course are unsponsored and therefore usually spend their placements with two different organisations. Sponsored students are generally required to work for their sponsoring company for both placements. Companies which do not sponsor students throughout their degree may offer sponsorship for the final year to a student who has successfully completed a placement in the firm and is interested in joining upon graduation.

International Opportunities

There is an increasing international emphasis on the BBA course. There are many BBA course units which seek to prepare students for an international career, such as: Foundations of International Business, European Integration Studies, International Business Law and Management in the People's Republic of China.

Many students also take the opportunity to enhance their language skills, on an extra-curricular basis. Language courses available through the Foreign Languages Centre include French, German, Mandarin Chinese, Italian and Spanish, and can be taken at various levels from Beginner to Advanced. Although these do not count towards the end of year mark, the marks appear on the end of year transcript. Students can take a 3-credit language unit each semester, making a total of 6 credits over the whole year, free of charge. More details can be found on the Foreign Language Centre website <http://www.bath.ac.uk/flc/>.

International Academic Exchange

The International Academic Exchange programme allows Business Administration students the opportunity to study abroad during the first semester of their final year. The School of Management has exchange agreements with prestigious Business Schools in the USA, Canada, Europe, Scandinavia and Asia, which have been carefully chosen to ensure comparable standards are maintained.

Participation in an Academic Exchange allows students to take courses which are not available in Bath and to live and work in another country for 3-4 months. Tuition is in English. All students going on exchange carry out a final year project while abroad (in a group of BBA students) permitting them to widen their knowledge of international business. The marks awarded in these institutions are translated and credited to each student at the final Board of Examiners for Programmes (see page 29).

Applications for Exchange are submitted in Semester 1 of Year 3, with final places being awarded by a selection panel within the School of Management.

Professional Exemptions

Useful exemptions from professional examinations are available to graduates in accounting, insurance, marketing and personnel management. As these exemptions vary according to the professional body concerned and to the options selected within the degree course, advice on individual cases should be sought from subject teachers at an early stage. Sometimes arrangements may be made for part of the industrial placement period within the degree to contribute to the practical training requirement for professional qualification. Further information about professional exemptions can be obtained from course lecturers or the Director of Studies.

Professional bodies from which exemptions are currently available include:

- Institute of Chartered Accountants of England and Wales (ICAEW)
- Association of Chartered and Certified Accountants (ACCA)
- Chartered Institute of Management Accounting (CIMA)
- Chartered Institute of Marketing (CIM)

DEGREE AWARD STRUCTURE

PROGRAMME WEIGHTINGS

The official definition of the weightings for each part of the programme, with references to the relevant sections of the University's regulations for passing each stage is in the following table. Links to assessment regulations (given in Appendices) at <http://www.bath.ac.uk/registry/nfa/index.htm>

Assessment weightings and decision references		
Stage	Weighting within programme	NFAAR decision reference at http://www.bath.ac.uk/registry/nfa/index.htm
Stage 1 (Year 1)	0%	Main assesement: appendix 11 Supplementary assessment: appendix 12
Stage 2 (Placement 1)	0%	Main assesement: appendix 21 Supplementary assessment: appendix 22
Stage 3 (Year 2)	16%	Main assesement: appendix 21 Supplementary assessment: appendix 22
Stage 4 (Year 3)	16%	Main assesement: appendix 21 Supplementary assessment: appendix 22
Stage 5 (Placement 2)	0%	Main assesement: appendix 21 Supplementary assessment: appendix 22
Stage 6 (Year 4)	68%	Main assesement: appendix 27 Supplementary assessment: appendix 28

What do I have to do to gain an honours degree in year 4?

You must have an average mark over parts 2 and 3 of at least 40% and have no more than 2 failed units. There are no resits of final year units. You may gain an honours degree even if you fail some final year units. If you fail more than two units, however, your class of degree may be affected.

Degree classification will be based on a consideration of the marks from Part 1 and Part 2 of the degree. Part 1 (Years 2-3) is weighted at 32%, and Part 2 (Year 4) at 68%. The Final Year Project covers two units: no mark is awarded for the 1st unit, Interim Report, and the the final mark counts for double in the programme average. A weighted average of the marks will be calculated and the classification will normally be determined as follows:

Average mark	Classification
70% and over	First class
60% - 69%	Second class, upper division
50% - 59%	Second class, lower division
40% - 49%	Third class
38% - 40%	Unclassified honours
0% - 37%	Fail

Where a candidate has achieved marks in five or more final year course units which are in a class higher than that indicated by the overall average the candidate may, at the discretion of the Board of Examiners, be considered for promotion to the higher class. This will normally only be considered if the candidate has an overall average not less than 2% below the borderline: i.e. 68%, 58%, 48%.

You must also achieve a satisfactory performance in the placement stages by:

- i) completing the required number of weeks.
- ii) achieving at least satisfactory reports from your employer.
- iii) completing all PEPL documentation.

TEACHING, ASSESSMENT AND FEEDBACK

HOW WILL I BE TAUGHT?

In Year 1 most units are taught by a combination of lectures, where all students are present, and tutorials which are more interactive and involve smaller numbers. Some tutorials will take place in computer labs but most will be in conventional classrooms. Most lecturers also provide additional materials via the Virtual Learning Environment *Moodle*.

Note that your timetabled hours are usually 12-15 in a week, but you are expected to undertake work on all your units outside that time. Being a full-time student is a full-time job. There is no national standard of the number of “contact hours” a student can expect, and recent studies have shown that the amount of time spent in class varies from one university to another. In the School of Management, the contact hours are roughly in line with those at similar business schools.

Project units in future years will be taught principally through supervision of groups rather than in formal lectures/tutorials.

HOW WILL I BE ASSESSED?

Units are assessed by various methods including coursework and formal examinations. Coursework is intended to provide students with the opportunity for feedback before examinations and to gain the experience of producing extended essays or practical projects. Examinations are intended to test students’ achievement of learning outcomes in a rigorously controlled setting.

Coursework

Unless you are specifically told you must collaborate with other students in a piece of group work, you must do any assignment you are given *on your own*. This is in the interests both of fairness and of learning: anyone who gets into the habit of relying on friends is unlikely to make progress. In individual coursework, collaboration is likely to be regarded as cheating and penalized severely. Lecturers are required to alert the Director of Studies if there is evidence of collaboration. The Director of Studies is required to investigate the allegation and impose a penalty depending on the seriousness of the offence in line with the relevant University procedure: if you feel you have been unjustly penalized you will have the opportunity to present evidence to support your case. We recognise that there are benefits to collaborative work, and will give you some opportunity to engage in it, where units are appropriately assessed through group work.

Group work

Some assignments require you to work as a team. For these it is essential to keep in touch with your fellow group members so that your contribution to the assignment can be identified. All tutors are required by the University to use some method of distinguishing between the contributions of individuals to group assignments.

A good piece of advice on group work is to make sure you can identify the contribution you have made, e.g. by keeping notes and older versions of written submissions. It is also essential that you make sure that your name has been entered on the assignment submission sheet – if your name isn’t on an assignment, the tutor may assume you haven’t contributed to it.

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 School. 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.

Forms to request an extension are available from the School and online from <http://www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA16form1.doc> . You should briefly describe the circumstances which you feel support your request. The Director of Studies may ask you to produce supporting evidence.

Penalties for exceeding word limits on coursework

All assignments will have a defined word limit which refers to the main body of the text (i.e. not including appendices or bibliographies). You are expected to keep to this word limit. You must indicate the number of words in your assignment on the front cover.

Individual unit convenors may allow a buffer of up to 10% over the word limit if the assignment is one where it is difficult to count words, you MUST confirm that this is the case with the unit convenor

If the assignment is judged to exceed the word limit excessively, then the script will be returned to you. You are then required to amend it and re-submit. The re-submitted script will not gain more than the pass mark. If you do not re-submit the work then you will receive zero for that piece of work.

Examinations

Formal examinations take place during the last 2 or 3 weeks of each semester. A draft timetable for these examinations will be available on SAMIS approximately 1 month prior to the examination period. However, it is essential that you check frequently for any changes that may take place in the timing and venue of examinations. If you are not entered for the correct examinations you must contact the School Office straight away.

The rubrics for each examination (i.e. number of questions to be answered and other front page instructions) will be placed on the notice board by the Junior Common Room, Wessex House Level 1, approximately 2 weeks before the examination period. All standard examinations will be 2 hours in length.

A supply of English Language Dictionaries (English only, not dual language) is available in each examination venue. Students can request a dictionary by raising a hand and asking the invigilator. You are not permitted to bring your own dictionaries into the examination room.

Some examinations permit the use of electronic calculators. These will usually be provided by the University. The rubric of the examination paper will indicate whether the calculator is to be provided by the University.

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 School 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 School Reception 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 School 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/).

PLAGIARISM, CHEATING AND REFERENCING

Plagiarism and Cheating

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 pre-existing 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 according to the type of work or image should always be given.

There are several acceptable methods of referencing material. Examples include the Harvard system and the Numeric system. This School recommends the **Harvard** system of referencing for your programme (explained on Pages 25/26, 'Referencing').

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

- the University Library's guides, 'A Guide to citing references' and 'Plagiarism: What it is and how to detect it' (<http://www.bath.ac.uk/library/infoskills/referencing-plagiarism/>)
- courses run by library staff and the Students' Union's SORTED programme (<http://www.bathstudent.com/sorted/home/>)
- 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 use of notes or course material in an examination);
- fabrication (for example, reporting on experiments that were never performed);
- falsification (for example, misrepresentation of the results of experimentation);
- 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 Director of Studies or by the School 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's 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 School 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 / only 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>

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.

The School has a policy of sampling assignments from across units for all programmes for testing for Plagiarism through Turnitin. You should expect that at least one of your assignments (and/or any dissertation you complete for your programme) will be submitted to this system.

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

Referencing

Referencing conventions – the Harvard System

For a book you should give the author's name, the date of publication, the title of the work, the publisher and the place of publication. For articles collected in a book you should give the author(s), date, title of paper, editor(s)' name(s), title of book, publisher and place of publication. For journal articles you should give the author(s), date, title of paper, journal title, journal volume number, page numbers. If you use Internet sources you should give the author(s) if known, document title, date of publication, website name, URL and the date of your visit to the site.

For example:

Book: Kuhn, T.S. (1962) *The Structure of Scientific Revolutions*, Chicago University Press, Chicago.

Article in book: Khlevnyuk, O. (1995) 'The objectives of the Great Terror, 1937-38' in J. Cooper and M. Perrie (eds), *Soviet History, 1917-53. Essays in Honour of R.W. Davies*, Macmillan, London.

Journal article: Card, D. and Sullivan, D. (1988) 'Measuring the effect of subsidised training programs on movements in and out of employment' *Econometrica*, Vol. 56, pp497-530.

Internet source: F. Fossiato, 'Russian Media Empires II' Radio Free Europe/Radio Liberty Special Report (1997) <http://www.rferl.org/nca/special/rumedia2> (accessed 17th September 1998).

There are various standard ways of giving formal references to sources. We recommend that you use the "Harvard system", i.e. you insert an abbreviated reference in brackets immediately after the quote or paragraph concerned (e.g. Smith, 1995, p. 122) and give the full details of the source in your bibliography. Please note that a formal reference should include the page number(s) on which you found the material you are citing: see 'A Guide to Citing References' (at <http://www.bath.ac.uk/library/guides/references.html>).

ASSESSMENT REGULATIONS

This section summarises the University's assessment framework for the type of programme you are studying. 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-UG) 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.

BSc Business Administration is covered by the NFAAR-UG, 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-UG provisions apply to your work, please consult the Director of Studies.

Further information

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

Your programme and how you are assessed

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).

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

Definitions of assessment terms, showing exactly how your programme is assessed, can be found on www.bath.ac.uk/registry/nfa/nfaar-ug-appendix-02.pdf.

How your performance is assessed

Some programmes have *Designated Essential Units* (DEUs) that must be passed in order to progress to the next stage of the programme and to achieve the normal award for the programme at the end. Your programme does **not** have any of these units.

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).

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. Placement units form part of a stage and have a credit weighting. Some placement units carry marks and some are just pass/fail. Only enhanced placement units contribute to the overall programme average (OPA) however.

You must pass each stage in order to progress to the next. If you fail a stage, you will be required to either 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 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 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

Feedback to students on assessment

Assessment and feedback are an essential part of the student experience and help to promote learning and ensure academic standards and quality.

Students receive feedback on their academic performance in all coursework assignments (i.e., including presentations, in-class tests, essays, etc) which take place during the semester. This should be within 3 semester weeks (i.e., excluding vacation weeks) or at least two working days before the date of the examination.

Feedback takes many forms and is not simply the written feedback on an assignment. Feedback can include comments on coursework (either summative or formative), seminar discussions, problem and question solution sessions, feedback on essay plans submitted and peer assessment. This is especially important for units which are assessed by examination only.

Students are not normally given access to their individual examination answer scripts. However, in the cases of substantial concern about individual performance and where students have failed and are required to retrieve, detailed feedback can be provided by your unit convenor.

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. Each unit's method of supplementary assessment is shown in the Unit catalogue on the web.

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 unit badly, you will fail the stage.
2. If you fail supplementary assessment in a unit 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).

Assessment of International Academic Exchange (MN30107)

Further details of the opportunities to study abroad have been given on page 18 of this handbook. The marks gained in these institutions are translated and credited to each student in the award of the degree in place of the marks normally achieved in Semester 7 of the degree.

Progression Decisions and Boards of Examiners

Boards of Examiners for Programmes meet at the end of Semesters 2, 4, 5 and 8. This is the body that makes formal progression decisions.

The outcomes of assessments are in two parts:

- i) the overall decision, which may be Pass and Progress, undertake Supplementary Assessment (i.e. resits) in one or more units or Fail and Repeat the Year/Withdraw.
- ii) the detailed breakdown of marks.

The results are scrutinised by Boards of Examiners and formally approved by the Board of Studies, chaired by the Dean of the School of Management. The overall decisions are displayed on the School notice boards immediately after the relevant meeting of the Board of Studies.

At the end of every semester, results are made available via SAMIS. You will receive email confirmation of the release of these marks, but you should also make time to discuss these results with your personal tutor.

Paper transcripts will be made available to all graduating/leaving students. Continuing students can access their own marks through SAMIS. Those who need a more official copy of their current transcript should contact their Programme Administrator. Students who have graduated from the programme should request additional copies of their transcript from transcripts@bath.ac.uk

Prizes

Prizes are awarded to students in each year of the degree course to recognise outstanding achievements in a variety of subjects. The Prizes are awarded after the Examiners' meeting as appropriate. A monetary reward is associated with most prizes, but the most important reward is the recognition of a high academic standard.

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/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 Associate Dean, 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 Associate Dean, 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 Associate Dean, 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 a request for a review appraisal 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: suadvice@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/appeals/acad-review-appraisal.htm and the Regulations governing these procedures at www.bath.ac.uk/regulations/

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, 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 School know that you are interested in contributing.

The University requires every department and the School 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 to the SSLC. The results will also be discussed at 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 School 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/School and University committees.

There are many opportunities for elected student representatives. The School has two members of staff who can advise on the opportunities and the responsibilities involved. These are the Student Experience Officers, **Eliza Shaw** (Undergraduate) and **Gemma Bridges** (Postgraduate). If you are elected by fellow students to serve on School or University committees you will be expected to represent the views of your fellow students and provide feedback following meetings.

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 known as Student Academic Representatives (or 'Academic Reps') and an equal or smaller number of staff members. SSLC and School representatives are elected at the beginning of every year through online elections. Their role involves attending School meetings and also gathering information which is passed on to various University committees and departments.

The School SSLC notice-board, where details of the Student Representatives and minutes of meetings are displayed, is located on the first floor of the Wessex House building. Contact details for your representatives are also available at <http://www.bathstudent.com/>.

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 or the School;
- 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:
<http://www.bathstudent.com/academic/academicrep/>

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 School Board of Studies. This board makes most decisions in relation to teaching and research and reports to Senate. The School Learning, Teaching and Quality Committee considers all matters relating to taught programmes across the School and makes recommendations to the School Board of Studies. Two students (one undergraduate and one postgraduate) are elected to this Committee.

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/School 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 School 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. You can also contact the School's Student Experience Officers - Eliza Shaw (Undergraduate) or Gemma Bridges (Postgraduate)

The Student Experience Officers offers a confidential support and advice service for students in the School of Management. They can help you with personal and academic issues, providing a sympathetic ear, specific advice, more solution-focused coaching or referral, as necessary.

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 representation at academic reviews and appeals to housing and welfare issues. 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. This includes essential information on medical services and security and other facilities such as the Chaplaincy



Student Services Centre in 4 West is open Monday to Friday 9.30 am to 4.30 pm all year round, 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 suadvice@bath.ac.uk.

For the full range of services see <http://www.bathstudent.com/academic/> or www.bathstudent.com/welfare

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

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 - <http://www.bath.ac.uk/internal/data-protection/>

Equalities and diversity

Everyone at the University of Bath has a responsibility for promoting equality and fostering good relations between all members of the community, staff and students, and also for eliminating unlawful discrimination, harassment and victimisation against anyone for reasons of age, disability, gender, race (includes colour, nationality or national or ethnic origin), religion/belief, sexuality or trans status

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 .

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/School 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)

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 School. 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-session 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.

The Mathematics and Statistics Resource Centre (MASH)

MASH is the institutional mathematics resources centre which can offer help with maths and stats problems **for all students** at the University of Bath.

Facilities include

- Drop-in help for individuals with any mathematics or statistics problem in the base room 1W3.7
- Revision sessions
- Workshops to prepare students for numerical assessment tests
- The [Statistics Advisory Service](#) - One to one sessions for help with statistics problems
- A variety of online resources

Students on the Business Administration programme have found MASH useful in the past for individual guidance on quantitative units, and also for advice about statistical analysis for group projects. See <http://www.bath.ac.uk/study/mash/index.html>

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

Please recognise that if you don't disclose your disability – 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. 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.

Further information :

Student Disability Advice: www.bath.ac.uk/disabilityadvice

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.

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

SUPPORT UTILITIES AND INFORMATION SYSTEMS

Post

School of Management Undergraduate pigeonholes are located outside the Junior Common Room. If we receive post for you, we will put it into the relevant pigeonhole (family names A to Z). Please ensure you check your post regularly and take away any post with you. Please also ensure you remove all your post at the end of each semester. Post received over the summer vacation period will usually be forwarded on to you.

Notice Boards and email

It is essential that you check the notice boards and your email frequently since they often include information regarding changes to lecture timings as well as class groupings and announcements about placement opportunities.

Notice boards for BSc Business Administration are all located Wessex House Level 1. General notice boards (timetables etc) can be found in the Placements corridor. Noticeboards for SSLC and examinations are situated outside the Junior Common Room.

Important note: You are automatically registered in email lists for your year group and for your units under your University of Bath email address. If you normally use another email address, please do not assume that all relevant messages will be sent there. For forwarding to another address and other facilities, see <http://www.bath.ac.uk/bucs/email/tools/> .

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.

It is also essential that you stop your email account from becoming overfull – “over quota” accounts will simply bounce messages back to the sender.

Important Software -

Email

You may access your university email from a two sources:

- i) Mulberry, the campus email program, is a conventional type of application, with in-box, sent messages and contacts list.
- ii) Webmail – a web-based email client, which is linked to your university email account.

Both programs access the same message boxes. Webmail happens to be particularly useful for BBA students during their placement period since, by definition, it is available anywhere in the world.

SAMIS-on-the-Web

SAMIS is the university's student records database. Its web interface is accessible to both staff and students who simply need to obtain information from it.

You will have already used SAMIS to register. You are also able to use it to:

- i) check that you are registered on all the units you think you are taking.
- ii) register on next years option choices (during the registration period in April-May).
- iii) obtain copies of forms for changing options choices pre-printed with your name and programme details (go to the *Reports* section).
- iv) obtain copies of forms for requesting extensions and claiming mitigating circumstances (go to the *Reports* section).
- v) receive your initial unit marks at the end of each semester (you will receive an email directing you to SAMIS for this purpose).
- vi) submit feedback on units you have taken.

There is a link to SAMIS on the university home page (<http://internal.bath.ac.uk>). It can also be reached via <http://www.bath.ac.uk/samis>. You log in using your BUCS username and password.

Moodle (via e-learning)

The University has bought into an open source Virtual Learning Environment (VLE) called Moodle. VLEs can do an awful lot, from hosting documents to supporting on-line discussion groups and assessment. If any of your units are making use of Moodle, then you will automatically be a member of a group for the unit on Moodle.

Some unit convenors may require that coursework is submitted electronically via Moodle. Since Moodle is web-based, this can be done anywhere in the world.

You are also automatically members of two Moodle sections for course information:

- i) *BBA Information* – this contains documents specific to the BBA programme, such as the programme regulations, subject maps to enable you to see how different management subjects are developed through the programme.
- ii) *Management Options* – this contains details about optional units at in years 2-4, where the lecturers have submitted information. It is available to students on all the Management degree programmes, which is why it is separate from BBA information.

There is a link to the e-learning section's page on the university home page. You can access Moodle directly from there. You can also go via <http://moodle.bath.ac.uk/>. You log in using your BUCS username and password.

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 School'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

This School's Library home page is

<http://www.bath.ac.uk/library/subjects/management/index.html>

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 BUCS (Bath University Computing Service) student access workstations anywhere on campus. These enable you to use email, the internet, file storage, Office programs such as word processing and often give access to the more complex software used on your programme. 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.

In addition to the above, within the School of Management, there are adequate computer lab facilities some of which are exclusive to each group of students, i.e. undergraduates, MSc and MBA. Each lab machine runs the latest version of Windows and has access to a laser printer available through the network.

Access is controlled through the use of passwords and login codes. Notices are posted detailing the login procedure. Do NOT give anyone your password; users discovered doing so will be denied access (<http://www.bath.ac.uk/bucs/aboutbucs/policies-guidelines/index.html>). In addition to electronic mail and the world-wide web, all the machines have access to the latest Microsoft Office suite of programs. In addition there are several course related programs available. If you wish the School to purchase other course-related packages you should raise the matter through the Staff Student Liaison Committee. Do NOT load copied software onto the computers, as this is not only in contravention of licensing conditions, but there is a risk that a computer virus may be copied onto the computers. Users discovered doing so will lose access.

Nick Cooper is the School's full time IT Computing Support Team Manager responsible for the network, computers and printers within the school's facilities. He and his team will be glad to help with any problems you may have.

Please endeavour to keep the computer rooms as tidy as possible, and it should be remembered that eating and drinking are NOT permitted in the computer rooms. User access will be denied if the facility is misused.

It is generally expected that coursework is typed so it is important that you learn to use the word processor. Assignments can be printed in the School of Management rooms, on the school's laser printers or on the laser printers in the Library. There is a small charge for printing.

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/assistivetechologies/

IT shop: www.bath.ac.uk/bucs/services/itpurchasing/

KEEPING YOUR DETAILS UP TO DATE

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 School or the Student Records & Examinations Office.

Academic circumstances/change of circumstance

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. He 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 School Reception:

Change in circumstance	Form
Suspension of registration	<i>Form CC2</i>
Change of programme of study to a different Department / School	<i>Form CC5</i>
Discontinuation of registration	<i>Form CC2</i>
Change of optional units selected for the current academic year	<i>Form CC4</i>
Transfer from one programme to another within the same Department/School	<i>Form CC4</i>

UNIT CATALOGUES

Details of all units on all programmes in the University are available at the Programme Catalogues site: <http://www.bath.ac.uk/catalogues/>. Please note that the list of units available on this site is the correct version at any point in time. The information in the Management Options section of Moodle will always be incomplete at any point in time because it relies on members of staff submitting extra documentation.

BSc BUSINESS ADMINISTRATION: FIRST YEAR

UNIT CATALOGUE

SEMESTER 1

MN10001: People and Organisations 1

Credits: 6

Level: Certificate

Semester: 1

Assessment: Coursework.

Aims:

1. The aim of this unit is to provide an introduction to the study of micro- and macro-level organisational behaviour through classical and contemporary social science perspectives.
2. The unit highlights behaviours, relations, processes and structures that are a part of organisational life, and integrates an understanding of societal influences on organisational behaviour at a number of levels.
3. Drawing on social science literature the unit aims to develop the students' awareness and understanding of the major theoretical models that are used to analyse organisations, groups and individuals.
4. The unit aims to introduce students to critical debates that inform the study of organisations and organisational behaviour.

Learning Outcomes:

On completion of this unit, students should be able to:

- * Demonstrate a good understanding of the major theoretical constructs, models and debates that inform the study of organisational behaviour.
- * Evaluate alternative classical and contemporary social science theories/models used in practice.
- * Begin to critically analyse key organisational behaviour concepts and issues at an individual, group and organisational level.

Skills:

At the end of this unit, students should gain the following skills:

A. Knowledge and Understanding

- * Students will be able to understand a variety of theories and insights into organisational issues and collective behaviours.
- * Students will be able to explain and apply their knowledge and understanding of key organisational behaviour issues by reflecting on everyday life examples from their own experience.

B. Cognitive Skills

- * The application of imagination, inventiveness and critical thinking.
- * Begin to develop critical reflexivity towards the unit content and examples of practice.

C. Transferable Skills

- * Written and verbal communication skills.
- * Analytical skills
- * Research skills
- * Team working skills.

Content:

Introduction to key concepts and issues in the study of organisational behaviour. Themes should include, among others, the key schools of thought in micro-organisational and macro-organisational theory, differences in the behaviours, relations, structures and processes within and by organisations, the management of organisational behaviour and of organisations, as well as issues of leadership, power, culture, and conflict in and around organisations.

MN10442: Introduction to Business Law

Credits: 6

Level: Certificate

Semester: All year

Assessment: In-class text (Semester 1) and examination (Semester 2)

Aims:

The unit initially aims to introduce students to and then move on to extend students' knowledge of the following: framework of commercial law and the fundamental legal concepts which affect businesses and individuals, their

potential liabilities, and the ways in which they function.

Learning Outcomes:

On completing this unit students will be able to:

- * understand the law relevant to contracts and torts, and the structure of the courts through which legal rights are enforced;
- * understand contract terms, and the implications for the parties;
- * consider the liability of businesses and individuals in respect of relevant areas of tort law including negligence;
- * be aware of the principles of criminal liability.

Students are given a standard set of contract terms and a business context which forms the basis of the coursework exercise and the examination.

Skills:

Intellectual skills

- * Analyse legal materials; identify legal principles, exceptions and applications. (T)
- * Understand the importance of clarity and consistency and applying those principles in the context of tutorials, assessed coursework and an examination. (T/F/A)

Professional skills

- * Understand legal method in analysing appropriate resources, gathering legal material, and applying to specific problems. (T/F)

Content:

This course will equip students to understand the law relevant to contracts, non-contractual liability, including torts, and the structure of the courts through which legal rights are enforced. Students will be able to identify whether contract terms are applicable and the consequences of terms not being complied with. The liability of businesses and individuals in respect of relevant areas of tort and criminal law are also covered. Specific torts are considered in detail, in particular negligence and breach of statutory duty, including the elements to be proved, the issues of causation, liability, defences and remedies.

MN10443: Business in Society

Credits: 6

Level: Certificate

Semester: All year

Assessment: Group presentations

Aims:

The unit aims:

1. To investigate the relationship between business and the societies within which they operate; exploring the relationships between corporate decision making and the economic, social, and institutional environment.
2. To introduce students to the implications of social and environmental concerns for corporate decision-makers.
3. To provide a framework within which students can explore the inter-relationships and interdependencies of core management disciplines.

Learning Outcomes: On completing this unit students will be able to:

- * understand the relationship between the social and economic environment and corporate decision making.
- * Understand the implications of social and environmental concerns for corporate decision-makers.

Skills:

Intellectual skills

The module is designed to develop analytical approaches to literature and data and independent working practices.

Practical skills

The module is designed to develop:

1. presentational skills through negotiations and presentations.
2. group skills through two group assessments.

Content:

International competitiveness, training and education. Modern manufacturing systems transport and the environment. Corporate strategy and the environment. Doing business in China: analyzing the impact of cultural and institutional factors on corporate behaviour and performance - social and environmental concerns. The Single European Market and the EURO and the implications of these developments for corporate strategy within a culturally and institutionally diverse market.

MN10476: Accounting for Managers

Credits: 6

Level: Certificate

Semester: 1

Assessment: One examination (75%) one assignment (25%).

Aims: The unit aims to test the students' ability to:

- * Explain the conceptual and regulatory framework of accounting.
- * Apply interpretative techniques to published financial statements.
- * Apply double entry techniques to record transactions and prepare financial statements.
- * Explain the basic concepts and processes used to determine product and service costs.
- * Explain absorption cost, marginal cost, ABC and relevant cost concepts.
- * Apply CVP analysis and interpret the results.
- * Explain the role of budgets and standard costing within organisations.
- * Prepare and interpret budgets, standard costs and variance statements.

Learning Outcomes:

- * Students will understand how accounting and financial management serves the purpose of developing and operating a business.
- * They will acquire a broad knowledge of the different dimensions of financial management and accounting which they may study in depth in later years of the course and an introductory working knowledge of basic tools of financial analysis and practice.

Skills:

- * Financial data manipulation and interpretation
- * Analytical and communication skills in relation to financial information
- * Accreditation for some professional exams

Content:

(a) Financial planning and control

- * The financial dimension of businesses and other organisations
- * Estimating costs for planned activities : fixed and variable costs; direct and indirect costs; basic elements of product cost
- * Preparation of cash budgets
- * Annual budgeting, profit planning, liquidity control and longer term financial projections,
- * Preparation of budgets and projected Profit and Loss Accounts and Balance Sheets
- * Controlling operations and cost control

(b) Reporting results in financial terms

- * Basic distinctions between the accounts of sole traders, partnerships and companies
- * Preparation of final accounts from incomplete records
- * Preparation of trial balance
- * Reporting performance and financial results to higher levels in the organisation: cost centre reports, profit centre reports, investment centre reports
- * Reporting the results to shareholders and other outside parties: preparation of final accounts, structure and interpretation of final accounts, underlying concepts (going concern, prudence, materiality, etc.)
- * Measures of performance in the financial press: share prices, earnings per share, p/e ratios, assessing the quality of earnings announcements, etc.
- * Outline of the role of company law, the accounting profession and Accounting Standards in controlling the content of published information
- * Outline of complications created by going international / global for investment analysis, financing the business, financial control and financial reporting.

MN10103: Business Economics I

Credits: 6

Level: Certificate

Semester: 1

Assessment: One examination

Aims:

This unit aims to provide an understanding of the operation of the macroeconomic and microeconomic environments in which business operates. It focuses on economic frameworks and analytical tools which are important for an understanding of the business world. The objective of the macro economic component is to develop students' ability to understand the influence of changes in the broad economic environment on business, and to apply this framework to investigate the effects of changes in policy on macroeconomic variables. The objective of the microeconomic component is to develop an understanding of decision-making by households and firms in both product and factor markets with particular emphasis on the theory of the firm. This part of the course serves as a basis for Business Economics II.

Learning Outcomes:

By the end of this unit, students should be able to perform a basic analysis of key economic issues in the macro- and micro- environments in which business operates.

Skills:

Grasp of basic microeconomic and macroeconomic concepts and their applicability to the real world (taught, facilitated and assessed). Ability to construct an argument (facilitated, assessed). Interpretation of data (taught, facilitated and assessed).

Content:

Introduction to business economics. The macroeconomic environment: circular flow of income; consumption and investment; money markets and foreign exchange; relationships between markets in the closed and open economy and the impact of government policies on the macroeconomic context in which business operates. The microeconomic environment: consumer behaviour; prices and markets, production and costs; structure of product markets, operation of factor markets.

MA10213: Business Data Analysis

Credits: 6

Level: Certificate

Semester: 1

Assessment: Coursework

Objectives You must have a minimum of Grade B in GCSE Maths to take this unit. This course is designed for First Year Students on the BSc in Business Administration. It introduces graphical and descriptive statistics particularly relevant for Business using Excel.

Aims: To introduce some statistical topics which are particularly relevant to Business students. To instruct in the use of Excel for graphical and descriptive data analysis.

Learning Outcomes: On completing the course, students should be able to use Excel spreadsheets to handle and present business data sets appropriately.

Skills: Excel (taught & assessed), statistical summary (taught & assessed).

Content:

The unit will cover the use of Excel in handling and presenting some types of data which are particularly relevant in Business. Collating and categorising data. Data description. Data display; graphs, charts and tables.

Correlation. Simple linear regression. Introduction to time series.

MN10005: People and Organisations 2

Credits: 6

Level: Certificate

Semester: 2

Assessment: One assignment and one examination 50:50.

Requisites: Before taking this unit you must take MN10001

Aims:

1. The aim of this module to build upon knowledge of key organisational behaviour issues and concepts introduced in MN0001.

2. The focus of the module will shift to an in-depth, critical and reflective level of analysis.

3. The module will explore social diversity in an organisational context and the impact this has on organisational behaviour at a number of levels.

Learning Outcomes:

On completion of this module, students should:

* Have a comprehensive understanding of the interdependent nature of key organisational behaviour concepts and issues.

* Have a comprehensive understanding of key concepts used to make sense of behaviour in organisational situations

* Demonstrate an in-depth understanding of the impact of social differences in organisations at an individual, group and organisational level.

* Be able to critically evaluate specific organisational issues.

Skills:

At the end of this module, students should gain the following skills:

A. Knowledge and Understanding

* Students will be able to understand social differences in an organisational context and the impact this has on organisational behaviour.

* Students will develop an understanding of the interrelationship of behaviour in organisational contexts.

* Students will be able to explain and apply their knowledge and understanding of key organisational behaviour issues by reflecting on everyday life examples from their own experience.

B. Cognitive Skills

* The application of imagination, inventiveness and critical thinking.

* Develop critical reflexivity towards the module content and examples of practice.

C. Transferable Skills

* Written and verbal communication skills

* Analytical skills

* Research skills

* Team working skills.

Content:

Content will include:

* Power and politics

* Ethics/social responsibility

* Diversity

* Gender

* Stress

* Cross cultural issues

* Decision making

* Conflict and negotiation

* The impact of information technology.

MA10214: Quantitative methods

Credits: 6

Level: Certificate

Semester: 2

Assessment: One examination

Aims & Learning Objectives:

Aims: To teach the basic ideas of probability, data variability, hypothesis testing and of relationships between variables and the application of these ideas in management.

Objectives: Students should be able to formulate and solve simple problems in probability including the use of Bayes' Theorem and Decision Trees. They should recognise real-life situations where variability is likely to follow

a binomial, Poisson or normal distribution and be able to carry out simple related calculations. They should be able to carry out a simple decomposition of a time series, apply correlation and regression analysis and understand the basic idea of statistical significance.

Content:

The laws of Probability, Bayes' Theorem, Decision Trees. Binomial, Poisson and normal distributions and their applications; the relationship between these distributions. Time series decomposition into trend and seasonal components; multiplicative and additive seasonal factors. Correlation and regression; calculation and interpretation in terms of variability explained. Idea of the sampling distribution of the sample mean; the Z test and the concept of significance level.

MN10006: Business economics 2

Credits: 6

Level: Certificate

Semester: 2

Assessment: One essay (required but non-contributory) and one examination.

Requisites: Before taking this unit you must take EC10044 or take MN10103

Aims & Learning Objectives:

This course aims to provide an understanding of how the competitive context within which firms operate can be analysed and some of the ways in which firms may respond to and attempt to influence the intensity of competition in theory and practise. The objective is to develop students' ability to apply the tools of microeconomics and use actual data to investigate determinants of the competitive environment and selected aspects of firms' strategy with particular emphasis on oligopolistic conditions.

Content:

The five forces affecting industry profitability. Buyers and demand estimation. The intensity of rivalry between firms and measurement of monopoly power. Strategic groups. Entry conditions and the estimation of costs. Exit decisions. Oligopoly price and non price behaviour under conditions of competition and cooperation. Entry deterrence. Small and medium sized firms in the competitive environment. The impact of government competition policy on strategic options.

MN10311: Corporate finance and investment appraisal

Credits: 6

Level: Certificate

Semester: 2

Assessment: One examination

Requisites: Before taking this unit you must take MN10008 or EC10004

Aims: The unit introduces students to the issues involved in a firm's investment and financing decisions. Students will develop a knowledge of new investment appraisal, cost of capital, and the effect of capital structure on the value of the firm. The course will proceed to consider issues such as desirable capital structure, dividend policy, financial distress, and the use of options as financial building blocks. This course provides a basis for (and is a pre-requisite for) the 2nd year Advanced Corporate Finance course.

Content:

- * New Investment Appraisal.
- * Cost of Capital (WACC and the dividend growth, and CAPM).
- * Capital structure and its relation to firm value.
- * Effect of new projects with different capital structures and risk on firm value.
- * Dividend policy (Dividend Irrelevance and Gordon Growth model).
- * Options as financial building blocks.

BSc Business Administration: First year

UNIT CATALOGUE: NON-CONTRIBUTORY OPTIONS

Any student is permitted to take up to 6 credits worth of additional subjects per year (or 3 credits per semester) without extra charge. These may be selected from the following. We would particularly direct the attention of students who are not native speakers of English to the units run by the English Language Centre (see page 49)

ES10007: THE MODERN WORLD ECONOMY 1

Semester1

Credits:6

Topic: Economics

Level: Level 1

Assessment: EX70 CW30

Requisites:

Aims: The aim of this Unit is to equip students with an historical, institutional and analytical understanding of economic issues and institutions in a global context. Students will be exposed to diverse views in a variety of books and articles and will be encouraged to take a questioning approach to concepts and to the use of evidence. The Unit is appropriate for specialist students of economics and will support and provide a relevant policy context for first year units in introductory micro and macroeconomics. The Unit is also appropriate for non-specialist students, who may wish to take only one or two course units in economics, and will introduce them to some of the central principles of economics via the policy questions and institutional arrangements which confront modern economies.

Learning outcomes: By the end of the course unit, students should be able to develop an informed commentary on both academic and more popular arguments on: 1. The ideological and historical origins of economic theories. 2. The role of multilateral corporations in the global economy 3. The impacts of globalisation on the ability of the nation state to produce independent domestic policies. 4. The scope for national economic policies within the globalised economy.

Skills: Intellectual: analytical thinking, critical reading, discussing ideas, coherent understanding of issues by reading and evaluating a wide range of literature. Key skills: Essay writing skills, communication skills and presentation skills.

Content: Lecture 1: Methodology and an overview of the world economy Lecture 2: A brief historical perspective Lecture 3: Foreign Trade Lecture 4: Foreign Direct Investment (FDI) and Multinational Companies (MNCs) Lecture 5: Regional Integration Lecture 6: Role of the World Bank, IMF and WTO Lecture 7: Privatisation Lecture 8: Globalisation and the state Lecture 9: Debt crisis and aid Lecture 10: National variations in policy stance Lecture 11: Revision lecture.

SP10203: DEVELOPMENT ECONOMICS 1

Semester 2

Credits: 6

Topic: Economics

Level: Level 1

Assessment: ES30 EX70

Requisites:

Aims: To provide students with a better appreciation of the extent of diversity in economic performance across selected regions of the world in the post second world war period and reasons for this variation. It is designed to be accessible to both specialist and non-specialist students of economics.

Learning Outcomes: Greater insight into how the economies of selected regions differ, and reasons for those differences, including differences in economic strategy and policies. A better appreciation of how theory is used by economists to address specific problems and policy issues in regional and country context.

Skills: * Ability to relate (economic) theory and concepts to contemporary debates and policy issues;
* Ability to obtain and compare statistical information (to produce a memo highlighting differences in economic performance of two countries).

Content: The course unit will focus on the economic analysis of perennial and contemporary issues in three sets of countries: transitional economies of East and Central Europe, Western Europe, and "periphery" of the global economy (comprising low income economies of Latin America, sub-Saharan Africa, and South Asia).

Foreign Languages Centre

A series of units is available from the Foreign Languages Centre to cater for all levels of previous experience, from beginners to advanced, in the following languages:

- Mandarin Chinese
- French
- German
- Spanish
- Italian
- Japanese
- Russian

Units may be taken as 3 or 6 credit units. Visit the Foreign Languages Centre website, <http://www.bath.ac.uk/flc/>

Teaching is by small, interactive class and assessment is by coursework.

All new students will be given more information about these units in the Induction Week.

English Language Centre

The English Language centre offers units which are suitable for native and for non-native speakers, covering academic writing and speaking/presentation. All new students will be given more information about these units in the Induction Week.

EL10264: EFL ACADEMIC WRITING A

Semester 1

Credits: 3

Topic: English Language Centre

Level: Level 1

Assessment: CW100

Requisites:

Aims & Learning Objectives: To improve students' academic writing skills in English, thereby enabling them to raise the standard of their degree course work.

Content: Essay and report writing, to include overall structure, orthography, grammar, punctuation and appropriateness of writing style.

EL10265: EFL ACADEMIC WRITING B

Semester 2

Credits: 3

Topic: English Language Centre

Level: Level 1

Assessment: CW100

Requisites:

Aims & Learning Objectives: Continuation of EFL Academic Writing A.

Content: Continuation of EFL Academic Writing A.

EL10382: EFL SPOKEN ENGLISH A

Semester 1

Credits: 3

Topic: English Language Centre

Level: Level 1

Assessment: CW100

Requisites:

Aims & Learning Objectives: To improve students' spoken English, thereby facilitating their social and academic interactions while in Britain, and enabling them to raise the standard of their degree course work.

Content: Presentation and seminar skills; listening to lectures; pronunciation and fluency; colloquial English.

EL10383: EFL SPOKEN ENGLISH B

Semester 2

Credits: 3

Topic: English Language Centre

Level: Level 1

Assessment: CW100

Requisites:

Aims & Learning Objectives: Continuation of EFL Spoken English A.

Content: Continuation of EFL Spoken English A.

EL10266: EFL CAMBRIDGE ENGLISH EXAMINATION CLASSES A

Semester 1

Credits: 6

Topic: English Language Centre

Level: Level 1

Assessment: CW100

Requisites:

Aims & Learning Objectives: To prepare students for Cambridge First Certificate, Advanced English and Proficiency in English examinations

Content: An integrated course, covering the four language skills and including the following:

Reading authentic texts; Focus on register recognition; Grammar; Vocabulary development; Listening practice; Oral discussion; Writing compositions, letters and other texts; Examination practice

EL10267: EFL CAMBRIDGE ENGLISH EXAMINATION CLASSES B

Semester 2

Credits: 6

Topic: English Language Centre

Level: Level 1

Assessment: CW100

Requisites:

Aims & Learning Objectives: Continuation of EFL Cambridge English Examination Classes A

Content: Continuation of EFL Cambridge English Examination Classes A

EL10270: EFFECTIVE WRITING FOR NATIVE SPEAKERS OF ENGLISH

Semester 1

Credits: 3

Topic: English Language Centre

Level: Level 1

Assessment: CW100

Requisites:

Students should not have taken this unit in a previous semester.

Aims & Learning Objectives: To develop native speaker students' essay writing skills by teaching study skills for academic writing and developing accuracy.

Content: Surveying a book or article ; Note-taking and summarising skills; Avoiding plagiarism; Incorporating source material; Referring to sources; Essay structure; Paragraph structure; Planning an essay; Writing introductions and conclusions; Synthesising from different sources; Cohesive devices; Academic style - showing and avoiding personal commitment; Grammatical accuracy; Writing in examinations

EL10270: EFFECTIVE WRITING FOR NATIVE SPEAKERS OF ENGLISH

Semester 2

Credits: 3

Topic: English Language Centre

Level: Level 1

Assessment: CW100

Requisites:

Students should not have taken this unit in a previous semester.

Aims & Learning Objectives: To develop native speaker students' essay writing skills by teaching study skills for academic writing and developing accuracy.

Content: Surveying a book or article ; Note-taking and summarising skills; Avoiding plagiarism; Incorporating source material; Referring to sources; Essay structure; Paragraph structure; Planning an essay; Writing introductions and conclusions; Synthesising from different sources; Cohesive devices; Academic style - showing and avoiding personal commitment; Grammatical accuracy; Writing in examinations

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.**