

University of Bath



School of Management

Postgraduate Research Students Handbook

**Academic Year
2008/2009**

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**

These guiding principles set out in very broad terms what the experience of being a student at the University of Bath is intended to be like.

These are principles that the University keeps in mind when providing your education and other aspects of your stay here, but they also set out the contribution that is expected of you to make your experience at University successful.

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Welcome

We would like to welcome all new Postgraduate Research Students to the University of Bath, School of Management.

In this handbook you will find information about the Postgraduate Research Programme and the University. We hope this will be useful to you in the coming days and weeks as you settle in and find your way around.

In particular, we have included information about the School of Management and also the research training programme.

Professor Edmund Thompson

Mrs Chris Barnes

Director of Postgraduate Research

Research Administrator

This guide contains important information for successful completion of your research here at Bath. It also contains some of the forms needed to complete each stage of your research training and degree requirements.

Please read through it carefully. It will help you during your time here at Bath.

Please sign the attached declaration stating that you have read, understood and accept both the formal requirements and the guidelines. Return the declaration to the Administrator for Postgraduate Research.

1. GENERAL INFORMATION

1.1. Introduction to the School

Over the past 40 years, the School of Management has developed an impressive reputation as one of the UK's leading business schools. The School has achieved top research and teaching ratings, 5A and 'excellent' respectively, in the Higher Education Funding Council (HEFCE) assessments and is ranked in the top 4 UK Schools.

The School of Management has a faculty of some 90 teaching and research staff which, together with managerial and administrative staff, gives a total complement approaching 150.

The School is research-led with an open collegiate culture of international scholarship. It is at the forefront of teaching programme innovations and of cross-boundary research. Its community of students, faculty and staff is unique in the diversity of cultures and interests represented. It offers a stimulating environment within which international research is conducted which informs and maintains the relevance of its business education at undergraduate and postgraduate level.

1.2 Study

The School of Management offers a range of programmes which provide a solid foundation in the key business disciplines for students from undergraduate to postgraduate/ post-experience level. Research degrees are available for those who wish to specialise in an area of academic research relating to management. Part-time courses specifically tailored to the needs of those working in business are also available.

Within the School there are approximately 2,000 students in total on certificated programmes. At postgraduate level, these programmes are:

- MSc in Management
- MSc in Accounting and Finance
- MSc in Marketing
- MSc in Advanced Management Practice
- MSc in Innovation and Technology Management
- MSc in Responsibility and Business Practice
- MBA
- DBA in Higher Education Management
- MRes
- Engineering Doctorate
- Postgraduate Programme in Action Research
- MPhil / PhD
- Postgraduate certificate in Engineering Management (EMP)

There are some 200 MBA students, 370 taught Master's students, and 210 full and part-time research students, 450 postgraduate certificate students and over 1,100 undergraduates following BSc degrees. The School also runs joint programmes with Departments in the Faculties of Engineering and Design, Science, and European Studies and Modern Languages.

1.3 Research

As one of the UK's leading business schools, the University of Bath School of Management's strength lies in its research focus. Academics within the School are constantly working to extend the breadth, depth and impact of their international research. The centrality of research to teaching is an essential feature of all our highly sought after programmes.

At the heart of the School's international reputation for research excellence are leading academics of international standing, who interact at the highest levels of business and society. This interaction ensures that research is relevant, dynamic and progressive while the research outcomes maintain a competitive edge to teaching.

The School of Management provides a strongly supportive, vibrant research culture, developed through the provision of internal resources, research grants and awards. Research income has averaged £2 million per annum, and the School is amongst the top in the UK in terms of Research Council per capita income.

Much of the research is conducted in collaboration with private and public organisations at national, European and international levels, complemented by joint research with other academic institutions on an international basis. The School is committed to growth in order to embrace new areas of management research and to reinforce existing strengths. In recent years the School has broadened its research base and developed new teaching areas by appointing new faculty across all subject disciplines.

Our research is structured around four issue-based research clusters, which span functional disciplines. These groupings contain cross-functional Research Centres, which focus and formalise our major research initiatives. Teaching is organised within functional or disciplinary teaching groups.

Subject Group	Main Contact
Accounting and Finance	Professor Christos Ioannidis
Business Economics and Strategy	Professor Michael Mayer
Organisation Studies	Dr Juani Swart
Information Systems	Dr Niki Panteli
Higher Education Management	Professor Jeroen Huisman
International Business	Prof Edmund Thompson
Marketing	Professor Brett Martin
Operations, Supply and Decision Analysis	Professor Mike Lewis

and the Research Clusters are :

Research Cluster	Research Centre	Director
Organisations, Work, Leadership & Change	Work and Employment Research Centre (WEREC)	Dr Juani Swart
	Centre for Action Research in Professional Practice (CARPP)	Professor Peter Reason
Decisions, Information & Risk Analysis	Centre for Information Management (CIM)	Dr Niki Panteli
Business, Regulation & Society	Centre for Business, Organisations and Society (CBOS)	Dr Steve Brammer
	Centre for Research in Advertising and Consumption (CRiAC)	Dr Avi Shankar
Complex Networks & Systems	Centre for Research in Strategic Purchasing and Supply (CRiSPS)	Professor Christine Harland
	International Marketing and Purchasing Research Centre (IMP RC)	Professor David Ford

Our research culture is both interdisciplinary and international. The practice of interdisciplinary research within flexible clusters of staff is a defining strength of the School. This is complemented by an active policy of internationalisation which encourages joint research with leading academic institutions in Europe the US and Asia.

For further information on any of our Research Centres or Groups, please contact the centre directly. Alternatively for information concerning research conducted in the School of Management please visit the School of Management's Research Office

1.4 Key contacts for postgraduate research studies

Research	e-mail	Room	Job description
Professor Andrew Millington	mnsaim	WH9.41	Director of Research
Professor Edmund Thompson	ert20	8W3.29	Director of Studies
Mrs Chris Barnes	mnsacb	WH9.43	Research Administrator
Mrs Charlotte Backholder	esscjs	WH9.43	Research Information Officer
Finance Office			
Janet Buchan	mnsjab	8W3.54	Finance assistant
School Office			
Cathy Aubin	mnscaa	8W1.17	Course Secretary, IMML
Teressa Mitchard	mnstvm	8W1.11	Secretary/Receptionist
Jane Hunt	mnssmv	8W1.16	Course Secretary, BBA
PC Support			
Nick Cooper	mnsngc	WH1.28	IT Systems Officer
Judith Bishop	mnsjaab	WH1.29	Computer technician

A complete list of staff contact details is also attached

2. MPhil/PHD PROGRAMME

2.1. Aims and Objectives of MPhil/PhD Programme

The Postgraduate Research Programme is designed to train students to become scholars in their chosen academic area and to take positions in academia, government, or industry that make use of their research skills.

By the end of your postgraduate research studies, you should be able to:

- 1) Formulate interesting and important research questions
- 2) Design and conduct high-quality research to answer them
- 3) Present your results in a professional and potentially publishable manner

You should also be able to:

- 4) Understand core management theory and research
- 5) Read and intelligently critique management research in different areas

2.2. Structure of the MPhil/PhD programme

It is not possible to put a rigid timetable on postgraduate research as different studies proceed in different ways and with particular stages at different times.

Your first task is to define your research problem and research questions, and design your methods for gathering and analysing data. The Research Training Programme will assist you in this process.

All students initially register for an MPhil unless they have already completed a research degree. As a general rule, the transfer from MPhil to PhD should normally first be attempted early in the second year of study for full-time students, and early in the third year of study for part-time students. The timing of the first attempt to transfer must allow for the following considerations:

- i. that course work and any other requirements associated with the candidature (such as training) have been completed;
- ii. it must occur before the maximum period of study permitted for MPhil registration expires (3 years for full-time students and 4 years for part-time students);
- iii Regulation 16.5a(iii) permits students up to two attempts at transfer, so the first attempt must take place sufficiently far in advance of the date of expiry of the student's registration for MPhil to allow the student to prepare adequately

for and make a second attempt at transfer where appropriate before the MPhil registration expires;

Similarly, the attempt(s) at transfer should be timed to allow the student sufficient time before the expiry of the MPhil registration to complete the work for submission of an MPhil thesis should the transfer attempt(s) be unsuccessful.

The Report

A written report, or portfolio of papers, of normally not less than 10,000 words (plus any supporting documents), is to be prepared by the student. The report should indicate what research has been conducted to date, what research is to be undertaken, its significance, and how it will be accomplished. The report is to be presented to the appropriate Director of Studies, who will as soon as possible convene a transfer panel consisting of two staff members nominated by your supervisor(s). Supervisors should normally be in attendance in a non-participating role with a Research Student Committee member as chair to oversee the process. Further information is given in the attached document 'The transfer from MPhil registration to PhD registration'.

2.3. Research Training Programme

The School of Management has joined forces with the Faculty of Humanities and Social Sciences to provide an MRes in Management. The MRes is a taught degree, rather than a research degree, and is a qualification in its own right. However it is expected that students pursuing it are likely to go on to MPhil/PhD either here or elsewhere. In addition, the units which make up the MRes also provide research training for MPhil/PhD students in the Faculty and the School. The MRes programme consists of 90 credits and is organised as two 30 credit semesters plus a dissertation worth 30 credits. The majority of the taught content of the MRes in Management is common to the eight or so MRes variants offered by the Faculty of Humanities and Social Sciences. The units which are specific to the MRes in Management are 'Approaches to Management and Organisational Research' in the first semester and the choice of an elective from the MSc in Management in the second semester. Very briefly, the structure and content of the MRes in Management is as follows:

All students study five core management research subjects during the first semester. This ensures that students acquire a sound basic knowledge of appropriate research methods. The core subjects are:

- Principles and Skills of Social Research (6 credits)
- Quantitative Methods I (6 credits)
- Qualitative Methods I (6 credits)
- Approaches to Management and Organisational Research (6 credits)
- Short Research Apprenticeship Project (6 credits)

During the second semester students choose either:

- Quantitative Methods II (6 credits)

or

- Qualitative Methods II (6 credits)

Students must also study for both:

- one, 6-credit, unit from the Semester 2 units available on the MSc in Management.
- Long Research Apprenticeship Project (18 credits)

MRes students then go on to complete a dissertation over the summer months (30 credits).

ESRC 1+3 funded students must register and complete the MRes.

MPhil/PhD students are required to attend taught units of the MRes as directed by their supervisor/s. Of course, not all units will be suitable for all MPhil/PhD students as some students may already have taken appropriate courses previously or have gained experience in other ways. In these circumstances exemptions can be granted (just as they can for MRes students). Each student's requirements will be determined by his/her supervisor in consultation with the student. The Director of Studies will be informed, via the Research Administrator, who will register the student on the selected units. All full-time MPhil/PhD students are required to attend and to pass the unit 'Approaches to Management and Organisational Research'. It is important to note that the details of this research training programme will be entered on to each student's Candidature Form and performance in the constituent units will be taken into account when transfer of registration from MPhil to PhD is being considered.

2.4. Conference attendance

Funded students (URSSs, EPSRC, ESRC, and other externally-funded students) have an annual budget for conference attendance and other research-related activities. Unfunded full-time students and funded students who can make a good case for additional funding may apply to the Research Student Committee, with the support of their supervisor, for funding to present a paper or attend a doctoral consortium. Students may also obtain funds under certain circumstances using their supervisor's conference budget.

The research support grant, if available, is administered through an account or "job" number, which you give each time you want to charge something to it. You can find out if you have such a research support grant and obtain the number from Janet Buchan (8W3.53).

3. FACILITIES & RESOURCES

3.1. The School

The School of Management has space in Wessex House (Levels 1, 8, and 9) and 8West (Levels 1, 3 and 4)

Location of School Office and pigeonholes

The School Office is located in 8West 1.11. Full and part-time teaching staff, RTA's and people working in research centres have pigeonholes here.

Postgraduate research students have pigeonholes in the Wessex House, Level 1 common area by the vending machines. You should check your pigeonhole regularly as messages and post will be put there. There is also a notice board outside the PhD room Wessex House 1.5.

You can have mail sent to this address:

C/o School of Management
University of Bath
Claverton Down
Bath
BA2 7AY

3.2. Resources for study

Facilities available to full-time postgraduates:

Postgraduate research students are located on the 1st, 8th and 9th floors of Wessex House. Students must pay a £10 deposit for their office key where necessary, which will be returned when the office is vacated and the key returned. If you lose your key, you will be charged to replace it.

All postgraduate students are entitled to:

- Access to computing facilities through BUCS
- Access to the library

Full-time postgraduate research students are entitled to:

- A desk and appropriate chair in a suitable, non-hazardous environment. Please note that these may be in a 'hot desk' environment and available on a 'first-come-first-served' basis;
- A reasonable amount of secure space for personal possessions;
- A reasonable amount of shelving and/or filing space;

- Access to a telephone in accordance with School guidelines and practices;
- Access to School photocopying facilities;
- Access to a networked PC and associated printing facilities, as appropriate for each student's programme of research.

Your tuition fees cover your instruction and supervision and access to basic facilities. They do not cover large-scale photocopying, long-distance phone calls, travel, or conference fees.

If you are a full-time student, once you have completed the minimum period of study, and have transferred to "writing-up" status, you are no longer entitled to full use of University facilities. This is normally at the end of the third year of study. You will be granted continued use of an office only at the discretion of the Director of Studies, depending on the availability of space and facilities.

Photocopying

All full-time postgraduate students are entitled to use a Departmental photocopier. You will be assigned a personal photocopying code by the Finance Clerk, which will be e-mailed to you. This should be used for all personal and research photocopying.

You will be advised by email which photocopier you may use. Your usage will be monitored, and while there is no formal limit on the amount of photocopying you may do, abuse of the system may result in a loss of privilege.

E-mail

All students are automatically allocated a user name and a password for access to electronic mail and other central computing facilities when they register. We will send out information by email using the University email accounts; therefore, you should check your email account regularly.

Stationery

Blank business cards with the University logo and address are available from Chris Barnes in the Research Office.

Limited amounts of stationery, such as headed paper, are available from the School Office or Finance Clerk for official business, but if you plan to use a large quantity, e.g., for sending out questionnaires, you must pay for it.

Library access

You need an ID card to enter the Library and to borrow books after the first week of classes. After you register, you should be able to obtain a library card from the Library issue desk.

Computing Facilities

All students are issued with a unique username and password to enable them to complete registration on-line. Once registration is completed, students are allowed to use the c. 800 BUCS (Bath University Computing Service) supported student access workstations anywhere on campus. These will give access to electronic mail and the World Wide Web, as well as file storage and "office" programs such as word processing. The machines print to laser-printers in the Library and Learning Centre (a charge is levied per page).

Students with a user name and password may register their own laptop, smart phone or similar for connection to the campus wireless network (which covers communal areas, the library, cafes and similar) or c. 200 dedicated student docking ports.

There is a BUCS User Support Desk on level 2 of the Library and Learning Centre. For further information see <http://www.bath.ac.uk/bucs/services/>

The Assistive Technologies Initiative (ATI) provides students who have disabilities and learning difficulties access to a laptop computer with specialist software designed to aid studying at the University. A BUCS technician specialises in ATI support. More information may be found at <http://www.bath.ac.uk/bucs/services/assistivetechologies/>

The IT shop in the library carries a number of popular IT consumables and peripherals (eg academic software, DVDs, network cables and headsets). Many further IT products may be ordered through the shop, often at significant discount over high street prices. Please see <http://www.bath.ac.uk/bucs/services/itpurchasing/>

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. 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 SSLC. Do NOT load copied software onto the computers, as this is not only a criminal offence, 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 Systems Officer responsible for the network, computers and printers. 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, drinking and smoking are NOT permitted in the computer room. User access will be denied if the facility is abused.

It is generally expected that course work 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 from the Library or 1 West computer lab. There is a small charge for printing.

_(For summary of Facilities & Resources see Appendix 1)

4. FORMAL REQUIREMENTS

In keeping with University of Bath guidelines on supervisory practice and Research Council requirements for research training and the monitoring for students' progress, the department has established the following formal procedures. These are intended to ensure that your research training and supervision are considered and planned for at the outset, and that the training and supervision are adequately provided. The Research Students' Committee/School Board of Studies will review some of these forms.

1. By the end of week 2 of semester one: Postgraduate requirements and guidelines declaration
2. By the end of week 6: Candidature Form (will be forwarded via email)
3. Towards the end of semester 2: end of year report forms (will be forwarded by email)
4. In the second year or when appropriate: transfer from MPhil to PhD Guidelines
5. Safety Guidelines for Students when doing Fieldwork in the UK or Overseas: Fieldwork notification and assessment form

Forms to be completed on arrival

Please complete the postgraduate requirements and guideline declaration to say that you have read this handbook.

Arrange to meet with your supervisor(s) to discuss your proposed research. At this stage it is important to consider your plan of work and objectives for the first year, especially any research training needed to achieve the agreed

objectives. The discussions with your supervisor(s) will enable you to complete the Candidature form which registry requires (<http://www.bath.ac.uk/grad-office/here/documents.html>). This form needs to be completed after your thesis topic is agreed and will be forwarded to you by email by the Administrator for Postgraduate Research after you have arrived at the University. The School Research Teaching Committee (SRSC) reviews the information on this form as part of the process of monitoring supervision and research training.

N.B. Your formal registration status is determined by these procedures.

5. DURING YOUR STUDY

5.1. First Year Progress Report

Each year a progress report, which you prepare with your supervisory panel, is submitted to the School Research Students' Committee and Faculty Board of Studies. This report evaluates your progress and identifies any problems you have encountered. Towards the end of your first year this will be forwarded via your University email address, which should be returned completed by the due date.

Second and subsequent reports

MPhil/PhD students must complete progress reports at the end of each subsequent year.

5.2. Seminar Presentations

The Programme runs a PhD Lunch Time Seminar Series which is separate from the School seminar series. It is a requirement that all new full time PhD students attend these seminars. It is also compulsory for new students to present a seminar before the end of semester 2 of their first year. We do not expect you to be able to give a polished presentation of a finished piece of work, but rather, to give a coherent account of your work in progress. Since you will still be at an early stage in your research, it may be more appropriate for you to discuss your research question in the context of issues of epistemology, methods, research approach and topic-specific literatures rather than substantive findings or conclusions. These seminars constitute useful preparation for the transfer examination (from MPhil to PhD).

Students are also encouraged to attend both external and internal departmental seminars. All staff/students are welcome, please see http://www.bath.ac.uk/management/news_events/

5.3. Publication

During your second and third years, you should seek to disseminate your work by speaking at appropriate conferences or by other means, such as submitting notes or articles for publication. Discuss this with your supervisor/panel members. Use the departmental seminars (see above) to get a sympathetic criticism of your work from your peers and to practice your presentation skills.

5.4. Transfer to PhD Status

Transfer from MPhil to PhD status is normally considered feasible during the second year (though exceptionally, it can be made earlier).

5.5. Meaning of transfer

Endorsement by the supervisor and subsequent approval by the Research Student Committee implies only a judgement that your work is likely to meet the standards of originality and significance required for a PhD. It does not guarantee that you will be awarded a PhD or any other degree.

Regulation 16.5(iii) state: 'Candidates for the Degree of Master (MPhil) by research of the University, may, with the permission of the Research Student Committee, and provided they hold a first or second class Honours Degree or its approved equivalent transfer their candidature to the Degree of Doctor of Philosophy (PhD). Permission for this transfer shall only be given after candidates have submitted a satisfactory report and either passed a viva voce examination or given a satisfactory presentation to a panel (established for this purpose by the Faculty Board of Studies), and have had a satisfactory report on their progress presented by their supervisor. Candidates shall normally be permitted to seek transfer from MPhil to PhD candidature on two occasions only'. (see Guidelines attached)

Note: ESRC students will need to transfer to PhD status by June of their second year.

5.6. Deadlines

We expect all MPhil/PhD students to complete and submit dissertations within the stipulated periods. A summary of the minimum and maximum periods of study permitted by the Regulations (excluding extensions) is given below:

	MPhil (Min)	MPhil (Max)	PhD (Min)	PhD (Max)
Full time	1	3	2	4
Part time	2	4	3	6

Provided that you meet regularly with your supervisor(s), and given the monitoring procedures outlined above, you should be able to complete your thesis within the time allowed. In the event of unforeseen and unavoidable obstacles to completion, and if you can demonstrate a need (and your supervisory panel agrees), the Research Student Committee may agree to an extension, but extensions are the exception rather than the rule.

It is up to each student to ensure that the necessary meetings take place, that reports are completed, signed and submitted on time. This responsibility is one that you share with your supervisor. However, if you feel that things are not working out, or if you encounter any difficulties with this, please feel free to take the matter up with the Director of Studies in your School. Similarly, if you want to discuss the makeup of your supervisory panel (and the possibility of changing supervisor(s)), please see your Director of Studies.

Failure to keep your supervisor(s) and the School Research Committee informed of your activities and progress may result in the termination of your registration.

5.7. Writing up and Completion

Students wishing to transfer to writing up status should note the following category of writing up as stated under Regulation 16.1(c):

FEES FOR 'WRITING UP' 2008-2009

Students first registered before 1 September 1996

Students first registered before 1 September 1996 who have completed the prescribed minimum period of attendance, have completed the work and require only minimal supervision and access to University facilities must pay an administration fee of £84 per year or part of a year. Students first registered on or after 1 September 1996

'Continuation' fee

Students first registered on or after 1 September 1996 who have completed the prescribed minimum period of attendance, have completed the work and require only minimal supervision and access to University facilities must pay a continuation fee of £530 per year, payable as two six-monthly instalments of £265.

'Administration' fee

Students first registered on or after 1 September 1996 who have completed the prescribed minimum period of attendance, have completed the work and no longer require supervision and access to University facilities must pay an administration fee of £84 per year or part of a year.

Please discuss with your supervisor or with your Director of Studies which category is most suitable for you.

Submission of Thesis

Thesis Presentation

The Graduate Office produces a 'specification for higher degree theses' information sheet regarding thesis submission. You should obtain an updated

copy in the months before you submit from the Graduate Office in Wessex House 2.12C) or via the Graduate Office website <http://www.bath.ac.uk/grad-office/docs/index.html>

It is your responsibility to read the information sheet carefully and ensure that your thesis is submitted in the correct format.

Two months notice of intention to submit your thesis must be given to the graduate office by completing form HD1 (obtainable from Graduate Office (WH 2.12C) or <http://www.bath.ac.uk/grad-office/docs/index.html>

When the thesis is ready for submission, you need to have three softbound copies (coloured blue). All binding is at your own expense and can either be done at the University Printing Unit (8W 1.35) or elsewhere. After it is soft bound, all three copies need to be taken to the Graduate Office (Wessex House 2.12C) for logging and completion of HD2 form <http://www.bath.ac.uk/grad-office/docs/index.html> The student takes the thesis to the Administrator for Postgraduate Research who will forward to the examiners. One copy will be kept in the office.

The Print Unit charges approximately £2.00 per copy for soft binding and approximately £30.00 per copy for hard binding. Photocopying costs are approximately 6p per sheet.

Once you have passed your viva voce examination, you need to have 1 copy hardbound (according to the specifications set out in the information sheets from the graduate office mentioned above) and 2 e-thesis with signed covers (<http://www.bath.ac.uk/library/etheses/>) and return them to the Administrator for Postgraduate Research.

The University Library keeps the hardbound copy and 1 copy of the e-thesis and the School the other copy of the e-thesis.

If your thesis has been referred and you are allowed to re-submit, your examiners will let you know how long you have to make corrections and re-submit.

5.8. Examiners

An external and internal examiner will need to be appointed, at least 3 months prior to the date you intend to submit your thesis. Your supervisor will submit the name of the internal examiner, and the name, address, title and CV of the external examiner to the Administrator for Postgraduate Research in good time to be submitted to the School Research Student Committee. If you will be submitting in the autumn, the examiners need to be submitted to the Mid-May Research Student Committee.

Note: Although your supervisor(s) may have seen draft chapters of your thesis during the second and third year they may want to see portions of your

thesis in something close to the final form before approaching the examiners. (See the Guidelines in QA7 attached)

The viva voce exam usually takes place about 4-8 weeks after the thesis is submitted, but it may be longer than this depending upon the examiner(s) need to read your thesis and arrange a mutually convenient date.

Your supervisor cannot be an examiner and does not normally attend the viva voce exam.

For further information about the thesis requirements and the viva voce, please see the following web site:

<http://www.bath.ac.uk/grad-office/here/documents.html>

5.9. Outcome of Examination

The recommendations of the Examiners in relation to the assessment of a thesis for the award of an MPhil or PhD are considered and approved by the School Board of Studies. While a student may be informed of the recommendations of the Examiners, for example following a viva voce examination, the decision is not final until the Faculty Board of Studies has approved it. For further details see Regulations 16.3 and 16.5.

Graduation Arrangements

The University normally holds its Degree Congregations in December and July. You will be invited to attend the ceremony following the School Board of Studies approval of the award of your degree. All students who are likely to be able to graduate at a particular ceremony will receive, several months prior to the date of the Degree Congregation, information from the University Student Records and Examinations Office. This information will include details of how to obtain invitations for guests and how to make arrangements for the hire of a gown. If you are unable to attend you will be permitted to graduate in absentia. Your degree certificate would, in these circumstances, be posted to you soon after the date of the degree congregation at which your award is conferred. Please ensure that the Administrator for Postgraduate Research has your correct address on file and you have updated your record on SAMIS. <http://www.bath.ac.uk/student-records/ceremonies.htm>

5.10. Procedures for the Review of a Board of Studies decision (Appeals)

University Regulation 17 (Conduct of Student Academic Reviews and Appeals) explains in which circumstances 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. In summary, the following are the grounds under which such a review may be permitted:

- (i) that there exist circumstances affecting the performance of the candidate of which the Board of Examiners have not been made aware and which you could not reasonably have been expected to have disclosed to the Director of Studies in accordance with the Regulation on mitigating circumstances (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 <http://www.bath.ac.uk/registry/registry.bho/appeals/acad-review-appraisal.htm>). The request for a review must include:

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

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

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

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

A student who disagrees with the outcome of a review hearing may submit an academic appeal, 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 their Director of Studies, Personal Tutor or the Students' Union [Vice President (Education) or AWARE centre, email: aware@bath.ac.uk] as soon as possible.

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

6. MISCELLANEOUS

6.1. Absence

In keeping with University practice, your supervisor and the Director of Studies should agree a planned absence of more than 3 weeks. For an absence exceeding one month (due to illness, jury service or other factors beyond your control) you should consider applying for a suspension of registration (see Section 16.1(d)).

6.2. Students on Fieldwork

If you will be away from the University of Bath for an extended period doing fieldwork, you need to fill out a 'fieldwork notification' form so that we know the dates you will be away and the address (telephone/fax/e-mail) where we can contact you (the security office will be forwarded a copy of this form). Before you go on your fieldwork you will need to complete, with your supervisor, a 'safety guidelines for students doing fieldwork UK/Overseas' form. Please give these forms to the Administrator for Postgraduate Research before you leave for your fieldwork.

If you would like post forwarded during this period please indicate on the form, otherwise post will remain at the University.

You are responsible for filling out the appropriate forms and progress reports while you are away.

If you will be requiring and are entitled to campus accommodation (<http://www.bath.ac.uk/accommodation/>) when you return from fieldwork, you will need to get in touch with the accommodation office several months before you return in order to reserve your accommodation.

6.3. Extension of registration.

In exceptional cases, an extension to the maximum period of registration may be granted. You will need to apply for an extension if circumstances mean that your period of enrolment is likely to exceed:

	F/T	P/T
MPhil	3 years	4 years
PhD*	4 years	6 years

These periods included time enrolled as an MPhil candidate prior to transfer to PhD status.

If you will need an extension, you should discuss this with your supervisor and panel, and obtain an extension request form from the Administrator for Postgraduate Research. Full-time student may be only granted one 12-month extension, which would mean that the maximum period of enrolment would be as shown above plus one year. Part-time student may be granted two 12

month extensions which would mean that the maximum period of enrolment would be as shown above plus two years.

Requests for extensions should be submitted at least 2 months prior to the date that your registration is due to end. If your registration expires at the end of September, you must submit the extension request form by mid May.

6.4. Suspension of registration

Should you, for any reason, have difficulties which prevent you from progressing with your course (long illness etc.) you may request a suspension of registration for a period of up to 12 months. This will effectively freeze your registration until you are able to resume your studies. This is only granted in special circumstances and you should discuss this with your supervisor and the Director of Studies. Forms can be obtained from the Administrator for Postgraduate Research.

7. USEFUL INFORMATION

7.1. Student representation

The following committees consider matters relating to postgraduate students:

- School of Management Staff Student Liaison Committee
- Board of Studies for Management
- Research Student Committee

Staff-Student Liaison Representation

The Student Union provides free training on how to be a student representative (this is not compulsory, but does provide valuable training which can be applied in the workplace). See posters for S.O.R.T.E.D. training.

The School of Management's Postgraduate Staff Student Liaison Committee will meet in October.

The SSLC provides a medium for the exchange of views and the discussion of ideas between staff and student members of the School. The SSLC is able to consider any matter referred to it by the Board of Studies or other University committees, or by any member of the SSLC, subject to the Chair's right to exclude items that should properly be first referred elsewhere. Meetings are held at intervals throughout the year and all students are welcome to attend as observers. Spokespersons, or representatives, should be elected at the beginning of each academic year. These Academic

Representatives are also invited to attend the meetings of the Academic Council of the Students' Union.

Board of Studies

Students are also represented on the School of Management Board of Studies. The student representatives must leave before Reserved Area business is discussed (typically matters concerning individual students, examination results etc)

Research Student Committee

The Research Student Committee considers most matters pertaining to research programmes and research student matters, including registration, transfer from the MPhil to the PhD, and the results of examinations. Your supervisor will submit formal requests to the Research Student Committee if you need to suspend or extend your studies, change from full-time to part-time or vice-versa, appoint examiners, or change any of the details of study, including your thesis title and limiting public access to your thesis. Students are also represented on the School of Management Research Student Committee. The student representatives must leave before Reserved Area business is discussed (typically matters concerning individual students, examination results etc).

7.2. SORTED is a Students' Union area which offers innovative and dynamic training on a variety of subjects, designed to improve interpersonal and other key transferable skills, which will complement academic qualifications and improve employability.

With over 100 different training sessions available, SORTED has CV filling, life-enhancing opportunities to offer, delivered by experts and professionals as well as from our very own professionally trained student trainers.

In order to take part in SORTED training sessions you must first purchase your SORTED Passport (£10 deposit). You can then sign up for any sessions of your choice on-line..

All of the sessions are accredited with certification and designed to develop both your personal and professional skills and to increase your ability to impress future employers. The great advantage of SORTED is that the majority of the sessions are free of charge and absolutely anyone can get involved.

For more information about SORTED, the sessions available and what each of the sessions involve. <http://www.bathstudent.com/sorted/courses/>

Postgraduate Research Students Involved In Teaching

If you are interested in teaching you can of course enrol for these workshops. In fact, if you do become involved in teaching, for example tutorials, you will be required to develop teaching competency via these workshops.

Full details of the workshops on offer can be found on the following web sites

<http://www.bath.ac.uk/learningandteaching/courses/>

<http://www.bath.ac.uk/staff-development/courseinfo/courselist.htm>

or **email Sam Kiely s.kiely@bath.ac.uk**

7.3. IT training

Bath University Computing Services (BUCS) offers computer-based courses in a wide variety of areas, including:

Word/Excel/Powerpoint/Access/Netscape/Dreamweaver/Introduction to the Web/Web Accessibility Publisher/Reference Manager/EndNote/Project/FIS.

IT Training for Postgraduate Students offers you two routes:

- 1) Attend a General Staff IT Training course – these are very intensive and specific. There is also a wide range of topics offered to suit your specific requirements. There is also a charge of around £5.00 per session. You should ask your supervisor if you can claim for this.
- 2) Attend one of the courses run through the SORTED programme. These are shorter and free but the information covered is not so specific or at so advanced a level.

7.4. English Language Training

The role of the English Language Centre is to provide English language and study skills support to the University's undergraduate and postgraduate students to enable them to complete their academic studies. This support is provided in particular to international non-native speaker students, but also to native speakers where required. The ELC also runs courses to prepare students for their studies at Bath. More information is available at: <http://www.bath.ac.uk/elc/>

The Centre maintains a modern [Self Access Language Centre \(SALC\)](#) for its students, and a full [social programme](#) with trips to places of interest , evening and weekend activities for those on preparation courses.

Some examples of the sorts of courses on offer are:

- Academic writing for Masters students
- Academic writing for postgraduate research (MPhil and Doctoral Thesis)

- Seminar Skills and Informal Spoken English
- Reading and Vocabulary
- Cambridge English Examination Classes
- Effective writing for native speakers of English

7.5. University Contacts

Graduate Office

<http://www.bath.ac.uk/grad-office/>

The Graduate Office handles graduate admissions and most administrative matters relating to graduate students within the University. Its staff are responsible for a wide range of issues connected with postgraduate study at the University, and are always happy to help applicants and students with enquiries. The Graduate Office staff are:

Dr Lisa Isted, Assistant Registrar

tel: +44 (0) 1225 385695, email: l.isted@bath.ac.uk

Lisa has overall responsibility for the Graduate Office its activities, and for developing strategies to enhance and monitor many aspects of the University's postgraduate provision. She is responsible for ensuring that the University's postgraduate marketing and recruitment strategies are carried out effectively, and for ensuring that current postgraduate student business is handled promptly and efficiently. She edits the Postgraduate Prospectus, liaises with academic, administrative and support departments within the University and funding bodies outside the University, and services the University's Graduate Studies Committee.

Sophie Oldacres, Postgraduate Recruitment Officer

tel: +44 (0)1225 383887, email: s.oldacres@bath.ac.uk

Sophie supports departments on postgraduate recruitment, providing help with and advice on marketing and recruitment activities. She edits the Postgraduate Prospectus and co-ordinates the postgraduate advertising conducted by the Graduate Office. Sophie attends recruitment fairs, undertakes market research, and assists with general audits of departmental marketing and recruitment activities. She is responsible for the development and maintenance of the Graduate Office website.

Jane Olding, Graduate Office Co-ordinator

tel: +44 (0)1225 383416, email: j.l.olding@bath.ac.uk

Jane manages the administrative operations within the Graduate Office. She oversees the admission of students to postgraduate courses, checking all offer requests to ensure minimum entry criteria are met and advising departments on overseas qualifications. Jane ensures that applicants' records are accurate and up to date, assists with preparing them for registration and advises on fees status queries. Jane also assists with statistical returns to Research Councils.

Senior Graduate Office Assistant
To be confirmed

Alison Tozer, Graduate Office Assistant
tel: +44 (0)1225 383695, email: a.tozer@bath.ac.uk
Alison is responsible for the main administrative tasks involved in processing applications for the majority of postgraduate taught courses, setting up and sending out all taught programme offers. She also deals with the Graduate Office's post, logs in all new applications received by the Office before sending them out to departments and processes all reply forms and requests for deferrals.

Accommodation Office

Tel: +44(0) 1225 383111
Fax: +44(0) 1225 386474
<http://www.bath.ac.uk/accommodation/>

The Accommodation Office, under the general control of the Head of Accommodation and Hospitality Services, strives to exceed customer expectation through developing service and standards by seeing into the future and creating it now.

The main activities of the Office are:

- management of all University residences.
- allocation of places in residences and provision of information regarding privately owned accommodation. These are the particular responsibilities of the Student Accommodation Manager.

International Office

Sally Saca
International Student Adviser
WH 2.15B ext 3670
email: international-office@bath.ac.uk
<http://www.bath.ac.uk/international>

The International Office is responsible for the welfare of all international students at the University. The International Office liaises on your behalf with University departments, outside agencies and student groups and keeps up-to-date information on issues affecting international students. They keep an "open door" and are always happy to give advice on a range of issues from helping students adjust to life at Bath to more practical help with immigration issues. The International Office also arranges a programme of social events throughout the year. Please see appendix H - Orientation Programme for International Students.

Postgraduate Association

Email: postgrads@bath.ac.uk

The Postgraduate Association (PGA) is part of Bath University's Students' Union, and its purpose is to represent postgraduate students across campus. It is run by students, whose job it is to communicate the views of postgraduates on academic and welfare issues to the Students' Union and the University, as well as to organise a range of social activities.

As a Postgraduate student you are automatically a member of the PGA, however if you want to receive information from the PGA you need to have included your email address on your personal profile when you registered. You can go in and update your personal profile from the www.bathstudent.com homepage at any time.

Students Welfare

The University's Student Services, (Wessex House 2.33) is responsible for co-ordinating student welfare-related support and services and maintains close contact with the Students' Union and Student Academic Representatives.

Information about the full range of student support services provided by the University and the Students' Union AWARE Centre can be found at <http://www.bath.ac.uk/students/support/>. Students can access the AWARE web pages through the Students' Union website and are welcome to call in to the AWARE Centre (1E Level 3) with any questions or concerns about issues that affect them.

Other sources of information which are distributed at the beginning of the academic year are: Getting Started at the University of Bath (available for new students from the Admissions Office, WH2.12d), Bath University Students' Union Guide (available from the Students' Union, NH3.9) and International Students Handbook (available from the International Office, WH2.15).

Learning Support

The University has a positive policy of supporting students with disabilities and welcomes students with disabilities, dyslexia, specific learning difficulties and additional support needs.

The University has a Learning Support Service based in Eastwood Lodge that can provide general advice, initial diagnosis of specific learning difficulties, access to the detailed assessments of need required to support applications for the Disabled Students Allowance and reasonable adjustments within the University, specialist learning support tuition, note taking service, academic support and alternative arrangements for assessments and examinations.

To ensure that you are provided with the appropriate advice and support from the start of your studies it is important that you discuss any difficulties and special requirements with the Learning Support Service, or with your Director of Studies, as early as possible.

You can visit the Learning Support Service web site for further details:
<http://www.bath.ac.uk/learning-support/>

The University Careers Advisory Service (WH2.2) will support you through the career planning process, which includes developing your employability, identifying opportunities and making choices. We will help you with writing your CV, practising aptitude tests and improving your interview skills. We are also the best source of vacation work opportunities and graduate vacancies for Bath students; see the *Myfuture* vacancies portal on <http://www.bath.ac.uk/careers/>.

Key Skills

There is an online package (<http://www.bath.ac.uk/keyskills>) that will help you to identify and develop key skills in areas such as communication, team working, problem solving and employment skills. These can be developed both within your academic programme of study and via programmes such as SORTED offered by the Students' Union. The Library and Careers Advisory Service are also available to offer advice and support in this area.

Library and Learning Centre:

The University Learning Centre houses the Library and a large number of personal computers for student use. The library provides reference materials and information services in support of teaching and research across the University. Qualified information specialist, known as Subject Librarians are responsible for library services to individual Departments.

The Departmental Librarians are:

Helen Rhodes

H.J.Rhodes@bath.ac.uk

and

Sarah Wookey

S.A.Wookey@bath.ac.uk

Rm 5.04

Library and Learning Centre

University of Bath

Bath

BA2 7AY

For an explanation of the services and details of opening hours please see the library website. <http://www.bath.ac.uk/library/> All new students are encouraged to attend initial library introduction sessions during the induction period.

The Library has an extensive reprographics service, including black and white and colour photocopying and laser printing, for which charges are kept as low as possible.

7.6 Mitigating Circumstances

If you are unwell when completing assessed coursework or sitting examinations, or have any other specific difficulties which may affect your performance in assessed coursework or examinations, you should notify the Director of Studies in writing of the circumstances as soon as possible, and make immediate arrangements for medical certificates or other letters of support to be submitted.

This will ensure that the Board of Examiners for Programmes has the appropriate evidence of the mitigating circumstances when considering your results for the academic year. University Regulation 15.3 (d) specifies that such notification be made no later than three days after completion of examinations. It is essential that you meet the deadline for submitting a case of mitigation as this will enable the Board of Examiners for Programmes to make an appropriate decision concerning your progression or award.

Forms to claim mitigating circumstances are available from the School. You should briefly describe the circumstances which you feel have had an adverse affect and how much they have affected your performance (e.g. missed crucial lectures/classes/test/coursework/ examination or could not revise/do preparatory reading/practical...) and include all supporting evidence. Do not suggest that the School may approach your doctor for supporting evidence since medical records are confidential. It is entirely your responsibility to supply supporting evidence as appropriate – this evidence can be submitted after the form.

You should hand the completed form and supporting evidence to the Programme Administrator or Director of Studies. Information on these forms is treated as confidential, as are the discussions that take place at the Board of Examiners for Programmes. The form will include a question asking whether you wish the nature of your circumstances to be made known to the members of the Board. Confidentiality could be confined, for example, to the Chair of the School Board, the Director of Studies, the External Examiner(s) and the Programme Administrator. If you wish confidentiality to be maintained you must indicate this on the form and discuss it with either your Personal Tutor or Director of Studies.

If you feel unwell shortly before taking an examination, you are advised to go to the Medical Centre as soon as possible. In most circumstances students are encouraged to sit their examinations as scheduled, even if this involves special arrangements being made. The Board of Examiners for Programmes will take into account the evidence provided by the doctor when considering your results.

You should only request a Medical Certificate for serious illness or at times when examinations or pieces of assessed work are compromised by ill health. Medical Certificates are normally only issued after an illness of more than five working days. You should note that it is very difficult to obtain retrospective Medical Certificates and the doctors cannot be asked to provide a Medical Certificate for any illness about which they have not been consulted.

Further advice on the submission of mitigating circumstances can be obtained from the Students' Union AWARE Centre (aware@bath.ac.uk).

7.7. Cheating and Plagiarism

There are various forms of academic dishonesty but in the student's context it means cheating in examinations or presenting work for assessment which is not your own. Plagiarism as a form of cheating takes place when the 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. If carried out knowingly, cheating and plagiarism have the objective of deceiving examiners and this threatens the integrity of the assessment procedures and the value of your award.

Work produced by someone else may be summarised or repeated providing it is referenced to the original author. As well as text, work such as diagrams, maps and charts must also be acknowledged. In addition to the use of quotation marks when quoting from original sources and secondary material, full reference for both quotes and paraphrases or summaries of published material must be given. All references should then be included in a bibliography at the end of the piece of work. Appropriate references for web-based material must also be given, including the relevant URL.

There are several acceptable methods of referencing material. Examples include the Harvard system and the Numeric system. Within the School of Management it is recommended that the Harvard method is used. Further information on referencing work and plagiarism can be found on <http://www.bath.ac.uk/keyskills> (to be found under the sections on writing and IT skills).

Guidance is also available in the Library publication 'A Guide to Citing References' (given at <http://www.bath.ac.uk/library/guides/references.html>) and courses on avoiding plagiarism are available through the Students' Union SORTED scheme.

Any student found to have used unfair means in any examination or assessment procedure will be penalised. 'Unfair means' include:

- cheating, for example unauthorised reference to notes or course material in an examination
- fabrication, e.g. reporting on experiments never performed
- falsification, e.g. misrepresentation of the results of experimentation
- plagiarism, i.e. taking the writings or ideas of another and representing them as one's own
- duplication of one's own work, i.e. submitting as if for the first time and without acknowledgement, content which has previously been assessed.

- unfair collaboration or collusion; i.e. the representation of work produced in collaboration with another person or persons as the work of a single candidate.

The School will determine the nature and severity of the penalty but this may mean failure of the unit concerned or a part of the degree, with no provision for reassessment or retrieval of that failure. Proven cases of plagiarism or cheating can also lead to an Inquiry Hearing and/or disciplinary proceedings.

The University has adopted the JISC Plagiarism Detection Service. The Service helps to identify common issues relating to the citation of work. It checks electronic, text based submissions against a large database of material from other sources. Submission of a piece of work results in the creation of an 'originality report'. The Service makes no judgement on the intention behind including unoriginal work; it simply highlights its presence, linking to the original source. Further information on the University's procedures on Examination and Assessment Offences (QA53) can be found at

<http://www.bath.ac.uk/learningandteaching/cop/qastatements/>

The University complies with the Data Protection Act 1998 and the comprehensive Data Protection Guidelines which are in place and which may be accessed via the University's data protection website. (<http://internal.bath.ac.uk/data-protection/>). In addition, the Plagiarism Detection Service providers also subscribe to European Data Protection regulations.

When you registered with the University you gave the University permission to process personal data relating to you for a variety of legitimate purposes. This includes allowing the University to disclose personal data relating to you to third parties for purposes relating to your studies.

The University in its sole discretion may submit the work of any student to the Plagiarism Detection Service (in accordance with Regulation 15.3e) and in doing so may make, or authorise third parties to make copies of any work submitted by a student, but only for the purpose of:

- i. assisting with original assessment of the work
- ii. comparison with databases of earlier work or previously available works to confirm the work is original; and
- 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 than are necessary for these purposes and will only retain these for so long as remains necessary for these purposes.

If at any time the University submits any of your work to the Plagiarism Detection Service, the Service will be provided with, and retain certain personal data relating to you (which shall include but may not be limited to 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 HEFCE (www.hefce.ac.uk) data protection officer at any time.

7.8. Ethics

It is important that high ethical standards in the development, conduct and reporting of your research are maintained.

Should any ethical considerations arise in the design or conduct of your proposed postgraduate study, you and your supervisor(s) should address these explicitly. Full consideration should be given to such ethical implications drawing on any ethical standards, which are appropriate to your discipline. In particular, you should ensure that:

potential ethical issues are identified and built in to the design of the research at an early stage;

- you are open and honest about the aims, methods and intended use of results from your postgraduate studies;
- confidentiality of data on individuals is maintained within the limits of the law.
- the design and methods to be used in conducting the research confirm to the ethical standards of the community of scholars and researchers to which the research will be addressed.

The University Ethics Committee will be able to provide advice should specific questions arise <http://internal.bath.ac.uk/ethics/committee/>.

References to web sites may be made in research degree theses, but the details, not only of the author and the web site, but also of the date and time at which the material was accessed, must be recorded in accordance with the advice given by the University Library at the following address: <http://www.bath.ac.uk/library/guides/references.htm>)

Students are advised not to use web material as primary references unless they can be sure that the source is reliable and that the material has been refereed.

In considering web-based material, students should exercise the same levels of critical judgement that they would when considering paper-based material. In cases where material exists both in hard copy and on the web, students should refer to the hard copy. If in doubt, students should consult their supervisors before including a web reference in work to be submitted for a higher degree.

7.9. Assistantships for Research

Continuation of your Research: Information about funding for a research project to follow up on your PhD is available through the Research and

Innovation Services, website information: <http://www.bath.ac.uk/research-support/>

7.10. Change of Address

Please be sure to inform the relevant postgraduate administrator, update SAMIS and let your supervisor know of any changes to your home address or phone number so we always have a way to contact you.

Failure to keep up to-to-date as to your whereabouts may result in your registration being terminated.

7.11. Postgraduate Ombudsman

Occasionally, problems are encountered by postgraduates in connection with supervisions issues. Such problems can usually be resolved by consulting with either the Director of Studies or the Head of School. However, if you feel that this would be ineffective, or that it would be inappropriate, you can seek advice from the Postgraduate Ombudsman, Michael Threadgill. Consultations with him are treated in the strictest confidence and he will only contact other members of the University if you ask him to do so.

Dr Michael Threadgill
Department of Pharmacy and Pharmacology
5 West 3.9, ext 6840,
email M.D.Threadgill@bath.ac.uk

7.12 Complaints

The University seeks to minimise student complaints by ensuring that students have opportunities to participate in all the formal decision-making processes of the institution through representation on committees at programme, School and institutional levels. The University is committed to the continuing review and improvement of its provision and seeks regular feedback from students through Staff/Student Liaison Committees, evaluation questionnaires and user groups. The University is also committed to providing an environment within which students are encouraged to raise any matters of concern in an informal manner as soon as they arise. This often circumvents the need for formal complaints.

Where complaints arise, there are procedures to ensure that these are addressed fairly and promptly and that students can lodge their complaints, in good faith, with the assurance that they will not be penalised for so doing. If initial, informal discussions fail to satisfy the issues in a complaint, students who wish to raise it formally should seek further advice from the School, the Students' Union or the Head of Student Services.

There are also separate procedures for requesting an academic review of a decision relating to a failed unit or part of degree or the failure to be able to progress to the next part of a degree (see *Procedures for the Review of a Board of Studies Decision*).

7.13 Bullying and Harassment

The University has introduced a policy designed to promote an environment where all employees and students are treated with dignity and respect, free of unlawful discrimination, victimisation, bullying or any form of harassment. The Dignity and Respect for Students and Staff of the University of Bath: Policy and Procedures for Dealing with Complaints signals a new positive approach to dealing with conflict, disagreements and unacceptable behaviour. No form of harassment should be tolerated and if you feel that you need support or mediation please approach a source of help - listed in the Dignity and Respect Procedure. Further information is also available at: <http://www.bath.ac.uk/hr/equalities/policies/dignityrespect.html>

7.14 Mediation

A team of trained in-house Mediators was formed in 2007. The Mediation Service is an impartial, non-judgement and confidential service which is available for staff and students in disagreement or dispute. To use this service please contact the Mediation Service Manager, M. Bertrand on ext 3098 or e-mail: M.A.Bertrand@bath.ac.uk. Additionally you can approach the Students' Union AWARE Coordinator Carol Lacey on email: C.Lacey@bath.ac.uk or tel: 01225386906. Further information is also available at : <http://www.bath.ac.uk/hr/equalities/policies/mediationsummary.html>

7.15 Disclosure

Students with disabilities, specific learning difficulties, such as dyslexia, or with any other specific support needs, should speak to their Personal Tutor, Director of Studies, or Learning Support at the earliest opportunity, so they can have their support needs fully assessed and arrangements made to meet their needs.

Any personal information disclosed will be held in confidence and only communicated to relevant members of staff with your permission and as required to meet your support needs.

If you choose not to disclose your support needs adequately, or give permission to communicate them to relevant members of staff, you may make it difficult for the University to support you effectively with suitable help in achieving your academic targets. Disclosure will not disadvantage you in any way.

8. STAFF-STUDENT LIAISON COMMITTEE (SSLC)

Each School/Department of the University has at least one School Staff Student Liaison Committee (often abbreviated as SSLC), with six or more elected student members, and an equal or smaller number of staff members. The School of Management has 2 Staff Student Liaison Committees – one for undergraduate students and one for post-graduate students.

Any-one interested in becoming a student representative is asked to complete a School form, available from the School Office in 8W1.11. When more applications are received than vacancies the student cohort will be asked to vote for representatives – student representative places are allocated based on the number of votes received. For one year post-graduate programmes, or in the first year of undergraduate programmes, as students will not have had a chance to get to know each other ‘hustings’ may be held. [Hustings are meetings where all nominees give a five minutes speech on why they should be elected.]

Dates of SSLC meetings are posted on student notice boards at the beginning of the Academic Year.

Four student representatives (two undergraduate and two postgraduate) are nominated to sit on the School’s Board of Studies. The Board of Studies, which is responsible for making most decisions for the School in relation to teaching and research, reports to the University Senate. Student representative are elected to positions on the Board of Studies at the first meeting of the appropriate Staff Student Liaison Committee.

Additionally, elected School Student Representatives sit on the Academic Council of the Students’ Union, which meets every fortnight during semester time to ensure that the Union’s Officers and individual representatives are kept informed of developments throughout the University, and to discuss common problems and interests affecting Departments/Schools. The Academic Council provides an opportunity to gather opinions and views of students to be used by the University and the Students’ Union. It is also an opportunity for STARs to be updated on the Students’ Union education campaigns and associated activities. Academic Council is coordinated by a smaller number of STARs who are elected to Academic Executive. Elections to this Committee are held in Semester Two for the following year.

Student representatives also sit on many University Committees including the Council/Senate/Students’ Union, Learning and Teaching Committee, and Student Experience and Strategy Committee. If you are interested in representing student views at any of these, you should contact the Students’ Union Vice President (Education): email sueducation@bath.ac.uk.

Postgraduate Programmes Only

As a student of the University all Postgraduate students are automatically members of the Students’ Union and the Postgraduate Association. The Postgraduate Association is an autonomous section of the Students’ Union which specifically represents the interests and views of all postgraduate students (on taught programmes and research students). Details can be found on the Postgraduate Association web site:

www.bathstudent.com/postgrads

The existence of the formal system of student representation does not mean that you should feel this is the only channel open to you. You may of course raise issues directly with a lecturer, your personal tutor or the Director of Studies. Individual problems are often likely to be more easily and swiftly resolved in this way. The Students' Union AWARE centre is also available for any advice on academic welfare and issues.

9. HEALTH & SAFETY

The University has a Health and Safety Policy which is available at <http://www.bath.ac.uk/internal/safety/safetypolicy.htm> and is also displayed throughout the campus.

There is also a Safety, Health and Environment Unit (WH3.26) with staff who are able to advise on health and safety issues and who monitor the health and safety management of the University.

For further information the Safety Health and Environment website is: <http://internal.bath.ac.uk/safety/> or email safety@lists.bath.ac.uk.

10. DATA PROTECTION

Information on data protection is available at <http://internal.bath.ac.uk/data-protection/>.

Guidance notes for students and academics undertaking research (<http://internal.bath.ac.uk/data-protection/academic-research.htm>).

11. EQUALITIES AND DIVERSITY

Everyone at the University of Bath has a responsibility for promoting equality and good relations between staff and students, and for avoiding discrimination and harassment against anyone for reasons of gender, disability, sexuality, race, colour, nationality or national or ethnic origin. This is clearly indicated in various laws including the Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, the Sex Discrimination Act 1975, the Disability Discrimination Act 1995 and 2005. The Equality Act 2006 places a positive duty on the University to actively promote equality between people. The University recently published a positive use of language leaflet designed to promote the corporate aims of equality and diversity whilst striving for understanding and mutual support in the University community. This leaflet aims to raise awareness about how language can foster or detract from these aims, and to promote good practice amongst members of the organisation <http://www.bath.ac.uk/hr/equalities/news/languageleaflet.html>

The University Council has approved Schemes to provide guidance and direction to staff and students. In December 2006, the University published the Disability Equality Scheme which includes a three

year action plan outlining how the University aims to fulfil its duties. Further information is available online at:

<http://www.bath.ac.uk/vc/coredocs/disabilityequality.html>

The recently approved Gender Equality Scheme provides in-depth information on meeting the gender duty. It can be found at:

<http://www.bath.ac.uk/vc/coredocs/gender-equality-scheme.html>. The

University is currently reviewing the Race Equality Policy and Action

Plan. Details of the current policy can be found at:

<http://www.bath.ac.uk/hr/policies/equalities/raceequality.html>

For further information, email equalsdiv@bath.ac.uk.

12. PERSONAL DEVELOPMENT PLANNING AND CAREER ENHANCEMENT

The University offers all students opportunities to reflect on the variety of experiences their time at university offers through Personal Development Planning (PDP). PDP is a structured and supported process to enable you to reflect upon your own learning, performance and/or achievement and to plan for your personal, educational and career development.

You can log details of anything from interests and hobbies such as societies and sports clubs through to academic information or employment experience gained whilst at university. You can then look at the skills underpinning these activities and experiences, reflect on their progress and develop action plans.

PDP is student-directed, confidential and could enhance your career or placement prospects.

Further information on PDP can be found at

<http://www.bath.ac.uk/learningandteaching/resources/pdp/>

Academic and Key Skills

You have a range of options if you want to fulfil your study potential by improving your personal academic and key skills.

If you are at the beginning of your studies, you may find a special resource called Academic Orientation useful, which aims to answer your questions about studying at University: <http://www.bath.ac.uk/learningandteaching/ao/>

There are a range of workshops, resources and support available through the Research Postgraduate Skills Programme 2008/9

www.bath.ac.uk/research/pgskills and the Students' Union in the SORTED training opportunities at <http://www.bathstudent.com/sorted/home/>

If you are a student interested in improving your writing skills by working with our writing coach: <http://www.bathstudent.com/sorted/home/>

If you need help with English language skills, see the separate section in this handbook or go to <http://www.bath.ac.uk/elc/>

To help develop your key skills interactively online,
<http://www.bath.ac.uk/keyskills/internal/students> and click on 'key skills'.

Whatever you are studying, you may find yourself in need of some help to revise or improve your mathematical skills. The MASH centre can probably help you. <http://www.bath.ac.uk/study/mash/>

For e-learning tools:

<http://www.bath.ac.uk/e-learning/>
and on the Bath University Computing Services (BUCS) team website
<http://www.bath.ac.uk/bucs/help/newusers/> and look at tutorials in the self help section.

The Library and Careers Advisory Service are also available to offer advice and support in this area.

These links are also available with other useful materials on the Academic Skills page at <http://www.bath.ac.uk/learningandteaching/student/>

Externality

Externality refers to the many contributions made by 'outsiders' such as academic peers, employers, professional accrediting bodies and external examiners to, in particular, the design and review of programmes of study and of student assessment processes.

Working with external partners and employers gives us different perspectives on the quality of the learning and teaching that is offered to students at the University of Bath.

Though this activity will not be immediately obvious to most students, some of its consequences for you as a student are that:

- Specialisations offered to you within undergraduate and taught postgraduate programmes accurately present relevant and up to date professional or academic themes.
- You can expect to see that the academic staff know about the latest developments and standards elsewhere, as many of them are involved in work with other Schools, Universities, employers and accrediting bodies;
- Research projects that are developed through industrial or commercial links attract more funding which often benefits the quality of labs, or benefits students in other ways;
- On many programmes students can expect to leave with reputable professional qualifications acquired in tandem with their degree programme;
- The assessment of your work has been scrutinised by outsiders in a process that maintains rigorous standards and fairness;
- Your career prospects are considerably enhanced by the relevance and quality of the training you have received, any placement experience you have had, and the reputation of the University in general.
- Your awareness of these aspects can help you to promote yourself in your CV or employment applications.

If you are a student representative on a staff/student liaison committee or on a degree scheme review panel, you will come across some of these processes.

13. POSTGRADUATE STUDENT WELCOME TO BATH

Induction for new postgraduates - September 2008

Welcome to Bath!

We very much look forward to welcoming you to Bath and to meeting many of you during your time here. The first few days and weeks will be a busy time as you settle in to life as a postgraduate student at Bath.

Several events have been organised to help you as you find your feet:

Saturday 20 - Sunday 28 September **Various orientation activities for international students:** visit the International Office website to find out more.

Wednesday 24 - Friday 26 September **Various departmental events for taught students:**

- More information about induction
- Induction timetable for taught students

Thursday 25 September 12.30-2.30pm, 8 West 2.27 and 8 West 2.28 **Postgraduate drop-in welcome events:** members of the Postgraduate Association and staff from the Graduate Office will be available to meet, chat and answer any questions you may have. Tea, coffee and snacks will also be available.

Friday 26 September 12.30-2.30pm, 6 East 2.1

Monday 29 September **Induction for research students**, UBSA, 3.30pm-6pm

Wednesday 1 October **Postgraduate welcome party** with free food, entertainment and disco! Bath Pavilion, 7.30-11.30pm. Get your free ticket from the International Student Meeting Point (bring your library card or offer letter).

Appendix 1 - Facilities and Resources

Facilities and resources available to research students are summarised below:

	MPhil /PhD by thesis full-time	MPhil/PhD by thesis part-time
Computing Facilities		
Mainframe packages	Y	Y
Databases	Y	Y
Communications	Y	Y
Word-processing, databases,	Y	Y
spreadsheets, statistical packages, printing	Y	Y
Library Facilities		
Online catalogue access	Y	Y
Online searches	Y	Y
Postgraduate workroom		
Own or shared desk	Y	No
Filing space	Y	No
Other		
*Computers/shared	Y	Library
*Printing facilities	Y	Library
*Telephone access	Y	No
*Telephone budget	Y	No
Postgrad Research Training Workshops	Y	Y
School Seminar Series	Y	Y
Resource Persons		
Director of Studies	Y	Y
Supervisor and Panel	Y	Y
Administrative	Y	Y

* These facilities and resources are provided by the School. Other facilities (such as Library and e-mail/Web access) are provided centrally.

Appendix 2 Guidelines/Application for Discretionary Funding

Discretionary Conference/Workshop Funding for Doctoral Students

Students may apply to the Research Student Committee for this funding on the recommendation of their supervisor. Students receiving training support as part of their bursary would be expected to use this before making an application.

If applying for conference funding the student should be attending the conference for a specific purpose i.e. presenting their own original paper or one co-authored with their supervisor or other member of staff, representing their supervisor or formally representing the School. If applying for workshop funding confirmation should be given by the supervisor that the workshop is of benefit to the specific area of research of the student.

A written request for funding prior to registration on the conference/workshop, including a budget and an endorsement from their supervisor should be addressed to the Research Student Committee before registering for the conference. This should also provide evidence that alternative sources of funding have been sought prior to the application.

Funding, where it is given, will be up to a maximum of £500 per student during the time of their registration, and subject to the applicant & supervisor(s) having completed all the required student documentation (e.g. progress sheets) during the course of their registration.

Requests from pre-transfer students may be considered where special circumstances apply.

PhD Discretionary Fund

Application

The purpose of the Fund is to support PhD students who wish to attend a conference or training PhD Workshop, up to a maximum of £500.00 per student during their registration. Details of the conditions of application can be obtained from the Research Office or the intranet.

All applications will be considered by the Research Student Committee, who will make the final decision on awards.

Name

Method of Study PT/FT

Proposed Date of Conference/Workshop

Title of Conference/Workshop

Brief Description

Budget

Travel
Accommodation
Subsistence

Total

Signature of Applicant

Date

Supervisor supporting request

Signature of Supervisor

Date

Please return completed form to the Research Office WH9.43

Appendix 3

Key documents applying to students and supervisors

You should read and be familiar with the following documents early on in your study.

The guidelines for transfer from MPhil registration to PhD registration (attached)

University regulations (<http://www.bath.ac.uk/regulations/>)

Especially Regulations 16 – Entrance Requirements and Conditions for the Award of Higher Degrees

Guidelines/Procedures for submission of MPhil/PhD thesis (attached)

List of Current Full and Part-time MPhil/PhD Students and Research Topic (attached)

Quality assurance documents (<http://internal.bath.ac.uk/quality/>)

Specifications for Higher Degree Theses

Copies of the following QA documents are attached.

QA7 - Research Degrees

QA46 - Code of Practice for Postgraduate Research Students Undertaking Teaching Activities

QA53 – Examination and Assessment Offences

As a postgraduate research student, you should be especially aware of the need to properly credit others' intellectual contribution to your work. The penalties for plagiarism are severe and include expulsion from the University (see the document 'Specifications for Higher Degree Theses' here attached).

Appendix 4 - Essential Forms

You must complete and submit each of the following forms according to the timetable indicated in the right hand column:

Title	Complete & submit:	by:
1. Postgraduate Guidelines Declaration	WH9.43	week 2, semester 1
2. Candidature form	WH9.43	Week 6 semester 1
3. Progress report	WH9.43	As requested
4. Transfer to writing up	WH9.43	2 months notice
5. Intention to submit - HD1	Graduate Office	2 months notice
6. Record of submission of a thesis - HD2	Graduate Office	

Forms for special circumstances: These are no less important, but may not be needed by every student:

7. Transfer from MPhil to PhD form (from WH9.43)	as required
8. Fieldwork notification form	as required
9. Safety Guidelines for students doing fieldwork in the UK	as required
10. Safety Guidelines for students doing fieldwork Overseas	as required
11. Extension of Registration form (from WH9.43)	as required
12. Suspension of Registration form (from WH9.43)	as required
13. Change of Supervisor form (from WH9.43)	as required

NB: In order for the SAMIS database to be accurate at the beginning of the academic year any changes will have to be submitted via the Research Students' Committee which holds **its last meeting mid May**.

Appendix 5

Academic Calendar for 2008/09

- Semester 1: 23 September 2008/29 September 2008 – 12 December 2008
 (Induction/Teaching period)
 Christmas Vacation: 13 December 2008 – 4 January 2008
 5 January 2009 - 11 January 2009 (Revision period)
 12 January 2009 – 24 January 2009 (Assessment period)
- Semester 2: 26 January 2009 – 27 March 2009 (Teaching period)
 Easter Vacation: 30 March 2009 – 19 April 2009
 20 April 2009 – 1 May 2009 (Teaching period)
 4 May 2009 – 10 May 2009 (Revision period)
 11 May 2009 – 30 May 2009 (Assessment period)

More detailed information relating to the 2008/09 Academic Year can be found on the following web page: <http://www.bath.ac.uk/semester/ay-chart-2008-2009.pdf>