

School of Management

MSc Student Handbook 2011 - 2012



Welcome!

On behalf of the MSc Support Team, I would like to welcome you to the University of Bath - School of Management.

We are about to embark on a challenging and exciting year during which you have the opportunity to develop both professionally and personally. It is up to you, individually and as a group, to make the most of the opportunities that will be offered to you during this year!

The MSc Support Team is here to help and encourage you as you progress through the programme. We look forward to getting to know each one of you.

You will find important information in this handbook. The handbook contains information on rules and regulations about your programme. It also provides details of support available to you in the School and University.

Best wishes for a successful and enjoyable year!

A handwritten signature in black ink, appearing to read 'Navdeep Uppal', followed by a period.

Navdeep Uppal
Head of MSc Operations

This handbook is also available electronically and can be accessed via Moodle:
<http://go.bath.ac.uk/MMAS>

For alternative formats, please contact the MSc office.

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The University

Guiding Principles

The University of Bath has produced a statement of principles designed to indicate, in broad terms, what the experience of being a student at the University of Bath should be like. These principles guide the way that the University provides and supports

your education and other aspects of your time here. It also outlines the contribution we expect you to make in order to make your experience here successful. The principles are set out below.

Guiding Principles for the Student Experience at the University of Bath

- 1. The University of Bath acknowledges that students play a variety of roles in the University and that all should receive support. These roles include:**
 - Learner
 - University Citizen
 - Local Resident
 - Colleague
 - Consumer
 - Scholar
 - Ambassador
- 2. Students will be encouraged to fulfil their potential personally, academically and socially. This will be achieved through a mixture of both challenge and support.**
- 3. Students will be encouraged to take both individual and collective responsibility for their own affairs and to participate fully in the life of the University.**
- 4. The University aims to develop an inclusive institutional culture that recognises and capitalises on the intellectual and social benefits of having a diverse staff and student community.**
- 5. The University will encourage students to express their views on all matters relating to their university experience.**
- 6. The University will provide accurate, consistent and timely information to students about the life and work of the institution.**

Regulations and Procedures

The University operates within a framework of regulations, procedures and quality assurance guidelines. All of the academic activities you will engage with as a student of the University, such as examinations, are conducted within this framework.

Regulations

The Regulations of the University are very important to you – they define the basic rules which all members of the University must work within.

More applicable to most students are the regulations that govern the way in which assessments are conducted and the procedure that students and staff should follow if there is a disagreement about a mark awarded by an examination board. You will

also find here the procedures for dealing with disciplinary offences – how the University will deal with members of the University who act in a manner that is offensive, violent or dangerous, which infringes the principals of sexual and racial equality or freedom of belief, or which could damage the reputation of the University. You can consult the full regulations here:

<http://www.bath.ac.uk/regulations/>

Ordinances

The Ordinances of the University are the fundamental rules and regulations that define the managerial and academic structure of the University. You can consult the ordinances on:

<http://www.bath.ac.uk/ordinances/>

The Department

Organisation

The School of Management is led by the Dean, currently Professor Richard Elliott. The Dean directs all aspects of the School, with operational input from a number of nominated role-holders and a number of advisory committees.

The role-holders, or key staff, you are most likely to come across in the course of your studies are presented in the table on page 10.

Communication

There are a number of mechanisms we use to communicate with you. It is your responsibility to ensure that you are always contactable.

Email

E-mail is often the preferred way of staff contacting you and your University e-mail account is the only account that is used for communications. You should ensure that your e-mail account does not become full of old messages as this will prevent new messages reaching you. E-mail is also the preferred way for staff to be contacted by students.

Student pigeon-holes

Student pigeon-holes are located in Wessex House, Level 1 outside the Student Common Room. Post is placed under the first letter of your surname/family name. You should check the pigeon-holes regularly so that they do not become overcrowded; we would also ask you not to use the Department's address for personal mail such as magazine subscriptions or bank statements.

Moodle

Our virtual learning environment, Moodle, is used extensively to communicate with you. Information will be regularly provided at the Department, Programme and Unit level. We no longer routinely use paper-and-pin notice-boards to communicate with you.

MSc Office

The MSc Office is located in 8 West Level 1 Foyer and is open Monday to Friday, 9.00am-1.00pm and 2.00pm – 5.00pm. A number of staff are based there who are able to resolve queries you might have, take in coursework for handing in or distribute information, etc. If you want to contact the Department and you don't know where to go to or who to see, your first point of contact should always be the MSc Office.

Intranet Websites

The University website provides you with lots of relevant information. You can find out your timetable from the website, your unit lecturer, syllabus details of the units you are taking, etc. The main Bath University internal website is a great place to start from: <http://www.bath.ac.uk/>

Attendance

You are expected to attend all lectures and classes on your timetable; attendance at workshops is compulsory.

In addition to the compulsory programme, there will be optional events scheduled for you. These events will normally be held on a first-come, first-served basis and you will be asked to register in advance. In doing so, you are committing to attending the event.

Careers and Professional Development Co-ordinator

The Careers and Professional Development Co-ordinator provides a range of specialised careers services and related professional development activities to support the career development of MSc students in the School of Management.

Director of Studies

The Director of Studies for your programme is responsible for managing your programme; their responsibilities include the development of the curriculum and its delivery, quality management and enhancement, the overview and balance of assessment, student support issues, as well as pastoral and welfare care.

The MSc Office

The MSc Office team are responsible for supporting the administration of MSc programmes in our department.

Student Experience Officers

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

Student Support Officer

The Student Support Officer works on supporting and enhancing the learning experience of MSc students in the School of Management through the co-ordination of a range of specialised study, research and communication skills training.

Unit Convenors

A Unit Convenor has responsibility for the delivery of all aspects of a Unit. This person will normally deliver the main lectures within a Unit and will normally have prepared the course materials to be delivered within the Unit. If you have problems with the running of a unit you should normally approach the Unit Convenor about it in the first instance.

Facilities in 8 West and Wessex House

The School of Management 8 West building is a purpose built complex that is normally for the use of School of Management students and staff only. There are also some facilities and staff located in Wessex House.

Student Computer Labs

There are three Student Computer Labs available exclusively to School of Management students. They are located on Level 1 of 8 West and

Wessex House. The Labs are accessible by key code entry and you will be supplied with this after your arrival at the university. Please do not give the code to students that are not from the School of Management as we want to keep this room as secure as possible.

Fax

The student fax number is 01225 386473. The fax machine is located in the main School Office. There is a charge per fax for students to send and receive faxes.

Junior Common Room

There is a Junior Common Room available exclusively to School of Management students located in Wessex House 1.5. The room is accessible by key code entry and you will be supplied with this after your arrival at the university. Please do not give the code to students that are not from the School of Management as we want to keep this room as secure as possible.

Lockers

Some lockers are available for students at a charge of £10 per locker for the academic year. If you wish to request a locker, please visit the MSc Office.

Photocopying

Please do not embarrass the MSc Office team or other members of staff by asking them to photocopy items for you. They are not authorised to do so.

You may want to visit the Imaging, Design and Print Services Unit, located in 8West, which provides graphic design, printing and reprographic services to the University community for reasonable prices. Copying facilities are also available on the ground floor of the main Library.

Room Bookings

If you wish to book a room to study in, for example, when working on a group presentation, there are some rooms available in 8 West. To see if a room is free, you will need to enquire at the main School Office reception located in 8 West Level 1 foyer. The room booking is on the condition that, if a member of staff then wishes to use the room, they will be given priority.

Other rooms available across the university can be booked via the following link:

<http://www.bath.ac.uk/timetable/roombookings.htm>

Marketing Team

Stephen Rangecroft and Angela Webley head up the Marketing Team for the School of Management. They are based in the 8 West building in room 3.12. Alongside other functions, they are responsible for the marketing and publicity material, which may have influenced your decision to come to Bath. An equally important part of their job is to encourage and support you as ambassadors for the Bath MSc.

Students play a vital role in promoting the Bath MSc brand that they have invested time, effort and money in. Every time a student interacts with an external organisation they are giving a message about the Bath MSc brand. If the brand is to retain its position of strength, it is imperative that students give a positive impression about the Bath MSc to the wide range of people they interact with. If a student feels unable to be positive about the course - something we hope will not be the case! - they welcome your feedback.

In order to obtain feedback, the Marketing and Alumni Team run focus groups with students at the beginning and at the end of the programme. Students' views and opinions on the course and the course marketing materials are immensely valuable; the team need to know if the marketing is inaccurate or under played so that they can be as effective as possible in promoting Bath to a global audience as one of the UK's leading business schools.

When you graduate from Bath, you will be one of the best - we need you to

help us spread that message from day one.

Please e-mail us anytime at: pr@management.bath.ac.uk

Use of School of Management Logo

Students are permitted to use the University/School of Management logo for academic related business only. Use of the logo is not permitted to request sponsorship of any type.

If you have any questions about the use of the logo or about sponsorship, please contact Angela Webley in the Marketing Office. It is not necessary for students to include the logo on any coursework during the programme.

Bath Management Alumni Network

The School of Management Alumni & External Relations Team welcomes you to the University of Bath and to the MSc programme.

The Management Alumni Network has an international membership of over 11,000 former students, with more than 2,000 from our MSc programmes. This is a thriving worldwide group with alumni living in over 100 countries and working in a wide range of sectors and professions. The School is delighted to be in touch with over 80% of its alumni – this shows the importance both alumni and the School place on this community.

Bath Management alumni willingly give of their time; they often attend events and recruitment fairs where they talk to prospective students. Their dedication is not only testament to the value they place on their degree, but it also demonstrates a willingness to showcase the excellence of the School of Management. The alumni further promote MSc programmes by

participating in surveys such as *The Financial Times* rankings.

Our alumni are often happy to talk with current students to share their knowledge and expertise within their chosen career. A typical graduate of the MSc programmes is someone who promotes innovative management thinking, continues to develop themselves professionally and personally, and brings their skills back to the School as well as to their working environment.

Networking is a valuable skill to learn and building a strong network is important for your future career development. You are encouraged to take advantage of networking opportunities with alumni both face to face at events organised as part of your Professional Development Programme and online through LinkedIn (a social networking site which creates business networks). As a student of our MSc programme, you may also contact alumni individually to ask for advice or information on their career, industry or profession. More information on how to contact alumni and our LinkedIn groups can be found on the Management Alumni Network Moodle page.

After graduation, the Management Alumni Office, in collaboration with other sections of the School and University, provides a range of services and benefits. As a member of the School of Management Alumni network, you will receive invitations to events offering valuable networking opportunities, guest lectures and professional groups which will ensure your knowledge remains current and will create opportunities for your continuing personal advancement. The School is also the first in the UK to give free access to Datamonitor, an online business database and an essential tool for job seekers, to all its alumni. You will also still be able to access management academic

journals for free through our alumni subscription to Emerald.

The Management Alumni Office provides our alumni with a means of keeping in contact with each other, the School and current students. We keep our alumni up to date with the latest achievements and news from the School of Management and the alumni community through our regular e-newsletters. In addition we publish the School magazine, *Perspective*, twice a year which focuses on topical business issues.

We take this opportunity to wish you all the very best with your studies and hope you have an enjoyable and rewarding time at Bath.

Diana Braddock, Alumni & External Relations Manager
Suzanne Carrie, Alumni & External Relations Officer

University of Bath School of Management
8 West, Room 3.38
Phone +44 (0)1225 383360
Email alumni@management.bath.ac.uk
www www.bath.ac.uk/management/alumni

MSc Learning Environment

Groups

The MSc class may be divided into smaller groups for lectures or activities. Smaller groups allow more opportunity for interaction between students and lecturers. These groups may be mixed based on age, gender, nationality and/or experience.

Lectures

Students are expected to arrive on time and attend the full lecture. Mobile phones must be switched off and remain so during the lectures.

Please do not ask us to make up for classes you have missed. Get a fellow student to take notes, pick up any articles on your behalf and debrief you. The latter is important and should be carefully timetabled – ten minutes on the telephone is no substitute for two hours in the classroom.

Preparation

If you are asked to read any material prior to attending lectures, please ensure that you do so.

Reading material may be given out in class, made available via Moodle or will need to be collected from the MSc Office.

Staff

The following members of staff either administer, support or teach on the MSc programmes:

Member of Staff	Extension	Room number	Position	Email address
Dr Graham Abbey			Visiting Lecturer in Management	gpa20@bath.ac.uk
Robin Aitken		8W 4.19	Visiting Lecturer in Management	R.D.Aitken@bath.ac.uk
Caroline Baldwin	5120	WH 1.13	MSc in Advanced Management Practice Placement & PDP Co-ordinator	C.P.Baldwin@bath.ac.uk
Claire Bannister	5303	8W 1.10	MSc Programme Officer, MSc in Management	C.L.Bannister@bath.ac.uk
Professor Mike Beverland	6567	8W 4.7	Professor of Marketing/Head of Group, Marketing	M.B.Beverland@bath.ac.uk
Dr Mehdi Boussebaa	3492	8W 4.26	Lecturer in Organisation Studies	M.Boussebaa@bath.ac.uk
Diana Braddock	4591	8W 3.38	Alumni & External Relations Manager	D.M.Braddock@bath.ac.uk
Dr Alistair Brandon-Jones	3886	WH 9.10	Lecturer in Operations & Supply	A.Brandon-Jones@bath.ac.uk
Dr Rob Branston	3179	8W 3.23	Lecturer in Business Economics	J.R.Branston@bath.ac.uk
Gemma Bridges	3165	WH 1.28	Student Experience Officer (p/g)	G.L.Bridges@bath.ac.uk
Dr Alan Butt Philip		WH 9.32	Lecturer in Management	A.A.S.Butt-Philip@bath.ac.uk
Dr Nigel Caldwell	3881	WH 9.15	Research Fellow, CRiSPS	N.D.Caldwell@bath.ac.uk
Dr Sinéad Carey	3361	WH 9.12	Lecturer in Operations Management	S.Carey@bath.ac.uk
Suzanne Carrie	3360	8W 3.38	Alumni & External Relations Officer	S.Carrie@bath.ac.uk
Dr Alison Carter	3769	8W 3.5	PA to the Dean	A.R.Carter@bath.ac.uk
Paul Caulfield	3898	WH 9.26	Senior FME Fellow	P.A.Caulfield@bath.ac.uk
Dr Steve Cayzer	6533	4E 3.49	Course Tutor for MSc in Innovation and Technology Management/Teaching Fellow in Mechanical Engineering	S.Cayzer@bath.ac.uk
Petros Chamakiotis	4166	4E 2.33	Researcher in Mechanical Engineering	P.Chamakiotis@bath.ac.uk
Dr XiaoHua (Chen) Chen	3883	WH 9.45	Lecturer in Finance	X.Chen@bath.ac.uk
Dr Ian Colville	6688	8W 4.13	Senior Lecturer in Change Management	I.D.Colville@bath.ac.uk
Dr Steve Conway	3682	WH 9.2	Senior Lecturer in Operations & Supply Mgt	S.H.Conway@bath.ac.uk
Dr Iain Davies	6839	8W 4.4B	Lecturer in Marketing/Director of Studies, MRes	I.Davies@bath.ac.uk
Keith Dixon			Teaching on Management	K.R.Dixon@bath.ac.uk
Prof. Richard Elliott	6632	8W 3.4	Dean of School of Management	R.Elliott@bath.ac.uk
Dr Felicia Fai	4604	8W 3.27	Lecturer in Business Economics/Director of Studies, MSc in International Management	F.M.Fai@bath.ac.uk
Dr Richard Fairchild	3456	WH 8.52	Lecturer in Corporate Finance	R.Fairchild@bath.ac.uk
Mikhaila Found	6425	8W 1.10	Admissions Assistant, MSc Office	M.Found@bath.ac.uk
Dr Gian Gardini	6395	1WN 4.2A	Lecturer in International Relations	G.L.Gardini@bath.ac.uk
Dr Simone Giansante	6271	WH 8.63	Lecturer in Finance	S.Giansante@bath.ac.uk
Prof. Paul Goodwin	3594	WH 9.17	Professor in Management Science	P.Goodwin@bath.ac.uk
Dr Steve Goodwin			Lecturer in Management	S.Goodwin@bath.ac.uk
Prof. Andrew Graves	6689	WH 9.53	Professorial Fellow /Director of Studies, MSc in Innovation & Technology Management	A.P.Graves@bath.ac.uk

Dr Johanne Grosvold	4130	WH 9.33	Lecturer in Management	J.Grosvold@bath.ac.uk
Sarah Gundry	5682	8W 3.38	Programme Administrator, MSc Accounting & Finance, MSc in Finance, MSc in Finance & Risk, MSc Finance & Banking	C.S.Gundry@bath.ac.uk
	5200	8W 1.10		
Prof. Christine Harland	6153	WH 9.3	Professor of Supply Strategy	C.M.Harland@bath.ac.uk
Dr Nigar Hashimzade			Lecturer in Economics	N.Hashimzade@bath.ac.uk
Dr Robert Heath	6884	8W 4.12	Senior Lecturer in Marketing (p/t)	R.G.Heath@bath.ac.uk
Dr Stefan Hoejmose	4763	WH 9.31	Lecturer in Corporate Social Responsibility	S.U.Hoejmose@bath.ac.uk
Dr Richard Kamm	6909	8W 3.54	Lecturer in Information, Decision and Operations	R.M.Kamm@bath.ac.uk
Edward Kasabov	3499	8W 4.9D	Lecturer in Marketing	E.Kasabov@bath.ac.uk
Dr Andreas Krause	3771	WH 8.61	Lecturer in Finance	A.Krause@bath.ac.uk
Louisa Langley	3757	8W 1.10	Receptionist, MSc Office	L.R.Langley@bath.ac.uk
Dr Zoe Lee	6202	8W 4.9B	Lecturer in Marketing	Z.Lee@bath.ac.uk
Janice Legge	6641	WH 9.48	PA to Andrew Graves, MSc in Innovation & Technology Management	J.Legge@bath.ac.uk
Prof. Mike Lewis	6536	WH 9.1	Professor of Operations & Supply/Head of Group, IDO	M.A.Lewis@bath.ac.uk
Dandan Li			Teaching Assistant	D.Li@bath.ac.uk
Dee Mahil	6152	8W 1.19	MSc Programme Officer, MSc in Advanced Management Practice, MSc in Marketing	N.Mahil@bath.ac.uk
Prof Paul Maropoulos	5376	4E 2.8A	Chair of Innovative Manufacturing, Mechanical Engineering	P.G.Maropoulos@bath.ac.uk
Dr Bruce Morley	6497	3E 4.22	Lecturer in Economics	B.Morley@bath.ac.uk
Dr Elena Novelli	6687	8W 3.18	Lecturer in Strategy & International Management	E.Novelli@bath.ac.uk
Dr Pete Nuttall	6726	8W 4.4A	Lecturer in Marketing/ Director of Studies, MSc in Marketing	P.Nuttall@bath.ac.uk
Dr Adunola (Remi) Oke	5839	8W 4.18	Teaching Fellow in Organisational Studies/Director of Studies, MSc in Management	A.O.Oke@bath.ac.uk
Hugh Osborne	5691	WH 7.34	Pre-MSc Course Co-ordinator, English Language Centre	H.Osborne@bath.ac.uk
Helen Owen	4986	8W 1.19	MSc Programme Administrator, MSc in Innovation & Technology Management	H.Owen@bath.ac.uk
Prof Mathew Penrose	6222	4W 4.11	Professor of Probability, Mathematics	M.D.Penrose@bath.ac.uk
Dr Niall Piercy	3149	WH 9.7	Senior Lecturer in Management	N.C.Piercy@bath.ac.uk
Dr Tony Roath			Senior Lecturer in International Management	A.S.Roath@bath.ac.uk
Dr Jens Roehrich	5060	WH 9.6	Lecturer in Operations & Supply	J.Roehrich@bath.ac.uk
Dr Julie Salaber	4297	WH 8.54	Lecturer in Finance	J.Salaber@bath.ac.uk
Dr Greg Schwartz	6486	8W 4.20	Lecturer in Organisation Studies	G.Schwartz@bath.ac.uk
Dr Avi Shankar	5265	8W 4.19	Senior Lecturer/Director in Marketing	A.Shankar@bath.ac.uk
Dr Yun Shen	3151	WH 9.26	Lecturer in Accounting	Y.Shen@bath.ac.uk
Dr Brian Squire	4731	WH 9.46	Reader in Information, Decisions & Operations	B.C.Squire@bath.ac.uk
Dr Christian Stadler	3765	8W 3.25	Lecturer in Strategy & International Management/Director of Studies, MSc in Advanced Management Practice	C.Stadler@bath.ac.uk
Dr Carolyn Strong	3143	8W 4.9A	Senior Lecturer in Marketing/ Head of Teaching & Quality	C.A.Strong@bath.ac.uk
Dr Svenja Tams	6683	8W 4.5	Lecturer in Organisational Behaviour	S.Tams@bath.ac.uk
Dr Scott Thomas	4508	1WN 2.9	Senior Lecturer in International Relations	S.M.Thomas@bath.ac.uk

Prof. Edmund Thompson	3469	8W 3.10	Professor of International Management	E.R.Thompson@bath.ac.uk
Professor Ian Tonks	4842	WH 8.64	Professor of Finance	I.Tonks@bath.ac.uk
Navdeep Uppal	6957	8W 1.19	Head of MSc Operations	N.Uppal@bath.ac.uk
Prof. Russ Vince	4419	8W 4.17	Professor of Leadership & Change	R.Vince@bath.ac.uk
Mike Willis	3967	WH 9.52	Teaching Fellow/Director of Studies, MSc Accounting & Finance, MSc in Finance, MSc in Finance & Risk, MSc in Finance & Banking programmes	M.Willis@bath.ac.uk
Janet Wilson-Ward	5728	WH 1.10	Teaching Fellow	J.C.Wilson-Ward@bath.ac.uk
Dr Helen Xia	4117	8W 3.51	Lecturer in Entrepreneurship	T.Xia@bath.ac.uk
Dr Baris Yalabik	3130	WH 9.11	Lecturer in Operations & Supply Management	B.Yalabik@bath.ac.uk
Prof. Ania Zalewska	4354	WH 8.51	Professor in Finance	A.Zalewska@bath.ac.uk
Part-time Lecturers	6864	8W1.14		
Visiting Academics	5060	WH 9.32		
Mgt Librarians (Jane Hill: Mon & Tues. Helen Rhodes: Wed, Thurs & Fri)	5029	Lib 5.04	Management Subject Librarians	ismanlibs@bath.ac.uk
Security Office	5439 3853 6562	Lib. Foyer WH 2.20	Reporting incidents, accidents, alarms General Enquiries	

A full list of staff in Department is available on the department intranet:

<http://www.bath.ac.uk/management/about/people/>

Data Protection

The University's Data Protection Guidelines may be accessed via the data protection website:

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

Health and Safety

The University's Health and Safety Policy is available at:

www.bath.ac.uk/internal/safety/safetypolicy.htm

and is also displayed throughout the campus. Staff within the Safety, Health and Environment Unit (WH3.26) monitor the health and safety management of the University and advise on health and safety issues.

Further information

www.bath.ac.uk/internal/safety/

or email safety@lists.bath.ac.uk.

Equalities and Diversity

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

An important factor in promoting equality and valuing diversity is language and the way that we use it. The University provides guidance on the Positive Use of Language which is designed to raise awareness and develop good practice. It is available at:

www.bath.ac.uk/universitysecretary/equalities/news/languageleaflet.html

Further information

www.bath.ac.uk/universitysecretary/equalities/

or email equalsdiv@bath.ac.uk.

Academic Calendars

2011–12 Academic calendar

Semester 1 26 September 2011/ 2 October 2011 – 16 December 2011: Induction/Teaching period
Christmas Vacation: 19 December 2011 – 6 January 2012
9 January 2012 – 11 January 2012: Revision period
12/13 January 2012 – Revision or Assessment days
14 January 2012 – 28 January 2012: Assessment period

Inter-semester break: 30 January – 3 February 2012

Semester 2 6 February 2012 – 30 March 2012: Teaching period
Easter Vacation: 2 April 2012 – 13 April 2012
16 April 2012 – 4 May 2012; Teaching period
8 May 2012 – 11 May 2012: Revision period
12 May 2012 – 1 June 2012: Assessment period

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

Changes in your circumstances/ Registration status/ Accessing university email

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

The University will often communicate to you a range of important matters including registration, unit-enrolment, assessment, and degree ceremonies, via your University email account. So that you do not miss out on (and as a consequence fail to act on) important information, it is a University regulation that you access your University email

account regularly, even if you are out on placement or study abroad. You therefore have a responsibility to ensure that your University email account can receive incoming mail and that you read your email regularly.

Personal circumstances

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

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

Academic circumstances

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

If you are withdrawing from the University or suspending your studies, you should also consult with the Student Finance Office and Student

Services Centre, who will be able to advise you on implications for fees and on how to suspend any student funding you are receiving.

If you are an international student who holds a visa allowing you to study in the UK, you should consult the International Student Advisers in Student Services about the implications of suspending or withdrawing from your course.

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

Postgraduate forms

Extension of registration	<i>Form CC3</i>
Change in mode of study (eg full-time to writing up with supervision)	<i>Form CC3</i>
Change of programme	<i>Form CC4</i>
Suspension of registration	<i>Form CC2</i>
Discontinuation of registration	<i>Form CC2</i>
Change of unit	<i>Form CC4</i>

Further information

<http://www.bath.ac.uk/studentsservices/policy/suspendstudy.html>.
www.bath.ac.uk/regulations

Assessment

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

The New Framework for Assessment: Assessment Regulations

The New Framework for Assessment: Assessment Regulations (NFAAR-PGT) specifies the rules governing students' progression from one stage of their programme to the next as well as for the award of degrees. The rules cover all areas of assessment, including supplementary assessment and the extent to which failure may be condoned. If you began the first stage of your programme in or after the 2011/12 academic year, NFAAR-PGT applies to you.

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

This section may contain terms unfamiliar to you. In addition to the explanations we give below you can find full definitions at:

www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-02.pdf.

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

Further information

For full details of the NFAAR-PGT, visit:

www.bath.ac.uk/registry/nfa/index.htm.

Your programme and how you are assessed

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

The tables at the end of this section show the structure of your programme. In the tables, compulsory and optional units are labelled 'C' and 'O' respectively.

Please note that you can also access this information via links in your programme's description in the Programme & Unit Catalogues available at:

www.bath.ac.uk/catalogues/.

At the end of the table, there is a link to the relevant appendix of the NFAAR-PGT which states exactly how the assessment rules operate.

The following points will help you to understand how the assessment rules relate to your specific programme, such as pass marks, averaging of marks and dealing with any failures:

Firstly, there are several references below to the persistent generic rules on the extent of any failures of units permitted overall. The rules are that you can only (1) fail and retrieve units, or (2) marginally fail units and have them condoned, **within set limits**. Breaking these rules results in failure of the programme.

MSc in Accounting and Finance, MSc in Finance, MSc in Finance and Banking, MSc in Finance and Risk, MSc in International Management & MSc in Marketing programmes only

- Your programme has Designated Essential Units

(DEUs) which you must pass to gain the award you seek; even marginal failure in these units cannot be condoned.

MSc in Management (all routes), MSc in Innovation and Technology Management, MSc in Advanced Management Practice programmes only

- Your programme does not have any Designated Essential Units (DEUs).

All MSc programmes, except MSc in Marketing

- Your programme is a single-stage programme, so your eligibility for the award you seek will only be judged at the end of the programme. You must also never break one of the persistent generic rules

MSc in Marketing only

- Your programme is divided into stages, but only some of the units are Stage Required Units (SRUs) that you must pass before being permitted to progress to the next stage. This means that, if you are required to undertake supplementary assessment for a non-SRU, it will only have to be completed before the end of the programme. You must also never break one of the persistent generic rules.

All MSc programmes, except MSc in Marketing

- Since your programme has just one stage comprising both the units that constitute the Taught Stage(s) Credits and the Dissertation/Project type unit(s), there is no Programme Progression Requirement to get from the taught phase to

the dissertation/project phase. The status of the different units is indicated in the table at the end of this section.

MSc in Marketing only

- Your programme has units that constitute the Taught Stage(s) Credits in a separate phase before the period in which you will do the Dissertation/Project type unit(s), as indicated in the table at the end of this section. The Programme Progression Requirement to get from the taught phase to the dissertation/project phase is 40%.

All MSc programmes

- Should you fail to qualify for the award of the degree of Master, you may be considered for the award of a related Postgraduate Diploma or Postgraduate Certificate (subject to your having met the requirements for one of those awards).

The normal pass mark for a unit is 40%. In some units, you might need to achieve a threshold mark in one or more component assessments in order to pass the unit overall.

MSc in Accounting and Finance, MSc in Finance, MSc in Finance and Banking, MSc in Finance and Risk, MSc in International Management & MSc in Marketing programmes only

Particular rules apply to failure of units of the “taught” type, or in the “taught” stages. They are as follows:

- If you fail any DEUs, you will have to undertake supplementary assessment – unless you have failed so many DEUs that you fail outright or the attempted retrieval would break the rule on how much failure can be retrieved.

- If you fail any non-DEU units badly (i.e. achieve less than 35%), you will have to undertake supplementary assessment – unless you have failed so many units that you fail outright or the attempted retrieval would break the rule on how much failure can be retrieved.
- If you fail only non-DEU units marginally (i.e. achieve 35%-39%), you might be able to progress without supplementary assessment. Whether you do progress will depend on the total credit value of the failed units.

MSc in Management (all routes), MSc in Innovation and Technology Management, MSc in Advanced Management Practice programmes only

Particular rules apply to failure of units of the “taught” type, or in the “taught” stages. They are as follows:

- If you fail any non-DEU units badly (i.e. achieve less than 35%), you will have to undertake supplementary assessment – unless you have failed so many units that you fail outright or the attempted retrieval would break the rule on how much failure can be retrieved.
- If you fail only non-DEU units marginally (i.e. achieve 35%-39%), you might be able to progress without supplementary assessment. Whether you do progress will depend on the total credit value of the failed units.

Dissertation/project units have their own special rule on failure: only cases of marginal failure (i.e. 35%-39%) will be given permission for attempted retrieval through supplementary assessment, and any resubmission that is permitted for marginal failure must be made within a specified period. Ultimately, you must pass a dissertation/project unit (or have an average of at least 40% for them if

there are more than one) for satisfactory completion of the requirements for dissertation/project elements.

Your unit results are combined as follows to make overall assessment/award decisions:

- The Taught Stage(s) Average (TSA) will be calculated by taking the credit-weighted average of marks for all units required to contribute to the taught stage(s), or by taking the credit-weighted average of marks for all units defined as of ‘Taught-type’ required to contribute to the programme.
- The Dissertation/Project Average (DPA) will be calculated by taking the credit-weighted average of marks for the unit(s) required to contribute to the dissertation/project stage(s), or by taking the credit-weighted average of marks for the unit(s) defined as of ‘Dissertation/project-type’ required to contribute to the programme.
- The Overall Programme Average (OPA) will be calculated by taking the credit-weighted average of marks for all units required to contribute to the programme.

A Board of Examiners will decide at appropriate points whether you are continuing to meet the requirements for the programme (including not breaking persistent generic rules whereby you can only fail and retrieve, or marginally fail and have condoned, units within set limits), and/or whether you have met all the requirements for your target award or any alternative that might be available. The outcomes will depend on both your performance in individual units and your overall performance. Generally, if you pass each of your units, you will progress and, in due course, be recommended for an award.

If you fail units beyond certain credit values, or you fail some too badly, you might break one of the persistent generic rules whereby you can only fail and retrieve, or marginally fail and have condoned, units within set limits, and this will result in failure of the programme — without any opportunity for supplementary assessment. (Further information on supplementary assessment is provided below.)

The criteria for making awards with distinction or with merit are described in the relevant NFAAR-PGT rules.

Supplementary assessment

‘Supplementary assessment’ is the term normally used for an opportunity given to a student to retrieve failure before starting the next stage of a programme, or by the end of the programme if it is a single-stage programme or the failed units are not Stage Required Units (SRUs). It generally involves redoing coursework or re-sitting an examination. Students undertaking supplementary assessments are likely to have to do so at the University in the summer re-sit examinations. For the 2011–12 academic year, this period will be 29 August to 7 September 2012. Each unit’s method of supplementary

assessment is shown in the Unit catalogue on the web.

At supplementary assessment students will normally have the opportunity to gain credit for units then successfully passed and to have the mark gained reported to them for feedback purposes, but a maximum mark of 40% will be awarded and used in the overall stage average, the overall programme average, the taught-stage(s) average, and any award calculation.

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

If you pass all your supplementary assessments, you will be able to progress onto the next stage of your programme and/or, as appropriate, be considered for an award. If you do not pass them all, the outcome will depend on your overall performance including consideration of the rules about passing particular types of units and the persistent generic rules (as set out above).

Programme code	TMMN-AFM11
Programme title	MSc in Accounting and Finance
Award type	MSc
Award title	Accounting and Finance
Mode of Attendance	Full-time
Length	1 year
State any designated alternative programme(s)	TMMN-AFC01 PG Certificate; TMMN-AFL03 PG Diploma
Approving body and date of approval	

Year 1 (for implementation with effect from 2011/12)										
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits	Notes
4	1	S1	ES50060	Econometrics for Economics and Finance	C	6	DEU	n/a	TSC	
		S1	MN50318	Financial Accounting I	C	6	DEU		TSC	
		S1	MN50319	Theory of Financial Decision Making	C	6	DEU		TSC	
		S1	MN50493	Management Accounting 1	C	6	DEU		TSC	
		S1	MN50322	Investment Management	Choose 1 Unit	6			TSC	
		S1	MN50328	Banking		6			TSC	
		S1	ZZ50012	DoS approved unit		6			TSC	
		S2	ES50061	Financial Econometrics	C	6	DEU		TSC	
		S2	MN50324	Corporate Finance	C	6	DEU		TSC	
		S2	MN50325	Financial Accounting II	C	6	DEU		TSC	
		S2	MN50494	Management Accounting 2	C	6	DEU		TSC	
		S2	MN50321	International Finance	Choose 1 Unit	6			TSC	
		S2	MN50440	Financial Statement Analysis		6			TSC	
		S2	ZZ50013	DoS approved unit		6			TSC	
		DIS	MN50327	Project/Dissertation unit	C	30	n/a		DPC	

Programme characteristics & decision references		
Programme requirement	Progression	40%
NFAAR-PGT appendix	http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-11.pdf (Masters) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-12.pdf (Diploma) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-13.pdf (Certificate)	

Number of TSC	60
Number of DPC	30
Any approved exemptions	None

Notes:

1. All averages are credit weighted.
2. In a one stage programme, Stage Required Unit(s) (SRUs) are not applicable.
3. Students can only be condoned in a maximum of 20% of the taught stage credits (TSC).
4. For a Masters/diploma programme, the maximum number of credits that can be re-assessed is 18 TSC. 12 TSC for PG Certificate.
5. Where the Dissertation Project Average (DPA) is made up of more than 1 unit, marginal failure in one unit can be compensated by a better mark in the other unit.
6. Where the project/dissertation unit(s) is started at the same time as taught stage units please ensure that this is clear by indicating this in the Normal Period of study column.
7. DIS = dissertation period i.e. normally the summer vacation after the end of teaching.

** Programmes and units are subject to change at any time, in accordance with normal University procedures.*

** Availability of units will be subject to constraints such as staff availability, minimum and maximum group sizes, and timetabling factors as well as a student's ability to meet any pre-requisite rules.*

Programme code	TMMN-AFM14
Programme title	MSc in Advanced Management Practice
Award type	MSc
Award title	Advanced Management Practice
Mode of Attendance	Full-time
Length	1 year
State any designated alternative programme(s)	PG Diploma in Advanced Management Issues
Approving body and date of approval	

Year 1 (for implementation with effect from 2011/12)										
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, Dissertation/ project credits or	Notes
4	1	AY	MN50385	Managing and Leading Change	C	12		n/a	TSC	
		AY	MN50386	Business & Society	C	12			TSC	
		AY	MN50387	Managing in an International Context	C	12			TSC	
		S1	MN50382	Professional Career Development	C	6			TSC	
		S1	MN50383	Operations, Projects and Supply Management	C	6			TSC	
		S1	MN50384	Research in Organizational Dynamics	C	6			TSC	
		S2	MN50388	Learning in Organizations	C	12			TSC	
		S2	MN50389	Period of Professional Practice	C	24	n/a		DPC	

Programme characteristics & decision references		
Programme requirement	Progression	40%
NFAAR-PGT appendix	http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-11.pdf (Masters) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-12.pdf (Diploma)	
Number of TSC	66	
Number of DPC	24	
Any approved exemptions	None	

Notes:

1. All averages are credit weighted.
2. In a one stage programme, Stage Required Unit(s) (SRUs) are not applicable.
3. Students can only be condoned in a maximum of 20% of the taught stage credits (TSC).
4. For a Masters/diploma programme, the maximum number of credits that can be re-assessed is 18 TSC. 12 TSC for PG Certificate.
5. Where the Dissertation Project Average (DPA) is made up of more than 1 unit, marginal failure in one unit can be compensated by a better mark in the other unit.
6. Where the project/dissertation unit(s) is started at the same time as taught stage units please ensure that this is clear by indicating this in the Normal Period of study column.
7. DIS = dissertation period i.e. normally the summer vacation after the end of teaching.

** Programmes and units are subject to change at any time, in accordance with normal University procedures.*

** Availability of units will be subject to constraints such as staff availability, minimum and maximum group sizes, and timetabling factors as well as a student's ability to meet any pre-requisite rules.*

Programme code	TMMN-AFM21
Programme title	MSc in Finance
Award type	MSc
Award title	Finance
Mode of Attendance	Full-time
Length	1 year
State any designated alternative programme(s)	TMMN-AFC21 PG Certificate; TMMN-AFL21 PG Diploma
Approving body and date of approval	

Year 1 (for implementation with effect from 2011/12)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, Dissertation/ or project credits	Notes
4	1	S1	ES50060	Econometrics for Economics and Finance	C	6	DEU	n/a	TSC	
		S1	MN50319	Theory of Financial Decision Making	C	6	DEU		TSC	
		S1	MA50196	Financial Derivatives	Choose 3 Units	6			TSC	
		S1	MN50322	Investment Management		6			TSC	
		S1	MN50328	Banking		6			TSC	
		S1	MN50374	Introduction to Quantitative Finance		6			TSC	
		S1	ZZ50012	DoS approved unit		6			TSC	
		S2	ES50061	Financial Econometrics	C	6	DEU		TSC	
		S2	MN50324	Corporate Finance	C	6	DEU		TSC	
		S2	MN50321	International Finance	Choose 3 Units	6			TSC	
		S2	MN50330	Risk Management		6			TSC	
		S2	MN50429	Financial Engineering		6			TSC	
		S2	MN50440	Financial Statement Analysis		6			TSC	
		S2	ZZ50013	DoS approved unit		6			TSC	
		DIS	MN50327	Project/Dissertation unit	C	30	n/a		DPC	

Programme characteristics & decision references

Programme requirement	Progression	40%
NFAAR-PGT appendix	http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-11.pdf (Masters) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-12.pdf (Diploma) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-13.pdf (Certificate)	

Number of TSC	60
Number of DPC	30
Any approved exemptions	None

Notes:

1. All averages are credit weighted.
2. In a one stage programme, Stage Required Unit(s) (SRUs) are not applicable.
3. Students can only be condoned in a maximum of 20% of the taught stage credits (TSC).
4. For a Masters/diploma programme, the maximum number of credits that can be re-assessed is 18 TSC. 12 TSC for PG Certificate.
5. Where the Dissertation Project Average (DPA) is made up of more than 1 unit, marginal failure in one unit can be compensated by a better mark in the other unit.
6. Where the project/dissertation unit(s) is started at the same time as taught stage units please ensure that this is clear by indicating this in the Normal Period of study column.
7. DIS = dissertation period i.e. normally the summer vacation after the end of teaching.

** Programmes and units are subject to change at any time, in accordance with normal University procedures.*

** Availability of units will be subject to constraints such as staff availability, minimum and maximum group sizes, and timetabling factors as well as a student's ability to meet any pre-requisite rules.*

Programme code	TMMN-AFM22
Programme title	MSc in Finance and Banking
Award type	MSc
Award title	Finance and Banking
Mode of Attendance	Full-time
Length	1 year
State any designated alternative programme(s)	TMMN-AFC22 PG Certificate; TMMN-AFL22 PG Diploma
Approving body and date of approval	

Year 1 (for implementation with effect from 2011/12)

Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, Dissertation/ or project credits	Notes
4	1	S1	ES50060	Econometrics for Economics and Finance	C	6	DEU	n/a	TSC	
		S1	MN50319	Theory of Financial Decision Making	C	6	DEU		TSC	
		S1	MN50328	Banking	C	6	DEU		TSC	
		S1	MA50196	Financial Derivatives	Choose 2 Units	6			TSC	
		S1	MN50322	Investment Management		6			TSC	
		S1	MN50374	Introduction to Quantitative Finance		6			TSC	
		S1	ZZ50012	DoS approved unit		6			TSC	
		S2	ES50061	Financial Econometrics	C	6	DEU		TSC	
		S2	MN50324	Corporate Finance	C	6	DEU		TSC	
		S2	MN50330	Risk Management	C	6	DEU		TSC	
		S2	MN50321	International Finance	Choose 2 Units	6			TSC	
		S2	MN50429	Financial Engineering		6			TSC	
		S2	MN50440	Financial Statement Analysis		6			TSC	
		S2	ZZ50013	DoS approved unit		6			TSC	
		DIS	MN50327	Project/Dissertation unit	C	30	n/a		DPC	

Programme characteristics & decision references

Programme requirement	Progression	40%
NFAAR-PGT appendix	http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-11.pdf (Masters) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-12.pdf (Diploma) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-13.pdf (Certificate)	

Number of TSC	60
Number of DPC	30
Any approved exemptions	None

Notes:

1. All averages are credit weighted.
2. In a one stage programme, Stage Required Unit(s) (SRUs) are not applicable.
3. Students can only be condoned in a maximum of 20% of the taught stage credits (TSC).
4. For a Masters/diploma programme, the maximum number of credits that can be re-assessed is 18 TSC. 12 TSC for PG Certificate.
5. Where the Dissertation Project Average (DPA) is made up of more than 1 unit, marginal failure in one unit can be compensated by a better mark in the other unit.
6. Where the project/dissertation unit(s) is started at the same time as taught stage units please ensure that this is clear by indicating this in the Normal Period of study column.
7. DIS = dissertation period i.e. normally the summer vacation after the end of teaching.

** Programmes and units are subject to change at any time, in accordance with normal University procedures.*

** Availability of units will be subject to constraints such as staff availability, minimum and maximum group sizes, and timetabling factors as well as a student's ability to meet any pre-requisite rules.*

Programme code	TMMN-AFM23
Programme title	MSc in Finance and Risk
Award type	MSc
Award title	Finance and Risk
Mode of Attendance	Full-time
Length	1 year
State any designated alternative programme(s)	TMMN-AFC23 PG Certificate; TMMN-AFL23 PG Diploma
Approving body and date of approval	

Year 1 (for implementation with effect from 2011/12)										
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, Dissertation/ or project credits	Notes
4	1	S1	ES50060	Econometrics for Economics and Finance	C	6	DEU	n/a	TSC	
		S1	MA50196	Financial Derivatives	C	6	DEU		TSC	
		S1	MN50319	Theory of Financial Decision Making	C	6	DEU		TSC	
		S1	MN50374	Introduction to Quantitative Finance	C	6	DEU		TSC	
		S1	MN50322	Investment Management	Choose 1 Unit	6			TSC	
		S1	MN50328	Banking		6			TSC	
		S1	ZZ50012	DoS approved unit		6			TSC	
		S2	ES50061	Financial Econometrics	C	6	DEU		TSC	
		S2	MN50324	Corporate Finance	C	6	DEU		TSC	
		S2	MN50330	Risk Management	C	6	DEU		TSC	
		S2	MN50429	Financial Engineering	C	6	DEU		TSC	
		S2	MN50321	International Finance	Choose 1 Unit	6			TSC	
		S2	MN50440	Financial Statement Analysis		6			TSC	
		S2	ZZ50013	DoS approved unit		6			TSC	
		DIS	MN50327	Project/Dissertation unit	C	30	n/a		DPC	

Programme characteristics & decision references		
Programme requirement	Progression	40%
NFAAR-PGT appendix	http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-11.pdf (Masters) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-12.pdf (Diploma) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-13.pdf (Certificate)	

Number of TSC	60
Number of DPC	30
Any approved exemptions	None

Notes:

1. All averages are credit weighted.
2. In a one stage programme, Stage Required Unit(s) (SRUs) are not applicable.
3. Students can only be condoned in a maximum of 20% of the taught stage credits (TSC).
4. For a Masters/diploma programme, the maximum number of credits that can be re-assessed is 18 TSC. 12 TSC for PG Certificate.
5. Where the Dissertation Project Average (DPA) is made up of more than 1 unit, marginal failure in one unit can be compensated by a better mark in the other unit.
6. Where the project/dissertation unit(s) is started at the same time as taught stage units please ensure that this is clear by indicating this in the Normal Period of study column.
7. DIS = dissertation period i.e. normally the summer vacation after the end of teaching.

** Programmes and units are subject to change at any time, in accordance with normal University procedures.*

** Availability of units will be subject to constraints such as staff availability, minimum and maximum group sizes, and timetabling factors as well as a student's ability to meet any pre-requisite rules.*

Programme code	TXXX-AFM13
Programme title	MSc in Innovation and Technology Management
Award type	MSc
Award title	Innovation and Technology Management
Mode of Attendance	Full-time
Length	1 year
State any designated alternative programme(s)	TXXX-AFC13 PG Certificate; TXXX-AFL13 PG Diploma
Approving body and date of approval	

Year 1 (for implementation with effect from 2011/12)										
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, Dissertation/ or project credits	Notes
4	1	S1	ME50306	Creativity and innovation methods	C	6		n/a	TSC	
		S1	ME50325	TRIZ-Based Innovation	C	6			TSC	
		S1	ME50326	Managing Product Development	C	6			TSC	
		S1	MN50417	Decision Analysis	C	6			TSC	
		S1	MN50418	Management of Innovation	C	6			TSC	
		S2	ME50320	International networks for production, services & logistics	C	6			TSC	
		S2	ME50327	Engineering Project Management	C	6			TSC	
		S2	MN50416	Commercialisation of New Technology	C	6			TSC	
		S2	MN50419	Innovation in networks	C	6			TSC	
		S2	MN50420	Technology strategy and organisation	C	6			TSC	
		DIS	MN50421	Project/Dissertation unit	C	30	n/a		DPC	

Programme characteristics & decision references		
Programme requirement	Progression	40%
NFAAR-PGT appendix	http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-11.pdf (Masters) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-12.pdf (Diploma) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-13.pdf (Certificate)	
Number of TSC	60	
Number of DPC	30	

Any approved exemptions	None
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Notes:

1. All averages are credit weighted.
2. In a one stage programme, Stage Required Unit(s) (SRUs) are not applicable.
3. Students can only be condoned in a maximum of 20% of the taught stage credits (TSC).
4. For a Masters/diploma programme, the maximum number of credits that can be re-assessed is 18 TSC. 12 TSC for PG Certificate.
5. Where the Dissertation Project Average (DPA) is made up of more than 1 unit, marginal failure in one unit can be compensated by a better mark in the other unit.
6. Where the project/dissertation unit(s) is started at the same time as taught stage units please ensure that this is clear by indicating this in the Normal Period of study column.
7. DIS = dissertation period i.e. normally the summer vacation after the end of teaching.

** Programmes and units are subject to change at any time, in accordance with normal University procedures.*

** Availability of units will be subject to constraints such as staff availability, minimum and maximum group sizes, and timetabling factors as well as a student's ability to meet any pre-requisite rules.*

Programme code	TMMN-AFM16
Programme title	MSc in International Management
Award type	MSc
Award title	International Management
Mode of Attendance	Full-time
Length	1 year
State any designated alternative programme(s)	TMMN-AFC16 PG Certificate; TMMN-AFL16 PG Diploma
Approving body and date of approval	

Year 1 (for implementation with effect from 2011/12)										
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, Dissertation/ or project credits	Notes
4	1	All year	MN50450	The Global Environment of Business	C	12	DEU	n/a	TSC	
		All year	MN50453	Research Methods for International Management	C	6	DEU		TSC	
		S1	MN50451	Cross cultural Management	C	6	DEU		TSC	
		S1	MN50452	International Business Strategy	C	6	DEU		TSC	
		S1	PL50749	Power, Order and Institutions in World Politics	Choose 1 unit	6			TSC	
		S1	PL50751	International Relations Theories		6			TSC	
		S1	FL30216	French Stage 5		6			TSC	
		S1	FL30217	German Stage 5		6			TSC	
		S1	FL30218	Spanish Stage 5		6			TSC	
		S1	FL30222	French Stage 6		6			TSC	
		S1	FL30223	German Stage 6		6			TSC	
		S1	FL30224	Spanish Stage 6		6			TSC	
		S1	MN50461	The European Union as a Global Economic Actor		6			TSC	
		S1	MN50477	Entrepreneurship and Innovation		6			TSC	
		S1	MN50483	Decision Making		6			TSC	
		S1	MN50490	Strategic Global Marketing		6			TSC	
		S2	MN50182	Financial Management for International Business	Choose 3 or 4 units	6			TSC	
		S2	MN50205	Project Management		6			TSC	
		S2	MN50454	Business in emerging markets		6			TSC	
		S2	MN50456	Corporate social responsibility in an international context		6			TSC	

	S2	MN50471	Economics Governance, competitiveness and policy		6		TSC	
	S2	MN50478	Environmental Management		6		TSC	
	S2	MN50479	Global Governance and Accountability		6		TSC	
	S2	MN50482	Supply Management		6		TSC	
	S2	FL30219	French Stage 5	Choose 0 or 1 unit	6		TSC	
	S2	FL30220	German Stage 5		6		TSC	
	S2	FL30221	Spanish Stage 5		6		TSC	
	S2	FL30225	French Stage 6		6		TSC	
	S2	FL30226	German Stage 6		6		TSC	
	S2	FL30227	Spanish Stage 6		6		TSC	
	DIS	MN50457	Project/Dissertation unit	C	30	n/a	DPC	

Programme characteristics & decision references	
Programme requirement	Progression 40%
NFAAR-PGT appendix	http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-11.pdf (Masters) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-12.pdf (Diploma) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-13.pdf (Certificate)
Number of TSC	60
Number of DPC	30
Any approved exemptions	None

Notes:	
1.	All averages are credit weighted.
2.	In a one stage programme, Stage Required Unit(s) (SRUs) are not applicable.
3.	Students can only be condoned in a maximum of 20% of the taught stage credits (TSC).
4.	For a Masters/diploma programme, the maximum number of credits that can be re-assessed is 18 TSC. 12 TSC for PG Certificate.
5.	Where the Dissertation Project Average (DPA) is made up of more than 1 unit, marginal failure in one unit can be compensated by a better mark in the other unit.
6.	Where the project/dissertation unit(s) is started at the same time as taught stage units please ensure that this is clear by indicating this in the Normal Period of study column.
7.	DIS = dissertation period i.e. normally the summer vacation after the end of teaching.

** Programmes and units are subject to change at any time, in accordance with normal University procedures.*

** Availability of units will be subject to constraints such as staff availability, minimum and maximum group sizes, and timetabling factors as well as a student's ability to meet any pre-requisite rules.*

Programme code	TMMN-AFM03
Programme title	MSc in Management
Award type	MSc
Award title	Management
Mode of Attendance	Full-time
Length	1 year
State any designated alternative programme(s)	TMMN-AFC02 PG Certificate; TMMN-AFL04 PG Diploma
Approving body and date of approval	

Year 1 (for implementation with effect from 2011/12)										
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, Dissertation/ or project credits	Notes
4	1	S1	MN30170	Fundamentals of Accounting and Financial Management	C	6		n/a	TSC	
		S1	MN50167	Marketing	C	6			TSC	
		S1	MN50169	Business Economics	C	6			TSC	
		S1	MN50174	Human Resource Management	C	6			TSC	
		S1	MN50175	Operations Management	C	6			TSC	
		S2	MN50166	Methods of Management Research	C	6			TSC	
		S2	MN30270	Virtual Organising	Choose 4 Units	6			TSC	
		S2	MN30271	Information System Development		6			TSC	
		S2	MN50155	Employment Law		6			TSC	
		S2	MN50176	Strategic Management		6			TSC	
		S2	MN50180	Fundamentals of corporate finance		6			TSC	
		S2	MN50182	Financial Management for international business		6			TSC	
		S2	MN50187	Organization and Career Development		6			TSC	
		S2	MN50204	Services Management		6			TSC	
		S2	MN50205	Project Management		6			TSC	
		S2	MN50332	Strategy and Human Resource Management		6			TSC	
		S2	MN50360	Strategic Brand Management		6			TSC	
		S2	MN50412	Investment Banking		6			TSC	
		S2	MN50431	International Dimensions of Organisational Behaviour		6			TSC	
		S2	MN50438	Leading and Managing Change		6			TSC	
		S2	MN50456	Corporate Social Responsibility in an International Context		6			TSC	

	S2	MN50471	Economic governance, competitiveness and policy		6		TSC	
	S2	MN50478	Environmental Management		6		TSC	
	S2	MN50479	Global Governance and Accountability		6		TSC	
	S2	MN50480	Principles of Corporate Social Responsibility		6		TSC	
	S2	MN50482	Supply Management		6		TSC	
	DIS	MN50178	Project/Dissertation unit	C	30	n/a	DPC	

Programme characteristics & decision references		
Programme requirement	Progression	40%
NFAAR-PGT appendix	http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-11.pdf (Masters) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-12.pdf (Diploma) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-13.pdf (Certificate)	
Number of TSC	60	
Number of DPC	30	
Any approved exemptions	None	

Notes:

1. All averages are credit weighted.
2. In a one stage programme, Stage Required Unit(s) (SRUs) are not applicable.
3. Students can only be condoned in a maximum of 20% of the taught stage credits (TSC).
4. For a Masters/diploma programme, the maximum number of credits that can be re-assessed is 18 TSC. 12 TSC for PG Certificate.
5. Where the Dissertation Project Average (DPA) is made up of more than 1 unit, marginal failure in one unit can be compensated by a better mark in the other unit.
6. Where the project/dissertation unit(s) is started at the same time as taught stage units please ensure that this is clear by indicating this in the Normal Period of study column.
7. DIS = dissertation period i.e. normally the summer vacation after the end of teaching.

** Programmes and units are subject to change at any time, in accordance with normal University procedures.*

** Availability of units will be subject to constraints such as staff availability, minimum and maximum group sizes, and timetabling factors as well as a student's ability to meet any pre-requisite rules.*

Programme code	TMMN-AFM20
Programme title	MSc in Management with Corporate Social Responsibility
Award type	MSc
Award title	Management with Corporate Social Responsibility
Mode of Attendance	Full-time
Length	12 months
State any designated alternative programme(s)	TMMN-AFC02 PG Certificate; TMMN-AFL20 PG Diploma
Approving body and date of approval	

Year 1 (for implementation with effect from 2011/12)										
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, Dissertation/ or project credits	Notes
4	1	S1	MN30170	Fundamentals of Accounting and Financial Management	C	6		n/a	TSC	
		S1	MN50167	Marketing	C	6			TSC	
		S1	MN50169	Business Economics	C	6			TSC	
		S1	MN50174	Human Resource Management	C	6			TSC	
		S1	MN50175	Operations Management	C	6			TSC	
		S2	MN50166	Methods of Management Research	C	6			TSC	
		S2	MN50456	Corporate Social Responsibility in an International Context	C	6			TSC	
		S2	MN50478	Environmental Management	C	6			TSC	
		S2	MN50479	Global Governance and Accountability	C	6			TSC	
		S2	MN50480	Principles of Corporate Social Responsibility	C	6			TSC	
		DIS	MN50178	Project/Dissertation unit	C	30	n/a		DPC	

Programme characteristics & decision references		
Programme requirement	Progression	40%
NFAAR-PGT appendix	http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-11.pdf (Masters) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-12.pdf (Diploma) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-13.pdf (Certificate)	
Number of TSC	60	
Number of DPC	30	

Any approved exemptions	None
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Notes:

1. All averages are credit weighted.
2. In a one stage programme, Stage Required Unit(s) (SRUs) are not applicable.
3. Students can only be condoned in a maximum of 20% of the taught stage credits (TSC).
4. For a Masters/diploma programme, the maximum number of credits that can be re-assessed is 18 TSC. 12 TSC for PG Certificate.
5. Where the Dissertation Project Average (DPA) is made up of more than 1 unit, marginal failure in one unit can be compensated by a better mark in the other unit.
6. Where the project/dissertation unit(s) is started at the same time as taught stage units please ensure that this is clear by indicating this in the Normal Period of study column.
7. DIS = dissertation period i.e. normally the summer vacation after the end of teaching.

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** Availability of units will be subject to constraints such as staff availability, minimum and maximum group sizes, and timetabling factors as well as a student's ability to meet any pre-requisite rules.*

Programme code	TMMN-AFM08
Programme title	MSc in Management with Finance
Award type	MSc
Award title	Management with Finance
Mode of Attendance	Full-time
Length	1 year
State any designated alternative programme(s)	TMMN-AFC02 PG Certificate; TMMN-AFL04 PG Diploma
Approving body and date of approval	

Year 1 (for implementation with effect from 2011/12)										
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, Dissertation/ or project credits	Notes
4	1	S1	MN30170	Fundamentals of Accounting and Financial Management	C	6		n/a	TSC	
		S1	MN50167	Marketing	C	6			TSC	
		S1	MN50169	Business Economics	C	6			TSC	
		S1	MN50174	Human Resource Management	C	6			TSC	
		S1	MN50175	Operations Management	C	6			TSC	
		S2	MN50166	Methods of Management Research	C	6			TSC	
		S2	MN50180	Fundamentals of corporate finance	C	6			TSC	
		S2	MN50182	Financial Management for international business	C	6			TSC	
		S2	MN50412	Investment Banking	C	6			TSC	
		S2	MN30270	Virtual Organising	Choose 1 Unit	6			TSC	
		S2	MN30271	Information System Development		6			TSC	
		S2	MN50155	Employment Law		6			TSC	
		S2	MN50176	Strategic Management		6			TSC	
		S2	MN50187	Organization and Career Development		6			TSC	
		S2	MN50204	Services Management		6			TSC	
		S2	MN50205	Project Management		6			TSC	
		S2	MN50332	Strategy and Human Resource Management		6			TSC	
		S2	MN50360	Strategic Brand Management		6			TSC	
		S2	MN50431	International Dimensions of Organisational Behaviour		6			TSC	
		S2	MN50438	Leading and Managing Change		6			TSC	
		S2	MN50456	Corporate Social Responsibility in an International Context		6			TSC	

	S2	MN50471	Economic governance, competitiveness and policy		6		TSC	
	S2	MN50478	Environmental Management		6		TSC	
	S2	MN50479	Global Governance and Accountability		6		TSC	
	S2	MN50480	Principles of Corporate Social Responsibility		6		TSC	
	S2	MN50482	Supply Management		6		TSC	
	DIS	MN50178	Project/Dissertation unit	C	30	n/a	DPC	

Programme characteristics & decision references		
Programme requirement	Progression	40%
NFAAR-PGT appendix	http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-11.pdf (Masters) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-12.pdf (Diploma) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-13.pdf (Certificate)	
Number of TSC	60	
Number of DPC	30	
Any approved exemptions	None	

Notes:

1. All averages are credit weighted.
2. In a one stage programme, Stage Required Unit(s) (SRUs) are not applicable.
3. Students can only be condoned in a maximum of 20% of the taught stage credits (TSC).
4. For a Masters/diploma programme, the maximum number of credits that can be re-assessed is 18 TSC. 12 TSC for PG Certificate.
5. Where the Dissertation Project Average (DPA) is made up of more than 1 unit, marginal failure in one unit can be compensated by a better mark in the other unit.
6. Where the project/dissertation unit(s) is started at the same time as taught stage units please ensure that this is clear by indicating this in the Normal Period of study column.
7. DIS = dissertation period i.e. normally the summer vacation after the end of teaching.

** Programmes and units are subject to change at any time, in accordance with normal University procedures.*

** Availability of units will be subject to constraints such as staff availability, minimum and maximum group sizes, and timetabling factors as well as a student's ability to meet any pre-requisite rules.*

Programme code	TMMN-AFM06
Programme title	MSc in Management with Human Resources Management
Award type	MSc
Award title	Management with Human Resources Management
Mode of Attendance	Full-time
Length	1 year
State any designated alternative programme(s)	TMMN-AFC02 PG Certificate; TMMN-AFL04 PG Diploma
Approving body and date of approval	

Year 1 (for implementation with effect from 2011/12)										
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, Dissertation/ or project credits	Notes
4	1	S1	MN30170	Fundamentals of Accounting and Financial Management	C	6		n/a	TSC	
		S1	MN50167	Marketing	C	6			TSC	
		S1	MN50169	Business Economics	C	6			TSC	
		S1	MN50174	Human Resource Management	C	6			TSC	
		S1	MN50175	Operations Management	C	6			TSC	
		S2	MN50155	Employment Law	C	6			TSC	
		S2	MN50166	Methods of Management Research	C	6			TSC	
		S2	MN50332	Strategy and Human Resource Management	C	6			TSC	
		S2	MN50431	International Dimensions of Organisational Behaviour	C	6			TSC	
		S2	MN30270	Virtual Organising	Choose 1 Unit	6			TSC	
		S2	MN30271	Information System Development		6			TSC	
		S2	MN50176	Strategic Management		6			TSC	
		S2	MN50180	Fundamentals of corporate finance		6			TSC	
		S2	MN50182	Financial Management for international business		6			TSC	
		S2	MN50187	Organization and Career Development		6			TSC	
		S2	MN50204	Services Management		6			TSC	
		S2	MN50205	Project Management		6			TSC	
		S2	MN50412	Investment Banking		6			TSC	
		S2	MN50438	Leading and Managing Change		6			TSC	
		S2	MN50456	Corporate Social Responsibility in an International Context		6			TSC	

	S2	MN50471	Economic governance, competitiveness and policy		6		TSC	
	S2	MN50478	Environmental Management		6		TSC	
	S2	MN50479	Global Governance and Accountability		6		TSC	
	S2	MN50480	Principles of Corporate Social Responsibility		6		TSC	
	S2	MN50482	Supply Management		6		TSC	
	DIS	MN50178	Project/Dissertation unit	C	30	n/a	DPC	

Programme characteristics & decision references	
Programme requirement	Progression 40%
NFAAR-PGT appendix	http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-11.pdf (Masters) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-12.pdf (Diploma) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-13.pdf (Certificate)
Number of TSC	60
Number of DPC	30
Any approved exemptions	None

Notes:

1. All averages are credit weighted.
2. In a one stage programme, Stage Required Unit(s) (SRUs) are not applicable.
3. Students can only be condoned in a maximum of 20% of the taught stage credits (TSC).
4. For a Masters/diploma programme, the maximum number of credits that can be re-assessed is 18 TSC. 12 TSC for PG Certificate.
5. Where the Dissertation Project Average (DPA) is made up of more than 1 unit, marginal failure in one unit can be compensated by a better mark in the other unit.
6. Where the project/dissertation unit(s) is started at the same time as taught stage units please ensure that this is clear by indicating this in the Normal Period of study column.
7. DIS = dissertation period i.e. normally the summer vacation after the end of teaching.

** Programmes and units are subject to change at any time, in accordance with normal University procedures.*

** Availability of units will be subject to constraints such as staff availability, minimum and maximum group sizes, and timetabling factors as well as a student's ability to meet any pre-requisite rules.*

Programme code	TMMN-AFM10
Programme title	MSc in Management with Operations
Award type	MSc
Award title	Management with Operations
Mode of Attendance	Full-time
Length	1 year
State any designated alternative programme(s)	TMMN-AFC02 PG Certificate; TMMN-AFL04 PG Diploma
Approving body and date of approval	

Year 1 (for implementation with effect from 2011/12)										
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, Dissertation/ or project credits	Notes
4	1	S1	MN30170	Fundamentals of Accounting and Financial Management	C	6		n/a	TSC	
		S1	MN50167	Marketing	C	6			TSC	
		S1	MN50169	Business Economics	C	6			TSC	
		S1	MN50174	Human Resource Management	C	6			TSC	
		S1	MN50175	Operations Management	C	6			TSC	
		S2	MN50166	Methods of Management Research	C	6			TSC	
		S2	MN50204	Services Management	C	6			TSC	
		S2	MN50205	Project Management	C	6			TSC	
		S2	MN50482	Supply Management	C	6			TSC	
		S2	MN50155	Employment Law	Choose 1 Unit	6			TSC	
		S2	MN50176	Strategic Management		6			TSC	
		S2	MN50180	Fundamentals of corporate finance		6			TSC	
		S2	MN50182	Financial Management for international business		6			TSC	
		S2	MN50187	Organization and Career Development		6			TSC	
		S2	MN50332	Strategy and Human Resource Management		6			TSC	
		S2	MN50412	Investment Banking		6			TSC	
		S2	MN50431	International Dimensions of Organisational Behaviour		6			TSC	
		S2	MN50438	Leading and Managing Change		6			TSC	
		S2	MN50456	Corporate Social Responsibility in an International Context		6			TSC	
		S2	MN50478	Environmental Management		6			TSC	
		S2	MN50479	Global Governance and Accountability		6			TSC	

	S2	MN50480	Principles of Corporate Social Responsibility		6		TSC	
	DIS	MN50178	Project/Dissertation unit	C	30	n/a	DPC	

Programme characteristics & decision references	
Programme requirement	Progression 40%
NFAAR-PGT appendix	http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-11.pdf (Masters) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-12.pdf (Diploma) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-13.pdf (Certificate)
Number of TSC	60
Number of DPC	30
Any approved exemptions	None

Notes:

1. All averages are credit weighted.
2. In a one stage programme, Stage Required Unit(s) (SRUs) are not applicable.
3. Students can only be condoned in a maximum of 20% of the taught stage credits (TSC).
4. For a Masters/diploma programme, the maximum number of credits that can be re-assessed is 18 TSC. 12 TSC for PG Certificate.
5. Where the Dissertation Project Average (DPA) is made up of more than 1 unit, marginal failure in one unit can be compensated by a better mark in the other unit.
6. Where the project/dissertation unit(s) is started at the same time as taught stage units please ensure that this is clear by indicating this in the Normal Period of study column.
7. DIS = dissertation period i.e. normally the summer vacation after the end of teaching.

** Programmes and units are subject to change at any time, in accordance with normal University procedures.*

** Availability of units will be subject to constraints such as staff availability, minimum and maximum group sizes, and timetabling factors as well as a student's ability to meet any pre-requisite rules.*

Programme code	TMMN-AFM07
Programme title	MSc in Management with Marketing
Award type	MSc
Award title	Management with Marketing
Mode of Attendance	Full-time
Length	1 year
State any designated alternative programme(s)	TMMN-AFC02 PG Certificate; TMMN-AFL04 PG Diploma
Approving body and date of approval	

Year 1 (for implementation with effect from 2011/12)										
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, Dissertation/ or project credits	Notes
4	1	S1	MN30170	Fundamentals of Accounting and Financial Management	C	6		n/a	TSC	
		S1	MN50167	Marketing	C	6			TSC	
		S1	MN50169	Business Economics	C	6			TSC	
		S1	MN50174	Human Resource Management	C	6			TSC	
		S1	MN50175	Operations Management	C	6			TSC	
		S2	MN50166	Methods of Management Research	C	6			TSC	
		S2	MN50204	Services Management	C	6			TSC	
		S2	MN50360	Strategic Brand Management	C	6			TSC	
		S2	MN50361	E-marketing	C	6			TSC	
		S2	MN30270	Virtual Organising	Choose 1 unit	6			TSC	
		S2	MN30271	Information System Development		6			TSC	
		S2	MN50155	Employment Law		6			TSC	
		S2	MN50176	Strategic Management		6			TSC	
		S2	MN50180	Fundamentals of corporate finance		6			TSC	
		S2	MN50182	Financial Management for international business		6			TSC	
		S2	MN50187	Organization and Career Development		6			TSC	
		S2	MN50205	Project Management		6			TSC	
		S2	MN50332	Strategy and Human Resource Management		6			TSC	
		S2	MN50412	Investment Banking		6			TSC	
		S2	MN50431	International Dimensions of Organisational Behaviour		6			TSC	

	S2	MN50438	Leading and Managing Change		6		TSC	
	S2	MN50456	Corporate Social Responsibility in an International Context		6		TSC	
	S2	MN50471	Economic governance, competitiveness and policy		6		TSC	
	S2	MN50478	Environmental Management		6		TSC	
	S2	MN50479	Global Governance and Accountability		6		TSC	
	S2	MN50480	Principles of Corporate Social Responsibility		6		TSC	
	S2	MN50482	Supply Management		6		TSC	
	DIS	MN50178	Project/Dissertation unit	C	30	n/a	DPC	

Programme characteristics & decision references	
Programme requirement	Progression
	40%
NFAAR-PGT appendix	http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-11.pdf (Masters) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-12.pdf (Diploma) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-13.pdf (Certificate)
Number of TSC	60
Number of DPC	30
Any approved exemptions	None

Notes:	
1.	All averages are credit weighted.
2.	In a one stage programme, Stage Required Unit(s) (SRUs) are not applicable.
3.	Students can only be condoned in a maximum of 20% of the taught stage credits (TSC).
4.	For a Masters/diploma programme, the maximum number of credits that can be re-assessed is 18 TSC. 12 TSC for PG Certificate.
5.	Where the Dissertation Project Average (DPA) is made up of more than 1 unit, marginal failure in one unit can be compensated by a better mark in the other unit.
6.	Where the project/dissertation unit(s) is started at the same time as taught stage units please ensure that this is clear by indicating this in the Normal Period of study column.
7.	DIS = dissertation period i.e. normally the summer vacation after the end of teaching.

** Programmes and units are subject to change at any time, in accordance with normal University procedures.*

** Availability of units will be subject to constraints such as staff availability, minimum and maximum group sizes, and timetabling factors as well as a student's ability to meet any pre-requisite rules.*

Programme code	TMMN-AFM12
Programme title	MSc in Marketing
Award type	MSc
Award title	Marketing
Mode of Attendance	Full-time
Length	1 year
State any designated alternative programme(s)	TMMN-AFC12 PG Certificate; TMMN-AFL12 PG Diploma
Approving body and date of approval	

Year 1 (for implementation with effect from 2011/12)										
Part	Stage	Normal period of study for this Mode	Unit code	Unit title	Unit status	Credits	DEU status	SRU status	Taught, or Dissertation/ project credits	Notes
4	1	AY	MN50357	Marketing and Society	C	6	DEU		TSC	
		AY	MN50439	Strategic Marketing: Creating Competitive Advantage	C	6	DEU		TSC	
		S1	MN50336	Contemporary Marketing Challenges	C	6	DEU		TSC	
		S1	MN50355	Understanding Consumption in Context	C	6	DEU		TSC	
		S1	MN50356	Marketing to Businesses and Organisations	C	6	DEU		TSC	
		S2	MN50335	Advanced Advertising Theory	C	6	DEU		TSC	
		S2	MN50358	Research Methods for Marketing	C	6	DEU	SRU	TSC	
		S2	MN50360	Strategic Brand Management	C	6	DEU		TSC	
		S2	MN50406	Financial Management for Marketing	C	6	DEU		TSC	
		S2	MN50487	Cross-cultural Marketing	C	6	DEU		TSC	
	2	DIS	MN50425	Independent Research Study	C	30	n/a		DPC	

Programme characteristics & decision references	
Programme Progression requirement	40%
NFAAR-PGT appendix	http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-11.pdf (Masters) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-12.pdf (Diploma) http://www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-13.pdf (Certificate)
Number of TSC	60
Number of DPC	30

Any approved exemptions	None
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Notes:

1. All averages are credit weighted.
2. Any re-assessment of a Stage Required Unit (SRU) must be completed in the normal supplementary assessment period prior to progression to the next stage of the programme, i.e. students cannot commence stage 2 prior to the completion of re-assessment of a SRU.
3. Students can only be condoned in a maximum of 20% of the taught stage credits (TSC).
4. For a Masters/diploma programme, the maximum number of credits that can be re-assessed is 18 TSC. 12 TSC for PG Certificate.
5. Where the Dissertation Project Average (DPA) is made up of more than 1 unit, marginal failure in one unit can be compensated by a better mark in the other unit.
6. Where the project/dissertation unit(s) is started at the same time as taught stage units please ensure that this is clear by indicating this in the Normal Period of study column.
7. DIS = dissertation period i.e. normally the summer vacation after the end of teaching.

** Programmes and units are subject to change at any time, in accordance with normal University procedures.*

** Availability of units will be subject to constraints such as staff availability, minimum and maximum group sizes, and timetabling factors as well as a student's ability to meet any pre-requisite rules.*

Further information

Definitions of assessment terms:

www.bath.ac.uk/registry/nfa/nfaar-pgt-appendix-02.pdf.

Coursework

Depending on the unit, you will be required to either upload an electronic version of your coursework via Moodle or submit one hard copy to the MSc office, on or before the hand in date stipulated. You will be advised of how you are to submit your work by your lecturer. If you are required to submit a hard copy to the MSc office, you will need to sign in the Coursework Hand In folder. You should keep copies of all assignments as a precautionary measure.

You will need to complete and attach a Coursework Cover Sheet form to the hard copy verifying that the work is your own. This form is available from the MSc office.

If you have problems with attendance, coursework or work in class, please speak to the lecturer concerned and inform your Programme Administrator. If you are unable to contact your lecturer, speak directly to your Director of Studies or your Programme Administrator.

Penalties for exceeding word limits on coursework

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

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

If the assignment is judged to exceed the word limit excessively, then the script will be returned to you. You are

then required to amend it and re-submit. The re-submitted script will not gain more than the pass mark. If you do not re-submit the work then you will receive zero for that piece of work.

Late submission of coursework

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

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

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

Individual Mitigating Circumstances

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

impact on the *assessment*, rather than the impact on the student.

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

Definitions of IMCs can be found in "What are Individual Mitigating Circumstances":

www.bath.ac.uk/registry/imc/document/s/what-are-imcs.pdf.

You should make yourself familiar with these definitions, in addition to any IMC guidance offered by the School and support and guidance offered through the Student Disability Advice Team or the Students' Union Advice and Representation Centre, so that you are prepared should such circumstances arise.

The School will be able to advise you on how to submit an IMC claim. Should you wish any IMCs to be taken into account by the Board of Examiners for Programmes, notify the Director of Studies within three working days of completion of the relevant assessment. The form you should use to do this is available from the School or from:

www.bath.ac.uk/registry/imc/document/s/imc-report-form.doc.

You will need to submit evidence of your claim – for example, in the case of illness or injury, a medical certificate.

If you know of an IMC before you begin an assessment period, please notify the Director of Studies in advance.

The information given here is a summary for your general guidance. Full information and guidance on the University's principles governing Individual Mitigating Circumstances and Assessment is available at:

www.bath.ac.uk/registry/imc/.

Further information

Students' Union Advice and Representation Centre
(<http://www.bathstudent.com/welfare/contact/>)

Student Disability Advice team
(www.bath.ac.uk/disabilityadvice/).

Referencing, Plagiarism and Cheating

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

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

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

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

recommends the **Harvard** system of referencing for your programme.

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

- the University Library's guides, 'A Guide to citing references' and 'Plagiarism: What it is and how to detect it': (<http://www.bath.ac.uk/library/infoskills/referencing-plagiarism/>)
- courses run by library staff and the Students' Union's SORTED programme (<http://www.bathstudent.com/sorted/home/>)
- courses delivered by the English Language Centre (www.bath.ac.uk/elc)

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

- cheating (for example, unauthorised use of notes or course material in an examination);
- fabrication (for example, reporting on experiments that were never performed);
- falsification (for example, misrepresentation of the results of experimentation);
- plagiarism (as discussed above);
- self-plagiarism (duplication of one's own work, as discussed above);
- unfair collaboration or collusion (representation of work produced in collaboration with another person or persons as the work of a single candidate).

Penalties for unfair practice will be determined by the Director of Studies or by the School Board of Studies. They may include failure of the assessment unit or part of a degree, with no provision for reassessment or retrieval of that failure. Proven cases of plagiarism or cheating can also lead

to an Inquiry Hearing or disciplinary proceedings.

If you are accused of an offence, the Students' Union's welfare services are available to support you when your case is being examined.

Academic Integrity Training And Test - Mandatory

New Requirement On All Students For 2011/12

"There Can Be No Excellence Without Academic Integrity"

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

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

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

The Test

When you have completed the training tutorial – perhaps a couple of times - and are confident about it, you should

undertake the mandatory test of understanding. The central test for MSc students is also accessed in Moodle.

If you do not pass the test, you will need to re-visit the training and/or look at the other guidance available to you via the Student Skills site links or as required by your Director of Studies, and re-take the test until you pass.

Progression

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

Your Director of Studies will be able to confirm when this next progression point occurs for your stage of your programme. You will not receive your award until the test is passed.

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

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

QA53 for 2011/12 can be seen from 1 October 2011 in full at:

<http://www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA53.pdf>

Plagiarism detection and personal data

The University uses the JISC Plagiarism Detection Service, Turnitin. This service checks electronic, text-based submissions against a large

database of material from other sources and for each submission, produces an 'originality report'. It makes no judgement on the intention behind the inclusion of unoriginal work; it simply highlights its presence and links to the original source.

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

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

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

Please note that, if at any time the University submits any of your work to the JISC Plagiarism Detection Service, the service will be provided with, and will retain, certain personal data relating to you – for example, your name, email address, programme details and the work submitted. Such data may be transferred by the Plagiarism Detection Service to countries worldwide (some of which may not be governed by EU Data legislation) in order for the work to be checked and an originality report

generated in accordance with the proper workings of the Plagiarism Detection Service. Personal data is retained indefinitely by the JISC Plagiarism Service upon submission of work. You may ask for your personal data to be removed by contacting the University's Data Protection Officer.

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

Further information

From 1 October 2011, the University's procedures on Examination and Assessment Offences (QA53) are described at:

www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA53.pdf

Procedures for the review of a Board Of Studies decision (Appeals)

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

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

- (ii) that there were procedural irregularities in the conduct of the examinations or formal course assessments (including administrative error) of such a nature as to cause reasonable doubt whether the Board of Examiners would have reached their decision had the irregularities not occurred;
- (iii) that there is positive evidence of prejudice, bias or inadequate assessment on the part of one or more of the examiners.

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

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

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

Where the Chair of the Board of Studies, in consultation with the Associate Dean, agrees that there is a

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

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

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

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

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

Feedback to students on assessment

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

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

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

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

Graduation

Successful MSc students graduate in December after they have submitted their Final Project/Dissertation. Details about graduation will be provided by the Student Records and Examinations Office in the September of the year you are due to graduate.

Student Information

Unit Choices

Please note: if you are an MSc Advanced Management Practice, MSc Innovation Technology Management or MSc Marketing student you DO NOT need to make any unit choices.

If you are on the following programmes you are required to choose optional units (modules) as part of your degree programme:

- MSc Accounting and Finance
- MSc Finance
- MSc Finance and Banking
- MSc Finance and Risk
- MSc International Management
- MSc Management

What optional units can I choose?

Information on the optional units open to you are available on the School of Management MSc induction website under the 'Your studies' section, <http://www.bath.ac.uk/management/postgraduate/induction/studies.html> and on the programme catalogue, (weblink to follow when available).

Further information will be provided in the Welcome from your Director of Studies later this week, including how to choose your units.

When and how do I choose my optional units?

You are required to choose your Semester 1 and 2 optional units by 19:00 hours on Friday 7th October 2011.

You can choose your units online via 'Samis on the web' from 08:00 hours on Thursday 30th September until 22:00 hours on Wednesday 5th October. After 22:00 hours on Wednesday 5th October, if you have not made your choices online via 'Samis on the web' or you wish to amend the choices you have made you will need to complete an Optional

Unit Choice form available from your Programme Administrator in the MSc Office.

Please note that no changes can be made after 19:00 hours on Friday 7th October unless in exceptional circumstances.

Where do I hand in my completed Optional Unit Choice Form?

The MSc Office will be open from 09:00 hours until 19:00 hours on Thursday 6th and Friday 7th October for you to submit your Optional Unit Choice form. Please note that changes can only be made if places are available on the units you wish to take. To avoid disappointment we recommend that you make your unit choices as early on as possible.

If you have any further questions about choosing units, please contact the MSc Office.

Personal Tutor System

The Personal Tutor System is designed to help you get the best out of your university experience and can guide you to sources of expert help – whether on academic progress or personal/welfare issues – when or as you may need it.

You are responsible for attending any scheduled meetings with members of staff and letting them know in advance if you cannot attend. You can request a personal, one-to-one meeting at any time with your Director of Studies.

What support is available?

Within the School of Management you can speak to your lecturers, your Director of Studies, the Student Experience Officer, or the MSc Programme Team - their contact details are below.

The Director of Studies for your degree programme is responsible for the day to day operation of the degree and so you can contact them if you have any potential problems or issues concerning specific units or any other issues.

The Student Experience Officer (SEO), Gemma Bridges, can also provide help, advice and guidance to you. During term time she has 'drop in' hour sessions where you just turn up and ask your questions, or if another time would suit you, you can arrange an appointment with her. The MSc Programme Team is here to provide administrative programme support. The MSc Reception is in 8W Level 1, open 9am-1pm and 2pm-5pm Monday-Friday. You can also contact your individual Programme Administrator- their contact details are below.

Additionally, you may be able to find the answer to your question by looking at the Moodle course "MSc Management Advice and Support" (MMAS) which provides links to lots of other sources of help and support within the School and The University as a whole, <http://go.bath.ac.uk/mmasc>. All MSc Management students are given access to this course and it should appear on your Moodle homepage when you log on. If you cannot access it please contact Gemma Bridges.

Within the University you can access the Student Support Services for health and wellbeing issues, counselling, disability advice etc. <http://www.bath.ac.uk/students/support/> and the Student Union's Advice & Representation Centre – for many academic and welfare issues <http://www.bathstudent.com/arc/>

You can find the forms needed to apply for Extensions and Mitigating Circumstances on the MMAS Moodle course or from the MSc Programme Office.

Contact details

Associate Dean Postgraduate Taught Programmes

Professor Michael Mayer:
m.c.j.mayer@bath.ac.uk

Head of MSc Operations

Navdeep Uppal: n.uppal@bath.ac.uk

Directors of Study

MSc Finance programmes (MAF, FIN, F&B, F&R) – Mr Mike Willis:
m.willis@bath.ac.uk

MSc Advanced Management Practice (AMP) – Dr Christian Stadler:
c.stadler@bath.ac.uk

MSc Innovation & Technology Management (ITM) – Professor Andrew Graves:
a.p.graves@bath.ac.uk

MSc International Management (IM) – Dr Felicia Fai: f.fai@bath.ac.uk

MSc Management (MAN) – Dr Adunola (Remi) Oke:
a.o.oke@bath.ac.uk

MSc Marketing (MARK) – Dr Pete Nuttall: p.nuttall@bath.ac.uk

Student Experience Officer

Gemma Bridges:
g.l.bridges@bath.ac.uk, WH1.28,
01225 383165

Programme Administrators

MAF, FIN, F&B, F&R – Sarah Gundry:
c.s.gundry@bath.ac.uk

AMP – Dee Mahil: n.mahil@bath.ac.uk

ITM – Helen Owen:
h.owen@bath.ac.uk

MAN – Claire Bannister:
c.l.bannister@bath.ac.uk

MARK – Dee Mahil:
n.mahil@bath.ac.uk

IM – TBC:
mscinternational@management.bath.ac.uk

Student Support And Representation

Feeding back your views to the University

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

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

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

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

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

When we receive responses to questionnaires, we analyse them – especially any criticisms or suggestions they provide. The Director of Studies will then present

the results of questionnaire to the SSLC. The results will also be discussed at staff meetings so that appropriate action can be taken. Summaries of the feedback and the actions taken will be included in Director of Studies' Annual Monitoring Reports. Each report is presented to the School Learning, Teaching and Quality Committee, which will make sure that the actions taken are adequate, appropriate, and properly implemented.

Student representation

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

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

The School of Management has two **School Staff Student Liaison Committees** (often abbreviated as SSLC) – one for undergraduate students and one for post-graduate students. Each has six or more elected student members known as Student Academic Representatives (or 'Academic Reps') and an equal or smaller number of staff members. SSLC and School representatives are elected at the beginning of every year through online elections. Their role

involves attending School meetings and also gathering information which is passed on to various University committees and departments.

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

<http://www.bathstudent.com/>.

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

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

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

Further information

On becoming a Student Academic Representative:

<http://www.bathstudent.com/academic/academicrep/>

Election of representatives:

www.bathstudent.com/arc

Outline election procedures are included in QA48 Staff/Student Liaison Committees at

www.bath.ac.uk/learningandteaching/cop/gastatements/QAX/QA48.pdf

SORTED:

www.bathstudent.com/sorted

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

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

If you are interested in representing student views at Faculty/School or University level, please contact the Students' Union Vice-President (Education): email:

sueducation@bath.ac.uk

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

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

Postgraduate representation

All postgraduate students of the University (on taught and research programmes) are automatically members of the Students' Union and its Postgraduate Association. The Postgraduate Association is dedicated to representing the interests and views of all postgraduate students. For further information, please visit www.bathstudent.com/PGA.

Further information

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

Student welfare

Most students find there are occasions when it can help to talk to someone about a personal problem or issue. In many cases, your Director of Studies, or Resident Tutor will be able to help. You can also contact the School's Student Experience Officers - Eliza Shaw or Gemma Bridges

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

There is also a range of specialist University support services that you may be referred to, or can approach directly. Your two main contact points are the Student Services Centre and the Students' Union Advice and Representation Centre.

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

student status for a variety of purposes.

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

Further information and contacts

A guide to the wide variety of support and information available to students can be found at www.bath.ac.uk/student and the Students' Union website www.bathstudent.com. This includes essential information on medical services and security and other facilities such as the Chaplaincy

Student Services Centre in 4W is open from Monday to Friday 9.30am to 4.30pm, tel: 01225 385538. The Helpdesk can also be contacted via the Student Services Helpdesk tab on your personal student record 'SAMIS' page. For the full range of services see www.bath.ac.uk/students/support/services

The Students' Union Advice and Representation Centre is open 9am to 5pm in term time and 10am to 4pm during vacations; tel: 01225 386906; email at suadvice@bath.ac.uk.

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

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



Dealing with a problem involving the University

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

Complaints

If you do need to make a complaint, there are procedures in place to deal with it, outlined at:

www.bath.ac.uk/studentcomplaints.

These procedures are designed to ensure that your complaint will be dealt with in good faith and that you will not be penalised for complaining. When we receive a complaint, we will first seek to deal with it through informal discussion. If this fails to resolve the issue at hand, you can raise the complaint formally.

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

Bullying and harassment

We believe that all our employees and students are entitled to dignity and respect and to be free from unlawful discrimination, victimisation, bullying, or any form of harassment. This is set out in the University's policy, The Dignity and Respect for Students and Staff of the University of Bath: Policy

and Procedures available at www.bath.ac.uk/universitysecretary/equalities/policies/08dignityrespectpolicy.html

Mediation

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

Further information and contacts

Mediation Service:

www.bath.ac.uk/universitysecretary/equalities/policies/mediation.html

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

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

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

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

Please recognise that if you don't disclose your disability – or if you withhold permission to forward

information to the relevant members of staff – you may make it difficult for the University to provide suitable support to help you achieve your academic targets. Disclosure will not disadvantage you in any way.

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

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

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

Further information :

Student Disability Advice:

www.bath.ac.uk/disabilityadvice

Pregnancy and Maternity

The University of Bath believes that being or becoming pregnant, terminating a pregnancy or having a very young child should not, in itself, be a barrier to applying for, starting, or succeeding in, or completing a programme of study. The University is committed to being as flexible as

possible in supporting students in these circumstances to ensure they have access to their programme of study.

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

Students are able to gain advice, guidance and support via Directors of Study and the University's Student Services.

Getting the most out of your studies

Academic and key skills support and development

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

These services cover a wide range of skills including:



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

English Language Centre

The English Language Centre (ELC) offers a range of English courses during term time to support undergraduates and postgraduates in their studies and to improve their English. The ELC's in-session programme includes classes that will help students with academic writing, giving presentations and taking part in seminars, as well as Cambridge examination classes.

While most of its units are for non-native speakers of English, it also offers an academic writing unit for students whose first language is English.

The ELC also runs full-time courses to prepare students for their studies at Bath. These preparation courses include a full social programme, with trips to places of interest, and evening and weekend activities.

Further information

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

Building on your skills using Personal Development Planning

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

Further information

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

Recognition for extra-curricular activities: The Bath Award

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

Further information

www.bathstudent.com/bathaward/

Careers Advisory Service

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

Further information

The **Careers Advisory Service** (www.bath.ac.uk/careers/) in Norwood is open from 9.15am to 4.30pm, with lunch time closure from 1-2pm in vacations.

www.bath.ac.uk/careers/ includes the *Myfuture* vacancies portal

The Library

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

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

Further information

This School's Library home page is <http://www.bath.ac.uk/library/subjects/management/index.html>

For an explanation of library resources, please see www.bath.ac.uk/library/

Computing facilities and IT skills

You will have been issued with a unique username and password to register online. This forms your email address (username@bath.ac.uk) and once registered, you can use one of the BUCS (Bath University Computing Service) student access workstations anywhere on campus. These enable

you to use email, the internet, file storage, Office programs such as word processing and often give access to the more complex software used on your programme. The machines print to laser-printers in the library for which there is a charge per page.

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

Support is available from the BUCS User Support Desk on level 2 of the Library or online at:

www.bath.ac.uk/bucs/help/helpdesk/index.html. A range of e-learning tools are available to you via the BUCS website. There are tutorials in the self-help section.

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

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

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

Access is controlled through the use of passwords and login codes. Notices are posted detailing the login

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

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

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

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

Further information

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

www.bath.ac.uk/bucs/services/assistivetechnologies/ IT shop: www.bath.ac.uk/bucs/services/itpurchasing/
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The Virtual Learning Environment (Moodle)

All of our taught units are supported by Moodle, our virtual learning environment. Moodle is available via any PC with web access via:

<http://moodle.bath.ac.uk/>

Moodle provides background information on units and their assessment, copies of the PowerPoint slides used in your lectures and links to useful websites, plus access to feedback questionnaires and to past exam questions where appropriate.

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