



# Guide for Students on the Undergraduate Framework 2020/1

**June 2021**

Fairfield School of Business (FSB) is proud to offer higher education study programmes designed and developed by Bath Spa University, with whom we work in partnership to ensure you receive a high quality academic experience.

For the duration of your programme, you will be enrolled as student of Bath Spa University (BSU) and can expect the same outstanding level of academic and pastoral support that students at BSU receive. Upon successful completion of your studies you will receive an award and an academic transcript from the University commensurate with your achievements.

This guidance is intended to familiarise you with the University's awards framework and its formal policies and procedures, which will be jointly administered by FSB and the University.

Your teaching, learning and day-to-day administrative support will be provided by FSB. If you have any questions or need help with anything, please speak to your Personal Academic Tutor or contact the [FSB Registry Team](#) in the first instance, and we will guide you through the appropriate University policy or procedure.

# Contents

Academic Calendar.....	3
Levels, Credits and Modules .....	4
Progression and Award Classifications .....	9
Timetabling .....	12
Assessments .....	14
Examinations .....	17
Mitigating Circumstances .....	19
Study Support .....	21
Academic Misconduct .....	23
Appeals and Complaints .....	24
Intercalation and Withdrawal from Studies .....	27
Glossary.....	29

# Academic Calendar

The undergraduate academic year runs across two semesters. Each semester includes an examination period and Semester One includes a Special Projects and Activities week (SPA week).

## Semester One

Welcome week	28 June 2021
Start of Semester One	28 June 2021
Summer Vacation	2 August 2021 – 10 September 2021
Resumption of Semester One	13 September 2021

## Semester Two

Start of Semester Two	15 November 2021
Christmas Vacation	20 December 2021 – 2 January 2022
Resumption of Semester Two	3 January 2022
Semester One and Two Reassessment Period	25 April 2022 – 9 May 2022

Full term dates for the academic year can be found online: on FSB Connect

# Levels, Credits and Modules

## Levels

Undergraduate teaching at Bath Spa University is delivered at the following levels. These levels reflect the year of study that you are taking.

### Integrated Foundation year

Level F	Year 0
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### BA/BSc (Hons) degree

Level 4	Year 1
Level 5	Year 2
Level 6	Year 3

### Foundation degree

Level 4	Year 1
Level 5	Year 2

## Credits

**You are required to successfully complete and pass 120 credits at each level in order to complete that level.**

Credits are achieved by passing modules. All assessment items within a module must achieve the minimum pass mark of 40 in order for the module to be passed. If any assessment items within a module are failed (with no further attempts for reassessment available), the module will be failed. An opportunity will usually be given to retake the module (or an equivalent) in order to redeem the failed credits. Please review the [Progression rules](#) on page 9.

Modules will usually be worth 20 credits (or multiples thereof). The number of credits that a module is worth is indicated by the last digits of the module code; e.g. BMA4005-**20** = the module is worth 20 credits

Your award, degree and route (i.e. single, joint, major/minor) determines the combination of modules available to you.

Modules are classed in the following ways:

Core	Must be taken and passed by all students on a programme. A minimum of 40 credits at each of level 4 and 5 must be identified as core. Core modules will normally be delivered as one 20 credit module in each semester of the academic year
Required	Must be taken and passed by all students on a particular route or pathway
Required*	Modules within a defined list, from which a selection must be taken and passed by students on a particular route or pathway
Optional	Subject-specific and count towards the credit you must pass in order to be awarded a particular degree
Open	Options from a defined list of modules available across the University

## Full-Time Students

If you are a full-time student, you should study a total of 120 credits per year, which would normally comprise studying 60 credits in each semester. (Please note that you may be required to study 120 credits as a full-time student, alongside referred or deferred assessments. Please refer to the [Progression rules](#) for further details).

## Length of Study / Registration Period

Courses have a minimum and maximum period of registration. Courses should be completed within the maximum time scale specified below:

**BA/BSc (Hons):**

Mode of Study	Minimum	Maximum
Full-time	3 years	5 years

**BA/BSc (Hons) with Professional Placement Year:**

Mode of Study	Minimum	Maximum
Full-time	4 years	6 years

**Foundation Degrees:**

Mode of Study	Minimum	Maximum
Full-time	2 years	4 years

## Types of Award

**Single Honours BA/BSc (Hons)**

You are required to successfully complete 360 credits, of which a minimum of 200 credits across levels 5 and 6 must be in your degree subject.

A minimum of 40 credits in your degree subject is required at Level 4, although some programmes may require up to 120 credits to be taken within the degree subject.

**Combined Awards BA/BSc (Hons)**

Some subjects are available as Combined Awards. You are required to successfully complete 360 credits as per the tables below:

### Major/Minor (Subject A with Subject B)

Level	Credits
Level 4	Normally a minimum of 40 credits in each subject
Level 5	Normally 80 credits in your major subject
Level 6	Normally 80 credits in your major subject

### Joint (Subject A and Subject B)

Level	Credits
Level 4	Normally a minimum of 40 credits in each subject
Level 5	Normally 60 credits in your major subject
Level 6	Normally 60 credits in your major subject

### BA or BSc

If you are studying a combination which comprises one subject designated as Science (normally indicated as BSc) and the other designated as Arts (normally indicated as BA), the degree awarded (BA or BSc) will be determined by the designation in which the greater proportion of credit has been achieved. Where the balance is exactly half of each subject, you will be offered the option of **either** a BSc **or** a BA award for the designation of your award.

## **Pathways**

Named pathways, e.g. Business and Management (Accounting), are only available on single honours awards.

A minimum of 40 credits at each of levels 5 and 6 must be pathway-specific.

## **Honours Degree with Professional Placement Year**

A Professional Placement Year (sometimes known as a “Sandwich Year”) will comprise a single 120-credit module and will take place between Levels 5 and 6. This module will be assessed at Level 5 and be Pass/Fail only.

## **Foundation Degrees**

You should successfully complete 240 credits, of which a minimum of 100 credits at Level 5 must be in your degree subject.

A minimum of 40 credits in your degree subject is required at Level 4, although some programmes may require up to 120 credits to be taken within the degree subject.

## **Integrated Foundation Year (Level F)**

You should successfully complete 120 credits in order to be eligible to progress onto Level 4 (Year 1) of a BA/BSc (Hons) degree

## **Top-up Year for Honours Degree/Level 6 Direct Entry**

For students eligible to enter directly into Level 6. The top-up year will comprise 120 credits, of which a minimum of 100 credits must be at Level 6 and in the degree subject.



# Progression and Award Classifications

## Progression rules

In order to progress onto the next level of your course, you are required to have passed a minimum of 80 credits (Level 4 to Level 5) or 200 credits (Level 5 to Level 6)

<b>Number of failed credits</b>	<b>Progression rule</b>
20-40 credits	Progress onto the next level of your course and retake failed credits with attendance
60 or more credits at one level	You will not be permitted to progress onto the next level of your course and will be excluded from your course

<b>Number of <a href="#">referred or deferred</a> credits</b>	<b>Progression rule</b>
20-40 credits	You will be able to progress onto the next level of your course and you will be asked to complete and submit any outstanding assessments alongside the next level of your course
60 credits or more	You will be required to take a break from your studies in order to complete and submit your outstanding assessments

Please access the following link for further details regarding [Progression rules](#).

## How we calculate your final award classification

### **BA or BSc Honours**

If you are studying for either a Bachelors of Art (BA) or Bachelors of Science (BSc) degree, the final degree mark for all Honours degrees will be calculated from the best 100 credits at both Level 5 (Year 2) and Level 6 (Year 3). These marks will be weighted at 30% from level 5 and 70% from Level 6 (Year 3).

Your grades at Levels 5 and 6 contribute to your final award classification (Level 4 modules must be successfully completed and passed, but are not included when calculating your final award).

<b>Classification</b>	<b>Percentage ranges</b>
First Class (1st)	70.00% and above
Upper Second Class (2:1)	60.00 - 69.99%
Lower Second Class (2:2)	50.00 - 59.99%
Third Class (3rd)	40.00 - 49.99%
Fail	39.99% and below

### **Foundation Degree**

The final degree mark for a Foundation Degree will be calculated from the best 100 credits at Level 5 (Year 2).

<b>Classification</b>	<b>Percentage ranges</b>
Distinction	70.00% and above
Merit	60.00 - 69.99%
Pass	40.00 - 59.99%
Fail	39.99% and below

### **Top-up Year**

If you are completing a Top-up Year to obtain a Bachelor's degree with honours, your final award will be calculated from the best 100 credits at Level 6 (Year 3). Any credits achieved prior to the Top-up Year will not be included in the calculation of your degree mark.

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

Credit for prior learning at other institutions is regarded solely on a pass/fail basis and you will not be awarded a grade for prior learning.

## Exit Awards

If you withdraw from the University before completing your registered award, or you fail to pass with sufficient credit for your registered award, you may be eligible for an Exit Award. Please note that, if you are awarded a CertHE or DipHE, you will not be eligible to attend graduation.

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

Exit Award (please refer to the <a href="#">Qualifications Credit Framework</a> )	Number of successfully completed credits
Certificate of Higher Education (CertHE)	Minimum of 120 credits at Level 4
Diploma of Higher Education (DipHE)	Minimum of 240 credits, of which a minimum of 100 credits must be at Level 5
Ordinary Degree	Minimum of 300 credits, of which a minimum of 60 credits must be at Level 6

\*Direct-entry Level 6 students are not eligible for exit awards

### Exit Awards for Foundation Degree candidates

If you choose to withdraw from the University before completing your full award or if you fail to successfully complete your studies, you may be eligible for a **Certificate of Higher Education (CertHE)**, provided you have met the award requirements.

# Timetabling

## Teaching times (please note that teaching may be a combination of on-campus and blended delivery in 2020/1)

Teaching will normally be scheduled within the following times:

Monday - Friday	09.00 to 19.00 hours
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## Module Choices

You should be enrolled on a total of 120 credits-worth of modules across each academic year. You should have a total of 60 credits in Semester 1 and a total of 60 credits in Semester 2.

Core modules are compulsory and automatically selected for you. You are required to choose the remainder of your modules online.

Year of study	When to choose your modules
Year 1 (Level 4)	Normally prior to or during the first week of Semester 1
Years 2 and 3 (Levels 5 and 6)	Normally before the end of your current academic year

## Incorrect module selection

If you think you have incorrectly selected a module choice online, please seek advice from [the FSB Registry Team: \[registry@fairfield.ac\]\(mailto:registry@fairfield.ac\)](#)

## Changing timetables

Where a module only offers one session of delivery in a week, e.g. a Lecture, the Timetabling Team will be unable to change this timeslot on your timetable.

Where a module offers more than one session of delivery in a week, for example; multiple Seminar groups to accommodate a large cohort, you may request to change sessions, provided you have a valid reason.

Valid reasons include:

- Students with responsibilities as a carer or parent;
- Students with recurring medical appointments;
- Students with certain religious beliefs;
- Students with a commitment to an employer already entered into before timetables are published and which cannot be easily altered (evidence must be provided).

Upon providing a valid reason, the FSB Registry will only move you if there is room in the timetabled activity that you wish to move to and in the case that that any move does not then cause a clash with other activities on your timetable.

Due to social distancing measures that have been put in place, students are asked not to move sessions without first discussing it with the FSB Registry, as strict numbers in rooms must be adhered to.

### **Transfer of Award**

If you are considering changing your award, please be aware that this can only be requested during the first two weeks of the academic year and may not be possible if you have not completed the 'core/required/required\*' modules from the new course you wish to transfer to.

If you are unsure whether you are eligible to transfer course, please email [registry@fairfield.ac](mailto:registry@fairfield.ac) who will provide you with the 'Transfer of Award' form. You can download a [Transfer of Award](#) form from FSB Connect. Please return your 'Transfer of Award' form to the FSB Registry team at the above email address. The Registry will then liaise with the University to coordinate your transfer.

# Assessments

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

Details of module assessments are published in the [Guides to Modules](#) and in individual module documentation (the module descriptor, the module handbook and on FSB Connect).

## Types of Assessment

Types of assessments may include:

- Coursework (such as an essay); composition; seminar presentation; or seminar folder and practical work.
- Examination, such as an unseen written paper, an open paper, a documentary, a performance or an exhibition.

Assessment may be 'formative' or 'summative'. Feedback from formative assessment will help you prepare for summative assessment, but will not count towards the credits for your module. Marks for summative assessments will count towards the credits for your module. Summative assessment weightings will add up to 100% (e.g. 001 Essay - 2,000 words: 60%; Group presentation - 15 minutes: 40%).

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

Coursework and examinations may be subject to internal and external moderation.

## Assessment Submission Guidelines:

*You must:*

- Meet all coursework deadlines;
- Hand in coursework according to the instructions that you have received;
- Submit an electronic version of your coursework via Minerva using the TurnitinUK process for text-based submissions (if you are having difficulties submitting your coursework via Minerva, send an electronic version by email to your module tutor prior to the submission deadline and report the issue to IT Services);
- Keep an electronic copy or photocopy of all submitted work. Work is sometimes sent to external examiners for scrutiny, with the result that you may not receive the original versions back in time for revision purposes;
- Back up your work on a hard drive.

### **If you miss a deadline**

If you miss a coursework deadline (unless you have arranged an approved extension), the following penalties will apply:

- Work handed in after the deadline, but before the cut-off date (usually one week later), will be given a maximum score of 40 (pass mark);
- Work handed in after the cut-off date will be marked zero (fail).

### **How to arrange an extension**

Contact your module leader to request an extension in advance of the coursework deadline. You should provide a valid reason for requesting an extension; e.g. illness, and you may be required to support your claim with evidence.

The normal extension period is a week, however, this period can be extended at a module leader's discretion.

If an extension is agreed, your module leader will agree a new submission date with you and you should submit the outstanding work by this new deadline.

### **Module pass mark**

The pass mark for all modules is 40.

All assessment items within a module must achieve a minimum mark of 40 before the module can be successfully completed.

### **If you fail an assessment**

If you fail an assessment item, this cannot be compensated by achieving a higher mark on another assessment item within the module. Successfully passing one module cannot compensate for failure in another module.

If you fail an assessment item, the mark for any assessment item that you pass following reassessment will be capped at 40.

If you fail the reassessment attempt, the module will then be deemed failed. You will usually be given the opportunity to retake the module (or an equivalent) with attendance to redeem the failed credit.

### **Publication of results**

All marks are provisional until confirmed following the completion of the University Assessment Board process. Results will be available on the scheduled publication dates as listed on FSB Connect. Your results will be emailed to you on the scheduled publication date and will include a link to your transcript, showing all confirmed marks to date.

## **Academic Judgement**

Academic judgement is defined as a judgement that is made about a matter where only the opinion of an academic expert will suffice.

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

The marking, assessing, and grading of a piece of work is an academic judgement, and as such it is not possible for you to make an appeal against this judgement on the grounds that you simply disagree with it. This is because robust mechanisms and moderation procedures are maintained between FSB and the University to ensure that standards are fair and appropriate. Further details of what constitutes a valid Appeal are available in the [Appeals and Complaints](#) section of this guidance.

Marking is conducted carefully and is subject to internal moderation and samples are checked by External Examiners, who oversee the assessment process. Further information about the assessment of students on Bath Spa University programmes can be found in the University's [Assessment Policy](#).

## **Attendance Matters**

Fairfield School of Business recognises that, as a responsible institution, it has a duty to monitor students' attendance and to intervene where a student is not on course to successfully complete their study programme. Such interventions will seek to determine the reasons for non-attendance and explore all options for getting students back into their studies in a way that gives them the greatest possible chance of success.

Attending lectures and seminars is not optional and attendance is closely monitored to help identify and support students who are at academic risk. Students are required to arrive for their classes on time and remain for the duration of the teaching session. Where a student cannot attend a lesson or other scheduled activity, they should approach their Personal Academic Tutor to excuse themselves before the class is scheduled to take place and make arrangements to catch up on any lesson content missed. The PAT will guide them to any formal procedure that may need to be followed.

Please refer to FSB's Attendance Monitoring Policies and Procedures for more information about how FSB monitors students' attendance and punctuality to ensure that they are getting the most out of their courses, and the correct procedures for authorising periods of absence.



# Examinations

**Please note:** On-campus examinations have been suspended for the 2020-21 academic year, due to the ongoing COVID-19 pandemic. Alternative assessments have been put in place.

## Examinations

Some courses include summative assessments which take the form of examinations.

If you notice any clashes or errors in your examination timetable, please report these to [registry@fairfield.ac](mailto:registry@fairfield.ac) immediately.

### On the day of your examination

- Bring your Student ID with you to your examination, otherwise you may not be allowed to sit the examination;
- Aim to be at the examination room at least 20 minutes before the start time of your examination;
- Switch your mobile phone off;
- Remove your smart watch;
- Leave all bags, papers and unauthorised materials in the area instructed by the invigilator;
- You will be admitted to the examination room 10 minutes before the examination starts;
- During this time, you will normally be permitted to read the questions on the examination paper, but you will not be permitted to start writing until instructed to do so by an invigilator;
- Do not use any course texts, printed or electronic information of any kind during the exam, unless the examination paper permits this. Where calculators (you will need to provide your own) or other electronic equipment is required, you must ensure they do not contain or enable access to inappropriate information;
- If English is not your first language, you may be able to take a printed (not electronic) foreign-language dictionary into your exam. We suggest that you consult with your tutor in advance regarding bringing an appropriate dictionary into the examination.

### Special arrangements for examinations

Special arrangements for examinations are made for students who have disabilities, specific learning difficulties, mental health conditions, medical or personal issues.

Requests for special arrangements must be made through the FSB Student Support Team. If you wish to discuss special examination or assessment arrangements, please contact the [Student Support Team](mailto:studentsupport@fairfield.ac) directly: ([studentsupport@fairfield.ac](mailto:studentsupport@fairfield.ac)). You should note that, to ensure fairness to all candidates, you will be asked to provide supporting documentation to confirm why special arrangements are required.

The deadline for all requests for special arrangements will be four weeks prior to the first exam.

No late requests will be accepted.

Examples of special examination arrangements include:

- Extra time added to the length of your exam;
- Rest breaks, during which your allotted examination time is paused;
- Being in a room on your own or with fewer students;
- Use of a computer (including computers with voice recognition software);
- Provision of a support worker who may act as a scribe and/or reader;
- Exam papers in large print or printed on coloured paper;
- Being allowed to bring in necessary items such as coloured overlays, food and drink, digital non-ticking clock, medical equipment;
- Provision of an ergonomic chair

All students with special exam arrangements will be emailed confirmation at least two weeks before the exam period. What is included in this email is definitive; if the email does not explicitly state that (for instance) you will be given use of a computer, then please do not assume that this will be provided. If you believe that you are entitled to something different, please contact the [FSB](mailto:registry@fairfield.ac) Registry (registry@fairfield.ac) immediately.

# Mitigating Circumstances

Mitigating circumstances are unforeseen or unpreventable circumstances that significantly affect your performance in an assessment. Mitigating circumstances are based on a 'Fit to Sit/Submit' principle. When you submit an assessment or sit an examination, then you are declaring that you are fit to do so. If you submit coursework or sit an examination, you cannot later claim that your performance was affected by mitigating circumstances.

If you are unwell or have personal problems that are affecting your academic performance, you should consider whether a short extension will help you to complete the assessment and you should speak with your module leader to request an extension to the submission deadline. If, however, you feel that you are eligible to submit mitigating circumstances to defer your coursework to the next assessment point in the academic year, you should complete the Mitigating Circumstances form, which is available on Fairfield Connect, or on request from the FSB Registry: [registry@fairfield.ac](mailto:registry@fairfield.ac)

Mitigating circumstances claims should be submitted as close as possible to the date of the affected assessment. Claims should not be submitted so far in advance that the impact of the mitigating circumstances cannot be assessed.

You may apply for mitigating circumstances for more than one module if the same circumstances have affected more than one assessment. The claim form must clearly explain the details of the circumstances, which assessments or modules have been affected, and how these circumstances have affected your performance.

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

All mitigating circumstances claims will need to be supported by independent evidence. For guidance on examples of mitigating circumstances and the types of evidence that are accepted, please consult the University's [Mitigating Circumstances Policy](#) page.

Please note that Mitigating Circumstances claims usually only defer your assessment deadline(s) to the next assessment point. If you feel that you have valid grounds for a Mitigating Circumstances claim to defer your assessment deadline(s) further than the next assessment point, you will be required to submit a new Mitigating Circumstances claim and up-to-date evidence by the deadline for the next assessment point.

All claims for mitigating circumstances are treated as confidential.

Claims for mitigating circumstances will initially be referred by FSB to the University's Student and Registry Services, who will assess them. Incomplete claims (e.g. those without a completed claim form or appropriate supporting evidence) will not be considered.

Where the claim is clearly supported with appropriate evidence, a provisional decision will be made to approve the claim. You'll be notified of the outcome of this initial consideration by email.

The Mitigating Circumstances Panel will meet regularly during the academic year to ratify provisional decisions and discuss more complex claims. Membership of the Mitigating Circumstances Panel will be appropriately representative, qualified and experienced, and gender balanced as far as possible.

The Panel may recommend that you are referred additional support or assistance by FSB or the University. You may also be advised to consider a period of intercalation if a substantial amount of teaching and assessment has been or is likely to be missed.

### **Retrospective Mitigating Circumstances**

If you wish to submit a retrospective or late Mitigating Circumstances claim, please submit this to [registry@fairfield.ac](mailto:registry@fairfield.ac) within 15 working days of the date of the receipt of your official University results email, along with a clear explanation as to why you were unable to submit a claim by the original deadline and relevant third party evidence.

# Study Support

There are many ways of accessing support and advice at Fairfield School of Business. In addition, Bath Spa University provides a range of support services and resources to which we will signpost students.

## The FSB Registry

The Registry can help with any type of queries or questions including:

- Course regulations;
- Timetabling queries;
- Mitigating Circumstances;
- Assessment and examination queries;
- Signposting to other services within the University.

Contact the Registry by emailing [registry@fairfield.ac](mailto:registry@fairfield.ac), or by visiting the Student Support office in your campus.

## Personal Academic Tutors

At FSB, you will have regular timetabled sessions with a Personal Academic Tutor who is normally affiliated to your course of study. Personal Academic Tutors will meet with you throughout the academic year and can assist you in:

- Directing your personal study and research activities
- Arranging support for special needs (such as a specific learning difficulty or a disability)
- Keeping a Personal Development Plan (PDP) to guide you in achieving the award standard of your programme
- Familiarising you with FSB's various support staff and where to find them
- Managing attendance concerns or arranging authorised absence form classes
- Helping you to submitting mitigating circumstances
- Discussing concerns, complaints and appeals informally, and signposting the
- General enquires about your programme

## Course Leaders

Your Course Leader or Personal Academic Tutor may be able to answer questions about your academic study and the options available to you.

## Student Wellbeing

[FSB's Student Support Services](#) provide a wide range of information, advice and guidance, allowing you to fulfil your potential whilst studying for a Bath Spa University degree at FSB. We can additionally connect you with guidance and support from the University to ensure you have

access to the full range of support and guidance services available to you.

Student Wellbeing covers 3 key areas:

- Accessibility & Disability;
- Mental Health & Wellbeing;
- Money Advice & Engagement.

Email: [studentsupport@fairfield.ac](mailto:studentsupport@fairfield.ac)

Website: [Student Support - Fairfield School of Business \(fsb.ac.uk\)](http://Student Support - Fairfield School of Business (fsb.ac.uk))

### **Study Skills Tutorial Sessions**

As a student at FSB you will be provided with regular study skills sessions to help you develop and hone your scholarly abilities, these include:

- All types of academic writing
- Referencing
- Digital literacy
- Academic reading
- Critical thinking
- Making the transition to higher education study
- Returning to study after a break
- Maths and Stats

# Academic Misconduct

All students will be judged on their own ability and that all assessment work submitted must be original. Academic Misconduct is defined as any activity used by a student which provides them with an unfair academic advantage over others. Academic Misconduct is sometimes called 'unfair practice', 'plagiarism' or 'cheating'. Any academic work submitted which suggests that there is an intention to deceive in any way may be regarded as Academic Misconduct.

Academic Misconduct is different from Poor Academic Practice, which the University defines as a minor breach of standard academic conventions, such as poorly attributed or incorrect referencing, or limited over-reliance on reference material, usually resulting from a misunderstanding or lack of confidence in conventions and where there is clearly no intention to deceive. Poor academic practice will be dealt with as part of the marking and feedback process as it represents a failure to follow assessment and marking criteria.

You are expected to present your own words, your own analysis and your own argument. It is acceptable to use the work of others to support arguments and analysis, and tutors will be able to inform you as to what constitutes good practice and to give help with subjects such as referencing and the provision of footnotes. If you are in any doubt about what constitutes good practice rather than plagiarism, you should consult your tutors for advice.

For details of Bath Spa University's Academic Misconduct policy, examples of Academic Misconduct and confirmation of the range of penalties for Academic Misconduct, please consult the [Academic Misconduct Policy](#).

# Appeals and Complaints

Every student has the right to appeal or make a formal complaint.

Formal complaints and appeals are processed in accordance with Bath Spa University's policies and procedures. However, FSB will endeavour to resolve your complaint or appeal informally before the University's procedures are invoked.

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

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

## **Can I get help to make an appeal or complaint?**

Staff at FSB will try to resolve your complaint or appeal informally in the first instance, as this is often the quickest and most reliable means of resolving an issue. We understand that informal resolution is not always possible or appropriate and will support students to use the University's formal complaints and appeals procedures if the matter needs to be escalated.

The University will consider your complaint or appeal in accordance with its rules. We will work with the University to seek to resolve any issue that may be affecting your experience at FSB as far as we can. Under no circumstances will FSB obstruct a student seeking to make a formal complaint to the University.

If you remain dissatisfied with the way FSB or Bath Spa University have handled your complaint or appeal, you may be eligible to have your case reviewed by the Office of the Independent Adjudicator for Higher Education (OIA); we will provide instructions to you on how to do this should the need arise.

You can approach a [Students Union](#) representative, your Personal Academic Tutor, or the Registry if you wish to lodge and appeal or a make a complaint

## **Appeals**

### **What are accepted grounds for appeal?**

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

- That there is evidence of an administrative error in the assessment process, to the extent that the assessment outcome would likely have been different had the error not occurred;
- That there is evidence that the assessment of the programme of study was not carried out in accordance with the relevant regulations or published programme material;
- That there is evidence of demonstrable prejudice or bias against the student by one or more examiners.



**No other grounds for appeal (other than those listed above) are accepted, including:**

- Academic judgement - this refers to judgement that is made about a matter where only the opinion of an academic expert will suffice. For example, a judgment about assessment, assessment criteria, a degree classification, fitness to practise, research methodology or course content/outcomes. (This means that a mark or outcome cannot be challenged on the grounds that, in the opinion of the student, it is not what the work deserved). ;
- Marginal failure to attain a higher class of degree;
- Admissions decisions - please refer to the [Admissions Appeals Policy](#);
- The delivery of teaching or other services provided by the University - please refer to the [Complaints Procedure](#);
- A failure on the student's part to submit work or mitigating circumstances - please refer to the [Fit to Sit](#) principle and [Mitigating Circumstances Policy](#) for Taught Programmes and the [Research Degrees Handbook](#) for Research Programmes

**Stage One (Formal Appeal)**

If you believe that you have acceptable grounds for appeal, please submit a completed Appeals Claim Form within 15 working days from the date of being notified of the decision against which you wish to appeal by email to:

The FSB Registry Team [registry@farifield.ac](mailto:registry@farifield.ac)

The Appeals Claim form can be downloaded from FSB Connect or requested from the FSB Registry.

FSB will liaise with the University to initiate the review process below.

**Stage Two (Review)**

If you wish to request a review of the decision of one of the following University Panels, please submit this request to [university.secretary@bathspa.ac.uk](mailto:university.secretary@bathspa.ac.uk) within 10 working days from the date of written notification of the Panel outcome:

- Appeals Panel
- Mitigating Circumstances Panel
- Academic Misconduct Panel

For further details regarding Bath Spa University's Appeals procedures, please consult the [Appeals Policy](#).

## **Complaints**

If you wish to submit a complaint, please consult the University's [Complaints Policy](#), making your complaint as detailed and precise as possible, clearly explaining the nature of the complaint, the service and/or persons involved, and specifying the desired outcome. All students must read the full [Complaints Procedure](#) document before submitting a complaint. The Procedure document contains key information such as what complaints can and cannot be considered under the procedure, who can submit a complaint, and what happens at each stage of the procedure.

Complaints must be made within three months from the date of the incident or sequence of events giving rise to the complaint.

Please consult the [Complaints](#) section of the website for further details.

# Intercalation and Withdrawal from Studies

## **Intercalation - taking a break from your studies**

Intercalation is a formal way of taking a break from your studies and requests for intercalation will be considered for medical reasons or for other extenuating circumstances which prevent you from engaging with your course for a period up to one academic year. Intercalation may also be approved to enable students to take advantage of opportunities related to your studies, such as internships or placements.

We would advise that you consult with your Personal Academic Tutor or Student Support about intercalating your studies, before formally requesting to do so. If you wish to make a request for intercalation, you will need to do so in writing by emailing [registry@fairfield.ac](mailto:registry@fairfield.ac)

Your request should include:

- Your name and student number;
- Course title;
- Detailed explanation why it would be beneficial for you to take a break from your studies;
- Dates that you wish to stop and restart your studies;
- Third party supporting evidence, such as a hospital letter.

If you are unsure of what will constitute suitable third party evidence for your situation, please contact us by emailing [registry@fairfield.ac](mailto:registry@fairfield.ac) and we can advise you.

We would also recommend you speak to the Finance Office in order to understand how intercalation may affect your fee liability and finances. Their contact details and further information can be found on the University's webpages: [Student Finance](#)

## **Withdrawing from your course**

If you are considering withdrawing from your course, we recommend that you discuss this with either Student Support or your Personal Academic Tutor before formally requesting to be withdrawn. If relevant, we also recommend that you contact [Student Support](#) ([studentsupport@fairfield.ac](mailto:studentsupport@fairfield.ac)) in order to establish whether there is anything that FSB or the University can do to support and help you with your reasons for wishing to withdraw.

If you have discussed your decision with your course team or personal tutor and still decide to leave, please complete the Notification of Intention to Withdraw form on the Hub: [Withdrawal](#).

The notification must include:

- Your name and student number;
- Confirmation that you wish to be withdrawn from your course;
- Brief reasons for your withdrawal;
- Contact address for confirmation of withdrawal from the University.

Please be aware that the official withdrawal date will be recorded as the date that the University receives the formal notification of withdrawal.

We would also recommend you speak to the Finance Office in order to understand how withdrawal may affect your fee liability and finances. Their contact details and further information can be found on their webpages: [Student Finance](#)

If you are staying in accommodation provided by the University, we recommend contacting our Accommodation team to understand how withdrawal may affect your living arrangements and fees. Their contact details and further information can be found on their webpages: [Accommodation](#)

# Glossary

**Academic judgement** - an opinion in a matter where only the opinion of an academic expert will suffice

**Academic Misconduct** - any activity used by a student which provides them with an unfair academic advantage over others. Sometimes referred to as Unfair Practice

**Academic Year** - the period of time in which students attend university.

**Appeal** - a process wherein a student can formally ask for a review of a university decision made relating to his or her course of study

**Appeals Panel** - the body to which appeals should be submitted

**Appeals Panel** - the forum in which appeals are heard and decisions regarding the appeals are confirmed

**Assessment item** - an individual assessment item (e.g. an essay) which contributes to the assessment of a module

**Award** - a recognition of academic achievement, which is bestowed upon a student who has attained the required proficiency

**Certificate** - a document which certifies an academic award or achievement

**Certificate of Higher Education (CertHE)** - a higher education qualification, which can be awarded upon achievement of 120 credits

**Cheating** - fraudulent activity in relation to the submission of academic work, which could take many forms, including plagiarism, collusion or the use of unauthorised notes in examinations

**Classification** - a grading structure for undergraduate degrees. At Bath Spa University, the final degree mark for all Honours degrees will be calculated from the best 100 credits at both level 5 (year 2) and level 6 (year 3). These marks will be weighted at 30% from level 5 and 70% from level 6

**Collusion** - collaboration with others on an assessment which is meant to be an individual submission

**Combined Award** - a degree which comprises two subjects. Minimum number of credits in each subject will be specified and the volume of credit achieved will determine whether the Combined Award is Joint or Major/Minor

**Complaint** - a form of feedback which can be submitted to the university and, where appropriate, a formal policy will be followed

**Core module** - must be taken and passed by all students in the subject. A minimum of 40 credits at each of level 4 and 5 must be identified as core. Core modules will normally be delivered as a 20 credit module in each semester of the academic year

**Course leader** - an academic member of staff, to whom the responsibility for the academic leadership, management and assessment for a programme has been assigned

**Coursework** - work which is carried out by students for the purposes of learning. Coursework may or may not be credit-bearing

**Credit** - the academic unit which is gained upon successful completion of modules and determines a student's final award classification

**Deadline** - the date which has been specified upon which an assessment must be submitted in order for the work to be accepted and marked without restrictions

**Deferred** - A deferred assessment is an assessment which is normally carried over to the assessment board following the original assessment board at which the marks for the assessment would be considered. The marks for a deferred assessment will be uncapped

**Degree** - a qualification awarded to a student upon successful completion of a course of study

**Diploma of Higher Education (DipHE)** - a higher education qualification, which can be awarded upon achievement of 240 credits

**Dissertation** - a substantial paper which usually involves original research and demonstrates a student's mastery of his or her subject and of the scholarly method

**Examination** - a formal test of knowledge and skills in a given area

**Exit award** - a recognition of academic achievement, which is awarded to a student upon the achievement of a certain number of credits

**Extension** - an agreed period of time following a deadline for the submission of an assessment item, after which the assessment item should be submitted on the date of a new deadline agreed between a student and a relevant academic member of staff

**Fit to sit/submit** - a principle in which the submission of an assessment or the participation in an examination is a declaration by the student that he or she is fit to do so

**Formal teaching** - academic tuition which is delivered by an academic member of staff within an education setting

**Formative** - a non-credit bearing form of assessment, usually conducted during academic sessions and followed by feedback being provided to a student in order to facilitate improvements in the student's learning

**Foundation degree** - a degree which is awarded upon achievement of 240 credits. The achievement of a certain number of credits at a minimum degree level is usually required. Further details are available in the [Qualifications Credit Framework](#) document

**The Hub** - a student and staff intranet at Bath Spa University, which provides a wide range of information and resources [The Hub](#)

**Intercalation** - a period of time in which a student is officially permitted to take time away from studying on his or her academic degree

**Internal moderation** - a process in which assessments are checked by a number of academic members of staff, to ensure consistency in the application of academic criteria and marking practices

**Invigilator** - a person appointed to be in attendance during an examination and is given the

responsibility of ensuring that the examination regulations are maintained throughout the assessment

**Joint** - a Combined Award in which the balance of credits achieved in each degree subject is equal

**Lecture** - an oral presentation with the intention of instruction and dissemination of knowledge

**Major/Minor** - a Combined Award in which a greater balance of credits is achieved in the major degree subject than in the minor degree subject

**Minerva** - a student and staff learning portal at Bath Spa University

**Mitigating circumstances** - unforeseen or unpreventable circumstances that significantly affects a student's performance in an assessment

**Module** - discrete unit of study at a designated level, with its own objectives and outcomes, prerequisites, syllabus and scheme of assessment

**Module leader** - an academic member of staff, to whom the responsibility of managing the delivery and assessments of a module has been assigned

**Optional module** - subject specific and count towards the credit you must pass in order to be awarded a particular degree

**Ordinary degree** - a degree which is awarded upon achievement of 300 credits. The achievement of a certain number of credits at a minimum degree level is usually required. Further details are available in the [Qualifications Credit Framework](#) document

**Open Module** - outside of subject-specific credit requirement for your named degree. All students will have the opportunity to take 20 credits at levels 5 and 6 from outside their degree subject(s)

**Pathway** - a defined combination of modules within a route to lead to a final award. At Bath Spa University, a minimum of 40 credits at each of levels 5 and 6 must be pathway-specific in order for a named pathway to appear on an award

**Personal study** - study which is carried out by a student outside of formal teaching sessions. Students are expected to carry out a certain number of hours of personal study a week.

**Personal tutor** - an academic member of staff, whose contact details are provided to a student in order to allow him or her to act as a first point of contact for the student as well as serving as a source of advice and support

**Placement** - a defined period of work experience during a course of study

**Plagiarism** - the submission of work which is not the student's own, without appropriate referencing

**Professional Placement Year** - a professional placement within a working environment during the course of a degree, with the purpose of allowing students to develop skills and knowledge within an industry relevant to their degree subject (sometimes referred to as a "sandwich year")

**Programme of study** - a coherent set of modules, chosen by the individual student in order to gain an award.

**Project** - a multi-faceted assignment which may be carried out individually or in groups

**Publication date** - the date on which academic results are released to a cohort of students

**Reassessment** - the opportunity to re-submit an individual assessment item by a specified deadline (usually following the failure of the assessment upon initial submission)

**Referred** - A referred assessment is an assessment which has been failed at the first attempt and is normally due to be submitted by the deadline for the next assessment board. Marks for referred assessments are capped according to the regulations stipulated in the [Undergraduate Academic Framework](#)

**Registration** - the process of enrolling onto a programme of study

**Required module** - must be taken and passed by all students on a particular route or pathway

**Required\* module** - modules within a defined list, from which a selection must be taken and passed by students on a particular route or pathway

**Resit** - the opportunity to take an examination again on a specified date (usually following the failure of the examination at the initial attempt)

**Route** - the combination of modules which comprise a course and, upon successful completion, lead to a final award. Some programmes offer a number of different pathways towards the final award, which allow students to choose certain specialisations

**Sandwich year** - a professional placement within a working environment during the course of a degree, with the purpose of allowing students to develop skills and knowledge within an industry relevant to their degree subject

**Semester** - a half-year term at university

**Seminar** - a class composed of a group of students, usually led by an academic member of staff

**Single Honours** - a degree which is awarded upon achievement of 360 credits. A minimum number of credits in the degree subject will be specified, which varies from course to course

**Special arrangements for examinations** - the provision of specific support, equipment or procedures relating to examinations for students who are eligible and who submit a request for special arrangements

**Students' Union** - an organisation run by and for students. The [Students' Union](#) at Bath Spa University is a registered charity

**Subject leader** - an academic member of staff, to whom the responsibility for the academic leadership, management and coordination of an academic subject area has been assigned

**Submission** - the handing in of an assessment, usually on a defined submission date

**Summative** - a credit-bearing form of assessment. The successful passing of the summative assessments defined for a module is required to enable a student to successfully pass a module. The marks from a summative assessment may contribute towards the classification of a final award

**Top-up degree** - a degree which usually comprises only the final year of academic study and



follows on from earlier academic study or training

**Transcript** - a document which details a student's academic record

**TurnitinUK** - an internet-based plagiarism detection service

**Unfair practice** - any activity used by a student which provides them with an unfair academic advantage over others. Usually referred to as Academic Misconduct

**University Assessment Board** - Assessment Boards within the University operate at two levels: a) Subject Boards, at which the marks for individual students are considered and agreed within each module; and Final Awards Boards, at which overall outcomes for individual students are confirmed for a stage (end of semester or trimester) or level

**Workshop** - an interactive class session, usually involving a small number of students, with the intention to facilitate the development of specific skills