

Faculty of Social Sciences & Law



Undergraduate Handbook

2020/21

This Handbook relates to the session 2020/21 and does not commit the University in respect of subsequent sessions.

You are advised to keep this handbook during your undergraduate studies for your information.

Please also consult:

The University Regulations and Code of Practice for
Taught Degree Programmes:

<http://www.bristol.ac.uk/academic-quality/assessment/codeonline.html>



Welcome from the Undergraduate Dean



Dr Rachel Lart
Faculty Education Director (UG)

The study of social sciences and law at the University of Bristol dates from its earliest days when it was known as University College, Bristol. The first Principal of the University was the renowned economist, Alfred Marshall, who served until 1881 and the study of social science and law has been a part of the University ever since. In those early days, the University had around 100 students. Now the Faculty of Social Sciences and Law alone has over 4000 undergraduates.

The Faculty's undergraduate teaching takes place in seven schools: Law; Sociology, Politics and International Studies; Policy Studies; Education; Economics; Accounting and Finance and Management. This Handbook provides information, policy and regulations that are relevant to all degree programmes in all of the schools in the Faculty. You must read it carefully and refer to it during the year. It should be read in conjunction with the University's *Regulations and Code of Practice for Taught Programmes* available at: www.bristol.ac.uk/academic-quality/assessment/codeonline.html

May I take this opportunity to welcome you to this Faculty and wish you a successful, enjoyable and rewarding year.

Key Dates

University Digital Induction Week	28 September – 2 October 2020
Teaching Block 1	5 October 2020 – 15 January 2021
Teaching Block 2	1 February – 14 May 2021

Assessment Periods

January Assessment Period	18 – 29 January 2021
Summer Assessment Period	24 May – 14 June 2021
Re-sit and Supplementary Assessment Period	TBC

Vacation Dates

Christmas vacation	21 December 2020 – 8 January 2021
Easter vacation	29 March – 16 April 2021
Summer vacation	21 June 2021 – TBC

University closure dates can be found at www.bristol.ac.uk/university/dates/



Contents

The Faculty	6
Faculty Contact details	7
Faculty Committees.....	8
Student Representation and University of Bristol Students' Union	8
Official Documents	9
Council Tax Exemption Criteria.....	9
Student Wellbeing.....	10
Students' Health Service	10
Student Wellbeing Service	10
Student Counselling Service	10
Multifaith Chaplaincy	10
Disability Services	10
Undergraduate Study.....	11
Undergraduate Learning – what can we expect from you and you from us?	11
Attendance	11
Programmes and Units.....	12
Recording of Lectures	13
Personal Tutors	13
Senior tutors	13
Student Progress.....	13
Conditional Progression and Supplementary Years	15
Transfer to a Different Programme.....	15
External Transfer / Withdrawal	16
Suspension of Study	16
Medical and Other Extenuating Circumstances	18
Extenuating Circumstance Committees	18
Assessment.....	19
Assessment in the Faculty	19
Model Answers	19
Marking.....	19
Submission	20
Feedback.....	20
Late submission of coursework	20
Alternative arrangements for summative assessment	20
Board of Examiners' Decisions	21
Assessment and Student Circumstances	21
Assessment for Finalists	22
Academic Integrity: Plagiarism and other Examination Offences	23
Unauthorised Materials	23
Plagiarism.....	23



Collusion 24

Complaints and Appeals 25

Just Ask 25

Award and Classification of Degrees 26

Aegrotat awards 26

Award of Certificates and Diplomas of Higher Education 26

Faculty Prizes 27

Data Protection..... 28



The Faculty

The Faculty of Social Sciences and Law is run by several Faculty Officers and Teams. Below are the Officers and Teams which are directly relevant to your study as Undergraduate students:

The Dean

The Dean is the highest academic authority in the Faculty and oversees the Faculty budget, and research and education planning. They chair the Faculty Board and represents the Faculty on all high-level University committees, such as University Planning and Resources Committee, Senate and Council.

The Faculty Education Director (UG)

The Faculty Education Director (UG) is responsible for overseeing all undergraduate matters in the Faculty, such as monitoring student progress, advising the Dean on education strategy and advising undergraduates when necessary. The Faculty Education Director (UG) chairs the Faculty Undergraduate Studies Committee, Faculty Progression Exam Board and Faculty Final Examination Board (Undergraduate) and represents the Faculty at relevant University Committees.

Faculty Manager

The Faculty Manager is responsible for effective operations support for the delivery of the Faculty academic vision and strategy, with particular responsibility for project initiation and delivery. They oversee Faculty-level administrative and operational processes and have responsibility for budgets and resources.

Faculty Education Manager

The Faculty Education Manager is responsible for managing the Faculty Education Team and overseeing the student and education processes across the Faculty. This includes registration, timetabling, progress and student record administration, student casework and the provision of advice and information on education procedures.

Faculty Education Team

The Faculty Education Team, located on the 1st Floor of 2 Priory Road. They are the central point of information for the Faculty and deal with student progress administration, education processes, policies and committees. The Team produce official documents for students (e.g. Certification Letters, Bank Letters and Council Tax Forms).

Professional Liaison Network

The Professional Liaison Network (PLN) is a team working across the Faculty of Social Sciences and Law. It aims to develop external links for the benefit of Faculty students to engage you with companies and organisations that are relevant to the subject you are studying. The range of organisations we work with is very broad but focuses on anywhere that law and social sciences are utilised in the workplace. Through engaging with these types of organisations we aim to enrich your learning and to help you to plan for your future after graduation.

Look out for the PLN student email newsletter to be launched soon which will include details of our activities. Please visit our web page www.bristol.ac.uk/fssl/professional-liaison-network/ and email us at fssl-pln@bristol.ac.uk if you have any ideas about what professional liaison activities would be most valuable to you.

Bristol Futures

Bristol Futures is being designed to clearly define what makes the 'Bristol Graduate' unique. It will build upon our core academic values and the benefits of a research-led curriculum and encourage our students to be creative, open-minded, confident free thinkers, who make judgements and decisions based on evidence, taking account of the wider context. The University's Study Skills service is part of Bristol Futures and it has been designed to help students develop and enhance a set of skills to be better prepared for university study, helping to improve grades and even helping in students' professional and personal life. For more information about this please see the Study Skills web page at <http://www.bristol.ac.uk/students/study/skills-development/study-skills/>

**The Faculty Education Team office is open
Monday to Friday from 10 am until 4 pm.**

(Times may vary in Vacation periods and will be closed on University closure days)

Due to Covid-19 the Faculty Education Team is currently working remotely and contractable by email only



Faculty Contact details

Faculty Officers		
The Dean	Professor Simon Tormey	dean-fssl@bristol.ac.uk
Faculty Manager	Dominic Freda	dominic.freda@bristol.ac.uk
Faculty Research Director	Professor Deborah Wilson	D.Wilson@bristol.ac.uk
Faculty PGR Director	Professor Jutta Weldes	Jutta.Weldes@bristol.ac.uk
Faculty Education Director (PGT)	Dr Humphrey Bourne	Humphrey.Bourne@bristol.ac.uk
Faculty Education Director (UG)	Dr Rachel Lart	R.Lart@bristol.ac.uk
Faculty Education Team		
Faculty Education Manager	Katie Allan	katie.allan@bristol.ac.uk
<i>Acting</i> Faculty Education Manager	Suzanne Jenkin	s.jenkin@bristol.ac.uk
Senior Education Administrator (PGR) and SWDTP Bristol Administrator		fssl-pgr@bristol.ac.uk swdtp-bristol@bristol.ac.uk
Senior Education Administrator (PGT)	Molly Wedge	fssl-pgadmin@bristol.ac.uk
Education Administrator (PGT)	Daniela Dyson	
Senior Education Administrator (UG)	Charley Hughes	fssl-ugadmin@bristol.ac.uk
Education Administrator (UG)		
Administrative Assistant	David Morgan	fssl-transcripts@bristol.ac.uk
Faculty Timetabling Officer		timetables-ssl@bristol.ac.uk
Professional Liaison Network		
Professional Liaison Manager	Alexander Patterson	fssl-pln@bristol.ac.uk
Professional Liaison Officer	Tracey Maggs	fssl-pln@bristol.ac.uk



Faculty Committees

There are several decision-making Committees within the Faculty, which mirror University Committees.

The Faculty Assembly

This is the largest decision-making body within the Faculty, responsible for overseeing all major Faculty academic decisions and priorities. The Faculty Assembly meets each term and staff and students across the Faculty can have their say on important issues and raise any concerns. Students appoint representatives to attend from every school.

Faculty Board

The highest decision-making body within the Faculty and is responsible for overseeing all major Faculty academic decisions and priorities. It ratifies reports and recommendations of policy from individual Faculty committees and discusses policy and items referred by the Senate.

Faculty Undergraduate Studies Committee

The Faculty Undergraduate Studies Committee is a strategic committee responsible for undergraduate teaching provision in the Faculty and oversees all aspects of student learning experience and academic policy. It oversees new and revised programme and unit proposals and considers academic policy within a quality assurance context.

Faculty Progression Exam Board

The Faculty Progression Exam Board is responsible for monitoring undergraduate student progress and determining outcomes when students fail to complete units successfully. The Faculty Final Examination Board approves all final examination results and ensures that there is consistent treatment of extenuating circumstances and plagiarism/cheating penalties for students within the Faculty. It also approves the award of Faculty Prizes.

Faculty Student-Staff Liaison Committee

This committee is chaired by the Faculty undergraduate student Senate representative and meets three times a year. Membership of the committee is two student representatives from each School, the Faculty Senate representative and the Faculty Education Director (UG). The purpose of the committee is to discuss academic and pastoral matters that affect students.

Student Representation and University of Bristol Students' Union

We encourage students to take an active role within the Faculty by becoming student representatives. The Students' Union organises elections for representatives at School level and Faculty level and it also runs training sessions for representatives. These representatives attend *School Student Staff Liaison Committee* meetings.

Bristol University Students' Union also supports student development via its many sports clubs and societies, by providing a social hub for students and through their advice service, the "Just Ask" Team. You can find out more information about the Bristol University Students' Union via www.bristolsu.org.uk



Official Documents

The Faculty Office can produce official documents including Certification Letters (confirmation of student status), Bank Letters (to open a bank account), Council Tax Certificates (for full-time students applying for Council Tax reduction/exemption) and Transcripts.

These documents can be requested through the Faculty of Social Sciences Online Shop at:
<http://www.bristol.ac.uk/fssl/official-documents/>

Please note the following when ordering documents:

- Documents take 1-3 working days to produce, from receipt of the order through the Online Shop. Transcripts can take up to 10 working days. During peak periods some requests may take longer to process.
- You can only order documents for yourself, you cannot order documents on behalf of someone else.
- When collecting documents in person, you must present your UCard.
- Documents are normally only available in hard copy.
- For Bank Letters, students in non-University of Bristol accommodation will be required to present evidence of tenancy, such as a contract or other proof of address.

If you have any queries about Official Documents, please email transcripts-fssl@bristol.ac.uk.

Council Tax Exemption Criteria

- Council Tax exemption starts on the start date of your programme of study and continues until you have completed your programme or submitted your dissertation. *You might be liable for Council Tax outside of those periods (e.g., if you rent a property before the start of the programme of study or remain in the property after your submission date).*
- Students can only claim Council Tax exemption/reduction if their programme of study meets the definition of "full-time". Most part-time, visiting or occasional students are not eligible for Council Tax exemption.
- The University provides Bristol City Council with listings of all full-time students (undergraduate and postgraduate) three times a year, in early November, January and May. Therefore, it might not be necessary to request a Council Tax Certificate.
- Students that live in Halls of Residence or University-owned student houses do not need a Council Tax Certificate.

More information on Council Tax regulations can be found on the University website at:
www.bristol.ac.uk/currentstudents/.

Application forms for exemption are available on the Bristol City Council website: <https://www.bristol.gov.uk/council-tax/student-exemptions-and-discounts> (or, for those living outside the Bristol area, from their local authority).



Student Wellbeing

Looking after your physical, mental and emotional health will help you make the most of your time here. A range of support and services are provided by the university.

Students' Health Service

All new students need to register under the NHS with a local doctor when they arrive in Bristol. One such NHS doctors' surgery is the University Students' Health Service. The Student Health Service has a great deal of experience in dealing with a variety of health and related matters affecting students. Whilst confidentiality is always maintained, there is a particularly good liaison with academic staff if students experience stress from their studies. For more information, visit their website at: www.bris.ac.uk/Depts/StudentHealthService/

Hampton House Health Centre, St. Michael's Hill, Bristol
Tel: 0117 33 02720 / Home Visit Request: 0117 33 02721

Student Wellbeing Service

The Wellbeing Service provides a wide range of support and resources to help students manage their wellbeing and mental health while at University. They offer non-clinical advice and can help to co-ordinate the right support for you in a range of situations. For more information, visit their website at <http://www.bristol.ac.uk/students/wellbeing/services/>

Tel: 0117 456 9860 (9 am to 5 pm Monday to Friday)
Email: wellbeing-access@bristol.ac.uk

Student Counselling Service

The counselling service can provide support for a range of issues through short term individual or small group counselling. They are trained and experienced counsellors who offer specialised emotional support to students. The service is free, inclusive and available to undergraduate students. For more information, visit their website at <http://www.bristol.ac.uk/students/wellbeing/services/student-counselling-service/>.

Email: wellbeing-access@bristol.ac.uk

Multifaith Chaplaincy

The multifaith chaplaincy is made up of a range of chaplains and local faith contacts and welcomes people of all faiths (and of no faith). They provide opportunities to explore spirituality, faith and belief; confidential personal; and give religious advice and information. For more information, visit their website at <http://www.bristol.ac.uk/chaplaincy/>

Tel: 0117 95 46600
Email: multifaith-chaplaincy@bristol.ac.uk

Disability Services

Disability Services provide confidential information, advice and guidance to prospective and current students with a range of disabilities, learning difficulties and other physical or mental health conditions. They offer tailored case-by-case disability-related support and identify if there is any support we can offer, such as mentoring, study skills and exam support. They can also advise on sources of funding for disability-related study support. For more information, visit their website at <http://www.bristol.ac.uk/disability-services/>.

Email: disability-services@bristol.ac.uk



Undergraduate Study

Undergraduate Learning – what can we expect from you and you from us?

Success at the undergraduate level in the Social Sciences and Law depends on your being able to make the transition to self-motivated, independent learning. The programmes offered in the Faculty are designed to assist you in this development, in many cases by starting with larger lecture-based units providing the foundations of knowledge and skills in a subject, moving through to smaller seminar-based specialist units and finishing with an individual dissertation or research project. Over time you will be expected to take increasing responsibility for your learning. But at the heart of your studies at every level, there must be regular and disciplined individual reading, reflection and writing, whether in the library or at home. It is this skill of independent study above all others that you will take with you when you leave.

Due to the COVID-19 pandemic we have adapted our teaching to include more online delivery, so we can keep everyone as safe as possible. We call this blended learning. We will be offering as many in-person teaching opportunities as safely possible. Blended learning includes:

- in-person learning, following the social distancing guidelines in place at the time
- live online learning, using a range of software
- online learning using recordings teachers have prepared for you to watch in your own time, with associated activities
- self-study tasks eg reading or structured problems for you to work on.

You will have regular contact with your lecturers and fellow students, and tasks may include group work. The mix of learning methods will be different for each subject.

Your school will let you know about any individual requirements for your course.

More details regarding blended learning can be found at <http://www.bristol.ac.uk/students/your-studies/study-2020/your-course/>

As a result, and depending on your particular programme and option choices, your timetable is likely to be a lot less structured than that of fellow students who are linguists, scientists, engineers or medics. But the time that others spend in laboratories you should be spending in private study. In a sense, the library is your laboratory, and you will want to make the best use of the excellent range of resources available to you here. University education does not tell you 'what you need to know'. Rather, we assume that, like your lecturers and professors, you are intellectually curious about your subject. We invite you to join us and we are there to help you satisfy your curiosity as best we can.

Remember that outside speakers and activities within the Bristol Students' Union (sometimes called the informal curriculum) are all part of the package of opportunities available for you to develop your skills, along with language or study skills sessions which help to develop your IT skills or your use of the Library.

It is important to meet with your personal tutor regularly regarding academic issues such as unit choices and your academic development. See page 14 for more information about personal tutors.

Attendance

All students are required to maintain a good level of attendance and remain engaged with their programme of study. In the Student Agreement, you agree (among other things) to:

- Attend educational activities (lectures, seminars, tutorials, laboratory classes and so on) as are defined in your programme, subject to absence for medical or other agreed reasons;
- Complete and submit by the required deadlines any work to be assessed as part of your programme of study, including any assignments, laboratory or project work related to individual units;



- Participate in the academic community, cooperating with fellow students to support each other's learning, and responding to requests to give your opinion about your learning and other experiences at the University.

Full details can be found at www.bristol.ac.uk/secretary/studentrulesregs/agreement.html

Those students that fail to maintain good attendance and achieve the academic attainment required will be referred by the School to the Faculty. Based on the information received, the Faculty may decide to issue a warning to the student and/or to make changes to their student status (e.g. deem them withdrawn or suspended).

You may have good reason to study online only and not on-campus at the current time. If you need to study online only, complete the Location of study form to tell us so we can support you in the right way. Further information regarding location of study and access to the form can be found via <http://www.bristol.ac.uk/students/your-studies/study-2020/your-course/location-of-study/>

International students in receipt of a Tier 4 student visa are required to remain engaged with their programme of study. As students you are reminded to engage with your programme of study this will be monitored in conjunction with the Attendance Policy. Expected contacts will include, but are not limited to the following:

- Attendance at live teaching events
- Attendance at online tests
- Submission of assessed or non-assessed coursework
- Submission of dissertation/coursework/reports
- Attendance at any meetings or remote meetings with a supervisor or personal tutor
- Attendance at an appointment with a welfare advisor or an international student advisor

You will find all the rules and regulations for students at: www.bristol.ac.uk/secretary/studentrulesregs/

Programmes and Units

All undergraduates are registered on a degree programme consisting of a set of units spread over three or four years. Units may be mandatory for your programme or optional. Each programme has a programme director who has overall responsibility for the design and delivery of the programme. If you are in any doubt about the requirements for your degree programme, you can consult the programme director at your School or the Programme Catalogue (www.bris.ac.uk/esu/unitproqcat/Welcome.jsa).

All undergraduate programmes are governed by the *Regulations and Code of Practice for Taught Programmes*. You can find these, and all aspects of the regulations and code of practice for taught programmes at: www.bristol.ac.uk/academic-quality/assessment/codeonline.html

This is a very important document, updated regularly, which explains, among other things, how your degree will be classified, what happens if you fail an examination or other assessment and how to tell us when you have a problem that might affect your performance. The regulations are revised annually, and you should make yourself familiar with the current version each year, as the changes may affect you.

You will normally be expected to take an active part in live teaching events and remote studying, and to submit written work, as required by the School. Credit points are awarded for successful completion of the units that make up your degree programme. You will be informed about the precise unit requirements of each unit you study when you register with your School(s). Note that some units may make a certain level of attendance as well as the completion of essays or other tasks compulsory for the award of credit points. If you have any doubt about the criteria for the award of credit in any unit or the mode by which your competence is assessed, you should consult the unit director. By accepting a place on any programme, you undertake to fulfil the associated programme and unit requirements.



You should be aware that the normal credit points total required in each year is 120. You will not normally be permitted to study more than 120 credit points in total per year. The University may make additional charges for units taken above programme requirements.

Recording of Lectures

The University has a centrally supported enterprise video platform, Re/Play, which allows the creation, editing, publishing (via Blackboard) and management of Rich Media content. At Bristol, the software has been deployed to capture Lectures through a phased deployment of equipment to teaching rooms throughout the University. Further information on the project is available on the Strategic Projects Office Re/Play webpages (www.bristol.ac.uk/tel/support/tools/mediasite/)

PLEASE NOTE: These recordings are not substitutes for attendance at live teaching sessions and, in many cases, only part of a lecture or only selected lectures may be available.

Personal Tutors

You will be assigned a personal tutor when you arrive at the University and you may seek advice from your tutor on both academic and personal matters. Normally, your personal tutor will be a member of the academic staff in your School(s). At some point during your time at Bristol, you may be taught by your personal tutor.

Students registered on Joint Honours programmes will normally be assigned a personal tutor from the lead School, though there will also be a named person to contact for any queries about your studies in the other School.

You will find details of personal tutoring at section 27 of the Code of Practice for Taught Programmes. Please also refer to 'University Guidelines for Personal Tutoring' at: www.bris.ac.uk/students/support/personal-tutors/

You must keep your personal tutor informed if, for any reason, you fall behind in your work or you are experiencing medical, personal or other problems. The sooner he or she is informed, the easier it is for the personal tutor to ensure that this information is taken into account. ***If you keep your personal tutor informed of your circumstances, problems can be dealt with more easily, so please keep in regular contact with him or her.*** Similarly, if you are contacted by your personal tutor at any time, you should respond promptly as delays may affect your progress.

Please note that if there are any issues (medical or otherwise) affecting your study that you want taking into account formally by an Exam or Progression Board, you should ensure that you fill out an extenuating circumstances form and submit it to your School. This is your responsibility, not that of your personal tutor.

Senior tutors

As well as your personal tutor, your School will have one or more Senior Tutors. Senior Tutors provide an extra level of support to students, usually working with your personal tutor. Your School will explain who the Senior Tutor is and how you should contact them if necessary.

Student Progress

These are the basic rules regarding the award of credit, and progression to the next year of study, and are intended as a guide. The full regulations are set out in the Regulations and Code of Practice for Taught Programmes available here: <http://www.bristol.ac.uk/academic-quality/assessment/codeonline.html>

For the 20/21 academic year Regulations and Code of Practice for Taught Programmes are to be read in conjunction with the temporary amendments for 2020/21 which have been written in response to the ongoing impact of Covid-19: <http://www.bristol.ac.uk/academic-quality/assessment/regulations-and-code-of-practice-for-taught-programmes/policy-revisions-covid-2021/>



1. Successful progression through each year of your programme of study is dependent upon being awarded credit in each unit. This requires you to complete satisfactorily all summative work (the assessments which produce the final mark for each unit) and all formative work (any additional work which is specified in the unit catalogue) for each unit in your programme. If you do not submit an assessment or do not sit an exam or class test without good reason, a mark of 0 will be recorded. In these circumstances, the work must still be completed at a later date, normally as a re-sit – see 3. below.
2. To be awarded credit for each unit, you must also achieve the pass mark for the unit overall. (In some circumstances it may be possible for the Exam Board to award a compensated pass; see 9. below.)
3. If you are not awarded the credit for a unit at the first attempt you may be permitted a second attempt to gain credit (this is called a 're-sit'). Normally, the mark for any unit in which you re-sit some or all of the assessment is capped at the pass mark of 40%. Re-sit exams are held in August/September. However, final-year students are only permitted to 're-sit' failed assessments in extremely exceptional circumstances or where the unit has a 'must pass' status.
4. Your marks will be capped at the pass mark if you are re-sitting a unit either as a second attempt or as part of a Supplementary Year. However, if you are taking the unit/assessment again because of validated extenuating circumstances the marks will not be capped.
5. Students who 'self-certify' absence from exams will be permitted to sit the missed exams without penalty at the next scheduled time – normally the University's August/September 're-sit' period. Students in this position who subsequently fail or self-certify absence from their September exams may find that they must undertake their second attempt as part of a Supplementary Year. See 13. below.
6. To be permitted a second attempt in any failed unit you must have achieved the pass mark at the first attempt in other units worth at least 40 credits for the same year of study.
7. If you do not achieve at least 40 credits at the first attempt in each year of study you will be required to withdraw from your programme of study (unless you have submitted extenuating circumstances which have been accepted).
8. Students who do not achieve at least 40 credits at the first attempt but who have submitted accepted extenuating circumstances may be permitted to repeat the whole year of study or undertake a Supplementary Year.
9. Notwithstanding the above, it is possible for an Exam Board to award credit in units worth up to 20 credits and to permit progression to the following year of study provided the following criteria are met:
 - a) the total amount of credit failed in the year does not exceed 20 credits
 - b) the unit mark is between 35-39 out of 100
 - c) the student has an overall average year mark of at least 40
 - d) the unit in question is not designated 'must pass' in the Programme Specification
 - e) the student has fulfilled all other requirements of the unit as stated in the unit specification.

The original mark will stand in a student's academic record.

10. If you fail to obtain a pass mark following a re-sit of a unit or units of up to 20 credit points, you will be permitted a final opportunity to be re-assessed, either as part of a Supplementary Year or as Conditional Progression (see 12. below), to gain the necessary credit.
11. If you fail to obtain a pass mark following a re-sit of units totalling more than 20 credits, you will be required to withdraw from your programme of study unless you have submitted validated extenuating circumstances which have been accepted.



12. Conditional Progression means that a student may be permitted to conditionally progress to the next year of study and make up a credit deficit where they have failed a unit or units provided the following criteria are met:
- a) The failed unit is not 'must pass', fundamental to the programme objectives, being discontinued no available alternative and/or is a pre-requisite for units in the subsequent year
 - b) The student has an overall average year mark of at least 40
 - c) The student has not elected to take a Supplementary Year
 - d) The programme is one where conditional progression is explicitly permitted (see the Programme Specification)

Conditional Progression may only be permitted by the September Exam Board. If a student subsequently fails to achieve the credit for the unit on which their conditional progression is based the Board will not be able to consider the other units for the year and the student must withdraw from the University.

13. A Supplementary Year is an additional year of study in which a student is expected to make up credit that it was not possible to award following the September re-sit period. Taking a Supplementary Year means that a student will take one year longer to complete the degree. A Supplementary Year can be undertaken either with attendance, where you are required to be in Bristol and attend teaching. It can also be undertaken without attendance – i.e. just returning to take the exams. Although a student would only pay tuition fees corresponding to the number of units undertaken on a Supplementary Year with attendance, there could be other significant financial implications so students should seek advice before entering into housing contracts etc.
14. If you have any worries or concerns about your progress you can seek advice from the Students' Union Advisory Service 'JustAsk', or you can contact your School Office, your personal tutor or the School's Senior Tutor:

Strict overall time limits are governing the length of time a student can take to complete the programme. For example, usually a maximum of four years for a three-year programme.

Conditional Progression and Supplementary Years

Students placed on or who elect to take a Supplementary Year (instead of accepting Conditional Progression) do not progress to the next year of study and will be required to register only on the unit(s) they have failed and may be required to register on specified supplementary units as determined by the Faculty Progression Exam Board. Taking a Supplementary Year means that a student will take one year longer to complete the degree. More information on the Supplementary Year is in the Code of Practice (<http://www.bristol.ac.uk/academic-quality/assessment/codeonline.html>). Normally, students must be registered on *at least* one unit in each teaching block.

Students are advised to speak with their School if they require guidance on Conditional Progression and Supplementary Years, and to read 'Important Information about the Award of Credit and Progression through your Programme' on the Faculty website: <http://www.bristol.ac.uk/fssl/courses/>.

In very exceptional circumstances (e.g. where a student has medical/personal/financial mitigating circumstances *and* they are deemed to be able to engage with the content of the failed unit(s) from home), students may be excused attendance during the Supplementary Year, keeping in contact with their School and Faculty to engage with the content of the failed unit(s) while they are at home and returning to University of Bristol to re-sit the failed examination(s). As their attendance can no longer be monitored, visa holding students in this position will be expected to return to their home country and the student may need to apply for a further visa when they re-enter the UK to take their re-sit exam.

Transfer to a Different Programme

There is no automatic right to transfer to a different programme and transfer is not always possible. However, the Faculty and individual Schools support the principle and will help whenever we can. You will be assessed for transfer both on your academic merits and also against the balance of teaching resources and commitments at the time of application. In particular, checks are made to ensure that no student transfers at the beginning of a programme of study onto a new



programme which has A-level entry requirements (or equivalent) which are higher than those obtained by the student making the transfer.

If you are considering a transfer to a different programme, you should consult your personal tutor and the appropriate member of staff responsible for transfers in the Schools concerned at the earliest opportunity. You should obtain the approval of your existing programme director before approaching another one. If both programmes are in agreement, your School will be able to provide a Transfer Form which will require the approval and signature of the programme director or other appropriate member of staff in the Schools involved. The School then makes a recommendation to the Faculty who will then decide whether the transfer can be approved. Transfers may normally take place within the first two weeks of the Autumn Term, and at the end of the first year of full-time study. Transfer requests that are made in the latter period will not be approved until the results of sessional, or pre-sessional, examinations are available.

Guidance regarding transferring to a different programme can be found at <https://www.bristol.ac.uk/students/support/academic-advice/transfer-course-or-programme/>

Visa holding students who are considering transferring programme must also contact the International Office (www.bristol.ac.uk/international/contact/) in person or via email at student-visa-advice@bristol.ac.uk before requesting a transfer to discuss the implications for their student visa. You may need to return home and get a different visa

External Transfer / Withdrawal

Students who wish to make an external transfer outside the University or to withdraw from their studies at the University should contact their School and request a Withdrawal Form.

The Faculty operates a 'deemed withdrawn' process, whereby if a student is not attending the University and fails to make contact, given three written notices by the School, the Faculty Education Team will send one final written notice. If no reply is given by the deadline set by the Faculty, the student's status will be changed to 'withdrawn'. The Faculty will then issue a letter of confirmation and update the University's student record system (SITS) accordingly.

Guidance regarding withdrawing from your studies can be found at <https://www.bristol.ac.uk/students/support/academic-advice/withdraw/>

Suspension of Study

From time to time and for a variety of reasons outlined below, students may request a suspension of their studies. If you suspend your studies, you leave the University for a period of time and then return, either where you left off or to repeat a period of study.

If a suspension of study is considered to be appropriate for any reason, you should first discuss the situation with your Personal Tutor. You must have a sound reason for suspending study before it can be approved by the Faculty Education Director (UG).

The Faculty Education Director (UG) may approve suspensions of up to a maximum of one calendar year. Exceptionally, suspensions can be extended for a longer period with good reason, but this will require the additional consent of the Pro-Vice-Chancellor (Teaching and Learning) and is a wholly exceptional procedure. You can find out more about this process and the grounds upon which a suspension can be granted at section 6 of the Regulations and Code of Practice: www.bristol.ac.uk/academic-quality/assessment/regulations-and-code-of-practice-for-taught-programmes/suspension/ and at <https://www.bristol.ac.uk/students/support/academic-advice/suspend-your-studies/>

Suspensions cannot be backdated by more than one month.



There are normally four possible grounds for a suspension:

1. Medical

A medical certificate must be produced from a qualified doctor to support any claim for a suspension on medical grounds. The return may depend on your health and academic suitability. A condition of return will be a further medical certificate supporting your return to study. If there has been a prolonged absence from the university due to illness, it may be in your best academic interests to repeat some, or all, of your studies.

2. Personal / Financial / Career Opportunity

Suspension may be appropriate if you suffer serious personal problems whilst at University, such as circumstances affecting your family or financial difficulties. Alternatively, you may receive an opportunity to further your career or spend a year as an officer for the Student's Union.

3. Transfer to a different programme

This generally only applies to first-year students who wish to suspend studies for the remainder of the year and then effectively start again on a different programme at the beginning of the following session. In such cases, you must request a suspension when you transfer and gain authorisation from the transferring and receiving Schools.

4. Year-long absences for work or study

Such suspensions will only be granted if there is a sound reason and the study or work involved is deemed relevant to the student's studies in Bristol.

If you wish to suspend your studies, you should follow this procedure:

- discuss the situation with your Personal Tutor;
- if your Personal Tutor agrees that it is in your best academic interests to suspend, complete a Suspension of Studies form provided by your School and attach medical evidence if appropriate. Your Personal Tutor will then forward your request with a note of support to the Head of School and then to the Faculty Education Director (UG);
- The Faculty Education Director (UG) may then indicate her approval to the Faculty Office who will write to you to confirm that you may suspend your studies and when you are expected to return. The University will also notify necessary bodies (e.g. Student Finance England) and arrange for the Finance Office to refund fees as appropriate based on the number of weeks that you have been in attendance.

You are strongly encouraged to consult the Student Funding Office before any suspension of studies to ensure that you are fully aware of any financial implications arising from your suspension. Full information on fee regulations is also available in the Student Handbook or at: www.bristol.ac.uk/fees-funding/tuition-fees/.

Visa holding students who are considering suspending their studies must also contact the International Office (www.bristol.ac.uk/international/contact/) in person or via email at student-visa-advice@bristol.ac.uk before requesting a suspension of studies to discuss the implications for their student visa and their ability to remain in the UK.



Medical and Other Extenuating Circumstances

It is possible that at some point you will suffer some disruption to your studies through illness or other circumstances, whether relational or financial. A certain low level of disruption is normal and is part of life. However, for a few of you, the disruption will be more serious. We try to take appropriate account of this in any decisions that affect you. However, we cannot do this unless you let us know what is going on. For this reason, you must **keep your School informed** about circumstances having a disrupting effect on your studies. They will be able to advise you on any adjustments that can be made to your programme of study to help you cope with the disruption. If you want your extenuating circumstances taken into account formally by exam or progression boards, you must fill out an extenuating circumstances form and submit it to your School. This is your responsibility, not that of your Personal Tutor.

Illness and bereavement are disrupting events. You may also find it helpful to remember in this context that the University assumes a full-time student will be able to devote 40 hrs a week during term-time to their studies. For this reason, we recommend that students do not take on more than 15 hours a week paid work. The need to do paid work is not, in itself, an extenuating circumstance.

You must read the relevant section of your School handbook regarding extenuating circumstances to make sure you are clear what you need to do and any impact on your studies. The Students' Union has useful information at <https://www.bristolsu.org.uk/justask/extenuating-circumstances>. You can also read the section 17 of the Regulations and Code of Practice regarding [extenuating circumstances](#).

Extenuating Circumstance Committees

School Boards of Examiners have a special committee which considers and classifies all medical and other extenuating circumstances submitted to them. An extenuating circumstances form must be completed, available at <http://www.bristol.ac.uk/students/services/forms/> and submitted to your School as soon as possible after the problem has occurred and before the deadline set by your School. Evidence regarding personal matters such as illness or bereavement must be submitted to the relevant person in advance of the meeting for it to be taken into account. The committee is made up of a very small group of staff who consider cases confidentially and anonymously and classification of circumstances is presented to the relevant Exam Board anonymously.

It is very important to submit any extenuating circumstances as they occur in your studies. Any such matters which could have been raised before the meeting of the Exam Board, but without valid reason were not raised, will not be considered in the event of an appeal. Some examples of reasons which are not valid are:

- being too busy
- cultural reasons
- embarrassment
- thinking that you would pass



Assessment

The Faculty's assessment procedures implement the University's Regulations and Code of Practice for Taught Programmes at www.bristol.ac.uk/academic-quality/assessment/codeonline.html

Assessment in the Faculty

The amount and type of assessment and feedback within the units that you study will vary and the details given here are guidelines on what you should normally expect in units run by Schools within the Faculty of Social Sciences and Law (FSSL).

Units in FSSL are designed to enable you to meet the intended learning outcomes of the unit and your programme. We use the following types of assessment to help you attain these outcomes and to assess how well you have attained them:

- Summative assessment or 'assessment **of** learning', which is designed to test whether and how well you have met the intended learning outcomes for a unit. These assessments will contribute to your final mark in the unit. A summative assessment task may form the total final mark for a unit or the total final mark may be made up of sub-assessment tasks each of which contributes partially to the final mark.
- Formative assessment or 'assessment **for** learning', which is designed primarily to provide feedback on how well your learning is developing in the unit. It should give you an indication of where you are performing well with the intended learning outcomes and where you need to focus to improve your learning. You will normally also receive an indicative mark for formative assessments although this will not contribute to your final mark for the unit. However, in some cases, the completion of formative assessment is a requirement to gain credit points for a unit.

Assessments in this Faculty take a variety of forms according to the nature of the unit, and these will be explained in the materials for each unit and described in the unit catalogue found here: <https://www.bris.ac.uk/unit-programme-catalogue/Welcome.jsa> In technical/numerate units assessments often involve exercises or problems. In more discursive units, essay questions are typical, but you may also be asked to do a range of other formats of assessment.

The Faculty does not prescribe the amount of formative assessment you will receive in a unit because some units (e.g. mathematical units) may require more practice than others.

You should be informed of the assessments required in a unit at the beginning of the unit. You should also be informed of which assessments have a summative function and their relative weighting. In the case of formative assessments, you will be informed whether their completion is a requirement for credit. This information is usually provided in a unit handbook or course outline and/or on Blackboard.

Model Answers

The Faculty recognises the importance of practising assessments before examinations or submissions. For this reason, we aim to provide you with relevant practice through coursework assessments on which you will receive feedback. We do not routinely provide model answers to examinations or other assessments, as outlined in the Faculty's model answer policy found [here](http://www.bristol.ac.uk/fssl/courses/) (<http://www.bristol.ac.uk/fssl/courses/>).

Marking

The Faculty uses marking criteria to judge whether and how well you have succeeded in attaining the intended learning outcomes for your unit. These criteria are used to assign a mark to your work. The Faculty's marking criteria can be found [here](http://www.bristol.ac.uk/fssl/courses/) (<http://www.bristol.ac.uk/fssl/courses/>).



The University's marking criteria (to which the Faculty's criteria conform) are found in the Regulations and Code of Practice for Taught Programmes. For any particular unit or programme, there may be additional, more specific criteria which will complement these. Students assessed work may be presented for moderation.

Submission

You should be informed in advance of the dates and methods of submission of all assessed work, whether formative or summative. The Faculty increasingly requires summative work to be submitted via Turnitin which is plagiarism-checking software. Late submissions of summative work will be subject to late penalties per the University's Regulations and Code of Practice for Taught Programmes. Where there are word or page limits specified for assessed work, there will be penalties applied for exceeding them. The Faculty's policy on word limits can be found [here](http://www.bristol.ac.uk/fssl/courses/) (<http://www.bristol.ac.uk/fssl/courses/>).

Feedback

Feedback is designed to enable you to reflect on what you have done well and where improvement is needed. The best feedback is usually part of an active dialogue so you should seek clarification if the feedback is not clear to you. You should also try to act on the feedback and use it constructively in future assessments.

Feedback is provided in a variety of ways, for example:

- Individual feedback consisting of written comments. Such feedback is usually provided on submitted work though you will not necessarily receive feedback on all summative work, especially examinations.
- Group feedback is sometimes provided on submitted work. Such feedback will help you to see how your understanding compares with your fellow students and may, by providing insight into how others answered a question, give you ideas on what could have been included in your work.
- You may receive feedback from your personal tutor or lecturers.
- Where you make presentations to a tutorial or seminar group or do group work with other students, you will receive oral feedback from the tutor and other students in the class.

Further information on assessments within the University may be found in the Regulations and Code of Practice for Taught Programmes (see <http://www.bristol.ac.uk/academic-quality/assessment/codeonline.html>).

Late submission of coursework

Penalties are applied for summative coursework that is submitted after a deadline. You will find details in section 15 of the Code of Practice and you can find the Faculty's word limit policy on the Faculty website. The penalties are strict and can lead to a denial of any mark, which has significant consequences for your transcript (employers will be able to see you achieved a mark of zero).

If there are medical or other extenuating circumstances which make it impossible to meet a coursework deadline, you can apply for an extension, but you must apply before the original assessment deadline. See section 17 of the Code of Practice for information about medical or other extenuating circumstances.

Alternative arrangements for summative assessment

The Faculty takes a flexible approach to make a reasonable adjustment to arrangements for assessment as a result of illness or disability and tries to tailor such arrangements to the particular requirements of each student. Schools work with the Examinations Office to set up these arrangements. These can cover such things as:

- Location of the examination: in a particular part of the examination room, or a separate room or building, with individual invigilation;
- Special examination papers, such as in Braille or large print;
- Extra time, usually for students with specific learning difficulties or ADHD;
- Use of equipment, such as a PC or Dictaphone;
- Human support, such as the use of a scribe or a sign language interpreter.



However, to ensure equity between students, certain procedures must be followed in setting up these arrangements. **It is essential that you disclose any specific needs as early as possible – we can only respond to requests and make reasonable adjustments once we are aware of your need: and some adjustments can take time to put in place for example, because of the delays in getting Disability Support Summaries and applying for Disabled Students Allowance. Early requests are therefore essential.**

You will find the rules and procedures in section 10 of the Code of Practice and more detail at www.bristol.ac.uk/exams/examinations/alternative/. You will need to submit an alternative examination arrangements form, which you can find at the above link and this must be supported by evidence. Disability Services plays an important role in advising and assisting students in providing this evidence and should be consulted by students as soon as possible. You must provide evidence of any individual needs you may have to your School as soon as possible, preferably during Welcome Week. The process of securing appropriate assessments (and LEA funding for those assessments) can take months, so it is vital to start the process as soon as possible. You must also complete an Alternative Exam Arrangements form for the relevant exams: www.bris.ac.uk/exams/alternative/.

Board of Examiners' Decisions

School Boards of Examiners' meetings take place after each assessment period. These meetings moderate and agree on student marks for examinations, award credit points to students and recommend degree classifications. The Faculty Final Examination Board ratifies classifications in late June. Degree classifications are then reported to the Examinations Office, which publishes the results on the 'Student Info' web page.

In the case of all other students, those who pass all assessments and are awarded the required credit points total for the year (120 / 130) will proceed to the next year of study.

Students who fail any assessments or who are not awarded the full complement of credit points will be reported to the Faculty Progression Exam Board. The School will recommend a course of action. The Faculty Progression Exam Board will review those recommendations and decide per the progress rules considered above. The Faculty Office writes to each student discussed at the Progression Exam Board to outline the requirements for progression or withdrawal.

Third-year Social Science and Law students on the Integrated Master's degree (MSci) programmes may withdraw from the Integrated Master's programme and exit with a Bachelors (BSc) award if notification is provided to the Faculty before the Faculty Final Examination Board.

Assessment and Student Circumstances

If the Faculty is satisfied you had significant extenuating circumstances, they may permit your September assessment to be the first attempt per the rules. You must complete an extenuating circumstances form for any problems that you have been experiencing and produce medical or other relevant evidence so that Boards of Examiners can take this into account. **You must produce evidence BEFORE the Board of Examiners meeting, rather than waiting until after you have received your results.** If there are good reasons why you have failed an assessment, you may be allowed to sit your reassessment as if for the first time at the next available opportunity, typically in late August / early September.

If you miss an examination due to illness you can self-certify your absence using a Student Self-Certification for Absence form, and the next opportunity for assessment is normally the August/September assessment period. For further information, you should read section 5 of the Regulations and Code of Practice.

You should be aware that should you fail that examination, or if you self-certify again, you may then be required to take a Supplementary Year, as you would normally be unable to progress to your next year of study with outstanding credit points. An exception to this is if the unit for which you have outstanding credit points is eligible for conditional progression.

Reassessment usually involves taking an examination in August/September or by completing coursework over the summer, which has to be handed in by a certain date.



You must remember when you are making your plans for the summer vacation that there is a possibility that you may have to take a reassessment during August/September. It is normally Faculty policy that all students required to take any reassessment should present themselves in Bristol. The Faculty does not allow examinations to be held elsewhere unless in highly exceptional circumstances. Note that illness or paid work does not normally constitute a reason for an exam abroad. However, for 2020/21, assessments will be online because of arrangements due to COVID-19.

Assessment for Finalists

For students starting in 2020/21 classification will be in accordance with the University Classification Rules (www.bristol.ac.uk/academic-quality/assessment/regulations-and-code-of-practice-for-taught-programmes/awards-ug-modular).

First-year marks will not affect classification, but all first-year units must be passed. Marks in subsequent years will all count towards classification.

Reassessment is not normally available for final year units. Assuming satisfactory performance during the year and in other units, degrees can be awarded and classified according to the *Regulations and Code of Practice for Taught Programmes*. Of course, if you have a substantial number of the final year fails, your degree may not be classified, or you may fail it all together.

Academic Integrity: Plagiarism and other Examination Offences

Academic integrity is integral to university study and academic life. Staff and students combine to form a community and culture of learning with the core values of honesty, trust, fairness, respect, responsibility and courage. These values are mutually reinforcing and form the foundations for the University's approach.

Academic integrity includes, for example, acknowledging all sources used through citations and referencing, presenting accurate data, declaring where previously submitted work has been re-used, complying with ethical and other obligations, and meeting the standard of behaviour required for all academic endeavour. The approach is set out in the University Policy on Academic Integrity and governed by regulation within the Regulations and Code of Practice for Research Degree Programmes and the Regulations and Code of Practice for Taught Programmes. More information can be found at <https://www.bristol.ac.uk/academic-quality/academic-integrity/>

Passages quoted from other authors, or your previous work, must be identified in quotations and the sources of the quoted material must be acknowledged. Use of unacknowledged sources may be construed as plagiarism.

The University Examination Regulations outline the procedures to be followed in cases of student plagiarism and cheating.

Each year, a small number of students commit examination offences such as plagiarism or cheating in examinations. The University takes these cases very seriously and the consequences can be very grave. Some students found by a serious plagiarism panel to have plagiarised other people's work or to have cheated in an exam have been awarded a mark of zero for their unit so they are not permitted to progress in their studies and have to exit with a lower qualification than the one they registered for. Others are unable to enter their chosen professions on account of their record of dishonesty. It is therefore essential that you are familiar with the main types of examination offence and avoid them at all costs.

The three most common types of offences are having unauthorised materials in an examination, plagiarism and collusion.

Unauthorised Materials

Many examinations do not permit students to take any materials at all into the examination room. Some examinations permit certain printed material or certain dictionaries. However, very few, if any, are 'open book', allowing you to take your notes in. Each unit will make it very clear what you are and are not allowed, and this will also appear on the rubric at the top of the examination paper.

You should note that it is an offence simply to have unauthorised material with you. It is, therefore (at best), extremely foolish to engage in activity which results in possession of unauthorised material, (such as writing on your hand) in the examination.

Plagiarism

Plagiarism is the presentation of someone else's work as though it were your own. This can take several forms, including:

- *Obtaining an essay, e.g. from the Internet or another provider, and submitting it as your work either in part or in full.*
- *Using another student's work and submitting it as your work either in part or in full.*
- *Self-Plagiarism*, i.e. reusing your material which you have already submitted elsewhere without referencing it.
- *Copying, or electronically cutting and pasting, sections (i.e. a whole sentence or more) of someone's work,*



without using quotation marks to mark what text is not yours. This includes material from the Internet. This is still plagiarism, even if you change a few words or leave out some of the sentences in a passage. Putting quotation marks around odd sentences and giving the full citation for those will not prevent any material outside the quotation marks from being assessed as plagiarism. When students are identified as doing this, they often say that they had made notes or cut and pasted bits of sources into a notes file, and then forgot that these were verbatim rather than their paraphrase or re-wording of the original. This is not an acceptable excuse. It is your responsibility to make sure that you keep track of your notes and material. You should always keep a record of where notes come from, including page numbers where relevant. This is part of the study skills we expect you to develop as an undergraduate at Bristol, and so you can expect us to treat such plagiarism more severely as you progress through your studies. Ultimately, if you do this in work submitted as part of your final assessment, you are very likely to receive a mark of zero for that unit, something that could affect your final degree award. If you are in any doubt about this, please talk to your personal tutor and/or individual unit tutors and get advice on good practice in note-taking and the use of quotations.

- *'Borrowing' the structure of an argument from another writer and following this too closely, presenting it as your own, without acknowledgement.* You may not copy verbatim sections from the original, but you are still presenting someone else's ideas and work as your own. Depending on the extent to which you do this, it may make it difficult to assess the work as your own, and result in a mark of zero for the unit. Again, please ask for help and support if you are in any doubt about this.

The University of Bristol, like most UK universities, uses TurnitinUK, a plagiarism detection system. This system is excellent at detecting similarities with internet sources, other students' work, books and journal articles. Most assignments are routinely run through Turnitin software and any with a high instance of similarity with other electronically available sources will be considered either at a School or Faculty level plagiarism panel.

All Schools in the Faculty run sessions on good academic practise and avoidance of plagiarism at various points during the academic year. **You should attend these sessions to ensure you follow correct referencing procedures and have a full understanding of what is required in submitting assignments.**

In addition to the guidance provided by your School, the Library also provide information on avoiding plagiarism: <https://www.bristol.ac.uk/library/subject-support/referencing/plagiarism/>.

There is a guide to Turnitin at www.bristol.ac.uk/secretary/student-rules-regs/ and general guidance can be found at <https://www.bristol.ac.uk/students/support/academic-advice/plagiarism/>

Collusion

Collusion is unauthorised collaboration with another student to produce work together. While we expect you to work co-operatively in some of your seminars and classes, and we are always pleased when students enjoy discussing their work with each other, what you submit for assessment must be your work unless you are directed otherwise. As a rule of thumb, you should never share any electronic or other written material relating to an assessment task with another student. The risk is too great. In very particular circumstances, which will be identified, you may be asked to submit group work, but even then you will be asked to identify your contribution. If we cannot distinguish your work from that of someone else, we cannot assess it and it is very likely to receive a mark of zero.

Because of the gravity with which we regard plagiarism, we have developed ways of detecting it, including the electronic scrutiny of work through the JISC Turnitin UK Plagiarism Detection Software. Your School may, therefore, require you to submit some or all of your assessments in electronic form. **You should also note that we check any permitted materials in examinations to see if they contain unauthorised material.**



Complaints and Appeals

We try very hard to make decisions which are fair and which take proper account of the personal circumstances of each student concerned. Inevitably, however, we sometimes make mistakes and sometimes you will simply disagree with a decision that affects you. For this reason, the University has a system for dealing with student complaints and appeals.

Before starting any formal process of appeal, all informal means available within the Faculty must be exhausted (although you need to watch for the deadlines for the formal process as well). This means that you should try to seek a resolution within your School before involving the Faculty Education Director (UG). For example, if you are not happy with a decision of a Board of Examiners you should seek clarification in the first instance from the Chair of that School Board and take advice from your personal tutor. Disputes can often be resolved in this way.

Many appeals arise out of the examination process, in which case you should familiarise yourself with the Regulations and Code of Practice for Taught programmes:

<http://www.bristol.ac.uk/academic-quality/assessment/regulations-and-code-of-practice-for-taught-programmes/appeals/> and the procedure and rules set out in section 11 of the University Examination Regulations: <https://www.bristol.ac.uk/students/support/academic-advice/academic-appeal/>

Disagreement about the quality of your work or the marks awarded is not a ground for appeal. All scripts have gone through a considerable quality assurance process, including the use of experts from other Universities as external examiners.

Appeals **must be made within 15 working days** of the date of the letter or other notification of the decision against which the student is appealing, by sending the official form <https://www.bristol.ac.uk/students/support/academic-advice/academic-appeal/> to the Faculty Education Manager via fssl-appeals@bristol.ac.uk

Just Ask

Just Ask is a free, confidential advice service provided by Bristol Students' Union. Just Ask specialises in academic Advice but University of Bristol students can go to them about anything and they can signpost them to relevant services and provide information. More information is available on their website: <https://www.bristolsu.org.uk/advice-support>. They also have a [Guide to Academic Appeals](#).

Tel: 0117 331 8634

Email: bristolsu-justask@bristol.ac.uk.



Award and Classification of Degrees

Honours (i.e. classified) degrees are awarded based on the accumulation of credit points (cps) over your period of study. You must gain 120cps for each year of study, and so by the end of your time here you will have 360cps or 480cps depending on whether you are on a three- or four-year programme. An ordinary (i.e. unclassified) degree can be awarded based on 300cps, of which at least 60cps must be at the final year level. The overwhelming majority of students graduate with honours degrees, with one or two being awarded an ordinary degree on account of substantial failure during their programme.

Honours degrees are classified based on marks gained in identified units, depending on the programme in question. All first-year units must be passed to enable a student to progress, but these units do not affect degree class; second-year units are taken into account to a certain extent, and the most weight is placed on final year units.

Your classification is based upon a weighted average of your level 5 and 6 units (i.e. those taken after the first year of study). You will find these rules in section 30 of the Regulations and Code of Practice for Taught Programmes (see www.bristol.ac.uk/academic-quality/assessment/regulations-and-code-of-practice-for-taught-programmes/awards-ug-modular/). Again, they do a similar job, giving the most weight to your final year of study, and some weight to your second year. You should read your programme information for the weighting scheme used in your School.

Aegrotat awards

If a final year student has, because of ill health or other severe mitigating circumstances, been unable to complete his or her honours degree programme studies, it may be possible to apply for an aegrotat award. An aegrotat award is **not** an honours degree or an academic/professional award. However, it recognises the achievement and efforts of a student who might otherwise have achieved a good honours degree. In certain cases, the Chair of the Board of Examiners will recommend the award to the Faculty Education Director (UG). An award of an aegrotat is dependent on the candidate's written agreement.

Award of Certificates and Diplomas of Higher Education

Students who are unable to complete their studies may be awarded a Certificate of Higher Education if they have completed at least 120 credit points, and a Diploma of Higher Education if they have completed at least 240 credit points, of which at least 80 must be taken at the second or third-year level. This is outlined in the University Credit Framework, which you can find in section 3 of the Regulations and Code of Practice for Taught Programmes.



Faculty Prizes

Prizes are awarded annually, at the end of each academic year, to outstanding students in the Faculty. The prizes are awarded by the Faculty Progression Examination Board based upon nominations from Heads of Schools and School Boards of Examiners. Below is a list of Faculty Prizes, individual Schools also award prizes (please check with your School for further details).

Alumni Achievement Award	Two £1000 prizes awarded to the two best first-year undergraduate students in the Faculty.
Dean's Prizes	Awarded, usually in the form of a book token, to the best first-year undergraduate students in each School.
Evelyn Miller-Barstow Prizes	Awarded to undergraduates in the Schools of Social Sciences for good work during the second year of study.

Your School may also award prizes, you should consult the Schools website or handbook for information about these



Data Protection

The University needs to process student personal data to function effectively as an educational institution and to provide students with the support they require while undertaking their studies.

Personal data is processed for a variety of reasons (as set out on the Student Fair Processing Notice webpage - <http://www.bristol.ac.uk/secretary/data-protection/policy/students-processing-notice/>) and all such personal data shall be collected and held per the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

