

Contents

Section One: School of Economics, Finance and Management

INTRODUCTION TO THE SCHOOL OF ECONOMICS, FINANCE AND MANAGEMENT	PAGE 1
<i>Welcome from the Head of School</i>	
<i>Administrative Staff – Undergraduate Office</i>	
<i>Academic Staff</i>	
USEFUL INFORMATION	4
<i>The School of Economics, Finance and Management</i>	
<i>Information and Communication</i>	
<i>Illness and Absence</i>	
<i>Disability</i>	
THE PERSONAL TUTOR SYSTEM	8
UNDERGRADUATE DEGREES	9
<i>Units and Credit Points</i>	
<i>Options</i>	
<i>Degree Structures</i>	
<i>Transferring between Degree Programmes</i>	
<i>Opportunities to Study Abroad</i>	
TEACHING, LEARNING AND ASSESSMENT	18
<i>Teaching Methods</i>	
<i>Submitting Work</i>	
<i>Assessment</i>	
<i>Handwriting</i>	
<i>Writing Essays</i>	
<i>Giving a Tutorial Presentation</i>	
<i>Study and Transferable Skills</i>	
<i>Marking Scales and Criteria</i>	
FEEDBACK	24
<i>Contributions to Tutorials</i>	
<i>Tutorial Presentations</i>	
<i>Coursework you hand in</i>	
<i>Student Attendance and Feedback System</i>	
<i>Blackboard</i>	
<i>On-line Tests</i>	
<i>Exercise Lectures</i>	
<i>Clinics</i>	
<i>Office Hours and email</i>	
<i>Exam Feedback</i>	

PROGRESSING THROUGH YOUR DEGREE	25
<i>Monitoring Your Progress</i>	
<i>Progression in your First Year</i>	
<i>Progression in your Second Year</i>	
<i>Your Final Year</i>	
DEGREE CLASSIFICATION	28
HAVING YOUR SAY	29
<i>Student Evaluations of Lectures and Tutorials</i>	
<i>Undergraduate Staff-Student Consultative Committee</i>	
FACILITIES	30
<i>Computing</i>	
<i>Access to Electronic Resources</i>	
<i>University Library Facilities</i>	
<i>Additional Programme Costs</i>	
FURTHER INFORMATION	33
<i>Important Dates to Note</i>	
<i>BEST (Bristol Economics Society)</i>	
<i>Student Support Services</i>	
<i>Map of the School of Economics, Finance and Management</i>	

Section Two: Faculty of Social Sciences and Law

WELCOME FROM THE UNDERGRADUATE DEAN	38
<i>Introduction</i>	
<i>The Faculty</i>	
<i>Degree Structure</i>	
<i>Personal Tutors</i>	
<i>The Faculty Office</i>	
<i>And finally...</i>	
FACULTY OFFICE, STAFF AND ORGANISATION	41
<i>Faculty Officers and Faculty Office Staff</i>	
<i>Faculty Office</i>	
<i>Faculty Committee Structure</i>	
<i>Faculty Student Representatives</i>	
UNDERGRADUATE STUDY	43
<i>Undergraduate Learning</i>	
<i>Monitoring Attendance</i>	
<i>Programme and Units</i>	
<i>Personal Tutors</i>	
<i>Student Progress</i>	
<i>Transfer to a different programme</i>	
<i>External Transfer / Withdrawal</i>	
<i>Suspension of study</i>	
<i>Requirement to Withdraw Procedure</i>	
<i>Progression</i>	

Supplementary Year

MEDICAL AND OTHER EXTENUATING CIRCUMSTANCES	50
Medical certification and student self-certification	
Scrutiny/Special Circumstances Committee	
ASSESSMENT	51
<i>Assessment in the Faculty</i>	
<i>Late submission of coursework</i>	
<i>Alternative arrangements for summative assessment</i>	
<i>Board of Examiners' Decisions</i>	
<i>Procedures for reassessment</i>	
PLAGIARISM AND OTHER EXAMINATION OFFENCES	54
<i>Unauthorised Materials</i>	
<i>Plagiarism</i>	
<i>Collusion</i>	
<i>Procedures</i>	
AWARD AND CLASSIFICATION OF DEGREES	56
<i>Classification rules</i>	
<i>Failed Degrees and reassessment</i>	
<i>Aegrotat awards</i>	
<i>Award of Certificates and Diplomas of Higher Education</i>	
FACULTY PRIZES	57
COMPLAINTS AND APPEALS	58

Introduction to the School of Economics, Finance and Management

Welcome to the School of Economics, Finance and Management

It's my pleasure to welcome you to the School of Economics, Finance and Management. Within the School we have three departments, namely, Economics, Accounting & Finance, and Management. The School was founded on its strength in Economics and Accounting many decades ago. As Finance became a separate subject, this developed strongly at Bristol, and in recent years a Department of Management has been created. We teach all these subjects with a strong theoretical basis, but also with an awareness of and interaction with the 'real world'. There are increasing inter-relationships between the subjects taught in the School, and many of these are reflected in the titles of our degrees.

The School has an international reputation for excellence in research and teaching. Our degrees are highly valued precisely because we set high standards and keep our undergraduate and graduate programmes up to date. That means dealing with technically demanding material, so there may be times when you will find the going tough. We adopt an analytic approach to most of our work in order to bring out the common principles underlying many aspects of economics, accounting, finance and management. To put it simply, if you look at particular issues in a factual and descriptive way, the results are only applicable to that particular problem, but if you look for the underlying principles you can apply them much more widely. At this stage in your career, the approaches to problems that you will learn while you are here are as important as the solutions. The first year of your course provides an essential foundation in the subjects of your degree. You will find the second year difficult if you have not made an adequate effort in your first year. With the knowledge, understanding and techniques learned in the first two years, you can look forward to enjoying the final year when your courses will apply your accumulated knowledge and technique to 'real' issues.

The lectures, classes and tutorials we provide are only a part of what you need in order to graduate. You need to read, and not just from the reading lists that you are given. Spend time in the library browsing related texts; leaf through the new issues of journals, particularly the less technically oriented. When you encounter ideas or techniques that are difficult to understand, try reading books and papers that use different approaches. Remember that you must take responsibility for your learning. Talk, argue, and discuss with your colleagues, both informally and in tutorials and classes. As a member of this academic community you can contribute as well as learn.

Study this handbook carefully; you will find it a valuable source of information. In particular, look at the sections which give advice on writing essays and giving presentations and those which spell out the agreed School procedures for monitoring progress and assessing your work. The section titled Having Your Say gives information on how you can contribute to the School by giving us constructive criticism through course questionnaires and through your representatives on School and Faculty committees. Your voice is vital to the future development of the School.

Above all, enjoy your time at Bristol and make sure that you make the most of the opportunities that are open to you.

Steve Lyne
Head of School
School of Economics, Finance and Management

Administrative Staff

Undergraduate Information Office* Room 1C5, Mary Paley Building, 12 Priory Road <i>* See the map on page 36 for the location of the Information Office.</i>			
Tamsin Hart Nicky McClure	Undergraduate Student Administrators	0117 33-10500	efim-info@bristol.ac.uk
Opening times:	Term time – weekdays from 8.30am to 5.00pm Vacation time – weekdays from 8.30am to 12.30pm		

Undergraduate Administration Office Room 1C3, Mary Paley Building, 12 Priory Road			
Joan Batchelor	Student Administration Manager	0117 33-10517	joan.batchelor@bris.ac.uk
Amy Baker	Undergraduate Student Administrator	0117 33-10514	amy.baker@bris.ac.uk
Tamsin Hart	Undergraduate Student Administrator	0117 33-10513	tamsin.hart@bris.ac.uk
Tali Rossant	Undergraduate Student Administrator and Erasmus/Study Abroad Coordinator	0117 33-10515	tali.rossant@bris.ac.uk
Clare Pinnock	Student Administration Assistant	0117 33-10511	clare.pinnock@bris.ac.uk

Academic Staff

The School of Economics, Finance and Management has a large number of academic staff. Listed below are those members of staff who have a particular administrative responsibility within the undergraduate degree programmes.

Contact details for all members of academic staff, the units they teach and their research interests can be found on the School's website, at:

<http://www.bris.ac.uk/efm/academic-staff/>

Academic Staff with Administrative Responsibilities

Member of Staff	Responsibility	Room	Email	Phone (0117)
Dr Steve Lyne	Head of School	1B9	stephen.lyne@bris.ac.uk	92-88408
Dr Alvin Birdi	Director of Undergraduate Studies	3E13	alvin.birdi@bris.ac.uk	33-17105
Mr Richard Tutin	Admissions & Transfers	0B12	richard.tutin@bris.ac.uk	92-88416
Dr Jahirul Islam	Student Progress: Year 2	4E1	jahirul.islam@bris.ac.uk	33-17201
Dr Luis Correia	Student Progress: Year 1	3E17	luis.correia@bris.ac.uk	92-88903
Dr Hélène Turon	Erasmus Exchange	3B12	helene.turon-lecarrieu@bris.ac.uk	92-88400
Dr Neslihan Ozkan	Erasmus/ Study Abroad Exchange	2B12	n.ozkan@bris.ac.uk	92-88439

Programme Directors

Programme	Member of Staff	Room	Email	Phone (0117)
Economic Programmes: Economics Economics with Study in Continental Europe Economics and Finance	Dr Jahirul Islam	4E1	jahirul.islam@bris.ac.uk	33-17201
Accounting Programmes Economics and Accounting Accounting and Finance Accounting and Finance with Study in Continental Europe	Professor Daniella Acker	3B7	daniella.acker@bris.ac.uk	92-88438
Econometric Programmes Economics and Econometrics	Dr Suro Sahay	2E17	suro.n.sahay@bris.ac.uk	92-11049
Management Programmes Management Economics and Management Accounting and Management	Mr J McCormack Dr Patricia Gaya Wicks	3C6 2C0	j.mccormack@bristol.ac.uk patricia.gayawicks@bris.ac.uk	33-17937 33-10520
Joint Programmes Economics and Mathematics Economics and Politics Philosophy and Economics	Dr Alvin Birdi	3E13	alvin.birdi@bris.ac.uk	33-17105

Useful Information

The School of Economics, Finance and Management



The School consists of three Departments; Economics, Accounting & Finance and Management. Research in the School is largely carried out within the three Departments. The Departments also organise the teaching of the relevant units. For instance, the first year unit, Introduction to Macroeconomics, is taught by staff from the Department of Economics while the second year unit Principles of Finance is taught by staff from the Department of Accounting and Finance.

However all thirteen undergraduate programmes are located in the School as a whole rather than in a particular Department. Joint honours programmes such as Economics and Politics are located jointly in the School and in their other Department, in this case Politics. Thus your personal tutor could be a member of the Department of Economics even though you are a student in Accounting and Finance. The

Information Office (see below) and the Undergraduate Studies Office cover all the School's undergraduate programmes.

The School of Economics, Finance and Management (EFM) is located in Priory Road, within the main Social Science complex. The School is mainly in two adjacent buildings; C Block (the Mary Paley Building) and B Block (the Alfred Marshall Building) but also uses offices in E Block. Academic staff offices are in Blocks B, C and E; administrative offices are on the ground floor of C block. Much of the School's teaching takes place in D, E and F Blocks, the main entrance to which is on Priory Road. Where lecture groups are too large to be accommodated in D block lecture rooms they will be held in other buildings, such as Physics, Chemistry and Arts.

Information and Communication

The Information Office

The School's Information Office is a good starting point for all undergraduate enquiries. The Office is run by Tamsin Hart and Nicky McClure and is open from 8.30am to 5.00pm every day during term time. They can give advice on a wide range of administrative, academic and personal issues. If Tamsin or Nicky cannot resolve your query they can advise you on the most appropriate person to see.

Your Contact Details

We may need to send you important information during the year and it is *your responsibility* to ensure that the School and the University has your current contact details. **You can update your contact information on <http://www.bris.ac.uk/studentinfo>.** If we need to contact you urgently during the year it is extremely useful for us to have a current mobile phone number for you, so please do make sure that this information is always kept up-to-date. Also, if your home address has changed during the year then you should check before you leave for the summer vacation that the University has the correct details.

Keeping You Informed

During the year there will be numerous times when the School will contact students. This may be to provide important information to a year group about option choices or exams, or to contact a particular group of students about the re-arrangement of a tutorial group or the cancellation of a lecture. Such information will usually be provided by email or through Blackboard, but may be posted on the School notice boards or plasma screen in the foyer.



Check your University of Bristol email account frequently!

Notice board	Location
Urgent notices	Outside the Information Office 1C5
Timetable, options, exam information etc.	Outside the Information Office 1C5
Students from other departments	D Block, on the left as you enter from the walkway
BEST Economics Society	D Block, on the left as you enter from the walkway
Student Support Services	Outside the Information Office 1C5
Careers	D Block, on the left as you enter from the walkway
Postgraduate Study Information on courses at Bristol and elsewhere	D Block, on the right as you enter from the walkway

The Web

The School's website is a useful source of information: <http://www.bris.ac.uk/efm/>

Your Timetable

Online personalised student timetables are available under the Timetable tab on the MyBristol portal accessed via www.bristol.ac.uk/mybristol

Contacting Academic Staff

All academic teaching staff have office hours when you can call in to see them without prior appointment. Office hours are posted on the EFM website (<http://www.bristol.ac.uk/efm/academic-staff/>) and on staff office doors. If you cannot see an academic member of staff during their office hours then you should contact them by email regarding your query and the possibility of arranging an alternative time to meet. If you are taught by a member of staff who is not based full-time at the University please see Tamsin or Nicky in the Information Office to find out how to contact him/her.

Exam Information

Provisional examination timetable information will be made available to view on www.bris.ac.uk/studentinfo towards the end of the Spring Term. The Examinations Office will send you an email when your timetable is available to view. You should check your University of Bristol email account regularly for exam information. For all general examinations queries please email exams-office@bristol.ac.uk.

Transcripts

You may be asked for a transcript of your results when applying for a job, vacation placement or for a further course of study. A transcript gives a breakdown of your results for each year. **Transcripts are produced by the Faculty Office, not by the School.** Please consult the Faculty Office website at <http://www.bris.ac.uk/fssl/alumni-graduates/transcript-explanation.html> for full details.

Student Information

In line with the Data Protection Act, student information held by the school is treated as confidential and no address or telephone number will be disclosed without the prior permission of the student concerned. Students' progress, including examination results, cannot be disclosed to a third party (such as a parent/guardian) without the student's prior written consent.

Illness and Absence

Absence from Tutorials and Lectures

Attendance at tutorials is compulsory and class tutors will report students who miss tutorials. Therefore, because of the seriousness of absence from tutorials or failure to hand in required work, it is important that you keep us fully informed of any reasons why you have missed a class or been unable to hand in a piece of work on time. If you are ill or have another good reason for not attending a tutorial class or classes, you should inform Tamsin or Nicky in the Information Office as soon as possible. They will pass the information on to your personal and class tutors. You will then need to contact the class tutor at the earliest opportunity to check on the work you have missed. If poor health prevents you from attending for more than one week a medical certificate should be produced (see Extenuating Circumstances and Self-Certification below).

It is almost inevitable 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 is normal, and is part of life. However, for a few of you, the disruption will be 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.

You may also find it helpful to remember that the University assumes that 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.

Absence at the End of Term

Students are expected to be in Bristol for the entire duration of each term. If you are absent at any point during the term then in addition to your absence from lectures or tutorials, you may miss important information regarding options or examinations etc. It is particularly important that you remain in Bristol until the end of the summer term. First and second year exam results will be available in the last week of term from your personal tutor. **Exam results will not be given out over the phone or by email.** Please note this will apply to students who are taking up internships. The School supports students who take internships during the vacations but internships are not a valid excuse for not attending the University during term-time.

Extenuating Circumstances and self-certification

The Student Health Service (and most other parts of the NHS) will no longer give medical notes for conditions which incapacitate students for less than one week when they have a deadline for handing in work.

If you are ill or injured for **less than a week**, you should be able to make up any time lost from your studies in your own time. If you miss any tutorials you must inform your tutor at the earliest opportunity. E-mail is a good way of doing this. However if your illness or injury means you will have to miss a deadline, you can self-certify that you are ill or injured. To do this you must fill out the Student Self-Certification Form (available to download from the Information Office Blackboard site). It should then be handed in to the Information Office.

If you are ill or injured and have as a result to take **more than a week** off work during term time, you should fill out the Student Self-Certification Form and the University's Medical Certificate Form (available to download from the Information Office Blackboard site). These should be handed in to the Information Office whether you have a deadline or not.

Please note that you will only be allowed to self-certify once in each term. Thus if you have a minor illness or injury, it is much better to make up the time yourself than to use up your one opportunity to self-

certify. It will also pay you to do your work steadily throughout the term rather than waiting until a few days (hours) before a deadline, before starting work on an essay or exercise.

If illness or other types of problems have a serious detrimental effect (e.g. an illness that lasts longer than a week) on your academic work, it is very much in your best interests to complete these forms and give them in to the Information Office. Information should be submitted at the earliest opportunity. You can be assured that confidentiality will always be strictly observed.

Illness on the day of an exam

If you are ill on the day of an exam you should contact the Information Office and go straight to Student Health. You must ensure that the doctor completes the Medical Certificate Form and provides you with a signed medical note which you must bring to the Information Office as soon as possible.

Special Circumstances Committee

The Board of Examiners has considerable flexibility when dealing with special circumstances, such as serious illness, bereavement, etc., which might affect a student's performance during an examination period.

If you consider that you have extenuating circumstances then it is your responsibility to inform the School of them, and to provide medical evidence or outside written evidence to support this where appropriate.

Students who consider that their revision or exam period has been disturbed because of illness, personal circumstances etc. should **inform the Information Office immediately**. You must complete an Extenuating Circumstances form (available to download from the Information Office Blackboard site) and provide supporting evidence such as a medical certificate. These must be submitted to the Information Office by the extenuating circumstances deadline (see below). You will be given a receipt for the form and supporting evidence which you may be asked to produce at a later date so it is important to keep it in a safe place. Please note that, in cases of bereavement, you may be asked to supply us with a copy of a death certificate. Extenuating circumstances notified elsewhere (e.g. Faculty Office or Exams Office) will not necessarily be considered. Please also note that the Information Office may refuse to accept an extenuating circumstances form if you have not given enough details about the circumstances and precisely how they affected your work.

Confidential information that you provide to your tutor or other member of staff will not be revealed to others unless absolutely necessary.

The School's Special Circumstances Committee will consider all cases of extenuating circumstances and report their decisions to the Exam Board in order for them to be taken into consideration when considering marks as outlined in Ordinance 18 'Failure to Complete an Assessment' (<http://www.bris.ac.uk/university/governance/rules-regulations/ordinances.pdf>).

The Special Circumstances Committee meets in early June, before the Exam Board meets, and it is very important that you submit any information about circumstances that have affected you by the time this Committee meets. **The deadline for submission of extenuating circumstances information is Friday 8 June 2012.** 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.

Procedures for Appeal

All students are entitled to appeal against a decision of a Board of Examiners. If you feel that you have grounds for appeal please consult page 58 for details of the appeals process. The first step is to discuss the grounds for an appeal with the Director of Undergraduate Studies.

Disability

If you are a student with a disability and you are experiencing difficulties then your first point of contact is your Personal Tutor (see below). Alternatively, please see Tamsin or Nicky in the Information Office.

The School's Disability Representative is Gervas Huxley (room 3E12, 0117 33 17106, gervas.huxley@bristol.ac.uk). The University of Bristol's Disability Services offer a range of services to ensure that students receive appropriate and accessible support. More information can be obtained from: <http://www.bristol.ac.uk/accessunit/contact.html>

The Personal Tutor System

Every student is allocated a personal tutor. He or she will be a member of academic staff in the School associated with your degree programme. Students registered on Joint Honours programmes will normally be assigned a Personal Tutor in each School.

You are required to see your personal tutor at the beginning of each academic year and then at least once a term. However, we recommend that you meet with your tutor more often than this so that they can get to know you. This is particularly important when you require an academic reference (see below).

The Role of Your Personal Tutor

Your personal tutor is available to discuss any matters with you – academic or personal. You should not hesitate to contact your tutor if you encounter any problems, no matter how small or insignificant these might seem. We hope that your time in the school will be a happy and productive one. However, students at University can occasionally experience difficulties apart from academic problems: these may involve your health, financial or family circumstances. Personal tutors are usually the first people to approach if such problems do arise. Where appropriate your tutor can put you in touch with other members of School staff or with specialist advisors such as the University Accommodation Office, the Student Health Service or the Student Counselling Service.

Contacting Your Personal Tutor

Tutors have office hours during which they will be available to see students; details of these are on the School website and will be posted on office doors. All staff in the School can be contacted via email and this is often the quickest and easiest way to get in touch with your personal tutor. If you are contacted by your Personal Tutor at any time, you should respond promptly as delays may affect your progress.

Should you feel that your personal tutor has not been able to address an issue that you have or resolve a particular problem then it may be appropriate to speak to someone other than your tutor. You should contact Tamsin or Nicky in the Information Office about the most suitable person to talk to.

Academic References

It is your personal tutor who has responsibility for writing academic references for you. Students often require academic references for summer work placements, for jobs following university, or when applying for further academic courses. It is therefore important, and in your own best interests, to get to know your personal tutor. If you are applying for a placement, job or academic course that requires an academic reference then you should inform your personal tutor beforehand to let them know that they may be approached for a reference request. This can help your personal tutor get a better idea of why you are interested in a particular job or course, and may help them write a stronger reference for you.

The University of Bristol's Guidelines for Personal Tutoring can be found at: <http://www.bristol.ac.uk/esu/studentlearning/pt/>

Undergraduate Degrees

Units and Credit Points

The University operates a modular system for undergraduate degrees. Each degree programme is made up of a number of units and a fixed number of Credit Points (usually 20) are attached to each of these units.

Each full-time student must register for a sufficient number of units in each year of study so that his or her total Credit Points is at least 120.

It is your responsibility to ensure that you are registered for the right number of units in each year of study for your degree programme. You can check your unit enrolments on www.bris.ac.uk/studentinfo.

There are different types of unit that can be taken within your degree programme:

Mandatory Units	These are the core units of your degree programme. They are compulsory units that all students following a particular degree programme will take. They are often pre-requisites for units which are either mandatory or optional in the following year. If a unit is a pre-requisite for a unit which is mandatory in the following year, then a student will not be able to progress to the next year in their programme of study until they have passed it.
Optional Units	These are units run by the School of EFM that you have the option of taking. Students have some choice of optional units in the second year and a wider choice of optional units in the third year. The optional units available to you will depend on your degree programme and if you have successfully completed any pre-requisite units.
Open Units	Open units are units taken outside of the School, and a wide range of open units is available in departments across the University. Where their degree programme allows, students can take a maximum of 40 credit points of open units over their first and second years. You cannot take an open unit in your final year. Further information can be found at: http://www.bris.ac.uk/esu/edpart/progunitinfo/unit/openunits.html
Faculty Units	These are selected units offered by other departments in the Faculty of Social Sciences and Law. They do not count as open units.

Options

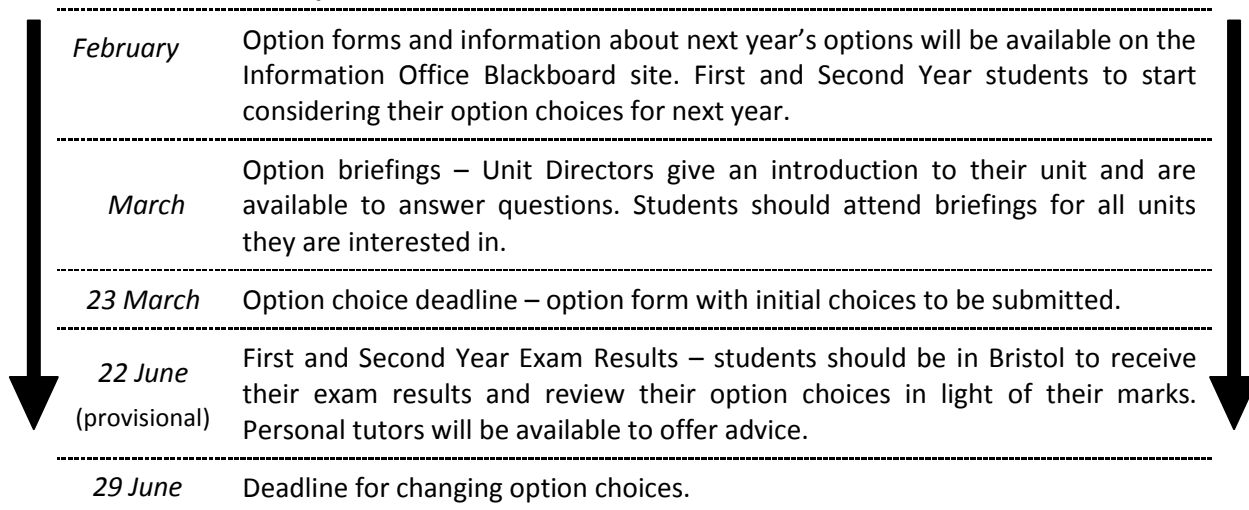
Within the undergraduate degrees there are a wide range of unit options. The extent of these options will depend upon the degree programme you are following and are subject to change from year to year. An overview of option availability and the option choice process is given below. The degree structure tables that follow give the mandatory and optional units available on each degree in 2011/12.

First Year Options

First year students whose degree programmes allow for a choice of options can take up to 40 credit points of open units from other departments (subject to timetabling and unit pre-requisites). Students can keep open the possibility of transferring to a different degree programme at the end of the first year by

choosing appropriate open units. If you are in any doubt about the implications of your chosen options, please consult your personal tutor.

Second and Third Year Options



<i>February</i>	Option forms and information about next year's options will be available on the Information Office Blackboard site. First and Second Year students to start considering their option choices for next year.
<i>March</i>	Option briefings – Unit Directors give an introduction to their unit and are available to answer questions. Students should attend briefings for all units they are interested in.
<i>23 March</i>	Option choice deadline – option form with initial choices to be submitted.
<i>22 June</i> (provisional)	First and Second Year Exam Results – students should be in Bristol to receive their exam results and review their option choices in light of their marks. Personal tutors will be available to offer advice.
<i>29 June</i>	Deadline for changing option choices.

You should give your choice of options serious consideration; the units you choose to take in the second year can affect the options open to you in the third. Your choice of third year options can have a significant impact on your results and final degree classification. You should seek out as many sources of information as possible when deciding which options to take – review the unit information on the School's web pages (<http://www.bris.ac.uk/efm/undergraduate-programmes/>), talk to students who have already completed the course, consult your personal tutor or the Unit Director.

Requests to change option choices will be considered when students return in October, up to the end of week 2 of the Autumn term. Changes are only permitted within the already established timetable and number of tutorial groups. Option Change Request forms are available outside the Information Office.

Confirmation of Open Units and Credit Points

During the year you will be asked by the Faculty Office to check the units listed on your central student record. An incorrect unit record could have serious implications in terms of the exams that you will be registered for.

It is your responsibility to check that you are correctly registered for all the units you are taking, and to contact the relevant department(s) if there is an error in your record.

If you change your open or Faculty units then you must inform all departments whose units are affected. You should also inform the School's Information Office so that we have the correct unit information.

Units in the School of Economics, Finance and Management

Details of the units that the School are running in 2011-2012 are provided below. Whilst this can be used as a guide to the units that will be available next year, the exact options available to you will depend on your degree programme, and staff and timetabling changes may lead to changes in the units that will be available next year. The details of the options which will be available for you to take in 2012/2013 will be released during the Spring Term.

First Year Units (Level C/4) Available in 2011 / 2012

Unit Code	Title	Unit Director
ECON10010	Introduction to Microeconomics	Mr G Huxley
ECON10011	Introduction to Macroeconomics	Dr N Duck
ECON11122	Quantitative Methods 1	Dr H Turon
ECON12122	Quantitative Methods 2	Mr D Winter
EFIM10002	Financial Accounting 1	Mr R Tutin
EFIM10004	Managerial Finance	Mr M Davies
ACCG10052	Introduction to Accounting	Ms S Matthews
ECON10053	Globalisation and Development	Dr L Magalhaes
EFIM10001	Introduction to Management	Mr J McCormack

Second Year Units (Level I/5) Available in 2011 / 2012

Unit Code	Title	Unit Director	Pre-requisites
ECON21133	Intermediate Microeconomics	Dr G Jolivet Dr L Magalhaes	Intro to Micro, QM1 and QM2
ECON22134	Intermediate Macroeconomics	Dr L Correia	Intro to Macro, QM1 and QM2
ECON20020	QM3 Econometrics	Dr E Cannon	QM1 and QM2
ECON21356	QM5 Foundations of Econometric Theory	Dr S Sahay	QM3 (co-requisite) At least 60% in QM2 at first attempt or 70% at second attempt
ECON20021	History of Economic Thought	Dr A Birdi	-
EFIM20002	Applied Microeconomics	Prof S Smith	Intermediate Micro (co-requisite) Intro Micro, QM1, QM2
ECON20023	Growth & Development	Prof J Temple	-
ECON22650	Principles of Management	Dr P Gaya Wicks	-
ECON22651	Fundamentals of Organisation Theory	Dr P Gaya Wicks	-
EFIM20001	Financial Accounting 2	Mr R Tutin	Financial Accounting 1 and Managerial Finance or Intro to Accounting or 70% in 25 Principles of Accounting (University of London External Diploma)
ACCG20011	Management Accounting	Ms S Hume	Financial Accounting 1 and Managerial Finance or Intro to Accounting
ACCG20012	Principles of Finance	Prof D Acker	Financial Accounting 1 and Managerial Finance or Intro to Accounting

Final Year Units (Level H/6) Available in 2011 / 2012

Unit Code	Title	Unit Director	Pre-requisites
EFIM30003	Advanced Management Accounting	Ms S Hume	At least 40% at first attempt in Management Accounting
ACCG30012	Financial Reporting	Prof S Ellwood	Financial Accounting 2
EFIM30008	Taxation and Auditing	Mr R Tutin	Financial Accounting 2
ACCG30014	Financial Markets & Corporate Finance	Dr N Ozkan	Principles of Finance
ACCG30015	Advanced Topics in Finance	Prof G Bulkley	Fin Mkts & Corp Fin (co-requisite) At least 50% in Principles of Finance
EFIM30006	Applied Econometrics (QM4)	Mr D Winter	QM3
ECON30392	Advanced Econometric Theory (QM6)	Dr S Sahay	50% in QM5
EFIM30005	Applied Economics Project (QM7)	Mr D Winter	QM3 QM4 is a co-requisite
ECON30065	Current Economic Problems	Dr E Cannon	Intro to Macro
ECON30071	Economics of Developing Countries	Dr J Islam	Intro to Macro
ECON30072	International Finance	Prof D Acker	Intro to Macro & Principles of Finance
ECON30074	International Economics	Dr N Duck	Intro to Macro
EFIM30009	Advanced Microeconomics	Dr F Giovannoni	Intermediate Micro
EFIM30004	Environmental Economics	Dr A Birdi	Intermediate Micro
ECON30075	Labour Economics	Dr H Turon & Dr G Jolivet	Intermediate Micro and QM3
ECON30076	Industrial Economics	Dr M Halonen- Akatwijuka	Intermediate Micro
ECON30077	Macroeconomic Theory and Policy	Dr N Duck	Intermediate Macro
ECON30078	Public Economics	Dr F Giovannoni	Intermediate Micro & Macro
ECON30083	Strategic Management	Dr H Bourne	Principles of Management OR Fundamentals of Organisation Theory
EFIM30001	Management Science	Mr L White	QM1 and QM2
EFIM30002	Marketing	Annalaura Marini	Principles of Management OR Fundamentals of Organisation Theory

Degree Structures

The tables on the next three pages give an outline of the mandatory and optional units that make up the structure of each degree programme in the School.

Degree Structures – Economics Degrees (M=Mandatory)

		Economics	Economics with SCE*	Economics & Econometrics	Economics & Finance	Economics & Management
1st Year	Intro Micro	M	M	M	M	M
	Intro Macro	M	M	M	M	M
	QM1	M	M	M	M	M
	QM2	M	M	M	M	M
	Financial Accounting 1				M	M
	Managerial Finance				M	M
	Language		M			
	Open / Faculty unit choice	40CP	20CP	40CP		
2nd Year	Intermediate Micro	M	M	M	M	M
	Intermediate Macro	M	M	M	M	M
	QM3 Econometrics	M	M	M	M	
	QM5 Econometric Theory			M		
	Organisation Theory					M
	Principles of Management					M
	Principles of Finance				M	
	Language		M			
	Options within Economics	60CP	40CP	40CP	40CP	40CP
	Open / Faculty unit choice					
Final Year	Financial Markets & Corp Finance				M	
	QM4 Applied Econometrics	M	M	M	M	
	QM7 Applied Economics Project			M	M	
	QM6 Adv Econometric Theory			M		
	Accounting/Economics/Management Options	100CP Must choose 2 units from MTP, QM7 and Advanced Micro and 3 others	100CP Must choose 2 units from MTP, QM7 and Advanced Micro and 3 others	60CP Must take at least one Economics unit	60CP Must take at least one Economics unit	120CP Must take at least 2 Management and 2 Economics units

*Study in Continental Europe students: 3rd year spent abroad at a European University following approved programme of study. Language units are only mandatory in years 1 and 2 if you are not already fluent.

Degree Structures – Accounting Degrees (M=Mandatory)

		Economics & Accounting	Accounting & Finance	Accounting & Finance with SCE*	Accounting & Management
1 st Year	Intro Micro	M	M	M	M
	Intro Macro	M	M		M
	QM1	M	M	M	M
	QM2	M	M	M	M
	Financial Accounting 1	M	M	M	M
	Managerial Finance	M	M	M	M
	Language			M	
2 nd Year	Intermediate Micro	M			
	Intermediate Macro	M			
	Management Accounting	M	M	M	M
	Financial Accounting 2	M	M	M	M
	Principles of Finance	M	M	M	M
	Principles of Management				M
	Organisation Theory				M
	Language			M	
	Options within Economics	20CP	60CP	40CP	20CP
	Open / Faculty unit choice				
Final Year	Financial Markets & Corp Finance		M	M	
	Accounting/Economics/Management Options	120CP Must take AMA or FR and one other Accounting unit and 2 Economics units	100CP Must take AMA or FR (or both)	100CP Must take AMA or FR (or both)	120CP Must take AMA or FR and one other Accounting unit and two Management units

*Study in Continental Europe students: 3rd year spent abroad at a European University following approved programme of study. Language units are only mandatory in years 1 and 2 if you are not already fluent.

Degree Structures – Joint Honours Degrees (M=Mandatory)

		Economics & Politics	Philosophy & Economics	Economics & Mathematics
1 st Year	Intro Micro	M	M	M
	Intro Macro	M	M	M
	QM1	M	M	
	QM2	M	M	
	Other main subject	40 CP	50CP	80CP
2 nd Year	Intermediate Micro	M	M	M
	Intermediate Macro	M	M	M
	QM3 Econometrics			M
	Other main subject	80CP	60CP	40CP
	Options within Economics		20CP	20CP
	Open / Faculty unit choice			
Final Year	Options within Economics	60CP	60CP	60CP
	Other main subject	60CP	60CP	60CP

Degree Structure – BSc Management (M=Mandatory)

		Management
1 st Year	Intro Micro	M
	Intro Macro	M
	QM1	M
	QM2	M
	Introduction to Accounting	M
	Introduction to Management	M
2 nd Year	Principles of Management	M
	Fundamentals of Organisation Theory	M
	Management Accounting	M
	Management Science	M
	Options within Economics	40CPs
	Open / Faculty unit choice	
Final Year	Strategic Management	M
	The Practice of Management	M
	Management Dissertation	M
	Options	60CPs

For further details about degree structures and option choices see the School's website at:
<http://www.bristol.ac.uk/efm/undergraduate-programmes/>

Programme specifications and structures are available at:
<http://www.bris.ac.uk/esu/unitprogcats/AboutProgrammes.jsa>

Transferring Between Degree Programmes

Once you have started your degree programme you may discover that another programme interests you more, or decide that a different programme would be more appropriate for you given your academic strengths. You may even feel that a programme outside of the School of EFM is more suitable for you. For these reasons it may be appropriate for you to consider transferring to a different degree programme.

Transfers may take place up until the fourth week 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.

The Transfer Procedure

If you are considering transferring to a different programme it is important to follow the School's procedure for transfer requests. Firstly, discuss your wish to transfer with your personal tutor, who can give you general advice on the difference between programmes, the pre-requisites required and the transfer process. You should then contact Mr Richard Tutin (Richard.Tutin@bris.ac.uk, Room 0B12), the academic tutor responsible for overseeing transfers. He will give you a transfer form that must be completed and signed by yourself and all departments involved in the transfer, indicating their agreement to it.

There will be slight differences in the transfer procedure depending on the time of year when you are transferring, and the type of degree programme you are transferring from or to (e.g. joint honours programmes will require permission from both departments).

There are particular periods in the academic year when the possibility to transfer exists:

- **At the end of your first year**

It may be possible for you to transfer into a different programme at the end of your first year, providing that the units you took in your first year are sufficient pre-requisites for the second year of the degree programme into which you are transferring. Transfers are normally allowed at this point if your performance in your first year exams was satisfactory. As a general rule the School expects students to achieve a mark of 50% or higher in relevant papers. Students wishing to transfer from a joint honours school to single honours Economics may be asked to re-sit exams in September if their performance is poor, even though they may have obtained a pass mark (40% or more). Your request to transfer will be considered at the First Year Exam Board meeting and you will be notified of the decision when you receive your marks from your personal tutor. If you fail any of your exams, then you will need to re-sit them in September and the transfer process will be completed then.

If you are considering transferring at the end of your first year then you must complete two option forms, one for your current degree and one for the degree to which you propose to transfer.

If you are allowed to transfer then you must complete a Faculty transfer form, which will be countersigned by Mr Tutin. **You must not leave Bristol for the summer vacation without signing this form**, otherwise you will jeopardise your transfer. If you have permission to be absent from the University when marks are released then you must see Mr Tutin before leaving Bristol.

- **At the end of your second year**

Requests to transfer at the end of the second year will only be granted in exceptional circumstances. You must see Mr Tutin at the earliest opportunity.

Opportunities to Study Abroad

The Erasmus Programme was set up by the European Union to enable undergraduates to benefit from the opportunity to study at a university in another EU country.

The School of Economics, Finance and Management currently has exchange partners in:

France:	Toulouse, Bordeaux
Germany:	Hannover
Spain:	Valencia, Madrid
Italy:	Verona
Denmark:	Copenhagen



The academic coordinator of the School's Erasmus exchange programme is Dr H    ne Turon (Helene.Turon-Lacarrieu@bris.ac.uk, room 3B12, 0117 92-88400).

The Erasmus and Study Abroad administrator is Tali Rossant (tali.rossant@bris.ac.uk , room 1C3, 0117 33-10515).

There are two forms in which students can study abroad under the Erasmus scheme. Students in the four-year '...with Study in Continental Europe' programmes spend their third year studying in one of the universities in the first four countries listed above. During the first two years they will usually study the language for the relevant country and they will be taught in this language during their year abroad. These students will return to take their final year of study in Bristol.

Students on most of our other programmes have the option of studying abroad for half of their final year. This option requires students to study in English. Currently this option is available in Madrid and the Copenhagen Business School. If you are interested in this opportunity please contact Tali Rossant (as above).

More information can be found on the School's web pages:

<http://www.bris.ac.uk/efm/undergraduate-programmes/degrees/erasmus.html>

Teaching, Learning and Assessment

The bulk of teaching in the School takes place in the Autumn and Spring Terms, with a large part of the Summer Term being taken up with revision for, and the sitting of, University examinations. These are held over a three/four week period from the middle of May to the middle of June.

The University guidelines state that one credit point is broadly equivalent to 10 hours of total student input. This includes teaching, private study, revision and assessments. Therefore a 20 credit point unit will normally require 200 hours of student input.

The implications of this for a week's work in term time will depend on how a particular unit is taught. For instance, for 20 credit point units that are taught over twelve week blocks (e.g. QM1), it means you should be studying for over eight hours per week in these units.

Many units are taught over 18 weeks of the Autumn and Spring Terms. For these units you should be spending between 6 and 7 hours per week of study. Most of these hours of study will be spent reading and writing for set essays and exercises. However, some time should be spent reading more widely.

Teaching Methods

Lectures

Lectures define the content of the course and provide an essential overview of the subject. Examinations are based on the material covered in lectures, plus material the lecturer has told you to work on.



Tutorials

All students are required to attend tutorial classes and to complete set work. Students' contributions to class discussion, attendance and marks for work completed are recorded. Tutorial classes can vary greatly in character, according to the unit. Either the lecturer or your class tutor will specify the nature of the work required, when it is due, and so on. There will always be an opportunity to raise questions arising from the lectures and from other aspects of the unit. **You are not allowed to switch tutorials.** You should attend the tutorial given on your timetable. Sometimes you may have an unavoidable meeting (e.g. a job interview) which clashes with a tutorial. You can then ask your tutors for permission to re-schedule your tutorials but you must still hand in any work on the original due date.

Exercise Lectures

In a number of units, exercise lectures are provided as well as, or in some cases, as alternatives to tutorials. In an exercise lecture the lecturer will go through exercises (or sometimes an essay topic) explaining how the answers are arrived at. You will often be invited to participate. To get the most out of exercise lectures you should make sure you attempt to do the exercises before the lecture. You will then find that you are in a better position to participate, and you will understand the answers much better.

You are encouraged to ask questions in these lectures. If you do not understand the answers ask the lecturer to explain them to you again, either at the end of the exercise lecture or during their Office Hours.

Clinics

A number of mandatory units also offer clinics. This is a dedicated time when the lecturer will be available. You can then go and ask the lecturer any question you like about the course material. Make use of these facilities. They are provided for your benefit.

Blackboard



Blackboard is a web based teaching tool that will play an important role in your education. All units taught in the School of EFM have their own Blackboard site. You will be automatically added to the Blackboard site for each of the units for which you are enrolled. The Blackboard homepage is: <http://www.ole.bris.ac.uk>.

The blackboard site for each unit provides students with material such as lecture handouts, reading lists, and problem sets, all of which can be easily downloaded. In addition some units run discussion boards, upload essays and presentations by students, on-line multiple choice exercises, and provide extensive links to relevant material on the web. Blackboard also enables lecturers and students to communicate more easily with each other. In addition, the Information Office has a site which will be used for posting important information and messages to you so please check it regularly.

Submitting Work

It is important that all work you hand in includes a front sheet that is clearly marked with:

- Your name (this should be on every page)
- The name of the person marking your work
- The name of the unit for which the work is being submitted
- The title of the piece of work

Work should be stapled together – you do not need to put it in an elaborate folder. Work for permanent members of staff should be left in the folder on their office door. Work for part-time members of staff or PhD students can be submitted to the drop boxes outside the Information Office, 1C5.

All work should be submitted on time. If work is submitted late, it may receive a mark of zero. Lecturers will make clear the consequences of late submission for their particular unit.

Late submission of summative assessment coursework

A few units include coursework as part of their summative assessment. If this coursework is handed in late the University has adopted the following scheme for penalties:

Coursework that is submitted late without extenuating circumstances is penalised by a mark reduction of 10 Marks (out of 100) for a delay of up to 24 hours, and 5 further marks for each subsequent period of 24 hours or part thereof. One week after the deadline there is a final cut-off after which the work is given zero and treated as if it had never been submitted. The 24 hour periods run from the deadline for submission. Saturday and Sunday are included, both for paper and electronic submission.

**It is your responsibility to ensure that work you submit safely reaches your tutor.
Work can go missing – make sure you keep a copy of all work you submit.**

Writing Essays

An essay must show that you have thought about the question and worked out a coherent argument to answer it. The most important requirement of an essay is to answer the particular question that is posed. Essays should **not** consist of extensive notes on the subject, merely repeating what you have been told. You must demonstrate that you understand what you are writing. Don't be afraid to be critical of what you have read and express your own views, but do be careful to defend them well. Before you start you should make out a plan for how your argument will develop. A string of disconnected 'points' makes a bad essay. No doubt you will have a number of points to make, but each must be fitted into the overall structure of your argument. The closing paragraph should summarise the argument and present your conclusion.

Express yourself in good accurate English. Make sure that every sentence says exactly what you mean to say, and that the logic of your argument is transparent. Aim for a tight analytical style rather than a diffuse literary one. Present your work well. Make sure that your spelling, punctuation and grammar are correct. Draw diagrams neatly.

Do not pad out your essay with repetitive or irrelevant material, simply to make it longer. As a general rule, two thousand words are quite enough for a third year essay. First and second year essays are generally shorter. For most of your units you will be given a maximum word length for essays. Make sure you do not exceed this maximum. Well written essays which are substantially shorter than the maximum permitted can often be awarded high marks. You should write the approximate length of your essay in number of words at the bottom of the title page.

Students should receive essays back from tutors within two weeks providing the essay was handed in on time. The mark should be accompanied by general comments on the strength and weaknesses of the essay as well as detailed comments on particular points.

Summary

- answer the essay question that has been set
- make a plan for how your argument will develop
- fit each point into the overall structure of your argument
- be critical of what you have read and express your own views, but be careful to defend them well
- ensure that every sentence says exactly what you mean to say
- acknowledge both direct quotations and paraphrases from published works
- aim for a tight analytical style rather than a diffuse literary one
- summarise the argument and present your conclusion in the closing paragraph

Giving A Tutorial Presentation



Tutorials are an opportunity for discussion and the purpose of your presentation is to initiate debate within your tutorial group. You are not there to show off and tell your classmates everything you have found out about the topic in hand. Aim to make your presentation concise, interesting and stimulating.

It is a good idea to add variety to your presentation if you can. You might do this by referring to quotes from the literature, using diagrams and proofs, which you can reproduce on the whiteboard, or which you have prepared in advance to give out. You might use unanswered questions, which your essay or reading has prompted you to think about; econometric evidence or statistical data to back up your arguments; theory that you have covered in lectures or your reading - but remember that you are applying what you have learned to the question that has been asked. Do not simply regurgitate your lecture notes.

Use equations and diagrams where they are needed, but make sure you use them properly and understand what you are doing. Do not fill your presentation with proofs, equations and diagrams that are mindlessly copied from notes or dragged out of memory. Wherever it is appropriate, you should make use of econometric work to support your argument.

You are unlikely to have to speak for longer than 15 minutes at most and so you should not be tempted to try to cram in too much material: deciding what to leave out is one of the skills you will learn in making presentations. Anything else that you want to say can be part of the discussion that follows. It is a good idea to speak from a few notes: **don't** write out and then read from a whole speech.

Giving a tutorial presentation will provide you with invaluable insights into the sorts of situations that you are likely to face when you leave university and start work. Trying to enjoy the experience will enable both you and your tutorial group to get the most out of it.

Summary

- aim to make your presentation concise, interesting and stimulating
- add variety to your presentation with diagrams, questions, quotes, and data
- apply what you have learned to the question that is being posed
- write a few notes to remind you of the main points of your presentation

Acetates for use in tutorial presentations are available from the Information Office **but you must give at least a day's notice**.

Study and Transferable Skills

Listed below are resources aimed at enhancing your academic performance and future employability:

- Section 2 of the University's Student Handbook 'Study skills and resources'.
- The Student Skills Directory enables students to search for and book on to skills courses in addition to those courses run by the School of EFM (http://www.bris.ac.uk/studentskills/skills_resources/).
- Personal Development Planning Made Easy! A downloadable guide for students on learning from experience, enhancing learning through reflection, skills development and goal setting to enhance their future employability (<http://www.bristol.ac.uk/esu/studentlearning/pdp/>).
- The Careers Service provides career-orientated workshops, practice interviews and personal guidance as well as a variety of courses to help develop student skills (<http://www.bristol.ac.uk/careers/>).

Assessment

Please also refer to the Faculty information on assessment (page 51).

For each unit you study, you will be asked to do a variety of assessment tasks. These can take a number of different forms e.g. essays, exercises, computer quizzes, presentations etc. Some of this work you will hand in and will be marked by a tutor. In other cases you will be expected to bring your answer to a tutorial class. The purpose of this work is intended to help you learn the course material. The more of this kind of work you do, almost invariably, the better you will do in your finals assessment.

All assessments taken at the end of the second and final years count in different ways to your degree classification. For most units in the School, the form of the final assessment is an unseen exam. The rubric for each exam is made available beforehand. The rubric tells you how many questions you have to do and from what section etc. in how long a time period. This is all the information that you will be given about an exam.

The questions you have to answer will change from year to year. Past exam papers will be made available on the School website. However, students almost invariably spend too much time preparing answers to questions from past exams. It is extremely likely that the exam you will have to do does not contain any of the questions from past exams. The content and structure of questions may change from year to year. Students sometimes complain that exam questions were surprising. They should not have been surprised to have been surprised. You should expect the unexpected. Specimen exams will be set for units which have not been taught before or where substantial changes have been made. Minor changes are usually made to units on a year by year basis and there is no requirement in these cases for unit directors to produce a specimen exam.

Exam Rubrics

Each exam will have its own rubric indicating the total number of questions in the exam and how many of the questions the candidate is expected to answer. It is vitally important that you read and follow these instructions as examiners will only mark the required number of questions. If, during an exam, you start a question which you subsequently decide you do not wish to be marked make sure you clearly delete it.

The University has a rule that no re-marking of exams will take place. Individual exam scripts cannot be reviewed but examiners of first and second year exams will make a report on the overall performance of students. This will mention any mistakes which occurred frequently and will be posted on Blackboard and the School website.

Handwriting in exams

When sitting an exam, most of you will understandably wish to write as much as possible in the time available. You should remember that on the whole the best scripts are not the longest. It always pays to think before you write. Nevertheless the temptation to write quickly will always be present. In writing quickly, sometimes students start to write illegibly. Every year there are a few scripts which markers find extremely difficult to read. It is important to remember while you are writing an exam script that someone else will read it. You are trying to communicate with the examiners and let them know how much you know. It is obviously very counter-productive to write the script so poorly that the examiners find it difficult or impossible to read. Marks are not formally awarded for the quality of writing in exams. However there can be few markers who do not have a more favourable attitude towards a well written script than a poorly written one.

Marking Scales and Criteria

Any written work that you do, including your summer examinations, will normally be marked out of 100. Such a mark will correspond to a class in the Faculty's undergraduate degree classification i.e. a 1st, a 2.1 (upper second), a 2.2 (lower second), a 3rd, or a Fail.

The general requirements for each class are given below. You may find it useful to refer to these when writing an essay.

A First is equivalent to a mark of 70 or above. To obtain a First you must show:

- An authoritative grasp of the material you have been asked to read or has been covered in the lectures and which is relevant to the question, and demonstrate a high level of technical competence with very few mistakes of any kind;
- An ability to manipulate that material intelligently and to direct it to the question set. This is particularly important and is probably the main characteristic distinguishing a First from a 2.1.

If you demonstrate these two qualities you will probably get a mark in the 70s. For a higher mark you need to show these qualities plus:

- Some independence of mind, some ability to judge the material of the course, and some originality;
- Some ability to draw intelligently on wider reading.

A 2.1 is a mark in the range 60-69. For a 2.1 you must show:

- A good grasp of most of the material you have been asked to read or has been covered in the lectures and which is relevant to the question. In addition you must demonstrate a good general level of technical competence, perhaps with some shortcomings.

A "good grasp" implies largely an absence of outright mistakes, and there should be clear evidence that you have understood the material and are not merely repeating it. Whether you obtain a mark in the high or low 60s depend upon:

- The extent to which the relevant material is covered;
- How well the material is directed to the question;
- The extent to which you show independence of thought and wider reading.

A 2.2 is a mark in the range 50-59. For a 2.2 you must show:

- A reasonable grasp of most of the material you have been asked to read or has been covered in the lectures and which is relevant to the question. In addition you must demonstrate some technical competence, but with shortcomings in significant areas of the subject.

There must be evidence that you have read the course material that is relevant to the question. Whether you obtain a mark in the high or low 50s depend upon:

- The extent to which the relevant material is covered;
- The absence of outright mistakes;
- The extent to which your answer appears to be mere repetition of course material.

A 3rd is a mark in the range 40-49. For a 3rd you must show:

- That you have understood the basic ideas of the course material that are relevant to the question and demonstrate limited technical competence, but with major shortcomings in significant areas of the subject.

A Fail is a mark in the range 0-39. A Fail mark indicates:

- A lack of knowledge of, or misunderstandings about, some of the basic ideas of the relevant course material.

In exercises and exam questions which require a mathematical answer, you will be assessed on both the methods you have used and the extent to which your solution is correct. For a first class mark, your answer should include both a detailed description of the correct method and the correct (or very nearly correct) solution. Full marks require the correct solution.

Marks are deducted both for failure to obtain the correct solution and for failure to provide details of the methods used. If you are in doubt as to what you are required to do in any particular exercise, you should consult your tutor or unit director.

Feedback

Students sometimes do not think they receive much feedback on their work. This may be because the feedback you receive will come in many different forms. You should be aware that you will receive the following kinds of feedback when you take units in the School of Economics, Finance and Management. **An important feature of feedback, is that you cannot receive feedback if you have not done the relevant work.** If you feel that any of the feedback you receive is unclear or inadequate, you should talk to the person who gave you the feedback and ask for clarification.

Contributions to Tutorials

For most (if not all) of your tutorials you will be asked to prepare some kind of work. During the tutorial you will be given the opportunity to use this work to answer questions and engage in discussion. You may be asked to present some of it on the whiteboard. You will probably not receive an explicit mark for this but your tutor will certainly give you some verbal feedback on your contribution. If you fail to prepare the required work you cannot receive any feedback on it.

Tutorial Presentations

In some units, you will be asked to give a more formal presentation. In this case you will receive a mark and again the tutor will provide more feedback.

Coursework you hand in

In nearly all units you will be required to hand in written work; usually essays or exercises. Depending on how the unit is organised you will certainly receive written feedback from your tutor on some (if not all) of this work. It is very important that you collect marked work from your tutor if asked to do so otherwise you will not benefit from the feedback provided.

Student Attendance and Feedback System (SAFS)

Some units may choose to provide feedback using the School's attendance and feedback system known as SAFS. Your lecturer will let you know if your tutor on a particular course will use SAFS. If so, you will be given instructions on how to access your feedback on the work you have handed in. SAFS also provides a record of your marks in the summer exams.

Blackboard

In all quantitative units (QM, Finance, Accounting and some Economics units), solutions for exercises and problems will appear on Blackboard.

On-Line Tests

In some units, you will be asked to complete on-line tests on Blackboard or some other software system. These tests will usually give you immediate feedback.

Exercise Lectures

Exercise lectures are given in many mandatory units. The relevant exercises will be handed out before hand. You should attempt to tackle these exercises BEFORE the lecture. You can do this in groups if you wish. During the exercise lecture, the lecturer will show you how to answer the exercise correctly. Thus you will not receive any feedback on your own work, if you have made no attempt to do the exercises before the lecture.

Clinics

Clinics are also available in some units. During a clinic, lecturers are available to answer questions and help you with any problems you may have. If you do not attend clinics, this kind of feedback will not be available to you.

Office Hours and e-mail

All teaching academic staff have office hours. Until the exam period, most members of staff find that very few students come to their office hours. Again this is an opportunity to receive feedback on any questions or problems you may have. If you cannot attend an office hour, you can always e-mail a tutor and obtain feedback by that route.

Exam Feedback

Apart from your mark, individual feedback on your exam performance is not available. However general feedback for exams of mandatory first and second year units is made available at the end of the summer term on the School website.

Progressing through your degree

Monitoring Your Progress

Your attendance and participation in classes and work completed during the year will be monitored by your class tutors and will play an important role in decisions about your progress. Each class tutor will report details of your attendance and performance during the year. This information may also be referred to when a member of staff is completing an academic reference for you. It is therefore important that you attend all tutorial classes and complete all set work. If you have a genuine reason for not attending a class or are having any problems with the work then you should speak to the class tutor about this.

If a class tutor becomes concerned about your attendance or work they will use the School's progress procedures to ensure that you are aware of the problem. If problems persist then the class tutor will inform the School's Progress Committee who can take further action. The basic progress procedures are outlined below.

During the term:

- **Failure to attend two classes in succession or hand in two pieces of work without explanation:**
Your class tutor will request a form is sent out to you on their behalf, indicating that there is a problem with this unit. The form states that you must speak to the relevant class tutor about this matter at the earliest opportunity.
- **Continued absence from tutorial classes or failure to hand in work or complete work to a satisfactory standard:**
You will receive a letter from the School outlining the problems with the unit concerned and informing you that you must see both your class tutor and your personal tutor to discuss the situation.

At the end of each term:

At the end of each term class tutors will report any students whose work or attendance has been a significant cause of concern to the School's Progress Committee. The Progress Committee will review all reported cases and has at its disposal a number of different courses of action depending upon the seriousness of the situation:

- (a) It may send a letter warning that your performance is considered unsatisfactory and requiring you to make up any outstanding work by a specified date.
- (b) If the situation is more serious then the School's Progress Committee can report the matter to the Faculty Progress Committee (see page 46).

Unsatisfactory attendance or failure to complete work set can lead to exclusion from the University.

These progress procedures have been put in place with the intention of helping students who have fallen behind or are having difficulties with the course. At all stages you have the opportunity of consulting with the appropriate academic staff.

To ensure that the progress system works fairly the Board of the Faculty of Social Sciences and Law has set down the following guidelines:

- You should be fully and clearly informed of what is required of you, at the beginning of your programme and subsequently;
- You should be adequately warned about any problems with your work before being formally reported to the Faculty Progress Committee (a letter sent to your last known address constitutes an adequate warning);
- If reported to the Faculty Progress Committee you can make representations to it through your personal tutor, by letter, or through an interview with the Dean or the Undergraduate Dean;
- Your personal tutor should be notified in advance of any intention to report you to the Faculty Progress Committee;
- If the Faculty Progress Committee recommends that you be required to withdraw, you have the right to appeal against this decision to the Faculty Board.

*****Students registered for their first year of study in 2011-12********Progression in your First and Second Year***

Students normally need to achieve 120 credit points in any academic year to progress, though students may be permitted to progress to the next year with a fail mark in one unit so long as they achieve a pass overall in the year and meet other specified criteria.

Students who do not achieve the pass mark for a unit or fulfil any additional criteria are normally permitted a second attempt in the failed units to achieve a satisfactory standard (i.e. a 're-sit'), so long as they achieve at least a third of the credit points for the year of study at the first attempt (i.e. 40 credit points or more). Students who do not achieve this are normally required to withdraw from the programme with an exit award, if appropriate.

Any student failing a first or second year exam will be required to re-sit the exam in Bristol in early September. It is not Faculty practice to allow pre-sessional (re-sit) examinations to be taken outside Bristol. You should bear this in mind when making holiday arrangements.

Students who fail to achieve the unit pass mark following a re-sit of the unit, are normally required to withdraw from the programme with an exit award, though they may exceptionally be permitted to either repeat the whole year of the programme or have a final re-sit opportunity as part of a 'supplementary year', in order to obtain the necessary credit points to progress.

For any unit which is passed by re-assessment such as a re-sit, the recorded mark is capped at the minimum pass mark of 40%, even if the student achieves a higher mark in the re-assessment.

The University will take into account evidence if a student's performance at the time of the assessment is likely to have been affected by extenuating circumstances.

The full Regulations on student progression can be found in the University's Regulations and Code of Practice for the Assessment, Progression and Award of a Qualification for Students on Taught Programmes at <http://www.bristol.ac.uk/esu/assessment/codeonline.html>

Although first year exam marks do not count towards your final degree, some employers ask for a record of all your marks at University. Thus good marks in the first year will not only look good on your transcript but may also help persuade future employers of how good you are.

*****Students registered for their first year of study in 2010-11*****

Progression in your Second Year

If you pass (obtain 40 per cent or more) in the end of year assessment (exam) for any particular unit, you will be awarded credit points for that unit. Any student who does not obtain at least 40 per cent in the end of year assessment will not be awarded credit points. To obtain the credit points you must pass the re-assessment.

Should you be asked to take a re-assessment exam, then the mark obtained in the reassessment will be capped at 40 per cent.

Any student failing a second year exam will be required to take a re-assessment exam in Bristol in early September. It is not Faculty practice to allow examinations to be taken outside Bristol. You should bear this in mind when making holiday arrangements.

Your Final Year

If you pass (obtain 40 per cent or more) in the assessment for any particular unit, you will be awarded credit points for that unit. If you fail, you are not awarded the credit points.

If you fail one or two units in your final year, the Exam Board may award "supplementary" credit points in these units up to a total of 40 credit points, depending on strong performance elsewhere and other evidence as the Board decides. If you fail units worth more than 40 credit points in your final year, you will not be awarded an Honours degree but you may be eligible for an Ordinary degree.

Degree Classification

*****Students registered for their first or second year of study in 2011-12*****

The University now has a common policy to calculate the final programme mark and degree classification for its undergraduate modular programmes, the key points of which are provided below.

1. First year marks do not contribute to the calculation of the final programme mark and degree classification.
2. The marks from units taken in subsequent years of study do contribute to the final programme mark and degree classification, weighted by the volume of credit points.
3. The following weighting is applied to the average year marks to calculate the final programme mark:

Bachelor of Science 3-year honours degree	0:40:60
Bachelor of Science 4-year honours degree (i.e. with third year Study in Continental Europe)	0:30:10:60

4. The honours degree classification will be awarded in relation to the final programme mark as follows:

First Class Honours	70 and above
Second Class Honours, First Division	60-69
Second Class Honours, Second Division	50-59
Third Class Honours	40-49
Fail	39 and under

5. If the final programme mark falls within the range of one of the classification boundaries, as follows:

2.1/1	Equal to or more than 68 but less than 70
2.2/2.1	Equal to or more than 58 but less than 60
3/2.2	Equal to or more than 48 but less than 50
Fail/3	Equal to or more than 38 but less than 40

then the higher degree classification will only be awarded if 50% or more of the individual unit marks, weighted by credit point value and year of study, are achieved at the higher class, otherwise the lower class will be awarded.

The full Regulations on degree classification can be found in the University's Regulations and Code of Practice for the Assessment, Progression and Award of a Qualification for Students on Taught Programmes <http://www.bristol.ac.uk/esu/assessment/codeonline.html>. An example is provided in Annex 23 of this code.

*****Students in their final year of study in 2011-12*****

For this cohort of students the School of EFM uses Faculty guidelines, known as the Giles Guidelines, to classify degrees (<http://www.bris.ac.uk/fssl/current-students/fssl-undergraduates/index.html>).

These guidelines should be read in conjunction with the University's Code of Practice for the Assessment of Students on Taught Programmes, Examination Regulations and Guidelines on Modularisation for Undergraduate Programmes, which can be found at:

<http://www.bristol.ac.uk/esu/assessment/codeonline10.html>

<http://www.bristol.ac.uk/secretary/studentrulesregs/examregs.html>

Having Your Say

Student Evaluations of Lectures and Tutorials

The School has a number of procedures to ensure and improve the quality of its teaching. An important part of this process is obtaining your views through the use of questionnaires. Each year a sample of lecturers, tutors, units and programmes is taken and the relevant students are asked to complete questionnaires. Please complete them in a constructive way. Your responses will be used to improve teaching in future. The quality of teaching you receive is partly the consequence of previous students completing these forms and the School changing its practices accordingly.

Undergraduate Staff-Student Consultative Committee

The Staff-Student Consultative Committee deals with the needs and concerns of undergraduates in the School of Economics, Finance and Management. The Committee is the place where students can have input to the quality of the undergraduate experience here at Bristol. It will normally be consulted on significant planned changes to the curriculum or management of the School, may be consulted on other matters of University policy formulation, and will be informed of significant policy issues or developments in the University.

Whatever you think might improve the overall experience of being a student in the School - if you think the courses could be better structured, there should be more contact with tutors, more computing sessions etc. - let your student representative know, and he or she can make sure that your opinions are heard. Points raised at the Committee meeting can be taken forward by the student representatives to the School meeting, which is normally held once a term.

The Staff-Student Committee is chaired by a student representative and meets once a term. Minutes of the committee meetings will be posted on the student rep Blackboard site.

The committee consists of 15 elected student representatives and a number of academic staff. To be representative of all years and programmes, the 15 student representatives comprise:

- **3 first year students:** elected at the start of the academic year for a two-year period and will become second year representatives.
- **6 second year students:** 3 representatives will be newly elected to join the 3 continuing from the previous year. The newly elected representatives are elected for a two-year period and will become third year representatives.
- **6 third year students:** 3 representatives will be newly elected to join the 3 continuing from the previous year.

The three newly elected representatives for each year group comprise:

- one student from the Economics programmes one student from the Accounting programmes
- one student from the Joint programmes

Elections for new representatives will take place at the beginning of the Autumn term – please check your University of Bristol email for further information. If you are interested in becoming a Student Representative please contact Joan Batchelor (joan.batchelor@bristol.ac.uk).

Facilities

Computing



The University has extensive computing facilities managed by IT Services. Many of these facilities are available twenty-four hours a day in term time, both on campus and in the Halls of Residence. IT Services is based in Tyndall Avenue, between the Careers Service and the University Library. During term time they run a Help Desk for undergraduate computing queries. If you have had limited computing experience before you arrive in Bristol, or you are interested in developing your skills further then ask at the Help Desk for information about training packages available.

A student IT Handbook is now available “Student guide to IT services 2011-12” <http://www.bristol.ac.uk/studentskills/content/itskills/>

All new students will be given a copy of this handbook during the registration process and it will be freely available in the library.

For help or queries about central IT services including passwords, email etc, contact the IT help desk:

- **Web:** <http://www.bristol.ac.uk/it-services/info/students.html>
- **Email:** service-desk@bristol.ac.uk
- **Phone:** (0117) 928 7870 | internal 87870. Mon-Fri 8am – 5pm
- **In Person:** Computer Centre first floor. Mon-Fri 8:30am - 5:30pm

Computer rooms available to undergraduate EFM students include:

- **Social Sciences and Law – Priory Road Complex**
Room **1F11**, 09:00 - 17:00 (Mon-Fri) – 14 machines
Room **2D5**, 09:00 - 18:30 (Mon-Fri) – 17 machines
Room **1D5**, 09:00 - 18:30 (Mon-Fri) – 24 machines also used for teaching
- **Computer Centre**
First floor of the Computer Centre, 8 Tyndall Avenue. 24/7 access to 46 machines. Outside main portered hours you need a code to get in. For details of how to get the code log onto: <https://www.bris.ac.uk/it-services/locations/computerrooms/uobonly/computercentre.html>
- **Arts and Social Sciences Library**
Access to 14 machines when the library is open. Current opening times: 8am – midnight daily. Computer facilities are located on the ground floor.
- In addition, **halls of residence** and the **Students’ Union** have computers available.

First year students are introduced to the computing environment through a series of lectures and practical exercises. They gain experience of office applications, email, web-based software and a statistical software package. No prior knowledge is assumed for this course. Further computing topics of a more specialised nature are introduced in the second and final years.

Access to Electronic Resources

- **24/7 access to MyBristol - the UOB Portal**

Students are encouraged to use the portal for accessing a growing number of University services (including timetables, Blackboard VLE, email, course and exam information) by logging into the portal at: <http://www.bris.ac.uk/mybristol> from any internet connected system, no matter where they are in the world.

- **24/7 access to electronic library and learning resources**

In addition to the Portal, students can also access, 24/7, other electronic library/learning resources (i.e. [MetaLib](#), the [eJournals catalogue](#) or the [eBooks catalogue](#)) from wherever they are in the world by using the offsite proxy. This is a simple process that takes a few minutes to set up on your computer. Note: it may not be possible to make the required changes on a computer administered by others i.e. airport/internet café etc.

- **Wireless access**

The majority of the Faculty is wireless enabled. The Wills Memorial Building is not yet wireless enabled, although parts of the Law library are. There is wireless coverage in parts of the International Room and the Current Serials Room in the library in the Graduate School of Education (GSoE). In the Arts and Social Sciences Library wireless coverage is available at all student areas on the ground floor and all study desks on the first and second floors.

The wireless coverage across the campus is constantly being extended. The current coverage can be found at: <http://www.wireless.bris.ac.uk/>

- **Café resources**

The Priory Road Café in the Social Sciences and Law complex at 8 Woodland Road has several internet style computers and a number of plasma screens which can be used with personal laptops for interactive group learning.

- **Info for students working offsite**

A Useful web site for users working offsite is:
<http://www.bristol.ac.uk/is/computing/advice/homeusers/>

- **Info for students**

A Useful web site for UOB students including laptop clinic, laptop purchase scheme, student handbook, can be found at:
<http://www.bristol.ac.uk/is/info/students.html>

University Library Facilities

The main University library is the largest academic library in the South West of England. It is situated in Tyndall Avenue, about 5 minutes walk from the School. In term time, the library is open for reading late at night and during the weekends. Opening times are given on the library's website (<http://www.bris.ac.uk/is/library>) and on the main door. The library's website provides access to the library catalogue and other useful user information.

Angela Joyce (email angela.joyce@bristol.ac.uk) is a member of the Library staff with special responsibility for Economics, Finance and Management. She is available to help you with difficult enquiries, but you are expected to make your own searches for references before enlisting his help as a last resort. At the

beginning of each academic year, the Library runs guided tours, shows videos and distributes leaflets to inform all readers about the services provided.

For the convenience of students, books which are likely to be in permanent demand or which are needed for permanent reference are confined to the Library and may not be borrowed under any circumstances. These are clearly marked with a special bookplate and with a red band on the spine. In addition, a number of books that are likely to be in frequent demand are put on permanent **Seven Day Loan** or temporary **Short Loan**. Seven Day Loan books may only be borrowed for one week, and Short Loan books may only be borrowed overnight. Lists of the books on Short Loan are displayed in the ground-floor back lobby and are available via the electronic catalogue.

If you have any serious problems getting books, you should report this to your class tutor.

Additional Programme Costs

All students on taught programmes will need to purchase some materials associated with their programme at the University. Expenses will include basic stationery, photocopying and printing cards and text books. This guidance is intended to give you basic information about the types and levels of expenses you may incur. It is not intended to be exhaustive, as each student will have his or her own particular needs. If you have any further questions about additional expenses for your programme, please contact Tamsin or Nicky in the Information Office.

Any students experiencing financial difficulties in meeting essential programme expenses should seek advice from their personal tutor, and/or from the Student Funding Office. The Student Funding Office is available to offer advice and help to all students with financial issues; further information is available from their website at <http://www.bristol.ac.uk/studentfunding/>.

Books and other course texts

The School of EFM sells course packs for many of the units you will be studying. These are available to buy from the Information Office. You will receive an email when there are course packs ready for you to collect. Payment is through an online purchase system, full details of which will be sent to you in due course.

Whilst you may wish to undertake some background reading prior to arrival at University, you do not need to buy any books or texts prior to your arrival. There will be opportunities to purchase second-hand textbooks directly from other students. In addition, limited copies of most texts will be available at the University's libraries.

Computers and software

Students are not required to purchase a computer as part of their study, although many decide to do so. Advice and information on purchasing a computer can be found on the ResNet website at <http://www.resnet.bristol.ac.uk/>. The ResNet site also provides information on the ResNet service, which allows students in University residences to access the University network and the Internet from their rooms.

Printing and photocopying

All of the University's libraries offer photocopying facilities, and it is likely that you will need to do some photocopying as part of your programme. Printing facilities are also available at libraries, at the Computer Centre and at many other locations around the precinct. Printing credit can be purchased online or in person at any University library and the 24 hour access computer room. Information on locations and charges can be found at <http://www.bristol.ac.uk/is/computing/applications/printing/>.

Further information

Important Dates to Note

Autumn Term 2011: Monday 3 October (Week 0) to Friday 16 December (Week 10)

Monday 10 October – Start of first teaching block – Lectures in the School of EFM start (Week 1)

Monday 17 October – Tutorials in the School of EFM start (Week 2)

Spring Term 2012: Friday 13 January (pre-week 11) to Friday 23 March (Week 20)

Monday 30 January – Start of second teaching block (Week 13)

Friday 23 March – Option form deadline

Summer Term 2012: Monday 23 April (Week 21) to Friday 22 June (Week 29)

Summer Exams 2012: 14 May - 15 June

Pre-sessional Exams 2012: 3 - 14 September

- Details of next year's term dates, graduation dates etc. can be found on the University website at:

<http://www.bris.ac.uk/university/dates/>

The University's **Rules and Regulations for Students** can be found at

<http://www.bristol.ac.uk/secretary/studentrulesregs/>

BEST (Bristol Economics Society)

BEST is a student-run society open to all members of the University and is an ideal way to make friends quickly. Some of BEST's activities are:

- Inviting high-profile speakers from the City and industry to come to Bristol to talk and give advice about relevant topics of interest.
- Organising social events.
- Arranging an annual book-selling network.

The notice board for BEST is in D Block, on the left as you enter from the walkway.

Student Support Services

If you are worried about or have any problems with any aspect of your studies or degree programme, your first step should be to see your personal tutor. A directory and brief details of the University's student support services is given here. Please see the University's Student Services booklet for more detailed information.

Student help

A website which aims to help students by providing links to services and answers to frequently asked questions on any aspect of student life.

Address: Senate House, Tyndall Avenue, Bristol, BS8 1TH

Tel: 9289000

Web: <http://www.bristol.ac.uk/studenthelp/>

Student Health Service

All students should register with the Student Health Service.

Address: Hampton House Health Centre, St Michaels Hill, Cotham, Bristol, BS6 6AU

Tel (General Enquiries): 330 2720 *Emergencies and home visits:* 330 2721

Web: <http://www.bristol.ac.uk/students-health/>

Disability Services

Provides information and advice on support services and issues about disability and deafness.

Open for drop in Monday to Friday 9.30am-4.00pm.

Address: Lower Ground Floor, Hampton House, Cotham Hill, Bristol BS6 6JS.

Tel: 0117 331 0444; *Fax:* 0117 331 0456

Web: <http://www.bristol.ac.uk/accessunit/> *Email:* disability-services@bristol.ac.uk

Student Counselling Service

Free, friendly, confidential advice and support to students with any problem or anxiety.

Address: 3rd Floor, Hampton House, Cotham Hill, Bristol, Bristol BS6 6JS

Tel: 95 46655 *Mobile (text messages only):* 07917040893

Web: <http://www.bristol.ac.uk/student-counselling/>

Nightline

Confidential all night helpline run by Bristol students for Bristol students.

Web: <http://www.bris.ac.uk/nightline/> *Email:* nightline@bristol.ac.uk *Tel:* 0117 926 6266

Out of hours: Bristol Samaritans *Tel:* 0117 983 1000 *Email:* jo@samaritans.org

Student Welfare and Advice

Run by the Students Union, offering impartial and practical advice on a wide range of welfare issues.

Address: University of Bristol Students' Union, Queen's Road, Bristol, BS8 1LN

Web: <http://www.ubu.org.uk/support/> Tel: 95 45800; Fax: 95 45817

Student Funding Office

Information and advice on student loans, access funds and emergency loans as well as general financial advice.

Opening times 9am – 5pm, Monday to Friday.

Address: Ground Floor, Senate House, Tyndall Avenue, Bristol BS8 1TH

Tel: 33 17972 Email: student-funding@bris.ac.uk Web: <http://www.bristol.ac.uk/studentfunding/>

Accommodation Office

Helps students to find accommodation and can offer advice and help with all housing problems.

Address: The Hawthorns, Woodland Road, Clifton, Bristol BS8 1UQ

Tel: 0117 95 46640

Web: <http://www.bristol.ac.uk/accommodation/> Email: accom-office@bristol.ac.uk

International Students' Advisory Service

Offers advice on a range of issues that may affect international students, as well as organising a programme of events.

Address: Second Floor, University of Bristol Students' Union, Queen's Road, Bristol, BS8 1LN

Tel: 95 45849

Web: <http://www.bristol.ac.uk/internationalcentre/studentsupport/>

Careers Service

Address: Tyndall Avenue, Bristol BS8 1UD

Tel: 92 88221 Web: <http://www.bris.ac.uk/careers> Email: careers-gen@bris.ac.uk

Job Shop

Part of the Careers Advisory Service, JobShop provides an online vacancy service for students looking for part time and vacation opportunities.

Address: Tyndall Avenue, Bristol BS8 1UD

Tel: 92 88221

Chaplaincy Centre

The chaplains are willing to listen and talk, to give counsel and advice, and to discuss the Christian faith either at the Centre or at home. Students and staff are welcome to drop in for coffee.

Open every weekday in term from 11.00am to 5.00pm

Address: Ground Floor, The Grange, 1 Woodland Road, Bristol BS8 1AU

Tel: 95 46600 Web: <http://www.bris.ac.uk/chaplaincy/>

University Day Nursery

Open 8.30am to 5.30pm, weekdays throughout the year. The University Day Nursery accepts children from 3 months to 5 years of age.

Address: 34 St. Michael's Park, Bristol BS2 8BW

Tel: 92 76077 Web: <http://www.bristol.ac.uk/nursery/> Email: university-nursery@bristol.ac.uk

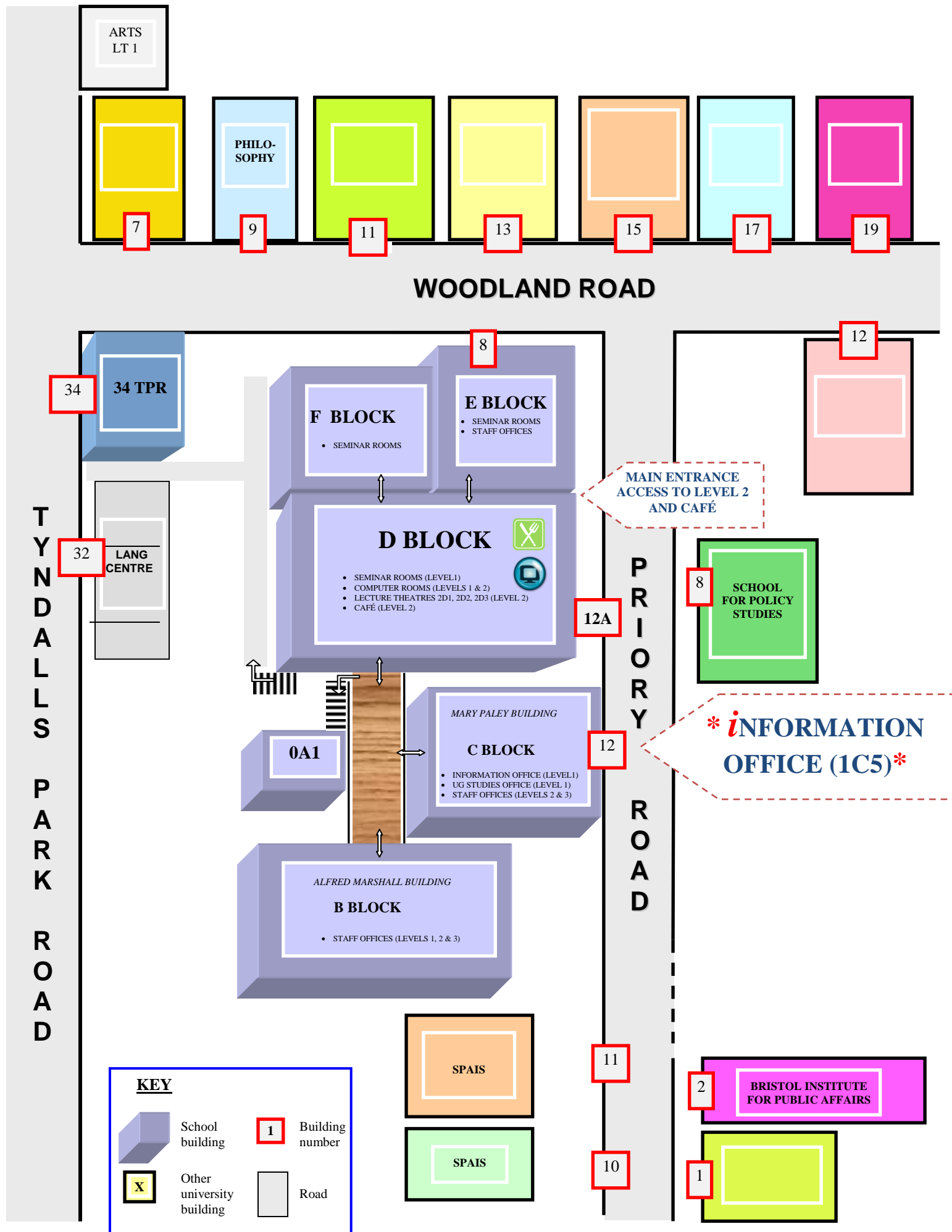
Computing Service Help Desk

Tel: 92 87870

Email: service-desk@bristol.ac.uk

Web: <http://www.bristol.ac.uk/it-services/>

Map of the School of Economics Finance and Management



Section Two

Faculty of Social Sciences and Law

Welcome from the Undergraduate Dean

“Education is not received, it is achieved”

MAY I TAKE THIS OPPORTUNITY TO WELCOME YOU AS AN UNDERGRADUATE STUDENT in the Faculty of Social Sciences and Law.

The quote from anon, above is another way of saying what is often attributed to W.B. Yeats : “Education is not filling a bucket, but lighting a fire”. Whichever trite phrase you pick, they are trying to make a vital point – what you achieve here will depend upon YOU. We can give you pointers, we can provide reading lists, we can provoke, challenge and hopefully inspire you – but ultimately what you achieve will depend upon you taking ownership for your learning, and becoming a scholar; someone who is fascinated by their discipline, reading beyond set reading, spending time in private study, using this amazing opportunity to read and think. You may never get another opportunity to do this, until you retire, so do make the best of it.

Introduction

This section of your Handbook provides you with basic information relevant to your undergraduate studies in the Faculty. You will find additional information on the student section of the Faculty web pages at <http://www.bris.ac.uk/fssl/current-students/fssl-undergraduates/index.html>. Please do refer to these web pages, as they are updated throughout the year. You will find many references in this handbook to the Regulations and Code for Taught Programmes. <http://www.bristol.ac.uk/esu/assessment/codeonline.html>. This is the definitive source of information about the formal rules and procedures for every aspect of your studies.

Your Academic School will provide you with important information on programme structures and assessment methods as well as other general information. Most Schools also have information available on their websites, and you can access these from the Faculty website at <http://www.bris.ac.uk/fssl/departments/>. You should also note your School's programme for Introductory Week, as Introductory Week is an excellent chance to ask initial questions, meet staff and fellow students. Never be afraid to ask a question – if it has occurred to you as a question, you can feel certain others will have the same question, so they will be glad you have asked.

The University Library and Information Services websites also provide guides to their services, along with the University Student Handbook. I would strongly urge you to attend a Library tour and an introductory E-learning talk given by Doug Hamilton during Induction Week, they are really good ways to make sure you know what is available and a chance to ask questions. Again, detailed information on all these services can be accessed via the University web pages.

The Faculty

The Faculty of Social Sciences and Law is the second largest Faculty in the University. There are approximately 13,500 full-time undergraduate students at the University with around 2,600 of these in the Faculty. The Faculty offers more than 30 different undergraduate degree programmes.

The academic staff of the Faculty are all attached to one of five Schools: the School of Law, the School of Economics, Finance and Management (EFM), the Graduate School of Education, the School for Policy Studies (SPS) and the School of Sociology, Politics and International Studies (SPAIS). A student's particular degree programme will be attached to one School if it is Single Honours (e.g. Policy Studies) or two Schools if it is Joint Honours (e.g. Economics and Politics). Some programmes are joint with

Schools outside the Faculty (e.g. Economics and Mathematics) and, if you are studying on one of these programmes, you will – with very few exceptions – be registered in this Faculty.

Degree Structure

The University operates a modular system for undergraduate degrees and each programme is taught in a series of units. A fixed number of credit points are attached to each unit - for example, short units usually have 10 credit points and longer units have 20, 30 or 40 credit points. The academic year is organised into two 12-week teaching blocks and some units are taught in the first, some in the second and some across both teaching blocks.

You must register for a sufficient number of units in each year, normally 120 credit points in total for full-time students. A few programmes require students to register for 130 credit points in total. **It is your own responsibility to ensure that you have registered for the right number of units in each year of study for your own particular degree programme.** Current students can check their unit registrations online at www.bristol.ac.uk/studentinfo. If you are at all doubtful about whether you have done this, you should consult the 'Undergraduate Registration Timetable and Information', which contains detailed information on programme structures and units. Please note that it is not possible to study more than 130 credit points in one year, unless you have been given permission to retake failed units.

Personal Tutors

When you arrive at Bristol, you will be allocated a Personal Tutor. Personal Tutors oversee students' overall progress and can be consulted when you require information or help. It is important that you keep your Personal Tutor informed of any problems that you are experiencing or if you are struggling with a certain part of your studies. Your Personal Tutor can act on your behalf, for example at School Progress Committees, should the occasion arise. You should also approach him/her to act as a first referee when you are considering job applications. If you find you cannot get hold of your personal tutor, please tell your School Office, or Programme Director.

The Faculty Office

The Faculty Office is the central point of information for the Faculty and deals with all aspects of student administration. You can contact the Faculty Office during office hours if you have any queries. Further information about the Faculty Office is given overleaf and on the Faculty Office website <http://www.bris.ac.uk/fssl/faculty-office-staff.html>

As Undergraduate Dean, I carry responsibility for dealing with all undergraduate student issues. Problems are best resolved quickly and effectively in your School so you should initially raise your concerns with the School, but if you are experiencing problems that you cannot talk to anybody in your School about, or, having talked to the School, you would like to talk to someone else, please come and see me or email me (you will find my email address on the Faculty Organisation page). I much prefer to hear about problems early on.

Although your School is very much your front line contact when it comes to examination results, the Faculty Examination Board and Progress Committee, take the formal decisions on your progress. We review the progress of students whose work or attendance is causing their School some concern, and deal with problems such as plagiarism. Whereas we hope you will become involved in Undergraduate Studies Committee, we hope you will not have to come to the attention of the Examination Board and Progress Committee!

The Faculty Office is the point from which formal letters relating to your registration, progress and qualification are issued. **It is vital that you keep your Bristol and home addresses up to date on your student or file at www.bristol.ac.uk/studentinfo and check your Bristol e-mail account regularly. The University deems you to have received and read letters sent to your current registered address and to**

your e-mail account. Most students find it safest to use their Bristol email address as their main address.

And Finally...

At Bristol you will be a member of one of the most talented student bodies in the country and you will be studying in one of England's most beautiful cities. You will be taught on a regular basis by scholars with national and international reputations in their specialist research fields. The degree programmes taught in the Faculty have been carefully designed to provide the most rewarding and stimulating study experience. You will find that some of your units are difficult. This is as it should be. If you did not find your studies highly demanding, you would not be stimulated and educated in the same way. Such hard work should be enjoyable and sometimes exciting.

I wish you an enjoyable and successful time here. I hope you make as much of these opportunities as you can and look forward to your graduation in the future.

***Christine Willmore
Dean Undergraduate Studies
Faculty of Social Sciences and Law
October 2011***

Faculty Office, Staff and Organisation

Faculty Officers

Dean	Professor Judith Squires	dean-fssl@bristol.ac.uk	928 7797
Undergraduate Dean (and joint Education Director)	Christine Willmore	ugdean-fssl@bris.ac.uk	954 5345
Graduate Dean (and joint Education Director)	Dr Sally Barnes	graddean-fssl@bristol.ac.uk	928 7505
Research Director	Professor Wendy Larner	W.Larner@bristol.ac.uk	928 8306
Faculty Manager	Mr Dominic Freda	Dominic.Freda@bristol.ac.uk	331 7723

Faculty Office Staff

Faculty Education Manager	Ms Tania Kinane	t.r.kinane@bris.ac.uk	928 8899
Senior Executive Assistant	Miss Rebecca Thomas	pa-fssl@bristol.ac.uk	928 7797
Senior Education Administrator	Mrs Kes O'Donnell	fssl-ugadmin@bris.ac.uk	928 9953
Senior Education Administrator	Miss Genette Ellis	fssl-ugadmin@bris.ac.uk	928 9952
Faculty Education Officer	Miss Sarah Hallworth	Sarah.Hallworth@bristol.ac.uk	928 9008

You can get up to date details for these and other Faculty roles, covering e-learning, admissions, quality assurance, widening participation IT, premises and other support services, from the Faculty website. This also includes descriptions of the roles.

<http://www.bris.ac.uk/fssl/faculty-office-staff/>

The Faculty Office

The Faculty Office can be found in 8 Woodland Road, - follow signs from the Priory Cafe. This is a temporary home whilst building work is carried out. We are normally on the first floor of Senate House, but please go to 8 Woodland Road until we notify you we have moved back. This is the main office for student-related enquiries. Office opening hours are from 10am until 4pm during term time (apart from Wednesdays of 10am until 2pm), but closed between 1pm & 2pm during the vacation period.

You should come to this office or email fssl-ugadmin@bris.ac.uk for the following:

- to sort out student funding or fee status queries;
- to obtain letters confirming student status;
- to obtain official academic transcripts;
- to obtain advice on regulations, progress issues, procedures and appeals;
- any other undergraduate enquiries;
- to seek an appointment with the Dean, Undergraduate Dean or Faculty Education Manager.

A full list of the services provided by the Faculty Office is available at <http://www.bris.ac.uk/fssl/current-students/facultyofficeservices.html>.

Current students are entitled to a total of three free signed copies of their academic transcript each academic year. One free copy is issued to graduates within two months of their graduation ceremony. Additional copies must be paid for, please contact the Faculty Office for further details on transcript fees. Transcripts can be requested online at <http://www.bristol.ac.uk/fssl/at-request/index.html>.

Bristol-based students in full time study should automatically receive exemption from Council Tax as the University notifies Bristol City Council of every student in attendance. Alternatively, you can request a form confirming your student status from the Faculty Office.

Students wishing to check or update their personal details on-line (including home and local addresses) can do so by accessing this University website: <https://www.bris.ac.uk/studentinfo/>

Faculty Committee Structure

There are a number of decision-making committees within the Faculty, which mirror University committees.

The *Faculty Board* is the highest decision-making body within the Faculty, responsible for overseeing all major Faculty academic decisions and priorities. The *Faculty Planning and Resources Committee* meets monthly and advises the Dean on major management issues.

The *Faculty Undergraduate Studies Committee* is a strategic committee responsible for undergraduate teaching provision in the Faculty, and oversees all aspects of student welfare and academic policy. It oversees new and revised programme and unit proposals and considers academic policy within a quality assurance context. We meet to develop quality initiatives in a *Faculty Teaching and Learning Committee*. The *Faculty Quality Assurance Team (FQAT)*, helps Schools reflect upon their performance and work to improve student experience.

The *Faculty Progress Committee* is responsible for monitoring undergraduate student progress and determining outcomes when students fail to complete units successfully. The *Faculty 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 Representatives

This is a vital part of ensuring we provide you with the best learning opportunity. We strongly encourage students to take an active role within the Faculty by becoming a student representative. Representatives are part of the Faculty Undergraduate Studies Committee, Faculty Board and the Faculty Widening Participation Forum to help us improve our support and services, for you to find out about the organisation of the faculty and providing an opportunity to put across the student point of view. Student involvement in Faculty Undergraduate Studies Committee is really important, helping us to ensure we focus upon giving you the best opportunity to learn that we can. Any student can become involved in this as a student representative. Your School will ask for volunteers to be course representative early in the autumn term. Training is provided via the Student Union. Do please think about whether you would be willing to help speak up for your fellow students by becoming a representative.

Undergraduate Study

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

Most students arrive in our Faculty from school, with experience of studying primarily in a model of high levels of contact hours and highly directed, examination focused, learning. On graduating, our expectation of our students is that they will move into careers which confer high levels of independence and leadership at an early stage in their career. Within their short period at the University they need to move from students reliant on regular feedback and highly directed learning, to independent learners who are able to make realistic judgements about the quality of their work and understanding of topics.

Success at undergraduate level in Social Sciences and Law depends on you being able to make that 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. Progressively, you will be expected to take increasing responsibility for your own learning. 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. You can expect to find a transition through your time here, towards increasing self-reliance for research, writing and learning.

This model of academic development is particularly obvious in the more discursive subjects such as law, politics, social policy and sociology. We expect you to spend about 40 hours a week studying, spread across your 120 credits of study each year. For each 20 credit point unit of study, you should therefore expect to need to spend 6-7 hours a week on it. The typical timetabled contact time for a discursive 20 credit point unit in the Faculty is about 20 hours, divided into 2-hour seminars, or a mixture of lectures and seminar.¹ On average you can expect to have six hours of classes to prepare for each week. The rest of the time, some 6-7 hours each week per unit you should be preparing for those classes, on your own if you are to get the most from one of these seminars. In addition there will often be class presentations or essays to write.

In a typical first year programme you will tend to have a comparatively large number of contact hours per week. The typical final year independent research unit by definition has a much smaller amount of more individualised support. Many programmes have occasional ad-hoc lectures of general interest and relevance. If you get stuck, there is always the chance to speak to your lecturer after a class or during their hours of general availability, or you could see your personal tutor.

Remember that outside speakers, and activities within the student union (sometimes called the informal curriculum) are all part of the package of opportunities available for you to develop your skills.

Students sometimes compare what they are doing with others. Do remember that each programme has different needs. In Law, for example you need to spend a lot of time, on your own, learning to read cases and statutes – in physics you need to spend lots of time in laboratory classes. Different disciplines need different things. But every programme assumes you will spend 40 hours a week studying. You need to plan accordingly.

¹ The University assumes that the 120 credit points of study in any year is broadly spread over 30 weeks (October to June less vacation) with up to 24 weeks for teaching, and 6 weeks for revision and assessment. It also assumes a weekly study time on your part of 40 hours. Thus 1 credit point equates to about 10 hours of study.

The Faculty also includes programmes where practice needs to occur in supervised sessions rather than in private study or in the library, and thus greater levels of timetabled contact time will be required, and those requiring increasing levels of mathematical sophistication, typically in Economics, Finance and Management. In this latter case, much larger numbers of lectures and fewer small group classes are normal, with exercise classes taking the place of laboratory classes.

As a result, and depending on your particular programme and option choices, your timetable is likely to be a lot more flexible than that of fellow students who are linguists, scientists, engineers or medics (all of whom require extensive supervised practice sessions, whereas your practice sessions will be in the library or at your desk). In a sense, the library is your laboratory, and you will want to make best use of the excellent range of resources available to you here. A good 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.

You may similarly find that you will get less assessment and feedback than most of you did at school. This is intentional, and is designed to help you develop the skills you will need when you graduate – of assessing your own work, recognising your strengths and weaknesses and setting personal targets for quality. In the world of work you will seldom get feedback on the quality of your work (unless it is very bad), so you need to develop tools for assessing things yourself. Equally, in the world of work you will have to work out for yourselves how the person receiving your work will be assessing it. Our approach to feedback and assessment is to provide you with less than you received at school, in particular you will find the number of mandatory pieces of written work is less and the timescales for their production longer, requiring you to develop the discipline of managing time, and making decisions about when you feel you need to do additional written work to strengthen your understanding of your topics. Remember the mandatory written work is only the minimum – students who recognise they need more practice in a particular area or technique are encouraged to do additional written work.

Monitoring Attendance

All students are required to maintain a good level of attendance and remain engaged with their programme of study. In the Student Agreement

<http://www.bristol.ac.uk/secretary/studentrulesregs/agreement.html> you sign up to:

- attend formal teaching and learning events (lectures, seminars, tutorials, lab classes, etc.), associated with your Programme of study, 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 (unless extenuating circumstances for which you have provided evidence are agreed by the relevant tutor(s));
- not hinder the studies of others and pursue your studies diligently, contributing effectively to the Programme on which you are registered

Those students that fail to maintain good attendance and achieve the academic attainment required will be referred by the School to the Faculty. On the basis of 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). In addition, international students in receipt of a student visa under Tier 4 of the UK points-based immigration scheme who fail to attend, submit coursework and/or maintain a required academic level may be reported to the UK Border Agency (UKBA) as being in violation of the terms of their visa. This is a requirement placed upon the University as a sponsor of international students.

In order to fulfil its obligations in this regard, Schools will be required to take into account expected contact points between students and their programme of study, and report on these twice per term

through an online monitoring system. Expected contacts will include, but are not limited to the following:

- attendance at lectures, tutorials or seminars
- attendance at test, examinations or assessment board
- attendance at practicals, laboratory session or, clinical sessions
- submission of assessed or un-assessed coursework
- submission of dissertation/coursework/reports
- attendance at any meeting with a supervisor or personal tutor
- attendance at an appointment with a welfare advisor or an international student advisor
- attendance on field trips

You will find all the rules and regulations for students at:

<http://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 in your School.

All undergraduate programmes are governed by the *General Regulations for Preliminary Certificates, Pathway Certificates, Certificates of Higher Education, Diplomas of Higher Education, Foundation Degrees and First Degree Programmes in Modular Form*. You can find these, and all aspects of the regulations and code of practice for taught programmes at: <http://www.bristol.ac.uk/esu/assessment/codeonline.html>

This is a really important document, updated regularly, which explains how your degree will be classified, what happens if you fail an examination, how to tell us when you have a problem that might affect your performance – you do not need to read it all now, but you do need to remember it is there, and roughly what it covers, so you can find it when you need it. 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 attend lectures, to take an active part in seminars, tutorials, exercise classes, practical classes and field periods 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. The section on Assessment in the School Handbook, gives you details of different units and their assessment and reassessment requirements. 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 or 130. Unless you are carrying deficit points from the previous session, you will not be permitted to study more than 120 or 130 in total. The University will normally charge for units taken in excess of programme requirements.

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 one of the Schools where you are studying. At some point during your time at Bristol, you may be taught by your Personal Tutor. If practicable, this will occur in a small group or individual setting during your first year.

Students registered on Joint Honours programmes will normally be assigned a Personal Tutor in each School.

You will find a link to the Regulations for Personal Tutoring at paragraph 36 of the Code of Practice for Taught Programmes. Please refer to 'University Guidelines for Personal Tutoring' at:

<http://www.bris.ac.uk/esu/studentlearning/pt/>

You should see your Personal Tutor at the beginning of each year of study to discuss your option choices and at intervals throughout the year. You should keep a note of your Personal Tutor's phone number handy for emergencies as well as his or her email address. Most staff read their email on a regular basis.

In some programmes, you may continue with the same Personal Tutor throughout your period of study, although an alteration may be made if you change programmes. In other programmes you may change your Personal Tutor during your three years in accordance with the units you are taking. Apart from any requirements to meet as part of your formal academic programme, you should contact your tutor as the occasion or need arises.

It is important that you keep your Personal Tutors 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 your Personal Tutor.*** Similarly, if you are contacted by your Personal Tutor at any time, you should respond promptly as delays may affect your progress.

Student Progress

Once you have collected sufficient credit points at one level, you may then progress to the next study level. The Faculty Progress Committee will decide whether or not you can progress to the next level or which reassessments you will have to take in order to progress.

Each School will report to the Faculty Progress Committee any student who is persistently unsatisfactory in attendance or in the standard or quantity of work submitted. In minor cases, Schools may take action internally. In this case, and where the School is proposing only a warning or some minor sanction, the Progress Committee may be notified that action has been taken. In more serious cases, the School reports the circumstances to the Progress Committee, which is then responsible for taking action. The Progress Committee can impose additional requirements upon such students over and above those normal in your School(s). Please refer to the earlier section on monitoring attendance (page 10) and the impact of poor attendance on Tier 4 visas.

Your progress will be considered within the new University rules – you will find these at paragraph 26 of the Code. <http://www.bristol.ac.uk/esu/assessment/codeonline.html>. Be careful not to rely on tales from students in other years – they are subject to different rules. Your cohort is the first to be considered under these new rules.

If your work is reported as being unsatisfactory (either because of poor attendance or lack of submission of written work etc) the Faculty Progress Committee will apply a system of gradual

response. However, it should be remembered that in very serious cases, the Progress Committee may decide to use an appropriate sanction even if not all the intermediate steps have been used:

- In the first instance you may simply be sent a letter warning that your work is unsatisfactory and that you are required to make up any work you have failed to complete;
- If you continue to perform poorly, the Faculty Progress Committee may decide that your progress should be formally monitored. Your Personal Tutor and all the Schools in which you are studying will be informed. Your tutors will be asked to keep a close watch on your attendance and work. If your progress is being monitored and your work falls behind in any way, you will be required to make up the necessary work;
- If your progress is being monitored and you continue not to comply with the requirements, the Faculty Progress Committee may decide to debar you from exams or other kinds of unit of assessment. This means that you will be given a mark of zero. In the case of debarment from an assessment which is for the purpose of final degree classification, this can have a significant impact on your final degree class.
- In addition, the University is required to report to the UK Border Agency on visa-holding students who fail to attend regularly or who fail to make satisfactory progress

The final sanction available to the Faculty is that you can be **required to withdraw**. This rarely happens but when it does, it is usually after a student has failed exams on more than one occasion.

Please note that if you do not attend lectures or tutorials for a prolonged period of time and do not advise your School of your reason for absence, you will be at risk of being **deemed as withdrawn** from the University. The Faculty Office will write to you warning you of this fact allowing four weeks in which to make contact and confirm your intentions, otherwise you would then be deemed as having withdrawn.

Transfer to a Different Programme

You have 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, you must fill in a Transfer Form (<http://www.bristol.ac.uk/fssl/current-students/forms/index.html>) and ensure that it is signed by the members of staff responsible for transfers in the Schools involved. **Transfers may take place up until the fourth week 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.**

External Transfer / Withdrawal

Students who wish to make an external transfer outside the University or to withdraw from the University must complete the *Notification of Withdrawal / External Transfer Form (Form W1)* available at <http://www.bristol.ac.uk/fssl/current-students/forms/index.html>, from Schools or the Faculty Office.

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 may 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 Undergraduate Dean.

The Undergraduate Dean will approve suspensions of up to a maximum of one calendar year at a time. Exceptionally, suspensions can be renewed with good reason, but this will require the additional consent of the Pro-Vice Chancellor (Education) 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 paragraph 30 (and Annexe 21) of the Code of Practice <http://www.bristol.ac.uk/esu/assessment/codeonline.html#susp>.

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. 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

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. A suspension may be granted if these external circumstances affect your studies.

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 the suspension form (<http://www.bristol.ac.uk/fssl/current-students/forms/index.html>) 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 Undergraduate Dean;
- the Undergraduate Dean may then indicate their approval to the Faculty Office who will write to you to confirm that you may suspend, and when you are expected to return. The Faculty Office will also notify necessary bodies (e.g. Local Authorities) and arrange for the Finance Office to refund fees as appropriate based on the number of weeks that you have been in attendance. In addition, the Faculty Office will write to you again, in advance of your return to studies, seeking confirmation of your return date.

You are strongly encouraged to consult the Student Finance Office or Faculty Office prior to 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 <http://www.bristol.ac.uk/academicregistry/fees/guidance10.html>.

Visa holding students who are considering suspending their studies must also contact the International Office (<http://www.bristol.ac.uk/international/contact/>) prior to requesting a suspension of studies to discuss the implications for their student visa and their ability to remain in the UK.

Requirement to Withdraw Procedure

A student who fails to pass units in accordance with the progress rules set out in the Code at the first, and where appropriate a supplementary attempt, may be required to withdraw. Paragraph 26.14 of the Code explains the occasions when an alternative solution might be available. The School concerned will identify whether there are any extenuating circumstances which need taking into account. Following consideration at Faculty Progress Committee, having taken extenuating circumstances into account as appropriate, the Committee may decide that a student should be required to withdraw from the Faculty. The student will be informed and invited to make further representations to the Undergraduate Dean within 15 days. If no further relevant evidence is forthcoming, the decision will be formally ratified.

Progression

Students should consult the Regulations and Code of Practice for Taught Programmes <http://www.bristol.ac.uk/esu/assessment/codeonline.html> to understand how the progression rules work. In particular, it should be noted that re-marking is not available (because the scrutiny and moderation occurs before marks are released), that resits are not available to improve on pass marks and that failure in a unit will usually require the student to retake the assessment or submit alternative work to secure credit points in order to progress to a subsequent year of study.

Students are not normally allowed to carry more than 20 credit points of deficit into a subsequent year, and there are strict overall time limits on how long a student can take to complete the programme – usually four years (maximum) for a three year programme for example.

Supplementary Year

If a student fails an exam and the subsequent re-sit, or, as a result of recognised mitigating circumstances, has not passed the appropriate exams to allow progression, the student will normally be required to withdraw from the programme, although in appropriate cases a student might be permitted to repeat the whole year, or be placed on a Supplementary Year.

Students placed on a Supplementary Year will be required to register on the unit/s they have failed as well as on specified supplementary units as determined by the Faculty Progress Committee. More information on the Supplementary year is at Annex 18 of the Code. Sponsored students must be registered on *at least* one unit in each teaching block so that their continued participation can be monitored and reported through online attendance monitoring reports.

In exceptional circumstances (eg 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/Faculty to engage with the content of the failed unit while they are at home and returning to UoB to re-sit the failed examination. As their attendance can no longer be monitored, sponsored 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.

Medical and other Extenuating Circumstances

It is almost inevitable 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 is normal, and is part of life. However, for a few of you, the disruption will be 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 it is vital that you keep your personal tutor 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.

Illness and bereavement are obviously disrupting events. You may also find it helpful to remember in this context that the University assumes that 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.

Medical Certification and student self-certification

For some purposes we require medical or other professional certification in support of your claim that your studies were disrupted through illness or other personal circumstance. However, we also accept self-certification for lower levels of disruption. Schools and the Faculty office will monitor the frequency of student self-certified absences and will follow-up multiple instances of absence.

If you are absent from **classes** during term-time due to illness or if you are prevented from submitting class work on time, you must provide documentation relating to the illness to your School **within TWO working days of the end of the period of absence**:

- If this absence is up to and including five term-time days (excluding Saturdays and Sundays) you can use the self-certification form available at <http://www.bristol.ac.uk/fssl/current-students/forms/index.html>.
- If this absence is more than five term-time days (excluding Saturdays and Sundays) you will need to provide the self-certification form AND the University's Medical Certificate Form, the latter completed by a doctor.

If you require an extension to a deadline for **coursework** which is part of the summative (formal) assessment in a unit, you will need to seek an extension **in advance i.e. before the deadline** from the School Examinations Officer or other suitable person. Self-certification is normally permitted for advance extension requests, but if you submit work after the deadline without an extension, the penalty will apply unless you can provide a doctor's certificate.

If you are ill on the day of an examination you should initially seek advice from the designated person in your School as to whether you should attend that examination. If you are absent from any **examinations** due to illness, a self-certification form AND University's Medical Certificate Form (the latter again completed by a doctor) must be submitted at the earliest opportunity for any length of absence.

Scrutiny/Special Circumstance Committees

School Boards of Examiners have a special committee which considers all classify all medical and other extenuating circumstances submitted to them. An extenuating circumstances form should be completed <http://www.bris.ac.uk/academicregistry/office/policies/> and submitted to your School as soon as possible after the problem has occurred. Evidence regarding personal matters such as illness or bereavement must be submitted to the relevant in advance of the meeting in order for it to be taken into consideration when considering marks. Any such matters which could have been raised before the meeting of the board, but without valid reason were not raised, will not be considered in the event of an appeal.

Assessment

The Faculty's assessment procedures implement the University's Regulations and Code of Practice for Taught Programmes at <http://www.bristol.ac.uk/esu/assessment/codeonline.html>

Assessment in the Faculty

Assessment can be formative or summative. Formative assessment is informal and designed to assist you in your study. Summative assessment is formal and designed primarily to inform others about your competence in the subject. Summative assessment often takes place at the end of each academic year, by way of formal examination, but it may also be based on coursework, dissertation or other work submitted during the year. Each unit will have identified summative assessment requirements. Summative assessment produces the formal mark that goes onto your transcript, and will be used for:

- **The award of credit points**
- **Progression to the next level of study**
- **Final degree classification**

You should note that it is possible to fail an examination but still gain credit in a unit on account of adequate performance during the year. In these circumstances you will simply carry the fail mark on your record. On the other hand, it is possible to pass an examination, but fail to gain credit on account of inadequate work during the year. In these circumstances you will typically be asked to complete extra work over the summer to gain credit and progress to the next year of study. Each unit will make clear what the purpose of assessment and conditions for the award of credit are.

Each degree programme has a Board of Examiners, which carries out the summative assessment for students who are following that particular programme.

Late submission of coursework

Penalties are applied for summative coursework that is submitted after a deadline. You will find details at paragraph 19 of the Regulations and Code. 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 the deadline, you can apply for an extension, but you must apply before the original assessment deadline. See section 18 of the Code for information about medical or other extenuating circumstances.

Alternative arrangements for summative assessment

The Faculty takes a flexible approach to make 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 individual 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 in a separate room or building, with individual invigilation
- Special examination papers, such as in Braille or large print
- Extra time, usually for students with dyslexia or ADHD
- Use of equipment, such as a PC or dictaphone
- Human support, such as 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 e.g. because of the delays in getting Disability Assessments. Early requests are therefore essential.**

You will find the rules and procedures at paragraph 12 of the code and more detail at <http://www.bristol.ac.uk/exams/examinations/alternative/>. You will need to submit an alternative examination arrangements form, which you can find on that website, and must be supported by evidence. The Access Unit plays an important role in advising and assisting students in providing this evidence, and should be consulted by students as soon as possible. It is important that you provide evidence of any individual needs you may have to your School as soon as possible, preferably during Introductory 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 Arrangements form for the relevant exams.

The same process should be used if you are required to observe a religious festival which conflicts with an examination. Please note that there is a cut off date each year at the beginning of the spring term for submission of this form. Any requests received after that date may not be able to be met.

Board of Examiners' Decisions

School Boards of Examiners' meetings take place in June. They moderate and agree student marks for examinations, award credit points to students and recommend degree classifications. The Faculty 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. Provisional lists only of classifications are published in schools prior to the Faculty Examination Board.

In the case of all other students, those who pass all assessments and are awarded the required credit points total (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 Progress Committee. The School will recommend a course of action. The Faculty Progress Committee will review those recommendations and take a decision in accordance with the progress rules considered above. The Faculty Office writes to each student discussed at Progress Committee to outline the requirements for progression or withdrawal.

Procedures for reassessment

The majority of students do not fail any part of their assessments and proceed normally through their period of study until they receive the final degree or other qualification. However, in cases of failure in a unit, providing you have not failed too many units, you are likely to be required to be reassessed in early September, prior to the start of your next year of study. Different rules apply to final year students. You can find details in the Regulations and Code of Practice.

If the Faculty is satisfied you had strong extenuating circumstances, they may excuse you from the June assessment, or permit your September assessment to be a first attempt in accordance with the rules. It is important that you complete an extenuating circumstance 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. If you miss an examination due to illness, you **MUST** provide a doctor's note as soon as possible. **You must produce this evidence PRIOR to the Board of Examiners meeting, rather than waiting until after your results.** If there are good reasons why you have failed an assessment, you may be allowed to sit your re-assessment as if for the first time at the next available opportunity, typically in September.

Reassessment usually involves taking an examination in early September or by completing coursework over the summer, which has to be handed in by a certain date. **It is important that you 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 September. It is 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.**

For students starting in 2010/11 classification will be in accordance with the new University Classification Rules. For students who have completed their first year prior to 2010/11 they will be classified under the Giles Guidelines (Social Sciences students) or the Law Guidelines (Law Students). In any event, first year marks will not affect classification, but all first year units must be passed. Marks in subsequent years will all count towards classification.

Re-assessment 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 final year fails, your degree may not be classified, or you may fail it altogether. If you are ill during your final examinations, the next available opportunity for re-assessment will usually be at the end of the next academic year.

Plagiarism and other Examination Offences

Each year, a small number of students commit examination offences. We take this very seriously, and the consequences can be grave indeed. Such students may find it very difficult to enter certain professions on account of their record of dishonesty. In the worst cases students may be denied a degree altogether. 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 offence are having unauthorised materials in an examination, plagiarism and collusion.

Unauthorised Materials

Many examinations permit no materials at all to be taken into the examination room. Some examinations permit certain printed material or certain dictionaries; 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 on top of the examination paper.

You should note that it is an offence simply to have unauthorised material with you. Whether it is unintentional, careless or deliberate only affects the penalty imposed. 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. However, it takes several forms, including:

- *Obtaining an essay, e.g. from the Internet or another provider, and submitting it as your own work either in part or in full.* This is completely unacceptable and will be treated with the utmost severity. Students have been sent down without a degree for this.
- *Stealing/borrowing another student's work and submitting it as your own work either in part or in full.* Again, this will be treated with utmost severity.
- *Copying, or electronically cutting and pasting, sections (i.e. a whole sentence or more) of someone else's work, without using quotation marks to clearly mark what 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 own 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. If you are in any doubt about this, please talk to your personal tutor and unit convenors and get advice on good practice in note taking and the use of quotations, before you submit work. A plagiarism panel is not the place to ask about good practice!
- *'Borrowing' the structure of an argument from another writer and following this too closely, presenting it as your own, without acknowledgement.* You may not actually copy verbatim

sections from the original, but you are still presenting someone else's ideas and work as your own. Again, please ask for help and support if you are in any doubt about this.

- *Self-Plagiarism*, i.e. reusing your own material which you have already submitted elsewhere without acknowledgment.

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 own. Take great care to ensure the idea that emerges in the submitted work is your own and is not so similar to that submitted by friends that it will not look independent. 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 clearly 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 Turnitin UK, the JISC 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.

Procedures

The University has a set of procedures for dealing with allegations or suspicions that an examination offence has occurred. All cases are treated very seriously. You will find the procedures and penalties at paragraph 19 and Annex 11 of the Regulations and Code <http://www.bristol.ac.uk/esu/assessment/codeonline.html#penalties>

Cases involving the suspicion of plagiarism or other offence will be categorised by the School and Undergraduate Dean, which will determine whether it is considered by a School committee; or a Faculty committee chaired by the Undergraduate Dean.

The student will be interviewed. The Committee will establish the facts and make a recommendation as to penalty based on the extent and seriousness of the plagiarism/offence and the circumstances under which it was committed. It also has the power to make a recommendation that disciplinary proceedings should be started against the student. **Whatever the penalty, a finding of plagiarism has a serious impact upon your transcript, your references and your ability to ensure a profession. It is vital to steer well clear of the boundaries of acceptability.**

Each year some students are reported to the Vice Chancellor for Disciplinary Action, in addition to those who are dealt with at School or Faculty level. It is important for you to take responsibility for ensuring you understand what plagiarism is, and for avoiding it. If you have any doubt about the boundaries, ask your School. Use any opportunities such as on line exercises to ensure you understand – and avoid-plagiarism.

Award and Classification of Degrees

Honours (i.e. classified) degrees are awarded on the basis of 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. *Students on the Philosophy and Economics programme take 130cps in their first year, ending up with 370cps.* An ordinary (i.e. unclassified) degree can be awarded on the basis of 300cps, of which at least 60cps must be at 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 on the basis of 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 does 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. The University classification rules have changed, so how you are classified will depend upon the year in which you started your degree.

For students registered for their first year of study in 2009/10 or earlier:

Social sciences degrees for student registered prior to 2010/11 are classified within the Giles Guidelines, with the exception of Law degrees, which are subject to slightly different guidelines. Copies of the Guidelines are available on the Faculty website at: <http://www.bristol.ac.uk/fssl/current-students/fssl-undergraduates/index.html>. The basic principle underlying both sets of Guidelines is the same: it is that your class of degree depends on a combination of the average of your marks, and the number of credit points you gain at each class.

For students registered for their first year of study in 2010/11 or later:

For students starting in 2010/11 classification will be in accordance with the new University Classification Rules. These will be based upon a weighted average of your level 5 and 6 units (those taken after the first year of study), with regard being had to the number of credit points in each class where students are borderline. You will find these in paragraph 28 of the Code. Again, they do a similar job, giving most weight to your final year of study, and some weight to your second year.

Failed Degrees and reassessment

In the unlikely event that you fail to gain a degree, the Faculty has the power to permit you to retake the final year examinations with a view to the award of an ordinary degree. The Faculty is extremely unlikely to do this if the cause of your failure is the commission of some examination offence. On the other hand, if there are substantial medical or other personal circumstances which explain your poor performance, you are likely to be allowed to resit for an honours degree.

Aegrotat awards

If a final year student has, by reason of ill health or other severe mitigating circumstances, been unable to complete his/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 appropriate cases, the Chair of the Board of Examiners will recommend the award to the Undergraduate Dean. An award of an aegrotat is dependent on the candidate's written agreement.

Award of Certificates and Diplomas of Higher Education

Student who are unable to complete their studies, may be awarded a Certificate of Higher Education if they have successfully completed 120 credit points, and a Diploma of Higher Education if they have successfully completed at least 240 credit points, of which at least 80 must be at second or third year level. This is outlined in the University Credit Framework, which you can find at paragraph 21.4 of the Regulations and Code.

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 Examination Board based upon nominations from Heads of Schools and School Boards of Examiners.

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 student in each School (two in the Schools of Law, SPAIS and School of Economics, Finance and Management).
Evelyn Miller-Barstow Prizes	Awarded to undergraduates in the Schools of Social Sciences for good work during the 2 nd year of study.
Miles Fleming Prize in Economics	Awarded to an undergraduate who has shown excellence in examinations in Economics.
The Deloitte Prizes	Awarded directly by the Company to student(s) on Accounting programmes for outstanding performance in their Part 1 papers.
Philip Geoffrey Powesland Prize in Economics	Awarded to the undergraduate who, at the end of the 2 nd year in a three-year programme in Economics, shows the most promise.
Chartered Institute for Securities and Investment	Awarded directly by the Institute to a student on one of the Accounting programmes who has achieved the best performance in the Principles of Finance paper.
Terry Prize	An occasional prize awarded to first year students in the Department of Economics for exceptionally good work.
Patricia Tingay Memorial Award	£100 awarded to the 2 nd or 3 rd year undergraduate who does most to create value in student life and in the deaf community.
School of Law End of Year Prizes	The prize for the best first year student is sponsored by TLT of Bristol; the second year prize by Herbert Smith of London (a prize of £500 is awarded to each student) and the final year Debbie Phillips Law Prize (of £750)
School of Law Subject Prizes	A prize is awarded to the best student in each of the following subjects: Tort Law, sponsored by Lovells of London Contract Law (Law and German), sponsored by Lovells of London Contract Law, sponsored by Stephenson Harwood Advanced Contract and Tort, sponsored by Ince & Co. Crime, Justice and Society, sponsored by Oxford University Press EU Law subjects, sponsored by Jean Monnet Chair Law of Property II, sponsored by Sidley Austin, London Property Law I, sponsored by Clyde and Co. of London Trusts Law, sponsored by Freshfields Bruckhaus Deringer Employment, Pensions and Benefits Department.

Complaints and Appeals

We try very hard to take decisions which are fair and which take proper account of the personal circumstances of each individual 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, it is important that all informal means available within the Faculty are exhausted. This means that you should try to seek a resolution within your School before involving the Undergraduate Dean. 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 Board and take advice from your personal tutor. Disputes can often be resolved in this way. If you are thinking about making a formal complaint or appeal it is important to see the Undergraduate Dean (or Dean if the Undergraduate Dean is not the appropriate person), who can try to resolve the matter informally.

Many of the decisions which students typically want to appeal are formally ratified by the Faculty in a process which will already have given the student a chance to make representations. For example, if the Faculty requires you to withdraw, you will be specifically invited to discuss the matter with the Undergraduate Dean before the decision is made final by the Dean. But regardless of whether this has happened, you should always discuss a potential formal complaint or appeal with the Undergraduate Dean.

Many appeals arise out of the examination process, in which case you should familiarise yourself with Paragraph 30 of the Regulations and Code of Practice for Taught programmes,

<http://www.bristol.ac.uk/esu/assessment/codeonline.html#appeals>

and the procedure and rules set out in section 11 of the Examination Regulations:

<http://www.bris.ac.uk/secretary/studentrulesregs/examregs.html>.

Appeals may only be made on the basis that there has been a material irregularity in the decision making process sufficient to require that the decision can be reconsidered:

- the assessment and subsequent decision making process were not conducted in accordance with the relevant regulations;
- an adverse decision has been taken because of an administrative error;
- the student has not been given the opportunity to draw relevant matters to the attention of the board of examiners; and/or
- appropriate account was not taken of illness or other extenuating circumstances known to the board of examiners (Late evidence of extenuating circumstances will only be considered on appeal if there is a very good reason why it was not submitted at the right time).

(<http://www.bristol.ac.uk/esu/assessment/annex/annex11.html>)

- Disagreement about the quality of your work 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. The appeals process can be used to check that the processes and decisions were fairly made on the basis of proper information.
- Appeals **must be made with 15 days** of the date of the letter or other notification of the decision against which the student is appealing, by sending the official form (<http://www.bristol.ac.uk/esu/assessment/annex/annex11.html>) to the Faculty Education Manager.
- Students who are in the process of a formal appeal against their final degree classification will not graduate until the outcome of the appeal is known. Students in this situation must therefore withdraw formally from the graduation ceremony Appeals that have not been resolved by a specified date each year, usually a fortnight prior to graduation, will result in the student being offered the opportunity to graduate at the next available ceremony.