

Excerpt from Bath Spa University Modular Scheme Academic Handbook (online)

Audience: Students

Overview:

The deputy registrar asked me to write an online, user-friendly version of her academic guidelines to save her answering individual queries via email.

I loosened the language, adopted a friendly tone and edited the information into easy-to-digest bullets and checklists with hyperlinks so that students can easily find the information they want.

I also used everyday examples to illustrate the complex rules surrounding the modular schemes.

< Excerpt from guidelines/Your responsibilities >

Your responsibilities

While help and advice is widely available, we encourage every student to manage their own study programme.

Here's a checklist of things you need to do to stay on track.

- Get to know the University calendar
- Check our communications at least once a week – such as your BSU email account, subject notice boards and pigeonholes
- Inform us of any changes to your local or home address or contact details
- Register your study programme and choose modules/subjects within the deadline, regulations, and guidelines provided.
- Make any necessary changes to your study programme within two weeks of registering
- Attend all of your scheduled lectures and tutorials
- Tell your tutor if you cannot attend a lecture or tutorial and explain why
- Follow exam regulations
- Submit coursework and assignments on time
- Inform us immediately, in writing, if you plan to be absent, or are absent from University
- Inform us immediately, in writing, if you're considering leaving the University
- Respond immediately to any requests for information from University staff

More information

See Managing your academic programme for specific guidelines on managing your award/degree.

<Excerpt from guidelines/Thinking of leaving?>

Thinking of leaving BSU?

Remember that it can take a while to adjust to the University's way of life, so if things are not going well, please don't make a hasty decision or walk out. Instead:

- Sleep on your decision
- Chat to a fellow student, a Student's Union rep or welfare advisor
- Talk to a trusted staff member, such as your personal tutor
- Research the financial implications of leaving with your student loans company and an LEA if they contribute fees

You may find that there are alternatives to leaving which could solve a problem and minimise consequences in the future.

Alternatives to leaving, are:

- Going part time
- Taking a break

About 'taking a break'

- You can only suspend studies for up to one year
- During this period, you cannot claim benefit
- You can only claim benefit if you withdraw from the University

If you do withdraw to claim benefit, we'll make every effort to re-instate you if you decide to re-apply to BSU in the future.

What to do if you decide to leave

- Inform your personal tutor and the registrar in writing
- Download and complete a 'request to withdraw from BSU' form so that we can inform all the necessary departments, such as finance, housing and admin
- Return any books or resources to the Library before leaving

Please remember that there are alternatives to withdrawal.

More information

>Download form [Request to withdraw from BSU.](#)

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