

BATH SCHOOL OF ART & DESIGN



David Cushway video installation 'Fragments' shown in historic porcelain galleries, National Museum of Wales, 2012



Work in progress on 'William Scott: Simplicity and Subject', installation delivered with student involvement, Victoria Art Gallery Bath 2013

STUDENT
HANDBOOK
2015/16

MA
CURATORIAL
PRACTICE



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Major, Joint, Minor or Specialised	N/A
School	Bath School of Art and Design
Department	Design and Critical Studies
Campuses	Sion Hill and Corsham Court
Final award	MA
Intermediate awards available	PGCert PGDip
UCAS code	N/A
Details of professional body accreditation	N/A
Relevant QAA Benchmark statements	Subject benchmark statements: Art and Design (March 2008), and Master's Degree Characteristics (March 2010)
Date specification last updated	May 2014

INTRODUCTION

This course handbook will help you make best use of your studies in the Bath School of Art and Design. You should not try to read the contents from cover to cover, but rather familiarise yourself with its layout and read the relevant sections as you proceed through the Course. University email is our official form of communication and you are to check this on a regular basis.

For each module you will also find a Module Handbook on Minerva, this will have more project specific details and scheduling.

Follow the link to the main Bath Spa University website for access to Minerva and other information: www.bathspa.ac.uk or follow us on twitter @bathspauni

Or for the latest news, go directly to the Bath School of Art and Design website: <http://artdesign.bathspa.ac.uk> and follow us on twitter @artbathspa

DISCLAIMER

Every effort is made to ensure the accuracy of the information reproduced here, however, the definitive and approved version of Regulations is held by the University Academic Office where they may be viewed by arrangement.

INTRODUCTION TO THE SCHOOL OF ART AND DESIGN

The Bath School of Art and Design has an illustrious history of art and design education and research. Established in 1852, the School was founded as a result of Government concern about the competition and strength of international design and manufacture at the time of the 1851 Great Exhibition. Now an integral part of Bath Spa University, with its focus on creativity, culture and enterprise, the School continues this founding principle and legacy with active engagement and contribution to the growing UK creative economy through the education of the next generation of artists, designers and curators, and through the professional practice and research of our community of staff, students and alumni.

Described as ‘the epitome of a proper art school’¹, we aim to provide a vibrant and dynamic educational environment conducive to the learning and development needs of the art and design practitioners of the future. With our distinguished network of experts and a platform of strong partnerships and collaboration across the institution - and with our local, national and international educational and professional partners - we are able to offer a rich, diverse and stimulating range of opportunities. Exemplary professional practice and research oxygenates the creative character of our provision and that, in turn, ensures that the School operates as a vital incubator for the creative professions and wider communities.

The capacity of art and design to generate ideas, knowledge, understanding and enquiry through material and practice-led forms is celebrated. We aim to enable you to realise your ambitions through creative exploration, visual discovery, experimentation and critical enquiry, thereby gaining the necessary capabilities for problem solving, innovation, resourcefulness, independent and flexible thinking in preparation for the world beyond the university.

For many of you, this period of intensive study and reflection will establish a template for your future endeavours as art and design practitioners; for others this period will act as a valuable springboard to further study or related careers. We want you to realise your individual potential, to give form to your ideas and imagination, and to empower you to contribute effectively in and through your chosen domain.

I wish you all the best for the creative journey ahead.

Professor Anita Taylor
Dean of Bath School of Art & Design

¹ Sir Christopher Frayling

OVERVIEW

The course has three key themes, which give it its special character and value for students: Contemporary Practice; Engagement and audiences; Collections and contexts.

CONTEMPORARY PRACTICE

The course focuses on curating as a contemporary practice. Located in Bath School of Art and Design, its approach brings together history, theory and practice. Masters students in Curatorial Practice work alongside the studio-based programmes of study in Art and Design based at Sion Hill campus in Bath, and in the context of the historic house and collection at Corsham Court in Wiltshire.

We embrace historic and collection based settings as well as contemporary venues and site specific projects. Understanding the prominent role played by curators and artists in creating unique settings is an important component of the course. Practical experience in skills and competencies such as understanding governance, proposal writing, contracts and leadership are embedded in the course.

ENGAGEMENT AND AUDIENCE

The course recognizes that engagement and understanding audiences must be central to curatorial practice. The relevance of 'participation' and 'the educational turn' as dominant discourses in the field are explored. So too are the practical issues in dealing with participants and audiences.

Whilst a dedicated module exploring reaching audiences and creating engagement is a core part of the course, students also develop experience in different ways of sharing and presenting ideas throughout their programme of study.

COLLECTIONS AND CONTEXTS

Collections and collecting are often undervalued in the discussion of contemporary curatorial practice. However, collections are often the basis on which curating is founded, and a common setting for new projects. Historic collections and heritage sites, the role of private collecting, the relationships between collecting different genres of objects, including design, anthropology and social history, and the challenges growing from collecting contemporary practice are all explored in reaching an understanding of curatorial practice.

Bath is a point of access to collections which characterize the range of collecting histories and contexts. The course works with colleagues in the wide range of organisations in the city of Bath itself, in nearby cities such as Bristol and Cardiff, and in the major institutions beyond. This ensures students can explore a unique range of organizational contexts in which collecting and curating are sited.

WHY STUDY MA CURATORIAL PRACTICE?

The course benefits students who wish to broaden and deepen their knowledge and experience in curating, engagement and issues around collecting. Its core seminar-based teaching and learning programme is balanced by collaborative relationships with a range of museums and galleries of national and international significance. These include: the Holburne Museum in Bath, artist-run venues and civic museums in Bath; Arnolfini and Spike Island in Bristol; Bristol City Museum and Art Gallery; the new Hauser & Wirth Somerset; Salisbury Arts Centre; and National Museum Wales' sites in Cardiff. The course therefore covers a wide range of curatorial approaches, from management of historical collections to creative curating of cutting edge contemporary art, craft and design.

QUOTES FROM RECENT GRADUATES OF THE COURSE

"Enrolling part-time on the MA Curatorial Practice at Bath Spa University has offered me a number of valuable reference points, from which I feel equipped with theoretical knowledge and confidence to embark on a curatorial future. In particular modules on 'Collecting & Collections' and 'The Role of the Curator' animated my enthusiasm for exhibitions practice both within and outside of museum contexts. I found much of the museological theory provided an intriguing starting point from which to expand my own dialogues, which have largely drawn on local contexts for my practice: that of The National Museum of Wales, its collections and their ever-evolving role, the artist-curator exchange, and the politics of the 'frame'. My final MA long-study has similarly evolved from these positions, driving me to interrogate the curatorial act and my own reasons for pursuing this field. In this final module I have greatly benefitted from the academic understanding and support of my supervisor."

Jessica Mathews, 2013

"in my long study I studied the theory and practice of the display of historic and contemporary material that grew from my experiences as a volunteer at a Museum... in addition to providing a valuable framework in terms of historic and current curatorial discourse, the individual modules offer flexibility to explore and develop your own particular area of curatorial interest or passion"

Sally Jones, 2013

COURSE STRUCTURE

The course is offered in both full and part-time modes. It is normally one year, (3 trimesters) in duration in full time mode or 6 trimesters in part-time mode. The first two trimesters comprise taught sessions and assessed projects, while the Master's Project in the final part of the course is by negotiated project only. Completion of the first 2 modules on the course lead to the award of the Postgraduate Certificate, and completion of the first 4 modules leads to the award of the Postgraduate Diploma. Subsequent completion of the MA double module leads to the award of MA Curatorial Practice.

FULL-TIME COURSE DIAGRAM

Trimester 1	Trimester 2	Trimester 3
PG Cert (60 Credits)	PG Dip (120 Credits)	Masters (180 Credits)
AR7001-30 Research Methodologies (all Masters students)	AR 7003-30 Collections and Collecting	AR7007-60 Masters Project (all students)
AR 7002-30 The Role of the Curator	AR7004-30 Reaching and Engaging Audiences	

TYPICAL PART-TIME COURSE DIAGRAM

	Trimester 1	Trimester 2	Trimester 3
	PG Cert (60 Credits)		
YEAR 1	AR7001-30 Research Methodologies (all students)	AR 7003 -30 Collections and Collecting	
	Trimester 1	Trimester 2	Trimester 3
	PG Dip (120 Credits)		Masters (180 Credits)
YEAR 2	AR 7002 -30 The Role of the Curator	AR 7004 -30 Reaching & Engaging Audiences	AR7007-60 Masters Project (all students)

MODULE CREDIT STRUCTURE

All courses are credit-rated to help you to understand the amount and level of study that is needed.

One credit is equal to 10 hours of directed study time (this includes everything you do e.g. lecture, seminar and private study).

Type of module	Credit rating	Total hours equivalent	Hours taught	Hours self-study
Level 7	15	150	15	135
Level 7	30	300	30	270
Level 7	60	600	10	590

ECTS (EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM)

The Framework for Qualifications of the European Higher Education Area recommends that two UK credits are equivalent to one ECTS credit.

TYPICAL DURATION

The duration of this course is 45 weeks. The teaching year starts on 28 September 2015 and ends on 23 September 2016.

HOW THE TEACHING YEAR IS DIVIDED

Trimester One:	28 September 2015	29 January 2016
Mid-Trimester Break:	30 January 2016	7 February 2016
Trimester Two:	8 February 2016	10 June 2016
Trimester Three:	13 June 2016	23 September 2016
Holidays:		
Winter Vacation:	12 December 2015	3 January 2016
Spring Vacation:	19 March 2016	10 April 2016
Public (Bank) Holidays:	2 & 30 May, 29 August 2016	

REQUIREMENTS FOR GAINING AN AWARD

In order to gain the MA Curatorial Practice award you will need to obtain a minimum of 180 credits at level 7 or higher in the course modules.

ASSESSMENT

The module assessment demonstrates how well you have performed in tackling the intended learning outcomes, and is measured against grade criteria.

The module handbook provides more specific details on schedules, assignments, formative feedback and summative assessment for this module.

Throughout the module you will receive formative feedback through individual and/or group tutorials, peer seminar sessions and group critiques. In many cases this feedback is received both verbally and in a written format.

You will be informed about the ways that marks/grades and feedback are provided by your marking tutor(s) for this module, and you will receive written feedback on your learning achievements against the assessment criteria for your summative module assignment.

The feedback aims to enable you to see how you may improve or develop particular aspects of your work, and you will receive the summative feedback along with your marks within three weeks of the completed module submission date.

Regulation Details

Full details of assessment guidelines and degree classifications, including procedures for extenuating circumstances failure, referral and deferral can be found on the BSU website within the Taught Postgraduate Framework document.

<https://thehub.bathspa.ac.uk/Media/ResearchandGraduateAffairs/TaughtPostgraduateFramework13-14.pdf>

TRANSFERS AND PROGRESSION

Accreditation of Prior Learning (APL) Policy

Entry may be available to other candidates who can demonstrate their ability to take the course. This may be through Accredited Prior Learning (APL), for example where previous formal learning other than at degree level (e.g. certain types of professional qualification) may be considered as acceptable, or through Accredited Prior Experiential Learning (APEL), for example where candidates have extensive professional or other acceptable experience, or a combination of both. The Course Leader will always consider such cases with advice from the Graduate School. APEL cases will always involve interview.

APL may involve transferring previously accredited 7 Level credits as part requirement of a BSU Award. In such cases the amount of credit that may be

transferred may not be more than 66.66% of the total programme of study. Classification for the BSU award will be made on the basis of credits studied at BSU only. Where such direct entry occurs, no award can be given unless the student passes BSU modules with a credit rating appropriate to that award.

APEL forms can be downloaded here:

<http://www2.bathspa.ac.uk/services/academic-office/quality-and-standards/a-z-page.asp>

EXIT AWARDS

A student shall be entitled to receive only one award as a result of a continuous period of registration.

In broad terms a PGCert comprises the equivalent of studying for at least one-third of an academic year, a PGDip for at least two-thirds of an academic year, and a Masters for at least one academic year.

All awards are at Level 7 of the Quality Assurance Agency's Framework for Higher Education.

Award	Normal duration (equivalent)	Total number of credits required	Total number of standard modules required
PGCert	1 trimester	60	2
PGDip	2 trimesters	120	4
MA	1 year (3 trimesters)	180	6

Please refer to the Taught Postgraduate Framework for more details:

<http://www.bathspa.ac.uk/Search?q=taught+postgraduate+framework>

DEGREE CLASSIFICATION

The degree classification follows the established percentage bands:

For level 7:

- $\geq 70\%$ Pass with Distinction
- 60-69% Pass with Merit
- 50-59% Pass
- $< 50\%$ Fail

To be precise, all overall percentages are calculated and printed to two decimal places, 0.5 and above will be rounded up, whereas 0.4 and below will be round down.

Full details of assessment guidelines and degree classifications, including procedures for extenuating circumstances failure, referral and deferral for the specialist Art and Design regulations, can be found on the BSU website:

<http://www.bathspa.ac.uk/regulations/academic-regulations>

UNIVERSITY STATEMENT ON REFERENCING PROTOCOLS

All subjects within the school of Art and Design use the Harvard referencing system, and all written work should conform to this. Further details of the Harvard system are available from the BSU website.

<http://www.bathspa.ac.uk/referencing>

The Writing and Learning Centre offers referencing support for students through 1:1 appointments, drop-in, workshops, and bespoke sessions. If you would like to request a WLC session tailored to the needs of your students, please complete the form here. Students should visit www.bathspa.ac.uk/writingandlearning and follow the links to book appointments or places on workshops.

Students must note that a digital copy of all essays must be sent to Minerva, without this your submission is regarded as incomplete.

UNIVERSITY POLICY STATEMENT ON PLAGIARISM/UNFAIR PRACTICE

Students are advised to take a particular note of the University policy statement on plagiarism and unfair practice, full details can be found on the BSU website:

<http://www.bathspa.ac.uk/services/student-services/policies/unfair-practice.asp>

Plagiarism in particular has increased in recent years, partly due to the accessibility of information on the Internet. Students should not imagine that cases of Unfair Practice would not be detected. Every case of Unfair Practice, however minor the scale of the case, is taken very seriously by the University and the procedures outlined on the web page will be applied in all cases.

WHICH MODULES WILL I STUDY?

This is a specialist masters degree with compulsory modules. The course structure diagram is on page 9.

COURSE AIMS AND LEARNING OUTCOMES

WHAT WILL YOU LEARN?

KNOWLEDGE

You will learn:

- Key issues in the history, theory and current contexts of curatorial practice
- Key methodologies and approaches to curatorial practice
- Current issues and concerns affecting the area of curatorial practice
- Business management skills as they pertain to the area of curatorial practice, and their transferability to other practices and professional contexts
- IT skills as they pertain to the area of curatorial practice

THINKING SKILLS

You will learn:

- To develop a critical understanding of curatorial practice in relation to surrounding theoretical debates
- To place curatorial practice in its relevant historical and cultural contexts

- To draw meaningful conclusions from research data and to apply them to the specific contexts of curatorial practice
- To critically evaluate and apply methodologies to the needs and project outcomes of curatorial practice

SUBJECT-BASED PRACTICAL SKILLS

SKILLS FOR LIFE AND WORK (GENERAL SKILLS)

You will be asked:

- To work independently to plan and implement projects in the area of curatorial practice
- To present research aims and processes in both written and oral contexts, in 'live' face-to-face situations and using online and digital communication
- To exercise initiative, independence and personal responsibility in undertaking projects to a level appropriate to a professional context
- To make decisions in complex and unpredictable situations
- To undertake independent learning in pursuit of continuous professional development
- To use web-based sources, IT and technology as a tool for information gathering, presentation, design, making and production
- To manage time effectively and work to deadlines in challenging situations
- To work within a team and as a team leader alongside a diverse group of peers with a variety of personal goals and interests

LEARNING ENVIRONMENT

- You will be given a student email address and account login code, you will be able to login on various computers across the University.
- The course works on two campuses, which have complementary learning environments and library and social facilities
- Learning is encouraged through participation in a wide variety of activities, for example lectures, seminars, workshops, VLE Minerva, self-directed studio work and 'Live' or Industry based projects.
- Information relating to health and safety, can be found by following this link:

<http://www.bathspa.ac.uk/services/health-and-safety/>

Bath School of Art and Design and The Commons workshops are available to you after Health and Safety introductions and appropriate tuition.

To use workshops outside of scheduled teaching, please refer to workshop information on booking.

WHAT CAREER OPPORTUNITIES ARE OPEN TO ME IF I STUDY MA CURATORIAL PRACTICE?

- Curatorial work in museums and galleries
- Heritage/Galleries/Arts administration
- Public Art
- Self-employed curatorial and arts and heritage project management work
- Publishing Agencies
- Interpretation and learning providers
- Community education and informal learning
- Broadcast and Online Communications

- Formal academic teaching and learning

The course's balance of theory and practice means that graduates are well equipped for many other fields of work in project management, administration and leadership roles. Graduates of the course may also go on to academic research and Ph.D. study.

<http://www.bathspa.ac.uk/study-with-us/developing-your-career>

WORK EXPERIENCE/PLACEMENT OPPORTUNITIES

The course is delivered by working curators. They are regularly informed of internships, volunteer openings and, on occasion, competitive paid opportunities. The partner organisations in the sector also regularly offer internships, volunteer opportunities and occasionally paid work. The course leader can also offer to facilitate introductions and references for your own ideas and contacts. Please speak with your Course Leader about internships and look out for the opportunities both on the School website and the Careers website:

<http://artdesign.bathspa.ac.uk/news/>

<http://www.bathspa.ac.uk/study-with-us/developing-your-career>

ADDED VALUE

- Extensive personal support from staff
- A good practical and theoretical education
- Working alongside other Masters level students in studio and other post-graduate programmes
- A context with its own exhibiting spaces and collections
- Availability of careers advice and support

HOW WE SUPPORT YOU

We provide a mix of one-to-one contact, group sessions and site visits. During induction, at the start of each academic year the staff provide you with a list of staff contact details and general information such as tutorial scheduling, and departmental procedures for alerting the team in the event of lateness or absence.

The University protocols can be found here:

- [Personal tutoring](#)
- [Personal development planning](#)
- [Student Services](#)
- [Writing and Learning Centre](#)

However, if you are unsure about a course procedure or how to find information, please contact the course administrator Emmanuelle Ginn e.ginn@bathspa.ac.uk 01225 875528.

HOW WE ASSURE THE QUALITY OF THE COURSE

Before the course started, a process of course approval took place, which included consultation with academic and industry subject experts. The following was checked:

- There would be enough qualified staff to teach the course
- Adequate resources would be in place

- Overall aims and objectives are appropriate
- Content of the course meets requirements of Quality Assurance Agency for Higher Education and European Standards and Guidelines
- The course maps to subject benchmark statements
- The course meets any professional/statutory body requirements
- Internal quality criteria, such as admissions policy, teaching, learning and assessment strategy and student support mechanisms.

HOW WE MONITOR THE QUALITY OF THIS COURSE

The quality of the course is annual monitored through evaluating:

- External examiner reports (considering quality and standards)
- Peer observation of teaching and staff development review
- University surveys
- Statistical information, considering issues such as pass rate
- Student feedback, including module evaluation questionnaires.

The course team use this information to undertake annual monitoring, which, in turn, is monitored by the University's Academic Quality and Standards Committee.

Every six years an in-depth periodic review of the subject area is undertaken by a review panel, which includes at least two external subject (academic and industry) specialists. The panel considers documents, meets with current/former students and staff before drawing its conclusions. This results in a report highlighting good practice and identifying areas where action is needed.

DEPARTMENTAL BOARDS AND STAFF ■ STUDENT COMMITTEES

This course has a course committee comprising all relevant teaching staff, student representatives and others who make a contribution towards the effective operation of the course (for example library and technical staff). The committee has responsibilities for the quality of the course and plays a critical role in the University's quality assurance procedures.

THE ROLE OF EXTERNAL EXAMINERS

The standard of this course is monitored by at least one external examiner. External examiners have two primary responsibilities:

- To ensure the standard of the course;
- To ensure that justice is done to students.

LISTENING TO THE VIEWS OF STUDENTS

The following methods for gaining student feedback are used on this course:

- Module evaluations
- Staff-Student Committees
- Student representation on departmental board committees
- Personal tutor, module leader

Students are notified of the action taken through:

- Email
- Minerva announcements

- Announcements in lectures or course meetings
- Tutor feedback
- Departmental board committees
- Annual reports

LISTENING TO THE VIEWS OF OTHERS

The following methods are used for gaining the views of other interested parties:

- Feedback from former students
- Liaison with employers and industry representatives
- Liaison with sector skills, design and craft councils
- Liaison with external examiner

USEFUL AND IMPORTANT HYPERLINKS

<http://www.bathspa.ac.uk/services/library/InfoSkills/>

<http://www.bathspa.ac.uk/careers>

<http://www.bathspa.ac.uk/services/student-support/>

<http://www.bathspa.ac.uk/services/health-and-safety/>

<https://wiki.bathspa.ac.uk/display/computing/Office+365+Student+Information>

<https://wiki.bathspa.ac.uk/display/computing/Ricoh+print%2C+copy%2C+scan+service+for+STUDENTS+-+FAQ>

LIBRARY AND LEARNING SERVICES

There is a specialist art and design Library at Sion Hill which is open in term-time from 8.45 am to 7 pm, Monday to Friday, and 1 pm to 5 pm at weekends. There are quiet and group study facilities available. Whichever campus you study on you will have access to the University Library at Newton Park which is open from 8 am to midnight, Monday to Friday, and 9 am to 8 pm at weekends. The Library at Corsham Court serves the needs of postgraduate students and researchers. All these facilities are further supplemented by more collaborative spaces, bookable pods and quiet study rooms in the Learning Commons which are available 24/7.

In addition to print books, the Libraries provide a range of DVDs and CDs, and a wealth of electronic resources, including over 4,000 e-books and around 20,000 academic e-journals. Key texts and journal articles are increasingly available in e-format, to ensure you have 24/7 access to them.

Your course is supported by a dedicated Subject Librarian with subject knowledge in your area. They provide training with online library resources and can offer advice with your research. You can also register with the SCONUL Access scheme, which enables you to use other UK academic libraries.

For further information, including access to the catalogue, opening times and contact details, please see the [Library website](#).

WRITING AND LEARNING CENTRE

The [Writing and Learning Centre](#) (WLC) is based at Newton Park Library but its services are available to all students. WLC staff can assist with academic writing, referencing, time management and critical thinking to help you reach your full

potential during your degree. Appointments with them are available at Sion Hill and Corsham Court: see the web pages for details of times and places.

Students with dyslexia or other specific learning needs are welcome to use the WLC but should also contact [Student Support](#).

STAFF PROFILES

The Course Leader is Professor Michael Tooby. He is supported by a wide range of Visiting Tutors and colleagues in Partner organisations. These are introduced at the beginning of the year.

Professor Michael Tooby (course director) is a senior curator and former museum director with extensive teaching experience.

Gill Nicol (course tutor) whose specialism is in contemporary practices and audiences, learning and engagement.

Michele Whiting (course tutor) is an artist-curator with a doctorate in art theory and practice focusing on 'place'.

Interested in discovering more about a member of staff? Go to:

<https://www.bathspa.ac.uk/our-people>

EQUALITY OF OPPORTUNITY

We want to ensure that your needs are met. If you require this information in any other format, please contact:

Student Support Services

Tel: 01225 876215

Email: stusupportadmin@bathspa.ac.uk

Bath Spa University welcomes diversity amongst its students, staff and visitors, recognising the contributions that can be made by individuals from a wide range of backgrounds and experiences.

Our aim is that all staff and students, both existing and potential, should receive equal and fair treatment in all aspects of University life. The University seeks to ensure that a suitable working and studying environment is provided which is free from discrimination and where all members of the University community are treated with dignity and respect and are valued as individuals.

The Student Handbook is designed to provide you with a central point of reference, containing detailed information concerning your course. We want to ensure that the needs of all students are met in every aspect of every course that we offer.

A key way in which we ensure this is to monitor student feedback on each academic module undertaken. The results of this provide us with essential information on our progress to ensuring equality of access and opportunity for all students.

Should you have any concerns at any time regarding your course, any of the information contained within this Handbook, or any other aspect of University life, you should discuss this in the first instance with the course leader or other support staff, contactable through the course administrator Emmanuelle Ginn: e.ginn@bathspa.ac.uk 01225 875528.

They will assist you in identifying the types of support available to you. Examples of these types of support are:

- Arranging appropriate teaching and examination arrangements;
- Assisting you with any concerns you may have regarding any work experience you may undertake;
- Helping you to identify technology and other support appropriate to individual needs;
- Liaising with members of academic staff in relation to access to the curriculum.

There are also a range of support mechanisms offered by Bath Spa University, such as Student Welfare Services and Careers Advice. For example:

- Assisting with the provision of scribes, readers, note takers or interpreters;
- Assisting you with applications for financial assistance;

Details of how to access these services can be found at:

<http://www.bathspa.ac.uk/services/student-services/current-students/student-support-service/>

EQUAL OPPORTUNITIES POLICY

The following provides information concerning the Bath Spa University Equal Opportunities Policy. Please take the time to familiarise yourself with it as it is relevant to everybody.

BATH SPA UNIVERSITY EQUAL OPPORTUNITIES POLICY STATEMENT

Bath Spa University is fully committed to being an equal opportunities employer and providing equality of opportunity for all its staff and students, applicants and visitors. The University will not tolerate unfair or unlawful discrimination on the grounds of gender, ethnicity, colour, disability, religion, nationality, age, occupation, marital status or sexual orientation or any distinction, which is not relevant to the employee/employer relationship or its student body.

RESPONSIBILITIES

Promoting and maintaining equal opportunities is the responsibility of everyone, although it is recognised that management have additional responsibilities to ensure that the policy is carried out.

The University Management will ensure that:

- All staff and students are aware of the equal opportunities policy and our procedures for making a complaint;
- The implementation of equal opportunities is effectively monitored;
- An Equal Opportunities Strategy and Action Plan is produced and reviewed; Staff, Students and Union representatives are provided with appropriate forums to discuss and deal with equal opportunities issues;
- All staff are provided with appropriate equal opportunities training;
- A network of trained Harassment Advisors is available to provide advice and guidance;
- Procedures are in place for the fair appointment, promotion and development of staff, the fair selection and teaching of students, free from unjustifiable discrimination.

All staff and students are expected to:

- Support and implement the equal opportunities policy; and
- Ensure that their behaviour and/or actions do not amount to discrimination or harassment.

Staff and students of the University are expected to comply with this policy and are expected to promote a culture free of unfair discrimination, prejudice and all forms of harassment and bullying. Any incidents of discrimination, harassment or bullying will be investigated and may be grounds for dismissal or expulsion.