

The MA Handbook

**UNIVERSITY OF MANCHESTER
SCHOOL OF SOCIAL SCIENCES**

**MA programme
in
Philosophy**

2021-2022

WELCOME TO PHILOSOPHY

First things first. Congratulations on your place on the Philosophy MA!

Postgraduates are central to the past, present and future of philosophy at Manchester. Any excellent department has a vibrant, stimulating and successful postgraduate student community. Here at Manchester we settle for nothing less.

I am sure that you, like previous generations of MA students, will make an enormous contribution to our academic and social culture. Our hope, and expectation, is that you will profit intellectually, and grow in confidence, not only as a result of the classes and dissertation you will undertake during your time here, but also from your less formal interactions with a wide range of philosophers at all stages: MAs, PhDs and staff, as well as visitors from other universities.

For the most up-to-date information, please go to our website:

<http://www.socialsciences.manchester.ac.uk/philosophy> (For staff contact info, click 'About', then 'People'.)

We very much hope that you will enjoy your time with us in Manchester. It should be a time of discovery and excitement. We are committed to your development, and to the broadening and deepening of your philosophical knowledge and skills. I look forward to meeting you all soon.

Emily Caddick Bourne
PGT Programme Director

THE PHILOSOPHY POSTGRADUATE TEAM

Philosophy is one of eight departments in the School of Social Sciences. The School is itself one of four Schools that together make up the Faculty of Humanities.

Since June 2017, members of the Manchester philosophy department have offices on the second floor of the building called 'Humanities Bridgeford Street' (or 'HBS' for short).

Key members of the Philosophy postgraduate team are:

Director of PGT (Postgraduate Taught) Programmes in Philosophy

Dr Emily Caddick Bourne, Room: HBS 2.52
Tel: 0161 275 1283 (51283 from internal phone)
Email: emily.caddickbourne@manchester.ac.uk

Philosophy Postgraduate Administrator

Elisabeth McCormick, Room Williamson 3.05,
Tel: 0161 275 4486 (54486 from internal phone)
Elisabeth.McCormick@manchester.ac.uk
Office hours: 8.30-4.30

Head of Philosophy

Dr Graham Stevens, Room: HBS 2.57
Tel: 0161 275 4886 (54886 from internal phone)
Email: graham.p.stevens@manchester.ac.uk

Philosophy contact for harassment and students with caregiving responsibilities

TBC

In the meantime, please feel free to contact the Programme Director (details above)

INFORMATION POINTS & COMMUNICATION

My Manchester

[My Manchester](#) is your main point of entry for all information. Access your email, library account, examination information, and the Student System to register, find your timetable and grades.

E-mail

All essential information is delivered to your *University of Manchester* e-mail address. **It is your responsibility to ensure that you regularly check your e-mail accounts.** If you believe that you are not receiving all relevant e-mails, you must inform your Programme Administrator *immediately*.

Contact Details

Please keep your contact details up-to-date on the on-line Student System (also called Campus Solutions). If you change address during the course of the academic year, you must update this system accordingly.

School of Social Sciences Intranet

The main reference point for information about your programme, the discipline and the School is the School's Student Intranet <https://www.socialsciences.manchester.ac.uk/student-intranet/>

Campus Solutions is the student system. From here you will be able to check your timetable, keep track of your course choices, grades, financial situation, and registration, along with many other functions. It is accessible via MyManchester: <https://my.manchester.ac.uk/uPortal/f/u2011s14/normal/render.uP>

IT Services within the Faculty of Humanities

Students at the University of Manchester enjoy access to a wide range of high quality IT services provided across campus. Within Humanities itself there are in excess of 500 computers located within Faculty buildings available for student use complementing the 2000+ seats provided by the University in public clusters – including a public cluster at Owens Park.

All cluster computers are configured in the same way and provide access to services offered by schools, faculties and central service providers such as IT Services <http://www.itservices.manchester.ac.uk/help/> and the University Library <http://www.library.manchester.ac.uk/>. These include printing, scanning and copying and access to a wide range of general use and course specific software on the Windows 7 operating system. A list of software is available at: https://www.applications.itservices.manchester.ac.uk/list_categories.php. (Note: if you're using wi-fi or are not on campus, you will need to use the VPN (Virtual Private Network) to access this page and some of the University's other online resources. For information on the VPN, see: <https://www.itservices.manchester.ac.uk/ourservices/popular/vpn/>.)

A list of open access clusters can be found at <http://www.itservices.manchester.ac.uk/students/pc-on-campus/>

Wireless networking is being installed across campus enabling students with wireless equipped laptops to access IT services on campus. Full details of the services offered, including a list of available locations, can be found at <http://www.itservices.manchester.ac.uk/wireless/>

Help and advice is available from our Support Centre which can be contacted by phone, email or in person, or via the Support Centre online at <http://support.manchester.ac.uk/>, with further information about all their services available from the website at <http://www.itservices.manchester.ac.uk/>

Service desk support is also available at the University Library, the Joule Library and the Alan Gilbert Learning Commons; see <http://www.itservices.manchester.ac.uk/help/>. Details of opening hours and other contact details can also be found at <http://www.itservices.manchester.ac.uk/help/>. Telephone support is available 24 hours a day throughout the year.

Blackboard: Course units and enrolments



Blackboard (Bb) is the web-based platform that we use across the institution to deliver our teaching, learning and assessment online. All of your course units and programme-wide spaces (where relevant) are delivered via Bb.

Blackboard

Access Bb via My Manchester <http://my.manchester.ac.uk/>. In Blackboard you will find:

- a list of all the course units you are registered to take, under the 'Course List',
- a list for Programme spaces or other 'Organisations', in the 'My Communities' list.

Your Bb course units will contain different elements, depending on how your tutor(s) have set them up. They may be used for hosting teaching materials, such as lecture handouts; for assessment including coursework submission, quizzes; for communication such as class announcements; for collaboration with your fellow students, e.g. discussion boards or blogs; or for other things. If you have any queries about the content in your Bb spaces, please check with your tutor first.

You can find guidance on the various Bb tools, as well as other eLearning tools we use at Manchester (e.g. Turnitin, accessing the Manchester video portal, or other tools) in this page:

<https://sites.manchester.ac.uk/humteachlearn/student-support>

If you like you can access Bb on your smartphone using the Blackboard app. For guidance, see:

https://help.blackboard.com/Mobile_Learn

When can I access the Blackboard sites for the units I am studying?

Courses become available to students one week before the start of teaching. For *most* courses in 2021/22 this is:

- Semester 1 and all-year courses: 20th September 2021
- Semester 2 courses: 31st January 2022

To ensure that you have access to all of your courses within Blackboard, you must be enrolled on them through the Student Records system. Once enrolled, your courses should appear on Blackboard from the dates above mentioned.

What can I do if I cannot find in Bb a course(s) I am enrolled on?

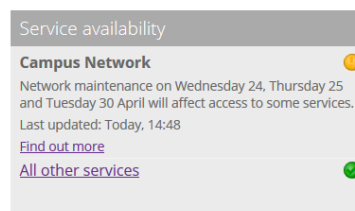
If you cannot see a course you expect to see, it may be because your tutor has not 'activated' your Blackboard site for the course, or it may be that your enrolment is not completed:

- contact your School Administrator to check that you are fully enrolled;
- check with your tutor that the Bb site has been activated (made available to students).

Note: If you decide to change your course enrolments (from one unit to another) there will also be a delay of up to 24 hours in acquiring your new courses and removing those you are no longer taking. If after enrolment or changing your enrolments your courses are not correctly listed in Bb after 24 hours, please contact the eLearning Team via the Support Portal <https://www.itservices.manchester.ac.uk/help/elearning/>.

More broadly, if during the duration of your studies you experience interruptions in IT or eLearning services such as Blackboard, Turnitin, Video Portal or other please check the Service Availability information on IT services homepage: <http://www.itservices.manchester.ac.uk/> The Service Availability portlet will display whether there is any known disruption and flag issues with a red or an orange circle (see image). If you experience an issue that is not notified in the [Service portal](#) please contact your eLearning team via the Support <https://www.itservices.manchester.ac.uk/help/elearning/>

[Availability Portal](#)



The Academic Year

2021/22	
Online induction (new students)	13 September 2021
University and programme induction (new students)	20 September 2021
Welcome back and induction (returning students)	20 September 2021
Semester 1 teaching starts	27 September 2021
Christmas break starts	20 December 2021
Christmas break ends	2 January 2022
Semester 1 assessment and exams	17-28 January 2022
Semester 1 ends	30 January 2022
Welcome to Semester 2 activities – non-teaching period	31 January – 6 February 2022
Semester 2 starts	7 February 2022
Prep for study/fieldwork/project – non-teaching period	4 April 2022
Easter break starts	11 April 2022
Easter break ends	24 April 2022
Semester 2 assessment and exams	23 May – 10 June 2022
Semester 2 ends	12 June 2022

Length of the prescribed course

The registration period for the full-time MA lasts for one year from October 2021 until September 2022. For part-time students the length of the course is 24 months from October 2021 until September 2023.

MA Course Units

The MA degree is comprised of course units which add up to **180** credits.

There are three mandatory units

- A non-credit bearing health and safety course (SOCS61230).
- A non-credit bearing Academic Malpractice Awareness course (on Blackboard under communities)
- The MA Research Skills Unit, which runs across both semesters (**30** credits)

The purpose of the MA Research Skills Unit is (i) to develop students' research, writing and presentation skills, and (ii) to guide them through the planning of their dissertation, from selecting a topic and a supervisor and identifying and reviewing key literature through to thinking about what makes for the best philosophical writing.

- The dissertation (for which students receive personal supervision) is also compulsory, but there is a choice to make about how large your dissertation is and how many credits it is worth. Students may take either:
 - the **90** credit dissertation of 17,500-20,000 words.
 - the **60** credit dissertation of 9,000-12,000 words.

Preparation for the dissertation begins early in the academic year. We provide you with training in question formation, and research planning and design. We also put in place a supervisory arrangement enabling you to

get help and advice throughout the process. The bulk of the writing of the dissertation then occurs between May and September.

Your remaining units must be made up from the following course units, each worth **15** credits, divided equally between the two semesters. So students on the 90 credit dissertation will typically take 2 course units each semester, and students on the 60 credit dissertation will typically take 3 each semester.

For part time study you should take the following if you are taking the **60** credit dissertation:

Four units in year one (two per semester)

Two units in year two (one per semester)

For part time study you should take the following if you are taking the **90** credit dissertation:

Three units in year one (either one in semester 1 and two in semester 2, or two in semester 1 and one in semester 2)

One unit in year two (in either semester).

Semester 1 2021-22	Semester 2 2021-22
PHIL60010 MA Research Skills (Mandatory)	PHIL60010 MA Research Skills (Mandatory)
PHIL60311 Landmark Papers in Analytic Philosophy	PHIL60052 Ethics
PHIL60371 Philosophy of Medicine	PHIL60072 Philosophy of Mind
PHIL60621 Advanced Topics in Aesthetics	PHIL60082 Philosophy of Language
POLI60221 Ethics of Killing	POLI60182 Governing in an Unjust World
POLI70611 Debating Justice	POLI70722 Theories of Rights

These course units are normally taught on a weekly basis in two hour classes, although there are exceptions to this (for one example, PHIL60621 Advanced Topics in Aesthetics is taught across two one-hour classes per week). The course units are examined predominantly on the basis of coursework essays, but please see below for more details about the MA Assessment System.

You may also take 15 credits from outside Philosophy (for example from Sociology, Politics or Economics) with the approval of the PGT Director.

More Information about the 15 credit course units is available at the following link:

<https://my.manchester.ac.uk/uPortal/f/teachingandresearch/p/course-unit-info.u221n125/max/render.uP?pCp>

You will have an opportunity during the induction week to discuss your course unit options with the PGT director.

If you are unsure as to which dissertation to take, our advice is to opt, provisionally, for the 60 credit course unit. You will retain the option to transfer to the 90 credit dissertation, by dropping two 15 credit course units. Transfer from the 90 to the 60 credit dissertation is not as straightforward, as it requires you to take on two new 15 credit course units.

Changing Your Course Units

If you decide to change any of your course unit options, you can make the alteration yourself online (see 'Guide to Using Self-Service Course Unit Selection' included in your registration pack). However, before you process any changes, you will need to complete a *Course unit Change Form* (available from the School Postgraduate Office, room 2.003, Arthur Lewis Building or downloadable from the Intranet) so that we have a record of any alterations to your choice of course units. **Changes to your choice of course units must be made no later than the dates specified.**

In Semester I you must make any course unit changes by Friday 8th October.
In Semester II you must make any course unit changes by Friday 18th February.

Attendance Requirements

Attendance at all seminars for your course units is compulsory. If you know in advance of circumstances beyond your control preventing you from attending a seminar you should contact the course unit tutor as soon as possible to explain your absence. Unexcused absences may result in marks being deducted.

Seminar Series

Apart from the seminars, which you attend as part of your course work, you are strongly encouraged to attend the Research Seminar, which runs during semester time. The Research Seminar consists of both visiting and internal faculty research presentations, as well as some presentations by PhD students. In addition to providing an opportunity to learn about new issues in philosophy, these seminars are also a good way for those MA students interesting in going on to do a PhD to gain insight into what it's like to undertake PhD research. The Research Seminar takes place on selected Wednesdays at 3.15pm. More information will be available at:

<http://www.socialsciences.manchester.ac.uk/philosophy/connect/events/research-seminars/>

Members of the School may arrange other informal seminars or reading groups from time to time - information will be made available via email about these as they arise.

MA Teaching: the Seminars

MA teaching in each Course Unit is structured along weekly seminar meetings, typically of two hours each (with occasional exceptions). These will often be in smaller groups than you might be used to at UG level and will be highly interactive. Some Course Units might involve some lecturing, but many will not, and generally teaching will take the form of structured, facilitated discussion on the basis of some set reading rather than frontal material delivery: you should expect to participate actively in seminars every week. The reading material might often be more demanding, and substantial, than what you might be used at UG level.

MA Philosophy Timetable – Semester One 2021

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00		POLI60221 G2			
10.00		POLI60221 G2			
11.00		PHIL60010			
12.00		PHIL60010			
1.00				POLI70611 G1	PHIL60371
2.00	POLI60221 G1	PHIL60311		POLI70611 G2	PHIL60371
3.00	POLI60221 G1	PHIL60311 POLI60221 G3	Research Seminar	PHIL60621	
4.00		POLI60221 G3			

MA Philosophy Timetable – Semester Two 2022

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00					
10.00	PHIL60072		PHIL60082	PHIL60052	
11.00	PHIL60072	PHIL60010	PHIL60082	PHIL60052	

12.00		PHIL60010	POLI70722 G2		
1.00					
2.00		POLI60182 G1			
3.00		POLI60182 G2	Research Seminar	POLI70722 G3	
4.00				POLI70722 G3	

THE MA ASSESSMENT SYSTEM

Courses provided by the Philosophy department (i.e. those with PHIL course codes) are assessed as follows:

- One essay (normally 4,000 words) makes up 100% of your mark on the course.
- Compulsory non-assessed presentation.
- Attendance will be monitored and unexplained absences may result in marks being deducted

There is one exception: the MA research skills unit PHIL60010, is assessed as follows:

- One critical discussion: 50% of your mark on the course.
- One research proposal: 30% of your mark on the course.
- One assessed presentation: 20% of your mark on the course.

Courses provided by other departments, including those listed above with POLI course codes, which are provided by the Politics department, are governed by the regulations of that department and may have different assessment procedures (including different assessment methods, word limits, penalties for late submission, non-attendance and so on). If you take such a course you are obliged to make yourself aware of, and comply with, the rules of the department offering it. The course convenor will be able to direct you to these rules.

The Taught Degree Regulations Glossary of Terms states the following with regard to Compulsory Course units:

‘Compulsory Course units: Course units which cannot be substituted and must be taken in order to meet the intended learning outcomes of the programme (see pre-requisites). Compulsory course units are not normally compensatable.’

PGT Programmes in the School of Social Sciences have course units which are compulsory and may be termed as such. However, programmes in the School do allow compensation for compulsory course units in line with point 14 of the PGT regulations:

‘PGT programmes can be compensated up to 30 credits for PG Diploma/ Masters and 15 credits for a PG Certificate. The number of credits compensated and those referred cannot exceed half the taught credits in total.’

Essay and Coursework Submission

Philosophy now uses electronic submission **only** for all assessed work and the deadline is **3pm** unless otherwise stated.

When submitting to Turnitin, for the ‘Submission Title’ please **ONLY** enter your 7 or 8 digit ID number. **DO NOT** enter anything else in this box. If we are unable to identify your work by ID number you may be counted as not having submitted.

You will receive an email, a week before the coursework is due to remind you of the submission guidelines. You can submit the essay from the day you receive this email **even if** this is prior to the deadline.

You should also consult your course Blackboard site for the submission deadline dates and submission details.

How to submit your work:

1. Log into Blackboard via My Manchester at <https://login.manchester.ac.uk> and go to the course unit site.
2. Click on the 'Assessment' folder from the menu on the left hand side.
3. You will then see a folder named 'Coursework Submission'. Click on this and you will be taken to the coursework folder which contains full instructions for online submission.
4. Click on 'Submit your PHILXXXXX Assessed Coursework here'.

Before submitting, remember:

- When submitting online please ensure you submit the correct version of your work.
- Essays must be double-spaced and 12 point type.
- Ensure pages are numbered and that your University ID number (seven/eight digit library card number) and the relevant course code (PHIL---) appear on each page.
- The total number of words (excluding the bibliography/final list of references, but including any footnotes) must be printed at the end of the essay.
- Even though your name is automatically entered when submitting your coursework (step 1 of 2), assignments are marked anonymously so your name will not be visible to the marker.

Word limits

For all assessed work, it is important to comply with the word limit given by the course convenor. For courses provided by the Philosophy department (i.e. those with PHIL course codes) this is typically 4000 words, exclusive of bibliography, which is an absolute limit, with no leeway. You may be penalised up to 5 points if your essay exceeds the limit. You must indicate the word count at the end of your essay. Failure to do so will result in a deduction of 2 marks.

Assessment for Students with Disabilities

The University has responsibilities under the Disability Discrimination Act to make reasonable adjustments to its provision, including methods of assessment, to ensure that students with disabilities are not disadvantaged for reasons relating to their disability.

Assessment Requirements

The assessment requirements for each course unit (e.g. specific deadlines, whether there will be a presentation or not, whether you will have to come up with your own essay question, etc.) are specified in the individual Course Unit Guides. Please make sure that you **carefully** read the assessment-related part of your course unit guide.

Assessment Criteria

Philosophy students' work is assessed into different class categories by using the following criteria:

Very High First Class (90-100)

Such answers are exceptional and provide a well-structured answer to the question with very little irrelevant material and can be expected to indicate an exceptional level of achievement in some or most of the following qualities:

- insight and depth of understanding of the material;
- the exercise of critical judgement along with clarity of expression and rigorous argument;
- engagement with the relevant literature beyond the works covered in lectures.

High First Class (80-89)

Such answers are outstanding and provide a well-structured answer to the question with very little irrelevant material and can be expected to indicate an outstanding level of achievement in some or most of the following qualities:

- insight and depth of understanding of the material;
- the exercise of critical judgement along with clarity of expression and rigorous argument;
- engagement with the relevant literature beyond the works covered in lectures.

First Class (70-79)

Such answers are excellent and provide a well-structured answer to the question with very little irrelevant material and can be expected to indicate excellence in some or most of the following qualities:

- insight and depth of understanding of the material;
- the exercise of critical judgement along with clarity of expression and rigorous argument;
- engagement with the relevant literature beyond the works covered in lectures.

Upper-second Class (60-69)

Such answers are very good and provide a generally well-structured answer to the question and can be expected to indicate some of the following qualities:

- a good or very good understanding of the material;
- clarity of expression and quality of argument;
- a grasp of the relevant literature beyond the works covered in lectures;
- an absence of irrelevant material.

Lower-second Class (50-59)

Such answers are good and provide a clear answer to the question. They can be expected to show most of the following features:

- a firm understanding of the material;
- clarity of expression and evidence of attempt at logical argument;
- where appropriate, awareness of the relevant literature.

Fail (40-49)

Such answers are insufficient and only demonstrate a rudimentary understanding of the relevant issues. They can be expected to show some of the following features:

- sparse coverage of the material with several key elements missing;
- unsupported assertions and a lack of clear analysis or argument;
- important errors and inaccuracies.

Poor Fail (30-39)

Such answers are poor and, while showing more than the most basic awareness of the area, fail to deal with the question in a way that suggests more than a fragmented and shallow acquaintance with the subject. They are often error-prone, lacking in coherence and structure.

Bad Fail (20-29)

Such answers are inadequate. They fail to demonstrate the ability to engage with the question. They demonstrate only the most basic awareness of the area and display a serious lack of understanding.

Very Bad Fail (10-19)

Such answers are severely inadequate. They exhibit an almost complete lack of engagement with the area or question.

Extremely Bad Fail (0-9)

Such answers are profoundly inadequate. They exhibit a complete lack of engagement with the area or question.

Clarificatory note: our official grade classifications are Distinction, Merit, Pass and Fail. We make some further distinctions in the criteria above (e.g. between First Class and High First Class) to help explain the significance of the numerical marks.

Information for MA Essay Submissions

Semester I Final deadline - 3.00pm, Wednesday 19 January 2022 unless otherwise stated

Semester II Final deadline - 3.00pm, Monday 23 May 2022 unless otherwise stated

Please submit via Turnitin

PLEASE REMEMBER THAT UNTIL THE PRELIMINARY EXAMINATION BOARD IN JUNE ALL MARKS ARE PROVISIONAL AND MAY STILL BE AMENDED UNTIL THE FINAL EXAMINATION BOARD IN NOVEMBER.

Recap of Essential Information:

- Length of Assignments - Course unit directors will state the specific length limits for individual pieces of work. Unless otherwise stated, the word limit will be 4,000 words, exclusive of bibliography. This is an absolute limit, with no leeway. Work that exceeds it will be penalised. There is no minimum word count. Please remember that course units provided by other departments (i.e. those that don't have a PHIL course code) may have different assessment formats, guidelines and procedures. Please always make sure you have checked the assessment information in your Course Guide and course Blackboard site for each unit you take.
- Submissions - All assignments must be submitted to Turnitin via Blackboard by the deadline stated.
- Problems - If you are encountering any problems, please see either your course unit director or the Programme Director.
- Bibliography & Referencing - A full bibliography should be appended listing all sources consulted in preparing the assessment assignment. This should be arranged alphabetically, and in time order for publication in the case where several works by the same author (or government or other collective source) are being used. Where no author is available for quotation, the title of the publication (for example, a newspaper or poster) should be placed alphabetically in the bibliography. Journals should be identified by their volume numbers as well as by the year of issue. A bibliography constructed in this way will permit references to be made easily in the text.

Referencing and Bibliography

We do not stipulate that students must use one form of referencing or another, so long as they are consistent and thorough in providing all the relevant publication details and at the necessary locations in the text. Choose one referencing and bibliography style and follow it consistently.

Penalties

Marks of up to 10 percentage points may be deducted for inadequate scholarly apparatus.

Referencing (0-5 points)

- 1-2 point deduction:
 - inconsistent style of referencing (Harvard and footnotes combined, different styles in footnotes)
 - occasional failure to acknowledge sources
 - frequent omission of details in citations
- 3-5 point deduction:
 - occasional failure to provide a reference for quotations
 - frequent failure to acknowledge sources
 - citing incorrect sources

Bibliography (0-5 points)

- 1-2 point deduction:
 - frequent errors in alphabetical ordering

- frequent omission of minor publication details (e.g., place of publication, author's initial, date of access to online article)
 - occasional omission of major publication details (e.g. author, title, publisher, date, page numbers)
 - frequent failure to distinguish aspects of the reference, e.g., putting book/journal titles in non-italics and chapter/paper titles in italics; failing to distinguish edited works from sole-authored works
 - inclusion of irrelevant sources not cited in the text
- iv. 3-5 point deduction:
- systematic omission of publication details
 - systematic errors in publication details (incorrect author, title, etc.)
 - systematically inconsistent style of referencing
 - frequent omission of sources cited in the text.

The External Examiner

The role of External Examiners

External Examiners are individuals from another institution or organisation who monitor the assessment processes of the University to ensure fairness and academic standards. They ensure that assessment and examination procedures have been fairly and properly implemented and that decisions have been made after appropriate deliberation. They also ensure that standards of awards and levels of student performance are at least comparable with those in equivalent higher education institutions.

Statement about External Examiners' reports

External Examiners' reports relating to this programme will be shared with student representatives at the Staff Student Liaison Committee (SSLC), where details of any actions carried out by the programme team/School in response to the External Examiners' comments will be discussed. Students should contact their student representatives if they require any further information about External Examiners' reports or the process for considering them.

External Examiner's Details

The External Examiner for this programme is Dr Nikk Effingham of the University of Birmingham.

Please note that it is inappropriate for students to make direct contact with External Examiners under any circumstances, in particular with regards to a student's individual performance in assessments. Other appropriate mechanisms are available for students, including the University's appeals or complaints procedures and the UMSU Advice Centre. In cases where a student *does* contact an External Examiner directly, External Examiners have been requested not to respond to direct queries. Instead, External Examiners should report the matter to their School contact who will then contact the student to remind them of the other methods available for students. If students have any queries concerning this, they should contact their Programme Office (or equivalent).

Guidelines for Assignments

Students will receive an appropriate level of guidance to help them draft their assignments. The type and level of guidance will vary according to the specific needs of the subject matter, but some general guidelines will apply across all degree courses.

- Students can discuss a plan of their assignment with the course convenor at an early stage. Approval of a plan, however, does not automatically translate into a good mark.
- Students can expect to discuss only one plan of each assignment.
- Course convenors are not expected to look over a draft of an assignment.
- Assignment feedback and provisional marks will usually be available in accordance with the University's feedback policy.

Feedback

Receiving feedback is an integral part of your learning process. You should be aware that feedback will come in a number of different forms, most of which require your active participation.

Coursework Feedback – Our Promise

Philosophy staff will provide feedback on written work within 15 working days of submission.

Students should be aware that all marks are provisional until confirmed by the external examiner and the final examinations boards in June.

For semester two modules that do not have examination components the marks and feedback for the final assessed component **are not** subject to the 15 working day rule and will be released with the examination results.

You will receive feedback on assessed essays in a standard format. This will rate your essay in terms of various aspects of the argument that you have presented, your use of sources, and the quality of the style and presentation of the essay. The general assessment criteria against which your work will be judged are outlined on pages 9-10. If you have any queries about the feedback that you have received you should make an appointment to see your tutor.

How much feedback to expect

Our feedback norms are as follows:

- essays of 1,500 words will have commentaries from roughly in the region of 70-100 words
- essays of 2,000 words will have commentaries from roughly in the region of 80-120 words
- essays of 3,000 words will have commentaries from roughly in the region of 100-150 words

These norms have been set in order to give you about the right amount of feedback to explain your mark and offer suggestions for improvement, without overwhelming you with too many comments.

The Postgraduate Diploma/Postgraduate Certificate

This is an exit route option only.

Award of Degree

Your degree is awarded by the University on the recommendation of the Board of the School of Social Sciences, Graduate Office. The degree may be awarded with Pass, Merit or Distinction.

Distinction: To get a distinction you need to

1. Pass all taught modules and the dissertation at the first sitting (i.e. no referrals = resits) and
2. one of the following criteria is met:
 - a) Overall weighted average of module and dissertation marks is ≥ 70
 - b) This overall average is between 68.0 - 69.9 AND you have 120 out of 180 credits with marks ≥ 70

Merit: To get a merit you need to:

1. Pass the dissertation (after referral if required).
2. Have at least 150 credits of marks ≥ 50 (i.e. passes), after referrals if required
3. Have 180 credits of marks ≥ 40 (i.e. reaching the compensation level), after referrals if required
4. one of the following criteria is met:
 - a) Overall weighted average of module and dissertation marks is ≥ 60 (after referral if required).
 - b) This overall average is between 58.0 - 59.9 AND you have 120 out of 180 credits with marks ≥ 60 (after referral if required).

NB: Marks recorded for referred modules which reach at least the compensation mark are capped at 40, and this mark is used in calculating the overall weighted average of taught module and dissertation marks (but see the Additional Remarks on Referrals).

Pass: To get a pass: meet all of the following requirements:

1. Pass the dissertation (after referral if required).
2. Have at least 150 credits of marks ≥ 50 (i.e. passes), after referrals if required
3. Have 180 credits of marks ≥ 40 (i.e. reaching the compensation level), after referrals if required

Additional Remarks on Referrals

1. A maximum of 60 credits of the 120 credits of coursework can be referred.
2. If a student has compensatable grades amongst failed credits, the exam board will declare up to 30 credits to be compensated. These course units will not be referred. Referrals will only be arranged for the remaining course units. (Example: An MA student fails three 15 credit course units. Unit A: 37, Unit B: 45; Unit C 47. In this case the exam board will declare Units B and C as compensated and will ask the student to sit a referral exam for Unit A.)
3. If a student was allowed to proceed to dissertation, a dissertation can be referred (if so required) irrespective of the number of coursework referrals.
4. If a referral was passed (≥ 40) then the referral marks are capped at 40R unless the first sit was larger than 40 in which case the initial mark stands followed by an R (for e.g. 47R). If the referral was failed (<40) the mark of the first sit stands.
5. The grade determined in the previous point (4.) is the mark that is used for the overall weighted average calculation, if referrals were necessary.

Students who fail a Master's degree may be awarded a Diploma if they satisfy the appropriate conventions.

PGT Degree Regulations <https://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/degree-regulations/>

Consequences of unsatisfactory progress

Students who are not able to meet the requirements of progression through the course unit will be required to terminate their studies.

A pass mark is a **mark of 50 or above**.

The minimum requirement to pass the taught part of the masters programme is to obtain 6 marks of 50 or above, and 2 marks of 40 or above.

If, after the semester 2 exams (June), you have failed 5 or more of the 8 taught course units you will NOT be permitted to take referrals (resits). This means you automatically fail the masters programme and you will be given an exit award.

If you have failed 4 or fewer taught course units in June, you may be permitted to take referrals in order to obtain the minimum requirements stated above.

There is NO right to be able to resit an assessment. The decision is taken by the exam board.

Referral Arrangements

Candidates who fail end of course unit assessments, in essay or exam form, may, with permission of the Board of Examiners, re-sit on one subsequent occasion.

Re-sit examination papers will be set according to the syllabus of the relevant course unit(s) as delivered in the year of registration for that course unit.

Only one re-sit of any paper is permissible.

Releasing Marks

The marks for January examinations, as issued to graduate students by the Postgraduate Office, are **provisional** marks and are provided for information only. **Provisional** marks for assessed essays submitted in Semester 2 may be given to students. **Confirmed** marks for examination papers will not be made available to students until after the June meeting of the School Postgraduate Committee. Students are advised that:

- once marks have been agreed by the internal examiners and issued to students, they can only be changed via the external examiners.
- questions of compensation will be dealt with in the June Examinations Board, when the full range of results is available.
- marks are never confirmed until the meetings of the School Postgraduate Taught Programmes Examinations Board.
- the University does not allow student appeals against the academic judgements of Examiners.

To view your marks:

Please Note: The mark displayed on the student system is the correct mark as this will include any late deductions if you submitted your essay after the 2pm deadline. If you notice that your mark is different to the one displayed through Turnitin please look under the 'Instructor Comments' section to see if you have incurred a late penalty.

Log into your Student Service Centre through My Manchester: <https://login.manchester.ac.uk>

- Go to your Student Service Centre
- Using the drop down list on the left, select Assignments.

Click on the correct academic year. This takes you to a list of your modules. Click on the link for the module required to bring up the marks page. To view marks and any assignment comments, click on Instructor Comments at the bottom of the screen.

Please note, if you have a hold or a restriction on your account, this means you have an outstanding debt to the University. If this is the case, you must contact the Student Credit Office, based in the John Owens Building room G10 (tel: 0161 275 8130/email: self.funding@manchester.ac.uk) to sort this matter out. In the meantime, you will be able to view your results by accessing Self Service>Enrolment>View My Assignments>Assignment Categories .

How to Access Feedback and Marks

On assessments submitted through Turnitin you will receive feedback via Blackboard. This will include suggestions about ways in which you could improve your work in future. You will also receive feedback on non-assessed coursework, whether this is individual or group work. This may be of a more informal kind and may include feedback from peers as well as academic staff. In dissertation courses you are likely to obtain continuous oral and/or written feedback from your supervisor.

Accessing Marks and Feedback through Blackboard/Turnitin: Please see "A Student Guide to Downloading Feedback from Turnitin" at: <http://documents.manchester.ac.uk/display.aspx?DocID=13011>

Face to Face

You will receive feedback on your learning process whenever you go prepared to a seminar, as you will realise whether your understanding of the material is correct or not.

Assessment and Feedback Advice Hours

All academic staff have specific office hours when they are available to students. Your course Convenor has a dedicated timeslot each week when you can meet with her/him to discuss course unit specific problems and questions.

In conjunction with the School of Social Science Feedback Policy, Philosophy will ensure that:

Where there is further assessment to be completed for the unit, feedback should be provided no later than 3 weeks from the submission date and before completion of the next assessment.

Where there is no further assessment for a unit, students must have the opportunity to receive feedback as appropriate and in time to be able to improve performance in further programme assessments.

Making the most of your assessment and feedback

The purpose of written feedback is twofold: (i) to explain why the mark was awarded and (ii) to help you improve marks in the future.

- The feedback will refer to the marking criteria to explain why the particular mark was awarded.
- In almost all cases, the comments will be *both* positive and negative. Accordingly, expect *some* constructive criticism of your work.
- Do not, however, focus unduly on the negative comments. It is important also to reflect on what you are doing well.
- Any negative comments will be linked to recommendations and suggestions on how to improve the piece of work. These are the most important part of the feedback process. Take the time to consider these in detail.
- Although the comments may seem to relate only to the particular assignment, the general underlying points will also typically be important for other assignments.

Tips on how to make use of feedback

- Read the feedback, even if you get a mark that you are dissatisfied with or if you have finished the module. It will help you to improve more generally.
- When you receive feedback, read it through once. Then come back to it in a couple of days and consider it in much more detail. This enables you to consider the comments and suggestions more dispassionately and reflect on what you could improve on in the future.
- If you do not understand the feedback, or want some more help on how to improve your work, arrange to see your seminar tutor in their office hour. Indeed, this is one of the central purposes of office hours (we now refer to them as 'Assessment Feedback and Advice hours').
- Once you've digested the feedback, make *your own* list of all the *good* points of the essay and of how you can improve it in the future (do not list the negatives themselves – focus on how to improve). You may have some thoughts, in addition to those of the marker. This list will be very useful when it comes to your next assignment.
- If there are some key recurrent themes in the feedback that you receive from a variety of assignments (e.g., you need to improve the structure of the essay), arrange to see your Academic Adviser. They will be able to help.
- You may also find it very helpful to share experiences with your fellow students.

Policies and Procedures

Late Submission

If you submit your course work or dissertation late there will be a penalty of 10 marks per day (sliding scale) applied for up to 5 days. So, for example, if you submit your course work or dissertation 2 days late, 20 marks will be deducted after examination. A day includes weekends and weekdays.

Extensions to the submission deadline can be granted to students where there are exceptional mitigating circumstances (e.g. compelling medical reasons). It is vital that you provide documentary evidence to support your application. The application must be submitted before the due date of your work. You are advised to refer to <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ma-msc-diploma-proformas-and-guidance/> for further guidance.

Mitigating Circumstances and extension requests

If you think that your performance or academic progress is likely to be affected by your circumstances or that you may not be able to hand in your assignment/dissertation by the deadline, you may submit a Mitigating Circumstances form/extension request form, with relevant supporting documentation, for consideration by the Mitigating Circumstances Committee and Board of Examiners.

The nature of the supporting documentation required will vary according to the nature of the circumstances, but it must be sufficiently independent and robust to confirm the veracity of the case you are making. Please note that it is your responsibility as the student to submit a request for consideration of mitigating circumstances by the published deadlines. You should not wait until your results are issued or the deadline for the submission of your work to have passed to apply for mitigating circumstances as cases will not be accepted retrospectively.

Grounds for Mitigation

Students should be aware that grounds for mitigation are 'unforeseeable or unpreventable circumstances that could have a significant adverse effect on your academic performance'. Please see below for examples of possible mitigating circumstances as well as circumstances which will not be considered as grounds for mitigation.

Examples of possible mitigating circumstances:

- significant illness or injury;
- the death or critical/significant illness of a close family member/dependent;
- family crises or major financial problems leading to acute stress;
- absence for jury service or maternity, paternity or adoption leave.

Circumstances which will NOT normally be regarded as grounds for mitigation:

- Holidays and events which were planned or could reasonably have been expected
- Assessments which are scheduled closely together
- Misreading the timetable or misunderstanding the requirements for assessment
- Inadequate planning and time management
- Failure, loss or theft of a computer or printer that prevents submission of work on time: students should back up work regularly and not leave completion and printing so late that they cannot find another computer or printer
- Consequences of paid employment
- Exam stress or panic attacks not diagnosed as illness.

Assignment Extension Policy

For Mitigating Circumstances please read this in conjunction with the information on Mitigating Circumstances.

Please note that this policy also applies to the Dissertation. To apply for an extension:

- Extension applications should be made using the form available from the School website at: <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ma-msc-diploma-proformas-and-guidance/>
- Where relevant applications must be accompanied by documentary evidence e.g. certification by a qualified doctor specifying nature of illness, duration and impact on ability to study, letter from qualified counsellor, copy police incident report etc.
- Applications must be submitted to your programme administrator
- Applications for extension to the submission date must be made in advance of the published submission date. Applications received after the submission date will not be accepted.
- Your application will then be considered by the Programme Administrator within your Department.
- When the extension request is approved or rejected, the student will be formally notified by the School office by email.

Releasing Marks

The marks for January examinations, as issued to graduate students by the Postgraduate Office, are **provisional** marks and are provided for information only. **Provisional** marks for assessed essays submitted in Semester 2 may be given to students. **Confirmed** marks for examination papers will not be made available to students until after the June meeting of the School Postgraduate Committee. Students are advised that:

- once marks have been agreed by the internal examiners and issued to students, they can only be changed via the external examiners.
- questions of compensation will be dealt with in the June Examinations Board, when the full range of results is available.
- marks are never confirmed until the meetings of the School Postgraduate Taught Programmes Examinations Board.
- the University does not allow student appeals against the academic judgements of Examiners.

The pass mark on all our taught Masters programmes is 50%. The pass mark on the Postgraduate Diploma is 40%.

Please note, if you have a hold or a restriction on your account, this means you have an outstanding debt to the University. If this is the case, you must contact the Student Credit Office, based in the John Owens Building room G10 (tel: 0161 275 8130/email: self.funding@manchester.ac.uk) to sort this matter out. In the meantime, you will be able to view your results by accessing Self Service>Enrolment>View My Assignments>Assignment Categories.

THE DISSERTATION

Notice to submit your Dissertation

Subject to you being Passed Subject To Dissertation at the Examinations Board in June you will be sent a “[Notice of Submission Form](#)”, together with information about the presentation of your dissertation i.e. *Guidance for the*

Presentation of Taught Masters Dissertations: <http://documents.manchester.ac.uk/display.aspx?DocID=2863>

Please submit a completed, signed, paper copy of your Notice of Submission along with your dissertation.

Please note that according to our regulations you must complete the taught component (course units) of your degree before you can proceed to dissertation. A student who works on their dissertation before being formally passed subject to dissertation by our Examinations Board does so at their own risk.

Students registered on the MA must submit a dissertation.

If you require an extension to your Dissertation submission then you must complete an extension form electronically and email to the programme director in the same way as with an essay extension request.

Dissertation Word Limit

Students exceeding the maximum word limits on any assessed work, including the dissertation, will be penalised. All word limits are absolute (i.e. there is no leeway), but exclusive of bibliography.

Dissertation Supervision

You will be allocated a supervisor in accordance with your research area and research interests. In all cases, you will be allocated a supervisor with the experience and expertise to facilitate the successful completion of your dissertation. You will be required to complete a Dissertation Proposal outline with a proposed Supervisor indicated. *It is your responsibility to contact your preferred supervisor and ask their permission.*

You would normally meet your supervisor around once a month in term time. While it may be possible to meet with your supervisor out of term time, supervisors have research, conferencing and writing commitments, as well as holidays, so you should not assume that they will be available to meet with you. In light of this, you are advised to establish with your supervisor early on when they will be able to meet with you, and to agree on a schedule of meetings that will enable you to get adequate feedback on your dissertation before the deadline.

Your supervisor's job is to advise you about the chosen topic, about narrowing the topic to a researchable question or problem, and about relevant primary and secondary sources. Also, you can discuss with the supervisor your reading, its relevance for your topic, and any problems that you have encountered with it. A supervisor will also read and comment upon a dissertation plan and draft material. Meetings with the supervisor will also help establish the student's authorship of the submitted dissertation.

Given the differences between a dissertation and a course essay and given the aims and objectives of the dissertation, a student writing a philosophy dissertation should not expect their supervisor to provide a topic and/or reading list.

Some helpful webpages:

- <https://www.socialsciences.manchester.ac.uk/philosophy/research/postgraduate-research/finding-a-supervisor/> (this page is aimed at PhD applicants (e.g., the 'You will have two supervisors' bit does not apply to MA dissertations), but it provides relevant information about department members and research areas).
- <https://www.socialsciences.manchester.ac.uk/philosophy/research/research-areas/>

Dissertation Presentation and Guidance

Guidelines on the presentation of your dissertation including binding requirements are available on the intranet at:

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/dissertation-workshop/> (See Section 4: Preparing Your Dissertation)

Students will be required to submit two bound copies and upload an electronic version on Turnitin.

Dissertation Submission Date:

Monday 5 September 2022 for all students

For **those students who fail to satisfy the taught element of their PGT programme and have to do referrals in the August Exam period** before being permitted to proceed to dissertation, the deadline for you to submit your dissertation will be **Monday 5 December 2022**. Students who do not satisfy the examiners after referrals will be considered against the criteria for award of a PG Diploma or Certificate.

PLAGIARISM

Plagiarism is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes '**self-plagiarism**' (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from 'essay banks' (even if the authors of such material appear to be giving you permission to use it in this way). Obviously, the most blatant example of plagiarism would be to copy another student's work. However, plagiarism can also happen in less blatant ways, and it is important to realise that it does not have to be deliberate: you can be guilty of plagiarising, or of academic malpractice, even if you have done so unintentionally.

It is essential to make clear in your assignments the distinction between the ideas and work of other people that you may have quite legitimately exploited and developed, and the ideas or material that you have personally contributed. For help and advice on plagiarism and related matters, potential sources of assistance are: your academic advisor; your course tutors; the Student Guidance Service; and Paul Smith, the School's Student Support Officer.

The Library has a variety of study support resources in the 'My Learning Essentials' toolkit, including advice on referencing and avoiding plagiarism:

<https://www.library.manchester.ac.uk/using-the-library/students/training-and-skills-support/my-learning-essentials/online-resources/>

Please note that the School reserves the right to request electronic copies of course work assessments. These may be used to investigate suspected cases of academic malpractice.

ETHICAL APPROVAL PROCESS

This process requires you and your supervisor to confirm that you have agreed on an appropriate title for your project and that you have considered any potential ethical considerations and risks.

All students and their supervisors **must** complete this process, to determine:

- Your research does not involve work with human participants: therefore no ethical clearance is required and you can go ahead and start your research project.
- Your research does involve work with human participants: therefore ethical clearance is required before you can go ahead and start your research project.

Procedure for confirming your Dissertation Title and Pre-screening your research for ethical issues and risk.

Please follow the instructions on the School of Social Sciences intranet at

<https://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/health-safety-ethical-approval/>

You and your supervisor should **complete this online form by no later than 3 May 2022**

The above date is final. You can complete the online form anytime from 1st April with the approval of your supervisor. You may be refused submission of your dissertation if the process hasn't been completed.

HEALTH AND SAFETY

A Health and Safety online course (SOCS61230) is compulsory and available through Blackboard. A range of occupational health services are available to students. Further information is available at <http://www.studentnet.manchester.ac.uk/occupational-health/> including links to a range of policies. Regarding Display Screen Equipment (including computer monitor screens) you can find further information in the 'Health and safety' drop-down menu at:

<https://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/health-safety-ethical-approval/>

You must not interfere with or misuse anything, object, structure or system of work provided by the University of Manchester in the interests of health and safety.

You must familiarise yourself with the procedures for dealing with an emergency, including what to do on discovery of a fire, and fire exit-points. You are also required to familiarise yourself with the Health and Safety at Work regulations, extracts of which are posted in all School buildings. Anyone requiring first aid for themselves or for others should contact one of the first aiders situated in the building. Their names and telephone numbers are posted in commonly used areas. The Head of School is responsible for Health and Safety within the School.

Accidents and Emergencies

All accidents at work or study must be reported to the School Safety Adviser for SOSS, Carla Liburd, Arthur Lewis Building, telephone 0161 275 4567, email: carla.liburd@manchester.ac.uk First aid boxes are located at main reception points in all buildings on campus and in some departments. Contact details of first-aiders for each building can be obtained from the front desk.

ADDITIONAL SUPPORTING INFORMATION

Academic Appeals

The purpose of this regulation is to safeguard the interests of students and may only be used when there are adequate grounds for doing so which are outlined in the regulation. It may not be used simply because you are dissatisfied with the outcome of your assessment or other decision concerning your academic progress.

Appeals based upon provisional decisions of the University cannot be considered.

Complaints

If you have a complaint it should be made as soon as possible and in any case within eight weeks, of the events or actions (or lack of actions) which have prompted the complaint. The University will not normally consider complaints made after this period, unless there is good reason for the delay.

Dignity at Work and Study

The University of Manchester does not tolerate any form of harassment, discrimination or bullying. If you believe that you are being bullied or harassed, you can contact a Harassment Advisor. Harassment Advisors provide confidential support and information to students and staff on the University's policy and will be able to explain the options available to you.

For further information see <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=22734>

If you believe that you are being bullied or harassed and would feel more comfortable talking to the Programme Director in the first instance, please drop her an email (emily.caddickbourne@manchester.ac.uk) or come along to one of her office hours.

For further information see http://netstud.cmsstage.manchester.ac.uk/equality-and-diversity/bullying_harassment_and_discrimination/

BPA/SWIP Good Practice Scheme

From September 2014, the Philosophy Department has signed up to various elements of the British Philosophical Association/Society for Women in Philosophy (UK) 'Good Practice Scheme'. For more information, please visit <http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/your-programme/philosophy/>

Students with caring responsibilities

The Philosophy Department is committed to making allowances, where possible, for students with caring responsibilities. If you have caring responsibilities, e.g. for children, siblings or elderly or disabled relatives or partner, that affect your study (e.g. timetable requirements), please speak to your Academic Advisor. Or, if you would feel more comfortable talking to the Programme Director, please drop her an email (emily.caddickbourne@manchester.ac.uk) or come along to one of her office hours.

Staff-student relationships

We recognise both that close relationships can exist or arise both between staff and students (both undergraduate and postgraduate) and between staff (where staff include teaching assistants (TAs)). These relationships include those of a romantic and/or sexual nature as well as close personal friendships and family relationships. In the absence of appropriate procedures, however, such relationships can lead to unfortunate unintentional consequences, including real and perceived inequalities. In cases where such relationships do exist or arise, the following procedures have therefore been agreed, with respect to staff and postgraduate taught students (where 'staff' does not include PGAs, for obvious reasons):

It is the responsibility of the member of staff concerned to:

- inform a senior member of staff – where possible, the HoD – as soon as possible;

- withdraw from supervising the student, writing letters of recommendation for them, and making any decisions (e.g. distribution of funding) where preferential treatment of the student could in principle occur;

It is then the responsibility of the Department (where possible, the HoD) to ensure that the member of staff concerned:

- withdraws from all small-group teaching involving that student, unless practically impossible;
- withdraws from the assessment (including anonymous assessment) of that student.

The student concerned has no such obligations, but is equally entitled to report their relationship to another member of staff (e.g. HoD, if appropriate), and to request that the above steps be taken.

Submission to Turnitin

The University uses electronic systems for the purposes of detecting plagiarism and other forms of academic malpractice and for marking. Such systems include Turnitin, the plagiarism detection service used by the University.

As part of the formative and/or summative assessment process, you may be asked to submit electronic versions of your work to Turnitin and/or other electronic systems used by the University (this requirement may be in addition to a requirement to submit a paper copy of your work). If you are asked to do this, you must do so within the required timescales.

The School also reserves the right to submit work handed in by you for formative or summative assessment to Turnitin and/or other electronic systems used by the University.

Please note that when work is submitted to the relevant electronic systems, it may be copied and then stored in a database to allow appropriate checks to be made.

Student Representation

The University of Manchester is committed to receiving and responding to student feedback in order to bring about improvement in the quality of the student experience and development of learning and teaching within the institution.

Student representation covers a diverse range of activities and structures and student feedback can be provided by a number of different means, for example, through programme evaluation questionnaires, the academic advisor system or through students being present at Staff-Student Liaison Committees or Programme Committees. Representation enables dialogue between the student body and staff in order to aid development of programmes of study, the student experience and the quality of the institution as a whole. This dialogue can take place in both formal and informal structures and circumstances.

University Proofreading Statement

If a student chooses to approach another person to proofread their written work, or seeks to use the services of a proofreading service or agency, they must take account of the following principles:

- i. it is the responsibility of students to ensure that all work submitted is their own, and that it represents their own abilities and understanding. Any proofreading of work that is undertaken by a third party must not compromise the student's own authorship of the work;
- ii. proofreading undertaken by a third party must not take the form of editing of text, such as the adding or rewriting of phrases or passages within a piece of student's work;
- iii. proofreading undertaken by a third party must not change the content or meaning of the work in any way.

Interruption

It is the expectation of the University that you will complete your programme in one continuous period of uninterrupted study. It is understood, however, that you may encounter personal difficulties or situations which

may seriously disrupt your studies. In such instances, you may be granted a temporary interruption to your studies.

It is important to realise that we may not be able to provide an identical teaching, supervision and assessment experience on your return as would otherwise have been available. Programmes of study and regulations change to reflect developments in the subject, requirements of external bodies and the resources available to the University. While we will try to make reasonable provision for you following your interruption you need to realise that permission for an interruption is a privilege and not a right.

During your period of interruption you will not be a registered student of the University and your right to be on University premises will be that of a member of the public. You may not undertake work on University premises as you are not covered by our insurance agreements. You should also note that you will lose onsite IT and student library access; however, you can retain remote email access to your student email account. You do need to ensure, however, that, if necessary, you save work and provide alternative forwarding contact email details to us.

If you fail to return and re-register at the expected date of return following an interruption, we will attempt to contact you but if we receive no response after 30 days following your expected date of return, we can deregister you from the student system.

Research Council-funded students

Students funded by a UK Research Council (e.g. ESRC, AHRC) **must** obtain permission by completing the relevant form as explained above. Applications must be accompanied by full supporting evidence (supervisors statement of support, medical note etc.). The School will then apply directly to Faculty for approval and the Research Council will be contacted accordingly.

Mitigating Circumstances

You may suffer from some unforeseen or unexpected personal or medical circumstances that adversely affects your performance and/or prevents you from completing an assessment; these are referred to as mitigating circumstances (or special circumstances).

Requests for mitigation (or special circumstances) submitted after the published date for the beginning of an examination period (except as a result of circumstances that have arisen during the course of that assessment period) will not be considered without a credible and compelling explanation as to why the circumstances were not known or could not have been shown beforehand.

Withdrawing from a Programme

If, after consultation with your supervisor, you decide, for whatever reason, to withdraw from a programme of study you must inform the Postgraduate Office by completing the relevant form. The Postgraduate Office will then update your Student Record, which will prompt the Fees Office to contact you regarding any refund due.

Withdrawal applications should be made on the 'Application for Withdrawal from Programme' form available from the School website at:

<https://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ma-msc-diploma-forms-and-guidance/>

The University Language Centre

The University Language Centre provides courses and language learning resources for students from a wide variety of disciplines wishing to include a modern languages element within their studies. It also offers a wide range of courses and services for international students for whom English is not a first language.

Language courses

Offered as part of the University Language Centre's institution-wide language programme (LEAP), these courses are available to students from across the University and may be studied on a credit or on a non-credit basis to complement your degree. Currently there are 17 languages offered, ranging from the main international languages to a number of less-widely taught languages.

For more information on the full range of languages and levels that are available, please consult the [University Language Centre](#) website.

English Language Support: In-sessional

Whether or not English is your first language, we hope you will find our classes useful. In our workshops, experienced tutors will help you get the most out of your studies by exploring the key features of both written academic and spoken English. A particular emphasis is placed on communicating well with your intended audience. We also aim to boost your confidence to work independently in English.

Currently, we have classes available in academic writing, speaking and grammar. They are free of charge to current students and do not carry academic credit. You can find out more about these helpful classes – and get the latest updates – at: www.languagecentre.manchester.ac.uk/insessional or on Twitter: @UoMLangCentre

In September 2019, we launched some self-study materials on Blackboard. For full details, please see www.manchester.ac.uk/academicenglishsupport

PhD candidates may also book a free one-to-one academic writing consultation with English for academic purposes tutor. You submit a sample of your own writing when booking, and the tutor will then offer tailored advice and feedback specific to your needs. The feedback will focus on areas such as structure, clarity and appropriate use of English.

Full details at: www.languagecentre.manchester.ac.uk/tutorials

Open Learning Facilities

The University Language Centre's open learning facilities, situated in the Samuel Alexander Building, offer:

- A well stocked library of materials in text, audio, DVD and CD-ROM formats
- Materials in more than 80 languages
- Two suites of dedicated multimedia PCs for computer aided language learning, DVD playback and access to TVoverIP (for viewing live satellite channels via the University network)
- Booths with LCD screens for group viewing of DVDs
- A conversation room for group work and voice recordings
- Short-term loan of digital recorders, cameras, webcams, etc
- Support and advice for learners from expert staff and through on-line resources
- Access to the Face-to-Face scheme: This is a reciprocal language learning scheme, in which students can meet with native speakers of the language they are learning. International students find that this is a good way to meet home students and to become more integrated into the University. Home students can prepare themselves for study abroad by finding out about their partners' home universities and cultures.

A full guide to the University Language Centre's courses, services and its language learning resources is available at: <http://www.languagecentre.manchester.ac.uk>

ADDITIONAL SUPPORTING LINKS

[Crucial guide for UG and PG students](#) - an online A-Z of services for students at The University of Manchester

[Careers Service](#)

[Students' Union](#)

[Counselling Service](#)

[Disability Advisory and Support Service](#)

TIER 4 VISA ATTENDANCE MONITORING CENSUS – for the attention of Tier 4 Visa holders.

As your Tier 4 sponsor, the University of Manchester must monitor your attendance and be assured that you are fully engaged with your course of study or research.

To do this:

- We need to ensure that we have up-to-date contact details for you.
- If you leave Manchester for any reason during your studies you need to let your Postgraduate Administrator know this.
- You must attend the census points in addition to complying with the attendance requirement of your programme of study.
- Note: **Attendance at lectures and seminars is mandatory** and this is recorded on campus solutions.

Your responsibilities as a tier 4 student are available.

<https://www.studentsupport.manchester.ac.uk/immigration-and-visas/responsibilities>

When are the census points?

The Census Dates for 2021/22 for all Tier 4 students are as follows.

Census Point	Dates	Where
October 2021	25 October – 5 November 2021	All Tier 4 students - Postgraduate Office,
January 2022	17-28 January 2022	All Tier 4 students - Postgraduate Office,
May 2022	18 May – 8 June 2022	All Tier 4 students - Postgraduate Office,
July 2022	11 – 22 July 2022	All Tier 4 students - Postgraduate Office,

Please note:

- Please enter these dates in your diary. You must report in person on one occasion during each census period with your student card to the Postgraduate Reception Desk on the 3rd Floor of Williamson building during the dates specified.
- You must check your University e-mail account regularly as we use this to contact you during your studies. You will receive a reminder e-mail from the School about each census point and we advise that you complete the census if possible once it opens.
- Failure to check your e-mail account is not a valid reason to be absent from a census point
- You must make sure that your home country address, your Manchester address, your mobile telephone number and email details are always accurate. You should also update the UKVI with your new contact details
- If you are going to be away from Manchester during any period of your registration you must let your Programme Administrator know this (by email or in person).
- If you are unable to attend the census you should let your Postgraduate Administrator know along with the reasons and report in person to the School as soon as possible after you return to campus (If you cannot attend the census due to illness you must provide a copy of a medical certificate to your Programme Administrator)
- Students who are recorded as interrupting their studies are not expected to attend during their period of interruption

What happens if I cannot attend a census point?

The School must be able to confirm your presence to the UKVI by the end of each census point in the academic year. If you do not attend a census point when required and you do not provide a valid explanation for your absence you will be deemed to be “not in attendance”.

Those students identified as “not in attendance” will be reported to the UKVI and the University will cease to sponsor the student’s Tier 4 visa. The Tier 4 visa will then be curtailed and the student will be required to leave the UK within 60 days

Further information

For more information on Tier 4 visas:

www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/

If you have any concerns about the attendance monitoring census points, or your Tier 4 visa status, please contact visa@manchester.ac.uk

For more information on Tier 4 visas: www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/

UNIVERSITY POLICIES & REGULATIONS

There are a number of University policies and regulations which apply to you during your period of registration. These policies may undergo changes during your period of registration. You will be notified when changes take place, e.g. by email or by posting updates to the Document Resources section of the School of Social Sciences website at: <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/>

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/degree-regulations/>

OPPORTUNITIES FOR FURTHER STUDY – A PhD?

The School welcomes enquiries and applications for research programmes throughout the year.

If you are interested in applying for funding for a PhD please be aware that it is now **generally** required that you have completed a Research Training (RT) Masters in the first instance. However, we do of course welcome applications from any Masters student regardless of what programme they are doing. The School’s current RT courses are:

Political Science (Research Route)	MA
International Politics (Research Route)	MA
Human Rights (Research Route)	MA
Political Economy (Research Route)	MA
Economics	MSc
Economics and Econometrics	MSc
Econometrics	MSc
Sociological Research	MSc
Anthropological Research	MA
Philosophy	MA
Social Research Methods & Stats.	MSc PG Diploma

The minimum academic entry requirements for admission to the PhD is a Master’s degree at Merit level, which **MUST** include an overall taught course average of 60% (with no mark below 50%) **and** a dissertation mark of 60%

The University normally holds a Postgraduate Open Day in November and further details will be available via <http://www.manchester.ac.uk/postgraduate/opensdays/>

Information on all School funding opportunities, including details on the deadlines will be advertised via <http://www.socialsciences.manchester.ac.uk/study-with-us/fees-and-funding/postgraduate-taught-funding/> (taught master's funding opportunities) or <https://www.socialsciences.manchester.ac.uk/study/postgraduate-research/funding-opportunities/> (PhD funding opportunities)

Competition for funding is very strong and we therefore advise that you consult with a prospective supervisor regarding your research proposal before submitting a full application. Applications must be submitted via the on-line application service at <http://www.socialsciences.manchester.ac.uk/study-with-us/how-to-apply/>

If you have any further queries please email pg-soss@manchester.ac.uk

APPENDIX

WELCOME TO THE FACULTY OF HUMANITIES

As Vice-President and Dean of the Faculty of Humanities, I would like to extend a warm welcome to all students in The University of Manchester. The Faculty of Humanities is one of three Faculties in the University and consists of four Schools. We offer an unprecedented range of innovative programmes at undergraduate and graduate level, embracing disciplines as diverse as business and management, social sciences, law, education, languages, arts and environment and development.

This rich mix of opportunities makes study at The University of Manchester an exciting and stimulating experience, where you will benefit from the experience of leading scholars in your field and from being part of a large, diverse and international student community.

We understand that the current coronavirus situation still remains unsettling and uncertain. Please know that Manchester is here for you and is ready to welcome you throughout 2021. We are building on our innovative and world-class learning and student experience to ensure you benefit from lessons learned in 2020 and our improved blended learning offer. We are following the advice from Universities UK, Public Health England and the Foreign and Commonwealth Office, ensuring the welfare of our students and staff is our absolute priority.

Being at university is not all about what you will learn in the classroom. When the time is right, you will have access to a diverse range of activities to stretch and develop your knowledge, thinking and skills. From field trips and study abroad to volunteering, industrial placements and hundreds of societies, there is something for everyone. That is why we are the university most targeted by employers.

Within the Faculty we are committed to providing a student experience of the highest standard and making sure you have the support you need along the way.

This handbook will give you information to help you make the most of your time with us. I look forward to seeing you all thrive whilst you are here.

Keith Brown

Vice-President and Dean, Faculty of Humanities

September 2021

The Faculty of Humanities

The Faculty of Humanities encompasses academic areas as diverse as Arts, Education, Law, Social Sciences and Business & Management and is the largest Faculty in the University. With nearly 17,000 students and almost 2000 academic and professional service staff, it is the largest Faculty of the Humanities in the UK and is equivalent to a medium-sized university.

The Faculty has four Schools: Arts, Languages and Cultures; Environment, Education and Development; Social Sciences; and the Alliance Manchester Business School. The organisational culture of these Schools provides opportunities for increased collaboration throughout the Faculty and for regional, national and international engagement.

The Faculty is the interface between the discipline-based Schools and the University and is headed by a Dean who is supported by a team of Vice-Deans.

Our students are at the heart of this Faculty, and we explore every opportunity to enhance the opportunities for you. With a focus on teaching that is innovative and high quality, we equip our graduates with the skills to thrive in the working world, while also enabling you to understand that world, your place in it, and to contribute in the widest possible sense to addressing and meeting the societal challenges that you will encounter.

The work of the Faculty involves co-ordinating and developing activities to respond effectively to Institutional or external initiatives or activities, encouraging best practice across Schools and facilitating the seamless operation of processes across School, Faculty and University boundaries to help make your experience at Manchester the best it can be.

The Faculty is committed to gathering student views on the provision of teaching and learning and centrally operated areas of the University (such as Library; Estates; IT; Careers; eLearning) and as a student you can feed into this process via managed workshops, consultation groups etc.

The focus of your involvement as a student is likely, however, to be the disciplinary grouping, i.e. the School within which your studies are based. Or, in the case of students on interdisciplinary programmes: the office which is responsible for administering your programme.

You may have contact with the Faculty if you have a problem that cannot be resolved at a local level within the School or Programme Office. For example: appeals or disciplinary matters. Otherwise, it is entirely possible to complete a course of study without ever interacting directly with the Faculty.

The University of Manchester Alumni Community

We're proud to have the largest global alumni community of any campus-based University in the UK, with half a million graduates around the world.

We're here to help graduates maintain a lifelong connection with us, Manchester and each other; to continue friendships, share experiences and inspire students.

Many of our alumni are helping the next generation of graduates by volunteering their time and expertise. Our alumni volunteers will be here to mentor you, give you careers advice at events, provide internships and placements, and act as hosts for our Global Graduates programme. This will give you the high-quality experience and transferable skills that are vital in ensuring a return on investment into a degree. Use the careers service to make the most out of The University of Manchester's alumni community.

Some alumni also support the University financially, enabling students and researchers to contribute towards a more progressive, responsible world. These donations help us offer Access Scholarships to high-achieving undergraduate students who come to us from backgrounds that under-represented in higher education.

You can also find graduates holding senior positions in business, academia, politics, industry and the media, including:

- *Lord Terence Burns: Chairman, Santander UK*
- *Professor Brian Cox OBE: Physicist and Science Communicator*
- *Frances O'Grady: First female General Secretary of the TUC*
- *Jesse Armstrong and Sam Bain: Writers of television comedies – Peep Show and Fresh Meat*
- *Benedict Cumberbatch CBE: Actor*
- *Gareth Williams and Bonamy Grimes MBE: Skyscanner co-founders*
- *Chuka Umunna: MP Former Shadow Secretary of State for Business, Innovation and Skill. Member, Change UK – The Independent Group*
- *Parineeti Chopra: Actor*
- *Professor Dame Sally Davies: UK Government's Chief Medical Officer for England*
- *Sophie Raworth: Presenter BBC News*
- *Teo Chee Hean: Senior Minister & Coordinating Minister for National Security, Singapore*
- *Toby Jones: Actor*
- *Orlando von Einsiedel: Award-winning film director*
- *Professor Danielle George MBE: Radio frequency engineer*
- *Tom Bloxham MBE: Founder of Urban Splash and former Chancellor of the University*