

THE MA HANDBOOK

SCHOOL OF SOCIAL SCIENCES

***Your guide to MA courses in
Politics, Political Economy and
Peace & Conflict Studies 2021-22***

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Welcome from the MA Director

I would like to extend a warm welcome to all postgraduate students studying for MA degrees in the Politics Department or jointly run with other Departments/Schools. You are part of a diverse group of students studying on one of our seven programmes:

1. MA Politics
2. MA Political Science (with five pathways, including one in partnership with Philosophy)
3. MA Political Economy (with four pathways all in partnership with Philosophy)
4. MA International Political Economy
5. MA Human Rights (with two pathways, including one in partnership with Law)
6. MA International Relations
7. MA Peace and Conflict Studies

Politics at Manchester is a large and vibrant department, boasting a wide-range of scholarly expertise and presenting an unusually diverse and impressive range of courses. With over fifty research-active members of staff, we are one of the largest groupings of Politics academics in the UK, and are able to support MA courses across the discipline. Many of our courses directly reflect the specialist research interests of our staff and all of them provide students with a rich and challenging learning experience.

Please ensure that you take the time to read this **Handbook** and keep hold of it for future reference. It will help make your studies run more smoothly and ensure that your time spent studying in Politics enjoyable and rewarding.

This Handbook should be read in conjunction with the **Postgraduate Politics Part 2 Guide**, which is specifically geared toward ensuring that all students (in Politics or taking degrees jointly run by Politics) are up to speed with what they need to know. The Part 2 Guide contains information about:

- rules and procedures that apply to all Politics postgraduate courses;
- specific information, if applicable, regarding your own MA programme and pathway;
- specific information on the standard and the research route;
- information on how you can tailor your MA to your needs by choosing from a wide range of options;
- important day-to-day information such as how to contact a member of the graduate team, what our policy is on essay extensions, how we will communicate with you when we need to outside of seminars, and so on.

Politics is based in the Arthur Lewis Building, home to one of the largest and most successful Schools of Social Science in the country. Our student body reflects a growing global community. We proudly count among our number students from all over the world and the diversity of our student body enriches and enhances your learning and our teaching experience. We hope that you will enjoy your time in Manchester, we look forward to meeting you all, and we wish you every success in your studies here.

Richard Child
MA Director

Contact Details

All members of staff will be holding office hours during 2021-22. You are very welcome to talk to us about any aspect of your studies: a text that does not quite make sense, to review material within your module, support in developing essay plans, a personal problem affecting your academic performance and so on.

Each member of staff will have different arrangements for you to meet them during office hours. For module leaders, this information should be within your module outline on blackboard. For your programme/pathway directors, they should have communicated with you the best way of making contact. ***If in doubt, please email the staff member you wish to talk to and ask to arrange a meeting at a mutually convenient time.***

The Graduate Team

MA Director Dr Richard Child 4.034 Arthur Lewis richard.child@manchester.ac.uk Office hours: please email to arrange	Deputy MA Director Dr Juri Viehoff Office TBC juri.viehoff@manchester.ac.uk Office hours: please email to arrange
Talk to us about: general matters regarding the MA, and when things go wrong. We also oversee MA dissertation process so do talk to us if your supervisor is not the appropriate person to speak to. If you do not know who to turn to, do contact us or Millie (below) and if we can't help, we will point you in the right direction.	
PhD Director Dr Silke Trommer 4.035 Arthur Lewis Building Silke.trommer@manchester.ac.uk	PhD admissions Dr Jonathan Gilmore 4.027 Arthur Lewis Building jonathan.gilmore@manchester.ac.uk Office Hours: Book through SOHOL

Administrator to the Graduate Centre

Probably the most important person in the graduate team and someone who you will have a significant amount of day to day contact with is **Amanda Bridgeman (Millie)** – the Graduate Centre Administrator. She deals with all non-teaching matters (e.g. how to change enrolment, how to apply for mitigating circumstances, etc.). Her details are:

Amanda Bridgeman Room 3.05 Williamson Building Tel: 0161 275 4885 Amanda.Bridgeman@manchester.ac.uk.
Office hours: Monday – Friday 8.30am-4.00pm

Head of School and Heads of Departments Areas:

Head of Politics Professor Yoram Gorlizki yoram.gorlizki@manchester.ac.uk
Deputy Head of Politics and Politics Teaching and Learning lead Professor Liz Richardson Liz.richardson@manchester.ac.uk
Head of School of Social Sciences Professor Brian Heaphy brian.heaphy@manchester.ac.uk

MA Programme/Pathway Directors:

Pathway Directors are responsible for the day-to-day administration of your MA pathway and act as your **ACADEMIC ADVISERS**. If you do have any concerns, problems or worries about your course, the pathway director is often the best person to contact first. They are also ideally placed to support you with general matters concerning your degree and some career advice (which courses to take, how the degree is going, how to improve your marks, whether to apply for a PhD or not, etc.), references and so on.

<p>Politics Dr David Stroup Room: 4.008 Arthur Lewis Building Tel: 0161 306 8925 David.stroup@manchester.ac.uk Office Hours: Book through SOHOL</p>	<p>MA Political Economy Dr Ali Bhagat Room: Tel: Email: Ali.bhagat@manchester.ac.uk</p>
<p>Human Rights Political Science & Law/Political Science Dr Luke Bhatia Room:4.065 Arthur Lewis Building Tel: 0161 306 8027 luke.bhatia@manchester.ac.uk</p>	<p>Political Science - European Politics & Policy Dr Juri Viehoff Room: Tel: 0161 Email: Juri.Viehoff@manchester.ac.uk Skype: juri.viehoff Office hours by appointment</p>
<p>Political Science - Democracy & Elections Dr Christopher Butler Room: Arthur Lewis Building 4.005 Email: christopher.butler@manchester.ac.uk Office Hours:</p>	<p>Political Science - Philosophy & Political Theory/ Political Science - Political Theory Dr Stephen Hood Room: Arthur Lewis Building 4.037 Tel: 0161 306 5421 Email: Stephen.hood@manchester.ac.uk</p>
<p>Political Science - Governance & Public Policy Dr Timothy Oliver Room: 4.032 Arthur Lewis Building Email: timothy.oliver@manchester.ac.uk Office Hours: Tuesday 2-3, Thursday 12-2, by Skype (live:timothy.j.oliver.88). Twitter: @TJOliver88</p>	<p>MA Peace & Conflict Studies Dr Sandra Pogodda Room 4.043 Arthur Lewis Building Tel 0161 275 7867 Email: Sandra.pogodda@manchester.ac.uk</p>
<p>MA International Relations Jennifer Hobbs jennifer.hobbs@manchester.ac.uk Sabrina Villenave Sabrina.villenave@manchester.ac.uk Office Hours: Book through SOHOL</p>	<p>MA International Political Economy Dr Robert Watt Room Arthur Lewis Building 4.038 Tel: 0161 306 6929 Robert.watt@manchester.ac.uk</p>

Academic Staff in Politics

This is a list of all staff in Politics: you may be able to find your course unit director or dissertation supervisor in this list. For all matters relating to the module you are taking, or your dissertation please contact your course unit director or dissertation supervisor in the first instance.

Name	Research Interests
Barabantseva, Elena E.V.Barabantseva@manchester.ac.uk Room 4.016, Tel 0161 275 2505	The politics of national reproduction, migration, citizenship, borders in globalising China.
Bhagat, Ali Ali.bhagat@manchester.ac.uk	Forced Displacement; Inter-scalar Governance; Race and Racism; Housing; Urban Refugees; Urban Governance; Neoliberalism; Gender; Sexuality; Europe; France; Sub-Saharan Africa; Kenya; South Africa
Bhatia, Luke Luke.bhatia@manchester.ac.uk Room 4.065, Tel 0161 306 8027	Social movements and culture, human rights, 21 st century authoritarianism, Middle Eastern Politics, international political sociology
Bruff, Ian ian.Bruff@manchester.ac.uk Room 4.015, Tel 0161 306 8032	Critical political economy, European political economy, neoliberalism, critical social theory, capitalist diversity.
Butler, Chris Christopher.Butler-3@manchester.ac.uk Room , Tel	
Cantijoch, Marta Marta.cantijoch@manchester.ac.uk Room 4.028, Tel 0161 306 6927	Political participation, elections and electoral behaviour, political communication, new media and social media, quantitative methods and survey research.
Charnock, Greig Greig.Charnock@manchester.ac.uk Room 4.058. Tel 0161 275 4905	Contemporary global capitalism, crisis and austerity in Europe, critical theory (Marxism), theories of the production of space
Child, Richard Richard.Child@manchester.ac.uk Room 4.034, Tel 0161 275 4978	Nations and nationalism, global justice and social justice, punishment theory, theories of legitimate authority, rights.
Coward, Martin martin.coward@manchester.ac.uk Room 4.007, Tel 0161 275 1281	Conflict and security, infrastructure, materiality, poststructuralist international relations theory, popular culture.
Death, Carl Carl.death@manchester.ac.uk Room 4.011, Tel 0161 275 4890	African politics, development studies, environmental politics, protest and resistance.
De Wijze, Stephen dewijze@manchester.ac.uk Room 4.053, Tel 0161 275 4882	The problem of 'dirty hands', political morality and the means/ends problem in politics, Anglo-American theories of justice, secular theories of evil, democracy and representation
Edkins, Jenny jenny.edkins@manchester.ac.uk Tel, 0161 306 8251	Postcolonialism, class, race and gender, aesthetics and creative practice, psychoanalytic approaches.
Fieldhouse, Ed ed.fieldhouse@manchester.ac.uk Room HBS 2.13Y	Social theories of turnout; Geographical and contextual effects in voting; Political and civic engagement and participation; Mobilisation and campaign effects
Ford, Rob Rob.Ford@manchester.ac.uk Room 4.012, Tel 0161 306 6951	Radical right politics, politics of immigration, elections and electoral behaviour, public opinion, quantitative methods and survey research.
Gains, Francesca Francesca.Gains@manchester.ac.uk Room 4.017, Tel 0161 275 4895	Public policy, policy agendas, gender and politics, British politics, devolution and local government.
Galdini, Franco	
Gibson, Rachel Rachel.Gibson@manchester.ac.uk Room HBS G.30, Tel 0161 306 6933	Digital technology and political parties, new media communication and campaigning.
Gifkins, Jess jess.gifkins@manchester.ac.uk	The United Nations, international security, the responsibility to protect (R2P), practices, legitimacy.

Room 4.005, Tel 0161 275 4250	
Gilmore, Jonathan Jonathan.gilmore@manchester.ac.uk Room 4.063, Tel 0161 275 0508	Ethics and foreign policy, cosmopolitanism, human security, protection of civilians, critical military studies.
Gore, Ellie	Queer and feminist political economy, development, labour, social reproduction, gender and sexuality, West Africa
Gries, Peter Peter.gries@manchester.ac.uk Room 4.030, Tel 0161 275 4646	Chinese politics and foreign policy, American foreign policy, US-China relations, political psychology of international affairs, nationalism.
Hood, Stephen Stephen.hood@manchester.ac.uk	Contemporary political theory, social justice, the political theory of socioeconomic institutions, the ethics of markets and competition.
MacGregor, Sherilyn sherilyn.macgregor@manchester.ac.uk Room 4.007, Tel 0161 275 8992	Environmental politics, feminist/gender politics, urban sustainability, social movements, citizenship and participation.
Martin, Nicole nicole.martin@manchester.ac.uk Room 4.042	Elections and comparative politics, immigration, race and ethnicity, public opinion, candidates and representation.
Masters, Cristina Cristina.Masters@manchester.ac.uk Room 4.022, Tel 0161 275 1308	Feminist international relations theory, gender, war, violence, critical methodologies.
McLeod, Laura laura.mcleod@manchester.ac.uk Room 4.055	Gender in politics and international relations, International Relations theory, security studies, peace and post-conflict studies.
Mellon, Jon jonathan.mellon@manchester.ac.uk	Voter behaviour, immigration attitudes, survey methodology, British politics, comparative political behaviour.
Morgan, Kevin Kevin.morgan@manchester.ac.uk Room 4.056. Tel 0161 275 4907	Political ideas and ideologies, 20th century British politics, European communism, labour movements and the radical left, political biography, interviewing and life-histories.
Ni Mhurchu, Aoileann Aoileann.nimhurchu@manchester.ac.uk Room 4.009. Tel 0161 306 6911	Inter-generational migration studies, identity and belonging, postcolonial/decolonial studies, aesthetics and the sensory, voice and resistance as music/language.
Oliver, Tim timothy.oliver@manchester.ac.uk Room 4.032. Tel 0161 275 4495	British politics, international relations, British foreign policy, British political history, qualitative research methods.
O'Neill, John John.F.O'neill@manchester.ac.uk Room HBS 2.44. Tel 0161 275 4853	Political economy and philosophy, philosophy and environmental policy, political theory, ethics, and the philosophy of science.
Onuch, Olga (Ola) Olga.onuch@manchester.ac.uk Room 4.042. Tel 0161 275 3202	Comparative politics of protest, elections, migration and identity, Eastern Europe and Latin America (Ukraine, Poland, Argentina, Brazil), surveys and language based ethnographic fieldwork.
Papadimitriou, Dimitris Dimitris.Papadimitriou@manchester.ac.uk Room 4.019. Tel 0161 275 4888	EU politics and public policy, EU enlargement, EU external relations, varieties of capitalism, Greek politics.
Paterson, Mat matthew.paterson@manchester.ac.uk Room 4.036, Tel 0161 306 6945	Climate change politics, environmental political economy, cultural political economy, social network analysis.
Pattison, James James.Pattison@manchester.ac.uk Room 4.052, Tel 0161 275 4931	Just war theory, humanitarian intervention and the responsibility, the alternatives to war, international ethics, the privatisation of war.
Pin-Fat, Veronique Veronique.Pin-Fat@manchester.ac.uk Room 4.020, Tel 0161 275 4909	Ethics, international relations theory, human rights, resistance and subjectivity.
Pogodda, Sandra Sandra.pogodda@manchester.ac.uk Room 4.043, Tel 0161 306 8143	Middle East and North Africa (MENA), revolutions, Arab uprisings, state formation, peace and conflict studies.
Ramovic, Jasmin Jasmin.ramovic@manchester.ac.uk Room 4.032, Tel 0161 275 4495	Peacebuilding, international political economy, ethnography in peace studies, everyday peace, social movements.

Richardson, Liz Liz.Richardson@manchester.ac.uk Room 4.062, Tel 0161 275 0879	Participatory research methods, public policy and co-production, urban governance, social justice and accountability, civic participation.
Richmond, Oliver Oliver.richmond@manchester.ac.uk Room 4.033, Tel 0161 275 3197	Peace and conflict studies, peacebuilding, statebuilding, critical IR theory
Roberts, Adrienne Adrienne.Roberts@manchester.ac.uk Room 4.008, Tel 0161 275 4995	International political economy, feminist political economy, gender, social reproduction, debt.
Ronzoni, Miriam miriam.ronzoni@manchester.ac.uk Room 4.057, Tel 0161 275 4906	Global justice, global institutional design, methodological issues in political theory.
Sandelind, Clara Clara.sandelind@manchester.ac.uk	The political theory of migration and asylum, nationalism, solidarity and the welfare state, methods in political theory
Schemmel, Christian christian.schemmel@manchester.ac.uk Room 4.005, Tel 0161 275 4771	Contemporary political theory, social justice and equality, global justice, political theory of the welfare state, moral psychology.
Shields, Liam Liam.shields@manchester.ac.uk Room 4.027, Tel 0161 275 4887	Distributive justice, sufficientarianism, equality of opportunity and education, fairness in university admissions, the ethics of parenting and procreation.
Shields, Stuart Stuart.Shields@manchester.ac.uk Room 4.023, Tel 0161 275 7824	International political economy, Eastern Europe, regional development banks, Gramsci, populism.
Shorrocks, Rosalind rosalind.shorrocks@manchester.ac.uk Room 4.041, Tel 0161 275 4437	Gender and politics, voting behaviour, public opinion, quantitative methods
Silver, Daniel Daniel.silver@manchester.ac.uk	Urban experimentation and social transformation, social change at a municipal level, transitions to post-capitalist futures, critical participatory action research, politics of knowledge production.
Sobolewska, Maria Maria.sobolewska@manchester.ac.uk Room 4.010, Tel 0161 275 4889	Elections and voting behaviour, public opinion, immigrant integration, race, ethnicity and religion.
Stroup, David david.stroup@manchester.ac.uk Room 4.008, Tel 0161 306 8925	Chinese politics, nationalism and ethnic politics
Suzuki, Shogo Shogo.Suzuki@manchester.ac.uk Room 4.004, Tel 0161 275 0906	International Relations theory, East Asia, Chinese foreign policy, Japanese foreign policy, Sino-Japanese relations
Thompson, Louise louise.thompson-4@manchester.ac.uk Room 4.003, Tel 0161 306 8028	UK parliament, legislation, representation, political parties, political engagement/participation.
Tobin, Paul Paul.tobin@manchester.ac.uk Room 4.006, Tel 0161 275 4672	European politics, environmental politics, public policy, multi-level governance, comparative methods.
Trommer, Silke silke.trommer@manchester.ac.uk Room 4.035, Tel 0161 306 8029	International political economy, international trade, development, social movements, gender and IPE.
Turnbull, Nick Nick.Turnbull@manchester.ac.uk Room 4.024, Tel 0161 275 4833	Public policy, governance, slavery and trafficking policy, political rhetoric, political questioning.
Viehoff, Juri Juri.viehoff@manchester.ac.uk	Theories of justice, moral theory, authority, economic institutions, European Union.
Waylen, Georgina Georgina.waylen@manchester.ac.uk Room 4.018, Tel 0161 275 4770	Gender and politics, comparative politics, feminist institutionalism, international political economy.
Westwood, Andrew andrew.westwood@manchester.ac.uk Room 4.064	British politics, government and public policy, devolution and cities, further and higher education policy, science and innovation.

Wilson, Angelia A.R.Wilson@manchester.ac.uk Room 4.014, Tel 0161 275 4766	American politics, religion and politics, gender and sexuality studies.
Zevnik, Andreja Andreja.Zevnik@manchester.ac.uk Room 4.060, Tel 0161 275 4899	Critical race studies, marginalised communities, politics of resistance and mobilisation, political philosophy and psychoanalysis, subjectivity.

Politics Research at Manchester.

Apart from the seminars you attend as part of your course work, you are welcome to attend Politics Research Cluster activities. Events will be publicized via the weekly School of Social Science 'what's on' email and you will find information about these on the notice boards and from your course unit directors. Please contact your programme/pathway administrator for details of appropriate Research Cluster Activities.

Research Clusters in Politics

Comparative Public Policy and Institutions

<http://www.socialsciences.manchester.ac.uk/subjects/politics/our-research/research-clusters/comparative-public-policy/>

Democracy and Elections

<http://www.socialsciences.manchester.ac.uk/subjects/politics/our-research/research-clusters/democracy-and-elections/>

Global Political Economy

<http://www.socialsciences.manchester.ac.uk/subjects/politics/our-research/research-clusters/global-political-economy/>

Manchester Centre for Political Theory

<http://www.socialsciences.manchester.ac.uk/subjects/politics/our-research/research-clusters/manchester-centre-for-political-theory/>

Critical Global Politics

<http://www.socialsciences.manchester.ac.uk/subjects/politics/our-research/research-clusters/critical-global-politics/>

Politics staff are also involved in activities organised by:

Global Development Institute (GDI) <http://www.gdi.manchester.ac.uk/>

Centre for Chinese Studies (CCS) <http://chinese-studies.humanities.manchester.ac.uk/>

Humanitarian and Conflict Response Institute <http://www.hcri.manchester.ac.uk/>

Manchester Jean Monnet Centre of Excellence (European Studies) <http://www.manchesterjmce.ac.uk/>

Sustainable Consumption Institute <http://www.sci.manchester.ac.uk/>

Information Points, Platforms, & 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, ideally at least once a day during term-time working weeks.** 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 <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/>

The individual discipline pages will also hold details of student representatives for each programme, once they have been nominated. <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/student-reps//>

SOHOL - Arranging meetings with academic staff

All staff members have consultation and feedback hours known as "office hours". See details in the section "Contact Details". Some (not all) staff use the SOHOL system for arranging their office hours. If they use the SOHOL System: <https://mats.humanities.manchester.ac.uk/mats/sohol/StudentLogin.asp>.

If staff are not available to meet at a time arranged, students should inform their PG Administrator: <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/contact-us/>

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/home/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 The Faculty of Humanities, there are many computers located within Faculty buildings available for student use, complementing the computers provided by the University in public clusters – including at Owens Park halls of residence, the libraries and the Alan Gilbert Learning Commons. You'll also find printing, scanning and copying services, and access to a wide range of general use and course specific software on the Windows operating system.

The clusters provide access to services offered by schools, faculties and central service providers such as IT Services and the University Library. PC clusters in the Faculty may also provide additional software not available in the central PC clusters

Remote access is enabled for some students on many of the PC clusters. This allows students to log into a University computer from wherever they are. Details of remote access to University PC clusters can be found here.

- [Remote access to PC clusters](#)

Wi-Fi is installed across campus enabling students to access IT services on campus from their laptops or mobile devices. The eduroam network is the recommended service.

- [eduroam](#)

Software

Students can download the Microsoft Office software suite (including Word, PowerPoint, Excel and more) for free, to use on their own computers and mobile devices.

- [Microsoft Office 365](#)

There are also hundreds of software packages in use around the University. Find out which ones are available to you:

- [Applications](#)

Help and advice is available from our Support Centre which can be contacted by phone or via the Support Portal.

- [IT help and support](#)

The return of face-to-face IT support at walk-up support desks on campus is under discussion on how to do that safely, and more information will be posted on IT Services' walk-up support page when this is available:

- [Walk-up IT support](#)

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.

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, 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 other. 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 in this page:

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

If you like you can access Bb on your smartphone using the Bb Mobile Learn 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.

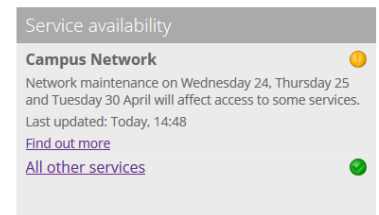
What can I do if I cannot find in Bb a course(s) I am enrolled on?

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 Availability portal](#) please contact your eLearning team via the Support Portal <https://www.itservices.manchester.ac.uk/help/elearning/>



Turnitin

If your course is assessed by coursework, and the submission of coursework is done online via Turnitin, you can find guidance at <http://www.itservices.manchester.ac.uk/help/> by searching for:

- Turnitin submission - Turnitin: A student guide to submitting an assignment
- Turnitin feedback - 'Blackboard: A student guide to downloading feedback from Turnitin'

You can also access video guidance by going to <https://video.manchester.ac.uk/> and searching for:

- Turnitin Induction
- Turnitin Feedback

The MA Degree

Essentials

Politics offers seven comprehensive MA Programmes – in International Political Economy, International Relations, Human Rights, Political Economy, Political Science, Peace & Conflict Studies, and Politics. The Political Science programme has five pathways (including Democracy & Elections; Governance and Public Policy; European Politics & Policy; Political Theory and Philosophy and Political Theory). The Human Rights programme can be taken with a Political Science or Law pathway. Within the Political Economy programme, there are four pathways.

With the exceptions of our MA in Politics and MA in Peace & Conflict Studies, each MA can be taken as an ESRC approved research route or as a standard route. The choice between these depends on whether or not you intend to go on to study for a Doctorate (a PhD). The research route adds to subject-specific content all of the training required to progress to a PhD; while the standard route allows you to substitute some of this training for additional subject-specific content.

The Academic Year: Term dates

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 degree:

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

Credits and choosing your MA Course Units

The MA degree comprises a number of course units, which add up to 120 credits. To this the MA adds a dissertation worth 60 credits. You will have an opportunity during registration week to discuss your course unit options with your programme or pathway director.

Changing your MA 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](#) (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 8 October.

In Semester II you must make any course unit changes by Friday 18 February.

Attendance Requirements

Attendance at seminars (both on campus and online) is compulsory. If you know in advance of circumstances beyond your control preventing you from attending a seminar you should contact the course unit director and the Politics Postgraduate Administrator as soon as possible to explain your absence. Unexcused absences will result in poor participation marks.

Health and Safety:

There is a Health and Safety online course (SOCS61230) which is compulsory and available through Blackboard.

A range of occupational health services are available to students. Further information on a range of policies is available at <http://www.studentnet.manchester.ac.uk/occupational-health/>

With respect to Display Screen Equipment (including computer monitor screens) you can find further information 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.

Programmes and Pathways:

Master's Degree	Pathways available	Routes available
Political Science	European Politics and Public Policy	Research and Standard
	Political Theory	Research and Standard
	Governance and Public Policy	Research and Standard
	Democracy and Elections	Research and Standard
	Philosophy & Political Theory	Standard only
International Relations		Research and Standard
International Political Economy		Research and Standard

Human Rights	Human Rights (Political Science)	Research and Standard
	Human Rights (Law/Political Science)	Research and Standard
Politics		Standard only
Peace & Conflict Studies		Standard only
Political Economy	Theoretical Political Economy	Research and Standard
	Political Economy of Society, Space & Environment	Research and Standard
	Political Economy of Finance, Business & Employment	Research and Standard
	Political Economy of Development.	Research and Standard

Full-Time Students

The MA comprises eight individual course units (each worth 15 credits), a 12-15,000 word dissertation (worth 60 credits). Course units are taught on a weekly basis in two-hour classes over a semester. To balance your work load, you take four course units in Semester One (September to December) and four in Semester Two (February to May). Each of the course units is examined on the basis of continuous assessment (through essays, oral presentations, course exercises, and participation). Preparation for the dissertation begins early into 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 writing on the dissertation then occurs between May and September.

At the core of each degree is a series of compulsory course units that offer you the essentials of each sub-discipline and provide you with the skills training necessary to successfully complete your MA. We also provide training in computing, and career and communication skills. The remainder of your MA comprises those courses that you choose, enabling you to make the MA uniquely your own.

Part-Time Students

The MA is also offered for part-time study (Home/EU students only). For part-time students the course units are run and assessed as per the full-time course, however instead of four course units per semester, part-time study is normally offered via two course units per semester over two years i.e. 60 credits per year. The Dissertation is covered in year 2 and you will be allocated a supervisor at the start of the second semester. In certain cases this pattern of study can be arranged differently; however this must be discussed with your Course Director.

- Part-Time MA Standard Route
 - i) Compulsory Course units: Part-time students on the MA Politics and MA Political Science (Governance and Public Policy, Democracy and Elections and European Politics and Policy) Standard Pathways must select the Compulsory course unit 'Comparative Political Analysis' in the first year and the Compulsory course unit 'Dissertation Research Design' in the 2nd year.
 - ii) Political Economy students must take Theoretical Approaches to PE in year one and Dissertation Research Design in year 2.
As well as these course units, over years 1 and 2 students MUST select a further 30 credits (45 credits for Human Rights students) of 'Pathway Specific' core course units. Students can take these courses in any combination across years 1 & 2 of their course.
 - iii) Optional Course units: Part-time standard route students MUST select 60 credits of optional course units over the two years. These optional course units are split into two types: Pathway Specific and Politics Recommended optional course units. Students must select 30 credits of pathway specific optional course units, and 30 credits of politics recommended optional course units over the 2 year duration of the programme.
- Part-Time MA Research Route

- i) **Compulsory Course units:** Part-time students must select the Compulsory course unit 'Philosophy of Politics' in the first year and the Compulsory course unit 'Dissertation Research Design' (DRD) in the 2nd year.
As well as these course units, over years 1 and 2 students **MUST** select a further 60 credits (75 credits for Human Rights students) of core course units. Political Economy students take Theoretical Approaches in year one, Philosophy of Politics, IQM and DRD in year 2
- ii) **Optional Course units:** Part-time research route students **MUST** select 30 credits of 'Pathway Specific' optional course units (15 credits for Human Rights and Political Economy students) over the two years. Students can take the 30 (15) credits of optional course units in year 1 or 2 depending on how they choose to weight their course choices over the 2 years.

The Research Route MA

We offer five research route MAs:

- Political Science
- International Relations
- International Political Economy
- Human Rights
- Political Economy

Within these research route MAs, you can choose from various specialist 'pathways'. A summary of the course units available for each pathway is provided later on in this booklet (see pages 17 - 24)

Each of these ESRC approved courses is designed for those students seeking to go on to complete a three-year doctoral course or who wish simply to obtain an externally credited MA with rigorous research training. Although research route MAs are not strictly required in order to still be eligible for any funding awards that you might be able to apply for (e.g. for UK and EU students, this might be the three year ('+3') Economic and Social Research Council (ESRC) Scholarships) the research route can nevertheless be helpful in providing you with the skills you need in order to write a convincing research proposal (this is especially true if you are hoping to write a more empirically-focused, rather than theoretically-focused, PhD). This can be important because funding decisions depend quite significantly on the quality of the research proposal

Training in generic social science research methods is fundamental to the research route MA. The strong emphasis upon theories and research methods in the social sciences reflects the view that preparation for a successful research career (whether pursued through a PhD or in future employment) requires a general grounding in social science research methods as well as specialisation in a particular field. Our MAs fulfil this requirement through four course units: Philosophy of Politics, Quantitative Methods, Qualitative Methods and Dissertation Research Design.

Quantitative Methods (15 Credits) – Further details in the QRM Handbook

Qualitative Methods (15 Credits) – Further details in the QRM Handbook

Philosophy of Politics Research (15 Credits)

Dissertation Research Design (15 Credits)

The Standard Route MA

Our standard route MAs are less research training intensive and better suited to those wishing to obtain a high-level specialist subject qualification but who do not wish to pursue rigorous research training. The standard route MA gives you the opportunity to explore an area in depth and at a high level of understanding.

Please note that Politics reserves the right to cancel any optional course unit at short notice.

The 'standard route' MA courses aim to:

-
- Provide an advanced, systematic and critical understanding of issues at the forefront of political science, international politics or human rights.
-

- Provide an advanced critical awareness of the location of political science, international politics or human rights within the wider field of social science, both in terms of its subject matter and the most prominent theoretical and methodological orientations therein.
 - Provide research practice through a required dissertation linked to a research course located within Politics and supervised by an active researcher.
 - Train students to become autonomous and self-aware life-long learners able to apply their existing knowledge and skills in innovative ways in a variety of contexts.
 - Enable students' to communicate their acquired knowledge and research findings to specialist and non-specialist audiences.
 - To provide students with the knowledge and skills to equip them for a range of careers in the public and private sectors.
 - To provide students with the knowledge of the theoretical and practical dimensions of political science and international politics and permit students to specialise according to their anticipated career progression.
-

Course units Offered in Politics

Outlines of all course units can be found on the website:

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

The Postgraduate Diploma/Postgraduate Certificate in Politics

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 or 'resits' as they're often called) and
2. one of the following criteria is met:
 - a) Overall weighted average of module and dissertation marks is ≥ 70
 - b) If 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) If 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 MSc 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 40 unless the first sit was larger than 40 in which case the initial mark stands. If the referral was failed (<40) the mark of the first sit stands. (MA)
5. The grade determined in the previous point (2.) 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.

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 exam. The decision is taken by the exam board.

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

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.

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 exam. 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: Go to your Student Service Centre. Using the drop down menu on the left (under Academic History) select Assignments. Click on the arrows next to it.

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 .

The Dissertation

Students registered on the MA must submit a dissertation, which is normally **12,000 - 15,000 words long**.

This does not include the Abstract, contents pages, declaration or bibliography. Quotations, notes and references are included in this word count. Brief appendices (e.g. tables, list of interview questions) are not included, but substantial appendices are included in the word count.

Overview of key dates:

WHEN?	WHAT TO EXPECT.
November and December 2021	<ul style="list-style-type: none">• Dissertation Information lecture• Online drop-in sessions offered by programme/pathway directors and the MA team to discuss initial dissertation ideas.
9 January 2022	<ul style="list-style-type: none">• Initial Dissertation Proposal due to Millie (maximum 200 words) by email.• The MA team will allocate supervisors.
February 2022	<ul style="list-style-type: none">• Begin supervision (NB: YOU must get in touch with your allocated supervisor to arrange the first meeting).
3 May 2022	<ul style="list-style-type: none">• Deadline for completing Ethical Review Process. COMPULSORY
22 August 2022	<ul style="list-style-type: none">• "Notice of submission Form" due to Millie if you are submitting your dissertation in September or October 2022.
5 September 2022	<ul style="list-style-type: none">• Deadline for <i>all full-time and part-time</i> students
5 December 2022	<ul style="list-style-type: none">• Deadline for <i>students with Auto extensions due to August essay submissions/resits</i>.

This information and timetable will be provided to you at the dissertation information lecture in November, which will be released through this Blackboard site: **POLI72000 Dissertation 2021-22 Full Year**

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.

Dissertation Supervision:

Allocation of supervisors:

Do not arrange a supervisor for yourself. You will be allocated a supervisor in accordance with your research area and research interests, in light of the available staff members. In all cases, you will be allocated a supervisor with the experience and expertise to facilitate the successful completion of your dissertation. Please note that a student does not have a right to be supervised by a particular member of staff.

We will provide you with an appropriate supervisor in the first few weeks of Semester Two, once you have completed a Preliminary Research Proposal. This will give us an indication of the precise area of research you are interested in and enable us to match you to an appropriate member of staff.

Once you receive details of who your supervisor is, **get in touch with them within 1-2 weeks.**

Key Supervisory Principles:

Your supervisor is there to provide on-going feedback and guidance on your dissertation. You should meet regularly.

The Supervisor will provide key advice on:

- question framing,
- theory-building,
- the research design or argument, and
- the appropriate methodology.

Supervisors may offer advice on some preliminary readings, but it is not the responsibility of the supervisor to provide a reading list or to provide a design, argument, theory, etc. Nor will they act as editors - reading and correcting your written prose. The emphasis throughout will be on providing you with feedback on the quality of your work and how to improve it.

Supervisors may read **up to 50% maximum of the final dissertation.**

The Student will:

- select their own topic, find readings, generate a research design or argument, and locate evidence and supporting materials, as well as analysing such evidence.
- take responsibility for organising meetings and for agreeing mid-way deadlines (e.g. for feedback) with the supervisor, via email or in person. It is the student's duty to establish contact and keep in touch with his or her supervisor throughout the year.
- raise any concerns or problems with their supervisor at the earliest opportunity. You should organise meetings and submit work to be read in a timely fashion, and as early as possible.

Supervisory Meetings:

From February 2022, you can expect to have **five** substantial meetings (i.e. roughly half an hour each) with your supervisor, with the last of these taking place no later than 15th July 2022. This is subject to the availability of supervisors, who may be away on research fieldwork or on annual vacation prior to the 15th July. ***It is therefore important that students agree in advance a summer timetable for feedback with their supervisor.*** During your first meeting, you may find it useful to use the timetable in the dissertation module outline to plan supervisory meetings. This plan should include a rough timetable for all remaining meetings and a main task/agenda for each.

The final deadline for feedback of any kind is **15 July 2022**, well in advance of the submission date.

It is advisable to space out the meetings during the whole length of the supervisory period i.e. between February 1st 2022 and 15th July 2022.

During the second semester, a student should meet regularly with her/his supervisor in order to obtain helpful guidance. At these meetings, a student is able to consult with the supervisor about the chosen topic, about narrowing the topic to a researchable question or problem, and about relevant academic and empirical sources. If you need help with academic and empirical sources, talk with your supervisor. The student can discuss with the supervisor her/his reading, potential methodology and/or research data and its relevance for the student's topic and any problems that the student has encountered. These meetings with the supervisor will help establish the student's authorship of the submitted dissertation.

Given the differences between a dissertation as an extended piece of independent inquiry-based research as opposed to a standard course essay and given the aims and objectives of the dissertation, a student writing a politics dissertation should not expect her/his supervisor to provide a topic and/or a reading list. However, the supervisor is available to help a student define a researchable question or problem and to provide advice about relevant sources, both academic and empirical. Hence, meeting with the supervisor should help ensure that the student's research remains focused on the student's chosen topic. In addition, the supervisor can help a student with the structure of the dissertation.

In subsequent meetings, students may submit via email draft chapters or sections for supervisors to read and comment on any issues that may need addressing in terms of the development of the thesis. Supervisors are not expected to provide edited feedback highlighting misprints, name corrections, typographical errors, poor English etc.

The Final Meeting:

The final meeting should involve either the discussion of a near complete draft of your dissertation, or part of it. This can either be sent in email form to your supervisor prior to the meeting. In circumstances in which you have not written a draft, this meeting will be a final discussion of the progress of the dissertation, identifying problems and clarifying your argument. At this final meeting the Supervisor should never give any indication of a mark or grade. The purpose of the meeting is to look over and give feedback on the draft work in order to advise whether the dissertation is at the appropriate level and conforms to the course's aims and objectives.

At this meeting, the supervisor will also provide advice and comment on the work being produced and provide students with feedback on where and how that work can be improved prior to the final submission deadline. Matters that supervisors can comment on in this meeting include:

- the research question
- dissertation structure
- methodology
- and the balance of coverage (for example between theory and empirical matter)
- referencing, and
- general academic style

The last meeting provides opportunities for feedback on the development of the dissertation; students and supervisors will want to ensure they discuss both general and substantive issues in sufficient depth in this final one-to-one session. Sufficient formative and summative feedback should be given by supervisors to provide the student with the opportunity to improve their work before their submission of a final draft. It is not the role of the supervisor at or prior to this meeting to have read the whole draft (which is not allowed), but instead to have sufficiently looked over and identified any issues that still need addressing in the areas listed above.

Dissertation Presentation and Guidance:

Guidelines on the presentation of your dissertation including binding requirements are available on the intranet at the following: <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/dissertation-workshop/> (See Section 4: Preparing Your Dissertation).

You must submit an **electronic version** via 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.

Extension Requests:

If you require an extension to your Dissertation submission then you must complete an extension form electronically and email to Amanda Bridgeman (Millie) in the same way as with an essay extension request. Only the MA Director can approve extensions.

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 <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ethical-approval-process/>

You and your supervisor **must complete** the [Ethics Decision Tool](#) **by no later than 3 May 2022**. **Please send a copy of the final screen to your Programme administrator (ctrl + Print Screen).**

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.

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 [here](#).

<http://www.studentsupport.manchester.ac.uk/immigration-and-visas/tier-4-responsibilities/>

Census Point Dates:

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

Census Point	Dates	Who
October 2021	25 October – 5 November 2021	All active Tier 4 students
January 2022	17-28 January 2022	All active Tier 4 students
May 2022	18 May – 8 June 2022	All active Tier 4 students
July 2022	11 – 22 July 2022	All PG Tier 4 students

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. **If you are attending an exam this will be taken in lieu of you attending on the above dates (January and May only).**
- 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/