



The University of Manchester



BA SOCIAL SCIENCES
SCHOOL OF SOCIAL SCIENCES

TABLE OF CONTENTS

1. BA SOCIAL SCIENCES (BASS)		
	Quick Links	3
a.	Welcome from the BASS Programme Director & Head of School	5
b.	Our Contact Details	8
c.	Your Contact Details	10
d.	Where We Are	10
e.	Studying the BA Social Sciences	11
f.	Courses and Credits/BASS Programme Structure	11
g.	Societies	22
h.	Staff-Student Committees and Feedback	22
i.	Opportunities to Study Around the World & The University College	23
j.	Staff	25
2. WORK		
a.	Your Commitment	26
b.	Facilities	29
c.	Study-skills and Assessed Work (including Examinations)	35
d.	Dissertations	43
e.	Academic Malpractice	43
f.	Marking Criteria	47
g.	Degree Regulations	48
h.	Information regarding External Examiners	51
i.	Dates of Semesters, Examinations and Assessments	52
3. UNIVERSITY, FACULTY AND SCHOOL		
a.	The University	54
b.	Welcome to the Faculty of Humanities	54
c.	What is the Faculty of Humanities?	54
d.	What can the Faculty do for you?	55
e.	Academic Appeals, Discipline of Students, Student Complaints	56
4. STUDENT SUPPORT		
a.	Ill-health	59
b.	Mitigating Circumstances	61
c.	Temporary Suspension from Study/Withdrawal from Programme	61
d.	Academic Advisors	63
e.	Peer Mentoring	63
f.	Student Representatives/Student Charter	64
g.	University Student Support and Guidance	65
h.	Additional Support information	67
i.	Health and Safety	72
j.	Your degree and life after graduation	73

QUICK LINKS

There are a lot of useful links on the BASS section of the Social Sciences Intranet.

<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/course-information/bass/>

USEFUL DOCUMENTS

- Self Certification of Student Ill Health Form
<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/help-and-support/mitigating-circumstances/>
- Timetables – you will find timetables and other info for specific discipline areas by going to the course information page for that discipline:

PHILOSOPHY:

<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/course-information/philosophy/>

POLITICS:

<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/course-information/politics/>

SOCIAL ANTHROPOLOGY:

<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/course-information/social-anthropology/>

QUANTITATIVE METHODS:

<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/course-information/social-statistics/>

SOCIOLOGY:

<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/course-information/sociology/>

Please follow the below link for information regarding Criminology:

<http://www.law.manchester.ac.uk/student-intranet/>

HANDBOOKS

The following BA Social Sciences (BASS) handbooks can be found on this link:

<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/course-information/bass/>

- Programme Handbook
- Programme Specification
- Programme Structure
- Undergraduate Degree Regulations
- Study Guides

If you need to refer to a study guide for a particular discipline, you need to visit the relevant course information page (listed above under the Useful Documents section)

ACADEMIC ADVISING

<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/help-and-support>

FEEDBACK POLICY

<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/assessments/>

ETHICS APPROVAL

<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/assessments/>

1. BA Social Sciences

a. Welcome from Programme Director

Dear BASS Student,

I am delighted to welcome you to our new BASS degree! You will be part of one of the largest and most lively schools of Social Science in the UK. University can be a life-changing experience. You will face the challenges of digesting new ideas, learning to work under the pressure of assignments and deadlines, and creating a new social life. But we are confident that, with the right commitment and effort, BASS will prove to be an exciting journey filled with intellectual stimulation and, we hope, inspiration.

Manchester Social Sciences have a long and distinguished history. Many of the disciplines were among the first established in the country (a Chair in Political Economy was established in 1854; Samuel Alexander was appointed Chair of Philosophy in 1893; and the renowned Manchester School of Social Anthropology was founded in the 1940s). As well as studying societies empirically, Manchester Social Scientists reflect critically on how they are organized and how they should be changed. All staff are actively engaged in cutting-edge research, which means that you will be taught by people who have themselves investigated many aspects of what they teach. We hope that you will find joy in engaging with these exciting conversations.

The School of Social Sciences is part of the Faculty of Humanities, about which there is further information in this Handbook. We know that, as well as the content of your courses, there is a lot of information about how things work for you to get your head around. This Handbook is here to help you with that. So do please take some time to look through it, and familiarise yourself with its contents, so you know what information is here for when you need it. There is also further constantly updated information on the Intranet. For this, go to:

<http://www.studentnet.manchester.ac.uk/>

“Access Useful Services” (bottom right hand side)

In addition, we regularly communicate important information via email and on the BASS Hub on Blackboard (VLE). It is, therefore, essential that you check the BASS Hub for announcements, and check your University email account regularly. Please make sure that your inbox has enough space for incoming messages. We hope that you will always be able easily to find the information that you need. And we also hope that your time at Manchester will be trouble-free. But if there is further information or assistance that you require, please do not hesitate to contact us. For academic matters, get in touch with your Academic Advisor or me, the Programme Director. For pastoral issues, contact your Academic Advisor, me, or Rabia Nawaz.

Wishing you a great time at Manchester,

Katherine Smith

BASS Programme Director

Head of School's Welcome

Welcome to the School of Social Sciences (SoSS).

My colleagues and I are looking forward to working with you over the coming years. This coming semester and year will be a new experience for us all as we get used to operating with the challenges presented by Covid 19. We have spent the summer planning and implementing as safe as possible a School environment in which to study and work. The challenges we all face as students and staff is to follow the University, as well as the local and national government, guidance about social distancing, mask wearing and hand cleansing within and outside of the University. If we do so successfully, we can settle in to enjoying University and School life. We are also taking a blended learning approach to teaching this year, which will include some online teaching and learning, as well as some face-to-face teaching and learning in small groups. Both online and face-to-face classes will involve real teaching staff, who you will be able to arrange to connect with by email and/or online meetings.

The School of Social Sciences is a leading centre of teaching and research, based in the Williamson, Arthur Lewis and Humanities Bridgeford Street buildings. The major objective of social sciences is to know the social world and inform public debate with the aim of enhancing the lives of everyone. Social scientists aim to meet this challenge by investigating, describing, explaining and enhancing understandings of human action and interaction in its diverse individual, collective and institutional forms. Critical to this is a perspective that locates human behaviour in broad economic, socio-cultural, legal and political contexts which transcend personal experience, and that explores social forms that range from families to communities to broader societies. In line with this, SoSS is committed to theoretically informed empirical research which addresses major issues of private and public concern, and to excellence in research-informed teaching to ensure that our undergraduate programmes are current, rigorous and stimulating.

The School is built from a unique combination of 8 departments. Alongside the big four social sciences disciplines of **Economics**, **Law**, **Politics** and **Sociology**, we benefit from **Social Statistics**, provides quantitative research skills that remain in short supply in the UK. We also benefit from **Criminology** which explores the causes, implications as well as our understandings of crime. **Social Anthropology** privileges ethnographic techniques and the co-production of knowledge across the globe. Finally, we are fortunate to include **Philosophy** which cultivates reasoning and logical thinking which all of the social sciences demand.

In addition to specialist discipline based degree and joint-degree programmes, there are two School wide multidisciplinary social science degree programmes: the BA (Economic and Social Studies) and the BA Social Sciences, known colloquially as the BA (Econ) and BASS, respectively. Both of these degrees provide an introductory first year to the range of social science disciplines. Greater specialisation begins in the second year, and continues into the final year with a focus on either one or two discipline areas. The programmes benefit from cooperation with other Schools most notably the Alliance Manchester Business School (AMBS).

The international outlook of the School is reflected in both our staff and student population: 21% international academic staff, from 38 different countries, and a 35% international

student population (undergraduate and postgraduate) which provides a vibrant multicultural intellectual environment.

The School of Social Sciences is proud of its national and international reputation. Two Nobel Prize winners in Economics – Sir John Hicks (1972) and Sir Arthur Lewis (1979) – have held Chairs at Manchester (1938-46 and 1947-58, respectively) and, today, current members of SoSS are leaders in their chosen fields of expertise. In the last Research Excellence Framework, the School was identified as one of the top three centres of excellence in the social sciences in the UK alongside Oxford and the London School of Economics (LSE).

The school's research excellence informs what students are taught – you will benefit from cutting edge social science knowledge, that has been generated by those who teach you. The school has won major funding to support the activities of our researchers, research centres and institutes (including, for example, *Cathie Marsh Institute for Social Research (CMI)*, the *Sustainable Consumption Institute (SCI)*, the *Centre on Dynamics of Ethnicity (CoDE)*, and the *Manchester Institute for Collaborative Research on Ageing (MICRA)*). We are in national collaborations with the *British Election Study (BES)*, *UK Data Service (UKDS)*, the *Administrative Data Service (ADS)*, the *National Centre for Research Methods (NCRM)*, and through the Economic and Social Research Council funded *North West Doctoral Training Partnership* with the Universities of Liverpool, Lancaster and Keele. We also collaborate on two ESRC funded Doctoral Training Centres: in “Biosocial Research” (with UCL and Essex) and “New Forms of Data” (with Leeds, Sheffield and Liverpool). We are also the home of a prestigious student-led *Legal Advice Centre*, where free legal advice is offered to members of the public.

We are certain that you will find the School of Social Sciences a welcoming and inspiring environment, both academically and socially (even under the rules of social distance!), in which to undertake your studies.

I hope you have a successful and happy time during your time with us.

Brian Heaphy

Professor Brian Heaphy
Head of School of Social Sciences

Pathways available on BA Social Sciences (BASS) in 1st Year

- Philosophy and Criminology
- Politics and Social Anthropology
- Social Anthropology and Philosophy
- Sociology and Philosophy
- Philosophy and Politics
- Politics and Criminology
- Politics and Sociology
- Social Anthropology and Criminology
- Social Anthropology and Sociology
- Sociology and Criminology
- Sociology and Quantitative Methods
- Criminology and Quantitative Methods
- Politics and Quantitative Methods
- Philosophy and Quantitative Methods

b. Our contact Details

Dr Katherine Smith

Katherine.Smith-3@manchester.ac.uk

Programme Director

Dr Katherine Smith

Jackie.Carter@manchester.ac.uk

Deputy Programme Director

Rabia Nawaz

Rabia.Nawaz@manchester.ac.uk

Programme Administrator

0161 275 3204

School of Law for Criminology enquiries

Intranet: <http://www.law.manchester.ac.uk/student-intranet/>

Criminology enquiries may be directed to the Teaching Support Office, room 3.05, Williamson Building. Email: tseo.law@manchester.ac.uk or Tel. 0161 306 1260.

Academic Advisor

Name:

Email:

Telephone: 0161-275-.....

Note regarding telephone dialling:

Telephone numbers for members of staff can be found on the profiles in section 1.j of this Handbook.

Outside the UK: 00 44 161 275 ----

Outside Manchester and from mobiles: 0161 275 ----

Within the Manchester dialling code area: 275 ----

Within the University: 5 ----

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The following is a list of officers in the School.

Professor Brian Heaphy Head of School

Mrs Alison Wilson Head of School Administration

Ms Amanda Brereton Head of Undergraduate Administration

Amanda.Brereton@manchester.ac.uk

0161 275 4745

Dr Paul Smith Head of Student Support Services

Paul.V.Smith@manchester.ac.uk

0161 275-4746

Philippa Wilson

Philippa.Wilson@manchester.ac.uk Student Welfare Officer

0161 275-4878

Joseph Barrett

Joseph.Barrett@manchester.ac.uk Student Welfare Officer

0161 306-4320

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Student Portal/Student Intranet

This is an important link for students - <http://www.studentnet.manchester.ac.uk>. From this point, you get access to the Student System, where you manage your academic studies at Manchester, including accessing examination results. You can also find other useful information here, such as how to get a replacement Swipecard. When you have a few

moments to spare, it might be a good idea to click on the link and find out what information and services are available.

c. Your contact details

It is vital that we have an up-to-date record of your term time and vacation address. If you move address at any time during the academic year you **must** make an online alteration to the Student Records Database. In case we need to contact you urgently, please let us have your phone number – land line or mobile (or both). We would also like a telephone number to contact in an emergency (i.e. your next of kin). The University also uses a texting service to inform students of last minute changes to scheduled lectures or tutorials. If you do not tell us that you have changed your address or telephone number we will not be able to contact you, and you could miss vital information such as a change to an examination.

Confirmation of final examination results is sent out to home addresses. If you want your results to go to a different address, you should let Rabia Nawaz know before the Summer examination period. First and second years with resits or first sittings during August are also contacted at their home addresses. All other students pick up their examination results online. Registration information and instructions is emailed to students on their University email addresses.

The main way we keep in touch with you during term time is via your **University email address**. It is a requirement that you check your email regularly (at least every other day). It is possible to divert your University email to your personal email address. Remember to clear your inbox regularly because, towards the end of the academic year, many student email inboxes become clogged with old mail and then students miss vital information about examinations and registration.

It is also essential that you check the on-line timetabling system for details of your timetable and any changes to this. Details of how to do this will be provided at the beginning of the year. You have a **weekly timetable online**, so you will need to get into the habit of checking this at the start to the week to ensure that you know which lectures and tutorials are on in any particular week.

d. Where we are

All Department Areas which make up the BA Social Sciences are housed in the Arthur Lewis Building apart from Criminology which is based in the Williamson Building. The Arthur Lewis Building is located between Waterloo Place and the Precinct Centre, and in front of the Humanities Bridgeford Street Building, i.e. on the same side of Oxford Road as the main University building. The front entrance faces the Bridgeford Street Building. It is largely red brick and glass and is easily recognisable.

The Undergraduate Office is on the ground floor where the undergraduate team of administrators is located. This same area also houses the student support office and staff. All students should go to the front desk in the first instance with any enquiry. Rabia Nawaz is the designated Programme Administrator for the BA Social Sciences, and if you wish to speak to him just ask at the front desk.

Most of the academic staff are located in the Arthur Lewis Building with the exception of academics in Criminology who are based in the Williamson Building. Some small-group teaching may take place in the building. However, most teaching, including lectures, will be held elsewhere on campus.

e. Studying BA Social Sciences

The Aims and Objectives of our Undergraduate Programme

The BA Social Sciences degree programme is a structured, yet flexible programme of study. The programme aims to give you in-depth knowledge of some central areas in the social sciences and philosophy that shed light on understandings of contemporary society. In an engaged and interactive studying environment, we aim to introduce you to the various disciplines and the different methodologies and theoretical approaches that they deploy. The programme gives you the opportunity to specialise by selecting either one or two pathways at the end of the first year.

Achieving our Goals: The Progressive Enhancement of Knowledge and Skills

The structure of the programme ensures that all our graduates appreciate the advantages of taking a holistic perspective on social life and are equipped with a broad range of achievements of disciplines in the social sciences and philosophy. Students learn to weigh the advantages and disadvantages of different theoretical and methodological approaches throughout their training. The use of a variety of methods of teaching and assessment throughout the course fosters the development of both intellectual and practical skills.

A first year course in 'Engaging with Social Research' lays the basis for the progressive development of capacities to work on and analyse material independently and to develop the ability to evaluate competing arguments and make well-founded judgments about questions pertinent to social and political life. As students specialise in their pathways, they develop their critical and analytical capabilities as well as their oral and written communication skills. Particularly in their final year, the optional dissertation project gives students the opportunity to research a topic of their own choice under the guidance of a supervisor. Through the dissertation students acquire more advanced skills in the analysis of a problem and in presenting a report on the results of their enquiry. Such projects are normally based on research in the library, but may be based on empirical research. In either case, the students' ability to organise material, construct arguments, pursue an analysis, and communicate their conclusions, is tested.

Programme Specification

The Programme Specification for the BA Social Sciences is available on the Intranet at:

<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/course-information/bass/>

f. Courses and credits/Programme Structure: BA Social Sciences (BASS)

Examinations will take place in each course unit either in January or in May/June, and may form part or all of your assessment for any individual unit.

You will be entered for examinations on the basis of the courses held against your record in Campus Solutions which you chose at Registration, or of which you subsequently informed the School. Examination timetables will be available on the web. You will also be able to access your results, once published, on Campus Solutions. Please note that debtors to the University will not be able to access their results until their debts have been cleared. This includes library and halls of residence debts, as well as fees.

**BA SOCIAL SCIENCES
FIRST YEAR 2020/21**

Students must take 120 credits including the 20 credit compulsory course unit: SOAN10081, at least 20 credits from each of their chosen pathways and at least 20 credits from another BASS pathway. If students wish to change pathways within BASS they should contact Rabia Nawaz (rabia.nawaz@manchester.ac.uk) to enquire. Students must do two pathways in the 1st year. (You may switch to just one pathway in 2nd & 3rd year). All course units listed below may be subject to change from year to year.

COMPULSORY COURSE UNIT			
COURSE CODE	COURSE TITLE	CREDITS	NOTES: P = Prerequisite & C = Co-requisite
SOAN10081	Engaging with Social Research	20	
OPTIONAL COURSE UNITS			
PHILOSOPHY Students taking a pathway including Philosophy must take: PHIL10041: Critical Thinking			
PHIL10021	Introduction to Ethics	20	
PHIL10631	Introduction to Philosophy of Mind	20	
PHIL10042*	Critical Thinking	20	*CORE for Philosophy pathway students
PHIL10622	Introduction to Metaphysics & Epistemology	20	
POLITICS Students who wish to take a Politics pathway in Second Year must take one of the following courses: POLI10201/2, POLI10601, POLI10401, POLI10702.			
POLI10201	Government I: Intro to Comparative Politics	20	Cannot be taken in conjunction with POLI10202
POLI10202	Government I: Intro to Comparative Politics	20	Cannot be taken in conjunction with POLI10201
POLI10601	Introduction to International Politics	20	
POLI10401	British Politics: Power and the State	20	
POLI10301	Making Sense of Politics	20	
POLI10702	Introduction to Political Theory	20	
POLI10502	Politics of the Global Economy	20	
SOCIAL ANTHROPOLOGY			
SOAN10301	Power and Culture: Inequality in Everyday Life	10	
SOAN10312	Cultural Diversity in a Global Perspective	10	
SOAN10321	Key Ideas in Social Anthropology	10	*CORE for Social Anthropology pathway students
SOAN10322	Introduction to Ethnographic Reading in Social Anthropology	10	*CORE for Social Anthropology pathway students
SOAN10361	Introduction to Business Anthropology: Consumers, Companies and Culture	20	
SOAN10331	Regional Studies of Culture: 1	20	C: SOAN10321 & SOAN10322. Cannot be taken in conjunction with SOAN10352
SOAN10352	Regional Studies of Culture: 2	20	C: SOAN10321 & SOAN10322. Cannot be taken in conjunction with SOAN10352

QUANTITATIVE METHODS (DATA ANALYTICS)			
Students taking a pathway including Quantitative Methods must take: SOST10021: Measuring Inequalities			
SOST10021*	Measuring Inequalities	20	*CORE for Quantitative Methods pathway students
SOST10012	Understanding Social Media	20	
SOCIOLOGY <u>Students taking a pathway including Sociology must take either SOCY10421 and/or SOCY10432</u>			
SOCY10421	Contested Foundations of Social Thought	20	
SOCY10401	Inequalities in Contemporary British Society	20	
SOCY10461	Global Social Challenges	20	
SOCY10432	Contemporary Social Thought	20	
SOCY10442	Media, Culture & Society	20	
SOCY10912	Work, Organisations & Society	20	
CRIMINOLOGY			
CRIM10001	Crime and Society	20	
CRIM10421	Foundations of Criminal Justice	20	
CRIM10441	Foundations of Criminological Scholarship	20	
CRIM10432	Psychology, Crime and Criminal Justice	20	
CRIM10072	Criminological Research Methods	20	
LAWS10082	Criminal Law (Criminology)	20	
OTHER COURSE UNITS Students may take a maximum of 20 credits from this section, but please note these units do not count towards your quota of credits for your BASS pathways.			
ECON10221	Microeconomics 1	10	
ECON10252	Macroeconomics 1	10	
ECON10002	Development Studies	10	
SOCS10911	Study Skills	10	Cannot be taken in conjunction with SOAN10902
SOCS10902	Study Skills	10	Cannot be taken in conjunction with SOAN10911

**BA SOCIAL SCIENCES
SECOND YEAR 2020/21**

Students must take 120 course credits. If students wish to change pathways within BASS they should contact Rabia Nawaz (rabia.nawaz@manchester.ac.uk) to enquire. In the second and third year, students can be permitted to do joint or single area pathways on BASS.

Students specialising in one pathway must take a minimum of 60 credits or a maximum of 80 credits from that pathway.

Students specialising in two pathways must take at least 40 credits from each pathway.

Students **must** take at least one core methodology course in one of their pathway subjects.

Students can take up to 20 credits of first year units which appear within the first year Programme Structure or 20 credits of free choice.

All units listed below may be subject to change from year to year.

COURSE CODE	COURSE TITLE	CREDITS	NOTES: P = Prerequisite & C = Co-requisite
CORE METHODOLOGY COURSES - It is recommended that you pick a core methodology unit in the pathway you wish to do your dissertation in once you reach third year.			
PHIL20242	20 th Century Analytical Philosophy	20	P: 20 credits of Level 1 Philosophy units
POLI20902	How to Conduct Politics Research	20	P: 20 credits of Level 1 Politics units and C: 20 credits of Level 2 Politics units.
SOAN20842	The Ethnographer's Craft	20	P: SOAN10321 and SOAN10322 & a further C: 40 credits SOAN units at level 1 or 2
SOST20022	Essentials of Survey Design & Analysis	20	*CORE for Quantitative Methods pathway students. Taking this module enables you to apply for a Q-Step Summer Project; see website for further info*
SOST20012	The Survey Method in Social Research	20	Students doing Sociology pathways can choose this as a core methodology course. This is not available to Quantitative Methods pathway students.
SOCY20091	Qualitative Social Research Design & Methods	20	
CRIM20441	Making Sense of Criminological Data	20	A potential Q-Step Summer Project' pre-requisite: see website for further info*
CRIM20452	Modelling Criminological Data	20	Proviso: CRIM20441 or see lecturer if not taken. A potential Q-Step Summer Project' pre-requisite: see website for further info*

PHILOSOPHY			
PHIL20231	Ethics	20	P: 20 credits of Level 1 Philosophy units
PHIL23001	Existentialism	20	P: 20 units of Level 1 Philosophy courses
PHIL20271	Philosophy of Mind	20	P: 20 credits of Level 1 Philosophy units
PHIL20042	Formal Logic	20	P: PHIL10042
PHIL20242	20 th Century Analytical Philosophy	20	P: 20 credits of Level 1 Philosophy units
PHIL20262	Philosophy of Science	20	P: 20 credits of Level 1 Philosophy units
PHIL23022	Hegel and Marx	20	P: 20 units of Level 1 Philosophy courses
POLITICS			
POLI20521	Questions about International Politics	20	
POLI20531	British Politics and Society since 1940: From Blitz to Brexit	20	
POLI20711	The Politics of Globalisation	20	
POLI20881	Ideals of Social Justice	20	P: POLI10702
POLI21001	Comparative West European Politics	20	
POLI21041	Asia-Pacific Security	20	
POLI20332	The Politics of Insecurity	20	
POLI20602	Arguing about Politics	20	P: POLI10702 OR POLI20881 OR POLI20961
POLI20722	The Politics of Development	20	
POLI20742	Gender and Politics in Comparative Perspective	20	
POLI20802	The Politics of Policy Making	20	
POLI20902	How to Conduct Politics Research	20	P: 20 credits of Level 1 Politics units and C: 20 credits of Level 2 Politics units. Taking this module enables you to apply for a Q-Step Summer Project.; see website for further info*
POLI20982	Environmental Politics	20	
POLI21012	Southern European Politics	20	
SOCIAL ANTHROPOLOGY			
SOAN20811	Anthropology of Religion	20	
SOAN20801	Anthropology of Kinship, Gender and Sex	20	P: SOAN10312 or SOAN10321 & SOAN10322
SOAN20822	Political and Economic Anthropology	20	
SOAN20842	The Ethnographer's Craft	20	P: SOAN10320 & a further C: 40 credits SOAN units at level 1 or 2
SOAN20852	Materiality & Representation	20	
SOAN20830	Anthropological Theory	20	
QUANTITATIVE METHODS (DATA ANALYTICS)			
SOST20041	Market Research	10	Taking this module enables you to apply for

			a Q-Step Summer Project,: see website for further info*
SOST20022*	Essentials of Survey Design & Analysis	20	*CORE for Quantitative Methods pathway students. Taking this module enables you to apply for a Q-Step Summer Project,: see website for further info*
SOST20142	Applied Statistics for Social Scientists	20	*CORE for Quantitative Methods pathway students.
SOCIOLOGY			
SOCY20091	Qualitative Social Research Design & Methods	20	
SOCY20241	New Media	20	
SOCY20031	Work, Economy & Society	20	
SOCY20701	Family, Relationships and Everyday Life	20	
SOCY20961	Racism and Ethnicity in the UK	20	
SOCY20232	Sustainability, Consumption & Global Responsibilities	20	
SOCY20282	Social Change in China	20	
SOCY20052	Education and Society	20	
SOCY20892	Gender, Sexuality and Culture	20	
SOST20012	The Survey Method in Social Research	20	Taking this module enables you to apply for a Q-Step Summer Project,: see website for further info*
CRIMINOLOGY			
CRIM20441	Making Sense of Criminological Data	20	A potential Q-Step Summer Project' pre-requisite: see website for further info*
CRIM20051	Policing and the Police	20	
CRIM20701	Criminology and Criminal Justice in Action	20	
CRIM20412	Explaining Crime and Deviance	20	
CRIM20452	Modelling Criminological Data	20	P:LAWS20441 or SOST10021 or any stats course
CRIM20692	Understanding Punishment	20	
LAWS20101	Jurisprudence	20	This unit cannot be taken in addition to a free choice unit.
UCOL21701	Security and Surveillance	20	This unit cannot be taken in addition to a free choice unit.
OTHER COURSE UNITS Students may take a maximum of 20 credits from this section, but please note these units do not count towards your quota of units for your BASS pathway(s).			
FREE CHOICE COURSE UNITS please note these units do not count towards your quota of credits for your BASS pathway(s).			

In addition to the above course units listed you may take up to 20 credits of free choice. Students who wish to select a course unit within the Manchester Leadership Programme (MLP) as part of your free choice selection, please go to the MLP website at: <http://www.mlp.manchester.ac.uk/> for full details. Applications to select these course units will be made available from mid-May. MLP course units can only be selected in the second year. Students who wish to select a course unit within the University College as part of your free choice selection, please go to the University College website at: <http://www.college.manchester.ac.uk/courses/> for full details.

***Q-Step Summer Project info** - There is a requirement of a 2.1 level performance over year 1 and 2 and further conditions outlined in the Q-Step website: <http://www.humanities.manchester.ac.uk/q-step/internships/who-can-apply/>.

**BA SOCIAL SCIENCES
THIRD YEAR 2020/21**

Students must take 120 course credits including a compulsory dissertation; students must take a dissertation from one of their pathway subjects.

If students wish to change pathways within BASS they should contact Rabia Nawaz (rabia.nawaz@manchester.ac.uk) to enquire. In the third year, students can be permitted to do joint or single area pathways on BASS.

Students specialising in one pathway must take a minimum of 60 credits or a maximum of 80 credits from that pathway. Students must take a dissertation from their pathway area.

Students specialising in two pathways must take at least 40 credits from each pathway.

Students can take up to 20 credits of second year units which appear within the second year

Programme Structure or 20 credits of free choice.

All units listed below may be subject to change from year to year.

COURSE CODE	COURSE TITLE	CREDITS	NOTES: P = Prerequisite & C = Co-requisite
COMPULSORY DISSERTATION COURSES			
PHIL30001	Dissertation A	20	P: 40 credits of Level 2 PHIL units
PHIL30002	Dissertation A	20	P: 40 credits of Level 2 PHIL units
PHIL30030	Dissertation B	40	Permission from Philosophy required in addition to P: 40 credits of Level 2 PHIL units; C: 20 credits of Level 3 PHIL units.
POLI30300	Dissertation A	40	P: 40 credits of Level 2 Politics units; C: 20 credits of Level 3 POLI units. Cannot be taken in conjunction with POLI30380
POLI30380	Dissertation B	20	P: 40 credits of Level 2 Politics units. Cannot be taken in conjunction with POLI30300
SOAN30610	Dissertation A	40	Permission from Social Anthropology required in addition to P: 40 credits of Level 2 SOAN units C: 20 credits of Level 3 SOAN units
SOCY30920	Dissertation A	20	P: 40 credits of Level 2 Sociology
SOCY30930	Dissertation B	40	Permission from course convenor required. In addition to P: research with live participants requires one of: SOCY20091, POLI20901, SOAN20842: Research which

			primarily uses statistical analysis requires one of: SOST20012, SOST20022, LAWS20441, LAWS20452; C: 20 credits of Level 3 SOCY units
CRIM30620	Dissertation A	20	P: 20 credits of Level 2 LAWS units.
CRIM30610	Dissertation B	40	Available at the discretion of course convenor. In addition to P: 40 credits of Level 2 LAWS units and a minimum mark of 60% in all 2 nd yr modules; C: 20 credits of Level 3 LAWS units
PHILOSOPHY			
PHIL30351	Language and Analysis	20	P: 40 credits of Level 2 PHIL units
PHIL30711	Personhood and Freedom of the Will	20	P: 40 credits of Level 2 PHIL units
PHIL30721	Philosophy of Mathematics	20	P: 40 credits of Level 2 PHIL units
PHIL30552	Philosophy Of Action	20	P: 40 credits of Level 2 PHIL units
PHIL30362	Philosophy of Psychology	20	P: 40 credits of Level 2 PHIL units
PHIL30212	Metaphysics	20	P: 40 credits of Level 2 PHIL units
POLITICS			
POLI30071	Russian Politics	20	
POLI30321	Ethical Issues in World Politics	20	
POLI30361	Political Ideologies in Modern Britain	20	
POLI30271	Political Morality and Dirty Hands	20	
POLI30721	International Political Economy	20	
POLI30281	Chinese Politics	20	
POLI30861	Africa and Global Politics	20	
POLI32041	Contemporary Parliamentary Studies & British Political Tradition	20	
POLI32061	Postcolonial Politics	20	
POLI32071	Between War and Peace	20	
POLI31061	American Politics: Why do they do that?	20	
POLI30291	Public Policy Problems	20	
POLI30032	Politics of the European Union	20	
POLI30232	Gender, Sexuality and Politics	20	
POLI30242	Elections and Voters	20	
POLI30452	The Politics of Hate	20	
POLI30792	Gender, War and Militarism	20	

POLI30892	War and Genocide in the 20th century	20	
POLI31012	War, Memories & Reconciliation in East Asia	20	
POLI31002	Ideologies of Global Capitalism	20	
POLI32162	Race, Ethnicity, Migration	20	
POLI30192	The Politics and Philosophy of Nationalism	20	
SOCIAL ANTHROPOLOGY			
SOAN30791	Screening Culture	20	
SOAN30251	Anthropology of Health and Well-being	20	
SOAN30811	Anthropology of Vision, Memory and the Senses	20	
SOAN30112	Anthropology of Development & Humanitarianism	20	
SOAN30372	Anthropology of Childhood, Youth and Education	20	
SOAN30392	The Good Life	20	
QUANTITATIVE METHODS (DATA ANALYTICS)			
SOST30031	Answering Social Research questions with Statistical Models	20	*CORE for Quantitative Methods pathway students.
SOST30012	Theory and Method in Demography	20	This is a very popular course unit, with limited places. Students interested in this course are strongly advised to complete course unit selection as early as possible to avoid disappointment.
SOST30022	Advanced Social Network Analysis	20	
SOST30172	Quantitative Evaluation (of Policies, Interventions and Experiments)	20	These are recommended options for the Data Analytics-Quantitative methods pathway
SOST30062	Data Science Modelling	20	These are recommended options for the Data Analytics-Quantitative methods pathway
SOCIOLOGY			
SOCY30141	Body and Society	20	
SOCY30171	Identity, Power & Modernity	20	
SOCY30241	A Sense of Inequality	20	
SOCY30461	Power and Protest	20	
SOCY30152	Secrets, Lies and Mass Deception	20	
SOCY30042	Sociology of Human-Animal Relations	20	
SOCY30522	Visualising Society & Social Life: Photography in Focus	20	
SOCY30252	Alternative Economies: Ordinary Economies	20	
CRIMINOLOGY			
CRIM30811	Serious and Organised Crime	20	
CRIM30601	Drugs and Society	20	

CRIM31101	Youth, Crime and Justice	20	
CRIM31052	Criminology and Mass Violence	20	
CRIM31152	Crime Mapping: Intro to GIS and Spatial Analysis	20	
CRIM31212	Prisons: Exploring the Carceral World in the UK	20	
CRIM31222	Understanding Violence	20	

FREE CHOICE COURSE UNITS please note these units do not count towards your quota of credits for your BASS pathway(s).

In addition to the above course units listed you may take up to 20 credits of free choice.

Students who wish to select a course unit within the University College as part of your free choice selection, please go to the University College website at:

<http://www.college.manchester.ac.uk/courses/> for full details.

g. Societies

Here at the University of Manchester there are almost 300 societies, ranging from Hiking to Bhangra, Chess to Philosophy, and a huge variety of religious, cultural and political groups. There's something for everyone, but if you don't find what you're looking for you can always start your own! All the info you need to start, run, and join a society is on the Student Union website (see link below), so please have a good look, and come and visit the Student Activities Reception if you have any more questions!

<http://manchesterstudentsunion.com/top-navigation/student-activities/societies>

BASS also has a society; join to keep up with all student led BASS activity. Below is a link to their page:

<http://www.facebook.com/groups/426207930759624/?ref=ts&fref=ts>

h. Staff-student committee and feedback

Student representatives are encouraged to participate in staff-student liaison meetings chaired by the Programme Director. These are held once per Semester and are an opportunity to discuss the programme, let us know how we are doing and help develop ideas for improvements. Matters raised are taken to the BA Social Sciences Programmes Committee for response and action.

As well as feedback on issues raised by students at the staff-student meetings, all students are asked to complete a questionnaire on each of the individual course units they take in their different disciplines. These questionnaire forms are analysed and the results brought to the attention of individual lecturers and tutors.

If students have any pressing concerns, which they feel ought to be dealt with before the end of a course, then they should make an appointment to see the Programme Director either individually or as a small, representative group.

During your time at University, you will be asked to complete surveys about different aspects of the student experience, some of it internal and some for external bodies. The link below will tell you about how the information collected will be used:

<http://www.yoursay.manchester.ac.uk/have-your-say/student-experience-surveys/>

i. Opportunities to Study around the World/University College

- **STUDY ABROAD PROGRAMME: BA (Hons) Social Sciences**

www.studentnet.manchester.ac.uk/studyabroad/

Who?

- Need 60% average
- Need good work and attendance record
- For Worldwide Exchanges - need to be able to pay for flights, visas, insurance, accommodation, etc. We estimate a semester abroad on a Worldwide Exchange is £1000 - £2500 more expensive than a semester in Manchester.
 - Income-assessed scholarships are available - students are automatically considered for a scholarship at the point of application (*only available for British nationals*)

When?

- Second semester in your second year

Where?

Europe (Erasmus Exchanges) :

- Erasmus grant available (about €200 per month)
- Up to £250 language reimbursement available for language training either in the UK or abroad to help you brush up your language skills before starting your studies in Europe (not available to European Studies students).

Contact us:

International Programmes Office
International Programmes Office
The Atrium
1st Floor
University Place
The University of Manchester
Oxford Road
Manchester
M13 9PL

Tel: 0161 275 3053

Email: goabroad@manchester.ac.uk

<http://www.manchester.ac.uk/study/international/study-abroad-programmes>

Study Abroad Library

open 9am – 5pm weekdays

Drop-in session times

12noon – 4:00pm weekdays

The University College

BA Social Sciences students have the option to take University College units in their 2nd or 3rd year as a free choice.

The University College presents an opportunity for students at The University of Manchester to broaden their educational horizons. It will offer courses that showcase the research and knowledge found at the University and encourage students to go beyond the boundaries of their degree programme. Drawing upon the best teaching talent across the institution and employing innovative teaching, learning and assessment models, the University College will provide students with a learning experience that will ensure students are skilled to challenge conventional thinking and able to offer perspectives that make the Manchester graduate more employable. The University College will connect teaching to current, cutting-edge thinking and research, allowing students to locate their disciplinary knowledge in the wider world and helping to make a Manchester education of benefit in any future endeavour.

Please follow the link for further info:

www.college.manchester.ac.uk

j. STAFF

BA Social Sciences Programme Committee members

Note: information about staff, including their publications and current research projects, is available on Staff web-pages.

Dr Katherine Smith
katherine.smith-3@manchester.ac.uk
0161-275-3996

BASS Programme Director & Social
Anthropology Rep

Jackie Carter
Jackie.Carter@manchester.ac.uk

BASS Deputy Programme Director and QM Rep

Dr. Sean Crawford
Sean.Crawford@manchester.ac.uk
0161-275-1756

Philosophy Rep

Dr. Caroline Miles
caroline.miles@manchester.ac.uk
0161 275 1151

Criminology Rep

Dr Luke Yates
luke.s.yates@manchester.ac.uk
0161-275-8619

Sociology Rep

Dr Rosalind Shorrocks
rosalind.shorrocks@manchester.ac.uk

Politics Rep

Administrative Staff

Rabia Nawaz

Location: Arthur Lewis Building Undergraduate Support Office 0161 275 3204,
email Rabia.Nawaz@manchester.ac.uk

Undergraduate Programmes Administrator, responsible for all undergraduate affairs,
examinations; Student Support and Guidance.

2. WORK

a. Your commitment

The teaching and learning activities within your courses are enhanced and supported by the use of Blackboard. You can access Blackboard through the Student Portal <http://www.studentnet.manchester.ac.uk/>. To ensure that you have access to all of your courses within Blackboard, **you must be correctly enrolled on them through the Student Records system**. Once enrolled, your courses should appear in Blackboard within 24 hours.

If you change your course enrolments there will also be a delay of up to 24 hours in acquiring your new courses and removing those you are no longer taking.

After enrolment or changing your enrolments, if your courses are not correctly listed in Blackboard after 24 hours, please let us know which course(s) you are missing by going through <http://www.manchester.ac.uk/servicedesk/>

You are expected to attend all lectures, seminars and tutorials that are part of your programme. It is also expected that you arrive on time. Absence and late arrival are recorded on your University record. Inappropriate amounts of absence or late arrival at class, without extenuating circumstances, will be treated seriously. In addition, you should be aware that prospective employers almost always ask for information about attendance and punctuality, as well as matters such as your record on completing work to deadlines.

If you are unable to attend a tutorial because of illness or other good reason you should notify the course lecturer/tutor and Rabia Nawaz in the Undergraduate Office (Rabia.Nawaz@manchester.ac.uk or telephone 0161 275-3204) in advance if possible. *This is especially important if you are due to make a presentation to the class or there is a participation mark attributed to tutorials.* Absences of more than a few days should be backed up by medical or other evidence.

If you have missed a class, you should be sure to catch up on what you have missed by further independent reading of materials on the reading list and/or consulting any available lecture notes or PowerPoint slides if these are provided or asking other students whether they might allow you to consult theirs.

For most classes you will be set reading and/or other work to complete in advance. It is essential that you do so in order to learn effectively and to be able to participate properly in any group discussions. In addition, all courses set accompanying reading. You should always try to do as much of this as possible – it is there to help you to extend your knowledge and understanding of the subject. You should also complete and hand in all written work specified by the course tutor.

Your commitment is also to check your University email and Blackboard regularly (at the very least every other day) in order to make sure that you are informed of any communications from tutors or administrative staff. These might, for example, concern changes of room or a relevant television programme about to be shown. Being unaware of arrangements because you have not checked your email or Blackboard is not an acceptable excuse.

If you keep to your commitment we should not need the following! But if your tutorial work or attendance is considered unsatisfactory, you will be warned at an early stage and given the opportunity to improve. Unsatisfactory attendance will be reported to your Academic Advisor, who will then monitor your performance. A record of indifferent attendance will be held against you if your examination results are marginal; you should not expect to be shown sympathy by the Board of Examiners in such circumstances.

SCHOOL OF SOCIAL SCIENCES WORK AND ATTENDANCE POLICY

INFORMATION FOR STUDENTS

Link to the University Work and Attendance Regulation (XX)

<http://documents.manchester.ac.uk/display.aspx?DocID=1895>

This policy applies to all students undertaking taught programmes both undergraduate and postgraduate.

Attendance at lectures is not compulsory and is therefore not formally recorded. However regular attendance at lectures is highly recommended so that students may take full advantage of the benefits of actively engaging in all aspects of the learning experience. Attendance at tutorials, seminars and workshops is compulsory and is recorded in Campus Solutions. Where a student is unable to attend a tutorial or seminar they should (and wherever possible in advance) inform the tutor or programme administrator of the reasons for their absence. Programme Administrators review attendance patterns on a monthly basis and will normally contact, by email, students who have not attended, to seek out the reason for non-attendance.

Where students fail to maintain an acceptable level of attendance, and attendance becomes a cause for concern, students will normally be asked to meet with their Academic Advisor, Programme Tutor or Programme Director according to the pastoral care arrangements for their particular programme. The purpose of such meetings will be to establish whether or not there is an underlying reason for the unacceptable attendance and whether or not the student is in need of further pastoral, welfare or academic support. If following these supportive interventions, attendance levels remain unacceptable, the School reserves the right to invoke the formal warnings procedures set out in Regulation XX which may ultimately result in the exclusion of a student.

Tier 4 Visa Attendance Monitoring Census

The University operates attendance monitoring census points within the academic year in order to confirm the attendance of students holding a Tier 4 Student Visa. This is to ensure the University meets the UKVI statutory requirements as a sponsor of Tier 4 students and its responsibilities in accordance with its Highly Trusted Sponsor status.

If you are a Tier 4 visa holder, you must attend these attendance monitoring census points when requested to do so, in addition to complying with the School's own programme attendance requirements. The School of Social Sciences will use your exam attendance to complete the January and May census points. The census monitoring points for 2020-2021 are:

Census Point	Dates	Population
October/November 2020	26 th October – 6 th November 2020	All active Tier 4 students
January 2021	18 th January – 29 th January 2021	All active Tier 4 students
May/June 2020	19 th May – 9 th June 2020	All active Tier 4 students

Please note:

If you are a new student, International Check-in is your first point to confirm your attendance at the University and you will not be required to attend a further census point in October 2020.

You will receive an e-mail from the School to confirm when and where you should attend to have your attendance confirmed. You must check your University e-mail account regularly. Failure to check your e-mail account is not a valid reason to be absent from a census point. Only those students who do not have exams or are absent from exams will be required to attend the January and May census points.

What if a Tier 4 student cannot attend a census point?

If you cannot attend in person due to a valid reason which includes: illness; placement; field studies; on year abroad; research work; or any other reason connected to your programme of study, you must email the School's Head of Undergraduate Administration, Amanda.Brereton@manchester.ac.uk to inform us of your absence and your inability to attend in person. In the case of illness, you must provide a copy of a medical certificate. If you are in this position you should report in person to the School as soon as possible after you return to campus.

Students who are recorded as interrupting their studies are not expected to attend during their period of interruption.

What happens if a student does not 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 by your School 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 must leave the UK within 60 days

Further information

<https://www.gov.uk/tier-4-general-visa>

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

b. Facilities

Computers and coffee

Facilities available to undergraduate students in the Arthur Lewis Building include the common room and a small coffee bar (Arthur's Brew) – for that sustenance while you work – on the ground floor. There is also a computer cluster on the left hand side in the foyer. In the building opposite there are three computer clusters and another coffee bar in the Bridgeford Street building.

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 1000+ seats provided by the University in public clusters – including a public cluster at Owens Park.

Room 2.88 in Humanities Bridgeford Street is available during normal office hours and is free from block-booking for teaching. The HBS clusters in 2.1 and 2.2 are also generally available. There is wireless access in both the Arthur Lewis and Humanities Bridgeford Street Buildings.

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: <http://www.humanities.manchester.ac.uk/humnet/our-services/it-services/facilities/software/cluster-14-15/>

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 Service Desk which can be contacted by phone, email or in person. It is also available on-line <http://www.itservices.manchester.ac.uk/help/> or via the Support Centre online <https://supportcentre.manchester.ac.uk/>

Service desk support is also available at the University Library, the Joule Library and the Alan Gilbert Learning Commons <http://www.library.manchester.ac.uk/services-and-support/students/services/it-support/>

Details of opening hours and other contact details can be found at: <http://www.itservices.manchester.ac.uk/help/> Telephone support is available 24 hours a day throughout the year.



IT Services Help Facilities

Help and advice is available from our Service Desk which can be contacted by phone, via the web, email or in person. Physical Service desk support is available at the University Library and the Joule Library. Details of opening hours and other contact details can be found at <http://www.itservices.manchester.ac.uk/contacts/>. 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.

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 2020/21 this is:

- Semester 1 and all-year courses: 21st September 2020
- Semester 2 courses: 1st February 2021

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.

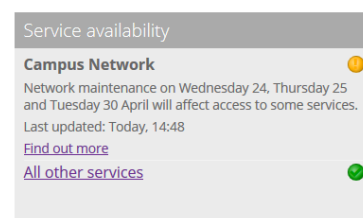
What can I do if I cannot find in Bb a course(s) I am enrolled on?

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/>



If your course is assessed by coursework, and the submission of coursework is done online via Turnitin, you can find detailed video guidance at <https://video.manchester.ac.uk/> by logging in and searching for Turnitin Induction

If your tutor delivers feedback on your coursework also online you can also look up the guidance on how to access your feedback 'A Student Guide to Submitting an Assignment via Turnitin' at: <http://documents.manchester.ac.uk/display.aspx?DocID=13011> (document) or via a video search for Turnitin Feedback at <https://video.manchester.ac.uk/>

For general information on Blackboard and access to support information, please visit: my.manchester.ac.uk/portlet/user-guide

Please note: periods when Blackboard access may not be possible (at-risk periods) are Sundays 2am to 5am, Easter holidays and the whole of July. Notification of significant downtime during July will be communicated through My Manchester Student News.

Other Useful IT Links

'My Manchester' is a general way into many of the personal facilities you will have set up as a student at the University. Through 'My Manchester' you can log on to Blackboard, check your email, get information about your library loans, as well as many other functions.

<https://www.portal.manchester.ac.uk/uPortal/render.userLayoutRootNode.uP>

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.

<https://login.manchester.ac.uk/cas/login?service=https://my.manchester.ac.uk/uPortal/Login>

The University of Manchester Library

<http://www.manchester.ac.uk/library>

The University of Manchester Library, one of the best-resourced academic libraries in the country, provides you with the resources and support you need throughout your programme. The Library houses all the essential text books, across various sites, and has an extensive online collection of e-books, e-journals and research databases.

The “**My Library**” tab in “**My Manchester**” has quick links to all of the Library’s resources and services available to students.

Facilities

The Main Library holds the principle collections for social sciences and offers group study rooms, individual study spaces and computer clusters. Wi-Fi is available throughout the building and a cafe lounge can be found on the ground floor.

The Alan Gilbert Learning Commons provides a state of the art 24/7 learning environment, offering flexible open learning spaces, multimedia facilities, computer clusters and bookable group study rooms plus runs a wide range of study skills workshops throughout the academic year. In addition to the main sites, there are a number of specialist libraries located across the campus. Details of locations and opening hours can be found via the Library website.

Get Started: Support for your Studies

You will need your student card to access all library sites around campus and your central university username and password to access the electronic resources. Our Get Started guide provides helpful videos on how to use the Library plus information on how to navigate and find support within the Library.

Finding Your Resources

Use Library Search to find books, ebooks, online journals and articles. Use the Subject Guides to find appropriate resources/databases for your subject area plus guidance on referencing and keeping up to date with research.

- <http://www.library.manchester.ac.uk/services-and-support/students>

Training and Research Support

My Learning Essentials: The Library provides a comprehensive programme of online resources, workshops and drop in skills clinics throughout the year designed to help you to develop your academic and employability skills.

- <http://www.manchester.ac.uk/my-learning-essentials>

Feedback & Enquiries: For general enquiries, e-resources support and/or to feedback suggestions please contact the library in person, via phone or online.

- <http://www.library.manchester.ac.uk/contact>

Library News and Updates

Keep up to date with the latest library developments via Facebook (www.facebook.com/tuomlibrary) or Twitter (@UoMLibrary).

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:

<ul style="list-style-type: none">• Arabic• British Sign Language• Catalan• Mandarin Chinese• Dutch• English• French (+Business French)• German• Italian	<ul style="list-style-type: none">• Japanese• Korean• Polish• Persian• Portuguese• Russian• Spanish• Turkish• Urdu
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For more information on the full range of languages and levels that are available, please consult the University Language Centre website via the link given below.

English Language Programmes and Advice

If English is not your native language, you may wish to enquire about the wide range of credit bearing and non-credit bearing English courses available through the University Language Centre.

International students who would like advice on how they can improve their academic writing are encouraged to make use of the one-to-one writing consultation service. Around 500 individual sessions are held per year and these are free of charge.

Timetabled inessional courses for international students, covering areas such as academic writing, academic speaking, pronunciation and grammar are also available at no cost to students. Writing is delivered on a broad disciplinary specific basis: Engineering and Physical Sciences, Life sciences, Medical and Human Sciences, Business-related disciplines, Humanities.

Please refer to the Academic Support Programmes section of the ULC webpage via the link given below.

Face to Face - 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. For more information, please enquire at the ULC reception.

Tandem Programme - This programme is similar to Face to Face, but is more formal and provides credits which count towards your University degree. It is fully monitored, assessed and supported via practical workshops. For more information please refer to the Foreign Languages section via the link given below.

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 some 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

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/>

c. Study skills and assessed work (including examinations)

The Faculty of Humanities has a Study Skills Website where you will find sources of information, hints & tips and practical activities to help you develop your study skills and become a better learner.

You'll also find advice about how to prepare for lectures, tutorials and seminars; how to deal with exam stress; organising yourself; and on personal development and career planning. See <http://www.humanities.manchester.ac.uk/studyskills/>

It aims to identify, develop and enhance the academic skills you will need to manage your own success at the University of Manchester. The content has been developed by staff and students from across the University and provides practical advice that will be useful to you throughout your course on matters such as how to effectively manage your study time, how to take notes in lectures, and how to write an academic essay.

During your degree programme you are likely to face a wide-range of different types of work, assessed and non-assessed (formative). The following is some further information and advice about different tasks.

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:

- 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;
- 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;
- Proofreading undertaken by a third party must not change the content or meaning of the work in any way.

Formative Writing

The more writing that you do as you go along, the better you get at it. Writing is often the best way to work out what you think about a topic, as well as to identify what you do not properly understand. A good habit to get into is to write a summary of what you have learned after each lecture and class.

You will also have the opportunity during your course to submit certain pieces of practice – so-called ‘formative’ – writing to your tutors for feedback. All courses will specify formative tasks – usually essays, book reviews or reports of between 1000 and 3000 words. It is greatly in your interest to submit this work in order to receive constructive feedback that will help you to improve the quality of your assessed work.

Assessment

A range of different kinds of assessment are used during the programme. Many courses are assessed by essays or examinations, though in some cases there are also other forms of assessment such as group projects or presentations. Make sure that you are aware of the forms of assessment and deadlines on your courses so that you can manage your time effectively; and read carefully through any instructions in the course outline so that you know about matters such as word limits and numbers of questions to be answered.

Referencing

It is important that you reference your submitted written work properly and that in your note-taking you develop good habits of keeping track of where you have found information. See <http://www.humanities.manchester.ac.uk/studyskills> for information on how to reference your essays and information on study skills in general.

Presentation and submission

All written work for assessment must be typed/ word-processed. Do be sure to leave yourself enough time before the deadline to check through your work carefully to make sure there are no errors and that you have completed all tasks, such as the referencing, properly (see above) and that you have left enough time to cope in case of printer glitches etc. Take care over the presentation of your work – check the spelling and grammar, make sure that it is laid out well with decent margins and not too small a font (don’t strain your tutor’s eyes!). The font size should be no smaller than 11 points and paragraphs should be double-spaced. For much assessed work, the use of sub-headings and the inclusion of images are appropriate.

Please note (excerpt from Mitigating Circumstances Form):

“Circumstances or events that would not normally merit consideration include:
...assessments that are scheduled close together or on the same day; ... inadequate planning or time management; failure, loss or theft of a computer or other equipment, including inability to print off work for whatever reason: ...”

Word Limits

All pieces of assessed work are subject to prescribed word limits. Students exceeding the maximum word limits on assessed work will be penalised. It is your responsibility to check the regulations on word counts when submitting work for a particular department area. An automated word-count must be printed on each piece of assessed work – failure to do this will result in an automatic deduction of 2% on any coursework submitted in Social Sciences.

Attendance at Examinations

Examiners are entitled to treat absence from an examination as a “fail”, and award a mark of zero. Failure to submit assessed work by a published deadline may also be treated as a “fail”.

It is most important to check carefully the time and place of each of your examinations. Misreading the timetable is not accepted as an excuse for absence. If you miss an examination for any reason you must report to the School Undergraduate Office immediately. First and second year students are required to keep the resit period free.

Additional support and Religious observance

Students who require special arrangements due to any kind of disability (e.g. dyslexia) should talk to their Programme Director, and/or they should contact the Disability Support Office (University Place 2nd Floor) so that the necessary arrangements can be made with the Awards and Exams Office in the Student Services Centre. For example, dyslexic students are typically allowed an extra 15 minutes per hour of an exam – i.e. they get two and a half hours to complete a two-hour exam.

Students who for religious reasons are unable to sit exams on certain dates or at certain times need to fill in a form, available from the Student Services Centre, well before the relevant exam period (the deadline is usually 2 – 3 months before the start of exams). Please make sure you check the dates of the relevant exam period before filling in the form; there is no need, for example, to worry about the major Christian festivals, since these do not fall during the exam periods.

Illness or Other Problems Affecting Examinations

You should notify the School Undergraduate Office immediately of any illness or other adverse circumstances which significantly affect your examination performance, and produce a medical certificate, where appropriate. You will also be required to submit a mitigating circumstances form. You should refer to the Student Ill Health Guidelines, which set out on the Certification of Ill Health form:

<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/help-and-support/mitigating-circumstances/>

Release of Examination Marks

January Examinations

All January examination marks (on course units taken in the First Semester) are **provisional** and subject to ratification by Boards of Examiners which meet at the end of June. Please note that:

- (i) provisional January examination results will be released at the end of the fourth week of teaching in the Second Semester
- (ii) these marks are **provisional**; they are presented for guidance only. They may go either up or down at the Examiners' meeting in June/July
- (iii) marks are released through the student system, Campus Solutions, and you will be informed how and when you are able to access them.

May/June Examinations

Definitive examination results and marks will be issued by the School Undergraduate Office very soon after the Board of Examiners meetings in late June/early July.

The School of Social Sciences operates a policy of not releasing course work marks to students unless the marks for all students have been made available by the examiners. The exceptions to this policy are: where a student or students have been granted extensions; where there are cases of suspected academic malpractice; or where course work or a dissertation is the only assessment component in that module.

Feedback on your work

During the course of your programme you will receive feedback on your progress. Feedback can take many forms, it may be diagnostic to inform the lecturer or tutorial leader of your level of knowledge when beginning a course unit or it may be formative, given during a course unit to enable you to improve your performance in further assessments, for example the way you structure or reference an essay. This is the type of feedback you will come across most often. Summative feedback would occur at the end of the course unit to inform you of your performance over the whole unit. You may come across all or some of these examples.

Feedback does not just come from your tutor or lecturer in a formal way, say when you have a piece of coursework returned with a feedback sheet attached. Feedback can also be informal, during a class and can come from your peers as well as from a member of staff or can take place during self-assessment exercises online. It could also occur when a member of staff responds to your questions by email.

Most importantly, you will receive feedback on your learning process whenever you go prepared to a lecture or tutorial, as you will realise whether you understand the material you are studying. By asking the teaching staff questions during and after the lectures and tutorials, and during office hours, you will receive valuable feedback. You should therefore consider feedback as a response to your work and contribution in any form, and not just in written form.

You will be asked to evaluate feedback as part of the Student Survey in each semester.

Please also be aware that there may be slightly different feedback practice among disciplines, such as different marking sheets that prioritise the different criteria that these disciplines consider important in their field.

While the structure of feedback forms can vary, all should be completed in a way that fulfils the following three purposes:

1. To indicate to students why their work has received the mark given.
2. To indicate the merits and demerits of the piece of work.
3. To indicate what the student needs to do in order to produce better work next time.

This has two consequences:

1. That anyone marking a piece of work should ensure that they make these points clear.
2. That students should read their feedback with these points, especially the last, in mind, and if they are still unclear about them should see the marker in their office hour. An appointment can be made by emailing or phoning the member of staff directly.

The tendency to see the first point as crucial should be resisted: it is the use of feedback to improve work that is really important.

The full University Policy on Feedback to Undergraduate and Postgraduate Taught Students can be found at: <http://documents.manchester.ac.uk/display.aspx?DocID=6518>

FEEDBACK MECHANISM 1: TUTORIALS

Tutorials are the single most important channel for feedback in the first and second year. Attendance is **compulsory** and **it is your responsibility to inform yourself about your timetable during the first week of semester.**

Through discussions of key-readings, tasks and formative writing, tutorials provide a forum, led by a tutor, to discuss the respective themes of the week. It is also the key opportunity to seek clarification you may need on the readings or on the lecture. Reading and note-taking will not only allow you to contribute to and learn from tutorials but it will also help you well on your way to handle your assessment. Tutors can further help you with your work only inasmuch you have done preparatory work. Tutorials are not repeat-lectures. The initiative here lies with you, not with the tutor. Comments from your peers in tutorial discussions can be a very useful form of feedback.

FEEDBACK MECHANISM 2: FORMATIVE WRITING/COURSEWORK

Formative writing and coursework form another major mechanism for students to obtain detailed, individual feedback on their work as the semester proceeds. You will not receive a mark on formative writing. What you *do* receive is tutor feedback in the precise sense of the word, as a response to your work. Obviously you will receive a mark and feedback for assessed coursework.

FEEDBACK MECHANISM 3: TUTOR DROP-IN OFFICE HOURS

A third mechanism for feedback is provided by the drop-in office hours of your tutor. S/he has a dedicated time of the week when you may approach her/him with any questions about your ongoing work on the course. You will be informed of those office hours during the first tutorial and they are posted in the blackboard zone. Tutors are available to be asked about academic matters – many will relish having an informed intellectual debate with you!

FEEDBACK MECHANISM 4: LECTURER DROP-IN OFFICE HOURS

If you have been unable to clarify your queries or to obtain the feedback on your work that you feel you need, a fourth mechanism for feedback is provided by the drop-in office hours of the lecturer. There is no need to make appointments for this (unless the lecturer has stated that appointments should be made through SOHOL), as s/he has set aside dedicated slots of time for this purpose.

University's Late Submission Policy

See the [Policy on Submission of Work for Summative Assessment on Taught Programmes](#)

Guidance on late submission

A. Background

1. The Policy on Submission of Work for Summative Assessment was revised and approved in June 2015 for implementation from September 2015. It sets out the University's policy on the process of submission and sets out the penalties associated with late submission. Updates were also made to the Policy in February 2019 for implementation from September 2019.

2. As noted in paragraph 4.5 of the Policy, there is a standard University penalty for all work that is submitted late. This must be used by Schools in relation to large pieces of work (e.g. dissertations/projects)¹. It is also the default penalty for all other pieces of work, unless alternative arrangements are agreed by the relevant Faculty. Schools are required to make a case to their Faculty for any exceptions to the standard penalty and, if agreed, any variation must be made clear on each piece of assessment. Faculties should review any variations annually.

1 Large pieces of work, for this purpose, are defined as being single pieces of assessed work carrying a credit weighting of 30 credits or more.

2 Examples may include assessments that are marked as pass/fail rather than being awarded a specific mark; multiple choice questions; discussion boards and student presentations in seminars, etc., i.e. cases where assessment is instant and cannot be revisited later.

3. Paragraph 4.8 of the Policy states that Schools must implement a sliding scale to penalise work submitted late, with paragraph 4.9 confirming that the mark awarded for such work will reduce by 10% of the maximum amount available per 24 hours. In exceptional circumstances and for sound pedagogic reasons², a Unit Lead may decide not to accept late submission of assessed summative work. These circumstances must be approved by the School and be detailed within Unit Specifications, and the rationale and consequences must also be clearly articulated in Assignment briefs (see paragraph 4.10 in the Policy on Submission of Work for Summative Assessment).

4. The following guidance is provided for Schools to assist in their implementation of these aspects of the Policy. Reference should also be made to the Undergraduate and Postgraduate Degree Regulations, which provide more information in relation to assessment and progression, including compensation and referrals.

B. Guidance

5. Definition of late submission

Any work that has been submitted after a deadline has passed is classed as late except in cases where an extension has already been agreed. There should be no discretionary periods or periods of grace. A student who submits work at 1 second past a deadline or later will therefore be subject to a penalty for late submission.

This guidance relates to first attempts only. Students who submit referral assignments after the deadline will be automatically subject to a mark of zero. There should be no sliding scale in operations for resits/referrals. There are no further resit opportunities for referred assignments that are submitted late.

6. Timing of penalties for late submission

No calculations should be made for part-days. Any work submitted *at any time* within the first 24 hours following the published submission deadline will receive a penalty of 10% of the maximum amount of marks available. Any work submitted at any time between 24 hours and up to 48 hours late will receive a deduction of 20% of the marks available, and so on, at the rate of an additional 10% of available marks deducted per 24 hours, until the assignment is submitted or no marks remain.

The Policy relates to 24 hours/*calendar days*, so includes weekends and weekdays. If an assessment deadline is at noon on a Friday and the student submits it just before noon on the following Monday, their penalty would be a 30% mark deduction, based on being late by three days/72 hours. Schools are therefore advised to consider the implications of deadlines (particularly for hard copy submissions) and are encouraged to avoid deadlines on a Friday. Schools must make it clear to students that submission dates and times are in UK local time and it is the responsibility of students to ensure that they check the relevant time zone. (This may be of particular relevance to distance learning students).

Should Schools require both online and hard copy submission of an assignment, the late submission penalty would apply to the piece of work with the earliest submission date.

7. Consideration of the nature of assessment

In cases where a piece of work does not represent an entire assessment or unit, the penalty applies to the *individual piece of work*, not the total assessment or unit.

If a piece of work is not marked out of 100, the deduction per day is proportional to that for work marked out of 100. For example, for a piece of work marked out of 60, the deduction would be 6 marks per day/24 hours. The reduction is therefore 10% of the *total assessment value*, rather than 10% of the mark awarded.

8. Professionally accredited programmes

The requirements of Professional and Statutory Bodies can take precedence over the requirements of the Policy. Therefore, PSRB accredited programmes which have a deadline/time related Intended Learning Outcome (ILO), for example related to professionalism, are permitted to apply a zero tolerance approach and issue a penalty of zero marks for late submission.

Conversely, in areas where students need a mark/credit for PSRB purposes, they should still be given a mark for work submitted late, if that is a PSRB requirement.

9. Procedure for the handling of cases where a student receives a pass mark for an assignment (including dissertations) but then fails the assignment due to the deduction of marks as a penalty of late submission

Students whose assignment mark falls **below a pass** as a result of a late penalty should **not** be asked to resubmit the assignment; instead, the original assignment will be used in lieu of a referral, and normal resit/referral procedures will apply. If a student's original mark before the application of the penalty **was a pass**, the mark recorded will not fall below the minimum compensatable pass mark for the programme.

10. Procedure for the handling of cases where a student's original mark was in the compensation zone before the deduction of marks as a penalty of late submission

Students whose assignment mark was in the compensation zone should **not** be asked to resubmit the assignment; instead normal compensation procedures will apply.

11. Work submitted more than 10 calendar days (240 hours) late

If work is submitted more than 10 calendar days late, this is considered as a non-submission and the student is deemed to have failed the assignment, in which case, normal rules for failing an assignment would apply.

12. Providing feedback in relation to work submitted late

Work submitted within 10 calendar days of the deadline should be marked and feedback provided; the feedback should reflect the mark achieved before the penalty was imposed. If a student submits work more than 10 calendar days late, there is not a requirement for the work to be marked or feedback provided. However, Schools may choose to mark and provide feedback.

C. Communications to students

13. Schools should ensure that they make clear to students the deadlines for submission of work and how the students are expected to submit (i.e. the format – online or hard copy, etc.) Students should be advised via the handbook of the penalties that will be applied if they submit late. Students should be advised of the specific penalties applicable to pieces of work/assignments, making it clear that, unless there are approved mitigating circumstances or an extension has already been granted, or there are other agreed pedagogic reasons for not applying a penalty for late submission to a particular assessment, penalties will be applied for any work submitted after the deadline.

14. Students should also be advised that if they submit referred assignments late, a mark of zero will automatically be given.

The mark awarded will be reduced by 10 marks per day for 5 days (including weekends), after which a mark of zero will be awarded for any assessed essays submitted after the specified submission date, unless the SoSS UG Office grants the student an extension. Please note a "day" is 24 hours, i.e. the clock starts ticking as soon as the submission deadline has passed. Important:

Submitted work counting for less than 15% of the overall mark will get a mark of 0 if it is submitted late. Please note that mitigating circumstances procedures would still apply and that these rules do not apply for marks given for participation and attendance.

You can find out about assessed coursework submission for Criminology courses here: Criminology enquiries may be directed to the Teaching Support Office, room 3.05, Williamson Building. Email: LawUGOffice@manchester.ac.uk or Tel. 0161 306 1260.

Remember it is your responsibility to check assessed coursework submission arrangements.

d. Dissertations

Every BA Social Sciences student must present a dissertation in the Final Year of the course. You must do a dissertation in one of your pathway subjects. Or if you are on a single area pathway you must do a dissertation in that pathway. There are various ways in which this can be done, please refer to the Third Year section of the programme structure for further information. You will also need to refer to the appropriate course guide.

Ethics approval

As part of your dissertation proposal you are expected to provide a discussion of the ethics of the research that you intend to conduct. Before carrying out any research involving human participants you must complete an ethics form and have it approved.

e. Academic Malpractice

The University takes a very severe line on Academic Malpractice, which can take a variety of forms, including exam cheating, plagiarism and collusion. Some students appear to be either unclear or completely unaware of the concept of plagiarism, which is a common form of Academic Malpractice. The University of Manchester defines plagiarism as:

“Presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement”.

Plagiarism includes:

- Using quotations without acknowledging their origin;
- Paraphrasing another author’s work without providing a reference;
- Including a reference in the bibliography without noting where you have used it in the text;
- Submitting someone else’s work as your own.

It can also include submitting the same piece of work (self-plagiarism), or parts thereof, for assessment on more than one occasion.

The University uses Turnitin software for the collection of coursework, as do many other educational institutions and students have been caught submitting either their own work or the work of others within or between different institutions. When a piece of work is submitted, Turnitin generates an originality report. The report gives a guide to where the

student has taken text from, and the piece of work is marked up to show where the alleged malpractice has taken place.

Penalties for academic malpractice can range from a reduction in marks to the expulsion from the University. It is therefore very important that all students make sure that they understand what constitutes academic malpractice and how to avoid it. A good place to start is to work through this interactive Power Point presentation, entitled "Don't Cheat Yourself".

<http://www.library.manchester.ac.uk/academicsupport/plagiarism/>

Next, you should make sure that you know how to reference work correctly. The School of Social Sciences and the School of Law use a variety of different methods of referencing, it is your responsibility to look at the appropriate study guide/part 2 guide for the given discipline or consult with the lecturer to find out what is acceptable.

Thirdly, do not procrastinate! You should make sure that you have effective time-management skills in place. A high proportion of students who resort to plagiarism and collusion do so because they have not given themselves time to produce the work legitimately and to hand it in by the deadline.

There is a Study Skills Website with lots of useful information:

<http://www.library.manchester.ac.uk/services-and-support/students/support-for-your-studies/my-learning-essentials/workshops-and-online-resources/>

This has links to:

- Avoiding procrastination
- An Introduction to Referencing and Avoiding Plagiarism
- Effective Time Management and Avoiding Procrastination

Essay-writing workshops are offered to all of our students during the course of their time at Manchester, either as part of study skills courses, or as one-off sessions. Students are encouraged to attend any study skills workshops that are offered, in order to improve and fine-tune their essay-writing skills.

In the past year, a number of students in the School of Social Sciences have compromised their final degree classifications, or even failed to get a degree at all because of either plagiarism or exam cheating. Watch the PowerPoint above and know the rules.

DON'T CHEAT YOURSELF OUT OF A DEGREE!

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.

Policy on Submission of Work for Summative Assessment on Taught Programmes

CONTENTS

1. Introduction
2. Scope
3. Main Principles
4. The Policy
 - Extending deadlines/Disability Advisory Services (DASS) automatic extensions
 - Penalty for late submission
 - Penalty for going over length
 - Plagiarism detection

1. Introduction

1.1 The purpose of this Policy is to provide transparency in relation to the submission of summative assessment and the way the details are articulated to students. It also sets out the responsibilities of Schools regarding penalties for work that is submitted late or exceeds the prescribed length.

2. Scope

2.1 This Policy refers to all undergraduate and postgraduate coursework submitted for summative assessment on taught programmes. Summative assessment is defined, for the purposes of this policy, as that which contributes to the final unit mark.

2.2 The Policy does not apply to purely formative assessment. The Policy also does not apply to assessment that students must attend to complete, such as practical tests, written examinations or work which is marked in the presence of students as part of a continuous assessment model.

3. Main Principles 3.1 The purpose of this Policy is to ensure that the arrangements and procedures for the submission of work for summative assessment are equitable and transparent.

4. The Policy

4.1 Schools must publish School level procedures for submission of work for summative assessment, and Faculties will be responsible for ensuring that these are appropriate across the Faculty and in accordance with this policy.

4.2 Schools must publish deadlines for the submission of all coursework at the beginning of each semester. Students are responsible for managing their time in order to meet published deadlines; multiple deadlines close together are not grounds for mitigation.

Extending deadlines/Disability Advisory and Support Services (DASS) automatic extensions

4.3 Deadlines may be extended in accordance with the Policy on Mitigating Circumstances.

4.4 Arrangements for automatic extensions for students registered with the Disability Advisory and Support Service (DASS) must be adhered to (please see 'Guidance for Automatic Extensions for Disability Advisory and Support Service (DASS) students').

Penalty for late submission

4.5 There is a standard penalty for all work that is submitted late. This must be used by Schools in relation to large pieces of work (e.g. dissertations/projects)¹. It is also the default penalty for all other pieces of work, unless alternative arrangements are agreed by the relevant Faculty. Schools are required to make a case to their Faculty for any exceptions to the standard penalty and, if agreed, any variation must be made clear on each piece of assessment. Faculties should review any variations annually.

4.6 Details about the standard penalties (or any Faculty agreed variations) should be publicised to students at the start of each semester.

¹ Large pieces of work, for this purpose, are defined as being single pieces of assessed work carrying a credit weighting of 30 credits or more.

4.7 The standard penalty relates to first attempts only. Students who submit referral assignments after the deadline will be automatically subject to a mark of zero. There are no further resit opportunities for referred assignments that are submitted late, unless there is approved mitigation.

4.8 Schools must implement the standard penalty of a sliding scale to penalise late submission; work submitted after the deadline will be marked but the mark awarded will reduce progressively for each day, or part thereof, by which the work is late.

4.9 The mark awarded will reduce by 10% of the maximum amount available per 24 hours (e.g. if the work is marked out of 100, this means a deduction of 10 marks per 24 hours late. If the work is marked out of 20, the deduction would be 2 marks each 24 hours late.) The penalty applies as soon as an assignment is late; a 10% deduction would be issued if an assignment is submitted immediately after the deadline, and the work would continue to attract further penalties for each subsequent 24 hours the work was late, until the assignment is submitted or no marks remain.

4.10 In exceptional circumstances and for sound pedagogic reasons, a Unit Lead may decide not to accept late submission of assessed summative work. These circumstances must be approved by the Faculty and be detailed within Unit Specifications. The rationale and consequences must also be clearly articulated in assignment briefs.

4.11 Further information and guidance about the application of late submission penalties can be found in the Guidance on Late Submission.

Penalty for going over length

4.12 Schools must have appropriate procedures in place for dealing with work exceeding the required length and must publicise it to students at the start of each semester.

4.13 Penalties for going over length should meet the overarching principles of this policy, being equitable and transparent.

Plagiarism detection

4.14 Where appropriate, summative assessed written work, including dissertations and projects, should be submitted online and subjected to plagiarism detection software.

4.15 Schools must ensure students are aware that plagiarism detection software is used and must be directed to information, advice and guidance on academic writing, avoiding plagiarism and the penalties arising from academic misconduct.

4.16 Staff and students can find information on academic malpractice and plagiarism, including procedures for handling cases of suspected plagiarism, on the TLSO website at: <http://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/process-of-assessment/academic-malpractice/>

f. Marking Criteria

The School of Social Sciences uses a wide variety of assessment methods on its courses, but students should be aware that all assessments are marked according to a specific marking criteria. The marking criteria is available on the below link:

<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/assessments/>

Each discipline will mark according to what it feels are important features in your work.

If you are studying course units within the discipline areas listed below you need to refer to their Study Guide, also known as Part 2 Guides in some instances. There will also be links to these study guides in course outlines and on individual Blackboard sites.

PHILOSOPHY STUDY GUIDE (scroll down to Undergraduate Study Guides):

<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/course-information/philosophy/>

POLITICS PART 2 GUIDE (scroll down to Undergraduate Study Guides):

<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/course-information/politics/>

SOCIOLOGY PART 2 GUIDE (scroll down to Sociology):

<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/course-information/sociology/>

Please refer to this link for the CRIMINOLOGY marking criteria (scroll down to essay marking and criteria and Examination Guide for UG students):

<http://www.law.manchester.ac.uk/student-intranet/>

g. Undergraduate Degree Regulations

An Introduction to Undergraduate Degree Regulations for Students September 2020

The full Undergraduate Degree Regulations for September 2020 entrants, can be found at: <http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/course-information/bass/>

Undergraduate degrees at the University of Manchester are based on the National Framework for Higher Education Qualifications (FHEQ). This framework requires students to achieve credit at every level of the award. For a standard undergraduate programme this will normally mean passing 120 credits in each of your three years of study.

The University sets standards relating to your performance on every unit but also on your progression from one year to the next. Your programme will set out the requirements for passing the credit on individual units; however, the University requires that you pass all 120 credits in order to progress to the next year of an undergraduate degree programme.

BA Social Sciences – First examination

To pass the first examination as a whole the student must achieve

- i. Passes in 120 first year credits, the pass mark being 40%

OR

- ii. Passes in 80-100 credits, with a minimum mark of 30% in the remaining credits.

What happens if I fail some units?

The first thing to do is sit down with someone in the School who will take you through your options. The regulations require you to pass a minimum of 40 credits at the first attempt in each year. If you don't manage this the Exam Board will make a decision on whether you will be permitted to repeat the year. Remember, you may be able to repeat the year *once* during your time as an undergraduate student (subject to conditions being met).

If you pass a minimum of 40 credits but have failed to meet the expected standard in up to 80 of the remaining credits, you will be able to have one more try at the assessment. This is known as 'referred assessment' and these assessments will normally take place over the summer period. The pass mark for undergraduate degrees is 40%. Referred assessment will be capped at 30% and this is the mark that will be shown on a transcript of results, as 30R

for referred assessment that has been passed. Remember that you may be able to resit up to 80 credits per year.

What happens if I fail my resits?

Upon taking the referred assessment, if you fail to achieve 120 credits the examination board will make a decision with regard to your progression. The possible options available may include carrying forward a maximum of 20 credits into a subsequent year (if you have passed 100 credits) in order to retake these units in attendance; repeating the year; or the award of an exit award once you've exhausted all the opportunities to retrieve failed assessment.

Referrals may also be compensated; so if you manage to achieve a mark at resit of 30-39%, this may be compensated providing you haven't already used your quota of 40 credits in each year. Compensated referrals will be capped at 30R and this is the mark that will show on your transcript.

How is my degree calculated?

To be considered for a Bachelors degree with honours a student must have achieved 120 credits in each year of a three-year programme, totalling 360 credits. The year must be passed in one of the two methods above.

Bachelors degree classification is decided using weighted total points for three year degrees using the following weightings: Year 1: 0.0; Year 2: 0.33; Year 3: 0.67.

Disputes regarding examination results

When your examination results are published at the end of the year you will receive details of the marks you were awarded in each course unit. We can assure you that considerable care is taken in assembling, checking and double-checking marks and determining results.

You should also be aware that examination scripts are marked in an anonymous process and that external examiners (senior academics from other Universities) are fully involved in resolving divergences and determining marks which have a critical effect on the classification of your final degree, or establishing whether you pass or fail overall. You can again be assured that the greatest care is taken in checking and discussing 'marginal' or borderline results. The separate assessment of work by two internal examiners (double marking) or the independent scrutiny of a sample of scripts by a second internal examiner (moderation) may be undertaken in various ways. The University Undergraduate Standards and Quality Committee recognises alternative models of double marking and moderation, and each School must select the model that is most appropriate to assessment in its subject and apply the model accordingly.

Review of Decisions of Boards of Examiners

It must be emphasised that there is no right of 'appeal' simply on the grounds that you are dissatisfied with a particular mark. Ultimately you must accept that the decisions of examiners are final and not negotiable: **the Charter of the University precludes questioning the academic judgement of examiners.**

If, after careful checking, you believe that the examination criteria set out above have been incorrectly applied to your marks, you should notify the School Undergraduate Office immediately. If you are still dissatisfied, you can make a formal request for a review by submitting an application in writing with supporting evidence to the Academic Registrar of the University as soon as possible, and not later than one month after the publication of your examination results. The Academic Registrar will then decide whether sufficient grounds for a review are established – if so, the review will take place as soon as is reasonably practical. Do not appeal to the School directly.

Appeals against Exclusion

If you are excluded from your programme on the basis of your results or refused a certificate of satisfactory work and attendance, you may appeal. The relevant university procedures are on the web at:

<http://documents.manchester.ac.uk/display.aspx?DocID=1872>

Sources of Advice

Before taking action under the university's formal procedures, you may like to seek advice either within or outside the School. You may speak with the administrative staff, particularly Rabia Nawaz; or Amanda Brereton, Undergraduate Manager.

Additionally you can obtain help from the Student Union Advice Centre. Phone 0161 275 2930 or visit :

<http://manchesterstudentsunion.com/advice/service>

MALPRACTICE IN EXAMINATIONS

Malpractice (cheating) in examinations (or other assessments) is very serious. All official University examinations are conducted according to clear regulations regarding behaviour. Serious breaches of examination regulations may involve a student in an appearance before the University's Disciplinary Committee. This committee has very wide disciplinary powers ranging from the issuing of an official warning to ordering a student's exclusion from the University. Almost as serious as the latter is the cancelling of an examination with the award of a zero mark; such action usually involves denying a resit examination.

For full details, see:

<http://documents.manchester.ac.uk/display.aspx?DocID=2870>

STUDENT DISCIPLINE PROCEDURES

If you are caught cheating, including in cases of plagiarism, you will be dealt with under the University's disciplinary procedures which are on the web at:

<http://www.campus.manchester.ac.uk/ssc/sscforms/pdfdocuments/regulationxvii/thefile,19769,en.pdf>

h. Information regarding 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.

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.

The External Examiner for this programme is Dr Angels Trias-i-Valls

Name of Institution: Regent's University London

Position at current Institution: Senior Lecturer

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).

i. Dates of Semesters and Examinations

<i>*Due to the coronavirus pandemic, we're staggering our first semester for students.</i>	
New undergraduate and foundation year students	
University welcome and induction programme	21 September 2020
School and programme induction activities	28 September 2020
Semester 1 teaching starts	5 October 2020
Christmas break starts	21 December 2020
Christmas break ends	11 January 2021
Revision period	11–17 January 2021
Semester 1 exams	18–29 January 2021
Semester 1 ends	31 January 2021
Break	1–7 February 2021
Semester 2 starts	8 February 2021
Easter break starts	29 March 2021
Easter break ends	12 April 2021
Semester 2 exams	19 May–9 June 2021
Semester 2 ends	11 June 2021



COURSEWORK HAND-IN

Details of hand-in dates for assessed work will be available on individual course outlines on Blackboard.

When handing in assessed essays and dissertations students will be required to submit their work through Turnitin. Where this is the case, the information will be relayed to you through the course's Blackboard site. If the instructions for handing-in your work is given to you via Blackboard, please ensure that you read the instructions carefully; dissertations tend to be the only assessments that also require a hard copy to be submitted.

Please note that late submission of assessed work, without Mitigating Circumstances, is penalised:

See the below link:

<http://documents.manchester.ac.uk/display.aspx?DocID=24561>

It is your responsibility to check the submission arrangements for every course unit you take.

You can find out about assessed coursework submission for Criminology courses here: Criminology enquiries may be directed to the Teaching Support Office, room 3.05, Williamson Building. Email: tlseo.law@manchester.ac.uk or Tel. 0161 306 1260.

TIMETABLES FOR FORMAL EXAMINATIONS - EXAMINATION TIMETABLES ARE PROVIDED BY THE UNIVERSITY'S EXAMINATIONS OFFICE. STUDENTS WILL BE NOTIFIED OF THEIR PERSONAL TIMETABLE AS SOON AS IT IS AVAILABLE - USUALLY ABOUT A MONTH BEFORE THE EXAMINATIONS TAKE PLACE. ADMINISTRATIVE STAFF RECEIVE THIS INFORMATION AT THE SAME TIME AS THE STUDENTS.

The examination schedule has been produced using dedicated software for which the overarching factor is the production of a timetable with no, or as few as possible student clashes. Whilst attempts are made to ensure that you have a spread of examination dates throughout the examination period, in many cases this is not possible given the institutional constraints on the numbers of examination venues that are available, the number of examinations that are scheduled to take place and the options available to students on any particular programme of study. You should expect therefore to have examinations on two or more consecutive days and, potentially, have more than one examination within a single day.

3. UNIVERSITY, FACULTY AND SCHOOL

a. The University of Manchester

The University of Manchester was created on 1st October 2004 by bringing together the Victoria University of Manchester and UMIST - two of Britain's most distinguished universities - to create a powerful new force in British Higher Education.

Manchester has a long tradition of excellence in Higher Education. UMIST can trace its roots back to 1824 and the formation of the Manchester Mechanics' Institute, whilst The Victoria University of Manchester was founded as Owen's College in 1851. After 100 years of working together, these two great institutions formally combined to form a single university in 2004.

b. 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.

Being at university is not all about what you will learn in the classroom. Our courses and the wider university give you 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 2020

c. What is the Faculty of Humanities and how is it run?

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 the Faculty's Staff Student Liaison Group (SSLG) which meets a minimum of twice a year. These meetings provide a forum for students, who are elected as Student Representatives within their School/discipline, to:

- discuss overarching issues of concern with senior members of staff from different areas of the University in an open manner;

- engage constructively with senior staff to identify those areas where there is scope for improvement, bringing forward ideas and suggestions;
- identify and share good practice;
- respond to items brought forward by members of staff.

The Faculty also occasionally holds consultation groups with students to find out what is being done well across the Faculty and what you feel could be done to improve your experience as a student.

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.

d. What can the Faculty do for you?

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 the Faculty's Staff Student Liaison Group (SSLG) which meets a minimum of twice a year. These meetings provide a forum for students, who are elected as Student Representatives within their School/discipline, to:

- discuss overarching issues of concern with members of staff from different areas of the University in an open manner;
- engage constructively with staff to identify those areas where there is scope for improvement, bringing forward ideas and suggestions;
- identify and share good practice;
- respond to items brought forward by members of staff.

The Faculty also occasionally holds consultation groups with students to find out what is being done well across the Faculty and what you feel could be done to improve your experience as a student.

The focus of your involvement as a student is likely, however, to be the disciplinary grouping, ie 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, eg breach of regulations, appeals or disciplinary matters eg malpractice. Otherwise it is entirely possible to complete a course of study without ever interacting directly with the Faculty.

The Faculty has a role in considering issues, such as an academic appeal or complaint, which cannot be resolved with an appropriate member of staff in your School.

The relevant Regulations/Policies and forms can be found at:

<http://documents.manchester.ac.uk/studentrelatedlist.aspx>

and the completed forms should be submitted to: humsacm@manchester.ac.uk

e. Faculty role in Academic Appeals, Conduct and Discipline of Students and Student Complaints

University regulations allow for students to appeal against a number of decisions that may affect their academic progression. There are also regulations governing student misconduct and procedures for complaints from students. These regulations and procedures can be found in full on the University website

<http://documents.manchester.ac.uk/studentrelatedlist.aspx> .

The regulations XVII, XVIII and XIX approved in June 2004 apply to all students with effect from October 2005. The following paragraphs describe how these matters will be handled by the Faculty.

Academic Appeals

Academic Appeals are a way of asking the University to review a recent decision taken by an Examination Board or equivalent body, which affects a student's progress or status (e.g. where a student is expelled or excluded from the University, or transferred to a programme for a lower qualification). However, appeals cannot be made simply on the basis of disagreeing with a mark, or as a challenge to academic judgement. They must instead be based on one of the grounds for appeal detailed in Regulation XIX Academic Appeals.

Conduct and Disciplinary Matters

University General Regulation XVII defines types of behaviour which may lead to disciplinary action being taken against students who are in breach of the regulation. Misconduct can be defined as the improper interference, in the broadest sense, with the proper functioning or activities of the University or of those who work and study in the University, or action which otherwise damages the University or its reputation. The most common form of disciplinary action is in respect of academic malpractice e.g. plagiarism, collusion or other forms of cheating. The Regulation on Conduct and Discipline of Students does not cover action against students following failure in examinations or failure to meet other academic requirements. Any student found guilty of misconduct has the right of appeal both against the finding itself, and any penalty imposed, provided that there is: evidence of procedural irregularity on the part of the University; availability of new evidence which could not reasonably have been expected to be presented at the original hearing; or the

disproportionate nature of the penalty. Any enquiries about issues relating to student misconduct in the Faculty of Humanities should be referred to Student Appeals Complaints Coordinator in the Faculty of Humanities Office (telephone: 0161 306 1119, email: damien.tolan@manchester.ac.uk).

Student Complaints

As part of its commitment to ensuring the standard and quality of its programmes of study, services, and facilities, the University has an established Procedure to deal with complaints from students. Complaints provide useful feedback information and, where appropriate, will be used to improve services and facilities. If you have a complaint to make, you should raise it directly with the staff concerned at the earliest opportunity, as matters that are dealt with informally at an early stage have the best chance of being resolved effectively. Formal complaints 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 on reporting a complaint of this nature see: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=2755>

Examination Timetable

The examination schedule has been produced using dedicated software for which the overarching factor is the production of a timetable with no, or as few as possible student clashes. Whilst attempts are made to ensure that you have a spread of examination dates throughout the examination period, in many cases this is not possible given the institutional constraints on the numbers of examination venues that are available, the number of examinations that are scheduled to take place and the options available to students on any particular programme of study. You should expect therefore to have examinations on two or more consecutive days and, potentially, have more than one examination within a single day.

Health & Safety

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.

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.

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.

4. STUDENT SUPPORT

If something is affecting your well being, whether it is personal, medical, financial or social, talking to someone may help. Don't sit in your room and worry about things; getting further behind with your work. If something is upsetting you, then it's not trivial! Come and see us.

It is vital that problems get sorted out as early as possible. Many students have problems. The important thing is that we are aware of them and that the student does not isolate him/herself. There are many counselling and other services available of which the student

may not be aware. It is often advisable to contact someone from BASS in the first instance (your Academic Advisor or Rabia Nawaz), but there are also specialist services listed below.

a. Ill-Health

It is a requirement of your registration with the University of Manchester that you register with a local general practitioner. A list of GP practices can be obtained from the Student Health Centre, any University hall of residence or a local Pharmacy. According to guidance issued by the General Medical Council it would not be regarded as good practice for a family member to be the registered GP or to offer treatment except in the case of an emergency.

You should always consult your GP (or for emergencies the Accident and Emergency Department of a hospital) if your illness is severe, if it persists or if you are in any doubt about your health. You should also consult your GP if illness keeps you absent from the University for more than 7 days including weekends. If you do consult a GP and they consider that you are not fit for attendance at the University, then you should obtain a note from the doctor to that effect or ask them to complete Part III of the University form 'Certification of Student Ill Health' copies of which are available at local GP surgeries, in halls of residence, and from the stands on the ground floor of the Arthur Lewis Building. Completed Certificates should be handed in at the Social Sciences Reception on the Ground Floor of the Arthur Lewis Building.

If your condition is not sufficiently serious to cause you to seek medical help, then the University will not require you to supply a doctor's medical certificate unless you are absent from the University due to illness for more than 7 days (in which case see b. above). You **must** however contact the office as soon as possible and self-certify your illness (that is complete and sign the "Certification of Student Ill Health" form to state that you have been ill). You should do this if your illness means you are absent from the University for any period up to 7 days (see d.i) or if you are able to attend the University but your illness is affecting your studies (see d. ii and iii).

The following sub-paragraphs explain what you should do if illness affects attendance at compulsory classes or if you consider that your performance in your studies/examinations has been impaired.

1. If you are unwell and feel unable to attend the University to take a compulsory class, assessment or examination then you **must** seek advice by contacting the office immediately, in person, through a friend or family member, by telephone or by email. This is to ensure that you understand the implications of being absent and the consequences for your academic progress, which might be quite serious. **You must do this as soon as possible so that all options can be considered and certainly no later than the day of your compulsory class, assessment or examination.** If you do not do this then you will normally be considered have been absent from the class without good reason, or to have taken the assessment or examination in which case you will be given a mark of zero. You **must** hand in a "Certification of Student Ill Health" form on your return.
2. You may be unwell but are able to proceed with an assessment or examination and yet you feel that your performance will have been impaired. If you wish this to be taken into account as an extenuating circumstance, you **must** inform Rabia Nawaz about this on or before the day of the assessment or examination and hand in to the office a

doctors note or completed "Certification of Student Ill Health" form and also a Mitigating Circumstances Form. They can also be accessed online at: <http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/help-and-support/mitigating-circumstances/> . If you leave this until later it will not normally be possible to take your illness into account when assessing your performance.

3. If, as a consequence of your illness, you wish to seek an extension to a deadline for submitting assessed coursework, you **must** complete a "Certification of Student Ill Health" form and a Mitigating Circumstances form, and they must be handed in at the Social Sciences Reception on the Ground Floor of the Arthur Lewis Building, for the attention of Rabia Nawaz. The application for an extension **must** be made BEFORE the deadline and not retrospectively, except in exceptional cases. An extension is not an automatic right, and requests may be refused. Grounds for mitigation are set out on the Mitigating Circumstances form.
4. You may be under occasional and ongoing medical attention that affects your studies. If so, you should obtain a letter from your physician which should be given in at the office before the end of the January, May/June or August/September examination period, as appropriate, if you wish your condition to be taken into account as an extenuating circumstance.

Cases of ill health will be treated sympathetically. If you have a long-standing problem, then you should speak to your Academic Advisor, the Programme Director, or Rabia Nawaz (in confidence) as soon as possible, especially if your condition is likely to result in disruption of your studies. The University Disability Support Office should also be made aware as they may be able to offer support.

1. Certification of Student Ill Health forms can be found online at: <http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/help-and-support/mitigating-circumstances/> , or from outside the Social Sciences Reception.
2. Your Discipline Area will give you guidance on the effect of any absence from your studies or if you consider your illness has affected your studies. If you have repeated episodes of ill health, which is affecting your studies, you may be referred to the Student Health Centre.
3. If you are found to have been deceitful or dishonest in completing the Certification of Student Ill Health form you could be liable to disciplinary action under the University's General Regulation XX: Conduct and Discipline of Students:

<http://documents.manchester.ac.uk/display.aspx?DocID=6530>
4. The use of the "Certification of Student Ill Health" forms by GPs as described above has been agreed by the Manchester Local Medical Committee. A GP may make a charge for completing the form.

b. Mitigating Circumstances

Details of the University's Mitigating Circumstances Policy:

<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/help-and-support/mitigating-circumstances/>

Please note that the School adheres strictly to the terms of the Policy. Ensure that you are fully conversant with what constitutes “mitigation”.

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.

c. Temporary suspension of study or withdrawal from the programme

We sincerely hope that it will not happen but if exceptional personal circumstances lead to you becoming considerably behind in your work – or you know that this may become likely – one option is to suspend your study for a period of time (usually a year). The criteria for this are quite strict but if you think that it might be an appropriate course of action, you should email Rabia Nawaz, who will arrange for you to meet up with the Programme Director.

Even more exceptionally, students sometimes enrol on a Degree course and then find that it is not what they expected or that they would rather be doing something else. If you feel that your choice of degree or University has been incorrect and wish to withdraw entirely from your programme, or transfer to another degree course in this or another institution of higher education, you should first seek advice from the Programme Director.

In other cases, something in your personal life may be affecting your ability to study or to settle. Many students, after an initial period of homesickness, settle down to enjoy their life at Manchester, despite their earlier misgivings. We know that, for the majority of you, coming to University is the first time you have lived away from home. It can be frightening. However, the University of Manchester has a full range of Student Support and Guidance facilities for students to call upon. If you need to contact any of these facilities, and feel nervous about doing so, come into the office and see Rabia Nawaz, our Student Support and Guidance Advisor. He will contact the relevant service for you, and accompany you if you so wish.

Remember: Don't withdraw from your Degree until you have at least discussed your circumstances and reasons for wishing to withdraw with the Programme Director.

Information for Interrupting Students

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.

Policy on Supporting Health, Fitness and Return to Study

The University has a Policy on Supporting Health, Fitness, and Return to Study, and three corresponding Procedures that support this Policy.

The School will endeavour to support all its students as per the Procedure on Support to Study. This will include pastoral care as outlined elsewhere in this handbook [maybe specify where] and may involve referring or signposting the student to the University-wide specialist services. It may be that a support plan is put in place for students at this stage.

In cases where a student's health, wellbeing, behaviour or conduct are perceived to be of a more serious nature, the School will be able to refer the matter to its Fitness to Study Panel, which is made up of a group of experienced academic and professional services staff, and may include staff from the specialist services where appropriate. The Panel will always attempt to come to decisions that are in the student's best interests, and will do its best to act sensitively and operate with full confidentiality. Please note that students invited to attend a Panel will be expected to engage with it fully.

d. Academic Advisors

All students are allocated an Academic Advisor. Who this is may change from one year to the next and sometimes within a year (if, say, a tutor goes on research leave). However, where possible, we do try to keep you with the same Advisor for your first and second year of study. At the beginning of your first year, you will be invited to a meeting with your Academic Advisor, so that you get to know him/her early on in your academic career, and vice versa. Your Academic Advisor is your first port-of-call for all matters to do with your academic progress. As such, they are available for you to contact if there is anything that is adversely affecting that progress. As you may call upon your Advisor for references, you should make sure that you keep in touch on a regular basis. Typically this means contacting them each semester to let them know your results and to discuss any matters arising from this. You may also like to discuss your course choices with them.

e. Peer Mentoring

There are a number of BASS peer mentors in 2nd and 3rd year who are there to help you settle in to your first year of University. They can help you with any queries you may have from a student perspective. It would be great for you to volunteer to be a peer mentor in order to provide support for incoming BASS students next year. If you are interested there are training courses available for students wishing to be a peer mentor (and this is a great CV enhancement!).

The peer mentor coordinators in 2020-21 are below:

Radu-Constantin Apostol

radu-constantin.apostol@student.manchester.ac.uk

Faheemah Lambat

faheemah.lambat@student.manchester.ac.uk

Jeremy Yue Hin Leung

yue.leung@student.manchester.ac.uk

Polina Sergejeva

polina.sergejeva@student.manchester.ac.uk

Mentoring is not about providing academic support but rather pointing new students in the right direction for this sort of help, i.e. how to contact tutors or course directors. Mentors also provide help for more general areas of university life from campus tours to how to use the library, as well as good places to go out.



f. Student representatives

An effective student representation system is of benefit to all parties involved; it is also of great value in maintaining teaching quality. The individual student representative benefits through increased transferable skills; the wider student body benefits through having systematic input regarding their programmes. Finally the School gains students with a sense of ownership of their education and therefore an increased commitment to their programme.

Student representatives receive a folder from the Students' Union, containing basic information of student representation within the University; professional training in areas such as committee and presentation skills; the opportunity to attend Student Senate, which is a regular gathering of student representatives from around the University; a drop-in advice service. The Students'

Union offers training to all student representatives: the training day for representatives from the School of Social Sciences (date, time and venue to be confirmed).

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.

Student Charter

‘Our Student Charter, developed jointly by the University and the Students’ Union, is an important part of how we establish and maintain clear mutual expectations for the experience of all students: undergraduate, postgraduate taught and postgraduate research. It sets out what we can expect from each other as partners in a learning community. The Charter provides an overview of the Manchester experience and refers to regulations, policies and procedures; it is not a detailed personal agreement or contract’. – Nick Pringle General Secretary Manchester Students' Union 2012-13

See more at: <http://www.studentnet.manchester.ac.uk/enhancing-my-experience/charter/#sthash.qoiGVc6b.dpuf>

g. University Student Support and Guidance

Please see link to student support: www.studentsupport.manchester.ac.uk

The website covers wellbeing, emotional, money and academic issues, and includes contact details for all support services.

Accommodation Office

First Floor
University Place
University Of Manchester
Oxford Road
Manchester M13 9PL

Tel: +44 (0)161 275 2888

Fax: +44 (0)161 275 3213

Email: accommodation@manchester.ac.uk

Web: <http://www.accommodation.manchester.ac.uk/>

The Accommodation Office Opening Hours are:

Monday 9.00am - 5.00pm

Tuesday 9.00am - 5.00pm

Wednesday 9.00am - 5.00pm
Thursday 9.00am - 3.00pm - 4.00pm- 5.00pm (closed between 3pm - 4pm)
Friday 9.00am - 5.00pm

The University of Manchester provides some 9,600 places in some 40 residences for undergraduate and graduate students. Full details appear in the booklet Student Accommodation, obtainable from the Accommodation Office. All applications for places in the student residences are dealt with through the Accommodation Office.

Athletic Union

University of Manchester Union
Oxford Road
Manchester M13 9PR

Web: <http://www.sport.manchester.ac.uk/sport/>

Manchester University's Athletic Union is home to forty-five different clubs varying from the traditional to the unconventional and definitely something for everybody's sporting taste and ability.

Campus Travel

(next to Manchester Academy)
Oxford Road
Manchester
Telephone: 0161 274 3105

Careers Service

Your Future and your Careers Service

From the moment you arrive at University, there are a wealth of opportunities on offer to help you gain experience and find the job that you love.

Employers want to see students who've not only studied an academic course, but who have also taken advantage of the various extra-curricular activities available to them whilst at University. You don't have to have done everything, but there is so much variety that you will find something for you.

Your Careers Service doesn't just talk about life after graduation, they are also there to help you navigate and explore the variety of opportunities open to you during your studies in order to enhance your experience and build your upon your existing CV.

The Careers Service offers a range of activities for UG and PG students from practical help with CVs, applications and preparing for interviews through to helping students decide what they want to do after graduation and help with getting work experience/placements along the way.

By visiting [Careerslink](#), students can access the full menu of events and find part-time jobs, placements, work experience/internships and graduate job opportunities. Careers Consultants from the Careers Service also deliver activity at Faculty and School/Programme level.

Currently, all services have been moved online so students can access the full range of services, including an extensive programme of [webinar workshops](#)/[lunchtime live](#) sessions with employers. Once guidance is received, services will return to on-campus delivery as deemed appropriate.

Whilst you are studying at Manchester, your Careers Service can help you...

- Explore options and ideas with your degree
- Look for part-time or vacation work
- Discover volunteering opportunities
- Gain work experience, placements and internships
- Find out about specific jobs and sectors
- Develop the skills employers look for
- Find graduate jobs and internships
- Create CV and job applications
- Find employer events and careers fairs
- Succeed at interviews and assessment centres
- Find postgraduate study and funding options
- Access mentoring support
- Start your own business....and much more

h. Additional support information

Counselling Service

Crawford House,
Oxford Road, Manchester M13 9QS
Telephone: 0161 275 2864
Fax: 0161 275 2281

Email: counsel.service@manchester.ac.uk

Web: www.manchester.ac.uk/counselling

Opening Hours: Monday-Friday 9.00-5.00 (except public holidays), also limited evening appointments.

The Counselling Service offers confidential, individual counselling to both undergraduate and postgraduate students, and a consultative and advisory service to staff. The seven members of the team have qualifications in counselling and psychotherapy and provide a range of therapeutic responses to all kinds of personal problems. It provides a confidential counselling service for anyone who wants help with personal problems affecting their work or well-being.

Disability Support Office.

2nd Floor of University Place, Block 2

Email: dso@manchester.ac.uk

Telephone: 0161 275 7512/8518 Text 07899 658 790 Minicom 0161 275 2794

Website: www.manchester.ac.uk/disability

The University's Disability Support Office is available to assist students with additional support needs arising from:

- An 'unseen' medical condition
- A physical or sensory disability
- A specific learning difference e.g. dyslexia/dyspraxia etc.
- Mental health difficulties

Staff in the Disability Support Office can:

- Arrange screening appointments for student who suspect that they might be dyslexic
- Advise about the help and support available in the University and assist with applications for funding for support

Harassment

For advice and guidance please contact:

Head of Student Administration Telephone: 0161 275 2071

Student Services Centre Telephone: 0161 275 5000

Students' Union Advice Centre Telephone: 0161 275 2946

The University seeks to create a studying environment which is free of harassment, and which protects the dignity of female and male students irrespective of their sexual orientation, racial or ethnic background, religion or disabled status. It regards sexual, racial or personal harassment as most serious and requires all students to observe its policy in this area.

Personal harassment takes many forms. The defining features are that behaviour is offensive or intimidating to the recipient and would be regarded as harassment by any reasonable person. Examples of sexual, racial and other forms of harassment are outlined in the University Policy Statement on Harassment:

<http://documents.manchester.ac.uk/display.aspx?DocID=2755>

The University has appointed a team of specially-trained academic staff, support staff and students to act as Harassment Advisers. These Advisers will provide confidential guidance and support to individuals regarding matters of harassment. They will have no formal role in relation to grievance or disciplinary matters. Where an alleged case of harassment appears to constitute a criminal act, the aggrieved individual will be advised to contact, with University support, the appropriate agency, e.g. Police, Rape Crisis, etc.

For further information about the University's Policy on Harassment or if you have been a victim of some form of harassment, contact the Head of Student Admin on 0161 275 2071 or the Students' Union Advice Centre on 0161 275 2946.

International Office

Telephone: +44 (0)161 275 2196

Email: international@manchester.ac.uk

The University's Directorate of International Development provides a comprehensive service to all international students who enquire, apply and register for programmes at The University of Manchester. Staff from the Office, along with colleagues from academic Schools, regularly visits countries to promote the University. These visits provide an ideal opportunity for prospective students to discuss their study options face to face.

International Society

William Kay House

327 Oxford Road

Manchester M13 9PG

Telephone: +44 (0) 161 275 4959/7697

Fax: +44 (0) 161 275 7696

Email: Int.Soc@manchester.ac.uk

Web: www.internationalsociety.org.uk

The Society, founded in 1966, is a social, cultural and welfare centre for the many international students in the University. A comprehensive programme of social activities and visits is organised each semester. Overseas students are advised to obtain a copy of the programme on arrival and are welcome to consult the Society for help and advice. British and Overseas students and staff are all equally welcome. Activities are also organised for spouses and families of overseas students.

Manchester Student Homes

manchesterstudenthomes@manchester.ac.uk

Telephone: 0161 275 7680

Visit Student Homes between 9-5, Mon-Fri at:

Manchester Student Homes

Unit 1-3, Ladybarn House

Moseley Road

Fallowfield

Manchester M14 6ND

Manchester Student Homes deals with non-University accommodation available locally and makes information available through its virtual bureau on the Internet. Access their web pages and you can search all current vacancies. With this facility you can fax, e-mail or print your list.

Mediation Service

Web: <http://documents.manchester.ac.uk/display.aspx?DocID=11724>

Mediation can be defined as a method of conflict resolution that brings the disputants together with an objective third party in order to find a solution. It is becoming increasingly popular as an alternative to more lengthy, costly, and adversarial approaches to dispute resolution.

Mediation can help staff or students who are experiencing a disagreement or conflict at work or study by providing a safe environment where people can talk through any issues or concerns they have and jointly agree how they might resolve their differences and move forward.

Mediation is not intended as a substitute for resolving issues through informal discussions. However if this is not possible or the situation is not improving then mediation may be able to help.

A mediation session is:

- **Confidential:** No personal records are kept or passed to Human Resources or Student Support. Participants and mediators both agree not to discuss what takes place during mediation sessions with anyone else without prior consent;
- **Voluntary:** It's your choice if you wish to take part in mediation;
- **Facilitated:** The process is facilitated by an independent trained mediator or a pair of trained mediators;
- **Informal:** Taking part in mediation will not affect your right to raise a formal complaint if you wish to do so;
- **Impartial:** Mediators do not take sides, make decisions or recommendations; the power to make decisions is with the individuals involved.

Nightline

Web: <http://www.nightline.man.ac.uk/>

Telephone: 0161-275-2983/4

From 8pm to 8am seven nights a week during term time.

(If you are short of cash, we can phone you back as long as you are within the '0161' area.)

Nightline is a non-directive, non-judgemental listening and information service run by students for students. If you want the opportunity to talk things through or get something off your chest, they are fully trained and well-prepared for anything you want to throw at them. Or if there's something you need to know, they offer practical, impartial information on virtually everything.

Student Debtline

If you get into financial difficulties, contact your bank before it contacts you. For tips and advice on how to deal with debt, call the Student Debtline on 0800 3281813 which is run by the Consumer Credit Counselling Service. Bankruptcy is the final straw for debt-burdened students. But it should be avoided at all costs, as it could affect your credit rating until you are well into your mid-thirties.

Student Health Centre

182-184 Waterloo Place, Oxford Road, Manchester M13 9PG
Tel: 0161 275 2858

The Student Health Centre for the University provides an accessible occupational health service for all students. A doctor and nursing staff offer advice and support on any health problem affecting studies. The service accepts referrals from academic disciplines, and other welfare services. A wide range of health promotion is offered.

Student Services Centre

Burlington Street
University of Manchester
And
Ground Floor
Staff House
Sackville Street
Telephone: 0161 275 5000
Opening Times: Monday-Thursday 9.00-5.30; Friday 9.00-5.00
Web: <http://www.studentnet.manchester.ac.uk/crucial-guide/>
Email: ssc@manchester.ac.uk

The Student Services Centre can offer all sorts of help and advice about tuition fee assessments or payments, Council Tax, examinations, graduation ceremonies etc. The Centre is located on Burlington Street (campus map reference 57) and is open Monday to Friday, 10am to 4pm. or in Staff House, Sackville Street (campus map reference 13) which is open Monday to Thursday, 10am to 4pm.

Students' Union

Oxford Road, Manchester M13 9PR
Telephone: 0161 275 2930
Fax: 0161 275 2936
Web: <http://manchesterstudentsunion.com/>

The Students' Union is run for students by students. It supports and organises a range of activities including student representation, student societies, shops, bars, entertainment and a welfare advice service. It also produces its own newspaper - Mancunion, and runs a confidential telephone helpline, Nightline. To access advice on a wide range of issues please see the web page address above or ring the telephone number.

Students with Children

For students with children, there are two specially developed centres dedicated to the care of children between 6 months and 5 years of age. These facilities are available to all students with children and all carers are fully trained to the standard required by OFSTED. Due to the high demand for places it is sometimes necessary to operate a waiting list for certain age groups. For more information go to

<http://www.manchester.ac.uk/postgraduate/taughtdegrees/studentlife/maturestudents/>

Other Useful contact numbers, within and outside the University

Alcoholics Anonymous	0161 839 2881
Campus Security	0161 306 9966
Citizens Advice Bureau	08444 111 444
George House Trust (<i>Aids Helpline</i>)	0161 274 4499
Life Line (Drugs Advice)	0161 839 2054
Manchester Brook Advisory Centre (<i>Contraception and abortion advice</i>)	0161 237 3001
Manchester Gay and Lesbian Helpline	0845 330 3030
Manchester Housing Aid	0844 515 1640
Manchester Royal Infirmary A&E	0161 276 4147
National Aids Line	0800 012322
NHS Direct	0845 4647
Rape Crisis Line	0161 273 4500
Samaritans	08457 909090
Victim Support Greater Manchester	0845 456 8800
42 nd Street (support for young people under stress)	0161 228 7321

The University of Manchester web site holds a wealth of useful information. Here are some of the most helpful pages.

There is information for mature students; a lot of this is relevant to application to a university and pre-admission, but there is also some good general advice on issues after admission that are particularly relevant to the issues that mature students face.

<http://www.manchester.ac.uk/undergraduate/maturestudents/>

Each year the University welcomes students from countries worldwide. There is some useful information to found here.

<http://www.manchester.ac.uk/international/>

i. Health and Safety

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 G32 (telephone 275-4567, email: carla.liburd@manchester.ac.uk). There are first aid boxes located at main reception points in all buildings on campus and in some discipline areas. Contact details of first aiders for each building are listed on the green notices located on each floor.

General Health and Safety Issues

If you are concerned about any health and safety matters in any of the buildings you use, please contact Lucy Jones, as above. Copies of the School Health and Safety Policy are displayed on notice boards in both Arthur Lewis and Humanities Bridgeford Street.

Smoking Policy

University of Manchester buildings are non-smoking.

Fire Alarms and Emergency Evacuation Procedures

You will be using many of the university buildings over the course of your programme. You must, therefore, familiarise yourself with the University of Manchester fire alarm procedures and emergency evacuation points by consulting the signs displayed in each building you use.

On no account should you use the lifts in an emergency.

If for any reason you are likely to need help to leave any building in the event of an emergency, you should inform your Programme Administrator.

The fire alarms are tested weekly; check the notices in each building for specific times. **If you hear an alarm at any other time you must leave the building immediately by the nearest exit and on no account use lifts in an emergency.** Once outside you must move as far away from the building as possible so as not to obstruct the emergency services and for your own safety

AND FINALLY.....

j. Your degree and life after graduation

Although graduation may seem a long way off, it really isn't too early to start thinking now about what you want to do when you leave. This is not simply a matter of what degree classification you end up with. After all, whatever your grades, when you apply for a job or a course you will almost certainly be up against others who have the same or better grades. You will need to persuade the employer or institution that there are good reasons to take you rather than them.

Your degree and your career

Very few undergraduates go on to pursue an academic career, but this does not mean that your degree course and your future career bear no relation to each other. Most graduate employers are not looking for subject-specific skills. The overwhelming majority are looking for employees who possess a range of skills that many degrees provide, and a BA Social Sciences degree provides the opportunity to develop many of these skills to a higher level.

Skills that employers are looking for include:

- Analytical and conceptual skills: the ability to assimilate and evaluate complex information. This is a skill you should be improving every time you prepare for a tutorial or write an essay.
- Oral presentation and communication skills: whenever you give a tutorial presentation, or try to express an idea, you are working on these skills.
- Written communication skills: writing essays and exams, and reflecting on the feedback given to you will improve these skills.
- Information handling skills: these improve every time you go to the library looking for essay material armed with what seems like an impossibly long reading list, and come out having managed to extract the information you need without spending a week reading the whole lot.
- Time management skills – the first time you have three essays due on the same day and manage to hand them all in on time without having to stay up all night and without a serious last-minute library book crisis, you can be confident that your time management skills are pretty well developed.
- ICT skills: you will need to acquire basic web, word processing and email skills quickly when you arrive at Manchester. These skills will improve the more you make use of them.

Evidence your referees and potential employers will use

Your overall attitude to your degree programme – not just the grade you end up with when you graduate – has a huge effect on your employment prospects. Here we list the main sources of evidence, apart from your degree classification, which future employers and/or your academic referees will use. Essay assessment forms, tutorial report forms, and work and attendance letters are all kept on your file for consultation by your Programme Director, referees and other members of staff.

- Academic Transcripts: potential employers/postgraduate courses will usually want a copy of your academic transcript. This lists the marks for all the course units you have taken at University – not just the ones that count towards your final degree classification. Your course marks are also available to the University staff whom you ask to be referees.
- Essay feedback: this provides evidence not just of your essay grades and academic ability, but also of your ability to meet deadlines, your written presentation skills, your analytical skills and your information handling skills.

- Work and attendance letters: all letters you receive from the Social Sciences Undergraduate Office concerning unsatisfactory work and attendance are logged in your file, and these too are a source of evidence for referees. A student whose file contains no such letters will get a better reference, as far as commitment and hard work are concerned, than one whose file is stuffed with warning letters.
- Other evidence: staff do, of course, have their personal experience of students that goes beyond what's written down in their files. Your referees will probably know whether or not you are the sort of person who responds quickly to requests, meets deadlines, arrives on time to classes, absorbs information effectively in lectures, and so on. They will use what they know about you when they compose your references.

Asking for references

Your academic advisor will be happy to write a reference for you if you need it for applications for jobs or further study.

It is common courtesy to ask someone to act as a referee for you, rather than simply putting their name down on the application form. This is not only good manners; it is also in your best interest. It will give your referee the opportunity to discuss with you the nature of the job/course applied for, and thus make it possible for them to write a reference that explicitly addresses the kind of information the particular employer/institution will be looking for.

Another reason to ask first is that referees have to be honest! Asking first gives the potential referee the opportunity to say no, if he or she thinks that they cannot honestly write you a reference that will enhance your prospects of success.

Please bear in mind that academic staff are sometimes away from the University for long periods of time, particularly over the summer holiday or when they are on research leave.

Employability

The School of Social Science, in collaboration with the Careers Service, is keen to enhance student employability. Students are encouraged to create and build a careers portfolio from the beginning of the first year and to think about volunteering, internships and work experience in a considered manner. There are formal and informal channels to discuss and plan well for an exciting career path. Students can have general conversations with their Academic Advisors about their CVs and career plans. They are also advised to have one-to-one sessions with Career Advisors in the Careers Service Centre.

In BASS programme, we are organising a careers activity for each year. An introduction to career preparation will be provided for first year students and a more detailed workshop will be organised for second year students. The workshop, catered specifically to BASS students, will focus on CV writing, cover letters and interviews. Make sure to sign up for these sessions when you receive emails about the dates and times.

The University of Manchester Alumni Community

At Manchester we are proud to have the largest global alumni community of any campus-based university in the UK, with many of the 398,000 graduates we are in contact with holding top positions in every imaginable field.

We want to maintain a lifelong connection with our graduates, to share experiences and expertise, to tell them about our events, networking and volunteering opportunities and ensure they hear about alumni-exclusive offers.

Many of our alumni are actively helping to influence and inspire the next generation of Manchester graduates by volunteering their time and expertise. Our alumni volunteers are available to mentor students, participate in careers events, provide internships and placements, and act as hosts for our Global Graduates programme – all to give you the high-quality experience and transferable skills that are vital in ensuring a return on investment into a degree.

Access alumni online

You can access alumni advice on our online professional networking service, the Manchester Network. Including a feature called *Ask Me About*, The Manchester Network, connects students and alumni with 2,500 alumni who want to:

- offer careers advice;
- review CVs and applications;
- or offer work experience, internships and jobs.

Get started by registering for the Manchester Network at network.manchester.ac.uk, going to the *mentoring* tab and searching by interests and profession.

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

Many of our graduates hold positions of seniority in business, academia, politics, industry and the media, including:

Lord Terence Burns
Chairman, OFCOM

Professor Brian Cox OBE
Physicist and Science Communicator

Frances O'Grady
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
BBC News broadcaster

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