

Contents

1. Politics, Philosophy and Economics	3
a. Welcome from your Programme Director	3
b. Our contact Details.....	5
c. Your contact details.....	5
d. Where we are.....	5
e. Studying Politics, Philosophy and Economics	6
f. Programme Structure	7
g. Opportunities to Study Abroad	15
2. Work	16
a. Your commitment: attendance	16
b. Tier 4 Visa Attendance Monitoring Census	17
c. IT Facilities	18
d. Blackboard: course units and enrolments	20
e. The University Of Manchester Library	21
f. The University Language Centre.....	22
g. Study skills and assessed work (including examinations)	24
h. Dissertations and Prizes	28
i. Academic Malpractice	29
j. Marking Criteria	31
k. Undergraduate Degree Regulations.....	33
l. Academic Year 2020-21 Key Dates	36
3. University, Faculty and School	38
a. The University of Manchester.....	38
b. Welcome to the Faculty of Humanities.....	38
c. What is the Faculty and how is it run?.....	38
d. Head of School's Welcome	39
4. Student Support and Welfare	42
a. School of Social Sciences Handbook.....	42
b. Head of Student Support.....	42
c. School Welfare Officers.....	42
d. Academic Advisors.....	42
e. Peer Mentoring.....	42
f. PPE Society	43

g. Interruption to Studies	44
h. Student representation	44
i. Careers Service.....	45
j. Employability	45
k. Stellify.....	45
l. Health and Safety	45
m. Equal opportunities	46
n. Complaints	46
o. Dignity at Work and Study.....	47
p. The Student Charter.....	47
q. Religious Observance	47
r. Your degree and life after graduation.....	47

All information relating to the programme(s) in this handbook is correct at the time of publication and we will use all reasonable endeavours to deliver the programme(s) accordingly. However, it may be necessary to make changes to the programme(s) in particular circumstances (as indicated in Section 5.1 of the Student Terms & Conditions 2020-21), including changes which may need to be implemented in response to the significant challenges presented by the pandemic. Please be assured that the University will act in the best interests of students and will take all reasonable and proportionate steps to mitigate the impact of the pandemic on teaching, learning and assessment.

Students will be notified of any material changes in a timely and effective manner and students are also encouraged to regularly check My Manchester for up to date information relating to COVID-19 which may affect your studies.

1. Politics, Philosophy and Economics

a. Welcome from your Programme Director

Dear PPE Students

Welcome to Manchester and thank you for choosing to study with us and for deciding to study this year in particular. The Covid-19 pandemic has produced unprecedented social disruption, sadly marked by many deaths and illnesses around the world, including here in Manchester.



But the pandemic has also revealed to us the value of collective action; each individual has a part to play in taking precautions to prevent infections while also maintaining social interactions, including the important activity of education. All the University staff have worked incredibly hard over the summer to make this year happen for you. In a rapidly changing context, we aren't going to get everything right, and there will be continuing disruption to teaching and learning, but with your help we can have a successful year.

Staff and students all need to pull together over this time. If there is anything you can see that needs improvement, or there is any way you can help, please do get in touch with me. If there is anything Sarah and I can do for you, don't hesitate to ask.

Also, please keep an eye on the wellbeing of your fellow students. With social interactions drastically reduced, isolation and loneliness will make life more difficult for many. If you haven't heard from someone you know, contact them and check that they are OK. Staying in touch with one another and offering kindness and support can make a real difference, especially to those who are ill or self-isolating.

Attending university is a unique experience that will change your life. It is challenging and requires determined effort but is all the more rewarding for this. I hope to meet as many of you as I can over the coming year, even if that has to be in an online meeting.

By selecting to study Politics, Philosophy and Economics, you have made a choice to study subjects that address the most pressing global problems and will enhance your development as scholars. At The University of Manchester, we value highly intellectual reflection that is matched with a desire to apply scholarly insights to real-world problems. Our PPE graduates go on to make a difference in the world and I know you will do so, too.

This Handbook contains the essential information about the PPE programme, including progression rules, academic standards, and support services. It is important that you read it and refer to it throughout your time at Manchester.

Starting university can be daunting, so do take some time to get to know the campus and the various support services available to you. You can contact me at any time about any matter – send me an email or, for a more general inquiry, post your question on the PPE Slack Group. I am always keen to hear your views on our teaching and operations so I can improve the programme. And you're more than welcome to contact me for a chat about politics any time.

For personal and career support, see your Academic Advisor. If you have questions about registration, module choice and progression, please contact the Programme Administrator (Sarah Baguley). And

you can ask questions of your Peer Mentors about any aspects of university life, as they have been through it all before.

I wish you all the best for your studies.

Dr Nick Turnbull
PPE Programme Director

b. Our contact Details

Programme Director	Dr Nick Turnbull nick.turnbull@manchester.ac.uk	4.024 Arthur Lewis Building
Assistant Programme Director	Dr Edward Manderson edward.manderson@manchester.ac.uk	3.059 Arthur Lewis Building
Programme Administrator	Sarah Baguely sarah.baguley@manchester.ac.uk	G.001 Arthur Lewis Building

Academic Advisor (add your Academic Advisor's details here when s/he is known to you)

Name: _____

Email: _____@manchester.ac.uk

Telephone: _____

The following is a list of officers in the School:

Head of School	Brian Heaphy	4.045 Arthur Lewis Building
Head of School Administration	Ms Alison Wilson	4.046 Arthur Lewis Building
Head of UG Administration	Ms Amanda Brereton	G.001 Arthur Lewis Building

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 during the academic year you must make an online alteration to the Student System. In case we need to contact you urgently, please ensure your phone numbers are up-to-date. We also require a telephone number to contact in an emergency (i.e. your next of kin). If you do not keep your contact details updated, we will not be able to contact you, and you could miss vital information. In particular, make sure that we have your correct mobile number because, in urgent situations like a last minute cancellation of a lecture, we may wish to send you a text. It could save you an unnecessary journey.

The main way we keep in touch with you during term time is via your University email address or through individual course units on Blackboard. It is a requirement that you check your email regularly (at least once a day). It is possible to divert your University email to your personal email address. Remember to clear your inbox regularly because, at the end of the academic year.

It is also essential that you check the on-line timetabling system for details of your timetable and any changes to this. Weekly online timetables are expected to be available from Monday 21st September onwards through My Manchester. You will need to get into the habit of checking this at the start of the week to ensure that you know which lectures and tutorials are scheduled for each week. This is important because some tutorials have non-standard meeting patterns and, occasionally, classes change room part-way through the semester.

d. Where we are

PPE is housed in the Arthur Lewis Building. It is located between the Manchester Museum and the Manchester Business School, and is on the same side of the road as the main University building but

set back from Oxford Road (behind Waterloo Place, which is a row of old terraced houses). The front entrance faces the Bridgeford Street Building. It is largely red brick and glass and is easily recognisable. If you have a campus map, the building number is 36.

The Undergraduate Office is on the ground floor where the undergraduate team of administrators is located. All students should go to the front desk in the first instance with any enquiry. This is where you will find the PPE Programme Administrator. Economics Academic Staff are located on the 3rd Floor, Politics on the 4th Floor, and Philosophy on the 2nd Floor of the Humanities Bridgeford Street Building (directly facing the entrance to the Arthur Lewis Building).



e. Studying Politics, Philosophy and Economics

Programme Aims

The main aims of the BA in Politics, Philosophy and Economics are to:

- Deliver a structured, balanced, yet flexible programme of study, informed by current research, in which students study significant topics, problems and issues in Politics, Philosophy and Economics
- Enhance students' capacity to critically evaluate competing arguments about political events, ideas, and institutions, and develop an understanding of the contested nature of the discipline
- Help students develop the ability to evaluate effectively economic policies and place the study of economics in its broader institutional, social and political context
- Help students develop the ability to evaluate, and think through for themselves, philosophical arguments and positions
- Develop in students an awareness of the contribution of the social sciences to understanding contemporary society
- Develop, in partnership with students' subject-specific knowledge and understanding, intellectual, practical and transferable skills, and thereby prepare students for further academic study and employment

Learning Outcomes

The full set of learning outcomes for the PPE degree are very detailed and are given in Appendix 7. The most important of these are summarised briefly below.

On successful completion of the BA in PPE, students will be able to demonstrate:

- Knowledge and understanding of the conceptual tools necessary for in-depth study of the constituent disciplines
- A broad knowledge and understanding of the subject matter and central issues and debates in the constituent subjects
- Critical capabilities to develop and sustain independent analysis and argument with the constituent disciplines
- The ability to evaluate and make well founded judgements relating to key issues and debates within the constituent disciplines
- The skills necessary to follow a variety of professional careers, or begin postgraduate research and study

f. Programme Structure

The BA in Politics, Philosophy and Economics honours programme consists of course units totalling 120 credit points each year over three years. The 'basic' unit is a single semester course of 10 credits. A full year course will have a 20-credit weight. However, some courses include a full years' work in a single semester so that they are 'short-fat' 20 credit courses.

You must choose your options to have a reasonably even workload over the year. This means that you must take no less than 50 credits and no more than 70 credits in any semester.

The objective of the first year is to provide a broad introduction to the three constituent disciplines. For this reason, you must take 40 credits from each of the subject areas.



In the second year you are also required to take 40 credits from each of the core subjects. There is, however, far more choice than in the first year as your introductory courses will have opened up a wide range of options in the different subject areas from which you can choose.

The regulations governing your course choices are shown in Appendix 4.

There are many ways in which you may seek advice in planning your programme. In particular, please note that subject talks are given by all of the constituent subject areas towards the end of your first year.

Precise optional modules may be subject to change from year to year.

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.

HONOURS DEGREE OF BA POLITICS, PHILOSOPHY AND ECONOMICS

2020-21

First Year

All candidates must take a First Examination in courses totalling 120 credits as follows:

In the first year, students take 40 credits in each discipline area.

CODE	TITLE	CREDITS	PRE/CO-REQUISITES
20 credits of COMPULSORY Politics units: ***			
POLI10702	Introduction to Political Theory	20	
A further 20 credits of optional CORE Politics units from:			
POLI10201 or POLI10202	Introduction to Comparative Politics	20	
POLI10301	Making Sense of Politics	20	
POLI10401	British Politics: Power and the State	20	
POLI10502	Politics of the Global Economy	20	
POLI10601	Introduction to International Politics	20	
20 credits of CORE Philosophy units:			
PHIL10042	Critical Thinking	20	
A further 20 credits of optional CORE Philosophy **** units from:			
PHIL10021	Introduction to Ethics	20	
PHIL10622	Introduction to Metaphysics and Epistemology	20	
PHIL10631	Introduction to Philosophy of Mind	20	
20 credits of COMPULSORY Economics** units from:#			
ECON10221	Microeconomics 1	10	
ECON10252	Macroeconomics 1	10	Co: ECON10221
ECON10171	Microeconomic Analysis 1	10	P: A Level Mathematics *
ECON10181	Macroeconomic Analysis 1	10	Co: ECON10071
20 credits of COMPULSORY Mathematics and Statistics ** units from:			
ECON10061	Introductory Mathematics	10	P: GCSE Mathematics*
SOST10062	Introductory Statistics for Economists	10	Co: ECON10061
ECON10071	Advanced Mathematics	10	P: A Level Mathematics *
ECON10072	Advanced Statistics	10	C: ECON10071

You must balance your politics and philosophy choices so that you have NO MORE THAN 70 CREDITS AND NO LESS THAN 50 CREDITS IN EACH SEMESTER of the course.

* Or equivalent qualification

** Economics and Mathematics courses are pre-determined by the standard reached prior to coming to the University of Manchester. Students must pass these courses WITH A MINIMUM MARK OF 40% in order to progress into the Second Year of the PPE Degree.

*** Students must pass this course WITH A MINIMUM MARK OF 40% in order to progress into the Second Year of the PPE Degree.

**** Students must pass at least 20 credits of Philosophy units WITH A MINIMUM OF 40% in order to progress into the Second Year of the PPE Degree.

Most PPE students will take the Microeconomics 1 and Macroeconomics 1 sequence. However, if they wish to take the more Mathematics focused Microeconomic Analysis and Macroeconomic Analysis sequence, they must gain approval from a member of staff in Economics.

Second Year

All candidates must take a Second Examination in courses totalling 120 credits as follows:

In the second year, students must take at least 20 credits in one discipline area and 40 credits in the two other discipline areas. As an option, students may take up to 20 credits with the University College for Interdisciplinary Learning (UCIL) as a free choice.

In the second year, students must take 40 credits in a discipline as a prerequisite to studying for a dissertation in the same discipline in the final year.

CODE	TITLE	CREDITS	PRE/CO-REQUISITES
20 credits of CORE Economics from:			
ECON20232	Microeconomics 2	10	P: ECON10221
ECON20262	Macroeconomics 2	10	P: ECON10252
ECON20172	Microeconomic Analysis 2	10	P: ECON10171
ECON20182	Macroeconomic Analysis 2	10	P: ECON10181
A further 20 credits of CORE Economics units from: (Optional modules may change)			
ECON20001	Managerial Economics I	20	P: (ECON10221 & ECON10252) or (ECON10171 & ECON10181) & either (ECON10061 & SOST10062) or (ECON10071 & ECON10072)
ECON20110	Econometrics	20	P: ECON10071 & ECON10072
ECON20192	Introduction to Mathematical Economics	10	P: ECON10071 or C: ECON20071 (Advanced Mathematics)
ECON20212	Economic History	10	
ECON20222	Quantitative Methods		(ECON10071 and ECON10072) or (ECON10061 and SOST10062)
ECON20321	Development Economics IIA	10	P: (ECON10221 & ECON10252) or (ECON10171 & ECON10181)
ECON20332	Development Economics IIB	10	P: (ECON10221 & ECON10252) or (ECON10171 & ECON10181)
ECON20431	Economics for Public Policy	10	P: (ECON10171 or ECON10221) and (ECON10181 or ECON10252)
ECON20071	Advanced Mathematics	10	P: ECON10061
ECON20072	Advanced Statistics	10	P: SOST10062 C: ECON20071 (Advanced Mathematics)
SOST20041	Market Research	10	
20 credits of COMPULSORY Politics units from:			
POLI20881	Ideals of Social Justice	20	P: POLI10702
A further 20 credits of CORE Politics units from:			
POLI20332	The Politics of (In)security	20	

POLI20521	Questions About International Politics	20	
POLI20531	British Politics & Society since 1940: from Blitz to Brexit	20	
POLI20602	Arguing About Politics	20	P:POLI10702
POLI20711	The Politics of Globalisation	20	
POLI20722	The Politics of Development	20	
POLI20742	Gender and Politics in Comparative Perspective	20	
POLI20802	Politics of Policy Making	20	
POLI20902	How to Conduct Politics Research	20	
POLI20982	Environmental Politics	20	
POLI21001	Comparative West European Politics	20	
POLI21012	Southern European Politics	20	
POLI21041	Asia-Pacific Security	20	
20-40 credits of CORE Philosophy units from:			
PHIL20042	Formal Logic	20	P: PHIL10042
PHIL20231	Ethics	20	
PHIL20242	20th Century Analytical Philosophy	20	
PHIL20271	Philosophy of Mind	20	
A further 20 credits of Optional Philosophy units, if not already taken from the CORE section above:			
PHIL20262	Philosophy of Science	20	
PHIL23001	Existentialism	20	
PHIL23022	Hegel and Marx	20	
LAWS20101	Jurisprudence	20	

Optional 10 or 20 credits of UCIL units:

See website for units available each year: <http://www.college.manchester.ac.uk/units/>

You are strongly advised to equally balance your courses across both semesters. Where this is not possible, students must take no more than 70 credits, and no less than 50 credits in any semester. Full year courses, including the dissertation, have their credits distributed evenly over the two semesters.

Third Year

All candidates must take a Final Examination in courses totalling 120 credits as follows:

Students for the Final Examination may drop one discipline, but must take AT LEAST 40 CREDITS IN THE AREA OF THEIR DISSERTATION and AT LEAST 20 CREDITS IN ANOTHER PPE DISCIPLINE. More information about dissertations can be found below.

CODE	TITLE	CREDITS	PRE/CO-REQUISITES
20 credit CORE course:			
SOCS30001	Topics in PPE	20	
A dissertation course unit must be selected from one the following:			
20 credit options*			
ECON30100	PPE Dissertation - Economics	20	
PHIL30001	Dissertation - Philosophy	20	
PHIL30002	Dissertation - Philosophy	20	
POLI30380	Dissertation - Politics	20	
40 credit options**			
ECON32211 & ECON32212	Dissertation - Applied Economics	40	ECON20110 (minimum grade 65%). ECON32211 is a pre-requisite for ECON32212. Dissertation must include significant component of econometric analysis
PHIL30030	Dissertation - Philosophy	40	Minimum Year 2 Grade Point Average of 60% (recommended GPA 65%). Approval from Philosophy Dissertation Director
POLI30300	Dissertation - Politics	40	Minimum Year 2 Grade Point Average of 60% overall and 65% in Politics units

*Candidates electing to take a 20 credit dissertation must take at least 40 further credits of Level 3 courses, with a maximum of 60 credits of courses, in the chosen discipline of the dissertation. Candidates take a further 20 credits of Level 3 courses, with a maximum of 40 credits of courses from either or both of the remaining two disciplines. Students may take up to 20 credits with the University College for Interdisciplinary Learning (UCIL) as a UCIL Free Choice, provided they also take at least 20 credits in two other PPE disciplines.

**Candidates electing to take a 40 credit dissertation must take 40 further credits of Level 3 courses in the chosen discipline of the dissertation. Candidates must take a further 20 credits of Level 3 courses from either of the remaining two disciplines. Students who select a 40 credit dissertation may NOT enrol in any University College for Interdisciplinary Learning (UCIL) free choice courses.

Please see notes about Political Philosophy Dissertations in the Options Booklet.

THIRD LEVEL COURSES AVAILABLE IN 2020-21

CODE	TITLE	CREDITS	PRE/CO-REQUISITES
POLITICS			
POLI30032	Politics of the European Union	20	
POLI30071	Russian Politics	20	
POLI30281	Chinese Politics	20	
POLI30192	The Politics and Philosophy of Nationalism	20	
POLI30232	Gender, Sexuality and Politics	20	
POLI30242	Elections and Voters	20	
POLI30271	Political Morality and Dirty Hands	20	
POLI30291	Public Policy Problems	20	
POLI30321	Ethical Issues in World Politics	20	
POLI30361	Political Ideologies in Modern Britain	20	
POLI30452	The Politics of Hate	20	
POLI30721	International Political Economy	20	
POLI30792	Gender, War and Militarism	20	
POLI30862	Africa and Global Politics	20	
POLI30892	War and Genocide in the 20th century	20	
POLI31002	Ideologies of Global Capitalism	20	
POLI31012	War Memories & Reconciliation in E. Asia	20	
POLI31061	American Politics: Why do they do that?	20	
POLI32041	Contemporary Parliamentary Studies and the British Political Tradition	20	
POLI32061	Postcolonial Politics	20	
POLI32071	Between War and Peace	20	
POLI32162	Race, Ethnicity, Migration	20	

CODE	TITLE	CREDITS	PRE/CO-REQUISITES
PHILOSOPHY			
PHIL30212	Metaphysics	20	
PHIL30351	Language and Analysis	20	
PHIL30362	Philosophy of Psychology	20	
PHIL30552	Philosophy of Action	20	
PHIL30711	Personhood and Freedom of the Will	20	
PHIL30721	Philosophy of Maths	20	

CODE	TITLE	CREDITS	PRE/CO-REQUISITES
ECONOMICS (Optional Courses may change)			
ECON30021	Microeconomics 3	10	P: ECON20232
ECON30022	Microeconomics 4	10	C: ECON30021 and (P: ECON10071 or ECON20071)
ECON30031	Macroeconomics 3	10	P: ECON20262

ECON30032	Macroeconomics 4	10	C: ECON30021 and (P: ECON10071 or ECON20071)
ECON30041	Topics in Inequality	10	P: (ECON10171 or ECON10221) and (ECON10181 or ECON10252) and (SOST10062 or ECON10072)
ECON30102	The Chinese Economy	10	P: (ECON10221 and ECON10252) or (ECON10171 and ECON10181)
ECON30232	Natural Resource Economics	10	P: (ECON30021 or ECON30501) and (ECON10071 or ECON20071)
ECON30290	Mathematical Economics II	20	P: ECON20120
ECON30342	Microeconometrics	10	P: ECON20110 and ECON31031
ECON30382	Mathematical Finance	10	P: ECON20120
ECON30451	Development Economics IIIA	10	P: ECON10071 or ECON20071 or ECON30021
ECON30501	Microeconomic Analysis 3	10	P: ECON20172 & ECON20192
ECON30511	Topics in Economic History	20	P: ((ECON10221 & ECON10252) or (ECON10171 & ECON10181)) and (ECON10072 or SOST10062)
ECON30512	Microeconomic Analysis 4	10	P: ECON30501
ECON30521	Macroeconomic Analysis 3	10	P: ECON20182
ECON30532	Macroeconomic Analysis 4	10	P: ECON30521
ECON30852	Money Banking & Financial Markets	10	(C: ECON30031 or ECON30521) and (P: ECON10071 or ECON20071)
ECON31002	Managerial Economics II	10	P: ECON20001
ECON31031	Advanced Econometrics	20	P: ECON20110
ECON32111	Climate Change Economics	10	P: ECON20101 and (ECON10071 or ECON20071)
ECON32152	Behavioural Economics	20	C: ECON30022 or ECON30512
ECON32191	International Trade and Policy	20	P: ECON20001 or (C: ECON30021 or ECON30501)
ECON32202	Topics in Health Economics	10	ECON30501
SOST30012	Theory and Method in Demography	20	

Optional 10 or 20 credits of UCIL units:

See website for units available each year: <http://www.college.manchester.ac.uk/units/>

You are strongly advised to equally balance your courses across both semesters. Where this is not possible, students must take no more than 70 credits, and no less than 50 credits in any semester. Full year courses, including the dissertation, have their credits distributed evenly over the two semesters.

g. Opportunities to Study Abroad



PPE students will have the opportunity of studying abroad for a full academic year, after completing their second year. They then return to Manchester to complete their final year. Students who take up the full-year-abroad option and successfully complete their studies are awarded the BA(Hons) Politics, Philosophy and Economics with International Study (a four-year degree course). For students to be considered, a minimum grade average applies.

Students can apply either with a European university or with a university outside of Europe ('worldwide'). The main English language destinations are covered by universities participating in the World Wide Network, whilst study in a European country normally requires fluency in that language.

The process starts in your first semester at Manchester when you will be given information at the Welcome Meeting and invited to attend further meetings organised by the Study Abroad Programme.

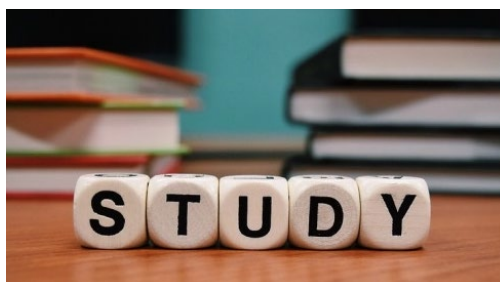
Students who are interested should in the first instance email goabroad@manchester.ac.uk or consult the Study Abroad pages on the university website which has a wealth of practical information:

<http://www.manchester.ac.uk/study/undergraduate/expanding-study/study-abroad/>

2. Work

a. Your commitment: attendance

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 monitored through Blackboard. 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 contact, by email, students who have had two consecutive absences in a course unit, to seek out the reason for non-attendance.



If the absence persists, students will 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.

The Universities Work and Attendance Regulations (xx) are outlined at:

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

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.

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 as specified.

Your commitment is also to check your University email and Blackboard regularly 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. You should also check your weekly timetable on Blackboard because some classes have room changes during the course of the semester.

b. 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 are:

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

c. IT Facilities

Students at The University of Manchester enjoy access to a wide range of high-quality IT services provided across campus. Within The Faculty of Humanities, there are many computers located within Faculty buildings available for student use, complementing the computers provided by the University in public clusters – including at Owens Park halls of residence, the libraries and the Alan Gilbert Learning Commons.

These include printing, scanning and copying, and access to a wide range of general use and course specific software on the Windows operating system.

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

- [PC clusters on campus](#)

Keeping you safe

To allow for effective social distancing measures that the UK government has introduced, the University’s PC clusters will be operating at a reduced capacity until a time when social distancing measures are no longer needed. Details of PC clusters across campus and their capacities will be updated on the PC cluster webpages above.

There will be clear signage at entrances, computer equipment such as keyboards, mice, PCs and printers will be cleaned and sanitised regularly throughout the day, and there will be hand sanitisation stations available that you are encouraged to use.

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

- [Remote access to PC clusters](#)

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

- [eduroam](#)

Software

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

- [Microsoft Office 365](#)

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

- [Applications](#)

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

- [IT help and support](#)

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

- [Walk-up IT support](#)

Other Useful IT Links

The Student Portal is a general way into many of the personal facilities you will have set up as a student at the University.

Through the Portal (<https://my.manchester.ac.uk/uPortal/f/u201s14/normal/render.uP>), you can log on to Blackboard, check your email, get information about your library loans, as well as many other functions. Campus Solutions is the student system. From here you will be able to keep track of your course choices, grades, financial situation, and registration, along with many other functions.

Alan Gilbert Learning Commons

The Alan Gilbert Learning Commons is a state of the art study and learning centre in the heart of the Oxford Road campus boasting an onsite café, an impressive atrium providing a social meeting space with Wi-Fi access and flexible study spaces and environments throughout the building. The Learning Commons is open to students and staff of the University within the usual opening hours:



Term time

24 hour opening

Out of term

Monday to Friday: 9am - 9pm

Weekends: 9am - 5pm

Other visitors are welcome to enjoy the café facilities which are easily accessible to all visitors between 9am - 8.30pm Monday to Friday, and 9am - 4.30pm at weekends.

The Learning Commons hosts a series of training sessions and workshops in a great learning environment. The Learning Commons offers great facilities for students, including:

- Exclusive group learning rooms
- Flexible break out and work spaces with multimedia facilities
- 400 fixed workstations with live update availability information so you don't have to wait
- MFD's for print, scan and photocopying
- Wi-Fi access throughout the building including outdoor café areas
- Charging stations to charge laptops, tablets and smart phones (remember your cable!)
- Café and vending machine facilities

d. 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.

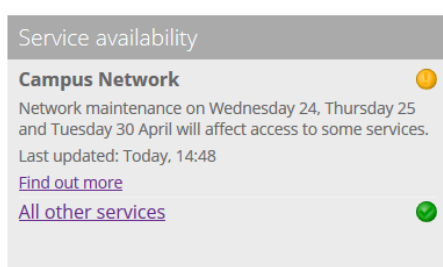
What can I do if I cannot find in Bb a course(s) I am enrolled on?

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/>

Important Information about Feedback on Blackboard

If your tutor delivers feedback on your coursework also online you can also look up the Guidance on how to access your feedback and 'Downloading Feedback from Turnitin' at <http://documents.manchester.ac.uk/display.aspx?DocID=13011>.

You will only have access to your courses during the current Academic Year. It is therefore important that you download your feedback before the cut-off date which is normally around the middle of September.

e. 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 principal 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. 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 in 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>

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](https://www.facebook.com/tuomlibrary) (www.facebook.com/tuomlibrary) or [Twitter](#) (@UoMLibrary).

f. 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:

- | | | |
|-------------------------|------------|--------------|
| • Arabic | • Hebrew | • Portuguese |
| • British Sign language | • Italian | • Russian |
| • Mandarin Chinese | • Japanese | • Spanish |
| • Dutch | • Korean | • Turkish |
| • French | • Polish | • Urdu |
| • German | • Persian | |

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.

<https://www.languagecentre.manchester.ac.uk>

Academic Success Programme: English Language Support

At the University Language Centre, we believe clear academic English is key to your success – whether or not English is your first language. Our Academic Success Programme enhances your academic writing and speaking to help you to reach your study goals. In our workshops, experienced tutors will help you get the most out of your studies by exploring the key features of both written academic and spoken English. A particular emphasis is placed on communicating well with your intended audience. We also aim to boost your confidence to work independently in English.

The ambition for 2020-2021 is to run as much as possible online – so please visit our website to find out more and to register for workshops or follow us on Twitter: @UoMLangCentre

www.manchester.ac.uk/academicsuccessprogramme

Open Learning Facilities

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

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

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

g. Study skills and assessed work (including examinations)

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 may have the opportunity to submit pieces of “formative” – so-called practice essays –to your tutors for feedback. Some courses will specify formative tasks. If they do, 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.

Assessed Work (including Late Submission and Wordcounts)

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, learning logs 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. As a PPE student, you have to become very adept at time management, because of the range of courses you will study over three disciplines. This will stand you in good stead for when you enter the workplace.

Late submission of written work

Late submission of essays and other coursework will be penalised. See the Policy on Submission of Work for Summative Assessment on Taught Programmes at:

<http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonsubmissionofworkforsummativeassessment/>

Word Limits

All pieces of assessed work are subject to prescribed word limits. Students exceeding the maximum word limits on assessed work may be penalised (check the rules for the three discipline areas). There is no formal minimum word limit, but students should consider whether essays that fall substantially below the maximum have adequately covered the topic. An automated word-count must be printed on each piece of assessed work. The word limits that you should be working with include the body text of the piece of work, plus footnotes, but exclude the bibliography.

Please note that the word-count that appears on Blackboard is the word-count for the whole piece of work and does not discriminate between body text and bibliography, etc.

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. There is a very good

My Learning Essentials online tutorial which you may find useful as a starting point for looking at academic referencing at: <http://libassets.manchester.ac.uk/mle/introducing-referencing/>.

Presentation and submission

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 and make sure that it is laid out well with decent margins and a font size no smaller than 11 points and paragraphs should be double-spaced.

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.

Submission to Turnitin

The University uses electronic systems for the purposes of detecting plagiarism and other forms of academic malpractice, and for marking. Such systems include Turnitin. As part of the formative and/or summative assessment process, you will be asked to submit electronic versions of your work to Turnitin. When 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. 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.

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 will result in the deduction of marks. 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.

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.

Mitigating Circumstances Procedure

If a student has genuine mitigating circumstances, which prevent him or her from meeting a designated deadline or deadlines, then s/he should complete a Mitigating Circumstances form. Information about what constitutes mitigating circumstances can be found at:

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

Applications for mitigating circumstances should be made online, using the following link, but remember that your Programme Administrator, Sarah Baguley, is available for you to talk to prior to submitting a form and at any point during your time at Manchester.

<https://apps.mhs.manchester.ac.uk/surveys//TakeSurvey.aspx?SurveyID=n23H8I71>

Supporting evidence can be submitted after submission of the mitigating circumstances form, subject to Final Examination Board deadlines.

Retrospective requests for mitigation will only be accepted in exceptional circumstances. In particular, requests submitted after submission of results can only be accepted if the student can give a compelling explanation as to why the information was not submitted at the time. Students who want retrospective mitigation to be taken into consideration after the publication of their final degree result can only do this through the official Appeals process.

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

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 by 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 your Student Portal on 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.

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.

Feedback on your work

First, here is an important note about feedback. Feedback does not consist of a mark for some half-way essay and a recipe for how to get a higher mark next time. We do not spoon-feed either answers or precise guidelines about how to get a certain mark. You are at university: welcome. Instead, feedback means that your teachers engage with you in a conversation to help you with your work. This conversation may take a face-to-face form (in tutorials or during drop-in times), or a written form (in comments on a formative writing exercise). So it is literally about feeding back. It is always and necessarily responsive: only when you have done a certain amount of work and you approach us with it in the appropriate forums is it possible for us to feed back to you. The lecturers and the tutors take this task very seriously. If you take the responsibility to actually use the forums provided for seeking feedback, i.e. tutorials and/or drop-in hours, you will get it. Obviously, the more work you do, the more feedback you can reasonably expect. The more sophisticated that work, the more sophisticated the feedback. Since feedback is meant to help you improve your work, the question how well you are placed to do that depends on your wider efforts to engage with the module.

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. 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 Exercise

The formative writing exercise is another major mechanism for students to obtain detailed, individual feedback on their work as the semester proceeds. You do not receive a mark on it. What you do receive is tutor feedback in the precise sense of the word, as a response to your work. Since we are at university, we are not in the business of spelling out to you precisely what to write in order to receive a particular mark. Instead, you are entitled to critical engagement by your tutor with the contents and the form of your formative writing exercise and constructive comments on how to improve it. Formative writing exercises are part of your ongoing learning process. Needless to say, choosing not to submit a formative writing exercise implies losing out on this exercise as well as on tutor feedback on a larger written piece of work.

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, as s/he has set aside dedicated slots of time for this purpose.

h. Dissertations and Prizes

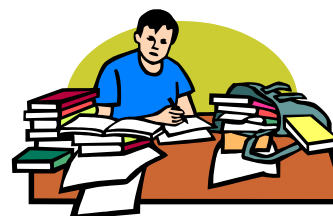
Every PPE student is required to write a dissertation in the Final Year of the course. Individual Dissertation Supervision is supplemented by a group Dissertation Seminar. PPE students can choose to write their dissertations in Politics, Political Theory, Philosophy or Economics. Politics and Economics Dissertations are written over the course of a full academic year, whilst Philosophy Dissertations are written in either Semester 1 or in Semester 2.

Whilst the student may choose the subject upon which they wish to write their dissertation, the title must be approved. In selecting a topic, one possibility is to think about courses and topics that you have especially enjoyed. While you cannot repeat work that you have already undertaken for assessment, there may be a related area that would make a suitable subject for further investigation. An advantage of linking your topic to an existing course is that this will provide you with useful reading to get you going. It is a good idea to start thinking during your second year about what topic you might want to research and it is a good idea to read widely about potential topics in order to make a good selection. The summer between your second and third year is an ideal time to do this.

In Politics and Philosophy, you will be assigned a supervisor who will oversee more detailed aspects of your dissertation preparation (in addition to the more general guidance provided in the dissertation seminar). If you choose to write an Economics Dissertation, you will be get advice from the Dissertation Co-ordinator about choice of supervisor, but it will be your responsibility to approach potential supervisors. You are expected to attend all supervisions well-prepared and contact your supervisor in good time in order to arrange these.

Empirical research

You are not permitted to carry out any research involving participant-observation or interviewing (or other forms of research involving 'human participants') before your topic has had ethics approval. There is no requirement that you undertake any kind of empirical research and the majority of dissertations are based on library research. However, depending on your topic, some kind of empirical research may be possible. This might involve interviews, analysis of visual representations or documents. You should discuss this with your dissertation supervisor.



Ethics approval

As part of your unassessed 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.

<https://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/assessment/ethical-approval/>

Presentation and submission

As well as submitting your dissertation online, you will also be required to hand in two bound copies. Comb binding is available cheaply around the campus area.

Prizes

PPE students are eligible for the following prizes:

Economics

- The David Bugg Memorial Prize for meritorious performance in first year quantitative courses.
- T.S. Ashton Prize for students who are deemed to have made the most progress in his/her studies.
- Philosophy
- The Elizabeth Wegner Prize is awarded to first year students for excellence in their first year results
- The Michael Polanyi Prize

Politics

- Mackenzie Prize for the student showing the greatest originality and imagination in conducting his or her work.
- Valerie Karn Social Policy Prize for the best final year performance in Social Policy.
- Gunther Kloss Prize for the best dissertation on EU or German Politics.
- Norman Geras Prize for an outstanding dissertation in Political Theory.
- Edwards and Hooson Social Responsibility Prize for an outstanding dissertation with a Social Responsibility Theme.

Dedicated PPE Prizes

- PPE First Year Prize – best first year performance
- PPE Second Year Prize – best second year performance
- PPE Third Year Prize – best final year performance

i. 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:

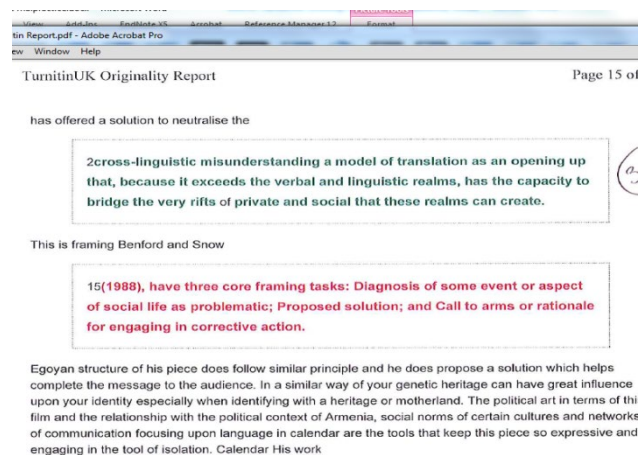
- Using quotations without acknowledging their origin;
- Paraphrasing another author's work without providing a reference;
- Including a reference in the bibliography without noting where you have used it in the text;
- Submitting someone else's work as your own.

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 "Original Thinking Allowed", which can be found at the following link:

<https://www.escholar.manchester.ac.uk/learning-objects/mle/avoiding-plagiarism/>

Next, you should make sure that you know how to reference work correctly. The School of Social Sciences uses the Harvard System of referencing. You can find out about referencing correctly by reading "Citing It Right" at:

<http://libassets.manchester.ac.uk/mle/introducing-referencing/>

Thirdly, 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.

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.

Every year, a number of students in the School of Social Sciences compromise their final degree classifications, or even fail to get a degree at all, because of either plagiarism or exam cheating. Read “Original Thinking Allowed” and know the rules.

Penalties for academic malpractice can range from a reprimand to expulsion from the University of Manchester. Don’t cheat yourself out of a degree, because the shame, anger and remorse will live with you longer than it takes to cut-and-paste an essay. We want your time at Manchester to be a memorable and successful one – it’s definitely OK to be original.

j. Marking Criteria

First Class

A high first (75%+) answer has a thorough critical analysis of the subject matter and rigorous argumentation. A high first class answer will show a comprehensive reading and understanding of the literature used and will bring together that literature in a coherent and efficient manner in contributing to the argument made. There will be no errors of fact or serious omissions. High first class answers are ones that are exceptionally good for an undergraduate

High first class answers are ones that show a high level of competence in several of the criteria listed below for a low first, and also display a good level of independent thinking and make a creative contribution to the problems being discussed.

A low first (70 - 75%) has a critical analysis of the subject matter and rigorous argumentation. It will show a comprehensive reading and understanding of the literature used and will bring together that literature in a coherent and efficient manner in contributing to the argument made. It will show a high level of competence in at least one of the following criteria:

- comprehensiveness and accuracy;
- clarity of argument and expression;
- integration of a range of materials;
- close observation and analysis of objects and/or texts;
- insight into the theoretical issues.

Upper Second Class (60-69%)

An upper second-class answer generally shows a sound understanding of both the basic principles and relevant details of the topic supported by examples which are demonstrably well understood and which are presented in a coherent and logical fashion. The answer should be well presented, display some analytical ability and contain no major errors or omissions. Not necessarily excellent in any area. Upper second-class answers cover a wider band of students. Such answers are clearly highly competent and typically possess the following qualities:

- generally accurate and well-informed;
- reasonably comprehensive;
- well-organised and structured;
- provide evidence of general reading;
- demonstrating a sound grasp of basic concepts;
- demonstrating a good understanding of the relevant data;
- succinctly and cogently presented;
- displaying some evidence of insight.

One essential aspect of an upper second-class answer is that it must have competently dealt with the question set. It should also demonstrate an ability to evaluate the secondary sources used in writing the essay and should, where appropriate, offer evidence of an ability to observe closely and to evaluate material evidence.

Lower Second Class (50-59%)

A substantially correct answer that shows an understanding of the basic principles. Lower second-class answers display an acceptable level of competence, as indicated by the following qualities:

- generally accurate;
- providing an adequate answer to the question based largely on secondary sources and class notes;
- clearly presented;
- no real development of arguments;
- may contain some major error or omission.

A lower second-class answer may also be a good answer (i.e. an upper second class answer) on a related question that does not fully address the question set by the examiner.

Third Class (40-49%)

A basic understanding of the main issues but not coherently or correctly presented. Third class answers demonstrate some knowledge or understanding of the general area but a third class answer tends to be weak in the following ways:

- descriptive only;
- does not answer the question directly;
- misses key points;
- contains important inaccuracies;
- covers material sparsely, possibly in note form;
- assertions not supported by authority or evidence.

Fail

A fail consists of answers that typically:

- contain very little appropriate or accurate material;
- only cursorily cover the basic material;
- are poorly presented without development of arguments.

k. Undergraduate Degree Regulations

Examinations and Assessment

The regulations as published in your year of entry to the University will be those that apply to you throughout your programme of study, unless you are repeating the entire first year in which case you will revert to whichever regulations are current for the new cohort of students.

An Introduction to Undergraduate Degree Regulations for Students entering from September 2012 onwards

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 in Politics, Philosophy and Economics First examination

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

Passes in 120 first year credits, the pass mark being 40%
OR
Passes in 80 to 110 credits, with a minimum mark of 30% in the remaining credits and pass marks in all compulsory courses

PPE students must get a minimum mark of 40% in all ECON/SOST modules and in POLI10702 – these courses cannot be compensated.

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 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.

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 either the PPE Programme Administrator, or Amanda Brereton, Undergraduate Manager. Additionally you can obtain help from the Student Union Advice Centre.

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.

PPE has its own External Examiner whose role is to scrutinise samples of work submitted by PPE students and comment on the programme as a whole.

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).

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. See Section e. Academic Malpractice.

Student Discipline Procedures

If you are caught cheating, including in cases of plagiarism, you will be dealt with under the University's disciplinary procedures.

Timetables for Examinations

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. You should expect therefore to have examinations on two or more consecutive days and, potentially, have more than one examination within a single day. The timetable is received in the Undergraduate Office on the same day as the students receive it – normally about a month before the start of the examination period.

Exam period dates

2019-2020

Semester 1 Examinations: 13th – 24th January 2020

Semester 2 Examinations: 13th May – 3rd June 2020

Re-sit Examinations: 17th – 28th August 2020

2020-2021

Semester 1 Examinations: 18th – 29th January 2021 (*Undergraduate/Foundation Students*)

Semester 1 Examinations: 25th January – 5th February 2021 (*Postgraduate Students*)

Semester 2 Examinations: 19th May – 9th June 2021

Re-sit Examinations: 23rd August 2021 – 3rd September 2021

2021-2022

Semester 1 Examinations: 17th – 28th January 2022

Semester 2 Examinations: 18th May – 8th June 2022

Re-sit Examinations: 22nd August – 2nd September 2022

2022-2023

Semester 1 Examinations: 16th – 27th January 2023

Semester 2 Examinations: 17th May – 7th June 2023

Re-sit Examinations: 21st August – 1st September 2023

Note: All students are expected to keep the resit assessment period free

I. Academic Year 2020-21 Key Dates

2020-21	
University welcome and induction programme for new undergraduate students	21 September 2020
Welcome back week with School and programme level introductions for returning and new undergraduate students	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

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 institutions formally combined to form a single university in 2004.

b. Welcome to the Faculty of Humanities

Dean's Welcome Statement

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

c. What is the Faculty 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. 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

4. Student Support and Welfare

a. School of Social Sciences Handbook

The School of Social Sciences Handbook has been compiled as a useful resource for all students in the School of Social Sciences. In particular, it will briefly introduce you to the roles of the:

- Social Sciences Undergraduate Office;
- Programme Director, the Academic Advisor, the Head of Student Support and Welfare Officers;
- Counselling Service;
- Disability Support Office;
- International Advice Team;
- Accommodation Office/Student Homes;
- Student Union Advice Centre

b. Head of Student Support

Dr Paul Smith is the School of Social Sciences' student support officer. Although he takes an interest in any aspect of the student experience, he's a good point of contact with regard to study skills and adapting to life in higher education, and will happily discuss any aspect of this with you. He also works with student representatives and can help with student-led initiatives. Paul cooperates extensively with the University's central services and is in a good position to refer you if you have a need or query that needs attention from somebody outside the School. You can contact him at Paul.V.Smith@manchester.ac.uk

c. School Welfare Officers

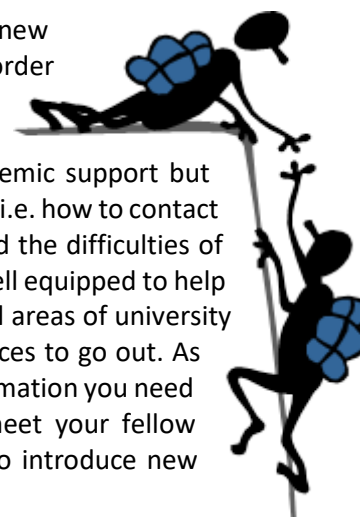
Philippa and Joseph can advise you and offer support if you are experiencing difficulties, and will be on hand to help you access specialised support from both within the School and from University services. They work with Student Ambassadors, Peer Mentors and PASS schemes within the School and are also there to support societies. You can contact them at Philippa.Wilson@manchester.ac.uk and Joseph.Barrett@manchester.ac.uk

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 lecturer goes on research leave). However, where possible, we do try to keep you with the same Advisor for the whole of your time at Manchester. 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 also need to 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 and future career with them.

e. Peer Mentoring

The University of Manchester provides a mentoring scheme whereby new first year students are paired with second and third year students in order to help them find their feet and settle in to university life. Your mentor will be someone who can provide you with a combination of help and advice throughout the year. 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. As students who have already experienced the difficulties of being a first year at the University of Manchester, your mentors are well equipped to help you with many problems. 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. As part of the PPE Society, they will also ensure you are given all the information you need about socials and events, which provide a great opportunity to meet your fellow students. There will be a meeting during Welcome Week in order to introduce new students to their mentors.



The Mentor Co-ordinators are:

Megan Moore megan.moore-4@student.manchester.ac.uk

Pooja Kishinani pooja.kishinani@student.manchester.ac.uk

Daria Valentina daria-valentina.neagu@student.manchester.ac.uk

f. PPE Society

The PPE Society is one of the largest and most active academic societies within the School of Social Sciences. It was founded in autumn 2005 and is growing year upon year. Principally, the Society organises a variety of social events throughout the year for PPE members, which vary from the Welcome Curry to nights out, and from the Christmas Party to the End of Year Summer Ball, with many more in between. However, as the Society has grown, its functions also have. The Society runs a successful peer mentoring scheme, represents students on an academic level by holding regular meetings with course co-ordinators and academics, raises a significant amount of money for selected charities and hosts career events with our corporate sponsors. This year there will be a focus on organising events with external speakers to increase the academic role of the society for PPE students. The Society will also be running the third ever trip abroad which will be advertised in Welcome Week.

The Society has a student committee consisting of the President, Vice-President, Secretary, Treasurer, Social Secretary, Fundraising Officers, Communications Secretary, Engagement Officer, Peer Mentor Coordinators and Academic Reps. There are many opportunities for first year students to get involved and elections will be held for First-Year Social Secretary and Academic Representatives in the first few weeks of term. Within PPE there is a strong social scene and it is one of the few courses where all three year groups socialise together regularly and have great integration cross year groups. This is partly because PPE is a smaller course than some but it is mainly down to the hard work of the committee ensuring all students have the opportunity to get involved.

Membership to the Society is completely free. However, please make sure you register for PPE membership on the SU website so we can get additional funding from the Student's Union. Our own PPE Website can be found at <http://www.uomppesociety.com/> - you can also find us on Facebook. The PPE Society has a group for all current students and alumni.

If you would like to find out more or get involved, visit the website or contact the Society President, Rohan Mistry (rohan.mistry@manchester.ac.uk), who is more than happy to help.

g. Interruption to Studies

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.

h. Student representation

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

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

and the quality of the institution as a whole. This dialogue can take place in both formal and informal structures and circumstances.

i. Careers Service

Your Future and your Careers Service

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.

Students should visit the Careers Service website to get full details of how to access our services: <https://www.careers.manchester.ac.uk/>

j. Employability

A degree in Politics, Philosophy and Economics is much sought after by employers and PPE students go on to work in organisations all around the globe. During your time at Manchester, the different disciplines will offer “employability” events, to which you will be invited. It is important to take these opportunities to take positive steps about deciding on your future career. Details of internships and other opportunities are also emailed round to students. Make sure that you keep an eye on dates for Careers Fairs because these events attract top employers from commerce and industry.

k. Stellify

At Manchester there is so much on offer for you that it can be hard to decide which activities to get involved in beyond your studies. Stellify is a way for you to navigate through these choices by participating in some of our most transformative academic and extracurricular activities. You'll be able to broaden your horizons, understand the issues that matter in contemporary society and step up to make a difference to local and global communities. You can start by visiting the website below or speak with your Academic Advisor.

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

l. Health and Safety

Policy on Supporting Health, Fitness and Return to Study; Fitness to Study Panel

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.

Accidents and Emergencies

All accidents at work or study must be reported to Carla Liburd (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 Carla Liburd, as above. Copies of the School Health and Safety Policy are displayed on notice boards in both Arthur Lewis and Humanities Bridgeford Street.

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.

m. Equal opportunities

The University of Manchester is committed to providing equal opportunities for all students. For the full Equality and Diversity Policy, see: <http://www.studentnet.manchester.ac.uk/equality-and-diversity/>

n. Complaints

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

o. Dignity at Work and Study

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

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=22733>

p. The Student Charter

One of the University's three core goals is "To provide a superb higher education and learning experience to outstanding students, irrespective of their backgrounds, and to produce graduates distinguished by their intellectual capabilities, employability, leadership qualities, and their ability and ambition to contribute to society" (from [the University of Manchester Strategic Vision 2020](#)).

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.

<http://www.studentnet.manchester.ac.uk/enhancing-my-experience/charter/>

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. The content and implementation of the Charter are reviewed annually. If you would like to make any comments or suggestions on the Charter then please e-mail studentcharter@manchester.ac.uk

q. Religious Observance

The University will make every effort to avoid timetabling assessments on religious days or festivals for those students whose commitment to the observance to their faith would otherwise cause them to miss the assessment. We will not take any notice of casual preferences or social or domestic reasons. The University has issued policy and guidance about Religious Observance.

<http://www.regulations.manchester.ac.uk/policy-on-religious-observance-and-guidance-for-students/>

If you have strict religious requirements that may affect your attendance at examinations arranged centrally, you must complete the Examination and Religious Observance Form. (Major Christian festivals occur during vacations and hence are avoided automatically by examination periods.)

And finally...

r. 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 the PPE 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 a philosophical, political or economic 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 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 assessment forms: these provide evidence not just of your essay grades and ability, but also of your ability to meet deadlines, your written presentation skills, your analytical skills and your information handling skills.

Tutorial report forms: these provide evidence of your tutorial attendance, preparation and participation, together with brief comments about you assessed essays and predicted grades, for each course unit you take. These are a major source of evidence for referees. A bad collection of tutorial report forms will count against you, but equally a good collection can make up for less than spectacular grades. Employers are often much more interested in your commitment, motivation and enthusiasm than in whether or not you are academically brilliant.

Work and attendance letters: all letters you receive from the Undergraduate Office concerning unsatisfactory work and attendance are lodged 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

All academic staff are happy to write references for students who need them 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 interests. 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.

The University of Manchester Alumni Association

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

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

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

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

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

Lord Terence Burns
Chairman, OFCOM

Professor Brian Cox OBE
Physicist and Science Communicator

Chuka Umunna MP
*Former Shadow Secretary of State for
Business, Innovation and Skills*

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

Tom Bloxham MBE
*Founder of Urban Splash and former
Chancellor of the University*

Teo Chee Hean
*Senior Minister & Coordinating Minister for
National Security, Singapore*

Parineeti Chopra
Actor

Sophie Raworth
BBC News broadcaster

Toby Jones
Actor

Orlando von Einsiedel
Award-winning film director

Professor Danielle George MBE
Radio frequency engineer

Frances O'Grady
General Secretary of the TUC

Professor Dame Sally Davies
*UK Government's Chief Medical Officer
for England*

