

Contents

Contents	1
Academic Calendar 2021/22	5
Student Charter	7
SECTION 1: BSc Economics	11
Programme Director's Introduction	12
Contact details for your programme	14
About the BSc Economics Programme	15
Programme aims	15
Learning outcomes	15
Programme content and structure	16
BSc Economics PROGRAMME STRUCTURE	17
PROGRAMME STRUCTURE 1: First Year	17
(example) PROGRAMME STRUCTURE 2: Second Year	17
Choosing a course unit from another school/faculty	18
Changing your course units	18
Registration and arrangements	19
Work and attendance requirements	19
Attendance monitoring census for (tier 4) international students	20
International exchanges	20
Manchester leadership programme	21
Change of programme and withdrawal	21
Interruption	21
Pastoral & Academic Support	22
Course unit lecturers & tutors	22
Academic advisers	22
Programme director	22
Employability: Skills and Opportunities	22
BSc Economics Degree Regulations	24

What happens if I fail some units? _____	24
What happens if I fail my resits? _____	25
How is my degree calculated? _____	25
Section 2: The School of Social Sciences _____	27
Head of School's Welcome _____	28
Head of School _____	28
School Information _____	29
The undergraduate office _____	29
Keeping in touch _____	30
School officers _____	30
Health and safety _____	30
SoSS Student Support & Guidance _____	32
Students with disabilities _____	32
Harassment _____	33
Mediation service _____	33
Additional support services _____	34
Scholarships and bursaries _____	34
IT Facilities _____	34
Student Representation & Feedback _____	35
Student representation _____	35
Staff/Student liaison committee _____	355
BSc Economics Programme committee _____	35
Programme evaluation and review _____	36
Assessment _____	366
Assessment methods _____	366
Marking criteria _____	366
Feedback _____	366
Referencing and citation _____	367
Proofreading _____	377
Turnitin _____	377
Examinations and assessments _____	377

Attendance at examinations _____	388
Examination timetable _____	388
Illness or other problems affecting assessment _____	388
Late submission of coursework _____	39
Release of examination marks _____	39
Malpractice in examinations _____	39
Plagiarism and other forms of academic malpractice _____	40
Student discipline procedures _____	40
Disputes regarding examination results _____	40
Academic Appeals _____	42
Complaints _____	42
Prizes _____	42
Study skills resources _____	42
Consequences of unsatisfactory progress _____	42
Learning Resources _____	43
Blackboard _____	43
University computing facilities _____	444
School computing facilities _____	444
Library and information resources facilities _____	455
Social spaces _____	455
Other University Services _____	466
The University of Manchester Accommodation Office _____	466
Manchester Student Homes _____	466
Student Services Centre _____	466
Academic Advisory Service _____	477
Counselling Service _____	477
Nightline _____	477
Careers Service _____	488
University Language Centre _____	48
International Society _____	49
International Students Welfare Officer _____	49
Student Health _____	49
Students' Union _____	50
The Mature Students Society _____	50

The Athletic Union _____	51
Students with Children _____	51
BSc Economics Society _____	51
Other useful contact numbers _____	522

SECTION 3: The Faculty of Humanities _____ 53

Welcome to The Faculty of Humanities _____	54
What is the Faculty? How is it run? What can it do for you? _____	55
IT Services within the Faculty of Humanities _____	56
The University Language Centre _____	57
University of Manchester Library _____	58
The Alan Gilbert learning commons _____	59
The University of Manchester Alumni Association _____	60

“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 2021-22), 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 and the Economics Department communications channels for up to date information relating to COVID-19 which may affect your studies”.

Academic Calendar 2021/22

Semester One

University Welcome & Induction	13 th September 2021 – 17 th September 2021
Welcome Week	20 th September 2021 – 24 th September 2021
Teaching	27 th September 2021 – 17 th December 2021
Christmas Vacation	20 th December 2021 – 2 nd January 2022
Semester one exams	17 th January 2022 - 28 th January 2022
Break	31 st January 2022 – 4 th February 2022

Semester Two

Teaching	7 th February 2022 – 8 th April 2022
Easter Vacation	11 th April 2022 – 22 nd April 2022
Teaching	25 th April 2022 – 20 th May 2022
Semester two exams	23 rd May 2022 – 10 th June 2022

Resit exam period

25th August 2022 – 2nd September 2022

**** ALL Students must ensure they are available to attend the resit examination period ****

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.

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

1. Our Learning Experience

Together we will:

- Mutually commit to hard work and a desire to achieve our best.

As a student I will:

- Attend, and prepare for, all my scheduled teaching sessions and other learning events, such as induction and meetings with academic advisors.
- Complete all my assignments and submit on time.
- Know that I am free to declare any issues that will affect my learning experience (such as illness or disability), so that I can be supported correctly.

As a University we will:

- Provide you with an excellent student experience based upon personalised learning.
- Organise teaching and timetables to enhance the learning experience, creating a sense of academic identity and providing prompt information via My Manchester.
- Treat you as a partner in the planning and operation of your teaching programme.
- Keep the curriculum up to date and use our research, where feasible and appropriate, to inform the curriculum.
- Support you in your studies through academic advice, providing prompt and useful feedback on assessments, and opportunities for discussion of this feedback.
- Ensure you have access to advice, counselling and other specialist support services (such as support if you are a disabled student) for the duration of your time at the University.

2. Personal and academic development

Together we will:

- Actively engage with all learning opportunities with the aim of constructively challenging and broadening one another.

As a student I will:

- Engage as an independent learner and take responsibility for achieving my potential as a Manchester student.
- Prepare for the world of work and monitor my development of knowledge, skills and personal attributes.

As a University we will:

- Ensure you have access to a range of opportunities to improve your skills and employability, and encourage you to engage with such opportunities.
- Ensure that you have a diverse range of extra-curricular activities on offer through both the University and the Students' Union, and encourage you to take part in those activities.
- Prepare you for citizenship and leadership in a diverse, global environment.
- Provide you with opportunities to reflect upon your personal development.
- Ensure that all of our spaces are fit for purpose and provide a safe study environment.
- Provide you with access to careers information, guidance and support until two years after you've graduated.

3. Communicating and interacting with each other

Together we will:

- Communicate with openness, respect and honesty, exemplified by transparency and constructive dialogue.

As a student I will:

- Keep up to date with, and respond in a timely manner to, University and UMSU communications.
- Engage in feedback mechanisms that seek to evaluate my learning experience.
- Express my views to student representatives and officers of the Students' Union so that they can represent me effectively.

As a University we will:

- Provide you with information to help you plan your studies, including transparent information on contact time and the likely cost of studying on your programme.
- Use appropriate technology to teach and communicate with you, where available and when it enhances your learning experience.
- Provide you with full, accurate and accessible information about the University, its facilities, programmes and regulations.
- Work in partnership across the University to set and deliver consistent levels of service for you.
- Demonstrate high professional standards when interacting with you.
- Listen to you and respond to any concerns regarding your learning in a timely manner.
- Respond in a fair, timely and transparent manner to academic complaints and appeals.

4. Respecting and valuing each other

Together we will:

- Study and work in an environment where people embrace and value diversity and are committed to equality of opportunity.
- Respect each other and treat each other fairly at all times, free from discrimination and harassment.

As a student I will:

- Conduct my academic studies in an honest and professional manner, including not plagiarising.
- Comply with the regulations, policies, and procedures of the University and the Students' Union.
- Abide by the requirements of professional bodies, where my studies are accredited by such professional bodies.

As a University we will:

- Provide you with opportunities to fulfil your social responsibilities through peer support, wider engagement with the community, and extra-curricular activities such as volunteering.
- Ensure an accessible environment for you.

5. Being part of our community

Together we will:

- Be a positive and responsible part of our local community, respecting the views of our neighbours and the communities in which we live together.
- Live, study and work in an environmentally sustainable way.

As a student I will:

- Behave in a responsible manner and act as an ambassador for the University.

As a University we will:

- Ensure that a range of safe, well-maintained and fairly priced University accommodation is available to you and foster a sense of community at each venue.
- Offer advice to you about living in non-University accommodation.

SECTION 1:

BSc Economics

The rest of this page is deliberately left blank for your own notes

Programme Director's Introduction

Welcome to Manchester and welcome to the BSc Economics!

On behalf of the Economics Discipline Area, we are pleased to welcome you to the BSc Economics programme at the University Manchester. The BSc Economics is our flagship degree programme. At the core of the programme is rigorous economic analysis, informed by mathematical and econometric modelling. The BSc Economics is the result of a recent, extensive review and reformation of our economics provision. Our aim is to offer an improved level of undergraduate training in economics, with a particular focus on analytical rigour, within a streamlined, transparent degree structure.

This is a challenging degree programme and we expect you to work hard. We expect you to prepare in advance of lectures and classes, and to submit work on time and to your best standard. Successful completion will prepare you well for postgraduate study and a range of careers.

As programme directors, we oversee the BSc Economics programme. We will provide advice on your studies and our authorisation is required to enrol on any course unit not appearing in the provided course list. We are fortunate to have a dedicated Programme Administrator, who will be able to assist with any administrative issues. You will also be assigned a dedicated Academic Advisor from the academic faculty. As further informal support, the BSc also recruits student mentors from our current second and final year undergraduates.

This Programme Handbook contains degree regulations and further important information. Please take some time to read the contents of this handbook carefully – the information is very important for your academic career. You are not expected to absorb it all immediately, but you should keep the handbook in a safe place for reference throughout your programme of study.

Your degree studies will consist of taking a range of modules – some compulsory and some optional. Details are provided in this handbook. Each module has a formal document, called the Course Outline, which contains: the semester plan of lectures and tutorials, the reading list, the nature and timing of all assessment, contact details for the lecturer, and further important information. These documents are available on each module's Blackboard page, and must be carefully studied.

If you need help with anything related to your studies, we expect you to get in touch – either by email, phone, or in person. If you are not sure who to contact, then contact the Undergraduate Office (ground floor Arthur Lewis Building). All staff contact details are available on the department website:

<http://www.socialsciences.manchester.ac.uk/economics/>

It is not uncommon for some students to encounter problems that could affect their studies at some point during their time at University: illness, personal or family problems, study problems or financial problems. The School of Social Sciences has a specialist student support and disability officers and the University has a large range of further support services. It is important to get in touch prior to any

pending assessment. The University can provide quite extraordinary support, but this cannot be done retrospectively.

Finally, our primary way to communicate with you is via your university email address. *You are expected to check this regularly.*

We also have a Facebook group: www.facebook.com/groups/BScEconomics/ through which your fellow students communicate useful information and students also talk via the BSc Economics Instagram page.

We look forward to meeting you and wish you all best with your studies.



Professor Klaus R. Schenk-Hoppé
Professor of Financial Economics



Dr. Craig Webb
Senior Lecturer

Contact details for your programme

Programme Directors

Professor Klaus Schenk-Hoppe

Room 3.062 (3rd Floor)

Arthur Lewis Building

0161 275 1735

BScEcon.Director@manchester.ac.uk

Dr Craig Webb

Room 3.007 (3rd Floor)

Arthur Lewis Building

0161 275 4805

BScEcon.Director@manchester.ac.uk

Programme Administrator

Mrs Julie Tierney

The Undergraduate Office (G.001)

Arthur Lewis Building

0161 275 1297

julie.tierney@manchester.ac.uk

bsceconomics@manchester.ac.uk

Economics UG Manager

Dr Victoria Jotham

Room 3.003 (3rd Floor)

Arthur Lewis Building 3.003

0161 306 6918

victoria.jotham@manchester.ac.uk

Economics Course Unit Administration

Mrs Julie Tierney

The Undergraduate Office (G.001)

Arthur Lewis Building

0161 275 1297

bsceconomics@manchester.ac.uk

Miss Nazia Haque

The Undergraduate Office (G.001)

Arthur Lewis Building

0161 275 4868

bsceconomics@manchester.ac.uk

About the BSc Economics Programme

PROGRAMME AIMS

Rigorous understanding of how the economy works is essential for governments, businesses, households, individuals and other institutions and organisations in society. The overall aim of the BSc Economics is to provide a learning environment within which able and motivated students can acquire the necessary skills to develop such an understanding.

The BSc Economics is a quantitative economics degree designed for those who have already chosen to specialise in economics and have a good mathematical background. Modern professional economists need skills in economic principles, mathematical modelling and econometric analysis of economic data, together with a detailed knowledge of their chosen specialism. In line with this requirement, the BSc Economics degree has at its core a compulsory stream of courses in economic principles and quantitative methods. Together with a range of optional courses this allows students to develop their specialist interests in most areas of modern economics. In addition, in your third year, you can choose to specialise in **Econometrics & Mathematical Economics** and/or **Financial Economics**, rather than following the broader **Economics** programme.

Specifically the main aims of the BSc Economics degree are:-

- to provide a specialist training in the approach and methods of modern economics;
- to develop the skills necessary to apply a quantitative perspective to the analysis of economic and business problems;
- to equip students with the expertise necessary to develop a understanding of contemporary economic issues;
- to help students develop a range of skills including numeracy, computer literacy, problem-solving, analytical ability and logical argument;
- to provide a sound preparation for a subsequent career in economics (whether in the public or private sector) or business;
- to provide a sound preparation for further study in economics or related areas.

LEARNING OUTCOMES

The objectives of the programme are that:

1. by the end of the first year students will:-
 - have a firm grounding in basic micro- and macro-economic principles;
 - be competent in the use of mathematical and statistical techniques as applied to economics;
 - be able to manipulate and perform basic analysis of economic data relating to issues of contemporary importance;
 - be proficient in the use of microcomputers for word processing, data analysis and communication;
 - have successfully broadened their education through the study of subjects outside of economics;
2. by the end of the second year students will:-
 - have developed their understanding of modern economic theory and quantitative methods gained in first year;
 - be familiar with the fundamentals of mathematical economics and econometrics;
 - have successfully completed advanced study in at least one sub-discipline of the subject;
3. and by the end of the third year, students will be able to demonstrate:-

- a sound knowledge of modern mainstream economics;
- expertise, depending on specialism, in either/both of (a) mathematical economics (b) econometrics
- gain expertise in one or two specialist areas of study;
- the basic skills necessary to follow a variety of professional careers, or begin postgraduate research and study in economics and related subjects.

PROGRAMME CONTENT AND STRUCTURE

The First Year is intended to enhance your quantitative and economic understanding, as well as developing your study and personal transferable skills. You will also have the opportunity to study another social science or cognate discipline, such as Finance, Politics or Philosophy, learn a language or attend courses in mathematics. In the second year you will be required to undertake intensive study of economic principles and quantitative methods, as well as choosing optional courses (although your choice is more limited than in your first and final years). However, your first and second year choices are important as they can be relevant for your third year programme of study (e.g., if you wish to specialise in Financial Economics in your third year, then you must take certain financial options in your first and second year).

Literature will be distributed prior to registration and toward the end of each academic year will offer advice on your choice of options.

The following pages contain the **current** Schedule of courses for the 3-year BSc Economics Degree Programme and are correct at the time of publication. From these Schedules, full-time candidates for the degree of BSc Economics in Economics (Honours) must take courses totalling 120 units (per year). ***However, please note the optional courses in the Schedules for Years 2 and 3 may be subject to alteration in the future.***

BSc Economics PROGRAMME STRUCTURE

PROGRAMME STRUCTURE 1: FIRST YEAR

Level One Course Units

Course code	Course Unit Title	Credits	Pre/Co-requisites, Notes
Students must take the following COMPULSORY units: (70 credits)			
ECON10071	Advanced Mathematics	10	
ECON10072	Advanced Statistics	10	
ECON10171	Principles of Microeconomic Theory 1: Consumers, Welfare, Production and Costs	10	
ECON10172	Principles of Microeconomic Theory 2: Markets, Price and Strategy	10	
ECON10181	Macroeconomics Analysis 1	10	
ECON10182	Macroeconomics Analysis 2	10	
ECON10192	Introduction to Mathematical Economics	10	
Students must take the following CORE units: (20 credits)			
ECON10011	Studying Economics	10	
ECON10162	Applied Economics	10	
Students must take 30 credits from the following units:			
ECON10002	Introduction to Development Studies	10	
ECON10151	Computing for Social Scientists	10	
ECON10212	Economic History	10	
PHIL10041	Critical Thinking	20	
POLI10201	Introduction to Comparative Politics	20	Cannot be taken in conjunction with POLI10202
POLI10202	Introduction to Comparative Politics	20	Cannot be taken in conjunction with POLI10201
POLI10601	Introduction to International Politics	20	
POLI10702	Introduction to Political Theory	20	
SOCY10912	Work, Organisations and Society	20	
BMAN10522	Financial Decision Making	10	P: Students wishing to take Year 2 Finance optional modules must pass this course unit at 40% or above.
BMAN10621A	Fundamentals of Financial Reporting	10	
BMAN10632	Fundamentals of Management Accounting	10	C: BMAN10621A
GEOG10101	Geographies of Globalisation	10	
HIST10181	Capitalism in Historical Perspective: 1770-1913	20	
SOST10021	Measuring Inequalities (Unequal Societies)	20	
SOST10142	Applied Statistics for Social Scientists	20	
In addition to the above course units selected, you may take up to 20 credits of other course units as approved by the BSc Economics Programme Director. For an up-to-date list of free choice University College (UCIL) units, please visit www.manchester.ac.uk/ucil .			

(EXAMPLE) PROGRAMME STRUCTURE 2: SECOND YEAR

The following is an **example only** of what your second year might look like in 2022/23. The units listed here will be subject to availability in 2022/23.

This structure will be finalised before you are expected to select your second year units

Level Two Course Units			
Course code	Course Unit Title	Credits	Pre/Co-requisites, Notes
Students must take the following COMPULSORY units: (80 credits)			
ECON20501	Microeconomic Analysis 3	10	
ECON20512	Microeconomic Analysis 4	10	
ECON20521	Macroeconomic Analysis 3	10	
ECON20532	Macroeconomic Analysis 4	10	
ECON20110	Econometrics	20	
ECON20120	Mathematical Economics I	20	
Students must take 40 credits from the following units:			
ECON20001	Managerial Economics I	20	
ECON20212	Economic History	10	Not available to students who have taken ECON10212
ECON20321	Development Economics: Growth, Capital Accumulation and Structural Change	10	
ECON20332	Development Economics: Understanding Poverty	10	
ECON20431	Economics of Public Policy	10	
BMAN23000A	Foundations of Finance	20	P: BMAN10522
BMAN20072	Investment Analysis	10	C: BMAN23000A and P: BMAN10522
BMAN21011	Financial Markets & Institutions	10	P: BMAN10522
GEOG20101	Economic Geography: Understanding the Economy, Creating Economic Spaces	20	
HIST21201	Capitalism in Historical Perspective: 1770-1913	20	Not available to students who have taken HIST10181
SOST20041	Market Research	10	
SOST20142	Applied Statistics for Economists	20	Not available to students who have taken SOST10142
In addition to the above course units selected, you may take up to 20 credits of other course units as approved by the BSc Economics Programme Director. For an up-to-date list of free choice University College (UCIL) units, please visit www.manchester.ac.uk/ucil .			

CHOOSING A COURSE UNIT FROM ANOTHER SCHOOL/FACULTY

The Course Unit Information portlet provides information on all university course units. You can access the portal through My Manchester and your 'My course' tab. The search function allows you to view course units by Academic Plan/Level and subject. You'll find key information for each course unit including co/pre requisites, restrictions and assessment. Read up on each of your choices before you enrol.

If you wish to take a course that is provided by another School and is not listed as an option in the degree course schedule you need to obtain advice and permission from the BSc Economics Programme Directors, and the school whose unit you wish to take. It is important that you find out the requisite, attendance and examination requirements of the unit concerned. Please note that there may also be excess demand for popular units. Once you have permission, you may then register yourself for the course, or ask the school who runs the unit to register you for it (some schools place restrictions on courses). Your course unit selection will be checked to ensure you are registered for the correct courses, once registration is complete. The Programme Director reserves the right to refuse you to take certain courses. For more specific information on permission, please contact BScEcon.Director@manchester.ac.uk with your course choices.

CHANGING YOUR COURSE UNITS

You may wish, for a short time after registration, to re-consider your choice of optional units. There is always a risk in changing units after the start of semester because you may miss crucial information but we are aware that there may be reasons why it might be right for you.

You therefore have until the end of the second teaching week in each semester to register changes of units on the Student System. Whenever you make course changes on the Student System you must then run an academic advisement transcript to ensure that you are taking a legitimate combination of courses. Changes after these dates are not permitted apart from in the most exceptional circumstances. This is to protect you since you will have probably missed too much of the course you are intending to enter.

At a later date, you may be permitted to drop a course unit you have registered for in the first semester and substitute another of equivalent credit rating in the second semester. However, this will only be permitted if: (i) you have not sat an examination or submitted any assessed course work; (ii) you take no more than 70 credits in either semester; and, (iii) the course combination you finally take is legitimate.

It is absolutely essential that you make up your mind before the deadlines and it is your responsibility to check your course details are correct on the Student System. Otherwise you will be required to explain your failure to attend the course unit from which you have improperly withdrawn and will cause considerable inconvenience to both yourself and staff. **If you fail to register for the correct courses you will also be entered for the wrong examinations.**

REGISTRATION AND ARRANGEMENTS

Registration, the process of enrolment for both semesters, takes place at the beginning of the academic year. Its purpose is not only to ensure that the University possesses the correct information about your home and term-time addresses, sources of funding and personal details, but to record your choice of course units for both semesters for the year. Please note that once you have completed electronic registration and ticked the declaration statement, we will take it that you have read and understood the University's guidance on plagiarism as set out in this Handbook, and that you agree that any assessed course work submitted throughout the year will include no plagiarism as defined by the University, and that breaking this agreement will make you answerable to University sanctions.

Induction for returning students

If you are a returning student (taking your second or third year) and you want some advice on the new academic year, then you are advised to contact your academic adviser to arrange a meeting for early in the first semester. You will be able to discuss your progress so far, course choice, the academic year to come, and any other academic issues on a one-to-one basis.

WORK AND ATTENDANCE REQUIREMENTS

The work and attendance Policy can be found by following the link below:

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

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

Attendance at lectures is not compulsory and is therefore not formally recorded. However, regular attendance at lectures is highly recommended so that students may take full advantage of the benefits of actively engaging in all aspects of the learning experience. Attendance at tutorials, seminars and workshops **is compulsory** and 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.

ATTENDANCE MONITORING CENSUS FOR (TIER 4) INTERNATIONAL STUDENTS

As required by UK Visas and Immigration (UKVI), the University must monitor your attendance and engagement on your course and is obligated to withdraw sponsorship of your visa if you have been absent from your studies without permission or have not met the attendance and engagement requirements of your course. This occurs if you have missed a number of consecutive expected contact points, such as tutorials or seminars, or have been absent from, or not engaging with, your studies for a sufficient period of time. Withdrawal of your student visa sponsorship should be expected and could result in withdrawal from the University.

If you are unable to attend your course, you should contact your Programme Administrator.

At various intervals during the academic year your school will review your attendance and engagement and will contact you if you are not meeting the attendance and engagement requirements of your course. It is important that you respond fully to any concerns, providing documentation as appropriate. In cases where we are not satisfied that you are meeting the attendance and engagement requirements of your course and you have not provided a satisfactory explanation for your absence or re-engaged with your course we will notify the Student Immigration Team, who will assess whether we are able to justify maintaining sponsorship of your student visa. To discuss implications of absence from your course on your student visa, please contact the Student Immigration Team: visa@manchester.ac.uk

INTERNATIONAL EXCHANGES

BSc Economics students 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 BSc Economics with International Study (a four-year degree course).

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.

In order for students to be considered for this possibility they must gain a high level of achievement in examinations as a minimum grade average applies (normally an average of above 68% is acceptable) and places with participating universities are limited. Going on exchange also carries with it an element of implicit academic risk.

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

Students who are interested should

1. 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. Contact the Programme Director, Klaus Schenk-Hoppe to discuss the option. (klaus.schenk-hoppe@manchester.ac.uk)
3. Talk to the Economics Academic Exchange Advisor, Ada Wossink
4. Apply via the International Programmes Office (IPO)

MANCHESTER LEADERSHIP PROGRAMME

The Manchester Leadership Programme (MLP) is an exciting and high profile initiative which encourages University of Manchester students to engage with the local community while boosting their personal and professional development. It combines a credit-rated Leadership in Action unit with 60 hours voluntary work.

You can find more details about it at: <http://www.mlp.manchester.ac.uk/>

BSc Economics students are eligible to take MLP in the second year only, but in either semester as a 10 credit course or both semesters as a 20 credit course.

CHANGE OF PROGRAMME AND WITHDRAWAL

If you have the misfortune to feel that your choice of degree or University has been incorrect and wish to withdraw entirely from the BSc Economics degree programme, or transfer to another degree programme in this or another institution of higher education, you should first seek advice from the Programme Directors. Please refer to the section 'Student Support and Guidance'. All transfers are subject to agreement from an admissions officer in the school, faculty, or university that the student wishes to transfer to.

INTERRUPTION

It is the expectation of the University that you will complete your programme in one continuous period of uninterrupted study. It is understood, however, that you may encounter personal difficulties or situations which may seriously disrupt your studies. In such instances, you may be granted a temporary interruption to your studies.

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

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

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

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.

PASTORAL & ACADEMIC SUPPORT

The BSc Economics is a relatively compact degree programme but with a diverse student body and we are keen to support you effectively, both academically and personally. To this end we offer you a number of support mechanisms: course unit tutors, academic advisors and the programme director.

All staff offering support will treat any discussions with you in absolute confidence if you wish. However, they will endeavour to agree with you the release of sufficient information to ensure that any special arrangements you require can be achieved.

COURSE UNIT LECTURERS & TUTORS

The person responsible for your course units are the course unit lecturers. The lecturers will typically present lectures. When a course unit has tutorials, exercise classes, seminars or workshops (i.e., any grouping smaller than a lecture) then these will typically be run by a course unit tutor. If you have a problem that is directly concerned with a particular course, you should see your relevant tutor or, if appropriate, the course unit lecturer.

Each member of the academic staff has specific office hours when they are available to students. You should **use primarily these times** for discussion of course unit specific problems and questions.

ACADEMIC ADVISERS

All BSc Economics students are assigned an academic advisor. You will have the opportunity to meet with your academic advisor early in the first semester in a group meeting and then have two further meetings during the year. You are welcome to arrange individual meetings with your tutor if there are any academic matters you want to discuss. (See also PDP's below.)

It is a good idea to keep your academic advisor informed about anything that might affect your studies. You should also tell them about positive developments, not just problems – as your academic advisor may well be the person who provides you with references for employment or further study, the better they know you, the more informative and useful their references will be.

You will find more information about the role of your academic advisor at the following link <https://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/help-and-support/>

PROGRAMME DIRECTOR

The Programme Director has overall control of the degree and will provide advice on your studies. In particular, you must seek his authority to approve your choice of course units that do not appear on your schedules.

EMPLOYABILITY: SKILLS AND OPPORTUNITIES

Our degree is designed to help our students gain useful employment not only through the acquisition of knowledge of key concepts from economics and a subject-specific skill set but also a set of transferable skills.

The subject specific concepts include:

- Opportunity cost.
- The importance of incentives.
- The idea of equilibrium, disequilibrium and stability.
- Strategic thinking.
- Expectations and surprises.
- The relevance of marginal considerations.

The subject specific skills include the following:

- An ability to abstract. From the study of economic principles and models, students see how one can abstract the essential features of complex systems and provide a useable framework for evaluation and assessment of the effects of policy or other exogenous events.
- An ability to use various forms of logical analysis including both deduction and induction with economic reasoning often being formulated in terms of logical ways of using assumption-based models.
- An ability to organise, present and analyse data. Also knowledge of sources of relevance to understanding industry, business and government.
- An ability to frame questions. That is the ability to decide what should be taken as given or fixed for the purposes of setting up and solving a problem, i.e. what the important 'parameters' are in constraining the solution to the problem.
- An ability to analyse, manage and present information using numerical, statistical and computational skills.

The transferable skills include the following:

- An ability to research, source and examine information thoroughly.
- An ability to critically analyse evidence and construct coherent arguments.
- An ability to write and speak well and communicate technical concepts to a broad audience.
- An ability to act independently and pursue one's own intellectual endeavours.
- An ability to act with others in a team.
- A flexible and open-minded approach to work.

This range of skills is in high demand and this is evidenced by the wide range of careers into which our graduates move. Our students are typically very successful with getting useful and fulfilling employment or with going on to further study. Recent employers of our graduates have been:

- Various parts of the UK civil service (including the Government Economic Service, the Bank of England, the Department for International Development, the Home Office and the Foreign Office),
- Big city firms KPMG, Deloitte, PricewaterhouseCoopers, Merrill Lynch, Goldman Sachs, Citibank, United Assurance, HSBC, Prudential plc, Nationwide Building Society, Deutsche Bank and the Co-Op,
- Large industrial companies such as Ford, Rolls Royce, British Telecom and BP.

Every year we have students from our economics programmes going on to Postgraduate study not only at the University of Manchester but also at other leading Universities including Cambridge, Oxford, LSE, Imperial College and King's College .

Examples of the types of jobs Economics can be found here: <https://www.prospects.ac.uk/>

BSc Economics Degree Regulations

Please note that 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. For older versions of the degree regulations, please consult either the relevant handbook that you were issued within your first year, or the electronic record of previous versions of the regulations which are kept at:

www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/course-information/

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. A typical course unit has 10 or 20 credits.

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.

One the next two pages you will find a shortened version of the regulations. It focuses on the most important points, but omits some detail. If in doubt, please refer to the full degree regulations which are available on the above link.

To pass the year as a whole the student must achieve:

Passes in 120 first year credits, the pass mark for compulsory units being 40 and the pass mark for optional units is 30.

Compulsory courses in your first year:

ECON10071 & ECON10072

ECON10171 & ECON10172

ECON10181 & ECON10182

ECON10192

Core course in your first year:

ECON10011

ECON10162

Students that do not pass compulsory units will not normally be permitted to proceed to the subsequent year.

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. 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 in the August resit 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 (at the discretion of the examinations board) 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 in non-compulsory units 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.

The Bachelor degree classification is decided using weighted total points for three year degrees using the following weightings:

Year 1 - 0.0 (0%)

Year 2 - 0.33 (33%)

Year 3 - 0.67 (67%)

Section 2:

The School of Social Sciences

The rest of this page is deliberately left blank for your own notes

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 an exciting one for us all as we get used to returning to face-face-teaching. We have spent the summer planning and implementing as safe as possible a School environment in which to study and work. However, we will still have to deal with the challenges presented by Covid 19. We encourage you to have your first and second vaccination jabs (which should be available on or near campus), and expect you to wear masks when walking around our buildings and in lectures, unless you have medical reasons not to do so. The challenges we all face as students and staff is to follow University, as well as any forthcoming local and national government, guidance to manage risk of infection. 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 to complement face-to-face activities. You will be able to arrange to connect with teaching staff by email, online meetings and in class.

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

School Information

THE UNDERGRADUATE OFFICE

All administrative matters associated with the BSc Economics are dealt with in the School Undergraduate Support Office. As a general rule, it is useful to contact the School Undergraduate Office first for information on any matter affecting your general academic progress or personal welfare. **Julie Tierney**, your Programme Administrator in this office will be happy to help you with administrative questions and point you in the direction of other appropriate sources of information.

Undergraduate Support Office
School of Social Sciences
Arthur Lewis Building, University of Manchester,
Oxford Road, Manchester, M13 9PL
Tel: 0161 275 1297
Email: bsceconomics@manchester.ac.uk

The School Undergraduate Support Office is situated on the ground floor of the Arthur Lewis Building, and is open from 9.00am until 5.00pm Monday to Friday during term time and 10.00am to 4.00pm during vacation time.

KEEPING IN TOUCH

During the year, it is important that staff and students can make contact quickly, so please:

1. Keep us informed of your current term-time and home addresses. You can now do this on 'My Manchester'
2. Check your University of Manchester email account regularly: Staff will often use your Manchester email as a quick and easy means of communication, for a wide variety of purposes.

SCHOOL OFFICERS

<i>Head of School</i>	Professor Brian Heap (3.035 Arthur Lewis Building)
<i>Head of School Admin</i>	Mrs Alison Wilson (4.046 Arthur Lewis Building)
<i>Head of Teaching, Learning & Student Experience</i>	Ms Jo Kaiserman (3.44 Williamson Building)
<i>Head of Student Support Services</i>	Mr Ian Glassey (G.34, Arthur Lewis Building)
<i>Head of Undergraduate Administration</i>	Ms Amanda Brereton (G.001b, Arthur Lewis Building)
<i>School website</i>	www.socialsciences.manchester.ac.uk/intranet/

HEALTH AND SAFETY

Accidents and Emergencies

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

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

All accidents at work or study must be reported to the School Safety Adviser for SoSS, please contact Carla Liburd 0161 275 4567.

There are first aid boxes located at main reception points in all buildings on campus and in some discipline areas. Contact details of first aiders for each building are listed on the green notices located on each floor.

General Health and Safety Issues

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

Smoking Policy

The majority of University of Manchester buildings are now non-smoking.

Fire Alarms and Emergency Evacuation Procedures

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

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

If for any reason you need help to leave any building in the event of an emergency, you should inform your Programme Administrator, Julie Tierney, or Alex Collins who acts as the School Disability Co-ordinator, room G.001 Arthur Lewis Building, telephone 0161 275 1297/4868.

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.**

SoSS Student Support & Guidance

STUDENT SUPPORT

If you have any concerns about your wellbeing, need emotional support or are having problems with money, academic issues etc. please visit www.studentsupport.manchester.ac.uk The website includes contact details for all support services.

SUPPORTING HEALTH, FITNESS AND RETURN TO STUDY

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

The School will endeavour to support all its students as per the Procedure on Support to Study. This will include pastoral care as outlined elsewhere in this handbook 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.

STUDENTS WITH DISABILITIES

The School welcomes disabled students and uses the assistance of the University Disability Advisory and Support Service to ensure that we support your needs appropriately; if you have any form of disability you are encouraged to contact the Disability Advisory and Support Service. The School also has an undergraduate Disability Coordinator, Matthew Regan. Matthew will make your course tutors aware of your needs.

Email matthew.regan@manchester.ac.uk or call 0161 275 4935.

Disability Advisory and Support Service:

General Enquiries – Telephone: 0161 275 7512

It is recognised that disability is not necessarily a health issue, but if you require any special medical treatment you should contact the Student Health Centre to find out about the local availability of treatment. You should also inform the Accommodation Office if you need any specific facilities.

Adaptations have been made to a number of rooms in Halls of residence to meet the needs of students with impaired mobility, and two flats in the Whitworth Park complex have been specifically designed for this purpose. Provision has been made to meet the needs of students with hearing or sight impairments, and there are also extensive IT and other support facilities.

Please tell us as early as possible about any condition that may affect your academic performance. This is especially important during the examination periods, and it may save you and us a lot of time and worry.

<http://www.manchester.ac.uk/undergraduate/studentlife/studentsupport/disabledstudents/>

HARASSMENT

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

Personal harassment takes many forms. The defining features are that behaviour is offensive or intimidating to the recipient and would be regarded as harassment by any reasonable person. Examples of sexual, racial and other forms of harassment are outlined in the University Policy Statement on Harassment contained in the Equality and Diversity Policy document which you can find following the link below:

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

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

For further information about the University's Policy on Harassment or if you have been a victim of some form of harassment, contact:

Dr Pat Sponder
Head of Student Administration
Telephone: 0161 275 2071

or

Students' Union Advice Centre
Telephone: 0161 275 2946

MEDIATION SERVICE

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

The Mediation Service leaflet can be found following the link below:

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

Catherine Prescott
Mediation Service
Equality and Diversity
Room C28, Sackville Street Building
PO Box 88 Manchester
M60 1QD Tel:
0161 306 5874
Email: mediation@manchester.ac.uk

ADDITIONAL SUPPORT SERVICES

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

The Crucial Guides include a range of general good advice, especially for new university students:

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/cglpaperversion/>

The link below will lead you to information for mature students; a lot of this is relevant to application to a university and pre-admission, but there is also some good general advice on issues after admission that are particularly relevant to the issues that mature students face:

www.manchester.ac.uk/undergraduate/maturestudents/

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

www.manchester.ac.uk/international/

SCHOLARSHIPS AND BURSARIES

There are some scholarships available within the University. These links will provide you with more information. Please note that these scholarships are awarded by the University; there are no scholarships available within the School.

IT FACILITIES

There are a number of computer-based facilities that you will probably become familiar with during your time at the University. Most prominently, the University uses a virtual learning environment (VLE), which is called Blackboard. You will find that an increasing number of your courses will have a VLE-based presence, where you will, for example, find readings for the coming week, assignments, questions for tutorials, and so on.

www.studentnet.manchester.ac.uk/blackboard/

SOHOL stands for ‘**Staff Office Hours On-line**’ and using this system you can book an appointment with an academic member of staff. Go to the link below and then click on ‘SOHOL Webpage’. There is also some guidance available at this location:

<https://mats.humanities.manchester.ac.uk/mats/SOHOL/>

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 you can log on to Blackboard, check your email, get information about your library loans, as well as many other functions:

www.portal.manchester.ac.uk

The Student System is the student system. From here you will be able to check your timetable, keep track of your course choices, grades, financial situation, and registration, along with many other functions.

You can access The Student System through My Manchester:

www.my.manchester.ac.uk

Student Representation & Feedback

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.

Students from each programme of study elect representatives to sit on various School committees. An effective student representation system is of benefit to all parties involved; it is also of great value in maintaining teaching quality.

The individual student representative benefits through increased transferable skills; the wider student body benefits through having systematic input regarding their programmes; finally the School gains students with a sense of ownership of their education and therefore an increased commitment to their programme.

The School takes student representation very seriously. BSc Economics students should see Julie Tierney (bsceconomics@manchester.ac.uk) about representation for this programme.

The role of a student representative is threefold:

- (i) to liaise between staff and students on matters of concern to either side;
- (ii) to provide two-way feedback on programme and teaching quality;
- (iii) to promote active student involvement in programme development.

The following are links to the University's student representation policy, and to a basic 'job description' for a student representative.

<http://documents.manchester.ac.uk/list.aspx> (Click on Student Academic Representation Guidelines)

STAFF/STUDENT LIAISON COMMITTEE

The committee which receives the most student feedback is the BSc Economics Staff/Student Liaison Committee, which is chaired either by the Programme Director or by a student representative and which may discuss any issue of concern to students. Staff and students are nominated from each area of study to serve on the Committee and represent the interests of members or students of that area. Appointment of student representatives takes place early in the first semester.

BSC ECONOMICS PROGRAMME COMMITTEE

The BSc Economics programme is under the control of a programme committee, chaired by the Programme Directors. This committee reports to the School Undergraduate Committee, and is responsible for strategic issues concerning the degree. The Student Representatives are members of the programme committee.

PROGRAMME EVALUATION AND REVIEW

The BSc Economics programme is continuously reviewed and developed, and many of the changes have arisen from feedback given by participants. Throughout the programme your comments and criticisms will be welcomed, and wherever possible acted upon. Feedback is also invited on course units. After each course unit you are asked to complete an evaluation sheet. This is a necessary part of quality assurance procedures.

Assessment

ASSESSMENT METHODS

In many course units, assessment involves a combination of assessed essay work and examinations: for example, you might be required during the year to submit assessment essays which would count as one-third of the final examination mark for the unit. Details of multiple assessment requirements such as this will be notified to you at the beginning of the unit, and specified in detail in the unit outline and statement of objectives.

We encourage you to read these closely before selecting or starting on a course unit. Please be aware that many course units employ other assessment methods, such as class tests, group or individual presentations, projects, and so on. Also, non-assessed work may be used in some modules. Non-assessed course work is a good opportunity for you to practice and gain experience; also, it may be taken into account in marginal cases so it is always worth completing. You should be aware of what methods are used in each course unit that you take.

MARKING CRITERIA

Each discipline has its own marking criteria; in other words, it will mark according to what it feels are important features in your work. You can find some examples of these criteria at:

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

FEEDBACK

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

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

You will be asked to evaluate feedback as part of the Student Survey in each semester. The University feedback policy can be found here:

[HTTPS://WWW.SOCIALSCIENCES.MANCHESTER.AC.UK/STUDENT-INTRANET/UNDERGRADUATE/ASSESSMENT/](https://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/assessment/)

REFERENCING AND CITATION

When you write academic course work you will be required to acknowledge your sources by using an established method of referencing (please also see the policy on academic malpractice). Your course convenors will give you guidance, most commonly in the course guide, on the referencing method that they expect you to use. This is an important part of academic assessment, so if you are in doubt please ask for help – concerns about plagiarism, referencing and the like will always be taken seriously.

PROOFREADING

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.

TURNITIN

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

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

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

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

EXAMINATIONS AND ASSESSMENTS

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

You will be entered for examinations on the basis of the courses held in The Student System 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 The Student System. Please note that debtors to the University will not be able to access their results until their debts have been cleared.

ATTENDANCE AT EXAMINATIONS

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

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

EXAMINATION TIMETABLE

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

ILLNESS OR OTHER PROBLEMS AFFECTING ASSESSMENT

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).

You should notify Julie Tierney immediately of any illness or other adverse circumstances which significantly affect your examination performance, and produce a medical certificate where appropriate. You will also be required to submit a mitigating circumstances form. You should refer to the mitigating circumstances policy (linked below), which sets out the range of certification needed for both short-term and prolonged illnesses.

It is most important that before, during, or immediately after examinations, you notify us in writing of any such problems. Only in this way can special circumstances be taken into account. Retrospective evidence cannot be accepted after examination results have been published. Do not hesitate to provide information, even if you find it distressing or embarrassing: it will be treated seriously and in the strictest confidence. The basic information about your problem, but no details which you do not wish divulged, will be made known to the examiners in each of your course units.

For more detailed information, please refer to the section on Mitigating Circumstances in this handbook, or find the policy online at: <http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/help-and-support/mitigating-circumstances/>

Religious Observance

If you have strict religious requirements that may affect your attendance at examinations arranged centrally, you must complete the Examination and Religious Observance form obtainable from the Student Services Centre in person or online.

For the full policy on Religious Observance, please use the following link:

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

LATE SUBMISSION OF COURSEWORK

See the Policy on Submission of Work for Summative Assessment on Taught Programmes: <http://documents.manchester.ac.uk/display.aspx?DocID=24561>

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

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

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 as soon as possible in the Second Semester
- (ii) these marks are **provisional** and they are presented for guidance only. They may go either up or down at the Examiners' meeting in June/July
- (iii) information on the exact dates and methods of release will be clearly publicised by Schools through course guides, notification in lectures, and notice-board information.

May/June Examinations

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

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

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 appearing 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.

Several students each year are caught by invigilators cheating in examinations. **Do not attempt to cheat in examinations.** It is unfair to your fellow students, to the staff who teach you and mark your work and, if you are caught and punished, may affect the rest of your life and cause great upset.

If you are having problems with your work or have personal problems which affect your work, do not attempt to take short cuts by cheating or plagiarising. Please see a member of staff and seek help instead.

The following is information issued by the Examinations Office relating to malpractice in examinations:

- (i) It is a serious offence to take to your examination desk any books, notes, other material or aids which have not been specifically authorised for use in that examination. Students caught in possession of unauthorised material, whether deliberately intending to use it or not, will be brought before a disciplinary committee and will find that, as a minimum penalty, their examination paper will be cancelled (that is, they will be given a mark of zero). A number of more severe penalties are available, according to the circumstances of individual cases.
- (ii) It is strictly forbidden to tear pages out of answer books; it is also forbidden to remove used or unused answer books from examination rooms. Students found doing any of these things will be subject to disciplinary action.
- (iii) Talking to, or any other form of communication with, other candidates during an examination is strictly forbidden.
- (iv) Electronic calculators may not be used unless specific authorisation for their use appears on the examination question paper. Calculators with facilities for storing and retrieving text are not permitted. The University's full policy on the use of calculators in examinations is given on a separate notice displayed on School/subject area notice boards and on the web at: <http://www.tlso.manchester.ac.uk/>

PLAGIARISM AND OTHER FORMS OF ACADEMIC MALPRACTICE

Academic malpractice includes plagiarism, collusion, fabrication or falsification of results and anything else intended by those committing it to achieve credit that they do not properly deserve. Visit the following link for information and policies on Academic Malpractice.

<http://documents.manchester.ac.uk/list.aspx> (Click on Academic Malpractice)

You should take note that work you submit may be screened electronically to check against other material on the web and in other submitted work.

STUDENT DISCIPLINE PROCEDURES

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

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

DISPUTES REGARDING EXAMINATION RESULTS

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

You should also be aware that examination scripts are marked in an anonymous process and that external examiners (senior academics from other Universities) are fully involved in resolving divergences and determining marks which have a critical effect on the classification of your final degree, or establishing whether you pass or fail overall. You can again be assured that the greatest care is taken in checking and discussing 'marginal' or borderline results. The separate assessment of work by two internal examiners (double marking) or the independent scrutiny of a sample of scripts

by a second internal examiner (moderation) may be undertaken in various ways. The University Undergraduate Standards and Quality Committee recognises alternative models of double marking and moderation, and each School must select the model that is most appropriate to assessment in its subject and apply the model accordingly.

Review of Decisions of Boards of Examiners

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

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

Sources of Advice

Before taking action under the university’s formal procedures, you may like to seek advice either within or outside the School. Immediately after the release of examination results, BA(Econ) Programme Tutors will be on hand to deal with queries until the end of examination periods. You may also speak with the administrative staff, particularly Paul Smith, Head of Student Support Services; or Amanda Brereton, Head of Undergraduate Administration.

Additionally you can obtain help from the Student Union Advice Centre. Phone 0161 275 2930 or visit: <http://manchesterstudentsunion.com/>

External Examiners

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

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

The BSc Economics External Examiner is as yet unconfirmed at the time of publication; please refer to Alex Collins for further information.

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 Alex Collins.

ACADEMIC APPEALS

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

COMPLAINTS

As part of its commitment to ensuring the standard and quality of its programmes of study, services, and facilities, the University has an established Procedure to deal with complaints from students. Complaints provide useful feedback information and, where appropriate, will be used to improve services and facilities. If you have a complaint to make, you should raise it directly with the staff concerned at the earliest opportunity, as matters that are dealt with informally at an early stage have the best chance of being resolved effectively. Formal complaints should be made as soon as possible and, in any case, within 40 days of the events or actions (or lack of actions) which have prompted the complaint. The University will not normally consider complaints made after this period, unless there is good reason for the delay.

DIGNITY AT WORK AND STUDY

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

PRIZES

Details of the prizes and awards of the School are available on the web at:
<https://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/assessment/>

STUDY SKILLS RESOURCES

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

You'll also find advice about how to prepare for lectures, tutorials and seminars; how to deal with exam stress; organising yourself; and on personal development and career planning. See

<http://www.humanities.manchester.ac.uk/studyskills/>

CONSEQUENCES OF UNSATISFACTORY PROGRESS

Students may resit in August/September any paper(s) failed in January or May/June examinations.

If, after the application of compensation rules and/or any resits, students have only 'passed' in course units totalling 110 or 100 credits without compensation, they will have to proceed to the Ordinary

Degree in the next year of study. However, in order to regain Honours status, the Board of Examiners may allow students to carry 10 or 20 credits of course units into the next year of study. To complete that year successfully, the student must satisfy the usual criteria for the year and reach the unit pass mark for the additional credits.

Students who fail 10 or 20 credits of core units (with or without compensation) for Accounting/Finance/Economics will normally be required to change pathway. If students cannot change pathway they may be given permission to resit core units without attendance.

Learning Resources

In order to make the most of opportunities available to you as an undergraduate student at the University of Manchester you should make full use of the University's and the School's extensive learning resources.

BLACKBOARD

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

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

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

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

You can find guidance on the various Bb tools as well as other eLearning tools we use at Manchester e.g. Turnitin, accessing the Manchester video portal or other in this page: <https://sites.manchester.ac.uk/humteachlearn/student-support>

If you like you can access Bb on your smartphone using the Bb Mobile Learn app. For guidance, see: https://help.blackboard.com/Mobile_Learn

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

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

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

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

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

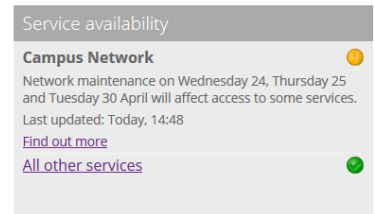
If you cannot see a course you expect to see, it may be because your tutor has not 'activated' your Blackboard site for the course, or it may be that your enrolment is not completed:

- contact your School Administrator to check that you are fully enrolled;

- check with your tutor that the Bb site has been activated (made available to students);

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

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



UNIVERSITY COMPUTING FACILITIES

IT Services:

0161 306 5544 (internal 65544)

Email: it-servicedesk@manchester.ac.uk

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

The University of Manchester has an international reputation for Information Systems. When you come to the University you will automatically be registered for email, and have access to the World Wide Web. The University now has more than 6,000 PCs, many of which you will have access to through clusters located in individual Schools, and in public access clusters located in the library and around the University campus.

There are 2 physical locations where you can visit the **Service desk**:

- The John Rylands Library, at the top of the escalator in the Blue 1 area
- The Joule Library in the Sackville St Building.

SCHOOL COMPUTING FACILITIES

PC Clusters available for BSc Economics students are as follows:

- Room 2.88 in Humanities Bridgeford Street is available during normal office hours and is generally free from block-booking for teaching. The HBS clusters 2.1 and 2.2 also generally available until 8pm.
- There is wireless access in both the Arthur Lewis and Humanities Bridgeford Street Buildings.
- Crawford House G.17 – 35 machines (available to students that take modules in Accounting/Finance).

All University PC Clusters have Microsoft Windows as the operating system, Microsoft Office (word processing, spreadsheets etc.), Web access, email and a variety of statistical and subject related software.

LIBRARY AND INFORMATION RESOURCES FACILITIES

John Rylands University Library Manchester (JRULM)

Oxford Road, Manchester M13 9PP, United Kingdom

Telephone: Main Library (University Campus) +44 (0)161 275 3738

Special Collections, Deansgate, City Centre +44 (0)161 834 5343

Web: www.library.manchester.ac.uk/

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

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

Facilities

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

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

Get Started:

Support for your Studies

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

Finding Your Resources

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

SOCIAL SPACES

There are work stations and social spaces in both the Arthur Lewis and Humanities Bridgeford Street buildings. In the Arthur Lewis building on the ground floor, you will find the Arthur Lewis Common Room (ALCR), where you can take drinks and food from Arthur’s Brew, and bring your academic work or relax with a newspaper or friends.

In the back of the Kantorowich Library, there are two newly-renovated common rooms for undergraduate students. The outer room is a space similar to the Arthur Lewis Common Room, except on a smaller scale. There are soft furnishings and work spaces. The inner room is configured for group work, presentations, and society meetings; this room will be kept locked when not in use. You can

book this room with the Kantorowich librarians. The inner room also has locked cupboards which can be used by societies on request.

All of these spaces have a strong wireless connection for portable computers. All the common areas have notice boards for society and general use.

Other University Services

THE UNIVERSITY OF MANCHESTER ACCOMMODATION OFFICE

First floor, University Place, Oxford Road

Manchester M13 9RS

Telephone: 0161 275 2888

email: accommodation@manchester.ac.uk

web: www.accommodation.manchester.ac.uk/

Open each weekday: 9.00 am – 5.00 pm

All applications for places in the student residences are dealt with through the Accommodation Office.

MANCHESTER STUDENT HOMES

Unit 1-3, Ladybarn House

Moseley Road

Fallowfield

Manchester M14 6ND

Telephone: 0161 275 7680

email: manchesterstudenthomes@manchester.ac.uk

web: www.manchesterstudenthomes.co.uk/

Manchester Student Homes deals with non-University accommodation available locally and makes information available on the Internet, where you can search all current vacancies.

STUDENT SERVICES CENTRE

Burlington Street

University of Manchester

Oxford Road

M13 9PL

Telephone: 0161 275 5000

Open Monday to Friday 9.00am – 5.30pm

Staff House

Sackville Street

Manchester

M60 1QD

web: <http://www.studentnet.manchester.ac.uk/crucial-guide/>

email: ssc@manchester.ac.uk

The Student Services Centre provides awards, examinations, financial, fees, and other advice, and is the place to go to for general enquiries as well as for academic transcripts or confirmation of your attendance, award or a Council Tax certificate. You can also get information relating to University policies and procedures including complaints, appeals, harassment and conduct and discipline.

ACADEMIC ADVISORY SERVICE

University Place, first floor
Oxford Road
University of Manchester
Manchester M13 9PL
Telephone/Fax: 0161 275 3033
email: caas@manchester.ac.uk

The Academic Advisory Service is a student-centred service open to all Undergraduates and Postgraduates, from all Schools across the whole University. We offer confidential advice on any academic matter, from information regarding course transfers, for example, to guidance in Appeals procedures or advice on complex issues where a student's work is being affected in any way. The Advisers have extensive experience of dealing with student problems and offer confidential advice on any matters relating to students' academic work or personal circumstances. If for any reason you feel that you cannot approach somebody in the School, the Academic Advisory Service offers a good alternative.

COUNSELLING SERVICE

Crawford House, fifth floor
Precinct Centre
Oxford Road
Manchester M13 9QS
Fax: 0161 275 2281
Telephone: 0161 275 2864
email: Counsel.service@manchester.ac.uk

The Counselling Service for the University offers confidential counselling to students, and a consultative and advisory service to staff. The seven members of the team have qualifications in counselling and psychotherapy and provide a range of therapeutic responses to all kinds of personal problems.

NIGHTLINE

Web: www.umu.man.ac.uk/nightline/
email: nightmail@nightline.man.ac.uk
Telephone: 0161 275 2983/4 (or look on the back of your library card)
From 8pm to 8am seven nights a week during term time.

(If you are short of cash, Nightline will phone you back as long as you are within the '0161' area.) Nightline is a non-judgemental listening and information service run by students for students. If you want the opportunity to talk things through or get something off your chest, they are fully trained and well prepared for anything you want to throw at them. Or if there's something you need to know, they offer practical, impartial information on virtually everything.

CAREERS SERVICE

The Atrium,
University Place
Oxford Road
Manchester M13 9QS
web: www.careers.manchester.ac.uk/
email: careers@manchester.ac.uk
Telephone: 0161 275 2829

Office opening hours: 9.00 – 5.00pm Monday to Friday (excluding Bank Holidays)

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/>

Don't leave it until your final year to use our services; make the most of your time at Manchester and get involved from the start of your degree.

The Careers Service is located in the Atrium, University Place:

(<http://www.manchester.ac.uk/medialibrary/maps/campusmap.pdf>) Building number 13.

UNIVERSITY LANGUAGE CENTRE

LG8.2
Samuel Alexander Building
University of Manchester
Oxford Road
Manchester M13 9PL
Telephone: For general enquiries on English Language courses contact +44 (0) 161 275 (3426/3482)
email: englang@manchester.ac.uk (for English language support)
email: inseasonal@manchester.ac.uk (for academic support programmes)
web: www.langcent.manchester.ac.uk/

The Centre exists to help all language learners within the University and to provide a high quality teaching and learning environment. This includes the teaching of Modern Languages across the University and to members of the public (together with the Centre for Continuing Education), a range of English Language Programmes and the provision of a multimedia learning centre. The Language Centre is located on the lower ground floor of the Arts Building near the Leamington coffee bar.

INTERNATIONAL SOCIETY

William Kay House
327 Oxford Road
Manchester M13 9PG
Telephone: +44 (0) 161 275 4959/7697
e-mail: int.soc@manchester.ac.uk
Web: www.internationalsociety.org.uk

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

INTERNATIONAL STUDENTS WELFARE OFFICER

Ms Gerry Bell
Student Services Centre
Telephone: 0161 275 8553
Web: www.manchester.ac.uk/international

Please contact the Welfare Officer to discuss any individual problems such as finance and visas.

STUDENT HEALTH

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

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

All students should register with a GP (Doctor).

GP Search tool: <http://www.nhs.uk/ServiceDirectories/Pages/ServiceSearch.aspx?ServiceType=GP>

How to register with a GP:

<http://www.nhs.uk/chq/Pages/1095.aspx?CategoryID=68&SubCategoryID=158>

GP application form:

<http://www.nhs.uk/NHSEngland/AboutNHSservices/Documents/Doctors/GMS1.pdf>

All new students will need to register; those in halls will be advised as to their nearest GP. Returning students should check when they return that they are still registered at the same GP and if necessary use the search tool to find their new GP.

STUDENTS' UNION

University of Manchester Union

Steve Biko Building

Oxford Road

Manchester M13 9PR

Telephone: 0161 275 2930

Fax: 0161 275 2936

web: <http://manchesterstudentsunion.com/>

The Students' Union is run for students by students. It supports and organises activities including student representation, student societies, shops, bars, entertainment and a welfare advice service.

Students' Union Advice Centre

General enquiries, Telephone: 0161 275 2989

Welfare Officer, Telephone: 0161 275 2945

Academic Affairs Officer, Telephone: 0161 275 2941

Postgraduate and Mature Students Officer, Telephone: 0161 275 2989

Overseas Students Officer, Telephone: 0161 275 2989

web: <http://manchesterstudentsunion.com/>

THE MATURE STUDENTS SOCIETY

Burlington Rooms

Schunck Building

Manchester M13 9PL

Tel: 0161-275 2392

web: www.burlington.manchester.ac.uk

The Burlington Society is situated at the Burlington Rooms, Schunck Building, near to the John Rylands University Library and provides a social focus for Mature Students and Postgraduates in Greater Manchester. Although the primary membership is drawn from students at the University of Manchester the society offers associate membership to university staff and members of our neighbouring academic institutions. In addition to its physical presence on campus, the society provides a social space within the academic community through its regular activities away from the Burlington Rooms.

Facilities at the Burlington Rooms include: the Burlington Bar (open to non-members and at Student Union prices!); Common Room (free tea and coffee available to members all day!); The Schunck Room (available for functions), the Vegetarian Café, and the Behrans Room (available for meetings).

Social Groups include: Burlington in the Afternoon which meets on Wednesdays at 1.00pm and provides a daytime social space and a chance to relax and chat over a drink. Burlington Social meets on Thursday evenings at 8.00pm and organises a varied programme of events including seasonal parties, dances, games and quiz evenings. The Burlington Bar is host to regular events including live music and comedy and is a popular meeting place for academic and other social groups within the University.

The Burlington Society works alongside the Students' Union and the University in matters affecting Mature Students and Postgraduates.

THE ATHLETIC UNION

William Kay Building
333 Oxford Road
Manchester M13 9PR

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

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

STUDENTS WITH CHILDREN

There are two nurseries associated with The University of Manchester:

Dryden Street Day Nursery
Dryden Street
Manchester M13 9AU
Telephone: 0161 272 7121

Echoes Day Nursery
Echo Street, off Granby Row
Manchester M60 1QD
Telephone: 0161 306 4979

Dryden Street Nursery is a day nursery operated directly by The University of Manchester and The Manchester Metropolitan University for staff and students of both institutions. Echoes Day Nursery is a day nursery open to registered students and staff of The University of Manchester. Both nurseries provide care for children from six months to five years and are staffed with trained and experienced personnel in accordance with the local authority's requirements. There are often long waiting lists for places at both nurseries, especially for children under two. Try to apply as early as possible. For more information, go to the web site at:

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

BSC ECONOMICS SOCIETY



The BSc Economics Society is a society designed for people studying the Bachelor of Science Economics course at the University of Manchester. Membership is open to all BSc Economics students and is a great platform to meet second and third years to ask any questions and become part of a close knit family. We as a society hold many social and networking events from pub quizzes to networking evenings along with a wide range of academic events. This year we hope to partner with the Lunch with the Economist which is weekly lunch run by the School of Social Sciences to discuss any hot topics in Economics and all BSc Economics Society members are encouraged to go.

Along with all the other events, the Society holds an annual Ball just before summer which is great fun and a night to remember. For more information about the Society and the Committee members head over to our Facebook page:

<https://www.facebook.com/bscecon/>

If you have any questions about the Society, course or the University in general, please feel free to message any of the Committee members and they will do their best to help you out. We look forward to seeing you in the fall!

OTHER USEFUL CONTACT NUMBERS

St Peter's Chaplaincy	0161 275 2894
Avila House RC Chaplaincy	0161 275 6999
Armitage Centre	0161 224 0404
Aquatics Centre	0161 275 4950
Sugden Sports Centre	0161 200 4026

Useful contact telephone numbers for organisations outside the University

Registered Child Minders	0161 234 7231
National Aids Line	0800 567 123
George House Trust (HIV/Aids Helpline)	0161 839 4340
Alcoholics Anonymous	0161 236 6569
Life Line (Drugs Advice)	0161 839 2054
Rape Crisis Line	0161 834 8784
Samaritans	0161 236 8000
Manchester City Council Housing Aid	0161 234 4750
Citizens Advice Bureau	0161 834 9844
Victim Support Central Manchester	0161 839 6098
Victim Support South Manchester	0161 257 3256
Manchester Brook Advisory Centre (Contraception and abortion advice)	0161 237 3001
Manchester Gay and Lesbian Helpline	0161 274 3999

SECTION 3:

The Faculty of Humanities

The rest of this page is deliberately left blank for your own notes

Welcome to the Faculty of Humanities

WELCOME TO THE FACULTY OF HUMANITIES

As Vice-President and Dean of the Faculty of Humanities, I would like to extend a warm welcome to all students in The University of Manchester. The Faculty of Humanities is one of three Faculties in the University and consists of five 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 wide range of activities to stretch and develop your knowledge, thinking and skills. From field trips and study abroad to volunteering, industrial placements and hundreds of societies, there is something for everyone. That is why we are the university most targeted by employers.

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

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

Keith Brown

Vice-President and Dean, Faculty of Humanities

September 2021

WHAT IS THE FACULTY? HOW IS IT RUN? WHAT CAN IT DO FOR YOU? WHAT CAN WE EXPECT FROM EACH OTHER?

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.

IT SERVICES WITHIN THE FACULTY OF HUMANITIES

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

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 IT Support Portal is available for students 24 hours a day. It provides self-service request functionality and has a searchable knowledge base that holds hundreds of articles answering the common enquiries we receive. The Support Portal gives students the ability to raise a support ticket too, if they are unable to find the answer to their query. This year a hardware request option for

students who are struggling with access to the basic IT equipment required to engage with their studies has been added. These students will be able to request a laptop or a Wi-Fi Dongle if they meet the criteria set out by the Widening Participation Team.

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](#)

THE UNIVERSITY LANGUAGE CENTRE

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

Language courses

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

<ul style="list-style-type: none">• Arabic• British Sign language• Mandarin Chinese• Dutch• French• German• Hebrew• Italian• Japanese	<ul style="list-style-type: none">• Korean• Polish• Persian• Portuguese• Russian• Spanish• Turkish• Urdu
---	---

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>

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, study space 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 Learning**” tab in “**My Manchester**” has quick links to all of the Library's resources and services available to students.

Facilities

The University of Manchester Library operates a number of sites across campus.

- The **Main Library** houses all the essential textbooks, offers group study rooms, individual study spaces and computer clusters.
- The **Alan Gilbert Learning Commons** provides a state of the art 24/7 learning environment, offering flexible open learning spaces, multimedia facilities, computer clusters and bookable group study rooms.

In addition to the main sites, there are a number of specialist libraries located across the campus. Details of all locations, facilities and opening hours can be found via the Library website.

Get Started

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

Our **Get Started guide** provides everything you need to know about the Library in your first few weeks including our “how to” videos and where to find the support you need.

Find Your Resources

- Use **Library Search** to find books, ebooks, online journals and articles.
- Use **Subject Guides** to find appropriate resources/databases for your subject area plus guidance on different types of materials, how to reference and keeping up to date with research.

Use your student card to access library sites and your central university username and password to access the electronic resources.

Training and Research Support

My Learning Essentials: The Library provides a comprehensive programme of online skills resources, workshops and drop in support 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:

- Facebook: www.facebook.com/tuomlibrary

Twitter: twitter.com/UoMLibrary

THE 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 with a wide range of useful facilities:

- 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
- Wifi 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

THE UNIVERSITY OF MANCHESTER ALUMNI COMMUNITY

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

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

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

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

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

Lord Terence Burns

Chairman, OFCOM

Professor Brian Cox OBE

Physicist and Science Communicator

Frances O'Grady

General Secretary of the TUC

Jesse Armstrong and Sam Bain

Writers of television comedies – Peep Show and Fresh Meat

Benedict Cumberbatch CBE

Actor

Gareth Williams and Bonamy Grimes MBE

Skyscanner co-founders

Chuka Umunna MP

Former Shadow Secretary of State for Business, Innovation and Skill

Member, Change UK – The Independent Group

Parineeti Chopra

Actor

Professor Dame Sally Davies

UK Government's Chief Medical Officer for England

Sophie Raworth

BBC News broadcaster

Teo Chee Hean

Senior Minister & Coordinating Minister for National Security, Singapore

Toby Jones

Actor

Orlando von Einsiedel

Award-winning film director

Professor Danielle George MBE

Radio frequency engineer

Tom Bloxham MBE

Founder of Urban Splash and former Chancellor of the University