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

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

BSocSc Sociology

Welcome to Sociology, within the School of Social Sciences (SoSS), Faculty of Humanities.

This handbook provides you with important information about the Sociology degree programme, and about facilities and useful contacts. This information is very important for your academic career so you should read it carefully and keep the handbook for reference throughout your programme of study. There is a great deal of information here and you are not expected to absorb it all at once. However, it is important that you are aware from the outset of the system of student support and guidance available to you throughout your degree. Many students encounter problems that may affect their studies at some point during their time at University: illness, personal or family problems, study problems or financial problems. You will also need advice and guidance about academic matters such as choosing courses and examination requirements. This is provided by the Undergraduate Office, by your personal Academic Advisor, and by the Programme Director (Dr Nadim Mirshak). There are also a variety of support services provided centrally by the University. Don't worry if you are not sure who you should go to see when you need help: the School Undergraduate Office is a good place to try first, and if this office is unable to help then the staff will direct you to someone who can. The School also have specialist student support officers and disability officer. It is also important that you understand the Work and Attendance requirements for the degree. They are explained later in this handbook and you should read them very carefully. Persistent absence from classes or failure to complete work can result in exclusion from the programme.

Finally, on behalf of the Sociology Department, may we wish you a very enjoyable and successful academic year.

BSocSc Sociology Programme Team

Programme Director:

Dr Nadim Mirshak

nadim.mirshak@manchester.ac.uk

Programme Academic Advisors: Your Academic Advisor is listed on your Student homepage. Just log in to the system and click on your Student Centre. Your advisor is listed on the right hand side of the screen and if you click on the details link it will take you through to their email address. For more information about Academic Advisors see page 12.

Deputy Head of Sociology (Teaching & Learning):

Dr Kevin Gillan

kevin.gillan@manchester.ac.uk

Programme Administrator:

Julia Taylor

Julia.taylor-2@manchester.ac.uk or ugsoss@manchester.ac.uk

Programme Aims and Objectives

About Sociology

We are one of the largest and most prestigious Sociology departments in Britain. All our staff members are committed researchers and teachers and they have a very broad range of interests and specialisms (see staff list below).

Sociology's strength lies in its diversity. It offers a stimulating research environment covering a broad spread of interests and specialisms including sociological theory, quantitative and qualitative research methods, philosophy of social science, sociology of economic life, interactionism, ethnomethodology, sociology of gender, feminist thought, urban studies, development, comparative and historical sociology, social networks, social movements, cultural and media studies, the sociology of music, philanthropy, and computer applications.

We in Sociology pride ourselves in providing good quality teaching. Over the years members of staff have written a number of the best-known Sociology textbooks. We regularly review our curriculum and our teaching and learning practices to maintain and improve the quality of our degree programme. We have an excellent record of student progression, sustained by various forms of student support. We provide important learning resources to help students with their studies. Finally, there are various mechanisms to ensure that we consult students for their opinions and ideas, primarily in the form of student-elected Programme Representatives, of which there is one for each programme and each year of study (there is more about the Rep system on page 36 of this Handbook). In other words, members of staff are highly committed to providing students with a stimulating and enjoyable learning experience throughout the degree programme.

Sociology has a very successful record of securing research funding from outside bodies and it produces a steady flow of important and influential publications, including widely used textbooks. Two series of occasional papers and one of working papers are published by Sociology. We encourage our students to consider postgraduate study, and a number of undergraduates have gone on to do postgraduate research within Sociology.

Staff/ Student Expectations

We have expectations of you, and you have them of us. You will find these in The University of Manchester's Student Charter. It was developed jointly by the University and the Student Union and clearly expresses what our expectations and responsibilities are.

The Charter can be found online at:

<http://www.yoursay.manchester.ac.uk/student-charter/>

The Degree Programme

The policies and programmes for Sociology are formulated in the context of the University's Academic Standards Code of Practice, which identifies the provision of high quality teaching as one of the University's primary aims. The code states that "students pursue their chosen programmes under the guidance of academic staff who are active scholars in the areas in which they teach, and who can present the intellectual challenge of studying a subject in depth". This is arranged through "well-organised and purposeful programmes of study with high standards in curriculum design, teaching and learning methods and assessment procedures". In implementing this requirement we draw where appropriate on the Sociology subject benchmarks issued by the Quality Assurance Agency, and the National Qualifications Framework.

Programme Aims

- To offer students a coherent curriculum in sociology that is strongly informed by leading contemporary research and which conveys the excitement, appeal and relevance of the discipline.
- To teach students knowledge and understanding in sociological theory and methods sufficient to enable those who wish to do so to progress to further study.
- To equip students with transferable skills that will enable them to take a full, active and responsible role in society, whether this be through employment, voluntary work, caring responsibilities, or other forms of civic engagement.
- To use various modes of teaching, learning and assessment appropriate to enabling students to develop a comprehensive range of academic and practical skills during the course of their studies.
- To provide students with the academic and pastoral support that enables them to develop their potential, including the potential of those from non-standard educational backgrounds.
- To make students aware of the diversity of learning resources that are available in their discipline, Faculty, University, and elsewhere, to facilitate their ability to learn independently.
- To ensure the quality of our teaching through providing mechanisms for monitoring and evaluating our performance and reviewing our practices.

Programme Learning Outcomes

On successful completion of the degree programme our graduates will have demonstrated that they have acquired the following learning outcomes:

- Sufficient knowledge of sociological theory to enable them to recognise the nature of sociological questions, the range of approaches to sociological theory, and the ways in which theory can be applied to study change, continuity, diversity and inequality in different areas of social life.
- Training in sociological research methods sufficient to enable them to (a) conduct independent sociological research and (b) to understand sociology's character as an evidence-based discipline.
- Specialist knowledge in two or more vibrant areas of sociology to develop their awareness and understanding of the diversity, complexity and significance of different social processes.
- Transferable intellectual and practical skills that equip them with the ability to collect, organise and evaluate information and to develop and communicate their ideas and analyses in a coherent, informed, and timely manner, whether in employment, postgraduate study or other civic activities.

The programme aims and learning outcomes are developed in progression through three levels of study:

Level 1 Aims

- To provide a foundation level of sociological study to prepare students for progression to the second level of the programme.
- To raise students' awareness of the nature of sociology as a discipline.
- To introduce students to examples of how sociological frameworks can be applied within areas of sociology or neighbouring social sciences.
- To provide training in study and learning skills so that students are able to develop their intellectual potential.
- To provide students with the academic and pastoral support that will enable them to settle into the University and succeed in their first year.

Level 1 Learning Outcomes

By the end of level 1 students will have:

- Gained an awareness of the teaching and learning resources and related support systems available in their discipline, Faculty and University through a comprehensive induction programme.
- Completed training in study skills and a series of related assignments to demonstrate their competence to study effectively and independently.
- Carried out a presentation demonstrating their ability to speak in an organised way in a public setting.
- Demonstrated their competency in the use of word processing, e-mail and the internet.
- Demonstrated that they know and understand the fundamentals of the core perspectives within sociological theory.
- Demonstrated an awareness of the nature of sociology as a discipline, and an understanding of the basic elements of research methods.
- Demonstrated that they have acquired a foundation in at least one substantive area of sociology.

Level 2 Aims

- To provide a series of 'gateway' courses that build on the foundation obtained in level 1, which are informed by the research activities and interests of staff, and prepare students for progression to specialised level 3 courses.
- To provide a choice of courses that enable students to develop their theoretical and substantive knowledge of sociology and their appreciation and comprehension of the complexity, variety and significance of diverse social processes.
- To deepen students' training in a variety of research methods so that they are able to conduct independent research.
- To deepen students' transferable intellectual and practical skills through the provision of courses with a suitably diverse range of teaching and learning methods.
- To guide students to prepare for their dissertation work in level 3.
- To provide students with the academic and pastoral support that will enable them to develop their academic abilities and transferable skills in order to progress to level 3.

Level 2 learning Outcomes

By the end of level 2 students will have:

- Demonstrated that they have developed theoretical and substantive expertise in at least two areas of sociology and are able to apply this knowledge.
- Demonstrated that they have developed their research skills through a series of assignments.
- Demonstrated that they have enhanced their IT skills through training in SPSS and/or other data analysis packages embedded in assessed course work.
- Demonstrated they have developed the intellectual and practical abilities necessary to collect, organise, interpret and evaluate ideas and evidence from a range of sources in order to address specified questions.
- Demonstrated that they are able to use their knowledge and learning to develop coherent and informed analyses and answers.
- Demonstrated their ability to effectively present and communicate their work in a range of assignment formats.
- Demonstrated their ability to plan their work, prioritise tasks and work effectively to deadlines.

Level 3 Aims

- To provide specialist courses that build on the 'gateway' courses offered at level 2 and enable students to advance their academic and practical skills.
- To provide a compulsory dissertation course that allows students to demonstrate their capacity for independent work and original research.
- To provide a range of courses taught by staff actively engaged in research in the appropriate field which allow students to gain specialist expertise in their chosen areas of sociology.
- To provide students with the academic and pastoral support that will enable them to successfully complete their degree.
- To familiarise students with opportunities for further study and other career opportunities.
- To offer students opportunities to reflect on their learning and the relevance of these skills for their employment.

Level 3 Learning Outcomes

By the end of level 3 students will have:

- Demonstrated their ability to initiate a project and undertake independent research through the completion of a dissertation.
- Demonstrated that they have advanced their theoretical and substantive expertise in at least two areas of sociology, including knowledge of current research issues and debates in these areas.
- Demonstrated that they are able to work effectively and at a high standard to collect, organise, interpret and evaluate ideas and evidence from a range of sources.
- Demonstrated that they are able to use their knowledge and learning to develop coherent, informed and mature analyses and answers.
- Demonstrated their ability to effectively present and communicate their work in oral presentation and in sophisticated pieces of writing.
- Demonstrated their ability to plan their work, prioritise tasks and work effectively to deadlines.
- The opportunity to attend sessions on career opportunities in employment and postgraduate study, organised by the discipline and the University's Careers Service.

Programme Content and Structure

The BSocSc degree programme is made up of course units totalling 120 credits each year over three years (course units are rated as carrying 10 or 20 credits). You will normally select course units totalling 60 credits per semester. You may take 70 credits in one semester and 50 in another, but you are not allowed to take more than 70 or less than 50 credits in any one semester. The credit rating reflects the expected workload on the course so an even distribution across the year is necessary to ensure that you are not overburdened at any one time. Some units will be designed to cover the whole year and their credit value will be divided in half to calculate your workload in each semester.

In each year there are a number of core course units which you are required to take and you also have a range of additional optional course units to choose from. The first year provides all students with a common grounding in the major areas of Sociology. The 'Researching Culture & Society' course unit will help you to develop the necessary foundational skills for undertaking independent academic work. In addition you will choose further course units from other disciplines within the School of Social Sciences and beyond. In your second and third years you have increasing freedom to choose to pursue your particular interests within the field of Sociology and to study topics in greater depth. You will have progressive opportunities to identify and research issues independently.

The full requirements for the BSocSc Sociology are set out in the schedules below. Please note that the courses in these schedules may slightly change from year to year: new units may be introduced and others withdrawn. The final digit of each course code indicates the semester in which the course unit is taught. '1' indicates a course unit offered in Semester 1, '2' is a unit taught in Semester 2; a course unit ending in '0' spans both semesters (that is, it lasts right through the teaching year).

HONOURS DEGREE OF BSOCSC SOCIOLOGY

First Examination

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

CODE	TITLE	CREDITS	PRE/CO-REQUISITES
The following 60 credits of core course units:			
SOCY10440	Researching Culture and Society	20	
SOCY10421	Contested Foundations of Social Thought	20	
SOCY10432	Contemporary Social Thought	20	
and 60 further credits approved by Sociology including at least 40 of the following:			
SOCY10441	Media, Culture and Society	20	
SOCY10401	Inequalities in Contemporary British Society	20	
CRIM10001	Crime and Society	20	
SOCY10912	Work, Organisations and Society	20	
SOCY10462	Global Social Challenges	20	
SOST10012	Understanding Social Media	20	

Students can also select a course unit from the University College of Interdisciplinary Learning as part of their free choice selection. Please go to the University College website at:
<http://www.college.manchester.ac.uk/courses/> for full details.

Second Examination

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

CODE	TITLE	CREDITS	PRE/CO-REQUISITES
The following 40 credits of core course units:			
SOCY20091	Qualitative Social Research Design & Methods	20	
SOST20012	The Survey Method in Social Research	20	
and 80 further credits approved by Sociology including at least 60 of the following:			
SOCY20241	New Media	20	
SOCY20601	Social Class and Inequality in Britain	20	
SOCY20961	Racism and Ethnicity in the UK	20	
SOCY20231	Sustainability, Consumption & Global Responsibilities	20	
SOCY20701	Family, Relationships and Everyday Life	20	
SOCY20032	Work, Economy & Society	20	
SOCY20282	Social Change in China	20	
SOCY20052	Education and Society	20	
SOCY20892	Gender, Sexuality and Culture	20	
CRIM20412	Explaining Crime and Deviance	20	

Students can also select a course unit from the University College of Interdisciplinary Learning as part of their free choice selection. Please go to the University College website at:
<http://www.college.manchester.ac.uk/courses/> for full details.

Final Examination

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

CODE	TITLE	CREDITS	PRE/CO-REQUISITES
Either a 20 OR 40 credit dissertation (core):			
SOCY30920	Dissertation A	20	
SOCY30930	Dissertation B	40	
and 100 credits (if selecting SOCY30920) or 80 credits (if selecting SOCY30930) of the following:			
SOCY30061	Urban Sociology	20	
SOCY30171	Identity, Power & Modernity	20	
SOCY30241	A Sense of Inequality	20	
SOCY30151	Secrets, Lies and Mass Deception	20	
SOCY30501	Social Thought from the Global South	20	
CRIM30601	Drugs and Society	20	
SOCY30522	Visualising Society	20	
SOCY30042	Sociology of Human-Animal Relations	20	
SOCY30252	Alternative Economies: Ordinary Economies	20	
SOCY30462	Power and Protest	20	
SOCY30142	Body and Society	20	
POLI32162	Race, Ethnicity and Migration	20	
SOST30012	Theory and Method in Demography	20	
POLI30232	Gender, Sex and Politics	20	

Academic Year 2021-22

University Online Induction (new students): 13 September – 17 September 2021

School and Programme Induction (new students): 20 September – 24 September 2021

Welcome Back and Induction (returning students): 20 September – 24 September 2021

First Semester

Teaching: 27 September – 17 December 2021

Christmas Break: 20 December 2021 - 2 January 2022

Revision Period: 3 - 16 January 2022

Examination Period: 17 January – 28 January 2022

First Semester ends: 30 January 2022

Second Semester

Welcome to Semester 2 Activities – non-teaching period: 31 January - 6 February 2022

Teaching: 7 February – 1 April 2022

Prep for study/fieldwork/project – non teaching period: 4 – 10 April 2022

Easter Break: 11 – 24 April 2022

Teaching: 25 April – 22 May 2022

Examination Period: 23 May – 10 June 2022

Second Semester Ends: 12 June 2022

Resit Examinations 22 August – 2 September 2022

(Resit examinations are only available to first and second year students. Those students must keep this period free until notified that they will not require resit examinations)

These dates were accurate at the time of going to press.

Blackboard: courses and enrolments

The teaching and learning activities within your courses are enhanced and supported by the use of Blackboard. All of your courses/spaces are listed in: <http://my.manchester.ac.uk/> under the 'Blackboard' tab. Here you will find:

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

You can also access Blackboard on your smartphone using the Blackboard Mobile Learn app. For guidance, see: www.blackboard.com/resources/mobile/mobile_learn_splash/desktop/

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: 20 September 2021
- Semester 2 courses: 31 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 in Blackboard within 24 hours. Also, your tutor needs to have 'activated' your Blackboard course in order for you to access it. If you cannot see a course you expect to see, please:

- contact your School Administrator to check that you have been enrolled;
- check with your tutor that they have made the course available;

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

Your Blackboard course(s) will contain different elements, depending on how your tutor(s) have set them up. They may be used for course materials, lecture handouts, coursework submission, quizzes, additional resources, discussion boards or blogs, for example. If you have any queries about the content, please check with your tutor first.

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

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

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

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

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

STUDENT SUPPORT AND GUIDANCE

School of Social Sciences Undergraduate Support Office

As a student on the BSocSc Sociology degree programme all administrative matters associated with your programme 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. Staff in this office will be happy to help you with administrative questions and point you in the direction of other appropriate sources of information.

School of Social Sciences
Arthur Lewis Building, University of Manchester,
Oxford Road, Manchester, M13 9PL
Tel: 0161 275 3953
Email: ugsoss@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 until 4.00pm Monday to Friday during holidays.

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 via the student self-service system which is accessed via the 'My Manchester' portal.
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

The following is a list of officers in the School.

Head of School: Brian Heaphy (4.045 Arthur Lewis Building)

Head of School Administration: Mrs Alison Wilson (4.046 Arthur Lewis Building)

Head of Student Support Services: Mr Ian Glassey (Room: TBA)

Head of Undergraduate Administration: Ms Amanda Brereton (G.001a, Arthur Lewis Building)

School website <http://www.socialsciences.manchester.ac.uk/student-intranet/>

Pastoral and Academic Support

The BSocSc Sociology is a large degree programme 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, including academic tutors and academic advisors.

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.

Academic Tutors

These are the members of staff who teach you on each of your course units. Where the teaching includes tutorials, seminars or workshops (any grouping smaller than a lecture) you will have a tutor for that module. If you have a problem that is directly concerned with a particular course, you should see your relevant tutor or, if appropriate, the course units lecturer/s.

All academic staff have specific office hours when they are available to students. You are encouraged to use these times for discussion of course unit specific problems and questions.

Academic Advisors

At the beginning of term you will be allocated an Academic Advisor who will meet with you during semester one. Your advisor is there to support your academic development and progress throughout your time here. They are on hand to advise on a number of academic issues from your initial transition to independent learning to more specific areas including essay writing and exam preparation. If you do have a problem, e.g. illness, a request for time away from university or worries about the degree, don't wait for it to get worse. Make an appointment with your advisor as soon as possible: that's what they are there for!

They are also there to share in your successes so keep in touch and tell them about positive developments. 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.

Information regarding the Purpose and Role of the Academic Adviser can be found here:
<http://www.humanities.manchester.ac.uk/tandl/resources/personalisedlearning/academicadvising/>

Emergency Matters

In an emergency if you are unable to make contact with a BSocSc Sociology academic advisor you may also contact:

Amanda Brereton, Head of Undergraduate Administration amanda.brereton@manchester.ac.uk) or
Nadim Mirshak, Programme Director nadim.mirshak@manchester.ac.uk)

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

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

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

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

Students with Disabilities

The School welcomes disabled students and uses the assistance of the University Disability Support Office to ensure that we support your needs appropriately, if you have any form of disability. You are encouraged to make your personal tutor aware of your needs and contact the Disability Support Office. The School also has an undergraduate Disability Coordinator, Alex Collins, who can be contacted at alexandra.collins@manchester.ac.uk or on 0161 275 4868.

Students with additional needs

The School welcomes all students and know that every learner is unique. We celebrate and value neurodiversity, which means that we understand that students may work and learn in a range of ways and that not all learning and additional needs may be visible. We expect our staff and students to be considerate of, recognise and respect the rights of all students to access learning. We are committed to supporting students with any individual needs by making any reasonable adjustments that will remove or minimise any barriers within their course.

Disability Support Office

Second Floor, University Place
The University of Manchester
Oxford Road
Manchester
M13 9PL

Tel: +44 (0) 161 306 7976

Text: 07899 663 512

Minicom: +44 (0) 161 275 2794

Email: dass@manchester.ac.uk

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

The reception is open from 9.30am to 4pm from Monday to Thursday, and from 9.30am to 12.30pm on Friday.

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 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.

Adaptations have been made to a number of rooms in Halls 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.

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. The undergraduate support office will be happy to give you advice on scholarships but you are advised to contact the Student Services Centre which is responsible for administering undergraduate bursaries and scholarships.

<http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/funding/>

Dignity at Work and Study

The University of Manchester does not tolerate any form of harassment, discrimination or bullying. If you believe that you are being bullied or harassed, you can contact a Harassment Advisor.

Harassment Advisors provide confidential support and information to students and staff on the University's policy and will be able to explain the options available to you. For further information see <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=22733>

Mediation Service

Mediation can be defined as a method of conflict resolution that brings the disputants together with an objective third party in order to find a solution. It is becoming increasingly popular as an alternative to more lengthy, costly, and adversarial approaches to dispute resolution. Mediation can help staff or students who are experiencing a disagreement or conflict at work or study by providing a safe environment where people can talk through any issues or concerns they have and jointly agree how they might resolve their differences and move forward.

www.campus.manchester.ac.uk/equalityanddiversity/mediation/

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

University Equal Opportunities Policy

An updated Equality and Diversity Policy for the University of Manchester is available in PDF format at: <http://documents.manchester.ac.uk/display.aspx?DocID=8361>

This also contains contact details for the Equality and Diversity team.

Health & Safety

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

Accidents and Emergencies

All accidents at work or study must be reported to the School Safety Adviser for SoSS, Carla Liburd, (telephone 0161 275 4567, email: carla.liburd@manchester.ac.uk).

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

General Health and Safety Issues

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

The Health and Safety policy is available on line at:
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13760>

Smoking Policy

All of The 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 will need help to leave any building in the event of an emergency, you should inform your Programme Administrator and Alexandra Collins, School Disability Co-ordinator, room G.001 Arthur Lewis Building, telephone 0161 275 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.**

STUDENT REPRESENTATION AND FEEDBACK

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.

BSocSc Sociology Programme Committee

The BSocSc Sociology programme is under the control of a programme committee, chaired by the Programme Director, Nadim Mirshak. This committee reports to the School Undergraduate Committee, and is responsible for strategic issues concerning the degree.

Programme Evaluation and Review

Your 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 online evaluation. This is a necessary part of quality assurance procedures.

The University takes part in the National Student Survey and takes the results of this survey very seriously:

<https://my.manchester.ac.uk/d/crucial-guide/university-life/surveys/>

Please take full advantage of all the opportunities provided to you for feedback: your views are taken very seriously.

STUDENT PROGRESSION

Registration and Induction 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.

First year registration

If you have missed the initial scheduled times for registration, or would just like more information, you can find this at:

<http://www.welcome.manchester.ac.uk/new-students/get-ready/>

Induction for returning students

If you are a returning student taking your second or third academic year, then you will be invited to a welcome back meeting with the Sociology Department during welcome week. You are also advised to contact your academic advisor 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

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

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

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

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

IMPORTANT INFORMATION ABOUT ATTENDANCE AND ENGAGEMENT FOR STUDENTS WITH A TIER 4 OR STUDENT VISA

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

Consequences of Unsatisfactory Progress

Students may resit in August/September any paper(s) failed in January or May/June examinations. Requirement for referrals of both coursework and examinations will be determined by the Sociology exam board. It is ***not*** possible to elect to resit exams or coursework for a higher mark.

Interruption

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

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

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

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

Mitigating Circumstances

You may suffer from some unforeseen or unexpected personal or medical circumstances that adversely affects your performance and/or prevents you from completing an assessment; these are

referred to as mitigating circumstances (or special circumstances).

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

For more detailed information you can find the Mitigating Circumstances Policy and Procedures online at: <http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/help-and-support/mitigating-circumstances/>

COURSE UNIT INFORMATION

Course Unit Outlines

Course unit outlines are available for all units in the degree to help you plan your programme; they are obtainable through the Blackboard site for each course. In these you will find broad aims and objectives for each unit together with content summaries; assessment methods, credit ratings, course convenors, and course unit availability. You can access brief information on course units by visiting the 'Course Unit Information' section on <https://my.manchester.ac.uk>

Choosing a Course Unit from another School/Faculty

After taking advice and gaining the approval of the external School whose unit you wish to take, you need to obtain permission from the Programme Director. It is important that you find out for yourself the attendance and examination requirements of the unit concerned. Please note that there may also be excess demand for popular units such as modern European languages.

Change of Course Units

You may wish, for a short time after registration, to re-consider your choice of optional units, or you may experience difficulties with one or more of them. 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 Campus Solutions (i.e. by 8 October 2022 and 18 February 2022 respectively). Whenever you make course changes on Campus Solutions you must check the programme structure (page 7) 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 which 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 Campus Solutions. 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.

General information

International exchanges

BSocSc Sociology students have the opportunity of studying abroad on an international exchange in the second semester of their second year. This is open to students who do well academically in their first year (normally an average of above 60% is required). The main English language destinations are covered by universities participating in the World Wide Network, whilst study in a European country normally requires fluency in that language. The process of application starts in your first semester at Manchester when you will be invited to attend meetings organised by the Study Abroad Programme. Students who are interested should in the first instance consult the Study Abroad pages on the university website: <http://www.manchester.ac.uk/undergraduate/studyabroad/>

Dr Jessica Mancuso (jessica.mancuso@manchester.ac.uk) is the Sociology co-ordinator for students who wish to study at another university through the World Wide Network.

The University College

The University College presents an opportunity for students at The University of Manchester to broaden their educational horizons. It will offer courses that showcase the research and knowledge found at the University and encourage students to go beyond the boundaries of their degree programme. Drawing upon the best teaching talent across the institution and employing innovative teaching, learning and assessment models, the University College will provide students with a learning experience that will ensure students are skilled to challenge conventional thinking and able to offer perspectives that make the Manchester graduate more employable.

The University College will connect teaching to current, cutting-edge thinking and research, allowing student to locate their disciplinary knowledge in the wider world and helping to make a Manchester education of benefit in any future endeavour.

www.college.manchester.ac.uk

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 here:

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

BSocSc Sociology students are eligible to take MLP in the **second year only**, but in either semester as a 10 credit course or as a 20 credit course which runs over both semesters.

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
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For more information on the full range of languages and levels that are available, please consult the University Language Centre website via the link given below.

<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>

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/>

ASSESSMENT METHODS

In many course units, assessment involves a combination of assessed essay work and examinations. Details of assessment requirements will be notified to you at the beginning of the unit, and specified in detail in the unit outline and statement of objectives. Before then you can find brief details of course unit assessments in the Course Unit Information area on My Manchester.

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 is used in most courses to provide you with formative feedback. Non-assessed coursework 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. Course Unit Outlines detail the marking criteria for that unit.

Feedback

Receiving feedback is an integral part of your learning process. However, you should be aware that feedback will come in a number of different forms, most of which require your active participation. Where your course unit entails a piece of coursework (assessed or non-assessed, individual or group work) you may obtain written or oral feedback. In dissertation courses you are likely to obtain continuous oral and/or written feedback. Feedback on formal examinations will often come in the form of generic feedback to the group of students, and may be delivered through Blackboard. Most importantly, you will receive feedback on your learning process whenever you go prepared to a lecture or tutorial, as you will realise whether your understanding of the material is correct or not. By asking the teaching staff questions during and after the lectures and tutorials, and during

'Assessment Feedback and Advice Hours', you will receive valuable feedback.

The University's feedback policy can be found in PDF form at:

<http://documents.manchester.ac.uk/display.aspx?DocID=6518>

Referencing and citation conventions

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.

Dissertations and ethical approval

Some course units, especially third year dissertations, may require you to fill out a research ethics form. Where this is required you will be given guidance in completing it.

Examinations and Assignments

Examinations will take place in each course unit either in January 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 Campus Solutions which you chose at Registration, or of which you subsequently informed the School. Examination timetables will be available on the web. You will also be able to access your results, once published, on Campus Solutions. Please note that debtors to the University will not be able to access their results until their debts have been cleared.

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, if relevant, the 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.

Submission to Turnitin

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

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

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

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

Late Submission of Essays

Late Submission of Essays and Other Coursework will be penalised.

See the Policy on Submission of Work for Summative Assessment on Taught Programmes at:

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

Guidelines for Students Who Fall Ill

These guidelines should be followed by students who fall ill and are absent from the University for a brief period and/or who believe their illness may have affected their academic performance. Students must register with a local GP and must visit their GP for treatment of ill health where necessary. Students should always consult their GP if their illness is severe, if it persists or if they are in any doubt about their health. You should also refer to the Mitigating Circumstances policy.

1. Self-certification – THIS WILL BE THE USUAL PROCEDURE

(i) You should use self-certification to explain absences through illness for up to one week (i.e. seven days including the weekend). You should complete Part I of this form to give the exact dates of the absence and a clear explanation of the reason for it. The form should be handed in to the School Undergraduate Support office immediately after the absence.

(ii) You should do all you can to inform your School at the time of your illness and to seek advice. Although you may feel too ill to attend classes or you believe your illness is affecting your performance, you may be able to visit your School. You should give this form to your tutor or other appropriate member of staff and they can use Part II to record the advice given to you and/or that you appeared to them to be unfit to perform to your potential.

Repeated self-certification will normally result in the student being referred to the University Student Health Service for assessment.

2. Medical Certification - FOR ILLNESS OF MORE THAN ONE WEEK

The University will accept self-certification, as above, for illness of up to one week. If you are ill for longer than this you should obtain a consultation with your GP and ask for your illness to be certified using Part III of the form. Copies of this form are available in local GP practices. When you visit your GP for treatment or because you are concerned about your health You should always consult your GP if your illness is severe or if you are in any doubt about your health. If you do this you may ask your GP to certificate your illness and Part III may be used for this purpose. Some practices may make a charge for this.

3. Illness prior to or during examination

If you are ill immediately prior to or during examination you must inform your school immediately and and discuss the situation with your personal tutor or other appropriate person in the School.

Depending on the circumstances, you may be advised to proceed with the examinations or, instead, to sit the examinations at the next opportunity. You may be asked to self-certify your illness using this form and the appropriate person in the School will use Part II to record advice given and/or that you appeared to be unfit to perform to your potential. This should be handed in, or posted, to the

appropriate office or person in the School as soon as possible.

If you are taken ill during an examination, you should be referred to the University Student Health Centre. The doctor or nurse at the Student Health Centre who sees you will, at your request, complete this form and send it to the School to confirm the visit and the ill health.

4. Mitigating Circumstances Form

If you have any illness that affects your attendance or performance in examinations, or submission of course work, you must submit an online mitigating circumstances form if you wish the examination board to take these circumstances into account.

For more detailed information, please refer to the section on Mitigating Circumstances in this handbook, or find the Mitigating Circumstances Policy and Procedures online at:

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

Release of Examination Marks

January Examinations

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

- (i) provisional January examination results will be released as soon as possible in the Second Semester
- (ii) these marks are provisional; they are presented for guidance only. They may go either up or down at the Examiners' meeting in June/July
- (iii) marks will be released through the student system
- (iv) 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.

The University has a policy on examinations designed to ensure 'that students do not obtain unfair advantage for themselves or cause unfair advantage to other students'. The Policy can be found in Section D of the Assessment Framework at:

<http://documents.manchester.ac.uk/display.aspx?DocID=7333>

UNDERGRADUATE DEGREE REGULATIONS

Except where specified, these regulations apply only to full-time programmes.

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:

<http://www.tlso.manchester.ac.uk/degree-regulations/undergraduatedegreeeregulations/>

An Introduction to Undergraduate Degree Regulations for Students

September 2022 Entry

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

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

BSocSc Sociology – First examination

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

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

OR

ii. Passes in 80 to 110 credits, with a minimum mark of 30% in the remaining credits and pass marks in all compulsory courses

What happens if I fail some units?

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

If you pass a minimum of 40 credits but have failed to meet the expected standard in up to 80 of the remaining credits, you will be able to have one more try at the assessment. These assessments will normally take place over the summer period. Remember that you may be able to resit up to 80 credits per year.

What happens if I fail my resits?

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

Resits 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.

How is my degree calculated?

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

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

Disputes Regarding Examination Results

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

You should also be aware that examinations 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. The full university procedures for marking and the determination and publication of examination results can be found on the web at:

<http://documents.manchester.ac.uk/list.aspx> (Examination Boards Policy, Principles and Guidance)

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.

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, BSocSc. Sociology Academic Advisors 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; 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/advice/service>

Prizes

Details of the prizes and awards of the School are available on the web at:

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

Academic Malpractice

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

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

Plagiarism includes:

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

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

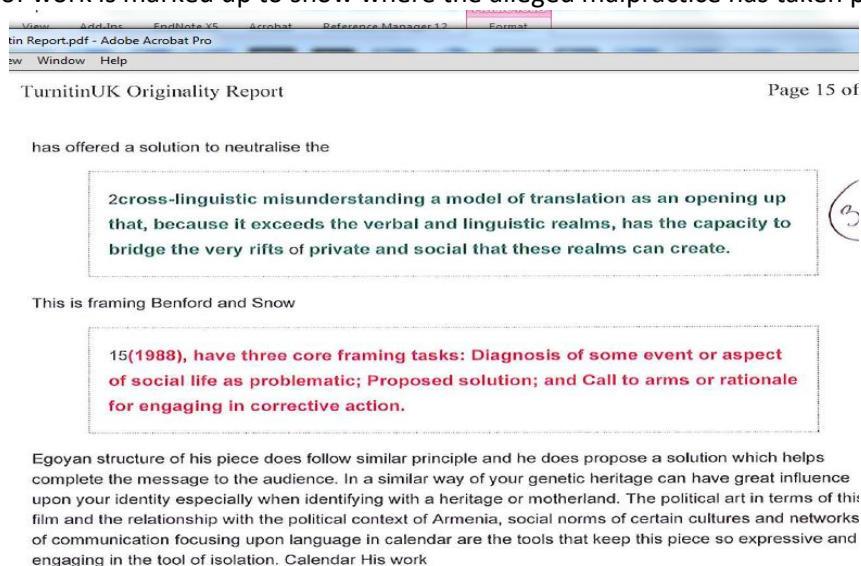
The University uses Turnitin software for the collection of coursework, as do many other educational institutions and students have been caught submitting either their own work or the work of others within or between different institutions. When a piece of work is submitted, Turnitin generates an originality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

The report gives a guide to where the student has taken text from:



1	7% match (Internet from 14-Nov-2011) http://www.imdb.com/title/tt0063084/reviews
2	7% match (Internet from 20-May-2009) http://www.canadian-studies.info/lccs/LJCS/Vol_21/Tschofen.pdf
3	5% match (Internet from 21-Mar-2011) http://rburnett.ecuad.ca/atom-egoyans-film-calendar/

and the piece of work is marked up to show where the alleged malpractice has taken place:



TurnitinUK Originality Report Page 15 of

has offered a solution to neutralise the

2cross-linguistic misunderstanding a model of translation as an opening up that, because it exceeds the verbal and linguistic realms, has the capacity to bridge the very rifts of private and social that these realms can create.

This is framing Benford and Snow

15(1988), have three core framing tasks: Diagnosis of some event or aspect of social life as problematic; Proposed solution; and Call to arms or rationale for engaging in corrective action.

Egoyan structure of his piece does follow similar principle and he does propose a solution which helps complete the message to the audience. In a similar way of your genetic heritage can have great influence upon your identity especially when identifying with a heritage or motherland. The political art in terms of this film and the relationship with the political context of Armenia, social norms of certain cultures and networks of communication focusing upon language in calendar are the tools that keep this piece so expressive and engaging in the tool of isolation. Calendar His work

Penalties for academic malpractice can range from a reduction in marks to the expulsion from the University. It is therefore very important that all students make sure that they understand what constitutes academic malpractice and how to avoid it. A good place to start is to work through “**Original Thinking Allowed**”, which can be found at the following link:

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

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

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

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

There is a Study Skills Website with lots of useful information. This has links to:

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

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



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

DON'T CHEAT YOURSELF OUT OF A DEGREE!

University Proofreading Statement

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

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

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

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

The External Examiners for this programme are

Caroline Oliver and David Evans.

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

Study Skills Resources

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/list.aspx> (Conduct and Discipline of Students Regulation XVII)

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.

Student-Facing 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 has recently migrated to a virtual learning environment (VLE), which is called Blackboard. This is where you will, for example, find readings for the coming week, assignments, questions for tutorials, and so on. You can access Blackboard through 'My Manchester'

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

<http://my.manchester.ac.uk>

Campus Solutions is the Student System. From here you will be able to keep track of your course choices, grades, financial situation, and registration, along with many other functions. To access the Student System click on the MY Services tab in your My Manchester.

University Computing Facilities

IT Services within the Faculty of Humanities

The facilities

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

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

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

- [PC clusters on campus](#)

Keeping you safe

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

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

Remote access is enabled for some students on many of the PC clusters. This allows students to log

into a University computer from wherever they are. Details of remote access to University PC clusters can be found here.

- [Remote access to PC clusters](#)

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

- [eduroam](#)

Software

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

- [Microsoft Office 365](#)

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

- [Applications](#)

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

- [IT help and support](#)

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

- [Walk-up IT support](#)

The University Of Manchester Library

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

The University of Manchester Library (no. 55 on the campus map) is one of the best-resourced academic libraries in the country, provides you with the resources and support you need throughout your programme.

Facilities

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

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

Get Started: Support for your Studies

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

Finding Your Resources

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

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

Training and Research Support

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

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

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

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

Library News and Updates

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

Other University Services

Accommodation Office (First Floor, University Place, no. 37 on Campus Map)

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

The **Accommodation Office** is part of The University of Manchester. The Office provides a comprehensive service to all students of the University, administering and allocating over 9200 University owned bedrooms, with the aim of helping to support the student experience by providing efficient and effective accommodation services and facilities.

The Office provides information and guidance on a range of issues including ways to deal with any problems that students might encounter over accommodation choices, special needs, existing accommodation difficulties, accommodation for students with families and on temporary accommodation, including provision available outside semester time.

The Accommodation Office Opening Hours are:

Mon - Fri: 9.00am - 5.00pm

Thu: 9.00am - 3.00pm & 4.00pm - 5.00pm (closed between 3.00 - 4.00pm)

Email: accommodation@manchester.ac.uk Tel: +44 161 275 2888

Student Services Centre (Burlington Street, no.57 on Campus Map)

<http://www.studentnet.manchester.ac.uk/crucial-guide/ssc-contact-details/>

The **Student Services Centre** (SSC) at the University is a central point for information and advice for all students.

The SSC can offer all sorts of help and advice about tuition fee assessments or payments, Council Tax, examinations, graduation ceremonies and all sorts of documents. If you need help with any practical matters of university life, the SSC will always be happy to help you.

Email: ssc@manchester.ac.uk

Tel: +44(0)161 275 5000

International Advice Team (based in SSC on Burlington Street, no.57 on Campus Map)

Please contact the Advice Team to discuss any individual problems such as finance and visas. You will find the international students' arrival guide and information at:

<http://www.campus.manchester.ac.uk/ssc/>

Email: iat@manchester.ac.uk

Tel: +44 (0)161 275 5000

The Student Support and Advise Team (The Atrium, First Floor, University Place, no. 37 on Campus Map)

<https://uomtheatrium.wordpress.com/iag/>

The **Student Support and Advise Team** is open to all undergraduates and postgraduates from all Schools across the whole University. They offer confidential advice on any matter relating to your studies or any issue affecting you and your academic progress

Email: atriumadvice@manchester.ac.uk

Tel: +44(0)161 275 3033/3871

Counselling Service

(5th Floor, Crawford House, no. 31 on Campus Map)

<http://www.staffnet.manchester.ac.uk/personalsupport/counselling/>

The University of Manchester Counselling Service offers confidential help with any personal issues affecting work, self-esteem, relationships, mental health and general well-being. No problem is too small and getting help early can save stress and further problems later on. Counselling can provide a valuable opportunity to work on personal issues in a confidential setting with someone independent from your own life.

Email: counselling.service@manchester.ac.uk

Tel: +44(0)161 275 2864

Nightline

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

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.

Email: nightmail@nightline.man.ac.uk

Tel: +44(0)161 275 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.)

Student Parents and Carers

<https://my.manchester.ac.uk/d/crucial-guide/personal-life/student-parents/>

If you are combining caring with full-time study, and need to talk through any specific issues you may be experiencing, you will find help at this link.

International Society

(William Kay House, no. 60 on Campus Map)

<http://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.

Email: int.soc@manchester.ac.uk

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

Occupational Health Services

(Waterloo Place, no. 38 on Campus Map)

<http://www.studentnet.manchester.ac.uk/occupational-health/>

The Occupational Health Services promote the physical, mental and social well-being of 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.

Email: waterloocchealth@manchester.ac.uk

Tel: +44 (0)161 275 2858

All students should register with a GP. 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.

GP Links:

www.nhs.uk/ServiceDirectories/Pages/ServiceSearch.aspx?ServiceType=GP

(search tool, finding and choosing NHS service),

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

(how to register with a GP)

<http://www.nhs.uk/NHSEngland/AboutNHSservices/doctors/Documents/GMS1-Jul12.pdf>

(GP application form).

Students' Union

(no. 68 on Campus Map)

<http://manchesterstudentsunion.com/home/index>

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.

Email: info.su@manchester.ac.uk

Tel : 44+ (0)161 275 2930

Students' Union Advice Centre

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

The Students' Union Advice Service is a free, confidential service where students can get information and advice on personal and academic issues. It is run by professional Advisors who are independent of the University, and is located on the ground floor of the Students' Union building.

Students often seek advice about academic issues such as appeals, complaints and disciplinary hearings as a result of alleged plagiarism. Other common enquiries relate to housing – from problems with a landlord to getting your deposit back. Students can also receive financial advice regarding student finance, benefits and general hardship.

Email: advice.su@manchester.ac.uk

Tel: +44 (0)161 275 8066/8077

The Burlington Society (Currently Operating out of Kro Bar on Thursday evenings)

(The Postgraduate and Mature Students Society)

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

The Burlington Society is currently operating out of Kro Bar on Thursday nights 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.

Email: burlington.society@man.ac.uk

Tel: +44 (0)161 275 2392

The Athletic Union

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

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.

Other Useful Contact Numbers, within and Outside the University

Alcoholics Anonymous 0161 839 2881

Avila House RC Chaplaincy 0161 275 6999

Campus Security 0161 306 9966

Citizens Advice Bureau (CAB) 08444 111 444

George House Trust (Aids Helpline) 0161 274 4499

Life Line (Drugs Advice) 0161 839 2054

Manchester Brook Advisory Centre 0161 237 3001

(Contraception and abortion advice)
Manchester Gay and Lesbian Helpline 0845 330 3030
Manchester Housing Aid 0844 515 1640
Manchester Royal Infirmary A&E 0161 276 4147
National Aids Line 0800 012 322
NHS Direct 0845 4647
Rape Crisis Line 0161 273 4500
Samaritans 08457 909090
St Peter's Chaplaincy 0161 275 2894
Victim Support Greater Manchester 0845 456 8800

The University of Manchester Alumni Association

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

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

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

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

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

Lord Terence Burns
Chairman, OFCOM

Professor Brian Cox OBE
Physicist and Science Communicator

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

You automatically become a member of our alumni community on graduation, but to get the full benefit you should register at your.manchester.ac.uk during your final year. You can also follow us on Twitter at @alumniUoM, like us on Facebook at www.facebook.com/alumniuom and join our LinkedIn group – just search 'The University of Manchester Alumni Association'.

Head of School's Welcome

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

Dean's Welcome Statement

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. Within the Faculty we are committed to providing a student experience of the highest standard. During this year we will be asking you how effective we are in meeting your needs and fulfilling your aspirations. I urge you to participate in this conversation, and use every opportunity to let us know how we can improve the quality of education we provide. In this Handbook you will find material specific to the programme of study or the discipline area in which your studies will be based.

Keith Brown
Vice-President and Dean, Faculty of Humanities

What is the Faculty and how is it run?

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

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

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

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

What can the Faculty do for you?

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.