

**Social Statistics, School of Social Sciences
University of Manchester Part 2**

**Policies, procedures and other useful information in
MSc Degree and Postgraduate Diploma in
Social Research Methods and Statistics (SRMS)**

**Programme Handbook
2020-21**

THE MSc ASSESSMENT AND GUIDELINES

Essay and Coursework Submission

Social Statistics now uses electronic submission **only** for all assessed work and the deadline is **3pm** unless otherwise stated.

When submitting to Turnitin for the 'Submission Title' please **ONLY** enter your 7 or 8 digit ID number. **DO NOT** enter anything else in this box. If we are unable to identify your work by ID number you may be counted as not having submitted.

You will receive an email, a week before the coursework is due to remind you of the submission guidelines. You can submit the essay from the day you receive this email **even if** this is prior to the deadline.

You should also consult your course Blackboard site for the submission deadline dates and submission details.

How to submit your work:

1. Log into Blackboard via My Manchester at: <https://login.manchester.ac.uk> and go to the course unit site.
2. Click on the 'Assessment' folder from the menu on the left hand side.
3. You will then see a folder named 'Coursework Submission'. Click on this and you will be taken to the coursework folder which contains full instructions for online submission.
4. Click on 'Submit your SOSTXXXXX Assessed Coursework here'.

Before Submitting Remember:

- When submitting online please ensure you submit the correct version of your work.
- Essays must be double-spaced and 12 point type.
- Ensure pages are numbered and that your University ID number (seven/eight digit library card number) and the relevant course code (SOST---) appear on each page.
- The total number of words (excluding the bibliography/final list of references, but including any footnotes) must be printed at the end of the essay.
- Even though your name is automatically entered when submitting your coursework (step 1 of 2), assignments are marked anonymously so your name will not be visible to the marker.

For further information please see "A Student Guide to Submitting an Assignment via Turnitin" <http://documents.manchester.ac.uk/display.aspx?DocID=13010>

Late Submission

Late Submission of Essays and Other Coursework will be penalized by 10 marks per day penalty on all late assessed work

More information on the Policy on Submission of Work for Summative Assessment on Taught Programmes can be found on the Teaching and Learning Support Office website at:

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

Important:

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

A note about coursework extensions: You must contact your Programme Administrator in your home school to request an extension on your assessed work.

Word limits

For all assessed work, it is important to comply with the word limit given in the course guide. You may be penalised up to 5 points if your essay is significantly longer or shorter than specified.

You must indicate the word count at the end of your essay. **Failure to do so will result in a deduction of 2 marks**
The bibliography/final list of references that is required for both the Harvard and Chicago referencing styles does not count towards the word limit of an essay/extended essay/dissertation.

All footnotes relating to the Chicago style, all references in the text relating to the Harvard style (e.g. Russell, 2012: 3), as well as all other footnote material and quotes, do count toward the word limit.

In addition, if appendixes are used (sometimes the case with dissertations, rarely with essays), these are not counted in the final word count.

Assessment for Students with Disabilities

The University has responsibilities under the Disability Discrimination Act to make reasonable adjustments to its provision, including methods of assessment, to ensure that students with disabilities are not disadvantaged for reasons relating to their disability.

Further information is available in the [Guidance](#) on Assessment for Students with Disabilities.

Assessment Criteria

The assessment requirements for each course unit (e.g. specific deadlines, whether there will be a presentation or not, whether you will have to come up with your own essay question etc.) are specified in the individual Course Guides: Please make sure that you **carefully** read the assessment-related part of your course unit guide

The following criteria for assessment govern the way in which we mark assignments and dissertations. These guidelines have been established by the School of Social Sciences and, as such, operate across the School's discipline areas:

Students' work is assessed into different class categories by using the following criteria:

High Distinction (80+)

This is outstanding work in every respect. It reaches all the standards of Distinction work and, additionally, reveals extensive knowledge of the topic along and makes a highly original argument that is excellent in both rigour and organisation. It is very well-written. It demonstrates clear potential for the student to make an original contribution to knowledge at PhD level.

Distinction (70-79)

This is excellent work, showing evidence of comprehensiveness and focus, with critical depth and insight evident in a sustained, coherent and plausible argument. It covers a wide range of the relevant scholarly literature, which is synthesized into a high quality analysis. It may include methodologically comprehensive analysis and/or theoretical sophistication. It endeavours to develop an original position on the question. There are few weaknesses.

Merit (60-69)

Work in this range answers the question well and develops a coherent and sustained argument. It is clearly competent and presented well, with work in the upper end of the range demonstrating the capacity to undertake further postgraduate research. The analysis is critical and comprehensive in its coverage and has a degree of depth and imagination in the presentation and consideration of the material. There may be some weaknesses in argumentation and some key concepts may be omitted from consideration.

Pass (50-59)

This represents the minimum performance required on a Masters course. It should be structured well, presented well, demonstrate an awareness of relevant literature and consistently evidence its argument by reference to relevant literature/research. Work should provide a competent discussion of relevant material and, although primarily descriptive, it should show some effort towards critical and analytical thought.

Note: What distinguishes a Merit from a Pass is greater extent of understanding of material and clarity of analysis and argument, as well as at least some selective knowledge of the relevant literature, not mere awareness of its existence.

Fail (40-49) (compensatable)

Does not reach the level required for a Masters course. It discusses relevant material, although it is descriptive and lacks analytical depth. There are some errors of fact and/or inconsistencies in the argumentation. It may be well-presented and demonstrate an awareness of relevant literature, but fails to effectively answer the question.

Fail (0-39)

Work in this range does not reach postgraduate standard. The work does not constitute a sufficient answer to the question. It is poorly organised and exhibits numerous errors of fact and major inconsistencies in the argumentation. It does not cover enough scholarly literature to demonstrate knowledge of the field.

Each module has a detailed breakdown of the marking criteria. In order to ensure the effective development of your skills certain modules include a combination of examination and assessed written work. Moreover the practical components of the different modules are very important to your learning experience. See each individual course booklet for details of assessment. In advance of the submission date the criteria will be discussed in the course lectures.

For the modules a mark of less than 50 is a fail; 50-59 is a pass; 60-69 is a merit pass and 70 or more is a distinction. Students proceeding to an ESRC funded PhD are usually required to have a merit pass or higher in their overall average mark (see below).

Information for MA Coursework Submissions

Approximate hand in dates below.

Semester I	Final deadline - 3.00pm 25 January 2021*
Semester II	Final deadline - 3.00pm 17 May 2021*

*Unless otherwise specified by the course lecturer

Assignments should be submitted via Turnitin. Instructions can be found on the Blackboard page corresponding to the course. Dissertations should also be submitted via Turnitin as well as two hardcopies.

How is my degree calculated?

To be considered for a Masters Degree you must have achieved 180 credits at the appropriate level. Don't worry if you have had a referral or compensation as these still count towards your credit total for a Pass or Merit. If, however, you have undertaken any referred assessment or been compensated you will not be eligible for a Distinction.

The award of masters is based upon gaining the required number of credits. Classifications for merit or distinctions will be calculated on the basis of an average mark, based on the weighted programme as a whole.

The Taught Degree Regulations Glossary of Terms[1] states the following with regard to Compulsory Course units:

'Compulsory Course units: Course units which cannot be substituted and must be taken in order to meet the intended learning outcomes of the programme (see pre-requisites). Compulsory course units are not normally compensatable.'

PGT Programmes in the School of Social Sciences have course units which are compulsory and may be termed as such. However, programmes in the School do allow compensation for compulsory course units in line with point 14 of the PGT regulations:

'PGT programmes can be compensated up to 30 credits for PG Diploma/ Masters and 15 credits for a PG Certificate. The number of credits compensated and those referred cannot exceed half the taught credits in total.'

PLEASE REMEMBER THAT UNTIL THE PRELIMINARY EXAMINATION BOARD IN JUNE ALL MARKS ARE PROVISIONAL AND MAY STILL BE AMENDED UNTIL THE FINAL EXAMINATION BOARD IN NOVEMBER.

Recap of Essential Information:

- Length of Assignments - Course unit convenors will state the specific length limits for individual pieces of work. (Word limits are absolute. Work that exceeds the word limit will be penalised.).
- Submissions - All assignments must be submitted to Turnitin via Blackboard by the deadline stated.
- Problems - If you are encountering any problems, please see either your course unit convenor or the Programme Director.
- Bibliography & Referencing - A full bibliography should be appended listing all sources consulted in preparing the assessment assignment. This should be arranged alphabetically, and in time order for publication in the case of where several works by the same author (or government or other collective source) are being used.

Where no author is available for quotation, the title of the publication (for example, a newspaper or poster) should be placed alphabetically in the bibliography. Journals should be identified by their volume numbers as well as by the year of issue. A bibliography constructed in this way will permit references to be made easily in the text. In an appropriate place, the author, year of publication and page reference can be placed in parenthesis, for example (Banton, 1967, p. 143). In other words, use the standard Harvard referencing system.

Please read carefully the information on our policy on assignment extensions.

Referencing and Bibliography

We do not stipulate that students must use one form of referencing or another, so long as they are consistent and thorough in providing all the relevant publication details and at the necessary locations in the text. Choose one referencing and bibliography style and follow it consistently

Penalties

Marks of up to 10 percentage points may be deducted for inadequate scholarly apparatus.

Referencing (0-5 points)

- i. 1-2 point deduction:
 - inconsistent style of referencing (Harvard and footnotes combined, different styles in footnotes)
 - occasional failure to acknowledge sources
 - frequent omission of details in citations
- ii. 3-5 point deduction:
 - occasional failure to provide a reference for quotations
 - frequent failure to acknowledge sources
 - citing incorrect sources

Bibliography (0-5 points)

- iii. 1-2 point deduction:
 - frequent errors in alphabetical ordering
 - frequent omission of minor publication details (e.g., place of publication, author's initial, date of access to online article)
 - occasional omission of major publication details (e.g. author, title, publisher, date, page numbers)
 - frequent failure to distinguish aspects of the reference, e.g., putting book/journal titles in non-italics and chapter/paper titles in italics; failing to distinguish edited works from sole-authored works
 - inclusion of irrelevant sources not cited in the text
- iv. 3-5 point deduction:
 - systematic omission of publication details
 - systematic errors in publication details (incorrect author, title, etc.)
 - systematically inconsistent style of referencing
 - frequent omission of sources cited in the text.

Examinations Officer

The SRMS programme benefits from an Examinations Officer: Dr Mark Brown, Room G24, Humanities Bridgeford Street, Email: mark.brown@manchester.ac.uk who supports the programme in all matters related to assessments and marking.

External Examiner

a. Generic statement outlining the role of 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.

b. Statement about External Examiners' reports

External Examiners' reports relating to this programme will be shared with student representatives at the Staff Student Liaison Committee (SSLC), where details of any actions carried out by the programme team/School in

response to the External Examiners' comments will be discussed. Students should contact their student representatives if they require any further information about External Examiners' reports or the process for considering them.

External Examiners for SRMS

The External Examiner for our programme is: Professor George B. Ploubidis - Professor of Population Health and Statistics, Department of Social Science, UCL – Institute of Education, University College London

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).

Feedback

Receiving feedback is an integral part of your learning process. You should be aware that feedback will come in a number of different forms, most of which require your active participation.

The SRMS programme director is available for academic guidance or to discuss issues of a personal nature that may have an impact on your ability to study and/or meet course requirements. The programme director is also available to meet students during dedicated office hours or at other times by appointment.

Coursework Feedback – Our Promise

Social Statistics staff will provide feedback on written work within 15 working days of submission. A follow up meeting with the lecturer can be requested if the student requires further discussion.

Students should be aware that all marks are provisional until confirmed by the external examiner and the final examinations boards in June.

For semester two modules that do not have examination components the marks and feedback for the final assessed component **are not** subject to the 15 working day rule and will be released with the examination results.

You will receive feedback on assessed essays in a standard format. This will rate your essay in terms of various aspects of the argument that you have presented your use of sources and the quality of the style and presentation of the essay. The general assessment criteria against which your work will be judged are outlined on page 19. If you have any queries about the feedback that you have received you should make an appointment to see your tutor.

How much feedback should I expect?

Our feedback norms are as follows:

- essays of 1,500 words will have commentaries from roughly in the region of 70-100 words
- essays of 2,000 words will have commentaries from roughly in the region of 80-120 words
- essays of 3,000 words will have commentaries from roughly in the region of 100-150 words

These norms have been set in order to give you about the right amount of feedback to explain your mark and offer suggestions for improvement, without overwhelming you with too many comments.

How to Access Feedback and Marks

On assessments submitted through Turnitin you will receive feedback via Blackboard. This will include suggestions about ways in which you could improve your work in future. You will also receive feedback on non-assessed coursework, whether this is individual or group work. This may be of a more informal kind and may include feedback from peers as well as academic staff. In dissertation courses you are likely to obtain continuous oral and/or written feedback from your supervisor.

Accessing Marks and Feedback through Blackboard/Turnitin Please see "A Student Guide to Downloading Feedback from Turnitin" at: <http://documents.manchester.ac.uk/display.aspx?DocID=13011>

Accessing Marks through the Student Self Service Centre

As your essay is marked via Turnitin you will receive your provisional mark on the Blackboard page for relevant course. For other forms of assessments your mark and feedback will be available through the Student self Service System.

Please Note: The mark displayed on the student system is the correct mark as this will include any late deductions if you submitted your essay after the 2pm deadline. If you notice that your mark is different to the one displayed through Turnitin please look under the 'Instructor Comments' section to see if you have incurred a late penalty.

Log into your Student Service Centre through My Manchester: <https://login.manchester.ac.uk>

To view your marks:

- Go to your Student Service Centre
- Using the drop down list on the left select Assignments.
- Click on the arrows next to it.
- Click on the correct academic year.

This takes you to a list of your modules.

Click on the link for the module required to bring up the marks page.

Click on **Instructor Comments** at the bottom of the screen to view essay comments and marks.

If you have a negative service indicator on your account, indicating a debt to the University, you will not be able to access your grades. If this is the case you will need to contact Student Services at ssc@manchester.ac.uk or +44(0)161 275 5000.

Face to Face

You will receive feedback on your learning process whenever you go prepared to a seminar, as you will realise whether your understanding of the material is correct or not.

Assessment and Feedback Advice Hours

All academic staff have specific office hours when they are available to students. Your course Convenor has a dedicated timeslot each week when you can meet with her/him to discuss course unit specific problems and questions.

In conjunction with the School of Social Science Feedback Policy, Philosophy will ensure that:

☐☐Where there is further assessment to be completed for the unit, feedback should be provided no later than 3 weeks from the submission date and before completion of the next assessment.

☐☐Where there is no further assessment for a unit, students must have the opportunity to receive feedback as appropriate and in time to be able to improve performance in further programme assessments.

Making the most of your assessment and feedback

What will the feedback do?

The purpose of written feedback is twofold: (i) to explain why the mark was awarded and (ii) to help you improve marks in the future.

- The feedback will refer to the marking criteria to explain why the particular mark was awarded.
- In almost all cases, the comments will be *both* positive and negative. Accordingly, expect *some* constructive criticism of your work.
- Do not focus, however, unduly on the negative comments. It is important also to reflect on what you are doing well.
- Any negative comments will be linked to recommendations and suggestions on how to improve the piece of work. These are the most important part of the feedback process. Take the time to consider these in detail.
- Although the comments may seem to relate only to the particular assignment, the general underlying points will also typically be important for other assignments.

Using feedback

- Read the feedback, even if you get a mark that you are dissatisfied with or if you have finished the module. It will help you to improve more generally.

- When you receive feedback, read it through once. Then come back to it in a couple of days and consider it in much more detail. This enables you to consider the comments and suggestions more dispassionately and reflect on what you could improve on in the future.
- If you do not understand the feedback, or want some more help on how to improve your work, arrange to see your seminar tutor in their office hour. Indeed, this is one of the central purposes of office hours (we now refer to them as 'Assessment Feedback and Advice hours').
- Once you've digested the feedback, make *your own* list of all the *good* points of the essay and of how you can improve it in the future (do not list the negatives). You may have some thoughts, in addition to those of the marker. This list will be very useful when it comes to your next assignment.
- If there are some key recurrent themes in the feedback that you receive from a variety of assignments (e.g., you need to improve the structure of the essay), arrange to see your Academic Adviser. They will be able to help.
- You may also find it very helpful to share experiences with your fellow students.

Policies and Procedures

Late Submission

If you submit your course work late there will be a penalty of 10 marks per day (sliding scale) applied for up to 5 days. So, for example, if you submit your course work or dissertation 2 days late, 20 marks will be deducted after examination. A day includes weekends and weekdays. If you submit your dissertation late, it will be an automatic mark of zero.

Extensions to the submission deadline can be granted to students where there are exceptional mitigating circumstances (e.g. compelling medical reasons). It is vital that you provide documentary evidence to support your application. The application must be submitted before the due date of your work. You are advised to refer to <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ma-msc-diploma-proformas-and-guidance/> for further guidance.

Mitigating Circumstances and extension requests

If you think that your performance or academic progress is likely to be affected by your circumstances or that you may not be able to hand in your assignment/dissertation by the deadline, you may submit a Mitigating Circumstances form/extension request form, with relevant supporting documentation, for consideration by the Mitigating Circumstances Committee and Board of Examiners.

The nature of the supporting documentation required will vary according to the nature of the circumstances, but it must be sufficiently independent and robust to confirm the veracity of the case you are making. Please note that it is your responsibility as the student to submit a request for consideration of mitigating circumstances by the published deadlines. You should not wait until your results are issued or the deadline for the submission of your work to have passed to apply for mitigating circumstances as cases will not be accepted retrospectively.

Grounds for Mitigation

Students should be aware that grounds for mitigation are 'unforeseeable or unpreventable circumstances that could have a significant adverse effect on your academic performance'. Please see below for examples of possible mitigating circumstances as well as circumstances which will not be considered as grounds for mitigation.

Examples of possible mitigating circumstances:

- significant illness or injury;
- the death or critical/significant illness of a close family member/dependant;
- family crises or major financial problems leading to acute stress;
- absence for jury service or maternity, paternity or adoption leave.

Circumstances which will NOT normally be regarded as grounds for mitigation:

- Holidays and events which were planned or could reasonably have been expected
- Assessments which are scheduled closely together
- Misreading the timetable or misunderstanding the requirements for assessment
- Inadequate planning and time management

- Failure, loss or theft of a computer or printer that prevents submission of work on time: students should back up work regularly and not leave completion and printing so late that they cannot find another computer or printer
- Consequences of paid employment
- Exam stress or panic attacks not diagnosed as illness.

Assignment Extension Policy

Please note that this policy also applies to the Dissertation. To apply for an extension:

- Extension applications should be made on the 'Application for Extension to Submission Date' form available from the School website at:
<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/masc-diploma-proformas-and-guidance/>
- Where relevant applications must be accompanied by documentary evidence e.g. certification by a qualified doctor specifying nature of illness, duration and impact on ability to study, letter from qualified counsellor, copy police incident report etc.
- Applications must be submitted to your programme administrator
- Applications for extension to the submission date must be made in advance of the published submission date. Applications received after the submission date will not be accepted.
- Your application will then be considered by the Programme Administrator within your Department.
- When the extension request is approved or rejected, the student will be formally notified by the School office by email.

ETHICAL APPROVAL PROCESS

This process requires you and your supervisor to confirm that you have agreed on an appropriate title for your project and that you have considered any potential ethical considerations and risks.

All students and their supervisors **must** complete this process, to determine:

- Your research does not involve work with human participants: therefore no ethical clearance is required and you can go ahead and start your research project.
- Your research does involve work with human participants: therefore ethical clearance is required before you can go ahead and start your research project.

Procedure for confirming your Dissertation Title and Pre-screening your research for ethical issues and risk.

Please follow the instructions on the School of Social Sciences intranet at

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

You and your supervisor should **complete this online form by no later than 1st May 2019**

The above date is final. You can complete the online form anytime from 1st April with the approval of your supervisor. You may be refused submission of your dissertation if the process hasn't been completed.

Research Ethics

All research raises ethical issues of some kind including research that is solely based on the analysis of secondary data. Reviewing the ethical issues raised by your research is an important stage in the research process and can often provide some useful feedback on the research design. Where conducting fieldwork this needs to include a risk assessment and fieldwork safety training. See www.the-sra.org.uk/guidelines.htm

Information will be provided as part of the dissertation training work sessions and is integral to a number of the

GUIDANCE TO STUDENTS ON PLAGIARISM AND OTHER FORMS OF ACADEMIC MALPRACTICE

Plagiarism is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes 'self-plagiarism' (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from 'essay banks' (even if the authors of such material appear to be giving you permission to use it in this way). Obviously, the most blatant example of plagiarism would be to copy another student's work. Hence it is essential to make clear in your assignments the distinction between the ideas and work of other people that you may have quite legitimately exploited and developed, and the ideas or material that you have personally contributed. For help and advice on plagiarism and related matters, potential sources of assistance are: your academic advisor; your course tutors; the Student Guidance Service; and Paul Smith, the School's Student Support Officer.

Please note that the School reserves the right to request electronic copies of course work assessments. These may be used to investigate suspected cases of academic malpractice.

HEALTH AND SAFETY

A Health and Safety online course (SOCS61230) is compulsory and available through Blackboard. A range of occupational health services are available to students. Further information is available at <http://www.studentnet.manchester.ac.uk/occupational-health/> including links to a range of policies. Regarding Display Screen Equipment (including computer monitor screens) you can find further information at <http://www.socialsciences.manchester.ac.uk/student-intranet/health-and-safety/>

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

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

Accidents and Emergencies

All accidents at work or study must be reported to the School Safety Adviser for SOSS, Arthur Lewis Building, telephone 0161 275 1757. First aid boxes are located at main reception points in all buildings on campus and in some discipline areas. Contact details of first-aiders for each building can be obtained from the front desk.

ADDITIONAL SUPPORTING INFORMATION

Academic Appeals

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

Appeals based upon provisional decisions of the University cannot be considered.

Complaints

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

Dignity at Work and Study

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

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.

Student Representation

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

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

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:

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

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.

Research Council-funded students

Students funded by a UK Research Council (e.g. ESRC, AHRC) **must** obtain permission by completing the relevant form as explained above. Applications must be accompanied by full supporting evidence (supervisors statement of support, medical note etc.). The School will then apply directly to Faculty for approval and the Research Council will be contacted accordingly.

Student Services Centre

The Student Services Centre can offer all sorts of help and advice about tuition fee assessments or payments, Council Tax, examinations, graduation ceremonies etc.

The Centre is located on Burlington Street (campus map reference 57) and is open Monday to Friday, 10am to 4pm.

or

in Staff House, Sackville Street (campus map reference 13) which is open Monday to Thursday, 10am to 4pm.

Tel: +44(0)161 275 5000 or email ssc@manchester.ac.uk

Withdrawing from a Programme

If, after consultation with your supervisor, you decide, for whatever reason, to withdraw from a programme of study you must inform the Postgraduate Office by completing the relevant form. The Postgraduate Office will then update your Student Record, which will prompt the Fees Office to contact you regarding any refund due.

Withdrawal applications should be made on the 'Application for Withdrawal from Programme' form available from the School website at:

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

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:

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

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>

Research Abroad/Conference Funding for Self-funded Postgraduate Taught (PGT) Students in the Faculty of Humanities 2020/21 - <http://www.humanities.manchester.ac.uk/humnet/our-services/teaching-and-learning/policy/awards/>

OTHER USEFUL INFORMATION

Social Statistics/CMIST and Faculty Seminars www.cmist.manchester.ac.uk

CMIST run a regular series of seminars, given by both internal and external researchers, which SRMS students are encouraged to attend.

Lunchtime Internal research seminars are held on Wednesdays. These are more informal than the late afternoon slots, with members of staff and research students giving short presentations of work in progress followed by discussion. Lunch is provided. These usually take place in room 1.69 in Humanities Bridgeford Street. (Times and venue subject to change check the CMIST website).

4:00-5:00 on Tuesdays. External guest speakers. These are more formal presentations often by well-known academics from elsewhere in the UK and overseas. These usually take place in Humanities Bridgeford Street Building. After these seminars there is occasionally a social gathering or meal which students are welcome to join. (Venue subject to change - check the CMIST website).

Attendance at either or both these seminars are an excellent way to see how research methods and analysis techniques may be used or developed for a variety of research-related applications, and to find out about some of the research questions that are currently of interest in social science.

Other seminar series within the School and wider Faculty may also be of interest to SRMS students, and these will be advertised on the School notice board and via email.

Social Statistics DA Common Room

MSc students are welcome to use the **Social Statistics DA** common room in line with its terms of use.

Kantorovich Library

Next door to **Social Statistics DA** is the Kantorovich Library. This has a number of quiet study areas.

ADDITIONAL LINKS

Careers Service

Crucial guide for UG and PG students - an online guide with essential advice, information and guidance for students at The University of Manchester

Students' Union

Counselling Service

Disability Advisory and Support Service

Mature Students Handbook

The Social Research Association (SRA)

The Social Research Association is a national organisation whose central aim is to advance the conduct, development and application of social research. Membership is open to any person interested or involved in social research, including students. Members receive a regular newsletter and are entitled to reduced rates at the many training courses and seminars organised by the SRA.

Royal Statistical Society (RSS).

The Royal Statistical Society is an international membership organisation with members in over 50 countries worldwide. We promote public understanding of statistics and provide professional support to users of statistics and statisticians.

UNIVERSITY POLICIES & REGULATIONS

There are a number of University policies and regulations which apply to you during your period of registration.

These policies may undergo changes during your period of registration. You will be notified when changes take place, e.g. by email or by posting updates to the Document Resources section of the School of Social Sciences website at: <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/>

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/degree-regulations/>

PLEASE NOTE – Whilst teaching is concentrated on particular days you are encouraged to attend other academic activities such as study groups, seminars, workshops and professional training that might take place on other days. All MSc students are encouraged to attend the CMIST lunchtime and 4pm seminar series on Tuesdays and other

seminars across the University where appropriate.

OPPORTUNITIES FOR FURTHER STUDY – A PhD?

The School welcomes enquiries and applications for research programmes throughout the year.

If you are interested in applying for funding for a PhD in Social Research Methods & Statistics, or Applied Social Research please be aware that it is now **generally** required that you have completed a Research Training (RT) Masters in the first instance. However, we do of course welcome applications from any Masters student regardless of what programme they are doing. The School's current RT courses are:

Political Science (Research Route)	MA
International Political Economy (Research Route)	MA
International Relations (Research Route)	MA
Human Rights (Research Route)	MA
Political Economy (Research Route)	MA
Economics	MSc
Economics and Econometrics	MSc
Econometrics	MSc
Sociological Research	MSc
Anthropological Research	MA
Philosophy	MA
Social Research Methods & Stats.	MSc PG Diploma

For details of academic requirements, please go to

<https://www.socialsciences.manchester.ac.uk/study/postgraduate-research/programmes/>

The University normally holds a Postgraduate Open Day in November and further details will be available via

<http://www.manchester.ac.uk/postgraduate/opensdays/>

Information on all School funding opportunities, including details on the deadlines will be advertised via

<http://www.socialsciences.manchester.ac.uk/study-with-us/fees-and-funding/postgraduate-taught-funding/>

Competition for funding is very strong and we therefore advise that you consult with a prospective supervisor regarding your research proposal before submitting a full application. Applications must be submitted via the on-line application service at <http://www.socialsciences.manchester.ac.uk/study-with-us/how-to-apply/>

If you have any further queries please email pg-soss@manchester.ac.uk