

BA Philosophy Handbook

2021-22

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IMPORTANT

This handbook has been produced for the assistance of undergraduate students on the BA Philosophy degree programme. While every effort has been made to ensure its accuracy, we cannot accept responsibility for any errors that remain. Please note that all courses are offered subject to a) student demand and b) staff availability.

WELCOME TO THE UNIVERSITY OF MANCHESTER

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

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

This Handbook

This handbook is for all students on the BA Philosophy degree programme.

You need to keep this Handbook as a source of reference throughout your time at Manchester.

The Philosophy Study Guide

You also need to ensure that you have and keep close at hand a copy of the Philosophy Study Guide. This contains vital information and advice about all aspects of studying philosophy course units at Manchester, including independent studying, writing essays, how to cite your sources and construct a bibliography, how to prepare for philosophy exams and lots more.

A pdf version is available from <http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/course-information/philosophy/study-resources/>.

Semester Dates 2021-22

First Semester	Start Date	End Date
Attendance	20 September 2021	17 December 2021
Christmas Vacation	20 December 2021	2 January 2022
Exam Period	17 January 2022	28 January 2022
Second Semester	Start Date	End Date
Attendance	7 February 2022	8 April 2022
Easter vacation	11 April 2022	24 April 2022
Attendance	25 April 2022	10 June 2022
Exam Period	23 May 2021	10 June 2021

Resit	Start Date	End Date
Resit Period	22 August 2022	2 September 2022

VITAL INFORMATION/REMINDERS

If you read nothing else in this handbook, please note the following points:

- You are now at university. This means that you will need to take responsibility for your own learning.
- You will be given a University email account. Please check this account frequently and use it when writing emails to University staff.
- There are plenty of people at the University who can help you. If something goes wrong, tell someone here, no matter how minor the issue may seem.
- Don't make plans for the resit period.
- When using a computer, allow pop-ups – this will mean you can see announcements sent from the University.
- You will be provided with relevant information on policies and procedures at strategic points. If you are given information, it is necessary to read it.
- Part-time work up to about 12 hours a week can be beneficial. Too much part-time work alongside a full-time degree is not recommended.
- The School of Social Sciences has its own “learning commons” in the Humanities Bridgeford Street building. We'd like to invite you to make the best use of the facilities in both of the buildings that house the School.
- Make sure you have your correct mobile phone number in the Student System as we might use this to text you to inform of any lecture/tutorial cancellations.

WELCOME TO THE FACULTY OF HUMANITIES

As Vice-President and Dean of the Faculty of Humanities, I would like to extend a warm welcome to all students in The University of Manchester. The Faculty of Humanities is one of three Faculties in the University and consists of four Schools. We offer an unprecedented range of innovative programmes at undergraduate and graduate level, embracing disciplines as diverse as business and management, social sciences, law, education, languages, arts and environment and development.

This rich mix of opportunities makes study at The University of Manchester an exciting and stimulating experience, where you will benefit from the experience of leading scholars in your field and from being part of a large, diverse and international student community.

Being at university is not all about what you will learn in the classroom. Our courses and the wider university give you access to a diverse range of activities to stretch and develop your knowledge, thinking and skills. From field trips and study abroad to volunteering, industrial placements and hundreds of societies, there is something for everyone. That is why we are the university most targeted by employers.

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

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

Keith Brown

Vice-President and Dean, Faculty of Humanities

September 2020

The Faculty of Humanities

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

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

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

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

The work of the Faculty involves co-ordinating and developing activities to respond effectively to Institutional or external initiatives or activities, encouraging best practice across Schools and

facilitating the seamless operation of processes across School, Faculty and University boundaries to help make your experience at Manchester the best it can be.

The Faculty is committed to gathering student views on the provision of teaching and learning and centrally operated areas of the University (such as Library; Estates; IT; Careers; eLearning) and as a student you can feed into this process via the Faculty's Staff Student Liaison Group (SSLG) which meets a minimum of twice a year. These meetings provide a forum for students, who are elected as Student Representatives within their School/discipline, to:

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

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

The focus of your involvement as a student is likely, however, to be the disciplinary grouping, i.e. the School within which your studies are based. Or, in the case of students on interdisciplinary programmes: the office which is responsible for administering your programme.

You may have contact with the Faculty if you have a problem that cannot be resolved at a local level within the School or Programme Office. For example: appeals or disciplinary matters. Otherwise, it is entirely possible to complete a course of study without ever interacting directly with the Faculty.

[The University of Manchester Alumni Community](#)

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

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

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

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

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

Lord Terence Burns
Chairman, OFCOM

Professor Brian Cox OBE
Physicist and Science Communicator

Frances O'Grady
General Secretary of the TUC

Jesse Armstrong and Sam Bain
Writers of television comedies – Peep Show and Fresh Meat

Benedict Cumberbatch CBE
Actor

Gareth Williams and Bonamy Grimes MBE
Skyscanner co-founders

Chuka Umunna MP
Former Shadow Secretary of State for Business, Innovation and Skill
Member, Change UK – The Independent Group

Parineeti Chopra
Actor

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

Sophie Raworth
BBC News broadcaster

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

Toby Jones
Actor

Orlando von Einsiedel
Award-winning film director

Professor Danielle George MBE
Radio frequency engineer

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

Careers Service

Your Future and your Careers Service

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

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

Currently, all services have been moved online so students can access the full range of services, including an extensive programme of [webinar workshops](#) 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/>.

Blackboard: Course units and enrolments

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

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

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



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

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

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

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

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

- Semester 1 and full year courses: Monday 13 September 2021
- Semester 2 courses: Monday 31 January 2021

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

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

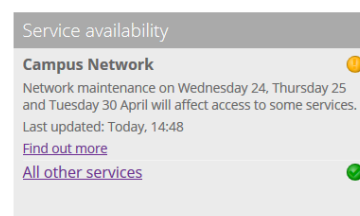
If you cannot see a course you expect to see, it may be because your tutor has not 'activated' your Blackboard site for the course, or it may be that your enrolment is not completed:

- contact your School Administrator to check that you are fully enrolled
- check with your tutor that the Bb site has been activated (made available to students)

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

More broadly, if during the duration of your studies you experience interruptions in IT or eLearning services such as Blackboard, Turnitin, Video Portal or other please check the Service Availability information on IT services homepage: <http://www.itservices.manchester.ac.uk/>.

The Service Availability portlet will display whether there is any known disruption and flag issues with a red or an orange circle (see image). If you experience an issue that is not notified in the [Service Availability portal](#) please contact your eLearning team via the Support Portal <https://www.itservices.manchester.ac.uk/help/elearning/>.



IT Services within the Faculty of Humanities

IT Facilities

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

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

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

- [PC clusters on campus](#)

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](#)

Library and Information Resource Facilities

The University Of Manchester Library

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

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

The "My Learning" tab in "My Manchester" has quick links to all of the Library's resources and services available to students.

Library Facilities

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

The **Main Library** houses all the essential textbooks, offers group study rooms, individual study spaces and computer clusters.

The **Alan Gilbert Learning Commons** provides a state of the art 24/7 learning environment, offering flexible open learning spaces, multimedia facilities, computer clusters and bookable group study rooms.

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

Get Started

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

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

Find Your Resources

Use **Library Search** to find books, ebooks, online journals and articles.

Use **Subject Guides** to find appropriate resources/databases for your subject area plus guidance on different types of materials, how to reference and keeping up to date with research.

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

Training and Research Support

My Learning Essentials: The Library provides a comprehensive programme of online skills resources, workshops and drop in support clinics throughout the year designed to help you to develop your academic and employability skills: <http://www.manchester.ac.uk/my-learning-essentials>.

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

Library News and Updates

Keep up to date with the latest library developments:

Facebook: www.facebook.com/tuomlibrary

Twitter: twitter.com/UoMLibrary

The 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• French• German• Hebrew• Japanese	<ul style="list-style-type: none">• 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 2021-2022 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>.

Key Websites

My Manchester <https://my.manchester.ac.uk>

Student portal which gives a point of access to your email, the Student System, Blackboard and also links to useful departments and relevant University news.

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

Information about student support services within the School as well as links to Undergraduate study within SoSS. This includes information on registration, assessment, regulations and handbooks, plagiarism, timetables, programme schedules and staff contact details.

Philosophy Website <http://www.socialsciences.manchester.ac.uk/subjects/philosophy/>

Philosophy seminars, conferences, staff research interests and so on.

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

This site has a lot of information relating to studying at Manchester. This includes links to the Philosophy Study Guide and other resources (including external websites with guidance on writing philosophy essays); an 'essay bank' with some examples of student's essays along with marker comments and indicative grades; information about the office hours of staff and teaching assistants; and lots more.

Philosophy Hub Accessed via Blackboard – see ‘My Organisations’

A Blackboard site open to all students studying Philosophy. Includes information on:

- Assessment
- Timetables
- Academic Advisors
- Student Reps
- Course unit selection
- Peer Mentors
- Key Contacts

Visit the Hub regularly to keep up with announcements of forthcoming events and more.

Student Union website <http://manchesterstudentsunion.com/>

The main website for the University of Manchester Students Union. Keep up to date with news, events, societies, campaigns, advice etc.

Crucial Guide Live <http://www.studentnet.manchester.ac.uk/crucial-guide/>

Essential advice, information and guidance for students at The University of Manchester. Information is split into the following areas: Academic life; Personal life; Financial life; University life; City life and Home life, halls and private housing.

SCHOOL OF SOCIAL SCIENCES

As a student on the BA (Hons) Philosophy programme you are part of the Philosophy Department within the School of Social Sciences. All administrative matters associated with your programme are dealt with by the Philosophy Administrator in the SoSS School Undergraduate 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 Undergraduate Office
School of Social Sciences
G.001 Arthur Lewis Building, University of Manchester,
Oxford Road, Manchester, M13 9PL

Email: ugsoss@manchester.ac.uk Telephone: 0161 275 2500

The School Undergraduate 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 from 10.00am until 4.00pm in vacations.**

Head of School's Welcome

Welcome to the School of Social Sciences (SoSS).

My colleagues and I are looking forward to working with you over the coming years. This coming semester and year will be an exciting one for us all as we get used to returning to face-face-teaching. We have spent the summer planning and implementing as safe as possible a School environment in which to study and work. However, we will still have to deal with the challenges presented by Covid 19. We encourage you to have your first and second vaccination jabs (which should be available on or near campus), and expect you to wear masks when walking around our buildings and in lectures, unless you have medical reasons not to do so. The challenges we all face as students and staff is to follow University, as well as any forthcoming local and national government, guidance to manage risk of infection. If we do so successfully, we can settle in to enjoying University and School life. We are also taking a blended learning approach to teaching this year, which will include some online teaching and learning to complement face-to-face activities. You will be able to arrange to connect with teaching staff by email, online meetings and in class.

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

public concern, and to excellence in research-informed teaching to ensure that our undergraduate programmes are current, rigorous and stimulating.

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

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

The international outlook of the School is reflected in both our staff and student population: 21% international academic staff, from 38 different countries, and a 35% international student population (undergraduate and postgraduate) which provides a vibrant multicultural intellectual environment.

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

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

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

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

Brian Heaphy

Professor Brian Heaphy

Head of School of Social Sciences

School Officers

Prof Brian Heaphy

3.035 Arthur Lewis Building

Head of School

Mrs Alison Wilson

4.046 Arthur Lewis Building

Head of School Administration

Ms Amanda Brereton

G.001b Arthur Lewis Building

Head of Undergraduate Administration

Dr Mario Pezzino

3.064 Arthur Lewis Building

Undergraduate Director of Studies for SoSS

WELCOME TO PHILOSOPHY

This handbook provides you with important information concerning the BA (Hons) Philosophy programme, but will also be of relevance to those of you taking any the Combined Philosophy programmes, as well as Philosophy pathways on the BASS and BA(Econ) programmes. Much of this information is very important for your academic career so you should read this handbook carefully and keep it for reference. It will provide answers to many of the queries that you may have over the coming year.

I would like to take this opportunity to highlight four points.

1. The Philosophy team has produced a coherent and stimulating curriculum consisting of well thought out, challenging modules. However, you will only get the best from these modules if you prepare for your tutorials conscientiously, attend lectures consistently, and produce your assessed work to the best of your ability. Indeed, the University stipulates that passing a 20-credit module requires students to put in 200 hours of work. Recognising this, the School of Social Sciences, of which the Philosophy Department is a part, operates with strict Work and Attendance requirements. These requirements are explained on page 37 of this handbook, and you should read them very carefully.
2. A highly effective system of student support and guidance operates within Philosophy-related degree programmes. If you find yourself having to deal with an illness that is hindering your academic progress, or if you encounter personal or family problems, study problems or financial problems, your first port of call should be your Academic Advisor or, failing that your Programme Director. This person will also be able to help with advice and

guidance about academic matters such as choosing courses and examination requirements. 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 – which houses the Philosophy Admin Team - will help you contact the right person. Julie Heynes (julie.heynes@manchester.ac.uk) is the Philosophy Administrator, whilst Philippa Wilson (philippa.wilson@manchester.ac.uk) and Jo Barrett (Joseph.Barrett@manchester.ac.uk) are the School Welfare Officers.

3. Make use of lecturers' and tutors' office hours! You do not need to make a prior appointment to discuss matters related to the courses that members of staff are teaching during these office hours. Just drop in online (in semester 1 – we will update you about semester 2). They will be happy to discuss your questions.
4. Throughout the year the Philosophy Department organizes social events in which you can mix with your friends studying philosophy and with your lecturers and tutors.

Graham Stevens, Head of Philosophy

KEY CONTACTS

Philosophy Programme Director

Sean Crawford

Email: sean.crawford@manchester.ac.uk

Telephone: 0161 275 1756

Humanities Bridgeford Street 2.40

Philosophy Administrator

Julie Heynes

Email: julie.heynes@manchester.ac.uk

Telephone: 0161 275 7129

Arthur Lewis Building G.001

STUDYING PHILOSOPHY

Programme Aims

The University's declared mission is 'the pursuit of excellence through the advancement of research, teaching and learning'. In line with this, the aims of Philosophy are:

1. to deliver structured yet flexible programmes of study, informed by current research, in which students critically evaluate, and think through for themselves, philosophical arguments and problems.

2. to provide students with a curriculum within which they study texts and questions central to the analytical tradition in philosophy, and, if students wish, texts and questions from outside that tradition.
3. to develop, in partnership with students, students' subject-specific knowledge, cognitive, intellectual and transferable skills, and thereby prepare students for further academic study and employment.
4. to employ an appropriate variety of teaching and assessment methods to meet Philosophy's aims and the programmes' respective learning outcomes.
5. to use learning resources effectively and efficiently to meet Philosophy's aims and the programmes' respective learning outcomes.
6. to attract and select high calibre students in accordance with the University's admissions policy, as set out in the Academic Standards Code of Practice.
7. to provide students with an effective induction programme, and academic and pastoral support, in order to enhance their progress and academic development.
8. to operate a management structure which monitors the delivery and quality of teaching provision in order to ensure a high quality learning environment.
9. In order to meet Philosophy's aims, academic staff in Philosophy have a variety of roles, including Programme Directors, academic advisors, course convenors, lecturers, and examiners; and each role brings with it different responsibilities. We make every effort to provide a professional and supportive learning environment for all students via the various teaching and support mechanisms and procedures described elsewhere in this handbook. Many of our aims are met through the "learning outcomes" for each level of your degree programme (see below).
10. If you have any concerns or complaints in this regard, please feel free to raise them via whatever means seems most appropriate.

What We Expect From You

We expect you to:

1. Abide by Philosophy's work and attendance requirements.
2. Inform the Philosophy Office promptly if you are temporarily unable to abide by the work and attendance requirements.
3. Contribute actively to tutorial discussions.
4. Arrive promptly (i.e. on the hour) to lectures and tutorials.
5. Check your Manchester email account regularly.
6. Respond promptly to requests from Philosophy to provide information, register for course units, and so on. In particular, if you are asked to contact your Programme Director or Academic Advisor, you should make every effort to do so as quickly as possible.
7. Digest information given in the handbook and in course guides about, for example, where and when to hand in assessed essays, what tutorial preparation is required, and when your tutors' office hours are.
8. If you miss a lecture or tutorial, catch up on missed work as quickly as possible, and find out from other students any important information that was presented. You should not expect the lecturer or tutor to repeat this information just for your benefit.

Despite the current fashion for talking in terms of "market places", "consumers" and "service providers", and despite the fact that you or your family may be paying quite a lot of money to the University in fees, it would be a misconception to think of yourself as a "consumer" and the University

as a “provider” of education. It’s important to be clear about your role in the University – otherwise you may well put yourself at a disadvantage.

A University is more like a club than a market place. Students have to meet certain criteria (A level grades and so on) in order to be eligible to join, and also have to pay an annual membership fee (i.e. tuition fees). But membership of a club generally brings with it certain obligations: one has to abide by the rules and regulations in order to remain a member.

One reason why it is not a good idea to think of yourself as a “consumer” of education is that it encourages the mistaken idea that the quality of your education is solely the responsibility of your lecturers, tutors and the University services, just as the quality of a restaurant meal is solely the responsibility of the chef, the waiters and the restaurant manager.

This idea is mistaken because in order to benefit from your study at University, you must actively contribute to it – most importantly through independent study. The University’s work and attendance requirements work out at an average of about 40 hours a week total study time for each student during the teaching term. For students studying Arts and Social Science subjects like Philosophy, this means that something like 75% of your study takes place outside lectures, seminars and tutorials. This is because, while of course the various different kinds of class have an important role to play in the learning process, there are some skills you can only acquire – and some ideas and arguments you can only fully absorb and think about – outside the classroom. There’s only so much you can learn from lectures and tutorial discussions; the rest is up to you.

Moreover, if you don’t spend an adequate amount of time on independent study, it will seriously undermine your lecturers’ and tutors’ ability to teach you effectively. For example, a tutorial session simply cannot achieve what it is supposed to achieve if students have not thought about the topic being discussed: at best, the discussion will be superficial and ill-informed; at worst no discussion will get off the ground at all.

The quality and success of the learning experience ultimately depends on commitment on the part of students. If you are to benefit from the unique experience of university study, acquiring not only specialist knowledge but also the capacities for critical, analytical thought and clear self-expression, then you personally, and your peers collectively, must contribute to the creation of an active learning environment.

Learning Outcomes

The Philosophy Degree Programme:

Level 1

On successful completion of level 1, students will be able to demonstrate:

1. an ability to think through and communicate intellectual matters cogently and analytically in the form of tutorial discussion, the academic essay and the unseen examination.
2. an ability to read philosophical texts carefully and analytically.
3. an ability to present written work professionally, using conventional academic bibliographic and stylistic conventions.
4. a critical awareness of some of the central distinctions and arguments in moral philosophy and the theory of knowledge.

5. competence with regard to both the concepts and techniques of informal reasoning and elementary logic.
6. a critical awareness of some of the central distinctions and arguments in ancient philosophy and the philosophy of mind and language.

Level 2

On successful completion of level 2, students will be able to demonstrate:

1. an in-depth knowledge and understanding of some central areas of Western analytical philosophy.
2. an ability to follow and critically evaluate contemporary debates in philosophy.
3. an increasing sophistication and level of analysis in the reading of philosophical texts and in the communication of philosophical ideas and arguments.
4. an increased ability to think through intellectual problems independently.
5. an ability to produce a sustained enquiry into a question of their own design, using the relevant research skills.

Level 3

On successful completion of level 3, students will be able to demonstrate:

1. an ability to critically evaluate some of the most challenging areas of Western analytical philosophy.
2. an ability to produce and present professionally a substantial independent piece of research.
3. an ability to construct their own lines of argument as part of the solution to difficult intellectual problems.
4. an ability to exercise an extensive range of subject-specific and generic skills.

Programme Content and Structure

The Philosophy programmes consist of course units totalling 120 credits each year over three years (course units are usually rated at 10 or 20 credits). You will normally make course unit selections to take 60 credits per semester. You may take 70 in one semester and 50 in another, but are not permitted to take more than 70 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 across semesters.

The full requirements for Philosophy in 2021-22 are available in the programme structure here:

PROGRAMME STRUCTURE

The Philosophy programmes consist of course units totalling 120 credits each year over three years (course units are usually rated at 10 or 20 credits). You will normally make course unit selections to take 60 credits per semester. You may take 70 in one semester and 50 in another, but are not permitted to take more than 70 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 across semesters.

The requirements for Philosophy in 2021-22 are set out below. The schedule will change from year to year with the possibility for new units to be introduced and others withdrawn.

First Examination

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

	Code	Title	Credits	Pre/Co-Requisites	Notes
	All Core (you must take these units)				
	PHIL10021	Introduction to Ethics	20		
	PHIL10041	Critical Thinking	20		
	PHIL10622	Introduction to Metaphysics and Epistemology	20		
	PHIL10632	Introduction to Philosophy of Mind	20		
	POL10702	Introduction to Political Theory	20		
Students must choose a semester 1 free choice unit worth 20 credits from another Discipline Area/School/Faculty/UCIL. Free choices must be approved by the Philosophy department.					

Second Examination

Candidates for the Honours Degree must take courses totalling 120 credits as follows:

	Code	Title	Credits	Pre/Co-Requisites	Notes
	20 units of courses from the following:				
	PHIL20232	Ethics	20		
or	PHIL20242	20th Century Analytical Philosophy	20		
	20 units of courses from the following:				
	PHIL20042	Formal Logic	20		
or	PHIL20271	Philosophy of Mind	20		
and	80 units as approved by Philosophy - at least 60 units must be selected from the following course units.				
	PHIL20021	Philosophy of Religion	20		
	PHIL20042	Formal Logic (if not selected as above)	20		
	PHIL20232	Ethics (if not selected as above)	20		

	PHIL20242	20th Century Analytical Philosophy (if not selected as above)	20		
	PHIL20271	Philosophy of Mind (if not selected as above)	20		
	PHIL20611	Phenomenology	20		
	PHIL20032	Applied Philosophy	20		
	PHIL23022	Hegel and Marx	20		
	POLI20602	Arguing About Politics	20	P: POLI10702 or POLI20881	
	POLI20881	Ideals of Social Justice	20	P: POLI10702	
	LAWS20101	Jurisprudence	20	Non-law students should contact Course Director.	
Students may choose a free choice unit worth 20 credits from another Discipline Area/School/Faculty/UCIL. Free choices must be approved by the Philosophy department.					

Final Examination

Candidates for the Honours Degree must take courses totalling 120 credits as follows:

	Code	Title	Credits	Pre/Co-Requisites	Notes
	At least 20 units from the following:				
	PHIL30001	Dissertation (20 units)	20		
or	PHIL30002	Dissertation (20 units)	20		
	PHIL30030	Dissertation (40 units)	40	P: 40 units of Level 2 Philosophy courses. Minimum Level 2 grade point average of 60: at least one Level 2 Philosophy grade of 70 or over.	
and	If you have chosen PHIL30001 or 30002, you must choose a further 100 units - at least 80 of which must be selected from the following. If you have chosen PHIL30030, you must choose a further 80 units - at least 60 of which must be selected from the following.				
	PHIL30611	Phenomenology	20		
	PHIL30361	Philosophy of Psychology	20		

	PHIL30621	Advanced Topics in Aesthetics	20		
	PHIL30721	Philosophy of Mathematics	20		
	PHIL30212	Metaphysics	20		
	PHIL30352	Language and Analysis	20		
	PHIL30812	Language and Oppression	20		
	POLI30191	The Politics and Philosophy of Nationalism	20		
	POLI30271	Political Morality and Dirty Hands	20	P: POLI10702 or POLI20881 or POLI20602	
Students may choose a free choice unit worth 20 credits from another Discipline Area/School/Faculty/UCIL. Free choices must be approved by the Philosophy department.					

Course Units

Level 1 course units in Philosophy are “foundation” courses: they are designed to introduce students both to concepts and theories that they will need to know about in more advanced courses, and to the skills that they will need in order to do philosophy at a more advanced level.

Level 2 course units are “gateway” courses. They are designed to develop students’ philosophical skills further, and to build on the knowledge they have already acquired or to introduce them to new areas.

Level 3 course units are “specialist” courses. At this level, students are expected to bring the skills and knowledge they have acquired from levels 1 and 2 to bear on more difficult philosophical texts, theories and problems. Level 3 course units are generally taught by staff who have research interests in that area, so that students are able to benefit from their knowledge and expertise.

Course unit outlines are available for all units to help you plan your programme. In these you will find broad aims and objectives for each unit together with content summaries; assessment methods, credit ratings, course convenors and preliminary reading list. You can find information on course units on the [Course Unit Information portlet](#) – accessed via ‘[My Manchester](#)’ and your “My Course” tab.

Choosing Course Units from another School/Faculty

BA (Hons) Philosophy students may apply to take a limited number of free choice course units (i.e. not more than 20 credits in total) provided in another School or Faculty (e.g., foreign language studies) as part of their 120 credits if their programme schedule allows for this. Students may not take more than 120 credits in any one year.

After taking advice and gaining the approval of the external School, it is important that you find out for yourself the attendance and examination requirements of the unit concerned as well as ensuring that you meet any pre-requisite conditions. Please note that there may also be excess demand for popular units such as modern European languages.

Changing 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.

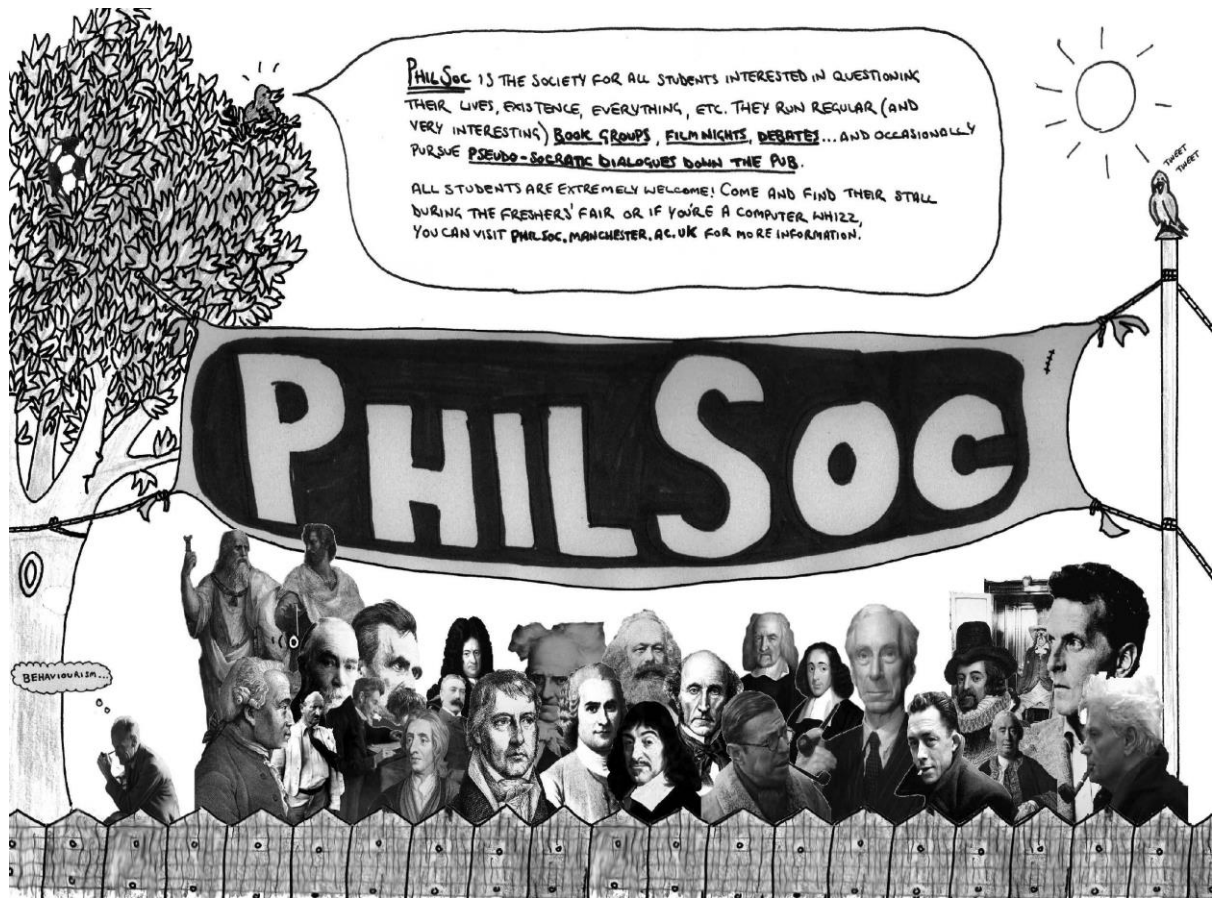
You therefore have until the end of the second teaching week in each semester to register changes of units on the Student System (i.e. by **4 October 2021** and **14 February 2022** respectively). Please ensure that any changes you make are permitted within your programme structure. **Changes after these 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 the Student System. Otherwise you will be required to explain your failure to attend the course unit from which you have improperly withdrawn and will cause considerable inconvenience to both yourself and staff.

If you fail to register for the correct courses you will also be entered for the wrong examinations.

PHILOSOPHY SOCIETY



The Philosophy Society (PhilSoc) is for anyone with an interest in Philosophy, and also for all and any students taking Philosophy.

Membership of the society is free and society events are open to all, though we would appreciate you signing up via the Students' Union site (see below). If you're a Facebook kind of person we have a group there, too.

We hold book group meetings, show films, and throw parties, as well as working with the Philosophy department for the benefit of students at large. We have fairly loosely-run meetings where people with an interest in getting things done do so, and those who don't make references to obscure texts. Please join us.

Contact information

Facebook <https://facebook.com/pg/uomphilosophy/>

PEER MENTORING

In your first year, another good person to talk to if you are experiencing trouble is your peer mentor. Many students go through the same problems, and having had similar experiences might help your mentor to give you exactly the kind of advice that you need.

Philosophy has a growing peer mentoring system. All 1st year Philosophy students are assigned a 2nd or 3rd year student as their mentor. You will also have the opportunity to become a mentor in your 2nd and 3rd years.

Tom Hughes and Zoe Spink are the Student Coordinators of the Philosophy peer mentoring scheme in 2021-22. Please email any queries to Thomas Hughes (thomas.hughes-6@student.manchester.ac.uk) or Zoe Spink (zoe.spink@manchester.ac.uk). You can also contact the Staff Coordinator, Julie Heynes at julie.heyne@manchester.ac.uk.

OPPORTUNITIES

International Exchanges

There is the possibility for students to go on an international exchange in the second semester of their second year. You should be aware, however, that this possibility must be earned by a high level of achievement in the first examination (normally only an average of above 60% is acceptable). Going on an exchange also carries with it an element of implicit academic risk. Students must be first years when they start to apply and will need to meet stringent deadlines and requirements.

For more information, you should consult the Study Abroad Unit: <http://www.manchester.ac.uk/undergraduate/studyabroad/>, or email goabroad@manchester.ac.uk.

The Study Abroad is Dr Emily Caddick Bourne. If you are interested in applying, contact emily.caddickbourne@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.college.manchester.ac.uk/mlp/>.

BA (Hons) Philosophy students are eligible to take MLP in the second year only, but in either semester as a 10 credit course or both semesters as a 20 credit course, as a free choice.

University College

The University College presents an opportunity for students at the University of Manchester to broaden their educational horizons. It offers 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 provides 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 connects 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.

Further information can be found at: <http://www.college.manchester.ac.uk/>.

BA Philosophy students can take a University College course as a free choice module.

Stellify

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

You can start by visiting the website below or speak with your Academic Advisor.

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

If you have any questions please contact Susan Rowe (Telephone: 0161 306 1100, Email: susan.rowe@manchester.ac.uk).

ACADEMIC STAFF

Prof Helen Beebee (semester 1 only)

Email: helen.beebee@manchester.ac.uk

Telephone: 0161 275 1755

Humanities Bridgeford Street 2.47

Research areas: Metaphysics, Hume, Freedom of the will

Dr Emily Caddick Bourne

Email: emily.caddickbourne@manchester.ac.uk

Research areas: Aesthetics, Philosophy of Language, Metaphysics, Philosophy of Fiction

Responsibilities: Social Responsibility Rep
Study Abroad Officer
Employability Officer
Postgraduate Taught Director

Dr Sean Crawford

Email: sean.crawford@manchester.ac.uk Telephone: 0161 275 1756

Humanities Bridgeford Street 2.40

Research areas: Philosophy of Language, Philosophy of Mind, History of Analytic Philosophy

Responsibilities: BA Philosophy Programme Director

Dr Chris Daly

Email: christopher.daly@manchester.ac.uk Telephone: 0161 275 4892

Humanities Bridgeford Street 2.55

Research areas: Philosophy of Language, Logic, Metaphysics

Dr Stephen Ingram

Email: stephen.ingram@manchester.ac.uk Telephone: 0161 275 4870

Humanities Bridgeford Street 2.46

Research areas: Ethics, Metaphysics

Responsibilities: Dissertation Co-coordinator
Research Seminar Coordinator

Dr Frederique Janssen-Lauret

Email: frederique.janssen-lauret@manchester.ac.uk

Humanities Bridgeford Street 2.49

Research areas: Philosophy of Logic, History of Analytic Philosophy, Women in the History of Analytic Philosophy, Women in Logic , Ontology

Responsibilities: Equality and Diversity Officer
Postgraduate Research Director

Dr David Liggins

Email: david.liggins@manchester.ac.uk Telephone: 0161 275 6947

Humanities Bridgeford Street 2.59

Research areas: Metaphysics, Philosophy of Mathematics
Responsibilities: Admissions Officer
Exams Officer

Prof Fraser MacBride

Email: fraser.macbride@manchester.ac.uk Telephone: 0161 306 6944
Humanities Bridgeford Street 2.58
Research areas: Metaphysics, Philosophical Logic

Prof John O'Neill

Email: john.f.oneill@manchester.ac.uk Telephone: 0161 275 4853
Humanities Bridgeford Street 2.44
Research areas: Philosophy of Social Science, Political Economy
Responsibilities: Political Economy MA programme Director
University Research Ethics Committee

Dr Michael Scott

Email: michael.scott@manchester.ac.uk Telephone: 0161 275 3875
Humanities Bridgeford Street 2.56
Research areas: Philosophy of Mind, Philosophy of Psychology, Philosophy of Religion
Responsibilities: Research Director
SoSS Sustainability Co-ordinator

Dr Joel Smith

Email: joel.smith@manchester.ac.uk Telephone: 0161 275 1760
Humanities Bridgeford Street 2.43
Research areas: Philosophy of Mind, Philosophy of Psychology, Metaphysics
Responsibilities: Webmaster and IT Officer

Dr Tom Smith

Email: thomas.smith@manchester.ac.uk Telephone: 0161 275 7886
Humanities Bridgeford Street 2.41
Research areas: Metaphysics, Philosophy of Mind

Dr Graham Stevens

Email: graham.p.stevens@manchester.ac.uk Telephone: 0161 275 4886

Humanities Bridgeford Street 2.57

Research areas: Russell, Philosophy of Language, Philosophical Logic

Responsibilities: Head of Department

Dr Ann Whittle

Email: ann.whittle@manchester.ac.uk Telephone: 0161 275 1760

Humanities Bridgeford Street 2.42

Research areas: Metaphysics, Philosophy of Mind

Responsibilities: Teaching Assistant Co-ordinator

STUDYING AND ASSESSMENT

The academic year is divided into two semesters. Semester one course units are examined at the end of January and semester two course units are examined in May/June. Resit exams for all (uncompensated) failed course units and exams missed through illness or mitigating circumstances take place in the resit exam period.

You will be entered for examinations on the basis of the courses held in the Student System. Individual examination timetables will be available via My Manchester. You will also be able to access your results, once published, on the Student System. **Please note that debtors to the University will not be able to access their results until their debts have been cleared.**

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'.

<http://www.regulations.manchester.ac.uk/policy-on-examinations/>

Assessment Methods

In many (though not all) course units, assessment involves a **combination of assessed essay work and examinations**: for example, you might be required during the year to submit assessment essays which would count as one-third of the final examination mark for the unit. Details of multiple assessment requirements such as this will be notified to you at the beginning of the unit, and specified in detail in the unit outline and statement of objectives. Before then a brief outline of the syllabus of each course unit and its assessment requirements can be found on the Course Unit Information portlet via '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, tutorial discussion contribution, group or individual presentations, projects, and so on. Also, non-assessed work may be used in some modules. Non-assessed course work is a good opportunity for you to practice and gain

experience; also, it may be taken into account in marginal cases so it is always worth completing. You should be aware of what methods are used in each course unit that you take. It is compulsory to submit course work for Philosophy (PHIL) course units where it is specified.

University's Late Submission Policy

If any assessed essay, extended essay or dissertation is handed in after 2.00pm on the date of submission, penalties will be applied.

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

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

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

PLEASE NOTE: Other Schools may have different procedures and penalties for late submission. Students taking course units across different Schools should familiarise themselves with the penalties and procedures which apply to those Schools.

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.

Marking Criteria

Each discipline has its own marking criteria; in other words, it will mark according to what it feels are important features in your work. You can find more details of this in the Philosophy Study Guide.

Turnitin

The University uses electronic systems for the purposes of detecting plagiarism and other forms of academic malpractice and for marking. Such systems include TurnitinUK, 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 TurnitinUK 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 TurnitinUK 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.

Feedback

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

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

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

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

Assessed Essay Feedback

Feedback on your **essays** is given primarily through your online assessed essay comment sheet and will normally be provided no later than 15 working days after the deadline (providing the assessment was submitted on time). You may also obtain oral feedback from the essay marker.

In dissertation courses you may obtain ongoing oral and/or written feedback and this feedback may not be received until after the June Exam Board.

Exam Feedback

Individual feedback on **exams** is not formally given. However, if you are particularly concerned about your performance or grade in a particular exam, you can ask your course convenor to discuss it with you.

See the [Philosophy Study Guide](#) for more on feedback relating to PHIL courses.

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

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

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

This has two consequences:

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

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

The School adheres to the University's policy on feedback which can be found at: <http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonfeedbacktostudents/>.

Referencing and Bibliography 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). You can find guidance on methods of referencing and constructing a bibliography, as well as guidance on avoiding plagiarism, in the latest version of the [Philosophy Study Guide](#). Please follow **only** this guidance when writing philosophy essays, since conventions may vary in other disciplines. This is an important part of academic assessment, so if you are in doubt, please ask for help. Inadequate referencing and/or bibliography will result in the deduction of marks (up to a maximum of 10) from your essay.

Plagiarism in assessed course work is a serious offence, and, if detected, may result in the student having to appear before the University's Disciplinary Committee, which in turn may lead to exclusion from the University.

Do not, under any circumstances, plagiarise from any source whatsoever.

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

Additional Support and Religious Observance

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

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

Examinations

Policy on Examinations

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://www.regulations.manchester.ac.uk/policy-on-examinations/>.

Examination Scheduling

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.

Examination Attendance

It is entirely your responsibility to find out when and where your exams are and that you are correctly registered for them.

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

It is most important to check carefully the time and place of each of your examinations. Misreading the timetable, oversleeping, missing the bus, feeling a bit under the weather and so on, are not regarded as legitimate reasons for absence. If you miss an exam for one of these reasons, the

examiners are entitled to award a mark of zero for the exam. 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.

ILLNESS OR OTHER PROBLEMS AFFECTING EXAMINATIONS

You should notify the School Undergraduate Support Office immediately of any illness or other adverse circumstances which significantly affect your examination performance, and produce a medical certificate where appropriate. You will also be required to submit a mitigating circumstances form. You should refer to the [III Health section](#) in this handbook, which set out the range of certification needed for both short-term and prolonged illnesses. Depending on the circumstances you may be advised to proceed with the examinations or, instead, to sit the examinations as a 'first sitting' at the next opportunity (usually the resit exam period in August).

If you are ill on the day of an exam you should still attend the exam unless you are genuinely unable to do so. However, if you think your illness affected your performance in the exam you should visit the Student Health Centre or your own doctor just before or just after the exam so that the doctor or nurse can confirm that you are ill.

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

Please see [III Health section](#) for guidelines for students who fall ill and the Mitigating Circumstances form.

Release of Examination Marks

January Examinations

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

- (i) provisional January examination results will be released at the end of the fourth week of lectures 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 and feedback will normally be released online through the Student Self-Service System. You will be sent notification by email of when you can view this information. Assessed essay results will be made available before the start of the exam period providing that work has been submitted on time.
- (iv) information on the exact dates and methods of release will be clearly publicised by Schools through course guides, notification in lectures, and by email.

May/June Examinations

Definitive examination results and marks will be issued through the Student System by the School Undergraduate Office very soon after the Board of Examiners meetings in late June/early July. Graduating students will also be informed of their results and classification by letter to their home address as held on Campus Solutions. Students needing to resit exams in the August exam period will also be notified by letter to their home address as held on the Student System. Students must inform the SoSS Undergraduate Office in advance if they require this information to be mailed to a different address.

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.

Please note that students with outstanding debts to the University will not be able to access their results until these debts have been cleared and removed from their account.

[Prizes](#)

First year prizes

The Elizabeth Wegner Prize is awarded to first year student(s) for excellence in their first year results. The Examiners will take into account both students' overall performance and their performance specifically in Philosophy subjects. All BA (Hons) Philosophy students are eligible.

Second year prizes

The Michael Polanyi Memorial Scholarship is awarded for excellence in second year results. All BA (Hons) Philosophy students are eligible.

The 2nd Year Czeslaw Lejewski Logic Prize is awarded for the best performance(s) in Logic-based courses. Two prizes are awarded to students on PHIL20042 Formal Logic and two prizes are awarded by the School of Mathematics to students on Maths Logic-based courses.

Third year prizes

The Michael Polanyi Memorial Prize is awarded for excellence in third year results. All BA (Hons) Philosophy students are eligible. The prize is often shared between several students.

WORK AND ATTENDANCE REQUIREMENTS

You are required to:

- Attend all compulsory classes.
- Prepare adequately for all compulsory classes, where such preparation is specified either verbally by your tutor or in the course guide or course handouts.
- Familiarise yourself with material that is presented or discussed in non-compulsory classes (generally, lectures). That is, you should either attend (and pay attention during) the lecture, or cover the material as soon as possible thereafter, for example by borrowing and reading other students' lecture notes or handouts. Familiarity with the content of relevant lectures is automatically counted as required tutorial preparation.
- Submit all written work by the due date, whether part of the assessment for the course unit or not.

Full attendance at tutorial or seminar classes is obligatory. This means that you will be attending 3-4 tutorials per week. If you are unable to attend a tutorial because of illness or other good reason, you should **notify the course unit tutor and the School Undergraduate Office** (in advance if possible). This is especially important if you are due to make a presentation to the class. You should refer to the [III Health section](#) which set out the range of certification needed for both short-term and prolonged illnesses. Attendance at lectures is not compulsory, but is strongly recommended. If tutorials are not provided you should attend all lectures/seminars.

The University's work and attendance regulations state that students are expected to do 10 hours' work (including attendance at classes, tutorial preparation, essay writing and exam preparation) per credit. Hence for a 20 credit course you should do 200 hours' work. This means that with a 60/60 credit load you should be spending about 40 hours a week on academic work throughout the 30 weeks of the formal academic year (assuming you do not work during the holidays).

Course guides for Philosophy course units include a "study budget": a rough breakdown of the number of hours you are expected to spend on various learning activities.

Note that these numbers represent our *expectations*. Nobody can force you to do that amount of work. It really is up to you how much work you do. However, there is a bare minimum that we do expect all students to do.

Your tutorial work or attendance will be monitored and if they are considered unsatisfactory, you will be warned at an early stage to give you an opportunity to improve. You should also bear in mind that your work and attendance record may be taken into account by members of staff whom you ask to write references for jobs or further study. If you have been sent any warning letters about unsatisfactory work and attendance, or if you have failed to submit any assessed work, this information is available to any member of staff whom you ask to write you a reference. Prospective employers often ask referees to comment on the applicant's reliability, commitment and motivation. A poor work and attendance record can therefore harm your career prospects.

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.

Work and Attendance Policy

University Work and Attendance Regulation (XX)
<http://www.regulations.manchester.ac.uk/academic/policy-on-recording-and-monitoring-attendance/>.

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

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

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

Paid Employment

Around 90% of students work during summer, and over 60% work part-time during semester. Research shows that working up to about 12 hours a week during semester can have a beneficial effect but working anymore than that is not advisable as it may start to affect your studies.

The Careers Service can help you find and make best use of opportunities for working during your degree:

Tel: 0161 275 2828 Email: careers@manchester.ac.uk

INTERNATIONAL STUDENT CENSUS – TIER 4 VISA

Tier 4 Visa Attendance & Engagement

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.

Further Visa Information

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

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

AN INTRODUCTION TO UNDERGRADUATE DEGREE REGULATIONS

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

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

BA Philosophy – First examination

To pass the first examination (first year) as a whole the student must achieve:

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

OR

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

What happens if I fail some units?

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

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

What happens if I fail my resits?

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

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

How is my degree calculated?

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

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

The full Undergraduate Degree Regulations for both pre-September 2012 entrants and September 2012 entrants, can be found at: <http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/course-information/philosophy/>.

Disputes Regarding Examination Results

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

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

Review of Decisions of Board of Examiners

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

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

whether sufficient grounds for a review are established – if so, the review will take place as soon as is reasonably practical. Do not appeal to the School directly.

Appeals Against Exclusion

If you are excluded from your programme on the basis of your results or refused a certificate of satisfactory work and attendance, you may appeal. The relevant university procedures are on the web at: <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/exclusion/>.

Sources of Advice

Before taking action under the university's formal procedures, you may like to seek advice either within or outside the School. You may speak with the administrative staff, particularly the Student Support Services; or Amanda Brereton, Head of Undergraduate Administration. Alternatively you can contact your Programme or Undergraduate Studies Director.

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

External Examiners

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.

External Examiners' Reports

External Examiners' reports relating to this programme will be shared with student representatives at the Philosophy Programme Committee 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 Examiner for 2021-22

The External Examiner for BA Philosophy is currently Dr Nikk Effingham.

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).

Plagiarism and Other Forms of Academic Malpractice

As a student, you are expected to cooperate in the learning process throughout your programme of study by completing assignments of various kinds that are the product of your own study or research. For most students this does not present a problem, but occasionally, whether unwittingly or otherwise, a student may commit what is known as plagiarism or some other form of academic malpractice when carrying out an assignment. This may come about because students have been used to different conventions in their prior educational experience or through general ignorance of what is expected of them.

This guidance is designed to help you understand what we regard as academic malpractice and hence to help you to avoid committing it. You should read it carefully, because academic malpractice is regarded as a serious offence and students found to have committed it will be penalised. You could be awarded a very low mark or zero (with or without loss of credits), fail the whole unit, be demoted to a lower class of degree, or be excluded from the programme.

Academic malpractice includes **plagiarism, collusion, fabrication or falsification** of results and anything else intended by those committing it to achieve credit that they do not properly deserve. In addition to the advice that follows, your School will give you advice on how to avoid academic malpractice in the context of your discipline. It will also design assessments so as to help you avoid the temptation to commit academic malpractice. Finally, you should take note that work you submit may be screened electronically to check against other material on the web and in other submitted work.

Academic Malpractice

The University takes a very severe line on Academic Malpractice, which can take a variety of forms, including exam cheating, plagiarism and collusion. Some students appear to be either unclear or completely unaware of the concept of plagiarism, which is a common form of Academic Malpractice. The University of Manchester defines plagiarism as: "presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement".

Plagiarism includes:

- Using quotations without acknowledging their origin;

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

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

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

Penalties for academic malpractice can range from a reduction in marks to the expulsion from the University. It is therefore very important that all students make sure that they understand what constitutes academic malpractice and how to avoid it. A good place to start is to work through this interactive Power Point presentation.

https://www.escholar.manchester.ac.uk/learning-objects/mle/avoiding-plagiarism/story_html5.html

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

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

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!

Where to get advice and guidance

- Your Academic Advisor
- The Student Support Services (sosswelfare@manchester.ac.uk)

Collusion

Collusion is any agreement to hide someone else's individual input to collaborative work with the intention of securing a mark higher than either you or another student might deserve. Where proved, it will be subject to penalties similar to those for plagiarism. Similarly, it is also collusion to allow someone to copy your work when you know that they intend to submit it as though it were their own and that will lay both you and the other student open to a charge of academic malpractice.

On the other hand, collaboration is a perfectly legitimate academic activity in which students are required to work in groups as part of their programme of research or in the preparation of projects and similar assignments. If you are asked to carry out such group work and to collaborate in specified activities, it will always be made clear how your individual input to the joint work is to be assessed and graded. Sometimes, for example, all members of a team may receive the same mark for a joint piece of work, whereas on other occasions team members will receive individual marks that reflect their individual input. If it is not clear on what basis your work is to be assessed, to avoid any risk of unwitting collusion you should always ask for clarification *before* submitting any assignment.

Fabrication or Falsification of Results

For many students, a major part of their studies involves laboratory or other forms of practical work, and they often find themselves undertaking such activity without close academic supervision. If you are in this situation, you are expected to behave in a responsible manner, as in other aspects of your academic life, and to show proper integrity in the reporting of results or other data. Hence you should ensure that you always document clearly and fully any research programme or survey that you undertake, whether working by yourself or as part of a group. Results or data that you or your group submit must be capable of verification, so that those assessing the work can follow the processes by which you obtained them. Under no circumstances should you seek to present results or data that were not properly obtained and documented as part of your practical learning experience. Otherwise, you lay yourself open to the charge of **fabrication** or **falsification** of results.

Finally...

If you commit any form of academic malpractice, teaching staff will not be able to assess your individual abilities objectively or accurately. Any short-term gain you might have hoped to achieve will be cancelled out by the loss of proper feedback you might have received, and in the long run such behaviour is likely to damage your overall intellectual development, to say nothing of your self-esteem. You are the one who loses.

The School reserves the right to submit any work handed in by students for assessment to electronic systems for detecting plagiarism or other forms of academic malpractice. This includes the JISC plagiarism detection service (TurnitinUK).

Malpractice in Examinations

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

Several students each year are caught by invigilators cheating in examinations and students from this programme have been amongst them. Do not attempt to cheat in examinations. It is unfair to your

fellow students, to the staff who teach you and mark your work and, if you are caught and punished, may affect the rest of your life and cause great upset to your family and friends.

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

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

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

Student Discipline Procedures

If you are caught cheating, including in cases of plagiarism, you will be dealt with under the University's disciplinary procedures which are on the web at: <http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectiond-theprocessofassessment/proceduresforhandlingunfairpracticeinexaminations/>.

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 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.

Consequences of Unsatisfactory Progress

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

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

Students are expected to make themselves available for the whole of the advertised resit period. Holidays, other leisure activities and employment are not considered legitimate reasons for absence. Exams and timetables cannot be arranged or re-arranged to suit individuals. Unless you have exceptional reasons for absence your non-attendance will be recorded as a fail and this could have serious consequences for your progression.

If, after the application of compensation rules and/or any resits, students have only 'passed' in course units totalling 110 or 100 credits without compensation, they will have to proceed to the Ordinary Degree in the next year of study. However, in order to regain Honours status, the Board of Examiners may allow students to carry 10 or 20 credits of course units into the next year of study. To complete that year successfully, the student must satisfy the usual criteria for the year and reach the unit pass mark for the additional credits.

Change of Programme, Interruption and Withdrawal

If you feel that your choice of degree or University has been incorrect and wish to withdraw entirely from a Philosophy degree programme, or transfer to another degree programme in this or another institution of higher education, you should first seek advice from your Academic Advisor or your Programme Director. Please refer to the section 'Student Support and Guidance'. All transfers are subject to agreement from an admissions officer in the school, faculty, or university that the student wishes to transfer to. Transfer may be subject to meeting certain academic requirements and a student may be compelled to carry units or delay progress to catch up with mandatory units from their new programme.

Interruption may be possible under some circumstances. Please take advice from your Programme Director or other member of staff.

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.

ACADEMIC APPEALS, STUDENT CONDUCT AND DISCIPLINE AND STUDENT COMPLAINTS

University regulations allow for students to appeal against a number of decisions that may affect their academic progression. There are also regulations governing student misconduct and procedures for complaints from students. These regulations and procedures can be found in full on the University website <http://www.regulations.manchester.ac.uk/academic/> The regulations XVII, XVIII and XIX approved in June 2004 will apply to all students, new and returning, with effect from October 2005. The following paragraphs describe how these matters will be handled by the Faculty.

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.

[University General Regulation XIX](#) defines a number of decisions affecting a student's academic progression against which students might wish to appeal. These include expulsion from the University, exclusion from a programme of study, or the result of assessment or award of a particular degree classification. There are specific grounds on the basis of which an appeal may be made and these are listed in [Regulation XIX](#). Before proceeding to formal appeals, students are strongly advised to try to resolve the matter with an appropriate person in their School. If this fails, then the formal appeals procedure may be invoked by completing the relevant 'Appeals Form' which is available on the website.

Academic appeals can be made against e.g. an exclusion or classification. However, you should be aware that an appeal needs proper grounds for it to be considered – you cannot appeal solely on the basis that you are unhappy with a mark or decision. Philosophy students can contact Michael Barringer (sosselfare@manchester.ac.uk) if you need more information or guidance on academic appeals.

Conduct and Disciplinary Matters

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

Complaints

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

[University General Regulation XVIII](#) sets out a procedure for handling complaints by students. A complaint is defined as '*an expression of dissatisfaction which merits a response*' and covers complaints about the provision of programmes or parts of programmes, services or facilities by the University, or the actions or lack of actions by University staff. The Student Complaints Procedure does not cover matters relating to assessment and progression, nor complaints involving allegations of misconduct or harassment, as these are covered by separate procedures. The Procedure allows for the complaint to be handled informally at School level, however, if that approach is unsuccessful, formal procedures can be invoked by completing a Complaints Form.

STUDENT SUPPORT AND GUIDANCE

Pastoral and Academic Support

Many students encounter problems that may affect their studies at some point during their time at University: personal or family problems, medical or psychological problems, study problems, or financial problems. Of course, different people have different ways of dealing with such problems; and both Philosophy and the University as a whole have a variety of support systems that are available to students who want to get some help. If something is upsetting you, then it is not trivial! Come and see us – you can contact your Academic Advisor, Programme Director or Philosophy Administrators. It is vital that problems get sorted out as early as possible.

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 Support

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. This applies across the University to any course unit you may be taking in any subject area grouping.

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

All Philosophy students are assigned a member of staff as an Academic Advisor (AA). You will be able to find out who your AA is by contacting the Philosophy Administrator.

First year students

You will be assigned an academic advisor at the beginning of the academic year of year 1. Once assigned, you will meet your advisor which will follow another individual meeting will be scheduled in the fifth week of the second semester to discuss your course work and examination results.

If you have any queries before you are assigned, please contact Sean Crawford, the Programme Director, (sean.crawford@manchester.ac.uk).

You can contact your AA at any time – you do not need to wait for the set meetings.

Second and Third year students

At the beginning of the first semester and around week five of the second semester, your AA will contact you to invite you to attend individual meetings.

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

More information on Academic Advising can be found at:
<https://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/help-and-support/>.

Student Support Contacts

Programme Director

Dr Sean Crawford

Email: sean.crawford@manchester.ac.uk

Telephone: 0161 275 1756

Humanities Bridgeford Street 2.40

Programme Directors have ultimate responsibility for the supervision and support for all students on their programme. Although many problems can be resolved through seeking help or support from your Academic Advisor or Programme Administrator, there are some occasions when you will need to see or contact your Programme Director to discuss a problem or gain permission for a course of action. If you are having problems that are adversely affecting your study, it is **always** in your interests to inform your Programme Director. You can do this by talking to him or her directly, or via your academic advisor. Or, if you have sought guidance from the Counselling Service or the Student Guidance Service, you can ask your counsellor to keep your Programme Director informed.

If, for example, you are failing to attend classes or submit assessed work, letting your Programme Director know that you have genuine reasons for doing so will enable him or her, and the convenors of your course units, to treat you sympathetically – for instance by granting essay extensions. Remember that your Programme Director will only be in a position to make concessions if he or she is aware of your situation.

The Programme Director is also able to discuss the various options available to a student who does suffer long-term interference with her/his studies and the pros and cons of the different choices a student might make. For example, it might be possible and even necessary to delay sitting exams until the re-sit period. The student's Programme Director would discuss this possibility with the Exams Officer. Alternatively, the problem might be so serious that a student would need to consider applying to interrupt their studies and to resume them when the problem was no longer adversely affecting the student's university work. Usually, students who interrupt return the next academic year. A student may apply to interrupt, but students do not have an automatic right to temporarily interrupt their studies. To support a student's request to interrupt, the Programme Director has to be convinced that the student has suffered serious long-term interference with her/his academic studies.

Programme Directors should be seen via appointments made by phone or email.

Head of Student Support Services

TBC

This post is meant to deal with issues of interest to all students, but will also deal with or refer students on any issue on an ad hoc basis. You may be referred to (or may wish to speak to) Paul for certain specific purposes, e.g. information about exchanges, appeals, peer support initiatives, student representation, links with industry, sources of funding, etc.

Student Welfare Officers

Philippa Wilson

Email: philippa.wilson@manchester.ac.uk

Telephone: 0161 275 4878

Arthur Lewis Building G32

Jospeh Barrett

Email: joseph.barrett@manchester.ac.uk

Telephone: 0161 306 4320

Arthur Lewis Building G32

This post works with Peer Mentor and PASS schemes in the School and is also there to support societies. Philippa can advise you and offer support if you have mitigating circumstances and will be on hand to help you access specialised support both within the School and from University services.

Emergency Matters

In an emergency you may also contact: Amanda Brereton, Head of Undergraduate Administration (amanda.brereton@manchester.ac.uk, 0161 275 4745).

ILL HEALTH

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.**

All students should register with a GP.

Find & choose NHS services:

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

How to register with a GP:

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

GP application form:

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

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

Self-certification

This is 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.

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.

Visiting your GP for treatment or due to concern 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.

Illness prior to or during examination

If you are ill immediately prior to or during examinations you must inform your School immediately 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.

Mitigating circumstances form

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

The mitigating circumstances form is filled in online, on the link below:
<https://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/help-and-support/>.

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.

Disability Support Office

General Enquiries

Email: dass@manchester.ac.uk Telephone: 0161 275 7512

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

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

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

<https://www.manchester.ac.uk/study/experience/student-support/disabilities/>

BULLYING, HARASSMENT AND DISCRIMINATION

The University of Manchester does not tolerate any form of bullying, harassment or discrimination. If you believe that you are being bullied or harassed, or have witnessed bullying or harassment, 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.

If you believe you are being bullied or harassed and would feel more comfortable talking to her in the first instance rather than one of the University's Harassment Advisors, please drop her an email or come along to one of her office hours.

The University 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.

Please see link for further info
<http://www.campus.manchester.ac.uk/equalityanddiversity/mediation/>.

STUDENTS WITH CARING RESPONSIBILITIES

The Philosophy Department is committed to making allowances, where possible, for students with caring responsibilities. If you have caring responsibilities, e.g. for children, siblings or elderly or disabled relatives or partner, that affect your study (e.g. timetable requirements), please speak to your Academic Advisor.

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.

For further information see: <http://www.manchester.ac.uk/undergraduate/studentfinance/>.

Living Cost Support Fund

Each year, the University of Manchester has available money for the Living Cost Support Fund to enable the University to help students who need extra financial support because they have higher than expected costs (such as single parents) or if they have a sudden financial emergency (for example a burglary) or if they face serious financial problems during their course. The Fund can be used for course-related costs such as childcare, exceptionally high books/equipment costs, travel or for general living costs such as rent. If you qualify for a payment from the Fund, it will not usually have to be repaid.

Further information including eligibility can be found here:
<http://www.studentsupport.manchester.ac.uk/finances/funding-opportunities/all/living-cost-support-fund/>.

HEALTH AND SAFETY

You must not interfere with or misuse any 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 & Emergencies

All accidents at work or study must be reported to the School Safety Adviser for SoSS, Carla Liburd, Arthur Lewis 4.044b (Email: carla.liburd@manchester.ac.uk, Telephone: 0161 275 4567).

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

General Health & Safety Issues

Smoking

Smoking is not permitted in University of Manchester buildings.

Fire Alarms & 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.

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

Security

Security cameras are fitted across the campus and there are regular security patrols. The University Security Services can be reached on 0161 275 2728/2730 or 0161 306 9966.

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

The University's Health & Safety Policy can be found at: <http://www.healthandsafety.manchester.ac.uk/>.

EQUAL OPPORTUNITIES

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

STAFF-STUDENT RELATIONSHIPS

In the Philosophy Department, we recognise both that close relationships can exist or arise both between staff and students (both undergraduate and postgraduate) and between staff (where staff include teaching assistants (TAs). These relationships include those of a romantic and/or sexual nature as well as close personal friendships and family relationships. In the absence of appropriate procedures, however, such relationships can lead to unfortunate unintentional consequences, including real and perceived inequalities. In cases where such relationships do exist or arise, the following procedures have therefore been agreed:

Staff (including TAs) and undergraduate students

It is the responsibility of the member of staff concerned to:

- inform a senior member of the Philosophy Department – where possible, the Head of Department – as soon as possible.
- withdraw from writing references and recommendations for the student in question.

It is then the responsibility of the Department (where possible, the Head of Department) to ensure that the member of staff concerned:

- withdraws from all small-group teaching involving that student, unless practically impossible.
- withdraws from the assessment (including anonymous assessment) of that student;

The student concerned has no such obligations, but is equally entitled to report their relationship to another member of staff (e.g. Head of Department, if appropriate), and to request that the above steps be taken.

STUDENT REPS

Through participation the individual student representative benefits through increased transferable skills; the wider student body benefits through having systematic input regarding their programmes;

finally the School gains students with a sense of ownership of their education and therefore an increased commitment to their programme.

The role of a student representative is threefold:

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

One or two students from each year of the BA (Hons) Philosophy programme volunteer at the beginning of each year to represent students in the various committees. Anyone interested should contact Julie Heynes (julie.heyne@manchester.ac.uk) about representation and details of training dates.

The University's Student Academic Representation Policy & Guidelines can be found at: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=4705>.

For a basic 'job description' for a student representative see: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10134>.

We encourage student representatives to take an active role in gathering the opinions of their peers, presenting those opinions at meetings, and reporting back to students on the outcomes. We also encourage all students to make any matters they wish to be raised at meetings known to the student representatives.

Staff/Student Liason Committee

The committee which receives the most student feedback is the Philosophy Staff/Student Liaison Committee, which is chaired by the Undergraduate Director and which may discuss any issue of concern to students.

This is the forum for students to air, via their representatives, concerns about matters that involve Philosophy specifically (rather than the School of Social Sciences) or cross-programme issues (like work and attendance requirements and assessment methods).

Philosophy Programme Comittee

The Philosophy Programme Committee deals with matters of general concern to Philosophy, its degree programmes and its students. One Philosophy Student Representative will be invited to attend.

Other School Committees

At School level, other committees that will address undergraduate affairs generally include the School Policy and Resources Committee (SPRC), and the School Undergraduate Committee (SUC). Student representatives will be advised on the possibilities for student membership of the relevant committees.

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 evaluation sheet. This is a necessary part of quality assurance procedures.

STUDENT SURVEYS

University surveys are carried out both externally and internally. They are taken very seriously by the President and Senior Management Team.

We are constantly working towards improving the student experience. This involves monitoring what you think about the teaching and learning, the support services and other aspects of the University. We cannot do this without your support and feedback - just as you need this to progress in your studies, we need it to keep raising our standards.

The main surveys that you will be invited to take part in are the **National Student Survey** and the **University Student Satisfaction Survey**.

STUDENT CHARTER

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

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

OTHER UNIVERSITY SERVICES

Accommodation Office

University Place, First Floor
Oxford Road
Manchester M13 9RS
Tel: 0161 275 2888

Fax: 0161 275 3213

Email: accommodation@manchester.ac.uk

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

Open Monday to Friday: 9.00 am – 5.00 pm (except Thursdays when closed between 3-4pm)

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

Athletic Union

Web: <https://www.sport.manchester.ac.uk/sport-and-activity/clubs/>

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.

Campus Travel

Oxford Road (next to Manchester Academy)

Manchester

Tel: 0161 274 3105

Counselling Service

Crawford House, fifth floor

Precinct Centre

Oxford Road

Manchester M13 9QS

Tel: 0161 275 2864

Email: counselling.service@manchester.ac.uk

Web: <https://www.counsellingservice.manchester.ac.uk/>

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

Disability Support Office

University Place, second floor

Email: dso@manchester.ac.uk

Telephone: 0161 275 7512

Web: www.manchester.ac.uk/disability

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

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

Staff in the Disability Support Office can:

- Arrange screening appointments for students who suspect they may be dyslexic.
- Advise about the help and support available in the University and assist with applications for funding support.

International Office

Email: international@manchester.ac.uk

Telephone: +44 (0)161 275 2196

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

International Society

Student Union
Oxford Road
Manchester M13 9PG

Email: int.soc@manchester.ac.uk

Telephone: +44 (0) 161 275 4959

Web: <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.

Manchester Student Homes

Unit 1-3, Ladybarn House
Moseley Road
Fallowfield
Manchester M14 6ND

Email: manchesterstudenthomes@manchester.ac.uk

Telephone: 0161 275 7680

Web: <https://www.manchesterstudenthomes.com/Accommodation>

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

Nightline

Web: <http://www.counsellingservice.manchester.ac.uk/help-in-a-crisis/>

Email: nightmail@nightline.man.ac.uk

Telephone: 0161 275 3983/4 (or look on the back of your library card)

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

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.

If you are short of cash, Nightline will phone you back as long as you are within the '0161' area.

Postgraduate and Mature Students Society

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

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

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

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

The Burlington Rooms
Schunck Building
Burlington Street
University of Manchester
M13 9PL

Tel: 0161 275 2392

Email: burlington.society@manchester.ac.uk Web: www.burlington.manchester.ac.uk

Student Debtline

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

Student Health

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

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

Student Services Centre

Burlington Street (campus map ref. 57)
University of Manchester
Oxford Road
M13 9PL
Tel: 0161 275 5000
Email: ssc@manchester.ac.uk
Web: <https://www.manchester.ac.uk/study/international/why-manchester/student-support/student-services-centre/>

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

Students' Union

University of Manchester Union
Biko Building
Oxford Road
Manchester M13 9PR
Tel: 0161 275 2930 Fax: 0161 275 2936

Email: generalenquiries@umsu.manchester.ac.uk Web: <http://manchesterstudentsunion.com/>

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

Students' Union Advice Centre

General enquiries, Tel: 0161 275 2989

Welfare Officer, Tel: 0161 275 2945

Academic Affairs Officer, Telephone: 0161 275 2941

Postgraduate and Mature Students Officer, Telephone: 0161 275 2989

Overseas Students Officer, Telephone: 0161 275 2989

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

Students with Children

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

For further information see: <http://www.manchester.ac.uk/study/experience/student-life/university/student-support/>