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Please note that once you have completed electronic registration and ticked the declaration statement, we will take it that you have read and understood the University's guidance on plagiarism as set out in this Handbook, and that you agree that any assessed course work submitted throughout the year will include no plagiarism as defined by the University, and that breaking this agreement will make you answerable to University sanctions.

VITAL INFORMATION

**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 yourself and your own learning.***
- ***You will be given a University email account. 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, no matter how minor it may seem.***
- ***Don't make plans for the resit period if you do not pass the year.***
- ***Allow pop-ups when using the Blackboard virtual learning environment.***
- ***You will be provided with relevant information when you need it. Please 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 strongly discouraged.***
- ***The School of Social Sciences has its own "learning commons" in the Humanities Bridgeford Street building, as well as a common room in the Arthur Lewis building. We'd like to invite you to make the best use of the facilities in both of the buildings that house the School.***
- ***Back up your data using a data stick or similar, and keep this separate from your computer/computing facilities.***

A Dean's Welcome Statement

WELCOME TO THE FACULTY OF HUMANITIES

As 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 four faculties in the University and consists of five Schools. We offer an unprecedented range of innovative programmes at undergraduate and graduate level, embracing disciplines as diverse as business and management, social sciences, law, education, languages, arts and environment and development.

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

Within the Faculty we are committed to providing a student experience of the highest standard. During this year we will be asking you how effective we are in meeting your needs and fulfilling your aspirations. I urge you to participate in this conversation, and use every opportunity to let us know how we can improve the quality of education we provide.

In this Handbook you will find material specific to the programme of study or the discipline area in which your studies will be based.

Keith Brown

Vice-President and Dean, Faculty of Humanities

September, 2014

B What is the Faculty and how is it run?

Universities all over the world traditionally divide their academic activities into faculties which consist of academic units based on a particular discipline, or on a grouping of disciplines employing similar methodologies. This is the approach that is followed at The University of Manchester, and these sub-faculty disciplinary units are known as Schools. The Faculty plays an important role within the University, since it is the Faculty which is responsible, on behalf of Senate, for the regulation of the degree programmes offered, and it is through the Faculty that academic qualifications are awarded. The designation Humanities distinguishes this Faculty from the other three faculties – Engineering and Physical Sciences; Medical and Human Sciences; and Life Sciences.

The Faculty of Humanities encompasses academic areas as diverse as Arts, Education, Social Sciences and Business & Management and is the largest Faculty in the University. With over 16,000 students and some 1200 academic staff, it is the largest Faculty of the Humanities in the UK and is equivalent to a medium-sized university. All the disciplines in the Faculty recruit students globally and the overwhelming majority of our academics have international reputations for the quality of their research. The University is committed to the ongoing enhancement of the international profile of the Faculty of Humanities.

One of the great advantages of being a student at the University of Manchester is that you will have the opportunity to be taught by internationally recognised researchers. Based on any analysis of the results of the 2008 Research Assessment Exercise (RAE), Manchester is amongst the UK's top four or five major research universities. 65% of research staff

(amounting to 1,193 full time equivalent staff) at the university are judged to be carrying out research which is 'world leading' (4*) or 'internationally excellent' (3*). The Research Excellence Framework (REF) is the new system for assessing the quality of research in UK higher education institutions and was completed in 2014. The publication of the outcomes from the exercise is expected in December 2014.

The Faculty of Humanities has five Schools: Arts, Languages and Cultures; Environment, Education and Development; Law; Social Sciences; and 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 Associate Deans all of whom hold a particular portfolio, and these are listed below:

<u>Dean & Vice-President</u>	Professor Keith Brown
<u>Associate Deans</u>	
Teaching, Learning & Students	Dr Fiona Smyth
Postgraduate Education	Professor Maja Zehfuss
Research & Deputy Dean	Professor Colette Fagan
External Relations	Professor James Thompson
<u>Assistant Associate Deans</u>	
Teaching, Learning & Students	Professor Matthew Jefferies Dr Judy Zolkiewski
Postgraduate Education	Ms Judith Aldridge
Research	Professor Claire Annesley
External Relations	Professor David Law

C What can the Faculty do for you?

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 members of staff from different areas of the University in an open manner;
- engage constructively with 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, e.g. breach of regulations, appeals or disciplinary matters. Otherwise it is entirely possible to complete a course of study without ever interacting directly with the Faculty.

The Faculty has a role in considering issues, such as an academic appeal or complaint, which cannot be resolved with an appropriate member of staff in your School.

Sometimes disciplinary action is required when students are in breach of The University's General Regulation XVII (Conduct and Discipline of Students); the most common breach is when students commit academic malpractice e.g. plagiarism, collusion or other forms of cheating. 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.

The relevant Regulations / Policies and forms can be found at the link below and the completed forms should be submitted to:

Mr Damien Tolan, Appeals
 Appeals, Complaints & Malpractice Coordinator
 Faculty of Humanities
 Room G24 Crawford House
 University of Manchester
 Oxford Road, Manchester M13 9PL
 (telephone +44 (0)161 306 1119, email damien.tolan@manchester.ac.uk).
<http://documents.manchester.ac.uk/studentrelatedlist.aspx>

D The University of Manchester Alumni Association

What does *alumni* mean? It simply means 'former students' and you become one after studying here.

The University of Manchester's Division of Development and Alumni Relations is the main point of contact for the University's global network of over 270,000 former students. It gives you the opportunity to continue a lifelong connection with us and to remain an active part of The University of Manchester. It also gives you some added extras; we offer exclusive discounts and services, you can continue learning with discounted CPD courses and access to learning resources, and get insight into cutting-edge research through our alumni events – including the annual Cockcroft Rutherford lecture – exclusive and free to alumni. This lecture has been delivered by Professor Andre Geim, discoverer of graphene, and leading science communicator Professor Brian Cox.

Many of our alumni are committed to giving back to their University by enriching your student experience and employability. Each year alumni financially support students undertaking voluntary projects overseas to benefit the communities they visit and alumni contribute to funding for scholarships, hardship grants and student projects.

Alumni also volunteer their time to the University, returning to campus to give talks, take part in workshops and advice sessions and to mentor students. These have included Alex Cole (BA Politics and Modern History, 1993), Director of Corporate Affairs at Sainsbury's; Sir Terry Leahy (BSc Management Science, 1977), former CEO of Tesco; and actor Toby Jones (BA Drama 1989).

When you complete your Manchester studies you will be joining a prestigious group of professionals who have become very successful in every sector. There are performing artists such as Benedict Cumberbatch (*The Hobbit*, *Star Trek: Into Darkness* and the BBC's *Sherlock*), Ed Simmons and Tom Rowland (The Chemical Brothers); journalists like Ian King (Business presenter of Sky News, former Business Editor of The Times), Sam Bain and Jesse Armstrong (award-winning television writers of *Peep Show* and *Fresh Meat*); architects such as Sir Norman Foster, and high profile politicians such as Chuka Umunna MP (Shadow Business Secretary) and George Maxwell Richards (former President of Trinidad and Tobago).

You automatically become a member of the alumni community on graduation, but to get the full benefit you should register with our online alumni community 'Your Manchester Online' www.manchester.ac.uk/yourmanchester during your final year.

E Careers Service

From the moment you arrive at university, we want to help you to stand out from the crowd. Your Careers Service can help you in many ways, including:

- Exploring your career options and ideas
- Looking for part-time or vacation work
- Volunteering opportunities
- Work experience, placements and internships
- Finding out about specific jobs and sectors
- Developing the skills employers look for
- Finding graduate jobs and internships
- CV and application advice
- Employer events and careers fairs
- Succeeding at interviews and assessment centres
- Postgraduate study and funding
- Mentoring support
- Starting your own business...and much more.

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

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

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

tel: 0161 275 2829

email: careers@manchester.ac.uk

www.manchester.ac.uk/careers/students/

F Blackboard: courses and enrolments

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

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

You can also access Blackboard on your smartphone using the Blackboard Mobile Learn app. For guidance, search for 'How to: Access your Bb9 course through a Mobile Phone or Tablet' in the Knowledge Base at: <http://www.manchester.ac.uk/servicedesk/>

Courses become available to students one week before the start of teaching. For most courses in 2014/15 this is:

- Semester 1 and all-year courses: 8th September 2014
- Semester 2 courses: 19th January 2014

To ensure that you have access to all of your courses within Blackboard, you must be enrolled on them through the Student Records system. Once enrolled, your courses should appear in Blackboard within 24 hours. Also, your tutor needs to have 'activated' your Blackboard course in order for you to access it. If you cannot see a course you expect to see, please:

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

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

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

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

If your course is assessed by coursework, and the submission of coursework is done online via Turnitin you can find detailed guidance on 'Submitting an Assignment via Turnitin' in the Knowledge Base at <http://documents.manchester.ac.uk/display.aspx?DocID=13010> (document):

<https://stream.manchester.ac.uk/Play.aspx?Videoid=21235> (video)

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

For general information on Blackboard and access to support information, please visit: www.studentnet.manchester.ac.uk/blackboard. You can also search the Knowledge Base from here.

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

G IS Services within the Faculty of Humanities

Students at the University of Manchester enjoy access to a wide range of high quality IS services provided across campus. Within Humanities itself there are in excess of 500 computers located within Faculty buildings available for student use complementing the 1000+ seats provided by the University in public clusters – including a public cluster at Owens Park.

All cluster computers are configured in the same way and provide access to services offered by schools, faculties and central service providers such as Humanities ICT Office (<http://ict.humanities.manchester.ac.uk/>), the University's IT Services (<http://www.studentnet.manchester.ac.uk/it-services/>) and the University Library (<http://www.library.manchester.ac.uk/>). These include printing, scanning and copying and access to a wide range of general use and course specific software on the Windows 7 operating system. A list of software is available at <http://ict.humanities.manchester.ac.uk/facilities/software/HumanitiesClusterSoftware.html>

In addition to cluster computers wireless networking is being installed across campus enabling students with wireless equipped laptops to access IS services on campus. Full details of the services offered, including a list of available locations, can be found at <http://www.itservices.manchester.ac.uk/wireless/>.

Help and advice is available from our Service Desk which can be contacted by phone, via the web, email or in person. Physical Service desk support is available at the University Library and the Joule Library. Details of opening hours and other contact details can be found at <http://www.itservices.manchester.ac.uk/contacts/>. Telephone support is available 24 hours a day throughout the year.

H Study Skills Website

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

You'll also find advice about how to prepare for lectures, tutorials and seminars; how to deal with exam stress; organising yourself; and on personal development and career planning. See: <http://www.humanities.manchester.ac.uk/studyskills/>.

2. Additional Supporting Information

A 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.

B 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.

C Dignity at Work and Study

The University of Manchester does not tolerate any form of harassment, discrimination or bullying. If you believe that you are being bullied or harassed, you can contact a Harassment Advisor. Harassment Advisors provide confidential support and information to students and staff on the University's policy and will be able to explain the options available to you. For further information see <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=2755>.

D Examination Timetable

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

E Health & Safety

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

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.

F Interruption

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

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

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

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

Mitigating Circumstances You may suffer from some unforeseen or unexpected personal or medical circumstances that adversely affects your performance and/or prevents you from completing an assessment; these are referred to as mitigating circumstances (or special circumstances).

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

G Submission to Turnitin

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

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

The School also reserves the right to submit work handed in by you for formative or summative assessment to Turnitin and/or other electronic systems used by the University. Please note that when work is submitted to the relevant electronic systems, it may be copied and then stored in a database to allow appropriate checks to be made.

H Student Representation

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

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

Head of School's Welcome

Dear Student

On behalf of all of my colleagues, welcome to the School of Social Sciences (SOSS).

Based in the Arthur Lewis and Humanities Bridgeford Street buildings, the School of Social Sciences (SoSS) is a leading centre of research and teaching that came into existence in October 2004 as a constituent part of the Faculty of Humanities in the new University of Manchester.

The School has a long and prestigious history and can trace its origins to the establishment of a Faculty of Commerce in the Victoria University of Manchester in 1903. SoSS brings together six distinct discipline areas:

- * Economics,
- * Politics,
- * Sociology
- * Social Anthropology (including Visual Anthropology),
- * Philosophy and
- * Social Statistics

In addition to specialist degree programmes in its discipline areas and the PPE (Politics, Philosophy & Economics), 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 begin with a broad-based first year which introduces students to the 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 degree programmes benefit from cooperation with other Schools in the Faculty, most notably Manchester Business School (MBS) and the School of Law.

The School of Social Sciences is proud of its national and international research 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 2008 Research Assessment Exercise (RAE), 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). Sociology/Social Statistics were 1st in the RAE rankings, for example, and Economics was 10th.

SoSS generates substantial research income (with over £8M of awards during 2012-13) and has won major funding from the Economic and Social Science Research Council (ESRC) for the *Cathie Marsh Centre for Census and Survey Research (CCSR)*, the *Centre for Research on Socio-Cultural Change (CRESC)* and the new *Centre on Dynamics of Ethnicity (CoDE)*. It is involved in an ESRC funded doctoral training centre with the Universities of Liverpool and Lancaster.

The School is committed to excellence in its teaching, and to exploiting the link between teaching and research to develop undergraduate programmes that are current, rigorous and stimulating.

We are certain that you will find the School of Social Sciences a welcoming and inspiring environment, both academically and socially, in which to undertake your studies.

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

Chris Orme
Head of School

PROGRAMME DIRECTOR'S INTRODUCTION

This handbook provides you with important information about the BA(Econ) programme, and about facilities and useful contacts. Much of this information is very important for your academic career so you should read it carefully and keep the handbook for reference throughout your programme of study.

There is a great deal of information here and you are not expected to absorb it all at once. However, it is important that you are aware from the outset of the system of student support and guidance that operates on the BA(Econ). Many students encounter problems that may affect their studies at some point during their time at University: illness, personal or family problems, study problems or financial problems. You will also need advice and guidance about academic matters such as choosing courses and examination requirements. This is provided by personal tutors and BA(Econ) programme tutors. There is also a variety of support services provided centrally by the University. Don't worry if you are not sure who you should go to see when you need help: the School Undergraduate Office is a good place to try first, and if this office is unable to help then the staff will direct you to someone who can. The School also has specialist student support and guidance staff.

It is also important that you understand the Work and Attendance requirements for the degree. They are explained starting on page 37 of this handbook and you should read them very carefully. Persistent absence from classes or failure to complete work can result in exclusion.

Pathways of Study

It is vitally important that you are fully aware of the wide range of academic opportunities offered by this degree programme. In the first year of the degree all students follow a general and broad programme of study, which aims to provide an introduction to social sciences and to provide some of the basic transferable skills you will need as a student and in later life. In the second and third years of the programme you can specialise in a single subject area or in two subject areas. You are not committed to the area or areas of study that you originally applied for. For example, you may have applied and been accepted to study Economics, but you can if you wish study Politics & Economics, or any of the many single or joint pathways on the BA(Econ) programme. The only restriction on your choice is that you will not be able to study Accounting, Finance or Business Studies or any combination involving these subjects unless you were accepted onto the programme for these areas. A full list of the pathways available appears below.

You will have to make these important choices towards the end of your first and second years of study. To help you make these choices we provide you with written material and hold meetings. You can also see your personal tutor or a BA(Econ) programme tutor to discuss your options and get advice. For information about how your course choice affects what you can do in the second and third years you should consult your booklet – **Information for new students**.

Dr Adam Ozanne
BA(Econ) Programme Director

PATHWAYS ON THE BA(ECON)

Accounting^{††}
Accounting & Economics^{††}
Accounting & Finance
Business Studies
Business Studies & Economics
Business Studies & Politics
Business Studies & Sociology
Development Studies
Development Studies & Economics*
Development Studies & Politics*
Development Studies & Sociology*
Economics
Economics & Criminology*
Economics & Finance
Economics & Philosophy
Economics & Politics
Economics and Sociology
Finance
Politics*

^{††} Last entry 2012

* Last entry 2013

ACADEMIC YEAR 2014 – 2015

Registration Week: 15 September – 19 September

First Semester

Teaching

22 September – 12 December

Christmas Break

13 December – 11 January

Examination Period

12 January – 23 January

Second Semester

Teaching

26 January – 20 March

Easter Break

21 March – 12 April

Teaching and Examination Period

13 April – 3 June

Examination Period

14 May – 3 June

Resit Examinations

(First and Second Year Students *only*)

17 August – 28 August

Students must keep this period free

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

GENERAL INFORMATION

SCHOOL OF SOCIAL SCIENCES UNDERGRADUATE OFFICE

As a student on the BA(Econ) all administrative matters associated with your programme are dealt with in the 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, G001
School of Social Sciences
Arthur Lewis Building, University of Manchester,
Oxford Road, Manchester, M13 9PL

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 10.00am until 4.00pm during vacations.**

Useful contacts for BA(Econ) students:

Shau Chan, BA(Econ) Programme Administrator (shau.y.chan@manchester.ac.uk, 0161 275 2500)

Bernadette Julien, BA(Econ) Secretary (bernadette.julien@manchester.ac.uk, 0161 275 4822)

Amanda Brereton, Head of Undergraduate Administration (amanda.brereton@manchester.ac.uk, 0161 275 4745)

Paul Smith, Head of Student Support Services (paul.v.smith@manchester.ac.uk, 0161 275 4746)

PARTNER SCHOOL OFFICES

For more specific information about individual course units, you should contact the School Undergraduate Office or equivalent offices in the other Schools that contribute to BA(Econ):

MBS

Division of Accounting & Finance – Room D20, Manchester Business School East Building

Manchester Business School (MBS) is a partner in the provision of the BA(Econ), with responsibility for running Accounting and Finance course units and for generally overseeing the Accounting and Finance pathways.

The initial contact point for students taking the Accounting and/or Finance pathways or individual Accounting and Finance course units is the Undergraduate Services Reception in Room D20, Manchester Business School East Building. This office provides assistance with a range of matters including on-line workshop selection, queries about course work, contacting academic advisors and academic tutors, and general timetable queries.

The MBS Undergraduate Services Reception is open Monday to Friday, 10.00am – 4.00pm.
Telephone: 0161 306 3400 (internal 63400)

Ms Linda Whittle is responsible for overseeing administrative matters associated with Accounting and Finance programmes in MBS. Linda liaises with MBS colleagues and the School of Social Sciences on issues related to the BA(Econ) Accounting and Finance pathways

Telephone: 0161 306 1331 (internal 61331)

Email: linda.whittle@mbs.ac.uk

MBS undergraduate intranet: <https://ughandbook.portals.mbs.ac.uk/>

You will need to enter your University username and password to gain access.

MBS produces an online Student Handbook for undergraduate students with a specific section for BA(Econ) students taking Accounting and Finance course units. This gives details about the facilities available in MBS, some specific information about the Manchester Accounting and Finance Group, the support provided by MBS for Accounting and Finance students, and the types of queries that the MBS administrative and academic staff can help you with. It also provides some advice on study skills, assessment procedures and health and safety matters. This online guide is additional and complementary to the BA(Econ) Programme Handbook. The online guide is available for you to view and download at the intranet site above.

School of Arts, Languages and Cultures

Economic & Social History – Room W2.12, Samuel Alexander Building

Intranet: <http://www.alc.manchester.ac.uk/studentintranet/>

School of Law

Criminology – W.3.05, Williamson Building

Intranet: <http://www.law.manchester.ac.uk/manlaw/>

KEEPING IN TOUCH

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

1. **Check your University of Manchester email account frequently, preferably daily:** Staff will often use your Manchester email as a quick and easy means of communication, for a wide variety of purposes.
2. **Keep us informed of your current term-time and home addresses.** You can now do this by going to My Manchester and using your Campus Solutions User ID and Password for access.
3. **Provide an up-to-date mobile telephone number.** If you keep this updated you will be able to receive texts notifying you of postponed exams, and other functions, as preferred.

SCHOOL OFFICERS

The following is a list of officers in the School.

<i>Head of School</i>	Professor Chris Orme (2.005 Arthur Lewis Building)
<i>Head of School Administration</i>	Ms Catherine Tansey (2.006 Arthur Lewis Building)
<i>Director of Undergraduate Studies</i>	Dr Veronique Pin-Fat (4.020 Arthur Lewis Building)
<i>Head of Student Support Services</i>	Dr Paul Smith (G.001a, Arthur Lewis Building)
<i>Head of Undergraduate Administration</i>	Ms Amanda Brereton (G.001b, Arthur Lewis Building)
<i>Programme Director</i>	Dr Adam Ozanne (3.070 Arthur Lewis Building)
<i>BA(Econ) Programme Administrator</i>	Ms Shau Chan (G.001 Arthur Lewis Building)
<i>Senior Programme Tutor</i>	Dr John Salter (3.067 Arthur Lewis Building)
<i>BA(Econ) Programme Tutors</i>	Dr Tom McCunnie (G.001a Arthur Lewis Building) Mr Nick Weaver (3.014 Arthur Lewis Building) Dr Angie Wilson (4.014 Arthur Lewis Building) Dr Noel Russell (3.078 Arthur Lewis Building)
<i>School website</i>	http://www.socialsciences.manchester.ac.uk/intranet/

HEALTH AND SAFETY

Accidents and Emergencies

All accidents at work or study must be reported to the School Safety Adviser for SoSS, Lucy Jones, second floor Arthur Lewis Building (telephone 0161 275 1757, email: lucy.jones@manchester.ac.uk).

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

General Health and Safety Issues

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

Smoking Policy

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

Fire Alarms and Emergency Evacuation Procedures

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

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

If for any reason you will need help to leave any building in the event of an emergency, you should inform your Programme Administrator and Melanie Legge, School Disability Co-ordinator, room G.001 Arthur Lewis Building, telephone 0161 275 4868.

The fire alarms are tested weekly; check the notices in each building for specific times. **If you hear an alarm at any other time you must leave the building immediately by the nearest exit and on no account use lifts in an emergency.** 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.

There is a University requirement that all new students undertake a Health & Safety Induction Course, via Blackboard. This will automatically be put onto each student's Blackboard page.

Registering with a GP

All new students must register with a local GP (general practitioner). Students living in halls of residence will be told of their nearest GP's surgery. Returning students should check on their return that they are still registered with the same GP and if necessary transfer their registration.

The NHS web site provides the following tools which you may find useful.

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

This is a search tool for finding and choosing an NHS service

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

Instructions on how to register with a GP

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

GP registration application form

PROGRAMME OF STUDY

PROGRAMME AIMS

The BA(Econ) programme aims to:

- provide you with a broad introduction to social science disciplines
- help you develop an awareness of the contribution of the social science to understanding contemporary society
- offer teaching and learning experiences that are based on and informed by current research, both in teaching and learning methods and in specific subject areas
- through its unique structure, provide the flexibility to allow you to specialise in subject areas while offering you the support you need to develop a coherent programme of study
- provide an engaged and interactive learning and studying experience to encourage you to develop to your full potential and to develop knowledge and understanding appropriate to your specialisation
- help you develop generic transferable skills that will prepare you for employment
- prepare you for further study in relevant areas at MA/MSc/PhD level should you wish to pursue such studies
- ensure the quality of our teaching through providing mechanisms for monitoring and evaluating our performance and reviewing our practices.

LEARNING OUTCOMES AND EMPLOYABILITY

The multidisciplinary nature of the programme represents its distinctive appeal: it provides a broad grounding in the social sciences, followed by an increasing focus on one or two disciplines by the time you reach your third year. It is important that you understand this from the outset. We hope that you have positive reasons for choosing a multidisciplinary programme and that you make the most of the flexibility and breadth of the BA(Econ).

Depending on the pathways you study you will achieve differing learning outcomes. However, on successful completion of the BA(Econ) programme, no matter what areas you study, you will:

- have acquired a broad knowledge and understanding of a wide range of economic and social sciences while acquiring a specialised knowledge and deeper understanding of the issues and theories in one or two selected areas
- have acquired skills of independent thinking and learning and developed your powers of critical thinking, enquiry and logical expression
- be able to apply clear, logical and rational analysis to a wide range of concepts and approaches in the social sciences, and develop coherent arguments
- be able to carry out independent enquiry, applying a range of computational, literary and technical skills while achieving competency in critical analysis, information technology, problem solving, and written and oral communication

- have developed skills in quantitative methods and familiarity with standard statistical software packages
- be flexible in your approach to work and able to work independently or in teams with equal facility
- have the basic skills necessary to follow a variety of professional careers, or begin postgraduate research and study.

PROGRAMME CONTENT AND STRUCTURE

The BA(Econ) Honours programme consists of course units totalling 120 credit points each year over three years (course units are rated at 10, 20, 30, or even 40 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 main features of the degree are its flexibility, the wide range of options on offer and the principle that you take strategic decisions about your areas of specialisation and the courses you take as you progress through the three years.

The object of the **First Year** is to provide a broad introduction to the social sciences, enabling you to make an informed choice of areas to study later in the course. You will be required to take certain course units to introduce you to the range of skills needed for the successful study of the Social Sciences. Students on all pathways will be required to take mathematics. If you are an Accounting & Finance or Business Studies specialist, you will also take compulsory units in *Accounting and Finance* and *Economics*. Otherwise you will need to take units in *Economics*, *Politics* and at least one other social science.

For all students the required units will make up the great majority of the 120 credits required in first year and you may select the remainder from any of the areas of study in the programme. We encourage you to experiment and try disciplines that you would not be able to study on a purely vocational programme. A course unit in Study Skills is also offered as an option in either the first or second semester.

In the **Second Year** you have a choice of options from eleven areas of study. It is at this stage that you begin to specialise. *Your choice of course units will largely be determined by what you intend to specialise in ultimately, since prerequisites exist for most pathways in the Final Year, as well as for specific course units.* There are also co-requisites, or prescribed combinations of units which must be taken together in the same year. In the second year, you will specialise in two or three areas of study, taking up to a maximum of 80 credits in any one area. This ensures that in the third year you still have a choice of pathways. Details of areas of study, prerequisites, co-requisites and basic units (i.e. 'compulsory' units in the Third Year) are given in the undergraduate regulations and School examination conventions.

In the **Third Year** you will focus your studies in either one 'Single' or two 'Joint' area(s) of study. If you choose to undertake a single specialisation you will take at least 80 credits in that area. If you do joint specialisations you will need to take at least 50 credits in each.

Since the regulations are complex, and the range of choice is wide, we have many ways in which you may seek advice in planning your programme. In addition to those you will find in the section 'Student Support and Guidance', each year in May, the BA(Econ) Programme Tutors conduct advisory meetings for both First and Second Year students.

Slightly different provisions apply to those students who are referred to the Ordinary Degree of Bachelor (in the small minority of cases where they have failed to pass a year as a whole). If this should happen to you, you will have to complete course units totalling 300 credits over the three years (at least 100 being gained in Level Three courses) to be awarded the BA(Econ) Ordinary Degree. The full provisions applying to Ordinary Degree students are in the undergraduate regulations.

COURSE UNIT INFORMATION

Course unit information is available for all units in the degree to help you plan your programme. You will find broad aims and objectives for each unit together with content summaries; assessment methods, credit ratings, course convenors, preliminary reading lists and course unit availability. You can access information on course units by visiting the course unit database on the admissions pages:

<http://www.socialsciences.manchester.ac.uk/undergraduate/courses/modules/>

CHOOSING A COURSE UNIT FROM ANOTHER SCHOOL/FACULTY

First Year students are not permitted to select course units other than those specified in the programme structure.

Second Year 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). *This is the best stage at which to select such a unit.* As noted below it is only in exceptional circumstances that you will be permitted to take a unit outside the School in the third year. It is important to take advice before entering the second year so that you do not miss an opportunity to take such a unit by assuming you will be able to do so in your third year.

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

Third Year students will only in exceptional cases be given permission to select units outside the School, and again they would be limited to a maximum of 20 credits. Any student wishing to take an extra-School unit in Third Year should seek advice. This is more likely to be permitted if you are continuing a subject which you commenced in the second year; e.g., a higher level in a language.

CHANGE OF COURSE UNITS

We recognise that a few of you will have made a mistake in your choice of optional course units, for whatever reason, and wish to reconsider your choice once teaching has started. There is always a risk in changing course units after the start of the semester because you may miss crucial information but we are aware that there may be reasons why it might be right for you. For this reason, you will be allowed a maximum of **TWO WEEKS** at the beginning of each semester in which to change your choice of course units. You will be able to change your course unit choice yourself via the self-service functionality of the Campus Solutions student system. If you wish to change course units, you must first check on the student system that the course unit you want to switch to is available. You must also remember that changes will be subject to timetable constraints. Please note that it is your responsibility to check that you meet any pre-requisites and co-requisites for your chosen course units and that you have selected course units that meet the

requirements of your programme structure. You should run an academic advisement check to help with this; but please check with us as to what you are allowed and best advised to take. Please find out as much as possible about both the course unit you wish to change from and that which you wish to change to before carrying out this change.

You therefore have until the end of the second teaching week in each semester to register changes of units on Campus Solutions (i.e. by **3 October 2014** and **6 February 2015** respectively). **Changes after these dates are not permitted apart from in the most exceptional circumstances.** This is to protect you since you will have probably missed too much of the course which you are intending to enter.

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

It is absolutely essential that you make up your mind before the deadlines and it is your responsibility to check your course details are correct on Campus Solutions. Otherwise you will be required to explain your failure to attend the course unit from which you have improperly withdrawn and will cause considerable inconvenience to both yourself and staff. **If you fail to register any changes to your choice of course units by the end of the two-week period at the beginning of each semester you will be registered for examinations in your original choice of course units. You must therefore ensure you make all changes within the time-scale as set out above.**

INTERNATIONAL EXCHANGES

There is the possibility for BA(Econ) students to go on an international exchange for one semester of their second year (commonly the second semester). 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, with 65% for any Economics specialisation), and is taken up by very few BA(Econ) students each year. Going on an exchange also carries with it an element of implicit academic risk. Students who are interested should contact Dr Paul Smith (Head of Student Support Services) in the first instance. 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 International Programmes Office:

<http://www.manchester.ac.uk/undergraduate/studyabroad/>,
or email: goabroad@manchester.ac.uk.

Please note that the deadline for applications in 2014-15 will be before Christmas, at a time and date to be confirmed (likely to be in December). A Study Abroad Fair will be held during the semester, and information sessions will be held throughout the first semester. Students **must** attend one of these information sessions to be eligible to make an application.

UNIVERSITY COLLEGE

The University College for Interdisciplinary Learning presents an opportunity for students at The University of Manchester to broaden their educational horizons. It will offer courses that showcase the research and knowledge found at the University and encourage students to go beyond the boundaries of their degree programme.

BA(Econ) students can ask for permission to take a second-level or third-level course as a free choice.

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

The Manchester Leadership Programme (MLP) is now based within University College. It 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 of voluntary work. You can find more details about the MLP here:

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

BA(Econ) 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.

ASSESSMENT METHODS

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

(http://www.socialsciences.manchester.ac.uk/course_units/ug//advanced_search.asp).

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

Marking criteria

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

<http://www.socialsciences.manchester.ac.uk/intranet/ug/useful/>.

Feedback

Receiving feedback is an integral part of your learning process. From 2013-14, feedback will largely be given online. However, you should be aware that feedback will come in a number of different forms, most of which require your active participation.

- Where your course unit entails a piece of coursework (assessed or non-assessed, individual or group work) you may obtain written or oral feedback.
- In dissertation courses you are likely to obtain continuous oral and/or written feedback.

- Feedback on formal examinations will often come in the form of generic feedback to the group of students, and may be delivered through Blackboard.
- Most importantly, you will receive feedback on your learning process whenever you go prepared to a lecture or tutorial, as you will realise whether your understanding of the material is correct or not. By asking the teaching staff questions during and after the lectures and tutorials, and during office hours, you will receive valuable feedback.

The University's policy on feedback can be found at:

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

Referencing and citation conventions

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

Dissertations and ethical approval

Some course units, especially third year dissertations, may require contact with human subjects. If you are carrying out research with human subjects, you will need to fill out a research ethics form and return it to your supervisor or tutor, making any changes to your research design if necessary. The form is available at: <http://www.socialsciences.manchester.ac.uk/intranet/ug/useful/>.

EXAMINATIONS AND ASSIGNMENTS

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

You will be entered for examinations on the basis of the courses held in My Manchester which you chose at Registration, or of which you subsequently informed the School. Examination timetables will be available on the web. You will also be able to access your results, once published, in My Manchester. **Please note that debtors to the University will not be able to access their results until their debts have been cleared.**

ATTENDANCE AT EXAMINATIONS

Examiners are entitled to treat absence from an examination as a 'Fail', and award a mark of zero. Failure to submit assessed work by a published deadline may also be treated as a 'Fail'. It is most important to check carefully the time and place of each of your examinations. **Misreading the timetable is not accepted as an excuse for absence.** If you miss an examination for any reason you must report it to the School Undergraduate Office immediately. **First and second year students are required to keep the resit period free.**

The University policy is not to allow examinations to be taken away from Manchester; see here:

<http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectionc-reachingdecisionsfromassessment/guidanceonreassessmentawayfrommanchester/>

Please note also the University policy on religious observance and the scheduling of examinations:

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

ILLNESS OR OTHER PROBLEMS AFFECTING EXAMINATIONS

You should notify the School Undergraduate Office immediately of any illness or other adverse circumstances which significantly affect your examination performance, and produce a medical certificate where appropriate. You will also be required to submit a mitigating circumstances form.

You should refer to the Student Ill Health Guidelines (see the relevant Appendix), which set out the range of certification needed for both short-term and prolonged illnesses.

It is most important that *before the exam period* (unless circumstances arise during the exam period) 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 by the BA(Econ) Programme Tutors. The basic information about your problem, but no details which you do not wish divulged, will be made known to the examiners in each of your course units.

If you are unwell on the day of the exam, it is essential that you contact Chau Chan, the BA(Econ) Programme Administrator, if you are unable to sit your exam(s). You are strongly advised to obtain medical evidence of your condition from your GP or the hospital so that you can submit this to support your application for mitigation.

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

<http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectionc-reachingdecisionsfromassessment/mitigatingcircumstancesguidanceforstudents/>

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**; in other words, they are presented for guidance only. They may go either up or down at the Examiners' meeting in June/July;
- (iii) marks will normally be released through the student system

May/June Examinations

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

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

UNDERGRADUATE DEGREE REGULATIONS

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

Please note that the regulations as published in your year of entry to the University will be those that apply to you throughout your programme of study. For older versions of the degree regulations, please consult either the relevant handbook that you were issued with in your first year, or the electronic record of previous versions of the regulations which are kept at:

Students entering the University or repeating their first year from 2012 will have the following set of regulations apply to them:

<http://documents.manchester.ac.uk/display.aspx?DocID=13147>

Please follow the link to find the full undergraduate regulations for new students. The basic guidance on progression from the first year is as follows.

An Introduction to Undergraduate Degree Regulations for Students from September 2012

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(Econ) – First examination

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

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

OR

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

Compulsory courses for BA(Econ) pathways:

Accounting (single and joint)	BMAN10501, BMAN10512, BMAN10522
Business Studies (single and joint)	BMAN10621A, and ECON10041 <i>OR</i> ECON10081
Development Studies (single and joint)	ECON10041 & ECON10042 <i>OR</i> ECON10081 & ECON10082
Economics (single and joint)	ECON10061 & ECON10062 <i>OR</i> ECON10001 & ECON10132 <i>OR</i> ECON10071 & ECON10072 AND ECON10041 & ECON10042 <i>OR</i> ECON10081 & ECON10082
Finance (single and joint)	BMAN10501, BMAN10512, BMAN10522
Politics (joint)	POL10702 – can be taken in the first or second year but must be passed†

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

† Politics specialists are **strongly advised** to take this course in the first year.

Second and third year students are referred to the BA(Econ) programme structure, which can be found at the back of this handbook, for information on progression and compulsory units. When planning your second and third year choice of units, it is advisable to work backwards – that is, plan what you would like to take in your third year and work out what you would need to do to get there.

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.**

Degree Regulations Archive

Students in their second or third year can find the regulations and degree conventions that apply to them here; this includes the specific information regarding BA(Econ) progressions and awards

<http://www.socialsciences.manchester.ac.uk/intranet/ug/handbooks/>

A PDF version of these regulations (not School-specific) can be found here:

<http://documents.manchester.ac.uk/display.aspx?DocID=7324>

The regulations in use 2007-2010 can be found here:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=2390>

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 selects the model that is most appropriate to assessment in its subject and applies the model accordingly.

Review of Decisions of Boards of Examiners

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

If, after careful checking, you believe that the examination criteria set out above have been incorrectly applied to your marks, you should notify the School Undergraduate Office immediately. If you are still dissatisfied after having discussed the matter with the School, you can make a formal appeal by writing with supporting evidence to the Faculty of Humanities (in the first instance) as soon as possible, and not later than *twenty working days* after the publication of your examination results. The Faculty will decide whether sufficient grounds for an appeal are established. The University procedures for marking and the determination and publication of examination results can be found on the web at:

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

Academic Appeals against Exclusion, Classification or Award

You may appeal against exclusion, classification, award, or other academic decisions if there are suitable grounds for the appeal to be considered. The relevant university procedures are on the web at:

<http://documents.manchester.ac.uk/display.aspx?DocID=8823>

Sources of Advice

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

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

PRIZES

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

<http://www.socialsciences.manchester.ac.uk/intranet/ug/useful/>.

MALPRACTICE IN EXAMINATIONS

Malpractice (cheating) in examinations 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 Student 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 and can have a serious effect on the outcome of the year.

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, and whether or not it is relevant to that exam**, will be brought before a disciplinary committee. If found guilty of malpractice, a number of penalties is available, according to the circumstances of individual cases.
- ii) It is strictly forbidden to tear pages out of answer books; it is also forbidden to remove used or unused answer books from examination rooms. Students found doing any of these things will be subject to disciplinary action.
- iii) Talking to, or any other form of communication with, other candidates during an examination is strictly forbidden.
- iv) **Electronic calculators may not be used unless specific authorisation for their use appears on the examination question paper. Calculators with facilities for storing and retrieving text are not permitted.** The University's full policy on the use of calculators in examinations is given on a separate notice displayed on School/subject area notice boards and on the web at <http://www.studentnet.manchester.ac.uk/medialibrary/student-services-centre/policy-on-the%20use-of-calculators-in-examinations.pdf>.

GUIDANCE TO STUDENTS ON PLAGIARISM AND OTHER FORMS OF ACADEMIC MALPRACTICE

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

For advice on plagiarism and related matters, potential sources of assistance are: your academic advisor; your course tutors; and Dr Paul Smith, the School's Head of Student Support Services.

Introduction

1. 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.

2. 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 penalized. 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.
3. 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.

Plagiarism

4. **Plagiarism** is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes 'self-plagiarism' (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from 'essay banks' (even if the authors of such material appear to be giving you permission to use it in this way). Obviously, the most blatant example of plagiarism would be to copy another student's work. Hence it is essential to make clear in your assignments the distinction between:
 - the ideas and work of other people that you may have quite legitimately exploited and developed, and
 - the ideas or material that you have personally contributed.
5. To assist you, here are a few important do's and don'ts:
 - **Do** get lots of background information on subjects you are writing about to help you form your own view of the subject. The information could be from electronic journals, technical reports, unpublished dissertations, etc. Make a note of the source of every piece of information at the time you record it, even if it is just one sentence.
 - **Don't** construct a piece of work by cutting and pasting or copying material written by other people, or by you for any other purpose, into something you are submitting as your own work. Sometimes you may need to quote someone else's exact form of words in order to analyse or criticize them, in which case the quotation must be enclosed in quotation marks to show that it is a direct quote, and it must have the source properly acknowledged at that point. Any omissions from a quotation must be indicated by an ellipsis (...) and any additions for clarity must be enclosed in square brackets, e.g. "[These] results suggest... that the hypothesis is correct." It may also be appropriate to reproduce a diagram from someone else's work, but again the source must be explicitly and fully acknowledged there. However, constructing large chunks of documents from a string of quotes, even if they are acknowledged, is another form of plagiarism.
 - **Do** attribute all ideas to their original authors. Written 'ideas' are the product that authors produce. You would not appreciate it if other people passed off your ideas as their own, and that is what plagiarism rules are intended to prevent. A good rule of thumb is that each idea or statement that you write should be attributed to a source

unless it is your personal idea *or* it is common knowledge. (If you are unsure if something is common knowledge, ask other students: if they don't know what you are talking about, then it is not common knowledge!)

6. As you can see, it is most important that you understand what is expected of you when you prepare and produce assignments and that you always observe proper academic conventions for referencing and acknowledgement, whether working by yourself or as part of a team. In practice, there are a number of acceptable styles of referencing depending, for example, on the particular discipline you are studying, so if you are not certain what is appropriate, *ask your tutor or the course unit coordinator for advice!* This should ensure that you do not lay yourself open to a charge of plagiarism inadvertently, or through ignorance of what is expected. It is also important to remember that you do not absolve yourself from a charge of plagiarism simply by including a reference to a source in a bibliography that you have included with your assignment; you should always be scrupulous about indicating precisely *where* and *to what extent* you have made use of such a source.
7. So far, plagiarism has been described as using the words or work of someone else (without proper attribution), but it could also include a close paraphrase of their words, or a minimally adapted version of a computer program, a diagram, a graph, an illustration, etc taken from a variety of sources without proper acknowledgement. These could be lectures, printed material, the Internet or other electronic/AV sources.
8. **Remember:** no matter what pressure you may be under to complete an assignment, you should *never* succumb to the temptation to take a 'short cut' and use someone else's material inappropriately. No amount of mitigating circumstances will get you off the hook, and if you persuade other students to let you copy their work, they risk being disciplined as well (see below).

Collusion

9. **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.
10. 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

11. 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...

12. 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.

http://www.humanities.manchester.ac.uk/studyskills/essentials/writing/avoiding_plagiarism.html

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

STUDENT DISCIPLINE PROCEDURES

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

<http://documents.manchester.ac.uk/display.aspx?DocID=639>

STUDY SKILLS RESOURCES

The Faculty of Humanities have put together a repository of guidance and information on generic study skills; you can find this at: <http://www.humanities.manchester.ac.uk/studyskills/>.

The Library also produces useful resources: see

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

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 to ensure that the University possesses the correct information about your home and term-time addresses, sources of funding and personal details, and to record your choice of course units for both semesters for the year. **Please note that once you have completed electronic registration and ticked the declaration statement, we will take it that you have read and understood the University's guidance on plagiarism as set out in this Handbook, and that you agree that any assessed course work submitted throughout the year will include no plagiarism as defined by the University, and that breaking this agreement will make you answerable to University sanctions.**

First year registration

If you have missed the initial scheduled times for registration, or would just like more information, you can find this at <http://www.socialsciences.manchester.ac.uk/intranet/ug/firstyearregistration/>. You will also be able to find the slides from the undergraduate induction presentations at:

<http://www.socialsciences.manchester.ac.uk/intranet/ug/useful/>

Induction for returning students

If you are a returning student (taking your second or third year) and you want some advice on the new academic year, then you are advised to contact your academic advisor to arrange a meeting for early in the first semester. You will be able to discuss your progress so far, course choice, the academic year to come, and any other academic issues on a one-to-one basis. Current students who will be progressing to a subsequent year of their degree should look out for the 'Preparing for Success' and options meetings in May, which will help you prepare for the next academic year.

SoSS Futures Fest

This year the School will hold its second event based in reading week (week six of tuition) called Reading Week Extra. Many of these sessions will build on the induction arrangements of the first few weeks of the semester. There will also be sessions concerning improving your study and employability. We often attract external speakers as well as university staff to give sessions for our reading week event, and you are cordially invited to take part in any of these sessions that you are eligible for, and think you might benefit from. Please look out for details nearer the time.

WORK AND ATTENDANCE REQUIREMENTS

Link to the University Work and Attendance Regulation:

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

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

You are required to complete and hand in all written work at the times specified by the course unit tutor. Attendance at lectures is not compulsory, but is strongly recommended. If tutorials are not provided you should attend all lectures/seminars. However, regular attendance of lectures is highly recommended so that students may take full advantage of the benefits of actively engaging in all aspects of the learning experience. Full attendance at tutorial or **seminar classes is obligatory and recorded on the student system.** 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 Student Ill Health Guidelines (see Appendices), which set out the range of certification needed for both short-term and prolonged illnesses.

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. If you persistently flout the work and attendance requirements, you may be refused permission to take the relevant examinations or other assessments with the consequence of being excluded from the programme. Students with poor work and attendance in semester one *may* be permitted to sit examinations in January. However, continued poor work and attendance could lead to action being taken in semester two which may affect the summer examinations.

Your **record of work and attendance will be taken into account if your examination results are marginal, or if you have medical or other special circumstances affecting your examination performance;** where your record shows indifferent attendance, you should not expect to be shown sympathy by the Board of Examiners.

Tier 4 visa requirements

You can find advice here on Tier 4 visa requirements:

<http://www.manchester.ac.uk/international/apply/visas/>

Tier 4 Visa Attendance Monitoring Census

The University operates attendance monitoring census points within the academic year in order to confirm the attendance of students holding a Tier 4 Student Visa. This is to ensure the University meets the UKBA statutory requirements as a sponsor of Tier 4 students and its responsibilities in accordance with its Highly Trusted Sponsor status.

If you are a Tier 4 visa holder, you must attend these attendance monitoring census points, in addition to complying with the School's own programme attendance requirements.

When are the census points?

In the 2013/14 academic year, the attendance monitoring census points will be during the following periods:

Census Point	Dates	Population
October 2014	29 September – 13 October 2014	All active Tier 4 students
January 2015	12 January – 26 January 2015	All active Tier 4 students
May 2015	13 May – 3 June 2015	All active Tier 4 students

Please note:

- If you are a new student, registration is your first point to confirm your attendance at the University and you will not be required to attend a further census point in October 2014.
- You will receive an e-mail from the School to confirm when and where you should attend to have your attendance confirmed. You must check your University e-mail account regularly. Failure to check your e-mail account is not a valid reason to be absent from a census point.

What if a Tier 4 student cannot attend a census point?

If you cannot attend in person due to a valid reason which includes: illness; placement; field studies; on year abroad; research work; or any other reason connected to your programme of study, you must email the School (amanda.brereton@manchester.ac.uk) to inform us of your absence and your inability to attend in person. In the case of illness, you must provide a copy of a medical certificate. If you are in this position you should report in person to the School as soon as possible after you return to campus.

Students who are recorded as interrupting their studies are not expected to attend during their period of interruption.

What happens if a student does not attend a census point?

The School must be able to confirm your presence to the UKBA by the end of each census point in the academic year. If you do not attend a census point when required by your School and you do not provide a valid explanation for your absence you will be deemed to be “not in attendance”.

Those students identified as “not in attendance” will be reported to the UKBA and the University will cease to sponsor the student’s Tier 4 visa. The Tier 4 visa will then be curtailed and the student must leave the UK within 60 days.

Further information

For more information on Tier 4 visas:

www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/

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

CONSEQUENCES OF UNSATISFACTORY PROGRESS

Students who have not automatically progressed to the subsequent year of their programme should check the appropriate set of degree regulations for the likely outcome. These outcomes can include exclusion, obligatory change of pathway, progressing to the Ordinary degree, or carrying 10 or 20 credits into the subsequent year. The outcomes will be agreed by the relevant exam board. The appeals procedure can apply to these outcomes as appropriate.

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

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 the BA(Econ) 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 a BA(Econ) Programme Tutor. 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.

If you wish to change your area of study/pathway on the BA(Econ), please contact Shau Chan, the BA(Econ) Programme Administrator (shau.y.chan@manchester.ac.uk). This request is subject to successfully passing the required area pre-requisite(s) for the pathway concerned. BA(Econ) students who are not Accounting and/or Finance specialists may wish to transfer into these specialisms or a joint degree with these specialisms. There are detailed guidelines in the second year BA(Econ) options booklet on this possibility and you are advised to consult and follow the suggestions there.

Interruption may be possible under some circumstances. Please take advice from a BA(Econ) Programme Tutor or other member of staff. There is an updated policy and guidance at: <http://documents.manchester.ac.uk/display.aspx?DocID=4780>.

If you do decide to withdraw from the programme, please obtain and fill in an exit interview form (<http://www.socialsciences.manchester.ac.uk/intranet/ug/useful/>), and send it to Dr Paul Smith, the School's Head of Student Support Services (or simply contact him directly). This is very helpful to us in assessing our provision in a number of ways.

GUIDANCE FOR STUDENTS ON MITIGATING CIRCUMSTANCES

Please find the University's policy on mitigating circumstances here: <http://documents.manchester.ac.uk/display.aspx?DocID=4271>

There is student guidance on the policy which can be found here: <http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/section-reachingdecisionsfromassessment/mitigatingcircumstancesguidanceforstudents/>

For SoSS-based information on mitigation, please see: <http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/help-and-support/mitigating-circumstances/>

STUDENT SUPPORT AND GUIDANCE

PASTORAL AND ACADEMIC SUPPORT

The BA(Econ) is a large degree programme with a diverse student body and we are keen to support you effectively, both academically and personally. To this end we offer you a number of support mechanisms, including academic tutors, academic advisors and BA(Econ) programme tutors.

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

Academic Tutors

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

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

Academic Advisors

All BA(Econ) students are assigned an academic advisor. First years will meet with academic advisors early in the first semester in a group meeting and then have one further group meeting during the year. Second and third years will have advisors allocated and can make individual appointments with them (first years can do the same if they have questions not addressed in the group sessions).

Your academic advisor is there to talk about academic issues *in general*. You should 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. Your academic advisor will be able to track and talk to you about your personal development. The School has a new policy on academic advising at:

<http://www.socialsciences.manchester.ac.uk/intranet/ug/useful>

BA(Econ) Programme Tutors

BA(Econ) Programme Tutors have ultimate responsibility for the supervision and support for all students on the BA(Econ), and have a crucial role to play in your progress through the programme. They advise on the regulations governing the choice of course units, record

information on personal problems when they are affecting academic work, and deal with failure to attend classes.

BA(Econ) Programme Tutors should be seen via appointments made through Shau Chan, the BA(Econ) Programme Administrator (0161 275 2500), in the School Undergraduate Office. The current BA(Econ) Programme Tutors are:

Senior Programme Tutor:

Dr John Salter
Room 3.067 Arthur Lewis Building
Tel. 0161 275 4846
Email: john.b.salter@manchester.ac.uk

Programme Tutors:

Dr Tom McCunnie (who has special responsibility for mature students)
Room G.001a Arthur Lewis Building
Tel. 0161 275 1752
Email: tom.mccunnie@manchester.ac.uk

Mr Nick Weaver
Room 3.014 Arthur Lewis Building
Tel. 0161 275 4835
Email: nick.weaver@manchester.ac.uk

Dr Angie Wilson
Room 4.014 Arthur Lewis Building
Tel. 0161 275 4766
Email: angelia.r.wilson@manchester.ac.uk

Dr Noel Russell
Room 3.011 Arthur Lewis Building
Tel. 0161 275 4797
Email: noel.russell@manchester.ac.uk

Head of Student Support Services

The School's Head of Student Support Services is Dr Paul Smith (paul.v.smith@manchester.ac.uk, 0161 275 4746). The primary purpose of his post is to address issues of interest to all students, but Paul will also deal with or refer students individually on any issue on an ad hoc basis. You may be referred to (or may wish to speak to) him for certain specific purposes, e.g. information about exchanges, appeals, study skills, peer support initiatives, student representation and committees, sources of funding, etc.

Emergency Matters

In an emergency if you are unable to make contact with a BA(Econ) Programme Tutor you may also contact: Dr Paul Smith, Head of Student Support Services (0161 275 4746 or paul.v.smith@manchester.ac.uk); or Amanda Brereton, Head of Undergraduate Administration (0161 275 4745 amanda.brereton@manchester.ac.uk).

STUDENT CHARTER

The 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 and is not legally binding.

The Student Charter can be found in full here:

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

STUDENTS WITH DISABILITIES

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

Disability Support Office

General Enquiries – Telephone: 0161 275 7512

Disability Support Officer

Telephone: 0161 275 7512

Elaine Shillcock – University Co-ordinator for Disability Development

Telephone: 0161 275 2051

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

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.

HARASSMENT

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

Personal harassment takes many forms. The defining features are that behaviour is offensive or intimidating to the recipient and would be regarded as harassment by any reasonable person. Examples of sexual, racial and other forms of harassment are outlined in the University Policy Statement on Harassment (see: <http://documents.manchester.ac.uk/display.aspx?DocID=2755>).

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

You can also call the Students' Union Advice Centre on 0161 275 2946.

ADDITIONAL SUPPORT SERVICES

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

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

<http://documents.manchester.ac.uk/display.aspx?DocID=10805>

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

<http://www.manchester.ac.uk/undergraduate/maturestudents/>

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

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

On the SoSS intranet, we have set aside a page dedicated to useful information and documents for our students. There is a wide variety of information here and the page is regularly being populated with new material. If you have any ideas for additions, please let us know.

<http://www.socialsciences.manchester.ac.uk/intranet/ug/useful/>

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 for undergraduate study within the School*. The undergraduate office will be happy to give you advice on scholarships but you are advised to contact the Student Services Centre, particularly Alex Gaskill (alexander.gaskill@manchester.ac.uk), who has responsibility for administering undergraduate bursaries and scholarships.

<http://www.manchester.ac.uk/undergraduate/funding/home/>

STUDENT-FACING IT FACILITIES

There are a number of computer-based facilities that you will probably become familiar with during your time at the University. Most prominently, the University uses the virtual learning environment (VLE), Blackboard. You will find that your courses will have a Blackboard presence, where you will, for example, find readings for the coming week, assignments, questions for tutorials, and so on. To use Blackboard successfully, you must be correctly enrolled on the student records system. My Manchester now has a Blackboard tab for easy access.

<http://www.studentnet.manchester.ac.uk/blackboard/>

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

<http://www.socialsciences.manchester.ac.uk/intranet/ug/sohol/>

My Manchester is a general way into many of the personal facilities you will have set up as a student at the University. Through this you can log on to Blackboard, check your email, get information about your library loans, check your timetable, keep track of your course choices, grades, financial situation, and registration status as well as many other functions.

<https://www.portal.manchester.ac.uk/uPortal/render.userLayoutRootNode.uP>

<https://studentadmin.manchester.ac.uk/psp/CSPROD/?cmd=login&languageCd=ENG&>

STUDENT REPRESENTATION AND FEEDBACK

STUDENT REPRESENTATION

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

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

The School takes student representation very seriously. BA(Econ) students should see the School's Head of Student Support Services, Dr Paul Smith (paul.v.smith@manchester.ac.uk) about representation for the BA(Econ) 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.

In order to fulfil these roles effectively, BA(Econ) representatives receive the following support:

From the School: specific information on the committee/body they will sit on; an introduction to that body and the work it does; adequate notice of its meetings and information on other sources of support such as the Students' Union.

From the Students' Union: a folder containing basic information on student representation within the University; training in the role of student representative; the opportunity to attend Student Senate, which is a regular gathering of student representatives from around the University; a drop-in advice service.

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

<http://documents.manchester.ac.uk/display.aspx?DocID=4705>

<http://documents.manchester.ac.uk/display.aspx?DocID=10134>

The Students' Union runs training for student representatives. Dates for these sessions are available from Dr Paul Smith, the SoSS Head of Student Support Services, or directly from UMSU.

PEER MENTORS AND BA(ECON) SOCIETY

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.

BA(Econ) has a burgeoning peer mentoring system, and you will also have the opportunity to become a mentor in due course.

STAFF/STUDENT LIAISON COMMITTEE

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

BA(ECON) PROGRAMME COMMITTEE

The BA(Econ) programme is under the control of a programme committee, chaired by the Programme Director, currently Dr Adam Ozanne. This committee reports to the School Undergraduate Committee, and is responsible for strategic issues concerning the degree.

OTHER SCHOOL COMMITTEES

At School level, other committees that will address undergraduate affairs generally and the BA(Econ) programme specifically 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.

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

<http://www.campus.manchester.ac.uk/planningsupportoffice/PSO/MI/StudentFeedback/NSS/index.html>.

The NSS is only sent out to final year students, but please look out for the Student Barometer survey which aims to get a full picture of student satisfaction for all students.

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

LEARNING RESOURCES

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

UNIVERSITY COMPUTING FACILITIES

IT Services

0161 306 5544 (internal 65544)

Email: it-servicedesk@manchester.ac.uk

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

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

There are two physical locations where you can visit the Servicedesk:

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

SCHOOL COMPUTING FACILITIES

PC Clusters available for BA(Econ) students are as follows:

The Arthur Lewis Building has one ground floor cluster available to undergraduate students. In addition, there is comprehensive wireless coverage around the Arthur Lewis and Humanities Bridgeford Street buildings.

Room 2.88 in Humanities Bridgeford Street is available during normal office hours and is generally free from block-booking for teaching. The HBS clusters 2.1 and 2.2 also generally available until 8pm. There is wireless access in both the Arthur Lewis and Humanities Bridgeford Street Buildings.

Crawford House G.17 – 35 machines (available to students that take modules in Accounting/Finance).

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

LIBRARY AND INFORMATION RESOURCE FACILITIES

The University of Manchester Library

Oxford Road, Manchester M13 9PP, United Kingdom

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

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

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

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

The Precinct Library is also available to students and is located in the Precinct Centre.

The Kantorowich Library is located on the ground floor of the Humanities Bridgeford Street building. There are work places and some computers here; the library collection is mostly of relevance to students in the School of Environment and Development, but there is a section on general social theory and research methods that may be useful to social science students. In addition, photocopies of core course reading material will be available for some courses.

Facilities

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

The Alan Gilbert Learning Commons provides a state of the art 24/7 learning environment, offering flexible open learning spaces, multimedia facilities, computer clusters and bookable group study rooms plus runs a wide range of study skills workshops throughout the academic year.

In addition to the main sites, there are a number of specialist libraries located across the campus which may hold texts for your area and provide study facilities.

For details of Library locations, facilities and opening hours see the library website.

Getting Started: Quick Guide

You will need your student card to access all library sites around campus and your central university username and password to access the electronic resources.

Use *library search* to find books, eBooks, online journals and articles.

The Economics Library Guide is a very useful starting point for finding information on relevant library resources for your subject area. Use this guide to find out which databases to use, how to reference, how to keep up to date with research and access online training tutorials.

My Manchester's *MyLibrary* tab has quick links to all of the Library's resources and services available.

Training and Research Support

The Library runs a series of information skills sessions and skills clinics throughout the year. Details of sessions, times and how to book are available via the My Learning Essentials Training Calendar.

For general enquiries or support with finding, accessing or using the electronic resources contact the library in person, via phone or online.

See the Enquiries and Feedback page or complete the Library Request form via MyManchester.

Library News and Updates

Keep up to date with the latest library developments via Facebook or Twitter.

SoSS SOCIAL SPACES/LEARNING COMMONS

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

In the back of the Kantorowich Library, there are two common rooms for undergraduate students. The outer room is a space similar to the Arthur Lewis Common Room, except on a smaller scale. There are soft furnishings and work spaces. The inner room is configured for group work and society meetings. You can book this room with the Kantorowich librarians. The inner room also has locked cupboards which can be used by societies on request.

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

These spaces provide the best social and learning spaces possible on our part of the campus. We hope that you will make use of them and come to see them as the centre of the SoSS academic community.

OTHER UNIVERSITY SERVICES

The University of Manchester Accommodation Office

Student Services Centre
Burlington Street
Telephone: 0161 275 2888
Email: accommodation@manchester.ac.uk
Web: <http://www.accommodation.manchester.ac.uk/>
Open each weekday: 9.00 am – 5.00 pm

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

Manchester Student Homes

Unit 1-3, Ladybarn House
Moseley Road
Fallowfield
Manchester M14 6ND
Telephone: 0161 275 7680
Email: manchesterstudenthomes@manchester.ac.uk
Web: <http://www.manchesterstudenthomes.co.uk/>

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

Student Services Centre

Burlington Street
University of Manchester
Oxford Road
M13 9PL
Telephone: 0161 275 5000
International Advice Team: Option 1
Exams Team: Option 3
Registration and Fees Team: Option 4
Funding Team: Option 5
Graduation Team: Option 6
Open Monday to Friday 9.00am – 4pm
<http://www.manchester.ac.uk/international/support/studentservices/ssc@manchester.ac.uk>

The Student Services Centre provides awards, examinations, financial, fees, and other advice, and is the place to go to for general enquiries as well as for academic transcripts or confirmation of

your attendance, award or a Council Tax certificate. You can also get information relating to University policies and procedures including complaints, appeals, harassment and conduct and discipline.

Information, Advice and Guidance Service

Atrium, first floor University Place
Contact details to be confirmed

“The Atrium”, positioned on the first floor of University Place, is a new service providing students with expert advice in a relaxed environment, ranging from informal to formal, enclosed to open, complemented by innovative technology. The Atrium is the place to go if you are looking for information, advice & guidance on a range of issues from money advice and employability to studying abroad and exploring your wellbeing. The Atrium will be hosting a number of workshops and events throughout the year. Please stop by to see what’s going on.

More information will be available as the Atrium opens and becomes established.

Counselling Service

Crawford House, fifth floor
Precinct Centre
Oxford Road
Manchester M13 9QS
Fax: 0161 275 2281
Telephone: 0161 275 2864
Counsel.service@manchester.ac.uk
<http://www.studentnet.manchester.ac.uk/counselling>

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

Nightline

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

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

Careers Service

Crawford House
Precinct Centre
Oxford Road
Manchester M13 9QS
Telephone: 0161 275 2828
Web: <http://www.careers.manchester.ac.uk/>

careers@manchester.ac.uk

Office opening hours: 9.00 – 5.00pm Monday to Friday

Except Tuesday 9.00 – 6.30pm (during semesters)

The University of Manchester Careers Service provides a customer-focused service to all undergraduates, postgraduates, graduates and contract researchers. They offer career related resources; pre-booked guidance interviews; quick query advice "drop in" sessions; careers guidance; vacancy information and much more. It has been voted best university careers service in the UK by employers for the last three years. You are encouraged to use the Careers Service at any time, and not just when you are coming up to graduate.

University Language Centre

Oddfellows Hall

Manchester M13 9PL

Telephone: For general enquiries on English Language courses contact +44 (0) 161 275 (3426/3482)

email: englang@manchester.ac.uk (for English language support)

inseasonal@manchester.ac.uk (for academic support programmes)

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

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

International Society

William Kay House

327 Oxford Road

Manchester M13 9PG

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

e-mail: int.soc@manchester.ac.uk

Web: <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.

The Student Immigration Team

Student Services Centre

Telephone: 0161 275 5000 (Option 1)

iat@manchester.ac.uk

Please contact the student immigration team to discuss any individual problems such as finance and visas. You will find the international students' homepage and information at:

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

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.

Students' Union

University of Manchester Union
Biko Building
Oxford Road
Manchester M13 9PR
Telephone: 0161 275 2930
Fax: 0161 275 2936
Web: <http://www.manchesterstudentsunion.com/home/index>.

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

Students' Union Advice Centre

General enquiries, Telephone: 0161 275 2989
Welfare Officer, Telephone: 0161 275 2945
Academic Affairs Officer, Telephone: 0161 275 2941
Postgraduate and Mature Students Officer, Telephone: 0161 275 2989
Overseas Students Officer, Telephone: 0161 275 2989
Web: <http://manchesterstudentsunion.com/advice/service>.

The Postgraduate and Mature Students Society

Burlington Rooms
Schunck Building
Manchester M13 9PL
Tel: 0161-275 2392
Website: <http://www.burlington.manchester.ac.uk>

The Burlington Society is situated at the Burlington Rooms, Schunck Building, near to the JRULM and provides a social focus for Mature Students and Postgraduates in Greater Manchester.

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 (campus 52392)
Email: Burlington.society@manchester.ac.uk

The Athletic Union

William Kay Building
333 Oxford Road
Manchester M13 9PR

Web: <http://www.sport.manchester.ac.uk/athletic-union>

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.

Mediation Service

Are you finding it difficult to resolve a disagreement or conflict? Mediation may be able to help. The service is open to staff and students who wish to address an issue or concern they have at work or study. The Mediation Service can:

- Offer advice to staff, students, managers and tutors on ways to approach a difficult situation;
- Provide information, training and guidance on conflict resolution skills to managers and tutors. Organise a mediation session, with one of the University's 13 nationally accredited mediators.

Catherine Prescott
Mediation Service
Room C28
Sackville Street Building
Tel: 0161 306 5874
Email: mediation@manchester.ac.uk

Students with Children

There are two nurseries associated with The University of Manchester:

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

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

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

<http://www.studentnet.manchester.ac.uk/crucial-guide/personal-life/student-parents/>

Other useful contact telephone numbers

St Peter's Chaplaincy
Avila House RC Chaplaincy
Armitage Centre

0161 275 2894
0161 275 6999
0161 224 0404

Aquatics Centre	0161 275 4950
Sugden Sports Centre	0161 200 4026

Useful contact telephone numbers for organisations outside the University

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

APPENDICES

Procedures and policies

Guide to reading the BA(Econ) schedules

Guidelines for students who fall ill

Faculty of Humanities late submission policy

BA(Econ) External Examiner

BA(Econ) schedules of courses

APPENDIX 1 – PROCEDURES AND POLICIES

Complaints

The student complaints procedure can be found in full at:
<http://documents.manchester.ac.uk/display.aspx?DocID=1893>.

Appeals

Information on academic appeals can be found at:
<http://documents.manchester.ac.uk/display.aspx?DocID=1872>.

You should read this in conjunction with the appeals flowchart at:
www.studentnet.manchester.ac.uk/medialibrary/study/appeals-flowchart.pdf.

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. BA(Econ) students can contact Shau Chan or Dr Paul Smith if they need more information or guidance on appeals.

Work and attendance

The regulation on student work and attendance can be found here:
<http://documents.manchester.ac.uk/display.aspx?DocID=1895>.

The School policy on work and attendance can be found here:
<http://www.socialsciences.manchester.ac.uk/intranet/ug/useful/>.

Student conduct and discipline

The full text on student conduct and discipline can be found at:
<http://documents.manchester.ac.uk/display.aspx?DocID=6530>.

School feedback policy

The School feedback policy and other information on assessment can be found here:
<http://www.socialsciences.manchester.ac.uk/intranet/ug/assessment/>

Equal opportunities policy

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

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

A message from the SoSS undergraduate administration

We are pleased to say that nearly all of our students are courteous and pleasant on nearly all occasions. The staff in the Undergraduate Office will do their best to be polite, efficient and professional at all times. We would appreciate it if you could do the same.

APPENDIX 2 – GUIDE TO READING BA(ECON) SCHEDULES

Course Code	Course Unit Title	Units	Pre/Co-requisites, Notes
ECON10002	Introduction to Development Studies	10	
ECON20101	Economics of Environmental Management	10	P:(ECON10041 or ECON10081) AND either (ECON10061 or ECON10001 or ECON10071)
ECON20321	Development Economics IIA	10	P: (ECON10041 & ECON10042) or (ECON10081 & ECON10082)
ECON20332	Development Economics IIB	10	P: (ECON10041 or ECON10042) or (ECON10081 or ECON10082)
ECON20422	Applied Environmental Economics	10	P: (ECON10041 or ECON10081) AND EITHER (ECON10061 & ECON10062) or (ECON10001 & ECON10132) or (ECON10071 & ECON10072) AND C: ECON20101 or ECON20351
ECON20000	Managerial Economics I	20	P: (ECON10041 & ECON10042) or (ECON10082 & ECON10082) & either (ECON10061 & ECON10062) or (ECON10001 & ECON10132) or (ECON10071 & ECON10072)

Code: The *letters* stand for the School or Discipline Area that provides the course unit; here, Economics. It will help you to quickly become familiar with the letters used for the various Schools and Discipline Areas that provide course units on your programme. **Numbers:** the first number refers to the year in which that module is available; so, above is part of a second year schedule, with one first year course unit available for selection by second year students. The last number shows whether the course unit is first semester (1), second semester (2), or both (0).

Title: The name of the course unit.

Units: Two-semester courses (with the 0 suffix number) carry *at least* 20 credits. One-semester courses are normally worth 10 credits (as above) although they can be worth more. Campus Solutions refers to credits as 'units', so you should be aware that these terms are (for now) interchangeable.

Pre-/co-requisites: Prerequisites are course units that you must have taken prior to the selected module. Co-requisites are course units that you must take alongside the selected module. *You will see that it pays to plan your choice of course units well in advance.* Other notes will also appear in this column.

Quota: '(Q)' means that there is only space on this course unit for a limited number of students. Please check as early as possible with the School or discipline area providing the course unit to avoid disappointment.

APPENDIX 3 – GUIDELINES FOR STUDENTS WHO FALL ILL

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

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

- (i) You should use self-certification to explain absences through illness for up to one week (i.e. seven days including the weekend). Complete Part I of this form to give the exact dates of the absence and a clear explanation for it. The form should be handed in to the School Undergraduate Office immediately after the absence.
- (ii) You should do all you can to inform your School at the time of your illness and to seek advice. Although you may feel too ill to attend classes or you believe your illness is affecting your performance, you may be able to visit your School. You should give this form to your tutor or other appropriate member of staff and they can use Part II to record the advice given to you and/or that you appeared to them to be unfit to perform to your potential.

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

2. Medical Certification

For illness of more than one week: The University will accept self-certification, as above, for illness of up to one week. If you are ill for longer than this you should consult your GP and ask for your illness to be certified using Part III of the form. Copies of this form are available in local GP practices.

When you visit your GP for treatment or because you are concerned about your health: You should always consult your GP if your illness is severe or if you are in any doubt about your health. If you do this you may ask your GP to certificate your illness and Part III may be used for this purpose. Some practices may make a charge for this.

3. Illness prior to or during examination

If you are ill immediately prior to or during examinations you must inform your School immediately and discuss the situation with your personal tutor or other appropriate person in the School. 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 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, on request, complete this form and send it to the School to confirm the visit.

4. Mitigating circumstances form

If you have any illness that affects your attendance or performance in examinations, or submission of course work, you *must* submit a mitigating circumstances form if you wish the examination board to take these circumstances into account. Mitigation *must* be accompanied by evidence from, or supporting documentation from, a third party.

APPENDIX 4 – FACULTY POLICY ON LATE SUBMISSION OF COURSE WORK

It has been agreed that the Faculty wide late penalty from September 2012 onwards will be as follows:

A loss of 10 marks per day on late submission (sliding scale).

- a loss of 10 marks per day (sliding scale), for up to 10 days;
- a "day" is 24 hours, i.e. the clock starts ticking as soon as the submission deadline has passed;
- a day includes weekends and weekdays;
- the use of online submission via Turnitin makes it easy to see when a submission is made after the deadline;
- where paper copies are submitted, submission on a Friday should be avoided;
- where Schools use Turnitin, submission can take place on a Friday;
- SoSS policy is that all submissions must be made by 2pm on the due date.

APPENDIX 5 – BA(Econ) EXTERNAL EXAMINER

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

External Examiners' reports relating to this programme will be shared with student representatives at the programme committee, where details of any actions carried out by the programme team in response to the External Examiners' comments will be discussed. Students should contact their student representatives if they would like any further information about External Examiners' reports or the process for considering them.

The External Examiner for the BA(Econ) Programme is Professor Simon Bulmer, Head of Department in Politics at the University of Sheffield.

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

BA (Economic & Social Studies)

Programme Structure

2014-15

The following course units are offered subject to availability, timetabling constraints and, in certain cases, limits on the number of students accepted. Course units available in the first semester are designated by the suffix digit '1', those in the second semester by the digit '2' and those covering both semesters by the digit '0'. Any pre-requisite is indicated by the letter 'P' and any co-requisite by the letter 'C'.

A course unit with a quota is indicated by the letter '**(Q)**' next to the course unit title; students should register directly on the self service website on a first come, first served basis from mid July (date to be confirmed).

Honours candidates are required to complete course units totalling 120 credits, including at least 50 credits, and not more than 70 credits in any one semester.

LEVEL ONE – First Year Courses.

A. Students intending to take pathways in Economics and/or Social Sciences

B. Students intending to take pathways in Accounting and/or Finance

C. Students intending to take pathways in Business Studies

LEVEL TWO - Second Year Courses. (Course units are listed according to the pathway of study)

Students are only permitted to take up to 20 credits of level one/first year course units which either appear within the Level Two Programme Structure or as Free Choice Course Units. Please refer to regulation 10 under Undergraduate degree regulations (please consult the Programme Handbook for details).

LEVEL THREE – Third Year Courses. (Course units are listed according to the pathway of study)

Students are only permitted to take up to 20 credits of level two/second year course units which either appear within the Level Three Programme Structure or as Free Choice Course Units. Please refer to regulation 10 under Undergraduate degree regulations (please consult the Programme Handbook for details).

Core units = must be taken to satisfy requirement;

Compulsory course units = must be taken and passed to satisfy both requirement and pathway;

Course Subjects & Codes

Codes	Course Subject
BMAN	Business and Management (Accounting, Finance and Business Studies)
ECON	Economics
HIST	History (Economic & Social History)
LAWS	Law (Law and Criminology)
PHIL	Philosophy
POLI	Politics
SOAN	Social Anthropology
SOCS	Social Sciences
SOCY	Sociology
SOST	Social Statistics

Level One Course Units

A. Students intending to take pathways in Economics and/or Social Sciences:

	Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
ECONOMICS				
Students must take 20 units from the following:				
	ECON10061	Introductory Mathematics	10	P: GCSE Mathematics
&	ECON10062	Introductory Statistics	10	C: ECON10061
or	ECON10001	Further Mathematics	10	P: AS Level Mathematics
&	ECON10132	Statistics for Economists	10	C: ECON10001
or	ECON10071	Advanced Mathematics	10	P: A Level Mathematics
&	ECON10072	Advanced Statistics	10	C: ECON10071
Students must take 20 units from the following:				
	ECON10041	Microeconomic Principles	10	
&	ECON10042	Macroeconomic Principles	10	C: ECON10041
or	ECON10081	The UK Economy – Microeconomics	10	P: A Level Economics
&	ECON10082	The UK Economy – Macroeconomics	10	C: ECON10081
The following course units may also be selected:				
	ECON10002	An Introduction to Development	10	
	SOST10142	Applied Statistics for Economists	10	P: A Level Mathematics or Statistics
POLITICS				
Students must take at least 20 units from the following (Politics pathway must take either (POLI10201 or POLI10202 or POLI10601). In addition, POLI10702 must be taken as a compulsory unit in either the first or second year):				
	POLI10201	Introduction to Comparative Politics	20	Cannot be taken in conjunction with POLI10202
	POLI10202	Introduction to Comparative Politics	20	Cannot be taken in conjunction with POLI10201
	POLI10601	Introduction to International Politics	20	
	POLI10702	Introduction to Political Theory	20	
The following course units may also be selected:				
	POLI10402	British Politics: Power and the State	20	
	POLI10301	Making Sense of Politics	20	
	POLI10502	Politics of the Global Economy	20	
Students must take at least 20 units from any of the following four subject areas:				
CRIMINOLOGY				
	LAWS10002	Crime & Society	20	
	LAWS10082	Criminal Law	20	
	LAWS10421	Foundations of Criminal Justice	20	
	LAWS10431	Psychology, Crime & Criminal Justice	20	
PHILOSOPHY (Philosophy pathway must take at least 20 units from the following level one PHIL courses)				
	PHIL10021	Values We Live By	20	
	PHIL10041	Critical Thinking	20	
	PHIL10402	History of Philosophy	20	
	PHIL10622	Discovering Reality	20	
	PHIL10632	Mind & World	20	
	PHIL10641	Philosophy & Social Sciences	20	
SOCIAL ANTHROPOLOGY				
	SOAN10301	Power and Culture: Inequalities in Everyday Life	10	
	SOAN10312	Cultural Diversity in Global Perspective	10	
	SOAN10320	Key Ideas in Social Anthropology	20	
	SOAN10361	Introduction to Business Anthropology: Consumers, Companies and Culture	20	
	SOAN10382	Introduction to Digital Film Making	20	
SOCIOLOGY (Sociology pathway must take one of SOCY10421 or SOCY10432 as a core unit)				
	SOCY10402	British Society in a Globalising World	20	
	SOCY10421	From Modernity to Postmodernity I	20	
	SOCY10432	From Modernity to Postmodernity II	20	
	SOCY10441	Media, Culture & Society I	20	
	SOCY10452	Media, Culture & Society II	20	
	SOCY10471	Sociology of Personal Life	20	
	SOCY10912	Work, Organisations & Society	20	

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The following course units may also be selected:

	Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
	BMAN10552	Fundamentals of Finance	10	
	BMAN10621A	Fundamentals of Financial Reporting	10	
	BMAN10632	Fundamentals of Management Accounting	10	P: BMAN10621A
	ECON10151	Computing for Social Scientists	10	
	HIST10062	Origins Of British Industrialisation: British Economic & Social History 1660-1850	20	
	HIST10511	Globalisation in Historical Perspective	20	
	SOCS10902	Study Skills	10	Cannot be taken in conjunction with SOCS10911
	SOCS10911	Study Skills	10	Cannot be taken in conjunction with SOCS10902
	SOST10021	Unequal Societies – Health, Well-Being & Happiness	20	
	SOST10012	Understanding Social Media	20	

B. Students intending to take pathways in Accounting and/or Finance:

	Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
ACCOUNTING AND FINANCE				
Students must take the following 30 compulsory units:				
	BMAN10501	Financial Reporting	10	
	BMAN10512	Introductory Management Accounting	10	
	BMAN10522	Financial Decision Making	10	
ECONOMICS				
Students must take 20 units from the following:				
	ECON10061	Introductory Mathematics	10	P: GCSE Mathematics
&	ECON10062	Introductory Statistics	10	C: ECON10061
or	ECON10001	Further Mathematics	10	P: AS Level Mathematics
&	ECON10132	Statistics for Economists	10	C: ECON10001
or	ECON10071	Advanced Mathematics	10	P: A Level Mathematics
&	ECON10072	Advanced Statistics	10	C: ECON10071
Students must take 20 units from the following:				
	ECON10041	Microeconomic Principles	10	
&	ECON10042	Macroeconomic Principles	10	C: ECON10041
or	ECON10081	The UK Economy – Microeconomics	10	P: A Level Economics
&	ECON10082	The UK Economy – Macroeconomics	10	C: ECON10081
The following course units may also be selected:				
	ECON10002	An Introduction to Development	10	
	SOST10142	Applied Statistics for Economists	10	P: A Level Mathematics or Statistics
Students must take at least 20 units from any of the following four subject areas:				
POLITICS				
	POLI10201	Introduction to Comparative Politics	20	
	POLI10402	Britain in the Global Context	20	
	POLI10601	Introduction to International Politics	20	
	POLI10702	Introduction to Political Theory	20	
	POLI10301	Making Sense of Politics	20	
	POLI10502	Politics of the Global Economy	20	
PHILOSOPHY				
	PHIL10021	Values We Live By	20	
	PHIL10402	History of Philosophy	20	
	PHIL10622	Discovering Reality	20	
	PHIL10632	Mind & World	20	
	PHIL10641	Philosophy & Social Sciences	20	
SOCIAL ANTHROPOLOGY				
	SOAN10301	Power and Culture: Inequalities in Everyday Life	10	
	SOAN10312	Cultural Diversity in Global Perspective	10	
	SOAN10320	Key Ideas in Social Anthropology	20	
	SOAN10361	Introduction to Business Anthropology: Consumers, Companies and Culture	20	
	SOAN10382	Introduction to Digital Film Making	20	
SOCIOLOGY				
	SOCY10402	British Society in a Globalising World	20	
	SOCY10421	From Modernity to Postmodernity I	20	
	SOCY10432	From Modernity to Postmodernity II	20	
	SOCY10441	Media, Culture & Society I	20	
	SOCY10452	Media, Culture & Society II	20	
	SOCY10471	Sociology of Personal Life	20	
	SOCY10912	Work, Organisations & Society	20	
The following course units may also be selected:				
	ECON10151	Computing for Social Scientists	10	
	HIST10062	Origins Of British Industrialisation: British Economic & Social History 1660-1850	20	
	SOCS10902	Study Skills	10	Cannot be taken in conjunction with SOCS10911
	SOCS10911	Study Skills	10	Cannot be taken in conjunction with SOCS10902
	SOST10021	Unequal Societies – Health, Well-Being & Happiness	20	
	SOST10012	Understanding Social Media	20	

C: Students intending to take pathways in Business Studies:

	Course Code	Course Unit Title	Credits	Pre/Co-requisites , Notes
ACCOUNTING AND FINANCE				
Students must take the following 10 compulsory units				
	BMAN10621A	Fundamentals of Financial Reporting	10	
The following course units may also be selected:				
	BMAN10522	Financial Decision Making	10	
	BMAN10632	Fundamentals of Management Accounting	10	P: BMAN10621A
ECONOMICS				
Students must take 20 units from the following:				
	ECON10061	Introductory Mathematics	10	P: GCSE Mathematics
&	ECON10062	Introductory Statistics	10	C: ECON10061
or	ECON10001	Further Mathematics	10	P: AS Level Mathematics
&	ECON10132	Statistics for Economists	10	C: ECON10001
or	ECON10071	Advanced Mathematics	10	P: A Level Mathematics
&	ECON10072	Advanced Statistics	10	C: ECON10071
Students must take 20 units from the following:				
	ECON10041	Microeconomic Principles	10	
&	ECON10042	Macroeconomic Principles	10	C: ECON10041
or	ECON10081	The UK Economy – Microeconomics	10	P: A Level Economics
&	ECON10082	The UK Economy – Macroeconomics	10	C: ECON10081
The following course units may also be selected:				
	ECON10002	An Introduction to Development	10	
	SOST10142	Applied Statistics for Economists	10	P: A Level Mathematics or Statistics
POLITICS				
Students must take at least 20 units from the following (Politics pathway must take either (POLI10201 or POLI10202 or POLI10601). In addition, POLI10702 must be taken as a compulsory unit in either the first or second year):				
	POLI10201	Introduction to Comparative Politics	20	Cannot be taken in conjunction with POLI10202
	POLI10202	Introduction to Comparative Politics	20	Cannot be taken in conjunction with POLI10201
	POLI10601	Introduction to International Politics	20	
	POLI10702	Introduction to Political Theory	20	
The following course units may also be selected:				
	POLI10402	Britain in the Global Context	20	
	POLI10502	Politics of the Global Economy	20	
Students must take at least 20 units from any of the following three subject areas (strongly advised to take both SOAN10361 & SOCY10912):				
PHILOSOPHY				
	PHIL10021	Values We Live By	20	
	PHIL10402	History of Philosophy	20	
	PHIL10622	Discovering Reality	20	
	PHIL10632	Mind & World	20	
	PHIL10641	Philosophy & Social Sciences	20	
SOCIAL ANTHROPOLOGY				
	SOAN10301	Power and Culture: Inequalities in Everyday Life	10	
	SOAN10312	Cultural Diversity in Global Perspective	10	
	SOAN10320	Key Ideas in Social Anthropology	20	
	SOAN10361	Introduction to Business Anthropology: Consumers, Companies and Culture	20	
	SOAN10382	Introduction to Digital Film Making	20	
SOCIOLOGY (Sociology pathway must take one of SOCY10421 or SOCY10432 as a core unit)				
	SOCY10402	British Society in a Globalising World	20	
	SOCY10421	From Modernity to Postmodernity I	20	
	SOCY10432	From Modernity to Postmodernity II	20	
	SOCY10441	Media, Culture & Society I	20	
	SOCY10452	Media, Culture & Society II	20	
	SOCY10471	Sociology of Personal Life	20	
	SOCY10912	Work, Organisations & Society	20	

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The following course units may also be selected:				
	Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
	ECON10151	Computing for Social Scientists	10	
	HIST10062	Origins Of British Industrialisation: British Economic & Social History 1660-1850	20	
	HIST10511	Globalisation in Historical Perspective	20	
	SOCS10902	Study Skills	10	Cannot be taken in conjunction with SOCS10911
	SOCS10911	Study Skills	10	Cannot be taken in conjunction with SOCS10902
	SOST10021	Unequal Societies – Health, Well-Being & Happiness	20	
	SOST10012	Understanding Social Media	20	

Level Two Course Units

Honours candidates are required to complete course units totalling 120 credits with no more than 80 credits from one pathway.

Students are only permitted to take up to 20 credits of level one courses units which either appear within the Level Two Programme Structure or as Free Choice Course Units. Please refer to regulation 10 under Undergraduate degree regulations (please consult the Programme Handbook for details).

1. Accounting

Second year compulsory course units: BMAN21020, BMAN21040, BMAN20081 and BMAN21061. In addition BMAN23000A must be taken in either the second or final year. Please note that BMAN23000A is a pre-requisite for most final year Finance course units.

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
BMAN23000A	Foundations of Finance	20	P: BMAN10522 or BMAN10552. Pass mark of 60% or more in BMAN10552 is required to take this course unit
BMAN21020	Financial Reporting & Accountability	20	P: BMAN10501 or BMAN10621A
BMAN21040	Intermediate Management Accounting	20	P: BMAN10512 or BMAN10632
BMAN21061	Introduction to Business Information Systems	10	
BMAN20081	Financial Statement Analysis	10	P: (BMAN10501 or BMAN10621A) & (BMAN10522 or BMAN10552). Pass mark of 60% or more in BMAN10552 is required to take this unit
BMAN10621A	Fundamentals of Financial Reporting	10	Cannot be taken after BMAN10501
BMAN10632	Fundamentals of Management Accounting	10	P: BMAN10621A. Cannot be taken after BMAN10512.

2. Finance

Second year compulsory course units: BMAN23000A, BMAN20072 and BMAN20081

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
BMAN23000A	Foundations of Finance	20	P: BMAN10522 or BMAN10552. Pass mark of 60% or more in BMAN10552 is required to take this course unit
BMAN21011	Financial Markets & Institutions	10	P: BMAN10522 or BMAN10552. Pass mark of 60% or more in BMAN10552 is required to take this course unit
BMAN20072	Investment Analysis	10	C: BMAN23000A AND P: (BMAN10522 or BMAN10552). Pass mark of 60% or more in BMAN10552 is required to take this course unit
BMAN20081	Financial Statement Analysis	10	P: (BMAN10501 or BMAN10621A) & (BMAN10522 or BMAN10552). Pass mark of 60% or more in BMAN10552 is required to take this course unit
BMAN24102	Mergers & Acquisitions: Financial Perspectives	10	C: BMAN23000A AND P: (BMAN10522 or BMAN10552). Pass mark of 60% or more in BMAN10552 is required to take this course unit. Only available for the Finance pathway
BMAN10552	Fundamentals of Finance	10	Cannot be taken after BMAN10522

3. Business Studies

Second year compulsory course units: BMAN20600 AND either (ECON20341 and ECON20342) OR (ECON20000)

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
BMAN23000A	Foundation of Finance	20	P: BMAN10522 or BMAN10552. Pass mark of 60% or more in BMAN10552 is required to take this course unit
BMAN21040	Intermediate Management Accounting	20	P: BMAN10512 or BMAN10632
BMAN21061	Introduction to Business Information Systems	10	
BMAN20081	Financial Statement Analysis	10	P: (BMAN10501 or BMAN10621A) & (BMAN10522 or BMAN10552). Pass mark of 60% or more in BMAN10552 is required to take this course unit
BMAN20600	International Business Strategy: Contexts, Concepts & Skills	20	Only available for the Business Studies pathway
ECON20341	Business Economics IA	10	P: ECON10041 or ECON10081
ECON20342	Business Economics IB	10	C: ECON20341
ECON20000	Managerial Economics I	20	P: (ECON10041 & ECON10042) or (ECON10081 & ECON10082) & either (ECON10061 & ECON10062) or (ECON10001 & ECON10132) or (ECON10071 & ECON10072)
ECON20110	Econometrics	20	P: (ECON10001 & ECON10132) or (ECON10071 & ECON10072)
ECON20281	Further Mathematics for Economists	10	P: ECON10061
ECON20292	Statistics for Economists	10	C: ECON20281
SOST20041	Market Research	10	
SOCY20032	Work, Economy & Society	20	

4. Development Studies

Second year compulsory course units: (ECON20321 and ECON20332) AND (at least 20 core units from POLI20711, POLI20722, SOAN20822 or SOCY20231)

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
ECON10002	Introduction to Development Studies	10	
ECON20101	Economics of Environmental Management	10	P: (ECON10041 or ECON10081) AND either (ECON10061 or ECON10001 or ECON10071)
ECON20321	Development Economics IIA	10	P: (ECON10041 & ECON10042) or (ECON10081 & ECON10082)
ECON20332	Development Economics IIB	10	P: (ECON10041 or ECON10042) or (ECON10081 or ECON10082)
ECON20422	Applied Environmental Economics	10	P: (ECON10041 or ECON10081) AND EITHER (ECON10061 & ECON10062) or (ECON10001 & ECON10132) or (ECON10071 & ECON10072) AND C: ECON20101 or ECON20351
POLI10702	Introduction to Political Theory	20	
POLI20711	The Politics of Globalisation	20	
POLI20722	The Politics of Development	20	
POLI20611	Chinese Politics Today	10	
POLI20881	Freedom & Equality: Contemporary Debates	20	P: POLI10702
SOAN20801	Sex, Gender and Kinship	20	
SOAN20811	Anthropology of Religion	20	
SOAN20822	Political & Economic Anthropology	20	
SOCY20022	Sociology of Nature, Environment and Risk	20	
SOCY20091	Qualitative Social Research Design & Methods	20	
SOCY20231	Sustainability, Consumption & Global Responsibilities	20	
SOST20022	Essentials of Survey Designs and Analysis	20	Cannot be taken in conjunction with SOST20012

5. Economics

Second year compulsory course units:

Single Honours: ECON20351, ECON20352, ECON20401 & ECON20402 AND either (ECON20281 & ECON20292 (P: ECON10061 & ECON10062) or ECON20110 (P: ECON10001 & ECON10132 or ECON10071 & ECON10072)). ECON20110 can be taken in either the second or third year as a core unit;

Joint Honours Economics with Accounting, Business Studies or Finance: ECON20351, ECON20401 AND 20 additional credits of Level Two ECON course units;

Joint Honours Economics with Criminology, Development Studies, Philosophy, Politics or Sociology: any 40 credits of Level Two ECON course units.

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
ECON10081	The UK Economy – Microeconomics	10	P: ECON10041
ECON10082	The UK Economy – Macroeconomics	10	P: ECON10042
SOST10142	Applied Statistics for Economists	10	P: (ECON10061 & ECON10062) or (ECON10001 & ECON10132) or (ECON10071 & ECON10072)
ECON20000	Managerial Economics I	20	P: (ECON10041 & ECON10042) or (ECON10082 & ECON10082) <u>&</u> either (ECON10061 & ECON10062) or (ECON10001 & ECON10132) or (ECON10071 & ECON10072)
ECON20101	Economics of Environmental Management	10	P: (ECON10041 or ECON10081) AND either (ECON10061 or ECON10001 or ECON10071)
ECON20110	Econometrics	20	P: (ECON10001 & ECON10132) or (ECON10071 & ECON10072)
ECON20120	Mathematical Economics I	20	P: ECON10001 or ECON10071
ECON20281	Further Mathematics for Economists	10	P: ECON10061 & ECON10062
ECON20292	Statistics for Economists	10	C: ECON20281
ECON20321	Development Economics IIA	10	P: (ECON10041 & ECON10042) or (ECON10081 & ECON10082)
ECON20332	Development Economics IIB	10	P: ECON10041 or ECON10042 or ECON10081 or ECON10082
ECON20341	Business Economics IA	10	P: ECON10041 or ECON10081
ECON20342	Business Economics IB	10	C: ECON20341
ECON20351	Microeconomics IIA	10	P: (ECON10041 & ECON10042) or (ECON10081 & ECON10082) <u>&</u> either ECON10061 or ECON10001 or ECON10071
ECON20352	Microeconomics IIB	10	C: ECON20351
ECON20401	Macroeconomics IIA	10	P: (ECON10041 & ECON10042) or (ECON10081 & ECON10082) <u>&</u> either (ECON10061 & ECON10062) or (ECON10001 & ECON10132) or (ECON10071 & ECON10072)
ECON20402	Macroeconomics IIB	10	C: ECON20401

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Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
ECON20422	Applied Environmental Economics	10	P: (ECON10041 or ECON10081) & either (ECON10061 & ECON10062) or (ECON10001 & ECON10132) or (ECON10071 & ECON10072) AND C: either ECON20101 or ECON20351
ECON20431	Economics for Public Policy	10	P: ECON10041 or ECON10081
BMAN24091	Understanding The Financial Crisis: Competing Perspectives	10	Only available to single Honours Economics and joint Honours Economics & Politics pathways

6. Politics

Second year compulsory course units: (POLI10702 if not taken in the first year as a compulsory course unit) AND (at least 20 core units from POLI20711, POLI20722, POLI20522, POLI20911, POLI20922, POLI20931, POLI20942 or POLI20952). In addition, POLI20881 must be taken by single Honours pathway in either the second or third year.

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
POLI10702	Introduction to Political Theory	20	
POLI20332	The Politics of (in) Security	20	
POLI20521	Questions About International Politics	20	
POLI20532	British Politics & Society since 1940: From Blitz to The Big Society	20	
POLI20602	Arguing About Politics: Political Theory in the World	20	P: POLI10702
POLI20611	Chinese Politics Today	10	
POLI20711	The Politics of Globalisation	20	
POLI20722	The Politics of Development	20	
POLI20801	The Politics of Policy Making	20	
POLI20881	Freedom & Equality: Contemporary Debates	20	P: POLI10702
POLI20900	Politics Project (Extended Essay)	20	P: (20 credits of level one POLI course units) & (C:20 credits of level two POLI course units). Only available for the Politics pathway
POLI20911	Comparative European Politics	10	
POLI20921	France under the Fifth Republic	10	
POLI20931	National Politics of Germany	10	
POLI20942	Mediterranean Politics	10	
POLI20952	Comparative Politics of East Central Europe	10	

7. Criminology

Second year core units: (LAWS10421 if not taken in the first year as a core unit) AND (further 40 credits of Level Two Criminology course units)

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
LAWS20051	Policing & The Police	20	
LAWS20412	Explaining Crime & Deviance	20	
LAWS20441	Accessing and Understanding Data for Criminologists	20	
LAWS20452	Data Analysis for Criminologists (Q)	20	
LAWS20692	Understanding Punishment	20	
LAWS20701	Criminology and Criminal Justice in Action	20	
LAWS10082	Criminal Law (Criminology)	20	
LAWS10421	Foundations of Criminal Justice	20	
LAWS10431	Psychology, Crime & Criminal Justice	20	

8. Philosophy

Second year core units: 40 credits of Level Two PHIL course units

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
PHIL20021	Philosophy of Religion	20	
PHIL20042	Formal Logic	20	P: PHIL10041
PHIL20211	Locke, Berkeley and Hume	20	P: 20 credits of Level One PHIL course units
PHIL20231	Ethics	20	P: 20 credits of Level One PHIL course units
PHIL20242	20 th Century Analytical Philosophy	20	P: 20 credits of Level One PHIL course units
PHIL20261	Philosophy of Science	20	P: 20 credits of Level One PHIL course units
PHIL20272	Philosophy of Mind	20	P: 20 credits of Level One PHIL course units
PHIL20612	Phenomenology	20	P: 20 credits of Level One PHIL course units
PHIL20892	Philosophical Methods	20	P: 20 credits of Level One PHIL course units
PHIL20951	Aesthetics	20	P: 20 credits of Level One PHIL course units

9. Sociology

Second year core units: (One of either SOCY10421 or SOCY10432 if not taken in the first year as a core unit) AND one further Level Two SOCY course unit

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
SOCY10421	From Modernity to Postmodernity I	20	
SOCY10432	From Modernity to Postmodernity II	20	
SOCY20011	Sociology of Popular Music	20	
SOCY20022	Sociology of Nature, Environment & Risk	20	
SOCY20032	Work, Economy & Society	20	
SOCY20042	Social Network Analysis	20	
SOCY20052	Education and Society	20	
SOCY20062	Sociology of Fashion	20	
SOCY20091	Qualitative Social Research Design & Methods	20	
SOCY20231	Sustainability, Consumption & Global Responsibilities	20	
SOCY20241	New Media	20	
SOCY20271	Global Migration	20	
SOCY20402	Self and Society	20	
SOCY20892	Gender, Sexuality & Culture	20	
SOCY20951	Interaction & Social Order	20	
SOCY20961	Racism and Ethnicity in the UK	20	
SOST20012	The Survey Method in Social Research	20	Cannot be taken in conjunction with SOST20022. Only available for the Joint Honours Sociology pathway.

10. Other Course Units

The following course unit(s) may also be selected:

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
CAREERS SERVICE			
SOCS21002	Career Management Skills	10	
ECONOMIC AND SOCIAL HISTORY			
HIST21111	Crisis and Prosperity in 20 th Century Europe	20	
LAW			
LAWS10261	Introduction to English Law	10	
BMAN24042	Business Law I: Law, Business Liabilities and the Consumer	10	P: LAWS10261
SOCIAL ANTHROPOLOGY			
SOAN20801	Sex, Gender & Kinship	20	
SOAN20811	Anthropology of Religion	20	
SOAN20822	Political & Economic Anthropology	20	
SOAN20852	Materiality and Representation	20	
SOCIAL STATISTICS			
SOST10142	Applied Statistics for Economists	10	P: (ECON10061 & ECON10062) or (ECON10001 & ECON10132) or (ECON10071 & ECON10072)
SOST20022	Essentials of Survey Designs and Analysis	20	Cannot be taken in conjunction with SOST20012
SOST20031	The Mozart Effect and Statistical Inference	20	
SOST20041	Market Research	10	

11. Free Choice Course Units

In addition to the above course units listed you may take up to 20 credits of other courses as approved by BA Econ Programme Director.

Students who wish to select a course unit within the Manchester Leadership Programme (MLP) as part of your free choice selection, please go to the MLP website at: <http://www.mlp.manchester.ac.uk/> for further details.

Students who wish to select a course unit within the University College as part of your free choice selection, please go to the University College website at: <http://www.college.manchester.ac.uk/courses/> for further details.

Level Three Course Units

Honours candidates are required to complete course units totalling 120 credits. Candidates undertaking a single Honours pathway are required to take at least 80 credits from one pathway. Candidates undertaking Joint Honours pathway are required to take at least 50 credits from each pathway.

Students are only permitted to take up to 20 credits of level two course units, which either appear within the Level Three Programme Structure or as Free Choice Course Units. Please refer to regulation 10 under Undergraduate degree regulations (please consult the BA Econ Programme Handbook for details).

1. Accounting

Second year compulsory course units: BMAN21020, BMAN21040, BMAN20081 and BMAN21061; In addition BMAN23000A must be taken in either the second or final year. Please note that BMAN23000A is a pre-requisite for most final year Finance course units;
Final year core units: BMAN31000 and BMAN23000A if not taken in the second year.

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
BMAN31000	Financial Analysis of Corporate Performance	30	P: BMAN21020, BMAN21040, BMAN20081 & BMAN21061; P or C: BMAN23000A. Only available for the Accounting pathway. Students on the joint Accounting & Finance pathway must take only one of BMAN31000 & BMAN30190
BMAN30030	Contemporary Issues in Financial Reporting & Regulation	20	P: BMAN21020
BMAN31040	Advanced Management Accounting	20	P: BMAN21040
BMAN30071	Share Prices & Accounting Information	10	P: BMAN23000A
BMAN30131	Accountability & Auditing	10	P: BMAN21020
BMAN30151	Advanced Business Information Systems	10	P: BMAN21061
BMAN30202	Case Studies in Digital Transformation	10	
BMAN30211	Corporate Governance in Context	10	P: BMAN21020

In addition, not more than 20 credits of the following Level Two course units may be selected for the Final Examination:

BMAN23000A	Foundations of Finance	20	P: BMAN10522 or BMAN10552. Pass mark of 60% or more in BMAN10552 is required to take this course unit
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2. Business Studies

Second year compulsory course units:
 -For entrants up to and including 2012/13: BMAN20600, ECON20341 and ECON20342;
 -For 2013/14 entrants: BMAN20600 AND either (ECON20341 & ECON20342) OR (ECON20000);

Final year core units:
Single Honours: (BMAN33000) AND either (ECON30820 or ECON31000);
Joint Honours: BMAN33000

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
BMAN30021	Marketing	10	Only available for the Business Studies pathway
BMAN30042	Human Resource Management	10	Only available for the Business Studies pathway
BMAN30060	International Finance	20	P: BMAN23000A
BMAN30111	Advanced Corporate Finance	10	P: BMAN23000A
BMAN30211	Corporate Governance in Context	10	P: BMAN21020
BMAN30991	The International Management of Knowledge & Technology	20	Only available for the Business Studies pathway
BMAN31040	Advanced Management Accounting	20	P: BMAN21040
BMAN33000	International Business Analysis Project	20	P: BMAN20600. Only available for the Business Studies pathway
ECON30011	The Macroeconomics of Labour Markets	10	P: ECON20401 & ECON20402
ECON30352	Business Forecasting	10	P: ECON20110
ECON30370	Econometrics	20	P: ECON20281 & ECON20292
ECON30820	Business Economics II	20	P: ECON20342 or ECON20352
ECON30852	Money, Banking & Financial Markets	10	P: ECON20401 & ECON20402
ECON31000	Managerial Economics II	20	P: ECON20000
ECON32131	Labour Economics	10	P: ECON20351
SOST30012	Theory and Method in Demography (Q)	20	

Students who have passed either (ECON10001 & ECON10132) or (ECON10071 & ECON10072) in their first year but not taken ECON20110 in their second year may select this course unit for the Final Examination:

ECON20110	Econometrics	20	P: (ECON10001 & ECON10132) or (ECON10071 & ECON10072)
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3. Finance

Second year compulsory course units: BMAN23000A, BMAN20072 and BMAN20081;

Final year core units: BMAN30190

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
BMAN30190	Empirical Finance	30	P:BMAN23000A, BMAN20072 & BMAN20081. Only available for the Finance pathway. Students on the joint Accounting & Finance pathway must take only one of BMAN31000 & BMAN30190
BMAN30060	International Finance	20	P:BMAN23000A
BMAN30071	Share Prices & Accounting Information	10	P:BMAN23000A
BMAN30091	Financial Derivatives	10	P:BMAN23000A. Preferable to have a minimum pass mark of 50% or more in BMAN23000A to take this course unit
BMAN30111	Advanced Corporate Finance	10	P:BMAN23000A
BMAN30242	Financial Engineering	10	P:BMAN23000A. Students wishing to take BMAN30242 are strongly recommended to take BMAN30091 in semester one
BMAN30251	Behavioural Finance	10	P:BMAN23000A
BMAN30702	Corporate Contracting and Managerial Behaviour	10	P:BMAN23000A. Preferable to have a minimum pass mark of 60% or more in BMAN23000A to take this course unit
BMAN31792	Financial Market Microstructure	10	P: BMAN23000A, BMAN20072 AND BMAN21011. Preferable to have a minimum pass mark of 50% or more in BMAN23000A, BMAN20072 and BMAN21011 to take this course unit. Only available for the Accounting and/or Finance pathways

4. Development Studies

Second year compulsory course units:

-For entrants up to and including 2012/13: (ECON20321 and ECON20332) AND (at least 20 core units from POLI20711, POLI20722, SOAN20822 or SOCY20161);

-For 2013/14 entrants: (ECON20321 and ECON20332) AND (at least 20 core units from POLI20711, POLI20722, SOAN20822 or SOCY20131)

Final year core units: None

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
ECON30101	The Chinese Economy	10	P: (ECON10041 & ECON10042) or (ECON10081 & ECON10082)
ECON30232	Natural Resource Economics	10	P: ECON20351 AND one of either (ECON20352, ECON20120, ECON10071, ECON10001 or ECON20281)
ECON30451	Development Economics IIIA	10	P: ECON20321 or ECON20402
ECON30910	Development Studies Dissertation - Economics	20	Only available for the Development Studies pathway. Cannot be taken in conjunction with POLI30380 or SOCY30920
ECON32002	Property and Justice: From Grotius to Rawls	20	
ECON32111	Climate Change Economics	10	P: (ECON20101 or ECON20352) AND either (ECON10001 or ECON10071 or ECON20281)
ECON32142	Development Economics IIIB	10	P: ECON20332, ECON20352, ECON20120 or ECON20000
POLI30380	Development Studies Dissertation – Politics	20	Only available for the Development Studies pathway. Cannot be taken in conjunction with ECON30910 or SOCY30920
POLI30691	News Media & International Crisis	20	Only available for the Development Studies pathway
POLI30721	International Political Economy	20	
POLI30751	Global Justice	20	
POLI30791	Gender, War and Militarism	20	
POLI30861	Africa and Global Politics	20	
POLI31022	Border, Identities, Citizenship	20	
POLI32061	Fear and Loathing in International Relations	20	
POLI32092	Sex, Bodies and Money: Gendering International Political Economy	20	
POLI31001	Global Capitalism, Crisis and Revolt	20	
POLI31011	War Memories and Reconciliation in East Asia	20	
SOAN30052	Anthropology of Science, Magic and Expertise	20	
SOAN30061	Medical Anthropology	20	
SOAN30222	Regional Anthropology: Sub-Saharan Africa	20	
SOAN30111	Anthropology of Development	20	
SOAN30352	Anthropology of the Modern State	20	
SOCY30061	Urban Sociology	20	

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Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
SOCY30461	Power & Protest	20	
SOCY30302	Society & Culture in South Asia	20	
SOCY30920	Development Studies Dissertation – Sociology	20	P: Either (SOCY20091, SOST20021 or SOST20022). Only available for the Development Studies pathway. Cannot be taken in conjunction with ECON30910 or POLI30380
SOST30012	Theory and Method in Demography (Q)	20	
SOST30031	Modelling Social Inequality	20	

In addition, not more than 20 credits of the following Level Two course units may be selected for the Final Examination:

ECON20101	Economics of Environmental Management	10	P:(ECON10041 or ECON10081) AND either (ECON10061 or ECON10001 or ECON10071)
ECON20321	Development Economics IIA	10	P: (ECON10041 & ECON10042) or (ECON10081 & ECON10082)
ECON20332	Development Economics IIB	10	P: (ECON10041 or ECON10042) or (ECON10081 or ECON10082)
POLI20611	Chinese Politics Today	10	
POLI20711	The Politics of Globalisation	20	
POLI20722	The Politics of Development	20	
POLI20881	Freedom & Equality: Contemporary Debates	20	P: POLI10702
SOAN20822	Political & Economic Anthropology	20	

5. Economics

Second year compulsory course units:

Single Honours: ECON20351, ECON20352, ECON20401 & ECON20402 AND either (ECON20281 & ECON20292 (P: ECON10061 & ECON10062) or ECON20110 (P: ECON10001 & ECON10132 or ECON10071 & ECON10072)). ECON20110 can be taken in either the second or third year as a core unit; **Joint Honours: Economics with Accounting, Business Studies or Finance:** ECON20351, ECON20401 AND 20 additional credits of Level Two ECON course units; **Joint Honours: Economics with Criminology, Development Studies, Philosophy, Politics or Sociology:** any 40 credits of Level Two ECON course units.

Final year core units:

Single Honours: (ECON30611 and ECON30612) AND either (ECON30600 or ECON30290 or ECON30320); In addition, either (ECON20110 (if not taken in the second year)) OR (ECON30370 (P:ECON20281 and ECON20292)) must also be taken in the third year;

Joint Honours: None

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
ECON30002	Advanced Macroeconomics	10	C: ECON30611 & ECON30612
ECON30011	The Macroeconomics of Labour Markets	10	P: ECON20401 & ECON20402
ECON30101	The Chinese Economy	10	P: (ECON10041 & ECON10042) or (ECON10081 & ECON10082) or equivalent
ECON30232	Natural Resource Economics	10	P: ECON20351 <u>AND</u> one of either (ECON20352, ECON20120, ECON10071, ECON10001 or ECON20281)
ECON30382	Mathematical Finance	10	P: ECON20120 or (ECON20091 and ECON20092)
ECON30432	Financial Economics	10	P: ECON20120
ECON30451	Development Economics IIIA	10	P: ECON20321 or ECON20402
ECON30600	Microeconomics III	20	P: (ECON20351 & ECON20352) <u>AND</u> either (ECON10001 or ECON10071 or ECON20281)
ECON30611	Macroeconomics IIIA	10	P: (ECON20401 & ECON20402) <u>AND</u> either (ECON10001 or ECON10071 or ECON20281) & C: ECON30612
ECON30612	Macroeconomics IIIB	10	C: ECON30611
ECON30781	History of Economic Thought	20	
ECON30820	Business Economics II	20	P: ECON20342 or ECON20352
ECON30852	Money, Banking & Financial Markets	10	P: ECON20401 & ECON20402
ECON30941	Economics of Monetary Integration in Europe	10	P: ECON20401 & ECON20402
ECON31000	Managerial Economics II	20	P: ECON20000
ECON31012	Financial Econometrics	10	C: ECON30401
ECON32002	Property and Justice: From Grotius to Rawls	20	
ECON32111	Climate Change Economics	10	P: (ECON20101 or ECON20352) <u>AND</u> either (ECON10001 or ECON10071 or ECON20281)
ECON32131	Labour Economics	10	P: ECON20351
ECON32142	Development Economics IIIB	10	P: ECON20332, ECON20352, ECON20120 or ECON20000
ECON32152	Behavioural Economics	10	P: (ECON20120) <u>AND</u> (ECON20351 & ECON20352)
SOST30012	Theory and Method in Demography (Q)	20	

Students who have passed either (ECON10001 & ECON10132) or (ECON10071 & ECON10072) in their first year may also select the following course units:

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
ECON30290	Mathematical Economics II	20	P: ECON20120
ECON30341	Cross Section Econometrics	10	P: ECON20110
ECON30352	Business Forecasting	10	P: ECON20110
ECON30401	Time Series Econometrics	10	P: ECON20110

Students who have passed either (ECON10001 & ECON10132) or (ECON10071 & ECON10072) in their first year but not taken ECON20110 in their second year may select this course unit for the Final Examination:

ECON20110	Econometrics	20	Compulsory for the single Honours Economics pathway, if not taken in the second year
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Students who have passed ECON10061 & ECON10062 in their first year may also select the following course units:

ECON30320	Mathematical Economics I	20	P: ECON20281
ECON30370	Econometrics	20	P: ECON20281 & ECON20292. Compulsory for the single Honours Economics pathway

7. Politics

Second year compulsory course units:

(POLI10702 if not taken in the first year as a compulsory unit) AND (at least 20 core units from POLI20711, POLI20722, POLI20522, POLI20911, POLI20922, POLI20931, POLI20942 or POLI20952). In addition, POLI20881 must be taken by single Honours pathway in either the second or third year.

Final year core units:

Single Honours: (POLI20881 (if not taken in the second year)) AND either (POLI30300 or POLI30380).

Joint Honours: None

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
POLI20881	Freedom & Equality: Contemporary Debates	20	P: POLI10702. Compulsory for the single Honours Politics pathway, if not taken in the second year
POLI30031	Politics of The European Union	20	
POLI30051	Pluralism, Democracy & Citizenship	20	
POLI30072	Russian Politics	20	
POLI30112	Morality and Markets	20	
POLI30232	Gender, Sexuality & Politics	20	
POLI30241	Election and Voters	20	
POLI30271	Political Morality and Dirty Hands	20	
POLI30300	Dissertation A	40	Only available for the single Honours Politics pathway. Cannot be taken in conjunction with POLI30380
POLI30380	Dissertation B	20	Only available for single or joint Honours Politics pathway. Cannot be taken in conjunction with POLI30300
POLI30452	The Politics of Hate	20	
POLI30691	News Media & International Crisis	20	
POLI30721	International Political Economy	20	
POLI30751	Global Justice	20	
POLI30791	Gender, War and Militarism	20	
POLI30861	Africa and Global Politics	20	
POLI30892	Terrorism and Political Violence in Europe	20	
POLI31001	Global Capitalism, Crisis and Revolt	20	
POLI31002	Ideologies of Global Capitalism	20	
POLI31011	War Memories and Reconciliation in East Asia	20	
POLI31022	Border, Identities, Citizenship	20	
POLI31032	Children, Family and Social Justice	20	
POLI31042	Understanding Political Choice in Britain	20	
POLI31051	Labour Market Policy and Politics of Precarious Employment	20	
POLI32012	Democracy in the EU	20	
POLI32041	Contemporary Parliamentary Studies and the British Political Tradition	20	
POLI32061	Fear and Loathing in International Relations	20	
POLI32092	Sex, Bodies and Money: Gendering International Political Economy	20	
POLI32122	Theories of Rights	20	

8. Criminology

Second year compulsory course units: LAWS10421 and a further 40 credits of Level Two Criminology course units

Final year core units: None

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
LAWS30601	Drugs and Society	20	
LAWS30620	Short Dissertation	20	P: 20 credits of Level One Criminology courses. Only available for the Criminology pathway
LAWS30631	Crime Prevention & Community Safety	20	
LAWS30642	Comparative Studies in Crime & Criminal Justice (Q)	20	
LAWS30711	Counter Terrorism	20	P: LAWS20131
LAWS30792	Victims, Crime & Justice	20	
LAWS30811	Organising Crime: Migration, Trafficking & Smuggling	20	P: 20 credits of level one Criminology course is desirable but not essential
LAWS31061	Miscarriages of Criminal Justice	20	
LAWS31101	Youth Justice and Juvenile Delinquency	20	
LAWS31142	White Collar and Corporate Crime: Crimes of Finance and Finances of Crime	20	
LAWS31152	Crime Mapping: Introduction to GIS & Spatial Analysis	20	

In addition, not more than 20 credits of the following Level Two course units may be selected for the Final Examination:

LAWS20051	Policing & The Police	20	
LAWS20412	Explaining Crime & Deviance	20	
LAWS20441	Accessing and Understanding Data for Criminologists	20	
LAWS20452	Data Analysis for Criminologists (Q)	20	
LAWS20692	Understanding Punishment	20	
LAWS20701	Criminology and Criminal Justice in Action	20	

9. Philosophy

Second year compulsory course units: 40 credits of Level Two PHIL course units

Final year core units: None

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
PHIL30000	Short Dissertation	20	P: 40 credits of Level Two PHIL course units. Only available for the Philosophy pathway
PHIL30012	Special Author: Russell	20	P: 40 credits of Level Two PHIL course units
PHIL30041	Philosophical Logic	20	P: PHIL20041 or PHIL20042
PHIL30212	Metaphysics	20	P: 40 credits of Level Two PHIL course units
PHIL30312	Philosophy of Language	20	P: 40 credits of Level Two PHIL course units
PHIL30331	Issues in Epistemology	20	P: 40 credits of Level Two PHIL course units
PHIL30361	Philosophy of Psychology	20	P: 40 credits of Level Two PHIL course units
PHIL30552	Philosophy of Action	20	P: 40 credits of Level Two PHIL course units
PHIL30631	Philosophy of Music	20	P: 40 credits of Level Two PHIL course units
PHIL30711	Personhood & Freedom of the Will	20	P: 40 credits of Level Two PHIL course units
PHIL30721	Philosophy of Mathematics	20	P: 40 credits of Level Two PHIL course units
PHIL30842	Metaethics & Religious Language	20	P: 40 credits of Level Two PHIL course units

10. Sociology

Second year compulsory course units:

Joint Honours: Either SOCY10421 or SOCY10432 and one further Level Two Sociology course unit

Final year core units: None

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
SOCY30041	The Sociology of Human-Animal Relations	20	
SOCY30061	Urban Sociology	20	
SOCY30082	Forced Migration	20	
SOCY30072	Reproduction and New Medical Technologies	20	
SOCY30171	Identity, Power and Modernity	20	
SOCY30272	Creating Multicultural Britain	20	
SOCY30292	Applications of Social Networks	20	
SOCY30302	Society & Culture in South Asia	20	
SOCY30441	Sociology of Family Life and Intimacy	20	
SOCY30461	Power and Protest	20	
SOCY30841	Ethnomethodology & Conversation Analysis	20	
SOCY30920	Dissertation A	20	P: Either (SOCY20091, SOST20021 or SOST20022). Only available for the Sociology pathway. Cannot be taken in conjunction with SOCY30930
SOCY30930	Dissertation B	40	P: Either (SOCY20091, SOST20021 or SOST20022). Only available for the Sociology pathway. Cannot be taken in conjunction with SOCY30920
SOCY30982	Gender, Time and Change	20	
SOST30012	Theory and Method in Demography (Q)	20	

11. Other Course Units

The following course(s) may be selected:

Course Code	Course Unit Title	Credits	Pre/Co-requisites, Notes
ECONOMIC AND SOCIAL HISTORY			
HIST31242	Conflict and Commerce: War and Trade in Northern Europe, 1618 - 1763 (Q)	20	P: HIST10062
LAW			
BMAN24052	Business Law II: Law and Modern Corporation in an International Context	10	
SOCIAL ANTHROPOLOGY			
SOAN30052	An Anthropology of Science, Magic and Expertise	20	
SOAN30061	Medical Anthropology	20	
SOAN30222	Regional Anthropology: Sub Saharan Africa	20	
SOAN30241	Anthropology of the Arctic	20	
SOAN30212	Art, Activism and Anthropology	20	
SOAN30111	Anthropology Development	20	
SOAN30352	Anthropology of the Modern State	20	
SOAN30791	Screening Culture	20	
SOAN30811	Anthropology of Vision, Memory and the Senses	20	
SOCIAL STATISTICS			
SOST30012	Theory and Method in Demography (Q)	20	
SOST30022	Advanced Social Network Analysis	20	
SOST30031	Modelling Social Inequality	20	

12. Free Choice Course Units

In addition to the above you may take up to 20 credits of other course units subject to approval by the BA Econ Programme Director.

Final year students will normally be permitted to select Free Choice Course Units if it is a continuation of a course unit taken from their second year.