

School of Law

Postgraduate Taught Healthcare Ethics and Law Campus-based Programmes

Course Unit Selection Information 2018-19

This guide will provide you with information about the structure of your degree programme, where to find course outlines, and how to make your selections on the Student System via My Manchester.

Students studying on the master's programme (LLM or MA) must take 120 credits of taught course units and a 60 credit dissertation.

Students studying on the postgraduate diploma must take 120 credits of taught course units. Students studying on the postgraduate certificate must take 60 credits of taught course units.

Further information about your programme can also be found in the Making the Most of Your Postgraduate Studies document.

Please note that the information in this document was correct at the time of publication and is subject to change.

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Programme Structures (Taught Course Units)

LLM Health Care Ethics & Law (full-time)

Students on the full time LLM Health Care Ethics & Law programme must take taught course units to a total value of 120 credits. Students should take 60 credits in each semester.

SEMESTER ONE

Core units (total 60 credits):

- CSEP60201 Philosophical Bioethics (30 credits)
- CSEP60211 Medico-Legal Problems (30 credits)

Optional units

There are no optional course units in semester 1.

SEMESTER TWO

Core units

There are no core course units in semester 2.

Optional Units

Students must choose optional course units to a total value of 60 credits from the following list. Students enrolled on the LLM programme should choose at least 45 credits of law-based options.

Law-based Options

- CSEP60972 Children, Medicine and the Law (15 credits)
- CSEP60962 Medicine, Law and Society (15 credits)
- CSEP60102 Mental Health Law and Policy (15 credits)
- CSEP60222 Global Health, Law and Bioethics (15 credits)*

Ethics-based Options

- CSEP60312 Research Ethics (15 credits)
- CSEP60192 Ethics, Genetics and Genomics (15 credits)
- CSEP60222 Global Health, Law and Bioethics (15 credits)*

*NB: CSEP60222 This course unit is unusual in that it covers both ethical and legal issues equally and there are opportunities to answer ethical or legal assignment questions. As a result it can count as either an ethics or a law course unit, depending on the assessed essay title chosen. This will be clearly indicated when titles are released.

MA Health Care Ethics & Law (full-time)

Students on the full time MA Health Care Ethics & Law programme must take taught course units to a total value of 120 credits. Students should take 60 credits in each semester.

SEMESTER ONE

Core units (total 60 credits):

- CSEP60201 Philosophical Bioethics (30 credits)
- CSEP60211 Medico-Legal Problems (30 credits)

Optional units

There are no optional course units in semester 1.

SEMESTER TWO

Core units

There are no core course units in semester 2.

Optional Units

Students must choose optional course units to a total value of 60 credits from the following list. Students enrolled on the MA programme should choose at least 45 credits of ethics-based options.

Law-based Options

- CSEP60972 Children, Medicine and the Law (15 credits)
- CSEP60962 Medicine, Law and Society (15 credits)
- CSEP60102 Mental Health Law and Policy (15 credits)
- CSEP60222 Global Health, Law and Bioethics (15 credits)*

Ethics-based Options

- CSEP60312 Research Ethics (15 credits)
- CSEP60192 Ethics, Genetics and Genomics (15 credits)
- CSEP60222 Global Health, Law and Bioethics (15 credits)*

*NB: CSEP60222 This course unit is unusual in that it covers both ethical and legal issues equally and there are opportunities to answer ethical or legal assignment questions. As a result it can count as either an ethics or a law course unit, depending on the assessed essay title chosen. This will be clearly indicated when titles are released.

MSc Healthcare Ethics and Law (full-time only)

SEMESTER ONE

Core units (total 60 credits):

- CSEP60201 Philosophical Bioethics (30 credits)
- CSEP60211 Medico-Legal Problems (30 credits)

Optional units

There are no optional course units in semester 1.

SEMESTER TWO

Core units

There are no core course units in semester 2.

Optional Units

Students must choose optional course units to a total value of 60 credits from the following list:

Law-based Options

- CSEP60972 Children, Medicine and the Law (15 credits)
- CSEP60962 Medicine, Law and Society (15 credits)
- CSEP60102 Mental Health Law and Policy (15 credits)
- CSEP60222 Global Health, Law and Bioethics (15 credits)*

Ethics-based Options

- CSEP60312 Research Ethics (15 credits)
- CSEP60192 Ethics, Genetics and Genomics (15 credits)
- CSEP60222 Global Health, Law and Bioethics (15 credits)*

*NB: CSEP60222 This course unit is unusual in that it covers both ethical and legal issues equally and there are opportunities to answer ethical or legal assignment questions. As a result it can count as either an ethics or a law course unit, depending on the assessed essay title chosen. This will be clearly indicated when titles are released.

Postgraduate Diploma Health Care Ethics & Law (full-time)

Students on the full time Postgraduate Diploma Health Care Ethics & Law programme must take taught course units to a total value of 120 credits. Students should take 60 credits in each semester.

SEMESTER ONE

Core units (total 60 credits):

- CSEP60201 Philosophical Bioethics (30 credits)
- CSEP60211 Medico-Legal Problems (30 credits)

Optional units

There are no optional course units in semester 1.

SEMESTER TWO

Core units

There are no core course units in semester 2.

Optional Units

Students must choose optional course units to a total value of 60 credits from the following list.

Law-based Options

- CSEP60972 Children, Medicine and the Law (15 credits)
- CSEP60962 Medicine, Law and Society (15 credits)
- CSEP60102 Mental Health Law and Policy (15 credits)
- CSEP60222 Global Health, Law and Bioethics (15 credits)*

Ethics-based Options

- CSEP60312 Research Ethics (15 credits)
- CSEP60192 Ethics, Genetics and Genomics (15 credits)
- CSEP60222 Global Health, Law and Bioethics (15 credits)*

*NB: CSEP60222 This course unit is unusual in that it covers both ethical and legal issues equally and there are opportunities to answer ethical or legal assignment questions. As a result it can count as either an ethics or a law course unit, depending on the assessed essay title chosen. This will be clearly indicated when titles are released.

Students who are considering requesting to upgrade to the MA or LLM should keep in mind that eligibility for the LLM depends on having chosen/taken at least 45 credits of law-based options, in addition to “Medico-Legal Problems”. To be eligible to upgrade to the MA programme, they would need to have chosen/taken at least 30 credits of ethics-based options in addition to “Philosophical Bioethics”.

LLM Health Care Ethics & Law (part-time)

Students on the part-time LLM Health Care Ethics & Law programme must take taught course units to a total value of 120 credits over the two years of study. Students should normally take 60 credits in each year.

YEAR ONE, SEMESTER ONE

In semester one of year one, one of the following two compulsory course units must be selected (the course unit not selected must be taken in year two):

- CSEP60201 Philosophical Bioethics (30 credits, semester one)
- CSEP60211 Medico-Legal Problems (30 credits, semester one)

Optional course units

There are no optional course units in semester 1.

YEAR ONE, SEMESTER TWO

Core units

There are no core course units in semester 2.

Optional course units

Students enrolled on the LLM programme should choose at least 45 credits of law-based options across the degree programme. Students must choose optional course units to a total value of 60 credits from the following list (30 credits in each year).

Law-based Options

- CSEP60972 Children, Medicine & the Law (15 credits, semester 1)
- CSEP60102 Mental Health Law & Policy (15 credits, semester 2)
- CSEP60962 Medicine, Law & Society (15 credits, semester 1)
- CSEP60222 Global Health, Law, and Bioethics (15 credits, semester two)*

Ethics-based Options

- CSEP60312 Research Ethics (15 credits, semester 1)
- CSEP60162 Ethics, Genetics & Genomics (15 credits, semester 2)
- CSEP60222 Global Health, Law, and Bioethics (15 credits, semester two)*

NOTE: *Part-time students are normally expected to complete one of the the 30 credit Cores, either Philosophical Bioethics (PB) or Medico-Legal Problems (MLP), and two options in Year 1. The choice of the Core in Year 1 normally dictates the nature of the option to be completed in that year. Thus, if a student chooses PB in semester 1 of year 1, s/he is expected to complete optional courses with a significant ethics component. If, however, a student chooses Medico-Legal Problems in semester 1 of year 1, s/he is expected to complete optional courses with a significant legal component.*

*NB: CSEP60222 This course unit is unusual in that it covers both ethical and legal issues equally and there are opportunities to answer ethical or legal assignment questions. As a result it can count as either an ethics or a law course unit, depending on the assessed essay title chosen. This will be clearly indicated when titles are released.

YEAR TWO, SEMESTER ONE

Core units

In semester one of year two, one of the following two compulsory course units must be selected (the course unit you didn't select in year one):

- CSEP60201 Philosophical Bioethics (30 credits)
- CSEP60211 Medico-Legal Problems (30 credits)

Optional course units

There are no optional course units in semester 1.

YEAR TWO, SEMESTER TWO

Core units

There are no core course units in semester 2.

Optional course units

Students enrolled on the LLM programme should choose at least 45 credits of law-based options across the degree programme. Students must choose optional course units to a total value of 60 credits from the following list (30 credits in each year).

Law-based Options

- CSEP60972 Children, Medicine & the Law (15 credits)
- CSEP60102 Mental Health Law & Policy (15 credits)
- CSEP60962 Medicine, Law & Society (15 credits)
- CSEP60222 Global Health, Law, and Bioethics (15 credits)*

Ethics-based Options

- CSEP60312 Research Ethics (15 credits)
- CSEP60162 Ethics, Genetics & Genomics (15 credits)
- CSEP60222 Global Health, Law, and Bioethics (15 credits)*

*NB: CSEP60222 This course unit is unusual in that it covers both ethical and legal issues equally and there are opportunities to answer ethical or legal assignment questions. As a result it can count as either an ethics or a law course unit, depending on the assessed essay title chosen. This will be clearly indicated when titles are released.

MA Health Care Ethics & Law (part-time)

Students on the part-time MA Health Care Ethics & Law programme must take taught course units to a total value of 120 credits over the two years of study. Students should normally take 60 credits in each year.

YEAR ONE, SEMESTER ONE

Core units

In semester one of year one, one of the following two compulsory course units must be selected (the course unit not selected must be taken in year two):

- CSEP60201 Philosophical Bioethics (30 credits)
- CSEP60211 Medico-Legal Problems (30 credits)

Optional course units

There are no optional course units in semester 1.

YEAR ONE, SEMESTER TWO

Core units

There are no core course units in semester 2.

Optional course units

Students enrolled on the MA programme should choose at least 45 credits of ethics-based options across the degree programme. Students must choose optional course units to a total value of 60 credits from the following list (30 credits in each year).

Law-based Options

- CSEP60972 Children, Medicine & the Law (15 credits)
- CSEP60102 Mental Health Law & Policy (15 credits)
- CSEP60962 Medicine, Law & Society (15 credits)
- CSEP60222 Global Health, Law, and Bioethics (15 credits)*

Ethics-based Options

- CSEP60312 Research Ethics (15 credits)
- CSEP60162 Ethics, Genetics & Genomics (15 credits)
- CSEP60222 Global Health, Law, and Bioethics (15 credits)*

NOTE: *Part-time students are normally expected to complete one of the the 30 credit Cores, either Philosophical Bioethics (PB) or Medico-Legal Problems (MLP), and two options in Year 1. The choice of the Core in Year 1 normally dictates the nature of the option to be completed in that year. Thus, if a student chooses PB in semester 1 of year 1, s/he is expected to complete optional courses with a significant ethics component. If, however, a student*

chooses Medico-Legal Problems in semester 1 of year 1, s/he is expected to complete optional courses with a significant legal component.

*NB: CSEP60222 This course unit is unusual in that it covers both ethical and legal issues equally and there are opportunities to answer ethical or legal assignment questions. As a result it can count as either an ethics or a law course unit, depending on the assessed essay title chosen. This will be clearly indicated when titles are released.

YEAR TWO, SEMESTER ONE

Core units

In semester one of year two, one of the following two compulsory course units must be selected (the course unit you didn't select in year one):

- CSEP60201 Philosophical Bioethics (30 credits)
- CSEP60211 Medico-Legal Problems (30 credits)

Optional course units

There are no optional course units in semester 1.

YEAR TWO, SEMESTER TWO

Core units

There are no core course units in semester 2.

Optional course units

Students enrolled on the MA programme should choose at least 45 credits of ethics-based options across the degree programme. Students must choose optional course units to a total value of 60 credits from the following list (30 credits in each year).

Law-based Options

- CSEP60972 Children, Medicine & the Law (15 credits)
- CSEP60102 Mental Health Law & Policy (15 credits)
- CSEP60962 Medicine, Law & Society (15 credits)
- CSEP60222 Global Health, Law, and Bioethics (15 credits)*

Ethics-based Options

- CSEP60312 Research Ethics (15 credits)
- CSEP60162 Ethics, Genetics & Genomics (15 credits)
- CSEP60222 Global Health, Law, and Bioethics (15 credits)*

NOTE: **Part-time students** are normally expected to complete one of the the 30 credit Cores, either Philosophical Bioethics (PB) or Medico-Legal Problems (MLP), and two options in Year 1. The choice of the Core in Year 1 normally dictates the nature of the option to be completed in that year. Thus, if a student chooses PB in semester 1 of year 1, s/he is expected

to complete optional courses with a significant ethics component. If, however, a student chooses Medico-Legal Problems in semester 1 of year 1, s/he is expected to complete optional courses with a significant legal component.

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Postgraduate Diploma Health Care Ethics & Law (part-time)

Students on the part-time PG Diploma Health Care Ethics & Law programme must take taught course units to a total value of 120 credits over the two years of study. Students should normally take 60 credits in each year.

YEAR ONE, SEMESTER ONE

Core units

In semester one of year one, one of the following two compulsory course units must be selected (the course unit not selected must be taken in year two):

- CSEP60201 Philosophical Bioethics (30 credits)
- CSEP60211 Medico-Legal Problems (30 credits)

Optional course units

There are no optional course units in semester 1.

YEAR ONE, SEMESTER TWO

Core units

There are no core course units in semester 2.

Optional course units

Students must choose optional course units to a total value of 60 credits from the following list (30 credits in each year).

Law-based Options

- CSEP60972 Children, Medicine & the Law (15 credits)
- CSEP60102 Mental Health Law & Policy (15 credits)
- CSEP60962 Medicine, Law & Society (15 credits)
- CSEP60222 Global Health, Law, and Bioethics (15 credits)*

Ethics-based Options

- CSEP60312 Research Ethics (15 credits)
- CSEP60162 Ethics, Genetics & Genomics (15 credits)
- CSEP60222 Global Health, Law, and Bioethics (15 credits)*

NOTE: *Part-time students are normally expected to complete one of the 30 credit Cores, either Philosophical Bioethics (PB) or Medico-Legal Problems (MLP), and two options in Year 1. The choice of the Core in Year 1 normally dictates the nature of the option to be completed in that year. Thus, if a student chooses PB in semester 1 of year 1, s/he is expected to complete optional courses with a significant ethics component. If,*

however, a student chooses Medico-Legal Problems in semester 1 of year 1, s/he is expected to complete optional courses with a significant legal component.

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Students who are considering requesting to upgrade to the MA or LLM should keep in mind that eligibility for the LLM depends on having chosen/taken at least 45 credits of law-based options, in addition to Medico-Legal Problems". To be eligible to upgrade to the MA programme, they would need to have chosen/taken at least 30 credits of ethics-based options in addition to "Philosophical Bioethics".

YEAR TWO, SEMESTER ONE

Core units

In semester one of year two, one of the following two compulsory course units must be selected (the course unit you didn't select in year one):

- CSEP60201 Philosophical Bioethics (30 credits)
- CSEP60211 Medico-Legal Problems (30 credits)

Optional course units

There are no optional course units in semester 1.

YEAR TWO, SEMESTER TWO

Core units

There are no core course units in semester 2.

Optional course units

Students enrolled on the MA programme should choose at least 45 credits of ethics-based options across the degree programme. Students must choose optional course units to a total value of 60 credits from the following list (30 credits in each year).

Law-based Options

- CSEP60972 Children, Medicine & the Law (15 credits)
- CSEP60102 Mental Health Law & Policy (15 credits)
- CSEP60962 Medicine, Law & Society (15 credits)
- CSEP60222 Global Health, Law, and Bioethics (15 credits)*

Ethics-based Options

- CSEP60312 Research Ethics (15 credits, semester 1)
- CSEP60162 Ethics, Genetics & Genomics (15 credits)

- CSEP60222 Global Health, Law, and Bioethics (15 credits)*

NOTE: **Part-time students** are normally expected to complete one of the the 30 credit Cores, either Philosophical Bioethics (PB) or Medico-Legal Problems (MLP), and two options in Year 1. The choice of the Core in Year 1 normally dictates the nature of the option to be completed in that year. Thus, if a student chooses PB in semester 1 of year 1, s/he is expected to complete optional courses with a significant ethics component. If, however, a student chooses Medico-Legal Problems in semester 1 of year 1, s/he is expected to complete optional courses with a significant legal component.

*NB: CSEP60222 This course unit is unusual in that it covers both ethical and legal issues equally and there are opportunities to answer ethical or legal assignment questions. As a result it can count as either an ethics or a law course unit, depending on the assessed essay title chosen. This will be clearly indicated when titles are released.

Postgraduate Certificate in Health Care Ethics (Full-time)

Students on the full-time Postgraduate Certificate in Health Care Ethics programme must take taught course units to a total value of 60 credits. Students will study 30 credits in semester 1 and 30 credits in semester 2. All course units on the programme are core.

SEMESTER ONE

- CSEP60201 Philosophical Bioethics (30 credits)

SEMESTER TWO

- CSEP60312 Research Ethics (15 credits)
- CSEP60192 Ethics, Genetics & Genomics (15 credits)

Postgraduate Certificate in Health Care Law (Full-time)

Students on the full-time Postgraduate Certificate in Health Care Law programme must take taught course units to a total value of 60 credits. Students will study 30 credits in semester 1 and 30 credits in semester 2.

SEMESTER ONE

Core units (total 30 credits):

- CSEP60211 Medico-Legal Problems (30 credits)

Optional units

There are no optional course units in semester 1.

SEMESTER TWO

Core units

There are no core course units in semester 2.

Optional course units

Students enrolled on the Postgraduate Certificate in Health Care Law programme must choose two options from the course units below (totalling 30 credits):

- CSEP60962 Medicine, Law & Society (15 credits)
- CSEP60972 Children, Medicine & Law (15 credits)
- CSEP60102 Mental Health Law & Policy (15 credits)

Course Outlines

Each course unit has a course outline which provides information about the content of the course unit, the aims and intended learning outcomes, the teaching methods and methods of assessment and more.

You can search for the outline for each course unit at the following link:

<http://courseunits.humanities.manchester.ac.uk/Postgraduate>

When to Select Course Units

You will be automatically enrolled on the core course units for your degree programme by the Teaching and Student Support Office. You will need to select your chosen optional course units using the Student System via My Manchester.

You will be able to select your optional course units from 10am on Monday 3 September 2018. You should select your optional course units for both semester 1 and semester 2 for the 2018-19 academic year.

When selecting your semester 1 and year-long options you will also need to select a related class i.e. a seminar, where applicable. Information later in this document explains how to select your course units and seminars.






When selecting your semester 2 options you will need to select SEM0 as a related class. This allows you to enrol on the course unit correctly. Later in the academic year you will be advised when and how you can select a specific time for your semester 2 seminars.

Although you are asked to select optional course units upon registration in September, you will be allowed to change your optional course units within a limited period of time. From the beginning of teaching in each semester, a period of two weeks is permitted in which your election of optional course units can change.

This means that the final selection of semester one course units must be made by **Friday 5 October 2018** and the final selection of semester two course units must be made by **Friday 8 February 2019**.


How to Select Course Units

You should follow this section if you wish to enrol on course units. If you need to swap a course unit for another select the **SWAP** tab in step 5 below instead of add. You will then need to select the course unit you wish to change and search for the course unit you wish to enrol on instead.


1. Log into the Student System (aka Campus Solutions), through My Manchester . Enter your central username and password and click log in.	Use the following link to log in to My Manchester: http://my.manchester.ac.uk/
2. Once you are logged in, click on the TOOLS tab and click on the link to the STUDENT SYSTEM	
3. When you are in the Student System click on STUDENT CENTER .	
4. Click on ENROLL	
5. Make sure you are in the ADD tab.	
6. Select the appropriate academic year i.e. 18/19 Academic Year	
7. Make sure the CLASS SEARCH radio button is selected. 'Class' refers to a course unit.	
8. You will be taken to the search criteria. SELECT A SUBJECT ; for Healthcare Ethics and Law course units (CSEP) select Centre of Social Ethics and Pol.	
9. Select POSTGRADUATE TAUGHT as the course career.	
10. Type the course number you want to search for i.e. the 5 digits after LAWS 70501 /SOST 70661 . Click Search	

IMPORTANT: If you get an error message, which says: There are no Academic Advisement rules defined for your Programme and Plan, you need to select “Postgraduate Taught” as your Career Level. This will solve the problem. Only contact the School if you have done this and it does not resolve the issue.

11. You will need to **select the LECTURE component** (unless otherwise advised) – normally defined as 'LEC' in the Section – by clicking on **Select Class**





The screenshot shows a table of classes under the heading 'LAW5 60642 - Comparative Studies in Crime and Criminal Justice'. The table has columns for Class, Section, Days & Times, Room, Instructor, Meeting Dates, and Status. The first row is highlighted in blue. In the 'Status' column of this row, there is a green circle and a green button labeled 'select', both of which are circled in red.




Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
9854	LEC-LEC 2nd Sem	Th 15:00 - 17:00	TBA	William Heberton	30/01/2017 - 24/03/2017	 select

12. In most cases you will need to select a related tutorial/workshop/seminar etc. There may be more classes to choose from than initially appear on screen – if there are you should click **view all sections**. Please note that you will need to select a seminar time for semester 1 and year-long course units, but for semester 2 course units you will need to select SEM0. You will be advised how and when to select seminar times for semester 2 course units later in the academic year.

13. Click the radio button to the left of the option you wish to add. Then click **NEXT**.

<p>14. The next screen will show what you have chosen. You are not enrolled yet, click NEXT</p>	
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<p>15. The next screen will confirm your selection, now you can add more classes (by clicking search and follow from step 7), or to finish, click PROCEED TO STEP 2 OF 3.</p> <p>Remember you are not yet enrolled so if there are limited spaces on a course unit you may wish to proceed to step 2 or 3 and select further course units later.</p>	 A screenshot of a green rectangular button with the text "PROCEED TO STEP 2 OF 3" in white, bold, uppercase letters. The button is centered on a white background.
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16. To end the enrolling process click FINISH ENROLLING (you can come back later and add more if you wish). YOU ARE NOT ENROLLED until you click this button and received a confirmation of enrolment.	
17. You will receive a message to notify you if enrollment was successful or not. If it was not successful there may be a number of reasons for this. Please see the next page for details of error messages and what to do.	 

Errors when Enrolling – Unable to Add Class

If you receive an error message to indicate you have been unable to add your selected course unit, below are details of how to resolve some common issues.

Error	Reason	Action
Timetable conflicts	There is a clash between classes you have selected/are already enrolled on.	Clashes are not permitted and you must select a different class. If the clash includes a clash with a seminar, you may be able to change your seminar selection in order to enrol on the class. Please note clashes are not permitted in the University. If a clash is unavoidable you must change your course unit. If the clash involves a seminar but all other seminar groups are full, please email law.timetabling@manchester.ac.uk . Please remember to include your name, student ID number, and full details of your issue. The Timetabling Officer will check to see if there is any space to add you to another seminar group that fits with your timetable. If this is not possible you will need to select a different course unit.
Course is at full capacity (blue square symbol is shown when selecting class)	The course unit is full and there is no space for additional students.	You need to select a different course unit. The School of Law does not operate a wait list. You can check the Student System regularly to see if a space becomes available. For course units outside the School of Law, please check with the School offering the course unit to see if they operate a wait list.
Service indicator	A negative service indicator is usually associated with a debt to the University. If	Contact the Student Services Centre by calling 0161 275 5000 in order to discuss how to remove the negative service indicator from your account. You and the School will not be

	can range from a library fine to unpaid accommodation or tuition fees.	able to make any changes to your course unit enrolment until you have resolved this issue.
There are no Academic Advisement rules defined for your Programme and Plan....	You have not selected 'Postgraduate Taught' in the drop down menu next to Course Career.	Go back to the search page and make sure you have selected 'Postgraduate Taught' in the drop down menu for the Course Career. Once you have entered this and other search criteria you should then be able to find the course you are looking for. If you continue to have any issues please email tlseo.law@manchester.ac.uk . Please remember to include your name, student ID number, and full details of your issue. A member of TLSEO will respond to you as soon as possible.
Error	Reason	Action
Department consent	Students cannot enrol themselves on this course unit.	Email or telephone the Teaching, Learning and Student Experience Office. Please include or have ready your student ID number and provide full details of your issue. The Teaching, Learning and Student Experience Office will enrol you on the course unit if you are permitted to take this or advise you what to do next.
Excessive credit load	You have exceeded your maximum number of credits	You will need to drop or swap a course unit before enrolling onto another one.
Pre-requisites not met	You have not met the required pre-requisite course unit(s)	You need to select a different course unit.
Co-requisites not met	You have not met the required co-requisite course unit(s)	You need to enrol on the co-requisite at the same time or select a different course unit.

Timetables

You will find generic lecture and seminar timetables for all postgraduate taught course units on notice boards on the third floor of the Williamson Building.

You can also view generic lecture timetables by degree programme at the following webpage from 03 September 2018. You will need to log in using your University username and password: <http://www.law.manchester.ac.uk/student-intranet/course-unit-selection/timetables/>

Please note that the lecture grids will include all course units available for the degree programme.

Personalised Timetable

There is a timetable on the Student System, which shows your courses, but it does not show rooms. This timetable updates immediately so it is a useful reference point when you are trying to select your course units (and resolve any timetables clashes if applicable).

However, you must check your personalised My Manchester timetable for the location of your classes. You access this timetable go to the My Home tab on [My Manchester](#). Timetables will go live just before the start of the first semester.

IMPORTANT: Once you've selected course units/made changes to your course units, your My Manchester timetable usually takes between 24 and 48 hours to update. It does not update immediately. If you need to know the location of a class, check the notice boards on the third floor of the Williamson Building.

Not all timetabled activities will run on a weekly basis so it is important you check your timetable online. You can view your timetable by semester, but we would strongly encourage you to check your weekly timetable each week.

Need help on how to access and use your timetable? Look at the [guide for students on how to use the My Manchester timetables](#)

Help to Select Your Course Units

If after following the instructions in this guide you are not sure which options to select or how to select them, academic and professional support staff will be available to help you during Welcome Week. You can discuss course units when you meet your programme director on Thursday 20 September 2018. There will be a drop in session with help from the Teaching and Student Support Office to assist you in selecting your course units on Friday 21 September 2018.

Please check your welcome week schedule for information on times and locations, accessible at: <http://www.law.manchester.ac.uk/welcome/>

Alternatively, contact details for the Teaching, Learning and Student Experience Office can be found below.

Contact Details

If you are having any problems selecting your course units or have any queries, please contact the Teaching, Learning and Student Experience Office (TSSO).

Contact Name	Email	Telephone and Location
Teaching, Learning and Student Experience Office Reception Monday-Friday, 9am-5pm	tlseo.law@manchester.ac.uk	0161 306 1260 3.05 Williamson Building
PGT Criminology and HCEL (campus-based) Student Experience Administrator Tuesday-Friday, 9am-5pm	nuria.hortiguela@manchester.ac.uk	0161 275 3561 3.05 Williamson Building
PGT HCEL (distance-learning) Student Experience Administrator Core hours: Monday-Wednesday and Friday, 9.30am-2pm	leanne.tuite@manchester.ac.uk	0161 275 3669 3.05 Williamson Building
PGT Law Student Experience Administrator Monday, Wednesday-Friday, 8am-4pm	Myra.knutton@manchester.ac.uk	0161 275 7553 3.05 Williamson Building