

## School of Law

# Postgraduate Taught Healthcare Ethics and Law Distance-learning 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.

### Quick Links

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## **Programme Structures (Taught Course Units)**

### **LLM Healthcare Ethics and Law Part-time, Distance Learning**

#### **YEAR ONE**

##### **Core units:**

- CSEP60103 Philosophical Bioethics (30 credits)
- CSEP60113 Medico-Legal Problems (30 Credits)

##### **Optional units:**

There are no optional units to select in year one.

#### **YEAR TWO**

##### **Core units:**

- CSEP60293 International Issues in Healthcare Ethics and Law (30 credits)
- CSEP60253 Medicine Law and Society (15 credits)
- CSEP60243 Mental Health Law and Policy (15 credits)

## **MA Healthcare Ethics and Law Part-time, Distance Learning**

### **YEAR ONE**

#### **Core units:**

- CSEP60103 Philosophical Bioethics (30 credits)
- CSEP60113 Medico-Legal Problems (30 Credits)

#### **Optional units:**

There are no optional units to select in year one.

### **YEAR TWO**

#### **Core units:**

- CSEP60293 International Issues in Healthcare Ethics and Law (30 credits)

#### **Optional units:**

Students must select optional course units totalling 30 credits from the choices below. Students registered on the MA Health Care Ethics & Law may select any two of the available optional course units and may choose to complete a predominantly 'law-based' or 'ethics-based' dissertation

#### Law-based options

- CSEP60253 Medicine Law and Society (15 credits)
- CSEP60243 Mental Health Law and Policy (15 credits)

#### Ethics-based options

- CSEP60033 Research Ethics (15 credits)
- CSEP60043 Ethics, Genetics and Genomics (15 credits)

**IMPORTANT:** Students who initially register on the MA but wish to request a programme change to the LLM must do so before submission of the dissertation. Students must have taken the relevant course units and must be completing a predominately 'law-based' dissertation in order to change to the LLM programme. Students should request a programme change by contacting their programme administrator.

## **Postgraduate Diploma Healthcare Ethics and Law Part-time, Distance Learning**

### **YEAR ONE**

#### **Core units:**

- CSEP60103 Philosophical Bioethics (30 credits)
- CSEP60113 Medico-Legal Problems (30 Credits)

#### **Optional units:**

There are no optional units to select in year one.

### **YEAR TWO**

#### **Core units:**

- CSEP60293 International Issues in Healthcare Ethics and Law (30 credits)

#### **Optional units:**

Students must select optional course units totalling 30 credits from the choices below.

#### Law-based options

- CSEP60253 Medicine Law and Society (15 credits)
- CSEP60243 Mental Health Law and Policy (15 credits)

#### Ethics-based options

- CSEP60033 Research Ethics (15 credits)
- CSEP60043 Ethics, Genetics and Genomics (15 credits)

**PG Certificate in Healthcare Ethics Part-time, Distance Learning**

- CSEP60103 Philosophical Bioethics (30 credits);
- CSEP60033 Research Ethics (15 credits); and
- CSEP60043 Ethics, Genetics and Genomics (15 credits)

**PG Certificate in Healthcare Law Part-time, Distance Learning**

- CSEP60113 Medico-Legal Problems (30 credits);
- CSEP60253 Medicine, Law & Society (15 credits);
- CSEP60243 Mental Health Law and 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, Learning and Student Experience Office. You will need to select your chosen optional course units using the Student System via My Manchester.

For distance learning students, option selection does not take place until second year, as there are no optional course units in year one of the programme. The Programme Administrator will inform you when option selection for year 2 will open.

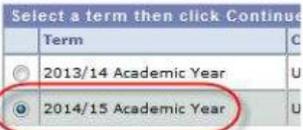
Second year students will be able to select your optional course units from 10am on Monday 3 September 2018. You should select your optional course units for both semester 1 and semester 2.

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.

<p>1. Log into the Student System (aka Campus Solutions), through <a href="#">My Manchester</a>. Enter your central username and password and click log in.</p>	<p>Use the following link to log in to My Manchester: <a href="http://my.manchester.ac.uk/">http://my.manchester.ac.uk/</a></p>
<p>2. Once you are logged in, click on the <b>TOOLS tab</b> and click on the link to the <b>STUDENT SYSTEM</b></p>	
<p>3. When you are in the Student System click on <b>STUDENT CENTER</b>.</p>	
<p>4. Click on <b>ENROLL</b></p>	
<p>5. Make sure you are in the <b>ADD</b> tab.</p>	
<p>6. Select the appropriate academic year i.e. 17/18 Academic Year</p>	
<p>7. Make sure the <b>CLASS SEARCH</b> radio button is selected. 'Class' refers to a course unit.</p>	
<p>8. You will be taken to the search criteria. <b>SELECT A SUBJECT</b>; for HCEL/CSEP course units (CSEP) select <b>Centre of Social Ethics and Pol.</b></p>	
<p>9. Select <b>POSTGRADUATE TAUGHT</b> as the course career.</p>	
<p>10. <b>Type the course number</b> you want to search for i.e. the 5 digits after <b>LAWS70501/SOST70661</b>. Click <b>Search</b></p>	

Search for Classes

The University of Manchester | 2016/17 Academic Year

Course Subject and Course Career are MANDATORY. Click Search to view your search results.

Class Search

Subject: Law

Course Number: is exactly

Course Career: Postgraduate Taught

Show Open Classes Only

Open Entry/Exit Classes Only

Additional Search Criteria

[Return to Quick Enrollment](#) CLEAR 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**

LAWS 60642 - Comparative Studies in Crime and Criminal Justice						
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	<input checked="" type="radio"/> select

12. In most cases (except for distance learning courses) 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**.

**View All Sections** First 1-3 of 7 Last

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

10011 SEM2 Tu 12:00 - 14:00 **NEXT**

14. The next screen will show what you have chosen. You are not enrolled yet, click **NEXT**

**NEXT**

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**.

**PROCEED TO STEP 2 OF 3**

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.

16. To end the enrolling process click **FINISH ENROLLING** (you can come back later and

<p>add more if you wish). <b>YOU ARE NOT ENROLLED</b> until you click this button and received a confirmation of enrolment.</p>	
<p>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.</p>	 

## 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
<p>Course is at full capacity (blue square symbol is shown when selecting class)</p>	<p>The course unit is full and there is no space for additional students.</p>	<p>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.</p>
<p>Service indicator</p>	<p>A negative service indicator is usually associated with a debt to the University. It can range from a library fine to unpaid accommodation or tuition fees.</p>	<p>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 able to make any changes to your course unit enrolment until you have resolved this issue.</p>
<p>There are no Academic Advisement rules defined for your Programme and Plan....</p>	<p>You have not selected 'Postgraduate Taught' in the drop down menu next to Course Career.</p>	<p>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 <a href="mailto:tlseo.law@manchester.ac.uk">tlseo.law@manchester.ac.uk</a>. 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.</p>
<p>Department consent</p>	<p>Students cannot enrol themselves on this course unit.</p>	<p>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,</p>

		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.

## 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. Please contact the Teaching, Learning and Student Experience Office (TLSEO) in the first instance if you have any queries regarding selection of course units.

Contact details for the Teaching, Learning and Student Experience Office (TLSEO) 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 (TLSEO).

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