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The University of Manchester

UC**IL**

University College for
Interdisciplinary Learning

UCIL COURSE UNIT CONVENOR HANDBOOK
2021-22

manchester.ac.uk/ucil

STELLIFY

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INTRODUCTION

Welcome to new Unit Convenors and welcome back to returning Unit Convenors.

We are very grateful for your interest and support of UCIL and look forward to building on a very successful year for UCIL in 2020-21, which saw over 2,500 students taking a UCIL unit.

The aim of the handbook is to provide you with all of the information that you will need to run a UCIL unit. We hope that you will find it useful.

The handbook is a live document, which we will update in response to changing University policies and requirements. We will of course email you to highlight any parts of the handbook that have changed.

A full list of UCIL units on offer is available here.

If you have any queries about UCIL or suggestions for how the handbook could be improved, please contact us at ucil@manchester.ac.uk

The information in this handbook is correct as of October 2021. Given the changing impact of COVID 19, the University may introduce changes which supersede the information in the handbook. As information changes we will update Unit Convenors by email.

THE UCIL TEAM

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UCIL GOVERNANCE

ACADEMIC BOARD

The Academic Board is responsible for the strategic development of UCIL in line with the University's Strategy for Teaching, Learning and the Student Experience – specifically focusing on 'No boundaries to learning' and 'Promoting interdisciplinary learning'.

The UCIL Academic Board meets three times a year:
November 2021
March 2022
June 2022

TEACHING AND LEARNING PANEL

The Teaching and Learning Panel is responsible for the development, delivery, assessment and monitoring of UCIL's teaching and learning activities, in line with UCIL's overall strategy and aims.

The UCIL Teaching and Learning Panel meets three times a year:
November 2021
February 2022
April 2022

STUDENT STAFF LIAISON COMMITTEE

The Student Staff Liaison Committee is a consultative body and consists of student representatives across a range of UCIL units, the UCIL Academic Director and the UCIL Teaching and Learning Panel members. They engage in discussion with academic staff to bring ideas, suggest units, provide feedback on the UCIL unit portfolio and unit content and make suggestions and comment to enhance the student experience.

The Student Staff Liaison Committee meets twice a year:
November 2021
March 2022

UCIL EXAMINATION BOARD

All Unit Convenors are expected to attend the UCIL Exam Board in June or to ask another colleague to attend in their place, who will be able to answer any queries or comments relating to the Unit.

The UCIL Examination Board is the equivalent of a School Subject Examination Board. It runs according to the standard University Guidance on Examination Boards and with reference to the related policies and procedures.

The UCIL Examination Board is responsible for ensuring that the output of the teaching, learning and assessment process is fair and consistent across UCIL units.

The UCIL Examination Board will consider and ratify marks across all UCIL units and feed these into School Examination Boards. External Examiners appointed to UCIL attend meetings of the UCIL Examination Board.

UCIL does not deal with cases of mitigation or progression, which are the responsibility of the home School.

IMPORTANT INFORMATION

DATES OF SEMESTERS AND EXAMS 2021-22

SEMESTER ONE

Teaching Weeks: 27 September 2021 – 17 December 2021

There is no University-wide Reading Week scheduled in **Semester One**.

Examination Period: 17 January 2022 – 28 January 2022

SEMESTER TWO

Teaching Weeks: (Part One) – 7 February 2022 – 1 April 2022
Easter Vacation: 4 April 2022 – 22 April 2022
Teaching Weeks: (Part Two) – 25 April 2022 – 20 May 2022
Examination Period: 23 May 2022 – 10 June 2022

Resit Examination Period: 22 August 2022 – 2 September 2022

UCIL STUDENT HANDBOOK

The UCIL Student Handbook provides students with an overview of UCIL processes and highlights important information that students need to be aware of. Students are advised that the handbook should be used in conjunction with the information provided by the Unit Convenor in Blackboard, which will be tailored to the individual unit. A copy of the Student Handbook is available to students in Blackboard. Please make sure that you are familiar with the content of the Student Handbook.

UNIT SELECTION

The date on which students begin to enrol on units varies according to School but is now open.

The University permits students to enrol/amend their unit registration up until the end of Week 2 in each Semester – Friday 8 October 2021 (Semester One) and Friday 18 February 2022 (Semester 2).

Students are able to enrol onto a UCIL unit via UCIL, their home School or the Self Service Selection tool.

UCIL will deal with any initial student queries about selecting UCIL units. If there is a specific query that we cannot answer we will forward the email to you as the Unit Convenor.

UCIL UNIT INFORMATION - COURSE UNIT HANDBOOK AND WEBSITE

All unit information regarding UCIL units is available on the UCIL webpage - http://www.manchester.ac.uk/ucil/units/ and on the University Course Unit Information Portal via My Manchester - my.manchester.ac.uk

• At around March/April you will be asked to check that your UCIL information is correct for the following academic year before the information is made available to students and staff.
• It is very important that you check the information carefully and alert us to any inaccuracies.
• If your unit is co-coded it is particularly important that any changes are communicated to UCIL.
• Please note that any changes to assessment or delivery need to be approved by the Academic Director and Teaching and Learning Panel.

Information for student-facing staff is available in the Course Unit Guide.

BLACKBOARD

For UCIL units, our minimum requirements for Blackboard are:

• Unit description with aims and objectives and learning outcomes
• Reading list
• Dates and deadlines
• Assessment information including:
• Mark schemes
• Instructions on how to submit work online. NB eAssessment should be submitted via Turnitin
• Clear statement re penalties, e.g. late penalty, word count etc.

Blackboard unit information should be available to students two weeks prior to teaching.

ATTENDANCE MONITORING

The University requires that Schools monitor student attendance. As UCIL is not a school we are not required to take part in attendance monitoring. However, we do ask Unit Convenors to record student attendance in case there are any queries from schools/faculties regarding individual students.

An accurate record of face-to-face contact is particularly important due to the ongoing Covid19 situation.

Please let UCIL know as soon as possible if you feel there is an issue with an individual student's attendance (including online units). We will then notify the student's home School.

Please see:

http://www.staffnet.manchester.ac.uk/tlso/policy-guidance/student-support-development/recording-attendance/guidelines/recording-attendance/

STUDENT ELIGIBILITY FAQS

Can undergraduate or postgraduate students audit units or take them for additional credits?

No. UCIL units are only available to undergraduate or postgraduate students taking UCIL units for academic credit.

We don't allow undergraduate (or postgraduate students) to audit UCIL units or take them for additional or extra credits for a number of reasons:

• The ambition of UCIL is that all undergraduate and postgraduate students should be able to take a UCIL unit as part of their studies.
• The funding model of UCIL is based on load transfer which means that units must be taken for academic credit.
• A number of UCIL units are oversubscribed and we need every place for UCIL students.

Can postgraduate students take UCIL units?

Yes. Currently we have one unit available for postgraduate students: Creating a Sustainable World: Interdisciplinary Applications of the Sustainable Development Goals (UCIL60312)

Can students from different year groups take UCIL units?

Yes. Most UCIL units are offered at level 2 to allow level 1 and level 3 students to take units. This does mean that if you offer a level 3 unit you will need to have a resit ready in case level 2 students are required to resit.

Which students can take UCIL units?

Undergraduate or postgraduate students from across the University can opt to take UCIL units. You can therefore expect a diverse group of students to take your unit. A high number of study abroad students take UCIL units as they are used to having a more varied choice of unit at their home university.

Graduate Teaching Assistants

UCIL is not able to fund or train Teaching Assistants. The load transfer from teaching UCIL units is one way that Schools may choose to resource GTAs. This is something that you may wish to flag with your School as early as possible to ensure that you allow enough time to recruit GTAs.

We have continued to work with unit convenors this academic year regarding the recruitment of GTAs for those units with a seminar component and for our larger interdisciplinary flagship units. If you would like advice on the recruitment of GTAs please contact us – ucil@manchester.ac.uk

MARKING

PROMOTIONAL VIDEOS

As part of our Marketing offer, unit convenors are expected to be filmed for a promotional video to provide students with information regarding their UCIL unit and engage students with the unit content.

We will help you create a script, which can be put on a teleprompter. Each video is approximately 1-1:30 minutes in length and is placed next to the unit content page on the UCIL website. The video will also be posted on YouTube.

Please see the example video below:

AI: Robot Overlord, Replacement or Colleague?

GENERAL MARKETING

The UCIL office produces many marketing resources to promote UCIL including flyers, slides, digiscreens and films.

You can also find resources to download here:

http://www.college.manchester.ac.uk/informationforstaff/marketing/

We are happy to take part in events, including virtual events, to promote UCIL to students or staff. Please contact us if you would like to arrange this.

ASSESSMENT

(UCIL) units adhere to the assessment requirements of The University of Manchester.

We recognise that School/subject specific variations in assessment may apply. For co-coded units, the School's assessment requirements will apply.

UCIL units must comply with the standards set out in the assessment framework: http://documents.manchester.ac.uk/display.aspx?DocID=7333

ALTERNATIVE ASSESSMENT

Requests from students for alternative assessment **must be** directed to UCIL for action. UCIL administrators will contact the student's home School to query the matter further. The International Programmes Office may permit students to complete assessment in December in order to allow students to rejoin their home institutions for January 2022 – https://www.manchester.ac.uk/study/international/study-abroad-programmes/study-abroad/course-units/assessment/

Unit Convenors **must not** agree any alternative assessment prior to confirmation from UCIL/International Programmes Office/the student's home School.

ASSESSMENT DEADLINES

When setting deadlines for assessment submissions, Unit Convenors should consult the Dates and Deadlines provided by UCIL. This will ensure that deadlines allow sufficient time to mark and moderate the work and return the completed assessment grid, moderated sample and the completed Unit Sample Information Form to the UCIL Administrator prior to the deadlines for Semester One and Two.

The UCIL Examination Board will be held on **June 2022.**

EXAMINATIONS

The University's current update regarding examinations can be found here with FAQs related to Assessment. As noted in the guidance the majority of examinations will now take place online. The Examinations Office will provide UCIL with a list of units that they believe have a centrally timetabled examination component in the May/June examination period.

These will be circulated to Unit Convenors and School based assessment administrators in each semester for checking and amendment. The list of units with an examination component will then be confirmed with the Examinations Office who will release the final timetable of examinations and dates to students and staff.

UCIL RESIT POLICY

As approaches to resits differ across the University, we have produced a UCIL policy on resits.

Students will either:
• Resit as a 1st attempt/ 1st sit
• Resit as a 2nd attempt/2nd sit

A student's home School will decide which students will be permitted to resit a UCIL unit. Decisions will be finalised by home Schools by **Friday 8 July 2022.**

For co-coded units, UCIL will follow the approach of the home School of the unit convenor for **both** 1st attempt and 2nd attempt resits.

Resit as a 1st attempt

Students will sit all elements/assessments that they have not already completed and passed and that have been affected by accepted mitigating circumstances, as for the 1st time. Where an element has been completed and passed, but is deemed to be subject to mitigation, the Home School shall determine whether that element should be resat as a first sit.

If resitting a specific element is not possible due to the nature of the assessment - e.g. group presentation - alternative arrangements will be made.

Unit convenors will be asked to highlight any assessment components that cannot be resat as a first sit.

Resit as a 2nd attempt

For resits as a **second sit** UCIL recommends that all UCIL- only coded units have a single piece of assessment weighted at 100%.

The unit convenor will decide if this is an examination or coursework format. We recommend that the assessment is coursework rather than examination if possible.

The resit **must** assess the minimum learning outcomes of the unit within the coursework assessment or resit examination paper.

The format of the resit should be made clear to students in Blackboard at the beginning of the unit e.g. 100% coursework etc.

Resit Examination Papers (Semester Two)

Resit Examination papers **must** be provided by unit convenors with their 1st sit papers. Resit papers need to go through the same emendation and review process as 1st sit papers: i.e. confirmed/signed off via any School-based processes and the subject specific external examiner and then by the UCIL external examiners. Please note resits are **also** required for Level 3 units if second year students are taking the unit.

Coursework Submissions

All resit coursework instructions – essay titles, word length, etc. – **must** be provided to UCIL. The deadline for providing this information for Semester 1 is **Friday 19 November 2021** and for Semester 2 **Friday 18 March 2022**. UCIL will contact students directly to inform them of the details of the resit.

The resit coursework question **must not** be the same as the 1st sit for students resitting as a 2nd attempt.

The standard deadline for all student resit coursework submissions is the first day of the resit examination period – **Monday 22 August 2022** (2021/22 resit period).

UCIL will create resit mark grids for all units for the unit convenor to complete. Summary of dates:
• The UCIL Examination Board will take place in **June 2022**
• Resit decisions will be finalised by home Schools by **Friday 8 July 2022**

Confirmed marks must be returned to UCIL by **Friday 9 September 2022**.

EXAMINATION PAPER PROCESS

Sign off of exam papers

Unit Convenors are required to **review** and **sign off** their final examination papers to confirm they are ready to be taken to the Examinations Office. See example form.

During the examination, Unit Convenors should be available in their office or provide a contact number in case of any queries.

Collection of completed examination scripts from the UCIL office

Completed examination scripts are delivered to the UCIL office. We will contact you to let you know when they are ready for collection and marking.

Examination absences

Any absences from examinations will be noted on the examination attendance list. UCIL Administrators will check those students with absences or a final mark of '0' in Campus Solutions with the student's 'home School' and make any necessary notes in your UCIL mark grid.

LATE SUBMISSION OF WORK

Definition of late submission

The text below is taken from the new version of the Guidance on Late Submission (2020):

"Any work that has been submitted after a deadline has passed is classed as late except in cases where an extension has already been agreed via mitigating circumstances procedures and DASS extensions. There should be no discretionary periods or periods of grace. A student who submits work at 1 minute past a deadline or later will therefore be subject to a penalty for late submission."

This guidance relates to first attempts/first sits only (including deferrals). Students who submit referral assignments (including carried forward failed credit) after the deadline will be automatically subject to a mark of zero. There should be no sliding scale in operations for resits/referrals and there are no further resit opportunities for referred assignments that are submitted late."

Please make sure that students are aware of the penalties that will be applied if they submit work late. The penalty for late submission will also be highlighted to students in the UCIL student handbook.

Students should be made aware of all submission deadlines in advance – these should be noted in Blackboard.

Applying late penalties

The guidance on applying late penalties has also been updated (2020) and is provided below for information.

However, please note late penalties will be applied centrally by UCIL Administrators using Blackboard Turnitin information. Unit Convenors should not apply late penalties. Please refer any queries regarding late submissions to UCIL – ucil@manchester.ac.uk

"Any work submitted at any time within the first 24 hours following the published submission deadline will receive a penalty of 10% of the maximum amount of marks available. Any work submitted at any time between 24 hours and up to 48 hours late will receive a deduction of 20% of the marks available, and so on, at the rate of an additional 10% of available marks deducted per 24 hours, until the assignment is submitted or no marks remain."

The updated Guidance (available at https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/practice-of-assessment/late-submission/, or pdf version at http://documents.manchester.ac.uk/display.aspx?DocID=29825)

Mitigating circumstances guidance related to Covid19 can be viewed here including an update related to IT issues specifically.

Word count penalties

Please note that word count penalties, should be applied by the Unit Convenor and flagged in the notes column of the mark grid. Word count penalties vary across Schools. You must therefore publicise what word count penalties will be applied to work which is over or under the word count.

USE OF TURNITIN

All summative assessments **must** be submitted online via Blackboard and subjected to plagiarism detection software. Unit Convenors must ensure students are aware that plagiarism detection software is used and should direct them to relevant information.

The following guidance documents are available for staff and students, to improve students' knowledge about academic malpractice and plagiarism and the use of Turnitin, the University's plagiarism checking software:

Academic guidance

https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/process-of-assessment/academic-malpractice/- updated September 2019

Plagiarism and academic malpractice

If you suspect that you have a case of plagiarism or academic malpractice please send full details to ucil@manchester.ac.uk including an annotated Turnitin report. The UCIL administrator will forward the necessary documentation to the student's home School, and liaise, as appropriate, with the Unit Convenor.

INTERNAL MODERATION

All UCIL units **(including Level One units)** must be subjected to an approved internal moderation process. **This is necessary because students from all levels of study can access and complete Level One units.**

Unit Convenors are responsible for identifying their own internal moderator(s). UCIL is unable to allocate moderators for units.

On units with a large number of students where the marking is undertaken by multiple markers, the Unit Convenor should compare the mark distribution of all the markers and moderators to identify inconsistencies in marking, or issues with question setting.

The UCIL model of internal moderation is the minimum standard expected by the University. Schools may employ additional standards as appropriate: https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/practice-of-assessment/policy-marking/

or pdf http://documents.manchester.ac.uk/display.aspx?DocID=26290

There is also now Guidance on Moderation, Fairness and Consistency and Marking, at: https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/practice-of-assessment/moderation/

The University Policy on marking advises that once internal examining/first marking has taken place, internal moderation will normally take the form of moderation of a sample of 20% of the work, through the full range of marks awarded. In the case of very small/large numbers, a minimum of 10 scripts and a maximum of 50 scripts are suggested for internal moderation.

The moderator should:

• Look at the full list of assignments for the unit on Blackboard
• Examine the overall mark profile for the unit (using the mark grid)
• Check whether the mark corresponds with the comments
• Look at a representative sample from each degree band, including borderlines
• Look at all fails, and any problem cases flagged up by the first marker

First markers should indicate any problem cases on the mark grid in the comments box. Please note that the External Examiner should be able to identify the moderated sample easily for each unit but that they may ask to see any additional scripts/assessments.

Any marks and feedback released to students prior to the Examination Board must be noted as provisional until they are ratified. Marks that have not been through a moderation process **should not** be released to students.

INDICATIVE/OUTLINE/SAMPLE ANSWERS AND MARK SCHEMES

The University's Policy on Marking makes reference to 'model answers'.

Unit Convenors should produce indicative/outline/sample answers and clear mark schemes in advance, to use as part of the assessment process. These will be used by moderators and External Examiners to aid in the moderation process. In some academic Schools and for some assessments, model answers are not used, in which case a detailed mark scheme should be provided.

Paragraph 54 of The University's Guidance on External Examiner Procedures refers to draft question papers 'normally being accompanied by outline answers, except in disciplines for which more discursive answers are appropriate, alongside marking/grading criteria. In these latter cases, the Subject External Examiner should, on request, be given an indication of the expected length, style and content of the desired answer.'

Mark schemes should be made available to students in Blackboard.

EXAMPLE ESSAY MODEL QUESTION/ANSWER

Describe and illustrate the neural circuitry underlying generation of the swimming motor rhythm in lower vertebrates (lamprey, tadpole).

Answer should describe and explain the following points. An excellent answer will also give some of the underlying experimental evidence.

• Spinal central pattern generator
• Half-centre model – crossed inhibition; mutual excitation
• Tonic drive
• Mechanism for switch between two sides
• Neurotransmitters: glycine, glutamate
• Role of sensory input to trigger/gate the rhythms, and to facilitate switch between sides
• Include at least one circuit diagram

SHORT NOTE MODEL QUESTION/ANSWER

Draw a diagram of the neural circuitry underlying the mammalian stretch reflex. What is its function?
Answer

• Diagram should include and label antagonistic muscles, spinal cord and neural reflex arc
• Maintaining muscle length; compensating for unexpected stretch/load

MARK GRID

Unit Convenors will be sent a copy of the Mark Grid for their unit.

See example of completed mark grid below:

EXAM BOARD - UNIT RECORD

Term: **Academic Year 2021/22**
Semester: **Two**
Module **UCIL 21302**
Module Tile: **Communicating with Confidence**
Credit Value: **10**

Components:	Pres	Formative	Essay	Report	Module Mark	Year of Study	Programme and Plan	Notes * (including word count penalties)
Weight	25	0	25	50				
Student ID								
*******2	79	70	72	75	74	Second Year	BSc(Hons) Psychology	
*******3	79	72	74	70	72	Second Year	BSc(Hons) Psychology	
*******4	77	65	69	72	71	Second Year	BSc(Hons) Psychology	
*******5	75	74	70	70	70	Second Year	BSc(Hons) Psychology	
*******6	70	66	73	69	70	Second Year	BSc(Hons) Psychology	
*******7	74	68	66	66	67	Third Year	BSc(Hons) Psychology	
*******8	57	79	61	66	65	Third Year	BSc(Hons) Mathematics	
*******9	42	72	65	65	64	Third Year	MPharm(Hons)	
*******10	37	64	65	63	62	Second Year	BSc(Hons) Psychology	
*******11	46	57	68	60	62	Second Year	BSc(Hons) Psychology	
*******12	34	20	61	64	59	Second Year	BSc (Hons) Management with IPE	
*******13	58	40	57	62	59	First Year	ERASMUS French - ERASMUS	
*******14	60	48	32	24	29	Third Year	BSc(Hons) Psychology	
Average:	60	61	64	63	63			

The University Policy on marking advises that once internal examining/first marking has taken place, internal moderation will normally take the form of moderation of a sample of 20% of the work, through the full range of marks awarded. In the case of very small/large numbers, a minimum of 10 scripts and a maximum of 50 scripts are suggested for internal moderation.

UNIT SAMPLE MODERATION FORM

All Unit Convenors must also complete the Unit Sample Information Form, clearly identifying the second marked or moderated sample for the External Examiner. Unit Convenors must detail all Student ID numbers used within the sample.

Further guidelines on marking samples are available here - http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonmarking/

EXTERNAL MODERATION

UCIL has two External Examiners, nominated by the Academic Board and approved by the Vice President (Teaching, Learning and Students). These Examiners attend meetings of the UCIL Examination Board.

If you have any questions, please contact:

Angela Crolla
UCIL Administrator

ucil@manchester.ac.uk

UNIT SAMPLE MODERATION FORM

Unit Title:		Unit Code:
Becoming an Inspirational Individual		UCIL 21331
Unit Convenor(s) Jonathan Styles		

Sample				
Assessment Type	Type / Title	Weighting (%)	Submission method/ format	Location of sample – Blackboard, Hard Copy (Exam Scripts), Turnitin, Feedback Form
Powerpoint Slides	Powerpoint	0%	Turnitin	Blackboard
Presentation	Group Presentation	50%	In Class	Blackboard Feedback Form
Written Submission	Individual Roadmap	50%	Turnitin	Blackboard

Marking Arrangements	
Name of 1st Marker	Jonathan Styles
Name of Moderator/2nd Marker	Cathy McCrohan

Details of Moderation:

The presentation element was completed in class. All students were provided feedback which can be found on Blackboard.

The written submission was submitted via Turnitin and the noted feedback can be found on Blackboard.

The following students were moderated by the 2nd marker:

Student ID 8******
Student ID 8******
Student ID 9******
Student ID 9******
Student ID 1******
Student ID 1******

This has been noted on the mark grid and the requirements below have been included in the sample.

The following student received a penalty for word count:

Student ID 9******

All marks were confirmed and ratified by the moderator and no further comments were noted.

Date 12 February 2021

STUDENT FEEDBACK

FEEDBACK TO STUDENTS

• Feedback plays an important role in promoting student learning and in identifying areas of high performance and areas where improvements can be made.
• The University Policy on Feedback to Undergraduate and Postgraduate Taught Students can be found here: http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonfeedbacktostudents/
• Care should be taken with the language used when providing feedback. Feedback should be detailed, allowing students to improve their work and sufficiently clear to enable the diverse cohort of students to interpret the meaning. **Feedback should correspond with the mark awarded.**
• Any marks and feedback released to students prior to the Examination Board must be noted as provisional until they are ratified. Marks that have not been through a moderation process should not be released to students.
• We advise that semester two examination marks **should not** be released to students until after the UCIL Examination Board.

FEEDBACK FROM STUDENTS - UNIT SURVEYS

UCIL participates fully in the University's Unit Survey process.

Unit Convenors should strongly encourage their students to participate in the Unit Survey process as this feedback will enable UCIL units and provision to develop and improve.

We ask Unit Convenors to provide a response to the Unit Survey. You will be emailed a copy of the results of your Unit Survey and a Unit Survey Response Form to provide your response and any proposed actions.

In order to close the feedback loop with students and to provide feedback on any changes that have been made to units in response to student feedback we ask you to provide a 'You Said We Did' style response to students. This is noted on the Unit Survey Response Form. This will be posted on Blackboard for students to view.

STUDENT REPRESENTATION

There are opportunities for students to provide feedback via Unit Convenors, unit surveys and student representatives on the Student Staff Liaison Committee.

There is also UMSU representation on the UCIL Academic Board, Teaching & Learning Panel and Student Staff Liaison Committee.

Convenors are encouraged to email individual student comments to ucil@manchester.ac.uk. We will explore or review any areas of concern with Unit Convenors and positive comments or feedback may be used for marketing purposes.

STUDENT SUPPORT AND GUIDANCE

EXTENSION REQUESTS AND MITAGATING CIRCUMSTANCES

All requests for mitigating circumstances are considered by the student's home School.
Unit Convenors cannot agree an extension with a student as this **must** be referred to the student's home School.

Please contact ucil@manchester.ac.uk with details of any extension requests. The **UCIL administrator will contact the relevant** home School and inform Unit Convenors of any approved extension requests and **any additional necessary action**.

Please notify the UCIL Administrator **as soon as possible** about any students who repeatedly don't attend, who have failed to submit assessments or who request an extension to submission.
We will then liaise with their home School and update you on the outcome, e.g. if an extension needs to be given.

DASS STUDENTS

If a student has any additional support needs identified by DASS the UCIL disability co-ordinator will send you a copy of the student's University Support Plan. This will occur around week 3.

DASS AUTOMATIC EXTENSIONS

DASS related automatic extensions (updated August 2018):
http://documents.manchester.ac.uk/display.aspx?DocID=37271

The DASS automatic extension does not apply to all disabled students. Automatic extensions must only be applied where this is explicitly stated on the student's University Support Plan.

The UCIL disability co-ordinator is Catherine Barnes - catherine.barnes@manchester.ac.uk - ext. 52845. Please contact Catherine if you have any queries about what the recommendations in the Support Plan mean.

The extension is usually for a period of seven calendar days.

Please note the following assessments would not normally be eligible for an Automatic Extension:

• Group/team work
• Presentations
• Formative coursework
• Assessments limited by logistical constraints e.g. assessments to be completed whilst on a field trip; short recurring deadlines e.g. where assessments are to be submitted weekly for a particular unit; continuous ongoing course work e.g. portfolios; or where feedback needs to be provided to students before the extension end date

Please see the Guidance Document for a more complete list.

MARK QUERIES

If a student queries their mark or asks for it to be remarked you should first of all refer them to their feedback and if necessary offer to discuss it with them.

Students are made aware in the UCIL Student Handbook that being dissapointed with their results is not a basis for appeal. Likewise, appeals cannot be made simply because they disagree with a mark or feedback they've been given. As outlined in the Academic Appeal Procedure (Regulation XIX): students are not allowed to challenge academic judgement.

Please see some suggested wording below that may assist with email queries that you receive after you have directed students to look at their feedback:

Further to your recent query - please note that all UCIL units have been 1st marked, moderated and ratified by the UCIL External Examiners and UCIL Examination Board.

The written feedback on the assessment should make clear the reasons for the mark awarded.

It is worth noting that you may not appeal against the academic judgement of a member of staff.

RELEASING MARKS

Any marks which are released to students before the Examination Board in June must state that the marks are provisional until they are ratified at the Examination Board.

Marks should not be released to students until they have gone through internal moderation. Please ensure that marks are not visible to students in Blackboard before internal moderation has taken place. Please contact ucil@manchester.ac.uk if you need help to do this.

We advise unit convenors not to release Semester Two marks until the Examination Board has taken place.

APPENDIX I - UCIL DATES AND DEADLINES

**UNIVERSITY COLLEGE FOR INTERDISCIPLINARY LEARNING (UCIL)
PROGRAMME/ASSESSMENT DATES/DEADLINES - 2021/22**

Dear UCIL Course Unit Convenors

Please find below the UCIL Academic Programme/Assessment monthly timelines for timetabling, mark grids, examination board meetings, etc. Should you have any queries please email ucil@manchester.ac.uk. Thank you in advance for your adherence to these deadlines.

September 2021	1. Welcome Week/Semester One 2. Course Unit Selection/Enrolment 3. UCIL Administrators to resolve any start of academic year queries
October 2021	1. Semester One deadline for students to enrol/drop Semester One course units – **Friday 8 October 2021** (Enrolments are still possible for Semester Two course units)
November 2021	1. UCIL Academic Board Meeting – **Monday 1 November 2021** 2. UCIL administrators will send course unit convenors the proposed examination list from the Central Examinations Office for their confirmation. **Course Unit Convenors should confirm any amendments by Friday 5 November 2021 (midday)** 3. UCIL Student Staff Liaison Committee Meeting – **Wednesday 10 November 2021** 4. UCIL Teaching and Learning Panel – **Monday 22 November 2021** 5. Examination papers (including resit examination papers and any resit coursework submissions) to be confirmed/signed off by academic colleagues **via their home Schools/Asssessment Aministrators** by **Friday 19 November 2021 when they will be sent to UCIL** (ucil@manchester.ac.uk) **This deadline will allow UCIL external examiners to view the examination papers prior to them being taken to the Examination Office)**
December 2021	1. UCIL administrators to send all confirmed examination papers to the UCIL external examiners for their perusal/comment 2. UCIL administrators to work with relevant 'home Schools' to deliver UCIL examination papers to the Examinations Office 3. UCIL administrators to resolve any end of semester queries
January 2022	1. Semester One University Examination Period – **Monday 17 – Friday 28 January 2022** 2. Semester Two 3. Semester Two Course Unit Selection/Enrolment 4. UCIL administrators to resolve any end of semester queries
February 2022	1. All completed Semester One assessment mark grids and completed moderation forms should be returned to UCIL (ucil@manchester.ac.uk) by **Wednesday 9 February 2022** 2. UCIL Teaching and Learning Panel - **Monday 14 February 2022** 3. Semester One Mark Review - (UCIL Academic Director to address any queries at the UCIL Internal Semester One Mark Review) - **Wednesday 16 February 2022** 4. Semester Two deadline for students to enrol/drop Semester Two course units – **Friday 18 February 2022** 5. Semester One marks to be released to students **(University deadline - TBC)**

March 2022	1. Course unit convenors to confirm their timetabling requirements with UCIL for 2022/2023 **(Date to be confirmed by CTS and confirmed with you as soon as possible)** 2. UCIL Academic Board Meeting - **Wednedsday 9 March 2022** 3. UCIL Student Staff Liaison Committee Meeting – **Wednesday 23 March 2022** 4. Examination papers (including resit examination papers and any resit coursework submissions) to be confirmed/signed off by academic colleagues via their home School/Assessment Administrators by **Friday 18 March 2022** when they will be sent to UCIL (**ucil@manchester.ac.uk**) **This deadline will allow UCIL external examiners to view the examination papers prior to their being take to the Examination Office)**
April 2022	1. UCIL Teaching and Learning Panel – **Monday 4 April 2022** 2. UCIL Administrators collate all necessary documentation for the UCIL External Examiners
May 2022	1. Semester Two University Examination Period – **Monday 23 May – Friday 10 June 2022** 2. UCIL Adminstrators to collate mark grids from Blackboard. 3. UCIL Unit Convenors to return examination marks to UCIL (**ucil@manchester.ac.uk**)
June 2022	1. All completed Semester Two assessment mark grids and completed moderation forms should be returned to UCIL (**ucil@manchester.ac.uk**) by **DATE TBC** 2. UCIL Examination Board/UCIL Academic Director to confirm/ratify examination marks – **DATE TBC** 3. UCIL Academic Board Meeting – **Monday 6 June 2022**
July 2022	1. UCIL course unit information publishing update to be completed by **Friday 18 June 2022** 2. Schools must note any resit candidates by **Friday 8 July 2022**. All resit information to be provided by UCIL to students and all Schools informed accordingly week beginning **Monday 25 July 2022.** 3. UCIL Course Unit Enrolment to commence week beginning **Monday 25 July 2022** 4. Timetable to be released/confirmed with course unit convenors
August 2022	1. Semester Two University Resit Examination Period – **Monday 22 August - Friday 2 September 2022** 2. Any timetabling amendments to be confirmed by **DATE TBC** 3. Marking deadline for resit coursework/exam marks (all completed and confirmed mark grids to be returned by **Friday 9 September 2022**