

Manchester Access Programme

Student Handbook 2020

Version 1.0

April 2020

Introduction

Welcome on to the Manchester Access Programme (MAP). This handbook is intended to help you get the most out of your time on MAP. On these pages you will find information about every aspect of the programme for 2020, so please take some time to read it carefully and familiarise yourself with all the information. A lot of the sections will point you to Blackboard for even more information, so please also make sure you are regularly reading any updates and resources on Blackboard.

COVID-19

In line with the UK Government's latest advice about coronavirus and in common with many other universities, The University of Manchester suspended all physical face to face teaching and closed all non-essential sites in March 2020. Our libraries, Manchester Museum, Whitworth Art Gallery and Jodrell Bank, as well as most of our teaching and research buildings, are currently closed for physical access.

Therefore, for the foreseeable future, we are delivering MAP 2020 online.

We will be using either email or SMS text messaging to contact you. It is your responsibility to ensure that the MAP team has an up-to-date email address and phone number for you. It is also your responsibility to check your email and the MAP Blackboard site regularly for information from the MAP team about activities and updates to the programme.

Wellbeing

Taking care of your mind as well as your body is really important, but even more so during these challenging times. Everyone will have good and bad days, and may feel frustrated, anxious or lonely at different times, and it's important to remember that it's OK to feel this way.

The [wellbeing guide](#), based on the University's six ways to wellbeing, may help you through the low points and help get you back to feeling better, while studying at home and social distancing. Mind, the mental health charity, also has information and advice about [coronavirus and wellbeing](#). You can also visit our Wellbeing pages on the [MAP Blackboard page](#).

If you are concerned that any medical or personal circumstances are impacting your participation on MAP, please contact the MAP team as soon as you can.

Disclaimer: Changes and amendments may occur during the programme and this handbook will be updated accordingly and available on Blackboard.

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1.0 General Information

This section provides important information regarding: MAP contact details, health and safety, expectations of conduct, data protection and communications.

1.1 MAP Team Contact Details

The MAP team are here to provide you with information about the programme, the University and the university application process, and to support you with completing all required elements of MAP. You can email them on map@manchester.ac.uk. They will not be able to reply straightaway so please be patient; only resend emails if you haven't heard back for over a week.

In line with the UK Government's advice about coronavirus and in common with many other universities, The University of Manchester has, for the time being, closed all non-essential facilities on campus. Therefore the MAP team are currently working remotely from home and this may result in a delay in responding to emails. While the MAP team are working remotely, the MAP phone line will be switched off.

MAP office hours are Monday - Friday, 9.00am - 5.00pm.

1.2 Health and Safety Information

The exceptional circumstances this year with the COVID-19 pandemic mean that, for the foreseeable future, MAP will be delivered online.

For the latest coronavirus information and advice see the [University coronavirus website](#).

1.3 Expectations of Conduct

Before starting the Manchester Access Programme, all students were required to sign the [MAP Student Charter Agreement](#). The MAP Student Charter is an important part of how we establish and maintain clear mutual expectations for the experience of all students on MAP. It is a two-way commitment which sets out what the MAP team expects from you during your time on the programme and what you can expect from the MAP team.

The University of Manchester does not tolerate any form of harassment, discrimination or bullying. If you believe that you or anyone else on the programme is being bullied or harassed, please contact a member of the MAP team. You can also use the University 'Report and Support' platform that allows students, staff and visitors to securely report bullying, harassment, sexual harassment or discrimination and receive confidential advice from a Harassment Support Adviser. Reporting can be done anonymously and the platform can be found here: <https://www.reportandsupport.manchester.ac.uk/>.

1.4 Data Protection and Parental/Photo Consent

The MAP team will keep paper and electronic records for all students participating on the programme. Your student record will include personal and sensitive data for the purpose of administering the programme. Your record will be kept for up to six years following completion of the programme. You can view our full Privacy Notice here; <http://documents.manchester.ac.uk/display.aspx?DocID=37247>

1.4.1 Parental Consent

As part of your student record, all participants on MAP need to return the Parent/Carer Consent Form in order to participate on the programme.

1.4.2 Photo Consent

During the Programme there may be occasions when photographs are taken and/or video is captured. These photos and videos will be used by the University when reporting about our events and publicising the work we do with local sixth form colleges. The photos and videos may be used on publicity or promotional literature produced by The University of Manchester, including leaflets, posters, newsletters and other display material; on The University of Manchester's website and other social media sites, including the MAP Facebook Page, Twitter and YouTube; and in any publicity material about our services sent to the news media.

We will only take photographs and/or videos of you if you have given us permission to do so when you completed a photo consent form. If you have not given us permission, then we will ensure that you are not included in any photographs and/or videos taken at our events.

If you do have any questions about the way in which the photos and videos will be used or you wish to withdraw your consent, then please contact the MAP team.

1.5 Communications

In order for you to progress through the Manchester Access Programme, it is essential that you maintain good communication with the MAP team.

1.5.1 Contact Details

It is your responsibility to ensure that the MAP team has up-to-date contact details for you. If your home address, email address, phone number or emergency contact name and number changes, you must inform the MAP team immediately.

1.5.2 MAP Team Email Communications

The MAP team will send important information to you via email, to the email address you provided when you applied for MAP. It is your responsibility to ensure that you check your emails regularly and that you tell the MAP team if you change your email address. If you believe that you are not receiving all relevant emails, check your junk/spam email folder. If there are no emails in this folder, then you must inform the MAP team immediately.

Failure to read messages delivered to the email address you have given will not be accepted as a legitimate excuse if you fail to act on information that has been sent to you.

The MAP team will send you regular newsletters via email. The newsletters will contain important information about elements of the programme and events so please read them carefully.

Emails and newsletters will often direct you to Blackboard. Blackboard is an online system used by University of Manchester students where you can find resources and register for events. You will be given IT login details and access to Blackboard. For more information on Blackboard, see [section 3.0](#).

When writing emails to the MAP team, please adhere to the guidelines set out in the [Communications Workshop](#). This includes stating your full name and MAP ID within the email.

1.5.3 MAP Team Phone

The MAP team are currently working remotely from home and therefore the MAP phone line will remain switched off until the University campus re-opens.

1.5.4 Social Media

Connect with MAP students past and present and see useful updates on the Manchester Access Programme Facebook page – ‘like’ at www.facebook.com/McrAccessProg/

1.5.5 IT and cybersecurity

With the move to remote teaching and working, there is now an increased risk that each of us may become subject to cyber-attacks. However, there are some simple but important actions that you can take to keep your personal data, and University systems, safe and secure. These are:

- Beware of email/phishing scams. DO NOT click on any messages or links from unknown or unexpected sources. The MAP Team will never ask for your password.
- Install anti-virus software on all your computer
- Keep your computer software up to date
- Secure your computer by setting a password that needs to be entered every time you log in to your device. Strong passwords are a non-obvious combination of least 10 letters, numbers and symbols.

2.0 Programme Summary and Content

The information in this section focuses on: what MAP is, how the programme is structured and key MAP activities for 2020.

2.1 Aims and Learning Outcomes

The aim of MAP is to support entry to The University of Manchester, or another research-intensive university, through the completion of a portfolio of work demonstrating specific knowledge and skills.

Whilst participating in the programme, students will:

- Build upon skills that will ensure students are prepared for university and will support their current school and college studies. Skills developed on the programme include: research, academic writing, communication, presenting, time management, independent learning and team working;
- Learn about the different styles of teaching and learning at university;
- Gain information about the different types of courses available at university;
- Receive advice and guidance on the UCAS application process;
- Gain insight into what it is like to be a university student.

2.2 Programme Structure

MAP 2020 officially begins in April 2020 and runs until the end of October 2020 (2nd October if you are applying for Medicine, Dentistry or Oxford or Cambridge). The programme this year will consist of a number of compulsory events and the academic assignment. There are three different strands on MAP; Medicine, Dentistry and General. Students were informed of which strand they had been allocated to prior to the Selection and Introduction Days, and in their official verification email. You cannot switch strands.

2.3 Key Activities

Below is a timetable containing all the compulsory activities and deadlines for MAP 2020:

Date	Activity
Sat 15 th February Wed 19 th February	Selection and Introduction Day
Wed 22 nd April Thurs 23 rd April	Launch Webinar (and completion of Launch quiz by 7 th May)
Thurs 7 th May	Contact Your Tutor Day 1
Wed 13 th May Thurs 14 th May	Research and Referencing Skills (and completion of Research/Referencing quiz by 28 th May)
Thurs 7 th May – Thurs 4 th June	First Online Meeting with Academic Tutor
Wed 24 th June	Contact Your Tutor Day 2
Mon 6 th July	Academic Assignment First Draft Deadline
Wed 8 th July – Tues 11 th August	Second Online Meeting with Academic Tutor
Summer (<i>dates TBC</i>)	University Life Conference (and completion of Conference quiz date TBC)
Fri 28 th August	Academic Assignment Deadline

2.3.1 Launch (Compulsory)

The Launch is the first main activity of the MAP programme, where you will find out more information about the programme, the academic assignment and the University's virtual learning environment, Blackboard.

To pass this part of MAP, you will also need to successfully complete a Launch event quiz on Blackboard by 11.59pm, Thursday 7th May 2020.

2.3.2 Research and Referencing Skills (Compulsory)

The Research and Referencing Skills online session is designed to help students develop vital skills required for the completion of the academic assignment. The workshop will teach you how to access online journals and resources, identify appropriate academic resources and correctly use Harvard referencing.

To pass this part of MAP, you will also need to successfully complete a Research and Referencing skills quiz on Blackboard by 11.59pm, Thursday 28th May 2020.

2.3.3 Academic Assignment (Compulsory)

The academic assignment is a 1,500 word essay on a topic of your choice. The assignment is designed to help you develop essential research and academic writing skills which will be needed at university. You will be supported in this work by a MAP Academic Tutor. Your Academic Tutor will either be a member of University staff or a postgraduate researcher. You will begin your assignment in May and have until Friday 28th August 2020 to complete it.

For further information regarding the Academic Assignment, please see [Section 4](#) of the handbook.

2.3.4 University Life Conference (Compulsory)

The University Life Conference will help you further develop your communication, research and team working skills and enable you to find out more about student life at Manchester.

The University Life Conference will be held in summer 2020 (dates TBC).

To pass this section of MAP, you will also need to successfully complete a Conference quiz on Blackboard, date TBC.

2.3.5 Optional activities

Throughout the programme the MAP team will highlight optional online content, activities and resources. This may include virtual open days, webinars, videos, features and images, to help you further develop your skills and learn more about the University, our campus and student life. We strongly advise you to take advantage of all of these opportunities to make the most and best of your time on MAP, given that due to the coronavirus outbreak we are currently unable to host activities on campus.

2.3.6 Decision Manchester

All students who are on track to complete MAP will be eligible to submit a Decision Manchester application to The University of Manchester as long as they meet the deadlines. Submission of a Decision Manchester application means that you can find out which course(s) you would receive an interview or an offer for at The University of Manchester, before submitting an application through UCAS.

A Decision Manchester application can only be submitted to courses where predicted grades are within three grades of the standard entry requirements. You can apply for up to three courses through Decision Manchester but only one personal statement can be submitted. Only students on the relevant strand can apply, through Decision Manchester, to Medicine and Dentistry.

2.3.6 Celebration Evening

The Celebration Evening for 2020 (provisionally arranged for Wednesday 25th November) is an opportunity to acknowledge the hard work and commitment of the students who have completed the Manchester Access Programme. Parents and carers are invited to the evening where students receive their MAP certificate of completion. Please note, this event is not compulsory.

3.0 Blackboard

Blackboard is The University of Manchester's virtual learning environment which is used by all staff and students. Blackboard is the place where you can:

- Sign up for MAP activities
- Access resources
- Submit your academic assignment

You should be logging into the MAP Blackboard page at least on a weekly basis to keep up to date with news and deadlines and to sign-up for MAP activities.

3.1 Accessing Blackboard

To access the MAP Blackboard site visit <https://online.manchester.ac.uk/> and use the username and password you created during IT sign-up to log in to the site. We recommend you 'favourite' this link in order to access it more easily in the future. Please note: this is the only link you can use to access Blackboard. If you receive the error message 'Format Error Layout' / 'Incorrect Portal Layout' it means you are using the wrong website.

If you have forgotten your username or password, please visit <https://iam.manchester.ac.uk/>. At the bottom of the page, click the button that says 'Recover your IT Account.' The first option allows you to enter your email address. Follow the instructions and you will be sent details about how to retrieve your username and password.

3.2 Navigating Blackboard

Once you have signed into Blackboard, you will be directed to the MAP Blackboard Homepage. Along the left hand side of the Homepage you will see a black panel which has links to the various areas of Blackboard, such as 'Noticeboard', 'Post Event Resources' and 'Sign Up for Events'.

3.2.1 Signing up for Events

In order to sign up for events, click on the 'Sign up for Events' tab on the MAP Blackboard Homepage. Select the title of the activity you wish to sign up to and this will take you into a folder where you will find a sign up survey. Please ensure that you read all information provided about the activity before you complete the sign up survey.

You will not receive an email confirming you have successfully completed the survey, however, you should receive a completion message once the survey has been submitted.

3.2.2 Accessing Resources

There is a collection of resources available on Blackboard that are designed to help you build upon specific skills, as well as presentations or materials from compulsory activities. Through the MAP Blackboard Homepage, click on either of the below:

- 'Post Event Resources' tab – which will contain a folder for each MAP event (e.g. Launch) with resources and, if applicable, the compulsory quiz;
- 'General Resources' tab - which will contain general information e.g. MAP student charter; information on student wellbeing.

3.2.3 Academic Assignment

In order to access items relating to the academic assignment, click on the 'Academic Assignment' tab on the MAP Blackboard Homepage. This area contains academic

assignment resources and the academic assignment submission area. It is important that you read these carefully before writing and submitting your Academic Assignment.

4.0 Academic Assignment

A compulsory element of the MAP Programme is the Academic Assignment. All MAP students are required to write an academic assignment, based on a self-selected topic in a subject area that you are currently studying at college. The Academic Assignment is an opportunity to further develop your knowledge of a topic, acquire key academic skills and demonstrate your potential to be a successful student at university.

Resources for the Academic Assignment [are available on Blackboard](#).

It is important that you read these resources before writing and submitting your Academic Assignment.

4.1 Aims and Intended Learning Outcomes

The aims and intended learning outcomes outline what we expect you to achieve during the academic assignment process.

Aims

- To research a topic independently using various academic resources in order to further develop your knowledge of a topic.
- To acquire and develop key academic skills such as critical analysis of academic literature and referencing skills.
- To prepare for study at a research university.

Intended Learning Outcomes

By the end of the academic assignment process, you will be able to;

- Demonstrate a more in-depth knowledge and understanding of a topic.
- Describe subject knowledge in your own words and in an appropriate academic style (clear and logical structure).
- Explore a range of information, making clear links between different material and ideas so the assignment flows in a coherent way.
- Select and summarise relevant information and reach appropriate conclusions.
- Demonstrate an ability to research the topic appropriately using a range of appropriate resources.
- Demonstrate the origins of your ideas by showing referencing skills.
- Demonstrate use of appropriate ICT skills in the presentation of your assignment using the guidelines provided.

Submitting the Academic Assignment

Guidance is available on Blackboard, under the section 'How to upload your coursework onto Turnitin'. This includes a written guide and a three minute video demonstrating how to upload work.

When you have uploaded your work a digital receipt will appear showing the first page of your submission (you can scroll across for remaining pages). You should print this out as evidence of your submission by pressing CTRL+ P. If you cannot print the receipt you should note down the Submission ID and take a screenshot of the page.

If you have any problems uploading your work please email the MAP team, attaching a copy of your assignment. You must email before the specified submission deadline (Friday 28th August) to avoid penalties being applied to your academic assignment mark (see section 4.2.1).

4.2 Marking

Your Academic Assignment will be marked against the seven intended learning outcomes listed above. You will be marked on a scale of 1-8 on how well you have met each intended learning outcome.

You will also be marked separately on your performance during the academic assignment process. You will be marked on a scale of 1-8 on how well you performed during the academic assignment process.

You can find the marking matrix [here](#).

In order to pass the academic assignment, you will need to;

- Achieve a minimum overall average score of 5 for your Academic Assignment.
- AND achieve a 3 or above in all learning outcomes.
- AND achieve a 3 or above for your performance mark.

4.2.1 Penalties

Penalties will be applied for an assignment that is submitted past the submission deadline and exceeds the word limit. The penalties are;

- Lose 5% of marks per day that your assignment is late, up to 5 days past the deadline. After 5 days, the assignment mark will be reduced to 0.
- Lose 10% of marks for every 250 words over or under the word count.

4.3 Support

4.3.1 Academic Tutor

You will be allocated an Academic Tutor who will support you with your academic assignment. They will be an academic member of staff or a postgraduate student at the university. You will have two 45 minute video discussions with your Academic Tutor.

Your first discussion will be to develop a title for your academic assignment and to set clear goals to help you produce a draft assignment, which you will record on a first meeting sheet. Your tutor will send this blank document to you via email. The deadline for your first discussion is Thursday 4th June.

Your second discussion will be an opportunity for you to gain feedback on your draft academic assignment, review your progress and to discuss how to improve your assignment before the final submission. You will record all actions on a second meeting sheet and your tutor will send this to you via email. The deadline for your second discussion is Tuesday 11th August.

The discussion sessions you arrange with your Academic Tutor are not permitted to take place outside of normal working hours (Monday – Friday, 9am-5pm).

4.3.2 Structure and Format

You are required to follow a specific set of guidelines for your Academic Assignment. Information on the layout, structure and formatting of the assignment can be found in the ['Manchester Access Programme Academic Assignment 2020 - Structure and Layout Guidelines'](#) document. This is in the Academic Assignment folder on Blackboard.

4.3.4 Blackboard

There is a dedicated folder on the MAP Blackboard site for the academic assignment. This will include all the important documents, guidelines and resources to support you with your assignment.

For further information about Blackboard, please see [section 3](#) of the handbook.

4.4 Academic Malpractice

When you submit your academic assignment through Blackboard, it will automatically be checked against the TurnitinUK database. This database includes web pages: both current and archived content from the internet, a repository of works other students have submitted to Turnitin in the past, and a collection of documents, which comprises thousands of periodicals, journals, and publications. It is perfectly natural for an assignment to match against some of the Turnitin database. The Turnitin similarity report will indicate the similarity score of the submitted assignment, based on the amount of matching or similar text. The possible similarity ranges are:

- Blue: No matching text
- Green: One word to 24% matching text
- Yellow: 25-49% matching text
- Orange: 50-74% matching text
- Red: 75-100% matching text

4.4.1 Plagiarism

A high Turnitin similarity score (yellow, orange, red) may indicate plagiarism. Plagiarism is when you present the ideas, work or words of other people without proper, clear and unambiguous acknowledgment (referencing). The most obvious example of plagiarism is to copy and paste information/material from someone else's work. However, you may also commit plagiarism if you use a close paraphrase of their words or take diagrams/illustrations/tables/etc. from their work and input them into your work without referencing this. It also includes 'self-plagiarism' where you submit a piece of work you have presented for assessment on another occasion e.g. at college, or an EPQ.

Plagiarism is a serious academic offence. If your academic assignment is deemed to be plagiarised, then this could result in you being penalised with lower marks. In cases where the plagiarism level is high, then the assignment will be discussed at an Academic Board Meeting and may result in a student failing the academic assignment and subsequently being withdrawn from MAP.

4.4.2 Original Writing

A high Turnitin similarity score (yellow, orange, red) may indicate that the assignment does not include enough original writing content. Even where work and words of other people have been clearly referenced, your academic assignment must be written in your own words. In cases where there is not sufficient original content, then the assignment will be discussed at an Academic Board Meeting and may result in a student failing the academic assignment and subsequently being withdrawn from MAP.

5.0 Student Progression and Support

5.1 Attendance Requirements

In order to complete the Manchester Access Programme, all students must participate and successfully pass all compulsory activities (see [section 2.3](#)).

5.1.1 Unable to Attend a Live Webinar

If you have signed up to a live webinar and you are no longer able to attend, you should contact the MAP team as soon as possible. Where possible, we will publish webinar presentations and event resources on Blackboard and it is your responsibility to read and engage with the content and resources.

5.1.2 Completing Compulsory Quiz

For the Launch, Research and Referencing session and the University Life Conferences, students will also need to complete and pass a compulsory online quiz. The deadline for successful completion of the quiz will usually be two weeks following the event.

5.2 Consequences of Unsatisfactory Progress

Unsatisfactory progress or engagement is usually identified when a student has not submitted an academic assignment or engaged and passed compulsory MAP activities.

Failure to engage with the programme may result in a warning about progress or withdrawal from MAP. Full details of the disciplinary process can be found in the [MAP Student Charter Agreement](#).

5.3 Reporting ill health, mental health or personal difficulties or concerns about taking part in the programme

It is essential that if your participation on MAP is being affected by personal or medical circumstances, that you inform the MAP team immediately. The MAP team will be able to provide guidance and support depending on your current situation. This may involve a request for you to submit mitigating circumstances. Please see [section 7.0](#) for further details.

6.0 Learning Resources

6.1 My Learning Essentials

The library has a Study Skills Website where you will find sources of information, hints & tips and practical activities to help you develop your study skills and become a better learner. You will also find advice about how to prepare for lectures, tutorials and seminars, as well as online workshops on a wealth of teaching and learning skills; how to deal with exam stress; organising yourself; and on personal development and career planning.

See <http://www.library.manchester.ac.uk/using-the-library/students/training-and-skills-support/my-learning-essentials/>

You will also find a range of advice and guidance on the MAP Blackboard site.

6.2 Library

The [University of Manchester Library](#) is among the finest libraries in the world, and combines a sense of tradition with the best information systems to provide an extensive range of services and resources to actual and virtual visitors.

Library Search provides simple, one-stop searching for books and e-books, videos, articles, digital media, and more. You can use [Library Search](#) to access a number of different resources provided by the University of Manchester Library. You should be using these resources when researching your academic assignment.

Further information on the availability of these services while on-campus library facilities are closed is available through [Library Service](#).

7.0 Mitigating Circumstances and Appeals

The Manchester Access Programme has a policy and procedure for considering student mitigating circumstances and appeals.

7.1 Mitigating Circumstances

It is essential that if your participation on MAP is being affected by personal or medical circumstances, you inform the MAP team immediately. They will be able to discuss with you the process for 'Mitigating Circumstances'.

Mitigating Circumstances are defined as 'unforeseeable or unpreventable circumstances that could have, or did have, a significant adverse effect on the academic performance of a student'.

If you think that your participation on MAP is likely to be affected by your circumstances, for example being unable to participate in MAP compulsory activities or not being able to hand in an assignment by the deadline, you will need to submit a Mitigating Circumstances form.

7.1.1 Grounds for Mitigation

Below are examples of possible mitigating circumstances;

- significant illness or injury, or worsening of an ongoing illness or disability, including mental health conditions;
- the death or critical/significant illness of a close family member/dependant;
- significant family or personal crises leading to acute stress.

Below are circumstances which will NOT normally be regarded as grounds for mitigation;

- holidays, moving house and events that were planned or could reasonably have been expected;
- inadequate planning and time management;
- failure, loss or theft of a computer or printer that prevents submission of work on time (students should back up work regularly and not leave completion so late that they cannot find another computer or printer);
- consequences of undertaking paid or voluntary employment/work experience/participation on other summer schools and schemes.

7.1.2 Form and Deadlines

The form is [available to download on Blackboard](#). You must email the completed form and any relevant supporting documentation to map@manchester.ac.uk

If you are requesting mitigation as you are unable to meet the academic assignment submission deadline, then the MAP Team must receive this form by **28th August**. It is your responsibility to submit this form and supporting documentation by this deadline for mitigation to be considered. **You should NOT wait until you receive your results to apply for mitigating circumstances.** Late requests for mitigation will not be considered without a credible and compelling explanation as to why the request was not made before the assignment submission deadline (28th August).

Whilst you are awaiting the outcome of your request for mitigation, you should continue to work to the academic assignment deadline of 28th August, unless your circumstances completely prevent you from doing so. If you miss this deadline, you should submit your work as soon as possible. **You should NOT wait until after the decision has been made on your mitigating circumstances to submit your assignment.** The amount of time you

take to submit your academic assignment after the deadline will be taken into consideration and a judgment will be made on whether this is justified depending on your circumstances.

7.2 Appeals

There are two decisions that affect your progression on MAP that you may wish to appeal; withdrawal from MAP or the result of your final academic assignment. You may only appeal if there are adequate grounds for doing so and not simply because you are dissatisfied with the decision.

7.2.1 Grounds for Appeal

An appeal may be made only on the grounds below:

- that there were/are mitigating circumstances that affected your performance during the Manchester Access Programme and/or the Academic Assignment process, but for compelling and credible reasons, these were not disclosed to the MAP team or the Academic Tutor and which may have had an effect on the final decision
- that there was an administrative error or procedural irregularity
- that the supervision by your Academic Tutor or the support offered by the MAP team was unsatisfactory to the point that your performance was affected.

Below are circumstances that will NOT normally be regarded as grounds for appeal:

- not informing the MAP team or Academic Tutor of mitigating circumstances due to personal feelings, e.g. shame, embarrassment or pride, or having concerns over the confidential treatment of requests for mitigation. These are not considered to be credible and compelling explanations as to why the circumstances could not be made known at the time.
- being disappointed in your result or disagreeing with a mark that you have been given. You cannot question the academic or professional judgment of your Academic Tutor or the MAP team who are responsible for assessing your academic performance or professional competence. However, if you are uncomfortable working with your Academic Tutor you must make this known to the MAP team as soon as possible instead of waiting to appeal at the end of the programme.

7.2.2 Appeals form and deadlines

If you wish to appeal your academic mark or withdrawal from MAP, you must email the MAP team to notify us within ten days of receiving your academic assignment result or notification of withdrawal from MAP for the appeal to be considered. We will then email you the appeals form, which you must complete and return alongside any relevant supporting documentation to map@manchester.ac.uk within five days of your receipt of our email. It is your responsibility to submit this form and supporting documentation before this deadline.