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The University of Manchester

UC**IL**

University College for
Interdisciplinary Learning

UCIL STUDENT HANDBOOK
2021-22

manchester.ac.uk/ucil

STELLIFY

CONTENTS

INTRODUCTION

INTRODUCTION

Welcome to the University College for Interdisciplinary Learning (UCIL). We are delighted that you have decided to study a unit with us. This handbook has been designed to answer your questions and assist you with your studies whilst you are completing a UCIL unit. It should be used in conjunction with the information provided by the Unit Convenor in Blackboard, which will provide information which is tailored to the unit you are studying.

Please note students are responsible for checking assessment guidelines for UCIL units: e.g. deadlines, word or page limits, specific formatting requirements etc. These may vary from your home School so please check carefully.

WHAT IS UCIL?

UCIL allows you to study units from across the University that contribute to your degree programme. All of our units are undergraduate level, and we welcome students from all disciplines.

UCIL introduces you to issues, topics and new ways of thinking, tackling the key questions facing society in the 21st century. Our units equip you with invaluable knowledge and skills, which will complement your studies and make you more employable. We provide a unique learning experience by giving you the chance to meet and study with students from different degree programmes across the University.

The design and assessment of our units make them no easier or harder than any other within the University, and take into account that you may come from a very different degree background.

WHERE IS UCIL?

UCIL is based in University Place however if you have any queries regarding UCIL unit enrolment, timetabling and assessment or becoming a UCIL student representative you can contact us via email or telephone.

UCIL CONTACTS

We have a team of UCIL Administrators who will be happy to help you with any queries.

Angela Crolla
Gail Bradbury
Joanne Walls
ucil@manchester.ac.uk

Telephone: 0161 275 0930

UCIL website: http://www.manchester.ac.uk/ucil/

UCIL COMMUNICATION TO STUDENTS

You will occasionally be contacted by UCIL via email or Blackboard regarding UCIL units, unit surveys, timetables and assessment.

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**. However, some UCIL units may have alternative arrangements. Please double check all units and any timetabled activities (either online or face-to-face) on the Blackboard page or check with your Unit Convenor.

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

If you are a Level 1 or Level 2 student you must ensure that you are available for the resit Examination Period if you fail any units.

BLACKBOARD

The teaching and learning activities within your units are enhanced and supported by Blackboard. All of your units are listed in http://my.manchester.ac.uk/ under the 'Blackboard' tab. Within this tab you will find a list of all the units you are registered to take, under the 'Course List'.

Units become available to students one week before the start of teaching.

For most units in 2021/22 this is:

• Semester 1 and all-year units: 27 September 2021
• Semester 2 units: 31 January 2022

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

• Contact UCIL administrators to check that you have been enrolled;
• Check with your Unit Convenor that they have made the unit available;

Note: If you change your unit enrolments there will be a delay of up to 24 hours in registering your new units and removing those you are no longer taking. After enrolment or changing your enrolments, if your units are not correctly listed in Blackboard after 24 hours, please inform UCIL (ucil@manchester.ac.uk).

Your Blackboard units will contain different elements, depending on how the Unit Convenor has set them up. They may be used for unit materials, lecture handouts, coursework submission, quizzes, additional resources, discussion boards or blogs, for example. If you have any queries about the content, check with the Unit Convenor first.

For general information on Blackboard and access to support information, please visit:
my.manchester.ac.uk/portlet/user-guide

CONTACTING UCIL UNIT CONVENORS

The contact details for Unit Convenors can be found in the staff directory and should also be available in Blackboard - http://directory.manchester.ac.uk/

Should you have any queries regarding your UCIL unit once enrolled, please contact the Unit Convenor in the first instance.

You can also email UCIL with any general queries.

ASSESSMENT

Assessment of UCIL units is designed to be accessible to students from any discipline. It is no harder and no easier than the assessment of any of your other units. UCIL uses a range of assessment methods and you may not have come across some of them before. Unit Convenors will provide support to ensure you understand what is expected from each piece of assessment.

SOME GOOD PRACTICE FOR ONLINE SUBMISSION TO TURNITIN:

a) To enable anonymous marking, your coursework must not have your name anywhere on it.

b) To avoid the risk of material being lost, your coursework must carry a header on each page, which will include your student registration number (found on your library card) and the code and name of the unit.

c) Upload your coursework through the Turnitin/Grademark link in the unit Blackboard site. This link is usually found in the 'Assessment' folder on the left-hand side of the unit's Blackboard landing page.

d) **You must upload your work using your student registration number and the question number/ title (e.g. 8000000_Q3) in the title field.**

e) You are responsible for ensuring you upload the correct document.

f) You are responsible for successfully uploading your coursework before the deadline on the date set by the Unit Convenor.

g) You are responsible for keeping a copy of your coursework and a copy of the digital receipt containing your unique ID number and confirming your submission.

h) If you have any problems with your submission you should contact the Unit Convenor, UCIL Administrator, or the e-Learning helpdesk:

http://www.itservices.manchester.ac.uk/help/elearning/

ATTENDANCE REQUIREMENTS

Full attendance is expected at all lectures and tutorials/seminars, including online activities and discussions in Blackboard. Attendance at tutorials and lectures will be monitored and attendance registers kept in line with the University policy. Your UCIL Unit Convenor will provide details of how attendance will be monitored however please contact your home school directly with any queries regarding this.

If you are unwell or not able to attend a lecture or tutorial for any other reason, please let the Unit Convenor and your home School know .

Should you be unable to attend **for any reason** or you have any concerns regarding any impact on your studies please contact your home school urgently who will be able to advise you accordingly.

REFERENCING AND AVOIDING PLAGIARISM

Standard academic practice demands that if you quote from, or in any other way make use of another person's work, you must ensure that it is properly referenced. This applies to all your assessed work for UCIL.

MY LEARNING ESSENTIALS

My Learning Essentials is The University of Manchester's comprehensive programme of online resources, workshops and drop-ins designed to support students in their personal and professional development. Workshops and drop-ins are held throughout the year and include special sessions during exams and the summer. Online resources are available at all times, providing flexible support for your development from undergraduate to postgraduate level and beyond. The My Learning Essentials programme is run by The University of Manchester Library in collaboration with other services across campus.

You can find the link to My Learning Essentials here: http://www.library.manchester.ac.uk/using-the-library/students/training-and-skills-support/my-learning-essentials/

REFERENCING SYSTEMS

Your Unit Convenor may specify a referencing system that they would like you to use: eg American Psychological Association APA for Psychology. Please check your unit information in Blackboard. If no specific system is stated, you must use a recognised academic referencing system. Common referencing systems used at the University include Harvard, MLA and Vancouver. University of Manchester guides to the Harvard, MLA and Vancouver Referencing Systems are available here:

• Harvard Referencing System
• MLA
• Vancouver Referencing System

Information on other referencing systems can be found here.

PLAGIARISM

Plagiarism is taking the work of others and presenting it as your own. It is a form of academic malpractice. In common with all other academic programmes, UCIL takes plagiarism very seriously. Students who are found to have committed plagiarism face serious penalties.

The best way to avoid plagiarism is to ensure that any piece of work you hand in for assessment is fully and properly referenced, using a recognised referencing system.

The University has some helpful guidance on how to avoid plagiarism and other forms of academic malpractice, including a few important do's and don'ts. Please see the links below.

All written assessment tasks will be automatically submitted to 'Turnitin', an online system used by the University for detecting plagiarism.

WHAT WILL WE DO IF WE SUSPECT PLAGIARISM?

All cases of suspected plagiarism will be investigated.

If evidence of plagiarism is found, it will be passed to your home School who will investigate further and apply appropriate penalties.

In extreme cases, not only will the piece of work in question receive a mark of 0, but there could also be consequences in terms of degree progression, class of degree awarded, or exclusion from the degree programme altogether, depending on your School, and year of study.

The following links will take you to information provided by the University concerning plagiarism and other forms of academic malpractice such as collusion.

- [A Guide to Avoiding Plagiarism](#)
- [University Guidance on Plagiarism - Guidance for Students](#)

PENALTIES

It is important that you make sure you are clear about assessment deadlines and any penalties that may be applied, as in some cases this may differ from what you are used to in your home School.

Word Count Penalties
A penalty for going over the word count is often applied if you exceed the word count by 10% or more. Some units also apply a penalty if you are under the word count. **You will need to check the specific penalty with the Unit Convenor.**

LATE SUBMISSION OF WORK

UCIL follows the University policy regarding late submission:

Definition of late submission
"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."

Late penalties
"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."

Please note that this is in accordance with the University's Guidance on late submissions and it is not at the discretion of the unit convenor to waive a late penalty.

To avoid late penalties we advise that you allow yourself sufficient time to upload your work in Blackboard.

Your coursework deadlines will be visible within Blackboard. If you have any queries regarding deadlines please contact your Unit Convenor.

All coursework marks and feedback are provisional until ratified by the UCIL Examination Board in June 2022.

If you have any queries regarding your mark or feedback please contact the Unit Convenor in the first instance.

ILL HEALTH

If, due to ill health, or for **any reason**, you are unable to keep up with your work on a UCIL unit you must inform your home School and email the UCIL unit convenor and UCIL Administrator to let them know.

If you feel that illness, or some other unforeseen personal problem, has adversely affected your performance in any part of the assessed work for a unit, then mitigation might be applied. Advice on how to apply for mitigating circumstances or an extension is given in the Mitigating Circumstances and Additional Support section.

MITIGATING CIRCUMSTANCES AND ADDITIONAL SUPPORT

HOW CAN I APPLY FOR MITIGATING CIRCUMSTANCES OR AN EXTENSION FOR A UCIL UNIT ASSESSMENT?

You will need to contact your home School directly if you need to request mitigating circumstances or an extension for any reason. Your Undergraduate Programme Office or Student Support and Guidance Office will be able to advise you further regarding late submissions or mitigating circumstances.

Your home School will then notify UCIL of any confirmed extensions or mitigating circumstances. You can find the full University Policy on Mitigating Circumstances here: http://www.regulations. manchester.ac.uk/policy-on-mitigating-circumstances/

The UCIL Unit Convenor or UCIL office **cannot** agree an extension or approve mitigating circumstances.

DASS STUDENTS

The UCIL Unit Convenor will be made aware of additional support via your University Support Plan. If you have any questions regarding your support needs, please contact the Unit Convenor.

Further information is available here:
http://www.dso.manchester.ac.uk/what-support-can-i-get/

If your University Support Plan states that you should have an Automatic Extension, the Unit Convenor should be aware of this. Please note that automatic extensions do not cover all types of assessment.

There are some examples below of assessments which are NOT included in the Automatic Extension scheme:
• Group/team work
• Presentations
• Formative coursework
• Assessments limited by logistical constraints: e.g. where assessments are to be submitted weekly for a particular unit

See the link below for further information and guidance.
http://documents.manchester.ac.uk/display.aspx?DocID=37272

STUDENT FEEDBACK

STUDENT FEEDBACK AND REPRESENTATION

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

UNIT EVALUATIONS

UCIL values all student opinion and feedback. Each unit has a unit survey at the end of the semester. Feedback/comments are anonymous and will be looked at by UCIL Unit Convenors and the UCIL Academic Director.

STUDENT STAFF LIAISON COMMITTEE

Student representation is via the UCIL Student Staff Liaison Committee (SSLC) and the UCIL Teaching and Learning Panel. Representation enables dialogue between the student body and staff in order to aid development of UCIL units, including new units.

The UCIL 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. Student members represent the UCIL student cohort and engage in discussion with academic staff to bring ideas, suggest units, and to provide feedback on the UCIL unit portfolio, unit content and to make any suggestions or comments to enhance the student experience.

STUDENT FOCUS GROUPS AND SURVEYS

UCIL is keen to develop new units that are in line with student interests. We therefore run a number of focus groups and surveys in addition to unit evaluation and SSLC to gain student feedback on current unit development and ideas for new units.

The UCIL Teaching and Learning Panel discusses policy relating to examinations and assessed coursework, and the portfolio of UCIL units. Student representatives are invited to sit on this Committee.

If you wish to become a UCIL student representative, please contact ucil@manchester.ac.uk. UCIL administrators will email all students regarding UCIL student representatives at the beginning of the academic year should you wish to apply for a position.