

Data Analytics and Society Programme



University of Manchester Handbook 2022/23 Part 2



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INFORMATION POINTS & COMMUNICATION

My Manchester

[My Manchester](#) is your main point of entry for all information. Access your email, library account, examination information, and the Student System to register, find your timetable and grades.

E-mail

All essential information is delivered to your *University of Manchester* e-mail address. **It is your responsibility to ensure that you regularly check your e-mail accounts.** If you believe that you are not receiving all relevant e-mails, you must inform your Programme Administrator *immediately*.

Contact Details

Please keep your contact details up-to-date on the on-line Student System (also called Campus Solutions). If you change address during the course of the academic year, you must update this system accordingly.

School of Social Sciences Intranet

The main reference point for information about your programme, the discipline and the School is the School's Student Intranet
<https://www.socialsciences.manchester.ac.uk/student-intranet/>

The individual discipline pages will also hold details of student representatives for each programme, once they have been nominated.
<https://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/student-reps/>

Arranging meetings with academic staff - SOHOL

All staff members have consultation and feedback hours. To arrange a meeting, students should use the SOHOL System:
<http://mats.humanities.manchester.ac.uk/mats/SOHOL/StudentLogin.asp> email or telephone. If staff are not available to meet at a time arranged students should inform the Receptionist in that area and their PG Administrator:
<https://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/contact-us/>

Campus Solutions is the student system. From here you will be able to check your timetable, keep track of your course choices, grades, financial situation, and registration, along with many other functions. It is accessible via MyManchester:
<https://my.manchester.ac.uk/uPortal/f/u201s14/normal/render.uP>

IT Services within the Faculty of Humanities

Students at the University of Manchester enjoy access to a wide range of high quality IT services provided across campus. Within Humanities itself there are in excess of 500 computers located within Faculty buildings available for student use complementing the 2000+ seats provided by the University in public clusters – including a public cluster at Owens Park.

All cluster computers are configured in the same way and provide access to services offered by schools, faculties and central service providers such as IT Services
<http://www.itservices.manchester.ac.uk/help/> and the University Library
<http://www.library.manchester.ac.uk/>. These include printing, scanning and copying and access to a wide range of general use and course specific software on the Windows 7 operating system. A list of software is available at:
https://www.applications.itservices.manchester.ac.uk/list_categories.php

A list of open access clusters can be found at <http://www.itservices.manchester.ac.uk/students/pc-on-campus/>

Wireless networking is being installed across campus enabling students with wireless equipped laptops to access IT services on campus. Full details of the services offered, including a list of available locations, can be found at <http://www.itservices.manchester.ac.uk/wireless/>

Help and advice is available from our Service Desk which can be contacted by phone, email or in person. It is also available on-line <http://www.itservices.manchester.ac.uk/help/> or via the Support Centre online <https://www.itservices.manchester.ac.uk/ourservices/catalogue/core-it/core-it-help-support/its-ourservices-catalogue-core-it-help-support-centre-text/>

Service desk support is also available at the University Library, the Joule Library and the Alan Gilbert Learning Commons <https://www.library.manchester.ac.uk/help-and-support/>

Details of opening hours and other contact details can be found at: <http://www.itservices.manchester.ac.uk/help/> Telephone support is available 24 hours a day throughout the year.

Blackboard: Course units and enrolments

Blackboard (Bb) is the web-based platform that we use across the institution to deliver our teaching, learning and assessment online. All of your course units and programme-wide spaces (where relevant) are delivered via Bb.



Access Bb via [My Manchester](#). In Blackboard you will find:

- a list of all the course units you are registered to take, under the 'Course List',
- a list for Programme spaces or other 'Organisations', in the 'My Communities' list.

Your Bb course units will contain different elements, depending on how your tutor(s) have set them up. They may be used for hosting teaching materials, lecture handouts; for assessment including coursework submission, quizzes; for communication such as class announcements; for collaboration with your fellow students e.g. discussion boards or blogs; or other. If you have any queries about the content in your Bb spaces, please check with your tutor first.

You can find guidance on the various Bb tools as well as other eLearning tools we use at Manchester e.g. Turnitin, accessing the Manchester video portal or other in this page: <https://sites.manchester.ac.uk/humteachlearn/student-support>

If you like you can access Bb on your smartphone using the Bb Mobile Learn app. For guidance, see: https://help.blackboard.com/Mobile_Learn

When can I access the Blackboard sites for the units I am studying?

Courses become available to students one week before the start of teaching. For *most* courses in 2021/22 this is:

- Semester 1 and all-year courses: 19th September 2022
- Semester 2 courses: 30th January 2023

To ensure that you have access to all of your courses within Blackboard, you must be enrolled on them through the Student Records system. Once enrolled, your courses should appear on Blackboard from the dates above mentioned.

What can I do if I cannot find in Bb a course(s) I am enrolled on?

If you cannot see a course you expect to see, it may be because your tutor has not 'activated' your Blackboard site for the course, or it may be that your enrolment is not completed:

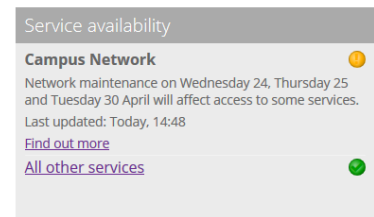
- contact your School Administrator to check that you are fully enrolled;
- check with your tutor that the Bb site has been activated (made available to students);

Note: If you decide to change your course enrolments (from one unit to another) there will also be a delay of up to 24 hours in acquiring your new courses and removing those you are no longer taking. If after enrolment or changing your enrolments your courses are not correctly listed in Bb after 24 hours, please contact the eLearning Team via the Support Portal <https://www.itservices.manchester.ac.uk/help/elearning/>

More broadly, if during the duration of your studies you experience interruptions in IT or eLearning services such as Blackboard, Turnitin, Video Portal or other please check the Service Availability information on IT services

homepage: <http://www.itservices.manchester.ac.uk/> The Service Availability portlet will display whether there is any

known disruption and flag issues with a red or an orange circle (see image). If you experience an issue that is not notified in the [Service Availability portal](#) please contact your eLearning team via the Support Portal <https://www.itservices.manchester.ac.uk/help/elearning/>



ASSESSMENT AND GUIDELINES

Essay and Coursework Submission

Social Statistics now uses electronic submission **only** for all assessed work and the deadline is **3pm** unless otherwise stated.

When submitting to Turnitin for the 'Submission Title' please **ONLY** enter your 7 or 8 digit ID number. **DO NOT** enter anything else in this box. If we are unable to identify your work by ID number you may be counted as not having submitted.

You will receive an email, a week before the coursework is due to remind you of the submission guidelines. You can submit the essay from the day you receive this email **even if** this is prior to the deadline.

You should also consult your course Blackboard site for the submission deadline dates and submission details.

How to submit your work:

1. Log into Blackboard via My Manchester at: <https://login.manchester.ac.uk> and go to the course unit site.
2. Click on the 'Assessment' folder from the menu on the left hand side.
3. You will then see a folder named 'Coursework Submission'. Click on this and you will be taken to the coursework folder which contains full instructions for online submission.
4. Click on 'Submit your DATAXXXX Assessed Coursework here'.

Before Submitting Remember:

- When submitting online please ensure you submit the correct version of your work.
- Essays must be double-spaced and 12 point type.
- Ensure pages are numbered and that your University ID number (seven/eight digit library card number) and the relevant course code (SOST---) appear on each page.

- The total number of words (excluding the bibliography/final list of references, but including any footnotes) must be printed at the end of the essay.
- Even though your name is automatically entered when submitting your coursework (step 1 of 2), assignments are marked anonymously so your name will not be visible to the marker.

For further information please see "A Student Guide to Submitting an Assignment via Turnitin" <http://documents.manchester.ac.uk/display.aspx?DocID=13010>

Late Submission

Late Submission of Essays and Other Coursework will be penalized by 10 marks per day penalty on all late assessed work

More information on the Policy on Submission of Work for Summative Assessment on Taught Programmes can be found on the Teaching and Learning Support Office website at: <http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonsubmissionofworkforsummativeassessment/>

Important:

Submitted work counting for less than 15% of the overall mark will get a mark of 0 if it is submitted late. Please note that mitigating circumstances procedures would still apply and that these rules do not apply for marks given for participation and attendance.

A note about coursework extensions: You must contact your Programme Administrator in your home school to request an extension on your assessed work.

Word limits

For all assessed work, it is important to comply with the word limit given in the course guide. You may be penalised up to 5 points if your essay is significantly longer or shorter than specified.

You must indicate the word count at the end of your essay. **Failure to do so will result in a deduction of 2 marks**

The bibliography/final list of references that is required for both the Harvard and Chicago referencing styles does not count towards the word limit of an essay/extended essay/dissertation.

All footnotes relating to the Chicago style, all references in the text relating to the Harvard style (e.g. Russell, 2012: 3), as well as all other footnote material and quotes, do count toward the word limit.

In addition, if appendixes are used (sometimes the case with dissertations, rarely with essays), these are not counted in the final word count.

Assessment for Students with Disabilities

The University has responsibilities under the Disability Discrimination Act to make reasonable adjustments to its provision, including methods of assessment, to ensure that students with disabilities are not disadvantaged for reasons relating to their disability.

Further information is available in the [Guidance](#) on Assessment for Students with Disabilities.

Assessment Criteria

The assessment requirements for each course unit (e.g. specific deadlines, whether there will be a presentation or not, whether you will have to come up with your own essay question etc.) are specified in the individual Course Guides: Please make sure that you **carefully** read the assessment-related part of your course unit guide

The following criteria for assessment govern the way in which we mark assignments and dissertations. These guidelines have been established by the School of Social Sciences and, as such, operate across the School's discipline areas:

Students' work is assessed into different class categories by using the following criteria:

High Distinction (80+)

This is outstanding work in every respect. It reaches all the standards of Distinction work and, additionally, reveals extensive knowledge of the topic along and makes a highly original argument that is excellent in both rigour and organisation. It is very well-written. It demonstrates clear potential for the student to make an original contribution to knowledge at PhD level.

Distinction (70-79)

This is excellent work, showing evidence of comprehensiveness and focus, with critical depth and insight evident in a sustained, coherent and plausible argument. It covers a wide range of the relevant scholarly literature, which is synthesized into a high quality analysis. It may include methodologically comprehensive analysis and/or theoretical sophistication. It endeavours to develop an original position on the question. There are few weaknesses.

Merit (60-69)

Work in this range answers the question well and develops a coherent and sustained argument. It is clearly competent and presented well, with work in the upper end of the range demonstrating the capacity to undertake further postgraduate research. The analysis is critical and comprehensive in its coverage and has a degree of depth and imagination in the presentation and consideration of the material. There may be some weaknesses in argumentation and some key concepts may be omitted from consideration.

Pass (50-59)

This represents the minimum performance required on a Masters course. It should be structured well, presented well, demonstrate an awareness of relevant literature and consistently evidence its argument by reference to relevant literature/research. Work should provide a competent discussion of relevant material and, although primarily descriptive, it should show some effort towards critical and analytical thought.

Note: What distinguishes a Merit from a Pass is greater extent of understanding of material and clarity of analysis and argument, as well as at least some selective knowledge of the relevant literature, not mere awareness of its existence.

Fail (40-49) (compensatable)

Does not reach the level required for a Masters course. It discusses relevant material, although it is descriptive and lacks analytical depth. There are some errors of fact and/or inconsistencies in the argumentation. It may be well-presented and demonstrate an awareness of relevant literature, but fails to effectively answer the question.

Fail (0-39)

Work in this range does not reach postgraduate standard. The work does not constitute a sufficient answer to the question. It is poorly organised and exhibits numerous errors of fact and major inconsistencies in the argumentation. It does not cover enough scholarly literature to demonstrate knowledge of the field.

Each module has a detailed breakdown of the marking criteria. In order to ensure the effective development of your skills certain modules include a combination of examination and assessed written work. Moreover the practical components of the different modules are very important to your learning experience. See each individual course booklet for details of assessment. In advance of the submission date the criteria will be discussed in the course lectures.

For the modules a mark of less than 50 is a fail; 50-59 is a pass; 60-69 is a merit pass and 70 or more is a distinction. Students proceeding to an ESRC funded PhD are usually required to have a merit pass or higher in their overall average mark (see below).

Information for Coursework Submissions

Hand in dates are stated in the course guides or on Blackboard.

Assignments should be submitted via Turnitin. Instructions can be found on the Blackboard page corresponding to the course. Dissertations should also be submitted via Turnitin as well as two hardcopies.

PLEASE REMEMBER THAT UNTIL THE PRELIMINARY EXAMINATION BOARD IN JUNE ALL MARKS ARE PROVISIONAL AND MAY STILL BE AMENDED UNTIL THE FINAL EXAMINATION BOARD IN NOVEMBER.

Recap of Essential Information:

- Length of Assignments - Course unit convenors will state the specific length limits for individual pieces of work. (Word limits are absolute. Work that exceeds the word limit will be penalised.).
- Submissions - All assignments must be submitted to Turnitin via Blackboard by the deadline stated.
- Problems - If you are encountering any problems, please see either your course unit convenor or the Programme Director.
- Bibliography & Referencing - A full bibliography should be appended listing all sources consulted in preparing the assessment assignment. This should be arranged alphabetically, and in time order for publication in the case of where several works by the same author (or government or other collective source) are being used. Where no author is available for quotation, the title of the publication (for example, a newspaper or poster) should be placed alphabetically in the bibliography. Journals should be identified by their volume numbers as well as by the year of issue. A bibliography constructed in this way will permit references to be made easily in the text. In an appropriate place, the author, year of publication and page reference can be placed in parenthesis, for example (Banton, 1967, p. 143). In other words, use the standard Harvard referencing system.

Please read carefully the information on our policy on assignment extensions.

Referencing and Bibliography

We do not stipulate that students must use one form of referencing or another, so long as they are consistent and thorough in providing all the relevant publication details and at the necessary locations in the text. Choose one referencing and bibliography style and follow it consistently

Penalties

Marks of up to 10 percentage points may be deducted for inadequate scholarly apparatus.

Referencing (0-5 points)

- i. 1-2 point deduction:
 - inconsistent style of referencing (Harvard and footnotes combined, different styles in footnotes)
 - occasional failure to acknowledge sources
 - frequent omission of details in citations
- ii. 3-5 point deduction:
 - occasional failure to provide a reference for quotations
 - frequent failure to acknowledge sources
 - citing incorrect sources

Bibliography (0-5 points)

- iii. 1-2 point deduction:
 - frequent errors in alphabetical ordering
 - frequent omission of minor publication details (e.g., place of publication, author's initial, date of access to online article)
 - occasional omission of major publication details (e.g. author, title, publisher, date, page numbers)
 - frequent failure to distinguish aspects of the reference, e.g., putting book/journal titles in non-italics and chapter/paper titles in italics; failing to distinguish edited works from sole-authored works
 - inclusion of irrelevant sources not cited in the text
- iv. 3-5 point deduction:
 - systematic omission of publication details
 - systematic errors in publication details (incorrect author, title, etc.)
 - systematically inconsistent style of referencing
 - frequent omission of sources cited in the text.

Examinations Officer

The SRMS programme benefits from an Examinations Officer who supports the programme in all matters related to assessments and marking.

External Examiner

a. Generic statement outlining the role of External Examiners

External Examiners are individuals from another institution or organisation who monitor the assessment processes of the University to ensure fairness and academic standards. They ensure that assessment and examination procedures have been fairly and properly implemented and that decisions have been made after appropriate deliberation. They also ensure that standards of awards and levels of student performance are at least comparable with those in equivalent higher education institutions.

b. Statement about External Examiners' reports

External Examiners' reports relating to this programme will be shared with student representatives at the Staff Student Liaison Committee (SSLC), where details of any actions carried out by the programme team/School in response to the External Examiners' comments will be discussed. Students should contact their student representatives if they require any further information about External Examiners' reports or the process for considering them.

External Examiner

The External Examiner for our programme is: Prof Katie Harron. Professor of Statistics and Health Data Science at UCL Institute of Child Health, a member of Council for the Royal Statistical Society and an associate editor for the Journal of the RSS, Series A

Please note that it is inappropriate for students to make direct contact with External Examiners under any circumstances, in particular with regards to a student's individual performance in assessments. Other appropriate mechanisms are available for students, including the University's appeals or complaints procedures and the UMSU Advice Centre. In cases where a student does contact an External Examiner directly, External Examiners have been requested not to respond to direct queries. Instead, External Examiners should report the matter to their School contact who will then contact the student to remind them of the other methods available for students. If students have any queries concerning this, they should contact their Programme Office (or equivalent).

Feedback

Receiving feedback is an integral part of your learning process. You should be aware that feedback will come in a number of different forms, most of which require your active participation.

The SRMS programme director is available for academic guidance or to discuss issues of a personal nature that may have an impact on your ability to study and/or meet course

requirements. The programme director is also available to meet students during dedicated office hours or at other times by appointment.

Coursework Feedback – Our Promise

Social Statistics staff will provide feedback on written work within 15 working days of submission. A follow up meeting with the lecturer can be requested if the student requires further discussion.

Students should be aware that all marks are provisional until confirmed by the external examiner and the final examinations boards in June.

For semester two modules that do not have examination components the marks and feedback for the final assessed component **are not** subject to the 15 working day rule and will be released with the examination results.

You will receive feedback on assessed essays in a standard format. This will rate your essay in terms of various aspects of the argument that you have presented your use of sources and the quality of the style and presentation of the essay. The general assessment criteria against which your work will be judged are outlined on page 19. If you have any queries about the feedback that you have received you should make an appointment to see your tutor.

How much feedback should I expect?

Our feedback norms are as follows:

- essays of 1,500 words will have commentaries from roughly in the region of 70-100 words
- essays of 2,000 words will have commentaries from roughly in the region of 80-120 words
- essays of 3,000 words will have commentaries from roughly in the region of 100-150 words

These norms have been set in order to give you about the right amount of feedback to explain your mark and offer suggestions for improvement, without overwhelming you with too many comments.

How to Access Feedback and Marks

On assessments submitted through Turnitin you will receive feedback via Blackboard. This will include suggestions about ways in which you could improve your work in future. You will also receive feedback on non-assessed coursework, whether this is individual or group work. This may be of a more informal kind and may include feedback from peers as well as academic staff. In dissertation courses you are likely to obtain continuous oral and/or written feedback from your supervisor.

Accessing Marks and Feedback through Blackboard/Turnitin Please see "A Student Guide to Downloading Feedback from Turnitin" at:

<http://documents.manchester.ac.uk/display.aspx?DocID=13011>

Accessing Marks through the Student Self Service Centre

As your essay is marked via Turnitin you will receive your provisional mark on the Blackboard page for relevant course. For other forms of assessments your mark and feedback will be available through the Student self Service System.

Please Note: The mark displayed on the student system is the correct mark as this will include any late deductions if you submitted your essay after the 2pm deadline. If you notice that your mark is different to the one displayed through Turnitin please look under the 'Instructor Comments' section to see if you have incurred a late penalty.

Log into your Student Service Centre through My Manchester:

<https://login.manchester.ac.uk>

To view your marks:

- Go to your Student Service Centre
- Using the drop down list on the left select Assignments.
- Click on the arrows next to it.
- Click on the correct academic year.

This takes you to a list of your modules.

Click on the link for the module required to bring up the marks page.

Click on **Instructor Comments** at the bottom of the screen to view essay comments and marks.

If you have a negative service indicator on your account, indicating a debt to the University, you will not be able to access your grades. If this is the case you will need to contact Student Services at ssc@manchester.ac.uk or +44(0)161 275 5000.

Face to Face

You will receive feedback on your learning process whenever you go prepared to a seminar, as you will realise whether your understanding of the material is correct or not.

Assessment and Feedback Advice Hours

All academic staff have specific office hours when they are available to students. Your course Conveyor has a dedicated timeslot each week when you can meet with her/him to discuss course unit specific problems and questions.

In conjunction with the School of Social Science Feedback Policy, we will ensure that:

- Where there is further assessment to be completed for the unit, feedback should be provided no later than 3 weeks from the submission date and before completion of the next assessment.
- Where there is no further assessment for a unit, students must have the opportunity to receive feedback as appropriate and in time to be able to improve performance in further programme assessments.

Making the most of your assessment and feedback

What will the feedback do?

The purpose of written feedback is twofold: (i) to explain why the mark was awarded and (ii) to help you improve marks in the future.

- The feedback will refer to the marking criteria to explain why the particular mark was awarded.
- In almost all cases, the comments will be *both* positive and negative. Accordingly, expect *some* constructive criticism of your work.
- Do not focus, however, unduly on the negative comments. It is important also to reflect on what you are doing well.
- Any negative comments will be linked to recommendations and suggestions on how to improve the piece of work. These are the most important part of the feedback process. Take the time to consider these in detail.
- Although the comments may seem to relate only to the particular assignment, the general underlying points will also typically be important for other assignments.

Using feedback

- Read the feedback, even if you get a mark that you are dissatisfied with or if you have finished the module. It will help you to improve more generally.
- When you receive feedback, read it through once. Then come back to it in a couple of days and consider it in much more detail. This enables you to consider the comments and suggestions more dispassionately and reflect on what you could improve on in the future.
- If you do not understand the feedback, or want some more help on how to improve your work, arrange to see your seminar tutor in their office hour. Indeed, this is

one of the central purposes of office hours (we now refer to them as 'Assessment Feedback and Advice hours').

- Once you've digested the feedback, make *your own* list of all the *good* points of the essay and of how you can improve it in the future (do not list the negatives). You may have some thoughts, in addition to those of the marker. This list will be very useful when it comes to your next assignment.
- If there are some key recurrent themes in the feedback that you receive from a variety of assignments (e.g., you need to improve the structure of the essay), arrange to see your Academic Adviser. They will be able to help.
- You may also find it very helpful to share experiences with your fellow students.

Policies and Procedures

Late Submission

If you submit your course work late there will be a penalty of 10 marks per day (sliding scale) applied for up to 5 days. So, for example, if you submit your course work or dissertation 2 days late, 20 marks will be deducted after examination. A day includes weekends and weekdays. If you submit your dissertation late, it will be an automatic mark of zero.

Extensions to the submission deadline can be granted to students where there are exceptional mitigating circumstances (e.g. compelling medical reasons). It is vital that you provide documentary evidence to support your application. The application must be submitted before the due date of your work. You are advised to refer to <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ma-msc-diploma-proformas-and-guidance/> for further guidance.

Mitigating Circumstances

If you think that your performance or academic progress is likely to be affected by your circumstances or that you may not be able to hand in your assignment/dissertation by the deadline, you may submit a Mitigating Circumstances form/extension request form, with relevant supporting documentation, for consideration by the Mitigating Circumstances Committee and Board of Examiners.

The nature of the supporting documentation required will vary according to the nature of the circumstances, but it must be sufficiently independent and robust to confirm the veracity of the case you are making. Please note that it is your responsibility as the student to submit a request for consideration of mitigating circumstances by the published deadlines. You should not wait until your results are issued or the deadline for the submission of your work to have passed to apply for mitigating circumstances as cases will not be accepted retrospectively.

Applications for mitigating circumstances should be made online, using the following link, but remember that your Programme Administrators are available for you to talk to prior to submitting a form and at any point during your time at Manchester. If something is upsetting you, then it is not trivial, come and see us.

Grounds for Mitigation

Students should be aware that grounds for mitigation are 'unforeseeable or unpreventable circumstances that could have a significant adverse effect on your academic performance'. Please see below for examples of possible mitigating circumstances as well as circumstances which will not be considered as grounds for mitigation.

Examples of possible mitigating circumstances:

- significant illness or injury;
- the death or critical/significant illness of a close family member/dependant;
- family crises or major financial problems leading to acute stress;
- absence for jury service or maternity, paternity or adoption leave.

Circumstances which will NOT normally be regarded as grounds for mitigation:

- Holidays and events which were planned or could reasonably have been expected
- Assessments which are scheduled closely together
- Misreading the timetable or misunderstanding the requirements for assessment
- 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 and printing so late that they cannot find another computer or printer
- Consequences of paid employment
- Exam stress or panic attacks not diagnosed as illness.

Assignment Extension Policy

Please note that this policy also applies to the Dissertation. To apply for an extension:

- Extension and mitigating circumstances applications should be made via the 'Applying for mitigating circumstances' [online form](http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ma-msc-diploma-proformas-and-guidance/) available from the School website at:
<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ma-msc-diploma-proformas-and-guidance/> or via the direct link above
- Where relevant applications must be accompanied by documentary evidence e.g. certification by a qualified doctor specifying nature of illness, duration and impact on ability to study, letter from qualified counsellor, copy police incident report etc.
- When the extension request is approved or rejected, the student will be formally notified by the School office by email.

GUIDANCE TO STUDENTS ON PLAGIARISM AND OTHER FORMS OF ACADEMIC MALPRACTICE

Plagiarism is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes 'self-plagiarism' (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from 'essay banks' (even if the authors of such material appear to be giving you permission to use it in this way). Obviously, the most blatant example of plagiarism would be to copy another student's work. Hence it is essential to make clear in your assignments the distinction between the ideas and work of other people that you may have quite legitimately exploited and developed, and the ideas or material that you have personally contributed. For help and advice on plagiarism and related matters, potential sources of assistance are: your academic advisor; your course tutors; the Student Guidance Service; and Paul Smith, the School's Student Support Officer. See: <https://documents.manchester.ac.uk/display.aspx?DocID=2870>

Please note that the School reserves the right to request electronic copies of course work assessments. These may be used to investigate suspected cases of academic malpractice.

HEALTH AND SAFETY

A Health and Safety online course (SOCS61230) is compulsory and available through Blackboard. A range of occupational health services are available to students. Further information is available at <http://www.studentnet.manchester.ac.uk/occupational-health/> including links to a range of policies. Regarding Display Screen Equipment (including computer monitor screens) you can find further information at <https://www.healthandsafety.manchester.ac.uk/>

You must not interfere with or misuse anything, object, structure or system of work provided by the University of Manchester in the interests of health and safety.

You must familiarise yourself with the procedures for dealing with an emergency, including what to do on discovery of a fire, and fire exit-points. You are also required to familiarise yourself with the Health and Safety at Work regulations, extracts of which are posted in all School buildings. Anyone requiring first aid for themselves or for others should contact one of the first aiders situated in the building. Their names and telephone numbers are posted in commonly used areas. The Head of School is responsible for Health and Safety within the School.

Accidents and Emergencies

All accidents at work or study must be reported to the School Safety Adviser for SOSS, Arthur Lewis Building, telephone 0161 275 1757. First aid boxes are located at main reception points in all buildings on campus and in some discipline areas. Contact details of first-aiders for each building can be obtained from the front desk.

ADDITIONAL SUPPORTING INFORMATION

Academic Appeals

The purpose of this regulation is to safeguard the interests of students and may only be used when there are adequate grounds for doing so which are outlined in the regulation. It may not be used simply because you are dissatisfied with the outcome of your assessment or other decision concerning your academic progress.

Appeals based upon provisional decisions of the University cannot be considered.

Complaints

As part of its commitment to ensuring the standard and quality of its programmes of study, services, and facilities, the University has an established Procedure to deal with complaints from students. Complaints provide useful feedback information and, where appropriate, will be used to improve services and facilities. If you have a complaint to make, you should raise it directly with the staff concerned at the earliest opportunity, as matters that are dealt with informally at an early stage have the best chance of being resolved effectively. Formal complaints should be made as soon as possible and, in any case, within 40 days of the events or actions (or lack of actions) which have prompted the complaint. The University will not normally consider complaints made after this period, unless there is good reason for the delay.

Dignity at Work and Study

The University of Manchester does not tolerate any form of harassment, discrimination or bullying. If you believe that you are being bullied or harassed, you can contact a Harassment Advisor. Harassment Advisors provide confidential support and information to students and staff on the University's policy and will be able to explain the options available to you. For further information see <https://www.reportandsupport.manchester.ac.uk/>

Examination Timetable

The examination schedule has been produced using dedicated software for which the overarching factor is the production of a timetable with no, or as few as possible student clashes. Whilst attempts are made to ensure that you have a spread of examination dates throughout the examination period, in many cases this is not possible given the institutional constraints on the numbers of examination venues that are available, the number of examinations that are scheduled to take place and the options available to students on any particular programme of study. You should expect therefore to have examinations on two or more consecutive days and, potentially, have more than one examination within a single day.

Submission to Turnitin

The University uses electronic systems for the purposes of detecting plagiarism and other forms of academic malpractice and for marking. Such systems include Turnitin, the plagiarism detection service used by the University.

As part of the formative and/or summative assessment process, you may be asked to submit electronic versions of your work to Turnitin and/or other electronic systems used by the University (this requirement may be in addition to a requirement to submit a paper copy of your work). If you are asked to do this, you must do so within the required timescales.

The School also reserves the right to submit work handed in by you for formative or summative assessment to Turnitin and/or other electronic systems used by the University.

Please note that when work is submitted to the relevant electronic systems, it may be copied and then stored in a database to allow appropriate checks to be made.

Student 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 development of learning and teaching within the institution.

Student representation covers a diverse range of activities and structures and student feedback can be provided by a number of different means, for example, through programme evaluation questionnaires, the academic advisor system or through students being present at Staff-Student Liaison Committees or Programme Committees. Representation enables dialogue between the student body and staff in order to aid development of programmes of study, the student experience and the quality of the institution as a whole. This dialogue can take place in both formal and informal structures and circumstances.

University Proofreading Statement

If a student chooses to approach another person to proofread their written work, or seeks to use the services of a proofreading service or agency, they must take account of the following principles:

- i. it is the responsibility of students to ensure that all work submitted is their own, and that it represents their own abilities and understanding. Any proofreading of work that is undertaken by a third party must not compromise the student's own authorship of the work;
- ii. proofreading undertaken by a third party must not take the form of editing of text, such as the adding or rewriting of phrases or passages within a piece of student's work;
- iii. proofreading undertaken by a third party must not change the content or meaning of the work in any way.

Interruption

It is the expectation of the University that you will complete your programme in one continuous period of uninterrupted study. It is understood, however, that you may encounter personal difficulties or situations which may seriously disrupt your studies. In such instances, you may be granted a temporary interruption to your studies.

It is important to realise that we may not be able to provide an identical teaching, supervision and assessment experience on your return as would otherwise have been available. Programmes of study and regulations change to reflect developments in the subject, requirements of external bodies and the resources available to the University. While we will try to make reasonable provision for you following your interruption you need to realise that permission for an interruption is a privilege and not a right.

During your period of interruption you will not be a registered student of the University and your right to be on University premises will be that of a member of the public. You may not undertake work on University premises as you are not covered by our insurance agreements. You should also note that you will lose onsite IT and student library access;

however, you can retain remote email access to your student email account. You do need to ensure, however, that, if necessary, you save work and provide alternative forwarding contact email details to us.

If you fail to return and re-register at the expected date of return following an interruption, we will attempt to contact you but if we receive no response after 30 days following your expected date of return, we can deregister you from the student system.

Mitigating Circumstances You may suffer from some unforeseen or unexpected personal or medical circumstances that adversely affects your performance and/or prevents you from completing an assessment; these are referred to as mitigating circumstances (or special circumstances).

Requests for mitigation (or special circumstances) submitted after the published date for the beginning of an examination period (except as a result of circumstances that have arisen during the course of that assessment period) will not be considered without a credible and compelling explanation as to why the circumstances were not known or could not have been shown beforehand.

Research Council-funded students

Students funded by a UK Research Council (e.g. ESRC, AHRC) **must** obtain permission by completing the relevant form as explained above. Applications must be accompanied by full supporting evidence (supervisors statement of support, medical note etc.). The School will then apply directly to Faculty for approval and the Research Council will be contacted accordingly.

Student Services Centre

The Student Services Centre can offer all sorts of help and advice about tuition fee assessments or payments, Council Tax, examinations, graduation ceremonies etc.

The Centre is located on Burlington Street (campus map reference 57) and is open Monday to Friday, 10am to 4pm.

or

in Staff House, Sackville Street (campus map reference 13) which is open Monday to Thursday, 10am to 4pm.

Tel: +44(0)161 275 5000 or email ssc@manchester.ac.uk

Withdrawing from a Programme

If, after consultation with your supervisor, you decide, for whatever reason, to withdraw from a programme of study you must inform the Postgraduate Office by completing the relevant form. The Postgraduate Office will then update your Student Record, which will prompt the Fees Office to contact you regarding any refund due.

Withdrawal applications should be made on the 'Application for Withdrawal from Programme' form available from the School website at:

<https://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ma-msc-diploma-forms-and-guidance/>

The University Language Centre

The University Language Centre provides courses and language learning resources for students from a wide variety of disciplines wishing to include a modern languages element within their studies. It also offers a wide range of courses and services for international students for whom English is not a first language.

Language courses

Offered as part of the University Language Centre's institution-wide language programme (LEAP), these courses are available to students from across the University and may be

studied on a credit or on a non-credit basis to complement your degree. Currently there are 17 languages offered, ranging from the main international languages to a number of less-widely taught languages:

For more information on the full range of languages and levels that are available, please consult the [University Language Centre](#) website.

English Language Programmes and Advice

If English is not your native language, you may wish to make use of our classes and tutorials.

In our classes, experienced tutors will help you get the most out of your studies by exploring the key features of both written academic and spoken English. A particular emphasis is placed on communicating well with your intended audience. We also aim to boost your confidence to work independently in English. The writing classes are delivered on a broad disciplinary specific basis: Engineering and Physical Sciences, Biological Sciences, Medical and Human Sciences, Business-related disciplines, Humanities. You can find out more about these helpful classes on our website.

You may also book a free one-to-one academic writing tutorial with English for Academic Purposes specialist. You submit a sample of your own writing when booking a tutorial, and the tutor will then offer tailored advice and feedback specific to your needs. The feedback will focus on areas such as structure, referencing and appropriate use of English.

Please refer to the Academic Support Programmes section of the ULC webpage via the link given below.

Open Learning Facilities - The University Language Centre's open learning facilities, situated in the Samuel Alexander Building, offer:

- A well stocked library of materials in text, audio, DVD and CD-ROM formats
- Materials in some 80 languages
- Two suites of dedicated multimedia PCs for computer aided language learning, DVD playback and access to TVoverIP (for viewing live satellite channels via the University network)
- Booths with LCD screens for group viewing of DVDs
- A conversation room for group work and voice recordings
- Short-term loan of digital recorders, cameras, webcams, etc
- Support and advice for learners from expert staff and through on-line resources

Face to Face - This is a reciprocal language learning scheme, in which students can meet with native speakers of the language they are learning. International students find that this is a good way to meet home students and to become more integrated into the University. Home students can prepare themselves for study abroad by finding out about their partners' home universities and cultures. For more information, please enquire at the ULC reception.

A full guide to the University Language Centre's courses, services and its language learning resources is available at: <http://www.languagecentre.manchester.ac.uk>

OTHER USEFUL INFORMATION

Kantorowich Library

Next door to **Social Statistics DA** is the Kantorowich Library. This has a number of quiet study areas.

ADDITIONAL LINKS

Careers Service

Crucial guide for UG and PG students - an online guide with essential advice, information and guidance for students at The University of Manchester

Students' Union

Counselling Service

Disability Advisory and Support Service

Mature Students' Handbook

The Social Research Association (SRA)

The Social Research Association is a national organisation whose central aim is to advance the conduct, development and application of social research. Membership is open to any person interested or involved in social research, including students. Members receive a regular newsletter and are entitled to reduced rates at the many training courses and seminars organised by the SRA.

Royal Statistical Society (RSS).

The Royal Statistical Society is an international membership organisation with members in over 50 countries worldwide. We promote public understanding of statistics and provide professional support to users of statistics and statisticians.

UNIVERSITY POLICIES & REGULATIONS

There are a number of University policies and regulations which apply to you during your time at the university. Further details can be found at <https://www.manchester.ac.uk/study/masters/admissions/policies-procedures/>

These policies may undergo changes during your period of registration. You will be notified when changes take place, e.g. by email or by posting updates to the Document Resources section of the School of Social Sciences website at: <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/>

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/degree-regulations/>

PLEASE NOTE – Whilst teaching is concentrated on particular days you are encouraged to attend other academic activities such as study groups, seminars, workshops and professional training that might take place on other days. All MSc students are encouraged to attend the CMIST lunchtime and 4pm seminar series on Tuesdays and other seminars across the University where appropriate.

APPENDIX

Welcome to the Faculty of Humanities

As Vice-President and Dean of the Faculty of Humanities, I would like to extend a warm welcome to all students in The University of Manchester. The Faculty of Humanities is one of three Faculties in the University and consists of four Schools. We offer an unprecedented range of innovative programmes at undergraduate and graduate level, embracing disciplines as diverse as business and management, social sciences, law, education, languages, arts and environment and development.

This rich mix of opportunities makes study at The University of Manchester an exciting and stimulating experience, where you will benefit from the experience of

leading scholars in your field and from being part of a large, diverse and international student community. The city has an international sporting pedigree and one of the richest and most influential arts and music scenes, with a lively, culturally diverse city centre that's easy to enjoy on a student budget.

As the world recovers from the coronavirus pandemic, we have enjoyed welcoming students back to campus where they can benefit from the diversity our student experience offers. Being at university is not all about what you will learn in the classroom and you will have access to a diverse range of activities to stretch and develop your knowledge, thinking and skills. From field trips and study abroad to volunteering, industrial placements and hundreds of societies. There is also Stellify, a package of some of our most transformative student experiences that enables students to develop beyond their chosen subject. These experiences are why we are the university most targeted by employers.

Within the Faculty we are committed to providing a student experience of the highest standard and making sure you have the support you need along the way.

This handbook will give you information to help you make the most of your time with us. I look forward to seeing you all thrive whilst you are here.

Keith Brown
Vice-President and Dean, Faculty of Humanities
September 2022

Head of School's Welcome

Welcome to the School of Social Sciences (SoSS), and congratulations on your achievements in getting here!

My colleagues and I are delighted you are here, and very much looking forward to working with you over the coming years. We value feedback about your experiences of the courses you take, so please let your academic advisor know how you are settling in throughout the year, or about anything that you feel would could do better. You will have the opportunity at the end of each course to give us feedback, and we encourage you to do so.

The School of Social Sciences is a leading centre of teaching and research, based in the Williamson, Arthur Lewis and Humanities Bridgeford Street buildings. The major objective of social sciences is to know the social world and inform public debate with the aim of enhancing the lives of everyone. Social scientists aim to meet this challenge by investigating, describing, interpreting, and explaining human action and interaction in its diverse individual, collective and institutional forms. Critical to this is a perspective that views human practices through the lens of broad economic, socio-cultural, legal and political contexts which shape but also transcend personal experience, and that explores social forms that range from families to communities to broader societies. In line with this, SoSS is committed to theoretically informed empirical research which addresses major issues of private and public concern, and to excellence in research-informed teaching to ensure that our undergraduate programmes are current, rigorous and stimulating.

The School is built from a unique combination of 8 departments. Alongside the big four social sciences disciplines of Economics, Law, Politics and Sociology, we benefit from Social Statistics, provides quantitative research skills that remain in short supply in the UK. We also benefit from Criminology which explores the causes, implications as well as our understandings of crime. Social Anthropology privileges ethnographic techniques and the co-production of knowledge across the globe. Finally, we are fortunate to include Philosophy which cultivates reasoning and logical thinking which all of the social sciences demand.

In addition to specialist discipline based degree and joint-degree programmes, there are two School multidisciplinary Social Science degree programmes: the BA Economic and Social Studies (BA Econ) and the BA Social Sciences (BASS). Both of these degrees provide an introductory first year to the range of social science disciplines. Greater specialisation begins in the second year, and continues into the final year with a focus on either one or two discipline areas. The programmes benefit from cooperation with other Schools.

Most of our teaching will take place face-to-face on campus (unless government guidance recommends against this as a result of rising numbers of infections of Covid 19). Some of our courses will also take a blended learning approach to teaching, which will be focused primarily on face-to-face teaching and learning, supplemented by online provision where it will enhance student experience. You will be able to arrange to have meetings (in person or online) with teaching staff and academic advisors during their office hours.

The international outlook of the School is reflected in both our staff and student population: about 21% international academic staff, from 38 different countries, and about 35% international student population (undergraduate and postgraduate) which provides a vibrant multicultural intellectual environment.

The School of Social Sciences is proud of its national and international reputation. Two Nobel Prize winners in Economics – Sir John Hicks (1972) and Sir Arthur Lewis (1979) – have held Chairs at Manchester (1938-46 and 1947-58, respectively) and, today, current members of SoSS are leaders in their chosen fields of expertise. In the latest Research Excellence Framework, the School was identified as one of the top centres of excellence in the social sciences in the UK.

The school's research excellence informs what students are taught – you will benefit from cutting edge social science knowledge, that has been generated by those who teach you. The school has won major funding to support the activities of our researchers, research centres and institutes (including, for example, Cathie Marsh Institute for Social Research (CMI), the Sustainable Consumption Institute (SCI), the Centre on Dynamics of Ethnicity (CoDE), and the Manchester Institute for Collaborative Research on Ageing (MICRA)). We are in national collaborations with the British Election Study (BES), UK Data Service (UKDS), the Administrative Data Service (ADS) the National Centre for Research Methods (NCRM). We are also the home of a prestigious student-led Legal Advice Centre, where free legal advice is offered to members of the public.

We make every effort to planning and implement as safe as possible a School environment in which to study and work, especially in light of Covid 19. Whatever challenges may arise in the future, the University and School will follow government guidelines, and if necessary staff and students will be expected to follow any guidance about social distancing, mask wearing and hand cleansing.

We are certain that you will find the School of Social Sciences a welcoming and inspiring environment, both academically and socially (even under the rules of social distance!), in which to undertake your studies.

I hope you have a successful and happy time during your time with us.

Brian Heaphy

Professor Brian Heaphy
Head of the School of Social Sciences
(September 2022)