### **PROGRAMME SPECIFICATION**

## What are programme specifications?

Programme specifications focus on single programmes of study (or courses), and outline the intended knowledge, understanding, skills and attributes of a student completing that course. A programme specification also gives details of teaching and assessment methods as well as linking the course to the framework for HE qualifications and any subsequent professional qualification and career path. The University of Manchester has programme specifications for the programmes of study that it offers.

#### 1. GENERAL INFORMATION

Award	Programme Title	Duration	Mode of study
LLM	LLM in Healthcare Ethics and Law Campus-based – in Manchester	12 months	Full-time
LLIVI		24 months	Part-time
MA	MA in Healthcare Ethics and Law Campus-based – in Manchester	12 months	Full-time
IVIA		24 months	Part-time
MSc	MSc in Healthcare Ethics and Law Campus-based – in Manchester	12 months	Full-time
DaDin	Postgraduate Diploma in Healthcare Ethics and Law	9 months	Full-time
PgDip	Campus-based – in Manchester	21 months	Part-time
DC Cont	Postgraduate Certificate in Healthcare Ethics and Law	9 months	Full time
PG Cert Campus-based – in Manchester		18 months	Part time

School	School of Law
Faculty	Faculty of Humanities
Awarding Institution	The University of Manchester
Programme Accreditation	none
Relevant QAA benchmark(s)	Law; Philosophy
Level of Programme with the FHEQ	Masters  Further information on the Framework for Higher Education Qualifications can be found at: <a href="https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf">https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf</a>
Degree Regulations	https://www.staffnet.manchester.ac.uk/tlso/policy- guidance/degree-regulations/regulation-documents/pgt- degree-regulations/

### 2. AIMS OF THE PROGRAMME

The LLM, MA, MSc, PgDip and PG Cert programmes aim to:

01.	provide the highest quality of training in health care ethics and health care law with an interdisciplinary approach;
02.	provide an emphasis on the application of moral and legal theory to real world scenarios, thus catering to the practical needs of health care and legal professionals;
03.	offer students the opportunity to gain a comprehensive knowledge and firm understanding of ethical and medico-legal theories;
04.	offer students the opportunity to gain the skills needed to apply theory to real world scenarios in a diverse range of contexts;
05.	(For Masters' students only) develop ethical and medico-legal knowledge and research skills for the writing of a Masters-level dissertation.

### 3. INTENDED LEARNING OUTCOMES OF THE PROGRAMME

LLM, MA and MSc students complete 180 credits - 120 credits comprised of taught course units (each of 15 or 30 credits value), and an independent research element of the programme worth 60 credits (in the form of one dissertation).

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Postgraduate Diploma students complete 120 credits of taught course units, but forego the independent research element.

Postgraduate Certificate students are required to undertake 60 credits from within the taught element of the LLM/MA/MSc course.

# A. Knowledge & Understanding

At the end of the programme, students will have:		
A1.	demonstrated knowledge and understanding of the major theoretical approaches to health care ethics;	
A2.	demonstrated an understanding of the basic principles and rules of English health care law;	
A3.	demonstrated specific knowledge concerning a range of commonly occurring ethical problems in health care;	
A4.	demonstrated specific knowledge concerning a range of commonly-occurring legal problems in health care.	





Learning & Teaching Processes (to allow students to achieve intended learning outcomes)
Lecture/seminar sessions
Small group tutorials in some course units discussing the development of the students'

(For Masters' students only)
Individual supervision of dissertation



# Assessment

(of intended learning outcomes)

Assessed coursework

(For Masters' students only)
Dissertation

#### **B.** Intellectual Skills

own arguments

Students will be able to:		
B1.	analyse the real implications of moral and legal theories for both society and for individuals (both health care professionals and ordinary citizens);	
B2.	formulate an argument in a clear, precise and impartial way;	
В3.	develop the ability to sustain coherence between elements of extended arguments;	
B4.	constructively criticise an argument and justify the criticisms;	
B5.	reflect upon, analyse, and evaluate claims based in expert knowledge;	

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B6.

identify relevant ethical and medico-legal theory and appropriate frameworks and apply them to concrete problems.



# **Learning & Teaching Processes**

(to allow students to achieve intended learning outcomes)

Lecture/seminar sessions

Tutorial support, with opportunities for discussion in small groups

Individual formative feedback

(For Masters' students only) Individual supervision of dissertation



Assessment (of intended learning outcomes)

Essays

(For Masters' students only) Dissertation

#### C. Practical Skills

Students will be able to:		
C1.	produce pieces of individual written work, to agreed deadlines;	
C2.	quote appropriately from extant texts and consistently apply one of the several recognised referencing systems in line with the demands of accepted good practice in academic and professional writing;	
С3.	research legal and policy information from a number of paper and electronic sources;	
C4.	develop arguments in a logical coherent manner.	





### **Learning & Teaching Processes**

(to allow students to achieve intended learning outcomes)

Instruction in use of retrieval of principal electronic databases in law

Provision of assessed coursework guidelines

Tutorial support and formative feedback on all assessed work after marking - extensive feedback is provided on summative coursework which is useful for the completion of further assessed work

(For Masters' students only) Individual supervision of dissertation



Assessed coursework produced according to precise requirements and deadlines

Assessment

(of intended learning outcomes)

(For Masters' students only)

Dissertation

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# D. Transferable Skills and Personal Qualities

Students will be able to:		
D1.	independently seek information via publications, databases; and the internet;	
D2.	present an argument in an effective, stimulating and sophisticated way;	
D3.	intervene effectively and usefully in discussions of ethical and medico-legal problems;	

D4. (For Masters' students only) complete an independent project of individual design within a set timescale. **Learning & Teaching Processes** Assessment (to allow students to achieve intended learning outcomes) (of intended learning outcomes) Students are expected to research issues independently throughout the programme, using publications, databases, and the Summative coursework internet **Tutorial support** (For Masters' students) (For Masters' students) Dissertation Dissertation supervision

#### 4. THE STRUCTURE OF THE PROGRAMME

#### **LLM Healthcare Ethics & Law (Full-time)**

Students on the LLM programme must take taught course units to a total value of 120 postgraduate level credits (made up of compulsory and optional course units). LLM students will also undertake an additional research element worth 60 credits, by way of a Master's dissertation.

- Semester one: students will complete 60 credits of taught course units.
- Semester two: students will complete 120 credits in total 60 credits of taught course units and a compulsory Master's dissertation to a value of 60 credits.

SEMESTER ONE	SEMESTER TWO
CORE COURSE UNITS 60 credits of core course units. Automatic enrolment onto the Core Course Units.	OPTIONAL COURSE UNITS Students must choose optional course units to a total value of 60 credits with at least 45 credits from the law-based options list.
30 Credit Course Units CSEP60201 Philosophical Bioethics CSEP60211 Medico-Legal Problems	LAW-BASE  15 Credit Course Units CSEP60962 Medicine, Law and Society CSEP60972 Children, Medicine, and the Law CSEP60102 Mental Health Law and Policy CSEP60222 Global Health, Law and Bioethics ** CSEP60022 Research Methods and Methodologies for Bioethics and Law
	ETHICS BASED  15 Credit Course Units CSEP60312 Research Ethics CSEP60192 Ethics, Genetics and Genomics CSEP60222 Global Health, Law and Bioethics ** CSEP60022 Research Methods and Methodologies for Bioethics and Law

<sup>\*\*</sup>CSEP60222: This course unit is unusual in that it covers both ethical and legal issues equally and there are opportunities to answer ethical or legal assignment questions. As a result, it can count as either an ethics or a law course unit, depending on the assessed essay title chosen. This will be clearly indicated when titles are released.

#### **LLM Healthcare Ethics & Law (Part-time)**

Students in the LLM programme must take taught course units to a total value of 120 postgraduate level credits (made up of compulsory and optional course units). Students should choose at least 45 credits of law-based options across the degree programme.

Students will also undertake an additional research element worth 60 credits, by way of a Master's dissertation.

- Year one: students will complete 60 credits of taught course units.
- Year two: students will complete 120 credits in total 60 credits of taught course units and a compulsory Master's dissertation to a value of 60 credits.

**NOTE:** Part-time students are normally expected to complete one of the 30 credits cores, either Philosophical Bioethics (PB) or Medico-Legal Problems (MLP), and two options in Year 1. The choice of the core in Year 1 normally dictates the nature of the option to be completed in that year. Thus, if a student chooses PB in semester 1 of year 1, s/he is expected to complete optional courses with a significant ethics component. If, however, a student chooses Medico-Legal Problems in semester 1 of year 1, s/he is expected to complete optional courses with a significant legal component.

#### YEAR ONE COURSE UNIT REQUIREMENT

SEMESTER ONE	SEMESTER TWO
CORE COURSE UNITS  Students must choose 30 credits of core units.  The course unit not chosen in year one must be selected for year two.  Automatic enrolment onto the Core Course Units.	OPTIONAL COURSE UNITS Students must choose optional course units to a total value of <b>30 credits</b> , with at least <b>15 credits</b> from the law-based options list.
30 Credit Course Units	LAW-BASE
CSEP60201 Philosophical Bioethics CSEP60211 Medico-Legal Problems	15 Credit Course Units CSEP60962 Medicine, Law and Society CSEP60972 Children, Medicine, and the Law CSEP60102 Mental Health Law and Policy CSEP60222 Global Health, Law and Bioethics ** CSEP60022 Research Methods and Methodologies for Bioethics and Law
	ETHICS BASED
	15 Credit Course Units CSEP60312 Research Ethics
	CSEP60192 Ethics, Genetics and Genomics CSEP60222 Global Health, Law and Bioethics ** CSEP60022 Research Methods and Methodologies for Bioethics and Law

### YEAR TWO COURSE UNIT REQUIREMENT

SEMESTER ONE	SEMESTER TWO
CORE COURSE UNITS  Students must choose 30 credits of core units.  The course unit not chosen in year one must be selected for year two.  Automatic enrolment onto the Core Course Units.	OPTIONAL COURSE UNITS  Students must choose optional course units to a total value of <b>30 credits</b> , with at least <b>15 credits</b> from the law-based options list.
30 Credit Course Units CSEP60201 Philosophical Bioethics CSEP60211 Medico-Legal Problems	LAW-BASE  15 Credit Course Units CSEP60962 Medicine, Law and Society CSEP60972 Children, Medicine, and the Law CSEP60102 Mental Health Law and Policy CSEP60222 Global Health, Law and Bioethics ** CSEP60022 Research Methods and Methodologies for Bioethics and Law  ETHICS BASED  15 Credit Course Units CSEP60312 Research Ethics CSEP60192 Ethics, Genetics and Genomics CSEP60222 Global Health, Law and Bioethics ** CSEP60022 Research Methods and Methodologies for Bioethics and Law

<sup>\*\*</sup>CSEP60222: This course unit is unusual in that it covers both ethical and legal issues equally and there are opportunities to answer ethical or legal assignment questions. As a result it can count as either an ethics or a law course unit, depending on the assessed essay title chosen. This will be clearly indicated when titles are released.

### MA Healthcare Ethics & Law (Full-time)

Students on the MA programme must take taught course units to a total value of 120 postgraduate level credits (made up of compulsory and optional course units). MA students will also undertake an additional research element worth 60 credits, by way of a Master's dissertation.

- Semester one: students will complete 60 credits of taught course units.
- Semester two: students will complete 120 credits in total 60 credits of taught course units and a compulsory Master's dissertation to a value of 60 credits.

SEMESTER ONE	SEMESTER TWO
CORE COURSE UNITS 60 credits of core course units. Automatic enrolment onto the Core Course Units.	OPTIONAL COURSE UNITS Students must choose optional course units to a total value of 60 credits, with at least 45 credits from the Ethics-based options list.
30 Credit Course Units CSEP60201 Philosophical Bioethics CSEP60211 Medico-Legal Problems	LAW-BASE  15 Credit Course Units CSEP60962 Medicine, Law and Society CSEP60972 Children, Medicine, and the Law CSEP60102 Mental Health Law and Policy CSEP60222 Global Health, Law and Bioethics** CSEP60022 Research Methods and Methodologies for Bioethics and Law  ETHICS-BASED  15 Credit Course Units CSEP60312 Research Ethics CSEP60192 Ethics, Genetics and Genomics CSEP60222 Global Health, Law and Bioethics ** CSEP60022 Research Methods and Methodologies for Bioethics and Law

<sup>\*\*</sup>CSEP60222: This course unit is unusual in that it covers both ethical and legal issues equally and there are opportunities to answer ethical or legal assignment questions. As a result, it can count as either an ethics or a law course unit, depending on the assessed essay title chosen. This will be clearly indicated when titles are released.

#### MA Healthcare Ethics & Law (Part-time)

Students on the MA programme must take taught course units to a total value of 120 postgraduate level credits (made up of compulsory and optional course units). Students should choose at least 45 credits of law-based options across the degree programme.

Students will also undertake an additional research element worth 60 credits, by way of a Master's dissertation.

- Year one: students will complete 60 credits of taught course units.
- Year two: students will complete 120 credits in total 60 credits of taught course units and a compulsory Master's dissertation to a value of 60 credits.

**NOTE:** Part-time students are normally expected to complete one of the 30 credits cores, either Philosophical Bioethics (PB) or Medico-Legal Problems (MLP), and two options in Year 1. The choice of the core in Year 1 normally dictates the nature of the option to be completed in that year. Thus, if a student chooses PB in semester 1 of year 1, s/he is expected to complete optional courses with a significant ethics component. If, however, a student chooses Medico-Legal Problems in semester 1 of year 1, s/he is expected to complete optional courses with a significant legal component.

#### YEAR ONE COURSE UNIT REQUIREMENT

SEMESTER ONE	SEMESTER TWO
CORE COURSE UNITS  Students must choose 30 credits of core units.  The course unit not chosen in year one must be selected for year two.  Automatic enrolment onto the Core Course Units.	OPTIONAL COURSE UNITS  Students must choose optional course units to a total value of 30 credits, with at least 15 credits from the ethics-based options list.
30 Credit Course Units CSEP60201 Philosophical Bioethics CSEP60211 Medico-Legal Problems	LAW-BASE  15 Credit Course Units CSEP60962 Medicine, Law and Society CSEP60972 Children, Medicine, and the Law CSEP60102 Mental Health Law and Policy CSEP60222 Global Health, Law and Bioethics ** CSEP60022 Research Methods and Methodologies for Bioethics and Law
	ETHICS-BASED  15 Credit Course Units CSEP60312 Research Ethics CSEP60192 Ethics, Genetics and Genomics CSEP60222 Global Health, Law and Bioethics ** CSEP60022 Research Methods and Methodologies for Bioethics and Law

## YEAR TWO COURSE UNIT REQUIREMENT

SEMESTER ONE	SEMESTER TWO
CORE COURSE UNITS  Students must choose 30 credits of core units.  The course unit not chosen in year one must be selected for year two.  Automatic enrolment onto the Core Course Units.	OPTIONAL COURSE UNITS  Students must choose optional course units to a total value of 30 credits.  Select 15 or 30 credits from the ethics-based list to ensure you have a total of 45 credits of ethics-based options across the programme.
30 Credit Course Units CSEP60201 Philosophical Bioethics CSEP60211 Medico-Legal Problems	LAW-BASE  15 Credit Course Units CSEP60962 Medicine, Law and Society CSEP60972 Children, Medicine, and the Law CSEP60102 Mental Health Law and Policy CSEP60222 Global Health, Law and Bioethics ** CSEP60022 Research Methods and Methodologies for Bioethics and Law  ETHICS-BASED  15 Credit Course Units CSEP60312 Research Ethics CSEP60192 Ethics, Genetics and Genomics CSEP60222 Global Health, Law and Bioethics ** CSEP60022 Research Methods and Methodologies for Bioethics and Law

<sup>\*\*</sup>CSEP60222: This course unit is unusual in that it covers both ethical and legal issues equally and there are opportunities to answer ethical or legal assignment questions. As a result, it can count as either an ethics or a law course unit, depending on the assessed essay title chosen. This will be clearly indicated when titles are released.

### MSc Healthcare Ethics & Law (Full-time only)

Students on the MSc programme must take taught course units to a total value of 120 postgraduate level credits (made up of compulsory and optional course units). MSc students will also undertake an additional research element worth 60 credits, by way of a Masters dissertation.

- Semester one: students will complete 60 credits of taught course units.
- Semester two: students will complete 120 credits in total 60 credits of taught course units and a compulsory Masters dissertation to a value of 60 credits.

SEMESTER ONE	SEMESTER TWO
CORE COURSE UNITS 60 credits of core course units Automatic enrolment onto the Core Course Units	OPTIONAL COURSE UNITS Students must choose optional course units to a total value of 60 credits from the options list.
30 Credit Course Units CSEP60201 Philosophical Bioethics CSEP60211 Medico-Legal Problems	LAW-BASE  15 Credit Course Units CSEP60962 Medicine, Law and Society CSEP60972 Children, Medicine, and the Law CSEP60102 Mental Health Law and Policy CSEP60222 Global Health, Law and Bioethics** CSEP60022 Research Methods and Methodologies for Bioethics and Law
	ETHICS-BASED  15 Credit Course Units CSEP60312 Research Ethics CSEP60192 Ethics, Genetics and Genomics CSEP60222 Global Health, Law and Bioethics** CSEP60022 Research Methods and Methodologies for Bioethics and Law

<sup>\*\*</sup>CSEP60222: This course unit is unusual in that it covers both ethical and legal issues equally and there are opportunities to answer ethical or legal assignment questions. As a result, it can count as either an ethics or a law course unit, depending on the assessed essay title chosen. This will be clearly indicated when titles are released.

### PGDip Healthcare Ethics & Law (Full-time)

Students on the part time Postgraduate Diploma Healthcare Ethics and Law programme must take taught course units to a total value of 120 credits.

**Note:** Students who are considering requesting to upgrade to the MA or LLM should keep in mind that eligibility for the LLM depends on having chosen/taken at least 45 credits of law-based options, in addition to "Medico-Legal Problems". To be eligible to upgrade to the MA programme, they would need to have chosen/taken at least 30 credits of ethics-based options in addition to "Philosophical Bioethics".

SEMESTER ONE	SEMESTER TWO
CORE COURSE UNITS 60 credits of core course units. Automatic enrolment onto the Core Course Units.	OPTIONAL COURSE UNITS Students must choose optional course units to a total value of 60 credits from the options list.
30 Credit Course Units CSEP60201 Philosophical Bioethics CSEP60211 Medico-Legal Problems	LAW-BASE  15 Credit Course Units CSEP60962 Medicine, Law and Society CSEP60972 Children, Medicine, and the Law CSEP60102 Mental Health Law and Policy CSEP60222 Global Health, Law and Bioethics**  ETHICS-BASED  15 Credit Course Units CSEP60312 Research Ethics CSEP60192 Ethics, Genetics and Genomics CSEP60222 Global Health, Law and Bioethics **

<sup>\*\*</sup>CSEP60222: This course unit is unusual in that it covers both ethical and legal issues equally and there are opportunities to answer ethical or legal assignment questions. As a result, it can count as either an ethics or a law course unit, depending on the assessed essay title chosen. This will be clearly indicated when titles are released.

#### PGDip Healthcare Ethics & Law (Part-time)

Students on the part time Postgraduate Diploma Healthcare Ethics and Law programme must take taught course units to a total value of 120 credits.

Students who are considering requesting to upgrade to the MA or LLM should keep in mind that eligibility for the LLM depends on having chosen at least 45 credits of law-based options, in addition to Medico-Legal Problems". To be eligible to upgrade to the MA programme, they would need to have chosen at least 30 credits of ethics-based options in addition to "Philosophical Bioethics".

**NOTE:** Part-time students are normally expected to complete one of the 30 credit Cores, either Philosophical Bioethics (PB) or Medico-Legal Problems (MLP) and two options in Year 1. The choice of the Core in Year 1 normally dictates the nature of the option to be completed in that year. Thus, if a student chooses PB in semester 1 of year 1, s/he is expected to complete optional courses with a significant ethics component. If, however, a student chooses Medico-Legal Problems in semester 1 of year 1, s/he is expected to complete optional courses with a significant legal component.

#### YEAR ONE COURSE UNIT REQUIREMENT

SEMESTER ONE	SEMESTER TWO
CORE COURSE UNITS  Students must choose 30 credits of core units.  The course unit not chosen in year one must be selected in year two.  Automatic enrolment onto the core course units.	OPTIONAL COURSE UNITS Students must choose optional course units to a total value of 30 credits.
30 Credit Course Units	LAW-BASE
CSEP60201 Philosophical Bioethics CSEP60211 Medico-Legal Problems	15 Credit Course Units  CSEP60962 Medicine, Law and Society CSEP60972 Children, Medicine and the Law CSEP60102 Mental Health Law and Policy CSEP60222 Global Health, Law and Bioethics**
	ETHICS BASED
	15 Credit Course Units
	CSEP60312 Research Ethics CSEP60192 Ethics, Genetics and Genomics
	CSEP60192 Ethics, Genetics and Genomics  CSEP60222 Global Health, Law and Bioethics**

## YEAR TWO COURSE UNIT REQUIREMENT

SEMESTER ONE	SEMESTER TWO
CORE COURSE UNITS  Students must choose 30 credits of core units.  The course unit not chosen in year one must be selected for year two.  Automatic enrolment onto the Core Course Units.	OPTIONAL COURSE UNITS Students must choose optional course units to a total value of 30 credits.
30 Credit Course Units CSEP60201 Philosophical Bioethics CSEP60211 Medico-Legal Problems	LAW-BASE  15 Credit Course Units CSEP60962 Medicine, Law and Society CSEP60972 Children, Medicine, and the Law CSEP60102 Mental Health Law and Policy CSEP60222 Global Health, Law and Bioethics **
	ETHICS BASED  15 Credit Course Units CSEP60312 Research Ethics CSEP60192 Ethics, Genetics and Genomics CSEP60222 Global Health, Law and Bioethics **

**<sup>\*\*</sup>CSEP60222:** This course unit is unusual in that it covers both ethical and legal issues equally and there are opportunities to answer ethical or legal assignment questions. As a result, it can count as either an ethics or a law course unit, depending on the assessed essay title chosen. This will be clearly indicated when titles are released.

## PGCert Healthcare (Ethics) (Full-time)

Students on the full-time Postgraduate Certificate in Health Care **Ethics** programme must take taught course units to a total value of 60 credits. Students will study 30 credits in semester 1 and 30 credits in semester 2. **All course units on the programme are core.** 

SEMESTER ONE	SEMESTER TWO
CORE COURSE UNITS  Automatic enrolment onto the core course units.	
30 Credit Course Units	15 Credit Course Units
CSEP60201 Philosophical Bioethics	CSEP60312 Research Ethics CSEP60192 Ethics, Genetics and Genomics

#### PGCert Healthcare (Law) (Full-time)

Students on the full-time Postgraduate Certificate in Health Care **Law** programme must take taught course units to a total value of 60 credits. Students will study 30 credits each semester.

SEMESTER ONE	SEMESTER TWO
CORE COURSE UNITS Automatic enrolment onto the Core Course Units.	OPTIONAL COURSE UNITS Students must choose two optional course units to a total value of 30 credits.
30 Credit Course Units	15 Credit Course Units
CSEP60211 Medico-Legal Problems	CSEP60962 Medicine, Law and Society CSEP60972 Children, Medicine, and the Law CSEP60102 Mental Health Law and Policy CSEP60222 Global Health, Law and Bioethics**

<sup>\*\*</sup>CSEP60222: This course unit is unusual in that it covers both ethical and legal issues equally and there are opportunities to answer ethical or legal assignment questions. As a result, it can count as either ethics or a law course unit, depending on the assessed essay title chosen. This will be indicated when titles are released.

#### 5. STUDENT INDUCTION, SUPPORT AND DEVELOPMENT

(in order to deliver the intended learning outcomes)

#### A. Student Induction

Information regarding induction activities and registration processes is available to prospective students electronically (via a "registration webpage") around eight weeks before the start of the first semester. The information can also be sent to students by post as a "pre-registration pack".

Before the delivery of the programme's taught course units commences, students undergo a one-week period of **induction**. In the week of induction, students attend an orientation lecture by those responsible for the delivery of the programme in which the expectations and aims of the programme are explained. Also in this first week, students attend introductory sessions to the University's **library and computer facilities**.

Students receive a copy of the **programme handbook**, in which all aspects of the programme are comprehensively outlined, during their first week in the School. In the orientation lecture, the importance of the programme handbook (as a point of reference throughout their time on the programme) is underlined to students. The programme handbook is also made available electronically on Blackboard.

### **B. Student Support**

Each student is assigned an academic adviser within the first few weeks of semester one.

Academic advisers are expected to deal with pastoral matters, and are key to the School's student support structure, with students able to develop a Personal Development Plan with their adviser. All members of School academic staff publish and display their weekly "office hours", and during which times students are able to see their academic adviser without appointment. Students are required to see academic advisers at certain intervals, and times are arranged for this purpose. Meetings between academic adviser and students can take place outside of the adviser's office hours, but in such instances the student would need to have arranged this with the academic adviser beforehand. Additionally, an adviser would endeavour to arrange a meeting with his/her advisee if the advisee's work and attendance gave cause for concern.

Course unit directors and/or the programme director would be expected to try to resolve the specifically-academic issues of a student on the programme whilst a semester's teaching is ongoing. Feedback on assessed coursework (including a provisional mark) can be collected by students from their academic advisers a week or two prior to the official publication of provisional results, with any issues that arise to be discussed between student and academic adviser.

Appointments can also be made with academic staff by students who are not the academic advisees of the member of staff in question to discuss academic, rather than pastoral, matters (for instance, if a student has a question relating to course unit teaching or material).

For current overseas students, the School – in co-operation with staff from the University's Language Centre – runs sessions throughout the academic year, specifically designed to improve students' **English language skills**. All overseas students are able to attend these classes.

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**Small group teaching** in seminars and tutorials means that students are supported in their academic work in an individual and personalised way. Students are expected and encouraged to participate in various group activities designed to enhance the learning process. Learning and teaching through seminars provides an opportunity for students to acquire a variety of oral and written communication skills. The seminar taker will set a non-assessed essay and invite students to submit essays, in an effort to provide detailed and constructive formative feedback to students. Seminars also provide an environment in which members of staff can identify students who have academic problems. In such cases, the student concerned would be referred to his/her academic adviser and/or the programme director, as appropriate.

**I.T. support** is available on the IT Services web site. The training materials cover many of the popular IT applications used at the University.

Staff responsible for the delivery of teaching within a course unit (principally course unit directors) are able to provide handouts and supplements to their sessions electronically via the University's online **Blackboard** programme, and most do take advantage of this opportunity.

During the induction period, teaching staff provide students with **compulsory research training sessions**, which include positive advice on academic citation and essay writing technique, and also advice on the rules about plagiarism – among other aspects conducive to producing written work of a high standard. Plagiarism (whether intentional or unintentional) is a particularly important aspect to ensure that students are aware of, as all written work is subjected to the plagiarism detection software *Turnitin* in an effort by the School to rigorously ensure that academic standards are maintained.

**Research Skills**: Specialised support is offered in The School of Law for use of online research tools, eg. the LEXIS/NEXISnd Westlaw databases.

**Student representatives** are chosen at the beginning of the academic year. The representatives are invited to all relevant School Committee and Board meetings (for unreserved business), and so aid in the decision-making processes which affect the student experience generally.

#### C. Student Development

The School operates a **Personal Academic Development (PADP) Scheme**, and all students are invited to complete a PADP form twice a year. Meetings with the individual student's Academic Adviser are arranged, at which the completed form can be discussed.

Further information on the University Central Support Services can be found at: Student Support | The University of Manchester

#### 6. MECHANISMS FOR PROGRAMME REVISION

Within the School of Social Sciences, programmes are annually monitored through the Teaching and Learning Committee with the annual review of programmes being a regular agenda item.

In addition, student questionnaires are reviewed by the Director of Teaching and Learning.

There are regular Staff Student Committees that feed back to the Teaching and Learning Committee and the Strategic Management Team.

#### 7. CRITERIA FOR ADMISSION

For admission onto the MA/LLM programme, candidates must be able to satisfy the general admissions criteria of the University and of the School in the following way:

- Have an Honours Degree at Upper Second Class (or equivalent) or above in a relevant subject; or
- Have appropriate professional experience or qualifications; and
- Have two acceptable references.

Those applicants who do not satisfy the entry requirements for direct entry onto our MA programme or who do not wish to commit to a programme of its duration may wish to be considered for entry onto the Postgraduate Certificate or Diploma programmes, with a view to transferring to the MA/LLM programme mid-session (subject to conditions and satisfactory progress at MA/LLM equivalent level on the taught element of the programme).

Students whose first language is not English are required to hold IELTS 7.0, with a minimum writing score of 7, or TOEFL 623 paper-based (with a minimum score on Test of Written English of 5.0) or 263 computer-based, or Cambridge Certificate Grade C.

#### 8. PROGRESSION AND ASSESSMENT REGULATIONS

The minimum pass mark for each course unit is 50% (for Masters' students).

The minimum pass mark for Postgraduate Diploma students and Postgraduate Certificate students for each course unit is 40%.

Full details of assessment and compensation arrangements are outlined in detail in the programme handbook. The School operates standard University degree regulations for the awards of Master, Postgraduate Diploma, and Postgraduate Certificate.

The University's degree regulations can be found online at:

http://www.campus.manchester.ac.uk/tlao/map/teachinglearningassessment/teaching/degreeregulatio

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# Classification Criteria

(as per programme handbook)

70 - 100% Distinction

60 - 69% Merit

50 - 59% Pass (Masters' level) 40 - 49% Pass (Diploma level)

0 - 39% Fail

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