

Department of Criminology

School of Social Sciences



PROGRAMME HANDBOOK 2022-2023

Making the most of your Postgraduate Studies

MRes CRIMINOLOGY

PREFACE

This document contains details of important information you will need during your period of study within the Department of Criminology. It also should be read in conjunction with the University's Student Charter which can be found here: <http://www.yoursay.manchester.ac.uk/>

DISCLAIMER

All information relating to the programme(s) in this handbook is correct at the time of publication and we will use all reasonable endeavours to deliver the programme(s) accordingly. However, it may be necessary to make changes to the programme(s) in particular circumstances (as indicated in Section 5.1 of the Student Terms & Conditions 2022-23), including changes that may need to be implemented in response to the significant challenges presented by the pandemic. Please be assured that the University will act in the best interests of students and will take all reasonable and proportionate steps to mitigate the impact of the pandemic on teaching, learning and assessment.

Students will be notified of any material changes in a timely and effective manner and students are also encouraged to regularly check My Manchester and the Department of Criminology Blackboard page and emails for up to date information relating to COVID-19 which may affect your studies.

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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 is 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 plan 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)

WELCOME TO THE CRIMINOLOGY DEPARTMENT

Welcome to the Criminology Department in the School of Social Sciences! This is the start of an exciting journey of discovery for you and we're here to support you all the way.

You've made a great choice to come to Manchester and join our community. The city is vibrant and friendly and the University is amongst the very best in the world. And our Criminology Department is outstanding, too! We can't think of a better place for you to come and study.

We will provide a high-quality learning experience for you combining both methodological and theoretical components, and you will be taught by leading scholars in their fields. You will find your programme exciting, engaging and also challenging, but we will be here to help and guide you when you need it. As well as studying, you will have opportunities to do so much more whilst you are with us, from sporting and cultural activities, to volunteering and work placements. Your Manchester experience will equip you for success in the future and we are certain you will have a fantastic time here.

We very much look forward to meeting you and wish the very best for your time with us in Manchester.

Dr Nico Trajtenberg

Director of Postgraduate Taught Programme in the Criminology Department

2022/23 ACADEMIC YEAR TERM DATE
UNDERGRADUATE AND POSTGRADUATE TAUGHT STUDENTS

Online induction (new students)	12 September 2022
University and programme induction (new students)	19 September 2022
Welcome back and induction (returning students)	19 September 2022

SEMESTER ONE TEACHING STARTS	26 September 2022
Christmas break starts	19 December 2022
Christmas break ends	15 January 2023
Semester 1 assessment and exams	16–27 January 2023
Semester 1 ends	29 January 2023

SEMESTER TWO STARTS	30 January 2023
Easter break starts	27 March 2023
Easter break ends	16 April 2023
Semester 2 assessment and exams	23 May – 09 June 2023
Semester 2 ends	09 June 2023

<https://www.manchester.ac.uk/discover/key-dates/>

Coursework Submission Dates

Criminology course units are assessed by a mixture of formative and summative assessment, some of which is coursework based. Submission deadlines will be publicised to students via email, blackboard and the coursework guidelines document at the start of the academic year. It is your responsibility to ensure your coursework is submitted by the deadline.

All coursework has to be submitted electronically BEFORE 4.00pm at the latest on the specified date.

Feedback is provided electronically. It is your responsibility to download a copy of your coursework feedback from Blackboard, whilst it is still available, for future use.

Dissertation Submission Dates

Submission deadlines will be publicised to students via email, blackboard and the Dissertation guidelines document at the start of the academic year. It is your responsibility to ensure your Dissertation is submitted by the deadline.

All Dissertation have to be submitted electronically BEFORE 4.00pm at the latest on the specified date.

Feedback is provided electronically. It is your responsibility to download a copy of your Dissertation feedback from Blackboard, whilst it is still available, for future use

PART 1

KEY POSTGRADUATE INFORMATION

1. GENERAL INFORMATION

1.1 TEACHING, LEARNING AND STUDENT EXPERIENCE OFFICE

As a student in the Department of Criminology (within the School of Social Sciences) all administrative matters associated with your programme are dealt with in the Teaching, Learning and Student Experience Office at:

Room 3.05, Third Floor, Williamson Building,

Tel: 0161 275 7978

Email: studentsupportpgsoss@manchester.ac.uk

As a general rule, it is useful to contact the Teaching, Learning and Student Experience Office first for information on any matter affecting your general academic progress or personal welfare on Criminology programmes. Staff in this office will be happy to help you with administrative questions and point you in the direction of other appropriate sources of information.

Position & Name	Responsibilities
Programme and Student Experience Officer (PGT and PGR) Myra Knutton Myra.Knutton@manchester.ac.uk	Manages administrative support for the Criminology Department activities in the area of PGR and PGT student services. Departments of Criminology Disability Co-ordinator for PGR and PGT.
PGT Student Experience Administrator Nuria Hortiguela Loeches Nuria.Hortiguela@manchester.ac.uk	Works closely with the Programme and Student Experience Officer (PGT/PGR) and PGT Programme Directors. This role provides organisation, development and administrative support to postgraduate taught programmes, specifically in Criminology

1. .2 STAFF

The following is a list of officers in the School of Social Sciences.

Head of School	Professor Brian Heaphy (3.035 Arthur Lewis Building)
Head of Criminology Department	Professor Judith Aldridge (4.59 Williamson Building)
Deputy Head of Criiminology Department	Dr Lisa Williams (3.66 Williamson Building)
Director Teaching and Learning Education	Dr Mario Pezzino (3.064 Arthur Lewis Building)
Director of Teaching and Learning in Criminology	Dr Will Floodgate (3.58 Williamson Building)
Head of School Administration	Mrs Alison Wilson (4.046 Arthur Lewis Building)
Head of Student Support Services	Sofia Micklewright (G.34, Arthur Lewis Building)
Head of Teaching, Learning & Student Experience	Ms Jo Kaiserman (3.44 Williamson Building)

Programme Directors:

Your first port of call for many issues will be your Academic Advisor or Course Director; however, your Programme Director will resolve any matters which cannot be resolved by your Academic Advisor and/or by the Course Director or which relate to the programme of study more generally. If they remain unresolved then you may refer them to the Criminology Department's Director of Teaching and Learning.

Postgraduate Criminology Director

Nicholas Trajtenberg pareja (4.44 Williamson Building)

Details on all Criminology staff, including their email addresses, are available on the School of Social Sciences Website: <https://www.socialsciences.manchester.ac.uk/about/people/>

1.3 ACADEMIC ADVISOR

All students are allocated to an Academic Advisor. As far as possible you will retain the same Academic Advisor throughout the programme, but you may be temporarily or permanently reallocated to another Advisor if your Advisor goes away on research leave or leaves the University. Your Academic Advisor is there to support your academic and professional development throughout your studies.

If you have any special needs in relation to teaching or assessment, please discuss these first with your Academic Advisor. Your Academic Advisor is not just somebody to speak to when problems arise. Meetings are, of course, a place for you to discuss any problems but they also allow the Advisor to get to know about your strengths and achievements. This is essential for your Academic Advisor when it comes to writing references for you.

Your Academic Advisor is someone you need to get to know well, so be proactive. Advisors will ask to see you at different times throughout the year, mainly to discuss your progress following the release of assessment results, and to support your academic studies by providing study skills advice and guidance. As well as offering general academic advice your Academic Advisor can also listen and offer advice on pastoral/non-academic matters and will also be able to refer you to other sources of support in the University should you need this.

If you are unable to contact your Advisor in an emergency, you can contact your programme administrator.

Pastoral Support and Advice in other areas

- Pastoral support will also be provided by the SoSS Student Welfare Officers (sosswelfae@manchester.ac.uk). Students will be able to access this directly, or they may be referred by their Academic Advisor. The Student Welfare Officers will have good links with the central University support services, so that more complex or specialist cases are appropriately referred on.

Student responsibilities are:

- To be proactive in getting to know their Academic Advisor.
- To attend the meetings with the Academic Advisor as arranged.

- To contact the Academic Advisor and explain any reasons for absence from University classes or other commitments. **It is very important that you notify your Advisor of any problems as soon as possible, particularly if you are missing any seminars or lectures.**

To keep the Advisor informed of any circumstances which may affect your academic work during the year or performance in examinations.

1.4 LECTURE ROOMS AND CAMPUS GUIDES

A campus guide for the location of other buildings is available from the School of Social Science Postgraduate Office. The campus guide is also available on the University website at:

<http://documents.manchester.ac.uk/display.aspx?DocID=6507>

1.5 HEALTH AND SAFETY

Required health and safety training:

All new students at the University of Manchester must complete a compulsory health and safety course. The course is delivered via Blackboard and can be accessed on My Manchester. All new students are automatically enrolled onto the relevant course unit. It will take approximately 1 hour to complete.

Students must complete the course and obtain a "pass" within the 1 month of starting.

The course codes are as follows:

- SOCS11230 Health & Safety Induction for undergraduate students;
- SOCS61230 Health & Safety Induction for **postgraduate teaching students**;
- HUMNSPGR-IND001 and HUMNSPGR-IND005 Health & Safety Induction for postgraduate research students.

If you do not complete the course unit, you may be prevented from accessing parts of the campus.

Key information:

The Head of the School is responsible for Health and Safety within the School.

Please read the School's [Health and Safety policy](#)

If you are concerned about any health and safety matters in any of the buildings you use, please contact the School's Safety Advisor, Heather Richards (heather.richards@manchester.ac.uk)

Accidents and Emergencies

Do 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.

Familiarise yourself with emergency procedures in the School's [Health and Safety policy](#), including what to do on the 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.

All accidents at work or study must be reported to the School Safety Adviser (contact Heather Richards 0161 275 0851 heather.richards@manchester.ac.uk)

There are first aid boxes located at main reception points in all buildings on campus and in some discipline areas. Contact details of first aiders for each building are listed on the green notices located on each floor.

Fire Alarms and Emergency Evacuation Procedures

You will be using many of the university buildings over the course of your programme. You must, therefore, familiarise yourself with the University of Manchester fire alarm procedures and emergency evacuation points by consulting the signs displayed in each building you use.

On no account should you use the lifts in an emergency.

The fire alarms are tested weekly; check the notices in each building for specific times. If you hear an alarm at any other time, you must leave the building immediately by the nearest exit and on no account, use lifts in an emergency. Once outside you must move as far away from the building as possible so as not to obstruct the emergency services and for your own safety.

Personal Emergency Evacuation Plan

Consider if you need help and assistance to leave a building in the event of an emergency evacuation. If you do, you should put a [Personal Emergency Evacuation Plan \(PEEPs\)](#) in place. For more information, contact the School Safety Advisor (heather.richards@manchester.ac.uk)

SafeZone

We recommend you [download SafeZone](#) which can be used to 'Check in' on campus 24/7, call for first aid or emergency assistance, keep up to date on incidents on campus, and contact the COVID-19 helpline.

Smoking Policy

University of Manchester buildings are non-smoking.

Fire Alarms and Emergency Evacuation Procedures

You will be using many of the university buildings over the course of your programme. You must, therefore, familiarise yourself with the University of Manchester fire alarm procedures and emergency evacuation points by consulting the signs displayed in each building you use.

The fire alarms are tested weekly: check the notices in each building for specific times. If you hear an alarm at any other time, you must leave the building immediately by the nearest exit and on no account, use lifts in an emergency. Once outside you should move well away from the building, so as not to obstruct the emergency services, and for your own safety. Do not return to the building unless the building attendants signal that it is safe to do so.

1.6 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 on reporting a complaint of this nature see: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=22734>

1.7 COMMUNICATIONS: Blackboard and E-mail

All students receive a University email address upon registration. Information about how to activate your student IT account and email address can be found here: <https://iam.manchester.ac.uk/activates>

Please check your University e-mail and blackboard pages every day for internal and external mail. Be certain to check your course unit pages on Blackboard regularly, including all its fields (question and answers, mail, announcements, etc.). Please note that Blackboard announcements and Blackboard mail are not automatically forwarded to your standard University e-mail but may be used by lecturers, so you should also check your courses on Blackboard daily. You are deemed to be constructively aware of the contents of any e-mail sent to you or materials or communications posted on Blackboard.

It is often convenient to communicate with your lecturers and academic advisors or administrative staff by e-mail. To avoid the risk of your e-mails being ignored or filtered please do not use personal e-mail addresses (such as gmail or hotmail) when communicating with University staff members: always use your University e-mail address.

2. LEARNING RESOURCES

2.1 IT SERVICES WITHIN THE FACULTY OF HUMANITIES

The facilities

Students at The University of Manchester enjoy access to a wide range of high-quality IT services provided across campus. Within The Faculty of Humanities, there are many computers located within Faculty buildings available for student use, complementing the computers provided by the University in public clusters – including at Owens Park halls of residence, the libraries and the Alan Gilbert Learning Commons.

These include printing, scanning and copying, and access to a wide range of general use and course specific software on the Windows operating system.

The clusters provide access to services offered by schools, faculties and central service providers such as IT Services and the University Library. PC clusters in the Faculty may also provide additional software not available in the central PC clusters:

- [PC clusters on campus](#)
- [Student printing](#)

Wi-Fi is installed across campus enabling students to access IT services on campus from their laptops or mobile devices. The eduroam network is the recommended service: [eduroam](#)

Software

Students can download the Microsoft Office software suite (including Word, PowerPoint, Excel and more) for free, to use on their own computers and mobile devices: [Microsoft Office 365](#)

There are also hundreds of software packages in use around the University. Find out which ones are available to you: [Applications](#)

Help and advice is available from our Support Centre which can be contacted by phone or via the Support Portal: [IT help and support](#)

On-site student IT support is available at the Main Library and Alan Gilbert Learning Commons: [In-person IT support](#)

Blackboard: courses 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 <http://my.manchester.ac.uk/>. 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 2022/23 this is:

- Semester 1 and all-year courses: Monday, 19 September 2022
- Semester 2 courses: Monday, 30 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) unit I am enrolled on?

If you cannot see a course you expect to see, it may be because your tutor has not 'activated' the Blackboard site for that course unit, 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);

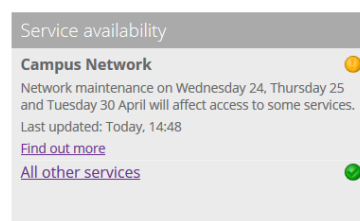
Note: If you decide to change your course enrolments (from one unit to another) there will also be a delay of up to 24 hours in acquiring your new courses and removing those you are no longer taking. If after enrolment or changing your enrolments, your courses are not correctly listed in Bb after 24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

<https://www.itservices.manchester.ac.uk/help/elearning/>

What if at some point during the year I cannot access Blackboard or Turnitin?

If during the duration of your studies you experience interruptions in IT or eLearning services such as Blackboard, Turnitin, or other,

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



2.2 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.

Offered as part of the University Language Centre's Language Experience for All 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. The following languages are being offered in 2022/23:

- Arabic
- BSL
- Chinese
- French
- German
- Hebrew
- Japanese
- Korean
- Persian
- Polish
- Russian
- Spanish
- Turkish
- Urdu

For more information on the full range of languages and levels that are available, please consult the University Language Centre website via the link given below.

[Courses for all - School of Arts, Languages and Cultures - The University of Manchester](#)

How to enrol

Enrolment to LEAP courses will start sometime at the end of July. There is more information on how the courses work and how to enrol at [Application information - School of Arts, Languages and Cultures - The University of Manchester](#).

*Students who wish to take a non-credit course unit will be required to pay a fee, please see the following web page for further information <https://www.alc.manchester.ac.uk/study/university-language-centre-leap-courses/apply-for-a-course/course-fees/>

2.3 THE UNIVERSITY CENTRE FOR ACADEMIC ENGLISH

The University Centre for Academic English (formerly part of The University Language Centre)

The University Centre for Academic English (UCAE) provides academic support workshops and resources for student across the University from a range of disciplines.

Academic Success Programme: English Language Support

At the UCAE, we believe clear academic English is key to your success. Our Academic Success Programme enhances your academic writing to help you to reach your study goals. We offer a blended programme of workshops and online support, and our experienced tutors will help you get the most out of your studies by exploring the key features of written academic 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.

Please visit our website to find out more and to register for workshops: www.manchester.ac.uk/academicsuccessprogramme

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 more than 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 online resources
- Access to the Face-to-Face scheme: 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. Students can arrange the face-to-face meetings online.

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

2.4 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:

- 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;
- 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;

- proofreading undertaken by a third party must not change the content or meaning of the work in any way.

2.5 CAREERS SERVICE

The Careers Service offers a range of activities for UG and PG students from practical help with CVs, applications and preparing for interviews through to helping students decide what they want to do after graduation and help with getting work experience/placements along the way.

By visiting [About CareerConnect \(The University of Manchester\)](#), students can access the full menu of events, book 1:1 appointments and find part-time jobs, placements, work experience/internships and graduate job opportunities. Colleagues from the Careers Service also deliver activity at Faculty and School/Programme level which includes the opportunity to chat to the team at school drop-ins.

From September 2022 the Careers Service will be running a hybrid service to include a mixture of in-person and online events and appointments. Students should visit the Careers Service website to get full details of how to access our services:

<https://www.careers.manchester.ac.uk/>

2.6 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).

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

2.7 THE UNIVERSITY OF MANCHESTER ALUMNI COMMUNITY

We are proud to have the largest global alumni community of any campus-based university in the UK, with half a million graduates around the world.

Many of our alumni are helping the next generation of graduates by volunteering their time and expertise. Our alumni volunteers will be here to mentor you, give you careers advice at events, provide internships and placements, and act as hosts for our Global Graduates programme. This will give you the high-quality experience and transferable skills that are vital in ensuring a return on investment into a degree. Use the careers service to make the most out of The University of Manchester's alumni community.

Some alumni also support the University financially, enabling students and researchers to contribute towards a more progressive, responsible world. These donations help us offer Access Scholarships to high-achieving undergraduate students who come to us from backgrounds that under-represented in higher education.

You can also find graduates holding senior positions in business, academia, politics, industry and the media, including:

- **Professor Brian Cox OBE**
Physicist and Science Communicator
- **Frances O'Grady**
General Secretary of the TUC
- **Benedict Cumberbatch CBE**
Actor
- **Gareth Williams and Bonamy Grimes MBE**
Skyscanner co-founders
- **Parineeti Chopra**
Actor
- **Sophie Raworth**
BBC News broadcaster
- **Jesse Armstrong and Sam Bain**
Writers of television comedies – Peep Show and Fresh Meat. Jesse Armstrong more recently writer of Succession
- **Toby Jones**
Actor
- **Orlando von Einsiedel**
Award-winning film director
- **Professor Danielle George MBE**
Radio frequency engineer
- **Vincent Kompany**
Professional football manager and former player
- **Joe Lycett**
Comedian and television presenter
- **Jessica Knappett**
Comedian, actress, and writer
- **Tom Bloxham MBE**
Founder of Urban Splash and former Chancellor of the University

3. TEACHING, STUDENT SUPPORT AND GUIDANCE

3.1 TIMETABLES

Timetables are accessible online via the student portal (also known as 'My Manchester'). My Manchester will provide a personalised timetable. Instructions on how to use your personal timetable can be found at: <http://documents.manchester.ac.uk/display.aspx?DocID=17303>

If you have a problem with the timetable, you should report this to the School of Social Science Postgraduate Office.

The year is divided into two semesters. Some course units (sometimes called 'modules') will be taught and assessed in semester one (September to January) and others will be taught and assessed in semester two (February to June).

3.2 SELECTION OF OPTIONAL COURSE UNITS

Although you are asked to select optional course units upon registration in September, you will be allowed to change your optional course units within a limited period of time. From the beginning of teaching in each semester, a period of two weeks is permitted in which your selection of optional course units can change.

You will be automatically enrolled onto your programme's compulsory course units.

3.3 WORK AND ATTENDANCE REQUIREMENTS

Work and Attendance Requirements

The School will be using a new system to record and monitor student engagement at timetabled teaching activities. Recording attendance helps us see where you might be struggling and offer support. It will also help us make sure everyone is meeting their attendance requirements - for example, if your attendance is required for professional accreditation or your student visa.

Using My Attendance is quick and easy, you 'check in' to register your own attendance at timetabled activities and you can view your attendance record history. Relevant staff can also see and edit your attendance record if required.

You should familiarise yourself with the information on when and how to access the system from the [welcome website – my attendance](#).

Attendance at timetabled teaching activities is compulsory. If you are unable to attend a seminar or tutorial because of illness or other good reasons, you should inform the seminar taker. You must also make your Academic Advisor aware of any absences in lectures.

If your work and attendance continue to give cause for concern, the matter may also be referred to your Programme Director.

3.4 THE ROLE OF THE PROGRAMME DIRECTOR

Each taught programme of study has a Programme Director. The Programme Director has overall responsibility for the programme of study. The Programme Director has several specific roles, including:

- supervising students' progress on the taught elements of the course.
- co-ordinating the assessment of course units.

The Programme Director can give general advice to students during their programme of study. The Programme Director also serves as the first point of contact for members of academic staff teaching on the programme. Should a member of staff feel that a student is unable to cope with a particular course unit, for example, the Programme Director is the person to whom the problem will be addressed initially. In such cases, the matter may be subsequently referred to the Teaching and Learning Committee.

The Programme Director also plays the major role in developing the programme, reviewing the content and structure, and suggesting possible improvements. Students with particular grievances or complaints about any issue affecting their study here should also consider contacting the Programme Director as soon as the issue arises.

3.5 PERSONAL (ACADEMIC) DEVELOPMENT PLANS (PDPs)

Students are able to download from Blackboard a copy of the Personal (Academic) Development Plan (PDP) form, which can then be discussed with their academic advisor.

3.6 MY LEARNING ESSENTIALS

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

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

You will also find a wealth of information in your Programme pages in Blackboard.

3.7 REFERENCES

You should always give your Academic Advisor's name as a referee, but PLEASE NOTE you should always ask him/her in advance and ensure that you quote an appropriate contact address

(especially during vacations). Academic Advisors may not wish to provide a reference unless they have been asked in advance and have thereby had the opportunity to explain to you what they are obliged to reveal in a reference. You should ensure you provide your advisor with an up-to-date CV and any additional relevant information such as application forms and covering letters of application that may assist writing the reference.

3.8 WITHDRAWALS AND INTERRUPTIONS

Withdrawal from a degree course is a unilateral act on the student's part. Any student considering such a step is strongly advised to discuss first with their Academic Advisor their reasons for wishing to withdraw, and the consequences of doing so. Students who decide to withdraw must complete a withdrawal form in the Departmental School of Social Science Postgraduate Office, stating the last date of attendance and reason for withdrawal.

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 at 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.

A request to interrupt should be addressed to the Programme Director or Programme Administrator and should contain a full statement of the reasons for the request. A student who is thinking of making a request to interrupt should in any event consider the matter seriously and discuss it with his or her Academic Advisor.

4. EXAMINATIONS, ASSESSMENTS AND MITIGATING CIRCUMSTANCES

Please refer to the Assessment Handbook available on Blackboard.

5. STUDENT REPRESENTATION AND CONSULTATION

5.1 STUDENT REPRESENTATIVES ON COMMITTEES

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 the departmental and School meetings. 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.

Student representatives from postgraduate programmes are elected by the student body to serve on various Committees within the School to represent the interests of students. The elected students act as a channel of communication between the staff and the student body. Postgraduate student representatives are invited to meetings. Further details are posted on the blackboard pages: elections are held in October/November for postgraduate student representatives.

5.2 STUDENT QUESTIONNAIRES

After each course unit you are asked to complete a university course unit evaluation on-line (UEQs). Please make every effort to provide feedback so that the courses' quality and relevance can be assessed in an ongoing fashion.

In addition, course unit directors may also ask you to complete an evaluation sheet designed specifically for the course unit and/or they may invite feedback in a different way. These questionnaires and consultations are important and are taken very seriously by the staff and Criminology administration.

6. COMPLAINTS BY STUDENTS

6.1 DEPARTMENTS OF CRIMINOLOGY PROCEDURE

It is advisable to voice concerns or to register the nature of a complaint as soon as possible, and to seek informal resolution and conciliation if possible. Raising an issue early can often resolve a problem quickly and informally, without the need for any further action. It is best to do this with the member of staff concerned, or your Academic Advisor or Course Director. If the matter is not resolved then you are welcome to raise your concerns directly with your Programme Director, who will then deal with it as a matter of urgency.

If, however, a student wishes to make a written complaint about any aspect of the Department of Criminology life it should be in writing to the Head of Postgraduate Services. If you prefer, you can ask for your complaint to be dealt with anonymously at this stage. However, if your complaint is to be investigated, or if you are not satisfied with the Department response and choose to progress to the formal stage, then it will not be possible to deal with your complaint anonymously.

When writing your complaint, you need to present full details, including everything that happened, dates, locations, all relevant documentation and, if relevant, witnesses.

The Head of Postgraduate Services will arrange for the complaint to be investigated, which may involve discussing the complaint with the person complained against and heard. The complaint will then be considered by the Programme Director in consultation with the Director of Teaching and Learning and an independent academic member of staff within the department.

A meeting comprising the student, appropriate Programme Director, Director of Teaching and Learning and independent academic may then be arranged to discuss the complaint. If he or she wishes a student may be accompanied by a representative of the Students' Union, fellow student, or friend. A written record of the proceedings will be made by the Head of Postgraduate Services. It is the Department's expectation that the confidentiality of the documentation generated by a complaint will be respected by all parties.

You can expect to receive a written or verbal acknowledgement within five working days and a full response within fifteen working days of receipt of the complaint.

6.2 FORMAL STAGE

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 eight weeks 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.

You can refer to the Student Support Complaints section at:

<http://www.studentsupport.manchester.ac.uk/study-support/complaints/>

PART 2

PROGRAMME SPECIFIC INFORMATION

7. LEVEL DESCRIPTOR FOR LEVEL “M” COURSE UNITS

All PGT course units are designated as level “M” which the Quality Assurance Agency (the independent body in the UK which is entrusted with ensuring higher education standards) describes as follows: Level M is the core level of postgraduate performance and reflects a period of development in independent and creative learning.

By adopting the Quality Assurance Agency for Higher Education’s specifications for M-level work, the expectation is that by the end of your programme you will have (and be able to demonstrate):

- a thorough understanding of the discipline that you are studying, and a critical awareness of current problems and issues that are informed by the latest developments in that discipline
- a mastery of the intellectual tools appropriate to your discipline and the ability and confidence to apply them either in the professional world or in subsequent doctoral research, in an autonomous way
- the ability to deal with complex practical or conceptual issues systematically and creatively, making sound judgements and communicating conclusions clearly to specialist and non-specialist audiences
- the capacity to continue to advance your knowledge and understanding after the end of your programme of study

You will be monitored and supervised throughout your programme of study and will be able to access formative feedback in addition to your marks. This formative feedback may be based on non-assessed coursework or less formal conversations with staff and peers.

8. CENTRE FOR CRIMINOLOGY & CRIMINAL JUSTICE

The MRes Criminology programme falls within the School's Centre for Criminology & Criminal Justice. Research being undertaken within the Centre for Criminology & Criminal Justice is displayed on the School's website at the following page, along with the names of the Centre's staff [members](#):

Research within the Centre for Criminology & Criminal Justice (CCCJ) covers currently the following areas of expertise:

- Fraud, white-collar and organized crime
- Prisons, punishment and policing
- Inequalities connected to offending and victimisation
- Violence and its aftermath
- Drug Markets, consumption and policies

9. PROGRAMME SPECIFICATION

The programme specification of the MRes Criminology is available to view online on the Postgraduate Taught Students Blackboard page.

Principally within the programme specification, the following are outlined:

- The specific aims of the programme;

The intended learning outcomes of the programme, in terms of:

- Knowledge & understanding
- Intellectual skills
- Practical skills
- Transferable skills and personal qualities.

The specific content and structure of the programme are referred to in the programme specification but are outlined in more detail in section 10 below.

10. PROGRAMME CONTENT AND STRUCTURE

10.1 FULL-TIME MRES CRIMINOLOGY

Students on the full-time MRes Criminology programme must take course units to a total value of 120 credits. You should choose course units to a total value of 60 in semester one, and course units to the total value of another 60 credits in semester two.

Your programme structure indicating core and optional course units for the degree programme is provided in the course unit selection guide and is available in the Postgraduate Taught Students (Department of Criminology) area of Blackboard.

10.2 PART-TIME MRES CRIMINOLOGY

Students on the part-time MRes Criminology programme must take course units to a total value of 120 credits over the two years of study. You should divide these credits evenly over the two years – so 60 credits each year.

Your programme structure indicating core and optional course units for the degree programme is provided in the course unit selection guide and is available in the Postgraduate Taught Students (Department of Criminology) area of Blackboard.

10.3 TEACHING

For course units of 15 credit value, there will generally be 15 hours of face-to-face teaching throughout the semester in which the unit is delivered, with each session combining a varying mix of formal lecturing, student presentations, small group work and debate.

Depending on the particular course unit, those responsible for the delivery of the course unit may arrange particular 'project work' for students and/or may require students to present a short paper on some particular aspect of the course for discussion during seminars. If there is a small group of students taking a particular course unit, individual lecturers are likely to welcome discussion and questions throughout the session rather than distinguishing sharply between lectures and seminars. If it is the case that only a very small number of students wish to take a particular course unit, arrangements will be made for the teaching to be delivered on a more flexible basis than the standard model.

For the dissertation, MRes students are allocated a supervisor who will agree on the title and proposed topic, and who will meet with them as necessary during the drafting and writing of this work.

10.7 MRES CRIMINOLOGY PROGRAMME STRUCTURE

MRES CRIMINOLOGY FULL-TIME

Students on the full-time MRes Criminology programme must take course units to a total value of 120 credits; 60 credits in each semester.

The 120 credits are made up of 5 core course units (75 credits) and 3 optional course units (45 credits).

You will be automatically enrolled in the 75 credits core course units. You must select 45 credits for semester two from the *semester two optional course unit list*.

FULL-TIME COURSE UNIT REQUIREMENT

CORE COURSE UNITS	
SEMESTER ONE	SEMESTER TWO
<p>15 Credit Course Units CRIM70501 Advanced Theoretical Criminology CRIM70821 Data Analysis with R and RStudio CRIM71361 Qualitative Research Methods SOCY60401 Research Design I</p>	<p>15 Credit Course Units CRIM70542 Evaluating Policy & Practice</p>
OPTIONAL COURSE UNITS	
You must select two 15 credit optional course units in semester two.	
SEMESTER ONE	SEMESTER TWO
<p>There are no optional course units in semester one.</p>	<p>15 Credit Course Units CRIM60142 Crime Mapping: Intro to GIS and Spatial Analysis*** CRIM70552 Understanding Violence CRIM70572 Drugs, Markets, Policies and Consumption CRIM72212 Prisons: Exploring the Carceral World in the UK SOCY60412 Research Strategy & Project Management SOST70172 Qualitative Evaluation of Policies, Interventions and Experiments (QEPIE) UCIL60312 Creating a Sustainable World: Interdisciplinary Applications of the Sustainable Development Goals</p>

***LEVEL 6 modules (taught with UG). Students are only permitted to enrol on 30 credits across the programme

MRES CRIMINOLOGY PART-TIME

Students on the part-time MRes Criminology programme must take course units to a total value of 120 credits over the two years of study. You should divide these credits evenly over the two years – 60 credits each year.

The optional units change from year to year. Below is the list of optional course units available for the 2022-2023 academic year. There may be some changes for the 2023-2024 academic year (when your second year will commence), so this list is only meant to be indicative of options that will be available to you.

YEAR ONE COURSE UNIT REQUIREMENT

You should complete 60 credits – 30 credits per semester:

- 3 core units (45 credits) must be selected. You must select **two core units** for semester one (30 credits) and you will be automatically enrolled in **CRIM70452 Evaluating Policy and Practice** for semester two (15 credits).
- 1 optional course unit (15 credits) in semester 2.

CORE COURSE UNITS	
SEMESTER ONE	SEMESTER TWO
<u>15 Credit Course Units</u> CRIM70501 Advanced Theoretical Criminology CRIM70821 Data Analysis with R and RStudio CRIM71361 Qualitative Research Methods SOCY 60401 Research Design I	<u>15 Credit Course Units</u> CRIM70542 Evaluating Policy & Practice
OPTIONAL COURSE UNITS	
SEMESTER ONE	SEMESTER TWO
There are no optional course units in semester one, year one.	<u>15 Credit Course Units</u> CRIM60142 Crime Mapping: Intro to GIS and Spatial Analysis*** CRIM70552 Understanding Violence CRIM70572 Drugs, Markets, Policies and Consumption CRIM72212 Prisons: Exploring the Carceral World in the UK SOCY60412 Research Strategy & Project Management SOST70172 Qualitative Evaluation of Policies, Interventions and Experiments (QEPIE) UCIL60312 Creating a Sustainable World: Interdisciplinary Applications of the Sustainable Development Goals

***LEVEL 6 modules (taught with UG). Students are only permitted to enrol on 30 credits across the programme

YEAR TWO COURSE UNIT REQUIREMENT

You should complete 60 credits – 30 credits per semester:

- 2 core units (30 credits of core course unit that you did not select in year one); and
- 2 optional course units (30 credits)

CORE COURSE UNITS	
SEMESTER ONE	SEMESTER TWO
<p><u>15 Credit Course Units</u> CRIM70501 Advanced Theoretical Criminology CRIM70821 Data Analysis with R and RStudio CRIM71361 Qualitative Research Methods SOCY60401 Research Design I</p>	<p>There are no core course units in semester two, year two.</p>
OPTIONAL COURSE UNITS	
SEMESTER ONE	SEMESTER TWO
<p>There are no optional course units in semester one, year two.</p>	<p><u>15 Credit Course Units</u> CRIM60142 Crime Mapping: Intro to GIS and Spatial Analysis*** CRIM70552 Understanding Violence CRIM70572 Drugs, Markets, Policies and Consumption CRIM72212 Prisons: Exploring the Carceral World in the UK SOCY60412 Research Strategy & Project Management SOST70172 Qualitative Evaluation of Policies, Interventions and Experiments (QEPIE) UCIL60312 Creating a Sustainable World: Interdisciplinary Applications of the Sustainable Development Goals</p>

*****LEVEL 6 modules (taught with UG). Students are only permitted to enrol on 30 credits across the programme**

IMPORTANT: At this stage, you should only select course units for year one of the programmes. You will make your selection of course units for year two of the programme in September 2023.

Please note that optional course units are subject to change each academic year. This list above is only meant to be indicative of options that may be available to you.

PART 3

APPENDICES

APPENDIX A - The Faculty of Humanities

The Faculty of Humanities

The Faculty of Humanities encompasses academic areas as diverse as Arts, Education, Law, Social Sciences and Business & Management and is the largest Faculty in the University. With nearly 17,000 students and almost 2000 academic and professional service staff, it is the largest Faculty of the Humanities in the UK and is equivalent to a medium-sized university.

The Faculty has four Schools: Arts, Languages and Cultures; Environment, Education and Development; Social Sciences; and the Alliance Manchester Business School. The organisational culture of these Schools provides opportunities for increased collaboration throughout the Faculty and for regional, national and international engagement.

The Faculty is the interface between the discipline-based Schools and the University and is headed by a Dean who is supported by a team of Vice-Deans.

Our students are at the heart of this Faculty, and we explore every opportunity to enhance the opportunities for you. With a focus on teaching that is innovative and high quality, we equip our graduates with the skills to thrive in the working world, while also enabling you to understand that world, your place in it, and to contribute in the widest possible sense to addressing and meeting the societal challenges that you will encounter.

The work of the Faculty involves co-ordinating and developing activities to respond effectively to Institutional or external initiatives or activities, encouraging best practice across Schools and facilitating the seamless operation of processes across School, Faculty and University boundaries to help make your experience at Manchester the best it can be.

The Faculty is committed to gathering student views on the provision of teaching and learning and centrally operated areas of the University (such as Library; Estates; IT; Careers; eLearning) and as a student you can feed into this process via managed workshops, consultation groups etc.

The focus of your involvement as a student is likely, however, to be the disciplinary grouping, i.e. the School within which your studies are based. Or, in the case of students on interdisciplinary programmes: the office which is responsible for administering your programme.

You may have contact with the Faculty if you have a problem that cannot be resolved at a local level within the School or Programme Office. For example: appeals or disciplinary matters. Otherwise, it is entirely possible to complete a course of study without ever interacting directly with the Faculty.