

**School of Environment, Education and Development**

# **Planning, Property and Environmental Management**

**Undergraduate**

**2023-2024 Programme Handbook**

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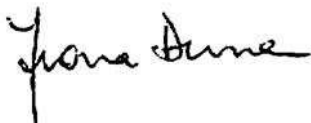
## **WELCOME TO THE FACULTY OF HUMANITIES**

As Vice-President and Dean of the Faculty of Humanities, I would like to extend a very 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 postgraduate level, embracing disciplines as diverse as arts and languages, business and management, social sciences, law, education, environment and development.

This rich mix of opportunities makes study at The University of Manchester an exciting and stimulating experience where you will benefit from the experience of leading scholars in your field and from being part of a large, diverse, and international student community. The city has an international sporting pedigree and one of the richest and most influential arts and music scenes, with a lively, culturally diverse city centre that's easy to enjoy on a student budget. There is much to enjoy!

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. In addition, there is 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, and its constituent Schools, 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. Your success is hugely important to me and all our academic and professional staff.



**Fiona Devine**  
**Vice-President and Dean, Faculty of Humanities**  
**September 2023**

## Welcome to the School of Environment, Education and Development

The School of Environment, Education and Development (SEED) was formed in August 2013 and forges an interdisciplinary partnership combining Geography and Planning and Environmental Management with the Global Development Institute (GDI), the Manchester School of Architecture and the Manchester Institute of Education, thus uniting research into social and environmental dimensions of human activity. Each department has its own character and the School seeks to retain this whilst building on our interdisciplinary strengths.

The **Global Development Institute (GDI)** is a culmination of an impressive history of development studies at The University of Manchester which has spanned more than 60 years and unites the strengths of the Institute for Development and Policy Management (IDPM) and the Brooks World Poverty Institute. GDI is the largest development focused teaching, with over 600 full-time postgraduate taught students, and research institute in Europe and emphasises the University's commitment to addressing global inequalities.

**Planning and Environmental Management** has a 60-year record of academic leadership in Planning education. It has innovative and high quality graduate and undergraduate programmes for professionals in environmental management, town planning and urban studies. The discipline has practice links with institutions, companies and communities engaged with environment and urbanism, particularly in north-west England.

**Geography** has been taught at Manchester for over one hundred and twenty-five years. There are currently over forty members of staff who have a wide range of teaching and research interests. It has a highly-rated international research reputation across a broad range of areas of human and physical geography and is regularly ranked in the top 10 Geography departments in the world. It has a large undergraduate population, and four taught Masters degrees.

The **Manchester Institute of Education** is the leading university provider of Initial Teacher Education in the North of England. It has a world-leading reputation for excellence in educational research, and is the leading provider of doctoral programmes in the North West.

The School also contains the *University of Manchester Architectural Research Centre (UMARC)*, part of the **Manchester School of Architecture (MSA)** which was created in 1996 by an amalgamation of the extant architecture schools in the University of Manchester and the Manchester Metropolitan University. UMARC draws upon a wide range of interdisciplinary research and teaching interests within the School and has strong research and practice links into urban design and sustainability.

I hope that you have a successful and enjoyable time in the School.

**Professor Martin Evans**

**Head of the School of Environment, Education and Development**

### **Statement on Dignity at Work and Study**

The University of Manchester is committed to creating a learning environment free of harassment, discrimination, and victimisation and bullying, where everyone is treated with dignity and respect. The School of Environment, Education and Development will not tolerate bullying, harassment, discrimination or victimisation of any kind, either towards students and staff, or between them. Allegations of bullying, discrimination and harassment will be investigated and, if appropriate, disciplinary action will be taken.

More information can be found at:

<http://www.staffnet.manchester.ac.uk/equality-and-diversity/policies-and-guidance/dignity-at-work-and-study/>

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## Section 1: Guide to the Programmes

This section of the handbook is intended to help you get the most out of your degree programme. It explains what we expect you to achieve at the end of each year and at end of your whole degree. The aims and learning outcomes are progressive through the three or four years, so that the work you do, builds on ideas, understanding and skills gained from the previous year. It also provides you with an explanation of the structure of our degree programme. In addition to the information provided here about your degree programme as a whole, there are sections relevant to your year of study.

### What Each Year is Worth

If you are on a three-year programme then your final degree mark is comprised of 33% of your Year 2 mark and 67% of your Year 3 mark.

If you are on the four-year MPlan or MPRE programme your final degree mark is comprised of 20% of your Year 2 mark, 40% of your Year 3 mark, and 40% of your Year 3 mark.

If you are enrolled on a programme with a professional placement, the year in practice is graded as pass/fail and does not impact upon the calculation of degree classification from the three of four-year programmes, as outlined above.

The first year does not count towards your final degree classification, but there are a number of ways in which it plays an important role in affecting your future prospects.

The composition of your degree may change over your time in Manchester. However, you will be consulted regarding changes in the availability of modules, name changes or wider modifications to your programme.

## 1.1 Registration & Induction

### Registration

Every academic year begins with Welcome Week, during which you are required to register with both the University (i.e., financial registration and fees) and Planning, Property & Environmental Management (academic registration – choosing or confirming your units). Please be sure to check your emails for any registration-related information!

It is important that you register for the correct number of course units. You are expected to gain **120 credits** in each academic year, and you will find all course units are worth 10 or 20 credits. By the end of your Programme you should have **360 credits** if you are on a 3 year programme or **480 credits** if you are on the 4 year Programme.

Before you register for any Free Choice subjects, make sure you have checked how many credits they are worth, and whether there are any timetable clashes.

If you are a second, third or fourth year student who has to make up additional credits, it is your personal responsibility to ensure that you are studying a sufficient number of course units. If this all sounds complicated, don't worry - you will be guided through the process during registration.

### **University library cards**

When you register with the University for the first time, you will be provided with a University identity swipe card. This card is also your library card and will allow you access into the library, to take out books and access resources. It also holds information such as your degree programme and length of study at the University and needs to be taken to all examinations.

### **Induction**

Your first few weeks at University will probably be quite daunting but remember that members of staff are here to help with any queries – just ask.

### **First Year**

Planning, Property and Environmental Management (PPEM) runs a formal induction programme for new intake students. During registration week, there will be many different kinds of activities organised by the University and Student's Union that will help you to get to know people. In PPEM, we organise a number of activities that will help you to settle into University study. Registration in PPEM will take place from Tuesday 19<sup>th</sup> September onwards. You will meet your Programme Director during registration who will help guide you through the Welcome Week activities. These will include introductory sessions about studying in Manchester and the first semester course units. You will also meet your 'Academic Advisor' during the first two weeks of the semester, who will be responsible for your academic and pastoral care while you are at university. You will have an Academic Advisor for the duration of your time at Manchester.

You will gradually get to know Manchester and PPEM throughout your first year. This will be helped by conducting fieldwork in the Manchester area for a number of your core courses. If, by the middle of the first semester, you still feel a bit lost, make sure that you speak to someone, initially your Academic Advisor or Peer Mentor. The University has many great support services and mechanisms to help with academic and personal difficulties, which you will find in the next section.

### **Second, Third and Fourth Year**

During registration week, you will be given a welcome-back talk covering information to help you choose options, information on any changes to the programme, assessment for the year and information about employment and careers. These meetings also offer an opportunity to volunteer for a variety of student roles for the coming year (e.g. student reps, see **Section 3.6**).

## 1.2 Key Academic and Administrative Contacts

***Head of Department:***

Professor Mark Baker

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Room: 1.48 Humanities Bridgeford Street Building

***Director of Undergraduate Teaching;***

***Programme Director BSc (Hons) Environmental Management;***

***Programme Director BSc (Hons) Environmental Management with Professional Placement:***

Dr Anna Gilchrist

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***Programme Director BSc (Hons) Planning & Real Estate;***

***Programme Director BSc (Hons) Planning & Real Estate with Professional Placement:***

***Programme Director Integrated Masters in Planning (Years 1-3);***

***Programme Director Integrated Masters in Planning + Professional Placement (Years 1-3);***

***Programme Director Integrated Masters in Real Estate & Planning (Years 1-3);***

***Programme Director Integrated Masters in Real Estate & Planning + Professional Placement (Years 1-3):***

Dr Razieh Zandieh

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***Programme Director Integrated Masters in Planning (Year 4);***

***Programme Director Integrated Masters in Planning with Professional Placement (Year 4);***

***Programme Director Integrated Masters in Real Estate & Planning (Year 4);***

***Programme Director Integrated Masters in Real Estate & Planning with Professional Placement (Year 4):***

Dr Caglar Koksall

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#### **Administrative Staff Contact Details**

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## **1.3 BSc (Hons) Environmental Management**

### **Programme Aims and Learning Outcomes**

The **Aims** of our undergraduate degree programme in Environmental Management are:

- meet at minimum external standards at the relevant level set by the National Qualifications Framework and the Benchmark Statement for Environmental Studies
- provide students with a framework of knowledge, understanding and skills relating to the field of environmental management
- facilitate the development of individual students as learners by providing an intellectually challenging and stimulating learning environment
- promote in-depth specialist knowledge in an area of environmental management activity through research and enquiry
- provide a curriculum which covers the cultures, values and roles, and concerns of institutions, organisations and stakeholders involved with understanding, evaluating, planning and managing the environment at a variety of scales
- provide a programme that enables its graduates to operate in a future-oriented, problem-solving way, and which yields sustainable solutions to environmental management problems.

The **Intended Learning Outcomes** of the BSc EM degree programme are listed below in terms of:

- A. **Knowledge & Understanding**
- B. **Intellectual Skills**
- C. **Practical Skills**
- D. **Transferable Skills and Personal Qualities**

#### **A. Knowledge & Understanding**

By the end of your degree programme, you should be able to:

- draw upon paradigms, theories, concepts and principles to inform a critical analysis of environmental issues
- explain and find examples of multidisciplinary and interdisciplinary perspectives on environmental management
- define complex problems and develop and evaluate possible solutions related to environmental management

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

By the end of your degree programme, you should be able to:

- summarise, synthesise, analyse and critically evaluate academic literature, arguments, data and other sources of information

- critically evaluate political, legal, institutional and administrative frameworks and procedures relevant to environmental management
- integrate evidence from a range of sources to develop and test findings and hypotheses
- plan, conduct and present independent research and have confidence in dealing with uncertainty in data or system responses

### **C. Practical Skills**

By the end of your degree programme, you should be able to:

- gather, prepare, process and interpret data using appropriate qualitative, quantitative, spatial and statistical techniques
- design, implement and report on a range of different field skills ethically and safely with an appreciation of codes of conduct and legal requirements
- communicate information, ideas, problems and solutions to both specialist and non-specialist audiences using different formats and media
- construct, synthesise and articulate an argument objectively in written and/or verbal formats

### **D. Transferable Skills and Personal Qualities**

By the end of your degree programme, you should be able to:

- identify and evaluate the graduate skills required for different career pathways and plan for personal, career and professional development
- recognise the importance of equality, diversity and inclusivity and develop behaviours that support inclusive, ethical and sustainable practices
- utilise skills of mediation and negotiation whilst recognising and respecting the views of others
- work effectively in a team and independently to plan and organise workloads, including demonstrating skills in project management

## **Year 1 Course Units**

On successful completion of their Introductory Year students will have:

- gained an initial understanding of Environmental Management and allied disciplines in PEM;
- developed a grounding in the learning techniques required for absorbing knowledge and skills in the Environmental Management and allied professional disciplines taught in PEM;
- an ability to begin to undertake self-directed learning on an individual and group basis, particularly through the use of projects;

In your first year, the credits attached to your course units total 120 credits. The majority of your course units (100 credits) are compulsory. However, in the second semester, you do have to choose an additional 20 credits of programme options from those offered within the School and some. Advice on the choice of second semester credits will be given during the induction period and the first semester. If you have any queries about this, please speak to your

Academic Advisor or Programme Director. Throughout the year, you will also have a number of group or individual academic tutorial sessions with your designated Academic Advisor.

### Semester 1

Course Units	Credits
Designing Sustainable Futures (PLAN10031)	20
Principles of Environmental Management (PLAN10601)	20
Applied Environmental Science (PLAN10101)	10
Environmental Processes and Change (GEOG10401)	10

## Semester 2

Course Units	Credits
Ecology and Conservation (PLAN10502)	20
Applied Project (PLAN10092)	20
Introduction to Urban and Environmental Economics (PLAN10352)	20

## Year 2 course Units

On successful completion of Year 2 of the Environmental Management Programme students will have:

- absorbed sufficient knowledge to begin to understand the organisational and professional practices which contribute to overall environmental management in Britain;
- gained knowledge about the particular problems of rural management in the British context;
- begun to have developed personal communication skills and be able to demonstrate them in class;
- had the opportunity to widen their personal interests and education by taking a Free Choice option.

In your second year, you have 100 credits of compulsory course units, one of which includes a residential fieldtrip. You also get to choose an optional course unit in semester 1. Free Choice options can be chosen within PEM, the School, or within the University as a whole, subject to discussion with your Academic Advisor.

## Semester 1

Course Units	Credits
Environmental Planning and Impact Assessment (PLAN20401)	20
Data Analytics for Environmental Management (PLAN26011)	10
Free choice (University-wide), including Climate Change: Science and Society (UCIL33201/33501), Environmental Management Professional Placement (PLAN20090)	30

## Semester 2

<b>Course Units</b>	<b>Credits</b>
Landscape Ecology (PLAN20062)	20
Corporate Sustainability Project (PLAN26022)	20
Applied Research for Environmental Management – with field visit (PLAN26032)	20

### **Year 3 Course Units**

On successful completion of Final Year of the Environmental Management Programme, students will have:

- developed a strategy for personal learning and skill development through their dissertation;
- a broad knowledge of a range of academic ideas, concepts and skills, within the field of Environmental Management;
- attained a high level of competence within a specialised area of Environmental Management;
- developed a range of skills relevant to Environmental Management professional practice, and which can be transferred across a wide range of employment destinations.

In year 3, all course units are compulsory, and total 80 credits. This year, you also write and submit your dissertation which is worth 40 credits (you'll receive a separate Dissertation Handbook for this and a dissertation advisor will be allocated during semester 1). Please speak to your Academic Advisor or Programme Director if you have any queries.

### **Semester 1&2**

<b>Core Course Units</b>	<b>Credits</b>
Dissertation (PLAN30000)	40

**Semester 1**

Course Units	Credits
Concepts in Environmental Law (PLAN30671)	20
Free choice (within SEED), including Environmental Impact Assessment (PLAN830631), Green Planet, Plant Ecology and Global Change (GEOG31041)	20

**Semester 2**

Course Units	Credits
Conservation Management Project (PLAN30402)	20
Free choice (within SEED), including Green Infrastructure and Sustainable Cities (PLAN30852)	20

**1.4 BSc (Hons) Planning and Real Estate**

## **Programme Aims and Learning Outcomes**

The **Aims** of our undergraduate degree programmes BSc (Hons) in Planning and Real Estate are:

- meet at minimum external standards at the relevant level set by the National Qualifications Framework and the Benchmark Statements for Planning and Real Estate [Bachelors]
- provide students with a framework of knowledge and understanding relating to the fields of planning and real estate [Bachelors]
- facilitate the development of individual students as learners by providing an intellectually challenging and stimulating learning environment [Bachelors]
- deliver an appropriate range of skills for the development and delivery of the emerging spatial planning system [Bachelors]
- meet the training guidelines set by the Royal Town Planning Institute (RTPI) and Royal Institution for Chartered Surveyors (RICS) in terms of core knowledge, competence/skills [Bachelors]

The **Intended Learning Outcomes** of the BSc degree programme are listed below in terms of:

- A. **Knowledge & Understanding**
- B. **Intellectual Skills**
- C. **Practical Skills**
- D. **Transferable Skills and Personal Qualities**

### **A. Knowledge & Understanding**

At the end of the programme, students should be able to:

- demonstrate a practical understanding of the ways in which established techniques of research and enquiry are used to create and interpret knowledge in town and country planning and real estate
- employ knowledge and understanding of academic ideas and concepts related to town and country planning to inform a critical appraisal of the emerging spatial planning and property systems
- demonstrate a systematic understanding of key aspects of town and country planning and real estate, including acquisition of coherent and detailed knowledge, at least some of which, on completion of level 3, is at the forefront of defined aspects of the discipline
- show an ability for critical reflection on the theoretical foundations of town and country planning and real estate
- undertake an independent dissertation or design study in a self-directed way, building on knowledge and skills accumulated in the taught elements of the programme

### **B. Intellectual Skills**

At the end of the programme, students should be able to demonstrate:

- demonstrate the ability to manage your own learning, and to make use of scholarly reviews and primary sources in the field of town and country planning and real estate
- show an ability to exercise critical evaluation of arguments, assumptions, abstract concepts and data; formulate judgements; and frame appropriate answers to achieve a solution or identify a range of solutions to a problem
- demonstrate an ability to devise and sustain arguments and solve problems using appropriate ideas and techniques, some of which are at the forefront of the disciplines
- critically evaluate political, legal, institutional and administrative frameworks and procedures in planning and real estate, as well as arguments for planning as a form of action within processes of change
- show an understanding of the complexities of planning issues and problems and critically evaluate potential solutions and policy responses
- show a comprehensive understanding of the techniques applicable to town and country planning and real estate
- demonstrate an ability to draw upon detailed knowledge of particular aspects of current research and advanced scholarship and employ it in relation to major piece of research

### **C. Practical Skills**

At the end of the programme, students should be able to demonstrate:

- apply methods and techniques to review, consolidate, extend and apply knowledge and understanding, and to initiate and undertake projects
- formulate and propose policies, strategies and courses of action as responses to a variety of planning and real estate issues
- communicate information, ideas, problems and solutions to both specialist and non-specialist audiences and effectively apply conceptual, digital and communication skills in a workplace/professional environment
- understand and utilise a variety of practical and analytical skills and techniques relevant to planning and real estate ]

### **D. Transferable Skills and Personal Qualities**

At the end of the programme, students should be able to demonstrate:

- demonstrate the qualities and transferable skills necessary for employment, and which require the exercise of initiative and personal responsibility
- employ decision-making in varying environments, including the town and country planning and real estate professions
- recognise and utilise skills of mediation, negotiation and team-working and effectively apply conceptual, digital and communication skills in a workplace/professional environment
- appreciate the role and meaning of professionalism, including the value of life-long learning for town and country planners and real estate professionals



## Year 1 Course Units

On successful completion of first year students will have:

- gained an initial understanding of the two complementary professions and disciplines of Environmental Management and Planning and Real Estate;
- developed a grounding in the learning techniques required for absorbing knowledge and skills in the environmental and professional disciplines taught in PEM;
- an ability to begin to undertake self-directed learning on an individual and group basis, particularly through the use of projects;
- the skills to utilise effectively the learning resources of PEM and the University.

## Course Units and Tutorials Year 1

In your first year, the credits attached to your course units total 120 credits. The majority of your course units (100 credits) are compulsory. However, in the second semester, you can also choose up to 20 credits of programme options. Advice on the choice of second semester credits will be given during the induction period and the first semester. If you have any queries about this, please speak to your Academic Advisor or Programme Director. Throughout the year, you will also have a number of group or individual academic tutorial sessions with your designated Academic Advisor.

### Semester 1

Course Units	Credits
Introduction to Planning and Development (PLAN10041)	20
Designing Sustainable Futures (PLAN10031)	20
Introduction to Real Estate (PLAN10201)	20

### Semester 2

Course Units	Credits
Applied Project (PLAN10092)	20
Introduction to Urban and Environmental Economics (PLAN10352)	20
<b>Then choose TWO from:</b>	
Rural Planning (PLAN10362)	10

Course Units	Credits
Principles of Real Estate Law (PLAN10622)	10
Placemaking (PLAN10632)	10
Free Choice within SEED	10

## Year 2 Course Units

On successful completion of Year Two of the Planning and Real Estate Programme, you will have:

- absorbed sufficient knowledge to understand the practices, interpretations and intellectual grounding of professionals and academics operating within Planning and Real Estate in Britain;
- gained knowledge about the particular problems associated with rural planning in the British context;
- developed personal communication skills, and be able to demonstrate them in class;
- gained an understanding of the linkages between landscape planning and mainstream Planning and Real Estate;
- had the opportunity to widen their personal interests and education through the taking of Free Choice studies.

In your second year, you can choose up to 20 credits of free choice options either from within SEED, or elsewhere in the University (subject to Programme Director's approval), and have options to focus on environmental or urban policy or under a placement.

## Semester 1

Course Units	Credits
Plan Making and the Development Process (PLAN20181)	20
Policy for Cities and Regions	10
Data Analytics for Planning and Real Estate	10
Free choice (University-wide) including, Environmental Planning and Impact Assessment (PLAN20521), Professional Placement (PLAN20090)	20

## Semester 2

Course Units	Credits
Sustainable Development Project (PLAN20072)	20
Applied Research in Planning and Real Estate (with Field Visit) (PLAN20172)	20
Valuation and Appraisal (PLAN21012)	20

## Year 3 Course Units

On successful completion of Year 3 of the Master of Planning or Planning and Real Estate Programme students will have:

- developed an aptitude for personal learning and skills development through their dissertation, self-learnt problem-solving
- a broad knowledge of a range of academic ideas, concepts and skills, with a special emphasis on urban planning;
- absorbed the rudiments of professionalism in planning, and how this operates through legal and political controls over the planning process;
- developed a range of skills relevant to planning practice, and which can be transferred across a wide range of employment destinations.

In your third year, you have 80 credits of Compulsory Course Units. This year you also write and submit your dissertation which is worth 40 credits (you'll receive a separate Dissertation Handbook for this and a dissertation advisor will be allocated during semester 1). Please speak to your Academic Advisor or Year Three Organiser if you have any queries.

## Semester 1&2

Core Course Units	Credits
Dissertation (PLAN30000)	40

## Semester 1

Course Units	Credits
Urban Theory, Planning Ethics (PLAN30081)	20
Free choice (within SEED) including, Real Estate Investment and Finance (PLAN36011), Future Cities (PLAN36021)	20

## Semester 2

Course Units	Credits
Housing, Planning and Development (PLAN30512)	20
Planning and Property Law (PLAN30072)	20

### 1.5 Master of Planning (MPlan)

This section of the handbook is intended to help you get the most out of your degree programme. It explains what we expect you to achieve at the end of each year and at end of your whole degree. The aims and learning outcomes are progressive through the four years, so that the work that you do builds on ideas and understanding gained from the previous year. It also provides you with an explanation of the structure of our degree programme. In addition to the information provided here about your degree programme as a whole, there are sections relevant to your year of study.

## Programme Aims and Learning Outcomes

**The aims of our undergraduate integrated Masters degree programme in Planning (MPlan) are:**

### Programme Aims and Learning Outcomes

The **Aims** of our Integrated Masters in Planning are:

- meet at minimum external standards at the relevant level set by the National Qualifications Framework and the Benchmark Statements for Planning and Real Estate [Masters, Bachelors]
- provide students with a framework of knowledge and understanding relating to the fields of planning and real estate [Masters, Bachelors]
- facilitate the development of individual students as learners by providing an intellectually challenging and stimulating learning environment [Masters, Bachelors]
- deliver an appropriate range of skills for the development and delivery of the emerging spatial planning system [Masters, Bachelors]
- meet the training guidelines set by the Royal Town Planning Institute (RTPI) and Royal Institution for Chartered Surveyors (RICS) in terms of core knowledge, competence/skills [Masters, Bachelors]

The **Intended Learning Outcomes** of the MPlan degree programme are listed below in terms of:

- A. Knowledge & Understanding**
- B. Intellectual Skills**
- C. Practical Skills**
- D. Transferable Skills and Personal Qualities**

## **A. Knowledge & Understanding**

At the end of the programme, students should be able to:

- demonstrate a practical understanding of the ways in which established techniques of research and enquiry are used to create and interpret knowledge in town and country planning and real estate
- employ knowledge and understanding of academic ideas and concepts related to town and country planning to inform a critical appraisal of the emerging spatial planning and property systems
- demonstrate a systematic understanding of key aspects of town and country planning and real estate, including acquisition of coherent and detailed knowledge, at least some of which, on completion of level 3, is at the forefront of defined aspects of the discipline
- show an ability for critical reflection on the theoretical foundations of town and country planning and real estate
- undertake an independent dissertation or design study in a self-directed way, building on knowledge and skills accumulated in the taught elements of the programme
- demonstrate an understanding of professionalism in town and country planning, and how it operates within the context of political, legal, institutional and administrative frameworks
- meet the training guidelines set by the Royal Town Planning Institute in terms of core knowledge, competence/skills that enables students subsequently to begin to engage in professional practice
- meet the training guidelines set by the RTPI and RICS in terms of specialised study that enables students to engage in theoretical and practical debate at the forefront of the area of specialism, and subsequently to engage in professional practice with full accreditation

## **B. Intellectual Skills**

At the end of the programme, students should be able to:

- demonstrate the ability to manage your own learning, and to make use of scholarly reviews and primary sources in the field of town and country planning and real estate
- show an ability to exercise critical evaluation of arguments, assumptions, abstract concepts and data; formulate judgements; and frame appropriate answers to achieve a solution or identify a range of solutions to a problem
- demonstrate an ability to devise and sustain arguments and solve problems using appropriate ideas and techniques, some of which are at the forefront of the disciplines

- critically evaluate political, legal, institutional and administrative frameworks and procedures in planning and real estate, as well as arguments for planning as a form of action within processes of change
- show an understanding of the complexities of planning issues and problems and critically evaluate potential solutions and policy responses
- show a comprehensive understanding of the techniques applicable to town and country planning and real estate
- demonstrate an ability to draw upon detailed knowledge of particular aspects of current research and advanced scholarship and employ it in relation to major piece of research
- demonstrate critical insights into theory and comparative practice, the connections between theory and practice, and the role of values and ethics in the profession and practice of planning

### **C. Practical Skills**

At the end of the programme, students should be able to:

- apply methods and techniques to review, consolidate, extend and apply knowledge and understanding, and to initiate and undertake projects
- formulate and propose policies, strategies and courses of action as responses to a variety of planning and real estate issues
- communicate information, ideas, problems and solutions to both specialist and non-specialist audiences and effectively apply conceptual, digital and communication skills in a workplace/professional environment
- understand and utilise a variety of practical and analytical skills and techniques relevant to planning and real estate
- reflect the changing demands and agendas of the town and country planning and real estate discipline and the RTPI and RICS

### **D. Transferable Skills and Personal Qualities**

At the end of the programme, students should be able to demonstrate:

- demonstrate the qualities and transferable skills necessary for employment, and which require the exercise of initiative and personal responsibility
- employ decision-making in varying environments, including the town and country planning and real estate professions
- recognise and utilise skills of mediation, negotiation and team-working and effectively apply conceptual, digital and communication skills in a workplace/professional environment
- appreciate the role and meaning of professionalism, including the value of life-long learning for town and country planners and real estate professionals
- demonstrate the learning ability needed to undertake further training of an academic or professional nature, including additional specialist study at postgraduate Masters level accredited by the Royal Town Planning Institute

### **Course Units**

Years 1-3 of the integrated Master of Planning are the same as the BSc (Hons) Planning and Real Estate degree – please refer to these pages for details on specific course units. The course units for your 4<sup>th</sup> year of study are shown below.

### Year 4 Course Units (MPlan Only)

On successful completion of the Final Year of the Master of Planning programme students will have:

- the knowledge and skills to be an effective member of the RTPI and RICS;
- a full understanding of professional planning practice in a variety of contexts;
- an effective knowledge of the professional standards and managerial requirements of the discipline.
- acquired to their full potential a variety of professional and employment-related skills on an individual and group basis.

In your fourth year, you move from 20 credit to 15 credit course units (as you are now at postgraduate level). You will study core units, alongside your choice of several optional units which can be used to build up your specialism in planning. Speak to your Academic Advisor or Programme Director if you have any queries.

### Semester 1

Compulsory Course Units	Credits
Digital Planning - Spatial and Policy Analysis (PLAN40761)	15

Then choose **THREE** additional units from those below, including at least one from within a chosen Specialism (all 15 credits each):

#### Environmental Planning Specialism:

Environmental Impact Assessment (PLAN40321)

#### International Planning and Urban Design Specialism:

International Planning: Systems and Frameworks (PLAN40861) #

Urban Development Planning in Cities of the South: an international perspective (PLAN40771)

International Urban Design (PLAN41081)

Design for Healthy Places (PLAN44021)

#### Real Estate Specialism:

Real Estate Investment and Finance (PLAN41191)  
Strategic Asset Management (PLAN41051)

**Additional Options (for any specialism):**

Professional Practice Placement (PLAN40470)  
Future Cities (PLAN44011)

#Any other available first semester course unit – to be agreed in advance with the Programme Director.

## Semester 2

Compulsory Course Units	Credits
Land and Development (PLAN40662)	15

Then choose TWO from below, with at least one from within your chosen specialism (15 credits each)

**Environmental Planning Specialism:**

Green Infrastructure and Sustainable Cities (PLAN40852)  
Planning for Environmental Change (PLAN40392)

**International Planning and Urban Design Specialism:**

Best Practice Case Studies in Urban Development Planning (PLAN40972)#  
International Fieldwork (PLAN40712)  
Digital Planning: Decision Support Systems  
Neighbourhood Planning (PLAN40812)

**Real Estate Specialism:**

Real Estate Law in Practice (PLAN41002)  
Real Estate Modelling (PLAN60572)  
Advanced Real Estate Finance (PLAN40292) #

**Additional Options for any specialism:**

International Fieldwork (PLAN40712)  
Professional Practice Placement (PLAN40470)

# Requires completion of first semester prerequisite (asterisked)

**NB: ALL COURSE STRUCTURES AND MODULE AVAILABILITY ARE SUBJECT TO CHANGE**



## **1.6. Master of Planning and Real Estate (MPRE)**

This section of the handbook is intended to help you get the most out of your degree programme. It explains what we expect you to achieve at the end of each year and at end of your whole degree. The aims and learning outcomes are progressive through the four years, so that the work that you do builds on ideas and understanding gained from the previous year. It also provides you with an explanation of the structure of our degree programme. In addition to the information provided here about your degree programme as a whole, there are sections relevant to your year of study.

### **Programme Aims and Learning Outcomes**

The aims of our undergraduate integrated Masters degree programme in Planning and Real Estate (MPRE) are:

#### **Programme Aims and Learning Outcomes**

The **Aims** of our Integrated Masters in Planning are:

- meet at minimum external standards at the relevant level set by the National Qualifications Framework and the Benchmark Statements for Planning and Real Estate [Masters, Bachelors]
- provide students with a framework of knowledge and understanding relating to the fields of planning and real estate [Masters, Bachelors]
- facilitate the development of individual students as learners by providing an intellectually challenging and stimulating learning environment [Masters, Bachelors]
- deliver an appropriate range of skills for the development and delivery of the emerging spatial planning system [Masters, Bachelors]
- meet the training guidelines set by the Royal Town Planning Institute (RTPI) and Royal Institution for Chartered Surveyors (RICS) in terms of core knowledge, competence/skills [Masters, Bachelors]

The **Intended Learning Outcomes** of the MPlan degree programme are listed below in terms of:

- A. Knowledge & Understanding**
- B. Intellectual Skills**
- C. Practical Skills**
- D. Transferable Skills and Personal Qualities**

#### **A. Knowledge & Understanding**

At the end of the programme, students should be able to:

- demonstrate a systematic understanding of key aspects of planning and real estate, including acquisition of coherent and detailed knowledge, at least some of which, by the end of the programme, is at the forefront of defined aspects of the discipline
- demonstrate an understanding of professional norms, standards and values in urban planning and real estate practice and how these operate within the context of international political, legal, institutional, administrative and organisational frameworks
- demonstrate practical understanding of the ways in which established techniques of research and enquiry are used to create and interpret knowledge in urban planning and real estate practice
- show a comprehensive understanding of the techniques applicable to urban planning and real estate practice
- meet the training guidelines set by the RTPI and RICS in terms of core knowledge, competence/skills that enables students subsequently to begin to engage in professional practice
- meet the training guidelines set by the RTPI and RICS in terms of specialised study that enables students to engage in theoretical and practical debate at the forefront of the area of specialism, and subsequently to engage in professional practice with full accreditation

## **B. Intellectual Skills**

At the end of the programme, students should be able to:

- show the ability to critically evaluate arguments, assumptions, abstract concepts and data; make considered judgements; and frame appropriate answers to achieve a solution, or identify a range of possible solutions, to a problem
- employ knowledge and understanding of academic ideas and concepts related to urban planning and real estate to inform a critical appraisal of the emerging spatial planning system and current real estate practice
- devise and sustain arguments and solve problems using appropriate ideas and techniques, at the forefront of the discipline
- critically evaluate political, legal, institutional and administrative frameworks and procedures in planning and real estate, as well as arguments for planning as a form of action within processes of change
- demonstrate critical insights into theory and comparative practice, the connections between theory and practice, and the role of values and ethics in planning and real estate professional practice
- demonstrate understanding of the complexities of planning and real estate issues and problems and show an ability to produce innovation and credible solutions and arguments which recognise these interrelationships
- demonstrate an ability to draw upon detailed knowledge of particular aspects of current research and advanced scholarship and employ it in relation to a major piece of research
- demonstrate the ability to define and solve a problem in a self-directed way, building on knowledge and skills accumulated in the taught elements of the programme, through the dissertation

## **C. Practical Skills**

At the end of the programme, students should be able to:

- discover and exploit sources of information to collect appropriate evidence and analyse accurately, using a variety of practical and analytical skills and techniques relevant to the context, recognising the importance of validity and bias
- demonstrate the type and quality of practical skills that might reasonably be expected of an entrant to the urban planning and real estate professions, reflecting the changing demands and agendas of the disciplines and professional bodies#
- demonstrate effective IT and digital skills, using industry standard word processing, spreadsheet, presentation and graphic packages and some degree of skill in applying techniques such as GIS and visualization and CAD software, depending on option choices
- effectively communicate information, ideas, problems and solutions to both specialist and non-specialist audiences using a variety of media

## **D. Transferable Skills and Personal Qualities**

At the end of the programme, students should be able to demonstrate:

- demonstrate the interpersonal and analytical qualities, transferable and digital skills (including undertaking primary/secondary research and professional presentations) necessary for employment, and which require the exercise of initiative and personal responsibility
- recognise and utilise skills of mediation, negotiation and team-working and effectively apply conceptual, digital and communication skills in a workplace/professional environment
- demonstrate the ability for self-management and critical reflection
- appreciate the role and meaning of professionalism, including the value of life-long learning for town and country planners

## **Course Units**

Years 1-3 of the integrated Master of Planning and Real Estate are the same as the BSc (Hons) Planning and Real Estate degree – please refer to these pages for details on specific course units. The course units for your 4<sup>th</sup> year of study are shown below.

### **Year 4 Course Units (MPRE Only)**

On successful completion of the Final Year of the Master of Planning programme students will have:

- the knowledge and skills to be an effective member of the RTPI and RICS;
- a full understanding of professional planning practice in a variety of contexts;
- an effective knowledge of the professional standards and managerial requirements of the discipline.

- acquired to their full potential a variety of professional and employment-related skills on an individual and group basis.

In your fourth year, you move from 20 credit to 15 credit course units (as you are now at postgraduate level). You will study core units, alongside your choice of several optional units which can be used to build up your specialism in planning. Speak to your Academic Advisor or Programme Director if you have any queries.

### Semester 1

Compulsory Course Units	Credits
Strategic Investment & Asset Management (PLAN41051)	15
Real Estate Investment & Finance (PLAN41191)	15

**Then choose TWO additional units from those below, including at least one from within a chosen Specialism (all 15 credits each):**

#### **Environmental Planning Specialism:**

Environmental Impact Assessment (PLAN40321)

#### **International Planning and Urban Design Specialism:**

International Planning: Systems and Frameworks (PLAN40861) #

Urban Development Planning in Cities of the South: an international perspective (PLAN40771)

International Urban Design (PLAN41081)

Design for Healthy Places (PLAN44021)

#### **Real Estate Specialism:**

Real Estate Investment and Finance (PLAN41191)

Strategic Asset Management (PLAN41051)

#### **Additional Options (for any specialism):**

Professional Practice Placement (PLAN40470)

Future Cities (PLAN44011)

**#Any other available first semester course unit – to be agreed in advance with the Programme Director.**

## Semester 2

Compulsory Course Units	Credits
Land and Development (PLAN40662)	15
Real Estate Law in Practice (PLAN41002)	15

Then choose TWO from below, with at least one from within your chosen specialism (15 credits each)

### **Environmental Planning Specialism:**

Green Infrastructure and Sustainable Cities (PLAN40852)  
Planning for Environmental Change (PLAN40392)

### **International Planning and Urban Design Specialism:**

Best Practice Case Studies in Urban Development Planning (PLAN40972)#  
International Fieldwork (PLAN40712)  
Digital Planning: Decision Support Systems  
Neighbourhood Planning (PLAN40812)

### **Real Estate Specialism:**

Real Estate Law in Practice (PLAN41002)  
Real Estate Modelling (PLAN60572)  
Advanced Real Estate Finance (PLAN40292) #

### **Additional Options for any specialism:**

International Fieldwork (PLAN40712)  
Professional Practice Placement (PLAN40470)

# Requires completion of first semester prerequisite (asterisked)

**NB: ALL COURSE STRUCTURES AND MODULE AVAILABILITY ARE SUBJECT TO CHANGE**

## Year 4 Course Units

On successful completion of the Final Year of the Master of Planning and Real Estate (MPRE) Programme, students will have:

- the knowledge and skills to be an effective member of the RTPI and RICS;
- a full understanding of professional planning and real estate development practice in a variety of contexts
- an effective knowledge of the professional standards and managerial requirements of the disciplines;
- acquired, to their full potential, a variety of professional and employment-related skills on an individual and group basis.

#### **Course Units Year 4**

In your fourth year, you move from 20 credit to 15 credit units (as you are now at postgraduate level). You still require 120 credits in total for the year. Please speak to your Academic Advisor or Programme Director if you have any queries.

#### **Semester 1**

<b>Compulsory Course Units</b>	<b>Credits</b>
Strategic Asset Management (PLAN41051)	15
Real Estate Investment & Finance (PLAN41191) #	15

#### **Then choose TWO from**

Environmental Impact Assessment (PLAN40321) Environmental Impact Assessment Project (PLAN40331) Planning for Healthy Places (PLAN44021) International Planning: Systems and Frameworks (PLAN40861) Urban Development Planning in Cities of the South (PLAN40771)# Future Cities (PLAN44011) Local Economic Development (PLAN40721) Applied Spatial Analysis (PLAN40761) Professional Practice Placement (PLAN40470)	15
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#### **Semester 2**

Compulsory Course Units	Credits
Land and Development (PLAN40662)	15
Real Estate Law in Practice (PLAN41002)	15

**Then choose TWO from**

Planning for Environmental Change (PLAN40392) Green Infrastructure and Sustainable Cities (PLAN40852) Best Practice Case Studies in Urban Development Planning (PLAN40972)# Neighbourhood Planning (PLAN40812 - advisable <u>but not</u> pre-requisite PLAN40761) Infrastructure Planning (PLAN42002) International Fieldwork (PLAN40832) Real Estate Modelling (PLAN60572) Decision Support Systems in Planning (PLAN44032) Advanced Real Estate Finance (PLAN40492) # Professional Practice Placement (PLAN40470)	15
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**NB: ALL COURSE STRUCTURES ARE SUBJECT TO CHANGE**

## **1.6 Professional Placements**

All of our undergraduate programmes can be taken with a Professional Placement year integrated into the structure. Students wishing to go out on placement are required to achieve an **average mark of 60% in both Year 1 and Year 2** (with no resits/fails unless they have mitigating circumstances). A course unit coordinator will liaise with students throughout the placement year ensuring that (a) contact is made between the student and UoM and (b) that the student is engaging with the academic/practitioner-based reflection outlined in the assessment. The course unit coordinator/tutor will engage with the student via one face-to-face visit and through Skype/Zoom/Teams to assess progress and engage in pastoral care. They will also arrange pre- and post-placement briefing sessions.

The Placement year will always be in Year 3, and will be a pass/fail component. Students admitted on the non-placement versions of all of our programmes can request to undertake a placement in Year 1, provided they meet the criteria mentioned above.

## **1.7 Professional Bodies (RTPI and RICS)**

The MPLAN and the MPRE programme are fully-accredited by both the Royal Town Planning Institute (RTPI) and the Royal Institution of Chartered Surveyors (RICS). Both professional bodies require a minimum of two-years of relevant work experience, together with successful

completion of an accredited degree programme, in order to become a Chartered Town Planner or Chartered Surveyor. Some people may aim to achieve both qualifications.

The three-year BSc in Planning & Real Estate provides partial accreditation by both the Royal Town Planning Institute (RTPI) and the Royal Institution of Chartered Surveyors (RICS).

There are some differences between the two Assessments of Professional Competence (APC), but both are designed to ensure that aspiring members have reached an appropriate level of professional competency and are becoming reflective practitioners. Both APCs require a candidate to:

- maintain a record of practical experience
- demonstrate competence against a set of criteria
- prepare a personal strategy for, and engage in, continuing professional development

The *Professional Practice and Ethics* course unit assists you in preparing for this next step in your career. Further information is available from:

RTPI:

<http://www.rtpi.org.uk/membership/become-an-rtpi-member/assessment-of-professional-competence/>

RICS:

<http://www.rics.org/uk/apc/apc-uk/about-apc/>

The RICS APC process applies globally but further information is available for the various world regions. Just change the country (on the top left of the above webpage).

## **1.8 Study Abroad Opportunities**

### **Introduction to Study Abroad**

In the second year of your studies in Manchester there are opportunities for you to Study Abroad. If you are interested in studying abroad, you should discuss your options with the External Student Affairs Co-ordinator (see contact details below). You can study abroad in the second semester of your second year, but the paperwork has to be done in the first year.

You must have a mean mark of 55% or above to be eligible to Study Abroad. The Worldwide scheme is very competitive, and several of the institutions require a mean mark of 60% or above. Because places are in some instances limited, selection may have to take place on the basis of merit or language ability. For those institutions where the main teaching language is other than English, evidence of linguistic ability is required, although there is some potential for students to receive language training whilst at the University there are usually options for an intensive residential language course before the period of study.



For more information about either of these exchange programmes, contact our Study Abroad Co-ordinator, Razieh Zandieh ([razieh.zandieh@manchester.ac.uk](mailto:razieh.zandieh@manchester.ac.uk)) and the University Study Abroad Unit ([goabroad@manchester.ac.uk](mailto:goabroad@manchester.ac.uk)).

On either scheme, you must maintain contact with your Academic Advisor and the External Student Affairs Co-ordinator in Manchester. You should also read your student email frequently as important information may be sent to you by this means. This will help you to make the most of your year abroad while also ensuring that you are prepared when you return to Manchester.

## **Worldwide Exchanges**

The University also has formal links with a number of partner universities in countries outside of the UK, including Australia, Canada, the USA, Singapore and Hong Kong. This Worldwide Exchange Programme is administered by the Study Abroad Unit.

We regularly send students to all these destinations. Tuition is in English in these institutions (there are some institutions on the Worldwide Exchange that teach in Spanish, but we have not had links with them in the past). On the Worldwide exchange you will not be supported by a student mobility grant. Again, make sure you discuss your options with the External Student Affairs Co-ordinator and with the Study Abroad Unit. There are information briefings in semester one, and it is essential that you attend one of these. The forms have to be in at the start of December, and this requires coordination within the discipline before the forms can be submitted.

## **1.9 Planning and Environmental Management Fieldwork**

Fieldwork is a key element in your degree programme through both day field courses, which complement key course units, and extended residential fieldtrips. All students attend the Year 2 field course (previous destinations include Spain and Portugal), and Year 4 MPlan/MPRE students are given the option to attend one of the overseas fieldwork trips alongside the postgraduates (in the past locations have included Barcelona, Berlin and Seattle<sup>1</sup>).

### **Day Field courses**

Fieldwork related to specific course units will take place across all years. You will be provided with objectives, instructions and important health and safety guidance during lectures and/or seminars by academic staff leading the field course and it's important that you pay careful attention to this information.

### **Year 2 Field course**

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<sup>1</sup> Additional costs to students are associated with Year 4 field courses.

A Year 2 residential field course is a key element of the second year of your programme. The field course takes place in the second semester, normally to a destination within the EU or the UK. For example, in 2018/19, students travelled to Portugal for the second year field course.

The destination and exact dates for 2022/2023 will be confirmed early in semester 1 but are normally either the week before or the week after the Easter vacation. The Year 2 field course is compulsory and all students are expected to attend. Students are also required to attend all preparatory lectures and/or seminars.

Lectures will include information on the academic programme of the field course, administrative information including travel and accommodation arrangements and health and safety briefings. You can also expect to be contacted by the fieldwork programme administrator to provide you with important information and to request information from you, so it is very important that you monitor your email regularly.

The School of Environment, Education and Development covers the full cost of the field course. This includes travel, accommodation and meals.

## **1.10 Employability and Personal Development**

Studying Planning or Environmental Management at Manchester will prepare students to be able to undertake a diverse range of career paths after graduation, and our graduates have an excellent track record of securing employment. Employability and personal development are embedded across the curriculum in a number of ways, but you can also work independently on gaining further knowledge and experience by accessing opportunities outside of your programme.

### **Volunteering in the Community**

Consider volunteering to develop your skills outside of your studies. It is generally an unpaid activity with a charity or not-for-profit organisation that makes a difference to the wider community. Volunteering involves doing something that improves the environment or helps members of that community. Volunteering is a great way to enhance your University experience. The Department of Planning and Environmental Management have their very own volunteering student society called the *Tree Musketeers* who participate in a wide variety of environmental and conservation activities. The University also supports volunteering through the Volunteering and Community Engagement Team.

[www.careers.manchester.ac.uk/students/employable/volunteering/](http://www.careers.manchester.ac.uk/students/employable/volunteering/)

### **University Mentor Scheme**

The University runs Manchester Gold, a scheme, which matches you up with employers who act as mentors. It takes place over an academic year, and they expect a time commitment

from participants of approximately 20 hours between November and April. You need to apply for this early on in the academic year, so visit the following page for more information,

### **Manchester Leadership Programme**

The Manchester Leadership Programme (MLP), is a University level course unit that is open to Year 2 students. It is a combination of academic studies and volunteering. MLP students:

- Learn the importance of leadership that promotes social, economic and environmental sustainability
- Gain an insight into some of the key challenges facing 21st-century society.
- Develop skills that employers like to see on CVs such as:
  - team working
  - debating and influencing skills
  - project management
- Increase confidence in written communication and analytical thinking skills

[www.mlp.manchester.ac.uk/](http://www.mlp.manchester.ac.uk/)

### **Careers Guidance**

The University has a dedicated Careers Service, which can support you in various ways such as

- Exploring your career options and ideas.
- Looking for part-time or vacation work.
- Finding out about specific jobs and sectors.
- Starting your own business.
- Developing and improving skills employers look for.
- Finding graduate jobs, internships or postgraduate study.
- Applications and interviews.

They have face-to-face and online advice and services, visit:

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

In addition to the general support provided by the University Careers Service, there will be a series of events designed specifically for planning, environmental management and real estate students. In Semester One, a Careers Workshop will focus on your own personal career strategy and identifying the next steps whilst a Careers Conference in Semester Two will include a range of guest speakers and activities.

If you are studying on one of our professionally-accredited programmes, we strongly recommend that you take advantage of FREE student membership of the Royal Town Planning Institute (RTPI) and/or the Royal Institution of Chartered Surveyors (RICS).

Both of the MPlan and MPRE programmes are fully-accredited by both the Royal Town Planning Institute (RTPI) and the Royal Institution of Chartered Surveyors (RICS), whilst the BSc PRE is partially accredited by the RTPI and RICS.

This allows any student enrolled on these programmes to apply for student membership of the relevant professional body whilst at the University of Manchester. This will give you access to useful documents, research and other information to help you with your studies and keep you up to date with industry developments. Student membership is particularly helpful if you are considering becoming a Chartered Town Planner or Chartered Surveyor after graduation. For further information, click on the web links below:

RTPI: <http://www.rtpi.org.uk/membership/membership-classes/student/>

RICS: <http://www.rics.org/uk/join/student/from-student-to-surveyor/accredited-degree-student/>

## Section 2: General Information

### 2.1 Administrative/Academic Team

You are supported in your studies by a dedicated administrative and academic team.

#### Administrative Team

You are part of the **School of Environment, Education and Development (SEED)** which includes the departments of Geography, Planning and Environmental Management (PEM), the Manchester School of Architecture, the Global Development Institute (GDI) and the Manchester Institute of Education (MIE). Under the new structure of Student Experience Programme, there are administrative teams with various specialties across the whole school to give students holistic support throughout their journey at SEED. They are Student Information Advice and Guidance Team (IAG); Student Support and Wellbeing Team (SSW); Programme and Curriculum Team (P&C); and Assessment and Progression Team (A&P).

#### Academic Team

Academically your programme is overseen by the Programme Director, who is ultimately responsible for the management of the Programme. They work closely with the administration team to ensure that all aspects of your Programme run smoothly. The Programme Directors sit on the Programme Committee where issues relating to your programme are discussed, and on the School-level Teaching and Learning Committee, where they discuss wider issues of programme development with Programme Directors from across the School. Additionally you will be allocated an Academic Adviser who will offer academic as well as pastoral support (see **Section 3.3** for more information).

### 2.2 Contacting the Administrative/Academic Team

#### Administrative Teams

If you have any queries, please contact [seed.hub@manchester.ac.uk](mailto:seed.hub@manchester.ac.uk), and one of the administrative teams mentioned above will be in touch with you.

#### Student Support Hub

The SEED Student Support Hub (open Monday-Friday, 9am-5pm) serves as a face-to-face contact point if you have any query and/or wish to speak to a member of staff in person. The Hub is managed by Information, Advice and Guidance (IAG) team and Student Support and Wellbeing (SSW) team, which is located on the ground floor of Humanities Bridgeford Street Building.

If you're in need of support, the IAG team will be able to provide you any relevant information, signpost you to the right team, refer you to useful resources available, and resolve your queries/issues in an effective manner. 1-1 appointments are also available with SSW staff to discuss any wellbeing-related issues and they can also provide guidance on academic and programme-related queries or concerns such as interruptions/withdrawals.

Additionally, a wide variety of events/drop-ins are hosted inside the Hub across the academic year. Please check out the communications regularly and don't miss out any opportunities to enhance your student experience here at SEED.

Alternatively, you can contact the Hub on the phone by calling 0161 275 2817 (Monday-Friday, 9am-5pm).

## **Academic Staff**

Consultation/office hours for academic staff will be posted on their office doors, and the first floor in the Arthur Lewis Building is open access to students 10.00-16.00 during term time. If you want to see a member of staff outside of consultation hours you may e-mail them to arrange a suitable time.

## **2.3 Information Points**

### **School of Environment, Education and Development Student Intranet**

The main reference point for information about your programme, the department and the School is the School's Student Intranet

🖱️ <https://www.seed.manchester.ac.uk/student-intranet/>

This will hold electronic copies of School documentation such as handbooks, timetables, relevant forms, copies of minutes from relevant committees, mitigating circumstances and disability support information, and will have regularly updated electronic noticeboards. It will also hold details of student representatives for each programme, once they have been nominated.

## **My Manchester**

My Manchester (<http://my.manchester.ac.uk>) is the single gateway for you to access key tools, services and information to support your studies. You will be able to access all the information and online services you are likely to need on a day-to-day basis here, e.g. email, Blackboard (the University's virtual learning environment), your library account, your personalised examination timetable, your student record and your assessment grades once these have been published.

My Manchester also links through to all University Policies and Procedures, some of which are referenced later in your handbook.

## **2.4 Communication**

In order for your programme to run smoothly it is essential that you maintain good communication with the administrative and academic team.

### **E-mail**

All of the information sent out by administrators and academic staff comes via your *University of Manchester* e-mail address which you are allocated upon arrival. This can be accessed via the internet. **It is your responsibility to ensure that you regularly check your e-mail account.**

If you believe that you are not receiving all relevant e-mails, you must inform the Information Advice and Guidance Team *immediately*.

## Contact Details

It is your responsibility to keep all contact details up-to-date on the on-line student system (which you used to register). If you change address during the course of the academic year, you must update this system accordingly.

## Social Media

There is an official SEED Instagram Account managed by the Information Advice and Guidance Team where all up-to-date school-specific and university-wide activities are advertised.

- Instagram SEED: 📷 [UOM SEED \(@uomseed\) • Instagram photos and videos](#)

The different departments also provide their own Twitter and Facebook accounts which are used for various non-urgent communications, and so you as a current undergraduate student can interact with each other, undergraduate students, alumni and prospective students.

### GDI

- Facebook GDI: 📷 <https://www.facebook.com/pages/GDI-Manchester/275503185890905>
- Twitter Manchester GDI: 📷 <https://twitter.com/GlobalDevInst>

### Geography

- Facebook Geography: 📷 <http://www.facebook.com/pages/Geography-at-The-University-of-Manchester/183071438489575>
- Twitter Geography: 📷 <https://twitter.com/GeographyUOM>

### Planning and Environmental Management

- Facebook Planning and Environmental Management: 📷 <https://www.facebook.com/pages/Planning-and-Environmental-Management-at-The-University-of-Manchester/134318460039324>
- Twitter Planning Manchester: 📷 [@PlanningUOM](https://twitter.com/PlanningUOM)

### MIE

- Twitter MIE: 📷 [@EducationUoM](https://twitter.com/EducationUoM)

## 2.5 Monitoring Attendance and Wellbeing of Students

Recording and monitoring attendance of all students is a University requirement under Regulation XX (Monitoring Attendance and Wellbeing of Students). To this end, the School of Environment, Education and Development will ensure a robust approach to the monitoring and recording of student attendance across all departments and programmes.

The University expects students to attend all timetabled classes (lectures and small group sessions), meetings with tutors or your dissertation supervisor and any other arranged sessions for your programme. Your attendance will therefore be monitored throughout each semester.

The University is introducing a new system for recording student attendance from September 2023 and further details on how to register your attendance will be circulated to students at

the start of the new academic year. Recording attendance helps us to see where students might be struggling and to offer support.

The Attendance Monitoring team will be in contact with students where non-attendance has become a concern or where a pattern of absence begins to raise concerns with regards to a student's wellbeing.

Full-time students are expected to be in Manchester for the entire duration of the registration period. Part-time students are also expected to attend all teaching activities in person for the duration of the registration period. If your attendance is being affected by health or personal reasons please see **Section 4.7** for further information.

Full information on the School of Environment, Education and Development's attendance monitoring policies is available to read at:

🔗 <https://www.seed.manchester.ac.uk/student-intranet/undergraduate/attendance-requirements/>

## **2.6 Undergraduate Students Abroad**

Where students are abroad, the University has a responsibility to ensure their wellbeing, monitor their progress, and to identify where they may need additional support, or where they are failing to follow their course with due diligence. Monitoring the attendance and wellbeing of students abroad requires not only contact from The University of Manchester but a requirement for an active response from the student and a process to review the response, and where relevant, follow-up with the student.

### **Use of My Placement**

It is anticipated that in most cases the attendance and wellbeing of undergraduate students undertaking a period abroad on an international placement will be monitored through My Placement as follows:

Required contact points with students will be partially automated within the system using simple questionnaires. The questionnaires will be 'activated' at key points during the period abroad;

Students must respond to the questionnaires and will receive an initial notification/reminder at the relevant stage of the placement, followed by daily or weekly automated reminders), until the requested action has been completed;

The questionnaires will incorporate reminders of key actions that students need to take, for example, updating their contact details or registering for Foreign and Commonwealth Office travel advice updates.

In the 2023-2024 academic year, the standard monitoring points for full-time undergraduate students will be as following:

#### **For all placements:**

On arrival - for the student to confirm their safe arrival

On conclusion of the period abroad – for the student to confirm completion of the placement



**For placements longer than 2 months (as above plus):**

A census point approximately midway through the period abroad – for the student to confirm their continued wellbeing

**For year-long placements (typically 8 months or more) (as above plus):**

A further 1-2 census points – for the student to confirm their continued well-being.

**2.7 International Students with a Tier 4 Visa**

As part of the University's compliance with UKVI regulations for Student Route (Tier 4) Visa holders, international students must demonstrate that they are physically attending and engaging with their programme. Your attendance on the programme will therefore be monitored for reporting purposes. This is to ensure the University meets the Home Office statutory requirements as a sponsor of Tier 4 students and its responsibilities in accordance with its Highly Trusted Sponsor status. UKVI may request access to these records at any point. If your physical attendance and/or engagement is deemed unsatisfactory by the School then you may be withdrawn from your studies and this would lead to the cancellation of your Student Route visa. To avoid problems with your visa, you must report any unavoidable absence to us as soon as you can to [seed.attendance@manchester.ac.uk](mailto:seed.attendance@manchester.ac.uk).

**How will I be notified about unsatisfactory attendance?**

You must check your University e-mail account regularly in case the School is trying to contact you about your attendance and respond to any emails related to this.

**What happens if you don't record your attendance or if you miss teaching activities?**

The School must be able to confirm your presence to the Home Office on a rolling basis. If you are unable to attend a teaching activity and you do not provide a valid explanation for your absence you will be deemed to be "not in attendance".

Those students identified as "not in attendance" will be reported to the Home Office and the University will cease to sponsor the student's Student Route (Tier 4) visa. The visa will then be curtailed and the student must leave the UK within 60 days.

**What happens if you interrupt your studies?**

Students who are recorded as interrupting their studies are not expected to attend during their period of interruption.

**Further information**

For more information on the University's Student Immigration Team:

<https://www.manchester.ac.uk/study/international/why-manchester/student-support/immigration/>

For more information on Student Route (Tier 4) visas:

<https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status>

If you have any queries regarding your Student Route (Tier 4) visa or visa-related concerns, please contact [visa@manchester.ac.uk](mailto:visa@manchester.ac.uk).

If you have any queries about attendance monitoring please contact [seed.attendance@manchester.ac.uk](mailto:seed.attendance@manchester.ac.uk).

## 2.8 Academic Timetable

### Semester dates/academic year/exam dates:

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

Activity	Start Date	End Date
Online induction (new students)	Monday, 11 September 2023	
Welcome Week	Monday, 18 September 2023	
Semester 1 starts	Monday, 25 September 2023	
Winter graduation	Monday, 11 December 2023	
Christmas break	Monday, 18 December 2023	Sunday, 14 January 2024
Semester 1 assessment and exams	Monday, 15 January 2024	Friday, 26 January 2024
Semester 1 ends	Sunday, 28 January 2024	
Semester 2 starts	Monday, 29 January 2024	
Non-teaching period	Monday, 18 March 2024	Sunday, 24 March 2024
Easter break	Monday, 25 March 2024	Sunday, 7 April 2024
Semester 2 assessment and exams	*To be confirmed, but expected to begin Monday, 13 May 2024	*To be confirmed, but expected to end Wednesday, 5 June 2024
Semester 2 ends	Friday, 7 June 2024	
Summer graduation	*To be confirmed, but expected to fall within the three weeks from Monday, 8 July 2024	

## 2.9 Teaching & Learning Facilities

### Library

The School of Environment, Education and Development has subject specific library spaces for GDI, Geography, Planning and Environmental Management materials which are held in the Kantorowich Library which is situated in the Humanities Bridgeford Street Building. Tours of these facilities will be arranged during your first weeks at University.

GDI Library	Muriel Stott Graduate Research Centre, Kantorowich Library, Ground Floor, Bridgeford Street Building .
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Geography/Planning Library (Kantorowich)	Ground Floor, Bridgeford Street Building
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All students are also strongly encouraged to use the main collections in the main University Library.

## The University Of Manchester Library

<http://www.manchester.ac.uk/library>

The University of Manchester Library, one of the best-resourced academic libraries in the country, provides you with the resources and support you need throughout your programme. The Library houses all the essential text books, across various sites, and has an extensive online collection of e-books, e-journals and research databases.

The “**My Library**” tab in “**My Manchester**” has quick links to all of the Library’s resources and services available to students.

## Facilities

**The University of Manchester Library operates a number of sites across campus. The Main Library offers group study rooms, individual study spaces and computer clusters. Wi-Fi is available throughout the building and a cafe lounge located on the ground floor.**

The Alan Gilbert Learning Commons provides a state of the art 24/7 learning environment, offering flexible open learning spaces, multimedia facilities, computer clusters and bookable group study rooms. In addition to the main sites, there are a number of specialist libraries located across the campus. Details of all locations, facilities and opening hours can be found via the Library website.

## Get Started: Find Your Resources

Your student card is required to access all library sites around campus and your central university username and password to access the electronic resources. Our **Get Started guide** provides helpful videos on how to use the Library plus information on how to navigate and find support within the Library.

-  <http://www.library.manchester.ac.uk/get-started/>

Use **Library Search** to find books, ebooks, online journals and articles. Use the **Subject Guides** to find appropriate resources/databases for your subject area plus guidance on referencing and keeping up to date with research.

## Training and Research Support

**My Learning Essentials:** The Library provides a comprehensive programme of online resources, workshops and drop in skills clinics throughout the year designed to help you to develop your academic and employability skills.

-  <http://www.manchester.ac.uk/my-learning-essentials>

**Feedback & Enquiries:** For general enquiries, e-resources support and/or to feedback suggestions please contact the library in person, via phone or online.

- <http://www.library.manchester.ac.uk/contact>

### **Library News and Updates:**

Keep up to date with the latest library developments via Facebook

<https://www.facebook.com/uomlibrary/> or Twitter [@UoMLibrary](https://twitter.com/UoMLibrary).

### **Blackwell's**

The campus bookshop is Blackwell's, and they are situated next to the Arthur Lewis Building (no.36 on the Campus Map).

Blackwell's stock all your recommended texts, and with their 'Student Price Match Guarantee', should be competitive with Amazon.

They also have a coffee shop, and sell general books, stationery, technology, cards, gifts, University merchandise.

Follow them on Twitter [@BlackwellsMcr](https://twitter.com/BlackwellsMcr)

<https://blackwells.co.uk/bookshop/shops/>

### **Blackboard: Course units and enrolments**

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



Access Bb via My Manchester <http://my.manchester.ac.uk/> under 'Tools'. 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 App. For guidance, see: [https://help.blackboard.com/Blackboard App](https://help.blackboard.com/Blackboard_App) .

### **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 2023/24 this is:

- Semester 1 and all-year courses: 18 September 2023
- Semester 2 courses: 23 January 2024

For details on how to enrol on your course units please see the guidance in the link below

[Student Support | Support For Your Studies | Course unit selection | The University of Manchester](#)

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

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

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

- contact [seed.hub@manchester.ac.uk](mailto:seed.hub@manchester.ac.uk) to check that you are fully enrolled;
- check with your tutor that the Bb site has been activated (made available to students);

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

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



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

## **Arthur Lewis Student Common Room**

All School of Environment, Education and Development students have access to the Student Common Room on the ground floor of the Arthur Lewis Building. The room is divided into three main areas: a laptop area, an area with study tables and a more informal soft seating area. The room is shared with the School of Social Sciences who are also housed in the Arthur Lewis Building.

## Technical/IT Support

### 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](#)

Details of PC clusters across campus and their capacities will be updated on the PC cluster webpages above.

Remote access is enabled for some students on many of the PC clusters. This allows students to log into a University computer from wherever they are. Details of remote access to University PC clusters can be found here.

- [Remote access to PC clusters](#)

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](#) (If you're using Wi-Fi or you're not on campus, you need to use the VPN to access this site)

Help and advice is available from our Support Centre which can be contacted by phone or via the Support Portal.

- [IT help and support](#)

The return of face-to-face IT support at walk-up support desks on campus is under discussion on how to do that safely, and more information will be posted on IT Services' walk-up support page when this is available:

[Walk-up IT support](#)

## Technical Resources

The Media Stores in Media Services are able to loan students a range of audio-visual equipment for learning, teaching and research. Training is provided on the use of the equipment and guidance given on getting the best out of the facilities for your learning or event activities.

## Other design/technical services

Other design/technical services are also available in the University's *Media Centre* based on the second floor of the Humanities Bridgeford Street Building which provides: black and white photocopies, colour photocopies, colour / black and white printing, scanning, and binding and laminating facilities. The Media Centre can also lend laptops to students for up to a week, in the event of a personal laptop having been stolen or sent for repair. Opening times are Monday–Friday 09.00–17.00 (closed 13.00-14.00)

## Printing/Scanning Facilities

All scanning/printing is paid for in advance through your printing account. In order to add money to this account you can use the Online ePayments System or the *Central Printing Credit Top-up Stations (Payment Kiosks)*. A Payment Kiosk is available in the Arthur Lewis G.05 Computer Cluster for purchasing printing credits. Printers are normally available in all computer clusters. For more information visit:

🖨️ <http://www.itservices.manchester.ac.uk/students/printing/payment/>

## Print Pull System

The new print pull facility will enable you to print your document from any networked computer and collect the print out at any printer in a University building using your swipe card. Visit 🖨️ <http://www.itservices.manchester.ac.uk/students/printing/> for more information.

## Podcasting

The University has introduced podcasting (sometimes known as lecture capture) into many lecture theatres and teaching spaces across campus. This system has been set up to help students replay, revisit and revise from past lectures.

No video cameras are used in the teaching environment; instead podcasting records the output from the projector, which includes: PowerPoints, web browsers, video, or software from a PC, laptop or iPad etc., and the lecturer's voice from microphones at the front of the teaching space.

The recordings are then automatically processed into usable formats and made available to students. Currently 320 locations are equipped for podcasting, making this one of the largest lecture capture installations in the world.

Instructions on how to access podcasts for your classes can be found here: <https://www.mypodcasts.manchester.ac.uk/student-faqs/>

## Section 3: Student experience

### 3.1 Student Charter

The Student Charter, developed jointly by the University and the Students' Union, is an important part of how we establish and maintain clear mutual expectations for the experience of all undergraduate and taught postgraduates. It sets out what we can expect from each other as partners in a learning community. A copy of the Student Charter can be found on the following webpage: <http://www.yoursay.manchester.ac.uk/student-charter/>

### 3.2 Student Development

#### Study Skills

Each department in the School of Environment, Education and Development offers study/research skills training as part of the undergraduate programme, whether in named course units or in additional workshops.

Additional writing skills workshops will be available to all overseas students at the beginning of the academic year, on a first-come first-served basis – please ask the Information, Advice and Guidance Team for details of how to sign up. Throughout the course of the year, you are also encouraged to discuss coursework with your Academic Adviser and/or the Course Unit Director, who can assist you with any questions you may have.

#### Research Training

Students are encouraged to become involved in the wider research community by attending relevant seminars both within and outside the School of Environment, Education and Development. Details of relevant seminars will be circulated via e-mail and posted on social media whenever possible.

#### My Learning Essentials Training Courses

The Library offers a range of skills sessions throughout the academic year to help you with your research and designed to equip you with the solid base of skills that you will need for academic success. Courses cover study strategies, academic writing, proofreading, literature searching, subject databases, citation and referencing, avoiding plagiarism and a range of workshops on specialist resources and research information skills. Full details of online training sessions, workshops and skills clinics are available on the Library website:

<http://www.library.manchester.ac.uk/services-and-support/students/support-for-your-studies/my-learning-essentials>



## Exam Extra Sessions

On the run-up to University exam periods, the Library run a series of sessions specifically to help students revise and prepare for exams. Further details on sessions will be publicised by the Library closer to the January and May/June exam periods.

## Careers

### Your Future and your 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 [Careerslink](#), students can access the full menu of events and find part-time jobs, placements, work experience/internships and graduate job opportunities. Careers Consultants from the Careers Service also deliver activity at Faculty and School/Programme level.

Currently, all services have been moved online so students can access the full range of services, including an extensive programme of [webinar workshops](#)/ [lunchtime live](#) sessions with employers. Once guidance is received, services will return to on-campus delivery as deemed appropriate.

Students should visit the Careers Service website to get full details of how to access our services:

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

## Volunteering Hub

Volunteering is a great way to enhance your University experience. The University has an online Volunteering Hub where you will find details of opportunities to get involved in a range of activities that support other students and improve the University community, fundraising, educational, environmental and cultural projects, through to getting involved in charities and not-for-profit organisations in the wider community outside of campus. Further details and access to the hub can be found here: <http://www.volunteers.manchester.ac.uk/>

## The University Language Centre

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

### Language courses

Offered as part of the University Language Centre's institution-wide language programme (LEAP), these courses are available to students from across the University and may be studied on a credit or on a non-credit basis to complement your degree. The following languages are being offered in 2023/24:

- Arabic
- Chinese
- French
- German
- ...
- Polish
- 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.

[University Language Centre - LEAP courses - School of Arts, Languages and Cultures - The University of Manchester](#)

## **Academic Success Programme: English Language Support**

At the University Language Centre, we believe clear academic English is key to your success – whether or not English is your first language. Our Academic Success Programme enhances your academic writing and speaking to help you to reach your study goals. In our workshops, experienced tutors will help you get the most out of your studies by exploring the key features of both written academic and spoken English. A particular emphasis is placed on communicating well with your intended audience. We also aim to boost your confidence to work independently in English.

Please visit our website to find out more and to register for workshops or follow us on

Twitter: [@UoMLangCentre](#)

[www.manchester.ac.uk/academicsuccessprogramme](http://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 on-line 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: <https://www.languagecentre.manchester.ac.uk/>.

## **Extra-Curricular Activities**

### **The Student Union**

The Student Union organises many different student activities including student societies and volunteering opportunities. For details please contact the Student Union.

☎ 0161 275 2930

🖱 <http://manchesterstudentsunion.com/>

### **The International Society**

The International Society organises a programme of events, trips and social activities for international students at the University. It also runs English and foreign language classes, a Women and Families Group, and hospitality scheme to link up international students with local families. They also run a variety of interesting cultural projects that you may be interested in volunteering for.

You can keep up to date on their upcoming activities via social media.

🖱 [www.internationalsociety.org.uk](http://www.internationalsociety.org.uk)

<https://www.facebook.com/theinternationalsociety/>

### **Campus Sports**

An important way to maintain good health and wellbeing throughout your studies is to engage in sports, either individually or as part of a team. Further information is available at: 🖱 <http://www.sport.manchester.ac.uk/sport/>.

## **Social Responsibility is at the heart of everything that we do at the School of Environment, Education and Development.**

As the University's third goal, Social Responsibility describes the way we are making a difference to the social and economic well-being of our communities through our teaching, research, and public events and activities. Our web page 🖱 <http://www.seed.manchester.ac.uk/connect/making-a-difference/> provides a flavour of our social responsibility work and throughout the year, SEED's Director of Social Responsibility will share news of other activities and events. You might like to volunteer, for example. On the University's volunteering website 🖱 [www.volunteers.manchester.ac.uk/](http://www.volunteers.manchester.ac.uk/) you can learn more about the hundreds of opportunities available to you and how to get started. We are regularly looking for people to assist with community engagement and

outreach – in the past, we have had a team at both the University's [Community Festival](#) and [Bluedot](#) and we regularly have Widening Participation activities with Schools. We are also keen to help promote your work, perhaps you are already part of community engagement and would like to encourage others or would like to be nominated for a [Making a Difference Award](#), for example.

## Stellify

At Manchester there is so much on offer for you that it can be hard to decide which activities to get involved in beyond your studies. Stellify is a way for you to navigate through these choices by participating in some of our most transformative academic and extracurricular activities. You'll be able to broaden your horizons, understand the issues that matter in contemporary society and step up to make a difference to local and global communities. You can start by visiting the website below or speak with your Academic Advisor.

<http://www.stellify.manchester.ac.uk/>

## 3.3 Student Support

### Student Services Centre

The Student Services Centre is a central point for information and advice on all non-academic University-related services such as examinations, registration, graduation, finance (including advice on the Living Costs Support Fund), immigration, certificates and transcripts.

☎ 0161 275 5000

Email: [ssc@manchester.ac.uk](mailto:ssc@manchester.ac.uk)

🌐 <http://www.manchester.ac.uk/study/international/why-manchester/student-support/student-services-centre/>

Opening Hours: Monday to Thursday 09.00-17.00 & Friday 10.00-17.00

### University Student Support

Resources relating to student support can be found at

🌐 <http://www.studentsupport.manchester.ac.uk/>

### Academic Support

If you are encountering problems with your academic work then you should seek help and advice from your Academic Adviser, or your Programme Director. If the problems you are encountering are linked to health or personal problems please also see **Section 4.7 Mitigating Circumstances**.

### Pastoral Support

You will be allocated an Academic Adviser at the beginning of your programme. The Academic Advisement system is to help you review your academic progress and development, and to provide assistance to resolve problems you may encounter in relation to your studies in

Manchester. This assistance will often take the form of referring students to the appropriate professional support service. You will be able to meet with your Academic Adviser at least once each semester. This may be by means of drop-in sessions which are arranged at specific times. It is your responsibility to attend those meetings which have been arranged. **It is particularly important to arrange to see your Academic Adviser if you have failed any semester 1 course units, or are experiencing any problems affecting your academic progress.**

You will normally retain the same Academic Adviser throughout your programme, but there may be instances where a change of tutor is necessary, for example during staff sabbaticals.

Students can request a change of Academic Adviser if the relationship becomes difficult for any reason and should contact their Programme Director to discuss the reasons why a change is requested. Any students whose Academic Adviser is also the Programme Director, can approach the School's Student Support and Wellbeing team ([seed.wellbeing@manchester.ac.uk](mailto:seed.wellbeing@manchester.ac.uk)).

## School Student Support and Wellbeing Team

In addition to your Academic Adviser, the School also has a small team of staff who can help students in times of difficulty and are available to meet with students to advise on the kinds of support available in the University, including support for students with disabilities, and to discuss options such as interruption or mitigating circumstances. If you would like to arrange a meeting, please email the Student Support team ([seed.wellbeing@manchester.ac.uk](mailto:seed.wellbeing@manchester.ac.uk)).

## Stress and Ill Health

You **must register** with a local doctor (GP) when you arrive in Manchester to receive NHS treatment whilst you are resident in Manchester. The University does not have its own medical service. Registering with a doctor enables international students, their spouse and children to receive **free** medical care, providing they are in the UK for 6 months or longer. You can find a doctor online by visiting the NHS website at <http://www.nhs.uk/Pages/HomePage.aspx> and using your term-time postcode to search. Information on accessing different kinds of healthcare in the UK can be found here: <http://www.studentsupport.manchester.ac.uk/taking-care/support-services/accessing-healthcare/>

If you are unwell for up to one week, you can complete a "Self-Certification" form which can be found on the Student Intranet at: [Mitigating Circumstances and Extensions - School of Environment, Education and Development - The University of Manchester](#). If you are using this form as supporting evidence for a mitigating circumstances/extension application, the certificate will need to be signed by your GP.

For illnesses that last longer than one week you will need to obtain a doctor's note. This is especially important if you feel that health or personal issues are affecting your academic work and may impact on your ability to meet assessment deadlines. Please refer to **Section 4.7 Mitigating Circumstances**.

If you start to experience longer-term health issues you may wish to consider taking a break from your studies, a period of 'interruption'. Please refer to **Section 3.9 Interruptions**.

### **University Policy on 'Supporting Health, Fitness and Return to Study'**

The University is committed to supporting students and recognises the impact that a student's health, wellbeing and conduct can have on their academic progression and wider experience. Issues with any of the above may affect a student's fitness to study. This policy will apply when a student's health, wellbeing, behaviour and/or conduct is significantly impacting on their ability to progress academically or function at University and it aims to ensure that the best interests of the student are considered in relation to their personal situation and to ensure that students who are experiencing issues are supported to address these difficulties at the earliest opportunity and have access to appropriate support services.

The Policy may also be used where the University has significant concerns about the impact of a student's behaviour and/or conduct on their own safety and wellbeing, or the safety and wellbeing of others. If these concerns have not been resolved by the 'Procedure on Support to Study' and the provision of support, they may be considered under the 'Procedure on Fitness to Study'.

The Procedure on 'Fitness to Study' is a two-stage process, which will include an assessment of the impact of the student's behaviour and/or conduct on both themselves and others. Stage 1 will consist of a School-level Fitness to Study Panel who will make recommendations. If a student is referred to Stage 2 of the procedure, then the Director of Campus Life would become involved.

The full policy and procedures can be found on the University website: <http://documents.manchester.ac.uk/display.aspx?DocID=37798>.

All information considered by the School's Fitness to Study Panel will be treated with the utmost confidentiality.

**There are a number of specialist services available at the University, to which students can be referred or can self-refer:**

#### **Student Occupational Health Service**

This service offers confidential care and support on health and safety issues and offers emergency care if you are taken ill on campus. They will also advise the School on whether a student is 'fit to study' or 'fit to travel' on fieldwork in cases of illness. Please note that this service is not a doctor's surgery, and you should register with a GP when you arrive in Manchester.

☎ 0161 306 5806

Opening Hours: Monday–Friday 09.00-16.00

🌐 <http://www.occhealth.manchester.ac.uk/>

## Counselling Service

The Counselling Service is a free service available to all students. Professional counsellors provide confidential one-to-one counselling for anyone seeking help with personal problems affecting their work or well-being. The Counselling Service also run a range of group support workshops on issues such as managing anxiety; exam stress; procrastination; assertiveness; confidence and self-esteem; low mood; and speaking out in groups. They also have a comprehensive range of self-help resources, including recorded workshops and interactive resources available to students on their website.

Location: 5<sup>th</sup> Floor, Crawford House, Precinct Centre

☎ 0161 275 2864

Email:

[counselling.service@manchester.ac.uk](mailto:counselling.service@manchester.ac.uk)  <http://www.counsellingservice.manchester.ac.uk/>

## 24/7 Mental Health Helpline

**Health Assured is a 24-hour mental health helpline and wellbeing app.**

For mental health and wellbeing support and advice, call the confidential helpline on **0800 028 3766** whenever and wherever you need it.

The 24-hour mental health helpline and app offers access to mental health support from trained counsellors and advisors who are ready to listen and provide help whenever you need it. It's anonymous, non-judgmental and available 24 hours a day, 365 days a year.

## Student Union Advice Centre

The Union have independent welfare advisers who can provide advice on a range of matters including academic issues (appeals, complaints and disciplinary matters) health and wellbeing, housing, finance and hardship.

Location: First floor, Student Union Building, Oxford Road

☎ 0161 275 2952

Email: [advice.su@manchester.ac.uk](mailto:advice.su@manchester.ac.uk)

 <https://manchesterstudentsunion.com/advice>

## Disability Advisory and Support Service (DASS)

The single term “disability” is used to cover a broad range of physical and sensory impairments, medical conditions, specific learning difficulties and mental health needs. The definition of disability found in legislation is any condition which has a significant, adverse and long-term effect on the person's ability to carry out normal day-to-day activities.

Therefore, “disability” can include students who have

- A sensory (visual/hearing) impairment
- A mental health difficulty
- A mobility impairment
- A dexterity impairment
- Asperger's Syndrome and other autism spectrum disorders

- Chronic medical conditions (e.g. diabetes, epilepsy, asthma)
- Chronic pain / chronic fatigue
- Cancer
- Specific learning difficulties (e.g. dyslexia, dyspraxia)
- Any other condition which has a long-term and adverse effect on study

The University has a **Disability Advisory and Support Service (DASS)** who can help any students with additional needs and advise students on the support available to them throughout their studies. They can arrange an Assessment of Needs, assist with applications for funding support, arrange dyslexia screenings and discuss appropriate study aids, assistive technology and special examination arrangements if necessary. The DASS liaises with the School of Environment, Education and Development via the School's Disability Co-ordinator ([seed.dc@manchester.ac.uk](mailto:seed.dc@manchester.ac.uk)). Students should seek advice immediately if they feel that their work is being affected by a disability.

Location: 2<sup>nd</sup> Floor, University Place

☎ 0161 275 7512

Email: [dass@manchester.ac.uk](mailto:dass@manchester.ac.uk)

Opening Hours: Monday to Friday 10.00 to 16.00

🌐 <http://www.dso.manchester.ac.uk/>

**Whenever possible, please telephone or email for an appointment.**

## Legal Support

For free, confidential advice on any legal issue. The Legal Advice Centre is run by the School of Law.

Location: 188 Waterloo Place, Oxford Road

☎ 0161 275 7976

Email: [free.legal@manchester.ac.uk](mailto:free.legal@manchester.ac.uk) 🌐 <http://www.law.manchester.ac.uk/legal-advice-centre/>

## Mediation Service

The Mediation Service provides an alternative, informal method of dispute resolution to students who are experiencing a disagreement or conflict, or who feel that they are being harassed, discriminated against or bullied. They can offer advice to students on ways to approach a difficult situation.

☎ 0161 306 5874

Email: [mediation@manchester.ac.uk](mailto:mediation@manchester.ac.uk)

🌐 <http://www.manchester.ac.uk/mediation>

## Accommodation

Information regarding university accommodation can be sought at **The Accommodation Office**.


☎ 0161 275 2888



Email: [accommodation@manchester.ac.uk](mailto:accommodation@manchester.ac.uk)

 <http://www.accommodation.manchester.ac.uk/>

or alternatively information regarding private accommodation can be found at **Manchester Student Homes**.

 0161 275 7680 / 7681

Email: [manchesterstudenthomes@manchester.ac.uk](mailto:manchesterstudenthomes@manchester.ac.uk)

 <http://www.manchesterstudenthomes.com/Accommodation>

*The website also provides useful advice on contracts and your rights, as well as household costs and safety issues.*

## Finance (Debt)

Undergraduate students rely on a variety of sources for their funding: private or family savings, income from work, scholarships offered by governments or charitable foundations, and loans. Students who find themselves in genuine and unforeseen financial difficulties can apply for small sums from the **Living Cost Support Fund**, which is administered by the Student Services Centre. This fund does not assist students with payment of tuition fees and can only provide assistance with living expenses.

 <http://www.studentsupport.manchester.ac.uk/finances/a-z/living-cost-support-fund/>

## Finance Advice

Blackbullion is a financial education website for students that aims to help you take control of your money. It offers modules on budgeting, saving and more which you can access on your phone, tablet, or laptop.

 <https://www.studentsupport.manchester.ac.uk/finances/a-z/budgeting/> .

If you are experiencing serious financial difficulties which are causing stress and are affecting your academic work then please refer to **Section 4.7 Mitigating Circumstances**.

It should also be noted that degree certificates/awards will not be given out unless all fees have been paid including tuition fees, accommodation fees, library fines, etc. In severe cases where students have large fee arrears, then the University will restrict all access to University resources such as the library and IT facilities, email and Blackboard until the fee has been paid.

## Mature Students' Support

If you have just returned to the academic environment from an absence of any length of time you may be interested in the various computing and writing skills services that are available to all students. Please refer to the Study Skills information in **Section 3.2** for more information on these services. Additionally, **The Burlington Society** offers a social and support network for mature and undergraduate students.

Email: [burlington.manchester.ac.uk](mailto:burlington.manchester.ac.uk)

 [www.burlington.manchester.ac.uk](http://www.burlington.manchester.ac.uk)

 <https://www.facebook.com/groups/burlington.society>

## **Student Parents**

The Student Union provides online resources with guidance and information for student parents in the areas of childcare, schools, funding, accommodation, support groups, and University policies and procedures that may directly affect you.

🔗 <https://umsu.unioncloud.org/studentparents>

## **3.4 Fieldwork**

The School of Environment, Education and Development (SEED) recognises the value of fieldwork. However, the safety and wellbeing of our students and staff remains our priority. The School will assess on a regular basis the viability of any travel and fieldwork and communicate any significant changes to our students at the earliest possible opportunity.

The ability of fieldwork and travel to proceed, and whether any changes to proposed fieldwork and travel might be necessary, will remain subject to factors such as the:

- rules and guidance on travel and activities implemented and published by the UK and overseas governments;
- outcome of any risk assessments conducted by the University;
- educational value and student experience of the fieldwork, if significant changes to the proposed fieldwork would be necessary;
- availability of appropriate insurance cover;
- availability of appropriate travel and accommodation and any significant changes to their financial costs.

All fieldwork and travel will be subject to a rigorous risk assessment process and the implementation of any protective measures identified by the risk assessment to ensure the health and safety of all our students and staff.

In some circumstances, it may become necessary to make changes to fieldwork or programme related travel. The University will notify you of those changes at the earliest opportunity. If any fieldwork does not go ahead as planned, then the School's focus will be on seeking to offer a suitable alternative and ensure that the Intended Learning Outcomes (ILOs) of the programme are met.

Please note that Countries may change their immigration and visa regulations at short notice. The School cannot guarantee that where visas are required for fieldwork, they will be granted but we will take steps so that if a visa is refused, affected students are not academically disadvantaged.

## **Attendance**

Where the fieldcourse is compulsory all students are expected to attend. Where the fieldcourse is optional students will be given a deadline by which they must sign up for the module, this will be in semester 1 and once selected students will not be able to drop the module once the deadline has past. Students attending fieldwork are also required to attend all preparatory lectures and / or seminars.

Part-time students are expected to attend in the second year of their programme; however, this is negotiable on request.

## **Assessment**

You should refer to the information provided in the course structure section of this handbook for information on whether fieldwork is assessed in your programme and if so, the nature of that assessment. Where fieldcourses are not formally assessed, students are encouraged to keep a field diary during the trip and will be expected to critically relate their fieldwork findings to the frames of analysis introduced during taught courses.

## **Travel Documents and Entry Visas**

Students should ensure that they arrive in Manchester with their full passport and, for international students who require one, a UK visa. Many destinations will require that passports and visas are valid for a full 6 months after the date of return from an overseas trip. Students should ensure that their passport and UK visa have the appropriate validity when they arrive in Manchester. If passport or visa renewals or extensions are needed and action is not taken immediately, students may not be able to attend their fieldcourse. For advice on UK visa extensions or renewals, students should contact the Student Immigration Team in the Student Services Centre for assistance. They can be emailed at [visa@manchester.ac.uk](mailto:visa@manchester.ac.uk) or telephoned on 0161 275 5000 (option 1). School administrative and academic staff are not qualified to provide guidance on UK visas or immigration issues.

Some destinations will also require entry visas. In this case, students will be guided through the application process. The School has no influence over the visa application process and cannot accept liability if a student is denied an entry visa. Most applications will need to include statements from a UK bank account. It is important that students take steps immediately upon arrival to open a UK bank account. Information on how to do this is available here: <http://www.studentsupport.manchester.ac.uk/finances/a-z/banking/banking-made-easy/>.

## **Vaccinations**

Some destinations will require vaccinations and / or anti-malarial medication. These will be prescribed by Occupational Health Services. No additional charge will be made for this. It is the student's responsibility to ensure that they receive any necessary vaccinations and / or anti-malarial medications in sufficient time to attend the fieldcourse. Failure to obtain the necessary vaccinations and / or anti-malarial medications will result in students not being permitted to attend the fieldcourse.

Students are expected to be vaccinated according to the UK vaccination schedule before travelling. Occupational Health Services will check that this is the case and it is therefore very important that students arrive in Manchester with full details of their vaccination history. Failure to provide this information can result in students not being permitted to attend fieldcourses.

## **Costs**

The School of Environment, Education and Development makes a significant financial contribution to the cost of the fieldcourse, in addition to the amount paid by students via their tuition fees.

You will also need to cover some additional costs such as meals and personal expenditure whilst on the fieldcourse. No refunds can be given for those students who cannot attend

fieldwork, as the School does not charge fieldwork fees. Fieldwork costs are budgeted annually and are entirely separate from the fee setting exercise.

Some fieldcourses may be offered as an optional extra and require a student contribution towards the cost of travel and accommodation. If an optional fieldcourse is cancelled, students will receive a refund for their financial contribution. If a student assigned to the trip later chooses not to attend for personal reasons no refund will be given.

## Timing

Fieldcourse dates are set at the start of the first semester and you will be informed of them in advance.

## Code of Conduct

All students travelling on fieldcourses must adhere to the School of Environment, Education and Development Fieldwork Code of Conduct, which can be found in the Fieldcourse Handbook. You will be asked to sign a declaration agreeing to abide by the Code.

## Fieldcourse Handbook

For further and more detailed essential information about fieldcourses, you should ensure that you read the Student Fieldcourse Handbook carefully. The Handbook will be made available at the beginning of semester one, on the student intranet at <http://www.seed.manchester.ac.uk/studentintranet/>

## 3.5 Health & Safety (Including Risk Assessments)

University Policy on Health and Safety can be accessed via My Manchester (see Section 2.3)

### Online Health and Safety Course

All new students are required to complete a **compulsory** eLearning module in health and safety at the University. You will be automatically enrolled on the course and it will appear in your class list in Blackboard. You must complete the online course by no later than week three of semester one.

The purpose of the eLearning course is to:

- provide you with appropriate information on the health & safety policies and procedures in place;
- encourage good practice and set a high standard of health and safety at all times;
- ensure you are aware of and understand health & safety procedures and information;
- enable you to take care of your health and safety and that of others who may be affected by your actions.

You will be required to complete an online assessment at the end of the course.

## **Working in Arthur Lewis, Ellen Wilkinson and Humanities Bridgeford Street Buildings**

The following information is provided for the safety and security of anyone working in or visiting the above buildings.

These buildings are open from 7.30am until 6.00pm. Access around the Arthur Lewis Building is via swipe card only. Telephones are located at the ground floor reception desk and on each link bridge to phone the person you are visiting to gain access. Please note that the member of staff you are visiting is responsible for your well-being whilst you are in the School and we ask that you follow their instructions in the event of an incident or accident.

### **Accidents and First Aid**

There are several first aiders located in all buildings and their names and extension numbers can be found via the QR codes on the First Aid notices which are located throughout the buildings. In the event of an emergency, if you can't immediately locate a notice, call Security on 69966 (internal telephone) or 0161 306 9966 (external telephone).

First aid kits are located in all oasis areas and at the ground floor at reception in the Arthur Lewis Building, and in the administration offices and staff room in Humanities Bridgeford Street Building. In the Ellen Wilkinson Building locations of First Aiders are listed on each floor outside the lifts.

If you need to call for an ambulance, dial 9-999 (internal telephone) or 999 (external telephone) then contact Security on 69966 (internal telephone) or 0161 306 9966 (external telephone), who will direct the paramedics to the building. It is very important that you follow this final step of calling Security – the University of Manchester occupies a large campus and ambulances won't necessarily know where to go to find the correct building. Vital time can be lost if Security are not aware of the call.

### **Children**

Children are only permitted on the premises in exceptional circumstances.

### **Fire / Evacuation**

If it is necessary to evacuate the building, an alarm will sound continuously. Please leave the building by the nearest exit and make your way to the nearest Fire Assembly Point. As a student you must familiarise yourself with the procedures for dealing with an emergency, including discovery of fire, and with the fire exit points in your building and elsewhere in the University where you might find yourself working. Do use all the emergency exits in each part of the Building when they are nearest for you, and do not use the lift in the building when there is an emergency. Fire Marshals in yellow or green vests will be on hand directing staff, students and visitors to Fire Assembly Points.

If you are registered with the Disability Advisory and Support Service (DASS) and have an impairment which affects your ability to exit a building in an emergency situation, the DASS will be in contact with you to arrange emergency evacuation (egress) procedures.

Students who have mobility difficulties should wait in a refuge area. These are located on the 1st, 2nd, 3rd and 4th floor stairwells on the North and South side of the Arthur Lewis Building,

along with an Evacuation Chair on the 4th floor. Refuge areas in the Humanities Bridgeford Street Building are located on the stair landings outside rooms 1.70, 1.72 and 1.75 and there are a further three refuge points on the second floor on the stair landings outside rooms 2.13, 2.14 and 2.85. Refuge areas in the Ellen Wilkinson Building are located on each stair landing. Emergency blankets and an intercom system are located on the 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> Floor, A Block and Evacuation Chairs are located on the 4<sup>th</sup> and 5<sup>th</sup> Floor C Block.

Testing of the fire alarms is carried out on Monday at 1.30pm in the Arthur Lewis Building, Wednesday at 11.30am in Ellen Wilkinson Building and on Friday at 9.00am in Humanities Bridgeford Street Building.

If you discover a fire, you should:

- sound the alarm by breaking the glass at the nearest call point,
- call the Fire Brigade by dialling 9-999 from any internal telephone,
- evacuate the building by the nearest available exit,
- use the refuge areas if you are unable to use the stairs,
- close all doors behind you and report to the Assembly Point,
- do not collect personal belongings,
- do not use the lifts,
- do not run,
- do not re-enter the building until authorised to do so.

It is your own responsibility to familiarise yourself with the fire exits and evacuation points on all our sites.

## **Security**

You are advised not to leave your belongings unattended. You do so at your own risk. Coin-operated lockers are available on the ground floor and 1st floor of the Arthur Lewis Building. In case of an emergency, call Security, who can be contacted by telephoning 69966 (internal telephone) or 0161 306 9966 (external telephone).

## **Food**

Please always dispose of left-over food and wrappings or containers in bins. Food left on desks or in common areas overnight can lead to problems with vermin.

## **Toilets**

In the Arthur Lewis Building there are male, female and disabled toilets on each floor adjacent to the lift area and these are clearly labelled. In Humanities Bridgeford Street Building there are male, female and disabled toilets on the ground and first floor and lower ground floor. In Ellen Wilkinson Building there are male and female toilets on alternate floors adjacent to the lift area and the disabled toilets are situated on the 1st and 5th floor A Block.

## **Out of Hours Working**

To ensure your safety in Arthur Lewis, Ellen Wilkinson and Humanities Bridgeford Street Buildings during all periods of 'out of hours' access, we ask you to observe the following if you are working in the building before 8.00am or after 6.00pm on weekdays, or during weekends

and public holidays / University closure periods. It is in your own personal interest to follow these guidelines.

- Ensure the building entrance is locked i.e. the door closes, after you have gained access. In particular ensure that no one follows you into the building without presenting their University ID card to you. If this happens politely request that they present their ID and if this is not done, then please inform Security at the earliest opportunity by telephoning 69966 (internal telephone) or 0161 306 9966 (external telephone).
- If you follow someone into the building, as a courtesy and to avoid Security being contacted, please present your Student ID card without this being requested.
- Sign in (and out when exiting) using the out of hours register – registers are located at the ground floor reception desk of the Arthur Lewis, Ellen Wilkinson and the Humanities Bridgeford Street Buildings.
- Inform someone else of your location and expected time of return (this is in case you are injured e.g. slip on the stairs).
- If possible keep a mobile phone with you at all times.
- The use of the laboratories during 'out of hours' periods is not permitted except by permission of Senior Research Technician for specified 'low risk' approved procedures.

Please note the heating is limited or switched off entirely during weekends and vacation closure so rooms will be very cold in the winter months and there will be minimum IS maintenance.

## Risk Assessments

The School of Environment, Education and Development has prepared a set of generic Risk Assessments which cover most activities undertaken by students within the School:

- SEED high/extreme risk overseas travel risk assessment
- SEED low/medium risk overseas fieldwork travel risk assessment
- SEED low/medium risk overseas business travel risk assessment
- SEED off campus UK based travel risk assessment

These Risk Assessments are available to view on the School's intranet 

<https://www.staffnet.manchester.ac.uk/seed/policies-guidance/compliance/health-and-safety/>

All students undertaking fieldwork or independent study, for example for the purpose of their dissertation, should complete the relevant Risk Assessment in joint discussion with their supervisor and staff. Students must read and understand these Risk Assessments and consider carefully whether their work is covered. **The generic risk assessments are NOT sufficient in the following circumstances:**

- Visiting countries to which the United Kingdom Foreign and Commonwealth Office (FCO) has recommended against travel

- Visiting countries outside the European Union<sup>2</sup>
- Visiting recognised hazardous areas, for example factories, quarries, mountains & cliffs, glaciers, caves & mines, high crime neighbourhoods, regions of known political instability and warfare, regions identified by the FCO as carrying a high risk of terrorism and regions affected by disease prevalence or outbreak as identified by the World Health Organisation (WHO), including malaria, dengue fever, avian 'flu, swine 'flu etc.
- Visiting hostile environments, e.g. large rivers, lakes, the sea or areas at high risk from natural disasters such as earthquake, hurricane or typhoon
- Visiting areas which are more than 12 hours from medical facilities
- Working with chemical, biological or allergenic hazards
- Research with children, animals, illegal substances or illegal activities or where there are ethical considerations

**If the student's work is not covered by a generic Risk Assessment, they must complete a full Risk Assessment.**

The following steps should be taken when preparing a full risk assessment:

1. Identify all reasonably foreseeable hazards, even those where you think the risk is low. Make sure all areas and activities are included and record findings on the University's risk assessment form,
2. For each hazard firstly consider whether it can be removed completely or replaced by a less hazardous alternative,
3. If not, write down any existing controls which you know are in place already.
4. Assess the risk with the existing controls in place. i.e. how **likely** it is that harm will occur and how **severe** the outcome will be,
5. You should then be able to answer the question – Are the existing controls adequate to prevent the harm occurring or is it reduced to an acceptable level, bearing in mind the risk, the legal obligations and standards of good practice?
6. Sign and date the risk assessment. If additional work is required, write an action plan and specify who is responsible for carrying out the actions listed and a timescale for their completion.

When completing a full risk assessment, the following check-list should be considered:

- Travel from home location to fieldwork location,
- Travelling in fieldwork destination country (self-driving, public transport, domestic flights etc.),
- Terrorism threat level,
- Personal security risk & threat of crime,
- Defect or failure of equipment,
- Safety and quality of accommodation,
- Weather conditions (for example, adverse conditions, extremes of temperature etc.),
- Environment (for example, rough terrain, altitude, sea or water courses etc.),

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<sup>2</sup> Students should not assume that simply because the fieldwork is taking place within the European Union, a full risk assessment is not required. All foreseeable hazards should be carefully considered to ensure the generic risk assessment is appropriate.



- Urban environment (for example, traffic conditions, crime levels etc.),
- Distance from medical facilities,
- Lone working,
- Hazardous activities (for example, diving, snorkelling, swimming, caving, climbing etc.),
- Communication difficulties (for example mobile phone reception, language barriers etc.),
- Hygiene levels,
- Emergency communication (for example, contact with University, home Embassy or Consulate etc.),
- Prevalent disease or health concerns (for example, malaria, dengue fever, HIV, influenza, rabies etc.),
- Vaccinations and / or prophylactic medication (for example, anti-malarials),
- Pre-trip medical and dental screening,
- Cultural sensitivities (for example dress, speech, sexual conduct).

This list is NOT exhaustive but should be considered as a minimum. It is unreasonable to expect one person to identify all the hazards associated with a particular activity or area. The joint involvement of supervisors and staff is crucial as often each individual may be aware of different aspects of the task and its associated hazards.

Guidance on known risks associated with specific destinations can be sourced from the UK Foreign and Commonwealth Office (FCO) website at <https://www.gov.uk/foreign-travel-advice> and the website of the World Health Organization (WHO) at <http://www.who.int/en/>.

You should also review the University's risk assessment guidance at <http://documents.manchester.ac.uk/display.aspx?DocID=10128> and the University's guidance on Health & Safety in Fieldwork at <http://documents.manchester.ac.uk/display.aspx?DocID=15496>.

### **3.6 Student Representation**

Student Representatives are students who are appointed as representatives by their peers for their particular Programme, School or Faculty to champion your interests, promote your views and act as a mouthpiece between you and decision makers in the University.

The School is committed to receiving and responding to student feedback in order to bring about improvement in the quality of the student experience and the development of teaching and learning across all its programmes. The system of student representation in each department and within the School of Environment, Education and Development as a whole is designed to give students every opportunity to establish and maintain dialogue, both formally and informally, 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.

Student representation covers a diverse range of activities, which varies depending on the population of students being represented. Representatives can use surveys and student focus groups to collect data and feedback from students in order to inform decisions and make positive change.

Representatives are invited to take part in many different groups and committees where key decisions are made, such as the School Student Support Forum, School Boards, Department Teaching and Learning Committees, Programme Committees.

## **Committees**

### **Programmes Committee**

Each programme in the School will belong to a Programme Committee through which individual or groups of relevant programmes are managed.

### **Department Teaching & Learning Committee**

The School of Environment, Education and Development has a Teaching and Learning Committee within each Department at which decisions regarding programmes are taken and fed into the School Teaching and Learning Committee.

### **The School Student Support Forum**

The School of Environment, Education and Development has a Student Forum which gives student representatives the opportunity to report back to members of senior School management staff on their experience of the provision of teaching and learning, along with issues concerning University facilities such as Library, Estates, IT, eLearning.

### **The School Board**

The School Board sits four times a year, and is the decision-making body of the School. It is constituted by all members of academic staff and representatives from the research, professional support services and student groups within each of the School's five departments.

### **The School Health and Safety Committee**

The School Health and Safety Committee meets once or twice a year and is made up of representatives from the academic and administrative staff and student body from the School of Environment, Education and Development.

## Faculty Staff/Student Committee

Student representatives will also be called upon to attend one or two Faculty-level meetings per year.

Student representatives may also be sought during the course of the year to sit on smaller working groups where student input is important.

## Election to the Role of Student Representative

Student Representatives should be appointed as soon as possible after the start of a new academic year, and no later than 15 October 2023. Training for new student representatives will be provided online by the University Student Union and student reps notified once this is available.

Student representation on Programmes Committees is decided by informal discussions amongst the student body for your Programme.

Further information on the role of the student representative, training available for new student reps, and the remit of the various School committees can be found on the student intranet at <https://www.seed.manchester.ac.uk/student-intranet/support/student-representatives>.

## 3.7 Student Complaints

University General Regulation XVIII (Student Complaints Procedure) sets out the procedure for handling complaints by students. A complaint is defined as *‘an expression of dissatisfaction which merits a response’* and covers complaints about the provision of programmes or parts of programmes, services or facilities by the University, or the actions or lack of actions by University staff. The Student Complaints Procedure does not cover matters relating to assessment and progression (see **Section 4.10 on Academic Appeals**), nor complaints involving allegations of misconduct or harassment, as these are covered by separate procedures (see **Section 3.8 on Dignity at Work and Study** below).

### Informal Stage

Most complaints can be resolved informally and where practicable a complaint should be dealt with as close as possible to the point at which it arises.

Minor individual problems may be brought to the attention of a Course Unit Convenor, your Programme Director or your Academic Adviser, who will work with relevant School staff and the Student Support and Welfare Team to deal with your complaint.

Collective complaints (for example about a course unit or teaching arrangements) should be reported up through your student representatives to the Programmes Committee or your Programme Director.

If you wish to make an informal complaint, you should outline your concerns in writing in a letter or email, providing all relevant evidence to back up any claims you are making, and send this to the Head of Department, with a copy to the Student Support and Wellbeing Team ([seed.wellbeing@manchester.ac.uk](mailto:seed.wellbeing@manchester.ac.uk)). Your complaint will then be investigated and a written response will be sent to you.

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 School will not normally consider complaints made after this period, unless there is good reason for the delay.

## Formal Stage

If you feel that you have explored all avenues within the department and the School and are unsatisfied with the response, formal procedures can be invoked by completing a Complaint Form available from the University website at: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1894>. The completed forms and any enquiries should be sent to the Appeals, Complaints and Malpractice Officer in the Faculty of Humanities Office (telephone: 0161 306 1119, email: [humsacm@manchester.ac.uk](mailto:humsacm@manchester.ac.uk)).

The Complaints Procedure does not cover the following, for which separate procedures exist:

(a) appeals against decisions of an Examination Board (or equivalent body) where a student is seeking an academic remedy (Regulation XIX, Academic Appeals Procedure: <http://documents.manchester.ac.uk/display.aspx?DocID=1872>) ;

(b) complaints involving an allegation of misconduct by a student (Regulation XVII, Conduct and Discipline of Students: <http://documents.manchester.ac.uk/display.aspx?DocID=6530>) ;

(c) complaints involving an allegation of harassment, discrimination, victimisation and/or bullying by a student or member of staff (Dignity at Work and Study Policy and Procedure: <http://www.staffnet.manchester.ac.uk/equality-and-diversity/policies-and-guidance/dignity-at-work-and-study/>);

(d) complaints against the Students' Union (Code of Practice on the Students' Union: <http://documents.manchester.ac.uk/display.aspx?DocID=12019>), other than through requesting a review of the outcome of any complaint against the Students' Union having exhausted the Students' Union complaints procedure;

(e) If a student wishes to complain about specific accommodation issues, then complaints in this regard can be submitted directly to the Division of Residential and Sports Services as detailed on the following website: <http://www.accommodation.manchester.ac.uk/current/here/info/complaints/> .

### 3.8 Dignity at Work & 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, the University has a 'Report and Support' platform which allows students to securely report bullying, harassment, sexual harassment or discrimination and receive confidential advice from a Harassment Support Adviser. Reporting can be done anonymously and the platform can be found here: <https://www.reportandsupport.manchester.ac.uk/>. For further information on the Dignity at Work and Study policy, see:

🔗 <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=22733>.

### 3.9 Registration and Progression

#### Registration

Registration for both full-time and new part-time students is undertaken on-line. On arrival at the University, you will be provided with a University Student ID card which is also your Library Card and holds information about your programme, length of stay and eligibility to use University facilities.

You will have received detailed information regarding registration prior to your arrival and it is also included in your welcome pack. Further information about registration is also available at 🔗 <http://www.welcome.manchester.ac.uk/new-students/get-ready/>.

Academic and Financial Registration must be completed by the 31 October 2023. Late registration after 31 October will incur a £200 charge.

Course Unit Selection can be completed up to the end of the second week of teaching. It is important that your Academic Advisor and Programme Director meet with you to advise you **before** you select your course units.

If you have not completed your registration nor paid your tuition fees by 31 October 2023 the School will withdraw you from the programme.

#### Part-Time Re-Registration

Those students on part-time programmes will be contacted over the summer months with details about how to re-register. You should contact the Programme and Curriculum Team in September if you have not received any information about re-registration.

#### Late Registration

You should arrive in Manchester no later than the Sunday prior to the first day of Welcome Week. **If you cannot arrive in Manchester until after the Monday of Welcome Week, for example due to issues with a visa application, you must contact your Admissions contact at the earliest opportunity.** After this date, you will be considered a late arrival and will be required to provide evidence to support the reason for your lateness. The final deadline date for late arrival is the **31 October 2023**. Your P&C Administrator and Programme Director will

then consider whether it is appropriate to approve your late arrival. Unapproved late arrivals will be deferred to the next academic year and you will be withdrawn from the programme. Note that late arrival cannot be used as part of any mitigating circumstances case and students must ensure that they are aware in full of issues discussed during the induction process (especially with regard to plagiarism).

## Transfer between Programmes

Transfer between programmes may be allowed before the 31 October 2023 under *exceptional circumstances*. Students who wish to be considered for transfer must complete a *Programme Transfer* form available from the School's student intranet, and submitted to the Student Hub. This form will then be sent to the Programme Directors involved for approval or rejection.

## Course Unit Changes

Registration for Course Units takes place at the start of the first semester. Once you have registered for these course units you will be able to make changes to your optional choices via the online system until the deadlines shown below. It is imperative that your record of course units is correct in order that you are subsequently entered for the correct exams and assessments.

Semester 1 deadline for course unit changes	07 October 2023
Semester 2 deadline for course unit changes	17 February 2024

## Withdrawal

If you are considering leaving (withdrawing from) your Programme, please speak to your Academic Adviser immediately. Your Academic Adviser may be able to present an alternative perspective on your situation and will certainly be able to offer advice on how to proceed.

If, for whatever reason, you have firmly decided to withdraw from the Programme, you should inform your Programme Director, and submit a *Withdrawal Request* form (available from the Student Intranet) to [seed.hub@manchester.ac.uk](mailto:seed.hub@manchester.ac.uk). The University will only refund fees from the day the School receives this confirmation of your decision to withdraw.

## Interruption

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

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

During your period of interruption you will not be a registered student of the University and your right to be on University premises will be that of a member of the public. You may not undertake work on University premises as you are not covered by our insurance agreements. You should also note that you will lose onsite IT and student library access; however, you can retain remote email access to your student email account. You do need to ensure, however, that, if necessary, you save work and provide alternative forwarding contact email details to us.

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

If you decide, after discussing with your Academic Adviser, to take a break (interruption) from your studies for whatever reason, please speak to your Programme Director. Interrupting your studies will need approval and the implications of any interruption (including financial and academic) need to be carefully thought through. If you are an overseas student, an interruption may also affect your visa and so advice should be sought on this from the Student Immigration Team in the Student Services Centre:

<http://www.studentsupport.manchester.ac.uk/immigration-and-visas/changes-during-your-studies/>.

If you are in receipt of a Student Loan, you should also check the implications with the Funding Team. Further information on the financial implications of interrupting can be found here: <http://www.studentsupport.manchester.ac.uk/finances/tuition-fees/payments/interruptions-and-withdrawals/>

Once you have taken all of this advice you must submit an Interruption Request Form (available from the student intranet) to the Student Support & Wellbeing Team.

Once an interruption has been approved, you will be contacted by the School with details of the terms of the interruption and the return date. It is your responsibility to ensure you keep in contact with your Programme Director throughout the period of interruption and update them with any details which may affect your return.

See also **Section 4.7 Mitigating Circumstances**.

## **3.10 Graduation**

### **Graduation**

Should all deadline dates with regard to dissertation submission be met, and should all assessment requirements be fulfilled, students will graduate in the July/December following the completion of their programme. Should you not be able to attend the Graduation Ceremony, the University will arrange for your certificate to be sent to you as proof of attainment.

Graduation is organised via the Student Services Centre (SSC), and not through your Programme Administration Team. You will be contacted directly by the SSC with information regarding Graduation. Further information is available from the SSC Graduation website at <http://www.graduation.manchester.ac.uk/>.

## Debts

Students will not be able to graduate should they owe the University money in the form of tuition fees, accommodation costs or other costs such as library fines. Proof that the debt has been paid will be needed before their result can be released.

### **3.11 The University of Manchester Alumni Association**

At Manchester we are proud to have the largest global alumni community of any campus-based university in the UK, with many of the 300,000 graduates we are in contact with holding top positions in every imaginable field. The University of Manchester's Division of Development and Alumni Relations is here to help alumni maintain a lifelong connection with us and with each other, sharing experiences and expertise and enjoying alumni-exclusive offers, events, networking and volunteering opportunities.

Many of our alumni help to influence and inspire the next generation of Manchester graduates by volunteering their time and expertise. Our alumni volunteers mentor and network students, take part in careers Q&As, provide internships and placements, and act as hosts for our Global Graduates programme – all to give you the high-quality experience and transferable skills that are vital in ensuring a return on investment into a degree.

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

Many of our graduates hold positions of seniority in business, academia, politics, industry and the media, including:

Lord Terence Burns  
*Chairman, Santander UK*

Professor Brian Cox OBE  
*Physicist and Science Communicator*

Jane Cocking  
*Humanitarian Director, Oxfam*

Jesse Armstrong and Sam Bain  
*Writers of television comedies – Peep Show and Fresh Meat*

Benedict Cumberbatch CBE  
*Actor*

Chuka Umunna MP  
*Former Shadow Secretary of State for Business, Innovation and Skills*

Sir Peter Maxwell Davies



*Composer and Conductor*

Lord Norman Foster  
*Architect and Designer*

Professor Dame Sally Davies  
*Former UK Government's Chief Medical Officer for England*

Sophie Raworth  
*Presenter, BBC News*

Teo Chee Hean  
*Acting Prime Minister of Singapore*

Parineeti Chopra  
*Actor*

Toby Jones  
*Actor*

Professor Danielle George  
*Radio Frequency Engineer and Presenter of the 2014 Royal Institution Christmas Lectures*

Tom Bloxham MBE  
*Founder of Urban Splash and former Chancellor of the University*

Frances O'Grady  
*First female General Secretary of the TUC*

You automatically become a member of our alumni community on graduation, but to get the full benefit you should register at [your.manchester.ac.uk](http://your.manchester.ac.uk) during your final year. You can also follow us on Twitter at [@alumniUoM](https://twitter.com/alumniUoM), like us on Facebook at [www.facebook.com/alumniuom](https://www.facebook.com/alumniuom) and join our LinkedIn group – just search 'The University of Manchester Alumni Association'.

## **Section 4: Assessment, Examination and Feedback**

### **4.1 Types of Assessment**

Across the course units you will undertake you will encounter various types of assessment such as written course work, oral presentations, group projects, reports, or examinations. You should be given the full details of how the course unit will be assessed at the start of the semester by the Course Unit Director.

### **4.2 Feedback**

## Feedback on academic work

During the course of your programme, you will receive feedback on your progress. Feedback can take many forms: it may be diagnostic to inform the lecturer or seminar leader of your level of knowledge when beginning a course unit, or it may be formative, given during a course unit to enable you to improve your performance in further assessments, for example the way you structure or reference an essay. This is the type of feedback that you will probably come across the most often. Summative feedback would occur at the end of a course unit to inform you of your performance over the whole unit (see **Section 4.4/4.5 below**). You may come across all or some of these examples.

Feedback does not just come from your tutor or lecturer in a formal way, for example when you receive written comments on your work. Feedback can also be informal, during a class and can come from your peers as well as from a member of staff or can take place during self-assessment exercises online. It could also occur when a member of staff responds to your questions by email.

## Feedback from you about your course unit

At the end of each course unit you are asked to complete an online questionnaire which asks you to rate the teaching, resources etc. It is vital you complete this to ensure we can continue to improve our course units. Once we receive the results of these Course Unit Surveys, each academic member of staff is asked to respond and take action on the feedback.

Changes to course units have been made following student comments so it is important to make your views known by completing the surveys.

If there are ongoing issues with course units whilst they are being taught then speak first to your Course Unit Director and Academic Adviser for advice or ask your Student Representative to raise the issues at your Programme Committee.

## 4.3 University Ordinances and Regulations for Undergraduate Degrees

The University Ordinances and Regulations for Undergraduate Degrees can be found in this handbook in Appendix 2. These rules govern the award of your degree and it is your responsibility to ensure that you are fully aware of the regulations. If you are unclear regarding any aspect of the regulations then seek advice from the Programme & Curriculums Team, Programme Director, or the Student Support & Wellbeing Team.

## 4.4 Coursework

### Submission dates for assessed coursework

Each Course Unit Director will set specific times and date/s for the submission of assessed coursework. You should be informed of assessment requirements and deadlines at the start of the semester.

## How to submit your assessed Coursework - Turnitin

Submissions are made using Turnitin through Blackboard and should be made by the published submission date and time. Turnitin is an integrated assessment tool within Blackboard which facilitates the electronic submission of assignments. Submissions must be uploaded by the published deadline. Guidance on how to complete the uploading of your submission will be made available by the Assessment and Progression Team.

Students should not leave online submission until the very last minute before a deadline in case the system is running slowly or there are technical issues. Students should aim to submit work by an hour before the deadline, and no later than 30 minutes before, to ensure adequate time for upload. An assessment will be recorded as late by the system even if is only by a minute, and a late penalty will be applied.

**It is also important to note that it is the final piece of work submitted prior to the deadline which will be accepted**, and you cannot later claim that the wrong piece of work or wrong version of a piece of work was submitted or that you submitted a draft by mistake. No substitution of a file can be made after the deadline has passed.

Although every attempt is made to work within these guidelines, changes may need to be implemented across the year. The School has a commitment to inform students about these changes well in advance of the submission date.

## How to submit your assessed Coursework – Hard copy

For submissions that cannot be made using Turnitin (e.g. posters) then these should be submitted to the location identified as a hand-in point by the specified deadline. Guidance for submitting hard copy work, should it be necessary, will be made available by the Assessment and Progression Team.

If a classmate is submitting work on your behalf, please note that **it is your responsibility to ensure that the correct work is submitted**.

## Presentation of Assessed Work

Each piece of assessed coursework should be word-processed and submitted with a word count on the front page. Text should be at least font size 12, with line spacing of at least 1.5 and double sided in most cases. As we operate an anonymous marking system, you should not put your name on the assessed work, and instead ensure that your student registration number is presented as a header/footer throughout the piece of assessed work.

## 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.

## **Word Count Policy**

Each Course Unit Convenor will set a specific word count for the piece of assessed work to which you are expected to strictly adhere. Markers can take into account minor transgressions of up to 10%, but any piece of work which is significantly over the specified length will not be marked and may have to be resubmitted as a Resit / Referral.

Students **must** include a word count on the front page of every piece of work. The word count includes: chapter footnotes and endnotes, quotations and tables. It should not include: the bibliography or appendices. Failure to indicate the word count, or the provision of a false word count, may lead to disciplinary action.

Please see the School's full policy on Word Count in **Appendix 4**.

## **Penalties for Late Submission**

**Please note that in accordance with University policy, any student who submits a piece of assessed coursework after the submission deadline will receive a penalty, unless they are subsequently able to prove Mitigating Circumstances (See Section 4.7).**

The penalty for late submission at undergraduate level is the deduction of 10% of the maximum amount of marks, for which the following principles will apply:

- A deduction of 10% of the maximum available mark every 24 hours until the assignment is submitted or no marks remain (e.g. if the work is marked out of 100, this means a deduction of 10 marks per 24 hours late. If the work is marked out of 20, the deduction would be 2 marks for every 24 hours late.)
- A 'day' is 24 hours, i.e. the clock starts ticking as soon as the submission deadline has passed; (Note that a penalty of 10% would apply, regardless of whether a piece of work is 1 minute or 23 hours late).
- Weekends, bank holidays and University closure days are included as part of the 24hours/calendar days in this policy.
- Submission dates and times are in UK local time and is the responsibility of the student to check the relevant time zone.
- The use of online submission via Turnitin allows us to see when a submission is made after the deadline;
- Where paper copies of assessment work are submitted, students will receive a receipt which indicates the date and time of submission;

Please note that the standard penalty relates to first attempts only. Students who submit referral assignments (further attempts of up to half the taught credits, as opposite to original assignments/first attempts) after the deadline will be automatically subject to a mark of zero. There are no further resit opportunities for referred assignments that are submitted late, unless there is approved mitigation.

There is no sliding scale for late submission of open book examinations where students will be awarded a mark of zero in the absence of mitigating circumstances.

**Any late penalties are applied via the student system and are not included in provisional marks posted on Blackboard.**

Full regulations with regard to your assessment can be found in **Appendix 2**. It is your responsibility to ensure that you are fully aware of these regulations. If you are unclear regarding any aspect of the regulations then seek advice from the Assessment & Progression Team, Programme Director or the Student Support & Wellbeing Team.

## Marking

The assessed work for each course unit is subject to first marking by an Internal Examiner and moderation by an Internal Moderator. Course unit assessments are then submitted to the External Examiners for moderation. **All marks are provisional until the June Exam Board** following the application of any late penalties. Scripts may be re-graded or scaled upon recommendation by the External Examiners at the Board of Examiners' Meeting.

**Please note that there is no provision for assessed work to be re-marked on the request of an individual student.**

The criteria used in marking can be found in **Appendix 1**.

Feedback is returned to each student, on the understanding that all marks are provisional until after the Board of Examiners' meeting in June. Any students who have failed an assessed piece of work should consult the Course Unit Director concerned for further feedback. Assessments, exam scripts and feedback are retained by Assessment and Progression Team as all examined work must be available to the Board of Examiners. Marked exam scripts, however, are available for use in discussions between Course Unit Directors, Academic Advisers and students. Assessed work is usually marked online using Grademark and once results have been made available, students will be able to access their scripts along with the marker's comments and feedback online via Blackboard.

Students may expect the return of marked coursework within 15 working days of the date on which it was submitted. In exceptional cases where it is not possible to return work within this timescale, Course Unit Directors will notify students concerned of the expected return date. The University Feedback Policy can be found at:

 <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6518>.

## 4.5 Examinations

### Format

If your course unit is assessed by a set examination this could be either an online exam with submission via Blackboard or on campus in Manchester under invigilated conditions.

### Timing

Should your course unit be assessed by a set examination this will be undertaken at the end of the semester in which the course unit is taught. Examinations are held in January for first semester course units, and in May/June for second semester course units. Resit exams take place during the last two weeks of August. Examination timetables are produced centrally by the University Examinations Team in the Student Services Centre. Details of examinations/assessments will be published on course unit blackboard pages.

### Exams Timetable

You will be informed of the dates of examinations via your University e-mail address (see **Section 2.4**) and for on campus exams you will be able to access an individual exams timetable via My Manchester (<http://my.manchester.ac.uk>) and by clicking on 'My Exams' once the timetable has been published by the University. The timetables will be published in advance of the actual exams on a date to be confirmed by the University Examinations Team.

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

### Fees for Exam Resits

It should be noted that a fee may be charged by the University for any resit examinations which you are required to take. The fee is payable directly to the Student Services Centre and can be made via the online store: <https://estore.manchester.ac.uk/>.

### Resits abroad

The University does not permit students to take on campus resit examinations abroad and any students undertaking an on campus resit examination during the August resit period are expected to return to Manchester to sit the examination under invigilated conditions.

## 4.6 Dissertations

You will be given a handbook with guidance for dissertation preparation and submission at the beginning of your final year.

## 4.7 Mitigating Circumstances

It is essential that if your work is being affected by personal or medical circumstances you seek advice from your Academic Adviser / the School's Student Support & Wellbeing Team ([seed.mitcircs@manchester.ac.uk](mailto:seed.mitcircs@manchester.ac.uk) or [seed.wellbeing@manchester.ac.uk](mailto:seed.wellbeing@manchester.ac.uk)). They will be able to talk you through the process to apply for an 'Extension' or 'Mitigating Circumstances'. The University defines Mitigating Circumstances as 'unforeseeable or unpreventable circumstances that could have, or did have, a significant adverse effect on the academic performance of a student'. If you think that you may not be able to hand in an assignment by the deadline, or your performance or academic progress is likely to be affected by your circumstances, you may submit an Extension Request or a Mitigating Circumstances Form with relevant supporting evidence, for consideration. The Student Support & Wellbeing Team will be able to advise on the deadlines for the submission of forms and documentation, and the type of documentary evidence required.

## Forms

The online forms for applying for Mitigating Circumstances are available on the student intranet at:

 <https://www.seed.manchester.ac.uk/student-intranet/undergraduate/mitigating-circumstances/>

## Deadlines for Submission of Applications

Extension forms must be submitted at least 2 working days before the assessment submission deadline.

Mitigating Circumstances forms must be submitted within a week of the end of the exams period in each semester, or by the end of Resit exams period in August/September.

**Please note that it is the sole responsibility of the student to submit a request for consideration of mitigating circumstances by the published deadlines. Applications should be submitted before a course unit submission deadline has passed and applications will not be considered once grades have been published.**

## Evidence

Evidence is compulsory for all mitigating circumstances requests. The nature of the supporting documentation required for a Mitigating Circumstances Request will vary according to the nature of the circumstances, but it must be sufficiently independent and robust to confirm the veracity of the case you are making. If supporting evidence is not in English, a translation should be supplied. Evidence should be submitted as soon as possible after applying, to: [seed.mitcircs@manchester.ac.uk](mailto:seed.mitcircs@manchester.ac.uk). Evidence does not have to be supplied at the time of submitting the online form. Details of the kinds of evidence which can be supplied to support an application can be found on the student intranet.

Evidence is not required for an Extension Request of up to 5 working days.

## Late Submission

Students who are submitting assessment work late on the grounds of mitigating circumstances should submit the work **as soon as possible** after the submission deadline. Students should **NOT** wait for their case to be considered, or until after the decision concerning approval of mitigating circumstances has been communicated, before submitting

work. Consideration will be given to the amount of time a student has taken to submit after the deadline and a judgement will be made on whether this is justified by the severity of the circumstances detailed in the supporting documentation.

## **Timescale for Decisions**

Extension Requests will normally be actioned within 2 working days of submission.

Mitigating Circumstances cases will normally be considered on a fortnightly basis and decisions will be communicated in writing to students within 2 working days of consideration.

## **Outcome of an Extension Application**

Students with relevant grounds and whose applications have been approved will be granted extensions of an extra 5 working days to the original deadline.

Students who are registered with DASS and have 'automatic 1-week extensions' as part of their support plan, can apply for an additional extension of 5 days if the automatic extension is not sufficient.

The outcome email will confirm the new date of submission and the assessment should be submitted by 2pm on the extended deadline into the relevant inbox on Blackboard.

## **Possible Outcomes**

In accordance with the Mitigating Circumstances Policy, mitigation will not result in the changing of any marks, except for cases where a penalty for late submission is waived. Instead, mitigation may result in a further attempt at assessment being made available, a reassessment attempt being made available as a first sit rather than resit, a mark being disregarded, or a student may be given a mark for a whole course unit based on their performance in the part of the assessment which was not adversely affected. The course unit may also be 'flagged' for further consideration by the Exam Board or in case the overall degree result is borderline between two classifications.

Please see below some examples:

- 'C3 Waive late submission penalty' – this is granted to students who have submitted work after the original deadline. It essentially means that you will not be penalised for a late submission.
- 'A6 Flag for Exam Board' – this is granted to students who have submitted their work on time before the original deadline but where academic performance may have been impacted by the circumstances. The A6 Flag acts as a precaution; the Exam Board is made aware of your extenuating circumstances and, in the event of grades being out of line with your profile, further action may be taken to ensure that you are not disadvantaged.
- 'Rejected' – this means that you did not have permissible grounds for mitigation and are therefore expected to submit your work on the original deadline as communicated by the Course Unit Director.
- 'Accepted pending evidence' – this means that your grounds for mitigation have been accepted, but you are required to send some supporting evidence of your circumstances before the decision can be confirmed and recorded. Supporting evidence needs to be emailed to: [seed.mitcircs@manchester.ac.uk](mailto:seed.mitcircs@manchester.ac.uk).



## Grounds for Mitigation

Please see below for examples of possible mitigating circumstances as well as circumstances which will not be considered as grounds for mitigation.

*Examples of possible mitigating circumstances:*

- Significant illness or injury; or worsening of an ongoing illness or disability, including mental health conditions; (please see the following DASS webpage for examples of disabilities: <http://www.dass.manchester.ac.uk/who-do-we-support/current-students/>)
- The death or critical/significant illness of a close family member/dependant
- Significant family or personal crises or major financial problems leading to acute stress
- Absence from the University for public service, e.g. jury service

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

- Holidays, moving house, and events which were planned or could reasonably have been expected
- Assessments which are scheduled closely together
- Misreading the timetable or misunderstanding the requirements for assessment
- Inadequate planning and time management
- Failure, loss or theft of a computer or printer that prevents submission of work on time: students should back up work regularly and not leave completion and printing so late that they cannot find another computer or printer
- The act of religious observance
- Consequences of paid employment (except in some special cases for part-time students)
- Exam stress or panic attacks not diagnosed as illness or supported by medical evidence
- Disruption in an examination room during the course of an assessment which has not been recorded by the invigilators (including instances such as fire alarms or other noise disruptions).
- 

Events which may arise during **pregnancy** that may constitute mitigating circumstances will be judged on a case-by-case basis. It is recommended by the Equality Challenge Unit (ECU), that at a minimum, students are required to take two weeks' compulsory maternity-related absence. This is in line with employment law and is to ensure the health and safety of the mother following childbirth.

Please note that submitting the wrong piece of work or the wrong version of a piece of work is not grounds for mitigating circumstances. Markers will only be able to mark the first piece of work which you submit, so please take care when uploading assessments.

## Mitigating Circumstances and Disability Support

The mitigating circumstances policy works in conjunction with disability support. Some students who have disability support via the University Disability Advisory and Support Service (DASS) will have a support plan which includes 'one-week automatic extensions' and if this is the case, students do not need to apply for an Extension or Mitigating Circumstances unless more than one week is required. Further guidance for DASS-registered students on 'automatic extensions' can be found on the University website: <http://documents.manchester.ac.uk/display.aspx?DocID=37272>. Students with disability support

may also submit a Mitigating Circumstances application if, for example, there are further complicating factors not relating to their disability.

## **Mitigating Circumstances and the Dissertation**

As with coursework assessment, the Extensions and Mitigating Circumstances processes also apply to dissertations. Any student who considers that their dissertation may be delayed or their academic performance impacted due to 'unforeseen' and 'unpreventable' circumstances should apply for an Extension or Mitigating Circumstances.

All work to be considered under Mitigating Circumstances should be submitted as soon as is practicable but note that any Undergraduate dissertations submitted after the start of June may be too late to be marked and the award confirmed in time for the July Graduation.

Please contact your Dissertation Supervisor or Programme Director for further guidance on this issue if required.

## **Interruptions**

If you are experiencing circumstances which are likely to affect your studies or prevent you from studying over a longer time period, then you may wish to consider the option of an interruption. See **section 3.9** Interruptions for further details.

## **Mitigating Circumstances and Academic Appeals**

Please note that retrospective applications for mitigating circumstances will not be considered after the deadlines specified above in each semester, or after marks have been published for coursework. Students wishing to apply for mitigating circumstances after the end of the exams period will have to go through the academic appeal route (<http://www.studentsupport.manchester.ac.uk/study-support/appeals/>) once results have been published, and be able to provide a compelling and credible explanation as to why the application was not made at the appropriate time. See also Section 4.10 on Academic Appeals.

Not informing the University of mitigating circumstances due to personal feelings, e.g. shame, embarrassment or pride, or having concerns over the confidential treatment of requests for mitigation, are not considered to be credible and compelling explanations as to why the circumstances could not be made known at the time.

**Note that all information submitted to the Mitigating Circumstances Panel will be treated as confidential.**

## **4.8 Failure and Reassessment**

Under certain circumstances students may be permitted to resubmit work for course units they have failed. **Permission to resubmit assessed work can only be granted by the Board of Examiners at its meeting in June.** Under no circumstances can work be resubmitted before this meeting.

It is possible for a student to fail 40 credits and still meet the standard required for an Undergraduate Honours Degree providing that the marks in the failed courses are between 30-39%. Please refer to the Examination Regulations (Section E) for full details regarding compensation.

Students are permitted to resit / refer up to 80 credits. Please refer to the Examination Regulations (Section F) for full details regarding reassessment.

Students who fail more than 80 credits at Undergraduate level will not be permitted to resit / refer for an Honours degree.

Students who wish to clarify any of the above should seek advice from the Assessment and Progression Team.

## **4.9 Academic Malpractice including Plagiarism**

The University deems plagiarism to be a serious academic offence and if proven it constitutes a breach of Regulation XVII Conduct and Discipline of Students. For Undergraduate students, all identified cases of plagiarism are referred to a disciplinary committee (at School, Faculty or University level, depending on the level of study and whether or not it is a repeat offence) who will decide on a penalty. Students will be notified by means of a letter that their work has been referred and will subsequently be contacted to attend a disciplinary hearing.

The **penalties** for academic malpractice can be severe: previous cases of plagiarism identified in the School have resulted in students being awarded a lesser degree (Ordinary rather than Honours), a lower degree classification or loss of credits towards the degree. In very serious cases, it can also result in exclusion from the programme. Multiple instances of plagiarism are likely to result in exclusion from the programme. **It is crucial, therefore, that you understand correct referencing conventions in order to avoid plagiarism. Please refer to Appendix 3 of this handbook for information on the Harvard referencing system.**

Below are some University guidelines which should help you to avoid plagiarism and other forms of academic malpractice.

### **Introduction**

- A. As a student, you are expected to co-operate in the learning process throughout your programme of study by completing assignments of various kinds that are the product of your own study or research. For most students this does not present a problem, but occasionally, whether unwittingly or otherwise, a student may commit what is known as plagiarism or some other form of academic malpractice when carrying out an assignment. This may come about because students have been used to different conventions in their prior educational experience or through general ignorance of what is expected of them.
- B. This guidance is designed to help you understand what we regard as academic malpractice and hence to help you to avoid committing it. You should read it carefully, because academic malpractice is regarded as a serious offence and students found to have committed it will be penalized. *At the very least* there could be a reduction in marks

for the piece of work in question, but it could be worse; you could be awarded zero (with or without loss of credits), fail the whole unit, be demoted to a lower class of degree, or be excluded from the programme.

- C. Academic malpractice includes **plagiarism, collusion, fabrication or falsification** of results and anything else intended by those committing it to achieve credit that they do not properly deserve. In addition to the advice that follows, your School will give you advice on how to avoid academic malpractice in the context of your department. It will also design assessments so as to help you avoid the temptation to commit academic malpractice. Finally, you should take note that work you submit will be screened electronically to check against other material on the web and in other submitted work.

## Plagiarism

- D. **Plagiarism** is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement.

It also includes '**self-plagiarism**' which occurs where, for example, you submit work that you have already presented for assessment (e.g. for a different course unit, as part of your undergraduate studies or for a degree at another institution), and for which you have already gained credit, on a previous occasion. Please be aware that once your work is stored in the Turnitin database, then the Turnitin software will highlight any matches in subsequently submitted material which has the same text (see section on 'TurnitinUK' below).

You should also note that copying material from **sample essays** provided by the course tutor as examples of good practice will also be considered as 'plagiarism'.

Obviously, the most blatant example of plagiarism would be to copy another student's work. Hence it is essential to make clear in your assignments the distinction between:

- the ideas and work of other people that you may have quite legitimately exploited and developed, and
- the ideas or material that you have personally contributed.

- E. The following are a few important do's and don'ts:

- **Do** get lots of background information on subjects you are writing about to help you form your own view of the subject. The information could be from electronic journals, technical reports, unpublished dissertations, etc. Make a note of the source of every piece of information at the time you record it, even if it is just one sentence.
- **Don't construct a piece of work by** cutting and pasting or copying material written by other people, or by you for any other purpose, into something you are submitting as your own work. Sometimes you may need to quote someone else's exact form of words in order to analyse or criticize them, in which case **the quotation must be enclosed in quotation marks to show that it is a direct quote, and it must have the source properly acknowledged at that point.** Any omissions from a quotation must be indicated by an ellipsis (...) and any additions for clarity must be enclosed in square brackets, e.g. "[These] results suggest... that the hypothesis is correct." It may also be appropriate to reproduce a

diagram from someone else's work, but again the source must be explicitly and fully acknowledged there. However, constructing large chunks of documents from a string of quotes, even if they are acknowledged, is another form of plagiarism.

- **Do** attribute all ideas to their original authors. Written 'ideas' are the product that authors produce. You would not appreciate it if other people passed off your ideas as their own, and that is what plagiarism rules are intended to prevent. A good rule of thumb is that each idea or statement that you write should be attributed to a source *unless* it is your personal idea *or* it is common knowledge. (If you are unsure if something is common knowledge, ask other students: if they don't know what you are talking about, then it is not common knowledge!)
- F. As you can see, it is most important that you understand what is expected of you when you prepare and produce assignments and that you always observe proper academic conventions for referencing and acknowledgement, whether working by yourself or as part of a team. In practice, there are a number of acceptable styles of referencing depending, for example, on the particular department in which you are studying, so if you are not certain what is appropriate, *ask your Programme Director or the Course Unit Convenor for advice!* This should ensure that you do not lay yourself open to a charge of plagiarism inadvertently, or through ignorance of what is expected. It is also important to remember that you do not absolve yourself from a charge of plagiarism simply by including a reference to a source in a bibliography that you have included with your assignment; you should always be scrupulous about indicating precisely *where* and *to what extent* you have made use of such a source.
- G. So far, plagiarism has been described as using the words or work of someone else (without proper attribution), but **it could also include a close paraphrase of their words**, or a minimally adapted version of a computer program, a diagram, a graph, an illustration, etc. taken from a variety of sources without proper acknowledgement. These could be lectures, printed material, the Internet or other electronic/AV sources.
- H. **Remember:** no matter what pressure you may be under to complete an assignment, you should *never* succumb to the temptation to take a 'short cut' and use someone else's material inappropriately. No amount of mitigating circumstances will get you off the hook, and if you persuade other students to let you copy their work, they risk being disciplined as well (see below).

## Collusion

- I. **Collusion** is any agreement to hide someone else's individual input to collaborative work with the intention of securing a mark higher than either you or another student might deserve. Where proved, it will be subject to penalties similar to those for plagiarism. Similarly, **it is also collusion to allow someone to copy your work when you know that they intend to submit it as though it were their own and that will lay both you and the other student open to a charge of academic malpractice.**
- J. On the other hand, collaboration is a perfectly legitimate academic activity in which students are required to work in groups as part of their programme of research or in the

preparation of projects and similar assignments. If you are asked to carry out such group work and to collaborate in specified activities, it will always be made clear how your individual input to the joint work is to be assessed and graded. Sometimes, for example, all members of a team may receive the same mark for a joint piece of work, whereas on other occasions' team members will receive individual marks that reflect their individual input. If it is not clear on what basis your work is to be assessed, to avoid any risk of unwitting collusion you should always ask for clarification *before* submitting any assignment.

## **Fabrication or falsification of results**

- K. For many students, a major part of their studies involves laboratory or other forms of practical work, and they often find themselves undertaking such activity without close academic supervision. If you are in this situation, you are expected to behave in a responsible manner, as in other aspects of your academic life, and to show proper integrity in the reporting of results or other data. Hence you should ensure that you always document clearly and fully any research programme or survey that you undertake, whether working by yourself or as part of a group. Results or data that you or your group submit must be capable of verification, so that those assessing the work can follow the processes by which you obtained them. Under no circumstances should you seek to present results or data that were not properly obtained and documented as part of your practical learning experience. Otherwise, you lay yourself open to the charge of **fabrication** or **falsification** of results.

## **Finally...**

- L. If you commit any form of academic malpractice, teaching staff will not be able to assess your individual abilities objectively or accurately. Any short-term gain you might have hoped to achieve will be cancelled out by the loss of proper feedback you might have received, and in the long run such behaviour is likely to damage your overall intellectual development, to say nothing of your self-esteem. You are the one who loses.

## **The use of Artificial Intelligence (AI)**

**We urge students to be cautious when using a chatbot or AI tool within their learning. Chatbots and AI tools can be useful , but there are a number of risks associated with using them. Please make sure you are in contact with your course unit leads to ensure if or how AI might be used in the unit. This might vary from course to course or even assessment to assessment.**

Please ensure that you are aware of what is permissible use of AI for each assignment. You can utilise AI to generate ideas, key themes, and plan your assessment but not to write your assessment. Do not use AI to generate text, or partial text for use in your assessment unless the assignment brief explicitly states that this is permitted, otherwise use will be deemed academic malpractice. This is academic malpractice because the words and ideas generated are not your own and not an accurate reflection of your learning. Further to this, the words and ideas generated by the chatbot or AI tool may make use of other, human authors' ideas without referencing them, which is plagiarism.

Where a chatbot or other form of AI has been used, make sure you acknowledge that use. Information on how to cite can be found here: <https://manchester-uk.libanswers.com/teaching-and-learning/faq/264824>

Some units, for example those on AI and technology, permit the use of AI. However, they require you to sign a code of conduct which must be adhered to. Make sure you understand and follow these codes. If you are unclear on what is permissible, speak to the unit lead.

## TurnitinUK

The University uses electronic systems for the purposes of detecting plagiarism and other forms of academic malpractice and for marking. Such systems include TurnitinUK, the plagiarism detection service. As part of the assessment process, you will be asked to submit an electronic version of your work to TurnitinUK for plagiarism checking. Please note that when work is submitted to the relevant electronic systems, it may be copied and then stored in a database to allow appropriate checks to be made.

**Students must retain an electronic copy of all assessment work and be able to submit this to the School if requested.**

## Viva Voce for Suspected Cases of Academic Malpractice

Where a member of academic staff suspects that a piece of work has not been written by the student, and it is strongly suspected that academic malpractice has been committed, a viva may be held with the student to determine the authorship of the work. The purpose of the viva is to give the student the opportunity to discuss the assessment and demonstrate that the work is their own. If the viva is inconclusive in determining authorship, the work may be referred to an academic malpractice panel.

## 4.10 Student Academic Appeals

University General Regulation XIX (Academic Appeals) defines a number of decisions affecting a student's academic progression against which students might wish to appeal. These include expulsion from the University, exclusion from a programme of study, or the result of assessment or award of a particular degree classification.

There are **specific grounds** on the basis of which an appeal may be made according to Regulation XIX, and these are as follows:

- a. Circumstances exist (or existed) affecting your performance of which, for a good reason, the relevant decision-making body may not have been made aware when its decision was taken, and which might have had a material effect on its decision.
- b. A material administrative error or procedural irregularity has taken place in the assessment process (or in putting into effect the regulations for your programme of study) of such a nature as to cause significant doubt whether the decision you are appealing might have been different if the error or irregularity had not occurred.

- c. You have evidence of prejudice or bias by one or more of your examiners.
- d. Your supervision or training in respect of research for a dissertation or thesis (or equivalent work) was unsatisfactory to the point that your performance was seriously affected. If you wish to appeal on ground (d) but your supervisory concerns arose significantly before the decision you are appealing, and you didn't submit a formal complaint, you must provide a good reason (along with supporting evidence) for only raising your concerns at appeal.

An appeal cannot challenge academic judgement. Academics use their knowledge and expertise to mark students' work and you cannot appeal because, in your opinion, this judgement is wrong. Safeguards are in place to make sure that marking is consistent and fair. Decisions on how to apply mitigation to results (rather than whether or not to accept a request for mitigation) also involve academic judgement that is not open to appeal, unless you can show that a procedural irregularity has occurred.

If you feel you have a case for appeal, please discuss this initially with your Academic Adviser or the School of Environment, Education and Development's Student Support & Wellbeing Team.

Please note that you can only appeal after receiving written notification of an examination board decision and cannot appeal against provisional results. Academic appeals must be initiated by the student and not via a member of staff. You can only submit an appeal for yourself. If you would like someone else to submit an appeal on your behalf, you must provide written permission for them to submit the appeal for you.

If you wish to submit an appeal against your results, you should complete the [Stage One Academic Appeal Form](#) **within 20 working days of publication of the results**, providing relevant evidence to back up any claims you are making.

Once your appeal documents have been received, your appeal will be acknowledged and passed to a case handler for investigation and you will receive a written response in due course. If you are not satisfied with the response from the School, then you can appeal to the Faculty by completing the [Stage Two Academic Appeal Form](#). Appeals to the Faculty should be submitted **within 10 working days** of notification of the outcome of the Stage One appeal.

See also **Section 3.7** on student complaints procedures.

## **4.11 External Examiners**

External Examiners are individuals from another institution or organisation who monitor the assessment processes of the University to ensure fairness and academic standards. They ensure that assessment and examination procedures have been fairly and properly implemented and that decisions have been made after appropriate deliberation. They also ensure that standards of awards and levels of student performance are at least comparable with those in equivalent higher education institutions. Some programmes which are professionally accredited may have a practitioner examiner with considerable experience in the field as well as an academic examiner.

External Examiners' reports relating to this programme will be shared with student representatives at the Programmes Committee, where details of any actions carried out by the programme team/School in response to the External Examiners' comments will be



discussed. Students should contact their student representatives if they require any further information about External Examiners' reports or the process for considering them.

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

## Section 5: Research Integrity and Ethics

The School of Environment, Education & Development is committed to upholding the highest level of research integrity.

Research Integrity refers to an ethos of ethical conduct as academics, practitioners and researchers. Each of us individually, or in teams, demonstrates research integrity by taking full responsibility for acting in an ethical manner in the conduct of our research. This includes matters of finance, methodology and respect for truth and persons.

We adhere to the University's [Code of Good Research Conduct](#).

We aim to provide clarity regarding the allocation of responsibilities and lines of accountability, and endeavour to make our decision-making processes transparent. Our processes will be monitored and reviewed regularly according to best practice.

### 5.1 What research does it cover?

All research involving human participants or human data or material must have ethical approval. Research using information about human participants that is publicly and lawfully available, or made available by private individuals or organisations e.g. information published in the census, population statistics published by the government, personal letters and diaries etc., held in public libraries, does not require review by an ethics committee. However we are still obliged to act ethically as researchers and acknowledge our obligations in this regard. This includes observation of any confidentiality clauses, copyright, permissions and to avoid plagiarism.

The starting point for all research is to discuss your plans with your supervisor.

**Please note:**

1. You **cannot** begin data collection (or participant recruitment) until you have been given formal approval.
2. You **can** approach organisations, to seek permissions to recruit participants or access services in order to prepare to conduct your research (if and when it is approved), before ethical approval is granted.

3. You may require a DBS check to be completed depending upon the subjects involved and the location of your research.

## 5.2 What happens if I have not applied for or obtained ethical approval?

Failure to follow the School of Environment, Education & Development's procedure for ethical approval may leave you in breach of the University's Code of Good Research Conduct. It may leave you and the University open to legal action without the protection of an insurance policy and is likely to result in disciplinary action.

## Section 6: Appendices

### Appendix 1 - COURSEWORK marking descriptors

Range / Class	Fixed %	Grade descriptor
Upper-range First	100	An exceptional performance in all of the criteria for a mid-range first.
	95	An exceptional performance in most of the criteria for a mid-range first.
	92	An exceptional performance in some of the criteria for a mid-range first.
Mid-range First	88	Outstanding understanding of material with extensive references to relevant literature and examples including information and ideas not mentioned in lectures or on reading lists. Very well argued, written and structured, and highly stimulating. Shows a mastery of facts and concepts. Displays deep insight, logic, and considerable originality. Clear evidence of very extensive independent study and thinking.
	85	
	82	
Lower-range First	78	Excellent understanding of material with clear references to relevant literature and examples, including information and ideas not mentioned in lectures or on reading lists. Well argued, well written and structured, and stimulating. Factually and conceptually accurate. Displays insight, logic, and originality. Extensive independent study and thinking.
	75	
	72	
Upper-range 2.1	68	Very good understanding of material with clear references to relevant literature and examples, including information not mentioned in lectures. Sound arguments, well developed and detailed. Competently written with a clear structure. A good introduction and conclusion. Factually and conceptually sound.

		Displays some insight, logic, and originality. Clear signs of independent study and thinking.
Mid-range 2.1	65	As above, but with some additional, minor weaknesses in one or more areas
Lower-range 2.1	62	Good understanding of material with references to relevant literature and examples, including some information not mentioned in lectures. Sound arguments, developed and detailed. Competently written and structured with sound introduction and conclusion. Factually and conceptually sound. Displays some insight, logic, and originality. Signs of independent study.
Upper-range 2.2	58	Good understanding of material with references to relevant literature and examples largely gleaned from information and ideas mentioned in lectures. Fair arguments showing some development and detail. Moderately well written with some structure. Fair grasp of facts and concepts. Displays occasional signs of insight, logic, originality, and independence of thought.
Mid-range 2.2	55	As above, but with some additional, minor weaknesses in one or more areas
Lower-range 2.2	52	Reasonable understanding of material with few references to relevant literature and examples largely gleaned from information and ideas mentioned in lectures. Arguments showing some development and detail. Adequately written with some structure. Fair grasp of facts and concepts. Displays occasional signs of insight and logic.
Upper-range Third	48	Basic understanding of material acceptable at honours degree standard with some knowledge of relevant information and ideas gleaned mostly from lectures. Limited development of arguments and little detail. Writing and structure basic. Limited grasp of facts and concepts.
Mid-range Third	45	As above, but with some additional weaknesses in one or more areas
Lower-range Third	42	Very basic understanding of material acceptable at honours degree standard with basic knowledge of relevant information and ideas gleaned almost entirely from lectures. Severely limited development of arguments and little detail. Writing and structure basic. Very limited grasp of facts and concepts
Compensatory Fail	38	Inadequate factual and conceptual understanding. Arguments very weak. Poorly written and structured. Poor spelling and grammar. Little knowledge of relevant material.
	35	
	32	
Fail	28	Erroneous, irrelevant and muddled approach that fails to argue a case. Very poorly written and structured. Poor spelling and grammar. Virtually no knowledge of relevant material. Factually and conceptually very weak.
	25	
	22	
Fail	15	The same shortcomings as 20-29% criteria but also seriously deficient in quantity.
Fail	5	No more than a few irrelevant sentences which do not address the question sufficiently.
Fail	0	No material to assess

## **Appendix 2 - Examination Regulations**

<http://www.regulations.manchester.ac.uk/undergraduate-degree-regulations/>

### **Undergraduate Degree Regulations**

VERSION: 2.8, October 2022 – for all Undergraduate students registered from 2018 onwards

#### **CONTENTS:**

Undergraduate Degree Regulations (including Integrated Masters)

- A. Credit and Award Framework
- B. Title of Taught Awards
- C. Accreditation of Prior and Experiential Learning (AP(E)L)
- D. Assessment and Progression
- E. Compensation
- F. Reassessment
- G. Carrying forward failed credit on Undergraduate programmes
- H. Repeating the Level (120 credits)
- I. Exit Awards

J. Final Year of an Undergraduate (including Integrated Masters) programme

K. Classification of Integrated Masters Programmes

L. Classification in Bachelors Programmes

M. Posthumous and Aegrotat Degrees

N. Examination Board Arrangements

Appendix A – Undergraduate Classification Scheme

Note: Faculty approved variances to the Degree Regulations will be described within the Programme Handbooks. Where they exist they will take precedence, for example, in order to comply with Professional, Statutory and Regulatory Bodies (PSRBs) or the Education and Skills Funding Agency (ESFA).

## Appendix 3 – Harvard Style Guide for References

<https://subjects.library.manchester.ac.uk/referencing/styles>

Where published work is being cited or quoted from in **any** kind of student submission, the School of Environment, Education and Development requires you to use a standard and full method of citation. The required conventions are as follows:

In your text, references **must** take the following forms:

For single authored work	either Smith (1990) or (Smith, 1990)
With two authors:	either Smith and Jones (1990) or (Smith and Jones, 1990)
With more than two authors:	either Smith <i>et al</i> (1990) or (Smith <i>et al</i> , 1990)
Where one author quotes another:	Smith in Jones (1990)

Page numbers **must** be shown with the date (e.g. [Smith, 1990, 25-6]) if you are giving a direct quotation from a text, or you wish to direct your reader to a particular part of the cited text for reference.

Less than full and proper referencing in all submitted student work will be penalised when the work is assessed, and especially in dissertation work

Please note that wherever possible *italics* and not underline should be used. All the IT printers in Planning can print *italics*. Use underline only when *italics* are not available, or in hand-written work.

At the end of the text, in the bibliography/reference section, the full reference takes a slightly different form depending on the type of publication. Please remember that all works cited anywhere in your text **must** have an appropriate entry in your bibliography.

### Referencing for a book

Black, A.B., White, C.D. and Green, E. (1992), *Planning by Colour*, Blueburry, Erehwon, 36-42.

(i.e. published by Blueburry which is based in Erehwon)

① Page numbers are only needed for books if it is a particular section which is relevant, or to give the page numbers of a specific chapter, if multi-authored, or for a quotation or diagram you are copying

### Referencing for a journal article

Bass, F.G. (1986), 'The public house in the community', *Town Planning Viewpoint*, 63(6), 456-504

(i.e. Volume 63, Number 6, pages 456 to 504)

① Page numbers are **always** given, though they may apply only to part of the article, or a single quote, figure or table.

### Referencing for an article from an edited book

Walker, H. (1988), 'The pedestrian environment', in *The Down Trodden Modes* (edited by Dawes, I.J. and Boot, K.), Bipress, Utopia, 345-388

(similar in style and reasons to a journal article reference)

① **Always** give page numbers.

### Referencing for an on-line article

Williams, B. (2000), 'Review of planning policies', [www.rgs.org.uk/articles/reviews.html](http://www.rgs.org.uk/articles/reviews.html) - accessed 1 Dec .02

### Are references important?

If you quote or make use of another writer's work, you must ensure that it is properly referenced. This is a standard academic practice intended to make sure that intellectual debts are duly acknowledged and to enable a reader to trace your sources. Any other items used for background reading but not referred to in the text should be given at the end in the bibliography.

In short, references are used to:

- Avoid plagiarism by acknowledging the source of an argument or idea
- Help support your arguments and provide your essay/thesis with credibility
- Enable the reader to locate the sources used
- Show the full scope of your research.

Please see Library webpage about the 'Harvard' system of referencing:

<https://www.library.manchester.ac.uk/using-the-library/specialist-library-support/referencing-support/>

Referencing is a vital part of the academic writing process as it allows you to:

- Acknowledge the contribution that other authors have made to the development of your arguments and concepts
- Inform your readers of the sources of quotations, theories, datasets etc that you have referred to and enable them to find the sources quickly and easily themselves
- Demonstrate that you have understood particular concepts put forward by other writers while developing your own ideas
- Provide evidence of the depth and breadth of your own reading on a subject
- Avoid charges of plagiarism see [https://www.escholar.manchester.ac.uk/learning-objects/mle/avoiding-plagiarism/story\\_html5.html](https://www.escholar.manchester.ac.uk/learning-objects/mle/avoiding-plagiarism/story_html5.html)

Further details are here:

<https://www.library.manchester.ac.uk/using-the-library/specialist-library-support/referencing-support/>

## Appendix 4 – SEED Word Count Policy

For every piece of work which you are required to submit for assessment, the Course Convenor will indicate the word limit. This is a **maximum** word count and should not be exceeded. Markers can take into account minor transgressions of up to 10% within the existing marking criteria which means that you can lose marks for not being concise.

### The word count includes:

- chapter footnotes and endnotes
- quotations
- tables, etc.

### It does not include:

- bibliography
- appendices (which should be for supporting, illustrative material only and may not be used to elaborate or extend the argument)

You **must** include a word count on the front page of every piece of work. Failure to indicate the word count, or the provision of a false word count, may lead to disciplinary action.

### What are the penalties for exceeding the word count?

- If you exceed the word count by between 10-50%, your final assignment mark will be capped at 50% (PGT) or 40% (UG).
- Work exceeding the word count by more than 50% will be viewed as not having met the requirements of the assessment. The work will not be marked and a mark of zero will be recorded.

Please note also that you **must** retain an electronic copy of each piece of work which you submit for assessment.