

**School of Environment, Education and Development**

**Manchester Institute of Education**

**MA TESOL**

**2024 – 2025 Programme Handbook**

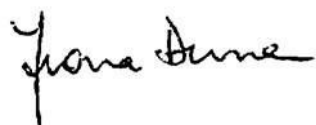
## **WELCOME TO THE FACULTY OF HUMANITIES**

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. 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, professional 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 academic and professional staff.



**Fiona Devine**  
**Vice-President and Dean, Faculty of Humanities**  
**September 2024**

## 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 town planning, urban studies, and environmental management. 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 Master's degrees.

The **Manchester Institute of Education (MIE)** 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 Northwest.

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, 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/>

## Contents

<b>Section 2: General Information .....</b>	<b>21</b>
<b>2.1 Administrative/Academic Team .....</b>	<b>21</b>
Administrative Team .....	22
Academic Team .....	22
<b>2.2 Contacting the Administrative/Academic Team .....</b>	<b>22</b>
Administrative Teams .....	22
Student Support Hub .....	22
Academic Staff .....	23
<b>2.3 Information Points .....</b>	<b>23</b>
School of Environment, Education and Development Student Intranet .....	23
My Manchester .....	23
<b>2.4 Communication .....</b>	<b>23</b>
E-mail .....	23
Contact Details .....	24
Social Media .....	24
<b>2.5 Monitoring Attendance and Wellbeing of Students .....</b>	<b>24</b>
<b>2.6 International Students with a Tier 4 Visa .....</b>	<b>26</b>
<b>2.7 Academic Timetable .....</b>	<b>28</b>
Semester dates/academic year/exam dates: .....	28
<b>2.8 Teaching &amp; Learning Facilities .....</b>	<b>28</b>
Library .....	28
Blackboard: Course units and enrolments .....	30
Arthur Lewis Student Common Room .....	31
Technical/IT Support .....	31
<b>Section 3: Student experience .....</b>	<b>33</b>
<b>3.1 Student Charter .....</b>	<b>33</b>
<b>3.2 Student Development .....</b>	<b>34</b>
Study Skills .....	34
Careers .....	34
Volunteering Hub .....	35
The University Centre for Academic English .....	35
Extra-Curricular Activities .....	36
Social Responsibility is at the heart of everything that we do at the School of Environment, Education and Development. ....	36
Stellify .....	37
<b>3.3 Student Support .....</b>	<b>37</b>
Student Services Centre .....	37
University Student Support .....	37
Academic Support .....	37
Pastoral Support .....	38
School Student Support and Wellbeing Team .....	38
Stress and Ill Health .....	38
There are a number of specialist services available at the University, to which students can be referred or can self-refer: .....	39

<b>3.4 Fieldwork</b>	43
Attendance	44
Assessment	44
Travel Documents and Entry Visas	44
Vaccinations	44
Costs	45
Timing	45
Code of Conduct	45
<b>3.5 Health &amp; Safety (Including Risk Assessments)</b>	45
Online Health and Safety Course	45
Working in Arthur Lewis, Ellen Wilkinson and Humanities Bridgeford Street Buildings	46
<b>3.6 Student Representation</b>	53
Committees	54
Election to the Role of Student Representative	54
<b>3.7 Student Complaints</b>	55
Informal Stage	55
Formal Stage	55
<b>3.8 Dignity at Work &amp; Study</b>	56
<b>3.9 Registration and Progression</b>	56
Registration	57
Transfer between Programmes	57
Course Unit Changes	58
Withdrawal	58
Interruption	58
<b>3.10 Graduation</b>	59
Graduation	59
Debts	59
<b>3.11 The University of Manchester Alumni Association</b>	59
<b>Section 4: Assessment, Examination and Feedback</b>	<b>61</b>
<b>4.1 Types of Assessment</b>	61
<b>4.2 Feedback</b>	61
Feedback on academic work	61
Feedback from you about your course unit	62
<b>4.3 University Ordinances and Regulations for Undergraduate and Postgraduate Degrees</b>	62
<b>4.4 Coursework</b>	62
Submission dates for assessed coursework	62
How to submit your assessed Coursework - Turnitin	63
Presentation of Assessed Work	63
University Proofreading Statement	63
Word Count Policy	64
Penalties for Late Submission	64
Marking	65
<b>4.5 Examinations</b>	65
Format	66
Timing	66

<i>Exams Timetable</i> .....	66
<i>Resits abroad</i> .....	66
<b>4.6 Dissertations</b> .....	66
<b>4.7 Mitigating Circumstances</b> .....	66
<b>4.8 Failure and Reassessment</b> .....	73
<i>Postgraduate</i> .....	73
<b>4.9 Academic Malpractice including Plagiarism</b> .....	73
<i>Introduction</i> .....	74
<i>Plagiarism</i> .....	74
<i>Collusion</i> .....	76
<i>Fabrication or falsification of results</i> .....	76
<i>Finally...</i> .....	77
<b>The use of Artificial Intelligence (AI)</b> .....	77
<i>TurnitinUK</i> .....	78
<i>Viva Voce for Suspected Cases of Academic Malpractice</i> .....	78
<i>Grounds for an academic appeal</i> .....	79
<i>Stage One – Early Resolution</i> .....	80
<i>Stage Two – Formal Consideration</i> .....	80
.....	<b>83</b>
<b>Section 6: Appendices</b> .....	<b>83</b>
<b>Appendix 1 – MIE Marking Criteria</b> .....	83
<b>Appendix 2 - Examination Regulations</b> .....	88
<b>Appendix 3 – Harvard Style Guide for References</b> .....	89
<b>Appendix 4 – SEED Word Count Policy</b> .....	91

## Section 1: Programme specifics

Dear MA TESOL Participants,

We would like to take this opportunity to welcome you on to the MA TESOL programme.

This MA TESOL handbook includes information specific to the MA TESOL programme as well as information general to all School of Environment, Education and Development (SEED) postgraduate taught programmes.

Please read this handbook carefully. It will help you understand how the MA TESOL programme works. We try hard to make the information in this handbook as accurate as possible. Note, however, that regulations and programme details change from time to time. We will make every effort to keep you aware of any changes through course unit seminars, online or by e-mail.

We would like to wish you every success in your studies with us and hope that the experience will be professionally and personally rewarding.

If you cannot find the information you are looking for in this handbook, feel free to contact the Programme Director:

Dr Zeynep Onat-Stelma, Programme Director, MA TESOL

[zeynep.onat-stelma@manchester.ac.uk](mailto:zeynep.onat-stelma@manchester.ac.uk)

Tel : +44 (0)161 275 3901



## 1.1 Programme aims and objectives

The MA TESOL programme has a long history of working with teachers from a wide range of TESOL contexts, at all stages in their careers. This includes teachers on our degree and on project work in different settings around the world. We believe professional development is a collaborative endeavour, and this allows us to continue to increase our own understanding of language education through research and joint exploration with fellow researchers and practitioners from a wide range of Primary, Secondary, Adult and University TESOL contexts. You will find this collaborative relationship on our MA too.

Our MA is also longstanding. The University of Manchester was an early pioneer in TESOL (Teaching English to Speakers of Other Languages) and ELT (English Language Teaching). It first offered a Diploma in Teaching English Overseas in 1962 with a humble four students. This grew rapidly and led to the establishment of the Centre for English Language Studies in Education (CELSE), one of 14 centres within the (former) School of Education, delivering Masters in ELT and Educational Technology and ELT. Our degrees have been delivered onsite and in distance and blended modes over this time too. Various changes have occurred in the structure of the university over the years, but we are now part of the Manchester Institute of Education within the School of Environment, Education and Development.

So a long history of course and institutional development, but our MA has remained a unique space for professional growth for teachers at different stages of their careers. It is specifically designed for teachers with some experience. This gives us the opportunity to take a particular approach to your studies. We value the experience and beliefs you bring to the degree; you all have starting points in your own teaching and learning spaces, with your particular learners and their needs and expectations. We work with you to help you to reflect on yourself and your practice, to be curious about how your learners learn and how what you do impacts on that learning ; to develop new insights and possibilities for future practice.

The programme is a combination of core and optional courses, detailed later in this handbook. Through these combinations we encourage you to develop your particular interests and prepare for the next stage of your career by focusing on areas that motivate you in your onward development. This includes the opportunity to follow a particular pathway for anyone who wishes to reflect a specialist interest in their MA award. Our pathways are Teacher Education, Intercultural Education, Materials and Course Design and Educational Technology, and we say a little more about this later in this handbook.

## 1.2 Programme Structure

Each **course unit** you do, as well as the dissertation, equates to a number of **credits**. To obtain the MA TESOL you need 180 credits in total. This is made up of 120 credits of taught coursework followed by 60 credits of dissertation work. Individual course units are worth 15 credits, with one, Developing Research Competence, worth 30 credits.

So your taught coursework is made up of three compulsory course units (60 credits), which all TESOL students take, and four optional course units (60 credits).

**The following are the three required course units, making up 60 credits:**

EDUC70021 Beyond Approaches, Methods and Techniques (15 credits)

EDUC70151 Language Awareness for TESOL (15 credits)

EDUC70102 Developing Researcher Competence (30 credits)

**In selecting your 60 credits of options, you should choose at least two units (30 credits) from the TESOL menu below. Many students select all their options from this list:**

### **TESOL optional units 2024-25**

EDUC70091 Psychology of Language Learning (15 credits)

EDUC70061 Language Learning and Technology (15 credits)

EDUC70041 Language Education as Intercultural Practice (15 credits)

EDUC70132 The Education of Language Teachers (15 credits)

EDUC70052 Principled Materials and Course Design for TESOL (15 credits)

However, if you have a particular interest outside TESOL, you may choose one or two course units from an additional list within MIE. Below are some which TESOL students have chosen in the past.

### **Additional optional units:**

EDUC61632 Introduction to Educational Video Production (15 credits)

EDUC70661 Introduction to Sustainability Education (15 credits)

EDUC70032 Blended Learning for a Digital Age (15 credits)

EDUC70232 Intercultural Engagement at Work and in Communities (15 credits)

EDUC70331 Educational Leadership (15 credits)

EDUC70050 Teaching and Learning Online (15 credits)

EDUC70511 Multimedia: Design and Development (15 credits)

Please visit the following link to see all the available units and their course outlines:

[www.manchester.ac.uk/study/masters/courses/list/01367/ma-tesol/course-details/#course-profile](http://www.manchester.ac.uk/study/masters/courses/list/01367/ma-tesol/course-details/#course-profile)

### **1.3 MA TESOL Pathways**

The pathways to the MA TESOL degree are specialisations in a recognised area of TESOL. A pathway would result in the award of the MA TESOL degree with the specialism indicated in the title.

In 2024-25 we have two pathways available:

- **MA TESOL (Intercultural Education)**
- **MA TESOL (Educational Technology)**
- **MA TESOL (Teacher Education)**
- **MA TESOL (Materials and Course Design)**

If you follow a particular pathway, you gradually focus on this area of TESOL through a combination of course unit choices and research activity. The following are the pathways and their requirements:

#### **MA TESOL (Intercultural Education)**

- complete the course unit EDUC70041 Language Education as Intercultural Practice;
- focus on Intercultural Education, and research methods appropriate to this focus, in EDUC70102 (Developing Researcher Competence);
- complete a final dissertation with a focus on Intercultural Education.

### **MA TESOL (Educational Technology)**

- complete the course unit EDUC70061 Language Learning and Technology;
- focus on Educational Technology, and research methods appropriate to this focus, in EDUC70102 Developing Researcher Competence;
- complete a final dissertation with a focus on Educational Technology.

### **MA TESOL (Teacher Education)**

- complete the course unit EDUC70132 The Education of Language Teachers;
- focus on Teacher Education, and research methods appropriate to this focus, in EDUC70102 (Developing Researcher Competence);
- complete a final dissertation with a focus on Teacher Education.

### **MA TESOL (Materials and Course Design)**

- complete the course unit EDUC70052 Principled Materials and Course Design
- focus on Principled Materials and Course Design, and exploratory methods appropriate to this focus, in EDUC70102 (Developing Researcher Competence);
- complete a final dissertation (practical or empirical) with a focus on Materials and Course Design

There is some flexibility about when you decide to follow a pathway. You can specify this on your application or tell the Programme Director at the start of your studies / when you arrive in Manchester. It is also possible to switch to a pathway or change your pathway as your interests consolidate during the first semester.

## **1.4 The MA TESOL 2023-24 Academic Year**

The full-time MA TESOL starts in September 2024, and you will submit your final dissertation at the end of August 2025. If you are a part-time student over two years, you will finish in August 2026.

#### **Welcome period**

Week commencing Monday 9<sup>th</sup>  
September 2024

Online University welcome and  
registration week

Tuesday 17<sup>th</sup> September –  
Thursday 19<sup>th</sup> September

A face-to face programme of activities to  
Introduce you to the MA TESOL; meet the  
TESOL team and your colleagues; begin  
to acclimatise to your studies

#### **Semester 1 teaching and assessment period**

Week commencing Monday 23rd September 2024	Teaching starts
December 16th 2024 – January 12 <sup>th</sup> 2025	Winter vacation
January 13 <sup>th</sup> – 24th 2025	Semester 1 Assignments submitted during this period
Semester 2 teaching and assessment period	
January 27 <sup>th</sup> 2025	Start of semester 2 teaching
April 8th - April 27th 2025	Easter break
April 28 <sup>th</sup> – May 9 <sup>th</sup> 2025	Final teaching period
May 12th – June 6 <sup>th</sup> 2025	Semester 2 assignments submitted during this period
June- August 2025	MA dissertation work; submission end August, 2025

## 1.5 Teaching and Learning on the MA TESOL Programme

On the MA TESOL programme, your week will be made up of:

- scheduled teaching sessions for each course component,
- smaller group seminar activities,
- tutorials which may be group or 1-1,
- independent reading and reflection

In each semester you will be doing a mix of core and optional courses so your individual week may look slightly different from a colleague's. There will be days when you will be busy in timetabled sessions on campus, between 0900 and 1800 UK time; others when you have space to undertake group work and independent reading and research.

### WHAT SORT OF TEACHING AND LEARNING WILL I PARTICIPATE IN?

Your study experience will be a varied one, with course units being delivered in different blended combinations of whole group teaching sessions and independent or small; group activity depending on the nature of their content. You will be:

- participating in scheduled, whole group teaching sessions for each course unit,
- collaborating on smaller group seminar activities,
- participating in tutorials which may be group or 1-1,
- undertaking independent reading and reflection, and
- eventually working on assignment-focused activity.

This will involve attending sessions with your peers, in large and smaller group settings. Teaching time is typically organised into weekly, 2 hour sessions for each unit, and within these sessions you can expect to engage in different activities to help you to reflect on particular areas of research and practice.

There will be moments where you are listening and note-taking, but a lot of your learning will come from experiential opportunities such as project work or classroom simulation, and through collaborative dialogue with your colleagues.

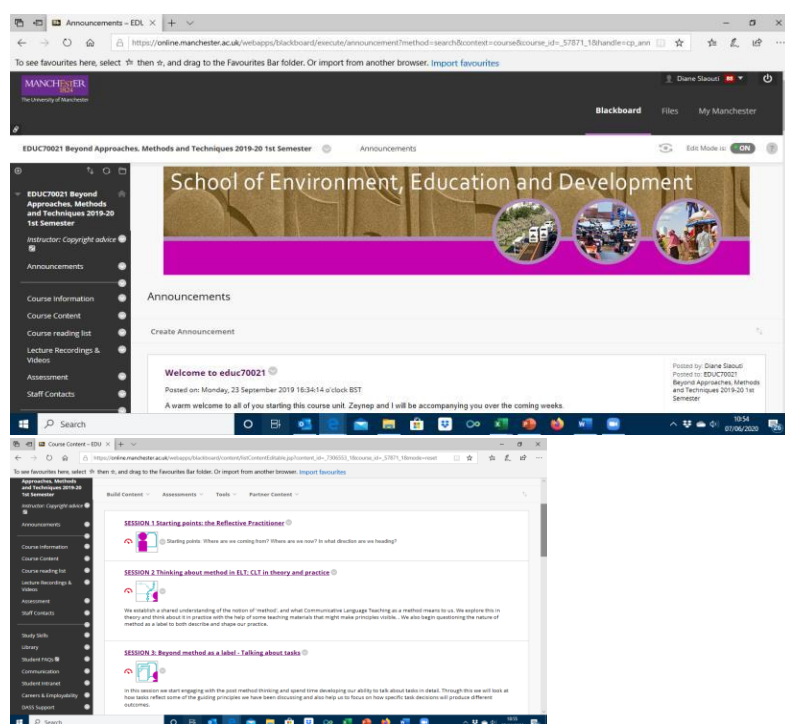
Learning through such interaction is a key feature of your experience and in sessions we encourage you to share your practice and beliefs, explore puzzles

from your classrooms, work on responses to challenges you have encountered, design tasks, materials, courses.

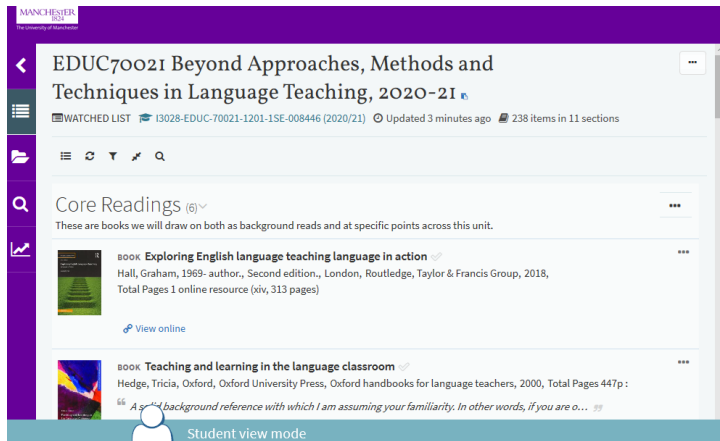
Between each timetabled session, you can expect to be reading, reflecting on implications of a particular topic or aspect of a course for your own practice, preparing for the following week's activities. You may also attend smaller seminar sessions collaborating with colleagues and/or working with your tutor. These may be timetabled or organised as you get to particular points in your course. For groupwork, our students often use our Learning Commons where rooms can be booked or space in the library.

This is all supported by our online learning environment, Blackboard.

Blackboard is an easily accessible space, which forms a home base for each course unit with information, week-by-week content, including links to recorded teaching sessions, assignment guidance and support, and we will introduce this to you in Welcome Week.

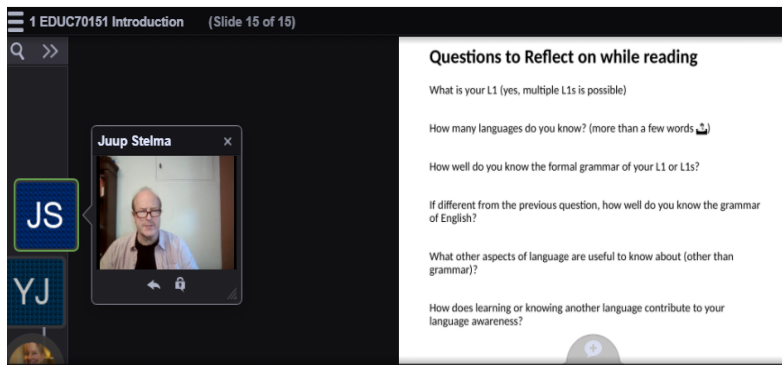


Within each Blackboard space is a Reading List, which links directly to the library and its vast digital provision. Journal articles are all digital and so are many, though not all, of the books you will be interested in. Over time you will develop your independent library and navigation skills, and we will help you to do that, beginning in Welcome week and then through our TESOL Forum.



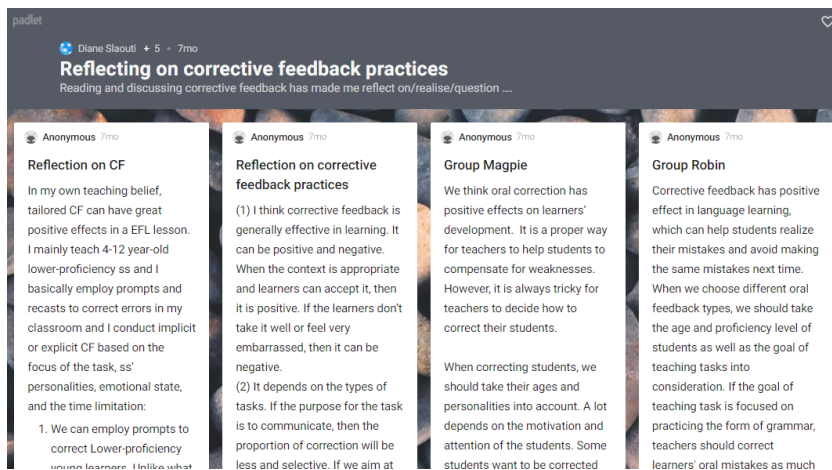
You will find that tutors make use of other tools to provide input for guidance and reflection between teaching sessions, and to encourage the sharing of insights and opinion.

A tool sometimes used for this is Voicethread, which may be used not only to provide input, but also to allow for students to comment or ask questions in an alternative format.



Another we have found to be particularly useful is Padlet, used by our teachers to share examples of and beliefs about their practice, useful readings, outcomes of groupwork, thinking about developing ideas.





Occasionally, you may also find yourself doing synchronous online activities and for this we use Zoom or Teams, a tool with which we have all developed quite a lot of creative teaching expertise.

These tools are not used in all course units nor by all course tutors every week, but when they seem most effective for a particular purpose. Experience tells us this blend of face to face and technology-enhanced exploration and reflection provides rich individual and collaborative opportunities for your professional development; and teachers also comment that this provides them with invaluable experiential insights for their own teaching practice!

## ACADEMIC SUPPORT

As all of our students are practitioners who have been teaching a while, there is often some trepidation about returning to the academic world after some time away from formal studies; and if you are in the UK Higher Education setting for the first time, you will also probably have many questions about expectations.

We also want you to be comfortable finding your way round resources, using the online space Blackboard, which supports all of our course units, searching and locating relevant reading.

Our programme provides specific space and activities to develop this confidence and use your TESOL experience as a developmental opportunity in its fullest sense. The main ways we do this are:

- Welcome week programme of activities
- Weekly meetings as a group in the MA TESOL Forum
- Formative writing development through an early assignment
- Regular meetings with an academic advisor

And every year we take pride in the community that our TESOL teachers develop – this is an important support for your studies too.

### MA TESOL FORUM, STUDY SKILLS AND FORMATIVE WRITING DEVELOPMENT

The **MA TESOL Forum** is a non-credit support/study- skills session specifically for the MA TESOL students, where you will have a chance to touch base each week with your Programme Director, to share any issues relating to your studies or other activities.

The MA TESOL Forum is a space within which you can develop your confidence as a student again and is supported by materials in the programme-level Blackboard space.

After a few weeks, you are also provided with an opportunity to dip your toes into assignment writing through a part assignment task for the core unit Beyond Approaches, Methods and Techniques. The Forum will run alongside this, providing support. You will also receive constructive feedback from your academic advisor as you engage in the process, and this will reassure you of your readiness for further assignments ahead.

## 1.6 Career Development

Our MA TESOL programme is for language teaching professionals who already hold an initial teaching qualification (broadly construed) and who have a minimum of two years relevant language education experience. The programmes are offered through full-time and part-time on-site study (face-to-face).

The MA programme leads to an academic qualification. However, it is first and foremost a professional programme designed for qualified and experienced teachers who are already established in the teaching profession and have a high level of English language competence. The MA programme should not, therefore, be seen as initial qualification. Rather, the programme is a means by which experienced teachers qualify themselves for posts of greater seniority or responsibility.

### 1.7 The TESOL team

Teaching Staff	Location	Tel.	E-mail
----------------	----------	------	--------

<b>Diane Slaouti</b> Senior Lecturer in Education (TESOL)	Ellen Wilkinson Building A1.18	+44 (0) 161 275 5308	<a href="mailto:Diane.Slaouti@manchester.ac.uk">Diane.Slaouti@manchester.ac.uk</a>
---	---	-------------------------	--

**MA Teaching:** Beyond Approaches, Methods and Techniques; Education of Language Teachers; Principled Materials and Course Design for TESOL.

**Research Interests:** Technology and teacher development; The impact of technology on local teaching contexts; Teacher adoption and use of ICT; Online teaching; Study skills and digital literacies.

---

<b>Richard Fay</b> Reader in Education (TESOL)	Ellen Wilkinson Building B3.14	+44 (0) 161 275 3692	<a href="mailto:Richard.Fay@manchester.ac.uk">Richard.Fay@manchester.ac.uk</a>
--	---	-------------------------	--

**MA Teaching:** Language Education as Intercultural Practice, Developing Researcher Competence, Principled Materials and Course Design for TESOL

**Research Interests:** Language education as intercultural practice; intercultural

communication/education/citizenship; appropriate methodology; narrative research methods; epistemic injustice; researching multilingually; English as a lingua franca.

---

**Juup Stelma**

Professor in  
Language and  
Education

Ellen  
Wilkinson  
Building  
A1.17

+44 (0) 161  
275 3694

[Juup.Stelma@manchester.ac.uk](mailto:Juup.Stelma@manchester.ac.uk)

**MA Teaching:** Psychology of Language Learning; Language Awareness for TESOL.

**Research Interests:** Language classroom interaction; Teaching English to young learners; Research(er) education; Ecological and complexity theory.

---

**Zeynep Onat-Stelma**

Senior Lecturer in  
Education (TESOL)

Ellen  
Wilkinson  
Building  
B3.8a

+44 (0) 161  
275 3901

[Zeynep.Onat-Stelma@manchester.ac.uk](mailto:Zeynep.Onat-Stelma@manchester.ac.uk)

**Programme Director: MA TESOL**

**MA Teaching:** Beyond Approaches, Methods and Techniques, Academic Study Skills support through the MA TESOL Academic Forum

**Research Interests:** Teacher change and teacher professional development; Teaching English to young learners; Developing academic study skills.

---

**Paul Smith**

Lecturer in Education

Ellen  
Wilkinson  
Building  
B3.12

+44 (0) 161  
275 6826

[Paul.v.smith@manchester.ac.uk](mailto:Paul.v.smith@manchester.ac.uk)

**MA Teaching:** Language Awareness; Developing Researcher Competence.

**Research Interests:** World Englishes; Intercultural communication; Higher education; Student experience; Qualitative methods.

---

**Gary Motteram**  
Senior Lecturer in  
Education (TESOL)

Ellen  
Wilkinson  
Building  
B3.13

[gary.motteram@manchester.ac.uk](mailto:gary.motteram@manchester.ac.uk)

**MA Teaching:** Language Learning and Technology

**Research Interests:** Technology in language education; Distance teacher education; E-learning; Mobile learning.

---

**Nahielly Palacios**  
Lecturer in Education

Ellen  
Wilkinson  
Building  
A5.9

[Nahielly.palacios@manchester.ac.uk](mailto:Nahielly.palacios@manchester.ac.uk)

**MA Teaching:** Language Learning and Technology; Developing Researcher Competence, Teaching and Learning Online.

**Research Interest:** Academic and Research Reflective Practice; Teacher Professional Development, Intercultural Sojourns, Narrative Inquiry.

---

## 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 SEED Students Community Page ([SEED Students Community Page - Home \(sharepoint.com\)](http://sharepoint.com)).

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 postgraduate 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 be monitored **at all taught sessions** throughout each semester.

The University is introducing a new system for recording student attendance from September 2024 called SEAtS, and further details on how to register your attendance



will be circulated by the University at the start of the new academic year. The system will be very easy to use, involving a few simple steps using an app on your mobile phone or via a webpage (for any students who don't own a smartphone). Further details can be found here: [SEAtS system | Welcome to Manchester | The University of Manchester](#)

**Your attendance will be logged in one of two ways:**

1. **The academic will take a digital register (usually for small group teaching sessions, or**
2. **You will mark yourself as having attended via a QR code or PIN code provided by the teaching colleague leading your session.**

This system will actively support your engagement and wellbeing, allowing us to offer you further support should you need it.

Using the new system will involve a few simple steps, which we have outlined below. This will be compulsory for all Undergraduate and Postgraduate students taught on campus. Other students will begin to use this system at a later date; they will be provided with further information on this nearer the time.

## **How to use SEAtS**

SEAtS is a powerful tool that helps you manage your attendance and stay on top of your schedule. As a student, logging in to SEAtS for the first time is a straightforward process that involves a few simple steps. Here's how to get started:

### **Step 1: Download the SEAtS App**

To begin, download the SEAtS App on your smartphone. It's available on both the Apple App Store and the Google Play Store, so whether you're using an iPhone or an Android device, you can easily access it. Simply search for "SEAtS 2024" in your app store, download, and install the app.

If you do not have access to a working smartphone, it will be possible to use a web-based version that you can access from a laptop or a desktop computer. More information on this will be available via [our SEAtS information hub](#).

### **Step 2: Log in using your University Email**

You will only be able to log onto SEAtS once you have completed registration and signed up for your University IT account. Once the app is installed, open it and log in using your university email address and password. It's important to note that you must use your official university email for this initial login. This ensures that your account is correctly linked to your student profile and schedule.

### **Step 3: Logging your attendance**

If your attendance is being logged via a digital register the teaching colleague leading your session will do this.

If your attendance is being logged via a QR or PIN code, once you have logged in you'll be directed to the home screen of the SEAtS app. Here, you'll see a list of your upcoming teaching events. Select the relevant event to check into from the list, and you'll be prompted to confirm your attendance. You can do this by either scanning the

QR code displayed in your classroom or entering the PIN code provided by the teaching colleague leading your session.

These steps are essential for tracking your attendance accurately.

### **What happens after the first login?**

Following your first login, accessing SEAtS becomes even easier. You can simply open the app, choose the teaching event you're attending, and scan the QR code or enter the PIN code, just like before. The app remembers your login details, so you won't need to re-enter your email each time you use it.

For more information and support, you can visit our [SEAtS information hub](#).

Recording attendance helps us to see where students might be struggling and to offer appropriate support. The SEED Attendance Monitoring team will be in contact with students where non-attendance has become a concern, has hit a particular trigger point, or where a pattern of absence begins to raise concerns with regards to a student's wellbeing.

Full-Time students are expected to be available for all their exams and teaching sessions during their period of registration, this includes an expectation of on-campus presence for any exam or University session that requires in person attendance. 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. Student's on a Tier 4 Visa should consult **Section 2.7** for guidance on their attendance's effect on their visas.

Full information on the School of Environment, Education and Development's attendance monitoring policies is available to read at: [Attendance and Engagement \(sharepoint.com\)](#)

## **2.6 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 visa 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. Students will be able to notify us of absences through the SEAtS system once logged in.

International students with a Student Route (Tier 4) Visa must be present in Manchester during the summer dissertation period which runs from the end of semester 2 up to the date of the dissertation submission. Further details of the check-in process for international students during the summer months will be advised in the course of the academic year.

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

You must check your University e-mail account regularly in case the SEAtS Team or School Attendance Monitoring Team 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).

## 2.7 Academic Timetable

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

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

Activity	Start Date	End Date
Welcome Week	Monday, 16 September 2024	
Semester 1 starts	Monday, 23 September 2024	
Winter graduation	Monday, 9 December 2024	
Christmas break	Monday, 16 December 2024	Wednesday, 8 January 2025
Semester 1 assessment and exams	Thursday, 9 January 2025	Friday, 24 January 2025
Semester 1 ends	Sunday, 26 January 2025	
Semester 2 starts	Monday, 27 January 2025	
Non-teaching period	Monday, 7 April 2025	Sunday, 13 April 2025
Easter break	Monday, 14 April 2025	Sunday, 27 April 2025
Semester 2 assessment and exams	*To be confirmed, but expected to begin Monday, 12 May 2025	*To be confirmed, but expected to end Wednesday, 4 June 2025
Semester 2 ends	Friday, 6 June 2025	
Summer graduation	*To be confirmed, but expected to fall within the three weeks from Monday, 7 July 2025	
Exam Resits	Monday, 18 August 2025	Friday, 29 August 2025

## 2.8 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 SEED Student Support Hub and Library which is situated in the Humanities Bridgeford Street Building.

Tours of these facilities will be arranged during your first weeks at University.

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 2024/25 this is:

- Semester 1 and all-year courses: 16 September 2024
- Semester 2 courses: 20 January 2025

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. You will be able to do this, from the beginning of September onwards once you are fully registered for your academic programme. **Please note that you must have completed your course unit**

**selection for BOTH Semester 1 and 2 Units by the end of the 2<sup>nd</sup> week of teaching.**  
Once enrolled, your courses should appear on Blackboard from the dates above mentioned.

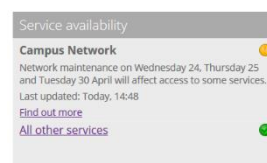
### **What can I do if I cannot find in Bb a course(s) I am enrolled on?**

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 [Careers Connect](#), 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 Centre for Academic English**

The University Centre for Academic English (UCAE) 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. 

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

Offered as part of the University Centre for Academic English (UCAE) 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 languages are being offered in 2024/25 can be found here -

<https://www.alc.manchester.ac.uk/study/university-language-centre-leap-courses/>

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

At the University Centre for Academic English, 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 Library of the Open Learning Centre for Languages and Academic English (OLCLAE) is **situated on the lower ground floor of Samuel Alexander Building**. It is most easily accessed via the South entrance, and is at the far end of the Lime cafe/Student Hub area. For more information about the facilities please visit their website <https://www.ucae.manchester.ac.uk/resources/library-services/>

## 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

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

### 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 SEED Students Community Page at [Support available in the School of Environment, Education and Development \(SEED\) \(sharepoint.com\)](http://sharepoint.com)

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.

## **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 8.00am 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 landing to phone the person you are visiting to gain access. Please note that the member of staff you are visiting is responsible for your wellbeing 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) or using the SafeZone app.

First aid kits are located on all levels and at the ground floor reception in the Arthur Lewis Building. The administration offices and staff room in Humanities Bridgeford Street Building have first aid boxes. 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 and they can also open the barriers for Ambulances.

### **Children**

Children are only permitted on the premises in exceptional circumstances. Should this be necessary for nursing mothers or parents of babes in arms, a parent room is available on request to the SEED Student Hub. The parent room is located in Arthur Lewis Building.

## 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. Do not loiter near the building that you have evacuated and only re-enter the building when Security indicate that it is safe to do so.

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. In case of an emergency, call Security, who can be contacted by telephoning 69966 (internal telephone) or 0161 306 9966 (external telephone).

It is strongly advised that you download the SafeZone app for use in emergency situations.

## 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. Information regarding where you can find our gender neutral toilets on campus can be found on this map [Layout 1 \(manchester.ac.uk\)](http://manchester.ac.uk/layout1).

## Out of Hours Working

*Undergraduate* students are not permitted to access SEED Buildings (Arthur Lewis, Ellen Wilkinson and Humanities Bridgeford Street Buildings) out of standard working hours. Standard working hours are between 8.00am and 6.00pm.

Although *postgraduate* students are permitted to access SEED Buildings out of hours, it is important to note that it is not expected that this is not the expected normal practise.

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.

- Download and check in using the SafeZone app.
- 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 Building Information System 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 as part of their dissertation data collection within the School:

- [Generic Risk Assessment for Low-risk fieldwork in the UK](#)
- [SEED low/medium risk overseas fieldwork travel risk assessment](#)
- [Specific risk assessment template for overseas business travel and fieldwork in high/extreme risk destinations](#)

These Risk Assessments are available to view on the School's intranet in the Travel Risk Assessments section at the following link:

[Health and safety | School of Environment, Education and Development | StaffNet | The University of Manchester](#)

If based on the location of the data collection or the activities involved in the data collection, one is required, an appropriate risk assessment must be completed and approved at the relevant level before completion of the ethics decision tool and any planned data collection can take place.

## **Choosing the appropriate risk assessment**

Before you complete your dissertation risk assessment it is essential that you discuss the location of your research, and the data collection techniques you will use with your supervisor. Based on this discussion, your supervisor will inform you of which risk assessment is appropriate for your research as follows:

- If the country is designated a high/extreme risk, you will be advised to complete the [Specific RA template for overseas business travel and fieldwork in high/extreme risk destinations](#). If the activities you will take part in can be deemed as high risk, you will also be advised to complete

this risk assessment template. This could include dissertations that are based in low-risk locations, like the UK.

- For low/medium risk location and activities, you will be required to read and fill in the relevant details on the appropriate low/medium risk assessment either the [SEED low/medium risk overseas fieldwork travel risk assessment](#) or the [Generic Risk Assessment for Low-risk fieldwork in the UK](#) depending on the location of your study.

**The low/medium risk 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 that are categorised as high or extreme risk on the [AIG TravelGuard](#) site
- 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 your work is not covered by a generic risk assessment, you must complete a full risk assessment. Your supervisor will inform you if a full risk assessment is required.

## **Completing the risk assessment**

The level of detail and information required varies depending on the specific type of risk assessment that you need to complete. Detailed guidance on how to complete the different risk assessment documents can be found [here](#).

When completing a full risk assessment, the following checklist 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.),
- 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).

More detailed points to consider can be found at the end of the SEED high/extreme risk overseas travel risk assessment document. This list is NOT exhaustive but should be considered as a minimum. It will be difficult for any one person to identify all the hazards associated with a particular activity or area. The joint involvement of your supervisor with identifying associated hazards is crucial to ensure that different aspects of the task and its associated hazards are covered within your risk assessment.

A record of the risk assessment must be retained according to the department practices which you will be informed of during dissertation workshops.

### **Gaining approval for your risk assessment**

Before you begin any data collection you must get approval of your risk assessment. **No data collection should take place before this has occurred.**

The level of approval required is determined by the level of risk either in the location of your data collection or the type of activities that will be undertaken:

- **Low/medium risk locations/data collection activities**
  - Your risk assessment should be submitted to your supervisor according to departmental practices and they will inform you of whether your risk assessment has been approved or if further work is required.
- **High/extreme travel and fieldwork risk assessments**
  - Once the risk assessment has been reviewed and signed by your supervisor, the risk assessment must then be sent to the Compliance, Safety and Estates team via [SEEDestates@manchester.ac.uk](mailto:SEEDestates@manchester.ac.uk) for review. Once the risk assessment has been reviewed by SEED estates, it will then be forwarded to the Head of School for approval. This can take up to 3 months so it must be sent to them ASAP and no later than 1 month in advance of your planned data collection.
  - If, when it is reviewed by SEED estates and the Head of School it is deemed to be extreme risk, it then must be sent to ERTAG. If ERTAG agree, it then needs to be approved by the Dean which can take a considerable length of time for approval to be granted and so you should take this into account when designing the data collection timeframe.
  - Once high/extreme risk applications have been given approval, you must then make an ethics application via the ERM if your study involves human participants or there will be export control issues.
  - Until both risk assessment and ethics approval is granted, you cannot start your data collection.

Once you have received the appropriate level of approval for the level of risk, you must inform the Fieldwork and Placements Team of the location of your data collection and the planned dates for it. To provide the Fieldwork and Placements Team with details of your data collection location and timings please complete the MS Form [here](#).

### **Changes to planned data collection**

Any changes to the planned data collection should be discussed with your supervisor and the risk assessment should be amended accordingly. A record of these amendments should be recorded according to departmental practices which, again, you will be informed of during dissertation workshops. If your data collection is in a high/extreme risk location or involves high risk activities, you must inform the SEED Estates Team of these changes.

If the dates or location of your data collection change, then you must also update the Fieldwork and Placements Team so this can be recorded. To provide the Fieldwork and Placements Team with details of your data collection location and timings please complete the MS Form [here](#).

### **Additional Support Resources:**

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/>.

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> should both be reviewed.

## **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. These sessions are an opportunity for students to provide feedback on matters specific to their programme of study.

### **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.

### **SEED Student Staff Liaison Committee (SSLC)**

The SSLC meets once per Semester and allows students to raise matters above a programme level (for example, general support/ Campus feedback which is not relevant to specific programme content) to the SEED Director for Teaching & Learning.

### **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 are appointed as soon as possible after the start of a new academic year. Those who wish to continue as they progress through their academic programme can do so and should liaise with the SEED Hub. Training for new student representatives will be provided online by the University Student Union and student reps notified once this is available.

We strongly encourage students to get involved in becoming a Student Rep, the student voice is very important to us. 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 at <https://manchesterstudentsunion.com/reps>.

### **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 deadline. Late registration 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 the deadline, 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 ([seed.programmes@manchester.ac.uk](mailto:seed.programmes@manchester.ac.uk)) in September 2024 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 07/10/24, you will be considered a late arrival and will be required to provide evidence to support the reason for your lateness. 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 is typically only permitted up until the end of the second week of teaching in Semester One. 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	04 October 2024
Semester 2 deadline for course unit changes	07 February 2025

## 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 PGT 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**

The University of Manchester is committed to providing timely and appropriate feedback to students on their academic progress and achievement, thereby enabling students to reflect on their progress and plan their academic and skills development effectively. Feedback, and acting on feedback, is therefore part of the active learning process throughout a student's course of study. Methods of feedback will vary according to assessment type, discipline, level of study and the needs of the individual student.

At the start of each academic year students should be informed of the feedback opportunities available in that year and the main goals of feedback at that stage in their studies. The Blackboard page for each unit should have a clear section explaining the

feedback mechanism that the unit will follow. At the start of each unit, the unit teacher(s) should explain how and when feedback will be provided during the unit.

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 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 and Postgraduate Degrees**

The University Ordinances and Regulations for Undergraduate and Postgraduate 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.

## **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 normally made using Turnitin through Blackboard. 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 can be found on each course unit Blackboard page.

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.

Some assessed coursework may be submitted using alternative applications within Blackboard, such as Cadmus. Some course units may require you to submit using Blackboard's own in-built assessment tools – this generally only applies to some group submissions and for the submission of alternative forms of assessment, such as video presentations and podcasts. The Course Unit Director will make the means of submission for each course unit clear to you.

**It is your responsibility to submit your own coursework.** If a classmate is submitting work on your behalf in the case of groupwork - where one person per group has been nominated to submit on behalf of the group - please note that it is still your responsibility to ensure that the correct work is submitted and on time.

## **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. As we operate an anonymous marking system, you should not put your name on the assessed work, and instead ensure that your student ID number is presented as a header/footer throughout the piece of assessed work. You should also make it clear which question/s you are answering, if there is a choice.

## **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 Director 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 have an approved extension or are subsequently able to prove Mitigating Circumstances (See Section 4.7).**

The penalty for late submission 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;



Please note that the standard penalty relates to first attempts only. Students who submit referral assignments (resubmissions as a second attempt, as opposed 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/July. 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 the 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.

## **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 for undergraduate programmes. For postgraduate programmes you will be given a dissertation handbook at the start of the second semester.

## **4.7 Mitigating Circumstances**

It is essential that if your work is being affected by personal or medical circumstances you seek advice from 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'.

There are 2 routes for applying for mitigation, depending on whether you need extra time to complete coursework and can apply in advance of the deadline (see Extensions Route) OR you have submitted your work on time but the quality of it may have been impacted by your circumstances; OR you have missed a particular assessment (eg an exam, piece of groupwork, a presentation); OR you have submitted an assessment late, without having a pre-approved Extension (see Mitigating Circumstances Route).

### **Extensions Route**

If you think that you may not be able to hand in a coursework assignment by the given deadline, you can apply **in advance** for an Extension. Extensions of 1 week or 4 weeks may be granted, in accordance with the severity of the circumstances, and providing that students have eligible circumstances under the policy.

Extension Forms may be submitted up to the time of the deadline, but ideally should be submitted at least 2 working days before the assessment submission deadline passes to allow for timely processing and an outcome prior to the deadline.

### **Mitigating Circumstances Route**

If you think that your academic performance is likely to be affected by your circumstances in an assignment, if you have missed the assessment deadline and not applied in advance for an Extension, if you think you may not be able to sit an exam, or you can't contribute to a piece of groupwork or deliver a presentation on the allocated date, you may submit a Mitigating Circumstances Form with relevant supporting evidence, for consideration.

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.

### **Forms**

The online forms for applying for an Extension or Mitigating Circumstances are both available on the student sharepoint site, at:

[Support available in the School of Environment, Education and Development \(SEED\) \(sharepoint.com\)](#)

Please ensure that you submit the correct form, and if you are unsure, please contact the Student Support & Wellbeing Team for advice in advance.

**Please note that it is the sole responsibility of the student to submit a request for an Extension or Mitigating Circumstances by the published deadlines. 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 sharepoint site.

Evidence for Mitigating Circumstances cases must be submitted within 4 weeks of the request.

Evidence is not required for an **Extension Request** of up to 4 weeks. Extensions longer than 4 weeks will be exceptional, and students will be required to provide appropriate supporting evidence to justify the additional time needed.

## **Late Submission**

Students who are submitting assessment work late, without a pre-approved Extension, should submit work as soon as possible following the original submission deadline. Students are responsible for determining whether they feel their work is ready for submission. Only one submission can be made after the original submission date. Students should **NOT** wait for their Mitigating Circumstances case to be considered, or until after the decision concerning approval of Mitigating Circumstances has been communicated, before submitting the work. Consideration will be given to the amount of time a student has taken to submit after the original 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 Requests** will normally be considered on a weekly basis, with decisions being communicated in writing to students the following week. If a case is complex in terms of assessments affected and further information needs to be sought from the Assessment Team or Course Directors, it may take slightly longer to resolve.

### **Outcome of an Extension Application**

Students with relevant grounds and whose applications have been approved will be granted extensions of 1 week or 4 weeks 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 if the automatic extension is not sufficient.

Students will be sent an outcome email which will confirm the new date of submission. The assessment should be submitted **by 2pm on the extended deadline** into the relevant inbox on Blackboard. This applies to all assessments.

Please note that only extendable pieces of work can be considered for an extension. Non-extendable work such as exams cannot be considered for an extension.

### **Possible Outcomes of a Mitigating Circumstances Application**

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.

If a request for Mitigating Circumstances is **'Accepted'**, this means that a recommendation will be made to the departmental Exam Board as to how the mitigation should be applied to the assessments in question. **All Mitigating Circumstances outcomes are ratified by the relevant departmental Exam Board.**

If a request for Mitigating Circumstances is **'Not Accepted'**, 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.

If a request for Mitigating Circumstances is **'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 **within 4 weeks** before the final 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).

**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.**

## **Pregnancy**

Events which can 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.

## **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 they may need extra time to complete their dissertation or their academic performance may be 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 possible following the original deadline.

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.

Any Postgraduate dissertations submitted after the start of October may be too late to be marked and the award confirmed in time for the December 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. Students have **20 working days** in which to submit an appeal, following the publication of results. See also Section 4.10 on Academic Appeals.

Not informing the University of mitigating circumstances at the appropriate time 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.

### **Postgraduate**

Postgraduate programmes can be compensated up to 40 credits for PG Diploma/Masters and 20 credits for a PG Certificate. So it is possible for a student to fail 40 credits and still meet the standard required for the Masters providing that the marks in the failed courses are between 40-49%. Please refer to the Examination Regulations (Section F) for full details regarding compensation.

Postgraduate programmes can be referred in/resit up to half of the taught credits. Students may also resubmit the dissertation on one occasion, subject to the mark restrictions (which are outlined in the Examination Regulations Section G). Please refer to the Examination Regulations (Section G) for full details regarding reassessment.

Please note that the number of credits referred and those compensated cannot exceed half the taught credits in total. The total number of credits allowable for referral for a PG Diploma/Masters is 60, of which 40 can be compensated. For a PG Certificate, the total number of credits allowable for referral is 30 credits, of which 20 can be compensated.

Students who fail more than 60 credits at Masters level will not be permitted to resit / refer for a Masters degree and may be considered for a Postgraduate Diploma or Postgraduate Certificate qualification.

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 Director 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 several 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.

AI tools have the potential to enhance learning and can support inclusivity and accessibility when used appropriately. It is important that you understand the potential risks and benefits of these tools if you plan to use them during your studies.

You may use AI tools like any other resource to help you generate ideas, key themes, and plan your assessment, and you may also cite or quote content generated by AI systems. However, passing off work generated by AI as your own is plagiarism, and will be treated as seriously as plagiarism of another person.

For more detail on the University's position on the use of AI in teaching and learning, see [Artificial Intelligence \(AI\) Teaching Guidance](#).

For advice on how to acknowledge and cite content generated by AI see <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.

An academic appeal is when a student formally asks the University to reconsider a decision made by a relevant body – this is usually a Board of Examiners or equivalent - relating to their results, progression, or final award. An appeal cannot be used to challenge academic judgement.

Examples of decisions that might be challenged through an appeal are:

- Withdrawal from a programme because of academic failure.
- The decision on a final degree classification.

You can only make an academic appeal once your results have been approved by the relevant body. An appeal cannot be made against provisional results (i.e. before the relevant body approves them). You can contact your School to find out when your results will be approved before submitting an appeal.

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.

The procedure applies to all students registered at the University of Manchester. If you are studying a University of Manchester course at another provider then this may not apply to you. You should use the appeals procedure in place at your provider. You may be able to ask the University for a review of the partner organisation's final decision

within 10 working days of the decision being sent to you, if you believe your case has not been dealt with appropriately.

During the appeals process, you and the staff members involved should act reasonably and fairly and respect the procedure and one another. Please ensure you adhere to the principles in the University's student charter (<http://www.yoursay.manchester.ac.uk/student-charter/>), as consideration of your appeal might be ended if you don't. If this happens, we will write to you explaining the reasons for this and issue a Completion of Procedures letter.

The original decision of the Examination Board or Postgraduate Research Committee or relevant body will remain in place while the appeals process is ongoing.

An academic appeal differs from a complaint, and they are looked at under different procedures. An academic appeal is about academic results. A complaint is an expression of dissatisfaction by one or more students about the University's action or lack of action, or about the standard of services provided by, or on behalf of, the University. See also Section 3.7 on student complaints procedures.

## **Grounds for an academic appeal**

The reasons you can appeal are:

- (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.

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.

You must use the Mitigating Circumstances Procedure or Change of Circumstances Policy in all possible cases. We will not accept an appeal if you could reasonably have used this Procedure or Policy at the time you were impacted by your circumstances, and if relevant you must explain why you couldn't do so at that time and provide supporting evidence.

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

Appeals will be considered in a maximum of three stages: firstly, within your School. The second stage of appeal, where available, is to the Faculty Teaching Learning & Student Experience team. A final review stage may also be open to you, and this takes place within the central Division of Student and Academic Services.

If you wish to submit an academic appeal then you must complete an online appeals form which will be sent to your School. You must explain why you wish to appeal and include evidence to support your case.

Your School will check that the appeal:

- is on time, within 20 working days of the publication of confirmed results or the decision being appealed.
- meets one or more of the grounds to appeal.
- is not a challenge to academic judgement and
- is supported by relevant evidence where necessary.

### **Stage One – Early Resolution**

If your appeal is considered eligible by your School, it will be reviewed by the Head of School, or an academic member(s) of staff appointed by them to act on behalf of the Examination Board. Your School will normally reach a decision on your appeal within 20 working days.

The School can decide to:

- A. Alter the original decision
- B. Confirm its original decision and advise you in writing of its decision and the reasons for this.

If you aren't satisfied with the decision, and you think you have valid grounds, you can ask for your appeal to be progressed to the Faculty within 10 working days of being informed of the decision by the School.

If you ask for your appeal to be progressed to the Faculty for consideration at Stage Two, you must complete the online form and explain why you are not satisfied with the School's decision on your appeal

### **Stage Two – Formal Consideration**

A Faculty Officer will review your appeal and the response from the School or Doctoral Academy and decide whether the appeal is eligible for further consideration.

See [Academic Appeal Procedure Regulation XIX](#) for the full policy and procedure.

## **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 the highest level of research integrity.

Research Integrity refers to our 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 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 accountability, and 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 must still 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:**

- **You cannot begin data collection** (or participant recruitment) until you have been given formal approval.
- **You may require a DBS check** to be completed depending upon the participants involved and the location of your research.
- **Sometimes, you might plan to recruit via organisations as gatekeepers.** In some projects, it may be appropriate for you to seek in-principle agreement with organisations that they are happy to do this, before ethical approval is granted. However, you should be clear this is subject to ethical approval, and that possible participants **cannot** be approached until approval is in place. Please discuss this with your supervisor in advance as this is not needed in all projects.

## **5.2 What guidance is available?**

There is comprehensive guidance available from the university to support you in considering ethics in your research and applying for approval. These include:

- Broad guidance on [university ethical approval processes](#)
- [Guidance on applying for SEED School Review](#)

To determine whether your study requires formal ethical approval, please use the University's [ethics decision tool](#)

- The University uses an online [ethics review software system](#) (ERM) to manage the ethical review of research projects that involve human participants. This is available to staff and students, and helps applicants submit and track their applications
- Detailed guidance, including GDPR-compliant templates, is available on [preparing an ethics application](#)
- Answers to many common queries on ethical approval and the Ethics Review Manager can be found in our [FAQs document](#)
- For projects that are exempt from ethics review but involve participants / respondents, documents such as data collection tools, participant information sheets, consent forms and advertisements still have to be checked by the supervisor to ensure they are compliant with UK GDPR and ethics best practice.

If you have a query on the outcome of the decision tool or a query that cannot be answered by the above guidance, please discuss this with your supervisor. If there is a need for further advice, your supervisor can contact your School Chair.

Please note that once ethical approval is in place you must follow all procedures and documents as approved in the application. Should you decide that you would like to make

a change, you should discuss this with your supervisor and, with their permission, submit an amendment request via the Ethics Review Manager (see above).

### **5.3 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 – MIE Marking Criteria**

These notes apply to all 'taught masters' (by course-work and dissertation) and postgraduate diploma, postgraduate certificate courses in the Manchester Institute of Education

All written work submitted for examination purposes are marked in accordance with the grades and other criteria set out overleaf.

These guidelines and criteria are issued to assist Internal and External Examiners in the task of awarding grades and to ensure consistency and fairness in the process. These are also issued to students, as examination candidates, in the interests of transparency – so the basis of the grades and the marking is clear to all.

**Assessment criteria**

Each course unit of study and each dissertation (by Mode A or Mode B) is examined and assessed separately.

A pass at Masters level is 50% and at Postgraduate Certificate and Diploma level is 40% at first attempt (see below for referred/compensated assignments). Students can be compensated and/or referred in up to half of the taught credits; students may also resubmit the dissertation.

Table A) illustrates the number of credits that can be compensated and referred based on the number of credits taken. Granted AP(E)L will reduce this number accordingly.

Award	Compensatable		Non-compensatable
	Compensated Credits	Referred Credits	Referred Credits
PGCert	15	15	30
PGDip	30	30	60
MA/MEd/MSc	30	30	60

Table B) represents the failing mark and its potential outcome, compensation is subject to your Programme and/or Course Unit.

Award	Compensation* Zone	Referral
PGCert	30-39%	0-29%
PGDip	30-39%	0-29%
MA/MEd/MSc	40-49%	0-39%

**Reassessment arrangements**

Students who fail to satisfy 50%/40% and can't be compensated (see table above) will receive an official referral letter. They will normally have up to one month from the date of the letter and before the end of August of the same academic year. Postgraduate students are allowed one attempt, per course unit, at reassessment.

This reassessment can be by writing another essay or submitting an alternative assignment, which must be agreed by the Exam Board or course unit tutor.

Any referral that is passed will be capped either at 40R/30R\*\* or if the first attempt failed within the compensation zone capped at the first attempt mark e.g. 45R/35R. This will be the mark reported on a student's transcript of results. If a student fails there reassessment then the first mark stands and they will not gain the credits for this unit. Consideration of an exit award will be put to the Examination Board in such cases.

\*\*subject to School or Professional, Statutory and Regulatory Bodies.

Table C) represents the failing mark and its referred grade if passed at second attempt.

<b>Award</b>	<b>Failed within Compensation* Zone but referred.</b>	<b>Capped dependant on original grade</b>	<b>Failed</b>	<b>Capped at minimum compensation zone</b>
PGCert	30-39%	<b>30-39R</b>	0-29%	<b>30R</b>
PGDip	30-39%	<b>30-39R</b>	0-29%	<b>30R</b>
MA/ME d/MSc	40-49%	<b>40-49R</b>	0-39%	<b>40R</b>

### **Presentation**

Presentation will be taken into account by the Examiners. Assignments must be typed and available for submission via Blackboard. Dissertations must be type-written or word-processed and presented in line with the Guidance on Presentation of Dissertation document.

### **Plagiarism**

All students are advised that plagiarism (the unattributed use of other people's work) leads to automatic failure. All words, concepts, arguments and data borrowed from other sources must be clearly acknowledged and fully referenced, with a complete and accurate bibliography at the end of the text. Further guidance on this is available in the Postgraduate Student Handbook.

### **Criteria and recommended mark scheme for examined course-work and dissertations:**

<b>Mark (Class) descriptor</b>	<b>Mark Range (whole numbers)</b>	<b>Equivalent Grade</b>	<b>%</b>
Distinction	70 to 100	A+	90
Merit	60 to 69	A	80
Pass	50 to 59	A-	72
Compensatable fail	40-49	B+	68
Non-compensatable fail	Less than 39	B	65
		B-	62
		C+	58
		C	55
		C-	52
		D+	48
		D	45
		D-	42
		E+	30
		E	25
		E-	22

### **Grading Range**

#### **Excellent (70% or more)**

- Analytical in style and approach, with critical understanding and interpretation
- Highly judicious in use of evidence and sources, with good references
- Comprehensive in scope and coverage; and entirely relevant to the topic addressed

- Exceptionally clear and attainable objectives, and success in meeting them
- Integrates details into a totally coherent whole, with clear and well-argued conclusions
- Entirely appropriate and accurate use of language.

#### **Good (60-69%)**

- Explanatory in style and approach, with some critical interpretation
- Good range of sources and data, and judicious in use of evidence
- Fairly comprehensive in scope, and largely relevant to the topic and issues
- Clear, attainable and relevant objectives
- Integrates detail into a coherent whole and guides reader to a reasoned conclusion
- Appropriate and accurate language, with very few errors

#### **Competent (50-59%)**

- Competent grasp of evidence and issues, little superfluous or irrelevant content
- More descriptive or prescriptive than analytical
- Reasonable range and use of source material
- Attempts to create a coherent whole with clear conclusions
- Only rare instances of inappropriate or inaccurate language

#### **Deficient (40-49%)**

- Limited grasp of facts and issues with some irrelevant content
- Inadequate reading and references, and little originality
- Insufficient in quantity or quality at Master's degree level
- Attainable but somewhat limited objectives
- Links parts together but does not create a coherent whole with clear conclusions
- Weakened in places by inappropriate or inaccurate language

#### **Inadequate (less than 40%)**

- Poor in quality, with weak grasp of facts and issues and much irrelevance
- Inadequate reading and thinking, with insufficient sources and references

- Inappropriate and/or unattainable objectives, and/or failure to achieve them
- Fails to link parts to each other and to reach a justifiable conclusion
- Weakened throughout by inappropriate or inaccurate language

## **Appendix 2 - Examination Regulations**

<http://documents.manchester.ac.uk/display.aspx?DocID=29208>

### **Postgraduate Degree Regulations**

**VERSION: 3.9, April 2023 - for all Postgraduate Taught students registered from 2022-23 onwards**

#### **CONTENTS:**

##### **Postgraduate Taught Regulations**

- A. Credit and Award Framework
- B. Title of Taught Awards
- C. Accreditation of Prior and Experiential Learning (AP(E)L) / Rescinding Awards
- D. Assessment and Credit Accumulation
- E. Compensation and Reassessment maximums
- F. Compensation
- G. Reassessment
- H. Treatment of deferral marks
- I. Exit Awards
- J. Classification of Postgraduate Taught programmes
- K. Posthumous and Aegrotat Degrees
- L. Examination Board Arrangements

##### **Appendix A – Postgraduate Degree 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

Where published work is being cited or quoted from in **any** kind of student submission, Geography 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 Braithwaite (1990) or (Braithwaite, 1990)
With two authors:	either Braithwaite and Zhang (1997) or (Braithwaite and Zhang, 1997)
With more than two authors:	either Braithwaite <i>et al.</i> (2006) or (Braithwaite <i>et al.</i> , 2006)
Where one author quotes another:	Braithwaite in Evans (1990)

Page numbers **must** be shown with the date [e.g. (Braithwaite, 1990, 25-36)] 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 the School of Environment and Development 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

Hughes, P.D., Castree, N. and Evans, J.Z. (2005). *Referencing for Geographers*. Braithwaite Press, New Mills, 36-42.

(i.e. published by Braithwaite Press which is based in New Mills)

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

Evans, J.Z. (2002). 'Pubs and the Modern Geographer', *Modern Geography Viewpoint*, 63(6), 456-504.

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

## **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.