SCHOOL OF LAW

STAFF HANDBOOK

September 2013

1. INTRODUCTION

Welcome to the School of Law Staff Handbook. The purpose of the handbook is to provide new and existing staff with general information about the School in terms of administration, staff, teaching and research. It is also to help provide a point of reference and guidance on where to find further information within the School, Faculty and the University, should you need it.

1.1. THE FACULTY OF HUMANITIES

What is the Faculty of Humanities?

Universities all over the world have traditionally divided their academic activities into faculties. Faculties consist of academic units based on a particular discipline or on a grouping of disciplines employing similar methodologies. This latter approach has been followed in The University of Manchester, and there are also sub-Faculty units are known as Schools which themselves contain various disciplines. The Faculty plays an important role within the University, since it is the Faculty which is responsible, on behalf of the Senate, for the regulation of the degree programmes offered, and it is through the Faculty that academic qualifications are awarded by the Senate. The designation Humanities distinguishes this Faculty from the other three science-based Faculties – Engineering and Physical Sciences; Medical and Human Sciences; and Life Sciences.

The Faculty of Humanities encompasses academic areas as diverse as Arts, Education, Geography, Languages, Social Sciences and Business and Management and is the largest Faculty in the University. With a total income approaching £100m per year over 13,000 students and some 860 academic staff, it is equivalent to a medium-sized university in the UK. The vast majority of the disciplines in the Faculty already have international reputations and is proof of the University's commitment to, and ambitions for, these areas.

The Faculty has six Schools: Arts, Languages and Cultures;; Environment, Education and Development; Law; Social Sciences; and the Manchester Business School. The formation of these Schools has provided opportunity for increased collaboration throughout the Faculty and for regional, national and international engagement.

What does the Faculty Do?

The Faculty is the interface between the discipline-based Schools and the University. The Faculty is headed by a Dean, who also holds the title of Vice-President of the University and as such is a member of the University Senior Executive Team. The Dean is supported in the Faculty by a team of Associate Deans, all of whom hold a particular portfolio, and these are listed below. The Dean and Associate Deans constitute the academic management of the Faculty. They are supported in their work by a Faculty administrative team, organised along functional lines (e.g.

academic administration, planning, and estates matters). The administrative team is answerable to the Head of Faculty Administration, while working on a day-to-day basis with the Associate Deans and other administrative colleagues in the Faculty and in the Schools. The emphasis is on team-working across school and faculty boundaries.

The Faculty Officers are:

Dean & Vice-President	Professor Keith Brown
Associate Deans	
Research	Professor Colette Fagan
Postgraduate Education	Professor Maja Zehfuss
Teaching, Learning & Students	Dr Chris Davies
External Relations	Professor James Thompson
Assistant Associate Deans	
Teaching, Learning & Students	Professor Matthew Jefferies
Teaching, Learning & Students	Ms Judith Zokowski
Head of Faculty Administration	Mr Russell Ashworth

The work of the Faculty, through its administrative team involves the following:

- preparing and implementing Faculty policies, strategies, procedures and regulations within a university framework;
- planning and resource allocation;
- co-ordinating and developing activities to respond effectively to institutional or external initiatives or activities, encouraging best practice across Schools and facilitating the seamless operation of processes across School, Faculty and University boundaries;
- monitoring and evaluating the performance of Schools;
- quality assurance and enhancement;
- facilitating inter- and multidisciplinary activities;
- the delivery of operational services that are best undertaken at Faculty level.

1.2 School of Law

Legal education has been provided at Manchester since 1872 and the highest standards of legal studies have been maintained over the years. In 2004, with the birth of the new University of Manchester, the Law School's range of specialisms broadened to include criminology.

Manchester has produced many celebrated law graduates and our staff have always been at the leading edge of legal scholarship. No fewer than 11 serving judges are former Manchester graduates or academics.

We are held in high esteem by the legal profession and some leading solicitors provide us with sponsorship. This includes partially funding our Legal Advice Centre, which was opened in 2000 to provide students with experience in doing pro bono legal work.

The School fosters links with overseas institutions and we have student exchange programmes with universities in Europe, USA, China, Malaysia and Singapore.

Legal Advice Centre (LAC)

The School of Law's campus based Legal Advice Centre was established in 2000, with the aims of offering a reliable service to those with legal and associated difficulties, and of providing practical experience for the School's law students who are supervised by local legal practitioners volunteering their time.

A second Centre was opened in 2009 in East Manchester, one of the most deprived areas of the city.

Students work in pairs under the supervision of a pro bono lawyer interviewing real clients, researching cases and writing letters of advice, thus providing them with an insight into pro bono work. This work is mostly done by second year student volunteers, but first year students can also volunteer to act as receptionists.

Regular clinics are held in the following specialisms:-

- Employment law;
- Landlord and tenant law;
- Small claims; and
- Police complaints.

New Clinics are planned for 2013/14

- Environment Law Clinic
- Domestic Violence clinic
- Legal Advice provision at the Civil Courts of Justice

Staff are encouraged to get involved with LAC, whether it is offering a clinic, assisting in the supervision of students or running specific course for the students.

2. Organisation of the School

The School is managed by the Head of School, with input from senior colleagues, who form the "Strategic Management Team". This includes the Heads of Discipline Areas (HoDAs) – for Law, Criminology and the Centre for Social Ethics and Policy (CSEP), the Directors of Research, Teaching and Learning, PGR and External Relations. There is also one non-professorial representative on this committee.

The HoDAs act as line managers to academic staff in their area, so every member of staff has a designated line manager whom they should go to in the first instance with any problems or issues. The HoDAs as line managers also take responsibility for staff development. On occasions the HoDAs will have to refer to the Head of School, who in turn may also have to seek advice from the Faculty.

Strategic Management Roles - Head of School, HoDAs, Director of Teaching and Learning and Director of Research receive additional remuneration as well as admin credits in the Work Allocation Model, these roles are advertised when vacant and a formal selection procedure has to take place. Job descriptions for these roles are available on the intranet.

See management structure chart which is the last page of this handbook.

The Head's Advisory Group (HAG) comprises the Head of School, the three Discipline Heads, Director of Research , Director of Teaching and Learning and the Head of School Administration. This is an informal group and meets fortnightly.

Administrative Duties

It is a contractual duty of every member of the academic staff to give such assistance in the School in which he or she holds office as may be required by the Head of School. School practice is to share administrative tasks among colleagues, on the principle that there should be a rough equality in their distribution, as appropriate to the experience of individuals; and that there should in general be rotation of the tasks that make the heaviest demands. Academics undertaking such a role receive credits against their teaching and marking in order to give them the time required to carry out their duties. When an admin role becomes vacant it is advertised to the whole School. Job descriptions for the main roles are on the intranet. A list of administrative duties for the School is published annually at the beginning of the new session and is available on the intranet – this lists all roles, the person currently undertaking the role and the admin credits for teaching and marking.

These roles are advertised when vacant and an informal selection procedure will take place if there is more than one applicant for the position.

2.1 Committee Structure

The School's Committees are responsible for the day to work of the School and delivers reports to the School Board so that all members of staff are aware of key changes. See appendix H for the Committee Structure chart, and below for details of the committees and their membership.

School Board
The School Board receives reports from all the committees within the School and staff are consulted and provide advice to the Head of School through this forum on any policy change. The School Board is also the main vehicle for the dissemination of information to members of staff. Where items of information do not need a discussion they are included in the School Board Bulletin which accompanies the agenda.

The School Board has a duty to review the teaching and research undertaken within the School. It reports to the Faculty Board. Its remit is defined by the University Ordinances: Ordinance XII. It has authority to determine its own modus operandi. Specific responsibilities are to advise the Head of School in the following areas:

- The research profile and activities of the School.
- The content and operation of the programmes of study assigned in whole or in part to the School, including the regulatory framework pertaining thereto.
- The recruitment, selection, admission, welfare, academic progress and conduct of the students with whom it is concerned.
- The allocation and management of the physical and financial resources assigned to the School.
- The allocation of duties and arrangements for leave of absence, amongst the academic and research staff assigned to the School.
- The allocation of duties amongst academic-related and other staff assigned to the School.
- The strategic development of the School.

Membership

Chair	Head of School
Secretary	Head of School Administration
Membership	• Every member of the school who holds a full-time or part-time academic or research post in the university. • Support Managers: Head of School Administration, School Accountant, Teaching Support Manager, Resources Manager, Recruitment and Admissions Manager and Research Manager. • A representative from the Library (non-voting).

	• Any member of school staff who wishes to attend. • One representative of the fixed term research staff, elected by and from the membership of the relevant group. • Two student representatives from each area: postgraduate research, postgraduate taught and undergraduate courses.
Meeting Schedule	Up to five times a year. A meeting of the School Board may be called by its Chair and shall be called on the requisition in writing to the Chair by at least one quarter of the membership.
Reports to	The University via the Faculty
Minutes	Full minutes - public on the School's intranet except for items of reserved business..

Strategic Management Team

Terms of Reference

To advise the Head of School with a view to securing:

- the proper development of strategic plans and policies for the School;
- the fair and effective management of the School;
- the resolution of staffing issues referred by the Undergraduate, Postgraduate or Promotions Committees;
- the appropriate award of Honorary Appointments.

Membership

Chair	Head of School
Secretary	Head of School Administration
Membership	• Head of School (Chair) • Director of Teaching and Learning • Director of Research • Director PGR • HoDA Law • HoDA Criminology • HoDA CSEP • Director of External Relations and Clinical Legal Education • Director of Student Experience • Staff Development and GTA Coordinator • One non-professorial member, elected by the non-professorial members of the School Board • The School Accountant (Faculty appointment)

	• The Faculty HR Manager with responsibility for the Law School • The Head of School Administration
Meeting Schedule	Up to ten times a year. Twice a year all Professors are invited to SMT
Reports to	The University via the Faculty
Minutes	Full minutes - public on the School's intranet except for items of reserved business.

Undergraduate Teaching and Learning Committee

Terms of Reference

- Overall management of all Undergraduate degrees:
- Responsible for curriculum review, annual reviews and periodic reviews;
- Approving new degrees/streams and changes to existing degrees/streams;
- Approving programme specifications;
- Approving new Undergraduate course units;
- Oversight of arrangements for all Undergraduate assessments, including responses to external examiners;
- Conduct of Examination Boards;
- Oversight of student support – e.g. induction/advice meetings;
- Teaching questionnaires;
- Publications – e.g. Programme Handbooks and Examination Handbooks;
- Social Responsibility – to ensure that social responsibility is taken into account in teaching and learning policy and curriculum development;
- Jointly meeting with the Postgraduate Committee, when considered necessary by the Director of Teaching and Learning, to co-ordinate Undergraduate and Postgraduate teaching and learning.

Membership

Chair	Director of Teaching and Learning
Secretary	Deputy Manager Teaching & Student Support Office
Membership	• Director of UG Studies • Director of Student Experience • Director of External Relations • School Tutor UG/ Employability Champion • Undergraduate Examinations Officer • Senior student representative • Academic Engagement Librarian • UG Admissions Co-ordinator • eLearning Coordinator

	• Manager Teaching and Student Support And for meetings as an Examinations Board: • All teachers of relevant subject areas • Undergraduate external examiners.
Meeting Schedule	Up to nine times a year (including one meeting for Annual Curriculum Review). Examination meetings are additional.
Reports to	SMT and School Board
Minutes	Full minutes - public on the School's except for items of reserved business.

Postgraduate Teaching and Learning Committee

Terms of Reference

Overall management of all Postgraduate taught degrees:

- Responsible for curriculum review, annual reviews and periodic review;
- Approving new degrees/streams and changes to existing degrees/streams;
- Approving programme specifications;
- Approving new Postgraduate course units;
- Oversight of arrangements for all Postgraduate assessments, including responses to external examiners;
- Conduct of Examination Boards;
- Oversight of student support – e.g. induction/advice meetings, supervision;
- Peer review of teaching;
- Teaching questionnaires;
- Publications – e.g. Programme Handbooks and Examination Handbooks;
- Social Responsibility – to ensure that social responsibility is taken into account in teaching and learning policy and curriculum development;

Jointly meeting with the Undergraduate Committee, when considered necessary by the Director of Teaching and Learning, to co-ordinate Postgraduate and Undergraduate teaching and learning.

Membership

Chair	Director of Teaching and Learning
Secretary	Manager or Deputy Teaching Support Office
Membership	• Director of PGT Studies • PGT Programme Directors • Director of Student Experience • Director of External Relations • Senior Tutor LLM • Postgraduate examinations Officer(s) • Elected representative of the GTAs

	• Elected student representative(s) • Law Librarian And for meetings as an Examinations Board: • All teachers of relevant subject areas • Postgraduate external examiners.
Meeting Schedule	Up to nine times a year (including one meeting for Annual Curriculum Review). Examination meetings are additional.
Reports to	SMT and School Board
Minutes	Full minutes - public on the School's intranet except for items of reserved business.

Appeals Board

The Appeals Board and Staff Student Committees sit below the main UG and PGT Teaching and Learning Committees

Terms of reference

Consideration of student appeals against decisions of examination boards; appeals against imposition of late coursework penalties; and any other academic appeals by PG or UG students.

Membership

Chair	Examinations - either UG or PGT
Secretary	Manager or Deputy Teaching Support Office
Membership	• Director of Teaching & Learning • Director of UG Studies • Director of PGT Studies • Programme Directors of PGT Programmes • Programme Directors of UG Programmes • Erasmus, Visiting and Exchange Tutor
Meeting Schedule	As required (typically after assessment and examination periods)
Reports to	Faculty/ University
Minutes	Private and Confidential. Restricted to members and Faculty/ University if requested.

Staff-Student Committees

Terms of reference for both UG and PG Staff-Student Committees

- The nurturing of good staff-student relations within the School and the discussion of academic and University affairs so far as they affect the School of Law.

- Election of student representatives to serve on the various Law School committees

Membership

Chair	Director of Student Experience/ Head Student Representative
Secretary	Administrative member of Teaching Support Office
Membership	• All Student Reps • Director UG/PGT Studies • Programme Directors • Director of External Relations and Clinical Legal Education • Erasmus, Visiting and Exchange Tutor
Meeting Schedule	Up to five times a year
Reports to	Relevant Teaching and Learning Committee
Minutes	Full minutes - public on the School's intranet except for items of reserved business.

Research Strategy Group

Terms of Reference

- Developing research strategy;
- Advising on research development;
- Preparations for the Research Excellence Framework (REF);
- Working with staff to enhance research output;
- Social Responsibility – to take account of social responsibility in developing research strategy and research development;
- Academic Research Leave - policy and advice on applications (but final decisions rest with Head of School);
- Award of School funds for research-related activity;
- Research seminar programme, including presentation of papers by outside speakers;
- Working papers.

Membership

Chair	Director of Research
Secretary	Research Manager
Membership	• Head of School • Co-ordinator PGR
Meeting Schedule	Up to five times a year
Reports to	SMT/ School Board
Minutes	Full minutes - public on the School's intranet except for items of reserved business.

Postgraduate Research Committee

Terms of Reference

This committee is concerned with all matters pertaining to postgraduate research study within the School and reports to the Research strategy Group.

- To ensure that the University and Faculty quality assurance and enhancement requirements are met in relation to research degree programmes with regard to External Examiners' reports, Annual, Periodic Review and other reviews
- To devise and implement the School's PGR strategy in line with University and Faculty recommendations.
- To review School policy with regard to PGR matters and ensure that it complies with University, Faculty and appropriate external policy.
- To make recommendations for the appointment of examiners and for the award of research degrees.
- To receive External Examiners' reports and to ensure that consistent standards are maintained in the assessment of candidates for the award of research degrees.
- To monitor recruitment for research degrees to ensure that targets are met.
- To monitor the progress of research students including approving applications to undertake fieldwork/study away from the University; applications to interrupt their programme; changes of thesis title; changes in supervision arrangements and applications to extend the deadline for submission.
- To have overall responsibility for the welfare of research students.
- To advise on, and monitor the effectiveness of PhD supervision in the School.
- To approve applications for research student conference support.
- To coordinate research student funding as necessary according to Faculty and School requirements.
- To advise the Research Strategy Group on key PGR developments and the effective allocation deployment, development and maintenance of learning resources for postgraduate students, including library and IT facilities, space etc
- To promote externally-funded studentships and themes/subject areas for PGR study.
- Reserved Business - to review applications for studentships in line with published criteria.

Membership

Chair	Co-ordinator PGR
Secretary	PGR Administrator
Membership	• Programme Director School • Programme Director CSEP Doctoral Programme & Students (Bioethics) • GTA Co-ordinator • Supervisors • Elected student representatives

	• Law Librarian
Meeting Schedule	Up to five times a year
Reports to	Research Strategy Group
Minutes	Full minutes - public on the School's intranet except for items of reserved business.

IT Committee

Terms of reference

Management of the information services and information technology needs of the School (software, hardware and training).

Membership

Chair	Mr Andrew Bell
Secretary	Head of Staff Resources or Nominee
Membership	• Elected staff members • The Head of School Administration • Service Delivery Manager, Faculty of Humanities IS • *By invitation* - a member of the Faculty e-learning team
Meeting Schedule	Twice a year
Reports to	School Board
Minutes	Full minutes - public on the School's intranet except for items of reserved business.

External Relations Committee

Terms of Reference

- Policy on all matters external to the University.
- All outside teaching.
- Liaison work with the professions
- Careers
- Sponsorship
- All staff exchange arrangements

Membership

Chair	Director of External Relations and Clinical Legal Education
Secretary	PA to Director of External Relations and Clinical Legal Education
Membership	• The Head of School • HoDAs • Director of Teaching and Learning • Exchange Coordinator

	• Head of Law School Administration • Support staff with responsibilities for careers/CSEP/Admissions/publicity/Widening participation
Meeting Schedule	Twice a year
Reports to	SMT/ School Board
Minutes	Full minutes - public on the School's intranet except for items of reserved business.

School Promotions Committee (SPC)

Terms of reference

To make recommendations to the Head of School and/or Faculty of Humanities as appropriate, on

- academic staff promotions (*eg* L to SL and Grade 6 to Grade 7 - formerly "Lecturer A" to "Lecturer B");
- change of status from SL to Reader;
- Promotion to chair
- Probationary cases
- reward and recognition of exceptional service

Membership

Chair	Head of School
Secretary	HR Administrator
Membership	• HoDAs • Director of Teaching and Learning • Director of Research • One member of Professorial staff • One member non-professorial staff • HR Manager
Meeting Schedule	Three times a year
Reports to	Faculty and University Promotions Committees
Minutes	Private and Confidential. Restricted to members and Faculty/ University if requested.

Attendance at Committee Meetings

Attendance at School Board is required, unless you are on research leave. If there is some special reason for your not bring able to attend an individual meeting, you should tell the Head of School Administration.

You are not required to attend other committee meetings unless you are a member of the committee, but you may arrange to do so if you have a special interest in attending a particular committee meeting.

Dates of meetings are areas available on the School intranet:
http://www.law.manchester.ac.uk/lawstaff/default.htm

Username – lawstaff
Password - thebar

3. Your Employment

Initial Appointment & Staff Card

The Human Resources team responsible for Humanities staff is based in the Samuel Alexander Building W113 (number 67 on the campus map). You must return your signed contract and bank account details to this office. You will then be issued with a staff card (essential for e-mail, building access and library use).

You need to set up your email account by going to:
http://www.itservices.manchester.ac.uk/newstaff/#d.en.168008

You should check this email account **regularly**, as this is the address that the University and students will use to contact you.

Once you have your central account you will be able to access Campus Solutions (this is the computerised system where your timetable is stored, student information, etc.

Your salary will be paid direct into your bank account, monthly in arrears. You should have been advised about the documents which the University's Salaries & Wages and/or Human Resources (HR) Offices need, in advance of your arrival here. Payslips are provided electronically and can be accessed by going to StaffNet and log on to Staff Portal, select the About Me tab and follow the instructions

Expenses for Relocation
Information on expenses and claims can be found at:
http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=34

INDUCTION
All new staff are invited to a half day course organised by the University to be formally welcomed to the University of Manchester and senior staff give presentations on key issues.
https://app.manchester.ac.uk/training/profile.aspx?unitid=2357&parentId=83&returnId=83&returntxt=Return

There is also an on-line introductory training and information package produced by the Staff Training and Development Unit website: see.
http://www.staffnet.manchester.ac.uk/employment/training/

In addition staff induction sessions are organised in the School, which it is essential that you attend.

ACCOMMODATION

The University Accommodation Office is available to help new members of staff to find accommodation on arrival in Manchester. There are a small number of self-contained flats/bed-sits available for visiting academics and members of staff on either a short or long term basis. Application forms and more information are available from www.accommodation.manchester.ac.uk

LEAVE AND ABSENCE

Please see http://www.staffnet.manchester.ac.uk/employment/leaveandwork/which contains details of the different types of leave available to enable staff to achieve a good work life balance. This includes:

- annual leave
- helping staff to undertake roles in the community such as being a School Governor (public duties)
- helping staff manage their caring responsibilities at home (family friendly)
- ways in which staff may apply to work flexibly or to take career breaks and sabbaticals (flexible working)

It also explains the types of leave which support staff in an emergency (special leave) and during illness (sickness absence).

Absence outside the semester/ annual Leave

While academic contracts do not specify the number of day's holiday that can be taken, the general rule of thumb is approximately 30 days. All staff receive bank holidays and 4 closure days at Christmas in addition to annual leave. You are asked to let the Staff Resources Office know when you are taking holiday, particularly over the summer period. You are also requested to put an out of office response on your email.

An absence of more than three weeks outside the semester has to be notified to your HoDA;

Absence during the semester

In order to ensure minimum levels of responsiveness, presence and visibility within Schools, the arrangements set out in 1 to 3 below have been agreed by HPRC to represent normal expectations for academic staff attendance across the Faculty.

It should be emphasised that the arrangements:

- are intended to provide clarity about normal and **minimum** professional standards and expectations in relation to attendance;

- do not change any aspect of academic contractual terms and should not be taken to imply that the vast majority of staff do not already meet such standards;
- recognise that some aspects of academic work (e.g. fieldwork, research collaborations, external meetings) require staff to work off campus, and that for many staff, certain tasks (e.g. most marking, writing research outputs etc.) can be better and more effectively carried out at home;
- do not mean staff should not and cannot be expected or required to attend the University at other times [1];
- do not mean that staff will be required to register their attendance;
- can be relaxed in certain circumstances [2] with the agreement of the Head of School/discipline/division or equivalent;
- do not apply to a member of staff on research leave or on other authorised absence such as study leave or certified sickness;
- should be modified to recognise part-time working.

The normal minimum expectations are as follows:

1. During the teaching periods of each semester, to provide and publicise a minimum of 2 office hours per week on separate weekdays for teaching and/or academic advising purposes.
2. To attend the University on at least 3 weekdays each week and be contactable by telephone or via e-mail on the remaining weekdays. The attendance expectations should generally apply throughout the teaching semesters, including examination periods and registration week. However, except on public holidays, University closed days or when on annual leave, staff should, wherever feasible [3], be contactable on any weekday throughout the year by either telephone or via e-mail.
3. In addition, all staff should follow established local procedures for informing the Head of School of absences.

[1] e.g. the graduation ceremony period.

[2] e.g. where a high proportion of member of staff's teaching load is concentrated in either Semester 1 or 2.

[3] It is recognised that staff undertaking fieldwork in remote locations may not be contactable.

The School require staff who wish to be temporarily absent from Manchester during the semester for more than 3 days to seek permission in writing from their Head of Discipline Area whose main concern will be an assurance that neither teaching nor administrative duties will be neglected. There is no need in practice to seek permission for very short absences (a day or so), as long as there are indeed no implications for teaching and administration. Particular care in seeking and obtaining permission must be taken for any absences during the registration, welcome and induction and examination periods.

Maternity/Paternity/Adoption / Parental Leave

There are University policies on the following:

Maternity - http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10

Paternity - http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=796

Adoption - http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=474

Parental Leave - http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=491

Sickness/ Incapacity to work

Staff should report any periods of absence due to illness to the Teaching and Student Support Office and their Head of Discipline Area irrespective of whether this has any immediate impact on their teaching or other duties. For absences of 1-7 calendar days you can self certificate (form available from SRO) for absences in excess of 8 days a doctor's fit note should be obtained. Self-certificate and Fit notes should be passed to the Staff Resources Office for forwarding to the Payroll Office.

Research Leave

The School encourages colleagues to seek time for uninterrupted research. In doing so, however, it is conscious of the need to balance this opportunity against the importance of maintaining adequate teaching, supervisory and administrative capacity. Accordingly, there are certain normal expectations of colleagues on research leave and, in addition, some limited teaching or other support may, unusually, be made a condition of leave in some cases. Hence:

- Discipline Areas expect colleagues who are on research leave (of whatever sort) to continue to supervise research students, and to be willing to accept new research students. The supervisory system which ensures a supervisory team is in place should enable Discipline Areas and the student to cope with most of the problems arising when the supervisor is absent from Manchester.
- We also expect colleagues on research leave to participate in discussions, planning or representation of Discipline Areas where major teaching, research and administrative developments are concerned, such as substantial reorganisation of some area of activity, or key issues in the medium- to long-term future of the Discipline Area.
- We do not normally expect colleagues on research leave to be engaged in day-to-day administration.

All applications for sabbatical leave must follow the procedures detailed below. The Head of Discipline Area will issue a call for applications early in the academic session.

1. ***Sabbatical research leave scheme.*** The School's scheme is for one semester of leave after six semesters in service (absence is for the semester only). The School also counts for this purpose any period of continuous service as a temporary lecturer immediately prior to appointment to a permanent post. In order to encourage applications for outside research funding, periods of "bought-out" leave count as 'normal' time for sabbatical entitlement.

Sabbatical research leave is not an automatic or absolute entitlement. It must be applied for in writing following a call from the Research Manager. The HoDA will take into account the impact of the proposed leave on teaching and administration; the recent research performance of the colleague concerned; and the probability of the period of leave being used fruitfully. A report will be required at the end of the period of leave, reviewing achievements against the plan set out in the application. In the event of any problems, the matter is then referred to the Head of School.

2. ***Unpaid research leave ('buy-outs').*** In this scheme, a period of research leave is funded from external sources rather than by the university. There is a set of rules governing unpaid leave, which are designed both to encourage applications and to limit how many consecutive years of such leave any colleague may secure.

Applications for authority to seek external funding for unpaid leave can be considered at any time by the HoDA, acting on behalf of the School and/or Discipline Area. Applicants must provide a written statement making a case for the buy-out, including showing that they have discussed with colleagues the implications of their leave and are able to propose solutions to any problems identified. Notice of applications for unpaid leave must be given in good time before the relevant funding body's deadline. An application may be refused when it is presented too late for proper examination, when it is not clear that the implications have been thought through or, above all, when the granting of such leave would place unreasonable burdens on other colleagues.

Outside Work

Staff wishing to undertake outside work must contact the Head of Discipline Area in the first instance to discuss proposals and to gather the necessary information. Colleagues need to be certain that the quantity and nature of any outside work undertaken will not have an adverse effect on their primary commitment to the School. An application form must also be completed and forwarded to the Head of Discipline Area for approval, see http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7929

HEALTH

Disability Issues

The School Co-ordinator on such matters for student support is Jackie Gandy, (jackie.gandy@manchester.ac.uk).

For details of central support from the University's Disability Support Office www.staffnet.manchester.ac.uk/personalsupport/disability/

Individual members of staff who have personal disability issues they wish to discuss, should do so either through Human Resources (51888) or Occupational Health (52858).

Occupational Health

The Occupational Health Services are available for all staff members and are located at 182/184 Waterloo Place, Oxford Road, tel: **52858**. In the information pack sent to you by Human Resources with your contract, you should have received a Pre-Employment Eye Screening form. On completion of the form you will be given an appointment to see one of the Occupational Service Nurses for a check-up. Occupational Health offers information and advice on all aspects of health and safety within the workplace and are always happy to advise .

Counselling Service

The team of professional counsellors and psychotherapists offer confidential help with any personal issues affecting work, self-esteem, relationships, mental health or general well-being.

The Counselling Service is part of a wider network of help and support; and they can advise on where else to seek help within the University and make referrals to NHS mental health services.

http://www.staffnet.manchester.ac.uk/personalsupport/counselling/

CAREER DEVELOPMENT AND PROFESSIONAL SUPPORT

Each staff member will be allocated to one of the three Discipline Areas (Criminology, CSEP and Law). The Head of Discipline Area (HoDA) acts as manager for his/her staff members, and deals with staff development, academic promotion and probation. In addition we have a staff development and GTA coordinator who coordinates staff welcome, PDRs and Peer review.

Mentors

It is University policy for new lecturers to be given guidance in their early years here by an experienced colleague appointed as mentor by the Head of Discipline Area. Mentors are responsible for giving advice on all aspects of working within the School of Law and the University of Manchester. This includes research, teaching and associated administrative processes. The mentor will be aware of tenure requirements and will offer guidance to a probationary lecturer aiming to attain tenure at the end of the third year of a four-year probationary period.

Staff Development and Training

All new members of permanent staff are required to complete the Faculty of Humanities New Academic Staff Programme course (HNAP), if they have not

previously undertaken an equivalent course elsewhere.
ewan.hannah@manchester.ac.uk is the administrator of the programme.
New staff should also book a place on the Training in Equality and Diversity Issues (TEDI) course (Course Code MS9) on the Staff Training website:
http://www.staffnet.manchester.ac.uk/employment/training/recruitment/equality-and-diversity/

and recruitment and selection training; which is a prerequisite for membership of appointments committees.
http://www.staffnet.manchester.ac.uk/employment/training/recruitment/recruitment-and-selection/

The Staff Training and Development Unit organise many courses throughout the year and can be contacted by email at courses-stdu@manchester.ac.uk

Performance and Development Review
The School conducts reviews of all staff every year. Staff are reminded at the appropriate time of the approach of the next review round. PDR is intended to be a supportive process, aimed at positive career development. Reviewees are required to supply an up-to-date CV. They should also refresh their memory of their last review report, which is also available to their reviewer. After the review, the reviewee is asked to countersign the report if in agreement with it or to indicate any points of disagreement. See:
http://www.humanities.manchester.ac.uk/humnet/facserv/humanresources/pdr/

Peer Review
Academic staff are encouraged to engage in peer review of each other's teaching on a regular basis to provide enhanced awareness of differences in teaching techniques and
approaches and to provide opportunities for renewal and improvement in teaching through the process of critical peer review. This process should take place at least once every three years and for those on probation should take place annually. It can also take place more often if, for example, applicants for promotion want to use the results of peer review in their applications.

For more details see link:
http://www.humanities.manchester.ac.uk/tandl/policyandprocedure/documents/peer_review.pdf

Tenure Procedures (Probationary Period)
Appointments to established posts are initially made for a probationary period of up to four years. The progress of every probationary lecturer is reviewed by the School Promotions Committee in March every year. If a recommendation to reappoint is not made in the penultimate year, guidance is given to the probationary lecturer about the conditions which will have to be satisfied for reappointment to be achieved

when these procedures are repeated in the following, and final, year. Details of the procedures may be found on the Human Resources website:
http://www.humanities.manchester.ac.uk/humnet/facserv/humanresources/academic/
And are also available from the Head of School Administration 57775

Promotions
Relevant information on promotion is to be found:
http://www.humanities.manchester.ac.uk/humnet/facserv/humanresources/academic/

An email usually goes to colleagues at the beginning of October and cases are reviewed by the School Promotion's Committee in November with final recommendations being made to the Faculty in February. A workshop on the promotions process will be held in October and colleagues who are considering applying for promotion are advised to attend.

Colleagues are also advised to discuss with the appropriate HoDA in the first instance if they want to apply for promotion.

Exceptional Performance
On an annual basis colleagues are invited to put forward a case for exceptional performance for accelerated increments or discretionary salary points.

OTHER INFORMATION

Pensions
http://www.staffnet.manchester.ac.uk/employment/pensions/

Staff Benefits
http://www.staffnet.manchester.ac.uk/employment/staff-benefits/

Employment policies and procedures

http://www.staffnet.manchester.ac.uk/employment/documents/policies-and-procedures/

4. Practical matters

Keys

You will be provided with a key for your own office. Master keys for each floor are held by the Staff Resources Office. Academic staff do not have keys for the Law School Administration Offices.

Access to the Williamson Building

The Williamson Building opens at 8.30 am and closes at 5.30 pm Monday-Friday. Outside conventional working hours you will need your staff card to enter the building. The card has to be encoded. This can be done by emailing any member of the team in the Staff Resources Office (located in Williamson 3.51A, third floor). If you are asked by one of your students how they can gain out of hours access the answer is they cannot unless they are a PGR student in which case refer them to the PGR office (located in Williamson 3.45, third floor).

Staff Common Room – 3.07, Williamson Building

The code to enter the common room is available from SRO. In the common room you will find your pigeonhole and a small kitchen. This area is for staff only. Students should not be given the code to the door under any circumstances.

Tea and Coffee Fund

Tea, coffee, sugar and milk is available in the staff common room kitchen to those staff who join the fund. The approximate cost per staff member is £15 per annum. Please see SRO if you wish to join.

Photocopying

Photocopying is subject to copyright law, whether it is for personal use or for the provision of teaching materials. The photocopiers are located in the Stationery Room (Williamson 3.47) on the third floor (the digital lock code for the door is available from SRO). You may use this equipment yourself. Each member of staff has a unique user ID code for access to the photocopiers. Please obtain your ID number from the Resources Office. Handouts and teaching material need to be placed on Blackboard as students are given printer credits to print them themselves.

The photocopier on the left as you enter the stationery room is network enabled so all staff can use the machine as a networked printer (for large print jobs) or a scanner (the facility allows you to scan documents which are sent to your email account as a pdf document). If you would like the link sent to your computer for this facility please ask the Resources Office.

Secretarial Arrangements

PSS staff are not able to offer a personal 'secretarial service', due to their own work demands and you are expected to carry out email correspondence and word-processing yourself on your own personal computer. If you have an admin role then you will work closely with the relevant member of PSS staff who will provide assistance with appropriate tasks.

PSS staff used to photocopy teaching materials but we have now moved to a system where students are given printer credit and print the materials themselves if they want hard copy. PSS staff will still copy course outlines if required and you will be allotted to an administrative office for this task.

Recycling

The School operates the bin-to-bin scheme where recycling bins (general waste, paper & card and plastic bottles) are located at various points on the second, third and fourth floors of Williamson. There are no general waste bins in offices or teaching/meeting rooms. Each office has a recycling paper bin.

Library

You will need your staff card to access Manchester University Library (building 55 on the campus map).

It is worth making an appointment with Ian Fishwick (ext 61521), the law librarian located in the main library, as soon as possible. Ian will be able to help you with use of the materials in the law library (passwords for Lexis, Westlaw etc, training etc).

To use the photocopiers in the library you will need to liaise with the Lending Support team in the library.

Inter-library loan vouchers can be obtained from the Staff Resources Office.

Your Office, Stationery, Post and Supplies

Your office should be equipped with a computer, printer, desk, chairs, table, book shelves, filing cabinet, and a telephone with an external line (dial 9 for an outside line) (NB some phone lines are restricted e.g. no international calls. Further information about telephones is listed below (page 24).

The stationery and photocopying room is Williamson 3.47 and the access code is available from SRO. A small supply of stationery is kept in the Staff Resources Office (room 3.51A), otherwise staff from this office can provide a key to the cupboards in the stationery room where you can help yourself to any supplies. Please note an order for stationery is placed each Friday therefore if you have any specific requests please ensure the staff in the Staff Resources Office (Room 3.03) are informed, in advance, by sending an email to law.purchasing@manchester.ac.uk

University of Manchester **Business Cards** may be ordered through the Staff Resources Office. Note: there is a standard University format/font on staff business cards which is compulsory (staff within Staff Resources Office can show you an example).

Envelopes for external post can be found in the stationery room/Staff Resources Office. **Please do not use these for internal mail**, but use the internal envelopes. Please fold your mail - do not use A4-size envelopes unless strictly necessary. There is usually one main delivery of post each morning which will be distributed in pigeon holes by a member of staff in the Teaching Support Office. The last outgoing post is approx 2.15 pm each day. Post can be left for collection in any outgoing post tray within all of the main administration offices.

The outgoing post trays should also be used for internal mail (internal envelopes are obtainable in the stationery room/Staff Resources Office).

Your Computer & IT Support

IT Support for the Law School is supported by the Humanities ICT Office Service Desk. They will be able to help you set up your email account and with any other queries. Please note that your email account will not be set up until you have a staff card.
Telephone (internal) 65544; www.itservices.manchester.ac.uk/contacts
E-mail – itservicedesk@manchester.ac.uk
http://www.itservices.manchester.ac.uk/gettingstarted/

WIRELESS
There are Wireless Access points throughout the building. For information about these points and how to access them go to the Humanities ICT website A-Z list at
http://it.humanities.manchester.ac.uk/atoz/index.html

Choose wireless – this goes to ITSD site with the required information
http://www.itservices.manchester.ac.uk/wireless/

Your Telephone & Voicemail

Office telephones normally have dial access to internal numbers, UK local and national calls. If you wish to have dial access to international numbers (including international mobiles), you must explain the reason to the current Head of School who will decide if it is deemed appropriate. Alternatively, you may dial these numbers within an administration office at a time which is convenient with the staff in that office (during normal opening hours only).

The School's Telephone Liaison Officer (TLO) is Joanne Riley who is based in the Staff Resources Office. If you are experiencing any problems with your telephone please do not contact Telecoms direct – contact the TLO.

Instructions about how to use your telephone can be found at http://www.itservices.manchester.ac.uk/telecoms/

Please note you can edit your own staff directory entry by going to "Update your details" in the directory web page - it is helpful if you add your title, telephone number and room number.

http://directory.manchester.ac.uk/advanced.php?searchtype=directory&employeeType=STAFF&form_input=Search&action=search&namekeymatchsn_fn=middle&sn_fn=wilson

E-mail Distribution Lists

Email is the main channel of communication in the School. Most important information is circulated by this means. It is vital that colleagues check their email daily. Your email account will be set up automatically once you have started. The School Feedback Policy requires that academic staff respond promptly to emails from students and normally within three working days.

The School has various email distribution lists. The main "law-staff" list is for **all** members of staff (academic, research, and administration). Staff email addresses are fed into this list from the central Human Resources system. The other email distribution lists below are up-dated by staff in the Staff Resources office.

Please let staff in the Staff Resources Office know when your email account is live so that your email address can be added to the relevant mailing lists in a timely manner.

If you wish to send an email to a specific group of people, please use the address listed below:-
law-staff@listserv.manchester.ac.uk (academic, research, honorary & administration staff)
law-staff-academics@listserv.manchester.ac.uk (academic, research & honorary staff only)
law-staff-admin@listserv.manchester.ac.uk (administration staff only)
law-staff-research@listserv.manchester.ac.uk (research staff only)
law-gta@listserv.manchester.ac.uk (Graduate Teaching Assistants only)

Degree Ceremonies
You will be asked to take part in Degree Ceremonials and we ask that you make every effort to attend. Colleagues are also encouraged to attend the receptions for graduands and their families which follow or precede the ceremonies relevant to our students.

Financial Allowances

There is a staff travel/research fund (£1,250 per person for the period 1st August 2013 – 31st July 2014) which can cover travel for research and/or conference attendance. Books can also be purchased from this account if they are not accessible from the library or via inter-library loans (note that any such purchases remain the property of the University of Manchester should you leave). University staff receive an 18% discount on books ordered from Blackwells (0161 273 3527) – SRO can raise an order on your behalf. The finance code is AA03791.

If you are part timer or arrived part way through the year SRO can advise you how much your particular allowance is

Please liaise with the Staff Resources Office (Williamson 3.51A) for guidance, in advance of needing to make any specific arrangements as there are **Financial Regulations which must be followed.**

The Research Support Fund also has additional funds available to academics for research and conference attendance. Applications must be in advance (and in writing) to the Director of Research. The finance code is AA03804.

Financial Procedures

Financial control is a responsibility of the Head of School, who sets limits for allocations under a decentralised budgeting scheme. In the case of research funds held by named budget-holders, those budget-holders are ultimately responsible for their own accounts (subject to the appropriate School clearance of all claims forms), though these will be overseen by the Research Accountant and the Research Hub.

- Equipment such as IT, printers etc, should be acquired by contacting law.purchasing@manchester.ac.uk It is against financial regulations to acquire such items and then seek reimbursement through an expenses claim.
- Any equipment purchased for use at home remains the property of the University and must be delivered to the University address.
- The University has approved suppliers which are to be used for items such as travel, equipment or stationery. Details from SRO.
- The University Purchasing Office (http://www.staffnet.manchester.ac.uk/services/procurement) has negotiated discount arrangements on a number of services such as hotel accommodation and car hire, and it should also be consulted on very large items of expenditure (competitive quotations may be needed).
- All purchases of the above type should only be made using an official purchase order form, obtainable from the School Finance Office, after first filling out an IPROC requisition form, which must be approved **in advance**. Invoices received without a corresponding purchase order will not be processed for payment.

Travel & accommodation

Staff are asked to organise any travel (flights/trains) or accommodation using the Egencia Travel Management system (it is just like using Expedia).

http://www.staffnet.manchester.ac.uk/services/procurement/forstaff/travel/

Once you have undertaken the training (video available on-line) you need to ask SRO for a generic password to use the system. You will be prompted to change the password for your own use. *Please be aware* that there is a charge for out-of-hours assistance and Egencia also charge if they book anything on your behalf.

If you wish to book first class travel, please do not send a request through until you have agreement from the Head of School (first class travel application form will need to be completed, available from SRO The signed form should either by attached as a *pdf* to your email to law.purchasing@manchester.ac.uk or brought into the Staff Resources Office (3.51A, opening hours 8.30 am – 4.00 pm).

Expense claims

The claim forms system should not be used if the expense could have been organised via a purchase order, Egencia, or the School credit card. As always correspondence relating to orders should be sent, allowing good notice (at least 1 week), to law.purchasing@manchester.ac.uk.

Staff expenses claims should be made via the link under the 'My Services' tab in your online staff portal. The form should then be printed, signed and passed on to the Staff Resources Office along with original *itemised* receipts (in the event of travel this should be the travel ticket – showing destinations – and not card or ticket collection receipts).

We strongly advise that you read the University expenses policies which can be found at http://www.staffnet.manchester.ac.uk/employment/pay-pensions/expenses/

If you are spending from a Research Project, please liaise with SRO for the correct finance code and task numbers. These forms should not be submitted to SRO until the PI (Principle Investigator) has initialled the claim in the margin. The University requires this in addition to the form being signed off by an authorised signatory.

Original itemised receipts should be attached to all expense claims in the normal manner, and then everything should still be handed into SRO for checking, recording and signing-off. Colleagues are reminded that credit card vouchers, copies of cheque stubs, application or booking forms **are not** acceptable as receipts.

If you are claiming the cost of a working or entertaining meal (i.e. if paying for more than your own meal) staff should ensure they select the appropriate sub-category - 'Entertaining' not 'Subsistence'. You will then be asked to give further details of the meal and attendees. This allows the university finance team to make appropriate tax calculations on expenditure.

Law School Web and Intranet

Found at: http://www.law.manchester.ac.uk/manlaw/

The Law School intranet, called "ManLaw" will be under redevelopment during 2013. The staff access username is '*lawstaff*' and password '*thebar*'. This gives access to the whole intranet, although please note there is a separate password for students, giving access to a limited part of the intranet. Most of the student information is now on Blackboard in the programme areas.

Using the University computer system "Campus Solutions" for Student Records

Campus Solutions is the University's student records system. You may use it to look up details about your students, and to enable you to communicate with the students in your class via email. To get started, you will need to request a Campus Solutions account. All Campus Solutions access requests should be made online via the ***BAS User Access Request Form*** at the following address:
http://remedy.manchester.ac.uk/cgi-bin/BASUserAccess/controlpanel.cgi
Once you have access to the system you will then be able to email your students as a group, and also view your timetable schedule. Damaris Freeman, Resources Officer in SRO is happy to show you how to do this.

Health & Safety

Please refer to ManLaw Health and Safety page.
http://www.law.manchester.ac.uk/manlaw/healthnsafety.html

Children at work
Please be aware that it is not possible to bring children to work with you. The University's Safeguarding Children policy prohibits this. If under exceptional circumstances, children are brought in they must be closely accompanied and supervised at all times. Brief visits from staff and their children are accepted but again on the proviso that the child/ children are closely supervised at all times.

First Aid Supplies
First aid supplies can be found in the third floor kitchen (Williamson Building) and the names of the First Aiders in the building are displayed at various points on all floors. In case of emergency, please familiarise yourself with all stairways and exits from the building, and fire alarm test times. (Fire alarm test 2.30pm Monday afternoon)

In an emergency, a defibrillator is available from the main reception of the Williamson building.

Accidents and 'near misses' need to be reported on the accident form.

Display Screen Equipment (DSE) Assessments

All members of staff are required to complete an on-line DSE assessment to ensure that their work station and equipment are set up correctly and to identify if you have any particular needs. See link below:

http://windev.humanities.manchester.ac.uk/surveys/TakeSurvey.asp?PageNumber=1&SurveyID=35Hml4MI7l22H9

The Health & Safety Executive guidelines for working on a computer are as follows:

(a) Breaks or changes of activity should be included in working time. They should reduce the workload at the screen, ie should not result in a higher pace or intensity of work on account of their introduction.
(b) Breaks should be taken when performance and productivity are still at a maximum, before the user starts getting tired. This is better than taking a break to recover from fatigue. Appropriate timing of the break is more important than its length.
(c) Short, frequent breaks are more satisfactory than occasional, longer breaks: for example a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be better than a 15-20 minute break every 2 hours.
(d) Wherever practicable, users should be allowed some discretion as to when to take breaks and how they carry out tasks; individual control over the nature and pace of work allows optimal distribution of effort over the working day.
(e) Changes of activity (time spent doing other tasks not using the DSE) appear from study evidence to be more effective than formal rest breaks in relieving visual fatigue.
(f) If possible, breaks should be taken away from the DSE workstation, and allow the user to stand up, move about and/or change posture.

Risk Assessments

The Head of School needs to ensure that staff and students taking part in their academic duties and studies are covered by appropriate risk assessments and have followed procedures such that in the unlikely event of an accident they are covered by the University's Liability Insurance. This note concerns independent work by staff and students (e.g. research for thesis involving fieldwork; staff attending overseas conferences or undertaking fieldwork and student dissertations involving work away from the University campus).

The School has adopted three generic risk assessments that cover most (if not all) low hazard activities for staff and research students associated with normal academic duties. They are:

General Risk Assessment 1 – Low hazard fieldwork in UK

General Risk Assessment 2 – Low risk travel and fieldwork to overseas destinations including conferences and consultancy
General Risk Assessment 3 – Office work on campus

These are available via the School Intranet
http://www.law.manchester.ac.uk/lawstaff/ethics_risk/

Please read the Risk Assessments as they reduce the need for individual staff to produce their own risk assessment each time they conduct low hazard fieldwork or attend a conference overseas. This is an enormous saving of staff time. However, staff and students will have to complete a full risk assessment if they undertake work that is not covered by the three generic risk assessments (e.g. work with ethical considerations such as working with children, work in a hazardous environment etc).

To ensure that we are compliant academics are asked to email risk.law@manchester with details of any trips they are undertaking, country/place they are going to, travel arrangements, duration of the trip etc. An email will then be sent to you to advice whether the trip falls under one of the generic assessments. If it does not then you will be assisted in completing a full risk assessment.

Smoking on University Premises

Since 1 January 1999 all University academic and administrative buildings have been designated as no smoking areas. This includes all offices, toilets, entrances and secluded parts of buildings.

Visitors

Academic visitors are welcome in the School, subject to availability of space (always a real constraint) and to satisfactory arrangements for covering costs. Proposals should be sent to Louise Gorton, in the first instance, with the visitors CV where they will then be discussed at SMT. Academic visitors do need a sponsor and the sponsor is responsible for looking after them while they are with us.

Register of gifts and Declaration of Interests

If your academic advisees, any other students or other contacts give you gifts of a value which seems to you to be over £20, you are asked to declare them. And, if you have interests which may possibly be seen to conflict with your duties in the University of Manchester, you are similarly asked to declare them. The procedure to make a declaration is to send an email (or similar message) to the Head of School Administration, who keeps the Register of Gifts and Register of Interests.

See also University policy on Gifts from Students:

http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7666

Facilities on and around Campus

<u>A few suggestions for lunch, snacks and coffee …</u>

Ardvark Café (located on the same side of Oxford Road as the Williamson Building, next to St Peter's Chaplaincy)

Christies (accessed from the John Owens building quadrangle)

The Burlington (Veggie café next to the University library)

Manchester Business School (next to the University shopping precinct)

Refectory (University Place)

Café Muse (opposite the Law School and across Oxford Road)

Starbucks Coffee Shop (in the shopping precinct; cross Oxford Road, and head towards the city centre (approx 200 yards))

Umani Noodle Bar (Just past the Aquatics Centre, going north up Oxford Road)

Kro Bar (opposite Student Union)

<u>Banks closest to the university:</u>

Student Union, University Precinct (RBS) and Oxford Road (RBS and Natwest)

<u>Post Office</u>

Hathersage Road – 10-15 min walk down Oxford Road walking away from the City Centre

5. Teaching and Learning

WORK ALLOCATION MODEL (WAM)

The School's current WAM works to a load of 150 credits per year with one hour of face to face teaching equating to one credit and allowances being given for administration and supervision of dissertation and marking of assessments and examination of 240 scripts for a Research and Teaching Contract. Teaching Focused Contracts have 225 face to face teaching and mark 360 scripts.

	Hours
Teaching/ Supervision	
f2f teaching	1
UG Dissertation supervision 20 credits	3
UG Dissertation supervision 30 credits	4.5
UG Dissertation supervision 40 credits	6
PGT Dissertation supervision 60 credits	5
PGR supervision FT main supervisor 80/20	9.5
PGR supervision FT second supervisor 80/20	2.5
PGR supervision PT main supervisor 80/20	6.5
PGR supervision PT second supervisor 80/20	1.5
PGR supervision FT 50/50 model	6
PGR supervision PT 50/50 model	4

Marking	**Scripts**
Marking Exam scripts	1
Lead marker 300 + scripts	30
Lead marker 150-299 scripts	20
Lead marker 50-149 scripts	15
Lead marker less than 50 scripts	5
Moderator where lead marker is sole marker	5
Marking of UG & PGT assessed coursework	1
Compulsory non-assessed coursework	0.3

PGT 7000 word coursework (100% coursework)	3
LLM Research Paper 1st marker	2.5
LLM Research Paper 2nd marker	0.8
PGT Dissertation (double marking)	4
UG Dissertation s (double marking)	3
PGR Internal Examiner	20

The Workload Coordinator, in consultation with your Head of Discipline Area takes responsibility for allocating which course units you will teach on, which will be discussed with you. Undertaking an administrative role reduces your teaching and marking through credits given for these roles. Details of these credits can be found at http://www.law.manchester.ac.uk/manlaw/ under teaching.

DEGREE PROGRAMMES

UG Programmes

- Law (3 Years) [LLB]
- Law with Criminology (3 Years) [LLB]
- English Law with French Law (4 years) [LLB] – *this degree is closing and has 4th year students only*
- Law with Politics (3 Years) [LLB or BA]
- Criminology (3 Years) [BA]

PGT Programmes

Law

- LLM (general)

Commercial streams of the LLM programme:

- LLM Corporate Governance
- LLM Intellectual Property Law
- LLM International Business & Commercial Law
- LLM International Financial Law
- LLM International Trade Transactions
- LLM Law and Development

Public/European streams of the LLM programme:

- LLM Public International & European Law
- LLM European Law & Governance

Law and Development

- MA Law and Development

Criminology

- MA Crime, Law and Society
- MRes Criminology and Socio-Legal Studies

Health Care Ethics and Law

- Health Care Ethics and Law LLM/ MA/ PG Diploma/ PG Certificate in Manchester
- Health Care Ethics and Law LLM/MA/PG Diploma/ PG Certificate by Distance Learning
- Health Care Ethics and Law MSc Intercalated
- Doctoral programme in Bioethics and Medical Jurisprudence (PhD)

Pathways to Law

The Pathways to Law programme offers a wealth of opportunities to school/college students wishing to enter the legal profession. It provides ongoing support to its students during Years 12 and 13, through a structured series of information, advice and guidance sessions.

The aim is to encourage and support young people in applying to study Law at university and we will be supporting pupils through a variety of activities. These activities will include, UCAS application advice sessions, careers days, parents information sessions, mentoring from current University of Manchester Law students along with local legal professionals and organised Legal work placements, all of which will increase a student's chances of being successful in their applications to study Law.

Academic Advisors

Members of academic staff are required to act as academic advisors to students on undergraduate degree programmes. This function may include overseeing the completion of PADPs (Personal Academic Development Plans).

Academic Advisor Responsibilities are:

To be the first point of contact for students to talk to you about work, personal problems or queries that they may wish to raise at any time during the year. As an Advisor you should respond as quickly as possible.

Academic Adviser Responsibilities are:

To be the first point of contact for allocated students to talk about work, personal problems or queries students may wish to raise at any time during the year. The Adviser will try to respond as quickly as possible.

- To be available at suitable times to meet students.

- To refer students to other parts of the University support system (for example: the Central Student Guidance Service, counselling services or the Student Health Centre).

- To arrange times with advisees for at least two meetings during the academic year (three meetings for UG students in their first year). These meetings will enable you to discuss your advisees academic progress and any other matters which affect their progress, advise on general concerns and identify any other appropriate sources of information and advice. You will normally meet with your Advisee at the start of the academic year and once during Semester Two. First year UG students will normally be offered an additional meeting with the Academic Adviser in the final weeks of teaching before Christmas.

- To make regular contact (at least 3 times per semester) with your advisees using an appropriate combination of e-mail and online communication.

- To contact advisees to discuss any problems of an academic nature that may require further discussion (for example, poor attendance or a failure to submit work).

- To encourage your advisees to reflect productively on their academic development; for example, through the use of a personal portfolio or personal development plan.

- To help advisees to identify the skills being acquired and to recognise progress towards fulfilment of the Purposes of a Manchester Education.

- To advise on advisees CVs and additional activities they should participate in to enhance their employability.

- To discuss coursework, feedback and examination results with advisees.

- To provide references for job applications, placements or postgraduate/further studies.

Student responsibilities are:

- To attend the meetings with the Adviser as arranged.

- To prepare documentation for your CV, PDP or Portfolio for discussion with your advisor.

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

- To keep the Academic Adviser informed of any circumstances which may affect your academic work during the year or performance in examinations. If you are submitting mitigating circumstances then the form will need to be signed by your Academic Adviser.

Office Hour Policy
During teaching semesters in which a member of staff is involved in teaching on a course, it is normally expected for the member of staff to offer three office hours per week on different days in which students can either call in or book in to see them This can be academic advisees or students who may have queries on your course unit as one of these hours is for course unit feedback and advice sessions. (Two are for academic advisees and one subject specific hour).

Work and Attendance
It is important (and a contractual obligation) to keep good records of the attendance of students in classes. Colleagues should also respond promptly to instructions circulated from within the School early in the academic year detailing arrangements for checking that students registered for courses are actually taking those courses. Students can otherwise get 'lost'.

Tier 4 of the Points Based System (PBS) is the route for students (i.e., non-UK/ non-EEA passport holders) and was introduced in March 2009. Under the legislation the University in its role as sponsor has a number of specific obligations with respect to record keeping and reporting.

The School has to monitor the attendance of students via attendance rosters for each seminar group on Campus Solutions. Seminar takers will be required to amend the attendance rosters within a weekly cycle to enable the Teaching and Student Support Office to run reports of any absences and liaise with the Programme Directors for correspondence with students.

The system is designed so that it defaults to show all students as not attending, so you are required to tick those in attendance. Any absences need to have a reason specified for the students absence, if no reason has been given then the absence should be recorded as "unauthorised". We are still requesting that students complete the "absence from seminar form" which should give some explanations for absences and these will be copied to the relevant seminar takers for information.

Seminar selection will be open to students the week commencing the 23 September, the Teaching and Student Support Office will generate the attendance rosters from the 2 October.

See Appendix F on recording attendance on Campus Solutions.

Examinations/ Assessment
The University's examinations policies and procedures are available at http://www.campus.manchester.ac.uk/ssc/examinations/exampoliciesinformation/

(a) Setting papers and scrutiny processes: colleagues will be prompted each semester by the Teaching and Student Support Office. It is essential to stick to the deadlines given for submission of draft papers and for any revisions following scrutiny by the Undergraduate Team and external examiners.

The main scrutiny meetings will take place in October and February. Course Directors will need to submit both first sit and resit assessment papers to the Teaching and Student Support Office as well as outline of issues for the exam papers (no outlines are needed for coursework). Course Directors are asked to attend their designated scrutiny group. Scrutiny group listings and templates for the paper and coursework will be circulated via email by the Teaching Support Team.

Additional scrutiny meetings are held for coursework titles for courses which are assessed by coursework and written exams. The University implemented a Feedback Policy and as such the submission dates of coursework are set in such a way that students will receive feedback before the end of teaching for the relevant semester. These meeting Dates are all on the staff intranet

(b) Marking conventions**:** detailed instructions about arrangements for exams, marking conventions and timetable to be followed are distributed each semester by the Examinations Officer/Teaching Support Manager. It is important that these instructions are read carefully and scrupulously followed.

For examinations taking place in the first week of the examination period we appeal to colleagues to aim to complete their marking and moderating 5-6 working days after the examination.

Consistency in marking

It is crucially important that we ensure consistency in our marking, especially within individual modules, but as far as possible also within programmes and across the School.

The Role of Lead Markers

In most cases, the course director will be the Lead Marker and takes responsibility for coordinating the marking process. It is their responsibility to distribute marking to the relevant markers, according to the marking allocation, and set internal deadlines to ensure that they can collate all the marked material, and complete the mark list etc., in good time for the overall deadline.

The Lead Marker should also ensure that the ‘double marking’/moderation requirements are met. All larger course units are marked by more than one examiner. It is therefore the Lead Marker’s responsibility to co-ordinate the review of scripts and/or coursework in order to (a) ensure consistency in marking and (b) to clarify any borderline scripts. A borderline is an overall script (or script and coursework mark combined) that ends on a ‘9’. The Lead Marker may enlist the help of other markers on the course to ensure scripts are moderated, by, for example, arranging a meeting of all markers at which individual scripts can be discussed and scripts can be passed around for moderation.

In borderline cases, the assessment should be reviewed and a decision should be made as to whether the mark should remain a ‘9’ or whether it should be increased by one mark by for example, increasing a 59 to a 60. Where the Lead Marker is satisfied that the assessment should not be raised, the mark should not be artificially reduced – in other words, marks can, where appropriate, remain on a '9'. The team should, however, resolve this internally wherever possible - it is the School's policy to send borderlines to the external ONLY when they absolutely cannot be resolved by the internal markers.

The Lead Marker is responsible for ensuring that all the markers have the support that they need. This is particularly important when markers are new to the School or the subject. The Lead Marker should try to ensure that they are comfortable with their role and are given appropriate guidance.

The Lead Marker is responsible for ensuring that the mark sheet (including marks entered on grademark) is correctly completed. Where possible, the inputting of marks should be done by two members of the marking team together (i.e. one reading out the marks and checking the inputting and the results created electronically checked against the paper version).

In cases where only one marker is responsible for marking the entire course, the Marking Allocation will have made provision for scripts to be looked at by a second marker. The Lead Marker should ensure that the scripts and/or coursework are passed on to the appropriate person in good time to meet the overall deadline.

The Role of Individual Markers

Individual markers are responsible for marking the assessments and scripts that they are allocated according to the School's Marking Criteria as well as providing feedback on them in the relevant format, within the timescale set by the Lead Marker.

Marking criteria
Please refer to appendix E for our marking criteria

Step-marking system. The School operates a step-marking system for all levels for UG and PGT. All individual marks at the first class/distinction band must be given at one of the following steps: 75%, 80%, 85%, 90%. The final mark is NOT step-marked. Please note that step-marking also applies to dissertations. What this means, in effect, is that if an essay merits a first/distinction then it must be given a minimum mark of 75% (a clear first)- you cannot award a mark of between 70% and 74%. A good first is 80%, an exceptional first 85% etc.

Plagiarism

All coursework is submitted electronically, and uploaded by students via blackboard, so there will be a turnitin report for each submission.

Once detected, plagiarism must always be dealt with in accordance with the University's procedures.

http://www.campus.manchester.ac.uk/medialibrary/policies/academicmalpractice.pdf)

The first step for the first marker who has identified the plagiarism is to produce a 'marked up' copy of the original work which clearly indicates the location and extent of copied passages, and a copy of the 'marked up' original sources. This needs to be done in such a way that the problem is clearly identifiable to anyone who views this document. Marked up original sources of the plagiarism must be included where possible (this may involve providing photocopies of sections from books, copies of web pages, electronic articles etc.) When preparing your marked up report, please number and underline (not highlight) each instance of malpractice both on the students work and on the original
document. Once your report is complete, please forward to the appropriate Examinations Officer, Hannah Quirk for UG and Liza Lovdahl Gormsen for PGT.

The Examinations Officer will then decide with you whether the case should be heard at either a School, Faculty or (in the most serious cases) a University disciplinary panel. The Examinations Officer will provide advice on the most appropriate location for the case.

Dealing with cases 'inhouse'

Where it is agreed that the case will be dealt with by the School, as per the University guidance, the Examinations Officer will arrange a meeting with the marker/Lead Marker and the student. At this meeting, the marker/Lead Marker must have clear evidence of the suspected plagiarism. At this meeting the student will be given the opportunity to explain how/why plagiarism has occurred and to present any mitigating circumstances which may be relevant to the final penalty decided upon.

Dealing with cases at Faculty/University level

Where the case is to be heard by the Faculty or University, the School must provide evidence of the suspected plagiarism as follows:

1. Marked up report prepared by the first marker (see above for guidance).
2. The marker should also provide a brief written report outlining the nature and extent of plagiarism.
3. All evidence should then be sent to the Examinations Officer who will then forward it to the appropriate person. Please remember: it is vital that all submitted evidence is clearly documented.

The University's "Guidance to Students on Plagiarism and Other Forms of Academic Malpractice"
http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=2870

(c) Examination Periods The examination periods for 2013-2014 are:

Semester One	13 - 24 January 2014 – (timetables will be published week commencing 9 December 2013)
Semester Two	15 May – 4 June 2014 – (timetables will be published week commencing 31 March 2014)
August Resit period	18-29 August 2014 – (timetables will be published week commencing 21 July 2014)

(d) Examination Boards
All colleagues are required to attend the Examiners Boards. With the implementation of the new UG and PGT Regulations, Schools are now required to have a progression board in February as well as the main Examiners Board in June, the dates for these meetings are:

Progression Board for UG	Friday 21 February at 11 am
Progression Board for PGT	Thursday 20 February at 11 am
Examiners Board for UG	Thursday 19 June at 10.30 am
Examiners Board for PGT	Wednesday 18 June at 10.30 am

In addition to these meetings, Programme Directors are also required to sit on Special Circumstances Boards, these take place as follows:

UG Special Circs (Progression Board)	Wednesday 12 February at 10.30
PGT Special Circs (Progression Board)	Friday 14 February at 10.30 am
UG June Special Circs	Tuesday 10 June at 10.30 am
PGT June Special Circs	Friday 13 June at 10.30 am

Emails will be circulated throughout the academic year from the UG and PGT Examinations Officers reminding colleagues of key deadlines.

(e) Absence: **colleagues *may not be absent without permission* in writing from their Head of Discipline Area during the examination period, including the resit period.** Such permission will require a firm assurance that all examination matters are in hand and that other colleagues will not be inconvenienced by the absence. It is vital that colleagues can be reached easily and quickly during the exam period, ideally they should be available while the exam is being sat. It is also really important to keep to the timetable for delivery of assessed coursework and exam marks, delays impact on External Examiners and colleagues in PSS in terms of the time they have to complete their tasks.

(f) Marking: is allocated by the Teaching Allocation Co-ordinator on the basis of a rough equality.

(g) Practice on disclosure of marks: it is University policy to disclose examination marks to students, but this must not be done indiscriminately. Colleagues should never go beyond disclosing to the student concerned his or her mark on their own course. Students must not be told the marks of other students. Requests for disclosure of a student's full set of marks should be referred to the School Teaching and Student Support Office. If January exam marks are disclosed, it must always be with the warning that these are *provisional* until confirmed by the June examiners' meetings. June marks (including those for extended essays and dissertations) should not be divulged until they have been confirmed by those meetings.

(h) Assessment of undergraduate and postgraduate dissertations and essays: procedures for assessment of dissertations and course essays, and for dealing with late submissions, are issued annually.

(i) feedback*:* The Policy stipulates that for courses which are assessed by both coursework and written exam that submission dates for the assessed coursework are set in a way that students will receive feedback before the end of teaching for the relevant semester. The Feedback Policy stipulates that for courses which are 10, 15 and 20 credit units feedback should be given within 15 working days.

The university and the school have developed policy and guidance on feedback. The purpose of feedback is to help students understand i) the marks or grades awarded for their work, and ii) how they may improve their performance. Constructive criticism should be the overriding feedback style and markers should clearly identify to students their strengths and weaknesses. Sessions on giving effective feedback are regularly run during the academic year.

See link to the University policy:
http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6518

See Appendix D School Policy on Feedback

(j) Assessed Coursework: As specified in the Assessed Coursework Guidelines, penalties apply if students submit coursework late which are applied by the TSO or for overlength which is applied by the marker.

All coursework is submitted online on the following dates:

Semester 1	19-21 November - feedback provided 12th December 14-16th January* – feedback due 6th February
Semester 2	1-3 April – feedback provided 8th May 13-15th May* – feedback provided late June/ early July

* The later submission dates is for dissertations and course units that are 100% coursework for assessment

The School requires students to submit all assessed coursework and dissertations in electronic form. Work handed in by students for assessment will be subjected to electronic systems for detecting plagiarism or other forms of academic malpractice. TurnitinUK, is the plagiarism detection service used by the University.

Feedback is provided electronically via Grademark.

Specified in the Assessed Coursework Guidelines, the following penalties will apply if students assessed coursework exceeds the word limits set out below:

(i) if the work is less than 10% over the limit, then 5 marks will be deducted from the mark awarded;

(ii) if the work is 10% or more, but less than 20%, over the limit, then 10 marks will be deducted from the mark awarded;

(iii) if the work is 20% or more, but less than 50%, over the limit, then 20 marks will be deducted from the mark awarded;

(iv) if the work is 50% or more, but less than 100%, over the limit, then 40 marks will be deducted from the mark awarded; and

(v) if the work is 100% or more over the limit then the work will not be marked and a mark of zero will be recorded.

(k) Dissertations

Undergraduate

- LAWS30610 – 40-credit (long) dissertation open only to criminology final year UGs
- LAWS30620 – 20-credit (short) dissertation open only to criminology final year UGs
- LAWS30001 – 20-credit dissertation open to final year UGs in other Law School programmes, semester one
- LAWS30012 – identical to LAWS30001, but in semester two

No two of the above dissertation course units may be taken during a student's degree programme. In *exceptional* circumstances however, an application from a student with good academic reason to wish to take two dissertations will be considered, (on application to the Director of Undergraduate Studies).

The choice of the subject of a dissertation and appointment of supervisor is part of the Pre-Registration process, completed in advance of the academic year, this year students will be asked to complete "dissertation option forms" by June 2013 if they wish to undertake a dissertation in 2013-2014. Students are advised that dissertation work should comply with the University guidelines for Ethical Practice in Research as published on the University Intranet.

Students are advised to read the "*GUIDELINES ON THE PRESENTATION AND SUBMISSION OF UNDERGRADUATE DISSERTATIONS*" which are available on the programme hubs in BB9.

The regulations require that dissertations be of the approved length: viz, 8,000 words (excluding bibliography, tables and footnotes). Footnotes should be used for citation and reference purposes only. Other material should not be presented as footnotes, but if it is so included, it will count towards the overall word limit.

A student's failure to comply with the maximum word limit will result in a deduction of their mark:

The following penalties will apply if your work exceeds the limits set out above:

(i) if the work is less than 10% over the limit, then 5 marks will be deducted from the mark awarded;

(ii) if the work is 10% or more, but less than 20%, over the limit, then 10 marks will be deducted from the mark awarded;

(iii) if the work is 20% or more, but less than 50%, over the limit, then 20 marks will be deducted from the mark awarded;

(iv) if the work is 50% or more, but less than 100%, over the limit, then 40 marks will be deducted from the mark awarded; and

(v) if the work is 100% or more over the limit then the work will not be marked and a mark of zero will be recorded.

Dissertations undertaken in the First Semester must be submitted between 14-16 January 2014 (by 3.30 pm on the 16th).

Dissertations undertaken in the Second Semester must be submitted between 13-15 May 2014 (by 3.30 pm on the 15th)

Although assessed coursework is all electronic, students submitting dissertations are required to submit two bound paper copies as well as an electronic copy, via Blackboard.

Dissertation feedback and marks will be returned to students online:

Semester 1 - 6 February 2014

Semester 2 - end of June/early July 2014

Postgraduate – Health Care Ethics and Law (HCEL) and Criminology

Students are required to submit a provisional title and a brief summary of their proposed topic to Nuria Hortiguela by **6th December 2013**. The brief summary includes an indication of whether it will involve fieldwork or not (and if so, a brief description of the aim of the fieldwork). Supervisors will then be allocated and supervisors should work with their students on refining their topic and preparing work for their dissertation. Students will be matched to supervisors based on the experience and expertise that the member of staff can provide, balanced with the workloads of individual staff members. Students will be notified of their dissertation supervisor in **February 2014**. It is then expected that you will meet with your students individually to provide general guidance and your expectations of the student and what they can expect from you.

In **April 2014** students will be asked to complete a form which will be sent via the Programme Administrator, on which students should write their proposed title. The form should then be signed by the supervisor. This form is returned to the Teaching and Student Support Office by **4th June 2014**. The notice of submission form, is then submitted with the dissertation on **Wednesday, 3rd September 2014.**

Supervisors should meet with their dissertation students at least twice. An initial meeting should take place to agree upon a title for the dissertation and a plan of work, and to identify literature to be sourced. A meeting should also take place at least a month ahead of submission of the dissertation, so that you can provide feedback on a draft of a chapter of the dissertation. You are not expected to read or comment on a draft of the full dissertation. Students will be expected to extrapolate from the feedback they receive on one chapter and apply that feedback to the rest of the dissertation.

These two meetings would be expected to be the minimum contact between student and supervisor while writing up the dissertation; arranging these meetings is students responsibility.

The process for students whose research involves fieldwork will very likely need ethical approval. Ethical approval guidelines are available on the programme areas of Blackboard.

The dissertation should be between 12,000 and 15,000 words. Dissertations must not exceed 15,000 words.

(i) *if the dissertation is no more than 10% over the specified word limit, then 5 marks will be deducted from the mark awarded;
(ii) if the dissertation is more than 10% but no more than 25% over the specified word limit, then 20 marks will be deducted from the mark awarded;
(iii) if the dissertation is more than 25% but no more than 50% over the specified word limit, then 50 marks will be deducted from the mark awarded;
(iv) if the dissertation is more than 50% over the specified word limit, then the work will not be marked and a mark of zero will be recorded.

*Penalty *may* be waived where the limit is exceeded by a trivial amount

Most students take their dissertation to the University of Manchester Library for binding. The computer clusters on the 3rd and 4th floors of the Williamson building are available for students wishing to use University facilities to prepare their work.

The University publishes a document entitled *Guidance for the Presentation of Taught Masters Dissertations*, which you are able to view from the following page of the policies website: http://documents.manchester.ac.uk/display.aspx?DocID=2863 (listed under the letter P). This University document gives information as to how to format the dissertation.

Dissertations **must** be submitted to the Teaching and Student Support Office of the School and **not** to the supervisor. Please direct any students to the Teaching and Student Support Office.

Two bound copies of the dissertation must be submitted at the designated time and venue. An electronic copy of the dissertation must also be submitted. Further details of the submission process will be issued to students separately in semester two.

The University policy is that any student who submits a piece of assessed written work (including the dissertation) after the submission deadline, without being granted an extension, will receive a reduction of 10 marks per day for a maximum of ten days.

All dissertations must be submitted in both electronic form and in hard copy on the following date for full-time and part-time (year 2) students:

Wednesday, 3rd September 2014
(Time: 10.00am-3.30pm; Venue: Williamson building, room 3.03/3.05)

Students will be asked to sign a plagiarism declaration on submission of their dissertation, and will be issued with a receipt to confirm submission.

Part-time(year 1) students will submit their dissertations on Wednesday, 3rd September 2014 (with further details of time and venue to follow in academic year 2013-2014).

Postgraduate Research Papers

Each research paper must be based upon the area of law covered in one of the course units (semester one course units for research paper one, and semester two course units for research paper two). Course unit directors will provide advice on the suitability of a proposed topic.

Some course units will allow students to submit their own title for approval. Some course units will provide a list of titles from which one must be chosen. In some cases, there will be a combination of these two approaches. Individual course unit descriptions on the School of Law website include information on each unit's approach in this respect to research papers.

Students must obtain approval of their proposed title from the relevant course unit director before embarking on their research and in any event by **Thursday 6th February 2014** (for research paper one) and **Monday, 9th June 2014** (for research paper two).

Research Papers should be between **7,000 and 8,000** words in length. (excluding footnotes).

All research units for this programme involve the submission of written work as part of the course unit assessment. If work is over the word limit, then there will be sanctions imposed on the result of that piece of work. The sanctions are as follows:

(i) if the work is no more than 10% over the specified word limit, then 5 marks will be deducted from the mark awarded*;
(ii) if the work is more than 10% but less than 25% over the specified word limit, then 10 marks will be deducted from the mark awarded;

(iii) if the work is more than 25% but less than 50% over the specified word limit, then 50 marks will be deducted from the mark awarded; and

(iv) if the work is more than 50% but less than 100% over the specified word limit, the work will not be marked and a mark of zero will be recorded.

A single **printed copy** of the first research paper must be submitted on Wednesday 23rd April 2014 **between 10.00am and 3.30pm**.

A single **printed copy** of the second research paper must be submitted on **Wednesday, 3rd September 2014 between 10.00am and 3.30pm**.

Research papers must also be submitted electronically. Further details of the whole submission process will be made available to students separately later in the academic year.

The University policy is that any student who submits a piece of assessed work (including the research papers) after the submission deadline, without being granted an extension, will receive a deduction of marks of 10 marks per day up to a maximum of 10 days. If the student suffers illness or other adverse circumstances, which mean that they cannot complete either of the research papers by the published submission date, they may apply for an extension (using the form available from the Teaching and Student Support Office)

Lectures and Seminars

Lectures can be timetabled almost anywhere on campus, it is wise to find your lecture theatre well in advance! Most lecture theatres are equipped with facilities for PowerPoint, in some of these you will need to give notice to the building technician of your intention to use PowerPoint – if in doubt phone the porters of the building in question well in advance. Damaris Freeman, who manages timetabling, will advise you on such arrangements. Lecture periods are timetabled for 50 minutes, starting on the hour. **You are asked to finish promptly, so that students can get to their next class, which may be some distance away. It is University policy that all lectures are recorded and made available to students, unless individual lecturers opt out of the system. If you do not want your lectures to be recorded, please inform the Director of Teaching & Learning before your teaching starts.**

Please ensure that copies of lecture handouts and seminar sheets are circulated electronically to others teaching on your courses and that you are aware of how to put these on the *Blackboard* site for the course units you teach. (See section on *Blackboard.*) You should NOT provide students with hard copies of handouts – they are given printing credits which enables them to print out hard copies if they wish - but you must ensure that copies of all teaching materials are posted on Blackboard.

Undergraduate course units

Most first and second year law subjects are taught and examined in a single semester and are structured as follows: 1st, 2nd and 3rd undergraduate *Law* modules have 3 lectures per week for 10 weeks and 5 seminars per semester plus ten hours of feedback and guidance sessions. Criminology subjects typically have 2 lectures per week for 10 weeks and 10 seminars plus ten hours of feedback & guidance sessions.

Law Seminars are taught fortnightly (a total of five cycles (one cycle consisting of week A and week B) over ten weeks). Seminar attendance is compulsory for students so you must keep a record of attendance. You will be advised separately about the appropriate "Work and Attendance" procedures. Seminar teaching may take place in your own office if there is enough space. The Resources Officer, Damaris Freeman, will liaise with you regarding this.

Criminology seminars are taught weekly over the ten weeks of the semester.

All courses have a course director; you should liaise with course directors of courses on which you wish to teach – or have been asked to teach.

All staff members are periodically assessed via peer observation, usually every three years. For those staff who are on probation peer review is carried out annually, and members of staff can request to be peer reviewed e.g. are applying for promotion and want to strengthen their case. All courses are assessed by student questionnaire forms.

Postgraduate Teaching

Taught postgraduate courses are taught according to the needs of the particular course. However, many 30 credit courses follow a 26 lecture and 4 seminar pattern, and 15 credit course units typically have 15 contact hours during the semester.

Teaching content

Seminars are intended to facilitate student learning through discussion based on questions set in advance (usually by the Course Director). They also provide the students with an opportunity to discuss relevant issues which have arisen during lectures or in their course reading. As seminar leader you should provide the opportunity for all the students to speak and be wary of slipping into a 'mini-lecture'. There should be about 12 students per group. All seminars *must* be delivered. Each seminar should last 50 minutes (to allow time for students to reach any subsequent class), timed to start on the hour, and finish at 10 minutes before the next hour.

As a Course Unit Director you should meet with colleagues and GTAs/TAs who are teaching on the unit before the course starts. This meeting will provide the opportunity for you to discuss issues such as

- the content of the course unit (seminar topics, essay titles etc.)
- particular issues or themes that should be highlighted
- what the students are expected to learn/achieve
- the manner in which the seminars might be delivered
- course texts and other useful materials

Assessments

If students ask you about formal assessment, please refer them to the published documents, via Blackboard, which can then be accessed for each course unit under assessment. There are precise rules and regulations, dates and procedures, with which students have to comply.

However it should be noted that course units include **non-assessed coursework**. This is formative assessment: it is not as such part of the examination process but provides an opportunity for students to check their level of attainment and understanding in a subject. Providing timely and informative feedback to students on their non-assessed coursework is important, as this is the main way in which students learn how to improve their essay-writing skills.

Seminar-takers mark the non-assessed coursework and complete a non-assessed coursework feedback sheet, attach that to the work and return it to the student within 14 days, preferably in a later seminar. You need to keep your own record of the marks awarded for non-assessed coursework.

There is information on study skills, including essay-writing and problem solving skills, on the Programme sections of Blackboard which you may like to draw to the attention of your students. In addition The Faculty of Humanities has a Study Skills Website where there are sources of information, hints & tips and practical activities for students to develop their study skills and become a better learner.
See http://www.humanities.manchester.ac.uk/studyskills/

Developing New Course Units/Programmes
The Faculty of Humanities Teaching and Learning Office provide guidance and templates for new units. See link:
http://www.humanities.manchester.ac.uk/tandl/qa/

See link for School UG course units:
http://courses.humanities.manchester.ac.uk/undergraduate/#law

See link for School PGT course units:
http://www.law.manchester.ac.uk/postgraduate/taught/courses/modules/index.html

All course Units and New Programmes have to be approved by the HoDA and the School Teaching and Learning Committee (UG/PGT as appropriate) prior to going to the Faculty Teaching and Learning Committee for approval. The Faculty Teaching and Learning Office are happy to advise on completion of the paperwork and to discuss ideas at the development stage.
Funding for Developing Teaching/ Student Support
Funds are available from the Faculty to help develop innovative teaching and for projects to support the student experience. See link
http://www.humanities.manchester.ac.uk/tandl/resources/funding/

Student absence

Students must attend their chosen seminar group unless it is impossible for them to do so. To get prior agreement to miss one of your seminars, the student concerned should hand you an *Absence from Seminar Form.* This is intended for those students who need to make such changes on a one-off basis. Please return this form to the Teaching and Student Support Office as we need to ensure that this is captured in attendance records. If a student attends an alternative seminar, this does not need to be reported to the academic adviser. However, the student must first contact the seminar taker whose group they wish to attend and get their permission to do so. Colleagues may allow such students to attend one of their seminars subject to capacity issues - if the room you teach in would be over capacity then it would be unsafe under Health & Safety regulations to admit more than the agreed number.

Changing the time of your lectures or seminar

DO NOT CHANGE THE TIME OF YOUR LECTURES OR SEMINARS: the students all have different timetables, sometimes involving several other schools and it is virtually impossible to guarantee that all the students could come to any re-arranged slot, even if this is over lunchtime, or at the same time in the alternate Week A or Week B.

If you experience critical personal circumstances which mean you simply have to miss a class, this **must be reported to the Teaching and Student Support Office, (0161 306 1260) immediately who will inform the students**. A re-scheduled class will then have to be arranged (though again it should be stressed that this is a difficult task). Please try to make any new arrangements suitable for all your students. Rooms for re-arranged seminars may be booked through the Teaching and Student Support Office and you should liaise with them about what time slots are possible. It is your responsibility to ensure that you let students know via email the new arrangements for the missed class as soon as you are fit to do so.

Dealing with students' personal problems and complaints

If you have concerns about a student in your seminar class, please let the academic adviser know. Please use Campus Solutions to search for a student's academic adviser.

The School does have a Complaints Procedure for students, which aims to settle issues informally as far as possible. This can be found in Appendix C.

Contacting your Students

Email is used as a primary means of contacting students quickly. Students' email addresses are on the local directory, accessible through the University networked computers or via Campus Solutions. Please ensure that your academic advisees are using their University e-mail and not a private one. Teaching messages should also be posted on the subject noticeboards situated in the third floor foyer and on the notices section of the *Blackboard* web area for your course unit.

Blackboard @ University of Manchester

The University has chosen Blackboard Learning system as its new virtual learning environment (VLE). Academic staff are asked to upload teaching information into their course unit's *Blackboard* area, and use it to make notices available to the class – and, if you wish, much more. The extensive facilities of this system are there for you to use, if you choose to do so. Contact the Faculty of Humanities e-learning team for assistance in setting up your *Blackboard* area.

Useful Resources and Contacts

Becki Bennett, the E-learning Coordinator for the School of Law has provided a Law School E-Learning Resource Portal which is intended to guide you to all the information you need on preparing your Blackboard sites, using Grademark for online marking, information about available e-learning training and other useful e-learning resources. You can find portal this at the end of your Blackboard list:

- Login to https://my.manchester.ac.uk/
- Go to the 'Teaching and Research' tab then 'my courses'
- Then under 'Quick links' click on the Blackboard 9 link
- You will now see a list of all the courses you are associated with.
- At the end of this list you will see a 'Communities' area and in this area is the Law School E-Learning Portal.

  If you do not find what you are looking for in this portal do contact Rebecca.Bennett@manchester.ac.uk or try the main humanities elearning pages:

  http://www.humanities.manchester.ac.uk/tandl/elearning/

  Do contact Becki Bennett if there are e-learning resources and information you need but have not been able to access.

Questionnaires (Teaching Assessment)

It is University policy that the teaching of course units be regularly assessed by means, inter alia, of student questionnaires. These are completed electronically by the students. The Director of Teaching and Learning along with the Directors of UG and PGT Studies take responsibility for evaluating the responses and following up any areas of concern with the relevant Head of Discipline Area.

6. RESEARCH GRANTS AND CONSULTANCY

6.1 Introduction

Administrative support for the application and management of research grants is provided by the Research Hub for the Schools of Law, Social Science and Environment, Education and Development. The Research Hub is based on the2nd Floor of the Arthur Lewis Building, the School's Research Manager Louise Gorton will be based in the School one day a week (usually Thursday) and is located in the Finance Office 3.09.

Anyone contemplating an application for external research funding should contact the Research hub at the earliest possible stage. **All applications must pass through a set of formal University procedures.** The Research hub will provide guidance, including assistance with costing research proposals as per full economic costing. This includes costing and regulations for research contracts and consultancy contracts. The procedures involve: checking with the School Research Office the accuracy of proposed salary and non-salary costs; approval and peer review of the application by the Director of Research; completion of the Internal Approval Form which sets out the resources required by the proposed research project and attributes percentage credit across applicants; approval of the RPA form by the Head of School; completion of a form concerning any ethical considerations of the research; and final sign-off prior to submission to the funders by the Research Hub. Colleagues should allow several days to complete these procedures, especially if the application form requires a statement of support by the Head of School. The Research Hub will not guarantee to submit a proposal if they do not receive the full proposal at least 48 hours prior to the submission deadline.

The management of grants is delegated by the Head of School to the grant-holder, who is responsible for ensuring that expenditure remains within budget. This is overseen by the Faculty Research Accountant.

6.2 Research Fellows

The School has a history of welcoming research fellows. They fall into three categories: fellows who are paid by the University e.g. Hallsworth or Simon Fellows or externally funded (e.g.ESRC) Postdoctoral Fellows; unpaid visiting fellows from other institutions, typically from abroad; and Honorary Research Fellows who may be former members of staff or have had some working relationship with the School. Details regarding Hallsworth, Simon or ESRC as well as Leverhulme and British Academy Fellowships can be obtained from the Research hub

6.3 *Key Contacts*

In the School:

Director of Research – Professor Toby Seddon: his role is to provide strategic leadership in School research, particularly in regard to quality. This involves developing our aims and processes for enabling colleagues to be successful. Central to this is to support staff in their research goals. In addition to speaking with colleagues who you directly work with and/or your mentor about your research, you can speak with Toby about your plans for projects and publications.
Email: toby.seddon@manchester.ac.uk

Tel: 66549

In the Research Hub:

Research Manager (RM) – Louise Gorton: her role is to provide management support to the Director of Research, and all academic staff in the development of research activity across the School. This includes helping to formulate, review and implement the School's research strategy, co-ordinating, advising and costing research and consultancy proposals and taking a proactive role in the promotion of a successful and vibrant research culture, thereby energising the School's research effort.
Email: louise.gorton@manchester.ac.uk
Tel: 50903/57424
In Louise's absence (annual leave etc) then you can contact one of the other hub leaders:
Gillian.whitworth@manchester.ac.uk elaine.edwards@manchester.ac.uk

Tel: **Finance Officer – Paul Henshall**: his role is to look after research projects in terms of claims and invoicing and providing advice relating to expenditure to PIs.
Email: Paul.Henshall@manchester.ac.uk
Tel: 51300

In the Faculty:

Research Development Manager – Jared Ruff: his role is overall management of the research hubs and to assist with cross faculty bids and large centre bids.
Email: jared.ruff@manchester.ac.uk
Tel: 50288
Research Accountant – Lizzie Langton: has overall responsibility for the Faculty's Research and therefore can also provide advice on research projects and consultancy activity.
Email: Elizabeth.langton@manchester.ac.uk
Tel: 50292

In the University:

Contracts Team – Jane Wells: her role is to provide advice and assistance with all aspects of contract negotiation. The University has a number of standard contracts that can be tailored to satisfy your individual requirements.
It is essential that the Team examines the terms and conditions of contracts supplied by external bodies as they are not always acceptable to the University. The Team will enter into

negotiations with the external body, on behalf of the University and the academic, when necessary.
Email: jane.wells@manchester.ac.uk
Tel: 57283

Head of the Research Office – Dr Andrew Walsh his role is overall responsibility for the Central Research Office and he is the University's signatory for research contracts

EU Funding and Development Manager – Liz Fay: her role is to help with the administering of EU funded Research projects across the University of Manchester. If you are considering a submission for FP7 funding you must in the first instance contact a member of the EU Funding and Development Team.

Email: liz.fay@manchester.ac.uk
Tel: 57114

University of Manchester Intellectual Property Ltd (UMIP) – Heather White: her role is to assess commercial potential and manage and support new ventures.
Email: heather.white@umip.com
Tel: 68814

6.4 Pre-Award

Finding funding

Opportunities for funding are regularly sent round by the AL Research Hub and the Research Manager. There is also a Faculty funding opportunity website on Humnet *listing all opportunities - http://www.humanities.manchester.ac.uk/researchfunding/.*

6.4.1 Advice and support

The RM is your first point of contact if you are thinking of applying for research funding or submitting a tender/proposal for consultancy. Notification at the earliest opportunity is always appreciated.
If in doubt as to the eligibility of any project, check in the first instance with the RM.
If there is still doubt then it is perfectly acceptable to contact the funding body for clarification.
Other colleagues both internal and external can be useful 'critical friends' or collaborators on a bids for external funds.

Peer Review Process

Peer review is the responsibility of Director of Research and is a vital part of the process in making an application for research funding particularly to a Research Council. You need to allow three weeks for a proposal to be peer reviewed by two academics and receive feedback. The RM will facilitate the process by passing your application to the reviewers and then following up to ensure you have feedback. For some funding calls, especially large bids, an application may require further peer review by Faculty and/or the University Research Group.

It is appreciated that some government tenders are subject to very tight deadlines and that the three week turnaround is not feasible. In this instance it is important that you get at least one reviewer to look at your proposal. Again the RM can assist in facilitating this.

General Points on writing applications for funding

- As funding is so competitive the need for clear, well presented applications cannot be stressed enough. Read the instructions and guidance on applications very carefully and follow them precisely – including organising your responses in the order they suggest.
- Write in clear concise English without jargon, if using acronyms ensure that the first time it is written it is in full – do not assume that the reviewer will know.
- Methodology should be clearly stated and objectives and the timeline should be realistic.
- Most funding bodies are looking for projects of originality and significance, increasingly knowledge transfer is also extremely important.
- Get someone outside the field/area (before peer review) to read your proposal to ensure that you have articulated what you want to do, to whom, why it is important and the impact - clearly.
- Allow sufficient time for peer review – there is a direct correlation between those applications that are peer reviewed and the success rate

6.4.2 EU Funding

If you are thinking of applying for European funding then you should contact the EU Funding and Development Manager. Liz is the University's primary source of guidance and support for those engaging, or wishing to engage, in research activity at the European level. Particularly for Framework Program 7 (FP7) projects.

6.4.3 Costing of External Work

All external work has to be costed using the University costing tool to ensure that we comply with the University requirements of costing under the Full Economic Costs model. Responsibility for the costing of research and consultancy lies with the Research Manager and the School’s finance team.

Full Economic Costs (fEC)

The full economic costs (fEC) model of university management is based on the premise that it is possible to calculate the true costs of all activities. The fEC of research is its true cost when visible and hidden costs are accounted for.
Under the fEC model costs are classified according to three categories:

Directly Incurred Costs

These are specific to the project and include research associates/assistants, dedicated support staff (such as admin), consumables, travel and subsistence and equipment that is necessary to conduct the project.

Directly Allocated Costs

This is expenditure that a project shares with other activities. These costs are divided into investigator time, contributions to major research facilities and estates costs (these vary depending on whether the space is a lab or office/classroom – Law's are always office/classroom). Estates costs are based on the University's standard rates and based on estimated use which is linked to time spent on the project.

Indirect Costs

These are not related directly to a project but are essential for the research environment such as HR, Finance, library, Research Office. This is calculated as pounds per full-time academic staff.

fEC and Price

The cost (fEC) and the price of a research project are not necessarily the same. All costs are calculated on a fEC basis, but for some contracts we can set our own price bearing in mind the market in which we are operating.
Currently Research Council's pay 80% of fEC and charities generally pay only directly incurred costs. Government projects should be 100% of fEC and generally this is what the School has recovered.
The University has a devolved model for research income so the research income comes into the School. The School pays a tax to the University for central costs to cover the hidden costs.
Before getting the costing done you need to think about what resources you need to run your project and below is a list of eligible costs that most funders will pay, you also need to look at any guidance on costs from the funding body you are applying to.

Directly Incurred
Staff
Research Staff (Named)
Research Staff (Unnamed)
Research Studentships
Visiting Researchers
Administrator/ secretarial support
Technical support
Consultants
Research Support
EQUIPMENT
Digital Recorders and Transcribers
Laptops for Fieldwork
Computers and printers
Digital cameras, video recording equipment etc
CONSUMABLES (E.G.)
Office Supplies
Specialist software
Hospitality
OTHER COSTS
Survey costs

Transcription costs
Access to data archives
Advertising/ Recruitment costs (new staff)
Printing costs
Publication costs
Website- Development and maintenance
Hire/ purchase of vehicle
Costs associated with ethical approval (if applicable)
Auditing costs
Training

TRAVEL & SUBSISTENCE
Fieldwork
Conference Attendance
Travel associated with Dissemination
Travel associated with Outreach/ Public Engagement
Travel insurance, overseas Visas
Directly Allocated
Principal Investigator (PI) time
Co-Investigators (CoI) time
IS support specific to the project e.g. database construction
Pooled staff resources
Use of specialist research facilities
Estates (based on academic time and automatically calculated)
Indirect Costs (based on academic time and automatically calculated)

Estimating Academic Time

You need to estimate the total hours required for the whole project and not to focus on percentages of time. The School has to use robust method to arrive at the estimate and retain supporting documentation as evidence of this.
The estimate of the PI's time on the project includes time they spend on activities defined as direct Research under the TRAC methodology e.g. managing the project, supervision of project staff and direct research work. Support for research should not be included. The table summarises what should be included and excluded.

Table 1: Estimates of PI Time		
Include	**Exclude**	**Show Separately**
Research work to create new knowledge Fieldwork Management of projects, informal discussions, progress reports etc. Recruitment and supervision of research staff Attendance at conferences,	Drafting and re-drafting proposals and supporting bids to funders *[N.B. where bids do involve a significant amount of*	Supervision and training of PGR students Recruiting PGR students

seminars and other meetings directly connected with specific research projects Production of research project reports and papers and the dissemination of these	*speculative research, this time may be defined as direct Research]* **Support activities** (as defined by TRAC) Travel time	

There is **no general requirement for Investigators to complete timesheets** unless it is an express condition of funding / claiming funds, e.g. European funded projects.
The Investigator should continue to keep some simple records (e.g. desk diary, project log book, etc) of how they have spent their time on the project. NB this is not mandatory but is considered to be best practise and helps with future time estimates.
However, there is now a requirement from Research Councils that where members of staff are paid out of the Directly Incurred costs (e.g. RAs) and do not work 100% of their contract on the project then they now have to complete timesheets.
All estimates of academic time are based on the following assumptions about **available time**:

- **37.5 hours per week**
- **44 weeks per year**
- **1650 hours per year**

EG where total hours of 495 is estimated for a 3 year project, this gives an average annual percentage of 10% (100 x 495/(3x**1650**)) and average weekly hours of 3.75 hours per week ((495÷3)/**44**)

Methods to calculate Academic Time

There are two methods used:

Activity norms method

This method is an attempt to recognise some of the key factors that will affect the length of time a PI spends on a project e.g.:

- Whether the academic is a principal or co-investigator;
- The number of RAs, investigators and other research staff;
- The type of project etc.

Profiling Method

- Where varying amounts of time are spent on a project during its lifetime and there is a detailed project plan showing the different phases of the project, the profiling method may be most appropriate.
- Under the profiling method, the estimate should be calculated by **dividing the project into its discrete phases** (e.g. initiation and start-up, operational phase, mid project review, etc.) and estimating the total hours of PI time for each phase. For example, see the 3-year over the page.

Project Phase	Main PI activity	Period	Total Hours this phase	**Notional % of Time**
1	Recruitment and initiation	Weeks 1-8	96	**37.92%**
2	First operational period	Weeks 9-72	250	**12.34%**
3	Mid-project review	Weeks 73-74	15	**23.7%**
4	Second operational period	Weeks 75-149	400	**16.85%**
5	Final reporting, dissemination etc.	Weeks 150-157	60	**23.7%**
		Total	**821**	
		Average FTE	**0.17**	

Academic Time Buyouts

Under the fEC model PI and CoI's time spent on a research project should be seen as counting towards the research time allocated to the academic. The exception is that the grant may specifically require that teaching is bought out (e.g. some fellowships, research leave scheme). An external award cannot, therefore, provide an entitlement to a 'buy-out' of the research time attributed to the individual in the grant application. However, the School recognises that the research activity is beneficial; external income has been obtained; and disincentives associated with managing externally funded projects should be minimised. Therefore a Research Credits policy operates (See below).

Research Credits

The School's policy is to encourage staff to apply for research grants and to award research credit for teaching and administrative workload, but only for a proportion of the time attributed to the investigator in the research application.

The proportion will be calculated and applied as follows:

- A credit of 50% of principal investigators' time on the project will normally be applied where the fEC recovery is 80% or more.
- For grants which provide less than 80% fEC recovery, the research credit will normally be reduced proportionately.
- Requests will not be discouraged for research credit which is additional to the proportion that normally applies, but a strong case must be made that it is in the best interests of the School.
- Research credit will be applied in accordance with the conversion ratio used in the School's workload allocation model (currently, four hours of actual time is equivalent to one hour of workload allocation).
- Research credit cannot, however, in any one year exceed 80% of the teaching and administrative workload.

- The policy does not apply to Fellowship schemes, for example, those offered by the Leverhulme Trust, the AHRC, the ESRC and the British Academy, which are designed to provide full replacement cover for teaching and administration.
- Research credit is always subject to the best interests of the School. The long-standing requirement, that the Head of School should be consulted in advance of application about the teaching and administrative implications of external research funding, is even more important.

Research Credit Calculation Examples

Example of Research Council project

fEC		100,000		
Income on bid (80%)		80,000		
PI days on project		50		
80% FEC	£	80,000.00		
Proportion of 80%		100.0%	(Income on Bid divided by 80% of FEC)	
Buy Out Rate		50.0%	(Half of Proportion)	
Teaching Credit	Days		Hours	WAM Equiv
50 daysx50%		25.00	187.50	46.88
	(Number of days times Buy out rate)			(Hours divided by 4)

Example of Charity funded project

fEC		100,000		
Income on bid (40%)		40,000		
PI days on project		50		
80% FEC	£	80,000.00		
Proportion of 80%		50.0%	(Income on Bid divided by 80% of FEC)	
Buy Out Rate		25.0%	(Half of Proportion)	
Teaching Credit	Days		Hours	WAM Equiv

50 daysx25%	12.50	93.75	23.44
	(Number of days times Buy out rate)		(Hours divided by 4)

6.4.4 Research Governance and Research Ethics

Research Governance defines the broad principles of good research practice and is crucial to ensuring that research is conducted to high ethical standards. The central purpose is to protect human participants by ensuring there are clear arrangements to identify and manage any risks associated with a research study. The first principle of Research Governance is that the research project should be sound in concept and methodology. Ultimately, the responsibility for seeking ethics approval where it is necessary rests with the researcher, and he/she should satisfy themselves that they have explored this issue fully. Where there is any doubt whatsoever as to whether ethics approval is required or not, formal advice must be sought from the School Ethics Advisory Committee.

It is a fundamental requirement of the University that all projects involving University staff undertaking research using human subjects receive approval either from an NHS Research Ethics Committee (REC) or from the University's Research Ethics Committee (UREC) before they start.

If your research involves NHS patients, NHS staff or NHS premises then you must go through an NHS REC. You **may also have to use** this route if your research involves volunteers who are deemed not to have the mental capacity to give informed consent, irrespective of whether there is any NHS involvement.

Examples of activities for which approval is required include, but are not limited to, questionnaire and interview-based research involving confidential or sensitive issues, or contact with subjects who might be regarded as dependent, such as children or persons with some form of disablement.

If the requisite approval is not secured, the proposal may not be covered under the University's insurance policies.

The School does not send projects for formal University ethical approval unless the project is awarded, but advice can be sought from the Ethics Advisory Committee at the application stage.

Insurance cover

For those whose research is ethically reviewed and approved directly by the Research Ethics Committee, insurance cover is automatically arranged.

Cover is as follows:

For negligent harm: University of Manchester Employers Liability (for students this would cover the supervisor who would be held responsible for his or her student).

For non-negligent harm: for university employees and registered students only, a No Fault Compensation policy

6.4.5 Contractual Terms and Conditions

You need to be aware that there are differences between research grants and research contracts. In simple terms:

Research Grants

The term 'Research Grant' is restricted to research projects funded by Sponsors whose terms and conditions are non-negotiable, such as the UK Research Councils, Charities, Higher Education Funding Councils and certain Government Bodies.
Awards are usually made in response to competitive bids and are for a set period to enable a specific research project to be undertaken.

Research Contracts

In simple terms a contract can be defined as:

"An agreement to define the rights and obligations of the parties involved."

All research requires a contract to be signed in one form or another and by accepting the offer, whether it is financial or 'in kind', a contract is formed.

6.4.6 Research Contracts

For research contracts, increasingly the contractual terms and conditions are sent at the tender stage, so they need to be reviewed by the University's contracts team before the tender is sent in and commented on in terms of acceptability. If this does not happen and the tender is awarded then the University is in the position of not being able to negotiate any unfavourable terms. Contentious issues are usually around ownership of intellectual property and publishing the results of the research.
The University also understands that discussions often take place between the academics and the external body in the preliminary stages of planning the project or work. Prior to such discussion taking place, they ask you to consider whether you will be disclosing any intellectual property which requires protection, and whether a Confidentiality Disclosure Agreement will be necessary. Such an agreement can be obtained from the Contracts Team.

It is important to remember that you should not negotiate or agree to any contractual terms and conditions orally or in writing without advice from a member of the Contracts Team, and in particular, you should not sign any agreement. An oral contract is just as legally binding as a written contract. Please be aware that signing the contract yourself is a disciplinary offence!
Should you have any queries or concerns about preliminary discussions with a potential funding body then contact the Contracts Team at the earliest opportunity.
The contact for the School is Jane Wells, jane.wells@manchester.ac.uk

6.4.7 Intellectual Property

The term Intellectual Property (IP) describes the right to own the intellectual ideas that you create. When you publish your research, you will generally sign the copyright over to the publisher (whilst retaining the moral rights in order to protect you from plagiarism of your work).

- IP Initially belongs to university, but may be changed by the terms of the research project agreement
- IP ownership needs to be checked and protected at the contract stage
- The position of students working on projects (CASE Studentships etc) needs to be checked as students by default own any IP they create. They need to be asked to formally assign their IP to the University

University of Manchester Intellectual Property Ltd (UMIP)

Key Functions

- Manages Intellectual Property on behalf of the University.
- Identifies, protects and evaluates the commercial potential of research from all faculties.
- Commercialises Intellectual Property via the most appropriate route: sale, licence or spin-out.
- Holds the University's patent budget and manages its Proof of Principle awards and its seedcorn investment funds.
- Has access to an extensive network of industry experts, professional advisers and investors.
- Offers a spin-in activity which manages IP on behalf of partner and collaborative institutes.

The contact for the School is Heather White heather.white@umip.com

6.4.8 Documents commonly requested as part of the tendering process

The tendering process usually includes requests for documentary proof that as an organisation, we have certain policies in place.
Documents that are commonly requested are as follows:
Equal Opportunities Policy
http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=8361
Training and Development Policy
http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=851

Environment Policy
http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=12162

Health and Safety
http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=654

If you get asked for anything else then look at the Policies website (link below) or ask the RM.
http://www.staffnet.manchester.ac.uk/policies/

Insurance
Other documents that are usually requested are proof of the University's Professional Indemnity Insurance and Public Liability Insurance.
The RM has copies of the insurance certificates as PDFs.

6.4.9 Approval Process

All external applications have to have School Approval. An approval form for research and consultancy activities is available on request from the RM:
Research applications – are approved by Toby Seddon (Research Director) or Geraint Howells (HOS).
Consultancy – permission needs to be sought from Geraint Howells (Head of School) who will sign the approval form.

6.4.10 Submitting Your Application/Tender

Increasingly applications are submitted electronically, however there are still funders who require the application in hard copy by the deadline. If this is the case you need to ensure in plenty of time that an administrator is available to send it via DHL. The administrators who is responsible for sending via DHL is Louise Gorton
Research Councils
Research councils use the Joint Electronic Submission system (JE-S) and you have to be registered in order to complete an application. Most academics will be JE-S registered but if you are not instructions follow:

Je-S – registration process
https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx?try=Cookie&cookies=yes
If you are not sure whether you have an account then please go to 'Create Account' second link from the left at the bottom of the login page. You will be able to establish if you already have an account by typing in your email address. If you do you will need to contact Je-S personally to reset password etc. I f you do not have an account then follow the Je-S instructions for creating an account.
If you have problems with your account e.g. cannot remember you password you must contact Je-S yourself as they will only communicate with the account holder.

Je-S Helpdesk contacts
tel: 01793 444164
email: jeshelp@rcuk.ac.uk

6.5 Post-Award

6.5.1 Notification of award

As Principal Investigator (PI) you may receive notification of an award directly from the Funder, in which case a copy of the documentation should be forwarded to the Research Manager. All Research Councils send notification as a matter of course to the Head of the Research Office which will be disseminated to the relevant Research Administrator with a copy for the PI.

When accepting the award, be aware of any changes that the Funder may impose as regards the budget, duration or work specification. If the Funder requests changes you must consider whether the research can be conducted within the new limits. The Research Manager will consult the PI following any amendment imposed by the Funder, in particular, any reduction to the budget.

A research contract is formally awarded once the contract has been fully executed, i.e. agreed and signed by the Head of Research Office.

Who formally accepts the award?

Following consultation with the PI, the Research Manager, formally accepts the award on behalf of the University and the PI. You may be required to complete a Funder acceptance form.

These forms will vary between Funders and will require the authorisation of the University and/or the Principal Investigator. As a Principal Investigator you are not authorised to sign on behalf of the University and if you do, the award will not be valid.

Research Council Starting Certificates

In addition to a grant acceptance form, a starting certificate is required by all Research Councils to activate the project. Research Councils are aware that the start of a project may be delayed due to the time needed to recruit staff. Starting certificates for all Research Councils must be returned within 28 days of the project actually starting. The Research Manager will liaise with the PI regarding the start date and submit the starting certificate.

To accommodate such delays Research Councils have timescales within which the project must commence and the starting certificate is returned.

If the project cannot commence within the required timescales, written confirmation from the relevant Research Council to delay the project start date should be obtained. If consent has not been sought and the project has not commenced, it will be deemed to have lapsed and, in most cases, cannot be reinstated.

6.5.2 Managing Your Project

PI Responsibilities

The role of the PI is to ensure:

- Management of project – timely delivery of high quality research
- Adherence to research governance framework and legal and ethical regulations
- Care of participants
- Protection of integrity and confidentiality of data – collection, storing and archiving
- Selection/ appointment of a research team that is suitably qualified, supervised and developed
- Financial probity
- Availability of documents for audit
- Dissemination of findings

CoI Responsibilities

- To assist the PI with the tasks as outlined above or/and
- To take specific responsibility for a particular area of the research

Pre-project planning

If you are fortunate enough to have a period of time between notification of your award and the project start this can be really useful in terms of pre-project planning, recruitment of staff, requisitioning of any essential equipment and finding space for additional staff.

- It is a good idea to revisit your plan from the application/tender and break down further into more detailed milestones/ deliverables.
- Look at the finances again and profile when your expenditure will actually occur, so you can monitor under/overspends.
- Carry out a risk assessment of your project.
- If the project requires work overseas look at Foreign Office website for any risks associated with overseas travel
- Discuss project with Health and Safety Officer in School
- Think about and have an action plan for research staff and student risks

Recruitment and Selection

The Research Manager and Head of School Administration can assist you with the recruitment process, the main stages are as follows:

- Draw up job description and person specification, including grade.
- Completion of Post Approval Form (School and Faculty approval is required, even for externally funded posts).
- Once approved by Faculty this is passed to HR.
- HR will refer in the first instance to the Redeployment List.
- If the position is to be advertised externally HR will put on jobs.ac.uk and liaise with you/RDM re advert and timescales.

Follow short-listing and interviewing protocols

Prior to undergoing the recruitment process you must have attended the Equality and Diversity Course and Recruitment and Selection course run by the Staff Training and Development Unit to ensure that you conduct the recruitment process in a fair and appropriate manner.

The PI must follow the University procedures for the appointments process. Applications should be checked carefully and references always sought. At least one colleague from outside the Project Team should be involved in the short-listing process. You should ensure that the referee knows the candidate well and is in an appropriate position to judge his/her abilities for the position.

There must be formal and robust interviewing processes in place for all appointments, please consult with the Head of School Administration. Do not conduct interviews on your own but ask some colleagues to form an interview panel. The composition of the panel should be appropriate to the job. Good people to include are senior colleagues with more experience of interviewing, and an administrator who, as a non-academic, can provide a different perspective. It is also useful to think about whether you want the candidates to undertake any practical tests (e.g. if quantitative skills are an essential requirement you could ask them to complete an analysis of some data) or to give a presentation.

Try to ensure you make it a positive experience for the candidates as it is an opportunity to sell the position to the candidates, as well as a formal interview. A well planned visit introducing them to their potential future colleagues and the research facilities, could encourage them to accept the position.

Communication

Effective communication is vital when running a project. This includes communication internally – members of the project team and School staff, and externally with the funder. Regular project meetings are a good idea to keep the project on track and ensure that the project team are aware of priorities and deadlines and feel part of a team. By mapping the key milestones this will give you a project plan that you can monitor progress against.

It is unusual for a project to run absolutely to a plan and there are always unexpected events/ occurrences that have to be dealt with such as illness, maternity leave, resignation of an investigator, delays in data gathering or fieldwork etc. Many funders will allow extensions to projects (with no extra costs) but this needs to be negotiated well ahead of the finish date. If you are having problems with the any aspect of the management or research then seek advice from RM and Director of Research.

Final project reports should not be underestimated in terms of the time they take. They are regarded as being of vital importance and if not submitted in a timely fashion and of the required standard can affect future funding not just for the School but the University.

6.5.3 Financial Management

PIs need to manage the project/contract budget carefully. Reports on expenditure and balances in the individual budget headings are available via My Manchester and can be found under the Teaching and Research Tab and clicking on Project Finance . Costs that are under the PI’s control are the directly incurred costs (RA costs, administrative support, consumables, equipment, travel and subsistence). It is a good idea to record the purchase of directly incurred costs on your own spreadsheet as you spend so when you get your monthly report you have your own record to check against. Sometimes expenditure is posted to the wrong account and if you have another projects expenditure on your account, under the rules this would not be eligible expenditure and could be clawed back if audited. It is also advised that you meet with finance/RM every 3 to 6 months to review the account and particularly 6 months prior to the end of the project to make sure you have maximised the expenditure.

Directly allocated staff costs, indirect and estates costs are managed by the finance team, and whilst they will show on your report they cannot be adjusted.

Claims

As there are now a limited number of signatories for authorising expenditure, PIs should initial all claims (casual timesheets and travel and subsistence claims) to confirm that the hours have been worked/travel was part of the project so that the claim can be authorised. Egencia should be used for booking travel wherever possible.

Virement of Costs

Under the fEC model, virement between budget headings can only occur under directly incurred costs, directly allocated and indirect costs cannot be moved. Most funders are accommodating in this respect but the rules vary for when you formally have to ask permission. Research Council's inform you of the rate of transfers for the various headings in the grant letter. Your project meetings with the finance team should identify if there needs to be any virement.

6.6 Consultancy Services

Members of staff are often approached to provide consultancy services. Permission needs to be sought from the line manager and Head of School, and the costing for such activity has to be done by either the RM or the Finance team following the fEC model. Academics should only undertake consultancy projects which cover *at least* 100% of fEC, unless there are very strong strategic reasons to charge less than fEC, otherwise the project is just not worth doing. More generally the aim is to generate surpluses on consultancy projects. Please also be aware that VAT should be charged for consultancy work.

The difference between consultancy and applied research can be confusing and given the need to maximise what we identify as research income rather than consultancy it is important that academics are aware of the differentiation. Consultancy is a form of *paid* knowledge transfer, in which the IPR is effectively transferred to the client so that the client can implement the ideas developed in the consultancy project. Applied research is where the IPR remains with the University, and the key here is that applied research should have the potential to lead to publication by the university's members of staff undertaking the project. In practice it may not be quite so straightforward, if, for example the client allows publication after a period of time in which it can secure the benefits of the IPR. But where there is any possibility of publication the default position should be that we treat the project as applied research.

The kinds of consultancy (more generally, knowledge transfer) that members of staff are encouraged to undertake are those where there is a clear synergy between the consultancy project and either research or teaching activities. What is discouraged is routine consultancy – the application of well known ideas to a different customer.

For clarification, the following scholarly and academic activities are not classed as consultancy by the University, and are not the subject of this policy, even though fees may sometimes be paid to the staff member in return for the activity:

- teaching/lecturing/workshops
- REF panel member
- membership of Research Council or government or similar committees
- refereeing papers, or editorial board work
- external examining
- reviewing books
- comments to media
- advising learned societies and charities, and charity work generally

Professional activities where the individual is acting as a nominee of the University for no additional or for nominal remuneration i.e. less than £500 pa are not consultancy. These activities are governed by the University's Outside Commitments Policy.

Members of staff are generally free to do consulting either as private individuals or as members of staff of the university. If they do it as private individuals it must be made absolutely clear to the client that the member of staff is acting privately, and as such cannot make any (significant) use of university facilities (e.g. computers, software purchased on university licences, other forms of equipment, library resources etc.). Importantly, the individual cannot rely upon the university's professional indemnity insurance; the client may then insist on the individual taking out personal professional indemnity insurance. There is no fixed limit to the amount of consultancy work that may be undertaken but the work must not conflict with University responsibilities including: teaching; assessment; PGR supervision; administrative duties and research.

Approval will normally be given for a University consultancy if:

- the work is in the general interests of the University;
- the work is in the area of expertise of the member of staff involved;
- the full market rate is being recovered for the work;
- the work can be undertaken without detriment to the individual member of staff's management of his/her existing workload/capacity;
- no costs will fall on the University which are not charged out to the external client;
- the work is not likely to bring the University into disrepute nor create unwarranted risks for the University nor likely to conflict with the individual's commitments to the University.

If the market rate is not being recovered, other benefits to the University may be taken into account.

Approval will normally be given for a private consultancy if the conditions above are met and if

- **no** University resources are being used, other than incidental resources;
  - the work will not conflict with the staff member's other duties;
  - the work does not put the University in conflict of interest positions;
  - the work is done in the staff member's own time.

The following weblink is a useful resource if you are considering undertaking consultancy:
http://www.consultingresource.manchester.ac.uk/

6.7 Contracts

The contracts team, are available to advise on any non-research contractual matter which can include consultancy services, memorandums of understanding, sub-contracts, service agreements or confidentiality/non-disclosure agreements.
The team will:

- Advise on the type of contract suitable for the service;
- Review contracts provided by the other contracting party;
- Negotiate with the other contracting party;
- Draft bespoke contracts;
- Provide general advice on commercial/contractual legal matters; and
- General advice on the University's procedures in relation to commercial matters.

If you are thinking of undertaking any commercial contractual matters or are involved in contractual negotiations, please contact Jane Wells (jane.wells@manchester.ac.uk)
You are also required by the University's Commercial Activity Procedure and Financial Regulations and Procedures to contact the Contracts Team to negotiate the contract and to have designated signatories to authorise the contract.
Alternatively, should you wish to have a general discussion about the University's procedures relating to commercial contracts or receive advise on a particular project, please contact Jane Wells.

7. POSTGRADUATE RESEARCH SUPERVISION

Colleagues who are on teaching and research contracts, or research only contracts are expected to undertake postgraduate research supervision within the School. You may be allocated students who are already registered at the school and you will also be invited to express an interest in supervising new PhD students who apply to the School for admission . Details of the research interests of prospective students are circulated via email by the Programme Director for the PhD programmes in the School.

How Do I Become a Supervisor?

Each research student has two supervisors. We generally try to ensure that both supervisors have at some expertise in the subject matter of the thesis and provide equal support to the student. If, however, this is not possible, you may be asked to take primary responsibility for a student as a first supervisor. In such cases, a second supervisor will be allocated, although the expectation of the second supervisor is that they will provide general academic support and may not have particular expertise in the subject matter of the thesis. The allocation of work between a main and a second supervisor is expected to be 80: 20. Guidance on the role of supervisors is available at:
http://documents.manchester.ac.uk/display.aspx?DocID=615
Colleagues are generally expected to have no more than three full-time Phd students at any time where they are acting as main supervisor. Where you are acting as a co-supervisor with joint responsibility for a research student, you are expected to have no more than 5 students.

How do I find Useful Resources on PhD Supervision?

The University, as part of its training and development programme, makes available a number of training sessions on PGR supervision. In addition, the School will host sessions for academic colleagues to discuss innovations and challenges in Phd supervision and to share good practice. Resources to support supervision are available via Blackboard, at the Law and Criminology Phd Programmes Course Link under the *My Communities* header. These include details of training provided to Phd students; a list of FAQs for supervisors, followed with details of key milestones for students to attain during the course of their registration; links to University policies on Phd supervision.

Your first meeting with PGR students

We have two intakes for PGR students: January and September. During your first meeting with your PGR student, which should take place within the first two weeks of their arrival in Manchester, or the start of their progression to the next year, you are asked to conduct an 'expectations' meeting and an audit of your student's training needs. This will involve you reviewing with your students, the range of methods training provided by Faculty and by the School. Faculty methods training is available from two localities: the Researcher Development Framework and http://www.methods.manchester.ac.uk/. Some dedicated training is provided 'in house' by the School and this is circulated to students at the start of the semester.

How Often Should I Meet my PGR Students?

Supervision meetings, the training audit and subsequent reviews of students' progress are recorded on **eprog**, which is accessed via the university portal. Eprog allows you to record the outcome of meetings with students and to upload any work submitted by them and your written feedback. You are expected to have face-to-face contact with your students at least one a month with other forms of contact taking place every fortnight.

Colleagues are expected to supervise their students during sabbatical leave, though not, of course during sick leave or maternity leave.

Setting Milestones and Targets for My Students

Student progress is formally reviewed twice a year. A mid-year review is conducted by supervisors with their students, allowing for both parties to reflect on the student's progress and the issues to be addressed in the coming months. In month 9, an annual review is scheduled, which requires that supervisors submit a written report of their students progress. All PGR students are then asked to meet with two members of staff not connected with their supervision and to discuss their progress. The review will determine whether students have achieved targets set by supervisors and quantitative milestones set by Faculty to proceed to the following year.

The University lays down a number of milestones that students should achieve by the end of each academic year. By the end of year 1 a full time Phd student should have written 2-25,000 words of doctoral, or near-doctoral quality. By the end of year 2, the same student should have written approx 50,000 words of doctoral quality and by the end of year 3, 80,000 words. Whilst we attempt to ensure that students submit by the end of year 3, many students require an additional period to 'write up' the thesis. To this end, students may register for a further 'submission pending' year if they are close to achieving their year 3 milestones. In order for the School to secure its HEFCE funding for PGR students and for the School to make effective use of its resources, it is important that students submit their thesis within 6 months of entering the Submission Pending Period (SPP).
Any student who does not meet the targets or otherwise causes concern in the annual review may be placed on 3 months' notice to improve the quality and/or quantity of work. A series of targets are to be set in such cases by the supervisors and agreed with the director for PGR studies and reviewed at the end of the 3 month period. If the targets are not achieved, the student may be advised to submit for an MPhil, or to de-register from the programme.

Submitting the Thesis

Students are involved in discussions with their supervisors about who should act as examiners for their thesis. Ordinarily, there will be an internal and an external examiner for the thesis. The student should complete a notice of submission, indicating that they will submit their thesis within 6 weeks. Supervisors are permitted to attend the viva, as are other members of the University. For further guidance on the examination process, click here.

8. SCHOOL ADMINISTRATION

Location of School of Law Administration Offices (all within Williamson Building)

Head of School Administration Room 3.49

Position & Name	Responsibilities
Head of School Administration Mrs Alison Wilson alison.wilson@manchester.ac.uk	Ensures effective and efficient administrative support for the School's teaching, research and other activities in a manner that complies with the strategic objectives of the University, Faculty and School. This involves providing overall leadership for, and management of, all administrative and specialist support services within the School. Contributes strategic and tactical advice to the Head of School, HAG, School Strategic Management Team and other policy making bodies. Provides the main administrative interface with the Faculty, the wider University and external organisations.

Teaching and Student Support Office Room 3.05 (open 10.00am – 4.00pm)

Position & Name	Responsibilities
Teaching and Student Support Manager Mrs Abi Robinson abi.robinson@manchester.ac.uk	Responsible for managing the School of Law's teaching activities in line with strategic objectives. This will include planning and coordinating support for teaching and learning, preparation of documentation and involvement in the development and implementation of quality assurance procedures and new teaching initiatives.

Teaching and Student Support Deputy Manager Mrs Sam Green. Sam.green@manchester.ac.uk	Responsible for Student Records work in the School and oversees UG Examinations. Deputy for the Teaching Support manager.
Teaching and Student Support Deputy Manager Quality Assurance Mrs Nikola Keogh nikola.keogh@manchester.ac.uk Works Tuesday, Wednesday, Friday	Responsible for contributing to developing appropriate high quality systems and policies for UG and PGT education within the School.
UG and PGT Disability Co-ordinator, Study Abroad Coordinator and UG Student Rep Coordinator Mrs Jackie Gandy jackie.gandy@manchester.ac.uk Works Monday, Tuesday, Thursday, Friday	Facilitates, collates and disseminates policy, procedure and guidelines for disability support issues for UG and PGT students within the School; and liaises with the Disability Support Office regarding individual and students' support needs. Deals with UG Special Circumstances. Coordinates Study Abroad Students. Coordinates UG student Reps
Work and Attendance Administrator Ms Ceri Wilson ceri.wilson@manchester.ac.uk	Monitors work and attendance of all UG and PGT students according to the regulations and guidance.
Examinations Administrator UG Mr Philip Spencer Philip.spencer@manchester.ac.uk	Provides administrative support for the School's activities in the area of UG Examinations and Student Services.
System Support Administrator Mrs Zoe Day zoe.day@manchester.ac.uk	Web and eLearning administration
LLM Programme Administrator Mrs Myra Knutton myra.knutton@manchester.ac.uk Works Monday, Wednesday, Thursday, Friday	Registration, examination, progression, student records and graduation.
PGT Programme Administrator for Criminology & CSEP(CB) Mrs Nuria Hortiguela nuria.hortiguela@manchester.ac.uk	Registration, examination, progression, student records and graduation.

Works Tuesday, Wednesday, Thursday, Friday	
PGT Programme Administrator for CSEP DL and CPD PGT Student Rep Coordinator Mrs Leanne Tuite Leanne.tuite@manchester.ac.uk Part-time hours over 5 days	Administration of CSEP distance learning and continuing professional development programmes. Coordinates PGT student Reps
Teaching and Student Support Office Receptionist	First port of call to students, staff and visitors to the Teaching and Student Support Office.

Staff Resources Office **Room 3.51A (open 8.30 am – 4.30 pm)**

Position & Name	Responsibilities
Staff Resources Manager Mrs Sarah Tiffany-Dodman sarah.tiffany@manchester.ac.uk	Responsible for managing the Staff Resources Office to support the areas of: HR (appointments, contract renewals, new arrivals, Honorary & Visiting appointments, staff records) and Staff Services. Finance (including Purchasing, fee & expense claims and sales invoicing). Estate business (including major Projects and room allocation/preparation) and related work. Listserv moderator (staff email distribution lists).
Resources Officer Ms Damaris Freeman damaris.freeman@manchester.ac.uk	Deputy Manager for SRO. Responsible for the organisation of the staff and UG/PGT student timetables. This includes administration of the teaching &

	marking allocations, in consultation with relevant Management. Health & Safety Advisor. Administrative support in the area of estates, finance and HR. Holds a School credit card. Listserv moderator (staff email distribution lists).
Administrator Mrs Joanne Riley joanne.riley@manchester.ac.uk Works Tuesday, Wednesday & Thursday	Administrative support in the area of estates, finance and HR matters. Holds a School credit card. Specifically assists with casual and staff appointments, promotions, PDR & Peer Review and sickness records. Telephone Liaison Officer for School.
PA to Head of School and Head of School Administration Mrs Jackie Horricks (Room 3.42) Jackie.horricks@manchester.ac.uk Works Monday, Tuesday, Wednesday, Thursday	PA to Head of School and Head of School Administration. Support to Staff Resources Manager in the areas of estates, finance and HR matters. Holds a School credit card. Acts as a focal point for enquiries for the School.

Recruitment and Admissions Office (Open 9.00am – 5.00pm) 3.51b

Position & Name	Responsibilities
Recruitment and Admissions Manager Mrs Carol Barker carol.barker@manchester.ac.uk	Responsible for managing the Recruitment and Admissions Office in the areas of: UG, PGT and PGR student recruitment and admissions and related processes. To organise, promote and monitor Law in schools and colleges, including student marketing and admissions. Widening participation
UG Recruitment and Admissions Administrator Ms Jenna Warden Jenna.warden@manchester.ac.uk	Responsible for providing advice, and ensuring efficient administration of, the School's activities in the area of undergraduate student recruitment and admissions.
PGT Recruitment and Admissions Administrator Ms Edita Kavaliauskaite Edita.kavaliauskaite@manchester.ac.uk	Responsible for providing advice, and ensuring efficient administration of, the School's activities in the area of postgraduate taught student recruitment and admissions.
PGR Recruitment and Admissions Administrator Mrs Amy Colasurdo Amy.colasurdo@manchester.ac.uk Works Tuesday, Wednesday, Thursday	Responsible for providing advice, and ensuring efficient administration of, the School's activities in the area of postgraduate research student recruitment and admissions.
Widening Participation Officer Mrs Laura Littlewood Laura.littlewood@manchester.ac.uk	Provide expert advice and ensure efficient administrative support for the School's activities in the area of widening participation including

Works Monday, Wednesday & Thursday	Pathways to Law.
Administrative Assistant Mrs Mary Platt mary.platt@manchester.ac.uk Works Monday, Tuesday, Thursday & Friday	Assisting with recruitment and admissions for PGR and PGT. Currently off long term sick
Administrative Assistant Mrs Rhiannon Rothwell Rhiannon.rothwell@manchester.ac.uk Works Tuesday, Wednesday, Thursday	Assisting with recruitment and admissions for UG and PGR visiting scholars.

Postgraduate Research Administration (PGR) (Open 10.00am – 4.30pm) Room 3.47

Position & Name	Responsibilities
Coordinator PGR Mr Stephen Wadsworth stephen.wadsworth@manchester.ac.uk	Provides management support to the Head of School Administration PGR Director in the area of PGR and contributes to developing appropriate high quality systems (including studentships)and policies for PGR education within the School, Faculty and in the wider University context.
Administrative Secretary (PGR) Mrs Jackie Boardman Jackie.boardman@manchester.ac.uk Works Monday, Tuesday, Wednesday	Co-ordinates, supports and promotes the provision of a prompt, efficient, welcoming and sensitive service to the research students and academic staff of the School with respect to registration, progression and student records.

External Relations and Legal Advice Centre

Position & Name	Responsibilities
External Relations Administrator Mrs Maureen Barlow maureen.barlow@manchester.ac.uk Works Monday, Tuesday, Wednesday, Thursday	Provides administrative support for the School's work in external relations under the guidance of Head of School Administration, and the Director of External Relations and Clinical Legal Education. Coordinates Student Mentor Scheme.
Legal Advice Centre Administrator Mrs Anne Greenhough anne.greenhough@manchester.ac.uk Based in the Legal Advice Centre	Responsible for administration in the School's Legal Advice Centre.

School Accountant and HR Business Partner

Position & Name	Responsibilities
School Accountant Mrs Nicola Martin Nicola.martin@manchester.ac.uk	School Accountant for Law and Social Science. Based in 3.09 Williamson on Mondays. The rest of the week Nicola is in SoSS but can be reached via email or on 54498
HR Business Partner Mrs Sarah March Sarah.march@manchester.ac.uk	Based in Samuel Alexander W117 Telephone 51888

9. FAQs

How do I find out about my general employment terms and conditions? Details of employment terms and conditions such as sick pay entitlements, leave arrangements, maternity leave etc can be found at http://www.staffnet.manchester.ac.uk/employment/ Advice can also be sought from the Head of School Administration, or the Human Resources Office on 52042.
How can I access my payslip? Payslips are stored electronically on My View Employee Self Service. To register click on **StaffNet** and log on to **Staff Portal**, select the **About Me** tab and follow the instructions
What do I do if I am sick or unable to attend work for another reason? Arrangements should be made to contact an appropriate person to inform them of your absence and when you expect to be able to return. Academic Staff – should contact the Teaching and Student Support Office. If you are due to be teaching or have other appointments please make sure that do you speak to someone rather than just leave a voicemail message so that students or visitors can be alerted to your absence. Support Staff – should contact their line manager, or Head of School Administration. For absences between 1-7 days you should complete a self-certification form available from the Staff Resources Office. For absences over 7 days you will need to obtain a statement of fitness to work certificate from a medical practitioner which should be sent to Joanne Riley
I would like to go to a conference, how do I arrange this? Send details of the conference to law.purchasing@manchester.ac.uk providing you have money left for conferences and travel it will be booked for you via the Staff Resources Office.
How do I book travel? Staffare asked to organise any travel (flights/trains) or accommodation using the Egencia Travel Management system (it is just like using expedia). http://www.staffnet.manchester.ac.uk/services/procurement/forstaff/travel/ Once you have undertaken the training (video available on-line) you need to ask SRO for a generic password to use the system. You will be prompted to change the password for your own use. *Please be aware* that there is a charge for out-of-hours assistance and Egencia also charge if they book anything on your behalf.

How do I order stationery, books or other equipment? Stationery, books and other equipment is ordered via the the Staff Resources Office. Email: law.purchasing@manchester.ac.uk
How do I order a computer, laptop or AV equipment? Desktop PC's are replaced every 4 – 5 years, Laptops usually every three years.
How do I report an issue with my computer? For any problems or other IT related issues, you can contact the IT Service Desk. They can be found at www.itservices.manchester.ac.uk. They can also be contacted on 65544 or you can submit your problem online at it-servicedesk@manchester.ac.uk.
How can I get extra space on my P: drive: Online forms for both P: and email quota increase can be found by going to https://helpdesk.man.ac.uk/Login.cgi Choosing submit a request and going down the account services menu.
How can I set up voicemail and use other functions on my phone? Please visit the website at www.itservices.manchester.ac.uk/telecoms/voicemail for instructions on how to use the functions of your telephone.
Email lists You will find that you are automatically a member of some email lists such as the University of Manchester all staff emails via which you will receive the weekly eUpdate and other important communications. Everyone in this school is automatically a member of the law all staff list and humanities all staff list. You can check what lists you are on at http://listserv.manchester.ac.uk/
How do I book a meeting/teaching room? To book other teaching/meeting rooms, the Room Request Service provides a facility for booking centrally timetabled teaching and committee rooms. They can be contacted on 0161 275 7305 (internal 57305) or roomrequest@listserv.manchester.ac.uk. There are some meeting/teaching rooms available to book within the Williamson Building. Please email:

Where can I find a photocopier? Photocopiers/ scanners are located in 3.47 Williamson.
How can I obtain a permit for the car park? Contact the Car Park Permit Office on 0161 275 2231 or carparking@manchester.ac.uk
How can I find a porter or cleaner? The porters lodge can be found at the main entrance to the Williamson Building or contact Staff Resources Office
How do I report a maintenance issue? You can report any maintenance issues to the Staff Resources Office, or if out of hours the University Estates Helpdesk. They can be contact on 0161 275 2424 (internal 52424) or estates@manchester.ac.uk
How do I claim for expenses? Follow the steps below: • Completes the on line form. Login to the network and go to staff portal Click 'My Services' tab Select Expenses claim • Must use valid and correct activity codes along with task code in case of projects • Prints off and attaches original receipts • Submits form plus receipts to school contact for authorisation – (see below)* • Multiple mileage claims – To add another…Click on "save and copy this item". OVERTYPE journey 1 with details from Journey 2. When you save and finish you will have 2 journey listed. Payroll will make payment on a correctly completed form within 2 weeks from arrival into the office. If a claim is not correctly completed it will be returned directly to the claimant. A training/help file on using the online expenses form is available on the below link : http://documents.manchester.ac.uk/display.aspx?DocID=8618
How do I employ staff? If you need to employ staff in whatever capacity casual or a new permanent post, please consult the Staff Resources Office or Head of School Administration.

What do I do if I suspect a student has plagiarised? If you suspect a student has plagiarised, please contact Abi Robinson (UG and PGT) and Stephen Wadsworth (for Postgraduate Research) in the first instance. They will liaise with the Undergraduate, Postgraduate Taught Examination Officers and Postgraduate Research Director (as appropriate). Academic malpractice guidelines can be found at: http://documents.manchester.ac.uk/display.aspx?DocID=639
What is peer review? Peer review is a process whereby another colleague observes your teaching practice and provides feedback. All staff should have a review every two to three years and probationary staff should have a review every year. The Peer Review Policy can be found at: http://www.humanities.manchester.ac.uk/tandl/policyandprocedure/documents/peer_review.pdf
What is eProg? The University has adopted an electronic progression monitoring system and skills training catalogue called eProg. This system is for postgraduate researchers and their supervisors to enable them to monitor progress throughout the programme. The system is being rolled out University wide from September 2010. For more information on this, please visit the eProg pages.

Law web site at www.law.manchester.ac.uk
ManLaw intranet at www.law.manchester.ac.uk/manlaw/ accessed by user name - **lawstaff** and password **thebar**

Appendices

Appendix A Key Dates 2013-2014

Semester Dates

First semester

16th September – 13th December, 2013
13th January – 24th January, 2014

<u>Reading Week</u>
28th October – 1st November 2013

<u>Holiday</u>
16th December 2012 to 10th January 2014

Second semester

27th January – 4th April, 2014
28th April – 6th June, 2014

<u>Holiday</u>
7th April – 25th April, 2014

Coursework submission dates

Semester 1 19th – 21st November - feedback provided 12th December
14th – 16th January* – feedback provided 6th February

Semester 2 1st – 3rd April – feedback provided 8th May
13th – 15th May* – feedback provided early July

* The later submission dates is for dissertations and course units that are 100% coursework for assessment

All coursework has to be submitted electronically by 4.00pm at the latest on the specified date. Feedback is provided electronically.

Examinations

Semester 1 Examinations	13th January – 24th January, 2014
Semester 2 Examinations	15th May – 4th June, 2014
Re-examinations	18th August – 29th August, 2014

Appendix B Semester Dates 2013-2014

Semester One: Monday 16 September 2013 - Friday 24 January 2014

Teaching Week	Dates	Seminar Cycle	Week of Cycle	Notes
Induction	16 Sept – 20 Sept 2013			START OF SEMESTER 1 Induction Week: no teaching
1	23 Sept – 27 Sept 2013			Lectures Only (in Law School modules)
2	30 Sep – 04 Oct 2013	1	A	Lectures and Seminars
3	07 Oct – 11 Oct 2013	1	B	Lectures and Seminars
4	14 Oct – 18 Oct 2013	2	A	Lectures and Seminars
5	21 Oct – 25 Oct 2013	2	B	Lectures and Seminars
6	28 Oct – 01 Nov 2013			Reading Week (no lectures or seminars in Law School, although teaching may continue in other schools)
7	04 Nov – 08 Nov 2013	3	A	Lectures and Seminars
8	11 Nov – 15 Nov 2013	3	B	Lectures and Seminars
9	18 Nov – 22 Nov 2013	4	A	Lectures and Seminars
10	25 Nov – 29 Nov 2013	4	B	Lectures and Seminars
11	02 Dec – 06 Dec 2013	5	A	Lectures and Seminars
12	09 Dec – 13 Dec 2013	5	B	Seminars Only (in Law School modules)
	16 Dec – 20 Dec 2013			Christmas/New Year Break
	23 Dec – 27 Dec 2013			Christmas/New Year Break
	30 Dec – 03 Jan 2014			Christmas/ New Year Break

	06 Jan – 10 Jan 2014			Christmas/New Year Break
Revision & Exams	13 Jan – 17 Jan 2014			Revision & Exams
Revision & Exams	20 Jan – 24 Jan 2014			Revision & Exams END OF SEMESTER ONE

Semester Two: Monday 28 January 2014 – Friday 06 June 2014

Teaching Week	Dates	Seminar Cycle	Week of Cycle	Notes
1	27 Jan – 31 Jan 2014			START OF SEMESTER 2. Lectures Only (in Law School modules)
2	03 Feb – 07 Feb 2014	1	A	Lectures and Seminars
3	10 Feb – 14 Feb 2014	1	B	Lectures and Seminars
4	17 Feb – 21 Feb 2014	2	A	Lectures and Seminars
5	24 Feb – 28 Feb 2014	2	B	Lectures and Seminars
6	03 Mar – 07 Mar 2014	3	A	Lectures and Seminars
7	10 Mar – 14 Mar 2014	3	B	Lectures and Seminars
8	17 Mar – 21 Mar 2014	4	A	Lectures and Seminars
9	24 Mar – 28 Mar 2014	4	B	Lectures and Seminars
10	31 Mar – 04 Apr 2014	5	A	Lectures and Seminars
	07 Apr – 11 Apr 2014			Easter Break
	14 Apr – 18 Apr 2014			Easter Break
	21 Apr – 25 Apr 2014			Easter Break
11	28 Apr – 02 May 2014	5	B	Seminars Only (in Law School modules)
12 Revision	05 May – 09 May 2014			Revision
Revision & Exams	12 May – 16 May 2014			Revision & Exams
Revision & Exams	19 May – 23 May 2014			Revision & Exams
Revision & Exams	26 May – 30 May 2014			Revision and Exams
Revision & Exams	02 Jun – 06 Jun 2014			Revision and Exams END OF SEMESTER 6 JUNE 2014

Appendix C Complaints Procedure for Students

The School of Law is committed to providing a high quality educational experience, fully supported by a range of academic and administrative services and facilities. However, we understand that from time to time, things do go wrong, and the School recognises the need for students to be able to express their dissatisfaction where this happens, with no fear of recrimination.

The School aims to handle complaints in a way which is sympathetic, fair and efficient, which encourages informal conciliation, facilitates early resolution, maintains individual privacy and confidentiality, and permits useful feedback.

Definition and Scope of the Procedure

The University defines a complaint as 'an expression of dissatisfaction which merits a response'.

The Procedure is designed for complaints in respect of the student's experience at the University related to:

a) the provision of programmes or parts of programmes of study, services or facilities by the School of Law;
b) the actions or lack of actions by the School of Law or its staff.

The School of Law Complaints Procedure does not cover the following, for which separate procedures exist (as noted in parentheses):

a) appeals relating to examinations or assessments or to academic progress or against expulsion or exclusion on academic grounds (School of Law or University Academic Appeals Procedure);
b) complaints involving an allegation of misconduct by a student (Conduct and Discipline of Students Procedure);
c) complaints involving an allegation of harassment by a student or member of staff (Policy and Procedure on Harassment);

Information about these separate procedures can be obtained from the Students' Union Advice Centre or the Office of Student Support and Services.

School of Law Procedure

It is advisable to voice concerns or to register the nature of a complaint as soon as possible, and to seek informal resolution and conciliation if possible. Raising an issue early can often resolve a problem quickly and informally, without the need for any further action. It is best to do this with the member of staff concerned, or your academic advisor. You are also most welcome to raise your concerns directly with the Director of the Student Experience, who will deal with this as a matter of urgency.

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

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

The Teaching Support Manager will arrange for the complaint to be investigated, which may involve discussing the complaint with the person complained against, and heard. The complaint will then be considered by the appropriate Head of Discipline Area in consultation with the Director of Teaching and Learning (or his or her Deputy) and an independent academic member of staff from one of the other discipline areas in the Law School.

A meeting comprising the student, appropriate Head of Discipline Area, Director of Teaching and Learning(or his or her Deputy) and independent academic may then be arranged to discuss the complaint. If he or she wishes a student may be accompanied by a representative of the Students' Union, fellow student or friend. A written record of the proceedings will be made by the Teaching Support Manager.

It is the School's expectation that the confidentiality of the documentation generated by a complaint will be respected by all parties.

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

Formal Stage

Most complaints will be resolved by following the above procedure and students are encouraged to seek resolution through these informal procedures. However, it is recognised that there may be occasions where an informal approach is not appropriate and the student may wish to proceed directly to the University General Regulation XVIII which is the formal University procedure. In addition, if you are not satisfied with how your complaint has been resolved by the School you may initiate a formal complaint under the University procedure.

The School Teaching Support Office, the Students' Union Advice Centre or the University Office of Student Support and Services each provide confidential advice on complaints.

Third parties such as parents, friends, spouses, sponsors or employers may not normally complain on behalf of a student, unless accompanied by written authorisation from the student(s).

Any enquiries relating to student complaints in the Faculty of Humanities should be referred to Damien Tolan, in the Faculty of Humanities Office (telephone: 0161 306 1119) to whom a completed Complaints Form should also be submitted.

If you decide to make a formal complaint then please complete**:** Student Complaints Procedure Student Complaints Form and send to:

Damien Tolan, Student Appeals Complaints Coordinator, Room G8 Devonshire House, Precinct Centre.

The information on the Complaints Form is as follows:

a) details of the complaint;
b) a statement of the steps already taken to resolve the complaint informally and why the response has not been considered to be satisfactory;
c) the form of resolution or redress sought.

Please also refer to the University of Manchester **Regulation XVIII Students Complaint Procedure and complaint form** available at:
http://www.studentnet.manchester.ac.uk/policies/

Appendix D School of Law Guidance on Feedback to Undergraduate and Postgraduate Taught Students

1. General

1. This guidance is to support the implementation of the University of Manchester Policy on Feedback to Undergraduate and Postgraduate Taught Students (http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonfeedbacktostudents/) in the School of Law.

2. The purpose of feedback is to help students understand i) the marks or grades awarded for their work, and ii) how they may improve their performance. Constructive criticism should be the overriding feedback style and markers should clearly identify to students their strengths and weaknesses.

3. Feedback to students must be in the form of clear, legible and meaningful individual written comments on their coursework and written examinations. Individualised feedback may be supplemented (but not replaced) by general feedback (eg, given to the whole class in a lecture or on Blackboard). Standard grade descriptors across programmes also serve as an important form of feedback.

4. Appendix 1 of the University of Manchester Policy on Feedback defines coursework as: 'Assignments completed and marked outside of examination conditions which may or may not contribute to the final mark of a unit. Types of coursework include essays, reports, in-class tests, laboratory work, projects, dissertations, practical work and presentations.'

5. Information on feedback must be provided to students in programme handbooks, unit outlines, course materials, and on Blackboard. Students should be informed of the feedback opportunities available to them, the purposes of feedback at that stage in their studies and their responsibility to reflect on the individual comments made on their work.

6. Unit directors are responsible for the provision of feedback on their units. This involves i) informing students of feedback arrangements at the beginning of teaching including how and when feedback will be provided; ii) providing details to the Programme Director; iii) moderating the feedback provided by markers; and iv) ensuring procedures are available for review by external examiners, peer review and periodic review.

Non-assessed coursework

7. Unit directors are responsible for setting compulsory non-assessed coursework, and making arrangements for the provision of feedback by seminar takers, in all first year

undergraduate units and also in the following: LAWS20011 Equity & Trusts; LAWS20022 Land Law; LAWS20091 EU Law.

8. Unit directors are responsible for setting optional non-assessed coursework, and making arrangement for the provision of feedback by seminar takers, in all other units.

9. Seminar takers are responsible for giving feedback on non-assessed coursework using the relevant feedback sheet (or its electronic equivalent) in addition to any comments written on coursework. Feedback must be typed as opposed to hand written.

10. Feedback should be given to students within 15 working days of the submission deadline, or, if submitted late, within 15 days of the submission date.

11. Seminar takers are to be available to students who seek clarification and further feedback.

12. In units where there is assessed coursework, unit directors are responsible for ensuring that submission dates are set in such a way that students who submit their non-assessed coursework on time will receive feedback on it at least one week before the assessed coursework submission deadline.

13. In units assessed only by examination, unit directors are responsible for ensuring that submission dates for non-assessed coursework are set in such a way that students will receive feedback before the end of teaching of the unit.

Assessed coursework

14. Unit directors are responsible for ensuring feedback is given on all assessed coursework and it should be given using Grademark, in accordance with the approved criteria and structure.

15. The relevant Head of Discipline Area may allow the provision of feedback by means of written feedback outside Grademark in case of large course units and of individual markers responsible for marking a large number of essays..

16. For 10, 15, or 20 credit units, feedback should be given to students within 15 working days of the submission deadline, or, if submitted late, within 15 days of the submission date. For 30 credit units, feedback should be given to students within 30 working days of the submission deadline, or, if submitted late, within 30 working days of the submission date.

17. In units assessed by coursework and written examination, unit directors are responsible for ensuring that submission dates for assessed coursework are set in such a way that students will receive feedback before the end of teaching for the relevant semester.

18. Coursework markers and/or Course Directors are to be available, as a first port of call, to students who seek clarification and further feedback.

19. Academic advisors are also to be available to discuss with their advisees the feedback they receive, in order to assist them in identifying ways to improve the quality of their work in the future. For this purpose, students should make available to their academic advisors the feedback they have received, either in paper or electronic format.

Written examinations

20. Unit directors are responsible for preparing an outline of the issues raised by each question in any written examination for their unit. These will be made available to students on Blackboard by way of general feedback.

21. Unit directors will hold general feedback sessions for first year undergraduates after the first semester examinations.

22. Unit directors are encouraged to provide other forms of general feedback (eg, publishing general comments on Blackboard or holding a feedback session for a particular unit).

23. Examiners must write clear and legible individual comments on all examination scripts including at least one meaningful sentence of feedback indicating how performance may be improved on each answer.

24. Students may request permission to see their examination scripts. Such requests should be addressed to the Undergraduate Office or Postgraduate Office, as appropriate, and that Office will make the necessary arrangements.

25. Students should have the opportunity, within reason, to seek clarification and further feedback from examiners. If appropriate, the Undergraduate Office or Postgraduate Office will arrange for the student to look at the examination script with the examiner, or, if the examiner is unavailable, the unit director.

Monitoring of Feedback Provided Under This Guidance

26. The School of Law commits to monitoring the provision of feedback to students on both summative and formative assessment. As per paragraph 1.3 above. “feedback to students must be in the form of clear, legible and meaningful individual written comments on their coursework and written examinations.”

27. Feedback on examination scripts will be monitored by a team of academic staff comprising: the Director of Teaching and Learning, the UG/PG Exams Officer (as appropriate) and UG/PG Programme Directors (as appropriate). Each member of staff will be responsible for reviewing the provision of feedback across one or more

courses. Any concerns as to the adequacy of feedback should be raised with the relevant Course Director and Head of Discipline Area.

28. Feedback on assessed coursework will be monitored by the Director of Teaching and Learning and the UG/PG Exams Officer (as appropriate). Any concerns as to the adequacy of feedback should be raised with the relevant Course Director and Head of Discipline Area.

29. Feedback on non-assessed coursework should be monitored by the relevant Course Director (as per the School of Law’s Course Director Job Description).

Appendix E Marking Criteria

Level 1 'QLD' Marking Criteria

The following conventions will be used for the assessment of Level 1 QLD course units in the School of Law. Examination marks are graded in this way, with 40% representing a pass, and seminar takers generally adopt a similar pattern for the marking of essays handed in for non-assessed work. Other forms of assessment (coursework etc.) will be marked on a similar scale but different assessment types will have different demands which will be reflected in their marking.

0-9%	Answer irrelevant.
10-19%	Answer largely irrelevant but displays some knowledge, though muddled understanding, of general subject.
20-29%	Answer largely irrelevant but displays some understanding of general subject.
30-34%	Candidate identifies a number of relevant issues but fails to show a grasp of relevant concepts and displays (whether explicitly or implicitly) major gaps in knowledge and/or understanding.
35-39%	Candidate identifies some of the relevant issues but fails to show a grasp of relevant concepts and displays (whether explicitly or implicitly) minor gaps in knowledge and/or understanding.
40-49%	Candidate is able to identify some of the key issues but shows only a partial grasp of the relevant concepts and fails to develop or illustrate points. Weak presentation. Prone to inaccuracy and tendency to irrelevance.
50-59%	Candidate is able to identify many of the key issues but shows a limited grasp of the relevant concepts. Points made remain undeveloped and are partially illustrated. Presentation is clear.
60-69%	Candidate shows ability to identify many of the key issues and has a clear grasp of the relevant concepts. Points made show some ability to argue logically and organise an answer. Answer demonstrates knowledge of the material provided in the basic texts/lecture notes but limited evidence of wider reading in, or appreciation of, the subject.
70-79%	Candidate shows ability to identify the key issues and demonstrates a good grasp of the relevant concepts. Points made show the ability to argue logically and organise the answer well. Answer demonstrates a good use of examples to illustrate points and justify arguments, and displays evidence of reading in, and appreciation of, the subject.
80-100%	Candidate shows ability to identify the key issues, demonstrates an excellent grasp of the relevant concepts and is able to argue logically and organise the answer well. Answer demonstrates good powers of critical thought. Superior

understanding is shown by good use of examples to illustrate points and to justify arguments. Evidence of wide reading in, and appreciation of, the subject is shown.

Within the First Class band, all individual marks **must** be given at one of the following 'steps':
First: 75% / Clear First: 80% / Good First: 85% / Excellent First: 90%

Non QLD Level 1 Marking Criteria

The following conventions will be used for the assessment of Level 1 course units within the School of Law. Examination marks are graded in this way, with 40% representing a pass, and seminar takers generally adopt a similar pattern for the marking of essays handed in for non-assessed work. Other forms of formal assessment (coursework etc.) will be marked on a similar scale but different
assessment types will have different demands which will be reflected in their marking.

0-9%	Answer irrelevant.
10-19%	Answer largely irrelevant but displays some knowledge, though muddled understanding, of general subject.
20-29%	Answer largely irrelevant but displays some understanding of general subject.
30-34%	Candidate identifies a number of relevant issues but fails to show a grasp of relevant concepts and displays (whether explicitly orimplicitly) major gaps in knowledge and/or understanding.
35-39%	Candidate identifies some of the relevant issues but fails to show a grasp of relevant concepts and displays (whether explicitly or implicitly) minor gaps in knowledge and/or understanding.
40-49%	Candidate is able to identify some of the key issues but shows only a partial grasp of the relevant concepts and fails to develop or illustrate points. Weak presentation. Prone to inaccuracy and tendency to irrelevance.
50-59%	Candidate is able to identify many of the key issues but shows a limited grasp of the relevant concepts. Points made remain undeveloped and are partially illustrated. Presentation is clear.
60-69%	Candidate shows ability to identify many of the key issues and has a clear grasp of the relevant concepts. Points made show some ability to argue logically and organise an answer. Answer demonstrates knowledge of the material provided in the basic texts/lecture notes but limited evidence of wider reading in, or appreciation of, the subject.

70-79% Candidate shows ability to identify the key issues and demonstrates a good grasp of the relevant concepts. Points made show the ability to argue logically and organise the answer well. Answer demonstrates a good use of examples to illustrate points and justify arguments, and displays evidence of reading in, and appreciation of, the subject.

80-100% Candidate shows ability to identify the key issues, demonstrates an excellent grasp of the relevant concepts and is able to argue logically and organise the answer well. Answer demonstrates good powers of critical thought. Superior understanding is shown by good use of examples to illustrate points and to justify arguments. Evidence of wide reading in, and appreciation of, the subject is shown.

Within the First Class band, all individual marks **must** be given at one of the following 'steps':
First: 75% / Clear First: 80% / Good First: 85% / Excellent First: 90%

Level 2 & 3 'QLD' Marking Criteria

The following conventions will be used for the assessment of Level 2 & 3 QLD course units in the School of Law. Examination marks are graded in this way, with 40% representing a pass, and seminar takers generally adopt a similar pattern for the marking of essays handed in for non-assessed work. Other forms of assessment (coursework, reports, dissertations etc.) will be marked on a similar scale but different assessment types will have different demands which will be reflected in their marking.

0-9% Answer irrelevant.

10-19% Answer largely irrelevant but displays some knowledge, though muddled understanding, of general subject.

20-29% Answer largely irrelevant but displays some understanding of general subject.

30-34% Candidate identifies a number of relevant issues but fails to show a grasp of relevant concepts and displays (whether explicitly or implicitly) major gaps in knowledge and/or understanding.

35-39% Candidate identifies some of the relevant issues but fails to show a grasp of relevant concepts and displays (whether explicitly or implicitly) minor gaps in knowledge and/or understanding.

40-49% Candidate is able to identify some of the key issues but shows only a partial grasp of the relevant concepts and fails to develop or illustrate points. Weak presentation.

50-59% Candidate shows ability to identify many of the key issues and some ability to argue logically and organise answer. Answer demonstrates a knowledge of the material provided in the basic texts/lecture notes but without much

	evidence of critical thought or wider reading in, or appreciation of, the subject.
60-69%	Candidate shows ability to identify the key issues, demonstrates a good grasp of the relevant concepts and is able to argue logically and organise the answer well. Answer demonstrates good powers of critical thought, provides a good use of examples to illustrate points and justify arguments, and displays evidence of reading in, and appreciation of, the subject.
70-100%	Candidate shows ability to identify the key issues, demonstrates an excellent grasp of the relevant concepts and is able to argue logically and organise the answer well. Answer demonstrates excellent analytical ability and very good powers of critical thought. Superior understanding is shown by good use of examples to illustrate points and to justify arguments. Evidence of wide reading in, and appreciation of, the subject is shown. Within the First Class band, all individual marks **must** be given at one of the following 'steps': First: 75% / Clear First: 80% / Good First: 85% / Excellent First: 90%

Non QLD Level 2 & 3 Marking Criteria

The following conventions will be used for the assessment of Level 2 & 3 course units in the School of Law. Examination marks are graded in this way, with 40% representing a pass, and seminar takers generally adopt a similar pattern for the marking of essays handed in for non-assessed work. Other forms of assessment (coursework, reports, dissertations etc.) will be marked on a similar scale but different assessment types will have different demands which will be reflected in their marking.

0-9%	Answer irrelevant.
10-19%	Answer largely irrelevant but displays some knowledge, though muddled understanding, of general subject.
20-29%	Answer largely irrelevant but displays some understanding of general subject.
30-39%	Candidate identifies a number of relevant issues but fails to show a grasp of relevant concepts and displays (whether explicitly orimplicitly) major gaps in knowledge and/or understanding.
40-49%	Candidate is able to identify some of the key issues but shows only a partial grasp of the relevant concepts and fails to develop or illustrate points. Weak presentation.
50-59%	Candidate shows ability to identify many of the key issues and some ability to argue logically and organise answer. Answer demonstrates a knowledge of the material provided in the basic texts/lecture notes but without much

evidence of critical thought or wider reading in, or appreciation of, the subject.

60-69%	Candidate shows ability to identify the key issues, demonstrates a good grasp of the relevant concepts and is able to argue logically and organise the answer well. Answer demonstrates good powers of critical thought, provides a good use of examples to illustrate points and justify arguments, and displays evidence of reading in, and appreciation of, the subject.
70-100%	Candidate shows ability to identify the key issues, demonstrates an excellent grasp of the relevant concepts and is able to argue logically and organise the answer well. Answer demonstrates excellent analytical ability and very good powers of critical thought. Superior understanding is shown by good use of examples to illustrate points and to justify arguments. Evidence of wide reading in, and appreciation of, the subject is shown. Within the First Class band, all individual marks **must** be given at one of the following 'steps': First: 75% / Clear First: 80% / Good First: 85% / Excellent First: 90%

ASSESSMENT CRITERIA FOR PGT COURSEWORK

<table>
<tr><th>MARK</th><th>CONTENT</th><th>STRUCTURE</th></tr>
<tr><td>90-100%</td><td>is highly original, displaying great insight into the subject and the ability to approach problems in an innovative and/ or unexpected, yet highly productive, manner.
contains no significant errors of expositon, interpretation, or argumentation.</td><td>- is to all intents and purposes flawless.</td></tr>
<tr><td>85%</td><td>- applies the principles of the discipline to the issue(s) at hand in an original yet appropriate manner to produce a well reasoned analysis, with conclusions carefully and effectively argued and supported;
- displays a deeper than normally expected understanding of theoretical nuances, particularly in their application;
- shows appropriate use of the literature base(s), and shows significant originality in source selection</td><td rowspan="3">- has no structural weaknesses of great consequence.
- integrates detail into a coherent whole;
- argues autonomously to a reasoned and logical conclusion;
- is supported throughout by appropriate and accurate language.</td></tr>
<tr><td>80%</td><td>- demonstrates originality and depth in thinking and application;
- demonstrates a comprehensive familiarity with relevant theories, doctrines, and cases;
shows familiarity with germane literature base(s).</td></tr>
<tr><td>75%
N.B Where a marker feels, for whatever reason, that a mark of 70 - 74 is most appropriate, the mark to be given is 75, <u>not</u> 69</td><td>- shows breadth of study and some originality in application;
- shows extensive knowledge and critical understanding of relevant theory, facts, and issues;
- is directly relevant to the issues to be addressed in the assignment.</td></tr>
</table>

	-	

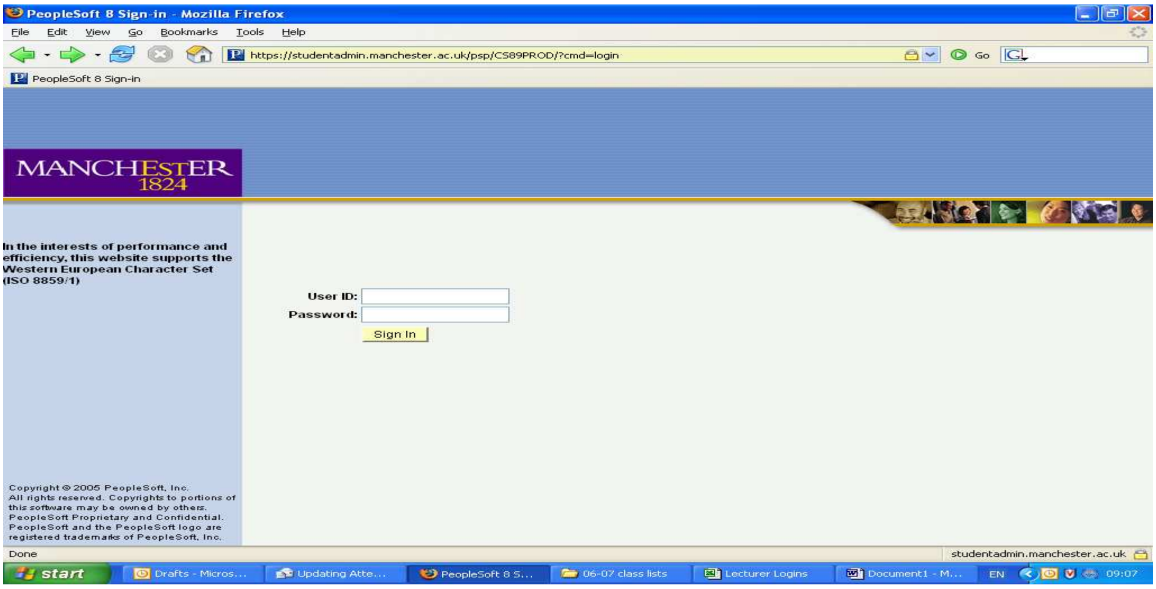
Within the 'distinction band' above, all individual marks MUST be given at one of following steps: distinction=75%; clear distinction=80%; good distinction=85%; excellent distinction=90%; outstanding=95%.		
60 – 69%	- is sufficient, and relevant to issues being discussed; - ***shows a good grasp of relevant theory, facts, and issues;*** - reflects a critical understanding of a broad range of reading.	- reveals an attempt to create a coherent whole; - attempts to guide reader through to a reasoned conclusion; - is rarely affected by inappropriate or inaccurate language.
50 – 59%	- is generally competent, and displays an adequate understanding of the issues to be addressed; - is just sufficient to cover the subject, but has some irrelevancies; - shows a satisfactory grasp of relevant facts and issues; - shows adequate reading but little originality.	- links parts together but falls short of creating a coherent whole; - does not always guide the reader and does not always provide a conclusion to the arguments deployed; - is weakened in places by inappropriate or inaccurate language.
A mark of 50% or more indicates the work is of the standard appropriate to Masters level. Marks between 40-49% (see below) indicate that the work is of the standard appropriate to the level of PG Diploma		
40 – 49%	- engages with the subject, although in a limited way and/ or with occasional digressions; - shows some understanding of relevant concepts, facts, and issues; - would benefit from greater depth of reading and analysis.	- sections of the work, while relevant in themselves, are not clearly linked; - assumes, rather than argues for, a given conclusion; - would be improved by greater emphasis being placed on appropriate and/ or accurate language.
Marks below 40% are deemed to have failed to meet the standard appropriate for either the PG Diploma or Masters qualification.		

0 – 39%	- provides evidence of only very limited background reading; - shows only superficial understanding (at best) of the relevant issues; - relies uncritically on subjective personal opinion or hearsay.	- no attempt made to argue to a conclusion; - written in the form of an unstructured monologue or narrative; - shows little respect for the conventions of grammar.
The assessment criteria above are equally applicable to Masters dissertations or research papers. In assessing these constituents of the research element of the Masters programme, the Examiners will give more weight to critical analysis than to a descriptive display of general knowledge of relevant material, etc.		

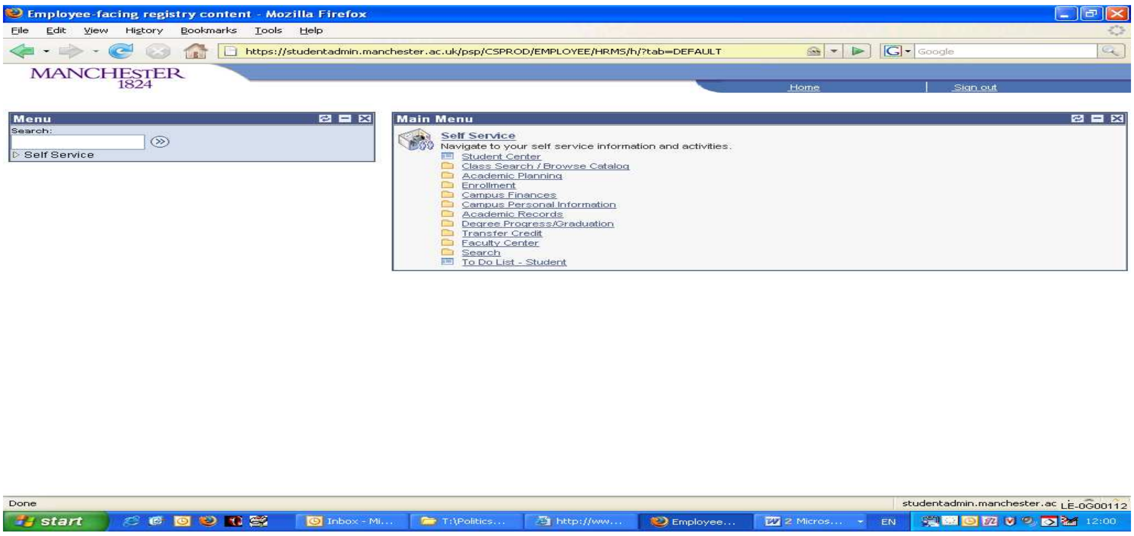
Appendix F Recording Attendance on Campus Solutions

You can access Campus Solutions at this link
https://studentadmin.manchester.ac.uk/psp/CSPROD/EMPLOYEE/HRMS/?cmd=logout

1. Log onto the system:

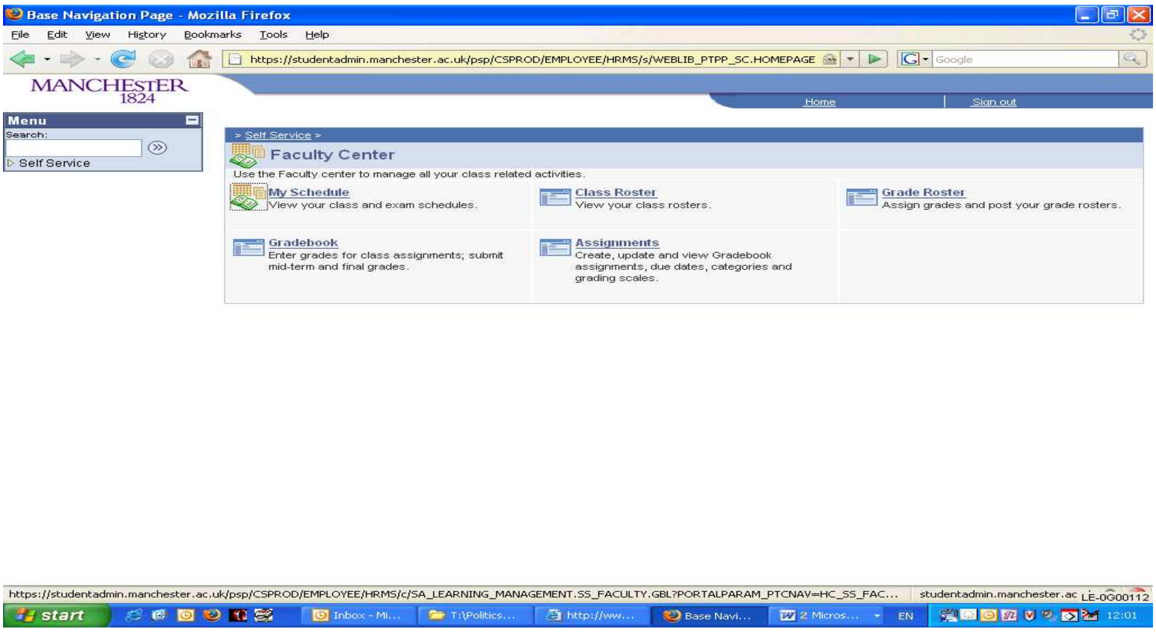


2. Select '<u>Faculty Center</u>':

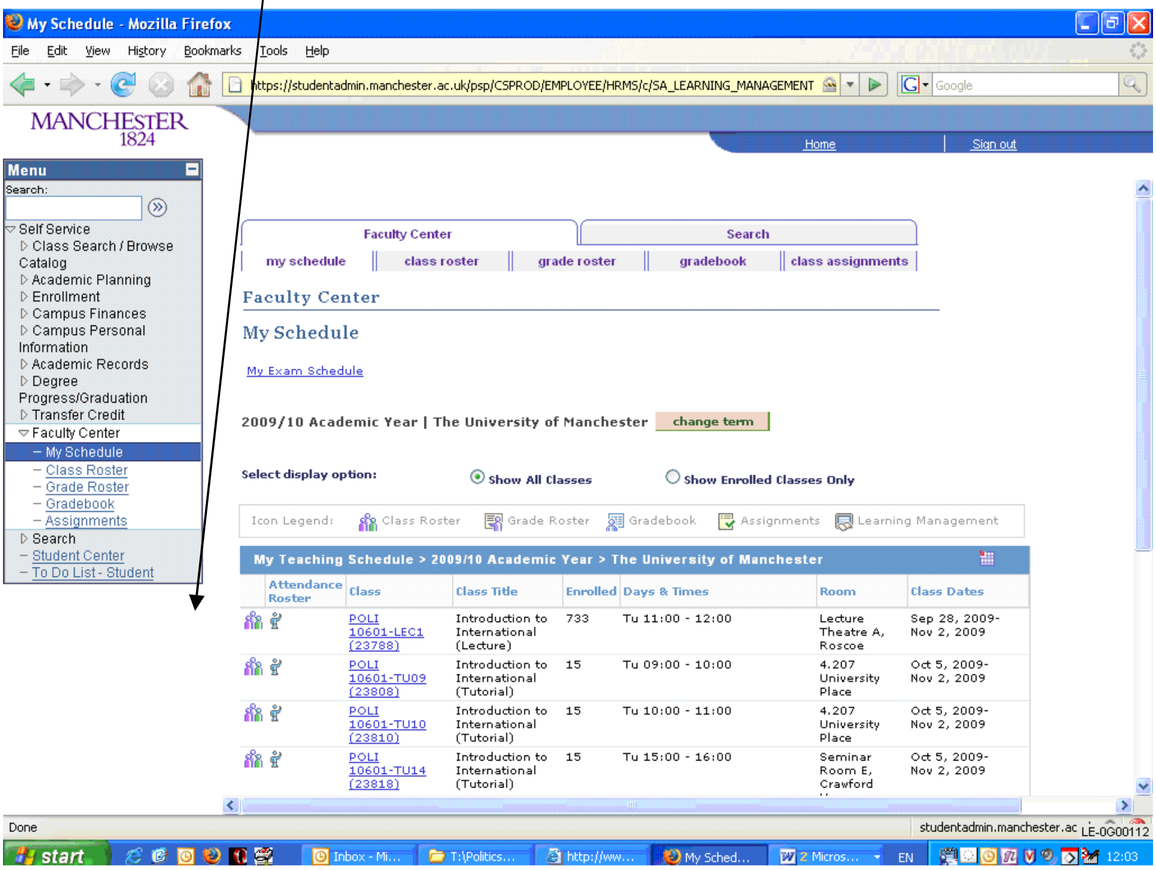


<u>**Please note:**</u>
This screen may differ slightly from the above screen shot depending on your access rights. Faculty Center will always be under the Self Service menu.

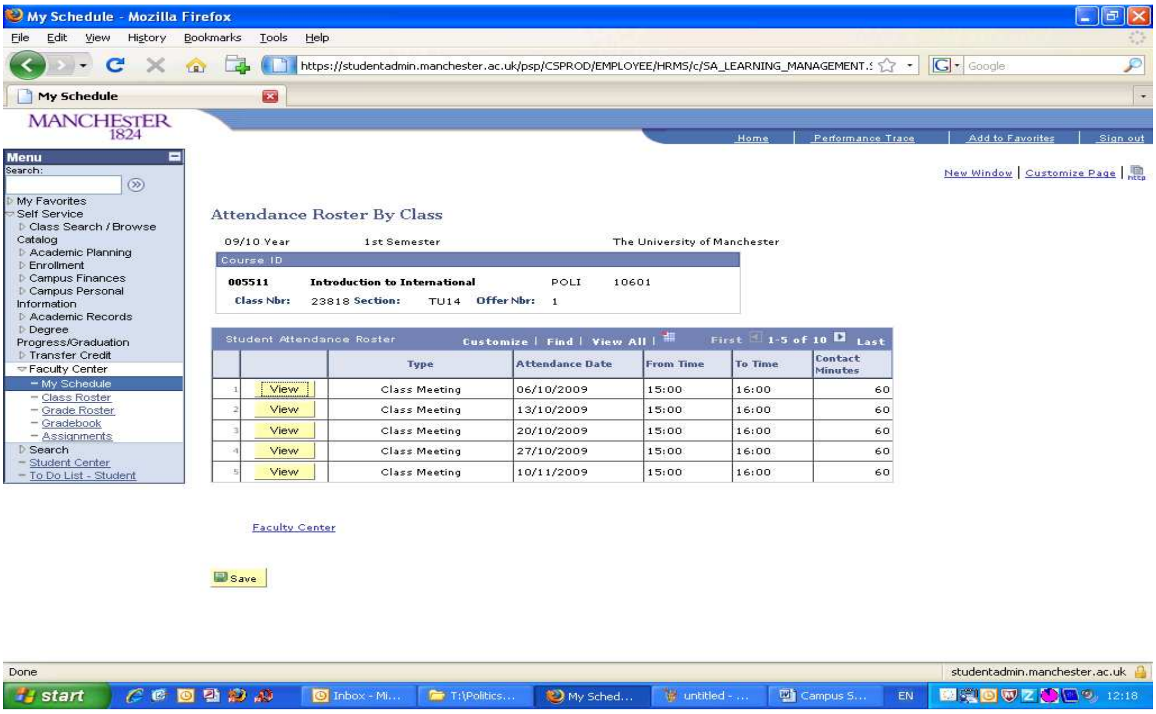
3. Select ‘<u>My Schedule</u>’:



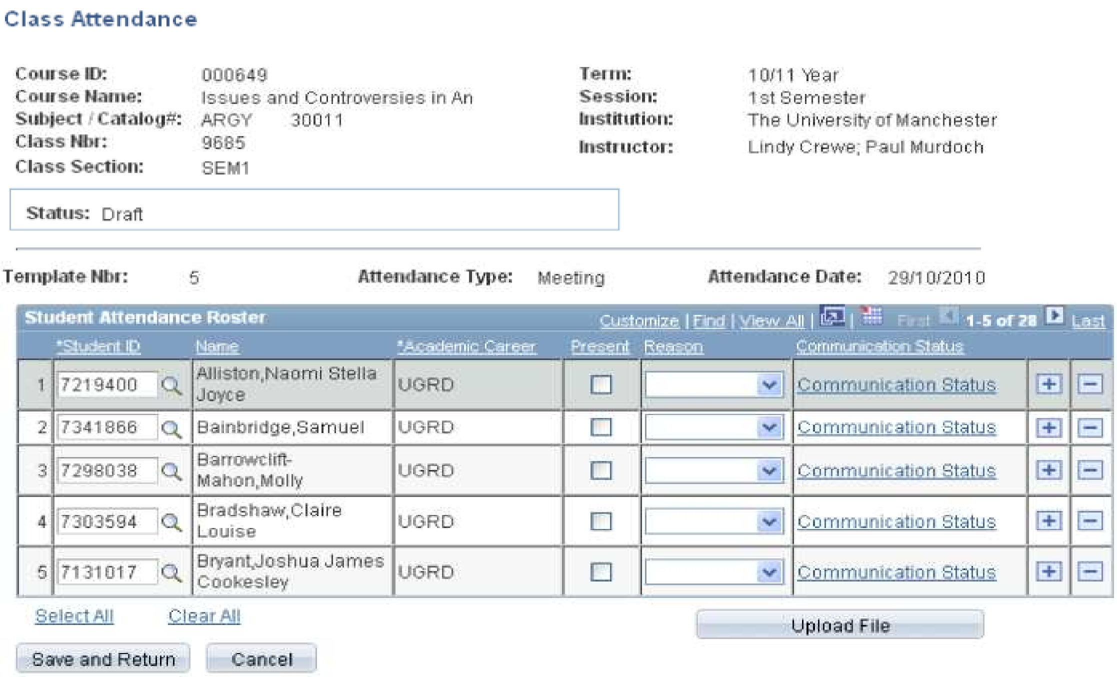
4. Click on the icon of a person waving to view the electronic attendance rosters for each course:



5. Click on ‘View’ for the class you want to mark attendance for. If you cannot see the date, click ‘View All’ to reveal the rest of the dates.



6. Once you have selected a class, please note that only the first 5 names of students will appear so you need to click ‘View All’ in order to see everyone in the class.



Class Attendance

Course ID:	000649	**Term:**	10/11 Year
Course Name:	Issues and Controversies in An	**Session:**	1st Semester
Subject / Catalog#:	ARGY 30011	**Institution:**	The University of Manchester
Class Nbr:	9685	**Instructor:**	Lindy Crewe; Paul Murdoch
Class Section:	SEM1		

Status: Draft

Template Nbr: 5 **Attendance Type:** Meeting **Attendance Date:** 29/10/2010

Student Attendance Roster Customize | Find | View All | First 1-5 of 28 Last

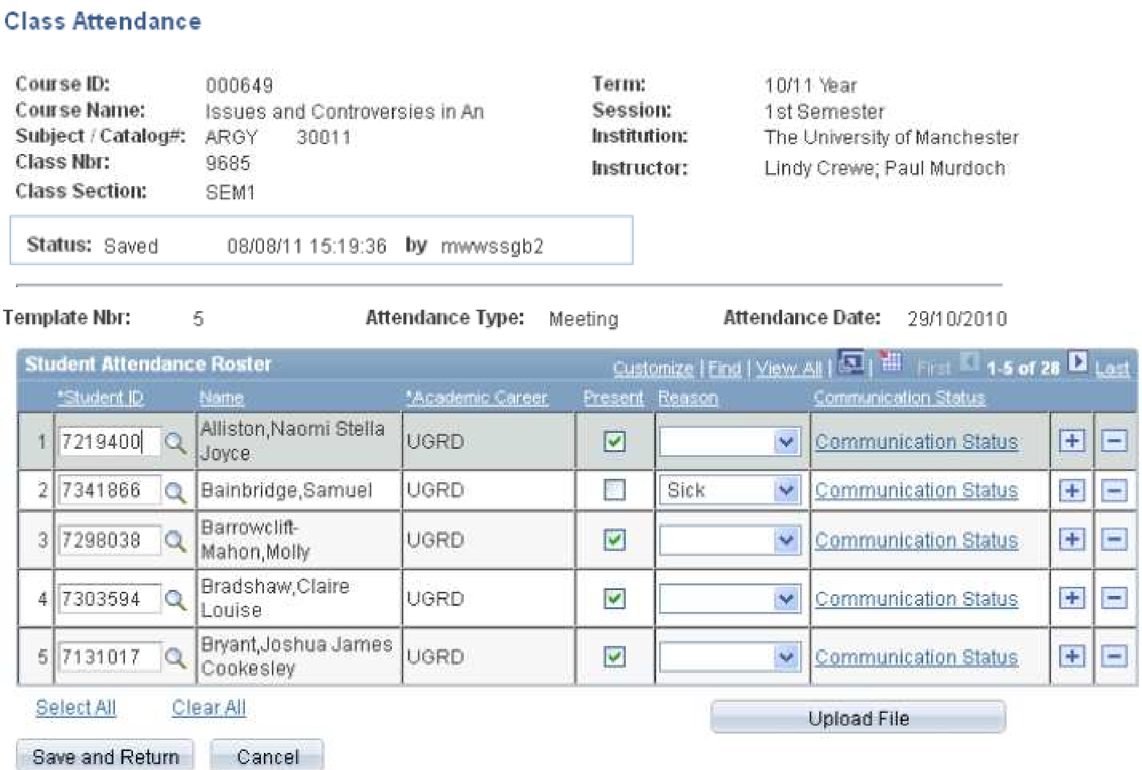
	*Student ID	Name	*Academic Career	Present	Reason	Communication Status
1	7219400	Alliston,Naomi Stella Joyce	UGRD	☐		Communication Status
2	7341866	Bainbridge,Samuel	UGRD	☐		Communication Status
3	7298038	Barrowclift-Mahon,Molly	UGRD	☐		Communication Status
4	7303594	Bradshaw,Claire Louise	UGRD	☐		Communication Status
5	7131017	Bryant,Joshua James Cookesley	UGRD	☐		Communication Status

Select All Clear All Upload File

Save and Return Cancel

7. **For each student on the roster there is a '<u>Present</u>' tick box to mark their attendance. There is also '<u>Select All</u>' and '<u>Clear All</u>' functions at the bottom left of the table. These can be used for ticking all, or un-ticking all '<u>Present</u>' boxes. Choose the '<u>Select All</u>' link to tick all boxes and then de-select those who are not present.**

   An explanation for the absence, i.e. sick, authorised, unauthorised etc, must be recorded in the column '<u>Reason</u>' .



Class Attendance

Course ID:	000649	**Term:**	10/11 Year
Course Name:	Issues and Controversies in An	**Session:**	1st Semester
Subject / Catalog#:	ARGY 30011	**Institution:**	The University of Manchester
Class Nbr:	9685	**Instructor:**	Lindy Crewe; Paul Murdoch
Class Section:	SEM1		

Status: Saved 08/08/11 15:19:36 **by** mwwssgb2

Template Nbr: 5 **Attendance Type:** Meeting **Attendance Date:** 29/10/2010

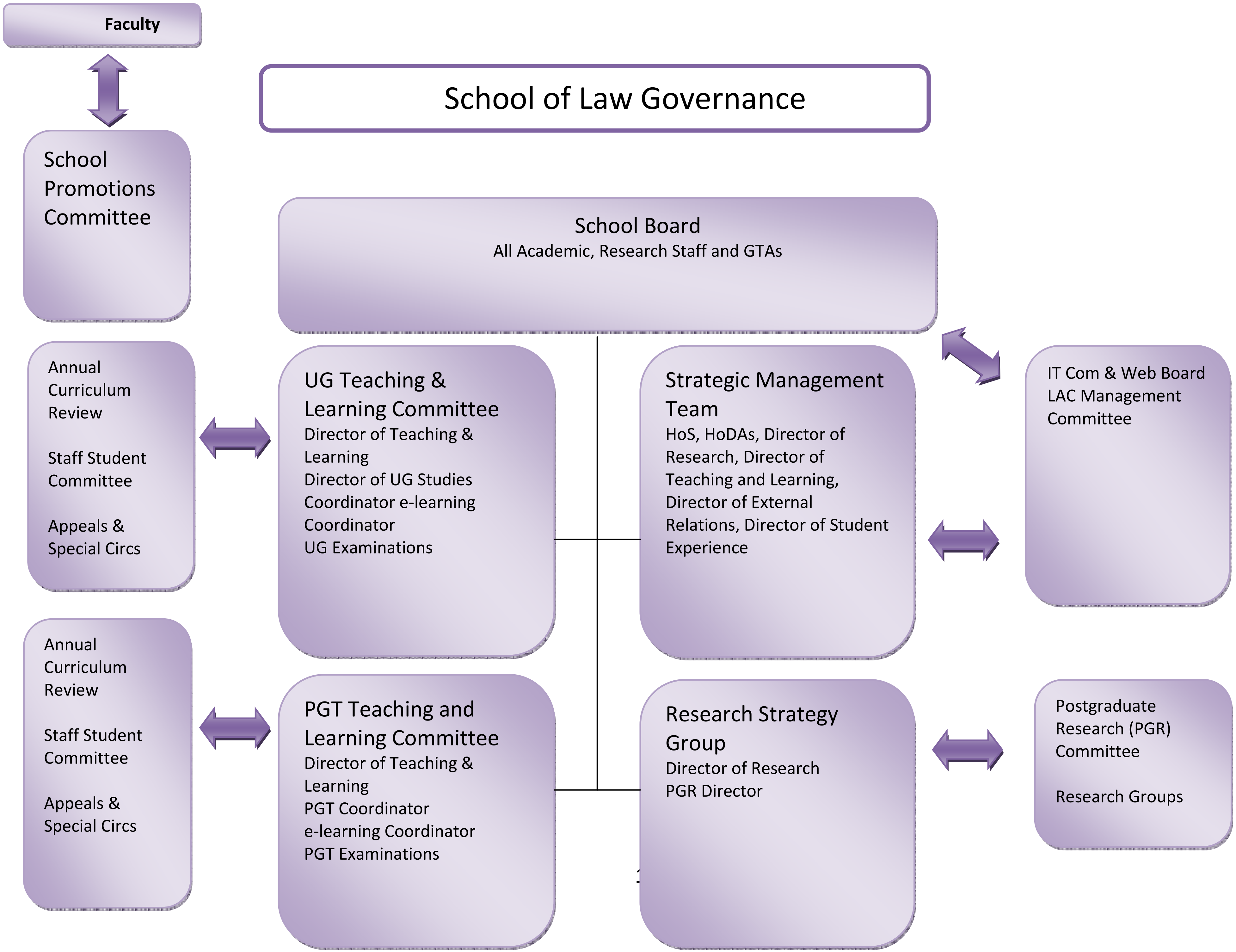
Student Attendance Roster Customize | Find | View All | First 1-5 of 28 Last

	*Student ID	Name	*Academic Career	Present	Reason	Communication Status
1	7219400	Alliston,Naomi Stella Joyce	UGRD	☑		Communication Status
2	7341866	Bainbridge,Samuel	UGRD	☐	Sick	Communication Status
3	7298038	Barrowclift-Mahon,Molly	UGRD	☑		Communication Status
4	7303594	Bradshaw,Claire Louise	UGRD	☑		Communication Status
5	7131017	Bryant,Joshua James Cookesley	UGRD	☑		Communication Status

Select All Clear All Upload File

Save and Return Cancel

8. **Finally, remember to 'S<u>ave</u>'. You can then '<u>Sign Out</u>' or click on '<u>My Schedule</u>' to return to your list of classes.**


Faculty
School of Law Governance
School Promotions Committee
School Board
All Academic, Research Staff and GTAs
Annual Curriculum Review
Staff Student Committee
Appeals & Special Circs
UG Teaching & Learning Committee
Director of Teaching & Learning
Director of UG Studies
Coordinator e-learning Coordinator
UG Examinations
Strategic Management Team
HoS, HoDAs, Director of Research, Director of Teaching and Learning, Director of External Relations, Director of Student Experience
IT Com & Web Board
LAC Management Committee
Annual Curriculum Review
Staff Student Committee
Appeals & Special Circs
PGT Teaching and Learning Committee
Director of Teaching & Learning
PGT Coordinator
e-learning Coordinator
PGT Examinations
Research Strategy Group
Director of Research
PGR Director
Postgraduate Research (PGR) Committee
Research Groups