

The University of Manchester
Faculty of Humanities
School of Law

STUDENT SURVIVAL GUIDE 2015-2016
FOR ERASMUS, EXCHANGE AND VISITING
STUDENTS

PREFACE

This document contains details of important information you will need during your period of study within the School of Law. It is being provided to you on a pen drive and is also available online on Blackboard, where there is lots of other useful information. It also should be read in conjunction with the University's *Crucial Guide* and the *Student Charter* which can be found here: <http://www.studentnet.manchester.ac.uk/enhancing-my-experience/charter/>

The *Crucial Guide* provides information and advice on a range of topics including finance, examinations, accommodation and health; it also contains details about the University's policy for students with additional support needs and its equal opportunity and race equality policy.

<http://www.studentnet.manchester.ac.uk/crucial-guide/>

Disclaimer

The information contained in this handbook was accurate at the time of printing. The School of Law reserves the right to make any necessary changes during the course of the academic year. Please check on blackboard for the most up to date version of the handbook. All students taking School of Law course units will be treated under the School Law's policies and regulations.

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All of the information in this handbook, and very much more, is on the Law School's websites – the Law School website (<http://www.law.manchester.ac.uk/>) and Blackboard accessible through the student portal.

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WELCOME TO THE FACULTY OF HUMANITIES

As Dean of the Faculty of Humanities, I would like to extend a warm welcome to all students in The University of Manchester. The Faculty of Humanities is one of four faculties in the University and consists of five Schools. We offer an unprecedented range of innovative programmes at undergraduate and graduate level, embracing disciplines as diverse as business and management, social sciences, law, education, languages, arts and environment and development.

This rich mix of opportunities makes study at The University of Manchester an exciting and stimulating experience, where you will benefit from the experience of leading scholars in your field and also from being part of a large, diverse and international student community.

Within the Faculty we are committed to providing a student experience of the highest standard. During this year we will be asking you how effective we are in meeting your needs and fulfilling your aspirations.

I urge you to participate in this conversation, and use every opportunity to let us know how we can improve the quality of education we provide.

In this Handbook you will find material specific to the programme of study or the discipline area in which your studies will be based.

Keith Brown
Vice-President and Dean, Faculty of Humanities
September 2015

For more information on the Faculty of Humanities please see Appendix B and web link below:

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

1. WELCOME TO THE SCHOOL OF LAW

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

You've made a great choice to come to Manchester and join our community. The city is vibrant and friendly, and was recently named the best in the UK to live in. The University is amongst the very best in the world and has ambitious plans to become one of the top 25 universities globally by 2020. And our Law School is outstanding, too! I can't think of a better place for you to come and study.

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

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

Professor Toby Seddon

September 2015

Head of School

PART 1

KEY UNDERGRADUATE INFORMATION

2. KEY DATES 2015-16

Semester Dates

First semester

Attendance

21st September – 18th December, 2015

18th January – 29th January, 2016

Reading Week

2nd November – 6th November 2015

Holiday

21st December 2015 to 15th January 2016

Second semester

Attendance

1st February – 18th March, 2016

11th April – 10th June, 2016

Holiday

21st March – 8th April, 2016

Coursework submission dates

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

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

Examinations

Semester 1 Examinations 18th January – 29th January, 2016

Semester 2 Examinations 19th May – 8th June, 2016

Re-examinations 22nd August – 2nd September, 2016

3. FINDING PEOPLE, PLACES AND MATERIALS

3.1 Staff

The School of Law currently has 68 academic members of staff which includes 19 Professors. The Professors within the School all contribute to teaching whether at undergraduate or/and postgraduate level. There are 25 administrators, 10 of which work directly in the area of UG and PGT teaching and student support.

Senior Staff

Position	Name	Responsibility
Head of School	Professor Toby Seddon headoflaw@manchester.ac.uk	Responsible for the leadership of the School to ensure that the School makes a full contribution towards the objectives of the Faculty and the University.
Deputy Head of School	Dr Carolyn Abbot Carolyn.abbot@manchester.ac.uk	Responsibility for academic management and programmes in the Law discipline area.
Director of Teaching and Learning	Prof. Rebecca Bennett rebecca.bennett@manchester.ac.uk	Responsible for Teaching and Learning policy and Quality Assurance in the School.
Director of Social Responsibility	Dr. Graham Smith Graham.r.smith@manchester.ac.uk	Responsible for leading the Social Responsibility agenda in the School of Law.
Director of Research	Prof. Nicola Glover-Thomas Nicola.glover-thomas@manchester.ac.uk	Responsible for providing strategic research leadership within the School of Law.

UG Programme Directors

The Director of Undergraduate Studies is responsible for ensuring you have a good induction; approves all transfers and interruptions to study and has oversight of all UG teaching and assessment.

Your first port of call for many issues will be your Academic Advisor or Course Director; however, your Programme Director acts as a senior Advisor for students on the programme and will resolve any matters which cannot be resolved by your AA and/or by the Course Director. If they remain unresolved then you may refer them to the Director of Undergraduate Studies.

Programme	Name
Director of Undergraduate Studies	Mrs Norma Hird Norma.hird@manchester.ac.uk

LLB	<p>Mr John Pearson (Year 1) John.pearson@manchester.ac.uk</p> <p>Dr Dimtrios Doukas (Year 2) d.doukas@manchester.ac.uk</p> <p>Dr Phil Handler (Year 3 and Lead Tutor) Philip.handler@manchester.ac.uk</p>
LLB (Law with Criminology)	<p>Dr Alan Cunningham (Law) Alan.cunningham@manchester.ac.uk</p> <p>Dr Jo Deakin (Criminology) Jo.deakin@manchester.ac.uk</p>
LLB (Law with Politics)/ BA(Law with Politics)	<p>Dr Eleanor Aspey (Law) Eleanor.aspey@manchester.ac.uk</p> <p>Dr Piers Robinson(Politics) Piers.robinson@manchester.ac.uk</p>
BA Criminology	<p>Dr Claire Fox Claire.fox-2@manchester.ac.uk</p>

Other Officers

Position	Name	Responsibility
Director of the Student Experience	<p>Dr Javier Garcia Oliva Javier.oliva@manchester.ac.uk</p>	Responsibility for enhancing the student experience in the School of Law.
Co-ordinator Assessments (UG)	<p>Dr Bruce Wardhaugh Bruce.wardhaugh@manchester.ac.uk</p>	Management of arrangements for preparation, scrutiny and marking of all UG assessments; supervision of assessment processes during assessment periods, including dealing with special arrangements and mitigating circumstances; ensuring that assessments are marked and processed to deadlines.

ERASMUS/ Study abroad Coordinator	Miss Gillian Ulph Gillian.ulph@manchester.ac.uk	Advise on selection of course units to, and translation of marks of, incoming and outgoing exchange students.
Careers Solicitors Liaison	Mrs Dinah Crystal dinah.crystal@manchester.ac.uk	Professional link to Solicitor firms; Advice to students re legal profession. Link to Careers Service re legal profession. Organises workshops for students on Tuesday afternoons.
Criminology Employability Champion	Nora Wikoff Nora.wikoff@manchester.ac.uk	Professional link re criminology careers. Advice to students. Liaison with Director of External Relations in relation to criminology careers and appropriate publications.
Web and Social Media Co-ordinator	Dr Alan Cunningham/Dr John Pearson Alan.cunningham@manchester.ac.uk John.pearson@manchester.ac.uk	

3.2 Academic Advisor

All School of Law students are allocated to an Academic Advisor. As far as possible you will retain the same Advisor throughout the programme, but you may be temporarily or permanently reallocated to another Advisor if your Advisor goes away on research leave or leaves the University.

UG students will find the name of your Academic Advisor when you register on-line and you will meet him or her during Welcome Week.

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

Your Academic Advisor is someone you need to get to know well, so be pro-active. Academic Advisors leave notes by their doors indicating certain times during the week (“office hours”), when they are generally available to see students but you may ask your Academic Advisor for an appointment at any time, when you need one – usually email is the best way to make arrangements. Additionally your Academic Advisor will ask to see you at different times throughout the year, mainly to discuss your progress and one of the appointments will be to discuss your **Personal Development Plan (PDP) and**

Curriculum Vitae (CV). There is one form for each semester of a three year UG degree programme. You may download the relevant form for your purposes from Blackboard.

Students who have good reasons for requesting a change of Academic Advisor should make this request to the Director of the Student Experience.

If you are unable to contact your Academic Advisor in an emergency, contact the Law School Teaching and Student Support Office – tssso.law@manchester.ac.uk

Academic Advisor Responsibilities are:

- To be the first point of contact for students to advise on academic matters (learning, study skills, assessments, progression etc) that they may wish to raise at any time during the year. As an Advisor you should respond as quickly as possible.
- To have weekly drop-in sessions in their office, some of which may have a specific focus (e.g. on revision strategies in the pre-exam period). Advisors will be given a clear timetable for when they should proactively contact advisees to offer academic support (e.g. in the run-up to assessments, after results etc).
- Advisors will be accessible via email and through any other media they specify (e.g. using discussion boards on Blackboard, messaging or hashtags on Twitter etc). Online supporting materials will be available and regularly updated.
- 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 group meeting with the Academic Advisor 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 discuss coursework, feedback and examination results with advisees.
- To provide references for job applications, placements or postgraduate/further studies.

Pastoral Support and Advice on other areas

- Pastoral support will be provided by the Academic Support Co-ordinator based in the Teaching and Student support Office. Students will be able to access this directly, or they may be referred on by their academic advisor. S/he will have good links with the central University support services, so that more complex or specialist cases are appropriately referred on. For those cases, they will have a case management role to ensure the service is seamless for the student.
- Advice on other key areas – e.g. careers, accommodation, finance – is already available via high-quality University services, most of which can be accessed via The Atrium in University Place. Rather than duplicate these, Academic Advisors should ensure that they facilitate effective and efficient referrals on to these services.

Student responsibilities are:

- To be proactive in getting to know their Academic Advisor
- To attend the meetings with the Advisor as arranged.
- To contact the Advisor and explain any reasons for absence from University classes or other commitments. **It is very important that you notify your Advisor of any problems as soon as possible, particularly if you are missing any seminars or lectures.**
- To keep the Academic Advisor informed of any circumstances which may affect your academic work during the year or performance in examinations.

3.3 Teaching and Student Support Office

Position & Name	Responsibilities
Teaching and Student Support Manager 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 Sam Green Sam.green-1@manchester.ac.uk Works Monday, Wednesday, Thursday	Responsible for Student Records work in the School and oversees UG Examinations. Deputy for the Teaching Support manager. Disability Coordinator Mobility Coordinator
Teaching and Student Support Deputy	Responsible for contributing to

<p>Manager PGT and PGR</p> <p>Helen Davenport. helen.davenport@manchester.ac.uk</p>	<p>developing appropriate high quality systems and policies for PGT and PGR education within the School.</p>
<p>Teaching and Student Support Deputy Manager Quality Assurance</p> <p>Nikola Keogh nikola.keogh@manchester.ac.uk Works Tuesday, Wednesday, Friday</p>	<p>Responsible for contributing to developing appropriate high quality systems and policies for UG education within the School.</p>
<p>Academic support Co-Ordinator TBC</p>	<p>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</p>
<p>Student Support Administrator Ceri Wilson ceri.wilson@manchester.ac.uk</p>	<p>Monitors work and attendance of all UG and PGT students according to the regulations and guidance and Tier 4 requirements.</p> <p>Deals with UG Special Circumstances</p>
<p>Examinations Administrator UG Philip Spencer Philip.spencer@manchester.ac.uk</p>	<p>Provides administrative support for the School's activities in the area of UG Examinations and Student Services.</p>
<p>System Support Administrator Zoe Day zoe.day@manchester.ac.uk</p>	<p>Web and eLearning administration</p>
<p>LLM Programme Administrator Myra Knutton myra.knutton@manchester.ac.uk Works Monday, Wednesday, Thursday, Friday</p>	<p>Registration, examination, progression, student records and graduation.</p>
<p>PGT Programme Administrator for Criminology & CSEP(CB) Nuria Hortiguela nuria.hortiguela@manchester.ac.uk</p> <p>Works Tuesday, Wednesday, Thursday, Friday</p>	<p>Registration, examination, progression, student records and graduation.</p>

<p>PGT Programme Administrator for CSEP DL and CPD PGT Student Rep Coordinator</p> <p>Leanne Tuite Leanne.tuite@manchester.ac.uk Part-time hours over 5 days</p>	<p>Administration of CSEP distance learning and continuing professional development programmes. Coordinates PGT student Reps</p>
<p>PGR Administrator Jackie Boardman Jackie.boardman@manchester.ac.uk</p> <p>Works Monday, Tuesday, Wednesday</p>	<p>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, thesis submission, examination and student records.</p>
<p>PGR Administrative Assistant TBC</p>	<p>Registration, progression and student records.</p>
<p>Teaching and Student Support Office Receptionist Stephen Manifold Stephen.manifold@manchester.ac.uk</p>	<p>First port of call to students, staff and visitors to the Teaching and Student Support Office.</p>

Details on all law staff, including their email addresses, are available on the Law Website

<http://staffprofiles.humanities.manchester.ac.uk/StaffList.aspx?ou=14074>

Administrative Offices

The Law School's administrative offices are located in the Williamson Building as follows:

- Teaching and Student Support Office Room 3.03/ 3.05
- Teaching and Student Support Manager Room 3.44
- Recruitment and Admissions Office (UG and PG) Room 3.51b
- Staff Resources Room 3.51a
- Research Administration Offices Room 3.45
- Head of School Administration Room 3.49

The **Teaching and Student Support Office** in the Law School is located on the third floor of the Williamson building, room 3.03/ 3.05, tel: 0161 306 1260, 0161 275 3560/4482/3581, email philip.spencer@manchester.ac.uk (exams enquiries); or, tso.law@manchester.ac.uk (for general enquiries).

Enquiries on any matters should initially be directed to the Teaching and Student Support Office, (normal opening hours 10.00am to 4.00pm; with extended hours during welcome and examination periods).

3.4 Staff Rooms and Seminar teaching rooms

Academic staff members' rooms are on the second, third and fourth floors of the Williamson Building. Seminars are held either in staff members' rooms or in designated teaching rooms. You will get your personal timetable information by completing on-line registration and following through the instructions. Any queries may be addressed to the appropriate administrative office.

3.5 Lecture Rooms

There are some small lecture theatres situated in the Williamson Building. However, most lecture classes in core first year UG course units take place in larger lecture theatres elsewhere in the University (eg University Place, Roscoe Building; Stopford Building; Chemistry Building).

Access to Williamson Building

Access to the building is from 8.30am and the main door is shut at 5.30pm. It is possible to get out of the building later than 5.30pm but it is not possible to gain access after this time.

3.6 Other Rooms

UG Common Room Williamson 3.34

The common room, which was refurbished in 2012, is currently sponsored by DLA Piper and provides comfortable seating, desk space to plug in a laptop, dining area and a bookable room (through the Teaching and Student Support Office) for small group work for students. There is also a computer cluster attached to the Common Room for Law school students.

Moot Room

The Law School is fortunate to have a Mooting Room; this is located on the 3rd floor Williamson 3.10/12.

3.7 Health and Safety

In the first couple of weeks of term, **you must complete a short online health and safety course**. This short course provides you with basic information about how health and safety is managed on campus, and also includes some simple tests to assess your learning outcomes.

You will be enrolled automatically on the Health and Safety course unit, which is delivered through Blackboard (the University e-learning system). You must complete the course and obtain a 'pass' by 31st October.

It will take you approximately 1 hour to complete.

We would like to draw your attention specifically to some points below (and see also section 6.7 on ill-health).

Accidents and Emergencies

All accidents at work or study must be reported to the Teaching and Student Support Office. There are first aid boxes located at main reception points in all buildings on campus. Contact details of first aiders for each building are listed on the green notices located on each floor. In the event of a serious accident, you may need to call the emergency services (999) but please get help from the office too.

Health and Safety Policy and General Issues

The School Health and Safety Policy is downloadable from our intranet at <http://www.law.manchester.ac.uk/manlaw/healthnsafety.html>. If you are concerned about any health and safety matters in any of the buildings you use, please contact the Teaching and Student Support Office in the first instance.

You must not interfere with or misuse any thing, object, structure or system of work provided by the University of Manchester in the interests of health and safety.

Smoking Policy

University of Manchester buildings are non-smoking.

Fire Alarms and Emergency Evacuation Procedures

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

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

3.8 Communications: Noticeboards and Email

All students receive a University email address upon registration. This email address is used as the primary means of communication between students and their lecturers or tutors and administrative staff. You will need to use the system, and internet access is available from computer clusters in the Williamson Building, the University Library, Alan Gilbert Learning Commons, University Place (and other University locations e.g. Halls of Residence), free of charge.

There will be many important notices for you during the year, including those relating to teaching and examination arrangements. All communications will come either (1) *via* your University email address (our main way of communicating with you), in response to previous students comments about email overload general emails are collated into bulletins and are sent on Thursday or Friday during the semester. If the matter is urgent then emails will be sent outside the weekly bulletin, (2) Blackboard announcements (see

page 19 for information on Blackboard), (3) *via* the noticeboards (on the third floor of the Williamson Building, or (4) posted to your address. Notices concerning teaching of particular School of Law course units will be made through Blackboard and/or placed on the Course Units noticeboards opposite the third floor lifts. **Please check your University email, Blackboard and the noticeboards every day for communications.** Please note that Blackboard announcements and Blackboard mail are not automatically forwarded to your standard University e-mail, but may be used by lecturers, so you should also check your courses on Blackboard daily.

The noticeboards referred to above are for Law School notices, and must not be used for other material, such as personal communications between students. Noticeboards for student communication are available in the DLA Piper Common Room 3.34 Williamson.

3.9 Learning Resources and Facilities

IS Services within the Faculty of Humanities

Students at the University of Manchester enjoy access to a wide range of high quality IS services provided across campus. Within Humanities itself there are in excess of 500 computers located within Faculty buildings available for student use complementing the 1000+ seats provided by the University in public clusters – including a public cluster at Owens Park.

All cluster computers are configured in the same way and provide access to services offered by schools, faculties and central service providers such as Humanities ICT Office (<http://ict.humanities.manchester.ac.uk/>), IT Services (<http://www.studentnet.manchester.ac.uk/it-services/>) and the University Library (<http://www.library.manchester.ac.uk/>). These include printing, scanning and copying and access to a wide range of general use and course specific software on the Windows 7 operating system. A list of software is available at <http://ict.humanities.manchester.ac.uk/facilities/software/HumanitiesClusterSoftware.html>

In addition to cluster computers wireless networking is being installed across campus enabling students with wireless equipped laptops to access IS services on campus. Full details of the services offered, including a list of available locations, can be found at <http://www.itservices.manchester.ac.uk/wireless/>.

Help and advice is available from our Service Desk which can be contacted by phone, via the web, email or in person. Physical Service desk support is available at the University Library and the Joule Library. Details of opening hours and other contact details can be found at <http://www.itservices.manchester.ac.uk/contacts/>. Telephone support is available 24 hours a day throughout the year.

IT Computer Account

To access any of the University's IT facilities, you require a computer user account. Your account details (including a username and password) can be obtained by using the IT Account Manager system available on the computers based in the University PC clusters.

You will need your University student identity number as you will be asked to enter this number during the IT Sign Up process. The accessibility option in the IT Account Manager will only be configured and activated with approval from the Disability Support Office.

<http://www.itservices.manchester.ac.uk/students/it-account/>

Computers: Access to Computers and Learning Computer Skills

Computers are available for student use, eg for word-processing, email or Web information searches, in the computer rooms (third floor and fourth floor, Williamson Building), University Library, Alan Gilbert Learning Commons, University Place and at Owens Park (24 hours).

Student/Library Card

Once a student has completed registration on-line a student card can be collected from Student Services.

Printing and Copying Credits

500 printing/copying credits will be pre-loaded on your student/ library card for the printing of any course materials from Blackboard. You will not receive handouts or other printed material during lectures and seminars as these are provided on Blackboard; it is expected that you will print these if you require hard copy.

Student Portal

At <http://www.studentnet.manchester.ac.uk/> you will find the Student Portal and Student System Self Service, as well as other information and links to access useful services.

The Student Portal brings online services together in one place so you can access your email, calendars, blackboard and library services for example.

Blackboard: courses and enrolments

The teaching and learning activities within your courses are enhanced and supported by the use of Blackboard. All of your courses/spaces are listed in: <http://my.manchester.ac.uk/> under the 'Blackboard' tab. Within this tab you will find:

- a list of all the courses you are registered to take, under the 'Course List',
- a list for Programme spaces or other 'Organisations', in the 'My Communities' list. You should check this space regularly – there is a wealth of information here which will be helpful to your studies.

You can also access Blackboard on your smartphone using the Blackboard Mobile Learn app. For guidance, search for 'How to: Access your Bb9 course through a Mobile Phone or Tablet' in the **Knowledge Base** at: <http://www.manchester.ac.uk/servicedesk/>

Courses become available to students one week before the start of teaching. For most courses in 2015/16 this is:

- Semester 1 and all-year courses: 14th September 2015
- Semester 2 courses: 25th January 2016

To ensure that you have access to all of your courses within Blackboard, you must be enrolled on them through the Student Records system. Once enrolled, your courses should appear in Blackboard within 24 hours. Also, the course director needs to have 'activated' your Blackboard course in order for you to access it. If you cannot see a course you expect to see, please:

- contact your School Administrator to check that you have been enrolled;
- check with the course director that they have made the course available;

Note: If you change your course enrolments there will also be a delay of up to 24 hours in acquiring your new courses and removing those you are no longer taking.

Your Blackboard course(s) will contain different elements, depending on how the course directors have set them up. They may be used for course materials, lecture handouts, coursework submission, quizzes, additional resources, discussion boards or blogs, for example. If you have any queries about the content, please check with the course director first.

After enrolment or changing your enrolments, if your courses are not correctly listed in Blackboard after 24 hours, please let us know which course(s) you are missing by going through

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

If your course is assessed by coursework, and the submission of coursework is done online via Turnitin you can find detailed guidance on 'A Student Guide to Submitting an Assignment via Turnitin' in the Knowledge Base at <http://documents.manchester.ac.uk/display.aspx?DocID=13010> (document)

<https://stream.manchester.ac.uk/Play.aspx?VideoId=21235> (video)

If the course director delivers feedback on your coursework also online you can also look up the Guidance on how to access your feedback and 'Downloading Feedback from Turnitin' at

<http://documents.manchester.ac.uk/display.aspx?DocID=13011>

For general information on Blackboard and access to support information, please visit:

www.studentnet.manchester.ac.uk/blackboard. You can also search the Knowledge Base from here.

Please note: periods when Blackboard access may not be possible (at-risk periods) are Sundays 2am to 5am, Easter holidays and the whole of July. Notification of significant downtime during Easter and July will be communicated through My Manchester Student News.

Library

The University of Manchester Library is among the finest libraries in the world, and combines a sense of tradition with the best information systems to provide an extensive range of services and resources to actual and virtual visitors. The Main Library is located on Burlington Street and is only a few minutes' walk from the Williamson Building. The principal law and criminology collections are found here. The

Library's opening hours are extensive but also vary. During semester time the Main Library is open until 11.30 pm on weekdays.

University of Manchester Library

Oxford Road, Manchester M13 9PP, United Kingdom

Telephone: Main Library (University Campus) +44 (0)161 275 3751

Special Collections, Deansgate, City Centre +44 (0)161 275 3764

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

Ian Fishwick is the Librarian for the School and can be contacted on 0161 306 1521 or at ian.fishwick@manchester.ac.uk

The following website will display the current opening hours.

<http://www.library.manchester.ac.uk/locations-and-opening-hours/>

Library document request an on-line document supply request system is available via the portal. Students can use this system to request material not held in our collections.

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

On the Teaching and Research tab you will find 'Library document request' alongside SearchIT and Library summary. Online payment for requests can be made at the same time using the University ePayments system.

A library induction for all new students is available through the online Blackboard system.

Course unit outlines are distributed in class identifying materials to be consulted for lecture readings and assessment tasks. Course unit material and outlines (*eg* copies of lecture handouts) are also posted on the online Blackboard system which can be accessed at: <https://www.portal.manchester.ac.uk/>

Photocopying facilities are available in the Library and the Students' Union Building.

Alan Gilbert Learning Commons

This purpose built study centre is available for students to use 24/7 during term-time. There are numerous study rooms, which can be booked out and used for individual and group work. There are comprehensive IT facilities available. The commons also hosts a series of training workshops covering a variety of academic and transferable skills.

Further information can be found here: <http://www.library.manchester.ac.uk/locations-and-opening-hours/learning-commons/>

English language and academic writing support

There are various forms of support for English language and academic writing skills provided by the School of Law and the University Language Centre. Students are encouraged to take advantage of these opportunities to develop their skills throughout their studies.

1. Programme specific support

The University Language Centre provides **the LAWS 10000 Academic Skills Writing Course** for students in the School of Law. The course is tailored to students on undergraduate Law and Criminology programmes and focuses on enhancing academic language and writing skills, including guidance on writing exam answers and coursework. Priority is given to students whose first language is not English or who come from other academic cultures, subject areas or working backgrounds. The one-hour classes take place weekly in Semesters 1 and 2 and students should register online for LAWS 10000 at the beginning of the academic year in order to have access to the module materials on Blackboard.

2. General academic support

The University Language Centre provides a range of general English language support services for all students registered at the University. These consist of:

- In-sessional classes for international students covering Academic Writing, Academic Speaking and Listening, Grammar and Pronunciation. These classes are free of charge and you can sit an online diagnostic test to see if you would benefit from attending particular classes. You are strongly advised to attend them if they are recommended by your Academic Advisor, Programme Director or Pre-sessional Tutor. For information, see:
<http://www.langcent.manchester.ac.uk/english/academicsupport/courses/>
- Academic writing tutorial service offers individual tutorials for students wishing to discuss and improve particular aspects of their academic writing. There is further information at:
<http://www.langcent.manchester.ac.uk/english/academicsupport/tutorial-service/>
- Academic English and Skills Development Material is an online resource available to all registered students at the University and can be found at:
<http://www.langcent.manchester.ac.uk/elplinks/academic/>
- Academic Phrasebank is an open access resource for academic writers. It can be found at:
<http://www.phrasebank.manchester.ac.uk/>

Careers Service

From the moment you arrive at University, there are a wealth of opportunities on offer to help you to stand out from the crowd.

Employers want to see students who've not only studied an academic course, but who have also taken advantage of the extra-curricular activities available to them whilst at University.

Your Careers Service doesn't just talk about life after graduation, in fact they are mainly there to help you navigate and explore the variety of opportunities open to you.

What services do we offer students?

Careers Website: www.manchester.ac.uk/careers

Job vacancies, information postgraduate study, career sector profiles, blogs and more... Students use **CareersLink** to access jobs and to sign up for events

Vacancies - over 50,000 advertised annually online, including full-time graduate jobs, summer internships and part-time work

Careers Resource Centre in the Atrium, University Place (open Mon-Fri 9-5pm all year round)

Guidance Appointments - 30 min - book in advance

Discuss options, career idea (or lack of ideas), getting started, career planning

Quick Query Appointments - 15 min - book on the day

Feedback on CV, covering letter, applications and interview tips, plus other brief queries

Mock Interviews - 30 min - book when students have an interview scheduled

Employer Events & Recruitment Fairs, Workshops & Talks - sign up required for some events, see **CareersLink** for details

Manchester Graduate Internship Programme - paid work placements in Greater Manchester for 4-12 months for new graduates

The Careers Service is located in the Atrium, University Place.

(<http://www.manchester.ac.uk/medialibrary/maps/campusmap.pdf>) Building number 37.

tel: 0161 275 2828

email: careers@manchester.ac.uk

www.careers.manchester.ac.uk

Student Services Centre

The Student Services Centre can offer all sorts of help and advice about tuition fee assessments or payments, Council Tax, examinations, graduation ceremonies etc.

The Centre is located on Burlington Street (campus map reference 57) and is open Monday to Friday, 10am to 4pm.

or

in Staff House, Sackville Street (campus map reference 13) which is open Monday to Thursday, 10am to 4pm.

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

4. GENERAL ACADEMIC INFORMATION AND OPPORTUNITIES

4.1 The Academic Year

The academic year is divided into two semesters. Students take 120 credits made up 'course units' each year. Most compulsory course units within the Law School are 30 credits (Property II and Jurisprudence are 20 credits) and optional courses are all 20 credits. Some course units (sometimes called modules) will be taught across the academic year and will be assessed at various times throughout that year; some will be taught and examined in Semester One and others will be taught and examined in Semester Two.

4.2 Study Skills

The Faculty of Humanities has a Study Skills Website where you will find sources of information, hints & tips and practical activities to help you develop your study skills and become a better learner. You'll also find advice about how to prepare for lectures, tutorials and seminars; how to deal with exam stress; organising yourself; and on personal development and career planning. See <http://www.humanities.manchester.ac.uk/studyskills/>

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

4.3 Lectures

Lectures are the most traditional form of teaching in higher education. They allow lecturers to provide information, to place the material of the course in context and to focus on difficult areas in some detail. **The approach is to discuss and, where appropriate, criticise the law or other subject in question, rather than simply to describe what the law/subject is.** To take best advantage of lectures you should keep up with (and preferably be a little in advance of) the lecture courses by reading your textbook or online handout. These handouts will also give the full citation of cases and other materials which the lecturer is dealing with or wishes to draw to your attention. Copies of handouts are available on Blackboard. You will receive 500 printing credits to print a hard copy if you prefer hard copy.

Lecturers will pause frequently to ensure that the class has understood the lecture material, and will often invite questions or requests for further explanation.

In lectures it is important to strike a balance between listening and understanding the material which is being presented, and making notes. There is little value in writing down every word spoken by the lecturer if you have not understood what has been said. An incomplete set of notes can be supplemented by reading the textbook or other recommended reading. Your **textbook is a principal source of material but it is not the only source.** Lectures should be seen as providing further important explanatory and updated material. In addition, you are encouraged to **read about your legal, criminological or other subjects as widely as possible**, from books and articles mentioned in lectures and from material discovered through your own initiative. All students should get into the habit of reading the most significant journal articles, academic sources or/and cases in their original form rather than relying on textbook interpretations and summaries.

4.4 Lecture Times

Many UG course units take the form of two or three lectures in each subject per teaching week. Lecture times for the subjects you are taking are given in your personal timetable which you may access following on-line registration. Key Dates above gives details of the teaching weeks for both lectures and seminars (as to which see below) for each semester along with dates of vacations and revision/examination periods. It

should be noted that one week in semester one is designated as a Reading Week, during which there are no lectures or seminars in *Law School* subjects, although students undertaking course units in other Schools may well still have teaching. It is necessary to find out from the School concerned what applies to that School.

4.5 Seminars

Seminar groups in UG course units are discussion groups involving a seminar taker who is part of the course teaching team and about 12 students. (The numbers in seminar groups may be different in other Schools). Most Law and Criminology course units have seminar groups, but not all: it depends upon the number of students doing the particular course unit, and the teaching method for the course unit.

Students are required to prepare material in advance, either for discussion in the seminar, or in the form of written work to be handed in at the seminar or in advance. **Proper preparation and reading in advance is essential.** Seminars are less formal than lectures and provide the main opportunity for students to become involved. You must participate, ask questions and put forward your understanding of the material you have read. Do not be afraid to say that you have not understood something. Others may have the same issue and your seminar leader will be pleased to clarify any misunderstandings. Seminar coverage will focus on areas of the law which are difficult or controversial, so there will be plenty of chance to develop and present your own views. Seminars will follow the sequence of subjects covered in the lectures, but there will be times when the seminars are a little ahead of the lectures.

4.6 Seminar Times

Students doing first and second year 30 credit UG course units will have 8 one hour seminars per course unit across the academic year: 20 credit UG course units will normally have 5 or 6 one hour seminars during the period in which they are taught (although some courses have weekly seminars; check your online timetable). (For details of the relevant dates for the whole of this session see the Semester Schedule in the Appendix).

4.7 Personal Timetables

After completing on-line registration, you will be able to access details on-line of your personal lecture and seminar times for Semester One. Check to make sure that your seminar times do not clash with any of your lecture times, or with each other. If you are sure that you have a clash on your seminar timetable, you should report this to the Law School Teaching and Student Support Office as appropriate and make an appointment for the "timetable surgery". Personal timetables for Semester Two are available at the start of that semester.

4.8 Personal Development Plan (PDP or PADP)

A **Personal and Academic Development Plan** or **PADP** provides a framework for reflection on how the programme is working for you as an individual, that is, on how you can achieve your specific aims. For more details on this scheme see programme information on Blackboard.

4.9 Mentors

First year UG students will have a Mentor, a second or third year UG student volunteer, who will be available to offer informal guidance and assistance, in the first few weeks especially. You will meet your Mentor, along with your Academic Advisor in Induction Week, but if you miss this then the Mentor Scheme, which is sponsored by Slaughter and May, is described in the Mentors' Booklet and on Blackboard.

4.10 Student Activities and Volunteering

All students are encouraged to join in with activities provided through the School or the student societies - these are important for enhancing your CV which is essential when looking for employment in the future. Participating and joining our Mooting and Debating Societies gives you additional oral and thinking skills, as well as providing social opportunities. Volunteering in the Legal Advice Centre helps your studies and enables you to put something back into the community. Volunteering as a mentor, a student society officer or student representative in the School, or through the University's many opportunities to undertake voluntary activity similarly adds to your own student experience.

4.11 Case Studies and Workshops to enhance your skills for employability

The School of Law, in conjunction with the University Careers' Service, offers a series of case studies and workshops, often facilitated by City and local law firms and barristers' chambers. These sessions take place on Tuesday afternoon between 4pm and 6pm and are timetabled to allow all students to participate.

The sessions are for the main part offered to second year students as this is when applications for vacation placements and training contracts traditionally take place. However, third year students are also welcome to attend. We also offer some sessions specifically for first year students.

Some examples of what is offered:

- Interview skills – delivered by a former partner of a large City law firm, and alumnus of Manchester
- Advocacy skills – delivered by a leading QC and Head of Chambers in Manchester
- Law in the City for first year students - organised by five leading City law firms, which involves a day in London for selected students and includes talks, interactive sessions, and the opportunity to meet and quiz graduate recruiters, trainee solicitors and lawyers from each firm

4.12 Legal Advice Centre

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 and criminology students who are supervised by local 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 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.

4.13 Student Societies for Students in the School of Law

The School of Law has a number of Student Societies including:

Manchester University Law Society (MULS)
Manchester University Criminology Society (MUCS)
Streetlaw Society
School of Law Advocacy and Mooting Society (SLAM)
Debating Society
Legal Advice Centre Society

More information on these societies can be accessed on:

<http://www.law.manchester.ac.uk/law/societies/>

4.14 Choosing Course Units for the Following Academic Year (UG students)

In the second semester you will be advised about choosing course units for the next academic year. UG students will register for course units on the Self Service System, this usually happens in July during the summer break. Students will receive information relating to this in the Spring. Special meetings and documents will help you with your choices: the Law School Course Units are all described on the Law web site, and details on course units in other Schools may be obtained from their websites and publications. In addition you may like to consider the Manchester Leadership Programme as one of your free options <http://www.manchester.ac.uk/undergraduate/manchesterexperience/mlp/> or the University College <http://www.college.manchester.ac.uk/courses/> in making your choices you should refer to your Programme Specification. UG students may normally choose up to 40 credits of course-units from other Schools as "free options", during their degree programme. Any such choices must be approved by the Schools concerned and your Programme Director. You should also bear in mind the current lecture timetable, which is unlikely to vary much from year to year. You are advised to choose course units whose lecture times do not clash! Should you wish to change your course unit registration, following consultation with the Teaching and Student Support Office and your Programme Director, you may do this using the self service facility at <https://my.manchester.ac.uk/uPortal/f/u201s14/normal/render.uP>

You may change your option choices, subject to capacity, but changes must be made before the end of the second week of teaching within the semester that you are studying.

It is the student's responsibility to ensure the course units they take satisfy their degree programme requirements.

All students must choose their course units on campus solutions or confirm you have interrupted your studies in a given year by the 30th October. If confirmation does not take place, it will be assumed you have withdrawn from the programme and the necessary administrative processes will be completed.

If you wish to choose to do a UG dissertation as one of your options, it is important to collect the *Dissertation Guidelines* from the Teaching and Student Support Office, or consult them on the on-line Blackboard system.

4.15 Exchange Opportunities for UG Students in the School of Law

The School of Law in the University of Manchester encourages first year students to apply to take part in a Study Abroad exchange (a semester abroad) in their second year. Studying abroad offers you the opportunity to broaden your horizons, travel, study at some of the top international universities and make new friends from all over the world! The personal growth and independence gained through an exchange experience is irreplaceable and life changing, and it will also set you apart from the rest of your cohort upon graduation – giving you extra skills and experience to boost your CV and increase your employability.

BA Criminology exchange partners:

Rutgers State University of New Jersey
Arizona State University
University of Melbourne

LLB Law exchange partners:

University of Helsinki (Erasmus)
University of Warsaw (Erasmus)
University of Lorraine (Erasmus)
University of North Carolina
Arizona State University
University of Toronto
National University of Singapore
Singapore Management University
Australian National University
University of Melbourne
University of Hong Kong

Students must have an average of 60% and above in their examinations to be eligible for the exchange programme.

Students on the LLB programme apply in their first year to take part in an exchange in the second semester of their second year. They will still obtain a Qualifying Law Degree and will take three core subjects Obligations II, European Union Law and Property Law II in their third year.

Students on the BA Criminology programme apply in their first year to take part in an exchange in the first semester of their second year. As there are two core subjects in the first semester of the second year (LAWS 20441 Accessing and Understanding Data for Criminologists and LAWS20051 Policing and the Police) students should take course units equivalent to these while abroad on the exchange programme.

Unfortunately a semester abroad is not compatible with the Law with Politics or Law with Criminology programmes but there are still a number of other opportunities to spend time working or studying abroad during your degree. See the Careers Service for more information about these opportunities.

For more information on Study Abroad exchanges please see links below (and watch out for announcements about further information sessions during the term):

<http://www.law.manchester.ac.uk/student-intranet/study-abroad/>

4.16 Programme specifications

All degree programmes in the University of Manchester are described in detail in an official document called a “Programme Specification”. The Law School’s degree programmes all have programme specifications. The full versions are available on Blackboard and a summary within the programme section of this handbook.

5. EXAMINATIONS AND ASSESSMENT

5.1 Examination Regulations for your degree programme

These notes are for general guidance only. More details are set out in the *UG Regulations* which is available to download from Blackboard. Some examinations details are highlighted below, but you are strongly advised to look at the full document, and read it carefully.

Law School undergraduate students should note that both your second and final year contribute to your degree classification, but your second year contributes one-third and your final year marks two-thirds. The details are in the published regulations.

5.2 Methods of Assessment

There are four main **methods of assessment** in the Law School; (i) examination (which is usually an unseen examination, but may in some courses be a seen examination or an open book examination), (ii) course work assessment (by way of written assignments) or (iii) dissertation and (iv) Assessed Presentations. (See also the Law website Course Unit pages, which give assessment details of all course units in the Law School). Most first year UG examinations include an unseen examination, and some include an assessed written assignment too. **Further details will be given by the Course Unit Directors in those subjects and documentation published on the online Blackboard system.**

5.3 January and Summer Examinations

Examinations can take place at the end of each semester, in January and May/June. All compulsory subjects, apart from Jurisprudence which runs and is assessed during Semester 1, are examined in May/June and there may be a "mock" examination at some point during the academic year. Optional subjects which have an examination as all or part of the assessment are examined at the end of the semester in which they are taught.

All parts of the assessment for QLD subjects must be passed (either throughout the year or at the resit period in August/September) to gain a Qualifying Law Degree.

Examination timetables for the January and May/June examinations will be available in December and April: students may access and download their own individual timetable via the Student Services Centre portal. Click on the menu item "Exam Timetable". You will be asked to log in using your standard University username and password. It is **your responsibility** to check that there are no timetable clashes between any of your examinations and to ensure that you know when and where each of the examinations will take place.

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

Examinations and coursework are marked anonymously, which means that the names of candidates are covered over and the scripts identified only by a candidate number.

Provisional results for semester 1 examinations are available on-line in late February. Final results from semester 1 and semester 2 will be available on-line from late June/early July each year. See 5.8 below.

5.4 How to access past examination papers

To view past examination papers for revision purposes see <http://documents.manchester.ac.uk/pastpapers.aspx>. You will be prompted to enter your username and password.

5.5 Presentation and Submission of Summative (Assessed) Coursework

For guidelines on the presentation and submission process please see your programme area in Blackboard. Please be aware that penalties apply to coursework that is submitted late (10 marks per day for a maximum of five days, after which a mark of zero will be awarded) and also to coursework that is over length (a sliding scale is applied) these are detailed in the guideline document.

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.

In the first couple of weeks of term, you must complete a short course entitled `Academic Malpractice Awareness module`. This short course provides you with information about plagiarism and academic malpractice and how to avoid it. It can be found in the Blackboard organisational space (at the end of your course list).

You will be enrolled automatically on the Academic Malpractice Awareness module, which is delivered through Blackboard (the University e-learning system). You must complete the course and obtain a 'pass' by 06th November 2015. If you do not complete and pass the Plagiarism/Academic Malpractice course unit by this date, a negative service indicator (NSI) will be added to your account, which will prevent you from viewing assessment results. The NSI will be removed once you inform the TSSO that you have completed and passed the Plagiarism/Academic Malpractice course unit.

Please note that when work is submitted to the relevant electronic systems, it may be copied and then stored in a database to allow appropriate checks to be made.

5.6 Formative (Non-Assessed) Coursework

You should follow the guidance on presentation as in 5.5 above. Submission arrangements will be posted on the course section of Blackboard by the Course Director.

5.7 Presentation and Submission of Dissertations

A dissertation in the final year of your degree is optional. Should you choose to complete a dissertation please follow the guidelines on Blackboard under your programme area for the presentation and submission process.

Please be aware that the same penalties apply as for assessed coursework as detailed under 5.5.

5.8 Feedback on Examinations and Summative and Formative Work

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

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

The School provides students with feedback on the development of their essay-writing and problem solving skills through feedback on *formative coursework*, set in seminars. It is School policy to require students in all core course units to undertake at least one piece of formative coursework; this is designed to provide students with a measure of review and evaluation of their progress in the course unit. We would also like to draw students' attention to essay-writing and problem solving guides, available on Blackboard (see Teaching and Learning section in your programme pages), to help students in developing their writing skills.

In the Law School, the feedback on UG summative (*assessed*) coursework is provided electronically via Grademark.

After the exam periods "outlines of issues" are provided to assist students in understanding the marks they receive and in tackling future examination questions. Comments on exam scripts are also made available should students wish to see them.

5.9 Disclosure of Marks and Transcripts

The marks which you have achieved in your examinations will be available on-line in February for semester one examinations and late June for semester two examinations. If you need advice about your marks, your Academic Advisor will be happy to discuss issues with you and offer guidance. It is a University rule that examination marks will not be given over the telephone, so please wait until you can get your results on-line before telephoning the Law School or your Academic Advisor to discuss them. If, perhaps for job applications, you require an official transcript from the University, you should ask for this from the Student Services Office, in the John Owens building. Please note there is a fee, and it may take some weeks, so do think ahead!

Examination marks awarded for the January Examinations will not be confirmed and become official until the summer Examiners' Board Meeting.

However, you will get your semester one provisional marks on-line after the papers have been marked and considered by the external examiners. **The date for release of marks for semester 1 Law examinations will normally be in late February.** Other Schools may release marks at very different times.

PLEASE NOTE THAT IN NO CIRCUMSTANCES WILL RESULTS BE GIVEN OVER THE TELEPHONE OR BY EMAIL BY ADMINISTRATIVE STAFF.

5.10 UG Prizes

The Law School is fortunate to be able to offer UG Prizes, from funds donated for that purpose. Prizes are given to the top students in each LLB year and the top student in many individual courses, according to precise rules as determined by the donors. Prize-winners will receive notification in August about their prizes and any appropriate cheque, or details about the sponsors, (some of whom make presentations direct to the prize-winner). More information about prizes is on Blackboard.

5.11 Marking Policy

All marking is done according to the School's Marking Criteria, which can be accessed in your programme area on Blackboard. All marking is conducted anonymously for assessed coursework and examinations. All larger course units are marked by more than one examiner, and a chief examiner is designated. It is the responsibility of the chief examiner to review the scripts in order to ensure consistency in marking and to clarify any borderline scripts for the attention of the external examiner. In smaller course units, in which there may be only one examiner, another competent member of staff is designated to review the marks for that course unit before the scripts are sent to the external examiner.

<http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonmarking/>

5.12 Mitigating Circumstances affecting Assessment Performance

Mitigating Circumstances are **unforeseen** or **unexpected** personal or medical circumstances which might have a significant adverse effect on your performance and/or prevent you from completing an assessment.

The Law School has special guidance for those who suffer long-term problems affecting examinations in more than one year – this may be downloaded from Blackboard examinations index page. See also 6.7 on illness.

If you are not sure about submitting mitigating circumstances, please speak to your academic advisor, the Counselling Service or TSSO.

If your mitigation is accepted, you may be allowed to retake an assessment as a first sit or your overall degree classification may be changed. Individual marks will not be altered.

Circumstances that merit consideration include: suffering a serious illness or injury; the death or critical illness of a close family member; a significant family crisis leading to acute stress; and unplanned absence, arising from such things as jury service or maternity, paternity or adoption leave.

Circumstances or events that would not normally merit consideration include: holidays or other events that were planned or could reasonably have been expected; assessments that are scheduled close together or on the same day; misreading the timetable for examinations or otherwise misunderstanding the requirements for assessment; inadequate planning or time management; failure, loss or theft of a computer or other equipment; consequences of paid employment; exam stress or panic attacks not diagnosed as illness; and minor disruption in an examination room during the course of assessment.

Any **mitigating circumstances**, which may affect your work during the year, your revision or examination performance, should be reported on the appropriate form, which must be accompanied by appropriate medical or other evidence, when it occurs. The mitigating circumstances form is available online. The link to the online form is available in the Examinations and Assessments section on your Blackboard programme page, and will also be publicised via your student email. The supporting evidence should be submitted to the Teaching and Student Support Office within 5 working days of submitting the online form. If you are unable to meet this deadline, you must seek prior approval from the TSSO.

There is no need to be embarrassed. All cases are considered anonymously and the details will remain confidential.

Deadlines

All Requests for mitigation must be submitted before the beginning of the relevant assessment period (except as a result of circumstances that have arisen during the course of that assessment period). You must give full details when making your case.

Late submissions or appeals based on new evidence will not be considered without a credible and compelling explanation as to why the circumstances were not known or could not have been shown beforehand. Not informing the University of circumstances due to personal feelings, e.g., shame, embarrassment and pride, or having concerns over the confidential treatment of requests for mitigation, are not considered to be credible and compelling explanations.

Appeals

Please note that whilst appeals may be based on personal circumstances, there must be good reason for introducing new information after the Board of Examiners. 'Good reason' must be something that affects you so severely that you are unable to communicate the relevant information to the School for the whole of the period between the affected assessment and the Board of Examiners' meeting. Appeals will be rejected where the reason for withholding information is disinclination to provide sufficient detail until you know your results. The reason for this is that the Board of Examiners is the competent body to determine results, and it must be in full possession of all relevant facts in advance.

The purpose of this regulation is to safeguard the interests of students and may only be used when there are adequate grounds for doing so which are outlined in the regulation. It may not be used simply because you are dissatisfied with the outcome of your assessment or other decision concerning your academic progress.

Appeals based upon provisional decisions of the University cannot be considered.

The exams administrator is Philip Spencer, contact details philip.spencer@manchester.ac.uk, Tel: 0161 275 0866.

5.13 Undergraduate Degree Regulations Summary for Students starting their programme from September 2012 (Please see full regulations on Blackboard or at <http://www.tlso.manchester.ac.uk/degree-regulations/undergraduatedegreeregulations/>)

Undergraduate degrees at University Manchester are based on the National framework of higher education qualifications. This framework requires students to achieve credit at every level of the award. For a standard undergraduate programme this will normally mean passing 120 credits in each of your three years of study.

The University set standards relating to your performance on every unit but also on your progression from one year to the next. Your programmes and new specifications will set out the requirements for passing the credit on individual units, however, the University requires that you pass all 120 credits in order to progress to the next year of an undergraduate degree programme.

What happens if I fail some units?

First of all don't panic and the first thing to do is sit down with your academic advisor or Programme Director to talk through your options. The regulations require you to pass a minimum 40 credits at the first attempt in each year.

If you don't manage this the exam board will make a decision on whether you will be permitted to repeat the year, but this is not an automatic right. Remember, you can only repeat the year once during your time as an undergraduate student.

If you pass a minimum of 40 credits but have failed to meet the expected standard in up to 80 of the remaining credits, you will be able to have one more try at the assessment. This is known as referred assessment and these assessments will normally take place over the summer period. This will all happen in good time for the examination board to make decisions on your progression for next year's enrolment. Referred assessment will be capped at 30% and this is the mark that will be shown a transcript of results, as 30R. It is this mark that will be used to calculate your final degree classification. Remember you can resit up to 80 credits, per year.

If there were mitigating circumstances that the Examination Board felt affected your performance or you were not able to attend the examination because of mitigating circumstances then the examination board will defer your assessment. There is no capping of the mark for deferred assessment.

If you manage to achieve the minimum pass of 40 credits and only 'just' fail some of your units, then there may be a possibility of the examination board compensating this failed credit. For undergraduate units this means if your mark was between 30-39% the examination board can compensate up to a maximum of 40 credits, per year. Your transcript of results will show the actual Mark achieved (for example 38C) and this will be used to calculate your final degree classification.

For qualifying law degree (QLD) units the professional bodies only allow compensation between 35-39% and will only allow one unit to be compensated, and only if the mark was affected by verified, exceptional mitigating circumstances. Therefore if you want to go into any type of legal practice and need a qualifying law degree the School strongly recommends that all failed qualifying law degree units (below 40%) are taken again for professional purposes.

Please be aware that the professional bodies will only allow 3 attempts at each of the QLD units. For a degree to count as a QLD, a student must:

- pass all the QLD subjects (i.e. at 40% or more), or
- pass all the QLD subjects except one, which must have a mark between 35%-39%, provided that the student has no other fail (even a fail which may be compensated by the University's regulations), in any other subject at all, throughout the degree programme. The compensated fail MUST be covered by verified, exceptional mitigating circumstances in order to be accepted by the professional bodies.

Subjects required for a QLD are as follows:

new curriculum

Public Law ; Obligations I and II ; Criminal Law; Property I and II; EU Law

old curriculum

Legal Methods and Systems; Public Law I or Constitutional Law; Contract Law; Criminal Law; Tort; Public Law II or Administrative Law; Equity and Trusts; Land Law; EU Law.

What happens if I fail my resits?

Upon taking the referred assessment, if you fail to achieve 120 credits the examination board will make a decision with regards your progression. The possible options available may include carrying forward a maximum of 30 credits into a subsequent year (you will have to have passed 90 credits) in order to retake the unit in attendance, repeating the year at your own expense (unless you have accepted and compelling Mitigating Circumstances), or be awarded an exit award once you've exhausted all the opportunities to retrieve failed assessment.

Referrals can also be compensated; so if you manage to achieve a mark at resit of between 30-39%, this can be compensated providing you haven't already used your quota of 40 credits in each year. Compensated referrals will be capped at 30R and this is the mark that will show on your transcript of results and be used to calculate your final degree classification.

What if I fail Units in my final year?

Unfortunately compensation does not apply in the final year and you will not be able to take referred assessments. However, you may be eligible for 'special' compensation of up to 60 credits in your final year. But it is important to remember that a penalty may be applied and your classification reduced to below that which would have been awarded had you passed everything.

How is my degree calculated?

To be considered for a Bachelor degree with honours a student must have achieved 120 credits in each year of a three year programme, totalling 360 credits. Don't worry if you have had a referral or compensation as these still count towards your credit total.

Bachelor degree classification will be decided using weighted total points for three-year degrees using the following weightings **Year 1 0.0, Year 2 0.33, Year 3 0.67**

For the different classes the overall mark ranges are:

- for class 1, not less than 70.0%;
- for class 2i, less than 70.0% but not less than 60.0%;
- for class 2ii, less than 60.0% but not less than 50.0%;
- for class 3, less than 50.0% but not less than 40.0%.

First Year students should note that first year marks will not count towards your final degree result, but it is still important to do as well as you can, because these results may be asked for on references for future jobs or for second year vacation placements with Law firms, if you choose to follow this career path

When and how are decisions made about my results and my Progression?

There are three possible assessment opportunities: January, May/June and August/September within each academic year. It is expected that all your attempts at referral assessment will take place in the same academic year in which the assessment was first taken. After each assessment period there is an 'examination board'.

Members of the examination board normally include your course tutors, programme directors and an external examiner from another university. It is the job of the exam board to anonymously review all the results and make decisions on final classification; the awarding of credit, who can resit exams, who has to repeat the year and who can progress to the next year. It is also the job of the Examination Board to decide who cannot continue and has to leave the University with an exit award.

Some students will narrowly miss the threshold for a degree classification and so we look at their pattern of marks (Mark Distribution) and may look at their examined work (Mark Review). Some programmes include a viva voce (oral examination) as part of Mark Review. School of Law UG programmes do not include a Viva Voce.

What do I do if I disagree with the exam board's decision?

The University has clear and fair procedures which set out the course of action should you wish to appeal against an examination board decision or make a complaint. These can be found on your programme area in Blackboard. In the first instance, we would urge you to contact your Academic Advisor, Programme Director or the Director of Undergraduate Studies who will be able to talk you through the decision making process.

No challenge to the examiners' judgement is accepted as a basis for appeal against an examination outcome. However, you may have grounds for appeal, if you consider that there was a procedural error, or the Examiners' Board did not take account of your properly reported medical or other problems.

See also information on *Appeals* in the Faculty of Humanities section at the end of this Handbook, and there are also links to appropriate information from your programme page on Blackboard.

5.14 Marking Criteria

UG marking criteria are available to download from Blackboard in the Examinations section of your programme pages. Different criteria apply to different course units and levels.

5.15 Materials in Examinations - Policy on Clean Materials in Closed Book Examinations

NOTE: This policy is not applicable to any examination classed as open book

The School policy on statute books permitted in closed book examinations can be summarised as an 'as newly (or originally) purchased/provided' approach.

Statute books permitted in closed book examinations must contain no markings which might assist the student in locating a particular section of the material or in their response to the questions set other than that which is present in the statute book as newly (or originally) purchased /provided.

Prohibited markings include, but are not restricted to; written notes, index tabs, folded pages (or corners of pages), highlighting, underlining, and any markings an examiner, invigilator or member of staff reasonably suspects might be used to assist the student and which is not included in the material as purchased/provided.

Note, for greater certainty:

- (1) Statute books which contain markings are not permitted in examinations. Prohibited markings include, but are not restricted to; written notes, markings covered by 'tippex' or other means, index tabs, folded pages (or corners of pages), highlighting, underlining, and any markings an examiner, invigilator or member of staff reasonably suspects might be used to assist the student and which is not included in the material as purchased/provided.
- (2) You are permitted to use University of Manchester library books during the examination, provided that they are otherwise in compliance with this policy. The University of Manchester library will mark their books with a fluorescent highlight along the top pages (near the spine) and a similar marking on the fore edge pages. Additionally, the library inserts other ownership marks in their books. Books with only these markings are deemed to be "unmarked" for examination purposes.
- (3) It is the mere possession of materials which are marked during the examination which constitutes the offence. Whether or not you knew the marks were in the materials is irrelevant. Therefore you must be extremely cautious about using second hand or library materials.
- (4) You should note that the instructions on the Examination Booklet read:
Instructions to Candidates

3. For rough work unruled pages are provided on the cover of the book. If you require more than these, use a ruled page but cross the rough work through before handing the book in.

4. You are forbidden to use any other writing paper during the examination than the official answer-book or to tear off any part of your answer-book.

The effect of these instructions is that students are not permitted to write in their Statute Books during the course of an examination, and that so doing is an offence under University Regulations.

5.16 University Policies on Examinations

The University has a policy on examinations designed to ensure '*that students do not obtain unfair advantage for themselves or cause unfair advantage to other students*'. The Policy can be found at: <http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectiond-theprocessofassessment/>

5.17 Academic Misconduct

It is important to underline the fact that problems of academic misconduct are taken very seriously by the University of Manchester. The sanctions applied in cases of misconduct are likely to be severe, and include the probability of the loss of honours status or even expulsion from the University. See also section on *Discipline* in the Faculty of Humanities information at the end of the Handbook.

Penalties for cheating in examinations or plagiarism are set out in detail on Blackboard and in *appendix a*. The penalties for students who wish to go on to professional legal work are severe, as any finding against a student of cheating or plagiarism, has to be disclosed to the Law Society or Bar Council and may result in you not being accepted for further legal professional training.

Students in the School of Law should note that their assessed coursework will have to be submitted to "Turnitin", which is plagiarism detection software. Through this means, markers can see if you have copied from other sources or from other students. Instruction on how to submit through turnitin is

available through Blackboard. It is not possible to stress too much the seriousness with which plagiarism is taken by the Law School and the University and you should read carefully the guidelines at: <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/conduct-and-discipline/>

5.18 Work and Attendance Requirements

There are University Regulations on the Work and Attendance of students. These are summarised below. The Law School monitors the work and attendance of all students. This arrangement is for your benefit, to make sure that you are coping with your programme, and keeping up with each course unit's requirements, as well as actually attending classes.

At the beginning of each semester every student is obliged to ensure that he or she has been placed in a seminar group for all Law School course units for which he or she is registered (unless the course unit does not have seminars).

In the Law School and other Schools such as Social Sciences, **attendance at all UG seminars or tutorials is compulsory**, as is the completion of **written work which may be set for those seminars**. You should, therefore, make every effort to attend the seminars and complete the written work on time. If, however, you cannot attend a Law School seminar or complete the written work for some good reason, such as illness, you **MUST** fill in an Absence from Seminar Form available to complete online in your programme area on Blackboard, and attend a different seminar by arrangement in advance with your seminar taker, in the same cycle of seminars. The times of other seminars can be found by consulting the master seminar timetable, copies of which are available for consultation on the teaching noticeboard on the 3rd floor of Williamson Building (opposite the lift) . If you do not fill in the Absence from Seminar Form you will be contacted by your academic advisor and have to explain matters to them as well as fill in the form so it is less work for all if you ensure this form is completed. If you cannot attend a seminar in another School (e.g. a Politics or Economics seminar) you must inform the relevant School/seminar taker and comply with their requirements.

If your work and attendance gives cause for concern you may be asked to explain your absences or unsatisfactory work to your Academic Advisor. You should produce any supporting evidence that you have (eg medical certificates) to your advisor. Experience has indicated to us that absences from class are a tell-tale sign that students are having difficulties, which may be academic but are often personal. The action which an advisor will take will depend on the reasons for the absence – practical support if there are problems which you may need help in sorting out – or “firm guidance” if there does not appear to be a compelling reason for the absence.

If your work and attendance continues to give cause for concern, the matter may also be referred to your Programme Director in the School of Law. You may then be issued with a formal warning that should your work and attendance not come up to the required standard, the School will refuse you permission to take the Law examinations (the consequence of which would be that you would not be permitted to continue with the programme). The Programme Director may also require you to complete any outstanding written work, to a satisfactory standard.

On receipt of a warning letter you will be given the opportunity to make representations to the Director of Undergraduate Studies to explain reasons for non-compliance. If you are refused permission to sit an examination, you have a right of appeal. Please bear in mind that, even if your work and attendance are not

so seriously deficient as to warrant the most serious warning, a record of poor attendance may be taken into account, if your examination results are marginal.

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1895>

5.19 The Role of External Examiners

External Examiners are individuals from another institution or organisation who monitor the assessment processes of the University to ensure fairness and academic standards. They ensure that assessment and examination procedures have been fairly and properly implemented and that decisions have been made after appropriate deliberation. They also ensure that standards of awards and levels of student performance are at least comparable with those in equivalent higher education institutions.

External Examiners' reports relating to this programme will be shared with student representatives at the Undergraduate Staff Student Committee (SSC) where details of any actions carried out by the programme team/School in response to the External Examiners' comments will be discussed. Students should contact their student representatives if they require any further information about External Examiners' reports or the process for considering them.

The External Examiner for this programme is to be confirmed at the start of the academic year.

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

6. PASTORAL CARE IN THE SCHOOL OF LAW

6.1 How to get help

The School of Law wants to maintain the best environment in which students study. As part of that aim the School takes pastoral care and students' concerns seriously. The School tries to respond sympathetically and fairly to any anxieties or complaints. If you have problems with a course unit, you should see the relevant lecturer, seminar supervisor, or Course Director. If you have any disability you should talk about your needs with your Academic Advisor in the first instance. Indeed your main port of call for advice or help on any matter, is your Academic Advisor. Please see the complaints procedure section 8 page 47.

6.2 Academic advisor

Your academic advisor should normally be your first point of contact. Refer to section 3.2.

6.3 Academic Advising System

One of the roles of the Director of Student Experience is to co-ordinate the academic advisor system in the School. This includes monitoring the student support and guidance system in the areas of academic advisor record keeping and availability of academic advisors. The Director of Student Experience will also act as intermediary in disputes/conflicts between students and staff and/or reassign a student to a different academic advisor. The Director of Student Experience is Dr Javier Garcia Oliva email:

Javier.Oliva@manchester.ac.uk

6.4 University and Law School Support Services

Whilst your first enquiry point may naturally be your Academic Advisor, or Mentor, there are many other sources of help and information around the University. Check the list of University services, which are available for you if you wish to use them. Much more detail on all University Services is given in the University's web pages where a webpage is dedicated to 'supporting students':

<http://www.staffnet.manchester.ac.uk/supporting-students/>.

6.5 References

You should always give your Academic Advisor's name as a referee, but PLEASE NOTE you should always ask him/her in advance and ensure that you quote an appropriate contact address (especially during vacations). Academic Advisors may not wish to provide a reference unless they have been asked in advance, and have thereby had the opportunity to explain to you what they are obliged to reveal in a reference. **You should ensure you provide your advisor with an up-to-date cv and any additional relevant information such as application forms and covering letters of application that may assist writing the reference.**

6.6 Withdrawals and Interruptions

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

It is the expectation of the University that you will complete your programme in one continuous period of uninterrupted study. It is understood, however, that you may encounter personal difficulties or

situations which may seriously disrupt your studies. In such instances, you may be granted a temporary interruption to your studies. Interruption is a temporary break from study, by a student intending to return in order to continue. It is a bilateral process: a student's request to interrupt will usually have to be considered by the Director of Undergraduate Studies, and he/she may grant or refuse it at his/her discretion. A student allowed to interrupt may be permitted to return in another session to recommence the programme, or resume the programme, or sit the examinations, as may be decided.

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

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

A request to interrupt should be addressed to the Director of Undergraduate Studies, and handed in to the Teaching and Student Support Office, and should contain a full statement of the reasons for the request. The Director of Undergraduate Studies is unlikely to grant such a request unless there are good reasons for doing so, such as lengthy illness or incapacity. A student who is thinking of making a request to interrupt should in any event consider the matter seriously and discuss it with his or her Academic Advisor.

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

6.7 Ill Health

- a. It is a requirement of your registration with the University of Manchester that you register with a local general practitioner. A list of GP practices can be obtained from the Student Health Centre, any University hall of residence or a local Pharmacy. According to guidance issued by the General Medical Council it would not be regarded as good practice for a family member to be the registered GP or to offer treatment except in the case of an emergency.

- b. **You should always consult your GP (or for emergencies the Accident and Emergency Department of a hospital) if your illness is severe, if it persists or if you are in any doubt about your health.** You should also consult your GP if illness keeps you absent from the University for more than 7 days including week-ends. If you do consult a GP and they consider that you are not fit for attendance at the University, then you should obtain a note from the doctor to that effect or ask them to complete Part III of the University form 'Certification of Student Ill Health' copies of which are available at local GP surgeries. You should hand this certificate to your programme

director, academic advisor or Teaching and Student Support Office as appropriate at the earliest opportunity.

- c. If your condition is not sufficiently serious to cause you to seek medical help, then the University will not require you to supply a doctor's medical certificate unless you are absent from the University due to illness for more than 7 days (in which case see b. above). You **must** however contact your School as soon as possible and self-certify your illness (that is complete and sign the "Certification of Student Ill Health" form to state that you have been ill) as soon as you are able to attend your School. You should do this if your illness means you are absent from the University for any period up to 7 days (see d.i) or if you are able to attend the University but your illness is affecting your studies (see d. ii and iii).
- d. The following sub-paragraphs explain what you should do if your illness affects your attendance at core classes or if you consider that your performance in your studies/examinations has been impaired.
 - i. If you are unwell and feel unable to attend the University to take a compulsory class, assessment or examination then you **must** seek advice by contacting your School immediately, in person, through a friend or family member, by telephone or by email. This is to ensure that you understand the implications of being absent and the consequences for your academic progress, which might be quite serious. **You must do this as soon as possible so that all options can be considered and certainly no later than the day of your compulsory class, assessment or examination.** If you do not do this then you will normally be considered have been absent from the class without good reason, or to have taken the assessment or examination in which case you will be given a mark of zero. You **must** also complete and hand in a "Certification of Student Ill Health" form on your return.
 - ii. You may be unwell but are able to proceed with an assessment or examination and yet you feel that your performance will have been impaired. If you wish this to be taken into account as an extenuating circumstance, you **must** inform your School about this on the day of the assessment or examination and submit a mitigating circumstances form, with supporting evidence. If you leave this until later it will not normally be possible to take your illness into account when assessing your performance.
 - iii. If, as a consequence of your illness, you wish to seek an extension to a deadline for submitting assessed coursework, you **must** complete an extension form and discuss it with the appropriate person in your School. The application for extension **must** be made **BEFORE** the deadline and not retrospectively.
 - iv. You may be under occasional and ongoing medical attention which affects your studies. If so, you should obtain a letter from your physician which should be given to your School before the end of the January, May/June or August/September examination period, as appropriate, if you wish your condition to be taken into account as an extenuating circumstance.
- e. Please see also paragraph 5.12 of this Handbook on *Mitigating Circumstances affecting Examination Performance* in the section on *Examinations and Assessment*.

Notes relating to Ill-Health:

- i. Certification of Student Ill Health forms are available in all Schools and halls of residence.
- ii. Your School will give you guidance on the effect of any absence from your studies or if you consider your illness has affected your studies. If you have repeated episodes of ill health which is affecting your studies, your School may refer you to the Student Health Centre.
- iii. If you are found to have been deceitful or dishonest in completing the Certification of Student Ill Health form you could be liable to disciplinary action under the University's General Regulation XX: Conduct and Discipline of Students.
- iv. The use of the "Certification of Student Ill Health" forms by GPs as described above has been agreed by the Manchester Local Medical Committee. A GP may make a charge for completing the form.

7. STUDENT REPRESENTATION

7.1 Student Representatives

The University of Manchester is committed to receiving and responding to student feedback in order to bring about improvement in the quality of the student experience and development of learning and teaching within the institution.

Student representation covers a diverse range of activities and structures and student feedback can be provided by a number of different means, for example, through programme evaluation questionnaires, the academic advisor system or through students being present at Staff-Student Liaison Committees or Programme Committees. Representation enables dialogue between the student body and staff in order to aid development of programmes of study, the student experience and the quality of the institution as a whole. This dialogue can take place in both formal and informal structures and circumstances.

We welcome student feedback on all aspects of your programme. This includes academic content, teaching, resources, as well as organisational and administrative matters. Please take full advantage of the opportunities provided for feedback; your views are taken very seriously.

Elected Student Representatives are an important part of the decision making process through the Law Schools various committees. **Elections** are usually held in October/November for first year representatives and in April for representatives for the following academic year. Further details are published on Blackboard about being a student representative and the names of the current student representatives.

As a Student Representative you may be asked to attend Faculty Meetings.

7.2 UG Staff-Student Committees

All UG student representatives serve on the UG Staff-Student Committee in the School of Law, which normally meet five times per year to discuss matters of common concern. The Director of the Student Experience jointly chairs the Staff-Student Committee. All the UG Staff-Student Committee meetings are open to any student or staff member of the Law School. Details of the timing of meetings will be posted on Blackboard.

Students on the UG Staff-Student Committee elect students to serve on the Law School Board and other Law School committees.

7.3 Programmes Committees

The Law School's Teaching and Learning Committee oversees all teaching matters and is chaired by the Director of Teaching and Learning. There are also separate UG and PG committees, chaired by the Director of UG and PGT respectively. There is also an overall Law School Board which advises the Head of School – the Head Student Representative is invited to these committees.

7.4 Student Questionnaires relating to Teaching

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

In addition course unit tutors may also ask you to complete an evaluation sheet designed specifically for the course unit and/or they may invite feedback in a different ways. These questionnaires and consultations are important, and are taken seriously by the staff. The overall outcome of the questionnaires will be reported to the student body as a whole *via* the Staff Student Committee.

The Law School also regularly runs Focus Groups to gain feedback and you may be asked to participate in one of these. Please make every effort to attend as your views and feedback are important for the School's continuous improvement of the Student experience.

7.5 Programme evaluation and review

Your programme is continuously reviewed and developed, and many changes have arisen from feedback given by participants. Throughout the programme, your comments and criticisms will be welcomed, and, wherever possible, acted upon.

8. COMPLAINTS BY 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.

If you have a complaint it should be made as soon as possible, and in any case within eight weeks, of the events or actions (or lack of actions) which have prompted the complaint. The University will not normally consider complaints made after this period, unless there is good reason for the delay.

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 or Course Director. If the matter is not resolved then you are welcome to raise your concerns directly with the Director of the Student Experience, who will then deal with it as a matter of urgency.

If, however, a student wishes to make a written complaint about any aspect of Law School life it should be in writing to the Teaching and Student 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 and Student 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 Director of Studies in consultation with the Director of Teaching and Learning and an independent academic member of staff from the Law School.

A meeting comprising the student, appropriate Director of Studies, Director of Teaching and Learning and independent academic may then be arranged to discuss the complaint. If he or she wishes a student may be accompanied by a representative of the Students' Union, fellow student or friend. A written record of the proceedings will be made by the Teaching and Student 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 and Student 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 G24, Crawford House.

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/crucial-guide/academic-life/formal-procedures/complaints/>

PART 2

PROGRAMME SPECIFIC INFORMATION

ERASMUS, EXCHANGE & VISITING STUDENTS

Welcome to the University of Manchester, School of Law for the academic session 2015-16.

Students visit the School of Law on numerous different schemes, for example the Erasmus scheme with the universities of Warsaw, Helsinki, and Lorraine (Nancy), or the worldwide exchange schemes where our partners include Arizona State University, Rutgers State University of New Jersey, University of North Carolina, University of Toronto, University of Hong Kong, National University of Singapore, Singapore Management University, University of Melbourne and Australia National University.

As an exchange or visiting student you are one of a carefully selected group of students who will spend a semester or full year with us studying alongside other Law and Criminology students from a wide range of backgrounds. I hope that you will make the most of the opportunities that will be available to you and that you will profit both academically and socially from this experience.

Your studies with us will be demanding and challenging but what you obtain from the this experience will depend not just on the input of teachers who will do their best to encourage and motivate you, but also on what you are prepared to contribute to what is, after all, a joint enterprise. Your time in Manchester will add a valuable dimension to your academic career and give you a comparative insight into a very different legal system and culture to that with which you are familiar.

I also hope that despite the academic demands that will be made of you, there will be time for you to explore not only the City of Manchester and its many attractions but also the wider region and indeed other parts of the United Kingdom.

The notes which follow are intended to be helpful to all visiting and exchange students, as a guide to finding out about study in the School of Law. Please also refer to the Blackboard site for exchange and visiting students, which is regularly up-dated with everything we think our students need to know!

Gillian Ulph

Programme Director for Erasmus, Exchange and Visiting Students Officer

9. MANAGEMENT OF EXCHANGE & VISITING STUDENTS' ARRANGEMENTS

9.1 Programme Director

Ms Gillian Ulph will be responsible for incoming Erasmus, exchange and visiting students in the School of Law. She will also act as your Academic Adviser and can be contacted by telephone on +44(0)161 306 6544 or via email at gillian.ulph@manchester.ac.uk. Her office is Room 3.71, Williamson Building.

9.2 Other Staff

Mrs Sam Green is the Secretary for Erasmus, exchange and visiting students and she may be able to help with your enquiries. She is based in the Teaching and Student Support Office, Room 3.05, Williamson Building and she can be contacted by email at sam.green-1@manchester.ac.uk

9.3 Teaching and Learning Committee

The Teaching and Learning Committee is responsible for the management of all the UG and PG degrees. The chair of this Board is Professor Rebecca Bennett. This Board deals with the curricula and structure of the UG and PG programmes as well as examinations and assessment.

10 WHAT CAN EXCHANGE STUDENTS STUDY?

The full-time load of course units which a student on a degree programme in the Law School would take is 120 credits (60 ECTS) per year, 60 credits (30 ECTS) per semester. Depending on the requirements of your home institution, you may therefore take up to 60 credits in the semester(s) in which you are in the Law School. Law and Criminology undergraduate course units are typically 20 credits (10 ECTS) each and exceptionally 10 or 15 credits (5 or 7.5 ECTS). Postgraduate course units are **not** available to Erasmus, exchange or visiting students.

Erasmus, exchange and visiting students may register for undergraduate Law and Criminology course units, for which they have appropriate background knowledge – but some course units have pre-requisites and may not be appropriate; some course units have limitations on numbers; and some are strictly for certain degree programmes only. The selection of course units must be approved by the programme director, Miss Gillian Ulph.

Please consult the Law School undergraduate course unit web pages at <http://courseunits.humanities.manchester.ac.uk/Undergraduate/Law> to find out about the course units currently available and any restrictions applicable to specific course units.

11 ASSESSMENT

Erasmus, exchange and visiting students complete the same assessment as the other students registered on Law or Criminology degree programmes. Exceptionally, the School of Law offers Erasmus, exchange and visiting students the possibility to take an alternative assessment at the end of Semester 1 (September-January), *when* students are required to return to their home institution by early January. Alternative assessment will normally consist of a 4,000 words piece of coursework for a 20 credit module.

Please note that alternative assessment will *only* be granted where a clash of semester dates requires a return to an overseas institution before the end of Semester 1 in Manchester. Home university verification will be required. If you think that you satisfy the requirements, **you must let the School of Law know** (if you have not already let the Study Abroad Unit know, as part of your application) **within two weeks of the beginning of the semester**. Alternative assessment is only available to students studying at Manchester for Semester 1, not Semester 2.

If your course is assessed by coursework, please ensure that you have read and complied with the Assessed Coursework guidelines, which are available from the Law School Teaching and Student Support Office and on Blackboard. In particular, please note **the penalties for late submission of coursework** and the information on **plagiarism**.

Your home institution, or the particular scheme under which you have been accepted, may have requirements in relation to examinations and other forms of assessment. Usually that is something between you and that body only. Assessment in the School of Law is graded in percent terms, as set out under Marking Conventions. It is the responsibility of your home institution to interpret your Manchester results' contribution to any qualification awarded by your home institution.

Your results will be set out in a statement of results, usually sent to you at your home address after the June meetings of the relevant Board. Please ensure that you have the correct address details on the student system.

If you fail one or more course units, you will be entitled to be reassessed in those units, although this will normally require you to sit an exam in Manchester. Please contact the Law School Teaching and Student Support Office or Miss Gillian Ulph to discuss resitting an exam.

Materials in Exams

The normal School of Law policy is that students are not permitted to take any materials into examinations, and this includes language dictionaries. However, there are some exams which have variations on this rule, for example by allowing students to take in a copy of the relevant statutory materials. Students will be informed by the Course Director for that course unit if this is the case and should address any questions about the materials to that member of staff.

12 UNIVERSITY HELP AND SUPPORT FOR ERASMUS, EXCHANGE & VISITING STUDENTS

The **University's International Programmes Office** is a good source of advice and assistance – visit <http://www.manchester.ac.uk/international/> and then follow the link to study abroad programmes if you would like more information.

The University Language Centre provides the **LAWS 10000 Academic Skills Writing Course** for students in the School of Law, which will be a very useful course for many visiting students. See the information in Part 1 of this handbook.

The **University Language Centre** also offers additional English language courses which you are strongly advised to investigate. The Language Centre offers an online diagnostic test which will give an indication of current ability and will allow you to register for their in-session courses throughout the year and to receive other academic support or assistance. The language test is available online via the ULC website which also gives further advice on how to take the test and interpret your scores. Please visit: <http://www.ulc.manchester.ac.uk/english/academicsupport/testing-service/>

Timetable information for in-session courses (along with sign-up links and instructions) will be posted at: <http://www.ulc.manchester.ac.uk/english/academicsupport/courses/> and the email address if you have any further questions is insessional@manchester.ac.uk.

The University Language Centre also provides a range of general English language support services for all students registered at the University. See the information in Part 1 of this handbook.

You may also like to try:

International student support at:

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

The **University of Manchester Students Union** at:

<http://www.manchesterstudentsunion.com>

The **University of Manchester International Society** at:

<http://www.internationalsociety.org.uk/>

PART 3

APPENDICIES

APPENDIX A – Academic Malpractice

Introduction

1. As a student, you are expected to cooperate in the learning process throughout your programme of study by completing assignments of various kinds that are the product of your own study. For most students this does not present a problem, but occasionally, whether unwittingly or otherwise, a student may commit what is known as plagiarism or some other form of academic malpractice when carrying out an assignment. This may come about because students have been used to different conventions in their prior educational experience or through general ignorance of what is expected of them.
2. This guidance is designed to help you understand what we regard as academic malpractice and hence to help you to avoid committing it. You should read it carefully, because academic malpractice is regarded as a serious offence and students found to have committed it will be penalized. At the very *least* a mark of only 30% would be awarded for the piece of work in question, but it could be worse; you could be awarded zero (with or without loss of credits), fail the whole unit, be demoted to a lower class of degree, or be excluded from the programme.
3. Academic malpractice includes **plagiarism, collusion, fabrication** or **falsification** of results and anything else intended by those committing it to achieve credit that they do not properly deserve. In addition to the advice that follows, your School will give you advice on how to avoid academic malpractice in the context of your discipline. It will also design assessments so as to help you avoid the temptation to commit academic malpractice. Finally, you should take note that work you submit will be screened electronically to check against other material on the web and in other submitted work.

Please also refer to The University of Manchester Policy on Plagiarism, and Regulation XVII Conduct and Discipline of Students available at <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/conduct-and-discipline/>

Plagiarism

4. **Plagiarism** is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes 'self-plagiarism' (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from 'essay banks' (even if the authors of such material appear to be giving you permission to use it in this way). Obviously, the most blatant example of plagiarism would be to copy another student's work. Hence it is essential to make clear in your assignments the distinction between:
 - the ideas and work of other people that you may have quite legitimately exploited and developed, and
 - the ideas or material that you have personally contributed.
5. To assist you, here are a few important do's and don'ts:
 - **Do** get lots of background information on subjects you are writing about to help you form your own view of the subject. The information could be from electronic journals, technical reports,

unpublished dissertations, etc. Make a note of the source of every piece of information at the time you record it, even if it is just one sentence.

- **Don't** construct a piece of work by cutting and pasting or copying material written by other people, or by you for any other purpose, into something you are submitting as your own work. Sometimes you may need to quote someone else's exact form of words in order to analyse or criticize them, in which case the quotation must be enclosed in quotation marks to show that it is a direct quote, and it must have the source properly acknowledged at that point. Any omissions from a quotation must be indicated by an ellipsis (...) and any additions for clarity must be enclosed in square brackets, e.g. "[These] results suggest... that the hypothesis is correct." It may also be appropriate to reproduce a diagram from someone else's work, but again the source must be explicitly and fully acknowledged there. However, constructing large chunks of documents from a string of quotes, even if they are acknowledged, is another form of plagiarism.
 - **Do** attribute all ideas to their original authors. Written 'ideas' are the product that authors produce. You would not appreciate it if other people passed off your ideas as their own, and that is what plagiarism rules are intended to prevent. A good rule of thumb is that each idea or statement that you write should be attributed to a source *unless* it is your personal idea *or* it is common knowledge. (If you are unsure if something is common knowledge, ask other students: if they don't know what you are talking about, then it is not common knowledge!)
6. As you can see, it is most important that you understand what is expected of you when you prepare and produce assignments and that you always observe proper academic conventions for referencing and acknowledgement, whether working by yourself or as part of a team. In practice, there are a number of acceptable styles of referencing depending, for example, on the particular discipline you are studying, so if you are not certain what is appropriate, *ask your advisor or the course unit coordinator for advice!* This should ensure that you do not lay yourself open to a charge of plagiarism inadvertently, or through ignorance of what is expected. It is also important to remember that you do not absolve yourself from a charge of plagiarism simply by including a reference to a source in a bibliography that you have included with your assignment; you should always be scrupulous about indicating precisely *where* and *to what extent* you have made use of such a source.
 7. So far, plagiarism has been described as using the words or work of someone else (without proper attribution), but it could also include a close paraphrase of their words, or a minimally adapted version of a computer program, a diagram, a graph, an illustration, etc taken from a variety of sources without proper acknowledgement. These could be lectures, printed material, the Internet or other electronic/AV sources.
 8. **Remember:** no matter what pressure you may be under to complete an assignment, you should *never* succumb to the temptation to take a 'short cut' and use someone else's material inappropriately. No amount of mitigating circumstances will get you off the hook, and if you persuade other students to let you copy their work, they risk being disciplined as well (see below).

Collusion

9. **Collusion** is any agreement to hide someone else's individual input to collaborative work with the intention of securing a mark higher than either you or another student might deserve. Where proved, it will be subject to penalties similar to those for plagiarism. Similarly, it is also collusion to allow someone to copy your work when you know that they intend to submit it as though it were their own and that will lay both you and the other student open to a charge of academic malpractice.
10. On the other hand, collaboration is a perfectly legitimate academic activity in which students are required to work in groups as part of their programme of research or in the preparation of projects and similar assignments. If you are asked to carry out such group work and to collaborate in specified activities, it will always be made clear how your individual input to the joint work is to be assessed and graded. Sometimes, for example, all members of a team may receive the same mark for a joint piece of work, whereas on other occasions team members will receive individual marks that reflect their individual input. If it is not clear on what basis your work is to be assessed, to avoid any risk of unwitting collusion you should always ask for clarification *before* submitting any assignment.

Fabrication or falsification of results

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

Finally...

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

APPENDIX B - The Faculty of Humanities

What is the Faculty and how is it run?

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

The Faculty of Humanities encompasses academic areas as diverse as Arts, Education, Social Sciences and Business & Management and is the largest Faculty in the University. With over 16,000 students and some 1200 academic staff, it is the largest Faculty of the Humanities in the UK and is equivalent to a medium-sized university. All the disciplines in the Faculty recruit students globally and the overwhelming majority of our academics have international reputations for the quality of their research. The University is committed to the ongoing enhancement of the international profile of the Faculty of Humanities.

One of the great advantages of being a student at The University of Manchester is that you will have the opportunity to be taught by internationally recognised researchers. The University's place as one of the UK's top research universities was confirmed in the results of the 2014 Research excellence Framework (REF) which is the new system for assessing the quality of research in UK higher education institutions. The University of Manchester was ranked in fifth place in terms of research power (calculated by grade point average multiplied by times number of staff submitted, or by 4*/3* multiplied by times number of staff submitted). The Faculty of Humanities had one of the broadest submissions, with research evaluated in 17 discipline areas and involving 79% of our eligible staff. 78% of our overall research activity was judged to be 'world-leading' (4*) or 'internationally excellent' (3*), with 33% at 4*. The Faculty was recognised as excellent in disciplines which span the full range of academic research, including: Sociology, Anthropology, Development Studies, Drama, Business and Management, Modern Languages and Linguistics and Art History (compared to the Art History departments represented in the joint assessment panel). Twelve of our 20 Units of Assessment were ranked in the top ten nationally, of which seven were ranked in the top five for Grade Point Average or research power. Those ranked in the top five are Sociology, Anthropology, Development Studies, Drama, Business and Management, Modern Languages and Linguistics and Art History (compared to the Art History departments represented in the joint assessment panel).

The Faculty of Humanities has five Schools: Arts, Languages and Cultures; Environment, Education and Development; Law; Social Sciences; and the Manchester Business School. The organisational culture of

these schools provides opportunities for increased collaboration throughout the Faculty and for regional, national and international engagement.

The Faculty is the interface between the discipline-based Schools and the University and is headed by a Dean who is supported by a team of Associate Deans, all of whom hold a particular portfolio, and these are listed below:

Vice-President & Dean Professor Keith Brown

Associate Deans

Teaching, Learning & Students	Dr Fiona Smyth
Postgraduate Education	Professor Maja Zehfuss
Research & Deputy Dean	Professor Colette Fagan
Social Responsibility	Professor Ken McPhail

Assistant Associate Deans

Teaching, Learning & Students	Professor Judy Zolkiewski TBC
Postgraduate Education	Ms Judith Aldridge
Research	Professor Nicola Glover-Thomas
Internationalisation	Dr Ian Scott
Business Engagement	Dr Andrew James

What can the Faculty do for you?

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

The Faculty is committed to gathering student views on the provision of teaching and learning and centrally operated areas of the University (such as Library; Estates; IT; Careers; eLearning) and as a student you can feed into this process via the Faculty's Staff Student Liaison Group (SSLG) which meets a minimum of twice a year. These meetings provide a forum for students, who are elected as Student Representatives within their School/discipline, to:

- discuss overarching issues of concern with members of staff from different areas of the University in an open manner;
- engage constructively with staff to identify those areas where there is scope for improvement, bringing forward ideas and suggestions;
- identify and share good practice;

- respond to items brought forward by members of staff.

The Faculty also occasionally holds consultation groups with students to find out what is being done well across the Faculty and what you feel could be done to improve your experience as a student.

The focus of your involvement as a student is likely, however, to be the disciplinary grouping, i.e. the School within which your studies are based, or in the case of students on interdisciplinary programmes, the office which is responsible for administering your programme. You may have contact with the Faculty if you have a problem that cannot be resolved at a local level within the School or Programme Office, e.g. breach of regulations, appeals or disciplinary matters. Otherwise it is entirely possible to complete a course of study without ever interacting directly with the Faculty.

The Faculty has a role in considering issues, such as an academic appeal or complaint, which cannot be resolved with an appropriate member of staff in your School.

Sometimes disciplinary action is required when students are in breach of the University's General Regulation XVII (Conduct and Discipline of Students); the most common breach is when students commit academic malpractice e.g. plagiarism, collusion or other forms of cheating. Any student found guilty of misconduct has the right of appeal both against the finding itself, and any penalty imposed, provided that there is: evidence of procedural irregularity on the part of the University; availability of new evidence which could not reasonably have been expected to be presented at the original hearing; or the disproportionate nature of the penalty. The relevant Regulations/Policies and forms can be found at : <http://documents.manchester.ac.uk/studentrelatedlist.aspx> and the completed forms should be submitted to:

humsacm@manchester.ac.uk

The University of Manchester Alumni Association

The University of Manchester Alumni Association

What does alumni mean? It simply means 'former student' and you become one after studying here.

The University of Manchester's Division of Development and Alumni Relations is the main point of contact for the University's global network of over 270,000 former students. It gives you the opportunity to continue a lifelong connection with us and to remain an active part of The University of Manchester. It also gives you some added extras; we offer exclusive discounts and services, you can continue learning with discounted CPD courses and access to learning resources, and get insight into cutting-edge research through our alumni events – including the annual Cockcroft Rutherford lecture – exclusive and free to alumni. This lecture has been delivered by Professor Andre Geim, discoverer of graphene, and leading science communicator Professor Brian Cox.

Many of our alumni are committed to giving back to their University by enriching your student experience and employability. Each year alumni financially support students undertaking voluntary projects overseas to benefit the communities they visit and alumni contribute to funding for scholarships, hardship grants and student projects.

, Richard Dewhirst (MSc Marketing,1993), , VP of Marketing at 20th Century Fox, Sir Terry Leahy (BSc Management Science, 1977), former CEO of Tesco and actor Toby Jones (BA Drama 1989). We also regularly hold talks with alumni from across a range of sectors, in informal 'speed networking' sessions giving students the chance to ask questions about their experience since graduation. Alumni mentor students via our Manchester Gold Scheme, as well as providing valuable internships and placements.

When you complete your Manchester studies you will be joining a prestigious group of professionals who have become very successful in every sector. There are performing artists such as Benedict Cumberbatch (*The Hobbit*, *Star Trek: Into Darkness* and the BBC's *Sherlock*), Lawyers such as Robert Rinder (*currently starring in ITV's Judge Rinder*), ; journalists like Ian King (*Business presenter of Sky News*, former Business Editor of *The Times*), Charlotte Hawkins (*Presenter of ITV's Good Morning Britain*), Sam Bain and Jesse Armstrong (award-winning television writers of *Peep Show* and *Freshmeat*); architects such as Sir Norman Foster, and high profile politicians such as Chuka Umunna MP (Shadow Business Secretary) and George Maxwell Richards (former President of Trinidad and Tobago).

You automatically become a member of the alumni community on graduation, but to get the full benefit you should register with our online alumni community 'Your Manchester Online' www.manchester.ac.uk/yourmanchester during your final year.

For more information on how you can get involved and stay connected to alumni - be sure to check out our social media pages via [LinkedIn](#) and [Twitter](#).

APPENDIX C - Tier 4 Visa Attendance Monitoring Census

The University operates attendance monitoring census points within the academic year in order to confirm the attendance of students holding a Tier 4 Student Visa. This is to ensure the University meets the Home Office statutory requirements as a sponsor of Tier 4 students and its responsibilities in accordance with its Highly Trusted Sponsor status.

If you are a Tier 4 visa holder, you must attend these attendance monitoring census points, in addition to complying with the School's own programme attendance requirements.

When are the census points?

In the 2015/16 academic year, the attendance monitoring census points will be during the following periods:

28th September – 9th October 2015
18th – 29th January 2016
19th May – 8th June 2016

Please note:

- If you are a new student, registration is your first point to confirm your attendance at the University and you will not be required to attend a further census point in October 2015.
- You will receive an e-mail from the School to confirm when and where you should attend to have your attendance confirmed. You must check your University e-mail account regularly. Failure to check your e-mail account is not a valid reason to be absent from a census point.

What if a Tier 4 student cannot attend a census point?

If you cannot attend in person due to a valid reason which includes: illness; placement; field studies; on year abroad; research work; or any other reason connected to your programme of study, you must email the School (tsso.law@manchester.ac.uk) to inform us of your absence and your inability to attend in person. In the case of illness, you must provide a copy of a medical certificate. If you are in this position you should report in person to the School as soon as possible after you return to campus.

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

What happens if a student does not attend a census point?

The School must be able to confirm your presence to the Home Office by the end of each census point in the academic year. If you do not attend a census point when required by your School and you do not provide a valid explanation for your absence you will be deemed to be "not in attendance".

Those students identified as “not in attendance” will be reported to the HOME OFFICE and the University will cease to sponsor the student’s Tier 4 visa. The Tier 4 visa will then be curtailed and the student must leave the UK within 60 days

Further information

For more information on Tier 4 visas:

<https://www.gov.uk/tier-4-general-visa/overview>

If you have any concerns about the attendance monitoring census points, or your Tier 4 visa status, please contact iat@manchester.ac.uk

APPENDIX D Guidance on Social Networking for Students

This appendix provides advice and guidance for students about the benefits and potential dangers of social networking and suggests ways in which their personal and professional interests, and those of others, can be protected while in the online environment.

What are social networking sites used for?

Social networking is a popular online activity: millions of people of all ages and backgrounds use social networking sites every day. Online social networking sites, such as [Facebook](#), [Twitter](#), [MySpace](#) and [Bebo](#), are used:

- To keep in touch with friends, both in words and through sharing music, video and other types of files ([YouTube](#) is also used for sharing videos, and [Flickr](#) for sharing images, online).
- For educational and professional benefit, through sharing information, problem-solving, encouraging participation, and community building.
- To forge new relationships based on common interests.
- To make their views and opinions known.
- To take part in discussions on virtually any subject.

People often interact with social networking sites over long periods of time and, occasionally, excessive activity of this nature may have detrimental effects on their work or study.

What is the social networking environment?

It is important to remember that social networking sites are public and therefore, in theory, accessible to anybody. In many cases, ownership of the material posted on them belongs to the site, not the person who posted it, and so sites such as [Facebook](#) are free to use it in any way they see fit. Material posted online remains there permanently, if not as part of an active page then as part of easily-accessible 'cached', i.e. historical, versions of it.

Who visits social networking sites, and why?

Anybody can visit social networking sites and gain access to the information that is uploaded to them. These people include:

- Your intended audience, i.e. your friends, colleagues and others, to share information and to keep in touch.
- Potential employers, who are, increasingly, using social networking sites to gather information about people who have applied for positions within their organisations.
- Criminals, including sexual predators who could use information about you to compromise your safety or wellbeing, and fraudsters, who could steal information about you and impersonate you online, to your potential cost.
- The police, as part of investigations into illegal activities.

What precautions should be taken when social networking?

The same ethics, morals and penalties apply to online social networking as to any other activity. This is particularly true for students and professionals, who are expected by the University of Manchester, their

professional bodies, and by the public generally, to meet appropriate standards of behaviour. Law School students should therefore conduct themselves appropriately online, and take reasonable precautions to ensure that the information they upload cannot be used in a way that could place them, or others, at a disadvantage, either personally or professionally, now or at any time in the future.

The following pointers may be helpful:

- Do everything that you can to limit access to your posts to those for whom they are intended. Change security settings if possible to restrict unwanted access.
- Consider the language and terminology that you use when you are online and make sure that it is appropriate.
- Avoid posting personal information such as phone numbers or personal addresses, of you or anybody else, since these may fall into the hands of criminals.
- Stop and think and use your common sense. If you feel that a post, a picture, or a video that you are about to upload might have repercussions for you later, or might not be in good taste (e.g. it relates to sexual activity or inappropriate behaviour, or it expresses inappropriate views), then simply do not post it. Once it is online it is there for good.
- Make sure you are thinking clearly before you go online. If, for any reason such as the effects of medication, stress or inebriation, your judgement might temporarily be impaired, you may be tempted to post something that you otherwise would not.
- Do not post material that might be considered offensive and/or derogatory, that could cause somebody else to feel bullied, harassed, or that could harm somebody's reputation. If you have a grievance about an individual related to your programme, follow it up through the recognised channels in the School, Faculty and/or the wider University.
- It is imperative that if you post anything about somebody else, including any images of them, it is done with their knowledge and consent. It might seem inoffensive to post images of friends, relatives, staff or other colleagues, but it might easily cause offence that you had not intended or could not have foreseen.
- Try to make sure that the people to whom you give access to your information use it sensibly, and also that they themselves do not upload potentially incriminating material about you, which can be just as damaging.
- Avoid joining any groups that could be seen as discriminatory or judgemental in nature.

Are there any related policies and guidance in the University?

[The University's Conduct and Discipline of Students \(Regulation XVII\)](#) document states that a student may be liable to disciplinary action in respect of conduct which, amongst others:

“involves violent, indecent, disorderly, threatening or offensive behaviour or language (whether expressed orally or in writing, including electronically) whilst on University premises or engaged in any University activity” and “involves distributing or publishing a poster, notice, sign or any publication which is offensive, intimidating, threatening, indecent or illegal, including the broadcasting and electronic distribution of such material”.

Regulation XVII also states that:

“the conduct covered (above) shall constitute misconduct if it took place on University property or premises, or elsewhere if the student was involved in a University activity, was representing the

University, was present at that place by virtue of his or her status as a student of the University or if the conduct raises questions about the fitness of the student on a programme leading directly to a professional qualification or calling to be admitted to and practise that profession or calling.”

[The University of Manchester’s Dignity at Work and Study Policies and Procedures](#) give information about the nature and consequences of acts of misconduct while social networking, such as discrimination, bullying and harassment¹, and the penalties that they may incur. These policies should be read in conjunction with this guidance. The University’s Dignity at Work Procedure for Students states:

“Any cases of harassment, discrimination and bullying will be taken very seriously by the University and, where necessary the appropriate procedure will be used to investigate complaints. Similar arrangements will be used in dealing with complaints made by members of staff or by visitors to the University.”

“Cases of proven harassment, discrimination or bullying may be treated as a disciplinary offence where it is not possible to reach a compromise or resolution. Some cases of harassment, discrimination or bullying if proven could result in dismissal for staff members or expulsion for students.”

In addition, the University’s [Crucial Guide](#) states that:

“The University expects its members to treat one another with respect. There are established procedures to use if you are dissatisfied with any aspect of the University’s facilities and services, and you are encouraged to use these procedures to bring such matters to the University’s attention. Inappropriate or defamatory comments about either the University or its members in any media (print, broadcast, electronic) contravene the University’s regulations and offenders may be liable to disciplinary action.”

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Acknowledgement:

The School wishes to acknowledge the work of Mrs Dianne Burns, School of Nursing, Midwifery and Social Work, whose document “*Social Networking Sites and Student Issues*” informed the content of this guidance.

¹ **Harassment** is unwanted conduct that may create the effect (intentionally or unintentionally) of violating a person’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment which interferes with an individual’s learning, working or social environment or induces stress, anxiety or sickness on the part of the harassed person. **Harassment** is unwanted conduct that may create the effect (intentionally or unintentionally) of violating person’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment which interferes with an individual’s learning, working or social environment or induces stress, anxiety or sickness on the part of the harassed person.

Discrimination takes place when an individual or a group of people is treated less favourably than others because of their race, gender, gender reassignment, marital status, status as a civil partner, disability, age, religion or belief, sexual orientation or other factors unrelated to their ability or potential.

Bullying can be defined as repeated or persistent actions, criticism or personal abuse, either in public or private, which (intentionally or unintentionally) humiliates, denigrates, undermines, intimidates or injures the recipient. It should, in particular, be borne in mind that much bullying occurs in the context of a power imbalance between victims and alleged perpetrators.

APPENDIX E – SEMESTER GRID

SEMESTER DATES 2015-16

Semester One: Monday 21 September 2015 - Friday 29 January 2016

Teaching Week	Dates	Notes
Induction	21 Sept – 25 Sept 2015	START OF SEMESTER 1 Induction Week: no teaching
1	28 Sept – 02 Oct 2015	Lectures Only (in Law School modules)
2	05 Oct – 09 Oct 2015	Lectures and Seminars
3	12 Oct – 16 Oct 2015	Lectures and Seminars
4	19 Oct – 23 Oct 2015	Lectures and Seminars
5	26 Oct – 30 Oct 2015	Lectures and Seminars
6	02 Nov – 06 Nov 2015	Reading Week (no lectures or seminars in Law School, although teaching may continue in other schools)
7	09 Nov – 13 Nov 2015	Lectures and Seminars
8	16 Nov – 20 Nov 2015	Lectures and Seminars
9	23 Nov – 27 Nov 2015	Lectures and Seminars
10	30 Nov – 04 Dec 2015	Lectures and Seminars
11	07 Dec – 11 Dec 2015	Lectures and Seminars
12	14 Dec – 18 Dec 2015	Seminars Only (in Law School modules)
	21 Dec – 15 Dec 2015	Christmas/New Year Break
	28 Dec – 01 Jan 2015	Christmas/New Year Break
	04 Jan – 08 Jan 2016	Christmas/ New Year Break
	11 Jan – 15 Jan 2016	Christmas/New Year Break
Revision & Exams	18 Jan – 22 Jan 2016	Revision & Exams
Revision & Exams	25 Jan – 29 Jan 2016	Revision & Exams END OF SEMESTER ONE

Semester Two: Monday 01 February 2016 – Friday 10 June 2016

Teaching Week	Dates	Notes
1	01 Feb– 04 Feb 2016	START OF SEMESTER 2. Lectures Only (in Law School modules)
2	08 Feb – 12 Feb 2016	Lectures and Seminars
3	15 Feb – 19 Feb 2016	Lectures and Seminars
4	22 Feb – 26 Feb 2016	Lectures and Seminars
5	29 Feb – 04 Mar 2016	Lectures and Seminars
6	07 Mar – 11 Mar 2016	Lectures and Seminars
7	14 Mar – 18 Mar 2016	Lectures and Seminars
	21 Mar – 25 Mar 2016	Easter Break
	28 Mar – 01 Apr 2016	Easter Break
	04 Apr – 08 Apr 2016	Easter Break
8	11 Apr – 15 Apr 2016	Lectures and Seminars
9	18 Apr – 22 Apr 2016	Lectures and Seminars
10	25 Apr –29 Apr 2016	Lectures and Seminars
11	02 May – 06 May 2016	Seminars Only (in Law School modules)
12 - Revision	09 May – 13May 2016	Revision
Revision & Exams	16 May – 20 May 2016	Revision and Exams
Revision & Exams	23 May – 27 May 2016	Revision and Exams
Revision & Exams	30 Jun – 03 Jun 2016	Revision and Exams
Revision & Exams	06 Jun – 10 Jun 2016	Revision and Exams END OF SEMESTER 10 JUNE 2016