The University of Manchester

SCHOOL OF LAW

STAFF HANDBOOK

1.   INTRODUCTION

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

1.1.   THE FACULTY OF HUMANITIES

What is the Faculty 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 two faculties – Science and Engineering; and Biology, Medicine and Health.

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.

The Faculty of Humanities has five Schools: Arts, Languages and Cultures; Environment, Education and Development; Law; Social Sciences; and Alliance Manchester Business School. The organisational culture of these schools provides opportunities for increased collaboration throughout the Faculty and for regional, national and international engagement.
The Faculty is the interface between the discipline-based Schools and the University and is headed by a Dean who is supported by a team of Vice Deans all of whom hold a particular portfolio, and these are listed below:

Dean & Vice-President   Professor Keith Brown

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

Assistant Vice Deans
Teaching, Learning & Students   Dr Judy Zolkiewski
Postgraduate Education   Ms Judith Aldridge
Research   Professor Nicola Glover

Director of Faculty Operations   Mr Russell Ashworth

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

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

1.2   School of Law

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

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

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

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

Legal Advice Centre (LAC)
The School of Law's campus based Legal Advice Centre was established in 2000, with the aims of offering a reliable service to the Manchester community with legal problems. Students work in pairs under the supervision of local lawyers, who volunteer their services, interviewing real clients, researching their legal issues and drafting letters of advice for final approval by the centre director and/or deputy . Apart from enabling students to be aware of their social responsibility it provides them with an insight into how the black letter of the law is put into practise. The work is conducted by second year, final year and PG students. First year students act as receptionists.

The LAC is currently sponsored by Linklaters and Clyde & Co, supported by HEIF and quality marked, by the former Legal Services Commission, to General Help level. It is also a flagship for Social Responsibility across the University.

A satellite centre was opened in 2009 in East Manchester, one of the most deprived areas of the city with an illiteracy rate of 45% and 2nd/3rd generation unemployed. We also facilitate an arrangement with the Wai Yin centre (China Town).   In October 2014, in partnership with Manchester Legal Services and LawWorks we opened at the Civil Courts of Justice, a pro bono referral centre.

Between 300/400 students volunteer annually (including PGs), and over 100 lawyers are on our rota. We assist between 300-400 clients, and refer on a similar number.

The Campus Centre is administered by 2 part time coordinators. Since May 2013 with the reduction of legal aid funding, the service has been extended to meet the increased demand. There is always a waiting list of clients.

Regular clinics are held in the following specialisms:-

- Employment
- Family (including domestic violence)
- Housing
- Environment (ELF)
- Dementia Clinic
- Education
- Consumer
- Probate

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

2. Organisation of the School

2.1 Structure

The School structure provides a strategic focus on our core goals, providing a secure foundation for delivering our ambitious five-year strategic plan which seeks to transform the School's performance across all areas of activity. The School is led by the Head of School who is supported by the Deputy Head of School and the Head of School Administration.

Head of School	Toby Seddon
Deputy Head of School	Carolyn Abbot
Head of School Administration	Emma Rose

The Deputy Head of School supports the Head of School generally but with a particular responsibility for staff support and development. In formal terms, the Deputy HoS will line manage all academic staff whom they should go to in the first instance with any problems or issues.

On the strategic side, there are Directors for each of the University's three core goals. All three are directly accountable to the Head of School and indirectly to their respective Faculty Vice Dean. They are responsible for strategy and policy in their respective areas.

Director of Teaching and Learning	Professor Rebecca Bennett
Director of Research	Professor Nicola Glover Thomas
Director of Social Responsibility	Professor Graham Smith

The current research centres and groupings – Centre for Criminology and Criminal Justice (CCCJ); Private & Commercial Law; Manchester International Law Centre (MILC); Centre for Social Ethics and

Policy (CSEP) and ManReg and Public Law - will act as hubs of activity, bringing together colleagues working in cognate areas and providing a focal point. Each academic will belong to a 'home' hub, although they will remain entirely free to participate in multiple centres/groupings. Each hub will be led by a senior colleague, who will be the head of the research centre or grouping. They will be tasked with ensuring that relevant collective discussion, intellectual exchange and mutual support takes place. Responsibility for the conduct of PDRs and PREPs will be delegated down to hub leads, under the co-ordination of the Deputy Head of School to ensure consistency. Hub leads will receive WAM credits to reflect these responsibilities but will not be formal '4th tier' managers. The configuration of hubs should be flexible and dynamic: they will be 'tents' rather than 'buildings'. As the world changes and intellectual agendas shift, we should be prepared to take down tents that are no longer adding value and peg out new ones. Some may last a long time, others may be more short-lived.

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

See management structure chart in appendix G.

2.2   School Governance

Strategic Management Team

The Strategic Management Team (SMT), chaired by the Head of School, will be the School's executive decision-making body, responsible for matters concerning strategy, policy, resources and staffing.

Terms of Reference
To advise the Head of School with a view to securing:
1. the proper development of strategic plans and policies for the School;
2. the fair and effective management of the School;
3. the resolution of staffing issues referred by the Deputy Head of School, Teaching and Learning Committee , Research Strategy Group and Promotions Committees;
4. the appropriate award of Honorary Appointments.

Membership

Chair	Head of School
Secretary	Head of School Administration
Membership	• Deputy Head of School • Director of Teaching & Learning • Director of Research • Director of Social Responsibility • Director of UG Studies • Director of PG Studies • Director of PGR • Internationalisation Co-ordinator • Head of School Administration • Head of School Finance

	• HR partner • Non-professorial representative
Meeting Schedule	Monthly
Reports to	The University via the Faculty
Minutes	Full minutes - public on the School's intranet except for items of reserved business.

School Board

School Boards ensure that academic staff have a voice in the governance of their areas within the University. The remit of School Board is defined by the University Ordinances: Ordinance XII. It has authority to determine its own way of working. School Board will be the forum for all-staff discussions, for the purpose of advising the Head of School. It will meet 4-5 times a year, with each meeting having an explicit central focus:

• meeting 1 on priorities for the year
• meetings 2-4 on research, teaching and social responsibility respectively, led by the relevant Directors
• meeting 5 reviewing progress against the year's priorities.

The School Board receives reports from all the committees within the School. Staff are consulted and provide advice to the Head of School through this forum on any policy change, although ultimately the decision rests with the Head of School.

Membership

Chair	Nominee of the Head of School
Secretary	Head of School Administration
Membership	• Every member of the school who holds a full-time or part-time academic or research post in the university. • Support Managers: Head of School Administration, School Accountant, Teaching Support Manager, Resources Manager, Recruitment and Admissions Manager and Research Manager. • A representative from the Library. • Any member of school staff who wishes to attend. Teaching Assistants and Graduate Teaching Assistants • One representative of the fixed term research staff, elected by and from the membership of the relevant group. • Two student representatives from each area: postgraduate research, postgraduate taught and undergraduate courses.
Meeting Schedule	Up to five times a year. A meeting of the School Board may be called by its Chair and shall be called on the requisition in writing to the Chair by at least

	one quarter of the membership.
Reports to	The University via the Faculty
Minutes	Full minutes - public on the School's intranet except for items of reserved business.

School Promotions Committee (SPC)

Terms of reference

To make recommendations to the Head of School and/or Faculty of Humanities as appropriate, on
- academic staff promotions (*e.g.* L to SL and Grade 6 to Grade 7);
- change of status from SL to Reader;
- Promotion to chair
- Probationary cases
- reward and recognition of exceptional service

Membership

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

2.3   Teaching Governance

This will be organized in a tripartite structure, mirroring the committee structure at Faculty level:

1. The Director of Teaching & Learning is responsible for strategy and policy, directly accountable to the Head of School and indirectly to the Faculty Vice Dean for Teaching & Learning via membership of the Faculty TLC. They will chair the School's TLC which will be responsible for strategic planning and decision-making, as well as policy development.

2. The Director of UG Studies will co-ordinate a committee consisting of all the UG Programme Directors, tasked with overseeing the operational implementation of policy in UG programmes.. All PDs are expected to attend these meetings and engage with the business of these meetings. A set agenda with a focus on the SEAPS (Student Experience Action Plan) for each programme will be used focused on updates on progress on these Action Plans. The agenda will also have standing items on e-learning and admissions. The Director will sit on the Faculty UG committee.

3. The Director of PGT Studies will perform the same operational function at PGT level and the programme committee will operate in the same way.

Lines of Responsibility

There is a streamlined operational chain of accountability. Course Directors will be responsible for managing their courses and for resolving low-level issues or problems, including student complaints. Those problems/complaints which cannot be resolved at that level will be referred up to Programme Directors[1]. In the last instance, the Directors of UG/PGT Studies will be required to provide final resolution. If at any point in the chain a more formal 'line management' intervention is required, the Deputy HoS will be notified. Where the issue or complaint concerns assessment, the relevant Assessment Co-ordinator will be consulted for advice.

| Course Unit Director | Programme Director (Overall) | DUGS/DPGT | Deputy Head of School | Head of School |

Course Unit Management

LLB – Overall PD (one of Year Tutors)	Javier Garcia Oliva
Year 1 Tutor – Year 1 QLDs	John Pearson
Year 2 Tutor – Year 2 QLDs and Jurisprudence	Gillian Ulph
Year 3 Tutor – Options	Javier Garcia Oliva
LLB Law with Criminology – Joint Programme Directors	Geoff Pearson Lisa Williams
LLB Law with Politics (Programme Director (School of Law), plus PD in Politics)	Ellie Aspey
BA Criminology – Programme Director	Claire Fox and Caroline Miles
PGT Criminology Programmes – Programme Director	Shadd Maruna
PGT CSEP Campus Based - Programme Director	Iain Brassington
PGT CSEP DL – Programme Director	Caroline Hoyle and Catherine Stanton
PGT Law – Overall PD (one of Stream Directors)	Jasem Tarawneh

Teaching and Learning Committee
Terms of Reference

- Responsible for Teaching and Learning Strategy:
- Responsible for Teaching and Learning policy and the implementation of policies;

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[1] To ensure clarity of accountability, each course will be allocated a 'home' programme so that a single PD is responsible for it.

- Overall management of all taught degrees:
- Responsible for curriculum review and periodic reviews;
- Approving new degrees/streams and changes to existing degrees/streams;
- Approving programme specifications;
- Approving new course units;
- Oversight of arrangements for all assessments, including responses to external examiners;
- Conduct of Examination Boards;
- Oversight of student support – e.g. induction/advice meetings;
- Teaching questionnaires;
- Social Responsibility – to ensure that social responsibility (including promoting equality and diversity) is taken into account in teaching and learning policy and curriculum development;

Membership

Chair	Director of Teaching and Learning
Secretary	Manager Teaching & Student Support Office
Membership	- Director of UG Studies - Director of PGT Studies - Director of External Relations and Clinical Legal Education - Employability Champions - Assessment Coordinators (UG &PGT) - Student representatives (UG & PGT) - Academic Engagement Librarian - Manager Teaching and Student Support By invitation to appropriate meetings: - UG Admissions Co-ordinator - PGT Admissions Co-ordinator - Academic support Co-ordinator - All Programme Directors And for meetings as an Examinations Board: - All teachers of relevant subject areas - Undergraduate external examiners.
Meeting Schedule	Up to nine times a year. Examination meetings are additional.
Reports to	SMT and School Board
Minutes	Full minutes - public on the School's intranet except for items of reserved business.

UG Programmes Committee

Terms of reference

- Operational management of all UG programmes
- Monitoring the implementation of UG programme SEAPs

- Responsible for annual review of all UG programmes including an annual report
- Responsible for course unit review of all UG course units
- Recommending for approval new degrees/streams and changes to existing degrees/streams to Teaching and Learning Committee;
- Recommending for approval to Teaching and Learning Committee new course units;
- Welcome and Induction programmes;
- Publications – e.g. Programme Handbooks.

Membership

Chair	Director of UG Studies
Secretary	Deputy Manager Teaching and Student Support Office
Membership	- Programme Directors of UG Programmes - Student Mobility Co-ordinator - Student Representatives By invitation to appropriate meetings: - Employability Champions - Assessment Coordinator UG - Academic Engagement Librarian - UG Admissions Co-ordinator - Academic Support Co-ordinator
Meeting Schedule	5 times a year
Reports to	Teaching and Learning Committee
Minutes	Action Points - public on the School's intranet except for items of reserved business.

PGT Programmes Committee

Terms of reference

- Operational management of all PGT programmes
- Monitoring the implementation of PGT programme SEAPs
- Responsible for annual review of all PGT programmes including an annual report;
- Responsible for course unit review of all PGT course units
- Recommending for approval new degrees/streams and changes to existing degrees/streams to Teaching and Learning Committee;
- Recommending for approval to Teaching and Learning Committee new course units;
- Welcome and Induction programmes;
- Publications – e.g. Programme Handbooks.

Membership

Chair	Director of PGT Studies
Secretary	Deputy Manager Teaching and Student Support Office
Membership	- Programme Directors of PGT Programmes - Student representatives By invitation to appropriate meetings: - LLM Stream Directors

	• Assessment Coordinator PGT • Academic Engagement Librarian • Academic Support Co-ordinator
Meeting Schedule	5 times a year
Reports to	Teaching and Learning Committee
Minutes	Action Points - public on the School's intranet except for items of reserved business.

Appeals Board

Terms of reference

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

Membership

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

Staff-Student Committees

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

• The nurturing of good staff-student relations within the School and the discussion of academic and University affairs so far as they affect the School of Law.
• Election of student representatives to serve on the various Law School committees

Membership

Chair	Director of UG Studies/PGT Studies as appropriate
Secretary	Administrative member of Teaching Support Office
Membership	• All Student Reps • Director of Teaching and Learning • Director UG/PGT Studies • Programme Directors • Director of External Relations and Clinical Legal Education • Student Mobility Co-ordinator

Meeting Schedule	Up to five times a year
Reports to	Relevant Teaching and Learning Committee
Minutes	Full minutes - public on the School's intranet except for items of reserved business.

2.4 Research Governance

The Director of Research will have overall responsibility for the School's research strategy and policy development. They will chair the Research Strategy Group which will consist of the hub leads, the PGR Director and early-career researcher reps. They will work closely with the PGR Director to ensure an integrated and joined-up approach.

Centres and groupings are governed by the School's policy approved in April 2015. This sets out a framework for governing the different forms of collaborative research in the School, as well as specific processes and criteria for the establishment, monitoring and 'winding down' of centres. Acting as hubs, the centres and groupings will help to deliver our strategic research priorities. The Hubs are as follows: Centre for Criminology and Criminal Justice (CCCJ); Private & Commercial Law; Manchester International Law Centre (MILC); Centre for Social Ethics and Policy (CSEP) and ManReg and Public Law.

Hubs: purpose and activities

The hubs bring together colleagues with shared research and scholarly interests, mapping directly onto existing research centres and groupings. Their purpose is to provide a focus for activity, facilitating intellectual exchange and staff development.

Hubs will:

- Facilitate discussion and collaboration
- Encourage a culture of internal peer-review of publications, grant applications, book proposals etc
- Mentor and support early-career researchers
- Provide a supportive environment for PGR students and research staff (all to be allocated to an appropriate hub on arrival)
- Contribute to the School's research seminar series by organising internal and external speakers as required (each hub to be allocated at least two slots per year)
- Hold a minimum of four meetings per year.

Interdisciplinarity and collaboration are encouraged: colleagues are free to contribute to research activity in more than one hub. Additionally, sub-hub groupings may develop.

Hub leaders

The normal expectation would be for each hub to have two joint leads. The overall responsibility of hub leads will be to ensure that the hubs function as described and that required activities take place. Specific responsibilities will include:

- Arranging hub meetings
- Conducting PDRs and PREPs for hub members

- Meeting biannually with the Deputy Head of School and Director of Research to report on activity
- Mentoring new and early career colleagues
- Participating in the RRE process, providing feedback to hub members
- Attending Research Strategy Group
- Liaising with the School research seminar co-ordinator

- Producing annual research reports for consideration by the Director of Research

    See Appendix G for details of staff attached to the main hub.

Research Strategy Group

Terms of Reference

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

Membership

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

Postgraduate Research Committee

Terms of Reference

This committee is concerned with all matters pertaining to postgraduate research study within the School and reports SMT and School Board.

- To ensure that the University and Faculty quality assurance and enhancement requirements are met in relation to research degree programmes with regard to External Examiners' reports, Annual, Periodic Review and other reviews

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

Membership

Chair	PGR Director
Secretary	PGR Administrator
Membership	- School Programme Director - Programme Director CSEP Doctoral Programme & Students (Bioethics) - Deputy Head of School - Supervisors - Elected student representatives - Law Librarian
Meeting Schedule	Up to five times a year
Reports to	Research Strategy Group
Minutes	Full minutes - public on the School's intranet except for items of reserved business.

2.5 Social responsibility Governance

As SR cuts across teaching and research, the Director of SR will work closely with the other two Directors and their committees to ensure that the SR agenda and priorities are embedded within core activities. The Director may use time-limited 'task and finish' groups to conduct specific pieces of work. They will also be accountable for the Legal Advice Centre and its strategic development (but not responsible for its day-to-day operation).

Internationalisation

The School's Internationalisation Co-ordinator ensures that we have a co-ordinated and strategic approach to internationalisation activities within the School across our three areas of work (teaching, research, social responsibility), to ensure an efficient and streamlined approach in which we can take full advantage of synergies between different areas. The objective is to prioritise plans designed to rebuild the School's global reputation. The Co-ordinator's remit includes:

- Development of an internationalisation strategy and annual operational priorities;
- To work with International Development to identify new opportunities for overseas recruitment as well as maintaining and developing existing relationships for UG/PGT/PGR programmes;
- Planning of recruitment visits with the International Office;
- Development and oversight of international elements of all UG and PG programmes;
- Ongoing review of arrangements for collaborative degree programmes and international co-operation agreements, ensuring that the teaching, assessment and quality assurance of the programmes or international elements of programmes are appropriate;
- Development of future exchange schemes and other School and/or University partnerships;
- Development of collaborative degrees;
- Development and oversight of international research collaborations;
- Engage with overseas alumni to secure their support in recruitment and networking more generally;
- Review the potential for engaging in "the global challenges".

Equality and Diversity Working Group

The group, which was established in November 2014, is tasked with promoting and advancing equality and diversity in the School. Through developing and implementing an Equality and Diversity Action Plan, the School will be well-placed to apply for Athena SWAN status.

The group has representatives from both academic and PSS, and is broadly representative in terms of gender and BME.

Current Membership:

Chair	Deputy Head of School
Membership	Dr Alan Cunningham
	Dr Yenkong Hodu
	Dr Judith Aldridge
	Dr Rosemary Broad
	Professor Becki Bennett
	Dr Alex Mullock
	Ms Myra Knutton
	Ms Ceri Wilson
	Ms Saba Mirshafiei
Meeting Schedule	Up to five meetings per year
Reports to	School Board, SMT and Faculty Equality and Diversity Working Group

The Equality and Diversity Working Group will:

1. Promote equality and diversity within the School of Law, advancing equality of opportunity for all
2. Scrutinise and keep under review School policies and procedures to ensure due consideration is given to eliminating discrimination and promoting equality
3. Make strategic recommendations for equality and diversity policy development and implementation
4. Monitor, revise and update the School's Equality and Diversity Action Plan
5. Monitor and evaluate the effectiveness of equality and diversity initiatives in the School
6. Report regularly to the School's Strategic Management Team, and to members of School Board
7. Consult widely with all relevant groups within the School

In order to embed equality and diversity into the School's governance, it is now a standing agenda item for School Board, Teaching and Learning Committee, Research Strategy Group and SMT.

2.6   Administrative Duties

Contributing to the effective functioning of the School is a responsibility of all academic staff. School practice is to share administrative tasks among colleagues, on the principle that there should be a rough equality in their distribution, as appropriate to the experience of individuals; and that there should in general be rotation of the tasks that make the heaviest demands. Academics undertaking such a role receive credits against their teaching and, in some cases, marking in order to give them the time required to carry out their duties. When an admin role becomes vacant it is advertised to the whole School and selection will be made on the basis of the supporting statement if there is more than one applicant for the position. Job shares are encouraged where the role lends itself to joint responsibility. A list of administrative duties for the School is published on the intranet – this lists all roles, the person currently undertaking the role and the admin credits for teaching and marking.

Details of the roles and credits can be found at http://www.law.manchester.ac.uk/staff-intranet/under teaching.

Attendance at Committee Meetings

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

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

Dates of meetings are areas available on the School intranet: http://www.law.manchester.ac.uk/staff-intranet/

3   Your Employment

Initial Appointment & Staff Card
The Human Resources team responsible for Humanities staff is based on the second floor in the Simon Building. You must return your signed contract and bank account details to this office. You will then be issued with a staff card (essential for accessing an e-mail account, IT access, building access and library use).

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

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

Once you have your central account you will be able to access Campus Solutions (this is the computerised system where you can obtain student information – including class rosters, etc.) and My Manchester http://www.staffnet.manchester.ac.uk/ - *see staff systems section*.

Your salary will be paid direct into your bank account, monthly in arrears (on the second to last banking day of the month – payment in December is normally mid-month as the University closes on or just before Christmas eve until the new year). You should have been advised about the documents which HR Services need, in advance of your arrival here. Payslips are provided electronically and can be accessed by going to StaffNet and log on to Staff Portal, select the About Me tab and follow the instructions.

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

Induction
All new staff are invited to a half day course organised by the University to be formally welcomed to the University of Manchester and senior staff give presentations on key issues.   The course is "TIC1 Welcome Event" – it is essentially that you formally book on a session via
http://www.staffnet.manchester.ac.uk/employment/training

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

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

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

LEAVE AND ABSENCE
Please see http://www.staffnet.manchester.ac.uk/ for details of Policies which relate to absence and leave which enable staff to achieve a good work life balance. Policies include:-

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

Sickness/ Incapacity to work

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

Research Leave

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

- The School expect colleagues who are on research leave (of whatever sort) to continue to supervise research students, and to be willing to accept new research students. The supervisory system which ensures a supervisory team is in place should enable the School and the student to cope with most of the problems arising when the supervisor is absent from Manchester.

- We also expect colleagues on research leave to participate in discussions, planning or representation where major teaching, research and administrative developments are concerned, such as substantial reorganisation of some area of activity, or key issues in the medium- to long-term future of the School.

- We do not normally expect colleagues on research leave to be engaged in day-to-day administration.

All applications for sabbatical leave must follow the procedures detailed below:

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

Sabbatical research leave is not an automatic or absolute entitlement. It must be applied for in writing following a call from the Research Manager. The Deputy Head of School and Director of Research will take into account the impact of the proposed leave on teaching and administration; the recent research performance of the colleague concerned; and the probability of the period of leave being used fruitfully. A report will be required at the end of the period of leave,

reviewing achievements against the plan set out in the application. In the event of any problems, the matter is then referred to the Head of School.

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

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

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

HEALTH

Disability Issues
The School Co-ordinator on such matters for student support is Sam Green.

For Staff the Deputy Head of School takes responsibility for coordination with the University's Disability Support Office.

For details of central support from the University's Disability Support Office
http://www.staffnet.manchester.ac.uk/personalsupport/disabled-staff/

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

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

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

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

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

CAREER DEVELOPMENT AND PROFESSIONAL SUPPORT

The Deputy Head of School deals with staff development, academic promotion, probation and coordinates staff welcome, PDRs/PREPs and Peer Review of Teaching.

Margaret Cunningham is the TA Co-ordinator responsible for looking after Teaching Assistants.

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

Staff Development and Training
All new members of permanent staff on probation are required to complete the Faculty of Humanities New Academic Staff Programme course (HNAP), if they have not previously undertaken an equivalent course elsewhere. ewan.hannah@manchester.ac.uk is the administrator of the programme.
New staff should also book a place on the Training in Equality and Diversity Issues (TEDI) course (Course Code MS9) on the Staff Training website:
http://www.staffnet.manchester.ac.uk/employment/training/recruitment/equality-and-diversity/
and recruitment and selection training; which is a prerequisite for membership of appointments committees.
http://www.staffnet.manchester.ac.uk/employment/training/recruitment/recruitment-and-selection/
The University's Staff Health & Safety Induction course (THS1E) must also be completed by all new members of staff. The course is delivered via Blackboard for the majority of University staff, and records of completion will be uploaded from Blackboard to individual training records. Please be aware that depending on your role, you may be required to complete further health and safety related training, this is especially likely to be the case if you have management responsibility. If you are unsure, or would like to enquire further into the health and safety courses available to you then please contact the School Safety Advisor (Will Bevin-Nicholls) in the SRO.

The Staff Learning & Development Unit organise many courses throughout the year and can be contacted by email at StaffLD@manchester.ac.uk

Data Protection
Many staff regularly handle the personal data of staff, students, research participants and others. For example, it's common practice to create files of all relevant data relating to an individual student or member of staff, as a record of that person's time studying or working at the

University. The University must process personal data according to the principles set out in the Data Protection Act 1998. The requirement to comply with this Act, in protecting the rights and privacy of individuals, imposes certain responsibilities which staff must fully understand.

The Data Protection online course covers the minimum requirements for staff who handle personal data.

It is a School requirement that all staff complete the on-line course:

TBF22 Data Protection – see link below

https://app.manchester.ac.uk/training/profile.aspx?unitid=4467&parentId=4

Performance and Development Review and Personal Research Expectations Planning
The School conducts reviews of all staff every year. Staff are reminded at the appropriate time of the approach of the next review round and will be provided with detailed information about the process. P&DR is intended to be a supportive process, aimed at positive career development. Reviewees are required to supply an up-to-date CV. They should also refresh their memory of their last review report, which is also available to their reviewer. After the review, the reviewee is asked to countersign the report if in agreement with it or to indicate any points of disagreement. Staff on teaching and research contracts are also required to take part in an annual Personal Research Expectations Planning (PREP) meeting. These are conducted at the same time as the P&DRs

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

With effect from January 2015, a new Faculty Peer Review of Teaching Policy was introduced on a phased basis. Each School has its own Peer Review College of Teaching. This will include a limited nominated group of teaching colleagues who will also review colleagues' teaching in other disciplines. When the policy is fully implemented, there will be two reviewers: a member of academic staff from within the School and a member of academic staff from another discipline who has been trained to assess teaching fairly across the range of disciplines within the Faculty and to provide thoughtful and sensitive feedback to reviewees using a Humanities report form. These colleagues will be selected on the basis of demonstrating their broad teaching experience and their training will ensure integrity, rigour and consistency in their approach. The reports of peer review sessions/ observations will be copied to Teaching and Learning Support Services. On an annual basis a Faculty panel will review all forms received and summarise findings within an anonymised annual report. The report will be considered by the Faculty Teaching and Learning Committee to identify and share best practice and identify common trends with regard to training and development needs.

For more details see link: http://www.humanities.manchester.ac.uk/humnet/medialibrary/Services/Teaching-and-learning/policy/documents-list/PR-Guidance_Feb15.docx

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

Details of the procedures may be found on the Human Resources website:
http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=40

Information is also available from the Head of School Administration (telephone extension 57775)

Promotions
Relevant information on promotions is to be found:
http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11

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

Colleagues are also advised to discuss with the Deputy Head of School in the first instance if they want to apply for promotion.

Exceptional Performance
On an annual basis colleagues are invited to put forward a case for exceptional performance for accelerated increments or discretionary salary points. Relevant information can be found at:
http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=23343

OTHER INFORMATION

Pensions
http://www.staffnet.manchester.ac.uk/human-resources/current-staff/pensions/

Staff Benefits
http://www.staffnet.manchester.ac.uk/human-resources/benefits/discounts/

Employment policies and procedures
http://documents.manchester.ac.uk/listofpolicies.aspx

4.   Practical matters

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

Access to the Williamson Building
The Williamson Building opens at 8.30 am and closes at 5.30 pm Monday-Friday. Outside conventional working hours you will need your staff card to enter the building. The card has to encoded. This can be done by emailing any member of the team in the Staff Resources Office (located in Williamson 3.51A, third floor). If you are asked by one of your students how they can

gain out of hours access the answer is they cannot unless they are a PGR student in which case refer them to the Teaching Student Support office (located in Williamson 3.05, third floor).

Staff Common Room – 3.07, Williamson Building
The code to enter the common room is available from Staff Resources Office.   In the common room you will find your pigeonhole (mail box) and a small kitchen. This area is for **staff only**. Students should not be given the code to the door under any circumstances.

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

Photocopying
Photocopying is subject to copyright law, whether it is for personal use or for the provision of teaching materials. The photocopiers are located in the Stationery Room (Williamson 3.47) on the third floor (the digital lock code for the door is available from SRO). You may use this equipment yourself.

Handouts and teaching material need to be placed on Blackboard as students are given printer credits to print them themselves.

Charlotte Warden (charlotte.warden@manchester.ac.uk) is based in the Law School part time to offer guidance on Blackboard (room 2.11A).

A valid staff card is required in order to use the photocopiers. Both photocopiers are network enabled so all staff can use the machine as a networked printer (for large print jobs) or a scanner (the facility allows you to scan documents which are sent to your email account as a pdf document). If you wish to use the photocopiers for printing student materials please let the Staff Resources Office know.

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

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

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

There are also recycling points within the School as follows:-

Batteries: Staff common room, Williamson 3.07
Printer Toner cartridges: Stationery room, Williamson 3.47

Photocopier Toner cartridges: Stationery room, Williamson 3.47

If any electrical equipment needs disposing of, please liaise with the Staff Resources Office so the staff can ensure that the University is compliant with WEEE Regulations.

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

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

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

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

Your Office, Stationery, Post and Supplies
Your office should be equipped with a computer, printer, desk, chairs, table, book shelves, filing cabinet, and a telephone with an external line (dial 9 for an outside line) (NB some phone lines are restricted e.g. no international calls. Further information about telephones is listed below (page 25).

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

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

Envelopes for external post can be found in the stationery room/Staff Resources Office. **Please do not use these for internal mail**, but use the internal envelopes. Please fold your mail - do not use A4-size envelopes unless strictly necessary. There is usually one main delivery of post each morning which will be distributed in pigeon holes by a member of staff in the Teaching and Student Support Office. The last outgoing post is approx. 2.15 pm each day. Post can be left for collection in any outgoing post tray within all of the main administration offices. Note that post being sent via airmail no longer requires a University pre-paid stamp on the envelope. The building attendants will separate out any post which needs to be sent overseas (courier services are also available for very urgent correspondence – please liaise with TSSO receptionist).

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

The School has accounts with TNT and DHL for School business purposes. Paperwork and special envelopes both services are available from TSSO reception (room 3.05). TSSO reception (Williamson 3.05) is the agreed collection point for courier packages leaving the School of Law. If you have a particular bulky or heavy package please liaise with the building attendants (tel 53926) for assistance

to move the item to TSSO (allowing them as much notice as possible – bear in mind that staff are circulating around the building to collect outgoing royal mail post around 2.00 pm each.

If your item has not been collected by the agreed time a member of staff in TSSO will let you know.

Your Computer & IT Support
IT Support for the Law School is supported by the ICT Support Centre. They will be able to help you set up your email account and with any other queries. Please note that your email account will not be set up until you have a staff card.

Telephone (internal) 65544; www.itservices.manchester.ac.uk/contacts

WIRELESS
There are Wireless Access points throughout the building.
http://www.itservices.manchester.ac.uk/wireless/

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

The School's Telephone Liaison Officer (TLO) is based in the Staff Resources Office. The current TLO is Michelle Outlaw. If you are experiencing any problems with your telephone please don't contact Telecoms direct – contact the TLO.

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

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

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

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

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

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

If you wish to send an email to a specific group of people, please use the address listed below:-

law-staff@listserv.manchester.ac.uk (academic, research, honorary & administration staff)
law-staff-academics@listserv.manchester.ac.uk (academic, research & honorary staff only)
law-staff-admin@listserv.manchester.ac.uk (administration staff only)
law-staff-research@listserv.manchester.ac.uk (research staff only)
law-gta@listserv.manchester.ac.uk (Graduate Teaching Assistants only)

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

Financial Allowances
There is a staff travel/research fund (£1,750 per person for the period 1st August 2016 – 31st July 2017) which can cover travel for research and/or conference attendance.   Books can also be purchased from this account if they are not accessible from the library or via inter-library loans (note that any such purchases remain the property of the University of Manchester should you leave). University staff receive 19% discount on books ordered from Blackwell (0161 274 3331) – SRO can raise an order on your behalf. The finance code is AA03791.

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

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

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

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

- Equipment such as IT, printers etc, should be acquired by contacting law.purchasing@manchester.ac.uk It is against financial regulations to acquire such items and then seek reimbursement through an expenses claim.
- Any equipment purchased for use at home remains the property of the University and must be delivered to the University address.
- The University has approved suppliers which are to be used for items such as furniture, IT equipment and stationery. Details from SRO.
- All purchases of the above type should only be made using an official purchase order form. Please contact law.purchasing@manchester.ac.uk with all relevant details and a member of the team will organise a Purchase Order which must be approved **in advance of any agreement to purchase**. Invoices received without a corresponding purchase order will not be processed for payment.
- The University Purchasing Office http://www.procurement.manchester.ac.uk/

(as negotiated discount arrangements on a number of services such as hotel accommodation and car hire, and it should also be consulted on very large items of expenditure (competitive quotations may be needed).

Travel & accommodation
The University has a Travel Management System (Egencia) which all staff should use for booking rail travel, flights and accommodation:-
http://www.procurement.manchester.ac.uk/buying/travel/

Please be aware that there is a charge for out-of-hours assistance and Egencia also charge if their customer service team book anything on your behalf.   On occasions, hotel bookings term and conditions state that the guest must pay for the hotel rather than the University being invoiced. Please look carefully at the booking terms and conditions. If this is the case with your booking, please contact Egencia customer services who can usually arrange a 'bill back' so the University of Manchester does receive an invoice rather than you having to pay.

If you wish to book first class travel, please do not send a request through until you have agreement from the Head of School (please forward a copy of the approval email and reason for the request to law.purchasing@manchester.ac.uk

If you are travelling for University business in our outside of the UK, you must complete an absence for University business survey which can be found here. This is a short survey to that can be completed online to record details of staff travel.

Expense claims
The claim forms system should not be used if the expense could have been organised via a purchase order, Egencia, or the School credit card. As always correspondence relating to orders should be sent, allowing good notice (at least 5 working days), to law.purchasing@manchester.ac.uk.

Staff expenses claims should be made via the link under the 'My Services' tab via MyManchester staff portal
https://login.manchester.ac.uk/cas/login?service=https%3A%2F%2Fmy.manchester.ac.uk%2F

The form should then be printed, signed and passed on to the Staff Resources Office along with original *itemised* receipts (in the event of travel this should be the travel ticket – showing the destinations – and not card or ticket collection receipts).

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

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

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

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

Law School Web and Intranet
Found at: http://www.law.manchester.ac.uk/staff-intranet/

The staff intranet can be accessed using your username and password. This gives access to the whole intranet, although please note there is a separate password for students, giving access to a limited part of the intranet. Most of the student information is now on Blackboard in the programme areas.

Using the University computer system "Campus Solutions" for Student Records
Campus Solutions is the University's student records system. You may use it to look up details about your students, and to enable you to communicate with the students in your class via email. To get started, you will need to request a Campus Solutions account. All Campus Solutions access requests should be made online via the *BAS User Access Request Form* at the following address:
http://remedy.manchester.ac.uk/cgi-bin/BASUserAccess/controlpanel.cgi
Once you have access to the system you will then be able to email your students as a group.

Personal teaching timetable
You will be notified by our Resources Officer, Will Bevin-Nicholls, when your personal teaching timetable is available.

Staff can view their timetable in My Manchester. Please use INTERNET EXPLORER rather than any other web browser. You need your staff ID number.

- GO TO www.staffnet.manchester.ac.uk
- Half way down on the left is a link to My Manchester (click on the link)
- Under your name along the top right is a A-Z (tiny print) – click it
- Select T
- Select Timetable
- Enter your staff IT number and use the arrow keys to move through the teaching weeks

Health & Safety
The Health and Safety area of the School intranet is a good resource for health and safety information and guidance, and can be found here: http://www.law.manchester.ac.uk/staff-intranet/health-safety-and-risk/
It will be useful to familiarise yourself with this area of the intranet, however should you ever need any further specialist advice on Health and Safety matters that aren't covered in the information on the site, the School's dedicated Safety Advisor, Will Bevin-Nicholls (based in the Staff Resources Office) can help you.

The School has a strong commitment to health and safety, and is dedicated to pursuing high standards, beyond minimum compliance with legal requirements. This commitment is outlined in the School safety policy, which can be found here. For updates on health and safety in the School and at the University, look out for the Health and Safety Refresher email sent throughout the year.

Children at work

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

First Aid Supplies

First aid supplies can be found in the third floor kitchen (Williamson Building, room 3.07) and the names of the First Aiders in the building are displayed at various points on all floors. In case of emergency, please familiarise yourself with all stairways and exits from the building, and fire alarm test times. (Fire alarm test 8.20 am Monday afternoon)

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

Accidents and 'near misses' need to be reported on an accident form please see the Safety Adviser in SRO (Will Bevin-Nicholls).

Display Screen Equipment (DSE) Assessments

All members of staff are required to complete an on-line DSE assessment to ensure that their work station and equipment are set up correctly and to identify if you have any particular needs. If you use multiple work stations regularly (this includes working from home) you will need to complete an assessment for each. See link below:

https://selectsurveys.humanities.manchester.ac.uk/TakeSurvey.aspx?SurveyID=p2MIm98K

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

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

Risk Assessments

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

attending overseas conferences or undertaking fieldwork and student dissertations involving work away from the University campus).

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

General Risk Assessment 1 – Low hazard fieldwork in UK
General Risk Assessment 2 – Low risk travel and fieldwork to overseas destinations including conferences and consultancy
General Risk Assessment 3 – Office work on campus

These are available via the School Intranet
http://www.law.manchester.ac.uk/staff-intranet/health-safety-and-risk/management/

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

If you require any assistance completing a risk assessment then you can contact the School safety advisor in SRO (Will Bevin-Nicholls) for help and guidance.

There is now an on-line form for notifying the Deputy Head of School when you will be absent for University business to cover research/fieldwork, conference attendance, recruitment activity, alumni events, other - please specify category.
https://apps.mhs.manchester.ac.uk/surveys//TakeSurvey.aspx?SurveyID=m8MM6l65

The information required on the form is listed below:-

- The dates you will be travelling out and returning.
- The details of your accommodation including address, contact number, website link.
- The organisation/University you be working with while you are away.
- Reason for your visit / trip ie. Research/Conference etc.
- The name and phone number of a 'buddy'. This can be a family member, friend or colleague at the University. It should be somebody with whom you will be in contact while you are away. Please also give him/her the University Security number (0161 306 2728), in case of an emergency.

Travel Advice
Staff can find travel advice on their intended destination on the FCO website:
https://www.gov.uk/foreign-travel-advice/

Insurance
The University's insurance details for while staff are away can be found on:
http://www.staffnet.manchester.ac.uk/services/insurance/travel/business-travel-insurance/

Smoking on University Premises
Since 1 January 1999 all University academic and administrative buildings have been designated as no smoking areas, including electronic cigarettes. This includes all offices, toilets, entrances and

secluded parts of buildings. The University also operates a policy that does not permit smoking within 5 metres of the entrance to any University building. Assistance to those who wish to stop smoking is provided by the Occupational Health Service and Counselling facilities.

Visitors

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

Register of gifts and Declaration of Interests

If your academic advisees, any other students or other contacts give you gifts of a value which seems to you to be over £25, you are asked to declare them. And, if you have interests which may possibly be seen to conflict with your duties in the University of Manchester, you are similarly asked to declare them. The procedure to make a declaration is to send an email (or similar message) to the Head of School Administration, who keeps the Register of Gifts and Register of Interests.

See also University policy on Gifts from Students:

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

Facilities on and around Campus

A few suggestions for lunch, snacks and coffee …

Christies   (accessed from the John Owens building quadrangle)

Trof @the Deaf Institute   (Grosvenor Street, past the Aquatics Centre)

Eats   (University Place)

Teacup Kitchen   (opposite the Law School - across Oxford Road)

Starbucks Coffee Shop   (behind the Arthur Lewis building)

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

Kro Bar   (opposite Student Union) 15% discount off food with staff card

Banks closest to the university:

Oxford Road (Natwest bank)

Post Office

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

5. Teaching and Learning

WORK ALLOCATION MODEL (WAM)

Purpose
The WAM aims to produce an integrated model and to ensure we comply with Faculty Guidance on WAM. Its guiding principles are equity, transparency and consultation.

- Including all teaching and marking, research and scholarship and the full range of administrative duties (excluding external work such as external examining) within a single model.
- Recognising that in addition to specific administrative tasks/roles we all have administration associated with our teaching and research as well as that generated by our general citizenship activities (i.e. what is referred to in Faculty Guidance as the "standard allowance").
- Taking account of the new variety of modes of assessment and the increasing demands to provide better feedback for students.

What a WAM can and cannot do
The WAM is merely an allocation mechanism and has no impact on the overall amount of work that has to be undertaken. An effective WAM should help distribute this work in a fair, transparent and efficient way. As the total workload has to be carried out by the staff employed year on year, there have to be limits on carrying forward credits. That is not to say there cannot be some historical memory of those who have carried an additional burden, for example to cover additional teaching due to staff sickness. The emphasis should however be on equalising loads within years as otherwise problems are built up. It is therefore more appropriate to work on a three year cycle to take account of the need to have variations between years. It also needs to be accepted that we will be working to a norm of working activities and to accept that contributions may be different for good reason. All the models are inherently imprecise and can only be taken as a guide to comparative loads. If someone is regularly over or under average allowance one has to review their activities and use this information to inform future planning decisions.

The model
The model below seeks to ensure that for teaching and research staff, teaching/research/admin is split 40%/40%/20% with a total goal of 1500 credits. Teaching focussed staff have the same total goal (1500 credits) with 20% of their time (300 credits) protected for scholarship. Due account of the development needs of probationary staff will be taken and for those staff new to Manchester, but not on probation, there will be a settling in allowance. Workloads of part-time staff will be allocated on a pro rata basis. WAMs will be prepared for Graduate Teaching Assistants and Teaching Assistants.

1500 credits was arrived at based on the following breakdown of annual hours.
    52 weeks x 35 hours = 1820 annual hours.
    Annual leave 30 days x 7hrs = 210 hours
    Bank holidays and 4 Christmas closure days = 12 days x 7hrs = 84 hours
    1820 – 210 – 84 = 1526 annual working hours.

Teaching
There is a combined goal of 600 credits for teaching and assessment for those in teaching and research posts. This equates to teaching 150 hours face to face teaching (this is equivalent to 450 real hours of work – 150 x 3 which allows for one hour preparation, updating BB, one hour delivery and one hour follow up with students). In terms of assessment the model allows 150 'real' hours for

assessment per year. The WAM assumes that 3 exam scripts can be marked per hour and weights marking of assessed coursework according to the word length.

For teaching focussed staff, the amount of face to face teaching they are expected to deliver is 225 hours, this equates to 675 credits. Assessment is 150 hours as per those on a teaching and research contract, in recognition of the limited time for marking due to tight deadlines. Those on a teaching focused contract are expected to provide an additional 75 hours, this can include individual student support, sitting on appeal panels during the summer and preparation for the next academic year.

Continual Professional Development (CPD), Executive Education are included in the WAM as well as work undertaken in other Schools within the University. Distance Learning is to be based on the credit value of the course unit.

Admin
300 credits have been for allocated for administration for both teaching and research staff and for teaching focussed staff. This covers general duties that all staff do, including office hours, drop in sessions, register taking and other compliance work, attending School meetings, open days/interviews, attending staff seminars/grant applications administration, peer review and collegial activities at Faculty/ University e.g. working groups, being a UREC Panel member etc.

Research
Teaching and research staff have been given the same credits for research as for teaching (600): this might be varied by agreement depending on individual circumstances. There are special rules for fEC recoverable research contracts to provide additional allowances (research credits), which are awarded the following year.

Scholarship
To ensure teaching focussed staff have time for scholarship activity to support their teaching 300 credits have been allocated.

Teaching Allocation
For the purpose of the teaching allocation, work will still be allocated in terms of face to face delivery, and assessment in terms of numbers of scripts/ assessed coursework as this is the most straight forward way to administer. There is a front sheet that will then shows everyone's contributions in terms of credits.

While the model is based on 150 hours face to face teaching, we need to recognise that the work cannot be divided so precisely so we should think in terms of 'norms' for teaching of between 135 to 160 hours for those on a teaching and research contract and 210 to 235 hours for those on teaching and scholarship contacts (teaching focussed). Assessment and other activities can then balance out as far as is practically possible. The goal should be for the final totals of staff to be as equal a distribution as possible: if the average is lower than 1500 then we can potentially spend a larger proportion on research and scholarship, but if above 1500 we may need to review our overall portfolio of activities.
The Teaching and Assessment Allocation can be found on the staff intranet under teaching
http://www.law.manchester.ac.uk/staff-intranet/
Credits
There is a maximum carryover of +/- 20%.

Governance, Management and Responsibility
The Head of School takes overall responsibility for the WAM. However, it would be unrealistic to expect the Head of School to deal with the day to day issues that arise from the WAM**.** All allocations will therefore be the responsibility of the Deputy Head of School. The Deputy Head of School will work with the HoSA to allocate teaching and assessment.

Implementation and appeals
The Staff Resources Office will communicate the timetable for sending out the allocation. All individuals will be sent the draft allocation for review and consultation and all final allocations will be published. There will be a right of appeal to the Head of School, but the Deputy Head of School must be notified of the appeal. Appeals must be made within two weeks of the allocation being published.

Timetables
Timetabling classes is a complex task, due to the high number of classes and a lack of suitable teaching accommodation across the campus. All efforts will be made to accommodate colleagues teaching preferences and times. However there will be unpopular slots e.g. 4pm on a Friday, these may not be avoidable. Members of staff cannot expect preferences always to be accommodated. It is colleagues' responsibility to review the timetable when it is published and bring forward any concerns in a timely fashion in accordance with the University's Policy on Timetabling Teaching Activities.

Work Allocation Model	
Teaching and Research Posts	**Credits**
Teaching and Assessment (based on 150 hrs f2f teaching x 3 = 450 plus assessment 150 hrs)	600
Research	600
Admin - for seeing academic advisees, students on your units, attending meetings, visit days.	300
Total	**1500**
Teaching Focused Posts	
Teaching and Assessment (based on 225 hrs f2f teaching x 3 = 675 plus assessment 150 hrs/ individual student support; appeals during the summer; preparation for the new academic year - 75 hours)	900
Scholarship	300
Admin - for seeing academic advisees, students on your units, attending meetings, visit days.	300
Total	**1500**

	Actual Hours	**Credits for Teaching Allocation**
Teaching lecture/ seminar/ workshop/DL per contact hour (3 real hours work)	3	1

Large course unit director (200+)	24	8
Course Unit Director 100 - 200	18	6
Course Unit Director 50 - 100	12	4
Course Unit Director 20 - 50	6	2
Course Unit Director less than 20	3	1
DL development	15	5
DL Teaching (15 credit)	45	15
DL Teaching (30 credit)	90	30
Individual student support per contact hour	1.5	0.5
Other activities for teaching focussed staff	1	0.3
UG Dissertation supervision 5000	3	1
UG Dissertation supervision 8000	4	1.5
UG Dissertation supervision 10000	6	2.0
PGT Dissertation supervision 12000	6	2.0
LLM Research Paper supervision	3	1.0
PGR supervision FT main supervisor 80/20	33	11.0
PGR supervision FT second supervisor 80/20	9	3.0
PGR supervision PT main supervisor 80/20	16.5	5.5
PGR supervision PT second supervisor 80/20	4.5	1.5
PGR supervision FT 50/50 model	21	7.0
PGR supervision PT 50/50 model	10.5	3.5

NB All PGR supervisions will count retrospectively in the followir
the current year

Assessment	Hours for Assessment Allocation
Marking Exam scripts (Exam only)	0.3
Exam & Assessed coursework	1
Lead marker 300 + scripts	7
Lead marker 150-299 scripts	5
Lead marker 50-149 scripts	3.5
Lead marker 20 - 50 scripts	2.5
Lead marker less than 20 scripts	1.5
Moderator where lead marker is sole marker 75 - 100 scripts	3
Moderator 50 - 75 scripts	2.5
Moderator 20 - 50 scripts	1.5
Moderator less than 20 scripts	1
Marking of UG & PGT assessed coursework 3000 - 4000 word)	1

Compulsory non-assessed coursework (1200 words approx)	0.3
PGT 7000 word coursework (100% coursework)	1.5
LLM Research Paper 1st marker	1.5
LLM Research Paper 2nd marker	0.75
PGT Dissertation (double marking) 12000 words	3
UG Dissertation s (double marking) 10000 words	2
UG Dissertation s (double marking) 8000 words	1.5
UG Dissertation s (double marking) 5000 words	1
PGR Internal Examiner	10

Administrative roles
Undertaking an administrative role reduces your teaching and marking through credits given for these roles. Details of these credits can be found at http://www.law.manchester.ac.uk/staff-intranet/under teaching.

DEGREE PROGRAMMES
UG Programmes

- Law (3 Years) [LLB]
- Law with Criminology (3 Years) [LLB]
- Law with Politics (3 Years) [LLB]
- Criminology (3 Years) [BA]

PGT Programmes
Law

- Corporate Governance LLM
- Intellectual Property Law LLM
- International Business and Commercial Law LLM
- International Financial Law LLM
- International Trade Transactions LLM
- Law LLM
- Public International Law LLM
- Security and International Law MA
- Security and International Law LLM
- Transnational Dispute Resolution LLM

Criminology

- Criminology MA

- [Criminology MRes](#)
- [Criminology (Social Statistics) MRes](#)
- [Criminology PG Diploma](#)

Health Care Ethics and Law

- [Healthcare Ethics and Law MA (Distance Learning)](#)
- [Healthcare Ethics and Law LLM (Distance Learning)](#)
- [Healthcare Ethics and Law Postgraduate Diploma (Distance Learning)](#)
- [Healthcare Ethics and Law MSc (Intercalated)](#)
- [Healthcare Law Postgraduate Certificate (Campus-based)](#)
- [Healthcare Ethics Postgraduate Certificate (Campus-based)](#)
- [Healthcare Ethics Postgraduate Certificate (Distance Learning)](#)
- [Healthcare Law Postgraduate Certificate (Distance Learning)](#)

Pathways to Law

The Pathways to Law programme offers a wealth of opportunities to school/college students wishing to enter the legal profession. It provides ongoing support to its students during Years 10 to 13, through a structured series of information, advice and guidance sessions.

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

Academic Advisors

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

Academic Advisor Responsibilities are:
- To be the first point of contact for students to 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). Advisers 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).

- Advisers 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 Adviser in the final weeks of teaching before Christmas.

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

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

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

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

- To 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 Student Support Co-Ordinator, Ian Glassey, 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 adviser. 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 attend the meetings with the Adviser as arranged.

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

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

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

Work and Attendance

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

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

The School has to monitor the attendance of students via attendance rosters for each seminar group on Campus Solutions. Seminar takers will be required to amend the attendance rosters within a weekly cycle to enable Ceri Wilson, Student Support Administrator, in the Teaching and Student Support Office(room 3.05) to run reports of any absences and liaise with the Programme Directors for correspondence with students.

The system is designed so that it defaults to show all students as not attending, so you are required to tick those in attendance. Any absences should be marked as either "authorised" or "unauthorised" if no reason has been given.   Students are required to complete the "absence from seminar form" which should give some explanation for absences and these will be copied to the relevant seminar takers for information. Ceri Wilson, Student Support Administrator will then record a specified reason for the students absence which is a requirement of Tier 4.

Seminar selection will be open to students the week commencing the 19 September, the Teaching and Student Support Office will generate the attendance rosters from the 3 October.

See Appendix E on recording attendance on Campus Solutions.

Examinations/ Assessment

The University's examinations policies and procedures are available at
http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectiond-theprocessofassessment/

Emails will be circulated throughout the academic year, reminding colleagues of policies, procedures and deadlines. These will be circulated by the Teaching and Student Support Office, Abi Robinson (Teaching and Student Support Manager).

Colleagues are reminded that we have to process a large volume of assessments in a short period of time so it is essential that deadlines are met. If you are having difficulties, please notify Abi Robinson in advance (tel: 53560 or email: Abi.Robinson@manchester.ac.uk)

If you have any questions about assessments you should contact:

UG   Nikola Keogh (Deputy Teaching and Student Support Manager)
            Tel: 54482 or Email: Nikola.Keogh@manchester.ac.uk

            Sam Green (Deputy Teaching and Student Support Manager)
            Tel: 53581 or Email: Sam.Green-1@manchester.ac.uk

PGT   Helen Davenport (Deputy Teaching and Student Support Manager)
& PGR   Tel: 57551 or Email: Helen.Davenport@manchester.ac.uk

The examination periods for 2016-2017 are:

Semester 1 Examinations	16th January – 27th January, 2017
Semester 2 Examinations	18th May – 7th June, 2017
Re-examinations	21st August – 1st September, 2017

If you have marking responsibilities, you must be available at these times.

For semester one subjects, assessment questions (first sit and re-sit) must be submitted by October

For semester two / year-long modules, the main scrutiny meeting will take place in February.

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

It is the Lead Marker's responsibility to co-ordinate the marking for the module team, in particular to ensure consistency in marking and that the mark sheet is completed. The Lead Marker is responsible for ensuring that all markers have the support that they need.

Internal moderation should be completed and the marks agreed upon before the marks are released to students and before the scripts are sent to the external

Externals should not be used to resolve mark disputes.

Coursework and Dissertations
These are submitted electronically, and uploaded by students via blackboard, so there will be a turnitin report for each submission. **Every report must be checked.** Once detected, plagiarism must always be dealt with in accordance with the University's procedures. The University's "Guidance to Students on Plagiarism and Other Forms of Academic Malpractice"
http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=2870

The Academic Malpractice Officer will then decide whether the case should be heard at either a School, Faculty or (in the most serious cases) a University disciplinary panel. For advice on what steps need to be taken please contact TSSO Deputy Teaching and Student Support Managers, Nikola Keogh (UG) and Helen Davenport (PGT).

Feedback:
The university and the school have developed policy and guidance on feedback
http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6518

The Feedback Policy stipulates that for courses which are 10, 15 and 20 credit units feedback should be given within 15 working days. The purpose of feedback is to help students understand i) the marks or grades awarded for their work, and ii) how they may improve their performance. Constructive criticism should be the overriding feedback style and markers should clearly.
At least one line of feedback should be written on each exam question.
The feedback form should be completed in Grademark for assessed essays.

Lectures and Seminars

Lectures can be timetabled almost anywhere on campus, it is wise to find your lecture theatre well in advance! Most lecture theatres are fully equipped with facilities for PowerPoint, in some of these you will need to give notice to the building technician of your intention to use PowerPoint – if in doubt phone the porters of the building in question well in advance. William Bevin-Nicholls, who manages timetabling, will advise you on such arrangements. William is based in the Staff Resources Office (room 3.51a) and is contactable on tel: 50851 or e-mail: william.bevin-nicholls@manchester.ac.uk. Lecture periods are timetabled for 50 minutes, starting on the hour. **You are asked to finish promptly, so that students can get to their next class, which may be some distance away. It is University policy that all lectures are recorded and made available to students, unless individual lecturers opt out of the system.**

Please ensure that copies of lecture handouts and seminar sheets are circulated electronically to others teaching on your courses and that you are aware of how to put these on the *Blackboard* site for the course units you teach. (See section on *Blackboard.*) You should NOT provide students with hard copies of handouts – they are given printing credits which enables them to print out hard copies if they wish - but you must ensure that copies of all teaching materials are posted on Blackboard a minimum of 24 hours before the lecture.

Undergraduate course units

Law seminars for students doing first and second year 30 credit UG course units will have eight one hour seminars per course unit across the academic year, four seminars in semester one and four seminars in semester 2, these are taught twice (cycle A and Cycle B – a total of four cycles in each semester). Property II is taught across the academic year but because it is only 20 credits it only has 6 Seminars, 3 each semester.

20 credit UG Law course units will normally have 5 one hour seminars during the period in which they are taught (cycle A and Cycle B – a total of five cycles over ten weeks). For details of the relevant dates for the whole of this session see the Semester Schedule at:

http://www.law.manchester.ac.uk/student-intranet/course-unit-selection/timetables/

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

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

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

Postgraduate Teaching

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

Teaching content

Seminars are intended to facilitate student learning through discussion based on questions set in advance (usually by the Course Director). They also provide the students with an opportunity to discuss relevant issues which have arisen during lectures or in their course reading. As seminar

leader you should provide the opportunity for all the students to speak and be wary of slipping into a 'mini-lecture'. There should be about 12 students per group. All seminars *must* be delivered. Each seminar should last 50 minutes (to allow time for students to reach any subsequent class), timed to start on the hour, and finish at 10 minutes before the next hour.

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

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

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

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

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

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

Developing New Course Units/Programmes
The Faculty of Humanities Teaching and Learning Office provide guidance and templates for new units. Please liaise with Abi Robinson in TSSO in the first instance. See link:
http://www.humanities.manchester.ac.uk/tandl/qa/

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

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

All course Units and New Programmes have to be approved by the School Teaching and Learning Committee (UG/PGT as appropriate) prior to going to the Faculty Teaching and Learning Committee for approval. The Faculty Teaching and Learning Office are happy to advise on completion of the

paperwork and to discuss ideas at the development stage. Please liaise with Abi Robinson in TSSO in the first instance.

Funding for Developing Teaching/ Student Support
Funds are available from the Faculty to help develop innovative teaching and for projects to support the student experience. See link
http://www.humanities.manchester.ac.uk/tandl/resources/funding/

Student absence
Students must attend their chosen seminar group unless it is impossible for them to do so. To get prior agreement to miss a seminar, students should submit an online "Absence from Seminar Form" to Ceri Wilson in TSSO. This is intended for those students who need to make such changes on a one-off basis. Ceri Wilson will liaise with seminar takers and academic advisers, we need to ensure that this is captured in attendance records if a student attends an alternative seminar. Colleagues may allow such students to attend one of their seminars subject to capacity issues - if the room you teach in would be over capacity then it would be unsafe under Health & Safety regulations to admit more than the agreed number.

Changing the time of your lectures or seminar

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

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

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

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

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

Blackboard @ University of Manchester
The University has chosen Blackboard Learning system as its new virtual learning environment (VLE). Academic staff are asked to upload teaching information into their course unit's *Blackboard* area,

and use it to make notices available to the class – and, if you wish, much more. The extensive facilities of this system are there for you to use, if you choose to do so. Contact the School's Learning Technologist for assistance in setting up your *Blackboard* area. See below.

Useful Resources and Contacts
Accessing Blackboard
Access Blackboard via the eLearning website www.manchester.ac.uk/elearning

How to Guides
Step-by-step guides to using Blackboard are available from the How To…Guides section of the eLearning website.
http://www.humanities.manchester.ac.uk/tandl/elearning/blackboard_9/index.html

Example Courses
To see examples of a course with a strong Blackboard presence take a look at the showcase section of eLearning Essentials. This is an extensive site with information on eLearning and how it can support teaching and learning. To access eLearning Essentials visit
http://www.humanities.manchester.ac.uk/tandl/elearning/blackboard_9/

The University runs Blackboard Kickstart courses throughout the year and provides support on meeting the minimum requirements. Support is available from the School's Learning Technologist who is available in the School Tuesday afternoon, Wednesday morning and all day Thursday in room 2.14. She can be contacted via e-mail elearning-law@manchester.ac.uk

Questionnaires (Teaching Assessment)
It is University policy that the teaching of course units be regularly assessed by means, inter alia, of student questionnaires. These are completed electronically by the students. The Director of Teaching and Learning (Rebecca Bennett) along with the Director of UG Studies (Norma Hird) and Director of PGT Studies (Bruce Wardhaugh) take responsibility for evaluating the responses and following up any areas of concern with the Deputy Head of School (Carolyn Abbot).

6.   RESEARCH GRANTS AND CONSULTANCY

Administrative support for the application and management of research grants is provided by the Research Hub for the Schools of Law, Social Science and Environment, Education and Development. The Research Hub is based on the 2nd Floor of the Arthur Lewis Building, the School's Research Manager Louise Gorton will be based in the School one day a week (usually Thursday) and is located in the Finance Office 3.09.

Please see the School of Law Research Support Services handbook, which is available to view and download here:

http://www.humanities.manchester.ac.uk/humnet/our-services/research-support-services/faculty-handbook/

7.   POSTGRADUATE RESEARCH SUPERVISION

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

How Do I Become a Supervisor?
Each research student has two supervisors. We generally try to ensure that both supervisors have at some expertise in the subject matter of the thesis and provide equal support to the student. If, however, this is not possible, you may be asked to take primary responsibility for a student as a first supervisor. In such cases, a second supervisor will be allocated although the expectation of the second supervisor is that they will provide general academic support and may not have particular expertise in the subject matter of the thesis.   The allocation of work between a main and a second supervisor is expected to be 50:50.   Guidance on the role of supervisors is available at:
http://documents.manchester.ac.uk/display.aspx?DocID=615

Colleagues are generally expected to have no more than three full-time Phd students at any time where they are acting as main supervisor. Where you are acting as a co-supervisor with joint responsibility for a research student, you are expected to have no more than 5 students.

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

More information related to PGR studies, policies and procedures are available via the online PGR handbook at: http://www.law.manchester.ac.uk/pgr-handbook/

Your first meeting with PGR students

We have two intakes for PGR students: January and September. During your first meeting with your PGR student, which should ideally take place on the same day as the PGR Induction for new students; a specific time will be scheduled for this in the Welcome Week schedule. You are asked to conduct an 'expectations' meeting and an audit of your student's training needs (Research Development milestone) each year.   This will involve you reviewing with your students, the range of methods training provided by Faculty and by the School. Faculty methods training is available from http://www.methods.manchester.ac.uk/. The University has other training available to PGRs information about this, including Methods@Manchester is available collectively at: http://progresstraininghub.humanities.manchester.ac.uk/category. Some dedicated training is provided 'in house' by the School and this is circulated to students at the start of the semester.

How Often Should I Meet my PGR Students?

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

Each PGR student has an eProg attendance and engagement record which is populated with monthly, if they are full time, or every two months, if they are part time, attendance and engagement forms. The purpose of the attendance and engagement form is to have a formal record that students are in regular contact with their main supervisor, that regular contact/meetings is/are taking place between the main supervisor and student as appropriate, and that the student is engaging with their studies. The attendance forms should be completed by the supervisors by the deadline indicated on eProg.

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

Setting Milestones and Targets for My Students

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

The University lays down a number of milestones that students should achieve by the end of each academic year. By the end of year 1 a full time PhD student should have written 2-25,000 words of doctoral, or near-doctoral quality. By the end of year 2, the same student should have written approx. 50,000 words of doctoral quality and by the end of year 3, 80,000 words. Whilst we attempt to ensure that students submit by the end of year 3, many students require an additional period to 'write up' the thesis. To this end, students may register for a further 'submission pending' year if they are close to achieving their year 3 milestones.   In order for the School to secure its HEFCE

funding for PGR students and for the School to make effective use of its resources, it is important that students submit their thesis within 6 months of entering the Submission Pending Period (SPP). Any student who does not meet the targets or otherwise causes concern in the annual review may be required to have a further review in order to improve the quality and/or quantity of work. A series of targets are to be set in such cases by the supervisors and agreed with the director for PGR studies and reviewed at the end of the specified further review period. If the targets are not achieved, the student may be advised to submit for an MPhil, or to be withdrawn from the programme.

There is an eProg guidance document for PGR supervisors.

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

Special Permissions
The PhD programme is a three year full-time programme or a six year part-time programme, and students are normally expected to submit their thesis within this timeframe or within the submission pending period. During the course of a student's programme, there may be changes in their circumstances that affect their studies, and may require them to seek permission to interrupt, extend or change the mode of attendance of their studies etc. Information about special permissions which require School or Faculty approval is available at: http://www.law.manchester.ac.uk/pgr-handbook/policies-and-regulations/interruptions/

Ethical Approval – School level and UREC
The University Policy on the Ethical Involvement on Human Participants in Research, the principles, the research ethics review and approval process as well as guidance in PDF and video is available on the University Research governance, ethics and integrity website. Please note that from 9 September, all applications for ethics review, for both School and URCE, will be processed through the online Ethics Review Manager (ERM) system: (http://www.staffnet.manchester.ac.uk/services/rbess/governance/ethics/)

PURE
PURE is the University Research Information System, which should be used to list any of your publications. Users can access the system using their University username and password. Pure will be available to view publications and projects, create CVs, link related content and register for and manage ORCIDs.

The help pages for the system can be found at: http://www.staffnet.manchester.ac.uk/pure/

The direct link to request access to PURE (if you don't already have it) can be found at: https://supportcentre.manchester.ac.uk/ServiceDesk.WebAccess/ss/object/open.rails?class_name=AssetManagement.Service&key=372bdcda-457c-4d66-98ba-d085469ed4a4

ORCID – Open Researcher and Contributor ID
The University requires that all PGR students claim an ORCID and ensure that it is recorded in an appropriate University system.

An ORCID is a unique identifier which allows you to distinguish yourself from other researchers throughout your career. They are free to create and enable authoritative links to be created between you and your research activities (e.g. research outputs, funding data, employment history). Ultimately, ORCID collection will be managed via the incoming eProg replacement system, however in the interim a standard question will be added to the current eProg annual review forms for students to confirm that they have provided their ORCID to the Institution. This question will direct students to a new library ORCID webpage which will enable capture of authenticated ORCIDs.

Further information about ORCID is available at: *http://www.library.manchester.ac.uk/services-and-support/staff/research/services/orcid/*

8. SCHOOL PROFESSIONAL SUPPORT STAFF (PSS)

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

Head of School Administration   Room 3.49

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

Teaching and Student Support Office   Room 3.05

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@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 Manager PGT and PGR Helen Davenport. helen.davenport@manchester.ac.uk	Responsible for contributing to developing appropriate high quality systems and policies for PGT and PGR education within the School.
	Teaching and Student Support Deputy Manager Quality Assurance Nikola Keogh nikola.keogh@manchester.ac.uk Works Tuesday, Wednesday, Friday	Responsible for contributing to developing appropriate high quality systems and policies for UG education within the School.
	Academic Support Co-Ordinator Ian Glassey ian.glassey@manchester.ac.uk	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
	Student Support Administrator Ceri Wilson ceri.wilson@manchester.ac.uk	Monitors work and attendance of all UG and PGT students according to the regulations and guidance. Deals with UG Special Circumstances
	Examinations Administrator UG Philip Spencer Philip.spencer@manchester.ac.uk	Provides administrative support for the School's activities in the area of UG Examinations and Student Services.
	System Support Administrator Zoe Day zoe.day@manchester.ac.uk	Web and eLearning administration
	LLM Programme Administrator Myra Knutton	Registration, examination, progression, student records, special circumstance and

Position & Name	Responsibilities
myra.knutton@manchester.ac.uk Works Monday, Wednesday, Thursday, Friday	graduation.
PGT Programme Administrator for Criminology & CSEP(CB) Nuria Hortiguela nuria.hortiguela@manchester.ac.uk Works Tuesday, Wednesday, Thursday, Friday	Registration, examination, progression, student records, special circumstances and graduation.
PGT Programme Administrator for CSEP DL and CPD PGT Student Rep Coordinator Leanne Tuite Leanne.tuite@manchester.ac.uk Part-time hours over 5 days	Administration of CSEP distance learning and continuing professional development programmes. Coordinates PGT student Reps
PGR Administrator Jackie Boardman Jackie.boardman@manchester.ac.uk Works Monday, Tuesday, Wednesday, Thursday	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.
Apprentice Sarah Izett	General support for the TSSO Team and the Recruitment and Admissions Team
Teaching and Student Support Office Receptionist Stephen Manifold Stephen.manifold@manchester.ac.uk	First port of call to students, staff and visitors to the Teaching and Student Support Office.

Staff Resources Office   Room 3.51A

Position & Name	Responsibilities
Staff Resources Manager Sarah Tiffany-Dodman sarah.tiffany@manchester.ac.uk	Responsible for managing the Staff Resources Office to support the areas of: HR (appointments, contract renewals, new arrivals, Honorary & Visiting appointments, staff records) and Staff Services.

	Finance (including Purchasing, fee & expense claims and sales invoicing). Estate business (including major Projects and room allocation/preparation) and related work. Listserv moderator (staff email distribution lists).
Resources Officer and Deputy Manager Will Bevin-Nicholls Will.bevin-nicholls@manchester.ac.uk	Deputy Manager for SRO. Responsible for the organisation of the staff and UG/PGT student timetables. Assisting with the administration of the teaching & marking allocations, in consultation with relevant Management. Health & Safety Advisor. Administrative support in the area of estates, finance and HR. Holds a School credit card. Listserv moderator (staff email distribution lists).
Resources Co-Ordinator Stephen Wadsworth Stephen.wadsworth@manchester.ac.uk	Supports the Resources Officer with the organisation of the staff and UG/PGT student timetables. Assisting with the administration of the teaching & marking allocations, in consultation with relevant Management. Administrative support in the area of estates, Health & Safety, finance and HR. Listserv moderator (staff email distribution lists).
Administrator Michelle Outlaw Michelle.outlaw@manchester.ac.uk	Administrative support in the area of estates, finance and HR matters. Holds a School credit card. Specifically assists with casual and staff appointments, promotions, PDR & Peer Review and sickness records. Telephone Liaison Officer for School.
Apprentice	Administrative support in the area of

Position & Name	Responsibilities
Aisha Razaq Aisha.razaq@manchester.ac.uk	estates, finance and HR matters.
PA to Head of School, Deputy Head of School and Head of School Administration Jackie Horricks (Room 3.42) Jackie.horricks@manchester.ac.uk Works Monday, Tuesday, Wednesday, Thursday	PA to Head of School, Deputy Head of School and Head of School Administration. Support to Staff Resources Manager in the areas of estates, finance and HR matters. Holds a School credit card. Acts as a focal point for enquiries for the School.

Recruitment and Admissions Office   3.51b

Position & Name	Responsibilities
Recruitment and Admissions Manager Edita Pymm edita.pymm@manchester.ac.uk	Responsible for managing the Recruitment and Admissions Office in the areas of: UG, PGT and PGR student recruitment and admissions and related processes. To organise, promote and monitor Law in schools and colleges, including student marketing and admissions. Widening participation
UG Recruitment and Admissions Administrator Jenna Maddox Jenna.maddox@manchester.ac.uk	Responsible for providing advice, and ensuring efficient administration of, the School's activities in the area of undergraduate student recruitment and admissions.
UG Recruitment and Admissions Administrator Amy Colasurdo	Responsible for providing advice, and ensuring efficient administration of, the School's activities in the area of undergraduate student recruitment

Position & Name	Responsibilities
Amy.colasurdo@manchester.ac.uk Works Tuesday, Wednesday, Thursday	and admissions.
PGT Recruitment and Admissions Administrator t.b.c	Responsible for providing advice, and ensuring efficient administration of, the School's activities in the area of postgraduate taught student recruitment and admissions.
PGR Recruitment and Admissions Administrator Laura Littlewood Laura.littlewood@manchester.ac.uk Works Monday, Wednesday & Thursday	Responsible for providing advice, and ensuring efficient administration of, the School's activities in the area of postgraduate research student recruitment and admissions.
Recruitment and Admissions Assistant Stefanie Cunliffe stefanie.cunliffe@manchester.ac.uk	Assisting the Recruitment and Admissions Administrators in processing applications, promoting the School's portfolio of courses nationally and internationally, and converting applicants to acceptances and acceptances to registrations.
Recruitment and Admissions Assistant (50% role) Isabelle Cox Isabelle.cox@manchester.ac.uk	Assisting the Recruitment and Admissions Administrators in processing applications, promoting the School's portfolio of courses nationally and internationally, and converting applicants to acceptances and acceptances to registrations.
Widening Participation Officer Saba Mirshafei Saba.mirshafei@manchester.ac.uk	Provide expert advice and ensure efficient administrative support for the School's activities in the area of widening participation including Pathways to Law.

External Relations and Legal Advice Centre

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

Thursday	
Legal Advice Centre Administrator Mrs Anne Greenhough anne.greenhough@manchester.ac.uk Based in the Legal Advice Centre, 4th Floor, Crawford House	Responsible for administration in the School's Legal Advice Centre.
Legal Advice Centre Intern Ben Hammersley ben.hammersley@manchester.ac.uk Based in the Legal Advice Centre, 4th Floor, Crawford House	Responsible for supporting activities in the Legal Advice Centre.
Manchester Free Legal Help Intern Ria Goldman riana.goldman@manchester.ac.uk Based in the CCCJ	Responsible for supporting activities at Manchester Free Legal Help.

Faculty Partners

Position & Name	Responsibilities
Head of School Finance Clair Poole Clair.Poole@manchester.ac.uk Telephone 50203	Management Accounts Budgeting Financial Planning Based in 3.09 Williamson on Tuesday, Wednesday and Thursday.
HR Partner Catherine Appleton catherine.appleton@manchester.ac.uk Based in Samuel Alexander W117 Telephone 51888	Sarah is the Schools HR Partner and works closely with all staff throughout the School, supporting managers, teams and staff on HR and people matters. Sarah is responsible for working with our management team to identify, develop and implement priorities and associated people plans that support the School in reaching its strategic aims. Sarah is part of the Strategic Management Team and will work closely with our new Deputy Head of School. Sarah supports the School operationally on identifying areas that require training or other HR action and applying HR policy, procedure and solutions.

	Sarah also works closely with her colleagues in HR Services who are responsible for the vast majority of day to day HR and payroll enquiries, for example questions about your leave allowance, benefits offered by the University and any pay / tax questions. They can be reached on hrservices@manchester.ac.uk or 0161 275 4499 You can also visit AskHR (http://www.staffnet.manchester.ac.uk/employment/contact-hr/ask-hr/) an online resource available to answer the most common HR and pay questions.
Research Support Manager Louise Gorton Louise.gorton@manchester.ac.uk Based in 3.09 on Thursday	Research Support Managers (RSMs) are the senior PSS member of staff within each Research Support Hub. They lead and oversee all activity related to the School they support, which includes providing expert advice on all aspects of the process of research grant applications and the post-award management of research projects . RSMs work closely with School Research Directors to provide strategic and operational advice to Schools.
Web Content Editor Kirsty Hawksworth kirsty.hawksworth@manchester.ac.uk Tel: 7759655	Kirsty is responsible for overseeing the School's online content. She maintains the School's websites, and coordinates the creation of new online content and digital marketing campaigns, in conjunction with the School's Marketing Officer.
Marketing Officer (student recruitment) Julia Riley Julia.riley@manchester.ac.uk Tel: 7759659	Julia is responsible for working with a number of teams across the School to devise the most appropriate marketing strategies, plans and solutions for student recruitment and conversion. This includes social media, market research, digital and offline marketing.
Learning Technologist (E-Learning) Charlotte Warden elearning-law@manchester.ac.uk Tel: 61743	Charlotte is responsible for advising staff on e-learning and providing assistance in setting up new Blackboard courses when required. Based in 2.14 Tuesday afternoon, Wednesday morning and all day Thursday

9. FAQs

How do I find out about my general employment terms and conditions? Details of employment terms and conditions such as sick pay entitlements, leave arrangements, maternity leave etc. can be found at http://www.staffnet.manchester.ac.uk/employment/ Advice can also be sought from the Head of School Administration, or the Human Resources Office on 54499.
How can I access my payslip? Payslips are stored electronically on My View Employee Self Service. http://www.staffnet.manchester.ac.uk/ Go to the Staff systems section. To register click on **My Manchester** and log on to **Staff Portal**, **My Payslips** and follow the instructions.
What do I do if I am sick or unable to attend work for another reason? Arrangements should be made to contact an appropriate person to inform them of your absence and when you expect to be able to return**.** Academic Staff – should contact the Teaching and Student Support Office and the Deputy Head of School. If you are due to be teaching or have other appointments please make sure that do you speak to someone rather than just leave a voicemail message so that students or visitors can be alerted to your absence. Support Staff – should contact their line manager or Head of School Administration. In the event that a line manager or the HoSA is unavailable please contact the Staff Resources Manager. For absences between 1-7 days you should complete a self-certification form available from the Staff Resources Office.   For absences over 7 days you will need to obtain a statement of fitness to work certificate from a medical practitioner which should be sent to Michelle Outlaw.
I would like to go to a conference, how do I arrange this? Seek permission via the on-line form in the first instance from the Deputy Head of School, when this is granted send details of the conference to law.purchasing@manchester.ac.uk - providing you have money left for conferences and travel it will be booked for you via the Staff Resources Office.
How do I book travel? Staff are asked to organise any travel (flights/trains) or accommodation using the Egencia Travel Management system (it is just like using Expedia). http://www.procurement.manchester.ac.uk/ Once you have undertaken the training (video available on-line) you need to ask SRO for a generic password to use the system. You will be prompted to change the password for your own use.   *Please be aware* that there is a charge for out-of-hours assistance and Egencia also charge if they book anything on your behalf.

How do I order stationery, books or other equipment? Stationery, books and other equipment is ordered via the Staff Resources Office. Email: law.purchasing@manchester.ac.uk
How do I order a computer, laptop or AV equipment? Desktop PC's are replaced every 4–5 years, Laptops usually every three years. IT Services hold the budget for such equipment. Requests can be sent via law.purchasing@manchester.ac.uk
How do I report an issue with my computer? For any problems or other IT related issues, you can contact the IT Service Desk. They can be found at www.itservices.manchester.ac.uk. They can also be contacted on 65544 or you can submit your problem online at it-servicedesk@manchester.ac.uk.
How can I get extra space on my P: drive: Online forms for both P: and email quota increase can be found by going to www.itservices.manchester.ac.uk/help/ click on Knowledge Base and use the search facility
How can I set up voicemail and use other functions on my phone? Please visit the website at www.itservices.manchester.ac.uk/our-services/communication/telecoms// for instructions on how to use the functions of your telephone.
Email lists You will find that you are automatically a member of some email lists such as the University of Manchester all staff emails via which you will receive the weekly eUpdate and other important communications. Everyone in this school is automatically a member of the law all staff list and humanities all staff list. You can check what lists you are on at http://listserv.manchester.ac.uk/
How do I book a meeting/teaching room? To book a room for a meeting outside of the School of Law, requests can be made via: http://www.estates.manchester.ac.uk/services/centralteachingspaces/ourservices/roombooking/ There is a limited number of meeting rooms available to book within the School of Law. Please email stephen.manifold@manchester.ac.uk Once the academic year has started, if there is a need to book an extra room for teaching, please do not use the web link above. Doing so would result in the booking not appearing on student or staff timetables. Please liaise with Stephen Manifold who has room booking responsibilities – a communication will be issued, by email, to explain procedures.
Where can I find a photocopier? Photocopiers/ scanners are located in room 3.47 (3rd floor) Williamson.

How can I obtain a permit for the car park? Contact the Car Park Permit Office on 0161 275 2231 or carparking@manchester.ac.uk
How can I find a building attendant or cleaner? The building attendant's lodge can be found at the main entrance to the Williamson Building or contact Staff Resources Office. The building attendant supervisor for Williamson is Andy Tipping (andy.tipping@manchester.ac.uk).
How do I report a maintenance issue? You can report any maintenance issues to the Staff Resources Office, or if out of hours the University Estates Helpdesk. They can be contact on 0161 275 2424 (internal 52424) or estates@manchester.ac.uk

How do I claim for expenses?
Follow the steps below:
• Complete the on line form.
    Login to the network and go to staff portal http://www.staffnet.manchester.ac.uk/
    Staff systems section 'MyManchester' (log in using your normal university username and password)
    Finance section – click the link to My expenses – start expense claim (including H2020)
• You must use valid and correct activity codes along with task code in case of projects (SRO staff can advise)
• Print off and attach original itemised receipts
• Submit form plus receipts to Staff Resources Office (room 3.51a)
• Multiple mileage claims – To add another…Click on "save and copy this item". OVERTYPE journey 1 with details from Journey 2.
 When you save and finish you will have 2 journey listed.
 	
Payroll will normally make payment on a correctly completed form within 2 weeks from arrival into the office. SRO office will endeavour to process your claim as quickly as possible and take all claims by hand to the Payroll team.   If a claim is not correctly completed it will be returned directly to the claimant.
 	
A training/help file on using the online expenses form is available on the below link :
 	
http://documents.manchester.ac.uk/display.aspx?DocID=14858

How do I employ staff? If you need to employ staff in whatever capacity casual or a new permanent post, please consult the Staff Resources Office or Head of School Administration.
What do I do if I suspect a student has plagiarised? If you suspect a student has plagiarised, please contact Abi Robinson (UG and PGT) and Helen Davenport (for Postgraduate Research) in the first instance. They will liaise with the Undergraduate, Postgraduate Taught Assessment Officer and Postgraduate Research Director (as appropriate). Academic malpractice guidelines can be found at: http://documents.manchester.ac.uk/display.aspx?DocID=639

What is peer review? Peer review is a process whereby another colleague observes your teaching practice and provides feedback. All staff should have a review every two to three years and probationary staff should have a review every year. The Peer Review Policy can be found at: http://www.humanities.manchester.ac.uk/humnet/medialibrary/Services/Teaching-and-learning/policy/documents-list/PR-Guidance_Feb15.docx
What is eProg? The University has adopted an electronic progression monitoring system and skills training catalogue called eProg. This system is for postgraduate researchers and their supervisors to enable them to monitor progress throughout the programme. The system is being rolled out University wide from September 2010. For more information on this, please visit the eProg pages.

Law web site at www.law.manchester.ac.uk

Intranet accessed by your own user name and password

Appendices

Appendix A   Key Dates 2016-2017

Semester Dates

First semester

Attendance
19th September – 16th December, 2016
16th January – 27th January, 2017

Reading Week
31st October – 4th November 2016

Holiday
19th December 2015 to 13th January 2017

Second semester

Attendance
30th January – 31st March, 2017
24th April – 9th June, 2017

Examinations
Semester 1 Examinations   16th January – 27th January, 2017
Semester 2 Examinations   18th May – 7th June, 2017
Re-examinations   21st August – 1st September, 2017

Appendix B Semester Dates 2016-2017

Semester One: Monday 19 September 2016 - Friday 27 January 2017

Teaching Week	Dates	Notes
Welcome	19/09/16 -23/09/16	START OF SEMESTER 1 Induction Week
1	26/09/16 -30/09/16	Legal Skills & Systems (UG level 1) Employability Skills (level 2 UG) Lectures:- UG Law optional (returning students) UG Jurisprudence (level 2) UG Criminology optional and compulsory modules UG Politics optional and compulsory modules Foundations (LLM)
2	03/10/16 – 07/10/16	Legal Skills & Systems (UG level 1) Lectures and Seminars
3	10/10/16 - 14/10/16	Lectures and Seminars (level 1 UG lectures commence)
4	17/10/16 - 21/10/16	Lectures and Seminars (level 1 UG seminars commence)
5	24/10/16 - 28/10/16	Lectures and Seminars
6	31/10/16 - 04/11/16	Reading Week (no lectures or seminars in Law School, although teaching may continue in other schools)
7	07/11/16 - 11/11/16	Lectures and Seminars
8	14/11/16 - 18/11/16	Lectures and Seminars
9	21/11/16 -25/11/16	Lectures and Seminars
10	28/11/16 - 02/12/16	Lectures and Seminars
11	05/12/16 -09/12/16	Lectures and Seminars

12	12/12/16 - 16/12/16	Seminars Only (in Law School modules)
	19/12/16 - 13/01/17	Christmas/New Year Break
Revision & Exams	16/01/17 - 27/01/17	Revision & Exams END OF SEMESTER ONE

Semester Two: Monday 30 January – Friday 9 June 2017

Teaching Week	Dates	Notes
1	30/01/17 - 03/02/17	START OF SEMESTER 2. Lectures Only (in Law School modules)
2	06/02/17 - 10/02/17	Lectures and Seminars
3	13/02/17 - 17/02/17	Lectures and Seminars
4	20/02/17 - 24/02/17	Lectures and Seminars
5	27/02/17 - 03/03/17	Lectures and Seminars
6	06/03/17 - 10/03/17	Lectures and Seminars
7	13/03/17 - 17/03/17	Lectures and Seminars
8	20/03/17 - 24/03/17	Lectures and Seminars
9	27/03/17 - 31/03/17	Lectures and Seminars
	03/04/17 -21/04/17	Easter Vacation (no teaching)
10	24/04/17 - 28/04/17	Lectures and Seminars
11	01/05/17 - 05/05/17	Seminars Only (in Law School modules)
12	08/05/17 - 12/05/17	Revision
Revision & Exams	15/05/17 - 09/06/17	Revision and Exams END OF SEMESTER TWO

Appendix C   Complaints Procedure for Students

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

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

Definition and Scope of the Procedure

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

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

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

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

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

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

School of Law Procedure

It is advisable to voice concerns or to register the nature of a complaint as soon as possible, and to seek informal resolution and conciliation if possible. Raising an issue early can often resolve a problem quickly and informally, without the need for any further action. It is best to do this with the member of staff concerned. If there is a failure to achieve satisfaction then you are welcome to raise your concerns directly with the Academic Adviser, Programme Director/Year Tutor or Teaching and Student Support Manager who will deal with this as a matter of urgency. Students can expect to receive a written or verbal acknowledgement within five working days and a full response within fifteen working days of receipt of the complaint.

Formal Stage

Most complaints will be resolved by following the above procedure and students are encouraged to seek resolution through these informal procedures. However, it is recognised that there may be

occasions where an informal approach is not appropriate and the student may wish to proceed directly to the University General Regulation XVIII which is the formal University procedure. In addition, if you are not satisfied with how your complaint has been resolved by the School you may initiate a formal complaint under the University procedure.

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

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

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

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

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

The information on the Complaints Form is as follows:
a)   details of the complaint;
b)   a statement of the steps already taken to resolve the complaint informally and why the response has not been considered to be satisfactory;
c)   the form of resolution or redress sought.

Appendix D   Guidance on Feedback to Undergraduate and Postgraduate Taught Students

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 like to draw students' attention to essay-writing and problem solving guides, available on Blackboard 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.

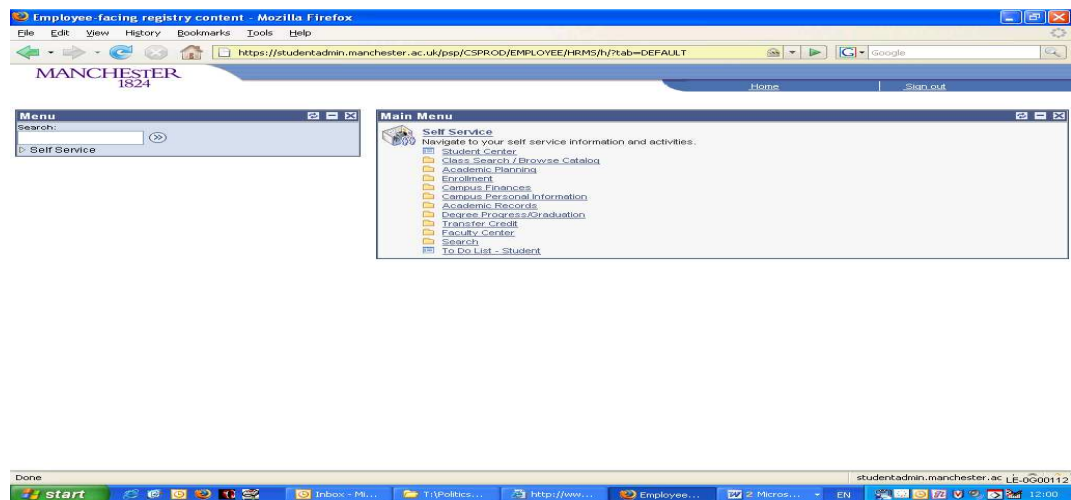## Appendix E Recording Attendance on Campus Solutions

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

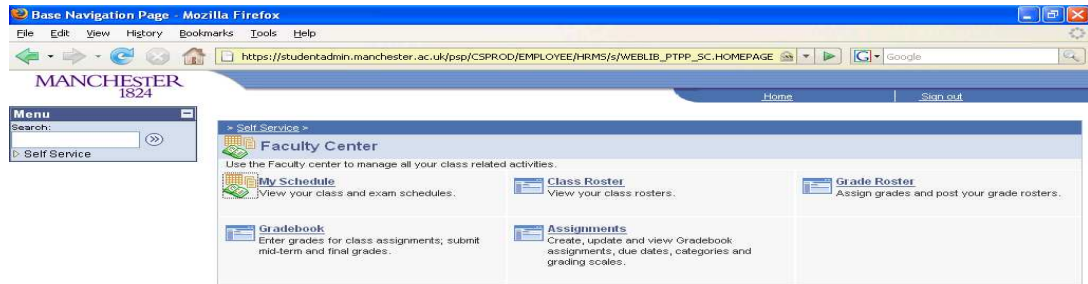**1.   Log onto the system:**
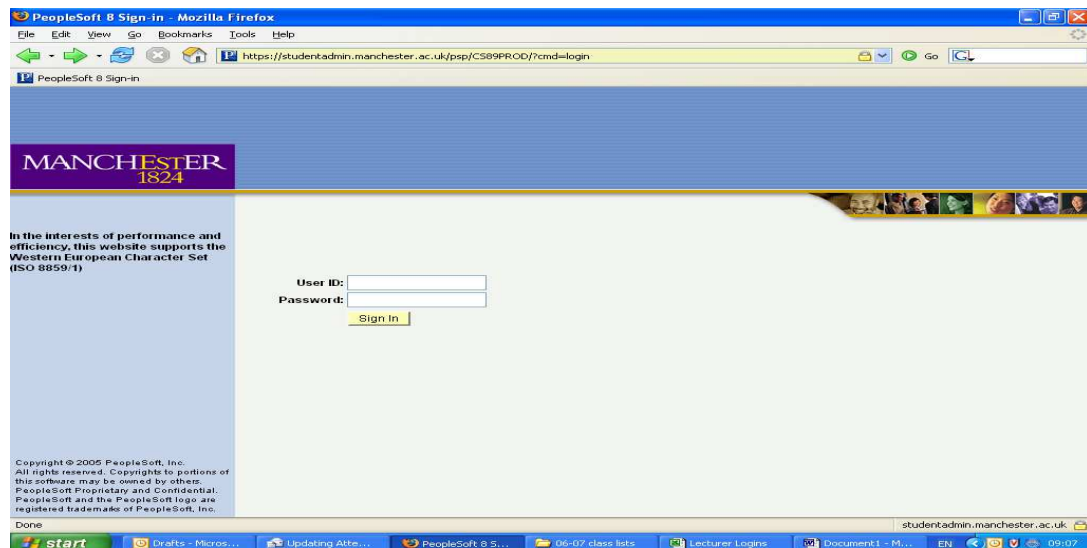
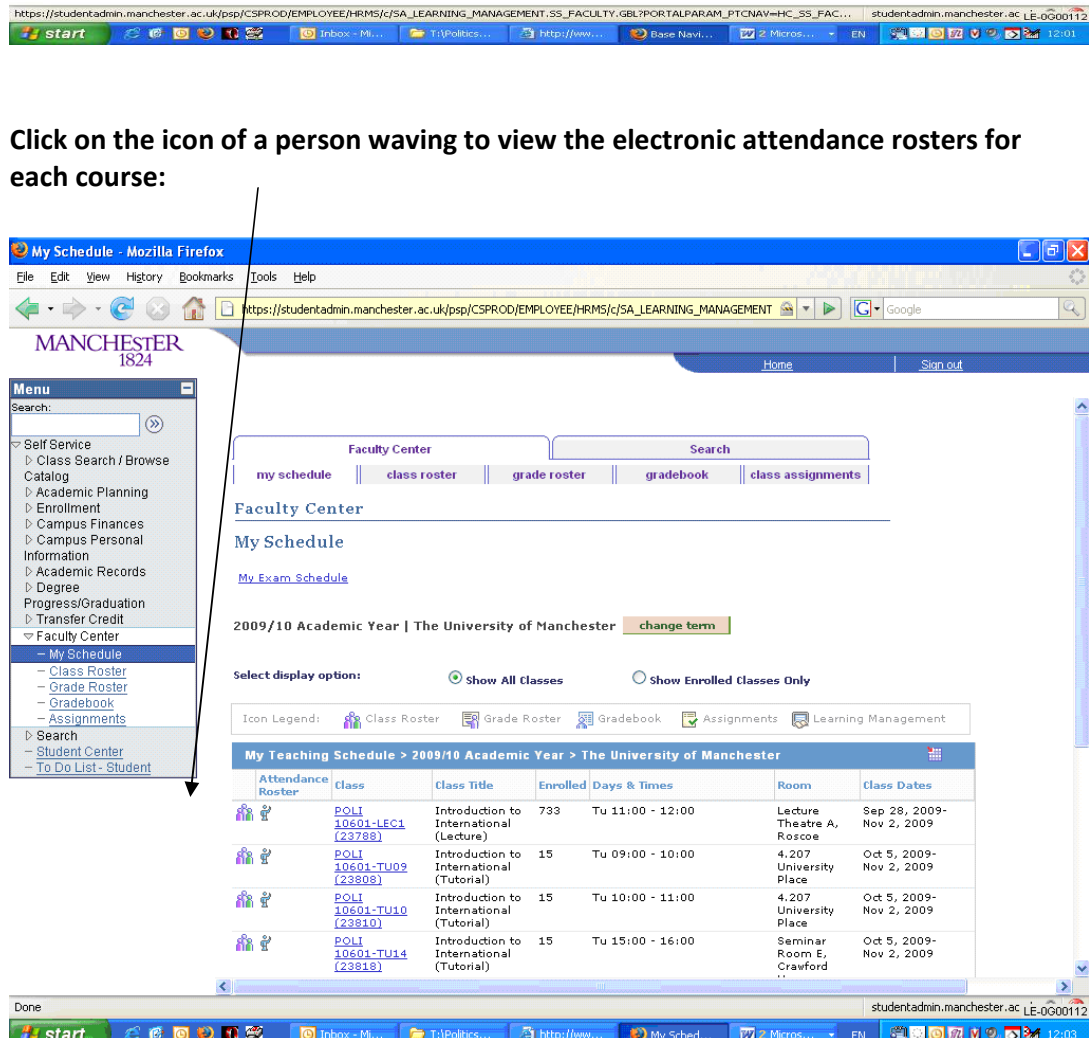**2.   Select 'Faculty Center':**

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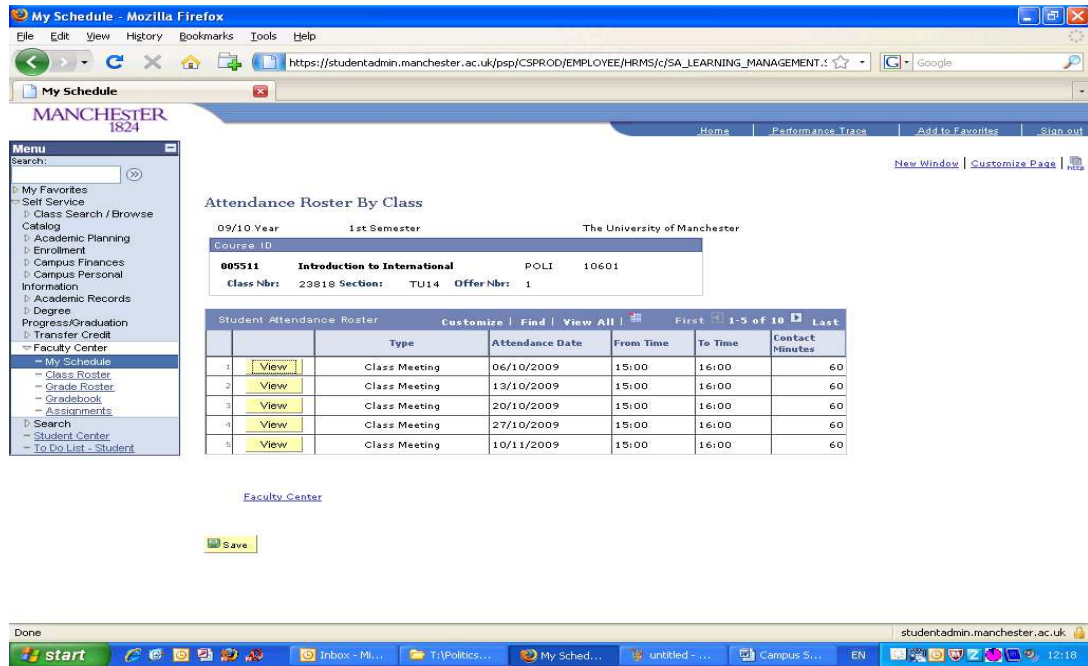
3. Select '<u>My Schedule</u>':

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

5.   Click on '<u>View</u>' for the class you want to mark attendance for. If you cannot see the date, click '<u>View All</u>' to reveal the rest of the dates.

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

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

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

8. Finally, remember to **'Save'**. You can then **'Sign Out'** or click on **'My Schedule'** to return to your list of classes.

Appendix F Research Hubs and Membership

Centre for Criminology and Criminal Justice Leader: Gadd	Private & Commercial Law Leaders: McMeel Galanis	MILC Leaders: D'Aspremont Scobbie	CSEP Leaders: Holm Chadwick (sem 1) Giordano (sem 2)	ManReg and Public Law Leaders: Devaney Harris
Aldridge	Bell (T&S)	Berkes (Research Associate)	Allen (T&S)	Abbot
Broad	Booton	Butler	Austin (Research Associate)	Aspey
Deakin	Bavoso	D'Aspremont	Brazier	Cobb
Fox	Carty	Haskell	Bennett	Devaney
Gadd	Cunningham, A	Maogoto	Brassington	Dewhurst
Hebenton	Cunningham, M (T&S)	Musa	Chadwick	Doukas
Lord	Galanis	Ngangjoh Hodu	Giordano	Garcia Oliva
Maruna	Giglio	Scobbie	Glover-Thomas	Garland
Medina	Hird (T&S)	Thornhill	Holm	Gibbons
Miles	Howells		Hoyle (T&S)	Handler
Pearson, G	Jordanoska	X9	Keywood	Harris
Quirk	Lovdahl Gormsen		Mullock	Jaconelli
Seddon	McGee		Stanton	Kearns
Shute	McMeel			Koukiadaki
Spencer	Nordhausen Scholes		X13	Lamont
Solymosi	Odell-West			Lynch-Wood
Vannier (T&S)	Roche			Pearson, J.
Vogel	Tarawneh			Smith
Williams	Tatham (T&S)			Thomas
	Ulph (T&S)			Vergis (T&S)
				Wardhaugh

Appendix G Summary of Management Responsibilities and Accountabilities

Role	Responsible for	Accountable to
Head of School	All staff in the School All aspects of School performance, strategy and policy Line management of 4th-tier Directors and Deputy Head of School Equality and diversity	Faculty Dean
Deputy Head of School	Deputising for Head of School Line management of academics Academic staff development Workload allocation	Head of School
Director of Research	Research strategy and policy Research Centres & groupings PGR strategy	Head of School/ Faculty AD for Research
Director of Teaching & Learning	T&L strategy and policy UG/PGT Directors	Head of School/ Faculty AD for T&L
Director of Social Responsibility	SR strategy and policy External relations Internationalisation Legal Advice Centre	Head of School/ Faculty AD for SR
Head of School Administration	All PSS staff in the School All aspects of School PSS delivery Line management of PSS managers	Head of School/Faculty Director of Operations

Organisational Chart

Faculty

School Promotions Committee

School of Law Governance

School Board
All Academic, Research Staff, GTA/ TAs, PSS Managers

UG Programme Committee
Director of UG Studies
Programme Directors

PGT Programme Committee
Director of PGT Studies
Programme Directors

Exam Boards
Special Circumstances
Appeals Panels

Teaching & Learning Committee
Director of Teaching & Learning
Director of UG Studies
Director of PGT Studies
Coodinator e-learning
UG Assessment Coordinator
PGT Assessment Coordinator
Student Representatives

Strategic Management Team
HoS, Deputy HoS, Director of Research, Director of Teaching and Learning, Director of Social Responsibility, Director of PGR, HR partner, School Accountant, HoSA.

Marketing and Web Committee

LAC Management Committee

Internationalisation Committee

PGR Committee
Director of PGR
Director of Research
Programme Directors
Supervisor Representatives
Student Representatives

Research Strategy Group
Director of Research
PGR Director
Research Centre and Hub leads

Research Centres

Research Hubs

Annual Review Panel