

**2017–2018 Programme Handbook for:
BSc International Disaster Management & Humanitarian
Response**

Humanitarian and Conflict Response Institute

School of Arts, Languages and Cultures

Faculty of Humanities

The University of Manchester

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**Teaching and Learning Team
School of Arts, Languages and Cultures**



**THE UNIVERSITY OF MANCHESTER
SCHOOL OF ARTS, LANGUAGES AND CULTURES**

STAFF AND STUDENT RESPONSIBILITIES

The School of Arts, Languages and Cultures strives to provide an excellent student experience. **You can expect us to:**

- Treat all students respectfully and equally and never use inappropriate or offensive language or behaviour
- Ensure that that course timetable information is available in order for course selection to take place and in order to create a personalised timetable through the My Manchester portal and/or any other appropriate means of communication when necessary.
- Provide you with a programme handbook containing all University and programme-related regulations, policies and procedures. This information outlines the support available to assist you in your studies. You will be notified of any updated information through your student email account
- Provide you with details of your academic Advisor during Welcome Week and ensure that you have regular opportunities to meet with them through your academic career
- Monitor your attendance at timetabled classes and contact you if this falls below programme expectations outlined in your programme handbook
- Provide you with clear guidance on the submission of assessed work and draw your attention to the University policy on academic malpractice
- Provide you with useful feedback on assessed coursework within the timeframe outlined in your programme handbook
- Discuss your exam performance with you if you make a request to do so
- Continue to monitor and encourage feedback on our performance and respond in a fair, timely and transparent manner to concerns or complaints
- Adhere to all University policies and procedures and help you to achieve your full potential

We acknowledge that an excellent student experience can only be achieved in partnership with you, our students. **To help us deliver this you are expected to:**

- Treat our staff and fellow students respectfully and equally and never use inappropriate or offensive language or behaviour
- Ensure that you have a copy of your programme handbook and make yourself familiar with the contents and any updated material sent to you
- Adhere to all University policies and procedures, and follow any advice we give you to help you in your studies, and check your university email account daily
- Ensure that you meet with your academic Advisor as stipulated in the programme handbook
- Take an active part in your learning, and in extra-curricular activities in your subject area
- Arrive fully prepared at the scheduled times for programme related activities and meetings; and inform us in advance if for any reason you are going to be late or are unable to attend
- Treat your studies like a full-time job, devoting 40 hours per week to them for each of the 30 weeks of the academic sessions (that is, 200 hours per 20 credit unit)
- Submit pieces of assessment on time and turn up to examinations promptly
- Ensure that you follow School guidelines on submitting assessed work and adhere to the University policy on academic malpractice
- Inform us as soon as possible of any problems, special needs or any circumstances that may affect your studies or progress
- Report any concerns or complaints that you have in relation to your experience as a student to your academic advisor or programme director in the first instance
- Make your views known through your student representative (or by becoming one yourself)

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Guide to handbook

This document is your Programme Handbook. The Handbook contains important subject- and programme-specific information (including staff details, degree-programme structure and links to regulations, and aims and objectives of your degree programme, course details, teaching arrangements, outlines of communications within the school and subject area, work and attendance requirements etc.).

It will be assumed that you have read and understood the contents of your Programme Handbook. Please talk to your Academic Advisor or Programme Administrator if anything is not clear to you.

Part 1 presents information about your department and programme, and gives details of key contacts and sources of support which you can turn to for further advice.

Part 2 gives more detail on the Faculty of Humanities, the School of Arts, Languages and Cultures, and your programme.

The online version of the Programme Handbook is to be regarded as the definitive version.

Handbook link: <http://documents.manchester.ac.uk/display.aspx?DocID=33784>

Please note that due to Estates development work in Samuel Alexander and Mansfield Cooper Buildings, some room / staff office numbers may be subject to temporary change and will not be updated in the handbook. You should refer to the online Staff Directory for information: <https://directory.manchester.ac.uk/>

My Manchester

My Manchester brings all your online university services together in one place. From My Manchester you can access the student self-service system which will allow you to view your timetable, select course units and access your grades for assessed work. My Manchester also allows you to access university services including Blackboard and your University library account.

You can login into My Manchester at:

my.manchester.ac.uk

PART 1 GETTING STARTED

1 Introduction to Humanitarian and Conflict Response Institute

1.1 Welcome

This handbook sets out the framework within which to both work hard and enjoy your courses over the University Session 2017/2018. This is your education, and most of the work is done by you. Indeed, the most important outcome in many respects is your development as a self-managed learner. You are, therefore, encouraged to take responsibility for your own learning but academic staff will be there to offer interpretation, theory, argument, instruction, guidance, and a variety of means by which you can see how well you are performing; including seminar presentations and discussions, tutorials and essays. Your academic advisor and course tutors will always be pleased to hear about your progress and discuss any concerns. If you find your mixture of courses different, challenging, even hard and time-consuming, these are probably good reactions. Work hard and get as much as you possibly can out of your time as a student.

Dr Lisa Ficklin

1.2 Key contacts and responsibilities

Professor Roger Mac Ginty, HCRI Executive Director (until January 2018)

Roger is Professor of Peace and Conflict Studies at the Humanitarian and Conflict Response Institute and the Department of Politics. He is editor (with Oliver Richmond) of the new Taylor and Francis journal Peacebuilding and is currently editing the Handbook on Peacebuilding for Routledge. In 2011-13 he is working on an EU FP7 project 'Cultures of governance and conflict resolution in India and the EU'. He edits the Rethinking Political Violence book series with Palgrave. His latest book is International Peacebuilding and Local Resistance.

Professor Bertrand Taithe, HCRI Executive Director (from January 2018)

Born in France, Professor Bertrand Taithe studied at the Sorbonne with Professor François Crouzet and began his career as a historian of urban sociology. He later moved into the history of medicine and sexuality and is particularly interested in the history of humanitarian aid. Professor Taithe is a prolific author, Editor of the European Review of History, and acted as Executive Director of the Humanitarian and Conflict Response Institute until 2012.

Professor Tony Redmond, Deputy Director

Tony has led medical teams to sudden onset disasters, complex emergencies and conflicts for over twenty-five years. He recently led medical teams to the earthquakes in China in 2008 and Haiti in 2010. He is Director of the UK international Emergency trauma register which aims to improve training and

accountability of those who respond to large scale emergencies overseas. He is academic lead for global health education at Manchester medical school.

Dr Birte Vogel, Director of Teaching and Learning

Birte is a Lecturer in Peace and Conflict studies at HCRI. Her research explores the interplay between international and local actors in peace interventions. She is interested in the political space(s) available for non-state actors. Her current research focuses on trade, economics and peacebuilding with an emphasis on micro-economic behaviour in deeply divided societies. She is Assistant Editor of the Taylor and Francis journal *Peacebuilding* and executive member of the International Studies Association's (ISA) Peace Studies Section

Dr Eleanor Davey, Director of Postgraduate Research

Eleanor is a lecturer in History of Humanitarianism obtained her undergraduate degree from the University of Melbourne and her PhD from Queen Mary, University of London (2011). From 2011-2014 she worked in the Humanitarian Policy Group at the Overseas Development Institute, where she led a project on the uses of history in humanitarian practice and policy. Her doctoral research was on the evolution of French responses to the 'third world', from radical political engagement to humanitarianism, with a focus on Médecins Sans Frontières. Her latest research, funded by a British Academy Postdoctoral Fellowship, explores the relationship between humanitarianism and national liberation. Eleanor joined HCRI in May 2014 and also teaches in the history department.

Dr Rony Brauman, Director

Qualified as a medical doctor, Rony Brauman has worked in the field of international medical assistance since 1977. Initially serving as a field physician in developing countries with Médecins San Frontières (France), he became the President of the organisation from 1982 -1994. Director of HCRI, Rony is also Associate Professor at L'Institut d'Études Politiques (Paris), and Director of Research at the MSF Foundation also in Paris.

Core academic staff

Dr Andrea Bartolucci, Research Associate

Andrea is a Research Associate at HCRI working on the WHO Emergency Medical Team (EMT) Initiative program. His research aims at supporting the development of a training curriculum for EMT with reference to WHO Global EMT classification and standards. He has a EU PhD in Civil and Environmental Protection from the Università Politecnica delle Marche (Italy) with a thesis on survivors' behaviour in the immediate aftermath of a disaster.

Dr Maura Duffy, Lecturer in Global Health

Maura is the director of HCRI's online programmes. She received an M.A. in International Development (Social Policy and Social Development) from the Global Development Institute, University of Manchester in 2006 and was awarded a PhD in International Development (also within GDI) in 2012. Maura took up the post of Lecturer in Global Health in 2012.

Dr Lisa Ficklin, Lecturer in Disaster Management

Lisa is the programme director for HCRI's undergraduate programme in BSc in International Disaster Management & Humanitarian Response. She completed a BSc in Biological Sciences with Environmental Resource Management at the University of Warwick (2001), a MSc in International Development at the University of Bath (2002) and a PhD in Human Geography at the University of Manchester (2012). She has worked as a Teaching Fellow at both the University of Manchester (2012-2013) and Lancaster University (2013-2014), and has completed a Research Fellowship at the University of Leeds (2014-2015). She joined the HCRI in May 2015. Lisa's research focuses on disaster capitalism and the post-disaster political space in Nicaragua; and policy pathways that combine disaster risk reduction with climate adaptation and sustainable development in Swaziland, South Africa and Cuba.

Dr Jessica Hawkins – Lecturer in Humanitarian Studies

Jessica's research interests are focused on state formation in developing countries from a historical sociology perspective. Specifically, her work looks at power relations within states including military and political power with a particular focus on intrastate conflict and state service delivery in Uganda. Jessica has worked as a tutor in the Global Development Institute at The University of Manchester since 2010 and joins HCRI as a Lecturer in Humanitarian Studies.

Dr Billy Haworth – Lecturer in International Disaster Management

Billy the pathway lead for the MSc in International Disaster Management. He is a geographer specialising in public participation in digital mapping and geographic information systems (GIS), and the implications of these practices for a range of applications, including disaster management. His research interests include critical GIS, community mapping and disaster risk reduction, digital humanitarianism, rural livelihoods, citizen science, and spatial knowledge production. He completed his PhD at the University of Sydney in 2016, examining digital volunteering and community engagement in bushfire (wildfire) preparation. In 2017 he held a research and teaching position in GIS at the University of Western Australia.

Dr Kirsten Howarth – Lecturer in Humanitarianism and Conflict Response

Kirsten undertook her role in HCRI in January 2014. Prior to this, she was a Teaching Fellow in International Development at the Global Development at the University of Manchester. Kirsten completed her PhD in 2012, analysing the causes of post-war violence and crime in El Salvador. Her current research builds on from her PhD by examining urban violence and its humanitarian consequences.

Dr Amy Hughes, Clinical Academic Lecturer in Emergency Response

Dr Amy Hughes is heavily involved in the development of the UK International Emergency Trauma Register and training of its clinicians. The UKIETR aims to provide a structured approach to training of medical teams deploying to disasters to ensure a governed, co-ordinated, clinically competent and guided approach to medical care in disasters. The UK team has recently returned from Typhoon Haiyan. Amy is also completing a PhD – ‘The Role and Training of Foreign Medical Teams in Sudden Onset Disasters.’ She is course convener for the Emergency Humanitarian Assistance module and contributes to the Global Health Diploma. Clinically, Amy is an Emergency Medicine and Pre-Hospital Care clinician. She has completed the Diploma Tropical Medicine and Hygiene (Liv) and European Masters in Disaster Medicine.

Dr Rubina Jasani, Lecturer in Humanitarianism & Conflict Response

Rubina is the programme director for the BSc in Global Health for intercalating medical students. Her areas of interest are anthropology of violence and reconstruction, medical anthropology with special focus on social suffering and mental illness, and the study of lived Islam in South Asia and the UK. Her doctoral work examined moral and material ‘reconstruction’ of life after an episode of ethnic violence in Gujarat, Western India in 2002. Working with survivors of ethnic violence, she became interested in mental illness and has completed two pieces of research on ethnicity and mental illness in inner city areas of Birmingham and is the qualitative lead on research studies looking at help-seeking and ‘institutional racism’. At HCRI, she aims to pursue further research in the areas of conflict, culture and mental health.

Dr Jenna Murray de Lopez - Lecturer in Humanitarian Studies and Global Health

Jenna is the pathway lead for the MA in Humanitarianism and Conflict Response. She has an MA and PhD in Social Anthropology from the University of Manchester. Her doctoral research focussed on political economy and maternal health and identity in Chiapas, Mexico. She has a professional background in Reproductive and Sexual Health promotion and HIV prevention in both the UK and Mexico. Jenna worked for 7 years as a lecturer in Social Work and Social Policy at the University of Salford. She joined HCRI in 2016.

Dr Róisín Read, Lecturer in Peace and Conflict Studies

Róisín has joined the HCRI in 2014 as part of the Making Peacekeeping Data Work Project which will consider the use and production of UN peacekeeping data in Darfur, continuing her research focus on Sudan and South Sudan and the politics of knowledge production. She is also researching the interactions between northern and southern NGOs in emergency response. Róisín’s research explores the politics of international interventions in conflict situations through an interrogation of language, with a special focus on non-governmental organisations and the Sudans. She completed her ESRC-funded PhD in the Global Development Institute at the University of Manchester in 2013.

Dr Gemma Sou, Lecturer in Disaster Management

Gemma received a BA in International Relations and Politics at the University of Sheffield (2008), an MA in Urban Planning with specialism in cities of the Global South (2009) at the University of Manchester and a PhD in Development Studies (2014), also here at the University of Manchester. Broadly speaking her research focuses on the experiences of marginalised groups in cities of the Global South and their representation in development discourse. She focuses particularly on multi-scalar approaches to address disaster risk in 'Southern cities', the intersection of disaster risk management and broader development processes and how vulnerable groups are embedding disaster risk management into social and cultural norms at the grassroots level.

Dr Dylan O'Driscoll, Research Associate

Dylan is a Research Associate at HCRI working on the Evidence and Knowledge for Development (K4D) programme. His main research interest is ethno-sectarian conflict in the Middle East, particularly Iraq where he has spent two years conducting fieldwork. He has a PhD in Ethnopolitics from the University of Exeter, where his thesis examined the status of Kirkuk within the wider issues of conflict and governance in Iraq.

Dr Darren Walter, Academic Curriculum Director WHO Collaborating Centre

Darren Walter is the Academic Curriculum Director working within the WHO Collaborating Centre Emergency Medical Teams and Emergency Capacity Building project at HCRI and is also a Consultant in Emergency Medicine at University Hospital of South Manchester.

His research interests are focussed on developing emergency care systems, particularly in low and middle-income countries, with a focus on pre-hospital clinical care and disaster medicine.

Institute Administration

Dr Adele Aubrey, Institute Manager

Adele has completed a Doctorate in Education; her research explores what excellence in enquiry-based learning is, and the dimensions, and dilemmas in teaching and learning. She is a Fellow of the Higher Education Academy, and has facilitated a diverse portfolio of innovative curriculum design projects, particularly in the areas of technology enhanced learning, and sustainability. She has worked at the University of Manchester since 2003 in educational design, and management. Whilst Manager at the Centre for Excellence in Enquiry-based Learning (2008-11) she created a strategic plan that involved positioning the centre around three contextual themes: sustainable development, global citizenship and ethics, providing real-world research-led challenges, for multi and inter-disciplinary student enquiry.

Adil Mohammed, HCRI Communications and Administrative Assistant

Adil provides administrative assistance to the Institute Manager, Communications and Events Officer and Director. He serves as the primary contact for internal and external

enquiries. He also provides technical and logistical support for multiple projects, HCRI programmes, meetings and conferences.

Dr Stephanie Rinaldi, Project Administrator

Stephanie has a doctorate in Political Theory and joined HCRI in January 2017 to support its Emergency Medical Teams research programmes. She has a broad experience supporting Social Science Research Projects, and is currently supporting HCRI's project with Hong Kong Academy of Medicine to develop a training curriculum for EMTs. Her duties include all administrative support for the project, as well as support to its Principle Investigator and the Institute Manager.

For further details of all HCRI Core Staff see:

<http://www.hcri.manchester.ac.uk/about-us/who-we-are/core-team/>

HCRI is a multi-disciplinary department and during your studies you will have the opportunity to engage with academics and researchers from within the University, including from the School of Social Sciences, the School of Nursing and Midwifery and the School of Arts, Languages and Cultures, as well as with visiting academics and practitioners.

1.3 Subject area postal and electronic addresses

Postal: Humanitarian and Conflict Response Institute
Ellen Wilkinson Building
University of Manchester
Oxford Road
Manchester, M13 9PL

Web: www.hcri.ac.uk

1.4 Dates of Semesters and Exams 2017–2018

Semester One

Welcome Week and Inductions: 18 September 2017 – 24 September 2017

Teaching weeks: 25 September 2017 – 15 December 2017

Reading week: 30 October 2017 – 3 November 2017 – the School's Reading week in semester 1 will not normally have classes scheduled; however, some subject areas may run teaching sessions during this period. You are expected to remain studying in Manchester and take full advantage of the library and other learning facilities during reading week.

Christmas vacation: 18 December 2017 - 14 January 2018 (please note that the University offices will be closed from the afternoon of Friday 22 December 2017 for the

annual Christmas holiday and will re-open on Wednesday 3 January 2018).

Examination Period: 15 January 2018 – 26 January 2018

Semester Two

Teaching weeks (part 1): 29 January 2018 – 23 March 2018

Easter vacation: 26 March 2018 – 15 April 2018

Teaching weeks (part 2): 16 April 2018 – 11 May 2018

Examination Period: 14 May 2018 – 8 June 2018

Re-sit Examination Period

20 August 2018 – 31 August 2018

Level 1 and 2 students must ensure that you are available for the Re-sit Examination Period should you fail any of your course units.

2 Programmes of Study

2.1 Degree Programmes

BSc International Disaster Management & Humanitarian Response

2.2 Regulations for Undergraduate Degree Awards

Degree Regulations relating to Undergraduate programmes are approved by Senate. They contain the regulations specific to your programme of study, including details concerning assessment and progression, reassessment and classification.

You can find all information; including supporting documents on the Teaching and Learning Support Office's webpages:

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

2.3 Programme Structure, Aims and Learning Outcomes

You can contact us for the full programme specification for your degree programme which outlines the general aims of the degree programme.

The three-year degree is divided into three levels. At each level of your degree you are required to earn 120 credits. Most course units are worth 20 credits each (some are worth

10 credits). **Please note** that a 20 credit course is assumed by the School (and accordingly assessed by the subject area) to require 200 hours of your work (including contact hours, private study, preparation of written work and writing of examinations). Within each academic year a student may normally follow courses totalling not more than 70 units in any one semester. This regulation is to ensure that in any one academic year you do not overburden yourself by doing a disproportionate amount of work within a single semester. Each course is assigned to a particular 'Level', each Level corresponding in effect to a year of the degree programme. As a rule, unless there is a specific exception stated, you must take courses as follows:

In year 1	Level 1 (or higher)
In year 2	Level 2 (or higher)
In year 3	Level 3

This is to ensure that progression is built into your course, in other words that you progress from a relatively elementary level in year 1, through intermediate in year 2, to advanced in year 3. For more specific information on the aims and objectives of each level of attainment please see the course unit database available in My Manchester.

Your programme structure shows you which core, compulsory and optional course units you will take in each year of your degree programme, it is your responsibility to ensure that you are registered for the correct units, and the correct number of credits for your degree programme. You can find the programme structures for 2017/18 here:

<http://www.alc.manchester.ac.uk/studentintranet/undergraduate>

Information on the course units which make up your degree programme can be found in section *Teaching, Learning and Progression / Course Unit Selection*.

2.4 Flexible Honours – multidisciplinary study options

Level 1 students studying on single honours programmes will have the option to study a Minor subject alongside their main subject. Your first year will give you the opportunity to explore your chosen subjects in tandem as well as thinking more broadly about your future. At the end of your first year, various options will be available, including: choosing to continue with your subject combination, deciding not to pursue the Minor subject, and formalising your discipline combination as a Major / Minor or Joint Honours degree title (where possible). If you find that you no longer want to study your Minor subject you can also revert back to your original Single Honours degree.

2.4.1 What's a Minor?

A full Honours degree comprises 120 credits per year, with at least 80 credits gained from your main subject area.

If you study a Minor alongside your Single Honours subject, this will account for 40 credits of your total 120 credits per year.

Your Single Honours subject will then account for the remaining 80 credits. Your Single Honours subject will be referred to as your Major subject, to help distinguish between the weighting of subjects in your degree.

If you study your Minor throughout the course, it will be formally recognised in your final degree title.

If you have any questions about Flexible Honours please contact us:

Email Flexhons.support@manchester.ac.uk

Find out more

<http://www.alc.manchester.ac.uk/study/undergraduate/flexible-honours/>

3 Support arrangements and getting advice

Your first point of call for information should be your Handbook or the School's Undergraduate Student Intranet:

<http://www.alc.manchester.ac.uk/studentintranet/undergraduate/>

Both should give you details of the most appropriate source of help: for example, on the variety of support services available to you; on the regulations regarding assessment or the submission of assessed coursework or to whom to address a concern or complaint. If the answer is not provided within your handbook or on the intranet pages, consult your Programme Administrator (contact details on the front page of the handbook), your Academic Advisor (contact details will have been sent to you by email by your Programme Administrator), Programme Director (contact details on the front page of the handbook), or the Student Support and Guidance Office (A15 Ground Floor, Samuel Alexander Building / salc-studentsupport@manchester.ac.uk).

You can also contact your Peer Mentor or Student Representative details can be obtained from your Programme Administrator.

General information regarding the range of services provided for students by the University can be found at:

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

3.1 Contacting Academic Staff

Members of the academic staff operate a system of consultation hours, setting aside two hours per week during term time when they are always available to see students. Times for consultation hours should be posted on each academic's door, and if the times posted are not possible for you, you are encouraged to make an appointment, either directly with the member of staff (preferably by email) or through your Programme Administrator.

Contact details for all academic staff in and outside of the School can be found at:

<http://directory.manchester.ac.uk/>

3.2 Your Academic Advisor

A member of staff will be appointed as your Academic Advisor. Your Academic Advisor is concerned with your general welfare, and is available to give you help and advice on all academic matters, and can direct you on where to find support for personal matters. You are strongly encouraged to attend all meetings and activities scheduled by your Academic Advisor, and can request additional meetings during their weekly consultation hours. Developing a good relationship with your Academic Advisor is crucial to success in your chosen programme of study. If you cannot make the scheduled consultation hours then you should contact your Advisor to arrange another suitable time.

The following table outlines the timings and functions of the Level 1 meetings:

Semester 1	
Welcome Week	You will be invited to meet informally with your Academic Advisor, either individually or in a small group, to chat about your experiences and expectations of the university so far. Your Advisor will provide practical academic information for you and you should think about any questions you have about your academic programme.
Second meeting (Week 5)	Your Academic Advisor will invite you to a meeting to discuss your progress so far and any problems you might have experienced during your first weeks at University.
End of semester meeting (Week 10)	This meeting will be an opportunity for you to discuss your experiences of the first semester. You will also have the opportunity to discuss your forthcoming exams and any coursework deadlines.
Semester 2	
First meeting (Week 5-6)	This meeting will be an opportunity for you to discuss your semester 1 course unit marks and share your experiences of the first semester.
Second meeting (Week 10)	This meeting will be an opportunity to discuss any forthcoming exams, coursework deadlines and your course unit choices for Level 2.

You should feel free to consult your Academic Advisor about anything that concerns you, including personal, domestic, medical, financial or legal problems. He or she will be able to put you in touch with expert professional help if you should need it; but you may rest assured that, except in formal academic matters, all communications with your Academic Advisor are privileged, and that anything you say to him or her is strictly confidential and will not be divulged to anyone else without your express permission. In academic matters your Academic Advisor will normally refer you to your Programme Director. **It is essential that you keep your Academic Advisor informed of your progress and of any circumstances which may affect your work during the year or your performance in examinations**, as he or she may be able to help you resolve your problems or to act as your 'advocate', should this unfortunately prove necessary.

Students are able to request a change of Academic Advisor at any time. If you are experiencing problems with your Academic Advisor, you should contact your Programme Director or Head of Area.

In principle, your Academic Advisor is always prepared to supply written references for applications for jobs, further study etc. It is therefore important that you attend meetings so that they get to know you throughout the programme.

3.3 School Student Support & Guidance Office

The School's Student Support & Guidance Office is based in Room A15 on the ground floor of the Samuel Alexander Building. The team can provide support and general advice on the following areas:

- Appeals and Complaints

- Attendance issues
- Disability support queries
- General support issues or concerns (e.g. health or other issues affecting your studies)
- Mitigating circumstances
- Peer mentoring fund claims
- Interrupting your programme of study
- Withdrawing from your programme of study

The team can also help you to access help and support from the following central University support services, full details of which are listed in the section *Support Arrangements and Getting Advice*:

- Counselling Service
- Disability Advisory and Support Service (DASS)
- International Advice Team
- Occupational Health
- Student Services Centre
- Students' Union Advice Centre
- The Atrium

If you are having problems don't keep them to yourself, contact the Student Support and Guidance Office for advice and support.

The main office (A15 Samuel Alexander Building) is open from 10am to 4pm from Monday to Friday; there is no need for an appointment. Staff may also be available at other times if you want to make an appointment in advance or see a member of staff in private.

Full contact details are available on the student intranet:
<http://www.alc.manchester.ac.uk/studentintranet/support/>

Email salc-studentsupport@manchester.ac.uk
Telephone 0161 306 1665

3.4 Dignity at Work and Study

The University of Manchester does not tolerate any form of harassment, discrimination or bullying. Students can report incidents of this kind anonymously or get support from an advisor via : <https://www.reportandsupport.manchester.ac.uk/>. The website provides comprehensive information and advice on bullying and harassment, hate crime, sexual harassment, sexual assault, discrimination and wellbeing.

3.5 Your Health and Safety

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

You must familiarise yourself with the procedures for dealing with an emergency, including what to do on discovery of a fire, and fire exit-points. You are also required to familiarise yourself with the Health and Safety at Work regulations, extracts of which are posted in all School buildings. Anyone requiring first aid for themselves or for others should contact one of the first aiders situated in the building. Their names and telephone numbers are posted

in commonly used areas. The Head of School is responsible for Health and Safety within the School.

Level 1 and new students to the University will be required to complete an online Health and Safety unit via Blackboard. This course will show up in your My Manchester – My Courses tab, and will have the pre fix code: SALC11230 Health and Safety. Please ensure that you have completed this before 30 September 2017.

3.6 University Support Services

If you feel that you would like to contact University Support Services directly, and not via the School, or you want to talk to somebody outside the School please see details below and here:

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

University Counselling Service

The Counselling Service is available to all students at the University of Manchester. The service provides confidential counselling by a team of professional counsellors for students who want help with personal problems affecting their studies or well-being. It is a free service. You can contact the Counselling Service via their website to make an appointment.

Website: <http://www.studentnet.manchester.ac.uk/counselling/>

University Disability Advisory and Support Service

The University has a Disability Advisory and Support Service (DASS), whose aim is to assist students, both prospective and current, who are affected by substantial and long-term conditions. If you register with DASS the team can assess and identify your needs whilst studying at the University. DASS offer a wide range of support to students and they will meet with you to discuss the support that suits you as an individual.

The Disability Advisory and Support Service will inform the academic School of your condition and suggest ways in which the School and academic staff can support you throughout your duration of your studies. When discussing your support, DASS will ask whether you would prefer not to disclose details of your disability/support needs to the School. Please note that if you choose to limit disclosure in this way, it will affect the support that the School is able to provide. Further information can be found here: [DASS types of support](#)

In addition to this the DASS also:

- a) Deal with enquiries from prospective students with regard to all aspects of their disability-related support whilst at the university
- b) Assist students with applications to their funding body (e.g. LEA, NHS, GSCC) for Disabled Students' Allowance and undertake assessments of their support needs
- c) Liaise with other members of staff in the university to ensure that they can facilitate the needs of disabled students
- d) Operate an Equipment Loan scheme for students
- e) Assist students to organise personal helpers and support workers, if appropriate
- f) Undertake dyslexia screenings for students who think they may have dyslexia
- g) Advise on external sources of financial support and assistance and help with application to these funds

For further information visit the Disability Advisory and Support Service website at: <http://www.dass.manchester.ac.uk/>

Exam support may be put in place, if it is identified as appropriate during your assessment with DASS. In order to be considered for exam support you will need to be fully registered and have your University Support Plan in place. If you are not already fully registered with DASS and you wish to be considered for Examinations Support, or you feel that your existing support recommendations should be reviewed, please note that there is a deadline before each of the main examination periods in January, May and August. In order to be considered, you will need to ensure that you meet with an adviser before the deadline. Deadline dates for 2017-18 will be circulated by email and available on the DASS website: <http://www.dass.manchester.ac.uk/what-support-can-i-get/exams/>

The School has a Disability Support Coordinator who is based within the Student Support and Guidance Office. The Disability Coordinator acts as a central contact point for students within the School who have queries about their support and as a liaison between the DASS and the School. For further information please refer to our website: <http://www.alc.manchester.ac.uk/studentintranet/support/disability/>

Students Union Advice Centre

The Students Union has advisers who can help with all kinds of matters ranging from finances to housing and welfare issues. The Advice Centre is on the first floor in the Student Union Building, and is open Monday to Friday, 10am to 4pm, term time and vacation. Appointments can be made via the Student Union Reception.

Website: <http://manchesterstudentsunion.com/advice/service>

The Atrium

Based in the University Place building, The Atrium is a University service where you can access information, guidance and advice. There are specialist advisers who can provide advice on careers, volunteering, managing money, international programmes, and support and well-being. The Atrium are able to provide general advice and guidance, but we would strongly recommend that you contact the School Student Support and Guidance Office for detailed advice and guidance on matters such as mitigating circumstances; interruptions to study and appeals/complaints. Further information is provided below.

For all general enquiries and to book appointments with the Student Money Adviser, the Student Support Adviser and the International Programmes Office, call 0161 275 3033/3781 or email atriumadvice@manchester.ac.uk

Study Skills websites

The University Library has an award winning study skills programme called My Learning Essentials. Full details are available on the Library's website:

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

University support for mature students

The Burlington Society is the University society for mature students and postgraduate students. For further information please see:

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

For further information on support for mature students, please see: <http://www.manchester.ac.uk/study/undergraduate/mature-students/>

University Support for international students

The International Society is a busy centre for international students based in the Greater Manchester area. It is located on Oxford Road (see map of campus). Manchester has more students from abroad than anywhere else in Britain, other than London, and International Society members come from all over the world.

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

3.7 Student Services Centre

The Student Services Centre can offer all sorts of help and advice about tuition fee assessments or payments, Council Tax exemption, examinations, graduation ceremonies and official documents such as transcripts.

The Centre is located on Burlington Street (campus map reference 57: <http://www.manchester.ac.uk/aboutus/travel/maps/az/>) and is open Monday to Friday, 10am to 4pm. Tel: +44(0)161 275 5000 or email ssc@manchester.ac.uk

<http://www.studentsupport.manchester.ac.uk/finances/tuition-fees/>

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

3.8 Careers Service

Your Future and your Careers Service

From the moment you arrive at University, there are a wealth of opportunities on offer to help you gain experience and find the job that you love.

Employers want to see students who've not only studied an academic course, but who have also taken advantage of the various extra-curricular activities available to them whilst at University. You don't have to have done everything, but there is so much variety that you will find something for you.

Your Careers Service doesn't just talk about life after graduation, they are also there to help you navigate and explore the variety of opportunities open to you during your studies in order to enhance your experience and build your upon your existing CV.

Whilst you are studying at Manchester, your Careers Service can help you...

- Explore options and ideas with your degree
- Look for part-time or vacation work
- Discover volunteering opportunities
- Gain work experience, placements and internships
- Find out about specific jobs and sectors
- Develop the skills employers look for
- Find graduate jobs and internships
- Create CV and job applications
- Find employer events and careers fairs
- Succeed at interviews and assessment centres
- Find postgraduate study and funding options
- Access mentoring support
- Start your own business....and much more

Don't leave it until your final year to use our services; make the most of your time at Manchester and get involved from the start of your degree.

The Careers Service is located in the Atrium, University Place: (<http://www.manchester.ac.uk/medialibrary/maps/campusmap.pdf>) Building number 13.

tel: 0161 275 2829

email: careers@manchester.ac.uk

www.careers.manchester.ac.uk

3.9 IT Services within the Faculty of Humanities

Students at the University of Manchester enjoy access to a wide range of high quality IT services provided across campus. Within Humanities itself there are in excess of 500 computers located within Faculty buildings available for student use complementing the 2000+ seats provided by the University in public clusters – including a public cluster at Owens Park.

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

https://www.applications.itservices.manchester.ac.uk/list_categories.php

A list of open access clusters can be found at:

<http://www.itservices.manchester.ac.uk/students/pc-on-campus/>

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

Help and advice is available from our Service Desk which can be contacted by phone, email or in person. It is also available on-line <http://www.itservices.manchester.ac.uk/help/> or via the Support Centre online <https://supportcentre.manchester.ac.uk/>

Service desk support is also available at the University Library, the Joule Library, the Kilburn Building and the Alan Gilbert Learning Commons:

<http://www.itservices.manchester.ac.uk/help/>

Details of opening hours and other contact details can be found at:

<http://www.itservices.manchester.ac.uk/help/> Telephone support is available 24 hours a day throughout the year.

3.10 The University Language Centre

The University Language Centre provides courses and language learning resources for students from a wide variety of disciplines wishing to include a modern languages element

within their studies. It also offers a wide range of courses and services for international students for whom English is not a first language.

Language courses

Offered as part of the University Language Centre's institution-wide language programme (LEAP), these courses are available to students from across the University and may be studied on a credit or on a non-credit basis to complement your degree. Currently there are 17 languages offered, ranging from the main international languages to a number of less-widely taught languages:

Arabic, British Sign Language, Catalan, Mandarin Chinese, Dutch, English, French (and Business French), German, Italian, Japanese, Korean, Polish, Persian, Portuguese, Russian, Spanish, Turkish, Urdu.

For more information on the full range of languages and levels that are available, please consult the University Language Centre website via the link given below.

English Language Programmes and Advice

If English is not your native language, you may wish to enquire about the wide range of credit bearing and non-credit bearing English courses available through the University Language Centre.

International students who would like advice on how they can improve their academic writing are encouraged to make use of the one-to-one writing consultation service. Around 500 individual sessions are held per year and these are free of charge.

Timetabled in-session courses for international students, covering areas such as academic writing, academic speaking, pronunciation and grammar are also available at no cost to students. Writing is delivered on a broad disciplinary specific basis: Engineering and Physical Sciences, Life sciences, Medical and Human Sciences, Business-related disciplines, Humanities.

Please refer to the Academic Support Programmes section of the ULC webpage via the link given below.

Face to Face - This is a reciprocal language learning scheme, in which students can meet with native speakers of the language they are learning. International students find that this is a good way to meet home students and to become more integrated into the University. Home students can prepare themselves for study abroad by finding out about their partners' home universities and cultures. For more information, please enquire at the ULC reception.

Tandem Programme - This programme is similar to Face to Face, but is more formal and provides credits which count towards your University degree. It is fully monitored, assessed and supported via practical workshops. For more information please refer to the Foreign Languages section via the link given below.

Open Learning Facilities - The University Language Centre's open learning facilities, situated in the Samuel Alexander Building, offer:

- A well stocked library of materials in text, audio, DVD and CD-ROM formats
- Materials in some 80 languages
- Two suites of dedicated multimedia PCs for computer aided language learning, DVD playback and access to TVoverIP (for viewing live satellite channels via the University network)

- Booths with LCD screens for group viewing of DVDs
- A conversation room for group work and voice recordings
- Short-term loan of digital recorders, cameras, webcams, etc
- Support and advice for learners from expert staff and through on-line resources

A full guide to the University Language Centre's courses, services and its language learning resources is available at: <http://www.languagecentre.manchester.ac.uk/>

3.11 Study Abroad Office

Studying abroad is an excellent opportunity to see the world, experience new cultures and study at one of Manchester's world-class partner institutions. Within the School of Arts, Languages and Cultures, students have the opportunity to study abroad in either the first or second semester of their second year. The application process begins in semester 1 of your first year, so make sure that you attend the necessary meetings if you wish to participate in the Study Abroad programme. For more information, see:

<http://www.manchester.ac.uk/study/undergraduate/expanding-study/study-abroad/>

To study abroad, you need a good academic average from your A-level and/or first-year university results.

The minimum average for first year marks we require is **usually 60%**. Some partner universities and some academic Schools will require you to have at least a 65% average in your first year in order to participate.

4 Student Feedback and Representation

4.1 Course/Programme Evaluation

The University runs a centrally coordinated survey (Unit Surveys) for all UG course units taken by full-time students at the University of Manchester. The results of the survey are used to feed into the planning and resource allocation systems of the University, and to facilitate trend analysis, and are published, at a general level, to the University. Detailed results on each individual course will be transmitted to Schools and used to inform quality assurance. Towards the end of every semester you will be asked to complete a Unit Survey for each course you have taken. Overviews of the surveys will be reviewed at the Staff Student Liaison Committees (SSLC), programme- and school- level teaching and learning committees, and will form part of each subject area's annual monitoring exercise which feeds into the Student Experience Action Plan for the School.

The University is also surveyed as part of the annual National Student Survey for final year students. The survey is run by IPSOS Mori on behalf of the Higher Education Funding Council for England (HEFCE). Results are used to inform improvements to the student experience, compile University league tables and to inform future students' choice of University/course.

4.2 Committee Structure and Student Representation

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

Student representation covers a diverse range of activities and structures and student feedback can be provided by a number of different means, for example, through your

Programme Administration Team, the academic advisor system or through students being present at Staff-Student Liaison Committees or Programme Committees. Representation enables dialogue between the student body and staff in order to aid development of programmes of study, the student experience and the quality of the institution as a whole. This dialogue can take place in both formal and informal structures and circumstances.

In common with other schools, the School of Arts, Languages and Cultures is governed through a combination of bodies representing schools, staff and students. There is a School Board, which is held at least twice a year on which staff from all areas of the School, academic and support staff are represented. The School Board is consultative and involves a broad range of staff. The School's Policy and Resources Committee consists of the Head of School, Head of School Administration, Directors, Managers and Heads of Divisions and assists the Head of School on issues of policy and resourcing. The School also has an Advisory Group comprising the Head of School, School Directors and the Head of School Administration, which meets regularly.

4.3 External Examiners' reports

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

The review of the External Examiner reports forms part of each subject area's annual monitoring exercise which feeds into the Student Experience Action Plan for the School.

4.4 Undergraduate Committee Structure

The **Undergraduate Programmes Committee** consists of the Director of Teaching and Learning, the Teaching and Learning Management Team, and Programme Directors. Student representatives are invited and encouraged to sit on this Committee.

The **Assessment Committee** discusses policy relating to examinations and assessed coursework. Student representatives are invited and encouraged to sit on this Committee.

In addition, each subject area has a **Teaching and Learning or Programmes committee** which discusses undergraduate and postgraduate taught matters relating to that subject area. Student representatives are invited and encouraged to sit on this Committee.

Each subject area also has a **Staff-Student Liaison Committee**. This is a consultative body, which deals with both academic and non-academic matters relevant to each subject area. These usually have student representatives from each undergraduate year chosen early in the first semester and have an unrestricted remit. Student members represent their year and are expected to be proactive in bringing ideas and problems to the notice of the committee.

Student representatives in each subject area will often have a noticeboard and often areas on the subject area's Blackboard pages. If you have a problem or view you wish to air on any aspect of subject provision, you can contact your year group's Student Representative, who will put your issue, if appropriate, on the agenda of the next SSLC meeting. Student representatives are also invited to attend the **School Staff-Student Consultative Committee**, which is chaired by the Head of School and meets two times per year as a minimum.

If you wish to become a student representative, please email ids@manchester.ac.uk

5 Welcome to the Faculty of Humanities

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

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

Within the Faculty we are committed to providing a student experience of the highest standard. During this year we will be asking you how effective we are in meeting your needs and fulfilling your aspirations. I urge you to participate in this conversation, and use every opportunity to let us know how we can improve the quality of education we provide.

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

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

September 2017

5.1 What is the Faculty of Humanities 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; 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.

One of the great advantages of being a student at The University of Manchester is that you will have the opportunity to be taught by internationally recognised researchers. The University's place as one of the UK's top research universities was confirmed in the results of the 2014 Research excellence Framework (REF) which is the new system for assessing the quality of research in UK higher education institutions. The University of Manchester

was ranked in fifth place in terms of research power (calculated by grade point average multiplied by times number of staff submitted, or by 4*/3* multiplied by times number of staff submitted). The Faculty of Humanities had one of the broadest submissions, with research evaluated in 17 discipline areas and involving 79% of our eligible staff. 78% of our overall research activity was judged to be 'world-leading' (4*) or 'internationally excellent' (3*), with 33% at 4*. The Faculty was recognised as excellent in disciplines which span the full range of academic research, including: Sociology, Anthropology, Development Studies, Drama, Business and Management, Modern Languages and Linguistics and Art History (compared to the Art History departments represented in the joint assessment panel). Twelve of our 20 Units of Assessment were ranked in the top ten nationally, of which seven were ranked in the top five for Grade Point Average or research power. Those ranked in the top five are Sociology, Anthropology, Development Studies, Drama, Business and Management, Modern Languages and Linguistics and Art History (compared to the Art History departments represented in the joint assessment panel).

The Faculty of Humanities has five Schools: Arts, Languages and Cultures; Environment, Education and Development; Law; Social Sciences; and the 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 Associate Deans, all of whom hold a particular portfolio, and these are listed below:

Vice-President & Dean Professor Keith Brown

Associate Deans

Teaching, Learning & Students Dr Fiona Smyth

Postgraduate Education Professor Maja Zehfuss

Research & Deputy Dean Professor Colette Fagan

Social Responsibility Professor Ken McPhail

Assistant Associate Deans

Teaching, Learning & Students TBC

TBC

Postgraduate Education Ms Judith Aldridge

Research Professor Nicola Glover-Thomas

Internationalisation Dr Ian Scott

Business Engagement Dr Andrew James

5.2 What can the Faculty do for you?

The work of the Faculty involves co-ordinating and developing activities to respond effectively to Institutional or external initiatives or activities, encouraging best practice across Schools and facilitating the seamless operation of processes across School,

Faculty and University boundaries to help make your experience at Manchester the best it can be.

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

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

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

The focus of your involvement as a student is likely, however, to be the disciplinary grouping, ie the School within which your studies are based, or in the case of students on interdisciplinary programmes, the office which is responsible for administering your programme.

You may have contact with the Faculty if you have a problem that cannot be resolved at a local level within the School or Programme Office, eg breach of regulations, appeals or disciplinary matters eg malpractice. Otherwise it is entirely possible to complete a course of study without ever interacting directly with the Faculty.

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

5.3 The University of Manchester Alumni Association

At Manchester we are proud to have the largest global alumni community of any campus-based university in the UK, with many of the 350,000 graduates we are in contact with holding top positions in every imaginable field.

The University of Manchester's Division of Development and Alumni Relations is here to help alumni maintain a lifelong connection with us and with each other, sharing experiences and expertise and enjoying alumni-exclusive offers, events, networking and volunteering opportunities.

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

You can access alumni advice immediately on our online advice service, The Manchester Network. The Manchester Network helps you get ahead as you search for the perfect

career with support of graduates who have experience, insights and hindsight to help you make the right choices. Sign in with your University username and password at <https://network.manchester.ac.uk> and head for the 'Mentoring' tab.

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

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

Lord Terence Burns
Chairman, Santander UK

Professor Brian Cox OBE
Physicist and Science Communicator

Jane Cocking
Humanitarian Director, Oxfam

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

Benedict Cumberbatch CBE
Actor

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

Lord Norman Foster
Architect and Designer

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

Sophie Raworth
Presenter BBC News

Teo Chee Hean
Deputy Prime Minister of Singapore

Parineeti Chopra
Actor

Toby Jones
Actor

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

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

Frances O'Grady
First female General Secretary of the TUC

6 School of Arts, Languages and Cultures

6.1 Welcome and Introduction

The School of Arts, Languages and Cultures (SALC) is one of the largest groupings of students, teachers and researchers in the arts and languages anywhere in the world, it attracts the best research and teaching talent from around the world, and provides students with the highest quality educational experience through dedicated teaching and access to a wide range of resources.

The School has seventeen different disciplinary areas, plus teaching in nearly 20 languages and is internationally recognised in the fields of human cultures, beliefs, institutions and languages.

Teaching and research in the School are supported by rich resources within the University, in the collections of the University of Manchester Library (including the world-famous John Rylands Library), the Ahmed Iqbal Ullah Race Relations Resource Centre, the Manchester Museum and the Whitworth Art Gallery, as well as in other distinguished Manchester archives and museums.

6.2 Key School staff

Head of School: Professor Alessandro Schiesaro - Room A3 Samuel Alexander Building; telephone: 0161 275 3283; email: HoS_SALC@manchester.ac.uk

The Head of School has ultimate responsibility for all aspects of academic activity within the School. Students should contact Katie Turner katie.turner@manchester.ac.uk in the School Office if they wish to make an appointment.

Director of Teaching and Learning: Dr Liam Harte - Room S1.30 Samuel Alexander Building, telephone: 0161 275 3162; email: liam.harte@manchester.ac.uk

The Director of Teaching and Learning is responsible to the Head of School for maintaining the academic standards of each of the School's degree programmes. Dr Harte will normally be available during his office hours (displayed on his office door) to see any student who wishes to discuss academic or personal matters. To see Dr Harte at another time please contact the Teaching and Learning - Programmes Manager fiona.fraser@manchester.ac.uk to make an appointment.

Assistant UG Director, Academic Advising and Employability: Dr Christopher Godden - email: christopher.godden@manchester.ac.uk

The Assistant Director, Academic Advising and Employability is responsible to the Director of Teaching and Learning for developing the School's policies and provision of academic advice for our students, and improving their employability through the enrichment of their degree programme.

Assistant UG Director, eLearning, Flexible Honours and Teaching Innovation: Dr Joseph McGonagle - email: joseph.mcgonagle@manchester.ac.uk

The Assistant Undergraduate Director, eLearning, Flexible Honours and Teaching Innovation is responsible to the Director of Teaching and Learning for developing the School's policies and provision of e-learning across all of its degree programmes and to review, monitor and improve the variety of assessment practices across the School.

The **Teaching and Learning Student Operations Manager** is Emma Wilson – email emma.wilson@manchester.ac.uk

The **Assessment Manager** is Morag Guilfoyle - email morag.guilfoyle@manchester.ac.uk

The **Curriculum Manager** is Nicholas Prideaux - email nicholas.prideaux@manchester.ac.uk

The **Programmes Manager** is Fiona Fraser - email fiona.fraser@manchester.ac.uk

The **Student Experience Manager** is Louise Stewart - email louise.stewart@manchester.ac.uk

The **Student Support and Guidance Manager** is Sara Latham - email sara.latham@manchester.ac.uk

6.3 Communications within the School of Arts, Languages and Cultures

Information is communicated to students normally by means of email, the student intranet, Blackboard and via noticeboards. Important or urgent messages may sometimes be sent to your mobile number as a text. Please note the following:

- a) Email messages initiated by staff in the School (both academic and administrative) will be sent to your University email address. All messages sent to you via email distribution lists will include your University email address.
- b) You are required to check your University email account on a regular basis. If you wish to set up auto-forwarding arrangements to a private email account, you may do so; but it is your responsibility to ensure, one way or another, that you read with minimal delay all messages sent to your University email address. **Failure to read messages delivered to your University email account will not be accepted as a legitimate excuse if you fail to act on information that has been sent to you.**
- c) You may send messages to staff from your private email address, but if you send a message from your private account, you must also check your University email account for any replies to your message. All emails to staff should be written in a polite professional tone using paragraphs and standard grammar.
- d) **Important Note:** If you send a message from a private email address, you should be aware that, due to the increasing problems of spam and viruses, a member of staff may sometimes have legitimate cause for suspicion about your message, and may therefore be obliged to delete it without opening it. This is especially likely to apply if your name and the subject matter of your message are not clearly identified in the email address and header. **In all such cases any failures of communication are your own responsibility.**
- e) It is essential that information is kept up to date – both from us to you and from you to us. It is *absolutely vital* that you check your student email regularly; that you update the student system and tell your Programme Administrator of *any* change in your recorded details.

6.4 Changes to your personal information (address/phone number, etc)

It is your responsibility to ensure that the Student System is kept up to date with changes to your personal or programme details. Any change of personal details must be completed online via the Self-Service System. If you are unsure of how to do this you should ask your Programme Administrator. If the School's (and consequently the University's) record of your personal and degree programme or course unit registration is wrong, this can lead to problems at Examination times and with funding and other official processes.

Please see section *Teaching, Learning and Progression / Course and Programme Changes* for information on course unit and degree programme changes.

7 Teaching, Learning and Progression

7.1 Registration

Registering online is a crucial part of becoming a student of The University of Manchester. You must register annually, whether you're new to the University or returning for another year; and until you register, you are not a member of the University and cannot access any of our services - including attending lectures and seminars and using the University Library.

If you are experiencing any issues with your registration, please email, call or drop in to see your Programme Administration Team.

Please note that if you do not meet Registration deadlines you will be liable for a late registration charge of £200 and you may be withdrawn or interrupted from your degree programme. Registration deadlines depend on the start month of your degree programme.

For further advice on Registration, see the Welcome pages: <http://www.welcome.manchester.ac.uk/>

7.2 Induction

In addition to registering with the Subject Area and University, during the first week of the academic year all level 1 students will participate in Welcome Week activities, which will include an introductory meeting within the Subject Area, an opportunity to meet with your Academic Advisor, attend academic events and meet with students from your own year and from other years on your degree programme.

If at any stage you are feeling at all uncertain or lost, please speak to someone – your Academic Advisor, a Peer Mentor, or Programme Administrator.

Returning students may also have events planned for them during Welcome Week and you should check your email for information from your Programme Administrator about this.

7.3 Course Unit Selection

Course unit descriptors of current courses offered at all levels can be found on the University Course Unit Information Portal via My Manchester. my.manchester.ac.uk Full details on how to navigate these screens can be accessed via the [Guide to Navigating the Course Unit Information Screens](#)

Your programme structure shows you which core, compulsory and optional course units you will take in each year of your degree programme, it is your responsibility to ensure that

you are registered for the correct units, and the correct number of credits for your degree programme. You can find your programme structure documents here:

<http://www.alc.manchester.ac.uk/studentintranet/undergraduate/subjectareas/>

Please note that the selection of course units available changes from year to year – what is displayed here may not necessarily be what is on offer when you reach later years of the programme.

Understanding a Course Code

Courses within the School of Arts, Languages and Cultures include:

Subject CODE	Subject area
AHVS	Art History and Visual Studies
AMER	American Studies
ARGY	Archaeology
CHIN	Chinese
CLAH	Classics and Ancient History
DRAM	Drama
ENGL	English Literature
FREN	French
GERM	German
HIST	History
ITAL	Italian

Subject CODE	Subject area
JAPA	Japanese
LALC	School-wide Language Courses
LELA	Linguistics and English Language
MEST	Middle Eastern Studies
MUSC	Music
RELT	Religions and Theology
RUSS	Russian Studies
SALC	School-wide courses
SPLA	Spanish, Portuguese and Latin American
UCOL	University College
UL**	University Language Centre (LEAP)*

* For guidance on the enrolment process for LEAP courses, please consult the University Language Centre website at:

<http://www.languagecentre.manchester.ac.uk/learn-a-language/>

Each code is broken into four letters (noted above) identifying the subject area and 5 numbers which identify both the Level (year of study) and the Semester the course unit is offered in.

The first numerical digit in the code shows the Level it is taught at:

- 1 = First year
- 2 = Second year
- 3 = Third year

You should usually take course units which correspond with your current year of study e.g. second years take 2**** numbered course units and final year students take 3**** course units.

The semester a course is taught in is identified by the last digit in the course code:

- 0 = Year Long course
- 1 = First semester
- 2 = Second semester

EXAMPLE – CLAH30221

CLAH	3	0	2	2	1
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Subject Area (Classics and Ancient History)	Level – 3 (A course unit for final year students)	Unique numerical identifier	Unique numerical identifier	Unique numerical identifier	Semester 1 – A course running in semester 1

Signing up to optional course units is done through an online enrolment process via the Student System. A number of guidance documents are available on the SALC Student Intranet to support you to undertake course selection:

<http://www.alc.manchester.ac.uk/studentintranet/undergraduate/courseunits/>

Most degree programmes also offer students the opportunity to participate in exchange programmes and study abroad for a semester or a year. Please contact your Programme Director or Administrator for more information.

7.4 Understanding your Timetable

Once you have completed the online enrolment process your personalised timetable will be available through the timetabling portal in My Manchester. Getting to grips with how to understand your timetable is a key part of your induction to University and you must check it weekly for the most up to date room information. Please see our guide on how to use your timetable: <http://documents.manchester.ac.uk/display.aspx?DocID=17303>

7.5 Course or Programme Changes

7.5.1 Changing course units

Please note that a change of course unit will not be approved later than the end of the second teaching week of the semester in which the unit is taught. This includes changing from a semester 1 to a semester 2 course. If you are experiencing real problems with an optional course you should discuss the situation with your Academic Advisor or Programme Director, or Administrator as soon as possible. **Under no circumstances should you stop attending a course unit on the assumption that you will be able to take another one in the following semester.**

Please note that at the end of Semester 1 it **will not** be possible to change from a year long course unit (those with a code ending in **0**) to a new course unit.

If you do wish to change a course unit you are enrolled for, you should follow the procedure below. Please also see the Self Service Guide to Course Unit Selection on the SALC Student Intranet:

<http://www.alc.manchester.ac.uk/studentintranet/undergraduate/courseunits/>

- a) Consult with your Programme Administrator check that you can take the course you wish to substitute. (Does your programme structure allow it? Is the course full? Can you meet any pre-requisites? Is there a timetable clash?).
- b) Complete the change of course via Self-Service, or request the change by your Programme Administrator.

7.5.2 Changing to another degree programme

If you are considering changing to another degree programme within the University of Manchester, you should first consult your Academic Advisor and/or Programme Director and Administrator.

The formal procedure for changing your degree programme (to a programme within the University of Manchester) is as follows:

- a) Check with your funding provider that the proposed change is acceptable.
- b) International Students should contact the International Advice Team to clarify how a course change will affect your immigration status and entitlements.
- c) Consult the Admissions Officer or Programme Director for the programme you wish to join; you will need confirmation of your previous qualifications and a transcript of grades to date of your current degree programme. If the admissions officer confirms that you are able to move onto the degree programme, you should obtain a SALC Change of Degree Programme application form from your **current** Programme Administrator.
- d) The form needs to be completed by yourself and signed by your **current** Academic Advisor or Programme Director (your programme administrator will confirm which is applicable for your subject area) followed by the Admissions Officer or Programme Director of the admitting department. Please submit the form to your **current** programme administrator who will liaise with the admitting department to make the changes on the student system.

Please note that a change of degree programme will only be approved within the first two weeks of a semester or at the end of a semester, unless you are able to transfer units already taken. Where relevant, you may be charged for any units you have already taken in previous semesters.

Under no circumstances should you stop attending a course unit on the assumption that you will be able to take another one in the following semester.

Please note that at the end of Semester 1 it will not be possible to leave a year long course unit (those with a code ending in 0) without being charged the full amount for that unit.

7.5.3 Changes to Programme Handbooks

While every effort is made to ensure that course and programme details are correct at the time of publication, changes are sometimes unavoidable (as a result, for instance, of changes in staffing arrangements or in Faculty/University regulations). Changes to course details or programmes of study are normally subject to validation by the School's Undergraduate Committee. If a change needs to be made to information published in this Handbook, you will be notified in one or more of the following ways:

- a) by a posting on the undergraduate intranet:

<http://www.alc.manchester.ac.uk/studentintranet/undergraduate/>

- b) by email or via Blackboard: this will always happen if a change has to be made to a central part of a course for which you are enrolled (for instance, the class time, or the teaching or assessment method). Subject Areas are normally required to seek your

agreement to any proposed change of this sort; where, however, the change is unavoidable, it will offer you the option of transferring to another course.

7.6 Teaching Contact Time in SALC

7.6.1 Contact Time

Undergraduate students in SALC take on average three course units per semester of 20 credits each. Students can expect a minimum 3 hours of formal teaching contact time per week with academic staff, in lectures, seminars, workshops or the equivalent, for each 20 credit course unit. This is in line with the minimum standards set by the Faculty of Humanities which state that, undergraduate students will have the opportunity to spend approximately 25% of their time in activities which involve contact with a member or members of staff, and which may be provided at unit or programme level. Within that, there must be a minimum of 30 hours scheduled teaching and learning activities per 20 credit unit. A pro-rata calculation will be made for 10, 30 or 40 credit units. The following exceptions apply:

- a) Level 3 dissertations, and some other units involving one-to-one supervision and centring on guided independent learning, may offer fewer contact hours than a standard unit
- b) for students completing a period of residence abroad, or on placements, the minimum applies only to their time spent studying in Manchester
- a) course units may also be supported through a range of other kinds of formal or informal contact. Examples include:
 - visits to local art galleries
 - visits to local museums
 - workshops with outside speakers
 - one-off sessions to tie in with news events
 - film screenings
 - rehearsals
 - field work
 - master classes

NB: These will sometimes be offered at programme, discipline, or School level, rather than be attached to a particular course unit

7.6.2 Credit Rating and Work Time

Course units are normally credit-rated at 20 credits per course unit. One credit stands for 10 hours of work time (which includes formal and informal contact time as well as directed and independent study time). So in a 20 credit course we expect 200 hours of work time across the semester and, as an example, can be broken down as time spent in class, completing background reading and research, independent preparation for classes (including studying seminar texts, preparing formative assignments, reviewing lecture notes, and reflecting on learning) and assessment time plus preparation.

It should be emphasised that independent study time is an extremely important aspect of student learning in the Arts and Humanities disciplines, and contributes greatly to the

educational experience. It involves directed reading and other exercises, working on essays, projects and presentations and revising for exams. Students may be working independently or in groups (building team-working skills), making use of a variety of resources including libraries, archives, practice rooms, galleries, or historic sites.

In one semester a student normally takes 60 credits, which means that 600 hours of work time are expected per semester including teaching weeks, examination time, and pre-semester reading.

7.7 Work and Attendance

The University records and monitors the attendance of **all** students to support their academic attainment and progression and to ensure student wellbeing. All students at the University of Manchester are expected to be independent learners and as such are active participants in their own learning experiences and must take responsibility for achieving their learning outcomes. Regular attendance increases engagement with the programme, will help to improve academic achievement and can facilitate the development of core skills such as teamwork and professional communication. The School has put in place procedures, with identified trigger points, that indicate when a student's attendance has become a concern or where a pattern of absence begins to raise concerns with regards to a student's wellbeing.

The University expects that all students will attend every timetabled teaching or learning session or required supervisory session, unless the absence has been authorised (see Section 8.8 for further information).

Further information regarding the University regulations can be found here:

[Regulation XX: Monitoring Attendance and Wellbeing of Students](#)

Policy on Recording and Monitoring Attendance
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=20846>

[Policy on Personalised Learning for Students on Taught Programmes](#)

Please note: you are expected to devote **40 hours a week to your studies** for each of the 30 weeks of the academic session (from September to June) in order to earn your 120 credits for each year. You should be spending about 200 hours on each 20 credit course unit.

This means that you should be spending:

SEVEN HOURS PER WEEK ON EACH YEAR-LONG 20-CREDIT COURSE UNIT

FOURTEEN HOURS PER WEEK ON EACH SEMESTER-LONG 20-CREDIT COURSE UNIT

Students are required to be in attendance throughout the academic year, including Reading Week in Semester 1 and both periods of revision and assessment. For this reason the School would not expect any student to take a holiday or period of unauthorised absence during term-time. If you are prevented by illness, accident or other circumstance beyond your control from attending any tutorial class, you should notify your Programme Administrator by email on the first day of your absence.

For an absence of less than 7 days, you should submit a self-certification of ill health form (signed by your GP or Medical Practice) to your Programme Administrator immediately after your return. As soon as you are able to, you should contact your tutor regarding the work that you have missed.

For an absence of more than 7 days, a letter from your GP or other medical professional or a 'fit note' must be obtained and submitted as soon as possible.

Student attendance is monitored by the School throughout the year and we will expect you to complete the attendance sheet when it is used in a class. It is your responsibility to ensure that you have signed the attendance sheet. We expect students to attend all classes, and the Course Tutor may directly contact students who have been missing classes.

7.8 Certification of illness and absence from the University

It is a requirement of your registration with the University of Manchester that you register with a local General Practitioner. A list of GP practices can be obtained from the Student Health Centre (campus map no 38: <http://www.manchester.ac.uk/aboutus/travel/maps/az/>), any University hall of residence or a local pharmacy. You can also find information on the NHS website (<http://www.nhs.uk/Service-Search>). According to guidance issued by the General Medical Council, it would not be regarded as good practice for a family member to be the registered GP or to offer treatment except in the case of an emergency.

You should always consult your GP (or for emergencies the Accident and Emergency Department of a hospital) if your illness is severe, if it persists or if you are in any doubt about your health. You should also consult your GP if your illness means that you are absent from the University for more than 7 days, including a weekend. Please see details above (section 8.7) for how to inform the University about your illness.

Please also see the section (11) on *Mitigating Circumstances* if your work has been affected by illness.

7.9 Important Attendance Information for International Students

Tier 4 Visa Attendance Monitoring Census

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

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

When are the census points?

In the 2017/18 academic year, the international **undergraduate** student Tier 4 attendance monitoring census points will be during the following periods:

Census Point	Dates	Population
October 2017	25 September - 6 October 2017	All active Tier 4 students*
January 2018	15 January - 26 January 2018	All active Tier 4 students

May 2018	16 May - 6 June 2018	All active Tier 4 students
July 2018	16 July - 27 July 2018	All PG Tier 4 students

Please note:

- *If you are a **new** student, registration is your first point to confirm your attendance at the University and you will **not** be required to attend a further census point with the School in October 2017.
- You will receive an e-mail from the School to confirm when and where you should attend to have your attendance confirmed. You must check your University e-mail account regularly. Failure to check your e-mail account is not a valid reason to be absent from a census point.

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

If you cannot attend in person due to a valid reason which includes illness or any reason connected to your programme of study, you must email your programme administrator, email details on the front of this handbook to inform us of your absence and your inability to attend in person. In the case of illness, you must provide a copy of a medical certificate. If you are in this position you should report in person to the School as soon as possible after you return to campus.

If you are on a placement or year abroad as part of your programme and therefore away from Manchester for the full period of the census, the School will contact you to confirm how you should respond to the census, this is normally by emailing to confirm your local address and to ensure that you keep this up to date on the student system via My Manchester.

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

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

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

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

Further information

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

7.10 Consequences of Unsatisfactory Work and Attendance

The School has the right to exclude any student who fails to meet the work and attendance regulations; see the University Regulation XX Monitoring Attendance and Wellbeing of Students at:

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

Academic tutors keep records of students' attendance at all classes, which is recorded on the Student System. If for any reason you are unable to attend classes and/or submit written work on time, it is important that you contact your Programme Administrator and Course Tutor to inform them of your absence as soon as possible.

Repeated unexplained (or unsatisfactorily explained) absence from classes will result in you being contacted by your Academic Advisor or Programme Director and required to attend a meeting to discuss your absences. This meeting may result in a referral to the Student Support and Guidance Office or Central University Support Services, as required.

Students whose attendance record continues to be a concern will be required to attend a formal School hearing. At this hearing the student will be given the opportunity to explain their absences. Following the hearing, students will be given a formal warning, and sufficient opportunity to demonstrate a significant improvement in their attendance. The School will refer students to the Student Support and Guidance Office or Central University Support Services as necessary.

After this period a decision will be taken as to whether or not any further action is required. Following receipt of an official warning, if a student does not respond to warnings or their attendance does not improve, a final letter will be sent informing the student that they will be prevented from taking any further assessment/examinations and thereby excluded from the University.

Please note: The University regulations state that no student will be refused permission to be entered for an examination, or to have coursework assessed, on the grounds of unsatisfactory work or attendance unless a formal written warning has been issued. Claiming not to have received, seen or read this letter is not an acceptable reason for failing to comply with attendance regulations. Students have the right to appeal against a decision to refuse permission to take examinations or submit assessments, or against exclusion due to academic failure, and this is set out in [Regulation XIX, Academic Appeals](#).

7.11 Interruptions to Study/Repeating Year

It is the expectation of the University that you will complete your programme in one continuous period of uninterrupted study. It is understood, however, that you may encounter personal difficulties or significant health problems which may seriously disrupt your studies. In such instances, you may need to request an interruption to your studies. Please note that an interruption of study is not an automatic right; requests must meet the appropriate grounds and be approved by the School (please see details below).

The School expects all students to complete and submit an application to request an interruption **in advance**. If this is not possible (e.g. due to ill health) a request and appropriate evidence should be submitted before the end of teaching for the semester in which you are affected. Interruptions will not normally be granted retrospectively and you will be liable to pay the full tuition fee if you do not apply for an interruption within the appropriate semester or academic session. Please note that the interruptions mechanism is not intended to be used to enable students to repeat a year to improve their marks.

Before considering an interruption, you should bear in mind that we will not be able to guarantee that certain course units will be available when you return to study, following a period of interruption, as provision may change from year to year.

A period of interruption will be for no more than one year in the first instance. The School will consider requests for a further period of interruption **only in exceptional circumstances**.

In some circumstances, the School may recommend that a student consider taking a period of interruption from their studies. This is usually when a student has experienced significant health/personal problems and is struggling to complete assessments (with support already in place via mitigating circumstances and University Support Services, e.g. DASS if appropriate). The School cannot enforce an interruption of study, but students should bear in mind that if they choose not to interrupt their studies, after it has been recommended by the School, they continue at their own risk. As noted above, a retrospective request to interrupt is unlikely to be approved if the School has previously made a recommendation to interrupt and a student has chosen to continue with their studies.

. If the School has significant concerns regarding a student's ability to continue with their studies (in cases of serious ill-health), we may ask the student's permission to make a referral to the Student Occupational Health Service for further advice.

For further information, please refer to the **University Guidance for Students on Interruptions:**

<http://documents.manchester.ac.uk/display.aspx?DocID=4780>

Acceptable grounds for an interruption:

The following circumstances are typical of what **may** be considered grounds for applying for an interruption to a programme:

- Serious physical or mental illness of the student;
- Death / serious illness of a partner; close family member or close friend;
- Unforeseeable or unpreventable events such as distress or injury caused by a serious accident; the effects of being the victim of a criminal act or the distress or serious disruption caused by fire, flood or other natural catastrophe;
- Extreme family or financial circumstances leading to stress;
- Breakdown of *essential* equipment where a student is unable to continue a project and the use of alternative equipment is not possible;
- Delays in obtaining ethical approval;
- Jury Service;
- Maternity or Adoption Leave (see below)
- Delays in progress due to unforeseen problems (e.g., moving of offices/buildings, supervisor changes etc) which are outside of the student's control

Maternity leave

Students may interrupt their studies for the purpose of maternity leave at any time from 28 weeks of the pregnancy for a maximum period of 12 months during their degree. The period of leave must be taken in one consecutive block.

Paternity leave

A total of two weeks paternity leave may be taken at any time during a partner's pregnancy or within three months following birth. The student must inform their Programme Director of this absence.

Adoption leave

Students who are adopting a child may interrupt their studies for a maximum 12 month period during their degree. The period of leave must be taken in one consecutive block.

Grounds that will not normally be accepted:

The following circumstances **will not** be regarded as grounds for applying for an interruption or an extension:

- The student or Programme Director was unaware of policy and application procedures for interruptions and/or extensions for courses. It is ultimately the

student's responsibility to ensure that they are aware of all policies and procedures relevant to their degree;

- Work commitments;
- Further primary research and/or laboratory work;
- Temporary lectureships;
- Exchange visits;
- Voluntary service overseas;
- Expeditions/sport;
- Long-term holidays/vacations;
- Inadequate planning and time management;
- Normal pregnancy (excluding standard maternity leave entitlement);
- Difficulties with English language (including delays as a result of proofreading);
- Computer or other equipment failure where use of an alternative is possible or any loss of work was avoidable;

In exceptional circumstances, the School may grant interruptions where they would lead to clear benefits for the student's future career or further study. Such cases will be referred to the Director for Undergraduate Education for consideration.

How to apply for an interruption

Students must complete an Interruption request form, available from the Student Support & Guidance Office. Relevant supporting evidence should be provided when the form is submitted. Please note you must continue to attend classes and submit/attend assessments including examinations while you await the outcome of your application, as it may not be successful.

The request will then be considered by the School's Director of Undergraduate Education. Students will be informed of the outcome of their application, in writing, by the Student Support & Guidance Office.

Student status during the interruption period

During a period of interruption you will not be a registered student of the University and your right to be on University premises will be that of a member of the public. During the period of interruption, a student's registration status is 'leave of absence' (LOA) and no tuition fees are payable. Where tuition fees have already been paid they will be refunded or held over by the University.

During the leave of absence period, students will not be entitled to supervision and will have limited access to University facilities: they will not be able to use swipe cards or the library but will have access to their student IT account, My Manchester, email and the Student System (Campus Solutions).

Returning from a period of interruption

In line with University guidance, students who have interrupted their programme on medical grounds will be required to provide medical evidence that they are fit to return and resume their studies. This must be provided in advance, one month prior to a student's intended date of return. Please note that it is the student's responsibility to ensure that this evidence is provided to the School. If evidence is not received in advance of the student's return, it may not be possible for the student to continue with their studies.

Failure to return from a period of interruption

If a student fails to return and re-register after 30 days of their expected date of return following an interruption, and there has been no response to the School's efforts to contact the student, their student record may be withdrawn.

Requests to repeat a year of study

Please note that requests to repeat a year of study (or part year of study) will only be approved in exceptional circumstances. Students will not be permitted to repeat a year of study (or part year) in order to improve their marks. When considering your request the School may check your engagement with your programme of study, your attendance record and any other relevant information including current marks. If your request involves a change of programme which would make it necessary for you to restart Year 1, the School will also refer to your A-Level results to check that you meet the current entry requirements for the programme. The School will not be able to consider any request to repeat a year of study following the conclusion of teaching in semester 2. You must continue to attend classes and submit/attend assessments, including examinations, while you await the outcome of your application as it may not be successful.

When considering requests, the School may decide that it can only offer you the opportunity to repeat semester 2, rather than a whole year of study; this will normally be when a student has already successfully completed semester 1. Please note that it is not possible, within the University degree regulations, to carry marks over to any repeated year.

We recommend that you speak to your Academic Adviser and the Student Support & Guidance Office (Room A15, Samuel Alexander Building) before you make a formal request. Please note all students are required to pay tuition fees for any repeated year of study. If you are funded by Student Finance England, we recommend that you contact them to discuss the financial implications.

7.12 Withdrawing from your programme

If you are considering withdrawing from your programme of study, please ensure that you speak to your Academic Advisor, Programme Director and/or the Student Support & Guidance Office staff immediately. They will be able to offer you advice and support and may be able to present alternative options that you may wish to consider. You are also strongly advised to read the information available on My Manchester to help you in your decision-making: <http://www.studentsupport.manchester.ac.uk/academic/interruption-or-withdrawal/>

If, for whatever reason, you firmly decide to withdraw from your programme of study, please ensure that you inform the Student Support & Guidance Office as soon as possible. We will ask you to complete a short form to confirm the reasons for your withdrawal. The School expects all students to complete and submit an application to request to withdraw from their studies at the point at which the decision is made. As a withdrawal from study may result in the refund of tuition fees, the School will not normally be able to record a retrospective withdrawal. The School is required to notify the University's Student Services Centre of your withdrawal and of your last date of attendance. If appropriate, this information will also be communicated to Student Finance England if you are in receipt of funding for your studies.

8 Learning resources

8.1 The University of Manchester Library and other Libraries

www.manchester.ac.uk/library

The University of Manchester Library is one of only five National Research Libraries. With more than 4 million printed books and manuscripts, over 41,000 electronic journals and 500,000 electronic books, as well as several hundred databases, the library is one of the best-resourced academic libraries in the country.

The Main Library holds the principal collections that support teaching and research in the humanities, and the social sciences. A number of specialist site libraries also support the humanities and these are located across campus. The Library's Special Collections, one of the finest collections of manuscripts and early printed books in the UK, are housed in The John Rylands Library, Deansgate in the city centre.

The Alan Gilbert Learning Commons is open every day except Christmas day and a number of library sites extend their opening times in the run up to exams.

On the Library website there are a wealth of resources on a range of topics from using the printers and photocopiers to booking a PC or accessing resources off campus.

The My Learning Essentials skills programme offers online resources, workshops and drop-ins designed to help to develop your academic, wellbeing and employability skills.

Make sure you never miss news on the Library's latest news and developments

www.twitter.com/@UoMLibrary

John Rylands University Library Deansgate

The John Rylands Library was founded by [Enriqueta Augustina Rylands](#) (d. 1908) in memory of her husband, [John Rylands](#). The special collections include [medieval illuminated manuscripts](#) and examples of early European printing. The library collections are regularly used in teaching by lecturers in the department.

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

8.2 Computer Clusters

The School's buildings have computer cluster facilities which are open to students throughout the year – if they have been booked out for teaching purposes, a sign will be clearly displayed. You can details of where the computer clusters are at your subject area's Reception point.

8.3 Blackboard: courses and enrolments

The teaching and learning activities within your courses are enhanced and supported by the use of Blackboard. All of your courses/spaces are listed in:

<http://my.manchester.ac.uk/> under the 'Blackboard' tab. Within this tab you will find:

- a list of all the courses you are registered to take, under the 'Course List',
- a list for Programme spaces or other 'Organisations', in the 'My Communities' list.

You can also access Blackboard on your smartphone using the Blackboard Mobile Learn app. For guidance, see:

www.blackboard.com/resources/mobile/mobile_learn_splash/desktop/

Courses become available to students one week before the start of teaching. For *most* courses in 2017/18 this is:

- Semester 1 and all-year courses: 11th September 2017
- Semester 2 courses: 22nd January 2018

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

should appear in Blackboard within 24 hours. Also, your tutor needs to have 'activated' your Blackboard course in order for you to access it. If you cannot see a course you expect to see, please:

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

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

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

After enrolment or changing your enrolments, if your courses are not correctly listed in Blackboard after 24 hours, please let us know which course(s) you are missing by going through <http://www.manchester.ac.uk/servicedesk/>

If your course is assessed by coursework, and the submission of coursework is done online via Turnitin, you can find detailed video guidance at <https://video.manchester.ac.uk/> by logging in and searching for Turnitin Induction

If your tutor delivers feedback on your coursework also online you can also look up the guidance on how to access your feedback 'A Student Guide to Submitting an Assignment via Turnitin' at: <http://documents.manchester.ac.uk/display.aspx?DocID=13011> (document) or via a video search for Turnitin Feedback at <https://video.manchester.ac.uk/>

For general information on Blackboard and access to support information, please visit: my.manchester.ac.uk/portlet/user-guide

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

8.4 Study Skills

While every effort is made by teaching staff to deliver their courses effectively, and to encourage active learning, the quality and success of the learning experience ultimately depends on a corresponding commitment on the part of students. Studying at university requires a high degree of responsibility for your own learning. If you are to benefit from the unique experience of university study, acquiring not only specialist knowledge but also the capacities for critical, analytical thought and clear expression, then you personally, and your peers collectively, must contribute to the creation of an active learning environment. This entails:

- a) preparing adequately for lectures, seminars and tutorials, whether by reading alone or by organising ideas for group discussion;
- b) participating actively as appropriate, by engaging in discussion, asking questions, or giving oral presentations;
- c) following up the class in independent study (reading, making notes, rationally organising your material).

Think in terms of skill acquisition and your intellectual development, not just in terms of amassing and then reproducing information, and remember: even if assessment is usually based on individual achievement, the best way to maximise learning resources and to prepare for life after university is by learning to work collaboratively.

8.5 Guide to written work (including Bibliographies and Footnotes)

An essay is a relatively free, extended written response to a given problem or question. It calls upon the student to organise information to support a structured argument, and to communicate the argument clearly and concisely. The essay is the normal method of developing the student's abilities. It is also the normal method of assessment, whether in assessed essays written during the academic year, or in the two or three hour examination. Developing your skills in writing essays is therefore a crucial part of your studies.

Please see a full guide at the end of this Handbook on written work for your degree programme.

9 Academic Feedback

9.1 What is feedback?

Feedback is information which enables you to improve your skills. As such, it is a crucial part of the learning process, and is central to the academic relationship between tutor and student. As general principles, the School requires that written feedback should be legible, that it should give students the chance to improve their work, and that it should be provided in a timely manner.

9.1.1 Seven principles of good feedback practice have been identified:

- Facilitates the development of self-assessment (reflection) in learning
- Encourages teacher and peer dialogue around learning
- Helps clarify what good performance is (goals, criteria, expected standards)
- Provides opportunities to close the gap between current and desired performances
- Delivers high-quality information to students about their learning
- Encourages positive motivational beliefs and self-esteem
- Provides information to teachers that can be used to help shape teaching

Charles Juwah, Debra Macfarlane-Dick, Bob Matthew, David Nichol, David Ross and Brenda Smith, *Enhancing Student Learning through Effective Formative Feedback* (Higher Education Academy, 2004)

9.1.2 Academic staff in SALC aim to provide feedback which is:

- Prompt (where there is further assessment to be completed for a course unit, feedback will be provided to students no later than 15 working days after the submission date and before the completion of the next assessment)
- Related to the learning outcomes of the assignment
- Individualised to the assignment
- Oriented towards improving future performance

9.2 What means do subject areas in SALC use to provide feedback?

Feedback can be provided in a number of different ways. In SALC these may include:

- Written comments on coursework assessments, including essays, and on SALC feedback sheets – this may be in electronic format via Turnitin or by email.
- Advice given during and following discussion in seminars; this advice can be spoken or via email or other electronic means
- Advice given on a one-to-one basis during your course tutor's or Academic Advisor's office hours
- Feedback on examinations

The School's feedback forms are designed to enable tutors to give students feedback on both assessed, non-assessed coursework and examinations. Please see section *Assessment / Submission of Assessed Work* for further advice on how to submit your assessments and receive feedback. Marking of assessed coursework is carried out under conditions of anonymity, and your identity is not known until after the provisional mark has been recorded.

Following examinations, an exam feedback form can be requested from your subject area's administration team. Examination scripts are not returned to students.

Your feedback will include an indicative mark. You should note that any mark given to you at this stage is provisional: it may go up or down during the moderation process.

Feedback on dissertations and other 40cr submissions is provided following the Examination Boards in June.

9.3 When is feedback given?

Feedback can be given at a number of points during your course unit, or degree programme, for example:

- As general advice given in class when discussing essay or presentation strategies;
- As part of an on-going discussion about research and writing (for example, during supervision meetings in preparation for an undergraduate dissertation);
- As oral or written comments after you have submitted a coursework essay/given a class presentation.

9.4 What is the difference between formative and summative feedback?

Formative feedback is feedback which you can use in order to help improve your performance in future assignments. Feedback that is purely formative does not carry a mark that counts towards your final module mark.

Summative feedback is feedback given on a piece of work where the mark counts towards your final course unit mark and is generally given at the end of a period of study, for example, at the end of a level 3 dissertation or level 2 long essay.

During the course of your degree you will find that feedback can be both formative and summative. This means that the mark you are given for the piece of work submitted counts towards your final module mark and that the comments you are given can help you to improve your performance in future assignments across a number of modules.

9.5 What happens if I want more feedback?

If, after you have received feedback on your work, you would like more information then you should contact your course tutor or Academic Advisor. Course unit tutors will

- be available during two consultation hours per week during semester (these hours will be clearly advertised on the course tutor's office door)
- make alternative arrangements to see students who are unable to make use of these consultation hours
- respond to student email queries within 3 working days

The SALC policy on Feedback can be found at:

<http://www.alc.manchester.ac.uk/studentintranet/undergraduate/assessment/feedback/>

10 Mitigating circumstances

10.1 What are mitigating circumstances?

Mitigating circumstances are personal or medical circumstances which are unforeseeable and unpreventable that could have a significant adverse effect on your academic performance. You should only submit a mitigating circumstances application if you consider it serious enough, and the timing critical, to have affected your performance in your assessed work and examinations.

For complete guidance on the acceptable grounds for mitigating circumstances and the application process in the School, please refer to the student intranet <http://www.alc.manchester.ac.uk/studentintranet/support/mitigatingcircumstances/>.

Please note that IT failure (i.e. failure, loss or theft of a computer/laptop/printer) which prevents the submission of work on time is not accepted as grounds for mitigating circumstances. Students are advised to back up all work regularly using their University P drive and not leave the completion of work so late that they are unable to use an alternative computer or printer. Further information on your P drive is available here: <http://www.itservices.manchester.ac.uk/our-services/my-it/file-storage/>. We strongly encourage you to save work to your P drive, instead of a removable storage device which could be corrupted/lost/stolen. In most cases, the P drive should provide sufficient storage, but in the case of large files, please seek advice from IT Services or your Course Unit Director.

You can find the full University Policy on Mitigating Circumstances here: <http://documents.manchester.ac.uk/display.aspx?DocID=4271>

10.2 How do I submit a mitigating circumstances application?

You will need to submit a mitigating circumstances application using the online form available on the student intranet here:

<http://www.alc.manchester.ac.uk/studentintranet/support/mitigatingcircumstances/>

Relevant supporting evidence can be submitted in hardcopy to the Student Support and Guidance Office, Room A15, Samuel Alexander Building. In some cases, it is acceptable for electronic copies to be submitted via email to: salc-studentsupport@manchester.ac.uk.

Please ensure that you use the School's online form. Other Schools in the University use different (hardcopy) application forms and it is important that you submit your application online in order for it to be considered.

If you have any problems completing the online application (e.g. due to a hand injury), we recommend that you seek assistance from the Students' Union Advice Service: <http://manchesterstudentsunion.com/advice/service> who may be able to assist you in completing the online form.

10.3 Do I need to submit supporting evidence?

Yes. All mitigating circumstances applications must be supported by independent third party evidence. The nature of this documentation will vary according to the nature of the circumstances, but it must be sufficiently independent to confirm the case you are making. Examples of evidence include a doctor or other health professional's letter, counsellor's letter, self-certification form signed by your GP or GP's Medical Practice (for illnesses of 7 days and under only). Please note that it is a University policy that the self-certification form **must** be signed by a GP; we cannot accept forms which have not been signed by a GP.

Please note that your application cannot be considered until your evidence has been received.

The Student Support and Guidance Office will issue one reminder (by email to your student email address) for evidence to support your application. If evidence has not been received within **2 weeks** of the submission of your form, and you have not contacted them to inform them of any delay, your application will be refused and no further action will be taken.

If you are registered with the University Disability Advisory and Support Service (DASS), please refer to the information contained within section 11.7 below.

Please note that if your GP, or other medical professional, indicates that you are not fit to study (due to illness or injury), it will not be possible for the School to consider providing deadline extensions during the period that you have been 'signed off'. In addition, all students must meet attendance requirements. For these reasons, it may be necessary therefore for the School to recommend that you interrupt your studies.

10.4 When should I submit an application?

You should submit your mitigating circumstances application **before** your assessment deadline has passed. Unless your circumstances prevent you from doing so, you should continue working on your assessment, and if possible submit it, whilst you wait for the decision of the Committee.

If the circumstances have arisen during the course of an examination period, your application should be submitted in advance or on the day of the examination that is affected. If your application is delayed, it may not be accepted.

The final dates for submitting mitigating circumstances applications and evidence relating to the examination periods are as follows:

- Wednesday 31 January 2018
- Friday 8 June 2018
- Tuesday 4 September 2018

The School will be unable to accept applications and evidence after these deadlines.

10.5 What happens next?

When appropriate supporting evidence has been submitted, your case will be considered by the Mitigating Circumstances Committee. You can normally expect to receive confirmation of the Committee's recommendation within 7-10 working days which will be sent to your student email address. The recommendation of the Committee is provisional until it has been reviewed and confirmed by the Board of Examiners during their meeting in June.

10.6 How will my application be considered?

The Mitigating Circumstances Committee will assess whether to accept or reject your application based on the information and supporting evidence you have provided. Please note, the Committee may decide that they do not have enough information from you and so the decision will be held as pending and we will contact you by email to ask for further information, and give a deadline for this to be provided by.

10.7 I am registered with the Disability Advisory and Support Service, how will this affect my application?

If you need to apply for mitigating circumstances due to issues directly related to your disability, normally you will not need to provide any additional supporting evidence, but you must provide a detailed explanation on the application form of how your disability is currently affecting your studies. It is not sufficient to indicate only that you are registered with the Disability Advisory and Support Service (DASS). A Disability Advisor from DASS will be part of the Mitigating Circumstances Committee that will consider your application. If you need to apply for mitigating circumstances for an issue that is not directly related to your disability, you must provide supporting evidence (see above for details).

10.7.1 If my application is accepted how will mitigation be applied?

For detailed guidance please refer to the student intranet:

<http://www.alc.manchester.ac.uk/studentintranet/support/mitigatingcircumstances/>.

10.8 How will I find out the result of my application?

Following the meeting of the Mitigating Circumstances Committee, you will be notified of the outcome of your application by email to your student email address, normally within 7-10 working days. The Committee will recommend to the Board of Examiners whether or not mitigation should be applied. All recommendations are provisional until the Final Examinations Board has met. If the Committee have recommended to the Board of Examiners that mitigation should be considered then you will be notified of the outcome of the Board of Examiner decision by email in early July.

10.9 What support might I be offered after submitting a mitigating circumstances application?

It is important that you contact the support services noted below for advice and to discuss how the University can support you during your studies, as it is not the role of the Mitigating Circumstances Committee to assess your support needs. However, when you make an application for mitigating circumstances, the Student Support & Guidance Office may recommend that you access particular University Support Services (e.g. DASS or Counselling).

Student Support & Guidance Office:

The School's Student Support & Guidance Office can help you access all types of support. Tel: 0161 306 1665, email: salc-studentsupport@manchester.ac.uk

Your Academic Advisor: you can find the email address of your Academic Advisor here:
<http://directory.manchester.ac.uk/>

Students' Union Advice Centre: Tel: 0161 275 2947

University Counselling Service: Tel: 0161 275 2864

Disability Advisory and Support Service: Tel: 0161 275 7512, email:
dass@manchester.ac.uk

11 Assessment

11.1 Methods of Assessment

By the end of the degree programme, each student will have experienced a variety of formative and summative assessment methods, which will have developed and tested different skills in written or oral communication. Formative assessment (which may award the student a notional mark and/or offer detailed feedback on the student's progress) is often used in Level 1 courses; however, only the marks awarded in summative assessment count towards the student's final mark. Formative assessment (whether informally or formally assessed) may, in some course-units, be written up into a final version that is then summatively assessed.

The following are some types of the types of summative assessment that are used in the School of Arts, Languages and Cultures:

- a) written examination
- b) assessed essay
- c) dissertation
- d) oral/group presentations
- e) web CT
- f) portfolio
- g) class tests

On certain course-units, students' performance may be assessed solely by means of an invigilated formal **examination** in an examination room (in January and/or May/June).

More usually, however, marks for **assessed essays** (or other assessed work) submitted in the course of the year (and not done under examination conditions) are added to the examination result and contribute a certain percentage to the overall mark for the course-unit. These essays or other pieces of work should be completed as directed by the lecturer or tutor concerned. You should check most carefully the instructions and deadlines issued in each course unit you are taking, especially as the requirements will probably vary from unit to unit.

A number of course units also use **oral presentation** as a method of assessment. Students are required to give one or more short talks to tutors and students on a selected topic relevant to the course. The marks awarded for the presentation contribute a certain percentage to the overall mark and may be combined with one or more other methods of assessment. In their final year, students on this degree programme are **required** to submit a **Dissertation, Long Essay or equivalent**.

The particular method(s) of assessment used in each course can be found in the Course Unit Publishing section within the Student Portal

In order to satisfy the Board of Examiners, you must gain the necessary 120 credits at each Level by passing all course units taken. You will normally be expected to have achieved a pass mark (40 or above) in each course unit. If by the beginning of the subsequent year you have not achieved sufficient units you may take up to 20 credits from the previous Level's courses. You will not be allowed to proceed if you need to make up more than 20 credits from the previous Level. See the Degree Regulations and the section on Compensation in the Degree Regulations at the end of the Handbook.

All assessed work within the School of Arts, Languages and Cultures, whether by written examination, essay or project, is overseen by the Board of Examiners. Candidates' examination scripts and assessed coursework are marked according to the appropriate *Grade Descriptors* and a selection of these are given below. All examination papers, scripts, coursework and marks are open to the scrutiny and approval of external examiners, who are senior members of relevant Subject Areas in other universities.

11.2 Assessment Criteria

The School of Arts Languages and Cultures is introducing a new step (or stepped) marking scheme and criteria (or grade descriptors) for undergraduate examinations, coursework essays and other forms of assessed work at all levels in 2017/18. The scheme has been devised by the Faculty of Humanities at the University of Manchester.

Step marking means using a restricted number of marks that represent the lower, middle and upper ranges of the standard classification bands (First, 2.1, 2.2, etc.). For each classification band, work may meet the criteria minimally (lower range), well (mid range) or very well (upper range). To facilitate the best spread of marks along this spectrum, the new scheme uses figures ending in 2, 5 and 8 in each band (e.g. 52%, 55% and 58% in the 2.2 band, 62%, 65% and 68% in the 2.1 band and so on).

The new marking scheme and criteria have been designed with several objectives in mind, chief among which are the following:

- To make the marking bands and marking criteria/grade descriptors more transparent and easier to articulate.
- To encourage markers to use of the full range of marks.
- To simplify assessment and moderation decisions.

Since this new marking scheme and criteria will be used when grading summative assessments from the start of the new academic year in September 2017, please take some time to familiarise yourself with the scheme and the grade descriptors for different types of assessed work (seven in total) below. The descriptors can be found here: <http://documents.manchester.ac.uk/display.aspx?DocID=33382>

11.3 Plagiarism and other forms of Academic Malpractice

[NB: Plagiarism and other forms of academic malpractice are covered by the University's *Regulation XVII: Conduct and Discipline of Students* (see separate section below).]

Definition of academic malpractice

Academic malpractice is any activity – intentional or otherwise – that is likely to undermine the integrity essential to scholarship or research. It includes plagiarism, collusion, fabrication or falsification of results, and anything else that could result in unearned or undeserved credit for those committing it. Academic malpractice can result from a deliberate act of cheating or may be committed unintentionally. Whether intended or not, all incidents of academic malpractice will be treated seriously by the University.

As a student, you are expected to cooperate in the learning process throughout your programme of study by completing assignments of various kinds that are the product of your own study or research. For most students this does not present a problem, but occasionally, whether unwittingly or otherwise, a student may commit what is known as plagiarism or some other form of academic malpractice when carrying out an assignment. This may come about because students have been used to different conventions in their prior educational experience or through general ignorance of what is expected of them.

This guidance is designed to help you understand what we regard as academic malpractice and hence to help you to avoid committing it. You should read it carefully, because academic malpractice is regarded as a serious offence and students found to have committed it will be penalised. **You could be awarded zero (with or without loss of credit), fail the whole unit, be demoted to a lower class of degree, or be excluded from the programme.**

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

Plagiarism is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes 'self-plagiarism' (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from 'essay banks' (even if the authors of such material appear to be giving you permission to use it in this way). Obviously, the most blatant example of plagiarism would be to copy another student's work. Hence it is essential to make clear in your assignments the distinction between: the ideas and work of other people that you may have quite legitimately exploited and developed, and the ideas or material that you have personally contributed.

To assist you, here are a few important dos and don'ts:

Do get lots of background information on subjects you are writing about to help you form your own view of the subject. The information could be from electronic journals, technical reports, unpublished dissertations, etc. Make a note of the source of every piece of information at the time you record it, even if it is just one sentence.

Don't construct a piece of work by cutting and pasting or copying material written by other people, or by you for any other purpose, into something you are submitting as your own work. Sometimes you may need to quote someone else's exact form of words in order to analyse or criticize them, in which case the quotation must be enclosed in quotation marks

to show that it is a direct quote, and it must have the source properly acknowledged at that point. Any omissions from a quotation must be indicated by an ellipsis (...) and any additions for clarity must be enclosed in square brackets, e.g. “[These] results suggest... that the hypothesis is correct.” It may also be appropriate to reproduce a diagram from someone else’s work, but again the source must be explicitly and fully acknowledged there. However, constructing large chunks of documents from a string of quotes, even if they are acknowledged, is another form of plagiarism.

Do attribute all ideas to their original authors. Written ‘ideas’ are the product that authors produce. You would not appreciate it if other people passed off your ideas as their own, and that is what plagiarism rules are intended to prevent. A good rule of thumb is that each idea or statement that you write should be attributed to a source unless it is your personal idea or it is common knowledge. (If you are unsure if something is common knowledge, ask other students: if they don’t know what you are talking about, then it is not common knowledge!)

Do make sure that all the texts you draw on are cited in your bibliography, and that your references give a complete record of the sources you have used. Be particularly careful with **secondary quotation**: that is, when quoting material from a book or article you have not read via another text.

- Where possible, quotations in your coursework should be taken directly from the original source. In cases where the original text is not available to you, it is normally acceptable to use material from it which is quoted in a secondary source. Using quotations without acknowledging their origin is a form of plagiarism. Make sure when using secondary quotations, therefore, that your footnotes refer both to the original text and the source you have used, e.g.

Lucien Lévy-Bruhl, *Les fonctions mentales dans les sociétés inférieures* (Paris, 1910), 30, as quoted in Steven Lukes, *Moral Relativism* (London, 2008), 7.

As you can see, it is most important that you understand what is expected of you when you prepare and produce assignments and that you always observe proper academic conventions for referencing and acknowledgement, whether working by yourself or as part of a team. In practice, there are a number of acceptable styles of referencing depending, for example, on the particular discipline you are studying, so if you are not certain what is appropriate, consult your programme handbook or ask your tutor or the course coordinator for advice! This should ensure that you do not lay yourself open to a charge of plagiarism inadvertently, or through ignorance of what is expected. It is also important to remember that you do not absolve yourself from a charge of plagiarism simply by including a reference to a source in a bibliography that you have included with your assignment; you should always be scrupulous about indicating precisely where and to what extent you have made use of such a source.

So far, plagiarism has been described as using the words or work of someone else (without proper attribution), but it could also include a close paraphrase of their words, or a minimally adapted version of a computer program, a diagram, a graph, an illustration, etc taken from a variety of sources without proper acknowledgement. These could be lectures, printed material, the Internet or other electronic/AV sources.

Remember: no matter what pressure you may be under to complete an assignment, you should never succumb to the temptation to take a ‘short cut’ and use someone else’s material inappropriately. No amount of mitigating circumstances will get you off the hook, and if you persuade other students to let you copy their work, they risk being disciplined as well (see below).

Collusion is any agreement to hide someone else's individual input to collaborative work with the intention of securing a mark higher than either you or another student might deserve. Where proved, it will be subject to penalties similar to those for plagiarism. Similarly, it is also collusion to allow someone to copy your work when you know that they intend to submit it as though it were their own and that will lay both you and the other student open to a charge of academic malpractice.

On the other hand, collaboration is a perfectly legitimate academic activity in which students are required to work in groups as part of their programme of research or in the preparation of projects and similar assignments. If you are asked to carry out such group work and to collaborate in specified activities, it will always be made clear how your individual input to the joint work is to be assessed and graded. Sometimes, for example, all members of a team may receive the same mark for a joint piece of work, whereas on other occasions team members will receive individual marks that reflect their individual input. If it is not clear on what basis your work is to be assessed, to avoid any risk of unwitting collusion you should always ask for clarification before submitting any assignment.

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

University Proofreading Statement.

If a student chooses to approach another person to proofread their written work, or seeks to use the services of a proofreading service or agency, they must take account of the following principles:

- i. it is the responsibility of students to ensure that all work submitted is their own, and that it represents their own abilities and understanding. Any proofreading of work that is undertaken by a third party must not compromise the student's own authorship of the work;
- ii. proofreading undertaken by a third party must not take the form of editing of text, such as the adding or rewriting of phrases or passages within a piece of student's work;
- iii. proofreading undertaken by a third party must not change the content or meaning of the work in any way.

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

More information on how to avoid plagiarism can be found via the Faculty of Humanities study skills website:

http://www.humanities.manchester.ac.uk/studyskills/essentials/writing/avoiding_plagiarism.html

The University uses electronic systems such as Turnitin for the purposes of detecting plagiarism and other forms of academic malpractice and for marking. As part of the formative and/or summative assessment process, you will be required to submit electronic versions of your work to Turnitin and/or other electronic systems used by the University

Please note that work submitted to the relevant electronic systems will be stored in a database to allow appropriate checks to be made.

11.4 Submission of assessed work

Submission deadlines are distributed over a number of weeks in each semester and measures are taken to try to avoid students having multiple simultaneous deadlines. **However, it is not always possible to avoid simultaneous deadlines and it is your responsibility to ensure that you manage your time effectively and spread your workload evenly over the semester rather than leaving everything to the few days before a piece of work is submitted.**

Your course tutor will inform you of the deadline for submission of a piece of assessed work. When submitting the piece of assessed work, a number of rules apply. If you fail to follow them properly, your work may have to be resubmitted, in which case a penalty for late submission may apply.

Unless otherwise stated by your course unit director, all course units expect assessed coursework, and some formative coursework to be submitted electronically via TurnitinUK which is built into your Blackboard course units.

For online submission to Turnitin:

- a) To enable anonymous marking, your coursework must **not** have your name anywhere on it.
- b) To avoid the risk of material being lost, your coursework must carry a header on each page, which will include your **student registration number** (found on your library card) and the **code and name of the course**.
- c) The word count for each piece of written work must be displayed clearly on the top right-hand side of the first page.
- d) Upload your coursework through the Turnitin/Grademark link in the course unit Blackboard site. This link is usually found in the 'Assessment' folder on the left-hand side of the module's Blackboard landing page.
- e) **You must upload your work using your student registration number and the question number/title (e.g. 8000000_Q3) in the title field.**
- f) If you wish, you may also email a back-up copy to salc-assessment@manchester.ac.uk with a subject line including your student registration number and the relevant module code (e.g. 8000000_HIST11042).
- g) You are responsible for ensuring you upload the correct document.

- h) You are responsible for successfully uploading your coursework before the 12noon deadline on the date set by the Course Unit Director.
- i) You are responsible for keeping a copy of your coursework and a copy of the digital receipt containing your unique ID number and confirming your submission.
- j) The failure of individual computing equipment does not provide mitigating circumstances for late submission. Only a system failure confirmed by the University of Manchester IT Team or an internet outage confirmed by your internet provider provides mitigating circumstances for late submission.
- k) If you have any problems with your submission you should contact your Course Unit Director, Programme Administrator, or the E-Learning helpdesk:

www.studentnet.manchester.ac.uk/blackboard

For hardcopy submissions:

The School of Arts, Languages and Cultures no longer allows hard copy submission unless it is impossible for the piece of work to be submitted electronically. In these cases your Course Unit Director will issue specific instructions.

11.5 Word limit

All subject areas have agreed assessment lengths for written assessments (such as essays, reports etc.) within their degree programmes. At each level the target word count or range for a written piece is indicative of the optimum length required to compose a successful essay at that level, and is designed to correspond as closely as possible to the weighting that the assessment has within the course unit.

The purpose of enforcing word limits is (a) to ensure parity and fairness by creating a level playing field; (b) to help students produce well-focused and cogent written work; (c) to instil the discipline essential for real-life writing tasks, where word limits are often rigid; and (d) to ensure that students acquire the ability to edit their writing effectively and cut away inessential material, skills invaluable both for academic work and the workplace.

- students must observe the word limit specified for each assessment.
THE UPPER LIMIT IS AN ABSOLUTE MAXIMUM AND MUST NOT BE EXCEEDED (THERE IS NO '10% RULE')
- the word count for each piece of written work must be displayed clearly on the top right-hand side of the first page
- word count is here defined as including quotations and the footnotes or endnotes in the essay itself. It does not include the bibliography or any appendices. Appendices are for supporting, illustrative material only; they may not be used to elaborate or extend the argument
- material that exceeds the upper limit will not be read or considered in the marking

It is not expected that staff will check individual submissions unless they are concerned that the stipulated length has been exceeded..

11.6 Penalties for late submission

In common with the other Schools in the Faculty of Humanities, SALC operates a 'sliding scale' system of penalties for coursework submitted late. Any assessed coursework submitted after the deadline without good cause will incur a penalty determined by the lateness of its arrival:

- **ten marks will be deducted for the first day after the deadline**
- **ten additional marks will be deducted for each day thereafter (including weekends) for up to four days. After five days of deductions a mark of zero will be awarded.**

This penalty also applies to long essays and dissertations/theses.

Late work will be logged by the Programme Administrator, and students can expect to receive feedback on it in the normal way.

11.6.1 Mitigation

Please see the section on Mitigating Circumstances for information on how to make an application if circumstances have affected the timely submission of coursework.

11.7 Examinations

The University has a policy on examinations designed to ensure '*that students do not obtain unfair advantage for themselves or cause unfair advantage to other students*'.

The Policy can be found in Section D of the Assessment Framework at:

<http://documents.manchester.ac.uk/display.aspx?DocID=7333>

11.7.1 Timing of examinations

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

You will be entered for examinations on the basis of courses you were enrolled for at Registration, or which you subsequently have changed on the Self Service function of Campus Solutions. It is essential that you are registered for the correct course units; otherwise you will not be entered for the correct exams.

Examination timetable information is available via My Manchester; more information can be found here: <http://www.exams.manchester.ac.uk/before-your-exams/>

11.7.2 Missing examinations

It is entirely your responsibility to check that your examination entry details (i.e. the course title(s) and code(s)) are correct. It is also your responsibility to ensure that you are in the right room at the right time for the right examination, and that you receive the correct question paper (check the paper code). **Absence from an examination, except under mitigating circumstances, is counted as a failure in that examination.** Misreading of

your timetable is not accepted as a satisfactory explanation for absence from an examination. If you miss an examination through misreading the timetable, you must report immediately to your Reception to speak to an administrator.

11.7.3 Examination papers

Examination paper rubrics give you information about the structure of your exam paper (how many questions you must answer, whether the paper is divided into sections, etc) and you should pay particular attention to this. Course tutors will normally discuss the nature and the structure of the exam paper with you in class.

Copies of previous years' examination papers are held in the Short Loan Collection of the JRULM) or published on the web:

<http://www.exams.manchester.ac.uk/before-your-exams/>

11.7.4 Moderation, anonymity and external examiners

Examination scripts remain anonymous to markers. Anonymous marking also applies to all written work which contributes to your end of year results or your degree result. In addition, candidates' identities remain concealed during meetings of the Examination Boards that decide the award of qualifications. It should however be noted that the marking of oral presentations, group work and performances (where applicable) is by definition not anonymous.

All examination scripts, pieces of assessed work and theses are also made available to the External Examiners, who review a sample of scripts to ensure that standards are maintained and that marking is consistent. External Examiners are requested to advise in particular on first class marks, on borderlines between classifications and between passing and failing marks. Discrepancies between markers are also referred to the External Examiners.

11.8 External Examiners

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

11.9 External Examiners for HCRI

External Examiners for HCRI will be confirmed here shortly.

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

morag.guilfoyle@manchester.ac.uk.

11.10 Referred (Resit) and Deferred (First attempt) Arrangements

All decisions regarding referred (resit) requirements will be made by the relevant Examination Board and Course Unit Director.

Candidates completing deferred (first attempt) assessment in the August examination period will be assessed on the same basis as the original assessment, including both examination and/or coursework where appropriate.

You should be aware that the University charges an **administration fee** to all student completing referred (resit) assessments. (At the time of publication this was a flat fee of £75.) NB: this does not apply to candidates who are sitting an examination during the August examination period as a deferred (first sit) assessment.

Students are normally permitted to resit a limited number of failed courses on no more than one occasion (for limitations and exceptions see below). The opportunity to pass a resit is given in order to allow the student to proceed into the following year. The resit is designed **only** to restore missing credits so that you may proceed towards the degree (N.B. in the paragraphs below Part-Time Students are understood as progressing from “first year” to “second year” and from “second year” to third year when they have amassed 120 and 240 units respectively. We refer to “years” rather than “levels” here to make clear that it is the status of the student, and not the year-level of the course, that is in question.)

Please refer to the Undergraduate Degree Regulations for details of resit opportunities in each year of your degree programme.

It is important to understand that Boards of Examiners have the right to refuse an individual student a resit opportunity in **any** year of study if there has been a formal warning of unsatisfactory work and/or attendance. Resits may also be refused at the discretion of the Board of Examiners if the student has absented herself or himself without valid reasons.

All students are required to make themselves available for resit examinations. Holiday or other arrangements will not be accepted as an excuse for missing resit exams.

11.11 Recording and use of Examinations Results

Where a candidate fails a course but achieves a pass either by compensation arrangements or by resitting and passing the examination:

- a) For the purpose of carrying forward marks and for the classification of the degree or other qualification, the mark used should be the original fail mark agreed by the examiners if that mark is within the compensation zone or 30 if the original mark was below the compensation zone;
- b) For the purpose of transcripts issued by the University for external use, any compensated marks will be recorded with a C suffix. Resit examinations will be recorded with an R suffix, provided that the course has been passed on resit and regardless of the actual marks achieved. Resit marks may be compensated but this is not noted on the transcript.

11.12 Undergraduate Regulations

Students who commenced their undergraduate or postgraduate taught degrees at the University of Manchester from September 2012 or after will adhere to the new regulations

governing undergraduate and postgraduate taught degree programmes. A copy of the Regulations is available online at:

<http://documents.manchester.ac.uk/display.aspx?DocID=13147>

A Glossary of Terms is available online at:

<http://documents.manchester.ac.uk/display.aspx?DocID=13146>

Students who registered *prior to September 2012* will adhere to the following degree regulations: <http://documents.manchester.ac.uk/Display.aspx?DocID=7324>

11.13 Carrying credit from one level to the next

Where a candidate fails credits at resit, the Exam Board can recommend that the student carries this failed credit into the next level of study up to a maximum of 20 credits. The course unit to be retaken is specified by the Exam Board and would be taken in attendance with one opportunity to regain the failed credit.

The mark for the carried credit would be added to the calculation for the academic year in which original credit was failed and the maximum pass mark that can be achieved is 30 or the original fail mark if that mark was in the compensation zone (30 – 39%).

If the student fails to regain the credit, they will not be able to progress further and an exit award will be considered by the Board of Examiners e.g. Certificate of Higher Education/Diploma of Higher Education.

A student may request to change the carried credit unit for an alternative if they consider that they have compelling grounds. Students should make their request in writing to the relevant Programme Director who will be responsible for considering and approving such requests

11.14 Degree Classification

For students who commenced their degree in September 2012 *or after*, the weighting for degree classification purposes of year 2 (level 2) is 33% and for year 3 (level 3) 67%.

For students who commenced their degree *prior to September 2012*, the weighting for year 2 (level 2) is 25% and for year 3 (level 3) 75%.

For Integrated Masters Programmes the weighting for year 2 (level 2) is 20%, year 3 (level 3) is 40% and year 4 (level 4) is 40% except the Masters in Modern Language where the weighting is Level 3 (50%) and level 4 (50%).

11.15 Compensation Arrangements

The compensation arrangements described in the Degree Regulations are applied at the Examination Boards. Please note that there may be some core courses which cannot be compensated and you must meet the pass mark for this unit in order to gain the credit and proceed.

Please note that Compensation arrangements are different under the regulations for students who commenced their degree *prior to September 2012*.

12 Academic Appeals

An academic appeal is the process that you must go through in order to have the decision of a Board of Examiners, or equivalent body which affects your academic status or progress reconsidered. The University has an academic appeals procedure (Regulation XIX), full details of which can be found at My Manchester:

<http://www.studentsupport.manchester.ac.uk/who-can-i-talk-to/complaints-and-appeals/>

<http://www.regulations.manchester.ac.uk/regulation-xix-academic-appeals-procedure/>

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

An appeal which questions the academic or professional judgement of those charged with the responsibility for assessing a student's academic performance of professional competence shall not be permitted. This means that you may not challenge marks or grades awarded unless you believe that they may have been affected by factors under i-iv below.

The accepted grounds for appeal are as follows:

- (i) Circumstances affecting your performance of which, for good reason, the board of examiners or committee may not have been aware when the decision was taken, and which may have had a material effect on the decision.
- ii) An administrative error or procedural irregularity in the assessment process or in putting into effect the regulations for the programme of study such as to cause significant doubt as to whether the decision might have been different if the error or irregularity had not occurred.
- (iii) Evidence of prejudice or bias or lack of proper assessment on the part of one or more of the examiners.
- (iv) The supervision or training in respect of research for a dissertation or thesis or equivalent work was unsatisfactory to the point that your performance was seriously affected.

Appeals based upon provisional decisions of the School cannot be considered. This means that you will not be able to submit an appeal until after your marks have been ratified by the Board of Examiners and the results have been released. All recommendations for mitigating circumstances must be approved by the Board of Examiners, and any appeal cannot be considered until after the Board of Examiners has met in June/July/September.

The University encourages students to try to resolve the issue with their School in the first instance within the School (informal) appeals process and only when this process has been concluded to proceed to the Faculty of Humanities (formal) appeal, if necessary.

Please note you can only appeal on your own behalf. If you want a representative (e.g. a parent) to appeal for you, you must send a letter (or email) with your appeal explaining that you have given them permission to act on your behalf. Students can contact the Students' Union for assistance in drafting an appeal.

For further information on submitting an appeal, please contact the Student Support & Guidance Office (A15 Ground Floor, Samuel Alexander Building, email: salc-studentsupport@manchester.ac.uk).

13 Complaints

If you have a complaint it should be made as soon as possible, and in any case within 40 working days, of the events or actions (or lack of actions) which have prompted the complaint. The University will not normally consider complaints made after this period, unless there is a compelling reason for the delay.

The University has a complaints procedure, full details of which can be found on My Manchester:

<http://www.studentsupport.manchester.ac.uk/who-can-i-talk-to/complaints-and-appeals/>

<http://www.regulations.manchester.ac.uk/regulation-xvii-student-complaints-procedure/>

Most complaints can be resolved informally. Minor problems concerning your degree programme should be brought to the attention of your Academic Advisor, Programme Director or Programme Administrator at the earliest opportunity. Complaints should be made, in writing, to the Student Support and Guidance Office who will investigate the complaint on behalf of the School. You should normally expect to receive a written acknowledgement within 5 working days and a full response within 20 working days of receipt of the complaint. If we are unable to provide a response within 20 working days, we will contact you to advise you of the reasons for the delay.

If you feel that the School's response has not fully resolved the concerns raised in your School (informal) complaint, you may submit a complaint to the Faculty of Humanities (formal). The Student Support and Guidance Office can advise you of the procedure: (A15 Ground Floor, Samuel Alexander Building, email: salc-studentsupport@manchester.ac.uk).

14 Conduct and Discipline

The University defines misconduct as: 'the improper interference, in the broadest sense, with the proper functioning or activities of the University or of those who work or study in the University or action which otherwise damages the University or its reputation'.

The University's Regulation XVII: Conduct and Discipline of Students covers behaviour, actions and academic malpractice/ plagiarism.

If you find yourself the subject of a disciplinary procedure you are strongly advised to take advice from either the Students Union or The Atrium (see above).

More information regarding the Conduct and Discipline of Students can be accessed through [Regulation XVII](#) The Students' Union Advice Service also provides the following information:

<http://manchesterstudentsunion.com/top-navigation/advice-service/academic-advice/conduct-and-discipline>

Appendix 1 SALC Guidelines on Written Work

WRITING ESSAYS

An essay is a relatively free, extended written response to a given problem or question. It calls upon the student to organise information to support a structured argument, and to communicate the argument clearly and concisely. The essay is the normal method of developing the student's abilities. It is also the normal method of assessment, whether in assessed essays written during the academic year, or in the two or three hour examination. Developing your skills in writing essays is therefore a crucial part of your studies.

1. THE PURPOSE OF ESSAYS

One of the purposes of essays is to test and assess students. However, it also serves other intellectual purposes:

- To organise your thinking
- To bring a wide range of material to bear on a given problem or issue.
- To respond critically and with your own ideas.
- To select and use information to support an argument.
- To present this argument in a clearly structured and literate way.

None of this will happen at once. Try to see your essay writing as a continuing process of learning and improvement. Pay attention to the feedback you receive from your tutors. Talk to them about their comments. Try to work out what your weaknesses are, and try to engage with them. Reading other students' essays can also be a useful way of thinking about your own.

2. THE QUESTION

One of the first things a tutor or examiner will look for in an essay is how far the question has been answered. The wording of the essay title is absolutely vital. Your first task is to decide exactly what it means, what precisely is being asked of you. If you get this wrong, the essay could be a complete disaster.

Make sure you understand the meaning of key words. These are of two types:

Instructional: e.g. Discuss, Assess, Compare, Contrast, Describe, Examine...

Conceptual: e.g. Nationalism, Absolutism, Feudalism, Orders, Classes...

Spend some time thinking about the key words of the essay title, and what exactly it is asking you to do. It may be worth rewriting the essay title in your own words if it is at all complex or confusing. You might want to incorporate this into the essay, defining the terms and drawing out the overall meaning of the question in your introduction.

Think also about any built-in assumptions in the essay title. For example, "To what extent did the House of Commons increase its power in the sixteenth century?" almost invites you to agree with the assumption that the House of Commons did increase its power. You may think that it didn't. Remember that you can disagree with such assumptions, or treat them critically. Your argument will, of course, have to be well supported with evidence and rational argument.

3. READING FOR THE ESSAY

The important thing here is not to get bogged down in the reading and become overwhelmed by the material. You can do this by breaking up the reading process into stages, and by keeping your purpose in mind as you read.

A step-by-step approach to the reading is useful. Start with general text books and review articles for factual background and an introduction to the historical debates. Move on from these to more specialised articles and monographs.

After your initial general reading, it is often helpful to note down a rough plan, perhaps just a few headings. What will your main lines of argument be? In what order might they appear?

As you read in more detail, use the essay title and your rough plan to direct your note-taking. But be flexible. Don't be too restrictive in your idea of what may be relevant to the essay. And be prepared to change your rough plan, sometimes radically. The reading will develop and deepen your understanding of the essay title.

The key point is that you should not start to plan your essay after you have taken all your notes. You should be planning it while you are taking notes.

4. PLANNING THE ESSAY STRUCTURE

Once you have finished the reading, you should draw up your essay plan in detail. Avoid the temptation to skip this stage and get on with writing, for these reasons:

- The plan allows you to write more quickly, and to concentrate on developing a more fluent style
- It focuses your thoughts on the essay question.
- It gives you a chance to think through and develop your arguments.
- It helps you to avoid repetition and confusion.
- It tells you whether you are ready to write or not.

In its simplest form, you are aiming to produce an essay structure that lays out the main points in your argument, in the order that you intend to make them. This might be paragraph by paragraph, or at least sub-heading by sub-heading. How much detail you go into in planning inside each paragraph or sub-heading is up to you. It depends on the complexity of the essay.

Your intention is to answer the essay question. You set out this intention in your Introduction and you review what you have done in the Conclusion. The intervening paragraphs make up the body of the essay.

The Introduction

The Introduction should be concise and direct. It should contain a general idea of your understanding of the question. It should outline the argument you intend to adopt in the body of the essay, and how this relates to the existing historiography. It should also state briefly how you intend to develop this argument; for instance, the case study, period, event, country, region, social group you will refer to. Don't go into detail about what is to come, or deluge the reader with lots of factual information. To repeat: The Introduction introduces the argument of the essay. Tip: weigh your first sentence harshly when reading over your completed essay: is it short, punchy and purposeful? Or flabby, meandering and

expendable? does it just repeat the title? would the second sentence make a sharper first impression?

The Body of the Essay

This should contain a number of logically connected paragraphs and arguments – perhaps six to eight in a standard course essay. Do not just summarise your notes. You must select those ideas, points, and facts that are relevant to the question. And you must put them together to form a logical argument. You need to give this a good deal of thought. Consider alternative ways of ordering your points. Are there any weaknesses in the structure you have provisionally settled on?

The Conclusion

The Conclusion should refer back to the question, and it should restate your main argument. Ideally it should also add some concluding thoughts. If you have spent some of the essay attacking a particular view or historian, you could state whether there is anything you still valuable in that view. Or, having discussed a subject in some depth, you could suggest the sort of research that would allow a fuller answer to the essay question. Tip: is the last sentence short, crisp and right to the point of the essay-question? have you finished with a firm-jawed opinion or a wimpy seat on the fence ? are you a man or a mouse ?? a woman or a worm ??

5. WRITING THE ESSAY

Having drawn up a detailed plan, you will find writing much easier. Many students will now write the final version of the essay straight away. There are good reasons, however, for writing a first draft, reading it through carefully, then writing an improved final draft. This allows you to improve the structure and style, to check whether the essay is too long or too short, to correct any factual or stylistic mistakes, and to decide whether your essay has overall coherence and final impact..

The First Draft

Work closely from your essay plan. Your first draft will test whether your essay plan works in practice. Don't rush the first draft or allow it to become a mess. This simply makes more work for yourself later.

Make sure the reader knows why you are including pieces of information. Be explicit. Try to use the model of 'Statement, followed by reasons'. Don't be afraid to leave something out if it doesn't fit. Make sure everything you write is relevant, accurate and clear. Tip: check especially the first and last sentence of every paragraph for "punch" – these are the ones that catch the judges' eyes and score or lose most points for you.

The Review

Read through your first draft carefully and ask yourself the following questions:

Have you answered the question? Have you done what the Introduction said you were going to do?

Is the logical progression of the argument clear for the reader?

Is there a good balance between discussion and factual detail? Are your general arguments supported by evidence?

Are there any errors of grammar and spelling? Could the style be improved?

Has anything important been left out?

Does the Conclusion show how you have answered the question, and firmly?

The Final Draft

Put your name (or registration number, if the essay forms part of the course assessment), year, course and the essay title at the top of the first page. Number your pages, and leave adequate margins as well as space at the end, for the tutor's comments. Fill in the relevant cover sheet and sign the relevant plagiarism declaration form.

Include a bibliography of books and articles you have used at the end of the essay. You will also be expected to include properly presented footnotes (see under the project section for guidance). Please read Appendix B for more details of this.

6. FORMATTING AND LAYOUT OF WRITTEN WORK

In order for your work to be easily legible, and so that tutors can write comments on it, there are rules about how the work must be presented. Here is a simple checklist for you to work through:

- All work must be double line spaced.
- Leave a blank line before each new paragraph.
- Longer quotes and citations (more than two lines) need to be single line spaced and indented. Indented quotes do not have 'quotation marks'.
- Pages should be numbered in the top right-hand corner.
- You should use Times New Roman font, size 12, for the main part of your essay and bibliography.
- Leave a large margin (about one inch, or 2.5 cm) around all work.

Many of these settings will be automatic on university computers, but some formatting will have to be done by you. For anything which you are unsure of, click on 'Help' in Microsoft Word, and follow the instructions there.

7. BIBLIOGRAPHIES AND FOOTNOTES

Within the Humanities, there are different conventions for bibliographies and notes depending on the subject area. HCRI follows the referencing style used by the main academic periodical for the subject, HCRI. This periodical is available in the University Library. If you are unsure about referencing, you can look at examples in the articles in HCRI. Pay careful attention to the following details about footnotes and bibliographies as different subject areas have different conventions and, as an HCRI student, it is important to use the appropriate style. Please note also that whilst HCRI uses endnotes, and has all the references listed at the end of articles, it is preferable to use footnotes in your essays, so that the references are listed on each page throughout. Footnotes still follow the same referencing conventions as described below.

The following section gives guidelines on how to format bibliographies and footnotes for HCRI essays. Bibliographies and footnotes are prepared in a similar way. There are,

however, slight differences between the two. This guide should be referred to as you get used to all the different rules and regulations.

Bibliographies

The bibliography needs to be prepared according to the following rules. There are variations to these rules which different historians may apply, but the key thing is for you to be consistent throughout your work. You must ALWAYS include the author name, title, place of publication and date for all sources, with page numbers where applicable. Pay attention to your colons, commas, full stops, brackets and use of italics. Conventions for most sources are listed below, but if you are including anything not listed please check articles in *HCRI* for the correct format.

Books

Surname, Forename, *Full Title of Book in Italics: Including Subtitles and Dates After a Colon with Each Important Word Written with a Capital*, Place of Publication, Date of Publication.

Examples:

Haine, Scott, *The World of the Paris Café: Sociability among the French Working Class, 1789-1914*, London, 1996.

Poovey, Mary, *Making a Social Body: British Cultural Formation, 1830-1864*, Chicago, 1995.

Essays in Books

Surname, Forename, 'Full Title of Essay in Single Inverted Commas but not Italics: "Double Inverted Commas are for Quotes Within the Title"', in Forename Surname (ed. [or eds. if there is more than one editor]), *Full Title of Book in Italics*, Place of Publication, Date of Publication, 123-456 [the page numbers of the essay in the book must be included].

Example:

Frisby, David, 'The Metropolis as Text: Otto Wagner and Vienna's "Second Renaissance"', in Neil Leach (ed.), *The Hieroglyphics of Space*, London, 2002, 15-30.

Jelavich, Peter, 'Performing High and Low: Jews in Modern Theater, Cabaret, Revue and Film', in Emily Bilski (ed.), *Berlin Metropolis: Jews and the New Culture, 1890-1918*, London, 1999, 208-235.

Articles in Journals

Surname, Forename, 'Full Title of the Article in Single Inverted Commas but not Italics: "Double Inverted Commas are for Quotes Within the Title"', *Full Title of Journal in Italics* 4 [Number of journal in year or in series] (Year in Brackets), 123-456 [the page numbers of the article in the journal must be included].

Examples:

Garside, Paul, "'Unhealthy Areas": Town Planning, Eugenics and the Slums, 1890-1945', *Planning Perspectives* 3, 1988, 24-46.

Gilloch, Graeme, 'The Heroic Pedestrian or the Pedestrian Hero? Walter Benjamin and the Flâneur', *Telos* 91, 1992, 108-117

Websites

Surname, Forename, 'Title of Webpage/Online Article', Name of Website, full URL, date of access.

Examples:

Wilson, Sarah, 'Kurt Schwitters in England', *Tate Britain* website,
<http://www.tate.org.uk/whats-on/tate-britain/exhibition/schwitters-britain/essay-sarah-wilson-kurt-schwitters-england> accessed 26/06/2013.

O'Hagan, Andrew, 'The Living Rooms', *Artangel* website,
http://www.artangel.org.uk/projects/2004/die_familie_schneider/the_living_rooms_by_andrew_o_hagan/the_living_rooms_by_andrew_o_hagan accessed 26/06/2013.

Nicholls, Jill, 'Vivian Maier: Lost Art of an Urban Photographer', *BBC* website,
<http://www.bbc.co.uk/arts/0/23007897> accessed 26/06/2013.

Please note: if your online source DOESN'T have a title and an author, be very careful about using it in the first place! Seek advice from your supervisor if you are in any doubt as to whether your source is appropriate.

Newspaper/Magazine articles

Print versions

Surname, Forename, 'Title of Article', *Name of Newspaper*, date of publication, page number.

Examples:

Feaver, William, 'An Alien in Ambleside', *Sunday Times Magazine*, 18th August 1974, 27-34.

Keys, David, 'Swing Low, Sweet Chariot: a new Chariot Burial from East Yorkshire', *The Guardian*, 16th January 2002, 7.

Online versions

Surname, Forename, 'Title of Article', *Name of Online Publication*, date of publication, full URL, date of access.

Examples:

Searle, Adrian, 'Venice Biennale: Jeremy Deller's British Pavilion Declares War on Wealth', *Guardian Online*, 28th May 2013,
<http://www.guardian.co.uk/artanddesign/2013/may/28/venice-biennale-jeremy-deller-british-pavilion> accessed 26/06/2013

Magill, R. Jay, 'For Gregor Schneider's Cube, A Long Pilgrimage', *New York Times Online*, 16th April 2007, <http://www.nytimes.com/2007/04/16/arts/16iht-cube.1.5303319.html?pagewanted=all&r=0> accessed 26/06/2013

DVDs, Films and TV Programmes

DVD or Film

Title, Name of Director, (format: VHS Video, DVD, 35mm Film), Name of Production Company, original release date.

Example:

Gladiator, directed by Ridley Scott, (DVD), Dreamworks SKG 2002.

TV Programme

Title of Programme, Episode and *Series*, producer/director, production company, channel and date of broadcast.

Example:

'Gregor Schneider and the House of Horror', Episode 2 of *Art Safari*, produced and directed by Ben Lewis, BLTV, broadcast on BBC4, July 22nd 2004.

Interviews, Emails or Letters

These should be referred to as Personal Communications, and do not need to be listed in your bibliography. See below for how to include them in footnotes.

Footnotes

The most important point about footnotes is that they indicate to the reader where you have found your information, and enable the reader to find it in the same way. Footnotes are prepared according to similar rules to bibliographic references, but with three important differences:

- In footnotes, we list the forename before the surname: 'Mary Smith', not 'Smith, Mary'.
- An entry only appears once in a bibliography, but you may have to refer to the same work several times in footnotes. When you mention the same book, article or essay more than once in your footnotes, you use the full citation the first time, but thereafter you use what is called 'short form citation.' **Please note: we no longer use *ibid.* or *op. cit.* or other devices.**
- In footnotes, we always need to indicate the specific page or pages we have taken our information from. This means that we end each footnote by specifying the exact page or pages on which we found that specific piece of information or argument.

Books – First citation:

Mary Poovey, *Making a Social Body: British Cultural Formation, 1830-1864*, Chicago, 1995, 18-22.

Books - Second and subsequent citations:

Poovey, *Making a Social Body*, 38.

Essays in Books - First citation:

David Frisby, 'The Metropolis as Text: Otto Wagner and Vienna's "Second Renaissance"', in Neil Leach (ed.), *The Hieroglyphics of Space*, London, 2002, 22-24. [The pages on which the information can be found.]

Essays in Books - Second and subsequent citations:

Frisby, 'The Metropolis as Text', 28.

Articles in Journals - First citation:

Graeme Gilloch, 'The Heroic Pedestrian or the Pedestrian Hero? Walter Benjamin and the Flâneur', *Telos* 91, 1992, 116. [The page on which the information can be found.]

Articles in Journals - Second and subsequent citations:

Gilloch, 'The Heroic Pedestrian or the Pedestrian Hero?', 117.

These conventions work in the same way for website articles, exhibition catalogues, and newspaper articles. The only exception is for emails, letters and interviews, which need to be cited in your footnotes but not included in your bibliography. These should be cited as either Interview or Personal Communication via Whatever Media It Was and the date given, for example:

First citation:

Interview with Mike Nelson, June 25th 2009

Personal Communication via email with Patricia Allmer, May 3rd 2013

Subsequent citations:

Interview, 2009

Pers. Comm., 2013