

**POSTGRADUATE TAUGHT
STUDENT HANDBOOK**
2009/2010

For Postgraduate Masters and Diploma Students

This handbook is, as far as possible, accurate and up to date when published; but the matters which it covers are naturally subject to change from time to time and the University reserves the right to make such changes without notice. Remember to check <http://www.socialsciences.manchester.ac.uk/intranet/pg/> for any updates to this handbook which may occur during the year.



Finding your way around the Postgraduate Taught Student Handbook

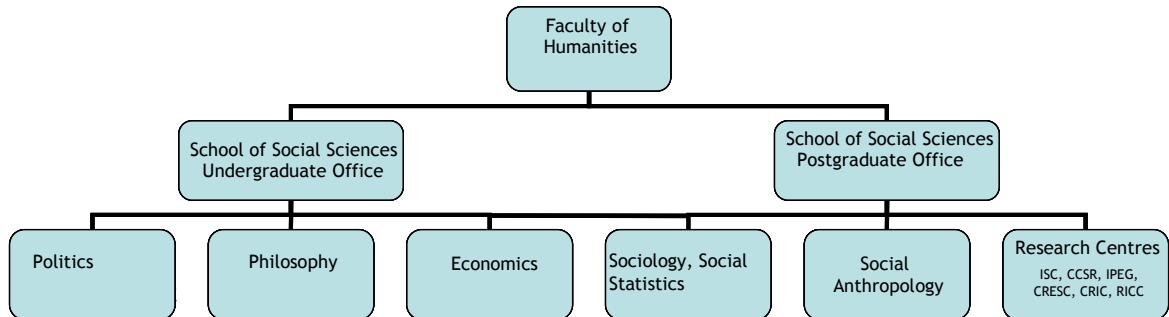
This Student Handbook aims to serve as a guide to your journey through the various stages of your postgraduate programme at the University of Manchester, either at Diploma or Masters level. Although there are a large number of regulations and other policy documents included, we've tried to make it as easy as possible to find the information you need. We've divided the handbook into Sections which serve as signposts or landmarks on your postgraduate journey.

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① How the University works



Welcome To the Faculty of Humanities

As Dean of the Faculty of Humanities, I would like to extend a warm welcome to all students in the University of Manchester. The Faculty of Humanities is one of four faculties in the University and consists of seven Schools that 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.

We are confident that this rich mix of opportunities will make study in the University of Manchester an exciting and stimulating experience, where you will benefit from the experience of leading scholars in your field and also from being part of a large and diverse postgraduate student community.

The Faculty of Humanities is committed to providing a student experience of the highest standard, and during this year we will be seeking your opinion on how well we have succeeded in the objective. I urge you to participate in this process, and use all the chances we make available to you to let us know how we can improve the quality education we provide.

This Handbook contains material specific to the programme of study or the discipline area in which your studies will be based.

Alistair Ulph
Dean and Vice-President, Faculty of Humanities
2009

September,

What is the Faculty of Humanities?

Universities all over the world have traditionally divided their academic activities into faculties. Faculties consist of academic units based on a particular discipline or on a grouping of disciplines employing similar methodologies. This is the approach that has been followed in 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 the Senate, for the regulation of the degree programmes offered, and it is through the Faculty that academic qualifications are awarded. The designation Humanities distinguishes this Faculty from the other three science-based faculties – Engineering and Physical Sciences; Medical and Human Sciences; and Life Sciences.

The Faculty of Humanities encompasses academic areas as diverse as Arts, Education, Social Sciences and Business & Management and is the largest Faculty in the University. With a total income approaching £190m per year over 16,000 students and some 1200 academic staff, it is equivalent to a medium-sized university in the UK. The vast majority of the disciplines in the Faculty already have international reputations and is proof of the University's commitment to, and ambitions for, these areas.

Based on any analysis of the results of the 2008 Research Assessment Exercise (RAE), Manchester is amongst the country's top four or five major research universities and is proving competitive with University College London and Imperial College and just behind Oxford and Cambridge. 65% of research staff (amounting to 1,193 full time equivalent staff) at the university are judged to be carrying out research which is 'world leading' (4*) or 'internationally excellent' (3*). For the Faculty of Humanities as a whole, 22% of activity was classed as world leading and further 40% as internally excellent.

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

The Faculty of Humanities will enter its sixth year of operation, along with the University, on 1 October 2009 and is strongly committed to the ambitious vision of our first President and Vice-Chancellor, Professor Alan Gilbert, which aims to see Manchester highly placed among the select group of world class institutions by 2015, with respect to both teaching and research.

What does the Faculty Do?

The Faculty is the interface between the discipline-based Schools and the University. The Faculty is headed by a Dean, who also holds the title of Vice-President of the University and as such is a member of the University Senior Executive Team. The Dean is supported in the Faculty by a team of Associate Deans, all of whom hold a particular portfolio, and these are listed below. The Dean and Associate Deans constitute the academic management of the Faculty. They are supported in their work by a Faculty administrative team, organised along functional lines (e.g. academic administration, planning, and estates matters). The administrative team is answerable to the Head of Faculty Administration, while working on a day-to-day basis with the Associate Deans and other administrative colleagues in the Faculty and in the Schools. The emphasis is on team-working across school and faculty boundaries.

The Faculty Officers are:

Dean & Vice-President

Professor Alistair Ulph, MA, BPhil

Associate Deans

Research

Professor Luke Georghiou, PhD, BSc

Postgraduate Education

Professor Bertrand Taithe, PhD, MA

Teaching & Learning

Dr Chris Davies, PhD, MSc, BSc, C.Eng,
C.Geog, CITP, FRGS, MBCS

Head of Faculty Administration

Russell Ashworth, BA

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

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

How is the Faculty Run?

In common with other faculties, the Faculty of Humanities is governed through a combination of bodies representing schools, staff and students. There are two bodies on which staff from all areas of the Faculty, academic and support staff, are represented. These are the *Faculty Assembly*, held at least once a year for all staff in the Faculty, and the *Faculty Committee*. The Faculty Assembly is consultative and involves all staff, whereas the Faculty Committee is advisory and has members by virtue of the office they hold (e.g. Associate Deans and Heads of Schools) as well as an elected element. The *Faculty Policy and Resources Committee*, consisting of the Faculty Officers (Dean, Associate Deans, Head of Faculty Administration and Heads of Schools) assists the Dean on issues of policy and resourcing. The Dean also has an *Advisory Group* comprising the Associate Deans and the Head of Faculty Administration, which meets at the Dean's request.

There are a number of Faculty committees, whose purpose is to co-ordinate essential academic functions and formulate policy and regulatory frameworks for approval within the Faculty. These cover Undergraduate and Postgraduate matters (taught as well as research programmes), Teaching & Learning, and Research. Membership of these Committees is normally on the basis of a position held within the School, e.g. all School Postgraduate Research Directors are members of the Postgraduate Research Committee. The Faculty also has a Library Committee to consider issues that affect relations between the Schools and the University Library.

Student Representation

There is provision for student membership of all of the above except the Faculty Assembly, the Policy and Resources Committee, the Dean's Advisory Group and the

Research Committee. Students normally participate in full in the business of committees unless an item of business is reserved, e.g. when it involves discussion of a named individual. On such occasions student members will be asked to withdraw. There is also student representation on key bodies within schools and there are separate Student Representatives' Committees at Faculty level.

What will the Faculty mean to you as a Student?

Most students spend their time at university blissfully unaware of the Faculty and what it does. This is because for students, the focus of their involvement is the disciplinary grouping, i.e. the School within which their studies are based, or in the case of students on interdisciplinary programmes, the office which is responsible for administering their programme. Students may have contact with the Faculty if they have a problem that cannot be resolved at a local level within the School or Programme Office, e.g. breach of regulations, appeals or disciplinary matters. Otherwise it is entirely possible to complete a course of study without ever interacting directly with the Faculty. As a student, you need to know that the Faculty has a monitoring and co-ordinating role *vis à vis* the Schools and is the body with which the University interacts on a formal level. In addition, as has been stated above, students are represented on the Faculty bodies which make decisions about its activities.

Faculty role in Academic Appeals, Conduct and Discipline of Students and Student Complaints

University regulations allow for students to appeal against a number of decisions that may affect their academic progression. There are also regulations governing student misconduct and procedures for complaints from students. These regulations and procedures can be found in full on the University website <http://www.studentnet.manchester.ac.uk/policies/>. The regulations XVII, XVIII and XIX approved in June 2004 apply to all students with effect from October 2005. The following paragraphs describe how these matters will be handled by the Faculty.

Academic Appeals

University General Regulation XIX (<http://www.studentnet.manchester.ac.uk/policies/>) defines a number of decisions affecting a student's academic progression against which students might wish to appeal. These include expulsion from the University, exclusion from a programme of study, or the result of assessment or award of a particular degree classification. There are specific grounds on the basis of which an appeal may be made and these are listed in Regulation XIX. Before proceeding to formal appeals, students are strongly advised to try to resolve the matter with an appropriate person in their School. If this fails, then the formal appeals procedure may be invoked by completing the relevant 'Appeals Form' which is available on the website. Completed Appeals Forms should be submitted to Mr Neil Ferguson, Head of Faculty Academic Services, Faculty of Humanities, Room G4, Devonshire House, University of Manchester, Oxford Road, Manchester M13 9PL (telephone 306 1105, email neil.ferguson@manchester.ac.uk).

Conduct and Disciplinary Matters

University General Regulation XVII (<http://www.studentnet.manchester.ac.uk/policies/>) defines types of behaviour which may lead to disciplinary action being taken against students who are in breach of the

regulation. Misconduct can be defined as the improper interference, in the broadest sense, with the proper functioning or activities of the University or of those who work and study in the University, or action which otherwise damages the University or its reputation. The most common form of disciplinary action is in respect of academic malpractice e.g. plagiarism, collusion or other forms of cheating. The Regulation on Conduct and Discipline of Students does not cover action against students following failure in examinations or failure to meet other academic requirements. Any student found guilty of misconduct has the right of appeal both against the finding itself, and any penalty imposed, provided that there is: evidence of procedural irregularity on the part of the University; availability of new evidence which could not reasonably have been expected to be presented at the original hearing; or the disproportionate nature of the penalty. Any enquiries about issues relating to student misconduct in the Faculty of Humanities should be referred to the Head of Faculty Academic Services in the Faculty of Humanities Office (telephone: 306 1105, email: neil.ferguson@manchester.ac.uk).

Student Complaints

University General Regulation XVIII
(<http://www.studentnet.manchester.ac.uk/policies/>) sets out a procedure for handling complaints by students. A complaint is defined as *'an expression of dissatisfaction which merits a response'* and covers complaints about the provision of programmes or parts of programmes, services or facilities by the University, or the actions or lack of actions by University staff. The Student Complaints Procedure does not cover matters relating to assessment and progression, nor complaints involving allegations of misconduct or harassment, as these are covered by separate procedures. The Procedure allows for the complaint to be handled informally at School level, however, if that approach is unsuccessful, formal procedures can be invoked by completing a Complaints Form. Any enquiries about issues relating to student complaints in the Faculty of Humanities should be referred to the Head of Faculty Academic Services in the Faculty of Humanities Office (telephone: 306 1105, email: neil.ferguson@manchester.ac.uk) to whom completed Complaints Forms should also be submitted.

IS Services within the Faculty of Humanities

Students at the University of Manchester enjoy access to a wide range of high quality IS services provided across campus. Within Humanities itself there are in excess of 500 computers located within Faculty buildings available for student use complementing the 900+ seats provided by the University in public clusters – including a public cluster at Owens Park.

All cluster computers are configured in the same way and provide access to services offered by schools, faculties and central service providers such as Humanities ICT Office (<http://ict.humanities.manchester.ac.uk/>), IT Services (<http://www.itservices.manchester.ac.uk>) and the John Rylands University Library (<http://www.library.manchester.ac.uk/>). Full details of software available on clusters can be found at <http://www.itservices.manchester.ac.uk/clustersoftware/>. Full details of library services and other electronic resources can be found at <http://www.library.manchester.ac.uk/>.

In addition to cluster computers wireless networking is being installed across campus enabling students with wireless equipped laptops to access IS services on campus.

Full details of the services offered, including a list of available locations, can be found at <http://www.itservices.manchester.ac.uk/wireless/>.

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

Training, face to face and online is available to Postgraduate Research students, see <http://www.humanities.manchester.ac.uk/humnet/acaserv/pgresearch/training/>.

Courses are provided centrally by IT Services, see <http://www.itservices.manchester.ac.uk/trainingcourses/>. Undergraduate and Postgraduate taught students have access to a variety of online resources and courses from the IT Services <http://www.itservices.manchester.ac.uk/trainingcourses/> and online resources through the Faculty, see <http://www.humanities.manchester.ac.uk/ictsupport/training/>

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.

Foreign language courses, offered as part of the Language Centre's Language Experience for All 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. Currently there are 18 languages, ranging from the main international languages (e.g. *French, Spanish, Arabic, Chinese*) to a number of lesser taught languages (e.g. *Japanese, Urdu, Persian, Turkish, Greek*), offered at various levels. For more information on the full range of languages and levels that are available, please consult the University Language Centre website (link below).

English Language Programmes - 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 may also make use of the one-to-one writing consultation service (link 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.

Tandem Programme - This programme is similar to Face to Face, but is more formal and provides credits within the Language Experience for All Programme (LEAP), which counts towards a University degree. It is fully monitored, assessed and supported via practical workshops.

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, video, DVD and CD-ROM formats
- Materials in some 60 languages
- A suite of TV/VCR presenters fed by a range of satellite and terrestrial channels
- A suite of dedicated multimedia PCs for computer aided language learning.
- 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.langcent.manchester.ac.uk>.

The University of Manchester Alumni Association - The University of Manchester Alumni Association is the main point of contact for the University's global network of over 225,000 active former students.

We keep in touch with our members through our annual alumni magazine *Your Manchester*, our *Your Manchester Insights* events programme and our alumni community website, *Your Manchester Online*. We are also able to help our graduates in various other ways such through networking opportunities.

You automatically become a member of the Alumni Association once you have graduated – however to become an active member (and benefit most from all the services offered) you will need to register with **Your Manchester Online**: www.manchester.ac.uk/yourmanchester - the University's interactive alumni community website and update your contact details online.

The Alumni Association offers benefits and services to current students too. You will be invited to the *Your Manchester Insights* events programme - an exciting lecture series designed to showcase the excellence, relevance and topicality of research going on at the University.

Many of our graduates make a difference to thousands of Manchester students by providing generous financial support to help them during their time. This is done via five key funds: Opportunity Manchester, Global Outreach, Research Impact, Bridging Hardship and Learning Enrichment.

A significant number of our graduates are particularly loyal to the University and enjoy helping current students. For example the Managing Director of Goldman Sachs International, Manchester graduate David Buckley (BSc Hons Electrical Engineering and Electronic Engineering 1984) frequently advises students at mentoring sessions on subjects such as leadership and business ethics and the Chief Executive of Tesco plc Sir Terry Leahy (BSc Hons Management Science 1977) delivered a session to students on 'Building a Business of Leaders'.

Manchester graduates can be found in all walks of life and include some very famous and senior names such as: Mathew Horne (known for his role as Gavin in the BBC3 comedy *Gavin and Stacey*); Ed Simmons and Tom Rowland (musicians – The Chemical Brothers); Ben Elton (comedian and writer), Alex Garland (writer), Meera Syal (writer/actor); Sophie Raworth (Newscaster/Journalist); Anna Ford (Broadcaster); Dame Betty Kershaw (President of the Royal College of Nursing); George Maxwell Richards (President of Trinidad and Tobago) and Jennifer Vel (youngest member of the Seychelles National Assembly).

Contact the Alumni Association
Development and Alumni Relations
The University of Manchester
G9, Christie Building
Oxford Road
Manchester M13 9PL, UK
Tel: +44 (0)161 306 3066
Email: alumni@manchester.ac.uk
www.manchester.ac.uk/yourmanchester

Welcome to the School of Social Sciences

Welcome to the School of Social Sciences (SoSS). Based in the Arthur Lewis and Humanities Bridgeford Street buildings, SoSS is a leading centre of research and higher education that came into existence in October 2004 as a constituent part of the Faculty of Humanities in the new University of Manchester. The School can trace its origins to the establishment of a Faculty of Commerce in the Victoria University of Manchester in 1903 which, in its most recent form, became the Faculty of Social Sciences and Law in 2000. Although new, the School therefore has a long and prestigious history. Winners of two Nobel Prizes in Economics - Sir Arthur Lewis and John Hicks - held Chairs at Manchester, and current members of SoSS are leaders in their field.

SoSS brings together six distinct discipline areas: Economics, Politics, Philosophy, Social Anthropology (including Visual Anthropology), Sociology, and Social Statistics (building on our long established strengths in census and survey research).

SoSS generates substantial research income and is involved in two major Economic and Social Science Research Council (ESRC) funded centres: the Centre for Research on Socio-Cultural Change (www.cresc.man.ac.uk) (<<http://www.cresc.man.ac.uk/>>) and the Real Life Methods Node of the ESRC National Centre for Research Methods (www.reallifemethods.ac.uk) (<http://www.reallifemethods.ac.uk/>>). Among the host of other major research initiatives hosted by the School is the new Institute of Social Change, which includes the appointment of Robert Putnam as a part-time professor in SoSS.

We are certain that you will find the School of Social Sciences a welcoming and inspiring environment, both academically and socially, in which to undertake your studies.

Fiona Devine
Head of School

Introduction to Your Programme of Study and Discipline Area

Here's a quick introduction to some of the terms you'll come across during your time at Manchester.

Postgraduate Taught (PGT) students are registered to study for the Degree of Master of Arts (MA), Master of Science (MSc) or the Postgraduate Diploma (PG Dip). Degrees or Diplomas are awarded after successful completion of a Programme of study e.g. the MSc in Economics, the PG Dip in Human Rights. These Programmes are grouped into Discipline Areas, and these Discipline Areas are the building blocks of the School. The School of Social Sciences is made up of six Discipline Areas, together with a number of Research Centres e.g. CCSR, CRESC, Cultural Theory Institute, Institute for Social Change, CRIC, Granada Centre.

The **School of Social Sciences** is one of seven **Schools** that form the **Faculty of Humanities**, and the Faculty of Humanities is one of four Faculties that make up the University of Manchester.

Programmes for 2009-2010

Programme of Study	Degree / Diploma		Programme Director (s)	Discipline Area
Social Statistics	MSc	Dip	Dr Nikos Tzavidis	CCSR
Social Change	MSc	Dip	Dr Nick Shryane	ISC
Econometrics	MSc		Professor Alastair Hall	Economics
Economics – Environmental Pathway	MSc		Dr Dan Rigby	Economics
Economics	MSc	Dip	Professor Keith Blackburn	Economics
Economics	MA		Dr Emranul Haque	Economics
Economics & Econometrics	MSc		Professor Alastair Hall	Economics
Financial Economics	MSc	Dip	Igor Evstigneev	Economics
Political Economy	MA	Dip	Professor John O'Neill	Philosophy
Philosophy	MA	Dip	Dr Graham Stevens	Philosophy
Philosophy	MRes		Dr Graham Stevens	Philosophy
Political Science – Political Theory	MA	Dip	Dr Tom Porter	Politics
Political Science - European Politics & Public Policy	MA	Dip	Dr Jill Lovecy	Politics
Political Science - Governance & Public Policy	MA	Dip	Dr Andrew Russell	Politics
Political Science - Democracy & Elections	MA	Dip	Dr Andrew Russell	Politics
Political Science - Gender Politics & Policy	MA	Dip	Dr Jill Lovecy	Politics
Human Rights - Law/Political Science	MA	Dip	Dr James Pattison	Politics
Human Rights - Political Science	MA	Dip	Dr James Pattison	Politics
International Politics - International Political Economy	MA	Dip	Dr Stuart Shields	Politics
International Politics - International Relations	MA	Dip	Dr Stuart Shields	Politics

Politics	MA	Dip	Dr Tom Porter	Politics
Anthropological Research	MA		Professor Peter Wade	Social Anthropology
Social Anthropology	MA	Dip	Dr Jens Kjaerulff	Social Anthropology
Visual Anthropology	MA		Dr Angela Torressan	Social Anthropology
Applied Social Research	MA	Dip	Dr Penny Tinkler	Sociology
Sociology	MA	Dip	Dr Penny Tinkler	Sociology
Sociological Research	MSc		Dr Penny Tinkler	Sociology

The Graduate Office for the School of Social Sciences

Room 2.003, Arthur Lewis Building, The University of Manchester

The Postgraduate Office is open between 10.00am and 4.00pm, Monday to Friday.

The **Postgraduate Office** establishes and co-ordinates the institutional framework through which the participating Discipline Areas in the School of Social Sciences develop their postgraduate strategy. It ensures graduate education meets the needs of postgraduate students and conforms to the policies of the University of Manchester.

Postgraduate Administration for Postgraduate Programmes in SoSS is located in the Postgraduate Office on the second floor of the Arthur Lewis Building. You will come into contact with the Postgraduate Office in a number of ways during your time at Manchester as all administration of postgraduate programmes in SoSS are dealt with by this office. This is where you will find your Programme Administrator, our Postgraduate Admissions Office and the Postgraduate Manager. If you have any questions about your programme of study, want to make changes to your registration e.g. interrupting your course [see Section 9 for further information] or changing your mode of attendance, want to speak to someone regarding Qualitative Research Methods training course [see Section 3], IT Skills workshops [Section 4], the Ethical Issues process [see Section 6] and some matters relating to Research Council and University-administered funding this is where you should come to.

If you need Programme advice, are having problems or wish to make a complaint we advise you to contact your Programme Director and/or Programme Administrator in the first instance. If you do not feel that your query has been adequately dealt with you are advised to contact the PGT Director in your Discipline Area. We hope that your query will have been dealt with by now. However, if you are still not satisfied and wish to pursue your query further you should contact your Discipline Area overall Postgraduate Director and/or Head of Discipline Area. If you still need to pursue your query further you can contact the School Postgraduate Director (Dr Martyn Andrews), Paul Smith (Student Support Officer) or Bernadette O'Connor (Postgraduate Manager).

Graduate School Organisation		
Academic		Tel no &

		Room
Head of School	Professor Fiona Devine Fiona.Devine@manchester.ac.uk	0161 275 2508 2.005
SoSS overall Director of Graduate Studies	Dr Martyn Andrews Martyn.Andrews@manchester.ac.uk	0161 275 4874
Administration		2.003 Arthur Lewis Building
Postgraduate Manager	Bernadette O'Connor bernadette.o'connor@manchester.ac.uk	0161 275 4627
Postgraduate Admissions Manager	Vicky Barnes vicky.barnes@manchester.ac.uk	0161 275 4743
Programme Administrator for PGT Programmes in Politics, Political Economy, Social Statistics, Social Change	Amanda (Millie) Bridgeman Amanda.Bridgeman@manchester.ac.uk	0161 275 4885

Programme Administrator for Social Anthropology, Sociology and Philosophy	Shahnaz Ibrahim Shahnaz.Ibrahim@manchester.ac.uk	0161 275 3999
Programme Administrator for Economics	Vickie Roche Vickie.Roche@manchester.ac.uk	0161 275 4823
Postgraduate Support; Disability Support Officer	Jill Chandler jill.chandler@manchester.ac.uk	0161 275 2501

Information Points & Communication

In order for your programme to run smoothly it is essential that you maintain good communication with the administrative and academic team.

Communications regarding internal and external conferences and seminars - these will be circulated to you by email. Students are advised to join Associations (e.g. Political Studies Assoc) that they have an interest in, as they will then receive relevant communications directly - ask your PG Director for details of relevant groups/Associations.

E-mail

Most of the information sent out by administrators and academics comes via your *University of Manchester* e-mail address which you are allocated upon arrival (e.g. John.Smith@postgrad.manchester.ac.uk). This can be accessed via the internet, or you can set up your University e-mail to be diverted to your personal e-mail account. **It is your responsibility to ensure that you regularly check your e-mail accounts.** If you believe that you are not receiving all relevant e-mails, you must inform your Programme Administrator *immediately*.

Contact Details

It is your responsibility to keep all contact details up-to-date on the on-line student system (which you used to register). If you change address during the course of the academic year, you must update this system accordingly.

School of Social Sciences Intranet

The main reference point for information about your programme, the discipline and the School is the School's Student Intranet

<http://www.socialsciences.manchester.ac.uk/intranet/pg/>

This will hold electronic copies of handbooks, timetables, relevant forms, policies and regulations, funding, postgraduate contacts and SOHOL.

The individual discipline pages will also hold details of student representatives for each programme, once they have been nominated.

University Student Portal

The University has a Student Portal through which you can view a summary of your e-mails, view your library account, get examination information, and access the Student System through which you register, find your timetable and marks. The portal also links through to all University Policy's and Procedures, some of which are referenced further on in your handbook.

[_www.studentnet.manchester.ac.uk](http://www.studentnet.manchester.ac.uk)



2 Getting Started

Policies and Procedures for Postgraduate Taught Students

The University Regulations for your degree provide the University-wide framework within which the School operates. See Section 11 for details of the University's Masters, Diploma and Certificate Regulations.

In this section of the Guide we highlight some issues from the Regulations that are likely to concern students during their period of registration.

Induction & Registration

Full details on induction and registration can be found on <http://www.socialsciences.manchester.ac.uk/intranet/pg/reg/>

Registration can be completed on-line from 1 September and course unit selection from 14 September.

You are required to be in Manchester for the start of induction week commencing Monday 21 September.

Length of the prescribed course

Masters degree:

According to the current regulations, the period of registration at this University for the degree of Master of Arts (MA), Master of Science (MSc) or Master of Research (MRes) is 12 months full-time or 24 months part-time. The period of registration commences in September 2009 until September 2010 for full time students and to September 2011 for part-time students.

Postgraduate Diploma

A 9 month full-time or 18 months part-time programme. The period of registration runs from September 2009 until June 2010 for full-time students and to June 2011 for part-time students.

Those students who have been issued with a Postgraduate Diploma Upgrade offer may be permitted to upgrade to the Masters upon satisfactory completion of examination/assessment requirements. Please note that if you are granted permission to upgrade you will be required to pay the difference in fees between the Postgraduate Diploma and Masters.

Likewise, if you do not satisfy the examination/assessment requirements for the Masters you may be downgraded to the Postgraduate Diploma.

Choosing your Course Units

Your Programme handbook details the structure of your programme and the course units which are required to take or are available as options. Your Programme Director and Postgraduate Administrator will be available to offer advice throughout the period of your course.

The MA/MSc/MRes degree and Postgraduate Diploma both normally comprise eight 15 credit course units, usually divided equally between two semesters. Students who take more course units in one semester than another do so at their own risk and must obtain the permission of their Programme Director.

Part-time students must normally take the equivalent of four course units (4 x 15 credits) in year one, usually divided equally between two semesters.

Compulsory requirements and optional choices are set out in the handbooks for each programme.

Students registered for the MA/MSc/MRes must also submit a dissertation which is normally 12-15,000 words long; the word limit is agreed between the student and the staff member who supervises the dissertation. With the normal weighting, the 8 course units count for 120 credits and the dissertation counts for 60. With the exception of the MRes in Philosophy which comprises of five individual modules (one worth 30 credits, and four worth 15 credits) and a 17-20,000 word dissertation worth 90 credits.

	Cours e Unit 1	Cours e Unit 2	Cours e Unit 3	Cours e Unit 4	Cours e Unit 5	Cours e Unit 6	Cours e Unit 7	Cours e Unit 8	Dissertati on
Credit s	15	15	15	15	15	15	15	15	60
Sub- Total	120								60
Total	180								

During the induction process you will be given a form on which to list the course units you will take during the academic session. You should return this to your Programme Administrator. You should also register online through self-registration for your course units.

During the induction week you will also have an opportunity to talk with your Programme Director about the choice of course units most appropriate to your needs and interests. The online postgraduate course unit database can be searched at: <http://courses.humanities.manchester.ac.uk/pg/>

Making Changes to Your Course Units

If you decide to change any of your course unit options, you can make the alteration yourself online (see 'Guide to Using Self-Service Course Unit Selection' included in your registration pack). However, before you process any changes, you will need to complete a *Course unit Change Form* (available from the School Postgraduate Office, room 2.003, Arthur Lewis Building or downloadable from the Intranet) so that we have a record of any alterations to your choice of course units. Changes to your choice of course units must be made no later than the dates specified below.

**In Semester I you must make any course unit changes by Friday 9th October.
In Semester II you must make any course unit changes by Friday 12th February.**

Feedback Policy

Feedback tells students about their progress towards achieving intended learning outcomes. This information can help them to improve their learning (which is the purpose of teaching) and so help them to enhance their performance in assessment. It is also important to ensure that students engage with the feedback they receive. Their level of engagement is strongly influenced by their evaluation of their own ability to understand and apply the comments they receive and the benefits they will receive from doing so.

The School of Social Sciences Feedback Policy sets out the principles which govern the mechanisms for providing feedback to students on their formative and summative work. These principles have been developed in line with the University's Assessment Framework and the Faculty of Humanities' Feedback Policy, taking account of existing practices and consultation with student focus groups.

Principles of the School of Social Sciences Feedback Policy

- 1. Provide clear information to students about the feedback process.**
- 2. Provide feedback on formative and summative assessments as appropriate and in a timely manner that permits students time to react to the feedback in such a way as to enhance their performance in subsequent assessments.**
 - 2.1 Where there is further assessment to be completed for the unit, feedback should be provided no later than 4 weeks from the submission date and before completion of the next assessment.**
 - 2.2 Where there is no further assessment for a unit, students must have the opportunity to receive feedback as appropriate and in time to be able to improve performance in further programme assessments.**

- 2.3 Procedures should be in place to provide students with the opportunity to receive feedback on their examination performance.**
- 3. Wherever possible, feedback should be personal and provide guidance indicating to students how to improve their performance.**
 - 4. Feedback should be clear, legible and understood by the student.**
 - 5. The quality of feedback and effectiveness of feedback mechanism is monitored.**

Comments on the School's Feedback Policy

There are two over-arching principles that govern the School's policy:

- Feedback should be provided in a timely manner that permits students to react to the feedback in such a way as to enhance their performance in subsequent assessments.
- Feedback should be as personal as possible to the individual student.

These two principles are considered the key to the enhancement of the student experience and the improvement of student satisfaction.

1. Provide clear information to students about the feedback process.

It is important to explain to students what constitutes feedback and how it will be provided.

- Some time should be spent on the topic of feedback during induction for new students explaining the importance, form and availability of feedback.
- Information should also be provided in programme handbooks and course materials (course guides) about the mechanisms by which students will receive feedback and the forms it will take for both formative and summative work. This is to ensure that
 - students have a clear understanding of the assessment process and the marking and grading criteria;
 - students realise when and how they will receive feedback on their work.

2. Provide feedback on formative and summative assessments as appropriate and in a timely manner that permits students time to react to the feedback in such a way as to enhance their performance in subsequent assessments.

2.1 Where there is further assessment to be completed for the unit, feedback should be provided no later than 4 weeks from the submission date and before completion of the next assessment.

2.2 Where there is no further assessment for a unit, students must have the opportunity to receive feedback as appropriate and in time to be able to improve performance in further programme assessments.

Formative feedback (feedback given on assessments before the end of the course unit) and summative feedback (feedback given on assessments at the end of the course unit) are not mutually exclusive. From the academic year 2009/10, all of the School's undergraduate course units should have at least one form of assessment that provides formative feedback to students. (This assessment may contribute to the final mark for the course unit.) The timing of feedback must be such that the feedback can be used by the student to respond and improve performance in a unit and throughout their programme. Importantly, programmes and courses should give consideration to submission dates for course work to ensure that the schedule for submission and feedback fits with relevant dates for future assessment.

2.3 Procedures should be in place to provide students with the opportunity to receive feedback on their examination performance.

There is a lot that students can reflect on about their examination performance in order to improve their results for future units. To facilitate this, large course units may provide generic feedback on the cohort's performance. Where no generic feedback is provided, other procedures should be in place. Students should contact the course convenor (or academic advisor if there is concern about the overall examination performance.) Procedures are in place to facilitate individual requests to see scripts/marketing sheets (though students cannot take them away with them).

3. Wherever possible, feedback should be personal and provide guidance indicating to students how to improve their performance.

Formative feedback should contain

- responses to points well made within the work as well as to its weak points;
- suggestions for how students can improve their work;
- a provisional mark along with formative comments.

4. Feedback should be clear, legible and understood by the student.

It is the responsibility of the assessor to provide clear and understandable feedback. Written comments should be legible and it should be indicated which part of the work comment refers to. Students should have the opportunity to seek clarification and further feedback from their lecturer.

5. The quality of feedback and effectiveness of feedback mechanism is monitored.

For purposes of enhancing and maintaining the quality of feedback the School has in place, both at discipline area/programme level and at School level, mechanisms to monitor the provision and the effectiveness and the quality of the feedback being provided by students:

- Course Convenors have responsibility for monitoring feedback provided by other teachers on their courses;
- Programme or Discipline Area Directors of Undergraduate Studies will review the provision of feedback in selected courses each semester;
- the School's Director of Undergraduate Studies, together with the Undergraduate Manager, will undertake further spot-checks;
- staff-student forums should regularly discuss feedback provision in their area.

Course Unit Evaluation Questionnaires

It is very important that you provide us with feedback on our course units also. We strongly encourage all students to complete the course unit evaluation forms for each of your course units. These are normally circulated to you in your last course unit tutorial. If you do not receive one, you should contact your course unit tutor or Programme Administrator.

At the end of the programme students may be asked to complete a short, anonymous evaluation questionnaire. The results are used to evaluate the organisation and content of the individual courses and overall programme.

Student-Facing It Facilities

There are a number of computer-based facilities that you will probably become familiar with during your time at the University. Most prominently, the University has recently migrated to a new virtual learning environment (VLE), which is called Blackboard. You will find that your courses will have a VLE-based presence, where you will, for example, find readings for the coming week, assignments, questions for tutorials, and so on. Some course units will also have a requirement that you submit your essays (both assessed and non-assessed) online as well as in paper copy to the Postgraduate Office.

<http://www.studentnet.manchester.ac.uk/blackboard/>

Experiencing difficulties meeting with academic staff? Students are advised to use the Sohol System, email or phone. If staff are not available to meet at a time arranged students should inform the Receptionist in the Pod in that area and their PG Administrator. If problems persist you should let Bernadette O'Connor know.

SOHOL stands for 'Staff Office Hours On-line' and using this system you can book an appointment with an academic member of staff. Go to the link below and then click on 'SOHOL Webpage'. There is also some guidance available at this location.

<http://www.socialsciences.manchester.ac.uk/intranet/pg/sohol/>

The Student Portal is a general way into many of the personal facilities you will have set up as a student at the University. Through the Portal you can log on to Blackboard, check your email, get information about your library loans, as well as many other functions.

<https://www.portal.manchester.ac.uk/uPortal/render.userLayoutRootNode.uP>

Campus Solutions is the student system. From here you will be able to check your timetable, keep track of your course choices, grades, financial situation, and registration, along with many other functions.

<https://studentadmin.manchester.ac.uk/psp/CS89PROD/?cmd=login>

The Academic Year

2009-2010
First Semester
Attendance: 21 September - 18 December, 2009 Christmas Vacation: 19 December 2009 – 17 January 2010 Attendance: 18 January 2010 - 31 January, 2010
Second Semester
Attendance: 1 st February 2010 – 26 March 2010 Easter vacation: 27 th March 2010 – 18 th April 2010 Attendance: 19 th April 2010 – 11 th June 2010
2010-2011
First Semester
Attendance: 20 September - 17 December, 2010 Christmas Vacation: 18 December 2010 – 16 January 2011 Attendance: 17 January 2011 - 30 January, 2011
Second Semester
Attendance: 1 February - 8 April, 2011 Easter Vacation: 9 April 2011 – 1 May 2011 Attendance: 2 May 2011 - 10 June, 2011



③ Research Council funded Masters Students

This section particularly applies to students on the following programmes (see table next page). These include those who are sponsored by the ESRC or AHRC as part of the 1+3 scheme, and whose Masters degree must include elements of research training as preparation for the PhD.

Opportunities for Further Study – A PhD?

The School welcomes enquiries and applications for research programmes throughout the year.

If you are interested in applying for ESRC funding for a PhD please be aware that it is now generally required that you have completed a Research Training (RT) Masters in the first instance. However, we do of course welcome applications from any Masters student regardless of what programme they are doing. The School's current RT courses are:

Political Science (Research Route)	MA	PG Diploma
International Politics (Research Route)	MA	PG Diploma
Human Rights (Research Route)	MA	PG Diploma
Political Economy (Research Route)	MA	PG Diploma
Economics	MSc	
Economics and Econometrics	MSc	
Econometrics	MSc	
Sociological Research	MSc	
Anthropological Research	MA	
Philosophy	MRes	
Social Research Methods & Stats.	MSc	PG Diploma

The University normally holds a Postgraduate Open Day in November and further details will be available via <http://www.manchester.ac.uk/postgraduate/opendays/>

Information on all School funding opportunities will be advertised via <http://www.socialsciences.manchester.ac.uk/postgraduate/funding/>

If you have any further queries please email pg-soss@manchester.ac.uk

Qualitative Research Methods (QRM)

The School of Social Sciences co-ordinates a suite of 5 credit workshop-based course units in qualitative research methods. These are designed to meet the needs of Research Council funded Masters students and MPhil/PhD students. The aim is to offer a comprehensive and thorough training in qualitative research methodologies that will prepare students for PhD and/or later non-PhD research work inside or outside a University environment.

Research Training Masters students choose three course units (3x5 credits = 15 credits) from a range of workshops, including:

- Working with Memory
- Narrative Analysis
- Elite Interviewing
- Doing Interviews
- Practising Participant Observation
- Qualitative Comparative Analysis and Case Study Methods
- Photography as a Research Method
- Archival Research
- Focus Groups for Social Research
- Participatory Learning and Action

At the end of the course, students will have:

- A solid and advanced understanding of the philosophies underpinning qualitative research.
- Hands-on knowledge and experience of at least three methods of qualitative data gathering and analysis.
- Hands-on knowledge and experience of the manner in which qualitative research findings are presented and discussed.
- A solid and practically-attuned understanding of the ethical issues arising in qualitative research.
- A good understanding of the qualitative research process as a whole.

The course guide for this suite of course units will be circulated to you at the QRM Introductory Session.

Students should visit the QRM handbook available on our website at: <http://www.socialsciences.manchester.ac.uk/intranet/pg/handbooks/> for details on workshops, background reading, submission deadlines and updates regarding dates and venues for the course units.

Introduction to Quantitative Methods (IQM) SOCS70511

Lectures: Wednesday 12.00-1.00pm; Venue: Humanities Bridgeford Street Cordingley

Lab Classes: Wednesday 1.15-2.40 OR 2.45-4.10 OR 4.15-5.40 (students self-allocate to one of the 3 groups as part of the registration process): Venue: Humanities Bridgeford Street 2.1

This 12 week 15 credit module provides a basic level training in quantitative methods, and is designed around the ESRC training guidelines for research methods. It is already an integral part of a number of the university's RT recognised programmes within the 1+3 PG training model.

It features:

- training in the theory and method of survey analysis. Lectures are supported by weekly lab classes providing integral hands-on learning using real government surveys (training in the software SPSS is provided).
- 2,500 word report based on analysis of a survey dataset (100%). Students also submit a series of short exercises based on lab classes for formative assessment.
- a well developed system of student support including optional weekly drop in tutorial sessions.

Further details can be found in the QRM Handbook on our website at <http://www.socialsciences.manchester.ac.uk/intranet/pg/handbooks/>

The module is open to PGT and PGR students across the Faculty. Students must formally register via Campus Solutions. Please note SoSS does not support the auditing of postgraduate courses.

Faculty of Humanities Training: Skills Development Programme

Research Council-funded PGT students in the first year of a 1+3 programme can benefit from the Faculty of Humanities Skills Development Programme as part of their preparation for the PhD. The programme is designed to provide opportunities to develop and refine existing skills and to acquire new skills whilst you are a postgraduate student at the University of Manchester.

In designing our programme we have tried to ensure students receive appropriate and relevant preparation, helping you to both complete a high-quality dissertation and to develop a range of transferable knowledge, understanding and skills necessary for your future employment.

The programme of courses has been created because postgraduate students benefit from help in developing their skills outside their specific subject area. Competency in these transferable skills can be acquired in a variety of ways and courses are designed to identify some of those methods of skills development.

Our programme is based around seven core skills:

- Generic research skills and techniques
- Understanding the research environment
- Research management and information literacy
- Professional effectiveness
- Communication skills
- Networking and team-working
- Career management and lifelong development

Visit

<http://www.humanities.manchester.ac.uk/humnet/acaserv/pgresearch/training/> for further information and to access the training calendar.



④ Online Skills Audit (OSA) and Personal Development Plans (PDPs)

Online Skills Audit (OSA)

During your postgraduate studies at Manchester you will acquire a great deal of knowledge in your particular subject area and you will no doubt produce a good deal of incisive, critical writing. You will also, however, acquire many new skills and enhance many of your existing ones. Although these skills are important to you (and will be important to your future career, whether academic or not), they are all too often seen as happy by-products of your study, which you don't need to worry about. The expertise you acquire in, say, conducting a literature search, evaluating archival documents, or writing analytically, will be something you take for granted. But the end result of a postgraduate programme, taught or research, isn't just a dissertation or a set of examination results: it's also an individual with abilities and skills that can now be applied or extended to new areas, academic or professional.

Although you can certainly acquire and hone skills without really thinking about it, we believe you'll have a more productive and enjoyable postgraduate career if you think about research skills in a more self-aware and reflective manner. If you are aware of the skills you have and the skills you need, you'll be able to focus on getting training in the skills you need and on perfecting the skills that are most important to you. Excellent research skills mean you will not only have a more enjoyable and rewarding time as a student, but also be more able as a researcher and an individual when you leave.

In order to facilitate this process, the Faculty of Humanities and the University more generally provide various kinds of skills training and seek to promote awareness of the importance of skill development in both students and staff. One of the most important ways in which we promote skills awareness and focus skills training is to require students to complete this periodic Online Skills Audit (OSA). The Online Skills Audit is designed to complement your work and experience during your postgraduate programme.

Specifically, it will help you to:

- appraise your current skills
- think through how you might develop in particular areas
- reflect on how you might use your existing knowledge and skills in different contexts and apply them to a variety of problems
- reflect critically on the learning and activities you are involved in during your programme
- identify your own training needs

How to Use the Online Skills Audit

The Online Skills Audit (OSA) should be completed by logging on to:

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

Postgraduates on Masters or Diploma programmes should fill out this OSA in consultation with the Programme Director, an academic tutor or another member of staff nominated by their discipline area or School. If you are unsure of who this is, please contact your Programme Administrator.

You should start by going systematically through the section of the site entitled "Audit your Skills". In this part of the audit we ask you to evaluate your level of competence or ability in a number of distinctive skills, to describe the level of training you have received already in this area and to identify training requirements. For each distinct skill, you should end up with an assessment of how good you are at it and what training you need to get to the level of competence you desire. For each skill area, we provide guidance as to where in the University you can go for appropriate training. In many cases, what you'll need is not a formal training session, but experience in an activity or advice from someone knowledgeable in the area. What matters is not how the skill is acquired, but that you get the kind of training you need for your academic work and your future career.

At the end of the meeting with the member of staff with whom you are working with on the OSA, you should agree on a training plan for the next six months (**see Personal Development Plan**, below). The plan describes how you intend to enhance your ability in 4-6 particular skills. This plan should be referred to throughout

the year when the time comes to review your progress. The training plan should represent a distillation of your training needs, your sense of what is most important to you and your projects. At the end of the year (or semester, if you wish to make your plan more immediate), you should have completed the planned training.

You should update the audit entirely, revisiting all the skills, once every six months. You will be required to keep your audit up to date. It is designed to help you and the School evaluate your skills and identify your training needs. In the case of postgraduates supported by a research council, we will need to report every year on the training needs we have identified and how we fulfilled them.

Personal Development Plan (PDP)

While appraising your skills, you will be asked to store evidence of the different work and activities that have been relevant to the development of your skills in your Personal Development Plan (PDP). You choose what evidence to keep - from notes you have made during research work, to bibliographies, examples of written work, notes or handouts for presentations, certificates of course attendance, CD-ROMs and disks, feedback sheets from your tutors, thoughts about your research, and so on. It is important to include and store as much and as wide a range of evidence as possible. You should keep all the evidence in one place and make sure it is not lost. The only criteria for inclusion are that the evidence:

- demonstrates that you have used particular skills
- highlights progress made
- indicates to you what further development is necessary

In the course of appraising your own skills you will also be asked to set goals for yourself and to identify training needs. You should discuss both the goals and your training needs with the member of staff with whom you are working on the OSA. In some cases, we have provided web links to University groups that can provide you with training you might need. In other cases, you will need to discuss how to fill a particular training need with your tutor or supervisor. On the following two pages is a sample PDP form.

**Faculty of Humanities
Draft Personal Development Plan**

Purpose of this form:	To record the student's initial Personal Development targets highlighted through their completion of the Online Skills Audit. The student should provide the supervisor with a completed OSA and a draft initial PDP.
Who completes it?	Supervisors and student at 3 months into research project
Send original to:	School Postgraduate Office
Copy to:	Student, Supervisor, Discipline PG office if appropriate

Research Project Title:	
Student Name:	Student Registration Number:
Supervisor:	School:

1. Strengths identified in the Online Skills Audit

Identified Strength	Example Evidence (should be available on request by supervisor)

2. Planning – Priority areas for development at 3 months

Priority area identified for development		Proposed activity to support development (see calendar of courses in handbook pg XX)	Target completion date
Academic Development Priorities			
Personal and Professional Development Priorities			

Signatures:

Student: _____ Supervisor: _____

Advisor: _____ Date: _____

* Please note that Discipline Areas may use different forms.

Faculty of Humanities
Example Initial Personal Development Plan

Purpose of this form:	To record the student's initial Personal Development targets highlighted through their completion of the Online Skills Audit. The student should provide the supervisor with a completed OSA and a draft initial PDP.
Who completes it?	Supervisors and student at 3 months into research project
Send original to:	School Postgraduate Office
Copy to:	Student, Supervisor, Discipline PG office if appropriate

Research Project Title:	
Student Name: <i>A. Student</i>	Student Registration Number: <i>001234567</i>
Supervisor: <i>Professor Smith</i>	School: <i>School of Social Sciences</i>

3. Strengths identified in the Online Skills Audit

Identified Strength	Example Evidence (should be available on request by supervisor)
<i>Project Management (OSA C1)</i>	<i>Events and exhibitions for the University Union as an undergraduate. Project Management module in undergraduate degree.</i>
<i>Understanding of the research technique SPSS (OSA A4)</i>	<i>MSc. Research project involved using SPSS for data analysis</i>
<i>Commitment to continued professional development (OSA G1)</i>	<i>Member of national student panel of the Institute of XXXX</i>

4. Planning – Priority areas for development at 3 months

Priority area identified for Development		Proposed activity to support development (see calendar of courses in handbook pg XX)	Target completion date
Academic			
Personal Professional	<i>Academic writing skills for PhD</i>	<i>Attendance at the FoH workshop. Preparation of a literature review of research topic.</i>	<i>End of May 2006</i>
	<i>Broader understanding of the national and international research context</i>	<i>Attendance at the British Conference of XXX</i>	<i>July 2006</i>

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Signatures:

Student: _____ Supervisor: _____

Advisor: _____ Date: _____

* Please note that Discipline Areas may use different forms.

At the end of your programme

Once you have completed your course we would like you to think back over your time in Manchester and consider what you have gained from completing your Dissertation and from the course in general. Finally we would like you to consider how your course might further your Career Development. These sections are included in the Online Skills Audit.

Transferable Skills

Your Online Skills Audit may highlight skill areas that can be addressed by a range of generic or transferable skills programmes provided by the University, Faculty or School.

These courses do not carry any credit weighting and in some cases are assessed by practical exercises.

IT Skills

The IT Skills programme (RSCH60300) is an on-line course which is done at a student's own pace. It is designed to ensure that all postgraduate students have the necessary IT skills in order to successfully complete their programme of study.

The course is not compulsory but is recommended. Full information on the course can be found via <http://www.socialsciences.manchester.ac.uk/intranet/pg/itskills/>

There is a drop-in session on: Tuesday 29 September from 10.00am-11.00am or from 2.00pm-3.00pm in G.033, Arthur Lewis Building. Please read the course information on the above web link before attending the drop-in session.

Language Skills

If you need to undertake Foreign Language Training to do your research, you can take relevant course units at the University. Please see the Language Centre website for details at: <http://www.langcent.manchester.ac.uk/>

Please be aware that you will be required to pay a fee if you choose to take some of the "private" courses on offer. You must therefore ensure that the course unit details are registered with your Programme Secretary. You are advised that demand for these is heavy so please register early. You will need to provide a note of support from your supervisor to indicate the relevance of such training to your dissertation to allow free registration.

Language Academic Support Programme

For Registered International Students (including home students through liaison with the University's Central Academic Advisory Service). These classes on academic writing, grammar, academic speaking and pronunciation practice are available for 20 weeks (starting in October 2009) and can be up to 5 hours of tuition per week. Registration is via a diagnostic test. **This test is strongly recommended for all postgraduate students registering on a programme in the School of Social Sciences for whom English is an additional language.** Details of the test dates will be given to you at Induction by your Discipline Area. Students who have already registered on a programme within the University, and require advice regarding their

level of English should go for testing. Where appropriate, after testing, recommendations will be made for attendance of the In-Sessional (part-time) programme in English for academic purposes. Please note that it is not necessary to register in advance for the test and attendance at the test and any follow-up in-session language support is free of charge.

Please see: <http://www.langcent.manchester.ac.uk/english/> for copies of the In-Sessional class timetable, test dates, information on the academic writing consultations and the 'drop-in' service.



6 Assessment

Different Types of Assessment

Assessment takes several different forms and can vary course unit to course unit. (See your course unit guide for information on that course unit's assessment arrangement.) Some course units are examined through examinations in January or May/June; in others the assessment is based on submission of essays or coursework alongside presentations and participation; and Masters students normally complete a dissertation after they have passed their taught course units in June. All these assessments are governed by rules and procedures, and all students should read this section, which explains some of the basic rules, and consult the full-text policy documents listed in Section 12.

Assessed essays

If your course requires you to submit assessed essays, you must observe the deadlines set by the Discipline area. The deadline for submission of work can be found in the course unit guide.

Examinations

Some courses are assessed by formal examination. Course units will normally be examined in January and May/June, at the end of the semester in which you have taken the course.

Individual examination timetables will be available for you to view through your student portal. You **must** check to ensure that you have no timetable clashes and you are then responsible for attending all examinations.

Information for Assignment Submissions

- Length of Assignments - Course unit convenors will state the specific length limits for individual pieces of work. (Assignments exceeding the specified length by more than 10 per cent will be penalised).
- Submissions - All assignments must be submitted to the School Postgraduate Office – room 2.003, Arthur Lewis Building (unless otherwise stated). Each assignment must have a Submission Form (available from the School Postgraduate Office) attached to the front.
- Problems - If you are encountering any problems, please see either your course unit convenor or the Programme Director.
- Late Submission - If you do not have an agreed extension in place, the penalty for late submission of assessed work is a deduction of 5% per day late on all assessed work (including weekends). (Excluding Dissertations which will be given a mark of zero).
- Bibliography & Referencing - A full bibliography should be appended listing all sources consulted in preparing the assessment assignment. This should be arranged alphabetically, and in time order for publication in the case of where several works by the same author (or government or other collective source) are being used. Where no author is available for quotation, the title of the publication (for example, a newspaper or poster) should be placed alphabetically in the bibliography. Journals should be identified by their volume numbers as well as by the year of issue. A bibliography constructed in this way will permit references to be made easily in the text. In an appropriate place, the author, year of publication and page reference can be placed in parenthesis, for example (Banton, 1967, p. 143). In other words, use the standard Harvard referencing system.

Please read carefully the information on our policy on assignment extensions.

Assignment Extension Policy

For Mitigating Circumstances please read this in conjunction with the information on Medical & Personal Problems and Mitigating Circumstances as outlined on pages 29 – 32.

Please note that this policy also applies to the Dissertation. To apply for an extension:

1. Extension applications should be made on the 'Application for Extension to Submission Date' form available from the School website at:
<http://www.socialsciences.manchester.ac.uk/intranet/pg/>
2. Where relevant applications must be accompanied by documentary evidence e.g. certification by a qualified doctor specifying nature of illness, duration and impact on ability to study, letter from qualified counsellor, copy police incident report etc.
3. Applications must be submitted to your programme administrator

4. Applications for extension to the submission date must be made in advance of the published submission date. Applications received after the submission date will not be accepted.
5. Your application will then be considered by the Programme/PGT Director within your DA and will also be considered by the School of Social Sciences Postgraduate Committee.
6. When the extension request is approved or rejected, the student will be formally notified by the School office in writing.

Circumstances that might be considered as grounds for applying for an extension include:

- Illness which either prevents the student from working altogether or considerably affects his/her ability to work effectively.
- a short-term absence from the University i.e. as a result of illness for 7 days or less where the absence occurred within the two week period immediately preceding the deadline for the submission of a piece of coursework or the delivery of an assessed presentation.
- Serious personal problems; illness/death of close relatives including attendance at funerals; victims of crime; accommodation crises; court cases; accident or sports injury.
- Jury Service
- Delays in obtaining ethical approval

The following will not be regarded as grounds for applying for an extension to the submission date:

- any event that could have reasonably been expected or anticipated e.g. weddings, holidays, moving house.
- inadequate planning and time management.
- pressures of paid work (in exceptional circumstances extension requests will be considered where there has been a temporary but substantial increase in workload which was imposed at short notice and which couldn't have reasonably been foreseen. This will require written confirmation from the student's employer).
- having more than one examination or other compulsory assessment or presentation etc. on the same day.
- computer or printer failure resulting in loss of data.
- failure to submit specified items of coursework through misreading of a published submission date.
- difficulties with English language (including delays in proofreading).
- travel delays.
- normal pregnancy (excluding standard maternity leave entitlement).

The above lists are not exhaustive, nor does the existence of acceptable grounds guarantee that an extension to the submission date will be granted. Students are expected to take reasonable action to minimise disruption to their studies.

Guidelines for Assignments

Students will receive an appropriate level of guidance to help them draft their assignments. The type and level of guidance will vary according to the specific needs of the subject matter, but some general guidelines will apply across all degree courses.

1. Students can discuss a plan of their assignment with the course convenor at an early stage. Approval of a plan, however, does not automatically translate into a good mark.
2. Students can expect to discuss only one plan of each assignment.
3. Course convenors are not expected to look over a draft of an assignment.
4. Assignment feedback and provisional marks will usually be available within four weeks of the submission deadline.

Accessing Marks

PLEASE REMEMBER THAT ALL MARKS ARE PROVISIONAL UNTIL AFTER THE EXAM BOARD IN JUNE.

Marks are available through the Student Self-Service system and can be accessed at

<https://studentadmin.manchester.ac.uk/psp/CSPROD/?cmd=login>

To view your marks: Go to your Student Service Centre. Using the drop down menu on the left (under Academic History) select Grades. Click on the arrows next to it. This takes you to a list of your modules. Click on the link for the module required to bring up the marks page.

To view electronic assignment feedback - again using the drop down menu on the left – select Assignments and click on Instructor Comments at the bottom of the screen. Alternatively feedback is available in paper form from your Postgraduate Administrator.

The marks for January examinations, as issued to graduate students by the Postgraduate Office, are **provisional** marks and are provided for information only. **Provisional** marks for assessed essays submitted in Semester 2 may be given to students. **Confirmed** marks for examination papers will not be made available to students until after the June meeting of the School Postgraduate Committee. Students are advised that:

- these marks may be raised or lowered by the external examiners.
- once marks have been agreed by the internal examiners and issued to students, they can only be changed via the external examiners.
- if the mark for a particular exam is both 'marginal' and 'critical' to the overall result, the exam paper / assessed essay will always be referred to the appropriate external examiner.

- questions of compensation will be dealt with in the June Examinations Board, when the full range of results is available.
- marks are never confirmed until the meeting of the School Postgraduate Taught Programmes Examinations Board in June.
- the University does not allow student appeals against the academic judgements of Examiners.

The pass mark on all our taught Masters programmes is 50%. The pass mark on the Postgraduate Diploma is 40%.

Generic Assignment Guidelines

The following criteria for assessment govern the way in which we mark assignments and dissertations. These guidelines have been established by the School of Social Sciences and, as such, operate across the School's discipline areas:

40 – 49% (40% = Pass at PG Certificate / Diploma level)	Work should be at a postgraduate level although not reaching the level required for a Masters course. Such work should provide a competent discussion of relevant material, although this may be largely descriptive and lack critical/analytical depth. Work should be well structured, well presented and demonstrate an awareness of relevant literature.
50 – 59% (50% = Pass at MA level)	This represents the minimum performance required on a Masters course. Work should provide a competent discussion of relevant material and some evidence of critical/analytical thought. It should be well structured, well presented, demonstrate an awareness of relevant literature and consistently evidence arguments/assertions by reference to relevant literature/research.
60 – 69% (Merit at MA level)	Work that is competent and well presented, touching very good work at the top end of the range. This work should be critical and comprehensive in its coverage and have a degree of depth and imagination in the presentation and consideration of the material, especially at the top end.
70 – 79%	This is excellent work, showing evidence of comprehensiveness and focus, with critical depth and insight that befits work at graduate level. These grades mean that the student is producing work that fits within a distinction profile.
80% +	This is outstanding work in every respect constituting or approaching publishable work.

Medical and personal problems that may affect your performance

If your illness is severe, if it persists or if you are in any doubt about your health, you should always consult your GP or for emergencies the Accident and Emergency Department of a hospital (see Section 11 for information on Medical Services).

You should also consult your GP if illness keeps you absent from the University for more than 7 days including weekends. If you do consult a GP and they consider that you are not fit for attendance at the University, then you should obtain a note from the doctor to that effect or ask them to complete Part III of the University form 'Certification of Student ill Health' copies of which are available at local GP surgeries. You should hand this certificate to the School of Social Sciences Postgraduate Office at the earliest opportunity.

If your condition is not sufficiently serious to cause you to seek medical help, then the University will not require you to supply a doctor's medical certificate unless you are absent from the University due to illness for more than 7 days. You **must** however contact your Discipline Area as soon as possible and self-certify your illness (by completing and signing the "Certification of Student ill Health" form to state that you have been ill) as soon as you are able to attend. You should do this if your illness means you are absent from the University for any period up to 7 days (see section i) or if you are able to attend the University but your illness is affecting your studies (see sections ii and iii).

The following sub-paragraphs explain what you should do if your illness affects your attendance at compulsory classes or if you consider that your performance in your studies/examinations has been impaired.

- i) If you are unwell and feel unable to attend the University to take a compulsory class, assessment or examination then you **must** seek advice by contacting your Discipline Area immediately, in person, through a friend or family member, by telephone or by email. This is to ensure that you understand the implications of being absent and the consequences for your academic progress, which might be quite serious. **You must do this as soon as possible so that all options can be considered and certainly no later than the day of your compulsory class, assessment or examination.** If you do not do this then you will normally be considered to have been absent from the class without good reason, or to have taken the assessment or examination in which case you will be given a mark of zero. You **must** also complete and hand in a "Certification of Student Ill Health" form on your return.
- ii) You may be unwell but are able to proceed with an assessment or examination and yet you feel that your performance will have been impaired. If you wish this to be taken into account as an extenuating circumstance, you **must** inform your subject area about this on the day of the assessment or examination and hand in to your subject area a completed "Certification of Student Ill Health" form. If you leave this until later it will not normally be possible to take your illness into account when assessing your performance.
- iii) If, as a consequence of your illness, you wish to seek an extension to a deadline for submitting assessed coursework, you **must** complete a "Certification of Student Ill Health" form and discuss it with the appropriate person in your subject area. The application for extension **must** be made BEFORE the deadline and not retrospectively.

You may be under occasional and ongoing medical attention that affects your studies. If so, you should obtain a letter from your physician that should be given to your subject area before the end of the January, May/June or August/September examination period, as appropriate, if you wish your condition to be taken into account as an extenuating circumstance.

Your Discipline Area will give you guidance on the effect of any absence from your studies or if you consider your illness has affected your studies. If you have repeated episodes of ill health, which is affecting your studies, your subject area may refer you to the Student Health Centre.

If you are found to have been deceitful or dishonest in completing the Certification of Student Ill Health form you could be liable to disciplinary action under the University's General Regulation XX: Conduct and Discipline of Students.

The use of the "Certification of Student Ill Health" forms by GPs as described above has been agreed by the Manchester Local Medical Committee. A GP may make a charge for completing the form.

It is most important that you inform your Discipline Area and your Programme Director of any illness or other unforeseen personal difficulty, such as bereavement or family crisis, which may affect your academic performance.

If you do not inform your Discipline Area of any illness or difficulty before work has to be submitted, or before the Board of Examiners meets and examination results are published, the examining Board will refuse to take such evidence into account afterwards.

Mitigating Circumstances

What is mitigation?

- 1.1 Sometimes circumstances or events beyond your control may adversely affect your ability to perform in an assessment to your full potential or to complete an assignment by the set deadline. In such cases **mitigation** may be applied, i.e. treating marks or results in a way that recognises the adverse impact that may have resulted from those circumstances or events, or waiving penalties that would arise from late submission.
- 1.2 Mitigation **will not result in the changing of any marks**, unless penalties for late submission are waived after an assignment has already been marked. Instead, mitigation may result in some marks being disregarded and the assessment being excused because it was adversely affected. You may also be given a mark for a whole unit based on your performance in the parts that were not adversely affected. Mitigation may also mean treating your overall performance as borderline even though the marks you obtained would not normally be high enough, and so considering you for a more favourable result such as a higher degree class.

Approaching your School

- 2.1 Your School will normally grant an extension for self-certified illness within two weeks before a submission deadline. You should approach the appropriate

officer/Programme Secretary in your School as soon as possible if you consider that some serious illness or misfortune has adversely affected your ability to complete one or more assignments even within the extended deadline, or if you believe that the results you might obtain from one or more assessments will be adversely affected.

- 2.2 You should first seek advice from the officer as to whether the adverse circumstances are sufficient to warrant consideration by your School's Mitigating Circumstances Panel. You should also seek advice as to whether it is in your interest to consider alternative remedies such as a deadline extension, re-scheduling of an assessment within a current assessment period, or sitting an examination at the next available opportunity. In very serious cases, you might even be best advised to interrupt your studies for a period.

Nature of mitigating circumstances

- 3.1 It is important to remember that, in order to qualify for consideration, the adverse circumstances or events must be *unforeseeable* or *unpreventable* as far as you are concerned, and sufficiently disruptive to have a *significant adverse* effect on your academic performance or your ability to complete assignments by the due date.
- 3.2 ***Circumstances or events that merit consideration*** may include: suffering a serious illness or injury; the death or critical illness of a close family member; a significant family crisis leading to acute stress; and unplanned absence arising from such things as jury service or maternity, paternity or adoption leave.
- 3.3 ***Circumstances or events that would not normally merit consideration*** include: holidays or other events that were planned or could reasonably have been expected; assessments that are scheduled close together or on the same day; misreading the timetable for examinations or otherwise misunderstanding the requirements for assessment; inadequate planning or time management; failure, loss or theft of a computer or other equipment, including inability to print off work for whatever reason; consequences of paid employment (except in some special cases for part-time students); exam stress or panic attacks not diagnosed as illness; and minor disruption in an examination room during the course of an assessment.

Claiming mitigation

- 4.1 If the School Officer/Programme Secretary confirms that your circumstances merit consideration by the School/DA Mitigating Circumstances Panel, you should complete the ***Notification of Mitigating Circumstances*** form available at: <http://www.socialsciences.manchester.ac.uk/intranet/pg/forms/>. This should be handed in to the School Office as soon as possible, together with independent third-party supporting or corroborative documentation. The nature of such documentation will vary according to the nature of the circumstances, but it must be sufficiently independent to confirm the veracity of the case you are making (e.g. a letter or medical certificate signed by a medical practitioner, a document from an outside agency etc.). Information of a confidential nature should be included in a sealed envelope.
- 4.2 You must submit the form *as soon as possible and always before the beginning of an examination period* (except for circumstances arising during the course of that assessment period, in which case the application must be made in time for consideration before the relevant meeting of the Board of

Examiners). *Late requests for mitigation* will not be considered without a credible and compelling explanation as to why the application was not made at the appropriate time. Requests made after the publication of results will be treated as appeals under Regulation XIX, but again there should be a credible and compelling explanation as to why you did not bring the circumstances to the attention of your School at an earlier stage.

- 4.3 The School Mitigating Circumstances Panel will need to agree that your circumstances were *unforeseeable* and *unpreventable* and that the effect on your academic performance would have been significant. If so, it will advise the Board of Examiners how serious it judges the effect was, and the Board will then decide how to apply mitigation, on the evidence available on your performance (coursework marks and examination marks either for individual course units or for the assessment period as a whole, as appropriate). Mitigation will depend on how serious the adverse circumstances were and how far you are from any borderline on the basis of the existing mark, or profile of marks: the farther you are from a borderline, the more serious the adverse circumstances need to be to change the Board's overall decision. However, even if the decision does not change, a note will be added to the relevant marks on any transcript you receive to indicate that the assessment was subject to circumstances that may have had an effect on your performance.

Masters Degrees Examination Conventions

Final Course Examinations in full-time Masters with standard 8 course unit structure

- A. To obtain a pass for a Masters degree, the student is required to obtain both an average of 50% on the taught element, and 50% on the project/dissertation element.

B. Compensated Pass

To pass the examination as a whole, the candidate must achieve:-

- (a) Passes in six of the eight course units (i.e. fail no more than 30 credits); and
- (b) A minimum of 40% in any failed course unit; and
- (c) An overall average of 50% for all course units

C. Failure in up to three course units without compensation

A candidate who fails up to three course units (i.e. 45 credits) without compensation may be permitted to resubmit the assessment or retake the outstanding examinations on one further occasion during the next available University examination period (normally August) or within a period as published in the programme handbook.

D. Failures in four or more course units

A candidate who fails four or more course units (i.e. more than 45 credits) at the first attempt will be deemed to have failed the Masters level programme.

Students who fail more than 45 credits at Masters level will be judged against the requirements for a pass on the Postgraduate Diploma programme. If this results in their failing less than or equal to 45 credits at PG Diploma level, the student may re-sit those units failed at PG Diploma level to obtain the award of Postgraduate Diploma.

All Masters degrees will have exit points for the award of a Postgraduate Certificate and a Postgraduate Diploma. These will be clearly defined in terms of level of achievement and will correspond to 60 and 120 credits respectively. Students who do not achieve the required pass mark in the taught element for a Masters degree, but who do achieve the required pass mark for a Postgraduate Diploma or Certificate, may be awarded a Postgraduate Diploma or Certificate, as appropriate, provided they have successfully completed the requisite number of credits.

Students may, in exceptional mitigating circumstances, and with prior permission of the Faculty, be allowed to re-take the entire programme subject to all outstanding fees being paid.

The maximum mark to be awarded for resubmitted coursework or retaken examination will normally be 50% for the Masters.

Students will normally successfully complete the taught component of the Masters degree before they can progress to the dissertation, and must successfully complete the taught component before submission of the dissertation. (Until a student has been formally passed subject to Dissertation any work completed on their dissertation is at their own risk). The Dissertation will be submitted before the end of the programme in order for a student to be eligible for the award of distinction or merit. For those students who fail to satisfy the taught element of their PGT programme and have to do re-sits in the August re-sit period before being permitted to proceed to dissertation will receive an extension to their dissertation submission date to January (for dissertation submission dates see section on *submitting your dissertation*). Students who do not satisfy the examiners after re-sits will be considered against the criteria for award of a PG Diploma or Certificate.

At the recommendation of the Board of Examiners, students will normally be allowed one resubmission of a failed dissertation or project and this will normally be within four months of the date of the publication of the result. The Board of Examiners, in agreement with the External Examiner may, exceptionally, decide not to allow resubmission and the Faculty will agree that the grounds for not allowing a resubmission are justified.

Students who achieve a dissertation mark between 40-49% may accept the award of Postgraduate Diploma with no further work required or resubmit the dissertation on one occasion, at the discretion of the Board of Examiners. A student achieving a mark below 50% for a resubmitted dissertation will be awarded Postgraduate Diploma.

The maximum mark to be awarded for resubmitted dissertations or projects will be 50% for the Masters degree and 40% for the Postgraduate Diploma.

Progress from first to second year of part-time Masters programmes with standard eight course unit structure

Normally part-time students are required to take four course units (60 credits) in each of the two academic years of registration. In the event of failure in two examinations (30 credits) in the first year, candidates will be permitted to proceed to the second year, at the end of which their overall performance in eight course units (120 credits) will be assessed, with a view to the possibility of compensation for the failed course units, as for full-time students (see above). If a part-time student fails more than two course units, s/he will be required to resubmit coursework or resit all examinations in August and to pass on that occasion. Otherwise s/he will normally be recommended for exclusion from the programme.

Award with Distinction

The student will have satisfied the following criteria in order to be awarded a distinction:

- i) An average at first assessment of 70% or more in the taught component of the programme with no mark below 50% in any course unit.
- ii) A mark of 70% or more for the dissertation.
- iii) A Pass at first assessment in components of the programme where only a Pass/Fail is recorded.
- iv) Submission of the dissertation by the end of the period of programme.

Students who have had to resit any unit(s), or have been granted a compensated pass will not be eligible for the award of distinction.

Award with Merit

Merit may be awarded to a student who has consistently achieved good marks in the assessments of a Masters or Postgraduate Diploma programme.

The student will have satisfied the following criteria in order to be awarded a merit:

- i) An average at first assessment of 60% or more in the taught component of the programme with no mark below 50% in any course units.
- ii) A mark of 60% or more on the dissertation.
- iii) A Pass at first assessment in components of the programme where Pass/Fail is recorded.

Students who have had to resit any unit(s), or have been granted a compensated pass will not be eligible for the award of merit.

Award with Pass

To obtain a pass for a Masters degree, the student is required to obtain both an average of 50% on the taught element, and 50% on the project/dissertation element.

Postgraduate Diploma Examination Conventions

Full-time Diploma candidates will normally take eight course units in each academic year. Part-time Diploma candidates will normally take four course units in each academic year.

Students who wish to be considered for upgrade to Masters should adhere to the course unit requirements for the Masters programme to which they would wish to be upgraded.

Students admitted to the Postgraduate Diploma or Certificate programme who achieve average marks of 50% or more, after completing a predetermined number of courses may progress to the Masters programme.

Final Course Examinations in full-time Diploma with standard 8 course unit structure

A. To obtain a pass for a Postgraduate Diploma, the student is normally required to obtain an average of 40%.

B. Compensated Pass

To pass the examination as a whole, the candidate must achieve:

- (a) Passes in six of the eight course units (i.e. fail no more than 30 credits); and
- (b) A minimum of 30% in any failed course unit; and
- (c) An overall average of 40% or more for all course units

C. Failure in up to three course units without compensation

A candidate who fails up to three course units (i.e. 45 credits) without compensation may be permitted to resubmit the assessment or retake the outstanding examinations on one further occasion during the next available University examination period (normally August) or within a period as published in the programme handbook.

D. Failures in four or more course units

A candidate who fails four or more course units (i.e. more than 45 credits), will be deemed to have failed the diploma but may, with special permission of the Postgraduate Committee, be allowed to resit (with attendance) the entire examination, normally in the following June. When such permission is granted, no further resit of the examination or part of it will be allowed.

The maximum mark to be awarded for resubmitted coursework or retaken examination will normally be 40% for the Postgraduate Diploma.

Progress from first to second year of part-time Diploma

Normally part-time students are required to take four course units (60 credits) in each of the two academic years of registration. In the event of failure in two examinations (30 credits) in the first year, candidates will be permitted to proceed to the second year, at the end of which their overall performance in eight course units (120 credits) will be assessed, with a view to the possibility of compensation for the failed course units, as

for full-time students (see above). If a part-time student fails more than two course units, s/he will be required to resubmit coursework or resit all examinations in August and to pass on that occasion. Otherwise s/he will normally be recommended for exclusion from the programme.

Award with Distinction

A distinction will normally be awarded if both of the following criteria are met:

1. Your course unit average is 70% or above
2. No course unit mark is below 50% at first sitting

Award with Merit

A Merit will normally be awarded if the following criteria are met:

1. Your course unit average is 60% or above
2. No course unit mark is below 50% at first sitting
3. A pass at first assessment in components of the programme where a pass/fail is recorded.

Qualitative Research Methods units

Students who complete three 5-credit workshops as part of the Qualitative Research Methods course unit (see Section 3) should note that, for the purposes of the above conventions, an average of the three workshop marks is used when calculating the overall result.

Example:

QRM Unit 1 (5 credits)	QRM Unit 2 (5 credits)	QRM Unit 3 (5 credits)
47%	63%	70%
Overall average = 60% (15 credits)		

The individual mark for each course unit will appear on your academic transcript.

Postgraduate Certificate

To obtain a pass for a Postgraduate Certificate, the student is normally required to obtain an average of 40% in 60 credits of course units.

Students may be awarded a compensated pass for a Postgraduate Certificate programme when they fail no more than 15 credits and receive a mark between 30 and 39% for those failed credits. The student must also have gained an overall average for all taught credits of 40% or more in order to be granted the compensated pass.

The maximum mark to be awarded for resubmitted coursework or retaken examination will normally be 50% for the Masters degree and 40% for the Postgraduate Diploma.

Finding out your Examination Result following the June Examinations Board

Interim and Final Examination results for PGT programmes will be posted on our intranet at <http://www.socialsciences.manchester.ac.uk/intranet/pg/results/> by Wednesday 23rd June following the meeting of Postgraduate Examinations Board in June. Specific marks for course units will be made available by your Discipline Area to view through self-service at <https://studentadmin.manchester.ac.uk/psp/CS89PROD/?cmd=login>

To view your marks: Go to your Student Service Centre. Using the drop down menu on the left (under Academic History) select Grades. Click on the arrows next to it. This takes you to a list of your modules. Click on the link for the module required to bring up the marks page. To view electronic assignment feedback again using the drop down menu on the left – select Assignments and click on Instructor Comments at the bottom of the screen. Alternatively feedback is available in paper form from your Postgraduate Administrator.

For Masters students the information published on our intranet will advise you of what class of degree you are in line for (depending on the result of your Dissertation).

If you are required to do resits you will be informed of this in writing by the Postgraduate Office. The postgraduate Office will write to you at your mailing address which should be updated on Campus Solutions and we will also email you on your University email address.

The resit timetable is available to view on your student portal.

If you wish to receive a letter by post informing you of your result you should inform your Programme Administrator.

If you have failed to satisfy the taught element of the MA/MSc/MRes programme at the end of the June Examination period and you need to do re-sits in the August resit period before being permitted to proceed to dissertation, you will automatically receive an extension to your dissertation submission date to 8th January 2011. If you choose to submit your dissertation early you may do so. However, please note that should you not perform as well as you hoped in your dissertation that submitting your dissertation early are not grounds for mitigating circumstances. If you require access to the University's Library and computer facilities following the end of your programme in order to complete your dissertation you should email your programme administrator who will arrange for the necessary forms to be arranged for you to collect at our reception desk. You should take these forms to the Library and to IT services in September.

Progression from the Postgraduate Diploma to the Masters Degree

Students who are registered on diploma programmes that allow upgrade to Masters in the same year, and who have satisfied the examiners at Masters level in the required number of course units (totalling at least 120 credits), will be upgraded to the Masters programme, providing they pay the difference between the Diploma and Masters programme fees at the Student Services Centre, in advance of submitting a

dissertation. Examination results for these students will be published, as mentioned above.

Diploma students who decide not to upgrade to the Masters programme should notify the Postgraduate Office, so that the Diploma can be awarded.

Re-sits

Candidates who fail end of course assessments, in essay or exam form, may, with permission of the Board of Examiners, re-sit on one subsequent occasion, up to a maximum of 45 credits. Further information is included in the section on Examination Conventions.

Re-sit examination papers will be set according to the syllabus of the relevant course unit(s) as delivered in the year of registration for that course unit.

Only one re-sit of any paper is permissible.

The maximum mark to be awarded for resubmitted coursework or retaken examination will normally be 50% for the Masters degree and 40% for the Postgraduate Diploma. You will automatically receive an extension to your dissertation submission date. Your new submission date will be Friday 8th January 2010.



⑥ Ethical Issues in Research

ETHICAL ISSUES in Research

In carrying out their work, researchers inevitably face ethical dilemmas which arise out of competing obligations and conflicts of interest. Research proposals involving human subjects are coming under closer scrutiny; it is an issue that the University takes very seriously. Therefore it is important that steps are taken to ensure that safeguards are in place, not only in the interests of the participants but also those of the investigator conducting the research. This brief statement aims to alert all postgraduate students undertaking research to issues that raise ethical concerns and more generally to identify good research practice. This might apply to any research student in the Faculty but is particularly relevant to students in the Social Sciences whose research work involves other humans. In general, “research on human beings” will raise ethical issues and this is why you are required to declare whether or not this applies to your dissertation topic and, if so, how these ethical issues are to be addressed. In doing so, you are providing an assurance that you have read the [Notes of Guidance on completing an application form for the approval of a research project by the Committee on the Ethics of Research on Human Beings](#) and the [Guidelines for Applicants](#). The brief guide to [Research Governance](#) will help you and your supervisor ascertain if you require ethical approval. All of these guides are

available on the School of Social Sciences intranet at <http://www.socialsciences.manchester.ac.uk/intranet/pg/ethics/>
In particular, a research student and their supervisor preparing a thesis must adhere to the following fundamentals:

- Researchers have a responsibility both to safeguard the interests of those involved in, or affected by, their work, and to report their findings accurately and truthfully. They need to consider the effects and consequences of their work for those they study and other interested parties.
- Researchers should satisfy themselves that the research they undertake is worthwhile and that the techniques proposed are appropriate. They should be clear about the limits of their detachment from, and involvement in, their areas of study and recognise the diversity of social and other research so that they can respond reasonably and courteously to those with whom they disagree.
- Researchers should never present others' work as their own. Nor should they misrepresent knowingly the findings of their research or the work of others. (See section on Plagiarism above).
- The Faculty of Humanities provides support to researchers by holding workshops on the purpose of adhering to ethical procedures. Students are encouraged to attend these sessions to gain an overview of Research Ethics procedures. Please visit the Faculty training website for further information <http://www.humanities.manchester.ac.uk/humnet/acaserv/pgresearch/training/> or contact Claire Stocks (Claire.Stocks@manchester.ac.uk) who is a member of the Skills Training Team in the Faculty of Humanities.

Procedure for Pre-screening your research for ethical issues, confirming your Dissertation Title and submitting forms for Ethical Approval

- a) If you are on a MA, MSc, MRes or Diploma programme with option to upgrade to one of the aforementioned programmes, you will receive by email a form called "*Confirmation of Dissertation Titles & Pre-Screening of Applications For Ethics Opinion of Research Projects form*" from your Programme Administrator in February or March. This form is also available on our [intranet](#).

If you are registered on a **part-time programme** you will be required to complete this process in year two of your programme.

The purpose of this form is for you and your supervisor to confirm your Dissertation Title and to pre-screen your research to ascertain whether or not it will require ethical approval.

The purpose of pre-screening is to ensure that your project is scientifically sound and that it has been assessed to see if it requires ethical approval. The purpose of pre-screening is NOT to undertake ethics review. This MUST be done by our University Ethics Committee with authority to undertake such a review.

You and your supervisor should **complete and return this form** to your Programme Administrator **by no later than 30th April 2010** (Students on MA in Visual Anthropology deadline is 1st April 2010)

- b) If your research requires ethical approval you and your supervisor must also complete an Application form for approval of a research project, available at <http://www.socialsciences.manchester.ac.uk/intranet/pg/ethics/index.html>, for consideration by the University's Ethics Committee. The deadline for you to return this form is **14th May 2010**, although you may wish to return it alongside your pre-screening form. (Students on MA in Visual Anthropology deadline is end April 2010)
- c) Safety - If the project involves a likelihood of danger to the researcher above and beyond risks normally associated with social sciences research the student is required to complete a risk assessment form available from our [intranet](#).

The above dates are final deadlines. You can submit your forms anytime from 1st April with the approval of your supervisor.

You will find **full details**, along with our procedure, forms and Guidance notes on our website at <http://www.socialsciences.manchester.ac.uk/intranet/pg/ethics/>. When the University Ethics Committee is assessing applications for Ethical consideration, they may require further information. If this is the case students can expect to receive feedback directly by email from Committee. You and your supervisor may be asked to submit additional information or to attend the University Ethics Committee.

No work on a research project can take place until prescreening has been fully completed and, if required, formal ethical approval has been obtained. **Please be aware that the University cannot guarantee that it will provide the required insurance to students who embark on their research and have not submitted an ethical declaration.** More information on students and insurance can be found via our intranet [site](#).



7 Your Dissertation

Notice to submit your Dissertation

Subject to you being Passed Subject To Dissertation at the Examinations Board in June you will be sent a "[Notice of Submission Form](#)", together with information about the presentation of your dissertation ie. [Guidance for the Presentation of Taught Masters Dissertations](#) available [here](#).
(<http://www.campus.manchester.ac.uk/medialibrary/tlao/Presentation-of-dissertations.pdf>)

This will only be sent to you if you have submitted your "[Confirmation of Dissertation Title & Pre-Screening for Ethical consideration](#)" form and, if applicable, your "[Application form for approval of a research project](#)".

Please submit a completed, signed, paper copy of your Notice of Submission along with your dissertation.

Please note that according to our regulations you must complete the taught component (course units) of your degree before you can proceed to dissertation. A student who works on their dissertation before being formally passed subject to dissertation by our Examinations Board do so at their own risk.

Guidance on the Presentation and Length of your Dissertation

You should agree a **word limit** with your supervisor, normally 12,000-15,000 words, and submit your dissertation in accordance with the Guidance for the Presentation of Taught Masters Dissertations available [here](http://www.campus.manchester.ac.uk/medialibrary/tlao/Presentation-of-dissertations.pdf).
(<http://www.campus.manchester.ac.uk/medialibrary/tlao/Presentation-of-dissertations.pdf>)

What is my deadline for submitting my Dissertation?

Full Time students who first register for the degree of MA/MSc/MRes in September 2009 must submit their dissertation by **Monday 6th September 2010**, except by special permission of the School Postgraduate Committee. If you are on the Visual Anthropology programme please see below.

For Visual Anthropology Students – Ethnographical Documentary with Sensory Media pathway, your submission deadline is **17th September 2010** and Ethnographic Documentary with film pathway, your submission deadline is **15th October 2010**.

Part Time students who first register for the degree of MA/MSc/MRes in September 2009 must submit their dissertation by **Monday 5th September 2011**, except by special permission of the School Postgraduate Taught Programmes Committee.

For those students who fail to satisfy the taught element of their PGT programme and have to do re-sits in the August re-sit period before being permitted to proceed to dissertation, the dissertation must be submitted by Friday 8th January 2011. Students who do not satisfy the examiners after re-sits will be considered against the criteria for award of a PG Diploma or Certificate.

Any student, who submits a piece of assessed coursework (including the dissertation) after the submission deadline, without being granted an extension, will receive a mark of zero. **You are required to submit both the electronic and paper copies by your dissertation by your submission deadline otherwise your dissertation will be awarded a mark of zero.**

Submitting your Dissertation

The University of Manchester has introduced the submission of dissertations in an electronic form from 1st November 2009. This means that **you will be required to submit an electronic version of your dissertation, in addition to two copies in**

traditional bound paper.

You will submit an electronic copy of your dissertation (or equivalent) in pdf format via the University's Student Portal. Full details of how to do this, along with a set of frequently asked questions can be found at:

<https://www.escholar.manchester.ac.uk/etd/>.

All electronic dissertations will be made available to schools for plagiarism detection purposes.

The paper versions of your dissertation must be printed from the electronic version that you submit onto the above website. When you complete your Electronic submission of your dissertation you will be prompted to download your electronic version to print the appropriate number of paper versions for submission to our Postgraduate Office (2nd Floor, Arthur Lewis Building).

Most students take their dissertations to the Joule library or the students union for binding – see <http://www.library.manchester.ac.uk/usingthelibrary/binding/>

Upon submission of the electronic dissertation you will be asked to give permission for your dissertation to be made freely available to anybody with access to the World Wide Web i.e. to be made open access. If we consider that your dissertation is suitable to be made open access (not all dissertations will), and you have given permission, then your dissertation will be added to the library catalogue to be made available on the World Wide Web. Further information on open access can be found on the FAQs webpage at: <http://www.manchester.ac.uk/escholar/etd>

If you have problems logging-in to the Student Portal you should contact our Virtual IT Service Desk: Tel: 0161 306 5544; Email: IT-ServiceDesk@manchester.ac.uk; Web: <https://helpdesk.man.ac.uk/onlineform.cgi>.

Can I resubmit my dissertation if I fail?

At the recommendation of the Board of Examiners, students will normally be allowed one resubmission of a failed dissertation (or equivalent), project or extended essay and this will normally be within four months of the date of the publication of the result. Resubmission will not be allowed if the mark is below 40% (where the pass mark is 50%), or 30% (where the pass mark is 40%). Full-time students who are notified in November 2010 that they have permission to resubmit a revised dissertation must do so by 4th April 2011.

Students who achieve a dissertation (or equivalent) mark of at least 40% but less than 50% may accept the award of Postgraduate Diploma with no further work required or resubmit the dissertation (or equivalent) on one occasion, at the discretion of the Board of Examiners, for the award of the Degree of Master. A student achieving a mark below 50% for a resubmitted dissertation (or equivalent) will be awarded a Postgraduate Diploma.

The maximum mark to be awarded for resubmitted dissertation (or equivalent), project or extended essay will normally be 50% for the Degree of Master and 40% (or 50% where the pass mark is 50%) for the Postgraduate Diploma.

Minor corrections - Examiners may decide that a dissertation should be awarded a pass, subject to minor corrections being made. Usually these minor corrections relate to the format and presentation of the dissertation, and must be completed within 4 weeks. Your award of degree will be withheld until you have completed these minor corrections.

Do I have to pay to resubmit my Dissertation?

The resubmission fee for PGT dissertations is £150. If you are required to re-submit your dissertation you should download the Dissertation Charge form from our intranet

(<http://www.socialsciences.manchester.ac.uk/intranet/pg/forms/documents/DissertationCharges.doc>).

Once completed this form should be taken with the payment of £150 to the Cashiers' Office on the ground floor of the John Owens Building OR the Student Services Centre (either on Burlington Street on the Oxford Road site or in Staff House on the Sackville Street site. All cheques should be made payable to 'The University of Manchester'. Proof of payment in the form of a receipt will be required by the SoSS PG Office.

Final Results and Graduation

Results for students who submit their dissertation by 6th September 2010 will be published by 23rd November 2010 on our intranet at

<http://www.socialsciences.manchester.ac.uk/intranet/pg/results/>.

The Postgraduate Office will write to you if you fail at your **home** mailing address and we will also email you on your home email address.

We will also write to you to confirm your award of degree at your home mailing address.

What address will we write to you at?

When your formal period on your programme ends (normally 1st September 2010), the University, including the School of Social Sciences, will contact you on your **home mailing address** and your **home email address**. **It is your responsibility to update your address details on the student system via self-service**. If you cannot do this please email your address to your [programme administrator](#) who will do this for you. Ensure that you send your Name and ID number with all requests and specify which address you want updated.

If, for whatever reason, you continue to have access to your University email, it is vital that you continue to check this for correspondence.

What about Graduation?

Successful students will graduate at congregations held in December 2010.

Once you have accessed our intranet and seen that you have been awarded your MA/MSc/MRes degree, you should contact the Student Services Centre to confirm your place at the Graduation Ceremony.

The Student Services Centre at Sackville Street deals with all matters relating to Graduation, degree certificates, official transcripts of marks etc. They will send out Graduation information packs to students in October 2010 by email normally to your home email address. It is your responsibility to ensure that you register for graduation at the appropriate time.

All information regarding degree ceremonies can be found on the Student Services Website at <http://www.campus.manchester.ac.uk/ssc/graduation>.

It is your responsibility to confirm your attendance at your degree ceremony.

On the day of your Graduation Ceremony you are also invited by the School of Social Sciences to a Graduation Reception normally held in the Arthur Lewis Building (or nearby). This will take place either immediately before or immediately following your degree ceremony. Further details will be available on our intranet site [here](#). We do hope that you and your family/friends will join us on the day.



8 Plagiarism & Other Forms of Academic Malpractice – how to avoid them

Guidance to students

Introduction

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. At the very least a mark of zero (with permission to resit) could be awarded for the piece of work in question, but it could

be worse; you could be awarded zero (with no permission to resit), 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 credit that they do not properly deserve. In addition to the advice that follows, your Discipline Area 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.

The School reserves the right to submit any work handed in by students for assessment to electronic systems for detecting plagiarism or other forms of academic malpractice. This includes the Turnitin plagiarism detection service.

For further details about the University Plagiarism Detection Service, please go to

<http://www.campus.manchester.ac.uk/elearning/eassessment/plagiarism/>

Plagiarism

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.
1. To assist you, here are a few important do's and don'ts:
 - Do get lots of background information on subjects you are writing about to help you form your own view of the subject. The information could be from electronic journals, technical reports, unpublished dissertations, etc. Make a note of the source of every piece of information at the time you record it, even if it is just one sentence.
 - Don't construct a piece of work by cutting and pasting or copying material written by other people, or by you for any other purpose, into something you are submitting as your own work. Sometimes you may need to quote someone else's exact form of words in order to analyse or criticize them, in which case the quotation must be enclosed in quotation marks to show that it is a direct quote, and it must have the source properly acknowledged at that point. Any omissions from a quotation must be indicated by an ellipsis (...) and any additions for clarity must be enclosed in square brackets, e.g. "[These] results suggest... that the hypothesis is correct." It may also be

appropriate to reproduce a diagram from someone else's work, but again the source must be explicitly and fully acknowledged there. However, constructing large chunks of documents from a string of quotes, even if they are acknowledged, is another form of plagiarism.

- Do attribute all ideas to their original authors. Written 'ideas' are the product that authors produce. You would not appreciate it if other people passed off your ideas as their own, and that is what plagiarism rules are intended to prevent. A good rule of thumb is that each idea or statement that you write should be attributed to a source unless it is your personal idea or it is common knowledge. (If you are unsure if something is common knowledge, ask other students: if they don't know what you are talking about, then it is not common knowledge!)
2. As you can see, it is most important that you understand what is expected of you when you prepare and produce assignments and that you always observe proper academic conventions for referencing and acknowledgement, whether working by yourself or as part of a team. In practice, there are a number of acceptable styles of referencing depending, for example, on the particular discipline you are studying, so if you are not certain what is appropriate, ask your tutor or the course unit coordinator for advice. This should ensure that you do not lay yourself open to a charge of plagiarism inadvertently, or through ignorance of what is expected. It is also important to remember that you do not absolve yourself from a charge of plagiarism simply by including a reference to a source in a bibliography that you have included with your assignment; you should always be scrupulous about indicating precisely where and to what extent you have made use of such a source.
 3. So far, plagiarism has been described as using the words or work of someone else or work you have already submitted for assessment (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.
 4. 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).
 5. 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.

The University of Manchester is committed to combating plagiarism. In the School of Social Sciences a percentage of all work submitted for assessment (essays and dissertations) will be submitted for checking electronically for plagiarism. This may be done in two ways:

i. Phrases or sentences in your assessed work may be checked against material accessible on the World Wide Web, using commonly available search tools.

Remember: no matter what pressure you may be under to complete an assignment, you should never give in 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

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.

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.



9 Making Changes: the role of the Postgraduate Committee

The School of Social Sciences Postgraduate Committee is responsible for the administration of the Masters, Postgraduate Diploma and Postgraduate Certificate regulations within the School.

Some changes to the details of your registration may need to be made during your time at Manchester. These changes might involve switching to part-time study because of unforeseen circumstances (e.g. family or financial issues), or interrupting your course due to ill health. The following matters must be brought to the Postgraduate Committee for approval:

Applications to interrupt the course

A student may be permitted to interrupt the course for good cause, such as illness, family crisis or bereavement. The provision for interruption is important because it effectively 'stops the clock' and postpones the programme. It is therefore very much in the student's interest to seek formal interruption where the progress of study has been disrupted by any unforeseen circumstance. In such cases, the Graduate Office should be informed of the reasons for the request and a medical certificate should be provided if an interruption is sought on health grounds. Where appropriate, students are also advised to consult their funding body before making such an application.

Interruption applications should be made on the 'Application to Interrupt Programme' form available from the School website at:

<http://www.socialsciences.manchester.ac.uk/intranet/pg/>

Applications to Extend the Deadline for Submission of the Dissertation/ Essay

Extensions to a dissertation/essay submission deadline can only be granted in situations where unforeseeable events, or events beyond the student's control, have made submission in good time impossible. A request for such an extension will only be considered in exceptional circumstances such as illness, bereavement or family crisis, and must be supported by appropriate evidence such as medical certificates plus a statement of support from the student's dissertation supervisor. Requests for extensions based on a student's employment situation will be considered only in exceptional unforeseen circumstances. Requests for extensions based on a student's computer or other equipment failure are not considered grounds for an extension.

For full-time students, the taught Masters is a one-year course. Full-time means exactly that: **full-time**. Students are expected to devote the necessary time to complete the course units and dissertation within the 51 weeks of full-time registration. It is therefore highly unlikely that an extension to the dissertation deadline would be approved for any of the following cases:

- A student takes up full-time or part-time employment during the summer period.
- A student begins a course of professional study during the period of registration e.g. Law Society or accounting exams.
- A student is recalled by a sponsor organisation during the period of registration.
- A student changes the focus of the research without obtaining the dissertation supervisor's permission and advice.

Students will not be granted extensions because research has taken longer than expected, or on the basis of personal or financial situations which could reasonably have been foreseen.

Extension applications should be made on the 'Application for Extension to Submission Date' form available from the School website at:

<http://www.socialsciences.manchester.ac.uk/intranet/pg/>

Research Council-funded students

Students funded by a UK Research Council (e.g. ESRC, AHRC) **must** obtain permission by completing the relevant form as explained above. Applications must be accompanied by full supporting evidence (supervisors statement of support, medical note etc). The School will then apply directly to Faculty for approval and the Research Council will be contacted accordingly.

Withdrawing from a Programme

If, after consultation with your supervisor, you decide, for whatever reason, to withdraw from a programme of study you must inform the Postgraduate Office by completing the relevant form.

The Postgraduate Office will then update your Student Record, which will prompt the Fees Office to contact you regarding any refund due.

Withdrawal applications should be made on the 'Application for Withdrawal from Programme' form available from the School website at:

<http://www.socialsciences.manchester.ac.uk/intranet/pg/>



10: Facilities and Services for Students: An A-Z guide

You will have received a copy of the *Postgraduate Crucial Guide: an essential guide for students at Manchester*.

The *Crucial Guide* includes information on a range of services available to students, and you are advised to familiarise yourself with its content. Rather than duplicate information, this section of the handbook only contains entries that are not included in the *Crucial Guide*.

Academic support programmes

Academic writing tutorial service

We also offer an academic writing tutorial service in which students receive detailed feedback and advice on their academic writing style. These tutorial sessions are based on a sample of the student's written work so are tailored to the student's own particular requirements. The writing sample can be from anything the student has completed in the past or is currently working on (research proposal, literature review, journal article, lab report, case or field study). Full information on how (and when) to access this service can be found on the **Academic writing tutorial service** page of Academic support.

Bespoke provision

The University Language Centre offers programme-specific courses and workshops for particular groups of international postgraduates – and in some cases, home students - whether they are pursuing taught or research-based programmes. This provision covers areas of language and skills which are of relevance to students' academic work and the length and number of these courses / workshops vary according to School requirements. If you want to know more, go to **Programme-specific support** section of Academic support.

Further enquiries

Contact Rachel Sinnott on 0161 275 3426 or email her at Rachel.sinnott@manchester.ac.uk

Access to buildings and computer rooms outside normal working hours

PGT Students have 24 hour access to the Postgraduate Study Suites (computer clusters) and the Arthur Lewis Resource Centre on the ground floor. Access is by student swipe card outside of normal building opening hours. Your 24 hour access to the Arthur Lewis Building will be organised for you by Mid October. Access will not be granted until you have completed registration – “see Welcome to the Arthur Lewis Building” <http://www.socialsciences.manchester.ac.uk/intranet/pg/reg/> for further information.

The study suite contains 56 computer terminals and the resource space has tables and chairs and is to provide a quiet reading/studying area. The resource area will also have wireless access so you will be able to work from laptops here. The computers in the study suite are not allocated to individual students, they are a shared facility so you should not leave your work on the hard drive but should back it up to disk.

There is a printing credit top-up station in the Resource Room on the ground floor.

There is a phone behind the reception on the ground floor which can be used to access security. This should not be used for any other purpose.

There is a room in the Kantorovich library available for students to use.

Disability Support Office

The University's Disability Support Office is available to assist students with additional support needs arising from:

- An 'unseen' medical condition
- A physical or sensory disability
- A specific learning difference e.g. dyslexia/dyspraxia etc.
- Mental health difficulties

Staff in the Disability Support Office can:

- Arrange screening appointments for student who suspect that they might be dyslexic
- Advise about the help and support available in the University and assist with applications for funding for support

Location: **The Office is located on the 2nd Floor of University Place, Block 2. (Building 37 on the campus map).**

Phone 0161 275 7512/8518, Text 07899 658 790, Minicom 0161 275 2794, Fax: 0161 275 7018

Website: <http://www.staffnet.manchester.ac.uk/personalsupport/disability/>

Office hours: Monday to Thursday 9.00am to 1pm, and 2pm to 4.00pm and Friday 11.30am to 1.00pm

The School of Social Science contact for Disability Support is Jill Chandler, located in the Postgraduate Office 2.003 Arthur Lewis Building. Email Jill.Chandler@manchester.ac.uk; telephone 0161 275 2501

Finance (Debt)

Postgraduate students rely on a variety of sources for their funding: private or family savings, income from work, scholarships offered by governments or charitable foundations, and loans. Students who find themselves in unexpected financial difficulties can apply for small sums from the Access to Learning Fund, which is administered by the Student Service Centre (SSC). The SSC also has a dedicated Money Advisor from whom advice can be sought.

It should also be noted that results and awards will not be given out unless all fees have been paid including programme, accommodation, library fees, etc.

Harassment

For advice and guidance please contact either:

Equality and Diversity Office

Telephone: (0161) 306 5857

<http://www.campus.manchester.ac.uk/equalityanddiversity/>

Students' Union Advice & Information Centre

Telephone: (0161) 275 2946

The University seeks to create a studying environment which is free of harassment, and which protects the dignity of female and male students irrespective of their sexual orientation, racial or ethnic background, religion or disabled status. Personal harassment takes many forms. It is uninvited and unwanted actions which cause offence and/or embarrassment, fear, stress or tension. It can be an isolated act such as a comment or wilful gesture, or it can take the form of repeated behaviour against a person.

Examples of sexual, racial and other forms of harassment are outlined in the University Policy Statement on Harassment (see web: <http://www.manchester.ac.uk/policies>)

For further information about the University's Policy on Harassment or if you have been a victim of harassment contact the Head of Student Administration on (0161) 306 1105 or the Students' Union Advice & Information Centre on (0161) 275 2930.

The University's Equality and Diversity policy can be found at <http://www.campus.manchester.ac.uk/medialibrary/policies/equality-diversity-policy-guidance-consultation.pdf>

Health and Safety

A range of occupational health services are available to students. Further information is available at <http://www.intranet.man.ac.uk/rsd/personnel/hss/index.htm> including links to a range of policies.

With respect to Display Screen Equipment (including computer monitor screens), we offer the following general advice:

- If you have any problems with your eyes when using a VDU, please arrange an appointment for an eye test.
- If using a display screen for a long period, you are advised to take a five minute break from the machine once every hour, moving away from the screen and walking around the room, relaxing your arms and shoulders, as well as your eyes.

Accidents and Emergencies

All accidents at work or study must be reported to the School Safety Adviser for SOSS, Karen Egan, room 2.010 Arthur Lewis Building, telephone 0161 275 4793, email: karen.egan@manchester.ac.uk

There are first aid boxes located at main reception points in all buildings on campus and in some discipline areas. Contact details of first-aiders for each building can be obtained from the front desk.

Smoking Policy

All University of Manchester buildings are now non-smoking.

Fire Alarms and Emergency Evacuation Procedures

On no account should you use the lifts in an emergency.

If for any reason you will need help to leave any building in the event of an emergency, you should inform your Postgraduate Administrator and Karen Egan, School Facilities Coordinator, telephone 0161 275 4793, of this fact. The fire alarms are tested weekly, on a Wednesday (subject to change). **If you hear an alarm at any other time you must leave the building immediately by the nearest exit and on no account use lifts in an emergency.** Once outside you must move as far away from the building as possible so as not to obstruct the emergency services and for your own safety.

International Society

The International Society is a busy centre for international students based in the Greater Manchester area. Manchester has more students from abroad than anywhere else in Britain, other than London, and International Society members come from all over the world. In fact, there were students from more than 130 different countries last year - so it's a good place to make friends and contacts during your stay here. The International Society organises:

- A Welcome Scheme for international students arriving at Manchester Airport
- Cultural nights, social meetings and theatre visits
- Visits to places like The Lake District, North Wales, Stratford, York, Chester, Lincoln and Edinburgh
- Cheap lunches
- A Hospitality Scheme to link up international students with local people
- A reception each term for members to meet socially
- A Women and Families' Group for spouses of international students to meet together - with talks, cookery demonstrations and visits. Children are welcome
- English and other language classes
- Regular world quiz nights, tai chi, juggling, belly dancing classes

All these activities provide a great opportunity for you to get to know other students and staff.

International Society, William Kay House, 327 Oxford Road, Manchester M13 9PG,
Telephone: 0161 275 4959, Fax: + 44 (0) 161 275 7696
Email: Int.Soc@manchester.ac.uk, Web: <http://www.internationalsociety.org.uk>

International Students Welfare Unit

The University prides itself on being a truly international institution. International students are guaranteed a warm welcome and the opportunity to meet, work and socialise with people from all parts of the UK and overseas.

The International Advice Unit is a team of advisers who can provide free individual advice to international students relating to immigration, work permits and financial, legal, study and personal matters. Please contact them to make an appointment.

The International Advice Team is based at the Student Services Centre and provides support to all international students registered at the University of Manchester. Please book an appointment in person at the Student Services Centre, Oxford Road, or contact us by telephone on 0161 275 5000 (option 1).

Email: iat@manchester.ac.uk

Web: <http://www.manchester.ac.uk/international/supportservices/advice/>

- Mrs Gerry Bell - International Student Officer
- Ms Ros Harrison - International Student Adviser
- Miss Erika Buzink - Assistant International Student Adviser
- Miss Laura Hardman - Assistant International Student Adviser

Medical Services and Ill Health

Student Health Centre

184 Waterloo Place, Oxford Road, Manchester M13 9PG, Telephone: (0161) 275 2858.

The Student Health Centre for the University provides an accessible occupational health service for all students. A doctor and nursing staff offer advice and support on health problem affecting studies.

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

See Section 5 for guidance on what to do if your illness affects your attendance at University or your academic performance.

Pastoral Care and General Advice

If you have problems of a personal nature, which may affect your academic performance, please talk to your supervisor. In some circumstances, he/she may suggest that you make an appointment at the Student Health Centre, Counselling Service or Academic Advisory Service. If you need any general information, particularly in relation to your registration or the regulations governing your course, please arrange to talk to your Programme Administrator or Bernadette O'Connor, the Postgraduate Manager either by calling in at the Graduate Office during normal opening hours [see page 3] for students or by making a prior appointment by email.

Student Support Officer for the School of Social Sciences

Paul Smith is the Student Support Officer for the School of Social Sciences.

"One of my aims as Student Support Officer is to establish closer links with the School's postgraduate students. I am in fact a former Manchester postgraduate student myself, having studied here for an MA between 1996 and 1998. Before I started work at the University I spent many years teaching in higher education in Warsaw, working particularly with international students from many countries. In 2005 I enrolled part-time on a PhD in the School of Education. So potentially we have a lot in common!

Most of the time you will find that the staff in your subject area or the central University services provide all the assistance and guidance you need. However, if you need any kind of help or advice, in a confidential setting, please come and see me. I am based in the UG Office, Ground Floor, Arthur Lewis Building, and my door is always open to students, so don't wait until you have a problem to visit - I'm happy to take social calls. I generally keep regular office hours."

To make an appointment with Paul Smith, email paul.v.smith@manchester.ac.uk, or telephone 0161 275 4746.

Manchester Nightline

Telephone: The number is the bottom-most one on the back of your library card. Feel free to call us up between the hours of 8am and 8pm term time. If you ring and get no answer, try again later, or the next night if you still can't get hold of us.

Web: <http://www.nightline.man.ac.uk/>

Nightline is a non-directive, non-judgemental listening and information service run by students for students. If you want the opportunity to talk things through or get something off your chest, they are fully trained and well-prepared for anything you want to throw at them. Or if there's something you need to know, they offer practical, impartial information on virtually everything.

Photocopying Facilities

The photocopying facilities available in the John Rylands Library will be described on your introductory tour of the Library (see Induction timetable). These library facilities are often convenient but remember the charge per copy may well be lower in the Students' Union or private copy shops. Whenever you make copies, you should be aware of the copyright regulations, which are displayed on all University photocopying equipment.

Student Representation

Student Representatives are students who are chosen by their peers to act as the representative for their particular Programme, School or Faculty. They act as a formal channel of communication between the students they represent and the University staff involved in their Programme, School or Faculty.

The School is committed to receiving and responding to student feedback in order to bring about improvement in the quality of the student experience and the development of teaching and learning across all its programmes. The system of student representation in each discipline and within the School of Social Sciences as a whole is designed to give students every opportunity to establish and maintain dialogue, both formally and informally, with programme academic and administrative staff in order to resolve any matters which arise and to provide input into the decision-making processes of the School.

Faculty Committee

Student representatives will also be called upon to attend one or two Faculty-level meetings per year.

Student representatives may also be sought during the course of the year to sit on smaller working groups where student input is important.

Student Services Centre (SSC)

University of Manchester, Burlington Street, Manchester M13 9PL,
Telephone: (0161) 275 5000, email: ssc@manchester.ac.uk
Web: <http://www.campus.manchester.ac.uk/ssc/sschomepage/>

The SSC is a single point of contact for most of the administrative tasks you need to carry out as a student, including financial registration, documentation, loans and grants, and graduation. The Centre is open 9am to 5.00pm from Monday to Friday, apart from Wednesdays when we are open from 10am to 5.00pm, and its mission is to provide you with the highest possible 'one-stop-shop' level of service.

Matters of a financial nature, such as late payment of fees or payment by instalment, should be discussed with the Student Services Centre. Enquiries about the Student Loan Scheme and Hardship funds should be directed to the Student Services Centre.

The Student Services Centre offers advice to students on general funding opportunities, and distributes grant cheques quarterly from University, Research Council and external funding bodies.

Official academic transcripts detailing your course units, marks and dissertation title, are available from the SSC. Please note that, due to demand at certain times in the academic year, it may take up to four weeks to produce a transcript. The SSC can also provide confirmation of your attendance, award or provide a Council Tax certificate.

Useful contact telephone numbers

University Organisations

Security Control	(0161) 275 2728
St Peter's Chaplaincy	(0161) 273 1465
Nursery Managers	(0161) 272 7121 / 200 4979

Organisations outside the University

National Aids Line	0800 567123
George House Trust (Aids Helpline)	(0161) 839 4340
Alcoholics Anonymous	(0161) 236 6569
Life Line (Drugs Advice)	(0161) 839 2054
Rape Crisis Line	(0161) 834 8784
Samaritans	(0161) 236 8000
Manchester City Council	(0161) 234 4750
Citizens Advice Bureau	(0161) 834 9844
Victim Support Central Manchester	(0161) 839 6098
Victim Support South Manchester	(0161) 257 3256
Manchester Brook Advisory Centre (contraception and abortion advice)	(0161) 237 3001
Care Confidential	0800 028 2228
(pregnancy & post-abortion counselling)	
Manchester Gay & Lesbian Helpline	(0161) 274 3999



11 University Policies & Regulations

There are a number of University policies and regulations which apply to you during your period of registration. Rather than try to include a large number of lengthy documents as Appendices to this handbook, the most relevant policies are listed below with a brief summary of the full-text of each document on the University website at <http://www.manchester.ac.uk/policies/>

These policies may undergo changes during your period of registration. You will be notified when changes take place, e.g. by email or by posting updates to the Document Resources section of the School of Social Sciences website at: <http://www.socialsciences.manchester.ac.uk/intranet/pg/>

Make sure you check the Document Resources section regularly.

Document: Ordinances And Regulations For The Degree Of Postgraduate Master, Postgraduate Diploma and Postgraduate Certificate

Summary:	Examination Board & External Examiners
Admission to the programme	Recommendation for Award
Period of programme	- Pass Marks
Credits	- Distinction
Accreditation of Prior (Experiential)	- Merit
Learning	
Progression & Assessment	
Dissertation	

Document: Guidance Notes For The Presentation Of Dissertations

Full-text available on the University website at:
<http://www.staffnet.manchester.ac.uk/policies/search/index.htm>

Summary:

These guidance notes explain how to present your dissertation: formatting the text, sections to include, title page and abstract, binding etc.

Document: The University Of Manchester Intellectual Property Policy**Summary:**

Introduction; Ownership; Intellectual Property: Protection & Commercialisation; Revenue Sharing; Further Information

Document: Regulation XVII - Conduct and Discipline of Students**Summary:**

The essence of misconduct under this Regulation is 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 provisions of this Regulation define that behaviour which constitutes misconduct as it relates to students studying or registered at the University and the consequences of that misconduct.

Document: Regulation XVIII - Student Complaints Procedure**Summary:**

As part of its commitment to ensuring the standard and quality of its programmes of study, services, and facilities, the University has established this Procedure to deal with complaints from students.

Document: Regulation XIX – Academic Appeals**Summary:**

This defines a number of decisions affecting a student's academic progression against which students might wish to appeal. These include expulsion from the University, exclusion from a programme of study, or the result of assessment or award of a particular degree classification.

Document: Regulation XX - Work and Attendance of Students**Summary:**

This regulation aims to determine whether or not a student is working on and attending a Programme satisfactorily and to set out the penalties for failure to work and attend satisfactorily.

Document: Health and Safety Policy**Summary:**

It is the policy of the University of Manchester to pursue high standards, beyond minimum compliance with legal requirements, and progressive improvement in the health, safety and welfare of its staff, students, visitors and all others who may be affected by its work activities.

The information in this PGT Student Handbook is correct at the time of publication.

The Graduate Office will post updates to the website at

<http://www.socialsciences.manchester.ac.uk/intranet/pg/>

Web link no longer working? Useful information to add?

Let us know your feedback!

Does it answer the sort of questions you have? Is it easy to find the information that you need? What would you like to see included in future?

Email your feedback to: Bernadette.O'Connor@manchester.ac.uk