YOUR PROGRAMME HANDBOOK

This handbook contains information and advice about your programme of study this year. You should read this and keep the handbook as it contains information that you will need throughout your programme. An electronic version of all the handbooks may be found on Blackboard on your programme page.

http://www.studentnet.manchester.ac.uk/crucial-guide/ contains further information about academic and administrative matters in the University of Manchester. It also gives details on student support and guidance, services and societies.

The contents of this handbook are correct at the time of going to press. However, some changes may be unavoidable, so it is important that you regularly check your student email account, notice boards and web pages and liaise with your Programme Administrator for up-to-date information. If you have any questions not covered in the following pages, please contact your Programme Administrator, Course Co-ordinators or Programme Director.

Welcome to Manchester Business School. We hope you have a great time here!
WELCOME TO THE FACULTY OF HUMANITIES

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

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

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

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

Professor Keith Brown
Vice-President and Dean, Faculty of Humanities
September, 2014
WELCOME TO MANCHESTER BUSINESS SCHOOL

I am delighted to welcome you to Manchester Business School. There is always a buzz in the air at the start of the academic year as new students arrive with high hopes and expectations.

Our goal is to have our students’ hopes and expectations fulfilled. Despite our large size we strive to make the student experience as rich and personal as possible.

Our quality begins in the classroom. Many of our course moderators and lecturers are leaders in their fields. You will recognise many of their names from textbooks you may have used in your previous education. Our academic staff take to heart our market essence – original thinking applied – by engaging in executive education and consultancy to make sure they are in tune with the latest developments in business practice.

Outside the classroom, there are many opportunities for self-development. As a leading business school, our links with the business community are strong. The next academic year will see the launch of our newly formed Postgraduate Careers Service, as well as weekly employability sessions the team will be bringing a range of speakers to campus and working with the wider School and the Student clubs on a variety of networking events. These activities are excellent opportunities for students to extend their professional networks.

Because our student body is so diverse geographically you will have a truly global experience. Indeed, you will become part of one of the largest and diverse networks of business school alumni anywhere. You will have easy access to many parts of the world, for work, study and leisure.

Manchester is one of the UK’s and Europe’s most exciting and dynamic cities. There are lots of opportunities here for you. Make sure that you make the most of them as you lay the foundations of a brilliant career.

Professor Fiona Devine
Director (Dean)
Manchester Business School
September 2014
### Contents

YOUR PROGRAMME HANDBOOK .................................................................................................................. 1  
WELCOME TO THE FACULTY OF HUMANITIES ...................................................................................... 2  
WELCOME TO MANCHESTER BUSINESS SCHOOL .................................................................................... 3  

**SECTION ONE: MANCHESTER BUSINESS SCHOOL AND THE FACULTY OF HUMANITIES** ......................................................................................................................... 7  
  
MANCHESTER BUSINESS SCHOOL ............................................................................................................. 8  
USEFUL CONTACTS AT MBS ...................................................................................................................... 9  
WHAT IS THE FACULTY AND HOW IS IT RUN? ....................................................................................... 9  
WHAT CAN THE FACULTY DO FOR YOU? ................................................................................................. 10  
STUDY SKILLS WEBSITE .......................................................................................................................... 12  
WHAT YOU CAN EXPECT FROM US AND WHAT WE CAN EXPECT FROM YOU .................................. 12  
WHAT WILL THE FACULTY MEAN TO YOU AS A STUDENT? ............................................................... 14  
FACULTY ROLE IN ACADEMIC APPEALS, CONDUCT AND DISCIPLINE OF STUDENTS AND STUDENT COMPLAINTS ........................................................................................................... 14  
  
  Academic Appeals .................................................................................................................................. 14  
  Conduct and Disciplinary Matters .......................................................................................................... 15  
  Student Complaints ................................................................................................................................. 15  

THE UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION .......................................................... 16  
IS SERVICES WITHIN THE FACULTY OF HUMANITIES .................................................................. 17  
MANCHESTER BUSINESS SCHOOL IT SERVICES .................................................................................. 17  
BLACKBOARD: COURSES AND ENROLMENTS .................................................................................... 18  

**SECTION TWO: YOUR PROGRAMME** .................................................................................................... 22  
  
YOUR PROGRAMME .................................................................................................................................. ERROR! BOOKMARK NOT DEFINED.  
WHO DOES WHAT ON YOUR PROGRAMME? ....................................................................................... ERROR! BOOKMARK NOT DEFINED.  
KEY DATES IN THE 2014/15 ACADEMIC YEAR .................................................................................... 20  
EXTERNAL EXAMINER ............................................................................................................................... 21  
PROGRAMME AIMS AND LEARNING OUTCOMES .............................................................................. ERROR! BOOKMARK NOT DEFINED.  
PROGRAMME STRUCTURE ....................................................................................................................... ERROR! BOOKMARK NOT DEFINED.  
COURSE UNITS ....................................................................................................................................... ERROR! BOOKMARK NOT DEFINED.  
COURSE SPECIFICATIONS ....................................................................................................................... ERROR! BOOKMARK NOT DEFINED.  

**SECTION THREE: TEACHING, LEARNING AND ASSESSMENT** .............................................................. 22  
  
POSTGRADUATE TAUGHT DEGREE REGULATIONS .......................................................................... 23  
UNIVERSITY POLICIES AND REGULATIONS ........................................................................................... 36  
PERSONAL DEVELOPMENT PLANNING ................................................................................................. 38  
ASSESSMENT .......................................................................................................................................... 39  
  
  The Grading Of Work ............................................................................................................................... 39  
  Marking Conventions ............................................................................................................................... 40  
COURSEWORK ......................................................................................................................................... 43  
  
  Presentation of Coursework .................................................................................................................... 43  
  Turnitin ...................................................................................................................................................... 43  
  Guidelines for the application of penalties when limits for coursework length are exceeded .......... 44  
  Coursework Submission and Late Submissions .................................................................................... 44  
  Backing up your Work ............................................................................................................................ 45  
  Assessment Extension Requests ............................................................................................................ 45  
  Feedback On Your Coursework ............................................................................................................ 49  
EXAMINATIONS ....................................................................................................................................... 49  
  
  Examination Boards ............................................................................................................................... 49  
  Examination Timetables .......................................................................................................................... 49  
  Absence from Examinations ................................................................................................................... 50  
  Late Arrival for an Examination ........................................................................................................... 51  
  Examination Answers/Misuse of Examination Answer Books ......................................................... 51
SECTION ONE: MANCHESTER BUSINESS SCHOOL AND THE FACULTY OF HUMANITIES
Manchester Business School (MBS) is the largest campus-based business and management school in the UK, offering an impressive range of programmes and services to both students and businesses. We have around 2,000 students on campus and a teaching staff of around 200. We also support more than 3,500 students worldwide through distance learning and external programmes.

MBS is part of the Faculty of Humanities within the University of Manchester – the largest university in the UK. We have a strong research reputation and our teaching is internationally accredited.

MBS competes on a global stage for the best students and staff and is committed to the provision of top-quality research and teaching. MBS provides its students with the opportunity to learn in a forward-thinking, research-led environment, working with internationally-renowned academics. The MBS educational environment is one that not only facilitates innovative research but utilises it to enhance the learning experience of all its students.

MBS is organised around four principal academic divisions: Accounting & Finance; Marketing, Operations Managements, Service Systems; Innovation Management and Policy; and People Management and Organisations. Each division has a responsibility for the provision of specialist programmes at undergraduate and postgraduate levels.

MBS is housed in four adjacent buildings: MBS East (MBSE), MBS West (MBSW), MBS Crawford House (MBSC) and MBS Harold Hankins (MBSHH). Wherever possible, we will try and arrange your teaching within one of the MBS buildings; however, it is sometimes necessary to use facilities in the wider University.
USEFUL CONTACTS AT MBS

Director (Dean)  
Professor Fiona Devine  
0161 275 2508  
fiona.devine@mbs.ac.uk

Academic Dean  
Professor Sharon Clarke  
0161 306 3442  
s.g.clarke@manchester.ac.uk

Head of School Administration  
Mrs Janine Ellis  
0161 306 1323  
Janine.Ellis@mbs.ac.uk

Head of Graduate Services  
Ms Alison Walker-Twiste  
0161 275 6310  
Alison.Walker-Twiste@mbs.ac.uk

WHAT IS THE FACULTY AND HOW IS IT RUN?

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

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

One of the great advantages of being a student at the University of Manchester is that you will have the opportunity to be taught by internationally recognised researchers. Based on any analysis of the results of the 2008 Research Assessment Exercise (RAE), Manchester is amongst the UK’s top four or five major research universities. 65% of
The Faculty of Humanities has five Schools: Arts, Languages and Cultures; Environment, Education and Development; Law; Social Sciences; and Manchester Business School. The organisational culture of these schools provides opportunities for increased collaboration throughout the Faculty and for regional, national and international engagement.

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

**Dean & Vice-President**
Professor Keith Brown

**Associate Deans**
- **Teaching, Learning & Students**
  Dr Fiona Smyth
- **Postgraduate Education**
  Professor Maja Zehfuss
- **Research & Deputy Dean**
  Professor Colette Fagan
- **External Relations**
  Professor James Thompson

**Assistant Associate Deans**
- **Teaching, Learning & Students**
  Professor Matthew Jefferies
  Dr Judy Zolkiewski
- **Postgraduate Education**
  Ms Judith Aldridge
- **Research**
  Professor Claire Annesley
- **External Relations**
  Professor David Law

**WHAT CAN THE FACULTY DO FOR YOU?**

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

The Faculty is committed to gathering student views on the provision of teaching and learning and centrally operated areas of the University (such as Library; Estates; IT; Careers) and as a student you can feed into this process via the Faculty’s Staff / Student Liaison Group (SSLG) which meets a minimum of 3 times a year. These meetings provide a forum
for students, who are elected as Student Representatives within their School / discipline, to:

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

Further information about the SSLG can be found at: http://www.humanities.manchester.ac.uk/humnet/stuserv/ugandpgtstudents/studentrepresentation/facultyugpgtstaffstudentliaisongroupsslslg/

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

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

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

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

The relevant Regulations / Policies and forms can be found at the link below and the completed forms should be submitted to:

Mr Damien Tolan
Appeals, Complaints & Malpractice Coordinator
Faculty of Humanities
Room G24 Crawford House
STUDY SKILLS WEBSITE

The Faculty of Humanities has a Study Skills Website where you will find sources of information, hints & tips and practical activities to help you develop your study skills and become a better learner.

You’ll also find advice about how to prepare for lecturers, tutorials and seminars; how to deal with exam stress; organizing yourself; and on personal development and career planning. See http://www.humanities.manchester.ac.uk/studyskills/

WHAT YOU CAN EXPECT FROM US AND WHAT WE CAN EXPECT FROM YOU

The University believes that education must be a partnership between the learner and the teacher, conducted within a context that provides properly for pastoral and tutorial needs. As a student at The University of Manchester you can expect to receive an education of high quality with high standards of teaching, resources and support services. You also have responsibilities, and some of these are listed below.

You may expect:

- a good education which entails high standards of teaching and supervision, resources and support services
- educational facilities that support your learning development, such as library and computer facilities and study skills programmes
- opportunities to let us know your opinion on how well we have succeeded in these objectives

You will be expected to:

- pursue your academic work with a positive commitment
- meet the standards of good academic practice by submitting work which is your own and which fully acknowledges the ideas and contributions of others through careful referencing
- ensure that you understand what is meant by ‘academic malpractice’ and to seek advice if you are in any doubt
• take full advantage of resources and facilities offered by the academic environment, including contact with staff and other students
• take the initiative in raising problems or difficulties (academic or personal) with an appropriate member of staff, however elementary or trivial these problems may seem; prompt discussion and resolution of problems can prevent difficulties at a later stage
• submit work when required to do so; meet deadlines; and endeavour to take an active, not passive, role in seminar discussions
• attend as required by your School and report promptly to programme administrators, tutors and your lecturers, and provide explanations for any interruptions in attendance on their course (e.g. for medical or personal reasons). You must inform staff of any prolonged absence.

You will have:
• access to comprehensive advice on renting private and University accommodation;
• access to a Counselling Service (tel +44 (0)161 275 2864). The Students’ Union provides a confidential Nightline Service for students - you will find the telephone number on the back of your swipe card. Alternatively you may contact the Students’ Union Advice Centre;
• access to a range of sporting, recreational and leisure facilities. The Students’ Union on +44 (0)161 275 2946/47 provides scientific, artistic, cultural, political, religious, recreational and social activities for students;
• access to guidance and information on careers and employment;
• access to a member of staff in your School who will be available at specified times to provide advice on general and academic issues;
• the opportunity to comment on programmes of study and the quality of teaching;
• access to student representatives at school and faculty level with whom you can raise issues of concern, and you will be eligible to serve as a representative yourself.

In addition:
• you may seek advice on academic matters such as changing course or educational institution, and appealing against decisions which affect you;
• the University aims to promote a learning and working environment that values diversity and promotes inclusion for all students and staff. Contact the Equality and Diversity Office on +44 (0)161 306 5857 if you have any concerns about discrimination or want to find out more about the University’s Equality and Diversity Policy.

Alternatively you may contact the Students’ Union Advice Centre.
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/](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/](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 the Faculty’s Malpractice, Complaints and Appeals Coordinator.

**Conduct and Disciplinary Matters**

University General Regulation XVII ([http://www.studentnet.manchester.ac.uk/policies/](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 Faculty’s Malpractice, Complaints and Appeals Coordinator.

**Student Complaints**

University General Regulation XVIII ([http://www.studentnet.manchester.ac.uk/policies/](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 Faculty’s Malpractice, Complaints and Appeals Coordinator, and to whom completed Complaints Forms should also be submitted.
What does alumni mean? It simply means ‘former student’ and you become one after studying here.

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

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

Alumni also volunteer their time to the University, returning to campus to give talks, take part in workshops and advice sessions and to mentor students. These have included Alex Cole (BA Politics and Modern History, 1993), Director of Corporate Affairs at Sainsbury’s; Sir Terry Leahy (BSc Management Science, 1977), former CEO of Tesco; and actor Toby Jones (BA Drama 1989).

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

You automatically become a member of the alumni community on graduation, but to get the full benefit you should register with our online alumni community ‘Your Manchester Online’ [www.manchester.ac.uk/yourmanchester](http://www.manchester.ac.uk/yourmanchester) during your final year.
IS SERVICES WITHIN THE FACULTY OF HUMANITIES

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

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

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

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

MANCHESTER BUSINESS SCHOOL IT SERVICES

MBS IT Services provides IT services for all staff and students of MBS. Such services include providing PC clusters, printing facilities, and email. Other services include on-line teaching, collaboration and learning tools, audio-visual equipment, reprographics and video-conferencing.

Computer Clusters for PGT Students: 1.12 Crawford House 3.99 MBS West

IT Services can be contacted: By Phone: Internal: 56321 External: 0161 275 6321 Email: itservices@mbs.ac.uk On The Web: http://intranet.mbs.ac.uk
They are located in 3.79 MBS West, opening Monday to Friday from 9am – 5pm.

Wi-Fi Access

‘eduroam’ (education roaming) is the secure, world-wide roaming access service developed for the international research and education community. eduroam allows students, researchers and staff from participating institutions to obtain Internet connectivity across campus and when visiting other participating institutions by simply opening their laptop.

eduroam is now available for staff and students of The University of Manchester who are visiting other participating institutes.

As well as being available at participating institutions, eduroam is also available to University of Manchester users wherever you can see the ‘eduroam’ wireless network (SSID) on campus.

It's particularly convenient for smart phone and tablet (e.g. iPad) users. Rather than having to type in your username and password every time you access the network, you can now set up your laptop or mobile device for access once and it will remember this configuration. Other advantages are that it will also work seamlessly at other sites that use eduroam – for example at the Universities of Lancaster, UCL and LSE.

In order to configure your mobile device, you need to follow one of the sets of guidelines available at: http://www.itservices.manchester.ac.uk/wireless/eduroam/.

BLACKBOARD: COURSES AND ENROLMENTS

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

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

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

Courses become available to students one week before the start of teaching. For most courses in 2014/15 this is:
• Semester 1 and all-year courses: 8th September 2014
• Semester 2 courses: 19th January 2014

To ensure that you have access to all of your courses within Blackboard, you must be enrolled on them through the Student Records system. Once enrolled, your courses should appear in Blackboard within 24 hours. Also, your tutor needs to have ‘activated’ your Blackboard course in order for you to access it. If you cannot see a course you expect to see, please:
• contact your School Administrator to check that you have been enrolled;
• check with your tutor that they have made the course available.

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

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

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

If your course is assessed by coursework, and the submission of coursework is done online via Turnitin you can find detailed guidance on ‘Submitting an Assignment via Turnitin’ in the Knowledge Base at http://documents.manchester.ac.uk/display.aspx?DocID=13010 (document) https://stream.manchester.ac.uk/Play.aspx?VideoId=21235 (video)

If your tutor delivers feedback on your coursework also online you can also look up the Guidance on how to access your feedback and ‘Downloading Feedback from Turnitin’ at http://documents.manchester.ac.uk/display.aspx?DocID=13011

For general information on Blackboard and access to support information, please visit: www.studentnet.manchester.ac.uk/blackboard. You can also search the Knowledge Base from here.

Please note: periods when Blackboard access may not be possible (at-risk periods) are Sundays 2am to 5am, Easter holidays and the whole of July. Notification of significant downtime during Easter and July will be communicated through My Manchester Student News.
KEY DATES IN THE 2014/15 ACADEMIC YEAR

<table>
<thead>
<tr>
<th>Semester One:</th>
<th>15th September 2014</th>
<th>19th September 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Induction</td>
<td>22nd September 2014</td>
<td>24th October 2014</td>
</tr>
<tr>
<td>Teaching</td>
<td>27th October 2014</td>
<td>31st October 2014</td>
</tr>
<tr>
<td>Reading Week</td>
<td>3rd November 2014</td>
<td>12th December 2014</td>
</tr>
<tr>
<td>Revision / Vacation Period</td>
<td>15th December 2014</td>
<td>9th January 2015</td>
</tr>
<tr>
<td>Examinations</td>
<td>12th January 2015</td>
<td>23rd January 2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Two:</th>
<th>26th January 2015</th>
<th>20th March 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>23rd March 2015</td>
<td>10th April 2015</td>
</tr>
<tr>
<td>Easter Vacation</td>
<td>13th April 2015</td>
<td>5th June 2015</td>
</tr>
<tr>
<td>Teaching</td>
<td>11th May 2015</td>
<td>5th June 2015</td>
</tr>
<tr>
<td>Revision / Examinations</td>
<td>April 2015 (tbc)</td>
<td>September 2015</td>
</tr>
<tr>
<td>Examinations</td>
<td>24th August 2015</td>
<td>4th September 2015</td>
</tr>
<tr>
<td>Dissertation Period</td>
<td>7th September 2015</td>
<td></td>
</tr>
</tbody>
</table>

Please note that if you are required to re-submit your dissertation, there is an additional fee of £150 in 2014/15. The payment needs to be made to MBS West Finance Office. Please see Section Three of this handbook for details of why you may need to resubmit a dissertation.

Note: Public Holidays are as follows:

- Thursday 25th December 2014 - Christmas Day
- Friday 26th December 2014 - Boxing Day
- Thursday 1st January 2015 - New Years Day
  (although the University closes entirely for the Christmas and New Year period on Wednesday 24th December 2014 and re-opens on Monday 5th January 2015)

- Friday 3rd April 2015 - Good Friday
- Monday 6th April 2015 - Easter Monday
- Monday 4th May 2015 - Early May Bank Holiday
- Monday 25th May 2015 - Spring Bank Holiday
- Monday 31st August 2015 - Summer Bank Holiday
EXTERNAL EXAMINER

External Examiners are individuals from another institution or organisation who monitor the assessment processes of the University to ensure fairness and academic standards. They ensure that assessment and examination procedures have been fairly and properly implemented and that decisions have been made after appropriate deliberation. They also ensure that standards of awards and levels of student performance are at least comparable with those in equivalent higher education institutions. External Examiners’ reports relating to this programme will be shared with student representatives at the programme committee, where details of any actions carried out by the programme team/School in response to the External Examiners’ comments will be discussed. Students should contact their student representatives if they require any further information about External Examiners’ reports or the process for considering them.

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

****Please note all information is correct at time of going to print, changes may subsequently be made. Please check both your student email and blackboard frequently for any changes****
POSTGRADUATE TAUGHT DEGREE REGULATIONS

Now that you have successfully gained admission onto the programme, your next concern will probably be how to pass it! Below, please find the regulations for progression and assessment that apply to your programme.

Note: Faculty approved variances to the Degree Regulations will be described within this Programme Handbook. Where they exist they will take precedence, for example, in order to comply with Professional, Statutory and Regulatory Bodies (PSRBs).

Postgraduate Taught Regulations

A. Credit and Award Framework
B. Title of Taught Awards
C. Accreditation of Prior and Experiential Learning (AP(E)L)
D. Assessment and Progression
E. Compensation
F. Reassessment
G. Exit Awards
H. Classification in Postgraduate Taught programmes
I. Aegrotat Degrees
J. Examination Board Arrangements

Appendix A – Postgraduate Degree Classification Scheme
A. Credit and Award Framework

1. All awards of the University of Manchester will be given on the basis of the accumulation of credit as mapped out in table 1. This table is based on the credit/awards and levels required by the national Framework of Higher Education Qualifications (FHEQ):

Table 1: Credit and Postgraduate Award framework:

<table>
<thead>
<tr>
<th>Name of Award</th>
<th>Minimum credit for the award</th>
<th>ECTS</th>
<th>Minimum credits at the level of qualification</th>
<th>ECTS</th>
<th>FHEQ level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters (2 Year)</td>
<td>360</td>
<td>180</td>
<td>240</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>Masters (1 Year)</td>
<td>180</td>
<td>90</td>
<td>150</td>
<td>75</td>
<td>7</td>
</tr>
<tr>
<td>Postgraduate Diploma</td>
<td>120</td>
<td>60</td>
<td>90</td>
<td>45</td>
<td>7</td>
</tr>
<tr>
<td>Postgraduate Certificate</td>
<td>60</td>
<td>30</td>
<td>40</td>
<td>20</td>
<td>7</td>
</tr>
<tr>
<td>Post Graduate Certificate in Education (PGCE)</td>
<td>60</td>
<td>30</td>
<td>40</td>
<td>20</td>
<td>7</td>
</tr>
</tbody>
</table>

Note 1: the table refers to the levels as defined in the FHEQ. It may be of assistance to the reader to understand that Level 7 of the FHEQ relates to a Masters programme.

Note 2: One ECTS (European Credit Transfer System) is equivalent to two UK credits.

2. All students who exit prior to completion of the programme on which they registered will receive an exit award if they have achieved the appropriate amount of credit in accordance with that award, as specified in table 1, within 5 years of their initial registration.

3. A student must achieve the minimum amount of credit at the level of the qualification in accordance with table 1. However, (subject to the programme requirements) students can take credit at a higher or lower level in order to achieve the minimum credit for the award.
B. **Title of Taught Awards**

4. Titles of degrees can be found in the University’s Regulation XI “Titles of Degrees and other Distinctions” at: [http://documents.manchester.ac.uk/display.aspx?DocID=10970](http://documents.manchester.ac.uk/display.aspx?DocID=10970)

C. **Accreditation of Prior Learning - AP(E)L**

5. A maximum time limit of 5 years should apply between award and consideration of AP(E)L.

6. Where the Postgraduate Certificate is a standalone programme, AP(E)L will be permitted up to a maximum of 15 credits. Where the Postgraduate Diploma is a standalone programme, AP(E)L will be permitted for up to a maximum of 45 credits. For a Masters award, the maximum amount of credits which can be permitted for AP(E)L is 60.

7. Students exiting with a Postgraduate Diploma (or Postgraduate Certificate) may be permitted to rescind this award and ‘upgrade’ to a Masters (or Postgraduate Diploma) by successfully completing the appropriate further component of the programme providing the following conditions are met:
   - The rescinding occurs within five years of the student’s initial registration on their original programme, subject to the programme still being available.
   - An overall pass, at the appropriate standard to assure admission to a Masters programme, was obtained for the Postgraduate Diploma (or Postgraduate Certificate) including any capped or compensated grades.

8. Students can receive an exit award if they have AP(E)L credit in their profile, providing their performance at the University of Manchester also satisfies the award requirements in table 1 and at least half of the credits have been awarded by the University of Manchester.

9. Schools may stipulate when AP(E)L is not allowed due to Professional Body requirements.

D. **Assessment and Credit Accumulation**

10. Where students are required to progress to a research element including a ‘dissertation’ or similar, the programme handbook must state the minimum requirements for progression to this element of the programme.
11. Where a student has failed more than the required credits on the first attempt or fails to qualify for a final award after compensation, referrals or the consideration of mitigation, the Examination Board has the following options at its discretion:

- Award Exit Award if criteria are met in accordance with table 1.

12. Schools may have alternative assessment regulations where these are required by Professional, Statutory and Regulatory Bodies (PSRBs).

**E. Compensation**

13. The compensation zone is defined by the Unit Marking Scheme for Postgraduate Taught students, found in the Guide to the Taught Degree Regulations.

14. PGT programmes can be compensated up to 30 credits for PG Diploma/Masters and 15 credits for a PG Certificate. The number of credits compensated and those referred cannot exceed half the taught credits in total.

15. Compensation can only be applied up to the maximum amount specified in E14. Beyond this maximum threshold, the Examination Board will make a decision on which reassessment can be taken.

16. Schools can specify when a unit is not compensatable or when PSRB rules take precedent.

17. Compensated credit retains the original failed mark and this is used in the weighted average for the calculation of the final classification/award.

18. Referral marks are compensatable.

**F. Reassessment**

19. Where the overall unit mark is below the compensation zone or the number of compensatable fails has been exceeded, reassessment may be taken, within the credit limitations set out in F23. Reassessment as a result of a fail is known as a ‘Referral’. Subsequent attempts as a result of approved and verified mitigating circumstances are known as ‘Deferrals’.

20. The reassessment must be designed to assess the achievement of the same intended learning outcomes but need not be of the same form as that originally used. The reassessment will normally take place in the
same academic year as the original assessment to enable the students to progress as originally intended.

21. If an Examination Board has documented evidence that, (a) a student’s work or attendance or both have been unsatisfactory, and (b) the student has been formally warned of the unsatisfactory work or attendance but has not shown significant improvement acceptable to the Board, then the Board has the right to refuse the student reassessment. See Ordinances/Regulation XX - Work and Attendance of Students.

22. An Examination Board may allow a student one attempt, per unit, at reassessment (two attempts in total). This principle does not apply to attempts with approved and verified mitigating circumstances.

23. Postgraduate programmes can be referred in up to half of the taught credits; this includes credits on a PG Certificate or PG Diploma award. Students may also resubmit the dissertation (or equivalent, see F 24) on one occasion. The number of credits referred and those compensated cannot exceed half the taught credits in total.

24. When the referred assessment for a postgraduate student includes independent work such as a dissertation or project resubmission, they should be permitted a reasonable amount of time within a maximum of 6 calendar months from the date of the Examination Board. This reassessment of a research/dissertation element does not contribute to the credit limitations set out in F23.

25. Referral pass marks will be capped at the lowest compensatable mark (40) for Postgraduate Taught students, unless the previous mark was within the compensation zone, in which case the original mark will stand. This mark is used in the weighted average mark for the final award. The capped mark is applied to the unit level mark, not the failed element.

26. When a student is referred and fails a unit, the first mark stands.

27. Students may, in exceptional circumstances, at the discretion of the Examination Board, be allowed to repeat whole units or the entire programme, subject to teaching capacity not being exceeded.

**G. Exit Awards**

28. Once a student has exhausted all the opportunities to retrieve referred assessment they will be given an exit award in accordance with table 1 and as defined in the Programme Specification.
29. If a student decides to withdraw, they will automatically be awarded the relevant exit award in accordance with table 1 and as defined in the Programme Specification.

**H. Classification in postgraduate taught programmes**

*Note: H33 should be agreed and applied consistently across a School. Approval should be sought at School and Faculty level and carefully articulated to the students within that School. For joint programmes, the ‘Lead School’s’ model will apply.*

30. For the award of pass a student must satisfy the minimum credit requirements specified in Table 1.

31. Classifications for merit and distinction will be calculated on the basis of an average mark, based on the weighted programme as a whole (See Appendix 1, Table A1).

32. In order to achieve the award of pass, merit or distinction, a student must have passed the requisite minimum credits listed in Table 1 in accordance with the unit marking scheme and mark descriptors.

33. In addition, School may decide to add a further requirement to gain the award of Distinction. Students must achieve an average, of 70% or above in both the taught element and the dissertation.

34. Students with credit awarded as a result of a referral or compensated mark will not be eligible for the award of distinction, only a merit or a pass.

35. Decisions with regards to ‘borderline’ classifications for individual students should be resolved using the mechanisms outlined in appendix A.

**I. Aegrotat Degrees**

36. The Examination Board may determine from evidence available to it that a candidate for a Postgraduate Taught degree who has been prevented by good cause from completing the final examination or assessment will be awarded a class of degree the Board judges to be suitable, as long as the candidate has gained over half the credits required for the award.
J. **Examination Board Arrangements**

37. There are normally three available assessment opportunities; January, May/June and Aug/September within each academic year. It is expected that all reassessment will take place in the academic year in which the assessment was first attempted, exceptions can be made for programmes with ‘non standard’ admissions cycles.

38. There must be an opportunity at the end of every unit of assessment, for a chaired forum to make decisions regarding student’s attainment on completed units.

39. Examination Boards, to agree student minimum requirement for the achievement of an award, will take place at appropriate points in each academic year, overseen by an External Examiner. Exceptions can be made for programmes with ‘non standard’ assessment cycles.
Appendix A  Postgraduate Degree Classification Scheme

This scheme should be used in conjunction with ‘Table 1 of the Postgraduate Taught Degree Regulations’. This table has been extracted from the Framework for Higher Education Qualifications, and students must meet the credit requirements of Table 1, prior to the classification being calculated, using the thresholds and boundaries below:

**Weightings**

Postgraduate degree classification for the award of merit and distinction are based on the weighted average mark across the programme calculated to one decimal place, where marks for individual course units are recorded as whole numbers (see section H).

**Stage 1: Classification Thresholds and Boundaries**

The following boundaries inform classification when the total points falls below a classification threshold.

Table A1 Postgraduate Masters degree classification and boundary zone using total points 0-100 mark range:

<table>
<thead>
<tr>
<th>PG Degree classification- Masters based on 180 credits</th>
<th>Classification thresholds: average mark (mark range 0 to 100)</th>
<th>Boundary zone average</th>
<th>Boundary Zone H33 (separating the average for taught and research elements)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinction</td>
<td>70.0</td>
<td>68.0 to 69.9</td>
<td>Either taught or research is 70.0 or above, while the other is between 68.0 to 69.9</td>
</tr>
<tr>
<td>Merit</td>
<td>60.0</td>
<td>58.0 to 59.9</td>
<td>NA</td>
</tr>
<tr>
<td>Pass</td>
<td>59.9 or less providing the credit requirements of Table 1 in the ‘Credit and Award Framework’ have been met.</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>
Consideration of postgraduate masters students within the boundary zone by mark distribution

The following process applies to reach decisions on borderline cases:

After allowances have been made for mitigating circumstances, a student whose total mark at the first assessment is within the boundary zone specified above, must be awarded the higher degree classification as long as the following are satisfied (see also notes on AP(E)L):

- For the award of distinction, all course units must have been passed at the first attempt without any compensation.
- 120 out of 180 credits are equal to/ or higher than the final award.

Where Schools have decided to implement H33, after allowances have been made for mitigating circumstances, decisions at the boundary of a ‘Distinction’, should be made as long as the following are satisfied (see also notes on AP(E)L):

- For consideration of a student in the boundary zone for the award of distinction, the student should have passed either the ‘taught’ or ‘research’ element at the level of a ‘distinction’ and the other element must be in the boundary zone, as defined in table A1.
- All course units must have been passed at the first attempt without any compensation.
- Either the overall average is equal to or above 70.0; or 120 out of 180 credits are equal to or above 70.0.

Stage 2: Mark Review

If a student is in the boundary zone and does not satisfy the additional criteria, Schools may apply a further stage of ‘Mark Review’ by asking the External Examiner to oversee a review of the marks of submitted work.

Taught Masters Postgraduate Diploma and Postgraduate Certificate degree classification scheme using 0-100 mark range

Award of Postgraduate Diploma and Postgraduate certificate degree is based upon credit accumulation using a pass mark of 40% (see table 1 for credit requirements) for which there is no classification other than pass/fail.
Guidance notes to the Postgraduate Taught Degree Regulations for Students commencing a programme of study after September 2012

Note: these notes of guidance do not supersede in any way the degree regulations as approved by Senate or variations agreed by Faculty. Students who commenced their programme of study prior to September 2012 are studying under the degree regulations as published in their year of entry.

Postgraduate Taught degrees at the University of Manchester are based on the National Framework for Higher Education Qualifications (FHEQ) (URL: http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/FHEQ08.pdf). This framework requires students to achieve credit at masters’ level in order to get an award. For a standard postgraduate taught Masters programme this will normally mean passing 180 credits. A standard postgraduate diploma will normally have 120 credits and a postgraduate certificate 60 credits. The way in which you study these credits will be defined in your programme handbook and programme specification.

The University sets standards relating to your performance on every unit but also on your progression through the programme. Your programme and course unit specifications will set out the requirements for passing the credit on individual units.

Please note that the regulations as published in your year of entry to the University will be those that apply to you throughout your programme of study.

For older versions of the degree regulations, please consult either the relevant handbook that you were issued with in your first year, or the electronic record of previous versions of the regulations held online at: http://www.tlso.manchester.ac.uk/degree-regulations/

Below is a direct link to the Postgraduate Taught Degree Regulations for students commencing study from September 2012: http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13148

These regulations are also published in full in the first pages of Section 3 of this handbook, under Postgraduate Taught Degree Regulations.
An Introduction to the Postgraduate Degree Regulations for Students from September 2012

What happens if I fail some units?

First of all don’t panic, but the first thing to do is sit down with your academic adviser or Programme Director who will take you through your options. The regulations allow you further attempts of up to half the taught credits, for a standard Masters programme as defined by your programme specification, so you can still get back on track.

This is known as ‘referred assessment’ and these reassessments will normally take place in the same academic year as the original assessment. The Examination Board will then make decisions on your progress and advise you accordingly of the decisions and next steps. Referred assessment at Masters level will be capped at 40% and this is the mark that will be shown on a transcript of results as a 40R (the capped mark is applied to the unit level mark, not just the failed element). It is this mark that will be used to calculate your final degree classification.

If you pass most of your units and only ‘just’ fail some of them, there may be a possibility of the examination board compensating this failed credit. This means if your mark was between 40-49% at Masters level the examination board is able to compensate up to a maximum of 30 credits. Your transcript of results will show the actual mark achieved (e.g. 47C).

If you are on a postgraduate diploma or certificate programme then the overall pass mark will normally be 40%. The same logic for managing reassessment will be applied on these programmes but the mark will be capped at 30R and compensation can be applied for marks between 30-39%. You can be referred in up to half the taught credits on a postgraduate diploma or certificate programme and compensated in up to 30 credits on a postgraduate diploma programme and 15 credits on a the postgraduate certificate programme.

Some programmes, particularly those which are externally accredited or linked to professional practice may set a higher pass rate than stated in the regulations. These programme exemptions will be clearly detailed in your handbook.

What happens if I fail my resits?

Upon taking the referred assessment, if you fail again the Examination Board will make a decision with regards to your progress. The possible
options available may, in exceptional circumstances, include repeating the unit or being awarded an exit award once you’ve exhausted all the opportunities to retrieve failed assessment.

Referrals may also be compensated; so if you manage to achieve a mark at referral of between 40-49% at Masters level, this may be compensated providing you haven’t already used your quota of compensatable credit. Compensated referrals will be capped at 40 and this is the mark (40R) that will show on your transcript of results and be used to calculate your final degree classification.

Again if you are on a postgraduate diploma or certificate programme then the pass mark and compensation mark range will be adjusted according to the lower pass rate.

*What happens is I fail my dissertation?*

If you fail your dissertation at the first attempt you will be given the opportunity to resubmit a revised version of the dissertation (provided you achieve a mark between 40–49%). You will normally be given up to six months in which to make the requested revisions or undertake additional work. You will be provided with feedback from your examiners and guidance on the revisions required to bring the work to the appropriate standard for the Masters award.

*How is my degree calculated?*

To be considered for a Masters Degree you must have achieved 180 credits at the appropriate level. Don’t worry if you have had a referral or compensation as these still count towards your credit total for a Pass or Merit. If, however, you have undertaken any referred assessment or been compensated you will not be eligible for a Distinction.

The award of masters is based upon gaining the required number of credits, normally 180. Classifications for merit or distinctions will be calculated on the basis of an average mark, based on the weighted programme as a whole.

If you are completing a postgraduate diploma or certificate programme then these degrees are only awarded as a pass.

*When and how are decisions made about my results and my progress?*

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

Members of the Examination Board normally include your unit tutors, programme directors and overseen by an external examiner from another university. It is the job of the Examination Board to review all the results anonymously and make decisions on the award of credit and who can resit exams / assessment or gain compensation. It is also the role of the Examination Board to decide who cannot continue and who will leave the University with an exit award. Some students will narrowly miss the threshold for a degree classification and so we look at their pattern of marks (Mark Distribution) and may look at their examined work (Mark Review).

What do I do if I disagree with the Examination Board’s decision?

The University has clear and fair procedures which set out the course of action should you wish to appeal against an Examination Board decision or make a complaint. There are a number of grounds on which an appeal may be made, however an appeal which questions the academic or professional judgement of those charged with assessing your academic performance or professional competence will not be permitted. The relevant regulations and forms can be found at:


Sources of Advice
Before taking action under the university’s formal procedures, you may like to seek advice either within or outside the school. You can speak to your Programme Director. You may also speak with the administrative staff in the PGT office; or Hilary Garraway, Postgraduate Manager.

Additionally you can obtain help from the Student Union Advice Centre. Phone 0161 275 2930 or visit [http://www.manchester.ac.uk/study/international/why-manchester/student-support/student-union-advice-centre/](http://www.manchester.ac.uk/study/international/why-manchester/student-support/student-union-advice-centre/)
UNIVERSITY POLICIES AND 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.

<table>
<thead>
<tr>
<th>Document: Ordinances And Regulations For The Degree Of Postgraduate Master, Postgraduate Diploma and Postgraduate Certificate for students registered from September 2010 to August 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary:</td>
</tr>
<tr>
<td>Admission to the programme</td>
</tr>
<tr>
<td>Period of programme</td>
</tr>
<tr>
<td>Credits</td>
</tr>
<tr>
<td>Accreditation of Prior (Experiential) Learning</td>
</tr>
<tr>
<td>Progression &amp; Assessment</td>
</tr>
<tr>
<td>Examination Board &amp; External Examiners</td>
</tr>
<tr>
<td>Recommendation for Award</td>
</tr>
<tr>
<td>- Pass Marks</td>
</tr>
<tr>
<td>- Distinction</td>
</tr>
<tr>
<td>- Merit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document: Guidance Notes For The Presentation Of Dissertations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary:</td>
</tr>
<tr>
<td>These guidance notes explain how to present your dissertation: formatting the text, sections to include, title page and abstract, binding etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document: The University Of Manchester Intellectual Property Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary:</td>
</tr>
<tr>
<td>Introduction; Ownership; Intellectual Property: Protection &amp; Commercialisation; Revenue Sharing; Further Information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document: Regulation XVII - Conduct and Discipline of Students</th>
</tr>
</thead>
</table>
**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

**Full-text available on the University website at:**

**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

**Full-text available on the University website at:**

**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

**Full-text available on the University website at:**

**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

**Full-text available on the University website at:**

**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.
PERSONAL DEVELOPMENT PLANNING

Personal Development Planning is a structured and supported process undertaken by you to reflect upon your learning, performance and achievements. It will help you to plan your personal, educational and career development. The primary objective for Personal Development Planning is to develop your capacity to understand what and how you are learning. This then:

- gives you a better understanding of how you learn and how to improve your performance
- gives you greater confidence in the skills, qualities and attributes you can bring to your learning and career
- aids your development of positive attitudes and approaches associated with successful learning and your professional life
- encourages you to articulate your personal goals and evaluate your progress.

The planning and reflection required for personal development results in two intended outcomes:

1) Raising of self-awareness, identifying what you want from life, the kind of person you are and any areas for change. It is a process designed to help you understand the added value and skills your learning develops in addition to your specialist subject knowledge.

2) A personal record of your skills, achievements and experiences gained throughout your time at MBS, in addition to the formal feedback you receive from your studies i.e. exam/assignment results. Reflecting on what you have learnt and analysing your progress in a personal record is your own unique resource which you can then take forward with you. This can help you articulate the skills and attributes you have developed which will be highly valued by employers.

This planning will be personal to you and as a postgraduate student you are expected to manage your own learning and development. To support you in establishing your development focus, your Masters Career Management Team offers you lectures, workshops and additional resources which are exclusively designed for MBS Masters students. These will help you to achieve your personal, educational and career objectives whilst enhancing your overall employability.

Guide to completing the Personal Development Plan

*Beginning of Programme* - At the start of your course you will have the opportunity to attend our Personal Development Planning workshop. Clarifying your objectives at the beginning of your studies is hugely
important, as it allows you to establish and focus on your individual goals and motivation.

*Regular reflection* - At the beginning and end of each semester we encourage you to reflect on the degree to which you have developed your skills, any areas still requiring improvement and how you are going to effectively use them within your future learning or career. Our workshop at the beginning of the second semester is a good opportunity to reflect on your development and consider your future aspirations.

*End of programme* - Review the development aims you initially established in the Personal Development Planning workshop. Evaluate what you have achieved and maintain your records so you can use the information effectively in a curriculum vitae or other documents. Planning and monitoring your development will not only help you in your job search, but will prepare you for a future career in which you will be expected to manage for your own Continuing Professional Development.

**ASSESSMENT**

**The Grading Of Work**

Assessment takes a number of forms across the programmes. For details of the forms of assessment for individual course units, please see the Course Unit Specifications in Section Two.

All assessment is determined by the course unit co-ordinators who work in conjunction with our External Examiners. Once you submit a piece of work, an internal examiner marks every assignment anonymously. A selection of work is then anonymously moderated or second marked by a moderator, ensuring there is continuity, accuracy and no systematic biases. The course unit moderator also focuses particularly on marginal fails and scripts that are close to compensation borderlines.

Finally, we send a selection of coursework and examination scripts from each course unit to the appropriate External Examiner with a commentary on overall performance.

Please note that all grades given to you are provisional until confirmed by the Board of Examiners and are provided for information only.
Marking Conventions

The marking conventions are as follows:

<table>
<thead>
<tr>
<th>Marking</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>70-100%</td>
<td>Very good, well above average performance at Masters Level</td>
</tr>
<tr>
<td>60-69%</td>
<td>A good, sound performance at Masters Level</td>
</tr>
<tr>
<td>50-59%</td>
<td>Pass. An adequate performance at Masters Level</td>
</tr>
<tr>
<td>40-49%</td>
<td>Fail at Masters Level. Adequate performance at Diploma level</td>
</tr>
<tr>
<td>30-39%</td>
<td>Fail at Diploma level</td>
</tr>
<tr>
<td>0-29%</td>
<td>Fail</td>
</tr>
</tbody>
</table>

The level of achievement associated with each grade is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Marking Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>90–100%</td>
<td><em>distinction</em></td>
</tr>
<tr>
<td></td>
<td>Exceptional work that is nearly or wholly faultless relative to expectations at Masters level. Demonstrates consistently that the candidate achieves all relevant intended learning outcomes of the course unit. Also achieves the points under grade 70–79% below.</td>
</tr>
<tr>
<td>80–89%</td>
<td><em>distinction</em></td>
</tr>
<tr>
<td></td>
<td>Work of excellent quality throughout, comprehensively demonstrating that the candidate achieves all relevant intended learning outcomes of the course unit. Also achieves the bulleted points under grade 70–79% below.</td>
</tr>
<tr>
<td>70–79%</td>
<td><em>distinction</em></td>
</tr>
<tr>
<td></td>
<td>Excellent work, both thorough and focused, with critical depth and insight appropriate to Masters level. Demonstrates that the candidate achieves relevant intended learning outcomes of the course unit and the answer fits within a distinction profile. The student</td>
</tr>
<tr>
<td></td>
<td>• evaluates concepts and assumptions critically and thoughtfully applies concepts to problems.</td>
</tr>
<tr>
<td></td>
<td>• demonstrates independent thinking and insight into theoretical issues</td>
</tr>
<tr>
<td></td>
<td>• shows evidence of extensive reading beyond the lecture notes and the ability to synthesise and integrate the relevant literature</td>
</tr>
<tr>
<td></td>
<td>• writes well in good English and structures the response to provide a succinct, coherent and logical answer to the question</td>
</tr>
<tr>
<td>Score Range</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| 60–69% | **Merit**

Answers are competent and well presented, touching very good work at the top end of the range. The work is critical and comprehensive and has a degree of depth and imagination in presenting and considering the material, especially at the top end of the marking range.

The student
- integrates the concepts introduced and applies them to problems with some evidence of critical analysis
- shows evidence of reading beyond lecture notes that is appropriately analysed and evaluated
- provides clear and competent answers to the questions, written in good English
- clearly presents solutions to calculative questions and demonstrates excellent analytical skills and understanding

| 50–59% | **Pass**

This is the minimum performance required on a Masters programme. Answers provide a competent discussion of relevant material and some evidence of critical and analytical thought. They are well structured, well presented and demonstrate an awareness of relevant literature, and offer appropriate evidence, arguments, and assertions by reference to relevant literature/research.

The student
- demonstrates a good understanding of the material
- shows a basic knowledge of relevant literature but draws mainly on lecture material
- addresses the questions and demonstrates reasonable writing skills with some ability to structure the material logically
- provides solutions to calculative questions that demonstrate good analytical skills.

| 40–49% | **Fail, compensatable at Masters level**

Answers provide a competent discussion of relevant material, but are largely descriptive and lack critical/analytical depth. Answers are well structured, well presented and demonstrate an awareness of relevant literature.

The student’s answer
- shows a basic understanding of concepts introduced but
with limited ability to apply these concepts
- largely reproduces lecture notes
- tends to miss the point of the question
- is written poorly, written in note form, lacks structure or is too short to properly address the question
- provides solutions to calculative questions that demonstrate basic analytical skills.

<table>
<thead>
<tr>
<th>30–39%</th>
<th><strong>Compensatable fail at Diploma level</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Work shows some understanding of the main elements of the programme material and some knowledge of the relevant literature. Shows very limited achievement of the relevant intended learning outcomes of the course unit. The student</td>
<td></td>
</tr>
<tr>
<td>- has a weak understanding of fundamental concepts with no critical analysis</td>
<td></td>
</tr>
<tr>
<td>- produces answers that contain factual or conceptual inadequacies</td>
<td></td>
</tr>
<tr>
<td>- provides poorly written answers that fail to address the question, or answers that are too brief to answer the question properly</td>
<td></td>
</tr>
<tr>
<td>- provides solutions to calculative questions that demonstrate inadequate analytical skills.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0-29%</th>
<th><strong>Fail</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Little relevant material presented. Unclear or unsubstantiated arguments with very poor accuracy and understanding. Little evidence of achievement of the relevant intended learning outcomes of the course unit.</td>
<td></td>
</tr>
</tbody>
</table>

*Any change to the above criteria will be noted on blackboard.*

Please note, however that these marking conventions are for guidance only and may vary across different programmes. For more advice on marking conventions for your programme, please contact your Programme Director.
COURSEWORK

Presentation of Coursework

All coursework must be word-processed on A4-size paper. All coursework must include appropriate citations and a corresponding full list of references.

*All marking in the School is anonymous.* Therefore, your name should not appear on your work. Rather, you must enter your University registration number on the front cover sheet and at the top of each page of your coursework. Your coursework should be submitted to your Programme Administrator along with a ‘coursework submission form’ which is available from the PGT office. You may find details of the University’s anonymous marking policy at:

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

All students should note that you are *required* to submit an electronic copy of your work in *addition* to the hard copy for the purposes of checking for plagiarism.

Turnitin

The University uses electronic systems for the purposes of detecting plagiarism and other forms of academic malpractice and for marking. Such systems include Turnitin, the plagiarism detection service used by the University.

As part of the formative and/or summative assessment process, you may be asked to submit electronic versions of your work to Turnitin and/or other electronic systems used by the University (this requirement may be in addition to a requirement to submit a paper copy of your work). If you are asked to do this, you must do so within the required timescales.

The School also reserves the right to submit work handed in by you for formative or summative assessment to Turnitin and/or other electronic systems used by the University.

Please note that when work is submitted to the relevant electronic systems, it may be copied and then stored in a database to allow appropriate checks to be made.
Guidelines for the application of penalties when limits for coursework length are exceeded

Please refer to your individual course unit outlines for the word limit for each piece of coursework. The University will apply the penalties noted below if the limit is exceeded. You are required to put the word count of each assignment on the front page of the assignment.

In the extreme, an over-length submission can be viewed simply as not having met the requirements of the assessment and for a mark of zero to be recorded without the submission being marked.

<table>
<thead>
<tr>
<th>Extent to which limit is exceeded</th>
<th>Penalty to be applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>No more than 10% over the limit*</td>
<td>5 marks</td>
</tr>
<tr>
<td>More than 10% but no more than 25% over the limit</td>
<td>20 marks</td>
</tr>
<tr>
<td>More than 25% but no more than 50% over the limit</td>
<td>50 marks</td>
</tr>
<tr>
<td>More than 50% over the limit</td>
<td>The work will not be marked and a mark of zero will be recorded</td>
</tr>
</tbody>
</table>

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

Coursework Submission and Late Submissions

The deadline for all pieces of coursework is 3pm (unless advised differently by your module leader), to your Programme Administrator (their details are advised in the front of the handbook). If an assessment has not been submitted electronically or in hard copy by the deadline for that piece of work, you will be deemed to have failed to submit that assessment. You will be given details of how to submit electronically in semester one.

The submission of an electronic copy of your coursework is for the purposes of checking for plagiarism. Phrases or sentences in your assessed work may be checked against material accessible on the World Wide Web, using commonly available search tools. You will not be informed before this type of checking is carried out. The University subscribes to an online plagiarism detection service specifically designed for academic purposes. You should keep an electronic copy of your work safely backed up so that it may be submitted electronically if required.

The deadlines for the submission of coursework are given by individual course unit co-ordinators and you will be advised of these as the programme progresses.
The penalty on all course units for late or none submission (where you have not been granted an extension) of assessment: a loss of 10 marks per day (sliding scale), for up to 10 days. A "day" is 24 hours, i.e. the clock starts ticking as soon as the submission deadline has passed. A day includes weekends and weekdays. You may additionally be required to complete a form acknowledging your late submission.

Given that assignments are set well ahead of the submission date, the only exception to this is where there are strong mitigating circumstances (e.g. medical circumstances documented by a doctor’s note) and these have been notified to the Programme Administrator (for consideration by the Exams and Assessment Officer and the Mitigating Circumstances Board) prior to the submission date. Work handed in after the deadline will not be marked. Where the final dissertation (or equivalent) is submitted after the deadline, at the discretion of the Board of Examiners it may be treated in the same manner as a resubmission following failure with the mark capped at 50% (or 40% for programmes with a pass mark of 40%) with no further opportunity for resubmission.

For further information on Mitigating Circumstances please refer to the relevant section this handbook, p. 75.

Full details of the University’s Policy on Mitigating Circumstances can be accessed online at: http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectionc-reachingdecisionsfromassessment/policyonmitigatingcircumstances/

**Backing up your Work**

Regularly backing up your work is essential as the University does not accept extension or mitigation requests made on the basis of loss or theft of a computer or computer failure. Whilst you may do this yourself locally or with various online systems, as a student at The University of Manchester, you also have access to a secure and regularly backed-up storage area on the P Drive. You should back up all of your work onto the P Drive. Further information can be found at the link below.

http://www.studentnet.manchester.ac.uk/it-services/saving-your-work/p-drive/

**Assessment Extension Requests**

It is possible to make a request for an extension to a published submission date when, due to circumstances outside of your control, you are unable to complete and submit your coursework / dissertation by the published date.
You should be aware that requests are not granted automatically and that it may be decided that there are insufficient grounds to award an extension.

All extension requests must go through your Programme Administrator ONLY. You will need to obtain a form from them (or online) and submit this with full evidence PRIOR to the day of submission. Anything submitted after the submission date will be retrospective and may not even be reviewed. Your form and evidence will then need to be approved. Until you have received confirmation that it has been approved you must continue to work towards the original deadline. You can ONLY be granted approval from the Exams and Assessment Officer and no one else, not even your lecturer.

Before making a request you should familiarise yourself with the guidance below.

**Procedure**

1. Applications for an extension to the submission date must be made in advance of the published submission date by completing the ‘Application for Extension to Submission Date’ form, available from your programme administrator or the Faculty website (http://www.humanities.manchester.ac.uk/tandl/policyandprocedure/documents/extensionrequestform.pdf). Please note: Retrospective extensions will not normally be granted if an application is made after the published submission date. Applicants must allow a minimum of five working days for the processing of an extension request.

2. The form should be completed fully attaching any documentary evidence required. Any costs incurred in supplying evidence are your responsibility. Evidence from close friends or family members is not generally admissible. Please note that medical certificates and other evidence must be current and explicitly cover the period for the assignment.

**Ill Health**

You must provide a medical certificate, clearly stating that you were/are unfit to submit your assignment. For an illness of a period of up to one week you may self-certify on the standard form ‘Certification of Student Ill Health’ available from the School office, University owned Residence or GP surgery.

**Severe Financial Hardship** (i.e. over and above that experienced by all students)
This should be something unforeseen by you at the start of the programme and could be evidenced by, for example, copies of correspondence with your bank.

**Accommodation Crises (e.g. eviction)**
The School will need to satisfy itself as to the amount of notice given to you and the date of the eviction notice. This could be evidenced by a letter from your solicitor.

The School reserves the right to contact any person named in a submission to seek clarification or further information. Please Note: this will not be done to remedy omissions in the completion of the documentation by you, or to seek supporting evidence when not supplied.

It is important that you provide full details of the assignment for which you are requesting an extension to the submission date. In order to avoid possible confusion (e.g. where there is more than one assignment associated with a course unit) it is important to provide the information accurately and in full.

In the box headed ‘Reason for Extension Request’ you should provide an account of the circumstances that will prevent you from submitting by the published submission date. The account should be sufficiently detailed to allow us to reach an informed decision. You should include details of the dates on which the events to which you refer took place. The events you are describing should be sufficiently serious to mean that it would not be reasonable to expect you to complete the assignment by the due date. Minor ailments and mishaps aren’t likely to meet this criterion. The circumstances must be of limited duration and must be such that they could not reasonably have been foreseen. In other words there must be an expectation that you will be able to resume your usual pattern of study after a relatively short period. In more serious cases where there is likely to be a prolonged interruption of normal activity, you should discuss with the appropriate member of staff whether it would be appropriate to suspend your studies (interrupt).

If the information is highly confidential, details should be submitted in a sealed envelope attached to the standard form, together with the supporting evidence and the ‘Confidential Report Attached’ box ticked. You will not be required to provide details in the ‘Reason for Extension Request’ box.

In the box headed ‘Requested Revised Submission Date’ you should state clearly the date on which you are asking for approval to submit the assignment. Please Note: if an extension to the submission date is granted the School will inform you of the revised date of submission; the revised date may not be the same as your requested date.
If you are requesting an extension to the submission date for the dissertation please note the following:

- **University Accommodation**
  Students living in University of Manchester accommodation should note that extensions to the submission date for the dissertation do not automatically extend the accommodation contract. Students permitted such an extension may have to re-apply for University accommodation for a further period or vacate their accommodation at the end of their accommodation contract and find alternative accommodation. For further details see the University of Manchester Accommodation website at [http://www.accommodation.manchester.ac.uk](http://www.accommodation.manchester.ac.uk)

3. The completed form and documentary evidence should be submitted to your programme administrator.

4. The Exams and Assessment Officer will consider all the written information supplied and determine if an extension to the submission date(s) is to be granted.

5. The decision of the School is final. If your request has been refused you will receive an email indicating the reason(s) for the refusal.

6. If an extension is not granted you must submit the work by the published submission date or be penalised for the late submission of work.

*Penalisation policy:* Any student, who submits a piece of assessed coursework (including the dissertation) after the published submission deadline will be subject to the mark penalties indicated in the programme handbook.

You may reapply for an extension after a refusal has been made only if you have new or additional information and / or evidence to add to your application which was not originally considered. If the request is denied again you will not normally be permitted to reapply.

The following checklist may be used as guidance to help ensure that your request is completed properly:

- have you identified the assessments that have been affected?
- does the evidence clearly relate to the timing of the assessment?
- does it explain how you were affected?
- in the absence of evidence can you provide another way by which the school can verify the existence of the circumstances?
- were the circumstances outside your foresight and control?
- was there a delay on your part and has this been explained?
**Feedback On Your Coursework**

During the course of your programme you will receive feedback on your progress. Feedback can take many forms, it may be diagnostic to inform the lecturer or seminar leader of your level of knowledge when beginning a course unit or it may be formative, given during a course unit to enable you to improve your performance in further assessments, for example the way you structure or reference an essay and this is the type of feedback that you will probably come across most often. Summative feedback would occur at the end of a course unit to inform you of your performance over the whole unit. You may come across all or some of these examples.

Feedback does not just come from your tutor or lecturer in a formal way, say when you have a piece of coursework returned with a feedback sheet attached. Feedback can also be informal, during a class and can come from your peers as well as from a member of staff or can take place during self-assessment exercises online. It could also occur when a member of staff responds to your questions by email.

You will be asked to evaluate feedback as part of the Student Survey in each semester.

**EXAMINATIONS**

Many MBS course units are partly or wholly assessed by individual course unit examinations. Details relating to the conduct of these examinations are given below. Some programmes, however, have a single, programme-wide examination. Where relevant, details of this examination are given in Section Two of this handbook.

**Examination Boards**

The taught examination board takes place in July; all your taught marks will be reviewed and officially confirmed (any re-sits or exit awards will also be confirmed.) The final board for awarding takes place in November. (If you have re-sits or extensions a smaller board will take place to confirm these marks in between)

**Examination Timetables**

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

If there is a clash or if you cannot find one of your papers on the timetable let your Programme Administrator know at once.

If you are unable to take examinations on certain days due to your religious beliefs please let your Programme Administrator know during the first week of the semester in which the examinations are to take place, so that we can ensure that they are timetabled accordingly.

Please note that, due to the number of Course Units offered and the complexity of the examinations timetable, the full extent of the examination period will be used. This means that some examinations will be held immediately at the start of the examination period; some examinations may be timetabled on the same day or on successive days, or you may find that there is a long gap between the examinations you are taking. Examinations can be, and often are, timetabled up to and including the last day of the examination period. You should therefore ensure that you will be available to sit an examination up to the end of the examination periods and you should not make commitments, e.g. booking flights.

Any resit examinations will take place in the final two weeks of August (you will receive confirmation from your administrator and the examinations office), the examinations may not necessarily be in the same format as the original exam.

**Absence from Examinations**

If you are absent from any part of an examination you must inform your Programme Administrator of the reasons without delay. **Failure to attend an examination at the correct time will result in a mark of ZERO being recorded for the examination, with the possibility that this may result in you failing the programme.**

**Failure to read the examination timetable correctly will not be deemed an acceptable reason for missing an examination and a mark of zero will therefore be recorded for an examination missed in these circumstances.**

If you are unable to sit your examinations due to serious illness or other substantial mitigating circumstances, you may request an interruption of study. However, you cannot normally interrupt your programme once you
have started an examination period. If in doubt, contact your Programme Administrator without delay.

If you are unable to sit one or more examinations due to serious illness or other substantial mitigating circumstances but decide not to request an interruption of study, you must submit in writing the reason for the absence together with certified evidence (e.g. a medical note) to the Board of Examiners via your Programme Administrator. The Board of Examiners will then make a decision based on the documentary evidence before it.

**Late Arrival for an Examination**

You are not permitted to enter an examination room any later than 30 minutes after the exam has started. You are also not permitted to leave the examination room during the first 30 minutes of an exam.

Provided you arrive within 30 minutes of the start of an exam, you will be allowed in to the exam room. You are not, however, allowed extra time to finish your paper at the end of the examination, nor are you permitted to continue the examination outside of the examination room.

If you are later than 30 minutes for your exam go straight to your administrator’s office in person, as a matter of urgency.

**Examination Answers/Misuse of Examination Answer Books**

Each examination paper will clearly state the number of questions you are expected to answer. Please remember, you cannot get additional marks by attempting more than the specified questions. The examiners have instructions to only mark the required number of questions, taking them in the order in which they appear in the answer book. For example, if you are required to answer three questions, but you answer four questions, only the first three questions will be marked. You should clearly cross out any questions which you do not wish to have marked.

It is forbidden to use any writing paper other than the official answer book during an examination or to tear pages out of an examination answer book. To do so is a serious breach of examination regulations and subject to the University of Manchester disciplinary action.

**Illegible Handwriting**

Any parts of an assessed piece of work (e.g. an examination script, an essay, etc.) which are agreed as illegible by first and subsequent markers
will be marked at zero. If you are not able to complete assessed work legibly due to a documented medical or physical condition, then appropriate arrangements will be made as for other documented medical conditions. If you are in this situation, please contact the Disability Support Office for details of additional support.

**The Use of Calculators in Examinations**

You may only use calculators in University examinations when specific authorisation for their use appears on the examination question paper.

All calculators must be battery-operated (or solar-powered) and silent. You are responsible for providing batteries for their calculators.

Calculators with facilities for storing and retrieving text are not permitted. Calculators or other devices capable of acting as a calculator which have a full range of alphabetic keys (i.e. A-Z) are **NOT** permitted; devices with keys in the range A-F for use with hexadecimal numbers are permitted.

Portable computers are not permitted.

Devices capable of communicating directly with other similar devices are not permitted.

Departments may decide that there should be particularly restrictions on calculators in individual examinations, or extensions to these provisions, where this is required by the subject matter or method of examination. Where this is the case, specific and clear instructions must be given in the rubric at the head of the examination paper.

If you are found using an unauthorised calculator in an examination you will be reported for suspected cheating. The device will be immediately confiscated and the University is under no obligation to issue you with a replacement device for the remainder of the examination.

For details of the University’s policy on the use of calculators in examinations, please see:

http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/assessment/sectiond-theprocessofassessment/useofcalculatorsinexaminations/

**The Use of Dictionaries in Examinations**

**Language translation dictionaries:** The only people allowed to use language translation dictionaries (defined for this purpose as dictionaries which simply give equivalent words or phrases in two languages, without
further explanatory text or description) are those who are visiting students (e.g. exchange scheme students) who will **not** obtain a degree or other qualification from the University **and** whose first language is not English.

If you fall into this category, you must obtain a letter from your Programme Administrator which confirms your status as ‘visiting’. This letter must be taken to all examinations to certify that you may use a translation dictionary. Language translation dictionaries must be unmarked.

**Scientific or other specialist dictionaries:** These may **not** be used by any student, unless a specific instruction to the contrary is given in the rubric at the head of an examination paper.

**Electronic dictionaries:** These may be used only by students who have been registered by the University as suffering from dyslexia, or a similar disability.

Departments may decide that there should be particular restrictions on the use of dictionaries, or extensions to these provisions in individual examinations. In such cases clear instructions will be given in the rubric at the head of the examination paper.

If you are found using a dictionary without a letter of permission, or using a marked dictionary, you will have the dictionary confiscated for the duration of the examination and may be reported for suspected cheating. If a dictionary is confiscated, the University will be under no obligation to issue you with a replacement dictionary for the remainder of the examination.

For details of the University’s policy on the use of dictionaries in examinations, please see:


**Mobile Telephones**

Please note that mobile telephones are not permitted in the examination rooms.
Unfair Practice in Examinations

Regulation XX of University policy makes it clear that cheating (the ‘use or attempted use of unauthorised materials or unfair means in connection with an examination’) renders you liable to disciplinary proceedings which may lead to expulsion from the University. For full details of the University’s policy on unfair practice in examinations, please see:

http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/assessment/sectiond-theprocessofassessment/policyonexaminations/

Remarking Of Examination Papers and Coursework

It is the policy of MBS not to selectively remark examination papers or coursework on request. Examination papers and coursework will only be remarked where the Chair of the Board of Examiners has good cause to believe that there has been a marking irregularity. Such circumstances would normally be very exceptional.

Please note that there is no right of appeal against academic judgement. For details of the University’s appeal policy, please see:

http://www.studentnet.manchester.ac.uk/policies/?letter=A
ACADEMIC MALPRACTICE

As a student, you are expected to co-operate 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 penalized. At the very least a mark of only 30% would be awarded for the piece of work in question, but it could be worse; you could be awarded zero (with or without loss of credits), fail the whole unit, be demoted to a lower class of degree, or be excluded from the programme.

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. MBS will give you advice on how to avoid academic malpractice in the context of your discipline and will also design assessments so as to help you avoid the temptation to commit academic malpractice. Finally, you should take note that work you submit will be screened electronically to check against other material on the web and in other submitted work.

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:

i) the ideas and work of other people that you may have quite legitimately exploited and developed, and
ii) the ideas or material that you have personally contributed.

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!)

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.

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

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

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

**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 do not 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 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. To avoid any risk of unwitting collusion you should always ask for clarification before submitting any assignment, if it is not clear on what basis your work is to be assessed.

Please see university web page:

http://www.studentnet.manchester.ac.uk/policies/?letter=C

**Fabrication or Falsification of Results**

For many students, a major part of their studies involves laboratory or other forms of practical work. 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 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 and 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. If you do you lay yourself open to the charge of fabrication or falsification of results.

Any academic malpractice you commit will result in you losing out on valuable feedback from academics and will impede on your personal and intellectual development. Not completing and understanding your Programme fairly will lead you to flounder later on in your career when you are required to demonstrate your knowledge.

Please note that if you are suspected of any form of academic malpractice, your case will be reviewed initially at School level and may be referred to either the Faculty or University level depending on its severity. For details of the procedures that follow a case of suspected plagiarism or other form of academic malpractice, please see:

http://www.studentnet.manchester.ac.uk/policies/

YOUR DISSERTATION

Writing Your Dissertation

Every dissertation should embody a statement of the objectives of the investigation and a full description of the project work, the research methods employed, and a discussion and presentation of the results obtained.

The dissertation should be written in a style that may be characterised as being both thorough and explicit. That is, the candidate should avoid skimping over details of theoretical analysis, data compilation, features of other published studies in the same area of research, and so on. Any special difficulties encountered in the course of the work should be described fully, together with the means adopted for overcoming them.

At the same time, the style should be kept reasonably concise and focused. Irrelevant detail, excessive wordiness and tangential arguments should be avoided.
The style should usually be objective rather than subjective. There should not be any use of polemical statements.

A satisfactory dissertation should demonstrate:

i) An ability to carry out original work.

ii) Familiarity with the work done by others in the field of enquiry to which the dissertation relates, as well as a thorough understanding of both the nature of the problems that lie at the focus of that work and of the research methodologies employed in the related literature.

iii) An ability to criticise and evaluate the work described in the related literature and your own work as reported in your dissertation.

iv) An ability to write a complete report of the project work in good English, in a logical order and in your own words.

The final version of the dissertation should be free of typing and spelling mistakes. Modern word processing packages, such as Word, can check spelling and identify poor grammar. Examiners may tolerate, at their discretion, a small number of errors. However, a large number of spelling mistakes and errors in grammar may be cited by examiners as a reason for stating that the dissertation had been judged as not reaching Masters standard.

The thesis should contain all the necessary diagrams, formulae, tables, charts and bibliography. These items must be clearly presented with appropriate identifying information (titles, equation numbers, labels etc). Sources of data must be given in full detail. A basic structure to a typical dissertation will usually include most of the following elements:

**Abstract:** a short statement (no more than 300 words) outlining the nature of the project and summarising the main findings and conclusions.

**Introduction:** brief statement of problems and objectives. What are the purposes and aims of the dissertation?

**Critical Review of Relevant Research:** This section is often called the literature review. This is a very important section and one that should receive a great deal of attention from you in its preparation. The review should be structured in some meaningful way. A recitation of brief synopses, listed in chronological order, is not an appropriate way to review the literature. It is necessary to draw attention to research
themes in the literature, or an analysis of papers according to competing methodologies for comparison. A good literature review will be comprehensive, critical and informative. It will conclude by identifying the intended contribution your research will make to the current literature.

Development and Description of Your Research Framework: This is the research methods/methodology section of the dissertation. Its content will differ depending on the particular research undertaken. You may use this section, for example, to explain and develop researchable concepts, formulate models for estimation (on some programmes) or describe hypotheses to be investigated by specified techniques or procedures.

Data: sources and methods. Methods of compiling, adjusting and transforming data must be described in full detail. For example, methods of interpolation or seasonal adjustment (if applicable) should be explained and described. Details of questionnaire design and delivery must be described, if applicable. Data problems and data transformations/adjustments must be described.

Empirical Results: description, interpretation and evaluation.

Conclusions: summary of main findings. Comparison with other published research. Discussion of strengths and weaknesses of the candidates own, reported research together with its implications for future research and/or any practical implications for management or government policy.

Discussion of strengths and weaknesses of the candidate’s own, reported research. Implications for future research. Practical implications, for example, for management or government policy.

Bibliography: references should be entered in an appropriate format (see below for examples). Candidates must check to make sure that no references are missing from the bibliography. As with spelling/typing mistakes and poor use of English grammar, omission of references can cause the award of the degree to be deferred.

Appendices (where necessary): For example, many examiners believe that it is good practice for candidates to provide in an appendix a full listing of all data sources used in a project (if that is appropriate and feasible).

Referencing: There are different acceptable referencing styles. Professional journals and scholarly books provide examples of different acceptable styles. MBS requires students to follow a variation of the
Harvard Style of referencing for all submissions for assessment, not just the dissertation, as follows:

References to publications in the text or footnotes, other than to newspapers, magazines, or popular periodicals, should be as follows:

‘Smith (1992) reports that …”, “Chan et al. (1995) content analyse …”, “(see Fama and French, 1994)’.

Note that “et al.” can be used where there are more than two authors and you are referring to the article for a second or further time. Note also that if the passage that contains the citation is already in parenthesis, we normally omit the parenthesis around the year of the reference. Finally, when you are referring to a very specific point in an article that is incidental to its main contribution, or when you include a quotation from an article, you should give the specific page reference to where this can be found in the original article. For example, “... Beaver (1996, p. 45) refers to ...”. You should not list references separately in footnotes. If the footnote itself includes text that contains a reference, you then follow the same procedures as in the main text.

You must make sure that all references appearing in your main text (and footnotes) are listed in the list of references at the end of the main text. The reference list must be in alphabetical order of the first author’s surname. Examples of types of references are as follows:

**For books or monographs:**

Author(s)
Year (in brackets)
Title (underlined)
Edition (in brackets)
City of publication
Publisher

Example:

**For contributions to collective works:**


**For periodicals:**

Author(s)
Year (in brackets)
Title (between apostrophes)
Journal name (underlined)
Volume number, issue number
Page numbers

Example:

For references on the web:


Where the reference list contains more than one source from the same author(s) for the same year they should be distinguished by 2000a, 2000b, etc.

References to newspapers, magazines, and popular periodicals:

These should not appear in the reference list, but should be referred to in the text or footnotes as follows, ‘The Financial Times (20 June 2001) reported that …’, ‘Observers also criticized the extent of Gent’s control over Vodafone (Economist, May 2000).’

Dissertation Word Count

The dissertation handbook will contain information on word limit and it will be circulated to you later in the year. Your Programme Administrator, Programme Director or Dissertation Supervisor will also be able to provide further information.

Supervision of Your Dissertation

Faculty of Humanities Guidelines on the Supervision of Dissertations

Background
The dissertation forms a substantial component of Masters’ level Degree Programmes, the bulk of which will be independent study. Regulation XIX – Academic Appeals states that a student may make an appeal on grounds alleging ‘that the supervision or training of the student in respect of research for a dissertation or thesis or equivalent work was unsatisfactory to the point that his or her performance was seriously
affected.’ It is, therefore, essential that we ensure that our students are adequately supervised.

Detailed below are the expected responsibilities of the supervisor, student and School in relation to the dissertation / project element of the Masters’ degree programme. Although practice on the supervisor-student relationship varies between Schools, the principles to be applied are the same, whether individual or group supervision.

1. The Supervisor’s Responsibility:
The role of the dissertation supervisor is to provide guidance and advice. Dissertation supervisors are not responsible for proof-reading student’s work. They may or may not read individual draft sections, but are not obliged to read or approve the whole dissertation. Feedback from reading students work is formative and does not predetermine or prejudge the final examination of the submitted dissertation.

Responsibilities of the dissertation supervisor normally include:

**Administration of Dissertation Process:**
- Establishing a clear relationship between all parties if there are two (or more) supervisors
- Maintaining contact through meetings (specifying how many the student is entitled to)
- Informing the student of any periods of holiday or work-related absence during the supervision period
- Being accessible at other appropriate times e.g. by email or during office hours
- Informing the student if he / she cannot make a supervision that has been arranged, except where circumstances make this unfeasible
- Maintaining a suitable record of supervision meetings, including dates, action agreed and deadlines set

**Choice:**
- Discussing the choice of dissertation or project topic with the student to make sure that the project / research is feasible within the time available
- Advising on the writing of any outline and proposal required and the selection and submission of a title

**Planning:**
- Discussing the design and adequacy of methods
- Giving guidance about the nature of the dissertation / project

**Execution:**
- Giving guidance on search techniques and on necessary reading
Guidelines on the Supervision of Dissertations

- Giving guidance on the planning of empirical work
- Giving guidance on the development of chapters
- Giving guidance on conventions of dissertation writing
- Assisting the student in managing the timetable of the project
- Assisting the student in identifying when problems are liable to be encountered and how they might be tackled
- Identifying any health and safety requirements related to the project which must be adhered to and to ensure proper risk assessments are conducted where required
- Making the student aware when progress on the dissertation is below the standard expected and giving guidance on how the problem should be rectified
- Informing students who require additional help with language skills, where such help can be sought
- Drawing to students attention policies and regulations relating to the conduct of research, including ethical considerations

Writing-up:

- Responding to first drafts of chapters in reasonable time with constructive feedback, normally within three weeks of receipt
- Ensuring that the student is aware of policies and regulations relating to the reporting of research and the implications of misconduct and plagiarism

Completing:

- Giving advice on the necessary completion dates for successive stages of the work so that the dissertation may be submitted by the published submission date
- Advising the student about the need to submit formal requests for interruptions/extensions as required

2. The Student’s Responsibility:

Students should note that they are responsible for their work and that the role of the supervisor is to provide guidance and advice. Students may NOT expect their supervisors to provide detailed feedback on more than one draft of each chapter or to correct spelling, grammar, punctuation etc.

It remains the sole responsibility of the student to ensure that all requirements of the dissertation are met.

The responsibilities of the student normally include:

Administration of Dissertation Process:

- Arranging meetings with his/her supervisor(s) (taking account of any periods of holiday or work-related absence during the supervision period)
• Keeping appointments with his/her supervisor(s), or informing his/her supervisor(s) where this is not possible
• Discussing with his/her supervisor(s) the type of guidance and comments s/he finds most helpful
• Ensuring a professional relationship with his/her supervisor is maintained at all times
• Maintaining a suitable record of supervision meetings, including dates, action agreed and deadlines set
• Preparing adequately for meetings with his/her supervisor(s)

Guidelines on the Supervision of Dissertations
• Attending and participating fully in any courses related to the dissertation element of the programme provided by the School
• Discussing issues arising from feedback and taking appropriate action
• Maintaining the progress of the work as agreed with his/her supervisor(s)
• Raising problems or difficulties with his/her supervisor(s)
• Making his/her supervisor(s) aware of any circumstances likely to affect his/her work
• Giving his/her supervisor(s) due warning and adequate time for reading any drafts
• Being familiar with University / Faculty / School regulations and policies that affect him/her
• Submitting the masters’ dissertation title and ethical approval form to the relevant office by the due date specified

Writing-up:
• Ensuring that the final dissertation is written in accordance with requirements relating to the correct use of English language and presentation of tables, references, figures etc.
• Where necessary arranging for the completed dissertation to be proof-read and ensuring that this is done in adequate time to allow submission by the required date
• Checking the completeness and accuracy of the text of the dissertation/ project submitted
• Ensuring that submitted work is their own (i.e. avoiding plagiarism)
• Ensuring adequate time for the binding of the dissertation

Completing:
• Printing and binding of a minimum of two hard copies of the dissertation for submission, including the covering of costs incurred (usually ranging from £5-15 per dissertation for soft binding with black & white printing. Colour printing and hard binding, at the discretion of the student, will incur higher costs).
• Submitting the dissertation to the appropriate office by the specified submission date specified
• Informing his/her supervisor of the need for formal extensions or interruptions to the period of study and to ensuring that such extensions or interruptions are applied for in the appropriate way

3. Responsibilities of the School include:

Administration of Dissertation Process:
• Establishing the minimum number of formal ‘supervisory sessions’ a student is entitled to
• Publishing in handbooks relevant information about supervisory practice
• Providing information about the procedures by which a student may make representation if they feel that the work is not progressing satisfactorily for reasons outside their control
• Establishing and disseminating a mechanism whereby a student is able to request the possibility of changing the supervisor if an effective working relationship is not established, or if the supervisor is unavailable for long periods of time e.g. due to illness, sabbatical leave, if the supervisor moves to a new post at another institution etc
• Liaising with supervisors and resolving, where possible, any individual difficulties
• Resolving difficulties, which are the responsibility of the School (e.g. major equipment breakdown)
• Ensuring Research Council guidance is followed, when appropriate, in respect of facilities to be made available (study space, library, appropriate research Environment, etc).
• Having in place published procedures for the consideration of ethical declarations
• Ensuring assessment procedures have internal consistency

Guidelines on the Supervision of Dissertations
• Handling any appeals from a student alleging inadequate supervision in accordance with the University’s appeals procedure (http://documents.manchester.ac.uk/list.aspx)

Submitting Your Dissertation

Dissertations should be submitted in accordance with the information set out in the University’s Guidance Notes for the Presentation of Dissertations. This may be found in Appendix A at the back of this handbook.

Dissertation or project submission dates will normally be 51 weeks after the start of the programme. Please see Section Two for the exact date for full time students. If you are studying part-time, you should contact your Programme Administrator for confirmation of your submission date.
You are required to submit the dissertation by the given date, unless you have applied for, and been granted an extension for extenuating circumstances.

If you fail to achieve the Masters level pass grade of 50% for your dissertation, you will normally (at the recommendation of the Board of Examiners) be allowed one resubmission and this will normally be within four months of the date of the publication of your results. However this is not guaranteed and the Board of Examiners in agreement with the External Examiner, (see further details below) may exceptionally decide not to allow resubmission and the Faculty will agree that the grounds for not allowing a resubmission are justified. Please note that there is an additional fee for resubmission of a dissertation, details of which may be found in Section One of this handbook.

If you achieve a dissertation mark of between 40-49% on your first submission, at the discretion of the Board of Examiners (see above) you may accept the award of Postgraduate Diploma with no further work required. Alternatively you may choose to resubmit the dissertation. If you achieve a grade of below 50% for a resubmitted dissertation, you will be awarded a Postgraduate Diploma.

**For a resubmitted dissertation you must achieve a mark of 50% or more to be eligible for the award of MSc but the mark will be capped at the lowest compensatable fail mark of 40%, or if you have achieved a mark in the range 40-49% at first attempt your mark will be capped at that level upon resubmission.**

Note: You may exceptionally be required to attend an examination, orally or otherwise, in the subject of your dissertation or project report, or a related matter.

**ABSENCE AND ATTENDANCE MONITORING**

The following section outlines the School’s policy on monitoring attendance, how we deal with absences, and **what we expect from you.**

Unlike many undergraduate programmes, attendance at all course unit sessions at postgraduate level is **compulsory.** Non-attendance will only be condoned on health or compassionate grounds.

University regulations require that the committee responsible for the management of the programme monitors the attendance of each student in order to ensure that they are satisfying the requirements laid out in this handbook. If we are concerned about your work and attendance we will write to you asking you to take immediate steps to improve your work and attendance. If an improvement is not forthcoming the Programme...
Committee is empowered to exclude you from submitting assessments and taking part in examinations which may also lead to your expulsion from the programme. These requirements are in your own interest: although success at Masters Level relies a great deal on independent study conducted outside classes, it is also particularly difficult to catch up on parts of the course missed through absence from sessions.

Your programme is a full year course and you must attend for the entire year. Apart from the Christmas and Easter holidays you should be in Manchester for the whole of your programme. Travel abroad during term time is not allowed except for research purposes and your programme administrator will not provide you with university letters to support recreational travel abroad during term time.

Attendance at scheduled classes, field trips and other events is not viewed by the university as a matter of choice and the expectation is that you will attend all course unit sessions and activities for which you are enrolled.

All absences must be reported in advance, or on the day, to your programme administrator. This should be done via email in the first instance, or if this is not possible, by telephone. Telephone notifications must be followed up with an email at the earliest opportunity.

If you are absent due to ill-health you are required to submit certification of ill health. If you have a medical appointment (doctor, dentist etc.) you must present your appointment card to your programme administrator prior to the absence. If you cannot provide an appointment card in advance of your appointment, you should obtain one and present it to your programme administrator at the earliest opportunity. Only absences that are supported by valid evidence will be condoned; without evidence your absence will be considered unauthorised. You will also need to complete a ‘PGT Absence Form’ (provided by your programme administrator).

**Attendance points:** Attendance will normally be taken at every scheduled class, lecture, or seminar. **You must ensure that you sign the attendance sheet at all times.** If you do not sign it you will be marked as absent – forgetting to sign the register will not be accepted as a valid reason for your apparent absence and you will not be permitted to sign it outside of the class. **You must not sign the register on behalf of any absent classmate(s)** – random head counts may be conducted.

**Unauthorised absence:** Manchester Business School defines an unauthorised absence as an occasion or continuous period of absence when a student is not present at a scheduled class or programme related activity such as a tutorial, seminar, assessment, examination or dissertation supervisor meeting, and when there are insufficient reasons
or evidence to account for the absence as one which resulted from circumstances beyond your control.

**Cancellation of class sessions:** We endeavour not to cancel sessions except through illness. Where this occurs we will make every reasonable effort to communicate this with you at the earliest possible opportunity. It is not our policy to reschedule teaching sessions for reasons other than staff illness but in an exceptional case where this becomes necessary (e.g. lack of availability of a replacement lecturer) we will aim to give you at least one week’s notice.

**Absence due to ill-health and certification of illness**

If you are absent due to ill-health you can self-certify for a **maximum period of five consecutive working days** (inclusive of days where you do not have any scheduled classes), however you must still report your absence to your programme administrator **no later than the first day of your absence, and again report your return on the same day**. You must also complete and submit a ‘**certification of student ill-health form**’. The implications of being absent and the consequences for your academic progress may be quite serious. If you do not report your absence then you will normally be considered to have been absent from class without good reason, or to have taken the assessment/exam from which you were absent, in which case you will be given a mark of zero. If we are concerned that you are abusing your right to self-certify we will contact you to discuss your absence(s).

If your absence due to ill-health exceeds five working days you must be certified as unfit for work by your GP and a formal ‘unfit for work’ statement (doctor’s note) must be provided by your doctor and submitted to your programme administrator.

All students are required to register with a local GP service. When formal documentation of ill-health is required this must be certified by an appropriate medical professional. **Manchester Business School does not accept attendance slips from medical walk-in centres as evidence of ill-health.** Please also remember to check with your chosen healthcare practice that they are prepared to issue medical notes to students for consideration at Examiners’ Boards. Not all are prepared to do this so please do not register with a practice or health centre that refuses to provide this service.

**Exception to self-certification:** Whilst you are permitted to self-certify for a maximum of five working days, you are not be permitted to do so on the day of an assessed group presentation/activity. If as a result of ill-health you are unable to attend a class where you are due to be assessed for a group presentation, coursework submission or examination (or
similar assessment), you must obtain a note from your GP to validate the absence. You must also inform your programme administrator and the members of your group as soon as possible, ideally before the session. If you are unexpectedly absent from such an assessment it disadvantages the other members of your group.

**Personal Mitigating Circumstances and Illness**

If you feel that your performance has been affected by circumstances beyond your control you must inform your school about this on the day of the assessment or examination and follow this up with a completed mitigating circumstances form and supporting documentation. Failure to submit paperwork in a timely manner may mean it is not possible to take your illness into account when assessing your performance. For further information on mitigating circumstances please refer to the relevant section in this handbook, p. 75.

If you are taken ill during an examination, you may be referred to the University Student Health Centre. The doctor or nurse who sees you will, at your request, complete a certification of ill health and send it to your programme administrator.

If you wish to seek an extension to a coursework submission deadline you must complete an extension request form and submit it to your programme administrator for approval by the PGT Assessments Officer. Requests for extension must be made in a timely manner **BEFORE** the deadline and not retrospectively. For further information about extension requests please refer to the relevant section in this handbook, p. 45.

You may also be under occasional and ongoing medical attention that affects your studies. If so, you should obtain a letter from your medical practitioner and this must be given to your programme administrator in the school along with a mitigating circumstances form before the relevant examination period if you wish your condition to be taken into account as an extenuating circumstance. For more information see section on Mitigating Circumstances, p. 75.

**Procedure for dealing with unauthorised absences**

Where we record a pattern of unauthorised absences that is cause for concern, the following steps will be taken:

**First absence: Initial verbal warning**

An email from your programme administrator/PGT Office informing you of your absence and a warning.
You will be asked to complete a ‘PGT Absence Form’ and may also be asked to contact your programme administrator to discuss your absence further. The email and the form will be placed on your student file.

**Second absence: Formal written warning**
A formal letter sent as an attachment via email on MBS letterhead advising you that you have been issued with a formal written warning, and reminding you of your attendance obligations and the policy on absence and attendance monitoring. Your programme administrator may contact you to discuss your absence further. The letter will be kept on your student file.

**Third absence: Attend a meeting to discuss your attendance**
You will be requested to attend a disciplinary meeting, usually with the PGT Manager, The PGT Assessments Officer, and your Programme Director to discuss your absence and what steps must be taken to improve it.

**Fourth absence: Final written warning**
If you fail to respond to the request to meet within 5 working days and/or are absent without authorisation on one further occasion, or attend the meeting but fail to provide a satisfactory explanation for not complying with the programme’s attendance requirements then you will receive a final formal written warning indicating the steps to be taken to affect necessary improvement in your attendance, including the consequences of further poor attendance. This letter will be kept on your student file.

**Fifth absence: Refusal of permission to proceed on your programme**
Failure to comply with the steps to be taken to improve your attendance under the terms set out in the meeting/your formal warning (as above) will result in a formal refusal from the school to permit you to proceed on your programme, with the consequence that you may be excluded from your programme of study. Examination boards may also refuse referred assessment (for more details see section on Postgraduate Taught Degree Regulations, p. 23).

In instances where we are satisfied that circumstances exists which show good cause for a student’s failure to comply with the attendance requirements, alternative action may be taken, including referral to relevant support services, where appropriate, as well as exclusion in the most severe cases.

A student who is refused permission to take any form of assessment on the grounds of unsatisfactory attendance may submit an appeal against the decision within ten working days of the notification of the decision, in accordance with the provisions of Regulation XIX (Academic Appeals).
order to allow sufficient time for the completion of an appeal, the latest date upon which a refusal shall be issued is the last teaching day of the second semester.

The university may also have an obligation to report non-attendance to an external body or sponsor for funding or visa requirements. If you are an international student sponsored by the university under Tier 4 of the UK Points Based Immigration System (PBS) then the university will be obliged to report your absence to UK Visas and Immigration:
- if you are excluded from your programme of study as a result of unauthorised absences described above, leading to your visa being curtailed;
- if your attendance and interaction on the programme cannot be verified at any of the three international student census checkpoints (return from Christmas vacation, January; return from Easter vacation, May/June; and return from Summer vacation; July/August) which may also result in your visa being curtailed.

Full details of responsibilities of international students sponsored by the university under Tier 4 of the UK Points Based Immigration System (PBS) can be accessed online at:
http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/tier4responsibilities/

Full details of the University’s Policy on Recording and Monitoring Attendance can be accessed online at:

Regulation XX (Monitoring Attendance and Wellbeing of Students) can be accessed online at:

EMPLOYMENT, HOLIDAYS AND STUDY AWAY

Part time Employment

Whilst we appreciate that many students are constrained to take part-time employment to help fund their studies, and indeed the University regulations allow for a limited amount of part-time work, full-time students must not allow employment to get in the way of their full-time studies. Teaching sessions or supervision meetings may be scheduled at any time between 8.00am and 6.00pm Monday-Friday and students should therefore not take up any paid work within these hours. Absence, late arrival or leaving early in connection with employment will be considered as non-attendance.
Students on a Tier 4 visa are permitted to work for a maximum of 20 hours per week during term-time and full-time during vacation periods. Masters students cannot work full time during summer as this is classed as term-time. For full details see:

http://www.manchester.ac.uk/study/international/admissions/visa-guidance/

The university’s careers service can also provide help in finding part-time employment:

http://www.careers.manchester.ac.uk/postgraduates/

**Programme Duration and Holidays**

Unless you are registered as a part-time student, the programme (like all Postgraduate Taught Programmes) is **full-time** over the period of **one year** from September to September. No lectures are timetabled during the Christmas and Easter vacation periods but you will almost certainly have to do work (reading or essay preparation) for some of these periods. **Holidays should only be taken in these two vacation periods. There is no formal summer vacation period for postgraduate students.** This is a very intensive programme of study and you should therefore limit summer holidays to no more than two weeks. Holidays will not be an acceptable reason for non-attendance at dissertation progress meetings.

**Study away from Manchester**

During the dissertation phase, you may wish to study away from Manchester. You must have the prior permission of the Programme Director, the School, and your dissertation supervisor to do this. You must provide full contact details in advance and have negotiated a practical way of keeping in touch with your supervisor and providing work in progress for comment.

**WITHDRAWING FROM OR INTERRUPTING YOUR PROGRAMME**

If you are considering withdrawing from your programme, you are strongly advised to discuss the situation with your Programme Administrator (in the first instance), Programme Director or Personal Tutor prior to making a final decision. We have experience of students considering whether to continue and we have found that problems may often be solved without withdrawing. The Academic Advisory and Counselling Services are also highly experienced in talking through options (see Section Four for contact details).

It is the expectation of the university that you will complete your programme in one continuous period of uninterrupted study. It is
understood, however, that you may encounter personal difficulties or serious situations such as illness which may seriously disrupt your studies. In such instances, you may request and be granted a temporary interruption to your studies.

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

During your period of interruption you will not be a registered student of the University and your right to be on University premises will be that of a member of the public. You may not undertake work on University premises as you are not covered by our insurance agreements. You should also note that you will lose onsite IT and student library access; however, you can retain remote email access to your student email account. You do need to ensure, however, that, if necessary, you save work and provide alternative forwarding contact email details to us. If you fail to return and re-register at the expected date of return following an interruption, we will attempt to contact you but if we receive no response after 30 days following your expected date of return, we can deregister you from the student system.

If you wish to seek an interruption of study, you should discuss the matter with your Programme Director and provide him/her with written medical or other evidence in support of your request to interrupt. You will be notified in writing if and when the interruption is approved.

Students normally interrupt for one full year, from the time that they can no longer attend due to mitigating circumstances/medical reasons, e.g. a student interrupting in January would return to the School to complete the programme in the following January.

Students who are granted an interruption due to mitigating circumstances/health problems are allowed to carry forward coursework and examination marks obtained before the interruption began, but have to complete the remaining requirements for coursework and examinations on their return.

**Such interruptions are not granted lightly. Students may find it difficult to adjust on returning the following year; their colleagues will have moved on and the contents of some of the Course Units may well have changed. That is why this course of action is only**
considered in exceptional cases where there are serious problems, medical or otherwise, which dictate consideration. Further guidelines on interruptions can be found at: http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/interruption/

MITIGATING CIRCUMSTANCES

You may suffer from some unforeseen or unexpected personal or medical circumstances that adversely affects your performance and/or prevents you from completing an assessment; these are referred to as mitigating circumstances (or special circumstances).

Requests for mitigation (or special circumstances) submitted after the published date for the beginning of an assessment period (except as a result of circumstances that have arisen during the course of that assessment period) will not be considered without a credible and compelling explanation as to why the circumstances were not known or could not have been shown, before the beginning of the assessment period. Requests submitted as a result of circumstances that arose during that course of assessment should be submitted in time for the relevant meeting of the Examination Board if possible, or for subsequent Chair's action on behalf of the Examination Board (subject to consultation with the External Examiners). Not informing the University of circumstances due to personal feelings, e.g., shame, embarrassment and pride, or having concerns over the confidential treatment of requests for mitigation, are not considered to be credible and compelling explanations as to why the circumstances could not be made known or shown before the beginning of the assessment period. Students are advised to consult Mitigating Circumstances: Guidance for Students (see below) which directs them to seek advice and support before and whilst submitting a request for mitigation.

If you feel that your examination performance (including coursework assessment) has been or will be affected by medical, family or other personal troubles you must inform your Programme Administrator in writing, of the nature of the circumstances. You will be asked to complete a University Notification of Mitigating Circumstances Form (available in the online version of Mitigating Circumstances: Guidance for Students, http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=4272). Prompt submission makes it easier to consider requests and, for example, to offer flexibility in the arrangements for assessment.

Grounds for mitigation
Grounds for mitigation are unforeseeable or unpreventable circumstances that could have, or did have, a significant adverse effect on the academic performance of a student. Possible mitigating circumstances include:

- significant illness or injury;
- the death or critical/significant illness of a close family member/dependant;
- significant family crises or major financial problems leading to acute stress; and
- absence for public service e.g., jury service.

Circumstances that will not normally be regarded as grounds for mitigation include:

- holidays, moving house and events that were planned or could reasonably have been expected;
- assessments that are scheduled close together;
- misreading the timetable or misunderstanding the requirements for assessments;
- inadequate planning and time management;
- failure, loss or theft of a computer or printer that prevents submission of work on time; students should back up work regularly and not leave completion so late that they cannot find another computer or printer;
- consequences of paid employment (except in some special cases for part-time students);
- exam stress or panic attacks not diagnosed as illness or supported by medical evidence; and
- disruption in an examination room during the course of an assessment which has not been recorded by the invigilators.

Medical evidence must be certified by a doctor. All evidence or other mitigating circumstances (other than a doctor's note) from a third party must be submitted by you. Any unsolicited material will be sent back to the sender, with an indication that the School will not accept it unless it is verified by, acceptable to, and submitted by you. Examples of such material would include letters about your health or personal problems sent direct by your relatives or friends.

Please also note that we are not permitted to give out any of your details to anyone else apart from you. You may authorise a third party to act as your ‘agent’, but unless this authorisation is given by you in writing, we are not able to discuss issues (medical, academic or anything else) relating to you with them. This includes people such as employers, sponsors and even your parents!

Full details of the University’s Policy on Mitigating Circumstances can be accessed online at:
http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectionc-reachingdecisionsfromassessment/policyonmitigatingcircumstances/

CONDUCT AND DISCIPLINARY MATTERS

University General Regulation XVII 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 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 Malpractice, Complaints and Appeals Coordinator in the Faculty of Humanities Office (telephone: 306 1119, email: damien.tolan@manchester.ac.uk).

For full details of the University’s policy on conduct and discipline of students, please see: http://www.studentnet.manchester.ac.uk/policies/?letter=C

ACADEMIC APPEALS

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

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

University General Regulation XVII 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 which are as follows:

An appeal may be made only on grounds alleging:

i) that there exists or existed circumstances affecting the student’s performance of which, for good reason, the board of examiners or committee may not have been made aware when the decision was taken and which might have had a material effect on the decision (Note: if students wish to appeal on such grounds, they must give adequate reasons why this information was not made available prior to the decision being made);

ii) that there had been a material administrative error or procedural irregularity in the assessment process or in putting into effect the regulations for the programme of study of such a nature as to cause significant doubt whether the decision might have been different if the error or irregularity had not occurred;

iii) that there is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the examiners;

iv) that the supervision or training of the student in respect of research for a dissertation or thesis or equivalent work was unsatisfactory to the point that his or her performance was seriously affected.

An appeal which questions the academic or professional judgement of those charged with the responsibility for assessing a student’s academic performance or professional competence shall not be permitted.

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 contacting the Malpractice, Complaints and Appeals Coordinator in the Faculty of Humanities Office (telephone: 306 1119, email: damien.tolan@manchester.ac.uk).

For full details of the University’s policy on academic appeals, please see:

http://www.studentnet.manchester.ac.uk/policies/?letter=A

**STUDENT COMPLAINTS**

The University defines a complaint as ‘an expression of dissatisfaction which merits a response.’ Most complaints can be resolved informally, and where practicable, a complaint should be dealt with as close as
possible to the point at which it arises. The complaint should therefore be made initially to the appropriate member of staff who seems best placed to deal with the matter. This would normally be the Programme Director, Administrator or Course Unit Co-ordinator, though you may wish to informally discuss any concerns with your Personal Tutor beforehand.

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

If you are not satisfied with the response at the informal stage, you may initiate a formal complaint by completing a Complaints form (available from the Student’s Union, Student Services Centre or at the following web address where full details of the complaints procedure may be found.  

http://www.studentnet.manchester.ac.uk/policies/?letter=A

Please note that the complaints procedure covers issues concerning the provision of programmes, or parts of programmes, services or facilities by the University or the actions, or lack of actions, by University staff. It does not cover matters relating to assessment and progression, nor complaints involving allegations of misconduct or harassment as these are covered by separate procedures. Any enquiries about issues relating to student complaints in the Faculty of Humanities should be referred to the Malpractice, Complaints and Appeals Coordinator in the Faculty of Humanities Office (telephone: 306 1119, email: Damien.tolan@manchester.ac.uk) to whom completed Complaints Forms should also be submitted.

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

**DIGNITY AT WORK AND STUDY**

The University of Manchester does not tolerate any form of harassment, discrimination or bullying. If you believe that you are being bullied or harassed, you can contact a Harassment Advisor. Harassment Advisors provide confidential support and information to students and staff on the University’s policy and will be able to explain the options available to you. For further information see:

SECTION FOUR: STUDENT SUPPORT
Please find below brief details of some the support services available.

**STUDENT SERVICES CENTRE**

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

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

or

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

Phone: +44(0)161 275 5000  
Email: ssc@manchester.ac.uk  
Web: [http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/)

**ACADEMIC ADVICE AND INFORMATION**

The Student Guidance Service (SGS) is a confidential service offering consultation and information for students who wish to discuss any matters relating to their academic work or that may be affecting their academic progress.

Phone: 0161 275 3033  
Email: sgs@manchester.ac.uk  
Web: [http://www.studentnet.manchester.ac.uk/crucial-guide/sgs/](http://www.studentnet.manchester.ac.uk/crucial-guide/sgs/)

**THE COUNSELLING SERVICE**

The Counselling Service provides confidential and individual counselling for anyone who wants help with personal problems affecting their work or general well-being. It also runs specialist groups and workshops on problems such as self-esteem, confidence and academic pressure.

Phone: 0161 275 2864  
Email: counsel.service@manchester.ac.uk  
Web: [http://www.studentnet.manchester.ac.uk/counselling/](http://www.studentnet.manchester.ac.uk/counselling/)
CAREERS GUIDANCE

You are strongly encouraged to make use of the excellent information room at the Careers Service and to make appointments to see a Careers Adviser where appropriate.

MBS Masters Career Management Team

The Masters Career Management Team is a dedicated service for all Masters students at Manchester Business School. Our aim is to support you in your personal, academic and professional development, helping you achieve your full potential.

We offer you valuable development opportunities during your time at MBS. We can assist you with your career management and help you to enhance those skills and abilities which are highly valued by employers. Our range of services can improve your employability, so to really benefit from your time at MBS you should utilise every opportunity possible. Our services include:

- A first semester induction opportunity
- Personal and Professional Development support
- Informative presentations
- Practical skills development workshops
- Comprehensive online resources
- Guest lectures and company skills workshops
- Information leaflets on a range of development topics

We are also a direct contact point for businesses seeking to recruit our Masters students.

A full timetable of events is produced each semester. For a full list of the opportunities we offer please visit our blackboard page or contact a member of our team.

Phone 0161 275 0129
E-mail masters.career.management@mbs.ac.uk

University Career Service

From the moment you arrive at university, we want to help you to stand out from the crowd. Your Careers Service can help you in many ways, including:

- Exploring your career options and ideas
- Looking for part-time or vacation work
- Volunteering opportunities
They offer a range of services -
One to one advice including:
  • Quick Query- 15 minute appointments bookable on the day for application advice and quick tips.
  • Guidance Appointments– pre-bookable appointments to discuss career planning.
  • Practice interviews- to help you improve your technique.
Online and interactive services including:
  • Blogs, Twitter and forums - where you can find insider tips and ask questions.
Information resources:
  • Books, journals and free guides in our Careers Resource Centre.
  • Access to resources such as downloadable handouts, videos and online psychometric tests.

Don’t leave it until the end of your programme or your final year to use the careers service; make the most of your time at Manchester and get involved from the start of your degree.

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

Phone: 0161 275 2829
E-mail: careers@manchester.ac.uk
Web: www.manchester.ac.uk/careers/students/

THE DISABILITY SUPPORT OFFICE

The Disability Support Office offers confidential advice and support to students with additional support needs arising from a disability, medical condition or specific learning difficulty. Services offered include:
• Advice to applicants and students
• Assistance with obtaining funding to support disability-related study needs
• Dyslexia screening
• Specialist equipment loan
• Referrals to an educational psychologist
• Provision of examination arrangements for students with an additional support need
• Study aid assessments for the disabled students’ allowances
• Study skills groups for students with additional support needs

Phone: 0161 275 7512/ 8518
Text: 07899 663 512
Fax: 0161 275 7018
Minicom: 0161 275 2794

They are located on the Second Floor of University Place.

Email: dso@manchester.ac.uk

Web: http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/support/disabled-students/

STUDENTS’ UNION ADVICE CENTRE

The Centre can help with a wide variety of problems. It also provides legal advice for students through an appointments system with a legal adviser.

Phone: 0161 275 2947
Web: http://manchesterstudentsunion.com/adviceservice

NIGHT-TIME TELEPHONE LISTENING/INFORMATION SERVICE

Nightline is a student-run listening and information telephone service, operated by the Students’ Union. It offers students a point of contact throughout the night.

Email: nightmail@nightline.man.ac.uk (they aim to respond within 48 hours)
Phone: 0161 275 3984/ 3983
Web: www.nightline.man.ac.uk
INTERNATIONAL STUDENTS’ WELFARE OFFICER

In addition to learning new skills, international students face the challenge of learning to live in a different society. Problems of communication are frequent. Occasionally the distance from home can lead to acute personal or financial problems. The School wants all students to be free to study without these difficulties. If you have a problem the first thing to do is see your Programme Administrator, Programme Director or Personal Tutor, at the earliest opportunity.

There is no need to feel isolated. The Students' Union has societies catering for most international students. In addition, the International Students’ Welfare Officer, based in the International Office in the Beyer Building is available at all times to provide help, guidance and information to students from overseas. Students should phone first to make an appointment.

Phone: 0161 275 2196

The International Society also offers advice, information and a social base for students.

Phone: 0161 275 4959
Web: http://orgs.man.ac.uk/intsoc/

MEDICAL ADVICE

The Student Health Service in Waterloo Place offers an emergency and occupational health services to students. This includes contraception, travel advice and vaccinations for overseas travel. It is not, however a general practice and all students should register with a local doctor.

Phone: 0161 275 2858
Address: Waterloo Place, 182/184 Oxford Road, M13 9GP
Monday 9-5pm (appointment required)

You can access your local Doctor (GP) on the NHS Website:

http://www.nhs.uk/servicedirectories/Pages/ServiceSearch.aspx?ServiceType=GP
THE UNIVERSITY LANGUAGE CENTRE

All Management teaching in MBS takes place in the English language. There are no facilities for the presentation of teaching material or tutorials in any language other than English. All students are therefore expected to have attained a sufficient standard in English to enable them to understand the teaching material and to be able to effectively communicate with others. If you are at all concerned about the standard of your English, particularly if you think it will hinder your progress on the programme, you should discuss this with your Programme Administrator, Programme Director or Personal Tutor.

To help you, The University Language Centre offers a variety of English language courses throughout the year - before and during your period of study at Manchester. The Centre also provides support with in-sessional support classes in academic writing/listening and speaking/pronunciation and academic writing consultations.

As well as offering a wide range of courses and services for international students for whom English is not a first language, the centre provides courses and language learning resources for students from a wide variety of disciplines wishing to include a modern language element within their studies.

Language courses
Offered as part of the University Language Centre’s institution-wide language programme (LEAP), these courses are available to students from across the University and may be studied on a credit or on a non-credit basis to complement your degree. Some are general language courses, and others are designed for special purposes (that is, for scientists, medical students and business students). If taken for credit, language courses are free, but there is a small additional charge if you take them as an ‘extra’.

Currently there are 20 languages offered, ranging from the main international languages to a number of less-widely taught languages:

- French (+Scientific and Business)
- Spanish
- German
- Japanese
- Arabic
- Mandarin Chinese
- Italian
- Portuguese
- Persian
- Greek
• Polish
• Dutch
• Russian
• Urdu/ Hindu
• Turkish
• Hebrew
• Catalan
• British Sign Language

For more information on the full range of languages and levels that are available, please consult the University Language Centre website at the end of this section.

**English Language Programmes and Advice**

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

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

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

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

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

**Tandem Programme** - This programme is similar to Face to Face, but is more formal and provides credits which count towards your University degree. It is fully monitored, assessed and supported via practical workshops. For more information please refer to the Foreign Languages section via the link given below.
Open Learning Facilities - The University Language Centre’s open learning facilities, situated in the Samuel Alexander Building, offer:

- A well-stocked library of materials in text, audio, video, DVD and CD-ROM formats
- Materials in some 70 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 online resources

A full guide to the University Language Centre’s courses, services and its language learning resources is available at: [http://www.ulc.manchester.ac.uk](http://www.ulc.manchester.ac.uk).

HEALTH AND SAFETY

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

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

It is the policy of the University of Manchester to pursue high standards of health and safety, 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. You may find the University of Manchester’s full Statement of Health and Safety Policy at:

[http://www.campus.manchester.ac.uk/healthandsafety/policy.htm](http://www.campus.manchester.ac.uk/healthandsafety/policy.htm)

Within Manchester Business School (MBS), all accidents at work or study must be reported to the School Safety Adviser, Ms Joann Slater, room 5.04 Harold Hankins Building, telephone 0161 (27) 56422; email: joann.slater@manchester.ac.uk
An ‘Accident Report Form’ should also be completed and returned to the School Safety Adviser, who will conduct an investigation and report the accident/incident to the University. Copies of this form may be obtained from:

MBS West: Reception Desk (telephone 275 6303)
MBS East: Reception Desk (telephone 306 3404)

Alternatively a form can be found at: http://intranet.mbs.ac.uk/HealthandSafety/tabid/340/Default.aspx

In the case of a serious incident (accident or otherwise), phone:

(i) An appointed first-aider (details below) if immediate on-the-spot first aid and/or an ambulance is required;
(ii) The University Security Service (27) 52728 if the incident occurs on the main University campus.

First Aid boxes are located as follows:

**MBS East:** Reception Desk, the Undergraduate Office (D22), the Staff Common Room (F22)

**MBS West:** Reception Desk, the Director’s Office and the Porter’s Lodge

**MBS Crawford:** General Office (M15)

**MBS Harold Hankins:** Room 4.17

The following staff are qualified first-aiders:

**MBS East:** Sue Fidalgo (D15, telephone 306 3515)

**MBS West:** Paul Cook (Porter, telephone 275 6370)
David Downes (Reception, telephone 275 6303)
Gavin McQuire (Porter, telephone 275 6370)
Sean Taylor (Porter, telephone 275 6370)
Andrew Wilson (IT Services, telephone 275 6329)

**MBS Crawford House:** First Aid can be obtained from MLP Careers & Employability Division located on 3rd Floor Crawford House

**MBS Harold Hankins:** Lesley Gilchrist (5.15, telephone 275 6420)
Rob Hoare (4.36, telephone 275 0788)
Emma Kane (9.27, telephone 306 3496)
Emma Griffiths (MOMS 9.24, telephone 306 6600)
Alternatively you can contact MBS West Reception 275 6303

There are signs located at all lifts advising of first aiders and their contact details.

Alternatively you can contact MBS West reception and they will contact a first aider on your behalf.

Note: In respect of MBS East, Crawford House and Harold Hankins buildings, please contact the University Security Service (27) 52728 if the accident/incident occurs in the evening or at weekend.
SECTION FIVE: STUDENT REPRESENTATION AND FEEDBACK
The University of Manchester is committed to receiving and responding to student feedback in order to bring about improvement in the quality of the student experience and development of learning and teaching within the institution.

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

In terms of informal routes of communication you have access to the staff directly involved in delivering your programme – these are your Course Unit Co-ordinators, Programme Director, Personal Tutor and Programme Administrator who will all be happy to hear your comments.

More formally the School uses course evaluation questionnaires to assess the quality of its courses.

MBS also has a system of student representation to ensure that the concerns (and compliments!) of the Student Body are heard. An effective system of student representation benefits both students and staff. The individual student representative benefits through increase of transferable skills; the wider student body benefits through having systematic input to the development of their programmes; and the School has students with a sense of ownership of their education.

The role of a student representative is to:

- Liaise between students and staff on matters of concern
- Provide two-way feedback on the quality of course units, programmes and teaching
- Promote active student involvement in the development of programmes

In order to fulfil these roles effectively, student representatives will, as a minimum, receive the following support:

From MBS:

- Specific information on the committee/body that they will be a member of
- Adequate notice of the meeting dates
• Information on other sources of support such as the Students’ Union

From the Students’ Union:

• General information on student representation within the University
• Professional training in areas such as committee and presentation skills
• The opportunity to attend meetings organised by the Union specifically for student representatives
• A drop-in advice service

The Student’s Union will deliver training on (date and venue to be confirmed). There will be specific PGT Reps Training will also take place (date and venue to be confirmed). For all MBS student representatives 2014/15 – please contact The Academic Affairs Officer–info.su@manchester.ac.uk if you have any questions regarding the role.

The committees listed below have postgraduate representation and are of particular relevance to students registered on Masters Programmes.

MANCHESTER BUSINESS SCHOOL BOARD

Terms of reference

Remit: to discuss and declare an opinion on any matter relating to the work of the School.

• To be able to report opinions to the Director, the Deans and, thorough the Registrar and Secretary, to Senate and the Board of the University
• To be able to review the research profile and activities of the school
• To be able to review the content and operation of academic programmes and student matters
• To be able to advise the Director on the management of resources, allocation of duties and on the School’s strategic development

The Board dates for the 2014/15 academic year are not yet scheduled, however the Student reps will receive an email confirming the dates once they have been arranged.

One representative from postgraduate taught programmes may be elected to sit on this board.
POSTGRADUATE TAUGHT PROGRAMMES COMMITTEE (PGT COMMITTEE)

Terms of reference

Remit: to consider and decide upon issues regarding the design, content, delivery, assessment and management of programmes and to advise the School on strategic developments.

- To prepare and recommend regulations and codes of practice consistent with University and Faculty guidelines
- To examine and approve programme revisions
- To examine and make recommendations on proposals for new course units and programmes and for major new initiatives
- To consider major programme-related and student issues
- To take the lead in reviewing programmes in line with University and Faculty procedures and in preparing for and managing external reviews
- To be responsible for the efficiency and quality of the delivery of programmes
- To consider any other matters referred to it by Programme Committees
- To be responsible for approving and overseeing the governance, consultation and reporting arrangements for programme committees
- To keep under review the balance of administrative and academic responsibilities
- To promote the sharing of good practice between programmes and divisions
- To liaise with the Faculty PGT Committee

In 2013/14, the Committee will meet on Wednesday afternoons, however the dates are to be confirmed.

One PGT representative from each of the four divisions may be elected to sit on this board.

POSTGRADUATE PROGRAMME COMMITTEES

Terms of reference:

Remit: The programme committee is responsible for the structure, content, management and quality of a programme. The Programme Committee also undertakes the preliminary annual review of the programme which involves:

- An assessment of the aims
- An evaluation of the content and structure
• Consideration of other matters relating to programme management
• Consideration of students’ views

There is a Programme Committee for each of your programmes which will meet 2-3 times per year. Dates will be confirmed with the student representatives in semester one.

Two student representatives per programme may be elected to sit on this committee.

**STUDENT REPRESENTATION**

Postgraduate students are represented on each Programme Committee and on the PGT Committee and MBS Board. They have full voting rights and are encouraged to raise matters of interest and concern.

There is usually no difficulty in getting students prepared to act in this capacity; however, there are always those who, once elected, fail to attend meetings or are unable to attend. It is essential, if students are to have a voice in the management of the School that representatives do attend, speak and report back. Word processing and photocopying services are available free to elected representatives for committee business to enable them to report back to and elicit opinions from students.

There is also an opportunity for students to become involved in representation at the Faculty level.

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 Meeting** held at least once a year for all staff in the Faculty and the **Faculty Committee**. The Faculty Meeting is consultative and involves all staff. 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 Sub-Committees of the Faculty Committee. Their purpose is to co-ordinate essential academic functions and formulate policy and regulatory frameworks for approval by the Faculty Committee.
These cover Undergraduate and Postgraduate matters (taught as well as research programmes), Teaching & Learning, and Research. Membership of the Sub-Committees is normally on the basis of an office held within the School, e.g. all School Research Directors are members of the Research Committee.

There is provision for student membership of all of the above except the Faculty Meeting, the Policy and Resources Committee, the Dean’s Advisory Group and the Research Sub-Committee. Students normally participate in full in the business of (sub-) committees unless an item of business is reserved, e.g. when it involves discussion of a named individual. On such (rare) occasions student members will be asked to withdraw. As well as student representation on key bodies within schools there are separate Student Representatives’ Committees at Faculty level.

At the beginning of semester one you will be asked for nominations for student representatives. You will then have the opportunity to vote for the representatives on your programme.

Please note that normally only one Student Representative per programme may attend the Committee Meetings.
SECTION SIX: LEARNING RESOURCES
UNIVERSITY POLICY ON ADDITIONAL COSTS

1. Introduction

1.1 This section sets out the University’s policy on additional costs incurred by students on undergraduate and postgraduate taught programmes.

2. Background

2.1 At its October 2012 meeting, the Teaching and Learning Group (TLG) considered a report prepared by Cathy McCrohan (FLS) and Fiona Smyth (Humanities) of information from across the University regarding compulsory and optional additional costs for students on undergraduate and postgraduate taught programmes. Associate Deans were asked to consider the report within their Faculties and return comments for further consideration by TLG. Some Schools provided feedback and a detailed report was also received from UMSU.

2.2 The following policy developed as a result of consultation with Faculties and Schools. They were endorsed by TLG in May 2013 were approved by PRC in June 2013.

3 Policy

3.1 A student must be able to complete their programme without incurring any significant additional study costs over and above the tuition fee for that programme.

3.2 However, in cases where additional costs are required then information on these costs must be provided to students, in writing, in advance of the start of the programme and in the programme handbook. In such cases Schools should endeavour to make a low cost or free option available.

3.3 The University defines low cost as an annual cost which is no more than 1% of the annual home undergraduate fee (regardless of whether the programme in question is undergraduate or postgraduate taught).

3.4 Any compulsory printing should be avoided but if necessary made explicit, e.g. printing of a dissertation. Other printing is at the discretion of the student.
3.5 Core readings should be made accessible to students via the Library, either digitally or for loan. In order to achieve this, Schools should ensure that purchase and digitisation requests are sent to the Library in a timely fashion.

3.6 When placements and field trips are a mandatory requirement of a programme, Schools should endeavour to make a low cost or free option available to students and endeavour to make sources of funding or support available to help with travel or other costs (e.g. consumables) on a needs basis.

3.7 If membership of a professional body is a requirement of a programme then the fees payable must be covered by the School for the duration of the programme.

3.8 With the exception of fees for re-assessment, no students should be charged for assessment.

3.9 In addition to paragraph 3.1, a student is required to pay a £100 contribution towards a diagnostic assessment for specific learning difficulties, with the University meeting the rest of the cost. A student may apply to the ‘Access to Learning Fund’ for help in meeting this contribution, if they are eligible (http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/funding/financial-support-funds/access-to-learning-fund/).

THE UNIVERSITY OF MANCHESTER LIBRARY

MBS Library (part of The University of Manchester Library) provides you with the resources and support you need throughout your programme. There are two libraries that make up MBS library:
Precinct Library (undergraduate) and Eddie Davies Library (postgraduate). Both contain all your business and management essential text books, with multiple copies of all new editions of core and useful texts. In addition to books, both libraries have iPads for loan. The My Library tab in My Manchester has quick links to all of the Library’s resources and services available to students.

Getting Started
You will need your student card to access all library sites around campus. Many of our services and resources also require you to confirm that you are a registered student. This authentication can be your student card, the ID number on the card, your Library PIN, the central username and password you use to log on, or a combination of these.
There are library guides for business and management students, providing all of the latest information on resources and learning and research services available. This is a good starting point if you are looking for any library resources or information related to your course.

Each course module in Blackboard includes an online reading list, so you can quickly check availability and directly access e-books, digitised chapters and e-journals or articles.

**Study space**

MBS Library offers individual study space options and computer clusters, with Wi-Fi availability throughout the building. There are also group study rooms and 3 ‘pods’ at Eddie Davies Library plus 3 group study rooms at Precinct Library, all of which are bookable online via MyManchester.

**The Main Library**

The Main Library holds the principal collection of other schools’ books and journals. It also contains additional bookable group study rooms, individual study space options and computer clusters. Wi-Fi is available throughout the building and a cafe lounge can be found on the ground floor. The Main Library has long opening hours and extends these during exam periods. It also has an extensive collection of eBooks, databases and ejournals. Please check Locations and Opening Hours for full details on opening hours and facilities.

**Alan Gilbert Learning Commons**

The Alan Gilbert Learning Commons is a state-of-the-art learning environment with 24/7 opening hours throughout term-time. The Learning Commons has flexible open learning spaces with multimedia facilities, computer clusters and 30 bookable group study rooms with whiteboards and media screens.

There is a series of training workshops covering a variety of academic and transferable skills hosted in the training room at the Learning Commons. These workshops include training on revision/study skills, note-taking and other topics and have been developed by Learning Commons staff in partnership with other teams across the University. Full details of training sessions are available in the My Learning Essentials calendar.

**COMPUTER FACILITIES**

Manchester Business School (MBS) has its own IT facilities for students comprising a number of clusters of networked PCs. The following clusters are available for postgraduate taught students:
There is a wide variety of software and services available including: word processing, spreadsheets, graphics, e-mail and specialised applications.

Printers are available in all of the clusters and print credits may either be purchased on-line or from the School Finance Office, located in room 2.54 in MBS West.

Wireless network connections are available in many areas of the School for students wishing to use their own laptops.

The IT facilities are supported by School’s IT Services Department. To get help and advice please contact the School IT helpdesk as follows:

- By email: itservices@mbs.ac.uk
- By telephone: 0161 275 6321

All calls are entered into our call logging system and are assigned to the most appropriate member of our IT Services team to deal with as soon as possible.

The main helpdesk is located in MBS West Building, room 3.49.

Additional information about University IT Services and IT courses is available on the University Intranet: http://www.itservices.manchester.ac.uk/

The computer clusters in MBS are working environments and you are expected to behave with proper respect for the equipment and staff and students working in the cluster. Food and drink are not permitted in any computer cluster.

**Please read the University of Manchester regulations relating to the misuse of Computing Facilities and Software Copyright which are set out in the University of Manchester Student Guide.**

**Email**

The School uses Outlook Live as their email & calendaring package. All students will be allocated a MBS email address (which all University and School related correspondence from your Programme Administrator will be sent. This should be checked regularly to ensure that you are up-to-
date with current information on the degree programme. The use of personal email accounts will not be acceptable for official communication with you as these may have restrictions on document size and number of emails.

**REFRESHMENTS IN MBS**

There are refreshment services for students and staff on the fifth floor of the Harold Hankins building and on the ground floors of MBS West and East buildings. Crawford House also provides refreshments/drinks machines at the main entrance of the building. Details about the services provided, including the opening times, will be published at the beginning of the first semester. As postgraduate students, you are invited to make use of the Staff/Student Common Room located on F Floor of the MBS East Building and there is also an informal meeting area on the seventh floor of the Harold Hankins building where you may prepare hot drinks and snacks – but you must clear up after yourself! Snacks and hot meals are also available nearby from a number of vendors, both in the Precinct Centre and beyond.

Please note, however, that you must not take food or drink into any of the teaching rooms in any of the MBS buildings!

**PUBLIC TELEPHONES**

There are a number of public telephones situated across the MBS buildings. If you are using your mobile phone, please note that you are not permitted to use your mobile phone in lectures or seminars so please remember to switch it off before going into class.

**PHOTOCOPYING**

There are photocopiers in the Library in the Precinct Centre and in the Postgraduate Library located in the MBS West Building. Other photocopiers are available in the University central library Copy cards may be purchased from the Finance Office in MBS West.

**PRINTING**

In 2014/15 all new students will have a printing allowance of £20.00 credited to their library cards. Further information about printing costs can be accessed online at: http://www.itservices.manchester.ac.uk/students/printing/
STATIONARY AND MBS HEADED PAPER

Stationery is available for sale at the University of Manchester Students' Union Shop. Unfortunately, we are not able to provide you with MBS or University of Manchester headed stationery.

SECURITY

Unfortunately, University buildings have been the target for opportunistic thieves in the past. Please use your common sense and take care of your belongings – do not leave them unattended at any time. Please remember that you will need to use your student swipe card to gain entry to MBS buildings and you should carry it with you at all times.
APPENDIX A: GUIDANCE NOTES FOR THE PRESENTATION OF TAUGHT MASTER’S DISSERTATIONS

1. OVERVIEW

These Guidance Notes have been produced for The University of Manchester. Candidates are advised NOT to follow the format of any dissertations previously submitted to the founding institutions (UMIST or The Victoria University of Manchester), as these may have been produced under earlier rules for presentation which are no longer acceptable.

If any part of what follows is not clear, or if anything in particular is not covered, please contact the appropriate Postgraduate Office* for advice before the dissertation is bound or prior to submitting an electronic version of the dissertation.

* Detailed arrangements vary across the University and this will be either a School or Faculty Office. Candidates are advised to check the administrative processes for their degree with their Postgraduate Office.

Please note that this document can be provided in a range of alternative formats (e.g. large print) on request from the appropriate Postgraduate Office.

FAILURE TO FOLLOW THE INSTRUCTIONS BELOW MAY RESULT IN THE DISSERTATION BEING REJECTED BY THE EXAMINERS

Candidates are also advised that examiners can and will reject a dissertation if the quantity of typographical errors indicates careless proof-reading.
2. **GENERAL INFORMATION**

2.1. All dissertations must be written in English; quotations, however, may be given in the language in which they were written. In exceptional circumstances variation of this requirement may be approved by the University for candidates to submit a dissertation predominantly in their language of research. Permission to produce dissertations in any language other than English should be sought at the same time as students submit their notice of title.

2.2. Two identical paper copies must be submitted in typewritten or printed form on paper of international standard size A4 (210 x 297mm). No other paper size is acceptable for the main text of a dissertation. Paper of a larger size may be used for maps, plans, diagrams or other illustrations forming part of the dissertation if the supervisor agrees that this is required. Where such large sheets are used, or non-paper materials are submitted as part of a dissertation, they must be placed in a pocket inside the back cover of the dissertation or, if substantial, in a separate volume or folder bound and lettered as described in section 4: supplementary items cannot be accepted in any other form.

2.3. Dissertations may be soft bound or hard bound. Soft bound copies should have a black card back cover and clear front cover. The spine should be black with gold lettering. Hard bound copies should be all black with gold lettering on the spine.

2.4. A dissertation may include reprints of material published by the candidate as sole or joint author. If reprints are to be bound into the dissertation, they must be included in the dissertation pagination, according to the instructions below, or placed in a pocket inside the back cover of the dissertation.

2.5. Students must ensure that material that is authored by a third-party and that they use in their dissertation is free of any copyright restrictions and/or they have obtained a licence or permission to use these materials. Students should ensure that any such licence/permission extends to the use of the materials by The University for administrative purposes, including examination and preservation of their work. Furthermore, if the student intends to make an electronic version of their dissertation available to others for download they should ensure the licence for use of these third-party materials extends to this use. Alternatively, students may make available to others a redacted version of their dissertation which excludes the third-party material.
2.6. Candidates must consult their Postgraduate Office for guidance on
the length of the dissertation and for information on submission
deadlines.

3. **FORMATTING**

3.1. Double or 1.5 spacing with a minimum font size of 12 must be used
for the main text; single-spacing may be used for quotations,
footnotes and references. Pages may be single or double-sided.

3.2. General guidance on bibliographic citations and references can be
obtained from the programme director, and must be consistent
throughout the dissertation.

3.3. To allow for binding, the margin at the binding edge of any page
must be not less than 40mm; other margins must be not less than
15mm.

3.4. Page numbering must consist of one single sequence of Arabic
numerals (ie 1, 2, 3 ... ) throughout the dissertation. Page numbers
must be displayed on all pages **EXCEPT** the title page. The
pagination sequence will include not only the text of the dissertation
but also the preliminary pages, diagrams, tables, figures,
illustrations, appendices, references etc, and will extend to cover all
volumes in a multi-volume dissertation. Roman numerals **must not**
be used for page numbering.

4. **REQUIRED PAGES**

4.1. The following items (a-f) **must** be included as preliminary pages of
the dissertation **in the order given**.

a. **Title Page**

A title page giving:

i. the full title of the dissertation;

ii. a statement as follows: ‘A dissertation submitted to the University
of Manchester for the degree of xxx (Title of the degree, e.g Master
of Arts) in the Faculty of xxx (Name of the Faculty)’ *(please see
Appendix 1 for a list of correct Faculty titles and Appendix 2 for a
correct list of degree titles)*;

iii. the year of submission *(not including the month)*;
iv. the candidate’s name (the same as the name under which he or she is currently registered, or was last registered, at the University); and

v. the name of the candidate’s School (except for the Faculty of Life Sciences).

Please refer to Appendix 3 to see a sample title page.

Where a dissertation consists of more than one volume each volume must contain a title page in the form set out above but including also the appropriate volume number, and the total number of volumes eg Volume I of III.

A dissertation which is referred for re-examination must bear the year of resubmission on both the spine and the title-page and not the year of the original submission; a new Notice of Submission Form and the appropriate fee are always required (see Notice of Submission Form for dates and fees).

b. List Of Contents

A list of contents, giving all relevant sub-divisions of the dissertation and a page number for each item.

In a multi-volume dissertation the contents page in the first volume must show the complete contents of the dissertation, volume-by-volume, and each subsequent volume must have a contents page giving the contents of that volume.

The final word count, including footnotes and endnotes, MUST be inserted at the bottom of the contents page.

c. Other Lists

Lists of tables, figures, diagrams, photographs, abbreviations etc. If a dissertation contains tables it is recommended that a separate list of each item, as appropriate, is provided immediately after the contents page(s). Such lists must give the page number of each item on the list.

d. Abstract

i. All programmes EXCEPT MRes:
A short abstract describing the contents of the dissertation. This must be short (not more than 300 words), with emphasis on major observations and deductions rather than on methods. It must be designed to be read independently of the rest of the dissertation and references to the dissertation and other literature will not normally be included.

ii. MRes:

This must be a short summary of the research presented in the dissertation, including a brief rationale for the study, details of the methods employed, a summary of the results, and an indication of the wider implications of the research.

e. Declaration

A declaration stating:

EITHER: that no portion of the work referred to in the dissertation has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning;

OR: what portion of the work referred to in the dissertation has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning.

f. Intellectual Property Statement

All four of the following notes on copyright and the ownership of intellectual property rights must be included as written below:

i. The author of this dissertation (including any appendices and/or schedules to this dissertation) owns certain copyright or related rights in it (the “Copyright”) and s/he has given The University of Manchester certain rights to use such Copyright, including for administrative purposes.

ii. Copies of this dissertation, either in full or in extracts and whether in hard or electronic copy, may be made only in accordance with the Copyright, Designs and Patents Act 1988 (as amended) and regulations issued under it or, where appropriate, in accordance with licensing agreements which University has from time to time. This page must form part of any such copies made.
iii. The ownership of certain Copyright, patents, designs, trade
marks and other intellectual property (the “Intellectual
Property”) and any reproductions of copyright works in the
dissertation, for example graphs and tables (“Reproductions”),
which may be described in this dissertation, may not be owned
by the author and may be owned by third parties. Such
Intellectual Property and Reproductions cannot and must not
be made available for use without the prior written permission
of the owner(s) of the relevant Intellectual Property and/or
Reproductions.

iv. Further information on the conditions under which disclosure,
publishing and commercialisation of this dissertation, the
Copyright and any Intellectual Property and/or Reproductions
described in it may take place is available in the University IP
Policy (see http://documents.manchester.ac.uk/display.aspx?DocID=487), in any
relevant Dissertation restriction declarations deposited in the
University Library, The University Library’s regulations (see
http://www.manchester.ac.uk/library/aboutus/regulations) and in The
University’s Guidance for the Presentation of Dissertations.

4.2 OTHER PAGES (not compulsory)

The preliminary pages may also include the following:

a. Dedication, acknowledgement, list of abbreviations and similar:
these should appear after the compulsory pages listed in section 3
above. Short items may be combined on the same page.

b. It is helpful, particularly to external examiners, if a brief statement
is included giving the candidate’s degree(s) and research
experience, even if the latter consists only of the work done for this
dissertation. This may be untitled or it may be headed ‘Preface’ or
‘The Author’ or similar.

5. BINDING AND PRESENTATION

5.1. The University will accept for examination taught Master’s
dissertations in two different types of binding.

5.2. The two approved binding options are listed below. Dissertations
in ring binding, spiral binding or any other non-approved
bindings will NOT BE ACCEPTED.

a. Soft-Binding: acetate or plain card front cover, soft plain card rear
cover, glued spine, or channel bound, with gold lettering on the
spine.

b. Standard hard-binding: with **gold lettering on the spine**.

Candidates are advised to consult their programme director as to the preferred option for their programme. Soft-bound copies are acceptable but if students wish to produce hard-bound copies, they may do so.

5.3 The spine of the bound dissertation must be **inscribed in gold lettering** with:

a. the degree for which the dissertation is submitted;

b. the name of the candidate;

c. the year of submission (or resubmission); and

d. if the dissertation is in two or more volumes, the volume number and the total number of volumes (*please note that it is not recommended that any single volume of a dissertation is thicker than approximately 6cm - if it is greater than this, it is recommended that the dissertation is split into two (or more) volumes*)

These must run from the top of the spine as follows. *Please note writing on the spine with a gold pen is NOT acceptable:*

**Example of spine:**

Front Cover

<table>
<thead>
<tr>
<th>MSc (OR: MSc Dissertation)</th>
<th>GILBERT CHESTERTON (centred)</th>
<th>K Vol I of II (as and if appropriate)</th>
<th>2013 (at bottom)</th>
</tr>
</thead>
</table>

Back Cover

The forename(s) and surname/family name on the spine and title-page must be the same as those under which the candidate is currently registered, or was last registered, at the University. Give first forename in full, other forenames (if any) as initials, then surname.

5.4. **In all cases, all other instructions on the presentation of dissertations** (information required on the title page, preliminary
pages, etc) contained in these Guidance Notes must be observed, and identical binding must be used for both copies of the dissertation.

5.5. Once examination of the dissertation has been completed and the examiners’ recommendation has been approved by the appropriate School or Faculty Board, candidates will receive a communication from the appropriate Postgraduate Office informing them of the outcome of their examination. If the result is not published as successful then the communication will explain the next step to be taken by the candidate.

5.6. The appropriate Postgraduate Office must have acknowledged receipt of two correctly bound paper copies of the final dissertation before a result can be published.

6. ACCESS/RESTRICTION

6.1. Both paper copies of successful dissertations submitted by candidates on taught Master’s programmes will be forwarded to the Postgraduate Office once examination has been completed. One copy will be sent to the dissertation supervisor and the student will be invited to collect the other copy. If it not collected within 6 months, the student’s copy will be recycled within confidentially guidelines.

6.2. Normally the author of the dissertation is not expected to place any restriction on access to his or her work, and, in signing the Declaration on the Notice of Submission form, a candidate authorises access to the dissertation.

6.3. If, however, it is considered that because of some exceptional circumstances access to the dissertation should be restricted in some way, the candidate must:

a. inform their Programme Administrator that their dissertation is to be restricted.

b. ask at the appropriate Postgraduate Office for a Dissertation Restriction Form.

c. consult the Supervisor about the need for, and nature of, a restriction (the supervisor’s signature will be required on any completed Restriction form);
d. if a restriction is to be applied, complete the Dissertation Restriction Form as appropriate and submit it **with the dissertation**; this form will then supersede that part of the Declaration on the Notice of Submission Form in which the candidate authorised unrestricted access to the dissertation.

6.4. The University reserves the right to restrict access to a dissertation that was initially made open access without prior permission from the copyright owner. This is to accommodate where, for example, copyright infringements are subsequently reported to the University.
7. **APPENDIX 1:**

**LIST OF FACULTY AND SCHOOL TITLES**

**Faculty of Engineering and Physical Sciences**

School of Chemical and Analytical Science
School of Chemistry
School of Computer Science
School of Earth, Atmospheric and Environmental Sciences
School of Electrical and Electronic Engineering
School of Materials
School of Mathematics
School of Mechanical, Aerospace and Civil Engineering
School of Physics and Astronomy

**Faculty of Humanities**

Combined Studies
Manchester Business School
School of Arts, Languages and Cultures
School of Education
School of Environment and Development
School of Law
School of Social Sciences

**Faculty of Life Sciences**

**Faculty of Medical and Human Sciences**

Manchester Medical School
School of Dentistry
School of Nursing, Midwifery and Social Work
School of Pharmacy and Pharmaceutical Science
APPENDIX 2:

LIST OF DEGREE TITLES

MA  Master of Arts
MBus  Master of Business
MBA  Master of Business Administration
MDSc  Master of Dental Science
MEd  Master of Education
MEnt  Master of Enterprise
LLM  Master of Laws
MusM (Comp)  Master of Music in Composition
MusM (Perf)  Master of Music in Performance
MPlan  Master of Planning
MPHe  Master of Population Health Evidence
MPsy  Master of Psychology
MRes  Master of Research
MSc  Master of Science
MTPI  Master of Town Planning
9. APPENDIX 3

SAMPLE TITLE PAGE

TITLE OF DISSERTATION

A dissertation submitted to The University of Manchester for the degree of ............
in the Faculty of xxx

YEAR OF SUBMISSION
(OR YEAR OF RESUBMISSION)

CANDIDATE’S NAME

CANDIDATE’S SCHOOL
(except Faculty of Life Sciences’ candidates)