MANCHESTER 1824

The University of Manchester

SCHOOL OF EARTH AND ENVIRONMENTAL SCIENCES

ENVIRONMENTAL SCIENCE, POLICY AND MANAGEMENT (MESPOM) COURSE HANDBOOK

2017 - 2018

Note:

This handbook contains specific information about your programme of study and is correct at September 2017. It should be read in conjunction with the School General Handbook which contain more general and cross programme information, including details of University, Faculty and School policies, procedures and regulations. Any significant changes made to either the Programme Handbook or School General Handbook after publication will be notified to you via the School noticeboards, your University email, or Blackboard.

https://online.manchester.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=_3963924_1&course_id=_13059_1

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1 WELCOME AND INTRODUCTION

This is the **Handbook** for students studying at the University of Manchester on the Masters programme, Environmental Sciences, Policy and Management (MESPOM). It contains the rules and information pertinent to your period of study at University of Manchester, whether this is MESPOM semester 3 or Semester 3 and 4.

The handbook is primarily written for students registered on this programme but also contains important information for their Supervisors and Academic Advisors and other personnel involved with the programme.

The handbook contains contact information for members of staff associated with the programme, the structure of the programme, details of the taught course units methods of assessment, project arrangements and information about how your final marks are calculated.

We hope that this handbook, along with the School General Handbook, contains all the information that you need about the course - if not, do not hesitate to contact me.

I hope that you will enjoy your time in Manchester and will always value this opportunity to learn more about environmental science.

Dr Steve Boult
Programme Director

2. HEAD OF SCHOOL WELCOME – SEES

Dear Student

I am delighted to welcome you to the University of Manchester and the School of Earth and Environmental Sciences (SEES), I am very much looking forward to the next year and I hope you are too.

One of the University's core goals, as stated in the Strategic Plan for the University of Manchester, is

> *"to provide a superb higher education and learning experience to outstanding students, irrespective of their backgrounds, and will produce graduates distinguished by their intellectual capabilities, employability, leadership qualities, and their ability and ambition to contribute to society."*

I am proud to say that, without exception, staff in SEES work tirelessly in achieving this goal and put our students at the very heart of everything we do. You will be treated as an individual and both challenged and supported through every stage of your programme in order to ensure that you attain the highest possible academic standards and ultimately realise your ambitions; whether these are to gain employment in your chosen subject area, or to continue your academic career to higher study.

The School has an excellent research reputation, with staff involved in world-leading research projects. This research influences our teaching across all disciplines and subject areas, ensuring the currency of our programmes.

In addition to the subject knowledge that you will gain during your study, you will also acquire a wide range of transferable skills such as team working, negotiating, time management and critical thinking to name just a few. These will ensure that you are fully equipped and have the confidence to meet the many challenges that you will encounter throughout your future career of work or study.

One important thing to remember is that your studies should be stimulating, challenging and fun! I really do hope that you enjoy your time with us, but appreciate that, occasionally, you may experience difficulty of either an academic or personal nature. Staff in this School have an excellent reputation for being supportive and approachable and we operate an 'open door' policy where you should feel free to drop in and discuss matters with members of staff, including myself, your Programme Director, PGT Tutor or any other staff member. Anything discussed will always be treated with the utmost sensitivity and discretion. There is also an excellent range of University support services available that you can be signposted to.

Finally, we always welcome your feedback and, in addition to the more formal mechanisms for receiving input from students, you should feel free, at any time, to contact staff with your feedback. I am always available to hear from students, if you wish to discuss any matters with me directly, then do not hesitate to get in touch. It is important to us to know when we get things wrong, so that we can put them right as quickly as possible. Remember, we also welcome your positive feedback on the things that you consider we get particularly right and do well!

I'd like to take this opportunity to wish you every success in your studies during 2017/18. I hope you have a very enjoyable and fruitful time in Manchester.

Regards

Professor Kevin Taylor
Head of School
School of Earth and Environmental Sciences
kevin.taylor@manchester.ac.uk

3. KEY PERSONNEL AND CONTACT INFORMATION

Course Director	Dr Steve Boult, 2.54 Williamson Building, Tel: 0161 275 3867 Email: **s.boult@manchester.ac.uk**
Programme Administrator	Mrs Carol Jeffery, 1.42a Williamson Building, Tel: 0161 306 2758 Email: **carol.a.jeffery@manchester.ac.uk**
Director of Teaching & Learning	Dr Merren Jones, 1,70 Williamson Building Tel: 0161 275 6943 Email: **merren.a.jones@manchester.ac.uk**
Student Support Office	1.42 Williamson Building. Tel: 0161 275 0406 Email: **earth.support@manchester.ac.uk**

Student Support Office
Normal Opening Times – Monday – Friday 09.00 – 16.00
During Welcome Week & Week 1 – Monday – Friday 9.00 – 17.00

The School of Earth and Environmental Science Web Pages can be found at
http://www.sees.manchester.ac.uk/

You should regularly check the noticeboard for the MESPOM programme for updates, and important information. The noticeboard for the MESPOM programme is located on the corridor that runs along the Student Support Office, Williamson 1.42.

External Examiner

Professor Thomas Fisher, University of Liverpool

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.

4. PROGRAMME CALENDAR AND KEY DATES

During the teaching period at the University of Manchester students are required to be available for classes from 9.00 a.m. to 6.00 p.m. Monday to Friday. Timetabled field trips may require these hours to be extended.

During the research project, students are required to be able to commit at least 37 hours per week to their project.

It is strongly recommended that holidays taken during the summer and/or at other times are scheduled after discussion with your research supervisor, taking full cognisance of the availability of research personnel and equipment and of the timetabling of vacation modules. You should note the following key dates in the calendar below:

Semester 1 (Monday 18 September 2017 – 26 January 2018)

Welcome Week	18 September – 25 September 2017
Teaching Period	25 September – 15 December 2017
Christmas Vacation (4 weeks)	18 December 2017 – 14 January 2018
Revision and Examination Period	15 January – 26 January 2018

Semester 2 (29 January 2018 – 8 June 2018)

Teaching Period	29 January – 23 March 2018
Easter Vacation	26 March – 15 April 2018
Teaching Period	16 April – 11 May 2018
Revision and Examination Period	16 May – 6 June 2018

Key Dates

Tuition will not normally be given over the Christmas, New Year or Easter holiday periods. Please note that some optional course units may be scheduled outside of normal semester time. It is strongly recommended that holidays taken during the summer and/or at other times are arranged after discussion with your supervisor, taking full account of the availability of research staff and equipment and of the timetabling of course units.

Course Work

Course unit assignment titles will be given during the course of each unit.

Deadlines for handing in assignments will be given by the Course Unit Co-ordinator at the time the essay titles are distributed.

Key dates for Method A for Thesis/Dissertation Examination

May 2018	Notification of submission Thesis/Dissertation
May/June 2018	Submission of Thesis
June 2018 (CEU)	Graduation

5 OVERVIEW OF THE MSc ENVIRONMENTAL SCIENCES, POLICY AND MANAGEMENT (this relates to the full 4 semesters of which only semester 3 and 4 are taught at UoM)

Governments, industry and society, in all countries, including developing and middle income states, are increasingly aware of the importance of securing sustainable development through cost-effective pollution controls and resource conservation. As a result, there is a growing need, internationally, for suitably qualified personnel in the environmental authorities of central and local government, industry and commerce, consultancy and research. Moreover, the resulting legal requirements on the part of governments and industry to conform to national and international agreements and regulations means that such demand will remain even during periods of economic austerity and retrenchment. There is therefore an increasing need for well-qualified personnel within the regulatory authorities of central and local government, in manufacturing industry, consultancy, and in teaching and research.

Employers are increasingly requiring environmental science graduates to have a strong grounding in the quantitative and qualitative skills required to address environmental questions in additional to subject-specific knowledge and understanding. Our programmes address these requirements through a series or core and optional modules with the emphasis on synthesis.

5.1 Programme Aims and Objectives

The **overall aim** of the programmes is to supply these well-qualified personnel by providing interdisciplinary training in natural science and its application to social science and engineering in relation to an understanding and solving of environmental problems.

The specific aims of the programme are:

1. To attract and nurture high calibre students and prepare them for continuing pure and applied research in industry, the regulatory sector or academia by providing them with broad-ranging field and/or laboratory experience, a comprehensive set of practical qualitative and quantitative research skills and professional, transferable skills that will be vital for their future professional development.

2. To meet the needs of universities, industrial and regulatory sector employers by supplying high calibre graduates with a proven commitment to research in the area of environmental science, coupled with a broad base of practical research skills, general transferable skills and field and/or laboratory experience. To instil in students the advantages of a multi-disciplinary and collaborative approach to addressing key scientific questions, and to encourage them to take a "holistic" approach to their research.
3. To train students in the importance of science in the commercial and regulatory sectors plus the wider community, including the importance of presenting and communicating their science and the importance of addressing ethical issues raised by their science.
4. To enable students to make an informed decision about their personal suitability and motivation for a research career

The objectives of the programme:

The programmes aim to prepare students from a range of scientific backgrounds for careers in environmental management, control and research. The objectives of the programme are fulfilled because on graduation you will:

1. Demonstrate knowledge of a comprehensive set of practical research skills in their chosen areas of interest, including the ability to identify and analyse problems, design a series of experiments to test hypotheses, and to analyse, predict and present results and conclusions.
2. Acquire the ability to plan, organize and execute, interpret and communicate an in-depth piece of individual research.
3. Demonstrate an awareness of ethical issues surrounding scientific research in the public and private sectors
4. Obtain detailed specialist knowledge in the areas of pollutant transport, damage and control within selected pathways - terrestrial, aquatic, and atmospheric environments.

These abilities are clearly related to the requirements of the commercial and regulatory sectors. However, they are also a prerequisite for pure and applied environmental research as such work typically involves planning organizing, executing, interpreting and communicating an in-depth piece of individual research.

5.2 Programme Structure

The structure of the programme is outlined below.

Semesters 1 & 2 taught at Central European University
Semester 3 which may be taught at University of Manchester– a taught element comprised of 60 UK credit modules extending from September until January
Semester 4 which may be taught at University of Manchester - a research project to be completed by the middle of May.

A student who gains the following UK credits:

Taught element CEU – 120 credits
Taught element Manchester – 60 credits
Research Project – 60 credits

Will be awarded MSc Environmental Science Policy and Management.

A student who gains the following credits:

Taught element CEU – 120 credits
Taught element Manchester – < 60 credits
Research Project – 60 Credits

Will be awarded by CEU their MSc Environmental Science and Policy Management (1 year programme)

A student who gains the following credits:

Taught element CEU – 120 credits
Taught element Manchester/Lund – 60 credits
Research Project – < 60 Credits

Can be awarded by University of Manchester the Postgraduate Certificate.

5.3 Programme Course Units

Core Compulsory Units	Credits
PART 1: Taught Component	
EART60101 Measuring and Predicting **EART62061 MSc Tutorials**	**30** **15**
Semester 1 Optional Units – please choose 1	
EART60311 Organic Geochemistry	**15**
EART60451 Water Chemistry	**15**
EART60511 Geomicrobiology	**15**
EART60701 Earth and Environmental Consultancy	**15**
BIOL62051 Human Impact on the Biosphere	**15**
BIOL61451 Living with Climate Change	**15**
PLAN60411 Environmental Impact Assessment	**15**
PLAN60441 Concepts in Environmental Law	**15**
Other relevant optional units may be taken subject to approval of the Programme Co-ordinator.	
Semester 2	
EART60362 MSc Research Project (If choosing to do your Project at Manchester)	**60**

Mandatory Online Units

In addition to the above taught course units for your programme, you are also required to complete successfully the following mandatory online course units which are accessed via the SEES Virtual Common Room – in the 'My Communities' section of Blackboard.

- Academic Malpractice Awareness
- Health and Safety Online Course

We will run sessions during welcome week that will introduce you to the University's Virtual Learning Environmental (VLE), Blackboard and you will have the opportunity to complete these courses during one of these sessions. Please note that you must complete both of these courses by no later than 20 October 2017. Failure to complete the courses by the above date may result in you being prevented from progressing to the next semester of your studies.

6. COURSE UNIT SELECTION AND YOUR PERSONAL TIMETABLE

You will automatically be enrolled on to all compulsory course units associated with your year of study for your particular programme. **In the case of optional course units you must use the Student System Self-Service for Course Unit Selection function available through 'My Manchester' to make your choices** (where applicable). A step-by-step guide detailing how to do this is available at:

http://tinyurl.com/j7vzhon

Your personal timetable is available for you to view online through My Manchester. You can choose to view your timetable for the current week, a single semester, or for the whole year. Although your classes are **usually** held at the same time and the same place each week, there may be variations some weeks, including timings or the location of classes. It is important therefore that you **check your timetable regularly** to ensure that you know the timings and locations for your classes each week.

All your 'EART' units will show on your personal timetable. However, we cannot guarantee that all units that you choose from other schools will show on your personal timetable. In some cases the timing of units from other schools may be available on Blackboard or by some other method. It is your responsibility to ensure that you know the timing and location of all your course units. If you have any queries, please contact the Student Support Office, Williamson 1.42 or email earth.support@manchester.ac.uk

7. ASSESSMENT - GENERAL

7.1 Submission of Coursework and Penalty for Late Submission

During your course you will be given assignments to do in your own time. You will be given a deadline for submitting this work and it is essential that you keep to the stated deadlines. **Late submissions will be penalised according to the University *Policy on Submission of Work for Summative Assessment on Taught Programmes***. For further information, please refer to the **School's General Handbook.**

Please note that in the case of units that you take from outside of this School, different penalties may apply. This information will normally be communicated to you in the assessment brief or the course unit specification. If you are unsure you should always check with the course unit tutor.

In cases where, through no fault of your own, ie, unforeseen or unavoidable circumstances prevent you from submitting your work to the deadline stated, you should submit a mitigating circumstances request. Details of the mitigating circumstances procedures and deadlines can be found in the School General Handbook and also on Blackboard in the SEES Virtual Common Room, Policies and Procedures.

7.2 Assessment Criteria

Any marking criteria specific to your programme will be on Blackboard or will be provided by your Programme Director.

7.3 Progression

Programme specific progression rules for the Masters in Environmental Science, Policy and Management (MESPOM).

Participation in the research project for the Masters in Environmental Science, Policy and Management programme can only be undertaken once the criteria noted below have been met and approved at the first examiners' meeting (in practice students will have started the research project by the date of this meeting). The progression rules are as follows:

- Achieve an average of 50% in the taught units.
- Satisfactorily attend and complete any other compulsory element.

A student who fails the research project report may be permitted to resubmit the project on one further occasion subject to approval by the Board of Examiners. The maximum mark to be awarded for a resubmitted project will be 40% unless the original mark was within the compensation zone, in which case the first mark will stand. However, students achieving a mark of less than 30% for their initial dissertation or project submission are not permitted to resubmit and may be given an exit award

If a student fails to achieve a pass mark in their resubmitted project, they will normally be considered for an exit award of Postgraduate Diploma or Postgraduate Certificate depending on the number of credits achieved. If achievements do not meet the minimum criteria the student will normally be excluded from the programme.

8. MODULES IN ENVIRONMENTAL SCIENCES, POLICY AND MANAGEMENT

Course Unit Specifications
https://my.manchester.ac.uk/uPortal/p/course-unit-info.ctf1/max/render.uP